

**BOARD OF ELECTIONS AND VOTER REGISTRATION OF JASPER COUNTY
BOARD MINUTES**

FEBRUARY 11, 2016 - 5:00 P.M.

PRESENT: Chairman Joseph Arzillo; Vice Chairperson Pamela Williams; Commissioner Rodney Catterton; Commissioner Denise Davidson; Commissioner John Kemp and Director Jeanine Bostick.

ABSENT: Commissioner Timothy Crosby and Commissioner Carl Tyler.

NOTIFICATION TO MEDIA: Chairman Arzillo announced that the media had been notified.

PLEDGE OF ALLEGIANCE: All

APPROVAL OF AGENDA: Motioned by Commissioner Davidson and seconded by Commissioner Kemp to approve the agenda for tonight's meeting. Motion carried unanimously.

APPROVAL OF MINUTES: Motioned by Commissioner Davidson, to approve January 14, 2016 Board Minutes with the necessary corrections Commissioner Davidson would like to be a part of the selection of poll workers in the future per State Law 7-13-72. Also, under public comments correction should be the Board was presented with a packet *dated December 11, 2104 from the Concern Citizens of Jasper County on issues that occurred and/or related to election matters*. Motion seconded by Commissioner Kemp. Motion carried unanimously.

OLD BUSINESS: Review of Policy and Procedures Manual: Chairman Arzillo stated the County Attorney David Tedder has provided the Board with an outline to follow when considering adding items to the agenda after the 24 hours notice. Chairman Arzillo stated the Board would review this outline in July when the policy and procedures manual is reviewed. Commissioner Kemp stated he would like to suggest a few changes to the manual. ***Page 5: Board Meetings currently read:*** The Regular Board meetings time may be changed by the written concurrence of a majority of sitting Board members.

Suggestion: The Regular Board meetings time **and/or location** may be changed by the written concurrence of a majority of sitting Board members.

Page 6: Officers currently read: The Chairperson and Vice Chairperson shall be an active member of the Board of Election and Voter Registration of Jasper County.

Suggestion: *The Chairperson and Vice Chairperson shall be an active and certified member of the Board of Election and Voter Registration of Jasper County.*

OLD BUSINESS: Review of Policy and Procedures Manual Cont'd: ***Page 10: Meetings currently read:*** *Changes on the agenda after its approval can only take place so long as two or more members of the board do not object to the change.*

Suggestion: The Board would review the outline presented by Attorney Tedder and add changes accordingly.

Page 10: Appearance of Citizens currently read: Comments from the general public are limited to three (3) minutes.

Suggestion: Comments from the general public are limited to thirty minutes, three (3) minutes per person.

Vice Chairperson Williams stated the Board needed to discuss any changes or additions to the policy and procedures manual when it's time to review, instead of discussing corrections and changes at every Board meeting.

Petition Standards: Chairman Arzillo gave the floor to Commissioner Davidson. Commissioner Davidson she didn't have any recollection of this topic of discussion being added as a topic of discussion at tonight's meeting. Commissioner Kemp commented at the last meeting Commissioner Davidson brought up, we had to have standards when it came to petitions that we should follow. The Director stated and reminded the Board the topic of discussion on Petition Standards was requested to be added to this meeting when the Board discussed the item on the agenda under **"Topic(s) of Discussion for Next Meeting"** at our the last meeting. Commissioner Davidson apologizes and stated she would like to table this discussion until the next Board meeting.

Discussion of Meeting Procedures: Possibly Workshops before each Business Meeting: Commissioner Kemp suggested possibly having a 15 or 30 minutes workshop prior to all of our Board meetings. After a brief discussion, the Board decided to have workshops prior to our Board meetings only if the majority of the Board deems it necessary prior to a meeting, but not at every meeting.

Approve Proposed Budget: The Board had a Budget Workshop on February 4, 2016. The Board reviewed the proposed budget and made some adjustments. Motioned by Commissioner Kemp and seconded by Commissioner Davidson to approve the proposed budget for submission to County Council for review. Motion carried unanimously.

DIRECTOR'S REPORT: The Director informed the Board of the upcoming elections: Republican and Democratic Presidential Preference Primaries in February and the City of Hardeeville Mayor/City Council in May. The Director reminded the Board to please mark their calendars accordingly.

The Director asked the Board could we combine our March meeting with the Canvass / Certification of the Democratic Presidential Preference Election since our SCARE conference would be the week of our regular scheduled meeting.

DIRECTOR'S REPORT CONT'D.: Motioned by Vice Chairperson Williams and seconded by Commissioner Kemp to combine our regular board meeting with the Canvass / Certification of the Democratic Presidential Preference Election.

The Board selected the precincts each would visit on Election Day.

The Director informed the Board that thank you letters were being sent to York County for donating 7 laptops for EVRL and Richland County for agreeing to let us borrow their ADA machine for the Presidential Primaries although we did not need to borrow the ADA machine because we were able to have one of machines converted to a ADA machine. Each board member was asked to sign the thank you letters.

The Director distributed to the Board a report of inactive voters in Jasper under Conviction Status or Deceased.

Commissioner Davidson asked how many mail-out was returned to the office undeliverable. The Director stated several thousand were returned and we hold onto the cards for 24 months, however if a voter calls and need a new card a card is printed and sent to voter.

Commissioner Kemp asked the Director did she have the opportunity to speak with the Post Master about his letter not being delivered to the office. The Director informed the Board Commissioner Kemp sent a letter to the office however the letter was returned undeliverable although the letter was addressed with the office PO Box and the physical address. The Poster Master did apologize for the error and stated he would speak with his staff on this matter.

The Director distributed to the Board the ADA compliance accessible packet pertaining to our precincts meeting State ADA compliance.

Motioned by Commissioner Davidson, seconded by Vice Chairperson Williams to purchase 15 Bell Assist Signs to assist with curbside voting at the precincts. Motion carried unanimously.

Total Registered Voters: 16,688 as of January 31, 2016.

CHAIRMAN'S REPORT: Chairman Arzillo reminded the Board to please familiarize themselves with the election laws leading up to each election.

Chairman Arzillo presented Vice Chairperson Williams with her training certification certificate stating she has met and completed her certification requirements.

The Board asked the Director to please invite Earl Bostick on guidance of securing files and please invite Dale Terry on guidance of meeting ADA Compliance at the Precincts to our April's board meeting.

BOARD ISSUES OF CONCERNS: None

PUBLIC COMMENTS: None

TOPIC(S) OF DISCUSSION FOR NEXT MEETING: Petition Standards

ADJOURNMENT: Motion to adjourn Commissioner Davidson, seconded by Vice Chairperson Williams. Meeting adjourned at 7:15pm. Motion carried unanimously.

Respectfully submitted by:

Jeanine M. Bostick

cc: Mr. Andy Fulghum, County Administrator

Mrs. Judy Frank, Clerk of Council

Mrs. Helen Pittman, Jasper Delegation