

**Minutes of the
Richland County
Board of Elections and Voter Registration
2020 Hampton Street
Tuesday, August 27, 2013
3:00pm**

Board Members in Attendance

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

Staff in Attendance

Mr. Howard Jackson, Director
Mr. Garry Baum, Deputy Director of Elections
Ms. Amie Brunson, Administrative Assistant

Call to Order

- The meeting was called to order at 3:21 pm. 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 July 24, 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 3:23 p.m.
- A motion was made to come out of Executive Session at 4:15 p.m. Seconded. Approved 5-0. 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:

Warehouse Tours

- On August 15, 2013, Richland County's Administrator, Mr. Tony McDonald, County Council Member, Mr. Norman Jackson, Board Chairman, Mr. Allen Dowdy, Board Member, Mr. Samuel Selph, and Board Member, Ms. Elaine DuBose, toured the warehouse.
- Mr. Jackson also noted that representatives from the media were also present to tour the off-site facility where the election machines and equipment for Richland County are stored.
- Mr. Jackson informed the Board that another warehouse tour will be scheduled for September 2013 and Richland County Delegation Members, Richland County Council, and Board Members will be invited.

Elections Update

- Library Referendum
- Municipal Elections:
 - November 5, 2013 – Town of Arcadia Lakes
 - Mayor and Two Council Seats
 - November 5, 2013 – Town of Blythewood
 - Two Council Seats & Special Election (Council Seat)
 - November 5, 2013 – City of Columbia
 - November 19, 2013 (Runoff, if needed)
 - Mayor and Districts 1, 4 & At-large
 - November 5, 2013 – Town of Irmo
 - Two Council Seats

Attorney Hamm Reports

- Mr. Jackson informed the Board that the Elections & Voter Registration office is using the reports provided by Attorney Hamm to assist with guiding the office for upcoming elections.
 - Policies and procedures
 - Timetables for machine allocation, preparation, maintenance and tracking of voting equipment to include:
 - PEB's
 - Flash Cards

- Related contingency planning related to the voting machines
- Procedures related to the issuance of absentee ballots to include:
 - Mailing
 - Distribution
 - Receipt of absentee ballots

South Carolina Association of Registration & Election Officials (SCARE)

- Mr. Jackson provided the Board with the following update of items that were discussed at the mid-year SCARE Conference:
- SCARE Legislative Priorities
 - Allow no excuse early voting in lieu of absentee voting
 - Deletion of the witness' signature on absentee ballot envelopes
 - Legal notices for all elections
 - Allow any registered SC voter to serve as a poll worker anywhere in SC
 - Uniform election dates for municipalities

Miscellaneous

- FY2014 Budget
 - Mr. Jackson is continuing to review the FY2014 budget.
- Standard Operating Procedures Depository
 - Office policies and procedures are being reviewed and updated in order to consolidate into one Standard Operating Procedures Depository

Board Chair Comments

- As a follow-up to the Director's comments, Mr. Dowdy stated that in touring the warehouse, it is imperative that the voting machines and equipment be housed in the proper temperature controlled environment.
- The Board hopes to one day be able to house the Elections & Voter Registration office along with the voting machines and equipment under one roof.
- Mr. Dowdy also stated that 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

Maintenance Contract

- In fulfilling the maintenance contract for FY2014, Elections Systems & Software has had representatives on site from PrintElect, to provide repair and maintenance for the voting machines and equipment.

Library Referendum

- Mr. Jackson informed the Board that as of today, the Elections & Voter Registration Office has not received a signed contract for the Library Referendum for the November Election.

November Election

- Mr. Jackson informed the Board that the staff is on track with preparing for the upcoming November Election.
- Library Referendum
- Municipal Elections:
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New Business

- A question was posed by Mr. Pete Kennedy regarding the upcoming November Election. Mr. Kennedy's question involved the City of Columbia strong mayor petition and who would pay for the costs involved in verifying the petition.
- Mr. Jackson informed Mr. Kennedy that if a petition is submitted, the petition will be forwarded from the City of Columbia to the Richland County Elections and Voter Registration Office. Once received, as long as the petition verification process occurs during normal business hours, the City of Columbia will not incur any additional costs for verifying the petition.

Adjournment

- There being no further business, the meeting adjourned at 4:27 p.m.

Recorded by: Amie Brunson, Administrative Assistant