

**Minutes of the Richland County Board of Elections and Voter Registration
Wednesday, August 12, 2015
4:00pm, County Council Chambers**

Board Members in Attendance

Ms. Marjorie Johnson, Chair

Ms. Adell Adams, Vice-Chair (via conference call)

Ms. Sylvia Holley

Ms. Jane Emerson

Mr. E. Peter Kennedy

Staff in Attendance

Mr. Samuel Selph, Director

Ms. Lillian McBride, Deputy Director

Staff Members – Elections & Voter Registration Department

Others in Attendance

Local print media

Call to Order

- The meeting was called to order at 4:08 p.m.

Adoption of Agenda

- A motion was made to adopt the meeting's agenda. Seconded. Approved.

Approval of Board Meeting Minutes

- The Board Members reviewed the minutes from July 8, 2015.
- A motion was made to approve the meeting minutes. Seconded. Approved.

Board Chair Comments

- *Status of Payment for Legal Fees*
 - As of August 11, 2015, the monies owed to the SC Public Interest Foundation in the approximate amount of \$35,000 have not been paid.

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- Although advised on previous occasions that the bill would be paid through the Reserve Legal Fund, the bill is still outstanding.
- *Status of Budget Shortfall / Adjustments*
 - Ms. Johnson advised the Board of monies that were transferred from the department's poll worker account to cover outstanding expenses for the upcoming elections as well as the program maintenance and license fees for the department's voting machines and related equipment.
- *SEC Certification*
 - Ms. Johnson reminded the Board of the status of their State Election Commission certifications as well as the upcoming classes they are required to attend.
 - All new Board Members' 1 year anniversary date is September 15, 2015 and all are required to obtain their certification within 18 months of appointment.
 - A discussion ensued regarding the status of the Director's certification with the State Election Commission and whether his certification timeline began while he was interim director or once he became the regular director.
 - Ms. Emerson stated that on numerous occasions, the Director was asked to report on his certification status, but the Board was never provided with that information.
 - Mr. Selph stated that it was his understanding that once he became the permanent director that the certification timeline began at that time.
 - It was noted that the Director's certification status was included in the 2nd Quarter Director's report which would be discussed during Executive Session.
- *County Council Agenda Request*
 - Ms. Johnson advised the Board that because a Request of Action (ROA) will be submitted and a Council Appearance may be required, the reconsideration of the budget items will be combined with the request for relocation, storage, budget amendment, and tracking of reimbursements through the ROA process.

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- A written justification and validation of the department's funding requests will be needed so all items can become a part of the current status of the department's budget shortfall.
- Mr. Selph stated that by following the County's process for submitting an ROA, an official paper trail will be created.
- Additionally, a letter is currently being drafted to submit to the County Administrator regarding the department's budget items.

Board Chair Comments

- Commissioner Kennedy – Supervisory Inquiry
 - Mr. Kennedy stated that issues have arisen as of late that has raised concerns of ensuring that the Board is prepared for the upcoming elections, and to ensure a proper working environment for the department to include office personnel, staff meetings, etc.
 - Ms. Emerson requested specific information as opposed to the general overview that was included in the Director's evaluation submission in order to ask questions and obtain concrete answers.
 - Ms. Holley stated that she reviewed the information submitted by the Director in the report and found it to be excellent and that the Director has done a great job as a new person in the position.
 - Ms. Johnson stated that many of the concerns that were raised are listed as part of the Director's evaluation process and that it is imperative that the Board remains policy makers so as to not interfere with the administration of the department.
 - Any further discussion of the Director's evaluation would need to be discussed in Executive Session.

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Director's Comments & Updates

- SEC Election Prep Correspondence / Inquiry
 - Mr. Selph informed the Board of the inquiry received from Ms. Marci Andino, Director of the State Election Commission regarding the department's preparation for the upcoming preparations.
 - The department responded to the inquiry and provided all information requested.
- Office Relocation Lease Proposal
 - The department received a lease proposal submitted on behalf of Collier International.
 - The lease proposal has been forwarded to the County Administrator for his review.
- Staffing Vacancy Status
 - The department had two staffing vacancies. One vacancy has not yet been filled.
 - The additional vacancy has been filled by one of the department's current part-time employees. Ms. Emerson questioned whether the Supervisor was included as part of the hiring process and Mr. Selph responded that the Supervisor was included in the hiring process.

Executive Session re: Director's Quarterly Evaluation / Discussion

- A motion was made to proceed into Executive Session to discuss the Director's Quarterly Evaluation / Discussion. Seconded. Approved.
- The Board entered into Executive Session at 4:55pm.
- A motion was made to come out of Executive Session at 6:09pm. Seconded. Approved.
- The Board indicated that no decisions were made and there were no actions to report from the Executive Session.

Public Questions & Comments

- None

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Adjournment

- There being no further business, the meeting was adjourned at 6:10pm.

Recorded by: Amie Brunson, Administrative Assistant