

**PRELIMINARY AGENDA**  
**CATOOSA COUNTY BOARD OF ELECTIONS AND REGISTRATION**  
**800 LAFAYETTE STREET, RINGGOLD, GA 30736**  
**APRIL 8, 2025 4:00 PM**

The following constitutes the preliminary agenda for the Regular Meeting of the Board of Elections and Registration of Catoosa County, Georgia to be held April 8, 2025, at 4:00 P.M. subject to such revisions, deletions and additions as may be determined by the Board of Elections and Registration at the meeting. Subject to the foregoing, the Board may take action on the following matters:

**REGULAR MEETING**

**1. Call to Order Regular Meeting**

**2. Set Agenda**

**3. Minutes**

3.1 Approval of March 11, 2025 Regular Meeting Minutes

[March 11 Minutes-.pdf](#)

**4. Public Comments**

**5. Old Business**

**6. New Business**

6.1 P & L Statement - (February 46.5%) [P&L](#)

[Statement E1001410 FEB2025.pdf](#)

6.2 Calendar of Events - May 2025 through August 2025

[Calendar of Events April -August.pdf](#)

6.3 Miscellaneous Topics

**7. Updates**

7.1 Legislative

7.2 City of Ringgold

7.3 City of Ft. Oglethorpe

7.4 GAVERO Training - August 10-13th, 2025, Savannah, GA

7.5 No Hearing

7.6 Next Meeting: May 13, 2025 at 4:00 p.m.

**8. Executive Session**

8.1 Legal

**9. Adjournment**



## CATOOSA COUNTY

### Board of Elections and Registration

#### *Executive Summary*

*Board of Elections and Registration Meeting*

Division: **BOARD OF ELECTIONS AND REGISTRATION**

**Meeting Date:**

April 8, 2025

**Department Requesting Agenda Item:**

Melissa Hannah, Elections Office

**Action Type:**

Action Requested by BOC

**Attachments/Exhibits for Agenda Item:**

**Presenter:**

**Agenda Item:**

Approval of March 11, 2025 Regular Meeting Minutes

**Background/Summary:**

**Additional Comments/Recommendation:**

**Catoosa County Board of Elections and Registration**  
**March 11, 2025 Minutes**

**Call to Order**

The Catoosa County Board of Elections and Registration met on Tuesday, March 11, 2025 at 4:00 PM at the Freedom Center. Marvin Cornelison was in the chair and Jennifer Motter (secretary) was present. Also present was Nina Crawford. Tommy Davis was present by phone and Ron Mckelvy was absent. Marvin Cornelison opened with prayer and pledge.

**Approval of Agenda**

Motion to approve the agenda: Nina Crawford  
All approved

**Approval of Minutes**

Motion to approve the minutes from February 11, 2025 Regular Meeting: Jennifer Motter  
All approved

**Public Comments**

- James Coles
- Mary Beth Bugea

**Old Business**

- Plant a tree in Rickey Kittle and Howard Long's Memory
  - A white oak behind the elections building
  - Approval has been granted from the county manager
  - Wait until fall for more appropriate planting weather

**New Business**

- January P&L Statement (40.9%)
- Items for discussion/vote
  - Motion by Nina Crawford to move the regular BOE meeting to the Catoosa County Government building. All Approved.

- Motion by Nina Crawford to follow Roberts Rules of Order when it comes to the keeping of minutes. 1) the names of public speakers noted, but not their comments 2) no need to include the second to a motion in the minutes 3) the secretary and chair will sign the minutes. All Approved.
- Misc Topics- please fill out and circulate the community survey

## **Updates**

- Legislative update
  - Jim Coles (public speaker) gave a thorough update of current legislation in his comments
- City of Ringgold- Municipal Street List was sent for approval. Sign off received 2.12.25
- City of Fort Oglethorpe- Municipal Street List was sent for approval. Sign off received 2.26.25
- Qualifying dates are Aug. 18-20 at the Elections Office.
- No Hearing
- The next meeting will be April 8, 2025 at 4 pm at the Catoosa County Government Building. 800 Lafayette St. Ringgold.

## **Executive Session**

- Motion to move to Executive Session: Jennifer Motter  
All Approved
- A separate set of minutes was kept for this session.

## **Adjournment**

Motion to adjourn: Jennifer Motter  
All approved

Respectfully Submitted,

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Jennifer Motter, Secretary

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Marvin Cornelison, Chairman



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**Action Type:**

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**Attachments/Exhibits for Agenda Item:**

**Presenter:**

**Agenda Item:**

P & L Statement - (February 46.5%)

**Background/Summary:**

**Additional Comments/Recommendation:**

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

ACCOUNTS FOR: 0100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>E1001410 ELECTIONS AND REGISTRATION</b>							
E1001410 511050 OFFICIALS	12,000	12,000	5,040.00	1,000.00	.00	6,960.00	42.0%
E1001410 511100 SAL-REGULR	242,753	243,653	100,819.46	15,002.84	.00	142,833.54	41.4%
E1001410 511220 ELEC WRKRS	139,764	139,764	81,851.63	.00	.00	57,912.37	58.6%
E1001410 512100 GROUP INS	85,882	85,882	27,844.80	4,606.68	.00	58,037.20	32.4%
E1001410 512200 SOCIAL SEC	24,461	24,517	11,083.11	940.51	.00	13,433.89	45.2%
E1001410 512300 MEDICARE	5,721	5,734	2,592.31	219.94	.00	3,141.69	45.2%
E1001410 512400 RETIREMENT	17,084	17,174	7,146.42	1,066.54	.00	10,027.58	41.6%
E1001410 512700 WORK COMP	1,342	1,342	412.53	105.57	.00	929.47	30.7%
E1001410 521150 SOFTWARE	11,000	11,000	672.50	192.50	.00	10,327.50	6.1%
E1001410 521210 LEGAL SERV	0	0	18,062.50	8,500.00	.00	-18,062.50	100.0%
E1001410 522110 DISPOSAL	1,200	1,200	405.40	120.08	.00	794.60	33.8%
E1001410 522220 EQUIP REPR	10,000	10,000	5,390.47	.00	.00	4,609.53	53.9%
E1001410 522225 COPIER EXP	2,980	2,980	2,479.25	204.42	.00	500.75	83.2%
E1001410 522230 VEH REPRS	1,500	1,500	330.51	.00	.00	1,169.49	22.0%
E1001410 522320 EQUIP RENT	1,700	1,700	453.90	.00	.00	1,246.10	26.7%
E1001410 523210 TELEPHONE	8,850	8,850	2,530.08	506.04	.00	6,319.92	28.6%
E1001410 523220 CELL PHONE	819	819	202.20	40.44	.00	616.80	24.7%
E1001410 523270 POSTAGE	9,000	9,000	3,508.92	1,297.50	.00	5,491.08	39.0%
E1001410 523300 ADVERTISNG	7,000	7,000	927.54	.00	.00	6,072.46	13.3%
E1001410 523500 TRAVEL	6,400	6,400	141.60	10.00	.00	6,258.40	2.2%
E1001410 523550 TRAV MEALS	1,500	1,500	162.21	16.93	.00	1,337.79	10.8%
E1001410 523600 DUES & FEE	500	500	56.33	.00	.00	443.67	11.3%
E1001410 523700 ED & TRAIN	2,800	2,800	.00	.00	.00	2,800.00	.0%
E1001410 523850 CONT LABOR	6,400	6,400	4,637.50	.00	.00	1,762.50	72.5%
E1001410 531100 GEN SUPPLS	35,000	35,000	9,464.09	462.75	.00	25,535.91	27.0%
E1001410 531200 UTILITIES	61,100	61,100	31,005.53	6,178.81	.00	30,094.47	50.7%
E1001410 531270 GAS/DIESEL	2,000	2,000	500.31	41.72	.00	1,499.69	25.0%
E1001410 531610 SMALLEQUIP	0	0	17,173.68	.00	.00	-17,173.68	100.0%
E1001410 542500 EQUIPMENT	20,000	20,000	.00	.00	.00	20,000.00	.0%
<b>TOTAL ELECTIONS AND REGISTRATION</b>	<b>718,756</b>	<b>719,815</b>	<b>334,894.78</b>	<b>40,513.27</b>	<b>.00</b>	<b>384,920.22</b>	<b>46.5%</b>
<b>TOTAL GENERAL FUND</b>	<b>718,756</b>	<b>719,815</b>	<b>334,894.78</b>	<b>40,513.27</b>	<b>.00</b>	<b>384,920.22</b>	<b>46.5%</b>
<b>TOTAL EXPENSES</b>	<b>718,756</b>	<b>719,815</b>	<b>334,894.78</b>	<b>40,513.27</b>	<b>.00</b>	<b>384,920.22</b>	

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	718,756	719,815	334,894.78	40,513.27	.00	384,920.22	46.5%

\*\* END OF REPORT - Generated by Bernice Kumnick \*\*



## CATOOSA COUNTY

### Board of Elections and Registration

#### *Executive Summary*

*Board of Elections and Registration Meeting*

Division: **BOARD OF ELECTIONS AND REGISTRATION**

**Meeting Date:**

April 8, 2025

**Department Requesting Agenda Item:**

Melissa Hannah, Elections Office

**Action Type:**

**Attachments/Exhibits for Agenda Item:**

**Presenter:**

**Agenda Item:**

Calendar of Events - May 2025 through August 2025

**Background/Summary:**

**Additional Comments/Recommendation:**

# April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>31</i> Earliest day to accept an ABM application-78 days before the election	<i>1</i> <i>State Qualifying for PSC Dist. 2 &amp; 3</i>	<i>2</i> <i>State Qualifying for PSC Dist. 2 &amp; 3</i>	<i>3</i> <i>State Qualifying for PSC Dist. 2 &amp; 3</i>	<i>4</i> <i>Legislative Session Ends</i>	<i>5</i>
<i>6</i>	<i>7</i>	<i>8</i> <b>Board meeting - 4 pm</b> <b>New location-800 Lafeyette St.</b>	<i>9</i>	<i>10</i>	<i>11</i> <i>Tonya &amp; Rebekah speak at the College &amp; Career Academy—<u>The importance of Voting!</u></i>	<i>12</i>
<i>13</i>	<i>14</i> Tonya on vac	<i>15</i> Tonya on vac	<i>16</i> Tonya on vac	<i>17</i> Tonya on vac	<i>18</i> <i>Office Closed for Good Friday</i>	<i>19</i>
<i>20</i> <b>EASTER</b>	<i>21</i> Tonya on vac  <i>Heritage Voter Reg. Drive</i> Rebekah, Jennifer, & Tommy	<i>22</i>  <i>LFO Voter Reg. Drive</i> Rebekah, Jennifer, & Tommy	<i>23</i>  <i>Ringgold Voter Reg. Drive</i> Rebekah, Jennifer, & Tommy	<i>24</i>	<i>25</i>	<i>26</i>
<i>27</i>	<i>28</i> <i>GARVIS Training</i> In Paulding County Tonya & Amy V. attend	<i>29</i> <i>GARVIS Training</i> In Paulding County Tonya & Amy V. attend	<i>30</i> <i>GARVIS Training</i> In Paulding County Tonya, Amy E. & Rebekah attend			

# May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>BMD-52 Scanners-21 Poll Pads-26 UPS-26</i>	<i>ED staff—4 Mgr. (2) Asst. Clerk</i>			<i>1 11:30 am Raffensperger speak at the Chamber Nina, Tommy, Jennifer</i>	<i>2</i>	<i>3</i>
<i>4</i>	<i>5</i>	<i>6 PWT @ 9 am</i>	<i>7 PWT @ 1 pm</i>	<i>8 PWT @ 5:30 pm</i>	<i>9 PWT @ 1 pm</i>	<i>10</i>
<i>11</i>	<i>12</i>	<i>13 BM @ 4 pm L&amp;A -Ringgold @ 8:30 am (12 BMDS, 6 scanners Ring ED &amp; ADV &amp; West ADV) Need BM</i>	<i>14 Need BM L&amp;A - DPK @ 8:30 am L&amp;A - Boyn @ 1 pm Dpk- 20 BMD/8 scanners Boyn-20 BMD/7 scan</i>	<i>15</i>	<i>16 PWT @ 9 am</i>	<i>17</i>
<i>18</i>	<i>19 Reg. Cut off date</i>	<i>20 Set up West &amp; Ring</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>
<i>25</i>	<i>26 <u>Closed-Memorial Day</u></i>	<i>27 Adv Voting 8-5 Wk 1</i>	<i>28 Adv Voting 8-5</i>	<i>29 Adv Voting 8-5</i>	<i>30 Adv Voting 8-5</i>	<i>31 Adv Voting 9-5</i>

# June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>Adv Voting 8-5</i>  <i>Wk 2</i>	3 <i>Adv Voting 8-5</i>	4 <i>Adv Voting 8-5</i>	5 <i>Adv Voting 8-5</i>	6 <i>Adv Voting 8-5</i>	7 <i>Adv Voting 9-5</i>
8	9 <i>Adv Voting 8-5</i> <i>Deliver machines</i> <i>Tommy?</i>  <i>Wk 3</i>	10 <i>Adv Voting 8-5</i>  <i>Set up precincts</i>	11 <i>Adv Voting 8-5</i>  <i>Set up precincts</i>	12 <i>Adv Voting 8-7</i>  <i>Set up precincts</i>	13 <i>Adv Voting 8-5</i>  <i>Switch out ED Ring &amp; West machines after ADV Ends. Need BM</i>	14
15	16 <i>Poll Pad Update 8 am</i>  <i>Mgr.'s pick up Binders &amp; Keys</i>	17 <i>PSC Primary Dist. 2 &amp; 3</i> <i>Election Day 7-7 Shifts?</i> <i>Absentee Panel—6 pm?</i>	18	19	20 <i>3:00 Certification BM</i> <i>5:00 Certify</i>	21
22	23	24	25	26	27 <i>Audit</i>	28
29	30					

# July 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<sup>1</sup> <i>L&amp;A if needed at the precincts</i>	<sup>2</sup> <i>L&amp;A if needed at the precincts</i>	<sup>3</sup> <i>L&amp;A if needed at the precincts</i>	<sup>4</sup> <b><u>Closed</u></b>	<sup>5</sup>
6	7 <i>Adv Voting for R/O If needed 8-5</i>	8 <i>Adv Voting for R/O If needed 8-5</i> <i>BM @ 4 pm</i>	9 <i>Adv Voting for R/O If needed 8-5</i>	10 <i>Adv Voting for R/O If needed 8-7</i>	11 <i>Adv Voting for R/O If needed 8-5</i> <i>Set up Ed Machines after close.</i>	12
13	14 <i>Poll Pad Update</i>  <i>Mgr.'s pick up binders &amp; keys</i>	15 <i>PSC Run Off Election Shifts?</i>  <i>Absentee Panel @ 6 pm?</i>	16	17	18  <i>3:00 Certification meeting if needed</i> <i>5:00 certify if needed</i>	19
20	21  <i>Rebekah Vac</i>	22  <i>Rebekah Vac</i>	23  <i>Rebekah Vac</i>	24  <i>Rebekah Vac</i>	25 <i>Audit?</i>  <i>Rebekah Vac</i>	26
27	28	29	30  <i>Region Meeting in Whitfield County</i>	31		

# August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
					<i>Tonya Vac Day</i>	
10 <u>GAVERO</u> Savannah Nina, Tommy, Amy V., Tonya attend	11 <u>GAVERO</u> Savannah Nina, Tommy, Amy V., Tonya attend	12 <u>GAVERO</u> Savannah Nina, Tommy, Amy V., Tonya attend	13 <u>GAVERO</u> Savannah Nina, Tommy, Amy V., Tonya attend	14 <u>Travel Back to Catoosa</u> Nina, Tommy, Amy V., Tonya attend	15	16
17	18 <i>Ringgold &amp; FTO</i> <i>Qualifying 8:30-5</i>	19 <i>Ringgold &amp; FTO</i> <i>Qualifying 8:00-5</i>	20 <i>Ringgold &amp; FTO</i> <i>Qualifying 8:00-5</i>	21	22	23
24	25	26	27	28	29	30
31						

# September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# October 2025

<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# November 2025

<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



## CATOOSA COUNTY

### Board of Elections and Registration

#### *Executive Summary*

*Board of Elections and Registration Meeting*

Division: **BOARD OF ELECTIONS AND REGISTRATION**

**Meeting Date:**

April 8, 2025

**Department Requesting Agenda Item:**

Melissa Hannah, Elections Office

**Action Type:**

For Informational Purposes only

**Attachments/Exhibits for Agenda Item:**

**Presenter:**

**Agenda Item:**

Miscellaneous Topics

**Background/Summary:**

**Additional Comments/Recommendation:**



## CATOOSA COUNTY

### Board of Elections and Registration

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Melissa Hannah, Elections Office

**Action Type:**

For Informational Purposes only

**Attachments/Exhibits for Agenda Item:**

**Presenter:**

**Agenda Item:**

Legislative

**Background/Summary:**

**Additional Comments/Recommendation:**



## CATOOSA COUNTY

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**Presenter:**

**Agenda Item:**

City of Ringgold

**Background/Summary:**

**Additional Comments/Recommendation:**



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**Presenter:**

**Agenda Item:**

City of Ft. Oglethorpe

**Background/Summary:**

**Additional Comments/Recommendation:**



## CATOOSA COUNTY

### Board of Elections and Registration

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**Action Type:**

For Informational Purposes only

**Attachments/Exhibits for Agenda Item:**

**Presenter:**

**Agenda Item:**

GAVERO Training - August 10-13th, 2025, Savannah, GA

**Background/Summary:**

**Additional Comments/Recommendation:**



## CATOOSA COUNTY

### Board of Elections and Registration

#### *Executive Summary*

*Board of Elections and Registration Meeting*

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**Meeting Date:**

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Melissa Hannah, Elections Office

**Action Type:**

For Informational Purposes only

**Attachments/Exhibits for Agenda Item:**

**Presenter:**

**Agenda Item:**

No Hearing

**Background/Summary:**

**Additional Comments/Recommendation:**



## CATOOSA COUNTY

### Board of Elections and Registration

#### *Executive Summary*

*Board of Elections and Registration Meeting*

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April 8, 2025

**Department Requesting Agenda Item:**

Melissa Hannah, Elections Office

**Action Type:**

For Informational Purposes only

**Attachments/Exhibits for Agenda Item:**

**Presenter:**

**Agenda Item:**

Next Meeting: May 13, 2025 at 4:00 p.m.

**Background/Summary:**

**Additional Comments/Recommendation:**



## CATOOSA COUNTY

### Board of Elections and Registration

#### *Executive Summary*

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**Meeting Date:**

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**Department Requesting Agenda Item:**

Melissa Hannah, Elections Office

**Action Type:**

For Informational Purposes only

**Attachments/Exhibits for Agenda Item:**

**Presenter:**

**Agenda Item:**

Legal

**Background/Summary:**

**Additional Comments/Recommendation:**