

# ALABAMA BOARDS OF REGISTRARS LEGISLATION TASK FORCE

## Meeting Minutes

June 22, 2016

### Call to order

Secretary Merrill called to order the meeting of the Alabama Boards of Registrars Legislative Task force at 10:30 a.m. on June 22, 2016 in the Milo Howard Auditorium of the Alabama Department of Archives and History.

### Roll call and Acknowledgement of Notification of Meeting

Secretary Merrill informed the Task Force that the meeting notice was published online on the Alabama Secretary of State website, and therefore, was properly noticed per the Alabama Open Meetings Act. Secretary Merrill initiated a roll call by asking Clay Helms to call roll for the group. Members present were Alan Baker, Don Davis, Lynda Hairston, Albert Lipscomb, John Merrill, Tiffany McCord, Chris Priest, Eugenia Stone and Charles Woodroof. Morgan Arrington and Chase Cobb were in attendance as proxy for Rhondel Rhone and Randy Vest. Ex officio members present were Brent Beal, Hope Curry, Will Edwards, Clay Helms, Ed Packard, and Cindy Wright. Guests present were Mitchell Brown, Kathleen Hale, Brian Hardin, Georgianna Hunt, Alex Smith, and Jess Skaggs.

### Review of Agenda and Minutes from previous meeting

Secretary Merrill asked the task force to review the agenda for the present meeting and the minutes for the meeting held on May 18, 2016. Albert Lipscomb motioned to approve the minutes and a second was given by Lynda Hairston. The Task Force voted all in favor and approved the minutes.

### Old Business

A handout was provided to all in attendance listing recommendations for possible qualifications to be required along with current qualifications referenced in Code of Alabama (1975), section 17-3-2.

### New Business

The Task Force narrowed the list of qualifications from the handout to a more concise list. The Task Force reviewed current requirements and certifications to be appointed utilized by the State of Alabama Personnel Department, specifically ADMINISTRATIVE SUPPORT ASSISTANT I AND ADMINISTRATIVE SUPPORT ASSISTANT III. Kathleen Hale and Mitchell Brown presented a draft curriculum proposal for boards of registrars training.

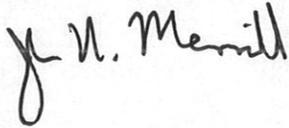
## **Motions**

Don Davis motioned to approve Auburn University's general proposal to prepare a training program for December of 2016 for boards of registrars. Albert Lipscomb seconded the motion. The Task Force voted all in favor to approve the proposal.

## **Next Meeting/Adjournment**

Secretary Merrill set the next meeting for August 24, 2016 in the Milo Howard Auditorium of the Alabama Department of Archives and History. With no other business before the group, Secretary Merrill adjourned the meeting at approximately 12:15 p.m.

Submitted by: Clay Helms

A handwritten signature in black ink that reads "J. N. Merrill". The signature is written in a cursive style with a large, looped initial "J".