

**Minutes of the Richland County Board of Elections and Voter Registration
Tuesday, November 18, 2014
3:30pm, County Council Chambers**

Board Members in Attendance

Ms. Marjorie Johnson, Chair
Ms. Adell Adams, Vice-Chair
Ms. Jane Dreher Emerson
Ms. Sylvia Holley
Mr. E. Peter Kennedy

Staff in Attendance

Mr. Samuel Selph, Interim Director
Ms. Kathi Arbogast, Voter Representative
Ms. Rebecca Brown, Precinct Coordinator
Ms. Amie Brunson, Administrative Assistant
Ms. Christina Frye, Voter Representative
Ms. Cheryl Goodwin, Election Systems Coordinator
Ms. Turquoise Hayes, Absentee Representative
Ms. Elizabeth Hill, Precinct Clerk

Others in Attendance

Mr. James Brown, Legislative Delegation

Call to Order

- The meeting was called to order at 3:32 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.

Adoption of Agenda

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

Approval of Board Meeting Minutes

- The Board Members reviewed the minutes from October 1, 2014. A motion was made to approve the meeting minutes. Seconded. Approved 5-0.
- The Board Members reviewed the minutes from October 7, 2014. A motion was made to approve the meeting minutes. Seconded. Approved 5-0.
- The Board Members reviewed the minutes from November 7, 2014. A motion was made to approve the meeting minutes. Seconded. Approved 5-0.

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Board Chair Comments

- Voting Machine Storage Location Safety
 - Ms. Johnson requested that Mr. Kennedy obtain the following information from the Richland County Sheriff Department to supplement the request for relocation of office and storage facilities:
 - Incident Reports for the last 3 years, for a 3 mile radius of the voting machine storage facility;
 - An assessment of safe ingress and egress to the storage facility at 12 noon and at 12 midnight, any day;
 - A written statement concerning the level of safety for county employees, with and without an escort, when retrieving data and machinery from the storage facility; and
 - An assessment of County liability in case of unsafe encounters.

- Executive Director Information
 - Ms. Johnson requested that Ms. Emerson obtain the following information regarding the Executive Director from the Human Resource Director:
 - Executive search information
 - Advertisement information
 - Job description
 - Position pay grade information
 - Position comparison with comparable counties
 - Date of last staff assessment

Board Discussion

- By-Laws Review, Third Reading
 - The proposed by-laws were reviewed, discussed and changes were proposed.
 - A motion was made to adopt the proposed by-laws to include proposed revisions made during the meeting. Seconded. Approved 5 – 0.

- Post-Election Observations, Lessons Learned
 - All Board Members provided feedback regarding post-election observations and lessons learned.

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Director's Comments & Updates

- Mr. Samuel Selph, Interim Director thanked the Board Members for their comments regarding post-election observations and lessons learned.
- Ms. Rebecca Brown, Precinct Coordinator provided the Board Members with a recap of the November 4, 2014 General Election that included the following highlights:
 - 1335 poll workers worked during the election
 - Multiple training classes were conducted for poll workers
 - 385 laptops were deployed to 149 polling locations
 - 1162 calls were received in the Call Center which was staffed with 17 poll workers
 - For the first time, poll clerks were able to send text messages to the call center to inform of their polling locations being up and running on the morning of the election
- Ms. Cheryl Goodwin, Election Systems Coordinator, provided the Board Members with a recap of the November 4, 2014 General Election that included the following highlights:
 - Additional information had to be retrieved from voting machines at the locations listed below:
 - Ward 18
 - Hopkins 2
 - Spring Valley West
 - Absentee
 - Once information was located, all data was retrieved and processed

Public Questions & Comments

- None

Adjournment

- There being no further business, the meeting adjourned at 4:50pm.

Recorded by: Amie Brunson, Administrative Assistant