

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

**BOARD MEETING MINUTES – FEBRUARY 9, 2017**

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

**ABSENT:** Mrs. Regenia Scott.

The meeting was called to order by Chairman Arzillo.

**INVOCATION:** Mr. Timothy Crosby.

Pledge of Allegiance. All

**APPROVAL OF AGENDA:** Motioned by Mr. Crosby and seconded by Vice Chairperson Williams to approve the agenda postponing the report from the Committee regarding the 2016 General Election Letters of Concern. Motion carried unanimously. A second motion was offered regarding the approval of the agenda. It was motioned by Mrs. Davidson and seconded by Mr. Crosby to move item #8 Public Comments before item #14 the Adjournment. It was stated this request is just for this meeting. Motion carried unanimously.

**APPROVAL OF MINUTES:** Motioned by Mr. Tyler and seconded by Mrs. Davidson, to approve the minutes from the January 12, 2017 Board meeting. (7) Yes, Mr. Arzillo; Mrs. Williams; Mrs. Davidson; Mr. Crosby; Mr. Catterton and Mr. Tyler. (1) Abstained, Mr. Kemp. Motion carried.

**NEW BUSINESS: SWEARING IN OF NEW BOARD MEMBER:** Ms. Carrie B. Fair. Judge Buster Kleckley swore in Ms. Carrie B. Fair, Chairman Arzillo and the entire Board welcomed Ms. Fair.

**OLD BUSINESS: Discussion of Selecting a Committee for Precinct(s) Relocations:** The Board discussed and Mrs. Davidson; Mr. Tyler; Mr. Kemp and Mr. Catterton agreed to be the Committee to oversee the Relocation of Precinct(s). Chairman Arzillo asked Mrs. Davidson to head the committee.

**Director's Job Description:** Chairman Arzillo asked Mrs. Davidson was she prepared to discuss this matter. Mrs. Davidson stated that she sent the job description to all the Board members and she did add some changes, but had not heard anything more. Chairman Arzillo questioned why were additional changes made to the job description after the Committee met and decided what would be in the job description. Mr. Kemp also stated he had some changes he wanted to add to the job description. Chairman Arzillo stated the Committee would meet once again and bring back to the Board to discuss further at the next meeting. Chairman Arzillo stated there shouldn't be any additional changes once the Committee has met. Vice Chairperson Williams asked what precipitated the changes, why are we changing the job description, we don't have all of the facts that Human Resources requires.

**Director's Job Description Cont'd.:** Chairman Arzillo stated this is something Mrs. Davidson wanted to see done and Human Resources is aware of the discussion on changing the job description. Vice Chairperson Williams stated this was never brought to the Board before it was done, it should have come to the Board first and the Board would decide if the job description needed to be revised. The Board should have input before something was written out. No Board member has the right to act on something single handily without the approval of the Board. Mr. Kemp stated the Director's job description is a part of the Policy and Procedures Manual and our manual states we can make changes to the policy once a year. The Director stated to the Board the job description outlined in the Policy and Procedure Manual is only a summary of the Director's job description a full job description is kept in the County Human Resources Department. After much discussion the Chairman called for a motion to continue with or not continue with revising the Director's job description. Motioned Mr. Kemp, seconded by Mr. Crosby to proceed with revising the Director's job description. The Board took a verbal vote (5) Yes, Mrs. Davidson; Mr. Crosby; Mr. Kemp; Mr. Arzillo and Mr. Catterton. (2) No, Vice Chairperson Williams and Mr. Tyler and (1) Abstained, Ms. Fair. Chairman Arzillo stated he would like the Committee to meet at the office and discuss the changes to be brought to the Board for a vote at the next Board meeting. (Chairman Arzillo; Vice Chairperson Williams; Mrs. Davidson and Mr. Kemp. Mrs. Williams stated the County has its own job description for the Director and the State SEC has a job description for the Director. Chairman Arzillo asked the Director to send all Board members a copy of the SEC Director Job description.

**Poll Worker's Application:** Mrs. Davidson stated she was not aware this was on the agenda for discussion at tonight's meeting. The Director stated the Board discussed at last month's meeting to discuss these items at the next Board meeting. Vice Chairperson Williams stated the same question, why are we changing the application and why does one Board member have the authority to make changes to documents without the prior approval of the Board.

Mr. Kemp stated our Policy and Procedures Manual clearly states we can present changes to the Board annually and the Board decides to proceed or not proceed. Chairman Arzillo stated the Board still has the opportunity to vote down any changes.

**2017-2018 Proposed Budget:** Chairman Arzillo stated a Budget Workshop was held and the proposed budget is in your packets. Chairman Arzillo called for a motion to present the proposed budget as discussed at the workshop. Motioned by Mr. Kemp and seconded by Mr. Crosby to present the budget as discussed in the workshop and it is understood by the Board this is a proposed budget and the Board can continue to work on the budget to prepare for the Budget Workshop with County Council.

**DIRECTOR'S REPORT: Summary of SCARE Conference:** The Director summarized various items that are being discussed with our legislators and the Director encouraged the Board to speak to our County and State Representatives and ask them to support the proposed laws:

- Adequately fund refurbishing Voting System: 8.3 Million Dollars (7.0 is being requested by SEC from Legislators) the additional 1.3 million will be covered through the maintenance agreements paid by the Counties for the next five years.
- Removal of Witness signature on the Absentee Return Envelope
- Early Voting in the State of South Carolina
- Reduce the Length of ballots; shorten titles with YES or NO selection on amendments.
- Allow SC registered voters to serve as Poll Workers anywhere in the State of South Carolina.
- Increase Poll Workers Pay and Board Members Stipend.
- Allow permanent absentee status for some reasons (e.g. over 65, physical disabilities)
- Allow for processing absentee ballots by mail the day before the election.
- Appoint a joint study committee to compare Title 5 and Title 7 to more uniformed.
- Adjust Special Election calendar to accommodate 45 days UOCAVA ballot delivery mandate.
- Establish uniform and standardized Election dates: 1) All Municipal Elections to be held in November of Odd Years. 2) Designate quarterly election dates for all elections.
- Authorize and/or clarify who has the authority to postpone elections in the event of an emergency.
- 2018 SCARE Conference will be held February 6<sup>th</sup> thru 10<sup>th</sup> in Myrtle Beach at the Embassy Suites at Kingston Plantation.
- Attendance this year was over 300.

Mr. Kemp stated he enjoyed the conference and it was very informative and encourage other Board members to attend. Mr. Kemp informed the Board there is a class titled Duties of Board and everyone should take that class to help better understand what it is we do. There are things the Director is required to do for the State that this Board is not aware of. Mr. Kemp stated Mr. Snider of SEC stated there were no protest this election, which made history and this was the first election all counties used EVRL at atleast one of their precincts. Mr. Kemp asked the Director to invite our area representative from the State Terrance Foulks to one of our board meetings to meet the other members and discuss his duties and responsibilities.

The Director stated the **Discussion of Security at the Voter Registration Office** was discussed during the Budget Workshop; therefore there is no need to discuss this matter at tonight's meeting.

**Discussion of the City of Hardeeville Election Date Change Ordinance:** The Director stated the City of Hardeeville has passed an ordinance to have their City Election as a part of the Federal/State Elections during November of even years. The Director stated this Board would have to sign and agree to this ordinance. The Director stated we should not agree to conduct this election along with our Federal/State General November Elections.

**Discussion of the City of Hardeeville Election Date Change Ordinance, Cont'd.** This would generate numerous ballot splits; voting machines shortages; separate Boards overseeing the Election subject to protest.

Total Registered voters as of January 29, 2017: **18,302.**

**CHAIRMAN'S REPORT: ADA Survey of the Voter Registration Office:** Chairman Arzillo stated he would like to form a committee to survey the Voter Registration Office and go to County Council to request the requirements to get our office 100 precinct in compliance. Committee members are as follow: Mr. Arzillo; Mr. Kemp and Vice Chairperson Williams.

**BOARD ISSUES AND CONCERNS:** Mr. Kemp issues and concerns are learning what the Director does for the SEC and including the Board. Mr. Kemp stated a discussion was needed on issuing Provisional Ballots to a voter that was mailed an Absentee Ballot if the voter chooses to vote at their assigned precinct on Election Day and how the Board should not count the Provisional Ballot at the Canvass Hearing per the State Election Commission.

**TOPICS OF DISCUSSION FOR NEXT MEETING:**

- Mr. Kemp asked that we invite our SEC Area Representative Terrance Foulks to one our meetings to introduce himself and discuss his job duties.
- Director's Job Description
- Poll Worker's Application
- 2016 November General Election Letters of Concern

**PUBLIC COMMENTS:** No one signed in. However, a question was asked from the audience did anyone open up the phishing email that was sent out. The Director stated some persons did open the mail but the State did not identify who those individuals or counties were.

**ADJOURNMENT:** With no further business Chairman Arzillo called for a motion to adjourn. Motioned by Mrs. Davidson and Mr. Kemp to adjourn. Meeting adjourned at 6:30pm. Motion carried unanimously.

Respectfully submitted by:

Jeanine Bostick, Director

cc: File; Board Members; Mr. Andy Fulghum, County Administrator; Mrs. Judy Frank, Clerk of Council and Mrs. Helen Pittman, Jasper County Delegation.