

**Minutes of the
Richland County
Board of Elections and Voter Registration
2020 Hampton Street
Wednesday, February 28, 2013
4:00pm**

Board Members in Attendance

Mr. Allen Dowdy, Acting Chair
Ms. Adell Adams
Ms. Elaine DuBose
Mr. Herbert W. Sims

Staff in Attendance

Dr. Jasper Salmond, Acting Executive Director
Mr. Garry Baum, Deputy Director of Elections
Ms. Lillian McBride, Deputy Director of Voter Registration & Absentee Services
Ms. Rebecca Brown, Precinct Coordinator
Ms. Amie Brunson, Administrative Assistant

Others in Attendance.

Mr. Brad Farrar, County Attorney

Call to Order

- The meeting was called to order at 4:08 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 the meeting held on February 6, 2013 and indicated that a correction needed to be made in the meeting minutes before approval. The noted changes are detailed below:
 - *A motion was made for the Board to ratify the job descriptions ~~for the Executive Director, Deputy Director of Elections and the Deputy Director of Voter Registration and Absentee Services;~~ and that the job descriptions will be forwarded to Richland County's Human Resource Department for review and final action as required. Seconded. Approved 4-0.*
- The Board Members stated that once the correction is made, the amended minutes will be approved. A motion was made to adopt the minutes as amended. Seconded. Approved 4-0.

Executive Session

- A motion was made to proceed into Executive Session to receive legal advice pertaining to personnel matters. Seconded. Approved 4-0. The Board entered into Executive Session at 4:12 pm.
- A motion was made to come out of Executive Session at 5:01 pm. Seconded. Approved 4-0. The Board indicated that no action and no votes were taken during Executive Session.
- Mr. Herbert Sims made a motion to approve Option 1 relative to the list of options regarding the personnel issues discussed in Executive Session, and that the Acting Executive Director coordinates any budget issues with the County Finance Department. Seconded. Approved 4-0.

Old Business

- None

New Business

Executive Director Search Committee

- Mr. Dowdy requested a status update regarding the Executive Director Search Committee from Mr. Herbert Sims, Committee Chair.
- Mr. Sims provided the Board Members with copies of the Executive Director Job description and informed the Board that members of the Executive Director Search Committee met on Wednesday, February 27, 2013 and made detailed changes to the Executive Director Job description.
- Mr. Sims informed the Board Members that the Executive Director's job description will be posted by the Human Resource Department on March 1, 2013 and will be posted for 30 days. At the end of the 30 days, the Search Committee Members will meet to review the applications submitted and provide the Board Members with a list of three qualified applicants. The Board Members will then make a final decision based on the Search Committee's recommendations.
- A motion was made to approve the Executive Director Job description, and that the job description be forwarded to the Human Resource Department for further action. Seconded. Approved 4-0.

Acting Executive Director's Report

- Dr. Salmond informed the Board Members that the voting machines maintenance contract is up for renewal this year. He stated that staff is working to compile information and the contract will be reviewed and approved at a later time.
- Dr. Salmond informed the Board that there are currently four upcoming elections:
 - Forest Acres – May 14, 2013

- City of Columbia – November 5, 2013
- Arcadia Lakes – November 5, 2013
- Irmo – November 5, 2013
- Mr. Garry Baum, Deputy Director of Elections informed the Board Members that the Town of Blythewood Elections is currently scheduled for January 2014, but a request has been submitted to the Department of Justice to move the election date to November 2013.
- Mr. Baum also informed the Board that 80 – 90% of the voting machines are currently operable. Issues with the voting machines power supplies have been found in many of the inoperable machines. 100% machine operability is the goal and the staff is currently balancing the cost of the voting machines repair with the existing FY2013 budget.

Precincts Research Studies Analysis

- Mr. Baum provided the Board Members with an update regarding the precincts research studies analysis by the Office of Research and Statistics of the SC Budget and Control Board as shown on the maps provided.
- The Elections & Voter Registration Board Members were provided with two plans:
 - Plan 1 involved adding 39 precincts that would provide Richland County with a total of 163 precincts, based on current state law of 1500 registered voters.
 - Plan 2 involved adding 14 precincts that would provide Richland County with a total of 138 precincts, based on state law of 2500 registered voters.
- Mr. Baum informed the Board that the plans provided to them were in draft format and that the staff are currently working with State officials, County Council, and Richland County Delegation regarding the creation of new precincts.
- Mr. Baum indicated that Ms. Rebecca Brown, Precinct Coordinator, is responsible for coordinating all poll workers for elections. Mr. Baum stated that Ms. Brown has a systematic way of coordinating poll workers in order to abide by State laws and regulations.
- Mr. Herbert Sims stated that the training of poll workers for the 2012 General Election was exceptional. Dr. Salmond informed the Board that the Elections & Voter Registration office has very efficient staffs who are working to do all that is needed to train poll workers in order to continue to simplify the process of reducing lines on Election Day.
- The Board thanked Dr. Salmond and staff for helping to minimize and create plans to reduce wait times on Election Day.

Public Input during Board Meetings

- Mr. Pete Kennedy inquired as to how questions that are posed during Board Meetings answered.
- Mr. Kennedy stated that Attorney Steve Hamm's report detailed many issues that arose during the November 6, 2012 General Election. Mr. Kennedy is requesting that benchmarks and timetables be made available to the public in reference to issues raised in Attorney Hamm's report.
 - Mr. Allen Dowdy informed Mr. Kennedy that a report was just received from staff to inform the public of the office's progress.
- Mr. Kennedy also questioned that as a result of the new organizational structure that has been approved and implemented by the Board, how many individuals lost their jobs, were forced into early retirement, or will be laid off/terminated as a result of the revised organizational structure; and for the vacancies that are available in the office, what are the qualifications for the individuals who will fill the vacated slots?
 - In response to Mr. Kennedy's questions regarding personnel matters, Dr. Salmond informed Mr. Kennedy that no one lost their job, no one was forced into early retirement, and no one was laid off or terminated in response to the Board's actions.
 - Additionally, Dr. Salmond informed Mr. Kennedy that the only vacancy available in the office is that of the Executive Director.

Meeting Date

- TBD

Adjournment

- There being no further business, the meeting adjourned at 5:52 pm.

Recorded by:
Amie Brunson, Administrative Assistant