

**Minutes of the Richland County Board of Elections and Voter Registration**  
**Thursday, November 21, 2013**  
**4:00pm**

**Board Members in Attendance**

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

**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 4:00 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 October 23, 2013. A motion was made to approve the meeting minutes. Seconded. Approved 4-0.

**Adoption of Agenda**

- A motion was made to approve the meeting's agenda. Seconded. Approved 4-0.

**Executive Session**

- A motion was made to proceed into Executive Session to discuss personnel related issues. Seconded. Approved 4-0. The Board entered into Executive Session at 4:02 p.m. p.m.
- A motion was made to come out of Executive Session at 5:07p.m. Seconded. Approved 4-0. 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:

**November Election Update**

- Attorney Steve Hamm provided numerous reports that outlined many findings from the November 2012 General Election.
- Those reports have assisted in addressing many of the issues and concerns that troubled voters in November 2012.
- The main priority and goal is to address deficiencies identified in Attorney Hamm's reports.

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- Policies and procedures were immediately put in place to maintain the integrity of the election process.
- Some of the changes that were made included:
  - Drastically reducing Election Day wait times by ensuring an adequate number of operable voting machines were made available at polling locations;
  - Successfully opening and operating 2 off-site satellite locations 2 weeks prior to the November 5<sup>th</sup> election for absentee voting;
  - Creating a call center that provided poll workers with direct access to County personnel on Election Day;
  - Creating and implementing a real-time monitoring tracking system for all voting machines and election related equipment;
  - Providing periodic Election Day updates to inform the public and the media of any Election Day issues
- Although tremendous strides have been made in the right direction, some recent findings have been discovered after working closely with the SC State Election Commission Office.
- In performing required audits, it was brought to the office's attention, that a number of votes were not included in the official certified election results from the November 5, 2013 election; however, those numbers were not sufficient enough to change the outcome of any races.
- Although the number of votes that were not certified were not enough to change the outcome of any races, even 1 vote that's not certified is unacceptable.
- The office has implemented stronger checks and balance systems that include mandatory pre-certification audits that will be performed prior to every election certification. Any and all errors will be detected while performing the pre-certification audits.
- As the office is preparing for the upcoming December 3<sup>rd</sup> City of Columbia Special Election, all policies and procedures are in place and will be followed.

**Election Updates**

- On November 14, 2013, the office met with representatives from the State Election Commission to discuss testing a new voting system with the M650 ballot counting machine.
- A meeting is also scheduled with Dr. Juan Gilbert, Clemson University, in order to discuss new and innovative ways to reduce voter wait times and new audit process. Once

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**Board Chair Comments**

- Mr. Dowdy stated that the Board grateful to be partnering with Clemson University in the upcoming months. Additionally, 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**

- None

**New Business**

- Next meeting: Mid December, 17<sup>th</sup> or 18<sup>th</sup>. Once confirmed, the meeting notice will be forwarded to the media.

**Adjournment**

- There being no further business, the meeting adjourned at 5:20 p.m.

Recorded by: Amie Brunson, Administrative Assistant