

Minutes of the Richland County Board of Elections and Voter Registration

Tuesday, October 8, 2013

3:30pm

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

Ms. Amie Brunson, Administrative Assistant

Call to Order

- The meeting was called to order at 3:31 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 September 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.

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 3:32 p.m.
- A motion was made to come out of Executive Session at 4:42 p.m. 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:

Elections Update

- Municipal Elections
 - November 5, 2013 – Town of Arcadia Lakes
 - Mayor and Two Council Seats
 - Town Work Session (October 2, 2013)
 - Ballot Reconfiguration

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- November 5, 2013 – Town of Blythewood
 - Two Council Seats & Special Election (Council Seat)
- November 5, 2013 – City of Columbia
 - City Council Work Session (October 1, 2013)
 - Budget/Polling Location Staffing
 - November 19, 2013 (Runoff, if needed)
 - Mayor and Districts 1, 4 & At-large
 - City of Columbia Special Election – December 3, 2013
- November 5, 2013 – Town of Irmo (**Canceled**)
 - Two Council Seats
 - The South Carolina Code of Laws (7-13-190) was amended to state that if only one person files for each of the above listed offices and no one files a declaration to be a write-in candidate with the Municipal Election Commission within 14 calendar days after the filing period closes, the election will not be held for that office and the person who filed will be declared the winner
- Richland County Library Referendum

Hamm Report

- Mr. Jackson informed the Board that the Elections & Voter Registration office is continuing to use 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

- The Board Members were provided copies of the following that were reports generated by office staff:

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- Voter Registration Totals
- Outreach Events Totals
- The office is continuing to review FY2014's budget
 - Richland School District 1 Reimbursement
 - As of today, Richland School District One has not reimbursed the Elections & Voter Registration Office.
- The office is continuing to review and update office policies and procedures in order to consolidate into one (1) Standard Operating Procedures (SOP) depository
- The office is continuing to work with Mr. McDonald concerning Office & Warehouse Consolidation

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

Satellite Precincts

- As of today, walk-through's have been conducted for all satellite precincts.
- For the November 2013 Election, 4 satellite locations will be open to the public 2 weeks prior to the election.
 - Northeast
 - Irmo
 - City Hall
 - County Council Chambers
- The satellite precincts will be open from 8:00am – 6:00pm.
- 2 of the satellite locations will be able to process absentee voting, address and name changes. The other satellite location will not be able to process name and address changes due to a full-time Elections and Voter Registration office staff member not being present at that location.

New Business

- Mr. Selph requested that the Board meet before the November 5th election to receive updates and ensure all things are on track for the election.
- The Board Members agreed to schedule an additional Board meeting before the election.

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Adjournment

- There being no further business, the meeting adjourned at 4:48 p.m.

Recorded by: Amie Brunson, Administrative Assistant