



BOARD OF REGISTRATION AND ELECTIONS APPROVED MINUTES

REGULAR MEETING – May 11, 2023

The Fulton County Board of Registration and Elections met in Regular Session on Thursday, May 11, 2023, at 10:00 a.m.

**Please join the meeting from your computer, tablet, or smartphone.
FGTV YouTube Channel**

<https://www.youtube.com/channel/UCYH7E0jH6HxE-3KTRluH8SQ>

Presiding: Honorable Cathy Woolard, Chairperson

Other Board Members Present:

Dr. Kathleen Ruth
Mr. Aaron Johnson
Mr. Mark Wingate (virtual)

Absent Board Member:

Teresa Crawford, Vice Chairperson

#1– APPROVAL OF AGENDA

Chairwoman Woolard entertained a motion to approve the agenda. The motion was made by Mr. A. Johnson, seconded by Dr. Ruth, and carried by a vote of 4-0.

#2- COMMUNICATIONS AND PUBLIC RESPONSE

No communications from the public.

OLD BUSINESS

#3– APPROVAL OF MINUTES:

- Special Meeting –April 4, 2023
- Regular Meeting –April 13, 2023

Chairwoman Woolard entertained a motion to approve the Special Meeting minutes of April 4, 2023, and Regular Meeting minutes of April 13, 2023. The motion was made by Dr. Ruth and was seconded by Mr. Johnson and carried by a unanimous vote of 4-0.

#4- MONTHLY OPERATIONS REPORT FOR MARCH 2023

➤ Update on House District 68 Special Election

Mr. Eskridge reported:

- **Summer Internship Program:**
 - Worked with Finance & HR and received approval for three (3) interns.
 - (1) Intern will be assigned to VEO and (2) interns will be assigned to Information Systems
 - The targeted timeframe will be a start date of June 7th to run through mid-August
- **Audit update:**
 - The County Auditor has concluded the follow up to the Financial Review
 - Additional review on Agenda Item #7
- **Internal Operations:**
 - Met with HR which provided an overview/tutorial for the KPI measurement Success Factors
 - Scheduled training for managers to utilize Performance evaluations
- **Cross-Training Schedule & Local Certification –**
 - Working with Director to establish a matrix for permanent staff to cross-train across divisions, as well as obtain the Georgia Registrar Official Certification (GROC) & Georgia Election Official Certification (GEOC), established a completion date of June 30th

Chair Woolard asked about the Outreach efforts for the Summer Interns

Mr. Eskridge responded the Human Resources Department will complete the recruitment; the position will post in the same manner as Permanent position within the county

Mr. A. Johnson asked was the internship for High School Students

Mr. Eskridge responded no; the internship was extended to College Freshmen to Graduate Students

Madam Chair commended the efforts on the Summer Internship Program with the **DRE** as one of the participating Departments throughout the county.

Mrs. Brittan reported on the **Absentee Division:**

- **GARViS** Roundtables and REIF Submissions
- Interviewed/hired supplemental staff
- Assisted other Divisions as needed (DDS applications and SEB investigations)
- **GARViS** Roundtables
 - REIF Submissions
 - See packet for recent updates
 - Last update: **5/4** Pending update: **5/18**
- **Provisional** Ballot Overview
 - Transfer of duties

Attended

- Deputy Registrar training
- Live demonstration of Vote by Mail (**VBM**) equipment at the Cobb County Elections Office
- Continued Education: Secretary of State's Certification
 - **MEOC** Municipal Election Official Certification
 - **GEOC** Georgia Election Official Certification
 - **GROC** Georgia Registrar Official Certification
 - **Absentee Division completed SOS' certification**
- Vendors engaged during **April 2023**
 - Tattnell Ballot Solution, Quadiant, Runbeck, Fort Orange Press (Vote by Mail presentation)

ABSENTEE BY MAIL STATISTICS:	
Applications Accepted	5
Applications Rejected	8; ineligible electors or too late
Total Applications	13
Ballots Accepted	4
Ballots Rejected	0
Total ballots	4

Dr. Ruth asked about GARViS REIF tickets that were submitted

Mrs. Brittian responded 4-5 tickets were submitted for Absentee concerns

Dr. Ruth asked **Mrs. Brittian** for a summation of the tickets

Mrs. Brittian responded GARViS REIF ticket concerns:

- Unable process Absentee request fully (Multiple Tile processing)
- Unable to accept a ballot upon receipt
- Resolve one issue then another issue occurred
- Absentee reports not functioning properly

All identified concerns have been reported and resolved

Ms. Dickenson reported on Administration Division:

- Submitted requisitions to establish purchase orders and submitted invoices for payment.
- Processed requisitions for recruitment, separate resigned employees from HR system and provided responses regarding unemployment claims.
- Prepared IGAs for **BRE** Approval: **City of-** Alpharetta and College Park

PERSONNEL VACANCIES:	POSITION TYPE	STATUS OF RECRUITMENT
Registration Officers	Existing Position	Department currently conducting interviews.
Registration Manager	Existing Position	Interviews conducted and selection submitted to HR. Expected to onboard in May.
Administrative Coordinator 1	Existing Position	Register available; reviewing applications to schedule interviews.
Voter Education & Outreach Coordinator, Lead	Existing Position	Interviews conducted and selected candidate submitted to HR. Employee onboarded May 25, 2023.
Executive Assistant	Existing Position	Register available; reviewing applications to schedule interviews.
Election Chief	Existing Position	Interviews conducted and selected candidate submitted to HR.

Mr. Wingate inquired about the candidate hired as the new Election Chief

Director Williams introduced **Mr. John Ross** as the new Election Chief. **Mr. Ross** has 9 years of Election experience with the Information Technology and Supplies and Logistics. We are looking forward to Mr. Ross enhancing the Election Division.

Mr. Wingate welcomed the Chief

Mr. Ross thanked the **BRE**

Mrs. Benjamin reported on Advance Voting (Election Division):

- Staff has been trained for the Special Election for House District 68 in the Georgia House of Representatives.
- After 3 days of training, participants reported via survey feedback evaluation
- Anecdotally that they found the new processing systems to be more efficient and less error prone than the previous ENet system.
- Early Voting began on April 24th
 - slow turn out but the voter's response to the new cellular poll pad is positive.
 - We intend to schedule a zoom round table to gain additional feedback from our Advance Voting poll worker team at the completion of this Advance Voting election cycle.
- We have completed the following necessary goals to successfully conduct the HD 68 election:
 - 1) Review and revise our existing training curriculum.
 - 2) Rapidly realign elements of the training curriculum to incorporate utilizing the cellular poll pad and the newly adopted GARViS. (Georgia Registered Voter Information System)
 - 3) Develop and produce a training manual and related classroom materials.
 - 4) Develop and implement a real-time EV Location monitoring and review system, including hourly reconciliation and activity reporting. This allows us to rapidly identify errors, weaknesses or other failures occurring as a result of less-than-optimal procedures or processes and apply timely corrective measures.

Mrs. Benjamin mentioned the turnout in Fayette County was similar to the turnout in Fulton for the House District 68 Election

Mr. A. Johnson asked about the updated Poll Pad process and receiving feedback from upcoming Roundtables

Mrs. Benjamin expressed the process was extremely efficient and feedback overview will be submitted to the **BRE**

Director Williams reported on the Election Division:

- Ballot project was proofed and available as of today
- Pending proposed precinct location change for SC07C was advertised in the legal organ.
- The required advertisement for L&A has been placed in the AJC.
- Website information regarding this election has been posted on the County Website.

Election Day:

- Recruiting Poll Workers completed
- Setting training location
- Train Temporary Staff and Poll Workers
- Continuing working on updating Standard Operating Procedures (SOP) for the new GARViS

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE
Poll Manager	7	7
Assistant Manager	14	14
Clerks	26	20
Technician	7	5

Mrs. Barganier reported on the Department's Finances:

- Completed the Special Election House District 68 budget for the May 16, 2023, election, and for a possible run-off for June 13, 2023
- Continuing to update the NOV and DEC 2023 Municipal Election budgets as we meet with the Elections Department management.
- Continuing to process vendor invoices for payment

- Obtained a temporary services contract with Dover Staffing to provide the necessary temporary employees

2023 BUDGETS AS OF 3/31/23:	TOTAL
Operations Budget- Approved by BOC	\$4.9 Million
Special Election House District 68 Budget MAY 2023	\$639.6 K
Special Election House District 68 Budget for Run-off JUNE 2023, if needed	\$309.8 K
General Election Proposed Municipal Budget NOV 2023	\$5.7 Million
General Run-off Election Proposed Municipal Budget DEC 2023	\$2.45 Million

We have received the BOC approval and have been given the funding necessary for the Special Election House District 68 Budget for May 2023, and the budget for the possible Run-off Special election in JUNE 2023. We have a temporary staffing services contract with Dover Staffing to provide the necessary temporary employees. We have met with Dover Staffing and have completed the onboarding of the temporary employees to work the Special Election for House District 68.

We have provided the requested data for the internal audit of the Elections department by the Fulton County Audit Department. We have provided Budget to actual analysis for 2022, vendor contracts, numerous vendor invoices, department standard operating procedures, department budgets, and procurement requests. The draft audit report was issued.

Director Williams reported on the Election Division:

PREPARATION FOR ELECTION / WORK SUMMARY:	
There are no concerns regarding the House District 68 Special Election.	
Election Date:	May 16, 2023, House District 68
Runoff Date:	June 13, 2023, House District 68
House District 68 – May 16 th Election:	Portions of: <ul style="list-style-type: none"> Fairburn Union City South Fulton
Election Date:	November 7, 2023 – Municipal Elections
Runoff Date:	December 5, 2023 – Runoff Elections
Municipalities for November 2023 Election:	All Municipalities minus: <ul style="list-style-type: none"> Milton – self conducted Palmetto – self conducted Sandy Springs – no election to be held *Awaiting IGA from the City of Atlanta
Precincts Location Changes for the November 2023 Election:	<ul style="list-style-type: none"> Amount to be determined Proposed polling location changes to be completed by 5/6 Location changes will be advertised in the legal organ by 5/15 Presented to the BRE for approval on 6/8

ELECTION DAY:

PREPARATION FOR ELECTION / WORK SUMMARY:			
Preparing for May 16, 2023, Election: Recruiting Poll Workers, Train Temporary Staff and Poll Workers and continuing working on updating Standard Operating Procedures (SOP).			
Election Date:	Special Election May 16, 2023		
Runoff Date:	Special Runoff Election June 13, 2023		
POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	# TRAINED TO DATE
Poll Manager	7	7	7
Assistant Manager	14	14	12
Clerks	26	26	23
Technician	7	7	6

INFORMATION SYSTEMS:

- **Training** – Completed voting equipment and setup equipment used in Advance Voting Training from April 17 – April 20. Completed voting equipment used in Election Day Poll Worker Training which started on April 24th.
- **L&A Testing** – Completed L&A Testing and program all equipment for Advance Voting. Voting equipment was delivered to Advance Voting site on April 20th. Started and continue to conduct L&A Testing and program all equipment for Election Day. Voting equipment will be delivered to the Election Day sites on May 15th. Conduct L&A testing and complete updates on all Poll Pads used on Election Day and have these Poll Pads completed by May 13th.
- **Technical Support** – Started and continue to provide technical support for Advance Voting. Preparing to provide technical support for Election Day Sites.
- **Sunday Pick Up** – Provide Poll Pads, seals, precinct supply bags, and precinct binders for Poll Manager on Election Day.
- **Election Night** – Closing out advance voting tabulators. Uploading memory cards from each precinct and tabulate. Display results and send reports to the SOS.
- **Post-Election** – Receive in all voting equipment. Conduct final tabulation and prepare reports for certification.

Cellular Poll Pad Rollout: The Secretary of State's Office picked up all of Fulton's Poll Pads purchased by the state and replaced them with new cellular devices. Any additional Poll Pads purchased by the county was not upgraded at this time. The Information Systems staff assisted in the pickup of the old Poll Pads and the receiving of the new Poll Pads. The rollout was completed on April 19th.

Poll Pad Printers: Purchased 50 Poll Pad Printers. These printers were delivered on April 19th. Currently, we are using 6 of the Printers with the new Poll Pads at our Advance Voting Site, which works in conjunction with the Secretary of State's new voter registration system, GARVIS to look up a voter and print out an Advance in Person voter application receipt for each voter who checks in to vote.

Ms. Marshall reported for Voter Registration Division:

- Monitoring and Implementing GARViS enhancements
- Processed voter registration applications
 - Processed registration issues
- Prepared notices to voter registration applicants
- Preparation for Municipal Street Audits
- Redistricting
- Merging Duplicate Records
- Auditing the voter roll for invalid or business addresses
- Registered Voters **862,053*** – total
 - **758,811*** - active
 - **103,242*** - inactive
 - **12,291*** voter registration applications
 - Temporary Voter Identification Card (TVIC) **78**

*Due to enhancements in GARViS statistics are subject to change.

Mr. Ross reported on Supplies and Logistics (Elections Division):

- actively supporting the current advance voting location daily
- actively retrieving all Retention Boxes for storage and all boxes ready for secure destruction from each division.
- All May 16th Special Election polling site's voting equipment will be delivered on May 15th and Picked up On May 17th
- confirmed the South Annex Advance Voting room for Poll Manager Sunday Pickup and Election Night Drop off.

SUPPLY & INVENTORY STATISTICS	
Poll Manager Sunday Pickup	May 14, 2023 (8 am to 2 pm @ South Annex)
Poll Manager Election Night Drop off	May 16, 2023 (South Annex)
Election Central Move Date	Starting on July 10, 2023

Ms. Little reported on Voter Education and Outreach (Administration Division):

- Worked with external affairs to create collateral for the Special Election for House District 68
- Distributed to all the city clerks and mayors of impacted cities to distribute to their constituents
- Scheduling several events within the district to ensure awareness and knowledge of the special election

In preparation for the Municipal Elections:

- worked with External affairs to create and update all voter education and Promotional materials and updated the website
- Conducted deputy registrar training for new and those needing recertification
- Continued contacting schools, community organizations, non-profit organizations, senior centers, government officials, colleges, and universities
- Participated in Elections Center training for election officials
- List of Events: **22**

#5- LIST MAINTENANCE UPDATE:

Ms. Marshall reported:

Possible Duplicates to be reviewed per SOS GARVIS Dashboard:

Quantity as of:	
March 8, 2023	1098
April 12, 2023	39
May 9, 2023	6

FULTON COUNTY GIS DEPARTMENT SUMMARY

Findings as of May 9, 2023	Number of Records	Explanation
Addresses Not found	0	Address with double street types. Example: Main St St SW
Duplicate Records	566	Potential records that may be the same person

88888 + 99999	1,100	<ul style="list-style-type: none"> • 99999 – Voters that have been disconnected from their street segment • 88888 – Voters that were previously in a cancelled status, but when they were moved out of cancelled status they were not districted correctly or not reattached to a street segment. Some records are cancelled records and will remain listed as 88888
Missing Address	953	Voters who did not provide a valid residential address when registering to vote

The Registration Division is doing additional research of the findings listed above with an estimated completion date of **May 24, 2023**.

The Registration Division and Fulton County GIS Department have drafted a routine schedule to pull this data **biweekly** for the Registration Division to review and rectify.

BLUE RASTER SUMMARY – Concluded 4/30		
Category	Total	Explanation
Commercial addresses	12, 412	Addresses that have been identified as a business
Addresses Could Not be Verified	26, 044	The address was mapped, but it did not meet geocoding threshold and could not be verified
Unmapped Addresses	7, 704	The geocoder could not find a location to map the address input

The Registration Division is researching the addresses Blue Raster identified with an estimated completion date of **June 16, 2023**.

We have experienced an incremental implementation with the GARVIS system, which has resulted in significant lag time to receive reports, process corrections/edits, and retrieve results from the actions taken within the system, because not all functions are working properly within the system. Until the system's FULL implementation, it may be a challenge to provide status on key items in real time, as issues identified, require giving the technical team time to research and resolve.

Future updates: This report will be submitted as a part of the Registration Division monthly operations report.

Mr. Johnson inquired about the unmapped addresses and whether the unmapped addresses could be new subdivision. **Mr. Johnson** noted discrepancies of unmapped addresses due to Municipalities being responsible for their zoning and concerns

Ms. Marshall responded yes we have a plan, our GIS Department is assisting the **DRE** with identifying multi-use/ purpose properties (Starbucks on the Ground and condos above). The **DRE** has taken the initiative to send out the street list to every Municipality to have them review and update every street in their Municipality

Mr. Johnson asked **about** the missing addresses do you show where these this 953 have these voters voted with missing addresses or they're just on the roll

Ms. Marshall replied looking at it their registration there's always a difference in registering to vote and exercising the right to vote; most of the voters' registration dates back to the early 2000s (2007/2008)

Dr. Ruth thanked **Ms. Marshall** for this hard work I know it's not easy it's tedious, but it really is important that we have accurate voter registration lists. The missing and unmapped addresses, is there the plan to look at other databases to search to do some cross referencing such as Lexis Nexis

Ms. Marshall replied our goal is to get with our GIS department and have them to assist us and we have several other resources or GIS resources that have been provided to us from our department, so we'll utilize all available resources to resolve the items outlined in the report

Mr. Wingate asked about Blue Raster process with over 46,000 records and at the conclusion of the investigation if you cannot verify the records; what becomes the disposition of those voter records

Ms. Marshall replied that there are communications between the SOS office and the **DRE** regarding this matter, as we all know we cannot remove voters or change their status without a signature or the voter contacting our office. **Ms. Marshall** mentioned updating the **BRE** at the next meeting

#6-APPROVAL OF INTERGOVERNMENTAL AGREEMENTS:

- **City Of-** Alpharetta and College Park

Director Williams requested board approval to conduct the elections for City of Alpharetta and College Park.

Chairwoman Woolard entertained a motion to approve the Intergovernmental Agreements for the City of Alpharetta and College Park. The motion was made by Mr. Johnson and was seconded by Dr. Ruth and carried by a unanimous vote of 4-0.

NEW BUSINESS

#7- REVIEW OF THE COUNTY AUDITOR'S FOLLOW-UP REPORT

[Registration and Elections - Follow-Up Final Report.pdf](#)

Mr. Eskridge summarized the report for the **BRE**.

INTRODUCTION

In accordance with the 2023 approved Audit Plan, the Office of the County Auditor conducted a follow-up financial review of the Registration and Elections Department. The review determined if adequate measures were taken to resolve the findings and the recommendations addressed in our prior audit report dated August 2, 2021.

BACKGROUND

The Registration and Elections Department is responsible for overseeing the allocation of voting machines, managing polling locations, ensuring the accessibility, integrity and efficiency of the polling process, as well as many other tasks to ensure elections run smoothly. The Registration and Elections Department works diligently with federal, state and other local election authorities to ensure the safety and security of the voting systems. County election officials strive to administer elections in a way that is accurate, safe, secure and accessible for all voters.

Additionally, the Registration and Elections Department is responsible for registering voters who reside within Fulton County. The Fulton County Board of Registration and Elections has jurisdiction over the Department of Registration and Elections.

- Reviewed Registration and Elections Standard Operating Procedures
- Interviewed key staff, regarding procedures and internal controls
- Conducted a review of departmental funding sources for calendar year 2022
- Conducted a review of of the 2022 proposed budget and adopted budget
- Performed invoice testing to ensure compliance with Senate Bill 202 (SB 202)
- Performed an onsite inventory audit of assets used during the 2022 calendar year; and
- Performed testing to verify whether funds allocated by the Board of Commissioners were used as intended.

STATUS OF CORRECTIVE ACTION PLAN

In response to the August 2, 2021 Registration and Elections Financial Review, the department addressed the nine (9) findings and one (1) concern reflected in the report. Based on our review, four (4) recommendations were implemented, five (5) recommendations were partially implemented, and one (1) recommendation was in progress. Table 1 summarizes the implementation status of each finding.

We classified the status of implementation as follows:

- **Implemented** – The Division has fully implemented the recommendation.
- **Partially Implemented** – The Division has partially implemented the recommendation.
- **In Progress** – The Division intends to fully implement the recommendation.
- **Not Implemented** – The Division has not implemented the recommendation.

OBJECTIVE

The objectives of the review were to assess the adequacy of the measures taken to resolve prior findings and to evaluate the corrective action plan and any supporting documentation to validate the progress of implementation, as it relates to the Registration and Elections Department.

SCOPE

The scope of the initial audit was from January, 2020 – April, 2021. The information reviewed for the follow-up was from January, 2022 – December, 2022.

METHODOLOGY

We conducted this audit in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives.

To achieve our audit objectives, we conducted the following:

- Reviewed management’s responses and corrective action plan;
- Obtained supporting documentation to determine the status of implementation of management’s corrective action plan;

CONCLUSION

Based on the follow-up review performed, we identified the following: four (4) recommendations were implemented, five (5) recommendations were partially implemented, and one (1) recommendation was in progress. We recommend that management continue to ensure that appropriate corrective actions are taken to strengthen the internal controls and improve the operations of the Registration and Elections Department.

Please provide a written response to this audit within ten (10) business days. Be sure to address the written response to Anthony Nicks, County Auditor. The written response should be submitted to Shauna Herbert, Audit Manager, in the Office of the County Auditor at shauna.herbert@fultoncountyga.gov. We would like to thank management and staff for their timely cooperation and assistance during this audit. The distribution of this report is reserved for the executive management of Fulton County and the Board of Commissioners.

INTEROFFICE MEMORANDUM



TO: Anthony Nicks, County Auditor
FROM: Nadine Williams, Director, Registration and Elections ^{nu}
DATE: April 26, 2023
SUBJECT: Follow-Up Financial Review Audit Response

Department of Registration & Elections, Follow-Up Financial Review Audit Responses

Finding 1 – Lack of Departmental Standard Operating Procedures

The department's Standard Operating Procedures are in a current state of 'in progress,' due to transitional factors in State Election Laws. Therefore, the department updates SOP's as changes occur. We are in progress of updating SOP's to include the new GARVIS system, which is being modified on a weekly basis. There were new laws passed as of March 29th, 2023 that will require updates and revisions to all SOP's. We will continue to make the necessary updates to the department's SOP's as an ongoing practice.

Finding 2 – Inconsistent Procurement Procedures

The Department continues to have regular touch points with the County's Finance & Purchasing teams, in order to ensure even more oversight, that ensures adherence to the County's procurement policy. The purchase orders generated after the receipt of invoice that were identified, were primarily due to the Election cycle extending past the County's financial calendar. Specifically speaking, conducting the December 2022 runoff election, after the County's closing date for all procurement, caused this occurrence, as we did not receive some invoices until after the election had concluded.

Finding 3 – Untimely Payment of Invoices

The Department continues to have regular touch points with the County's Finance & Purchasing teams, in order to ensure even more oversight, that ensures adherence to the County's procurement policy. The invoices with late payments that were identified, were primarily due to the Election cycle extending past the County's financial calendar. Specifically speaking, conducting the December 2022 runoff election, after the County's closing date for all procurement, caused this occurrence, as we did not receive some invoices until after the election had concluded. Then invoices not paid in December 2022 by Finance had to await the approval of the 2023 funding for rollover 2022 funds which did not occur until early February 2023.

Finding 4 – Lack of Supporting Documentation

We meet with the temp agencies to ensure that an electronic time keeping system is used. We verify the temp hours worked by the managers. The invoices are reviewed and compared to the timesheets. We will continue to work with the temp agencies to get improvement in the support provided with the invoices. One temp agency changed their 3rd party time keeping and payroll

system during the 2022 election cycle and their timesheet support was printed in small print and had to be revised as we updated with them to correct the issue in their new 3rd party system.

Finding 5 – Improper Payment of Services

The Department's one (1) invoice that received overpayment, was an oversight in part due to the way the vendor formatted the invoice. When the invoice was processed the overage amount appeared to be the amount that was due, and thus processed for said amount. Moving forward the manager will review thoroughly before submitting to AP for payment.

Finding 6 – Inadequate Safeguarding of Assets

The Department is in full compliance with this Finding. The Department will continue to utilize its WDS inventory system to track and account for all departmental inventory.

Finding 7 – Failure to Comply with Grant Requirements Return of Unused Funds

The Department is in full compliance with this finding, as there was no grant funding received by the Department, following the passing of SB 202.

Finding 8 – Failure to Comply with Grant Requirements: Obligation Not Satisfied

The Department is in full compliance with this finding, as there was no grant funding received by the Department, following the passing of SB 202.

Finding 9 – Inadequate Departmental Accountability and Oversight of Financial Transactions

The errors/oversights found were largely due to the year-end closing practices. The Department's operations extend well beyond the County's end of year Accounting closing procedures, and thus the Department's transactions require aberrant methods to achieve necessary procurements and to obtain payment of later invoices received after the Accounting cut-off.

Concern 1 – Misclassification of Expenditures

The Department is in full compliance with this concern, as there were no misclassifications of expenditures identified.

Mr. Eskridge expressed Kudos and credit goes to the staff particularly Finance and Administration Division who did the primary leg work to make sure that we were staying up to date and in compliance with the audit as far as the submission of documentation and any kind of other assistance that came along so again kudos to the staff

Mr. Johnson expressed Kudos to the **DRE** on the Auditor's Follow- up Report

Chairperson Woolard echoed **Mr. Johnson's** comments. **Thank you!**

Also, you know the review of the standard operating procedures (SOPs) is going to be something that is going to go through a whole bunch of iterations this year I don't think we'll really see a completion point until we get to the end of the year. I say that really for the general public because once we move into our new facility and start to get used to moving around the new facility and how we're going to operate in the new facility it's going to take yet another full review of all the standard operating procedures to make sure that they're adapted to our new environment. It's high on the list of priorities and we'll all be checking back on that as we go forward but thank you again to all the staff. For the general public and others watching for understanding that when we have elections that run right up to the end of the year and we're waiting on folks to get us invoices it's quite a scramble for us to meet the normal deadlines that the county has for receiving and paying invoices in the appropriate time frame and I think you all have done an excellent job of trying to manage that.

EXECUTIVE SESSION

The Board did not convene into Executive Session.

ADJOURNMENT

Chairperson Woolard entertained a motion to adjourn. Mr. Johnson moved to adjourn the meeting. Dr. Ruth seconded the motion. Collectively, the Board agreed to adjourn at 11:01 a.m.

The meeting adjourned.

Prepared by:

Mariska Bodison, Absentee Manager