

**Minutes of the Richland County Board of Elections and Voter Registration
Tuesday, December 16, 2014
4:00pm, Elections & Voter Registration Conference Room**

Board Members in Attendance

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

Staff in Attendance

Mr. Samuel Selph, Interim Director
Ms. Amie Brunson, Administrative Assistant

Others in Attendance

Mr. James Brown, Legislative Delegation
Ms. Elizabeth McLean, Legal Department

Call to Order

- The meeting was called to order at 4:00 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 4-0.

Approval of Board Meeting Minutes

- The Board Members reviewed the minutes from November 18, 2014. A motion was made to approve the meeting minutes. Seconded. Approved 4-0.

Board Discussion

- FY2016 Budget
 - It was discussed that the budget for FY2016 will be submitted January 2015.
 - A special called Board Meeting will be scheduled for January 2015 to discuss FY2016's budget.
- 2015 Election Schedule
 - Mr. Selph advised the Board that the 2015 election schedule would be placed on the website and information provided to all Board Members.

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- Future Board Meetings
 - A discussion was held regarding scheduling conflicts of Board Meetings in finding a suitable location to meet. The Board discussed possibly changing future meeting dates to reserve reasonable accommodations for public meetings.
- Election Contracts – Municipalities
 - Ms. Adams discussed the contracts needed for the Department to conduct elections for various municipalities.
 - Mr. Selph informed the Board that a standard contract will be developed and that it will be the same type of contract that has been used for the City of Columbia elections as well as other municipal elections.
- Professor Duncan Buell
 - The Board will consider meeting with Professor Duncan Buell to further analyze election data at a later date and time.

Board Chair Comments

- Call for Executive Session re: Personnel Grievance
 - A motion was made to proceed into Executive Session to discuss personnel related matters. Seconded. Approved 4-0. The Board entered into Executive Session at 4:31pm.
 - A motion was made to come out of Executive Session at 5:15pm. Seconded. Approved 4-0.
 - The Board indicated that no action and no votes were taken during Executive Session.
 - During the executive session, a personnel grievance matter was discussed. Mr. Kennedy made a motion to accept a letter dated May 28, 2014 and that the item be taken off the agenda. Seconded. Approved 3 -1.
- Office Relocation Research
 - Mr. Kennedy presented the Board with a report from Richland County's Sheriff's Department containing a list of offenses within 3 miles of the Elections & Voter Registration Department's warehouse. The report detailed 3,912 offenses from November 1, 2013 – November 23, 2014.
 - Ms. Johnson stated that the data provided will be used as supporting documentation in the quest to relocate the department and warehouse.

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- Executive Director Search Information
 - Ms. Emerson provided the Board with information regarding the Executive Director search that included the following information:
 - Developing a Process for Executive Director Search
 - Core Competencies of Election Directors / Officials (SEC)
 - Job Announcements – Director of Elections (Forsyth County)
 - Job Description – Greenville County
 - Job Description – Richland County
 - Ms. Emerson also suggested a timeline to be created for when the ad will be placed, accepting applications, etc.
 - Ms. Johnson stated that Richland County’s Human Resource Department will be requested to construct a placement ad for an Executive Director for the Board’s review. The Board will also review and re-work the Executive Director’s existing job description.

Director’s Comments & Updates

- Mr. Selph advised the Board that a summary judgment has been filed regarding the lawsuit against the Board.
- Other methods of poll worker payments are being discussed. Some potential options are direct deposit or debit cards.

Adjournment

- There being no further business, the meeting adjourned at 6:15pm.

Recorded by: Amie Brunson, Administrative Assistant