

**Minutes of the  
Richland County  
Board of Elections and Voter Registration  
2020 Hampton Street  
Tuesday, April 30, 2013  
2:00pm**

**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. Amie Brunson, Administrative Assistant

**Call to Order**

- The meeting was called to order at 2:03p.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.

**Board Chairman's Comments**

- Mr. Dowdy and the Board publicly expressed strong 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 has been finalized and three candidates have been presented as requested. Comments noted in the news media noted that each candidate comes well qualified to serve as Director, based upon the Job Description that was approved by the Board and previously announced to the public and interested applicants.
- The Board has established and will concentrate on criteria which it considers critical to the needs of the department as we look forward to filling voids and restoring public confidence and trust in the voting process. Among the core areas the board will concentrate are:

- Diversity of Skills
  - Policies & Procedures
  - Budgets
  - Community Involvement
  - Public Relations
  - Leadership
  - Organizational Planning Skills
  - Personality & Character
  - Personal Skills & Abilities
- Mr. Dowdy stated that it is the Board's desire to complete the selection process and make the final announcement at the Board's next meeting on May 8, 2013, at 4PM.
  - A motion was made for the Board to officially accept the three names and provide public notice that each will be interviewed by the Board for a final selection
    - Mr. Howard Jackson
    - Mr. Adam Ragan
    - Ms. Patricia Jefferson
  - Before the motion was approved, concerns were raised by Ms. Adel Adams & Ms. Elaine DuBose stating that the Board never officially accepted the names that were submitted by the Search Committee. Concerns were also raised stating that the Board Members should have been informed of the Search Committee's finalist instead of the Board Members having to find out from media representatives. It was noted that the letter was provided on Friday, April 26, 2013 and that the Board needs to vote to accept the names presented by the Search Committee.
  - A motion was made to accept the three finalists as candidates for the Board's consideration of Director of Election & Voter Registration. Seconded. Approved 3-1.

### **Executive Session**

- A motion was made to proceed into Executive Session to discuss personnel matters related to the applicants. Seconded. Approved 4-0. The Board entered into Executive Session at 2:10 pm.
- A motion was made to come out of Executive Session at 3:15pm. Seconded. Approved 4-0. The Board indicated that no action and no votes were taken during Executive Session.
- A motion was made to proceed into Executive Session to interview two of the selected applicants. Seconded. Approved 4-0. The Board entered into Executive Session at 3:16pm.

- A motion was made to come out of Executive Session at 5:15pm. Seconded. Approved 4-0. The Board indicated that no action and no votes were taken during Executive Session.

### **Final Comments**

- A motion was made to continue the interview session with the other applicant at an undesignated date. Seconded. Approved 4-0.

### **Adjournment**

- There being no further business, the meeting adjourned at 5:17pm.

Recorded by:  
Amie Brunson, Administrative Assistant