

**Minutes of the
Richland County
Board of Elections and Voter Registration
2020 Hampton Street
Wednesday, July 24, 2013
4:00pm**

Board Members in Attendance

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

Staff in Attendance

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

Call to Order

- The meeting was called to order at 4:02 pm. 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 June 27, 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.

Executive Session

- A motion was made to proceed into Executive Session to discuss personnel related issues and contractual matters. Seconded. Approved 5-0. The Board entered into Executive Session at 4:03 p.m.
- A motion was made to come out of Executive Session. Seconded. Approved 5-0. The Board indicated that no action and no votes were taken during Executive Session.

Director Comments

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

Municipal Elections

- Municipal Elections
 - November 5, 2013 – Town of Arcadia Lakes Election
 - Mayor and Two Council Seats
- November 5, 2013 – Town of Blythewood
 - Two Council Seats & Special Election (Council Seat)
- November 5, 2013 – City of Columbia
 - Mayor and Districts 1, 4 & At-large
 - November 19, 2013 (Runoff, if needed)
- November 5, 2013 – Town of Irmo
 - Two Council Seats
- Richland County Library Referendum
 - A meeting was held with the Library Referendum representatives on July 23, 2013.

Attorney Hamm's Reports

- Mr. Jackson informed the Board that the Elections & Voter Registration office is using the reports provided by Attorney Hamm to assist with guiding the office for upcoming elections.
 - Policies and procedures
 - Timetables for machine allocation, preparation, maintenance and tracking of voting equipment to include:
 - PEB's
 - Flash Cards
 - Related contingency planning related to the voting machines
 - Procedures related to the issuance of absentee ballots to include:
 - Mailing
 - Distribution

- Receipt of absentee ballots

Miscellaneous

- FY2014 Budget
 - Mr. Jackson is continuing to review the FY2014 budget.
- Richland School District One Reimbursement
 - Mr. Jackson informed the Board that the Richland County Finance Department invoiced the Richland School District One on June 27, 2013.
 - The Richland County Finance Department is anticipating that Richland School District One will provide the reimbursement in the upcoming weeks.
- Standard Operating Procedures Depository
 - Office policies and procedures are being reviewed and updated in order to consolidate into one Standard Operating Procedures Depository

Board Chair Comments

- Mr. Dowdy stated that the Board is continuing to work with Mr. Jackson to plan, direct, and act toward restoring public and community confidence and trust in the election process.

Old Business

- Maintenance Contract
 - During the May 8, 2013 Board Meeting, a motion was made and approved for the Board to enter into a four year maintenance bronze contract option with Election Systems & Software.
 - Mr. Jackson informed the Board that the four year maintenance bronze contract option did not include onsite repairs.
 - After further review, Mr. Jackson requested that the Board consider upgrading to the silver contract option which would include on-site maintenance and repairs for machines and equipment.
 - A motion was made to upgrade to the silver contract option with Elections Systems & Software to include onsite maintenance and repairs. Seconded. Approved 5-0.

New Business

- Ms. Adel Adams posed a question regarding the elections the Board Members would certify. The Board Members were informed that they will certify the elections for the Library Referendum and the Town of Blythewood.

- A motion was made for the Board to conduct regular monthly meetings on the 4th Tuesday of every month. Seconded. Approved 5-0.

Adjournment

- There being no further business, the meeting adjourned at 5:18 p.m.

Recorded by:

Amie Brunson, Administrative Assistant