

**Minutes of the
Richland County
Board of Elections and Voter Registration
2020 Hampton Street
Friday, June 7, 2013
9:30am**

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
Ms. Lillian McBride, Deputy Director of Voter Registration & Absentee Services
Mr. Garry Baum, Deputy Director of Elections
Ms. Amie Brunson, Administrative Assistant

Call to Order

- The meeting was called to order at 9:55 a.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 May 15, 2013. A motion was made to approve the meeting minutes. Seconded. Approved 4-0.

Adoption of Agenda

- Mr. Dowdy stated that the Board Chair Comments would come at the end of the Executive Session.
- Mr. Dowdy also informed the Board Members that the agenda needed to be amended to include the Conclusion of the Search Committee as well as to discuss the Addition of New Precincts.
- A motion was made to accept the modified agenda and to add the Conclusion of the Search Committee to Item #6a and the Addition of New Precincts to Item #7a. Seconded. Approved 4-0.

Executive Session

- A motion was made to proceed into Executive Session to discuss personnel related issues and contractual matters. Seconded. Approved 4-0. The Board entered into Executive Session at 9:56 a.m.

- A motion was made to come out of Executive Session at 10:32 a.m. Seconded. Approved 4-0. The Board indicated that no action and no votes were taken during Executive Session.

Board Chair Comments

- Mr. Dowdy stated to the members of the audience that during the May 15, 2013 Board Meeting, a motion was made to offer Mr. Howard Jackson, the position of Director of Elections & Voter Registration of Richland County and authorized Dr. Jasper Salmond, Interim Director, to proceed with negotiations as directed.
- After extensive discussions involving understandings and expectations, including a second interview with Mr. Howard Jackson, the Board was fully satisfied and agreed to move ahead to a final agreement.
- A letter was written to Mr. Jackson to fix the salary and start date of his employment as the full-time Director of the Department.
- Two appearances for interviews with the Board and especially the second interview were made to clarify additional questions and concerns that had been raised.
- Subsequent meetings and discussions with Dr. Salmond were intended to better understand Mr. Jackson's views and vision for restoring the integrity of the organization.
- The Board will work collaboratively with Mr. Jackson to finalize understandings and expectations as mutual agreements for services and core professional standards.
- The Board recognizes that it must work with Mr. Jackson to help with personal adjustments as he prepares to work in the community.
- The Board has set a salary of \$78,000 for the one year probationary period (FY14), with a starting date of June 24, 2013.
- A letter of signed acceptance was received which authorized the Board to proceed.
- The Richland County Human Resource Department will finalize the employment process requirements including benefits, etc.
- The Board is especially pleased that Mr. Jackson accepted the offer and looks forward to working with Mr. Jackson to plan, direct, and act toward restoring public and community confidence and trust in the election process.

Old Business

Conclusion of Search Committee

- A motion was made to ratify the actions the Board has taken to bring closure to the Search for the Director of Elections & Voter Registration. Seconded. Approved 4-0.

New Business

- Mr. Dowdy informed the Board and provided them with copies of an article published in The State Newspaper, *Richland Voters Will Cast Ballots at 25 New Precincts*.
- Mr. Dowdy stated that the Board will work with the Director to implement changes once approved by the Justice Department.

Final Comments

- The Board expressed their appreciation to Dr. Jasper Salmond for working with and guiding the Elections & Voter Registration office during his period of interim service.
- The Board also stated that Dr. Salmond has done an excellent job as Interim Director and that his knowledge and wisdom has been extremely beneficial to the office and to the Board.
- Dr. Salmond informed that Board that it was a pleasure to work with the Board as the Board Members and the Elections & Voter Registration office worked towards restoring community and public confidence and trust in the election process.
- Dr. Salmond also stated that during his period of interim service, checklists, policies and procedures were put in place in the Elections & Voter Registration Office.
- Additionally, Dr. Salmond stated that the Elections and Voter Registration office is made up of outstanding and capable professionals and that the Board made an excellent choice in choosing Mr. Howard Jackson as Director of the Elections and Voter Registration office.
- Additionally, Dr. Salmond stated that he hoped that the level of support is as strong for Mr. Jackson as it was for him.

Adjournment

- There being no further business, the meeting adjourned at 10:43 a.m.

Recorded by:

Amie Brunson, Administrative Assistant