

**Minutes of the  
Richland County  
Board of Elections and Voter Registration  
2020 Hampton Street  
Wednesday, September 18, 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. Lillian McBride, Deputy Director of Voter Registration & Absentee Services  
Ms. Amie Brunson, Administrative Assistant

**Call to Order**

- The meeting was called to order at 3:03 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 August 27, 2013. A motion was made to approve the meeting minutes. Seconded. Approved 5-0.

**Adoption of Agenda**

- A motion was made to approve the meeting's agenda. Seconded. Approved 5-0.

**Executive Session**

- A motion was made to proceed into Executive Session to discuss personnel related issues. Seconded. Approved 5-0. The Board entered into Executive Session at 3:04 p.m.
- A motion was made to come out of Executive Session at 3:46 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 Visits

- A second warehouse visit was conducted on September 10, 2013. Members of County Council and Richland County Delegation attended the warehouse visit.

### November Election Update

- Richland County currently owns 947 iVotronic Machines. 4 of the iVotronic machines and 6 communication packs have been sent to the manufacturer for repair.
- Some issues were found with the election database that was sent from the State Election Commission. After the issues were found, the State Election Commission was notified. Public testing is still on schedule and will occur before the UOCAVA ballots are mailed to military personnel.
- 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 (**Canceled**)
    - Two Council Seats
  - Richland County Library Referendum
- Satellite Precincts
  - Northeast – Adult Activity Center
  - Irmo – St. Andrews Park
  - City Hall
  - County Council Chambers

### Attorney Hamm Reports

- Mr. Jackson informed the Board that the Elections & Voter Registration office is continuing to use 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

### **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**

- Mr. Dowdy 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**

#### **Satellite Precincts**

- For the November 2013 Election, 4 satellite locations will be open to the public 2 weeks prior to the election.
  - Northeast
  - Irmo
  - City Hall
  - County Council Chambers

### **New Business**

- A question was posed by Mr. Pete Kennedy regarding the City of Columbia Petitions and whether or not the petition verification process will be complete in time for the ballots to be mailed out. Mr. Jackson informed Mr. Kennedy that the petition verification process and the election database are independent of each other. The Elections and Voter Registration Office is anticipating that the petition verification will be completed soon. Upon completion, the City of Columbia will be notified and the petition will be handed over to the City of Columbia.

### **Adjournment**

- There being no further business, the meeting adjourned at 3:55 p.m.

Recorded by: Amie Brunson, Administrative Assistant