

**BOARD OF ELECTIONS AND VOTER REGISTRATION OF JASPER COUNTY**  
**BOARD MEETING – APRIL 14, 2016 – 5: 00 P.M.**

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

**ABSENT:** None.

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

**PLEDGE OF ALLEGIANCE:** All

**INNOVATION:** Commissioner Crosby.

**APPROVAL OF AGENDA:** Motioned by Commissioner Kemp, seconded by Vice Chairperson Williams to approve the agenda for today’s meeting. Motion carried unanimously.

**APPROVAL OF AGENDA:** Motioned by Commissioner Tyler, seconded by Commissioner Kemp to approve March 3, 2016 Board meeting minutes. Motion carried unanimously.

**OLD BUSINESS: Securing Files Electronically: Mr. Earl Bostick, IT Director for Jasper County:** Mr. Bostick answered several questions for the Board and stated All Pro Solution would be perfect for scanning and securing our files electronically. All Pro has been used in the Clerk of Court office and all licenses and permits are available to Voter Registration and would also save Voter Registration money. Mr. Bostick also stated, All Pro Solution has met SLED approval.

**ADA Compliance Overview: Mr. Dale Terry, Public Works Director:** Mr. Terry stated he reviewed the surveys that were conducted by the Board on all the County Precincts. Mr. Dale stated the County can certainly work towards getting those precincts own by the County up to compliance, but those precincts privately own, the County cannot use public funds to meet compliance requirements. Mr. Terry stated he would definitely do what’s needed once the funds are approved in our budget.

**NEW BUSINESS: Election of Officers:** Chairman Arzillo opened the floor for nominations for **Chairman:** Commissioner Tyler nominated Chairman Arzillo. No further nominations, Chairman Arzillo will remain Chairman.

**Vice Chairperson:** Commissioner Kemp nominated Vice Chairperson Williams. Commissioner Tyler nominated Commissioner Kemp. Commissioner Kemp thanked Commissioner Tyler, but declined the nomination. With no further nominations, Vice Chairperson Williams will remain as Vice Chairperson.

**Chaplain:** Commissioner Kemp nominated Commissioner Crosby. With no further nominations, Commissioner Crosby will remain Chaplain.

**DIRECTOR'S REPORT:** The Director asked the Board if we wanted to run the Poll Workers Application ad in the local newspapers before every election because the ad cost \$690 each time it's ran. The Board agreed to run the ad for the upcoming June Primary and the Board would discuss if it is needed for the November General Election.

The Director reminded the Board of the upcoming Primary Workshop scheduled for April 28, 2016, 9:30am to 4pm in Columbia only four persons are allowed to attend.

The Director asked the Board if a temporary staff person could be brought into the office for additional administrative help prior to the fifteen days allowed by the State. The Primary is predicted to have a big turn out and the additional staff member would definitely be helpful. The temporary staff would need to be in place by May 16, 2016. The Board instructed the Director to get with the Finance Director for funding and the Human Resources Director once funds are allocated.

The Director informed the Board that Dr. Esquivel, the Doctor next door to the Voter Registration Office is retiring. The Director suggested the County could renovate the two offices, merge them and this would allow adequate office and storage space for Voter Registration.

The Director informed and invited the Board to the Tarboro Homecoming Festival at the Tarboro Community Center, Saturday, April 16, 2016, 11am to 6pm. The HAVA Bus will be there and the Director would be there to assist with voter registration and photo ID.

Commissioner Davidson asked the Director to discuss the State Reimbursement Letter in the Board's packet. The Director explained each area of the letter and clarified each position on the letter and all expenses listed on the letter. The Director informed the Board \$7,417.97 was reimbursed to the County for the Special Senate 45 Election.

The Director distributed to the Board for their information only the current staff directory for the State Election Commission; 2015-2016 discussed legislations and the updated notice on, the Concealed Weapons Permit now being used as a valid Photo ID issued by DMV.

The Director informed the Board in their packets was copies of their current certified training tracking report for their viewing.

The Director reminded those Board members going up for training on Monday, April 18<sup>th</sup> and Tuesday, April 19<sup>th</sup> to please be on time, arriving 15 minutes late after class starts, you will not be allowed in class and will not be given credit.

**CHAIRMAN'S REPORT:** None.

**BOARDS ISSUE AND CONCERNS: Delivery Service of Election Equipment:** The Board discussed the importance of having the voting machines delivered instead of poll managers picking them up the night before the Election. Each machine weighs approximately 55 pounds and if possible we would like to avoid injuries and liabilities. The Director stated she would speak with Mr. Dale Terry of Public Works; Sheriff Jenkins and Mr. Arthur Benjamin, Director of the Detention Center about possibly using Trustees to assist with the delivery of the voting machines to all precincts.

**PUBLIC COMMENTS:** None.

**TOPIC(S) OF DISCUSSION FOR NEXT MEETING:** Commissioner Davidson stated she would like to discuss the poll workers applications and the Director's job description.

Commissioner Kemp would like to invite the Post Master to our next meeting to discuss issues with receiving mail at the Voter Registration office.

**EXECUTIVE SESSION Personnel Matters:** Motioned to go into Executive Session for personnel matters by Commissioner Davidson, seconded by Commissioner Crosby. Motion carried unanimously. Chairman Arzillo stated for the recorded no motions were made while in Executive Sessions. Motioned by Commissioner Kemp to return out of Executive Session, seconded by Vice Chairperson Williams. Motion carried unanimously.

**ADJOURNMENT:** Motioned by Commissioner Kemp to adjourn, seconded by Vice Chairperson Williams. Meeting adjourned at 7:00 p.m. Motion carried unanimously.

Respectfully submitted by: Jeanine Bostick, Director

cc: File; Andy Fulghum, County Administrator, Judy Frank, Clerk of Council and Helen Pittman, Jasper Delegation Office