

**Minutes of the
Richland County
Board of Elections and Voter Registration
2020 Hampton Street
Wednesday, May 8, 2013
3:00pm**

Board Members in Attendance

Mr. Allen Dowdy, Acting Chair
Ms. Adell Adams
Ms. Elaine DuBose
Mr. Herbert W. Sims

Staff in Attendance

Dr. Jasper Salmond, Acting Executive Director
Ms. Elizabeth McLean, County Attorney
Ms. Lillian McBride, Deputy Director of Voter Registration & Absentee Services
Ms. Amie Brunson, Administrative Assistant

Call to Order

- The meeting was called to order at 3:10 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 April 23, 2013. A motion was made to approve the meeting minutes. Seconded. Approved 4-0.
- The Board Members reviewed the minutes from April 30, 2013. A motion was made to approve the meeting minutes. Seconded. Approved 4-0.

Adoption of Agenda

- Mr. Dowdy informed the Board Members that the agenda needed to be amended to include the discussion of the Election Systems & Software Maintenance Contract. A motion was made to accept the modified agenda to include the discussion of the ES&S Maintenance Contract and that this item be added to the agenda under Item# 5c. Seconded. Approved 4-0.

Board Chairman's Comments

- Mr. Dowdy welcomed all to the meeting and expressed his sincere appreciation for the work done by the Search Committee:
 - Mr. Herbert Sims, Committee Chairman, Board Representative
 - Ms. Sue Berkowitz, Community Representative
 - Representative Jimmy Bales, Richland County Delegation Representative

- Mr. Norman Jackson, County Council Representative
- Mr. Dowdy stated that seventeen applications were received by the Search Committee. The list was finalized and three candidates were presented to the Board Members as requested.
- Mr. Dowdy informed all present that since the last Board meeting, two of the finalist, Mr. Adam Ragan and Ms. Patricia Jefferson have withdrawn their names for consideration for the Director of Elections job vacancy. Mr. Dowdy also stated that the Board is being deliberate and cautious; to be certain that due diligence is the Board's responsible way of doing things and as a result, will not rush the selection process.
- Mr. Dowdy stated that the Board has established and will continue to concentrate on criteria which it considers critical to the needs of the department, as the Board looks forward to filling voids and restoring public confidence and trust in the voting process. Among the core areas the Board is considering include:
 - Diversity of Skills
 - Policies & Procedures
 - Budgets
 - Community Involvement
 - Public Relations
 - Leadership
 - Organizational Planning Skills
 - Personality & Character
 - Personal Skills & Abilities

Executive Session

- A motion was made to proceed into Executive Session to discuss personnel related issues and election contractual matters. Seconded. Approved 4-0. The Board entered into Executive Session at 3:18 pm.
- A motion was made to come out of Executive Session at 4:48pm. Seconded. Approved 4-0. The Board indicated that no action and no votes were taken during Executive Session.

Old Business

Director of Elections & Voter Registration Search Update & Discussion

- The Board indicated that matters were discussed during Executive Session but that the Board took no action.
- Mr. Dowdy stated that the Board will be meeting soon to continue the search process.

2013 Upcoming Elections Status Reports

- It was noted that the following elections will be taking place in May and June of 2013.
 - Forest Acres – May 14, 2013
 - Richland School District One Special Election – June 4, 2013

ES&S Maintenance Contract

- A motion was made that the Board approve Election Systems & Software's four year maintenance contract option. Seconded. Approved 4-0.

Acting Director's Executive Report

- Dr. Salmond asked permission for Ms. Lillian McBride to address the Board Members regarding the upcoming absentee voting training that is scheduled for May 22, 2013, 2:00pm in the 4th floor conference room. This training will review the new procedures in place regarding counting absentee ballots.

New Business

- Mr. Pete Kennedy asked permission to speak to the Board. Permission was granted and Mr. Kennedy proceeded to request that the Board re-open the Director of Elections job vacancy posting. Mr. Kennedy also requested that the Board consider scheduling a forum for Richland County citizens to ask questions, speak with, and hear from the candidates.
- Mr. Dowdy thanked Mr. Kennedy for his comments and stated that the Board Members will do their due diligence to ensure that public confidence and trust is restored to the election process.

Adjournment

- There being no further business, the meeting adjourned at 4:55pm.

Recorded by:

Amie Brunson, Administrative Assistant