

MACON COUNTY BOARD OF ELECTIONS
REGULAR BOARD MEETING
Wednesday, 24 April 2024

Participants: Melanie Thibault, Judy Fritts, Kathy Tinsley, Gary Dills, Lynne Garrison, John Vanhook (arrived at 3:15 PM) and Jeff Gillette.

Call to Order: The Chair called the meeting to order at 3 PM.

1. Minutes from 15 March 2024: Ms. Garrison made a motion to accept the minutes as written. Mr. Gillette seconded the motion and the Board unanimously approved. Attachment 1

2. General Election Early Voting Plan: The Director provided a draft early voting plan calling for two voting sites (Highlands Civic Center and Carpenter Community Center) from 17 October 2024 until 2 November 2024. Hours for both locations will be Monday-Friday from 8AM until 7:30 PM and Saturdays from 8 AM until 3 PM. Mr. Dills made a motion to accept the plan. Mr. Gillette seconded the motion and the Board unanimously approved. Attachment 2

3. Budget Discussion: The Director provided a draft budget submission for FY 2024-25 calling for a total of \$353,594. The County Manager has seen the submission and had no comments. Mr. Dills made a motion to approve the budget as drafted. Ms. Garrison seconded the motion, and the Board unanimously approved the budget for submission. Attachment 3

4. Year to Date Budget: The Board reviewed the current budget noting that the County Commissioners added \$50,000 per Board request. The additional funds are needed to fund the second primary. Attachment 4

5. Invoices: The Board reviewed seven invoices and the Chair signed each. Attachment 5

5. Closed Session: Mr. Gillette made a motion to go into closed session to discuss personnel issues. Mr. Dills seconded the motion. The Board entered closed session at 3:25. Following discussion, Mr. Dills made a motion to re-enter open session. Ms. Garrison seconded the motion and the Board unanimously approved. The Board entered open session at 3:40 PM.

6. Promotions for Staff: Mr. Dills made a motion to amend the job descriptions of Mr. Williams and Ms. Fritts to include technical duties to test voting equipment for each election. This is a significant increase in duties and needed knowledge base. The

Director should take action to provide the necessary paperwork to request the county manager approve a step increase for Mr. Williams and for Ms. Fritts. These promotions should be effective beginning 1 July 2024. Mr. Gillette seconded the motion, and the Board unanimously approved the motion.

7. Adjourn: With no further business, Mr Dills made a motion to adjourn until Tuesday, 7 May at 5 PM. Ms. Garrison seconded the motion and the Board unanimously approved. The Board adjourned at 4:05 PM.

Attachments

1. Minutes from 15 March 2024
2. Early voting plan for general election 2024
3. 2024-25 Budget submission
4. Year to Date Budget
5. Invoices: Amazon (doorbell for Highlands precinct, FedEx, State Board of Elections and the Franklin Press)