

Izard County Quorum Court

Melbourne, Arkansas

July 2nd, 2019

The meeting will come to order

The Clerk will call roll

Prayer and Pledge of Allegiance

Reading of last month's minutes

Agenda

Comments from the audience (three minutes per person)

New Business:

- ❖ Resolution - Fairground Grant Program
- ❖ Randall Lovelace
- ❖ Road Update

Old Business:

Adjourn

Izard County Judge

Eric Smith

IZARD COUNTY QUORUM COURT

JUNE 2019

Izard County Quorum Court met in regular session on Tuesday, June 4 at 6:00 p.m. All justices were present.

The minutes of the May meeting were approved on a motion by Justice Miller and second by Justice Engelhardt with all in favor.

In the County Road Department update, County Judge Eric Smith reported that due to rain and wet conditions crews were only able to grade approximately 105 miles of county roads in the month of May. The department did spot grading to keep the roadways open after several heavy rains. The department hauled 255 loads of clay gravel to roads in the highway 9 south area and installed 6 culverts in various locations around the county. Crews cut 12.5 miles of county road right-of-way with the side arm brush cutter and brush hogged approximately 52 miles of county right of way.

With no other business, the court adjourned at 6:13 pm.

DATED:

COUNTY JUDGE:

COUNTY CLERK:

County Fair Building Grant Program
Resolution Passed by Quorum Court

Resolution # _____

Be it resolved by the Quorum Court of Izard County, State of Arkansas a resolution entitled: Izard County Fairground Improvement.

A Resolution authorizing the Judge of Izard County to apply for a grant on behalf of the Izard County Fair Association.

Whereas, the Quorum Court of Izard County has determined that Izard County meets eligibility requirements necessary to apply for a grant under the County Fair Building Grant Program, and

Whereas, the Izard County Fair Association has presented plans to make improvements to the concession stand *(description of project)*; and whereas, the Quorum Court of Izard County recognizes the need for the project, concurs its importance, and supports the Izard County Fair Association in its efforts to proceed with the same, and

Whereas, the Izard County Fair Association has furnished proof that they have raised \$ 4,000 through community cash and/or in-kind donations to be applied to the project as a local match;

Therefore, be it resolved that the Quorum Court of Izard County hereby appropriates a sum of \$ 4,000 to complete the local match money requirement for the project described herein;

Be it further resolved, that the County Judge of Izard County is hereby authorized to submit an application of formal request to the Arkansas Rural Development Commission for purpose of securing state grant funds in the amount of \$ 4,000 to aid and assist the Izard County Fair Association in executing the proposed project described herein and that the County Judge or Recorder/Treasurer of Izard is further authorized to administer the grant funds for the same project.

THIS RESOLUTION ADOPTED IN REGULAR SESSION _____ *(date)*.

Approved: _____
Signature of County Judge

Attest: _____
Signature of City or County Clerk

Note: This is a sample copy of a resolution intended to assist grant writers in knowing what to submit.

Izard County Board of Election Commissioners Procedural Handbook



The purpose of this procedural book is to outline the policies that the Commission has adopted as a quick reference point and so that future Commissioners will have a foundational understanding of the working points that is set forth in the handbook. I understand that under the unanimous decision of the commission, it can be altered and modified in the future if need be to fit the needs of the ever-changing laws and policies.

I pray that the hard work of the current Commissioners will be appreciated for years to come.

Sincerely,

The Honorable Randall Lovelace
Chairman of the Izard County Board of Election Commissioners

Table of Contents:

| | |
|-----------|--|
| Section 1 | Roberts Rules of Order Suggested Outline of Official Meetings |
| Section 2 | Official Correspondence |
| Section 3 | Poll Workers and PWIS Form Training Requirements Duties and Responsibilities of Poll Workers |
| Section 4 | Election Coordinator Duties and Responsibilities |
| Section 5 | Commissioners Duties and Responsibilities Chair Commissioners |
| Section 6 | Compensation Rates |
| Section 7 | Poll Working Exceptions |

Section 1
Roberts Rules of Order

Roberts Rules of Order was adopted by previous Commissioners and confirmed on April 25, 2018 by Mr. Lovelace in his first meeting. By this affirmation, it set the bar for all future meetings that the Commission would hold in the future. Several versions have been published but the latest revised version 11 is the most current available at this time.

The following is a suggested outline that the Commissioners follow at all called meetings.

Call to Order
Pledge of Allegiance
Prayer
Comments from the Audience (usually limited to 3 minutes each)
Roll Call
Reading of Minutes
New Business
Old Business
Discussion
Dismiss

Section 2
Official Correspondence

The Commission adopted a policy that any official correspondence can be by any legal means of communication such as the United States Post Office, facsimile, email, text and in person. This would alleviate some of the cost of postage, time and paperwork of the election coordinator and the Commissioners. Also, any public notices sent to the newspapers, radio stations, web masters, social media outlets may be contacted in the same manner. This was adopted on October 10, 2018.

Section 3
Poll Workers and PWIS Form
Training Requirements
Duties and Responsibilities of Poll Workers

The Commission has had a hard time finding poll workers and training them properly in the past and in 2018 did not find exceptions to this harsh reality. The Commissioners adopted several policies in helping this in the future. With the adoption of the 'Poll Worker Information Sheet' that is now required on every poll worker for IZARD County, it ensures that the Commission has all the necessary information to get a hold of them and to schedule training and poll working assignments. This form is at the back of the book and can be copied from there and a copy can be obtained from the IZARD County Clerks Office.

Poll Worker Information Sheet

This sheet has been adopted by the Commission to collect the appropriate data on each potential poll worker to ensure that everyone that the Commission can contact them in a timely manner. Each Commissioner (Majority and Minority) must present it to the Commission in order for them to be considered to work the polls. The PWIS is required to be turned in no later than sixty days (60) before the early vote is set to begin. After that, the Commission will determine poll worker precinct and placement duties.

New Poll Workers

This training session is required by state law for New Poll Workers and will be divided into small groups of no more than 15 persons. This gives ample one-on-one training for each individual and the trainer can go over more information in a more specific manner. In these sessions, detailed information will be given to each poll worker along with a booklet from the State of Arkansas. It is essential that the training be done in a timely manner at least 30 days before the early vote begins.

Voter Machine Training

In the general election of 2018, the county acquired new voting machines that required different steps in the voting process. Although the general election went pretty smooth, the general concerns were poll worker training on the machines. This class is designed to ensure that all the poll workers are familiar with all the startup procedures, daily procedures as well as the closing procedure of the machines used in the voting process. This class will be trained by the Chair of the Commission or an appointed person by the Chair.

Precinct Assignments

After proper training the Commission will appoint poll workers to specific precincts. Assigning them their duties for the day, along with any special duties they deemed necessary to have a smooth election. The following is the duties defined specifically to Izard County poll workers.

Sheriff

Person in charge of a particular polling site. They are the overseer of the set up and placement of the polling machines. Often called the 'election judge' by the state, the Commission has deemed this title as the one that would have the ultimate authority at the precinct that they are in charge of. Duties would include, but not limited to; taking care of all provisional ballots, making sure that all paperwork is done, assisting clerks and ensuring election results are taken back to the clerks office to be tallied.

Judge

Person who is in charge of the polling mechanics at the poll site. The duties would include but not limited to making sure that the machines are working properly, assisting voters to the voting machine and set up and tear down of the voting machines.

Clerks

Persons who is in charge of the clerical mechanics at the poll site. The duties would include, but not limited to: set up and break down the tablets, proper signage, sign in voters and check ID.

Specific Site Alternates

Site specific alternates can be designated by the Commission to be used in case of one of the assigned poll workers at the site cannot fulfill the duties on election day. Arrangements to fill the position is to be made by the Chair of the Commission. This list must be approved 20 days before the start of early vote.

Voter Worker Pool

All of the people that the Commission approved to go through the New Poll Worker Training and the Voter Machine Training is put on this list to ensure that in the case of an emergency, the Chair of the Commission has enough people available to pick from to fill the positions at the precinct in the case of a poll worker not being there. From this pool, a poll worker can be asked to work at ANY poll site in Izard County. This list must be approved 20 days before the start of the early vote.

Section 4 Election Coordinator Duties and Responsibilities

The County Clerks office has hired a person to do the duties of the election coordinator and help in the County Clerks office as needed. The duties listed would include, but not limited to are listed below.

- PROGRAMMING & CODING
- ONLINE SPREADSHEET PORTAL
- COMMUNICATION WITH ESS&S COMPANY
- MAILING & RECEIVING OF MEDIA
- TESTING SOFTWARE
- BALLOT LAYOUT & PRINTING
- REIMBURSEMENT PAPERWORK FOR STATE FUNDED ELECTIONS
- ELECTION NIGHT TALLYING & SUBMITTING TO THE STATE
- HAVE MACHINES & BAGS READY TO GO BY 8:30 AM THE MORNING BEFORE TRANSPORT

Section 5 Commissioners Duties and Responsibilities Chair Commissioners

Although the duties are defined in the Election Laws of Arkansas, those duties are included in addition to the following specifically in Izard County.

The Chair of the Commission

Duties that would include, but not limited to:

- * Oversee and organize the Election Commission meetings
- * Budgeting and expenditures
- * Work with the Election Coordinator
- * Oversee all the correspondence and newspaper releases.
- * Interaction with poll-workers including selection, notification and training.
- * Provide training and election day support.

- * Organize transportation of voting machines and proper signage to the polling sites.
- * Certify election results

Majority and Minority Commissioners

Duties that would include, but not limited to:

- * Interaction with poll-workers including notification and training.
- * Selection of poll sites - both early and election day.
- * Polling assistance on election day
- * Certify Election Results
- * Selection and Verification of Poll Workers

Section 6
Compensation

At the end of 2018, the Commission approved the resolution for compensation for all election Commissioners and Election Officials. Since its adoption, the State of Arkansas has voted to raise the minimum wage and the resolution is not within those wage requirements. Below is a formulated compensation rate that will work based off of the minimum wage at any given time and should not change, however with the unanimous vote of the Commission, it can be altered at any time.

Compensation for the IZARD County Board of Election Commissioners and Election Officials

The County will pay each Commissioner \$40.00 for every official meeting called by the Chair of the Commission.

Election day pay will be from 7:00 am to 8:00 pm at the rates outlined below.

Pay Rate Schedule for the Commissioners and Official Election Officials can be changed annually and set each year at the beginning of each year starting January 1st, 2019.

| | |
|--|---------------------|
| Commissioners Hourly Rate | Minimum wage x 1.2 |
| Extra work outside the meetings must be approved by the Chairman of the Commission and given a set amount of hours per project | |
| Sheriff of Precinct | Minimum wage x 1.12 |
| Judge of Precinct | Minimum wage x 1.09 |
| Clerks at Precinct | Minimum wage x 1.05 |
| Election Extra Help (Delivery and Pickup of machines) | Minimum wage x 1.05 |

Mileage will be paid at the rate set by the IRS and is currently \$.54 a mile. This will be paid according to the IZARD County travel policy. (Note: a map of travel will be required to back up mileage request). Mileage will be paid round trip from the place of residence to the destination and polling sites on election day if assistance is needed.

All reimbursements will be approved by the Chair of the Commission and the County Judge for approval. All expenditures that come out of the Election budget must be approved by the Chair of the Commission before any disbursement will be made.

All supplies must be approved before purchase and office supplies can be picked up at the County Clerks Office. Additional supplies that are needed must be bought in IZARD County if possible.

Commissioner checks will be issued on June 1st and December 1st following the elections.

Section 7
Poll Working Exceptions

Arkansas Code clearly defines the qualifications and restrictions of poll workers. The Commissioners have concluded that IZARD County should have the additional definitions included, so there would not be any confusion or conflicts in the future. See IZARD County Poll Working Exceptions Resolution.

IZARD COUNTY POLL WORKER EXCEPTION RESOLUTION

THIS RESOLUTION IS TO CLARIFY THE ELIGIBILITY OF THE SPOUSES OF THE ELECTION COMMISSIONERS AND OTHER POLITICAL PARTY CHAIR PERSON AND THEIR SPOUSES

ARKANSAS CODE 7-4-109-3-D (1,2) DISQUALIFIES A PERSON TO BE AN ELECTION OFFICIAL BASED ON THE SECOND DEGREE OF CONSANGUINITY AND IF A PERSON OBJECTS TO HIS OR HER SERVICE AS AN ELECTION OFFICIAL.

THIS RESOLUTION DEFINES THAT FURTHER BY THE FOLLOWING:

- A. ANY SPOUSE OF A COUNTY COMMISSIONER SHALL NOT BE ELIGIBLE TO BE A POLL WORKER IN IZARD COUNTY
- B. ANY POLITICAL PARTY CHAIR OR SPOUSE OF THE CHAIR SHALL NOT BE ELIGIBLE TO BE A POLL WORKER IN IZARD COUNTY

THE RESOLUTION MAY BE MODIFIED BY THE UNANIMOUS VOTE OF THE COMMISSION.

RESOLUTION TO ESTABLISH A VOTER WORKER POOL IN IZARD COUNTY, ARKANSAS

INTENT AND PURPOSE OF RESOLUTION:

TO ENSURE THE IZARD COUNTY BOARD OF ELECTION COMMISSIONERS HAS A POOL OF POLL WORKERS IN THE CASE THAT IT IS IMPOSSIBLE TO OBTAIN QUALIFIED ELECTION OFFICIALS FROM ANY PRECINCT

DEFINITIONS

ICBEC: IZARD COUNTY BOARD OF ELECTION COMMISSIONERS

POOL OF POLL WORKERS: ANY PERSON THAT HAS ATTENDED THE PROPER TRAINING BEFORE THE TIME OF ELECTION AND MEETS REQUIREMENTS STATED IN ARK CODE 7-4-109 (B)

ALTERNATES: EXTRA POLL WORKERS THAT HAVE BEEN APPROVED FOR A SPECIFIC POLLING SITE AND NOT FOR ALL POLLING PLACES.

PROCEDURE FOR SELECTIONS/APPOINTMENTS

A LIST OF ALL THE POLL WORKERS WILL BE APPROVED BY THE ICBEC PRIOR TO THE ELECTION TO BE IN THE POOL OF POLL WORKERS.

WHEN NEEDED, A POLL WORKER CAN BE ASKED TO WORK AT ANY POLL SITE IN IZARD COUNTY.

CHAIR OF THE COMMISSION WILL APPOINT THE WORKER USING A RANDOM SELECTION METHOD.

WHEN A NEW WORKER IS APPOINTED, THE CHAIR WILL NOTIFY ALL THE COMMISSIONERS STATING THE PRECINCT NAME, THE NAME OF THE PERSON THAT WAS REPLACED AS WELL AS THE NEW APPOINTMENT TO THE PRECINCT.

Request for Mileage Reimbursement Form

Employee Name
 Home Address
 City, State Zipcode

| |
|--|
| |
| |
| |

Rate Per Mile
 Total Mileage
 Total Reimbursement

| | |
|---------------------|---------|
| Rate Per Mile | \$0.540 |
| Total Mileage | 0 |
| Total Reimbursement | \$0.00 |

NOTE: The IRS periodically changes the per mile reimbursement rate. Current rate for 2018.

| Date | Starting Location | Destination | Description/Notes | Odometer Start | Odometer End | Mileage | Expense |
|------|-------------------|-------------|-------------------|----------------|--------------|---------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Requester (signature):
 Authorized Approver (signature):

| |
|--|
| |
|--|

Date:
 Date:

| |
|--|
| |
|--|