

**Minutes of the
Richland County
Board of Elections and Voter Registration
2020 Hampton Street
Wednesday, January 16, 2013
4:00 p.m.**

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
Mr. Garry Baum
Ms. Lillian McBride
Ms. Rebecca Brown
Ms. Amie Brunson
Ms. Chelle Epps
Ms. Cheryl Goodwin
Ms. Sheron Harris

Others in Attendance

Mr. Steve Hamm, Esquire
Mr. John Nichols, Esquire

Call to Order

- The meeting was called to order at 4:05 p.m. It was noted that a quorum was present to allow the meeting to proceed and that the meeting had been properly noticed in accordance with the Freedom of Information Act requirements.

Approval of Minutes from January 9, 2013 Meeting

- The Board Members reviewed the minutes from January 9, 2013. A motion was made to approve the meeting minutes. Seconded. Approved 4-0.

Executive Director Search Committee

- The Board has formed an Executive Director Search Committee comprised of the following individuals:
 - Mr. Herbert Sims, Board Representative
 - Rep. Jimmy Bales, Legislative Delegation Representative
 - Attorney Sue Berkowitz, Community Representative
 - A County Council Representative is forthcoming

Executive Session

- A motion was made to proceed into Executive Session. Seconded. Approved 4-0.
- A representative from the State Newspaper stated an objection to the Board proceeding into Executive Session due to the lack of specificity of the topic.
- Mr. Herbert Sims stated that the objection will be reflected in the meeting minutes.
- The Board entered into Executive Session at 4:08 pm.
- A motion was made to come out of Executive Session at 4:14 pm. Seconded. Approved 4-0.
- A motion was made to proceed into Executive Session for a legal briefing and a discussion of personnel issues. Seconded. Approved 4-0. The Board entered into Executive Session at 4:16 pm.
- A motion was made to come out of Executive Session at 4:50 pm. Seconded. Approved 4-0. The Board indicated that no action was taken during Executive Session.

Restructured Organizational Chart

- Dr. Jasper Salmond, Acting Executive Director, presented the Board with draft copies of the restructured organizational chart for the Richland County Elections & Voter Registration Office.
- Dr. Salmond recommended that the Board consider the restructured organizational chart which now consists of two Deputy Directors:
 - Deputy Director of Elections
 - Deputy Director of Voter Registration & Absentee Services
- With the creation of the two Deputy Director positions, no additional funds will be requested.
- Dr. Salmond also advised the Board that the department will continue to work with various departments within the County as support for the restructured office as was noted by the broken line in the restructured organizational chart.
- A motion was made for the Board to adopt the proposed restructured organizational chart for the Richland County Elections & Voter Registration office. Seconded. Approved 4-0.

FY13-14 Budget

- Dr. Salmond informed the Board that data was still being collected from staff to complete the preliminary budget for FY13-14 and that the preliminary budget would need to be submitted by January 25, 2013.
- A draft budget review schedule was provided to the Board Members along with a draft copy of the budget for FY13-14.
- The Board discussed the options presented in the budget review schedule. Option 1 would enable the Board to submit all revisions electronically. Option 2 would allow the Board to meet before submitting the final draft of FY13-14 budget.
- It was noted that Option 1 of the budget review schedule would allow the Board to review and submit their changes and recommendations via email since the Chairman was scheduled to be out of State. The Board was advised that in choosing option 1 of the budget review schedule, that the Board will be informed and will receive updated copies of the preliminary budget and that they would be able to receive and review the final copy of the preliminary budget before final submission on January 25, 2013.
- A motion was made to adopt option 1 of the budget review schedule. Seconded. Approved 4-0.

Old Business

- Dr. Salmond informed the Board that he has followed the directives issued from the Board on January 9, 2013.
 - The Hamm Reports from the November 6, 2012 General Election will be used to identify individual responsibilities, breakdowns, and deadlines and develop policies and procedures relating to the Richland County Elections & Voter Registration office.
- Mr. Steve Hamm, Esquire, informed the Board that he is working to compile a final summary report that will provide cost effective ways to address various issues noted in his reports. The final summary report will be made available to the Board Members, Legislative Delegation and County Council.
- Mr. Garry Baum informed the Board that the staff has met with the SC Budget & Control Board Office of Research and Statistics to develop proposed precinct changes. A follow-up meeting has been scheduled for January 25, 2013 to continue this discussion.

New Business

- Dr. Salmond informed the Board of the State Election Commission 2012 Training & Certification Program Graduates from Richland County.
 - Ms. Christina Frye, Ms. Sheron Harris, and Ms. Karol Tohill were recognized for completing the requirements for certification with the State Election Commission.
- The Board agreed to meet on Wednesday, February 6, 2013 at 4:00pm.

Adjournment

- There being no further business, the meeting adjourned at 5:21 pm.

Recorded by:
Amie Brunson, Administrative Assistant

Richland County Board of Elections & Voter Registration Commission

