

**Minutes of the
Richland County
Board of Elections and Voter Registration
2020 Hampton Street
Tuesday, April 23, 2013
4:00pm**

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, Deputy Director of Elections
Ms. Lillian McBride, Deputy Director of Voter Registration & Absentee Services
Ms. Becky Brown, Precinct Coordinator
Ms. Amie Brunson, Administrative Assistant
Ms. Ebonique Brown, Outreach Coordinator
Mr. Brad Farrar, Assistant County Attorney

Call to Order

- The meeting was called to order at 4:01 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 March 28, 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 issues, contractual, and legal matters. Seconded. Approved 4-0. The Board entered into Executive Session at 4:05 pm.
- At 4:35 pm. a motion was made to come out of Executive Session. Seconded. Approved 4-0. The Board indicated that no action and no votes were taken during Executive Session.

Old Business

Search Committee Update

- Mr. Hebert Sims, Committee Chair, provided the Board Members with an update regarding the Director of Elections Search Committee.
- Mr. Sims stated that on April 17, 2013, the committee met to interview one applicant. Mr. Hanna, Human Resources Director, sat in also. Three applicants will be interviewed April 24, 2013. Mr. Dowdy requested a date to finalize the applicants. After discussion, it was decided on Wednesday, May 8.
- Mr. Sims stated he will provide the Board members with the Richland County Supervisory Guide and a list of questions to consider for the final applicants.
- There were a total of 17 applicants. Four candidates were selected to be interviewed.

Update from Staff and Legal

- Ms. Ebonique Brown spoke about outreach programs currently going on throughout the county – especially photo ID informational sessions and voter registration drives. The schedule of events includes festivals and high school and college elections.
- Ms. Becky Brown explained upcoming May training for clerks and poll managers for the June 4, 2013 School Board District 1 special election. Each member was provided a training schedule.
- Richland County Attorney Farrar was asked about the Freedom of Information Act's requirement pertaining to providing the names of the three applicants to be the final interviewees for the Director's position. Mr. Farrar said, once the names were narrowed to three applicants, the Board had 15 business days to release the names.

City of Forest Acres General Election May 14, 2013

- Dr. Salmond reminded the Board of the Tuesday, May 14, 2013 Forest Acres general election.

School Board District One At Large Special Election June 4, 2013

- Dr. Salmond reminded the Board of their absentee responsibilities on Tuesday, June 4, 2013; and their provisional ballot hearing and certification duties on Friday, June 7, 2013.
- Dr. Salmond said the County advances the funds to conduct this election. The School Board will be invoiced to reimburse the County.
- Mr. Herbert Sims asked for clarification regarding whether or not Richland County has entered into a contract with Richland School District One regarding funding for the Richland School District One Special Election. The question was addressed by Dr. Salmond who stated that there is an agreement between Richland County &

Richland School District One regarding funding for the Richland School District One Special Election.

- There was a motion to ratify the actions of an April 18 reimbursement letter from Dr. Salmond to Dr. Mack, School Board Superintendent. Seconded. Approved 4-0.
- There was discussion about the extent of the Board's responsibilities for the 9 am opening of absentee ballot envelopes. It was determined that at least one Board member will be present, especially if optical scan ballots have to be transposed for reading through the absentee counter machine (M650). Written procedures will be provided by staff.
- On Election Day, Board members may travel to various precincts. Staff will provide a suggested list of precincts for each member.
- 569 voting machines will be deployed for precinct use; 30 machines for contingency; 6 machines for in-office absentee; 12 machines for poll manager training; one machine for office demonstration; total of 618 machines.

New Business

SC Disability Coalition Ratification of Support Letter

- Dr. Salmond explained the letter to be sent to legislators. The Coalition is requesting the Board's name be added as an approval of the letter about Early Voting and the effect on voters with disabilities. This letter supports Bill S4 and does not support Bill H3176.
- A motion was made to support this letter. Seconded. Approved 4-0.

ES&S/PrintElect Annual Voting Machine Maintenance Contract

- Dr. Salmond said to the Board to be expecting the annual contract via email soon. The Board will vote on contract options at its next meeting.

Executive Session

- A motion was made to go back into Executive Session for discussion of personnel matters. Approved 4-0. The Board entered into Executive Session at 5:30 pm.
- At 5:45 pm, a motion was made to come out of Executive Session. Seconded. Approved 4-0. The Board indicated that no action and no votes were taken during Executive Session.

New Business

- A motion was made to provide a salary range for the new Director's position between \$75,000 and \$85,000. Seconded. Approved 4-0.

Adjournment

- The Board scheduled the next Board meeting for Wednesday, May 8, 2013 at 4:00pm.

- There being no further business, the meeting adjourned at 5:46 pm.

Recorded by:
Garry Baum, Deputy Director, Elections