

Hancock County Board of Elections and Registration

Regular Meeting Minutes

August 19, 2021

I. **Call to Order**

The Hancock County BOER meeting was called to order at 5:09 p.m. by Chairperson Culver.

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II. **Roll Call/Establishment of a Quorum**

The following members were present for Roll Call: James Culver, Nancy Stephens, Larry Webb and Roshiba McCrary.

Board Member Teresa Kell was not present.

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III. **Approval of Agenda**

Motion was made by Webb and second McCrary to approve the Agenda with the following corrections:

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1. Remove Item 2., Approval of June 10, 2021 Minutes from under IX. Unfinished Business due to prior approval.
2. Move approval of September 24, 2020 Minutes from IX. Unfinished Business to IV. Action Items.

Motion Passed Unanimously.

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IV. **Action Items**

Motion was made by Webb and second by McCrary to approve the July 13, 2021 Meeting Minutes. After discussion motion was rescinded.

1. Motion by Webb and second by McCrary to add the September 24, 2020 minutes to Action Items and to return the July 13, 2021 Minutes to the Election Supervisor for correction.

Motion Passed Unanimously.

2. Motion by Stephens and second by McCrary to approve the June 10, 2021 Minutes after changing roman numeral IX to roman numeral X to under New Business.

Motion Passed Unanimously.

3. Motion by Stephens and second by Webb to return the September 24, 2020 Minutes to the Supervisor with the following changes: Approval of Agenda, change numeral 111.to roman numeral III. and remove the number 4 in the sentence. Under X. New Business, add the word next before Regular Meeting and add the 7th comment to the list.

Motion Passed Unanimously.

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#### **V. Executive Session**

There was no Executive Session held.

#### **VI. Monthly Budget Review**

No Discussion

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#### **VII. Chair Report**

- 1 The Chair gave a detailed report involving several improvements that would benefit the BOER. The recommendations were agreed upon by all.

2. There was additional discussion regarding an invoice submitted by Board member Stephens for unapproved travel reimbursement.

Motion was made by Webb and second McCrary not honor the request.

McCrary, Webb and Culver=Nay

Stephens=Yay

The Motion to not reimburse for travel passed 3 to 1

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## VIII. **Election Supervisor Report**

Discussion

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## XI. **Unfinished Business**

Code of Conduct Violations

1. A committee was formed which included Chairperson Culver and Vice Chair Webb in Board Member Kell's absence to determine if the complaint by Board Member Stephens against Board Member McCrary is valid.
  2. A committee was formed which included Chairperson Culver and Secretary McCrary to determine if the complaint filed by Ms. Stephens against Mr. Webb is valid.
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## X. **New Business**

Discussion

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XI. Citizen Comments

Participants:

Mrs. Paula Barnes

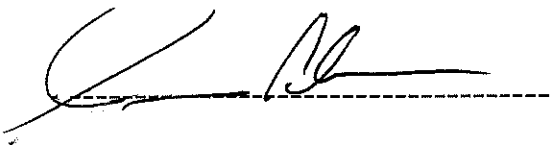
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XII. Adjournment

Motion to adjourn made by Stephens and second by Webb.

Motion passed unanimously.

Adjournment at 7:00 p.m.



Chairperson

10-7-2021

Date



Secretary

10-14-2021

Date

## Hancock County Board of Elections and Registration

Regular Meeting Minutes  
Thursday, September 9, 2021  
5:00 p.m.

Location: Hancock County Youth Opportunity Center (Skating Rink)

### I. Call to Order

The meeting was called to order at 5:05 p.m. by Chairperson Culver followed by a Moment of Silence.

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### II. Roll Call (Establishment of Quorum)

The following board members were present for Roll Call: Roshiba McCrary, Mike Stockwell, Larry Webb, and James Culver (in order of answering the roll call)

BOER Supervisor, Mr. G. McCown, was present.

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### III. Approval of Agenda

- Motion made by Webb and second by McCrary to approve the agenda with the following correction:  
Remove Item 2. Approval of June 10, 2021 minutes from under IX. Unfinished Business because minutes were already approved at last BOER meeting.

Motion passed with unanimous approval.

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### IV. Action Items

#### 1. *Approval of August 19, 2021 minutes*

There was discussion of corrections needed to August 19, 2021 draft minutes before they can be approved.

Motion made by Webb and second by McCrary to approve the August 19, 2021 minutes with the following corrections:

#### III. Approval of Agenda

Remove "Motion was made by Webb and second by McCrary to approve agenda as written. Motion passed unanimously."

Replace with "Motion made by Webb and second by McCrary to approve agenda with the following changes: Move approval of September 24, 2021 minutes to under **III. Action Items, Item 3.** Motion passed with unanimous approval."

Motion passed with unanimous approval.

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#### **V. Executive Session**

There was no Executive Session held.

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#### **VI. Monthly Budget Review**

Written copy of budget provided in packets.

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#### **VII. Chair Report**

Chairperson Culver provided a verbal report. Report included update following professional cleaning service brought in to deep clean the Board of Elections and Registration, introduced new BOER Member (M. Stockwell), and discussion to secure Clean Corners for future cleaning.

Agreement to honor Clean Corners invoice.

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#### **VIII. Election Supervisor Report**

A written report was provided.

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#### **IX. Unfinished Business**

*1. Approval of September 24, 2020 minutes.*

- Motion made by Webb and second by McCrary to approve September 24, 2020 minutes.

Motion passed with unanimous approval.

*2. Approval of July 13, 2021 minutes*

Motion made by Stockwell and second by Webb to approve July 13, 2021 minutes.

Motion passed with unanimous approval.

*3. Code of Conduct*

*Following some discussion of item, it was decided it will be tabled until next month's meeting.*

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**X. New Business**

*1. Welcoming the New Board Member*

Mr. Mike Stockwell was welcomed to the Hancock County Board of Elections and Registration.

*2. GBI Report*

*Update provided regarding status of investigation into former BOER Stephens and vouchers. Investigation is still ongoing.*

*3. Cleaning Services*

*Chairperson Culver will look into securing Cleaning Corners monthly to provide deep cleaning of BOER office.*

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**XI. Citizen Comments**

Participants:

Mr. Charles Jackson

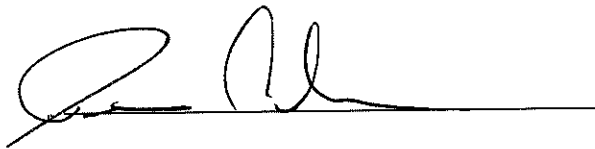
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**XII. Adjournment**

Motion to adjourn made by Webb and second by McCrary.

Motion passed with unanimous approval.

Adjournment at 5:49 p.m.



Chairperson

Nov. 11- 2021

Date



Secretary

10-14-2021

Date

Approved on 10-14-2021, during the BOER Regular, Called, or Work Session Meeting.



## Hancock County Board of Elections and Registration

Regular Meeting Minutes  
Thursday, October 14, 2021  
5:00 p.m.

Location: Hancock County Youth Opportunity Center (Skating Rink)

### I. Call to Order

The meeting was called to order at 5:07 p.m. by Chairperson Culver followed by a Moment of Silence.

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### II. Roll Call (Establishment of Quorum)

The following board members were present for Roll Call: Roshiba McCrary, Virgil Marek, Mike Stockwell, Larry Webb, and James Culver (in order of answering the roll call)

BOER Supervisor, Mr. G. McCown, was present.

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### III. Approval of Agenda

- Motion made by Webb and second by Stockwell to approve the agenda as written.

Motion passed with unanimous approval.

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### IV. Action Items

1. *Approval of September 9, 2021 minutes*

Motion made by McCrary and second by Marek to approve the September 9, 2021 minutes as written.

Motion passed with unanimous approval.

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### V. Executive Session

Motion made by McCrary and second by Webb to enter Executive Session at 5:10 p.m. for the purpose of discussion of personnel and litigation matters.

Motion passed with unanimous approval.

Motion made by Webb and second by Stockwell to come out of Executive Session at 6:22 p.m. and proceed with the agenda.

Motion passed with unanimous approval.

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## **VI. Monthly Budget Review**

Written copy of budget provided in packets.

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## **VII. Chair Report**

Chairperson Culver provided a verbal report.

Discussion of holding a Work Session prior to next regular monthly meeting.

Board agreed to hold work session on 2<sup>nd</sup> Thursday in November 2021, at 4:00 p.m. (prior to regular meeting)

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## **VIII. Election Supervisor Report**

Election Supervisor provided a written report.

(Particular item of interest: The EMS servers needed in the Municipality Election. City does not have access to servers and has asked BOER to host this part of the municipal election in terms of absentee ballot counting. Location will be Hancock County Skating Rink. Secretary of State's Office has granted permission to move servers to Hancock County Skating Rink (between October 27-29, 2021). Servers will be recalibrated prior to moving to Skating Rink and again when moved back to Board of Elections Office once Municipality election is completed.)

Discussion of City of Sparta will be responsible for paying BOER office staff for hours worked outside of normal business hours to assist in the above portion of the Municipality Election.

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## **IX. Unfinished Business**

### *1. Code of Conduct*

*Discussion of 2 pending code of conduct complaints. Both Stockwell and Marek agreed to serve on the investigative committee to review the complaints. No further action was taken on the item.*

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**X. New Business**

1. *Welcoming the New Board Member*

Mr. Virgil Marek was welcomed to the Hancock County Board of Elections and Registration.

2. *Chief Deputy Registrar Pay Increase*

The members of the board will further look into the feasibility of the request.

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**XI. Citizen Comments**

Participants:

Mrs. Nancy Stephens

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**XII. Adjournment**

Motion to adjourn made by Webb and second by McCrary.

Motion passed with unanimous approval.


Adjournment at 6:44 p.m.



Chairperson

11-18-2021

Date



Secretary

11-18-2021

Date

Approved on 11-18-21, during the  
BOER Regular, Called, or Work  
Session Meeting.