

**Benton County Election Commission
Minutes
December 21, 2009**

FILED

2010 JAN 12 AM 11:15

TENA O'BRIEN
CO. & PROBATE CLERK
BENTON COUNTY, ARK

Chairman, Bill Williams, called the meeting to order at 10:05 a.m.

Present: Bill Williams, Chairman
Timothy Hutchinson, Secretary
E. J. Miller, Member
Helen Peltier, Election Coordinator
Kathy Mahmens, Staff

Others present: Betty Crawford, Benton County clerical pool.

The media was notified.

Minutes of the previous meeting of December 11, 2009 were approved.

Chairman Williams declared an executive session. The regular meeting was suspended until completion of the session.

Upon resuming the meeting, it was announced that the Commissioner unanimously agreed to have the Election Coordinator to communicate with the County Judge the request to have Kathy Mahmens hired as Staff Assistant as soon as possible.

Chairman Williams informed the Commission that the lease and renovation leasehold improvement agreement has been obtained. The County Judge has signed it and returned to Coordinator Helen to be signed by Ms. Boozman, Principal Broker. The most recent information indicates that the Election Commission will remain in the present location for one to two years.

There had been some discussion of ES&S developing new DRE's, however, according to the most recent information; no update to the DRE is planned.

Election Coordinator, Helen Peltier, provided information on the following items:

- The cost of the Bethel Heights election was \$3,915.00 and it has been billed.
- The estimated cost of the Bella Vista election was \$11,000.
- All of the prior election invoices for this year has been paid.
- The mileage rate changes to next year to \$0.50 per mile.
- Appropriate ordering for the remainder of the year is being completed.
- 34% of the 2009 budget has been spent. Paper ballot blanks may be ordered.

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- Calendars will be ordered for Commissioners and staff as needed.
- Because there was a one vote variance in the Bella Vista election, the Commission needs to look at adopting a policy on acceptable margins of variance for elections.
- "Under votes" have been researched with no clear answer on the single issue vote elections yielding "under votes".
- A good response has been received to the letters sent to election sheriffs.
- Helen informed the Commissioner's that she can be reached by cell phone during business hours.

Chairman Williams presented a letter from the Attorney General seeking an opinion on two questions, which resulted from Provisional Ballots cast in the 10/13/09 Garfield and Sulphur Springs annexation elections. The letter is attached to the minutes.

Chairman Williams stated that the purchase of new voting machines will not be done this year.

The Commissioners held a planning work session to identify the main issues to be worked on in 2010. Each item was prioritized by Must Do, Want to Do or Nice to Do and each assigned to a Commissioner. There was discussion that some items will mean getting an understanding of what is involved before the item will be completed.

Items listed by priority are:

MUST DO	WANT TO DO	NICE TO DO
Conduct solid elections as well as provide training both basic & IVO.		
G & A Billing		
FOIA Training		
Extra Early Voting Sites		
	Policy Manual	
	Procedures Manual	
	Reduce paper ballot waste	
	Reduce number of polling places	
	Continue with ACECA	
	Electronic polling book	
	Absentee vote counting	
		Public relations for elections (assigned to all)
		J P redistricting

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Projects from the list were assigned as follows:

Chairman Williams:

G & A Billing
Reduce paper ballot waste
ACECA
Electronic polling book
J P redistricting

Member Miller:

Conduct solid elections as well as provide training both basic & IVO
Reduce number of polling places
Extra early voting sites

Secretary Hutchinson:

Policy Manual
Procedures Manual
FOIA Training
Absentee vote counting

Coordinator Peltier:

Procedures Manual

The next regular meeting is scheduled for January 12, 2010 in the Quorum Court Room at 10:00 a.m..

The meeting was adjourned at 12:12 p.m.



Respectfully submitted, Timothy Hutchinson, Secretary

Prepared by Betty Crawford, Benton County clerical pool