

## **HART COUNTY BOARD OF REGISTRARS**

DATE: Thursday, August 22, 2013  
LOCATION: Office of the Hart County Board of Registrars  
ATTENDEES: Jan Ertzberger, Chief Registrar/Jane C. Kay, Board Member/John C. Stercho, Board Member/Mary S. Stephens, Deputy Registrar/Clerk

**This meeting was called to order at 3:10 P.M. by Jan Ertzberger, Chief Registrar.**

1. Clerk Stephens submitted her report on the progress at the new office at 182 Cade Street. The renovations are approximately 80% complete. The facility will need to be cleaned thoroughly prior to the move. The Clerk stressed the importance of being moved and settled in at the new facility by September 15<sup>th</sup>. This will allow 4 weeks for planning and preparing the facility for upcoming Fall 2013 elections.
2. Chief Ertzberger informed the Board that our office would be responsible for Advanced and Absentee voting for the City of Hartwell elections. Clerk Stephens advised the Board that we would also be responsible for the District 3 County Commission seat, and the Countywide Board of Education SPLOST question and the Bowersville SPLOST question. Clerk Stephens said she would immediately begin the planning for supplies, machine/facility setup, work schedules, etc. to insure smooth operations.
3. Clerk Stephens submitted her report on the current status of work load processing. We currently have mailed Address Confirmation requests to 1,354 Hart County voters considered Inactive. This NCOA Statewide process is mandated in odd numbered years to reach out to voters who have not voted or contacted this office within a 3 year time period. The Clerk stated that 429 voters have responded to the request, 61 notices have been returned as “undeliverable” and 15 have been returned with out of State forwarding addresses. All returned addresses have been individually processed. These returns will be an ongoing process for the next several weeks. All additional Registration processes are current.
4. Chief Ertzberger and Registrar John Stercho discussed their experiences at the recent voter registration yearly conference in Athens, GA. Both agreed with was a good, informational conference.
5. A Hearing was held to discuss the requested removal by parents of 2 Hart County voters that had relocated out of State (address confirmations received via the NCOA mailings). The Registrars were unanimous in approval to cancel their voting rights in the State of Georgia. Notices have been mailed advising the parents of the process completion.

6. Open discussions:

Clerk Stephens warned the Board of the increase in Hart County voters coming to the office requesting proof of voter registration. Many students are required to submit this form for college financing to prove residency in Hart County. The State is very particular about the format of this information. It must be printed on BOR letterhead, signed by the Deputy Registrar or attending Registrar with the County seal applied. The Clerk advised the Board to have people come back Wednesday through Friday to pick up these documents. The same should be done for the processing of voter ID cards. This is a time consuming, technical process that has a large learning curve. Until someone else is properly trained to process these ID's, all requests should be directed to the Clerk.

Registrar Jane Kay talked about the upcoming election schedule and the hours that will be required by all. Professional dress and demeanor will be expected at all times. The elections work schedule for all begins on October 15<sup>th</sup> at 7:30 A.M. Out of office lunches will not be allowed due to minimum staffing. No time off will be granted except in the case of emergency.

With no further discussion, Registrar Stercho submitted a motion to adjourn at 3:50 P.M. Registrar Kay seconded the motion. The meeting was adjourned.

Respectfully Submitted,

***Mary S. Stephens***

Deputy Registrar/Clerk