

Minutes of the Richland County Board of Elections and Voter Registration
Wednesday, October 23, 2013
4:00pm

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
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 4:04 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 October 8, 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.

Director Comments

- Mr. Howard Jackson, Director, provided the Board Members with the following update:

Office Update

- Mr. Jackson informed the Board that he has met with Richland County's A&F Committee regarding the office consolidation and the requested funds for new laptops, voting machines and other items. Additionally, with the purchase of additional voting machines, will bring Richland County up to State Statutes. Those items have been reviewed and moved to the next step in County Council's process.
 - Mr. Selph requested that the Board receive quarterly financial statements for the Board's review.

Elections Update

- Municipal Elections
 - November 5, 2013 – Town of Arcadia Lakes
 - Mayor and Two Council Seats

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- November 5, 2013 – Town of Blythewood
 - Two Council Seats & Special Election (Council Seat)
 - Mr. Jackson reminded the Board Members that they would be responsible for certifying the Town of Blythewood Election.
- November 5, 2013 – City of Columbia
 - Mayor and Districts 1, 4 & At-large
 - City of Columbia Special Election – December 3, 2013
- November 5, 2013 – Town of Irmo **(Canceled)**
 - Two Council Seats
 - The South Carolina Code of Laws (7-13-190) was amended to state that if only one person files for each of the above listed offices and no one files a declaration to be a write-in candidate with the Municipal Election Commission within 14 calendar days after the filing period closes, the election will not be held for that office and the person who filed will be declared the winner
- Richland County Library Referendum
 - Mr. Jackson reminded the Board Members that they would be responsible for certifying the Town of Blythewood Election.
- Satellite Absentee Voting Precincts
 - Richland County Council Chambers, 2020 Hampton Street
 - St. Andrews Park, 920 Beatty Road
 - Adult Activities Center, 7494 Parklane Road
 - The satellite locations opened on Monday, October 21, 2013 and will close on Friday, November 1, 2013. The hours of operation are 8:00am – 6:00pm, Monday through Friday.
- Voting Machine Delivery
 - Mr. Jackson informed the Board that the voting machines began to be delivered to the polling locations on October 23, 2013. The office is estimating that the delivery will continue until Friday, November 1, 2013. Polling Location Technicians (PLT's) visit each precinct the day before the election to place the voting machines on their legs and to daisy chain the machines to ensure they are fully operational for Election Day.

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Hamm Report

- Current procedures and timetable for allocation, preparation, maintenance and tracking of voting machines and voting machine equipment, including PEBs, flash cards, and related contingency planning related to machine
- Procedures related to the issuance of absentee ballots, including mailing, distribution, and receipt of absentee ballots

Miscellaneous

- Office Reports
 - Voter Registration Totals
 - Outreach Events Totals
- Continue to review current and FY2014 budget
 - Richland School District 1(RCSC 1) Reimbursement
 - We have not been reimbursed by the RCSD 1
- Continue to review and update office policies and procedures
 - Consolidate into one (1) Standard Operating Procedures (SOP) 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.

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 4:17 p.m.
- A motion was made to come out of Executive Session at 5:17p.m. Seconded. Approved 5-0. The Board indicated that no action and no votes were taken during Executive Session.

Old Business

- None

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New Business

- The next meeting date will be announced at a later date.

Adjournment

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

Recorded by: Amie Brunson, Administrative Assistant