

**Minutes of the Richland County Board of Elections and Voter Registration**  
**Wednesday, February 5, 2014**  
**4:00pm**

**Board Members in Attendance**

Mr. Allen Dowdy, Chair  
Ms. Adell Adams, Vice-Chair  
Ms. Elaine DuBose  
Mr. Samuel Selph  
Mr. Herbert Sims

**Staff in Attendance**

Mr. Howard Jackson, Director  
Ms. Lillian McBride, Deputy Director of Voter Registration & Absentee  
Ms. Amie Brunson, Administrative Assistant

**Call to Order**

- The meeting was called to order at 4:01 p.m. It was noted that a quorum was present to allow the meeting to proceed and that the meeting had been properly posted in accordance with the Freedom of Information Act requirements.

**Approval of Board Meeting Minutes**

- The Board Members reviewed the minutes from December 18, 2013. A motion was made to approve the meeting minutes. Seconded. Approved 5-0.

**Adoption of Agenda**

- A motion was made to approve the meeting's agenda. Seconded. Approved 5-0.

**Amend the Agenda**

- A motion was made to amend the agenda to allow the Director's Comments before Executive Session. Seconded. Approved 5-0.

**Director Comments**

- Mr. Howard Jackson, Director, provided the Board Members with the following update:

**Elections Update**

- Municipal Elections
  - March 11, 2014 – Town of Blythewood Special Election
    - The Town of Blythewood has agreed to consolidate their polling locations and have 1 precinct open with 3 – 5 machines.
    - Mr. Allen Dowdy, Board Chair, stated that the 2014 SCARE Conference would be occurring at the same time as the Town of Blythewood Election.
    - Mr. Jackson suggested that since the Board Chair is unable to attend the conference, the Chairman can be present at the certification hearing and the other Board Members available via conference.

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- June 10, 2014 – June Primary Election
  - Mr. Jackson stated that The American Party has been certified and that currently there will be a Republican and Democratic Primary.

25 New Precincts Status Report

- Mr. Jackson stated that the office is working with the Department of Research and Statistics and the State Election Commission.
- March 15, 2014 is the deadline for the new voter registration cards to be mailed to all voters who were affected by the new precinct changes. The mail-out will also include an explanation as to what changes have occurred.
- Mr. Selph asked whether the office is encountering issues with securing polling locations. Mr. Jackson stated that the office is experiencing some challenges with securing some polling locations, and those polling location challenges are listed in the Presidential Report that was emailed to all Board Members for their review.
- As of today, the office is awaiting confirmation from the following potential polling locations:
  - North Springs 3
  - Parkridge 1
  - River Springs 3

Presidential Report

- Mr. Selph stated that it appeared that the Presidential Report is geared towards state and local governments.
- Mr. Jackson responded that the Presidential Report was released January 2014 in response to the November 2012 Elections. The report discusses recruitment and training of poll workers, making voter registration more accessible, and increasing technology. The report also included diagrams of polling locations and that the design of many polling locations are cause for concerns due to accessibility and bottleneck issues. The Presidential Report has been assigned to the Elections & Voter Registration Office Divisions and will serve as a blueprint in moving forward because many states had multiple issues during the November 2012 election.
- Mr. Selph mentioned that the Presidential Report stated that no one should have to wait any longer than 30 minutes to vote. Mr. Jackson replied that the office is working on new initiatives that will be implemented in June 2014.
- Mr. Sims mentioned that it would be helpful if the ballots did not have many amendments which make the ballots lengthy and difficult to read. Mr. Jackson replied that for many, the ballots can take up to 15 – 20 minutes to read which results in bottlenecks. The office is working on ensuring that the precincts are fully staffed, the machines are operable and that poll workers are fully trained and prepared to deal with any issues that may arise on Election Day.

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Office Updates

- Mr. Selph stated that oftentimes at the polls, workers are assigned to the polls but are unable to work on Election Day which results in many polling places being understaffed on Election Day.
- Mr. Jackson informed the Board that the Precinct Division signed up 20 individuals as poll workers today. Mr. Jackson has also met with officials at Fort Jackson and the office is reaching out to citizens, churches, schools, colleges, and various civic organizations in order to recruit additional poll workers.
- For the November 2014 General Election, about 1700 individuals are needed to work the polls.

Legislation

- Senate Bills 811 & 866 would make all combined Boards legal.
- Senate Bill 811 would allow Delegation the option of moving County Operations under County Council.
  - Mr. Dowdy questioned whether or not the Board needed to go on record stating that they strongly support to vote in favor and not against the bill.
  - Mr. Jackson stated that the Counties would need to provide their positions because some Counties are in favor and some are not. But items like this are normally discussed at the mid-year conference.

Election Reimbursements

- The office has received reimbursements from the Town of Blythewood, the Library Referendum, and the City of Columbia for the November 5, 2013 Election.
- As of today, the office has not received reimbursement from Richland School District One for the June 4, 2013 Election.

Standard Operating Procedures Manual

- The office is continuing to review and update office policies and procedures in order to consolidate into one (1) Standard Operating Procedures (SOP) depository

Office & Warehouse Consolidation

- The office is continuing to work with Mr. McDonald concerning the Elections & Voter Registration Office & Warehouse Consolidation

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**Executive Session**

- A motion was made to proceed into Executive Session to discuss personnel related issues. Seconded. Approved 5-0. The Board entered into Executive Session at 4:32 p.m.
- A motion was made to come out of Executive Session at 5:48p.m. Seconded. Approved 5-0. The Board indicated that no action and no votes were taken during Executive Session.

**Old Business**

- None

**New Business**

- None

**Adjournment**

- There being no further business, the meeting adjourned at 5:49 p.m.

Recorded by: Amie Brunson, Administrative Assistant