

Minutes of the Richland County Board of Elections and Voter Registration
Wednesday, February 11, 2015
4:00pm, County Council Chambers

Board Members in Attendance

Ms. Marjorie Johnson, Chair
Ms. Adell Adams, Vice-Chair
Ms. Jane Dreher Emerson
Ms. Sylvia Holley
Mr. E. Peter Kennedy

Staff in Attendance

Mr. Samuel Selph, Interim Director
Ms. Lillian McBride, Deputy Director of Voter Registration & Absentee Services
Ms. Kathi Arbogast, Voter Representative
Ms. Rebecca Brown, Precinct Coordinator
Ms. Amie Brunson, Administrative Assistant
Ms. Chelle Epps, Manager of Voter Registration
Ms. Cheryl Goodwin, Election Systems Coordinator
Ms. Turquoise Hayes, Absentee Representative
Ms. Sheron Harris, Absentee Coordinator
Ms. Christina Frye, Voter Representative

Others in Attendance

Mr. Alex Postic, Esquire

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.

Adoption of Agenda

- A motion was made to adopt the meeting's agenda.

Approval of Board Meeting Minutes

- The Board Members reviewed the minutes from January 15, 2015. A motion was made to approve the meeting minutes. Seconded.

Board Chair Comments

- *Agency Affairs Public Hearing*
 - Ms. Johnson informed the Board of a public hearing scheduled for February 17, 2015 at the Statehouse, chaired by Senator Lourie.

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- Budget Meeting
 - A meeting with the County Administrator and Finance Director to discuss FY2016's proposed budget has been scheduled for February 12, 2015 at 9:00am.
- SCARE Conference
 - All Board Members had received their hotel reservations, notices, class assignments, and directions for the SCARE Conference to be held in North Myrtle Beach, SC, March 2015.
- Amendment to By-Laws
 - Mr. Kennedy made the changes to the bylaws to change the meeting date from Tuesday, to the 2nd Wednesday of each month.
 - A revised copy of the bylaws will be forwarded to all Board Members.

Board Discussion

- Employee Survey
 - Ms. Johnson thanked the staff of the Elections & Voter Registration Department for all responses provided for the employee survey.
 - Board Members will be provided with results tabulation for their review.
- Protection & Advocacy Group
 - The Protection and Advocacy for People with Disabilities released *The Right to Vote in South Carolina: People with Disabilities Still Have Unequal Access to the Electoral Process*.
 - The report summarizes the findings of the polling place accessibility surveys conducted at 303 polling places in 38 counties across South Carolina on November 4, 2014.
 - Of the 36 polling locations surveyed in Richland County, 20 locations did not meet accessibility codes required by the American Disabilities Act.
- Warehouse & Department Consolidation & Relocation
 - The Board discussed the warehouse and department consolidation and relocation. Members of County Council have been informed of the department's request.
 - The need for additional office space was also included in the staff survey responses.

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- Strategic Plan
 - Ms. Emerson made a motion for the Board to develop, within the next month, a strategic plan for the next 2 years which would include very specific performance expectations and benchmarks for the Executive Director with scheduled performance reviews with the Board to begin in 6 months and yearly thereafter. Seconded. Approved 5 – 0.
- Director's Comments & Updates
 - Attorney Alex Postic will provide the Board with information regarding legal matters in Executive Session.
 - Mr. Selph informed the Board that meetings have been scheduled with Richland County's Administration Department, Legislative Delegation and Finance Department regarding the department's legal representation and office consolidation/relocation.
 - Regarding FY2016's budget proposal, items for further discussion include the following:
 - Maintenance & License Agreement – Voting Machines & Related Equipment
 - Voting Machines – Motherboard Batteries
 - Voting Machines – Parts & Supplies
 - FICA & Retirement Reimbursement – Poll Workers
 - Board Members were provided a copy of the 2014 annual report which provided highlights from 2014.

Call for Executive Session to Discuss Personnel Hire Methodology & Employee Survey Input

- A motion was made to proceed into Executive Session to discuss the personnel hire methodology and employee survey input. Seconded. Approved 5 – 0. The Board entered into Executive Session at 4:49pm.
- A motion was made to come out of Executive Session at 6:18pm. Seconded. Approved 5-0.
- A motion was made to retain Mr. Samuel Selph under a conditional agreement not to exceed 2 years. The Board will work with the Human Resource Department to conduct an Executive Search to find a permanent director. Seconded. Approved 5 – 0.

Public Comments & Questions

- A question was posed by a media representative as to the new title for Mr. Selph.

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- Ms. Johnson responded that Mr. Selph will have a conditional agreement and can remove Interim from his title. His salary will be negotiated with the County's Human Resource Director and Mr. Selph.
- The search for a permanent director will take time and during that time, the department needs a director who will be responsible for running the department. Mr. Selph will be the Director who will serve at the pleasure of the Board.

Adjournment

- There being no further business, the meeting adjourned at 6:24pm.

Recorded by: Amie Brunson, Administrative Assistant