

BOARD OF ELECTIONS AND VOTER REGISTRATION OF JASPER COUNTY
BOARD MINUTES
JULY 14, 2016 - 5:00 P.M.

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

ABSENT: Mr. Rodney Catterton

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

INNOVATION: Mr. Timothy Crosby.

PLEDGE OF ALLEGIANCE: All

APPROVAL OF AGENDA: Motioned by Mrs. Davidson, seconded by Mr. Tyler to approve the agenda. Motion carried unanimously.

APPROVAL OF MINUTES: **June 9, 2016; June 16, 2016; June 23, 2016 & June 30-, 2016:** Motioned by Mr. Tyler, seconded by Mr. Kemp to approve the minutes from the above listed Board Meeting. Motion carried unanimously.

PUBLIC COMMENTS: None.

NEW BUSINESS: DIRECTOR'S JOB DESCRIPTION: Mrs. Davidson stated she spoke with the County Administrator, Mr. Fulghum and he informed her that the County Consultant would review any modification that was passed out in April and June regarding the Director's job description and the County Consultant would get back with Mrs. Davidson. Chairman Arzillo asked if the information provided came from the Board or directly from Mrs. Davidson. Mrs. Davidson stated the information came from a variety of counties in the State of South Carolina, Marion County; Charleston County and Darlington County. Chairman Arzillo clarified he was asking did the recommendations on the Director's job description come from the Board or directly from you, because the Board should have decided as a Board on any changes relating to the Director's job description before any suggestions were sent out and in the future the Board would decide as a Board on matters and not one individual taking it upon themselves to make changes. Mrs. Davidson stated she distributed the job description at a prior Board meeting and emailed the job description to all Board members for review, input and discussion and Mr. Kemp was the only Board member to reply and revised the job description and gave his input, however, it was never discussed by the Board at any Board meeting. Chairman Arzillo stated again, in the future all matters comes before the Board and it will be decided as a Board if we are to proceed on the matter. Vice Chairperson Williams also stated this matter should have absolutely come to the Board and the Board could have discussed if there were any changes need in the Director's job description.

NEW BUSINESS: DIRECTOR'S JOB DESCRIPTION, CONT'D.: The Director asked was the current job description compared to the proposed job description and if so, what was the big difference. Mrs. Davidson stated the revised job description identifies and spells out many of the things the Director is already doing and the current job description is very vague. Chairman Arzillo stated the Director falls under the County policy and procedures and the Board does not have the authority to change the Director's job description without changing the Counties policy and procedures. We can make suggestions, but the Board can't out right change the Director's job description and it not affect the County policy. Mrs. Davidson stated she disagreed with the Chairman's statement. Vice Chairperson Williams agreed with Chairman Arzillo, we can't make any changes to the Director's job description. The Director falls under the County, we can make suggestions, but we can't change on our own, this matter should be rescind, because it did not get Board approval. Motion by Vice Chairperson Williams, seconded by Mr. Tyler to not change the Director's job description. Discussion: Mr. Kemp stated he would like to see this matter tabled until the Board can find out if the Board has the authority to change the Director's job description. Mrs. Davidson stated the Director's job description is listed in our policy and procedures manual and the Board stated in the policy that the policy would be reviewed every year. Vice Chairperson Williams stated the Director of Human Resources Mrs. Lucas should have been consulted on this matter and nothing should have gone through until the Board discussed and decided if the Director's job description needed changes. Mr. Crosby stated we need to recognize the County policy and procedures and whether we do or don't have the authority to change the Director's job description or if we can have input on the Director's job description. Mr. Crosby stated we need to make the motion to table this discussion until we find out if we have the authority to change the Director's job description. No further discussion. The motion was voted on. Yes (3) Mr. Tyler; Mrs. Williams; Mr. Arzillo; No (3) Mr. Kemp; Mr. Crosby; Mrs. Davidson. Motion failed. Mr. Kemp offered a motion to table the discussion as a Board and find out if we have the authority to suggest changes to the Director's job description. Motion was seconded Mrs. Davidson. Yes (4) Mr. Kemp; Mrs. Davidson; Mr. Crosby; and Mr. Arzillo. No (2) Mrs. Williams and Mr. Tyler. Mr. Kemp will speak with the proper authority to confirm if the Board has the authority on this matter. Motion carried.

NEW BUSINESS: POLL WORKERS APPLICATION: Vice Chairperson Williams stated the revision of the poll workers application should be done with, because again, the Board did not vote to change the application and one person should not take it upon themselves to make changes. Mrs. Davidson stated the application was sent to the County Administrator, Mr. Andy Fulghum and Human Resources Director, Mrs. Gloria Lucas. Mrs. Lucas gave her opinion on the changes and modifications of the applications wording. Mrs. Davidson stated this is not a tool to eliminate anyone this application could also help with selecting an individual to work in the office for the absentee precinct as well. This is a complete re-draft of the application.

NEW BUSINESS: POLL WORKERS APPLICATION, CONT'D.: The Director stated the information on the proposed poll workers application is not needed to know if an individual wants to work the election, computer skills, word processing skills; internet access, social security numbers, date of birth; willing to work at another precinct; available to work 12 hours on Election Day, these questions are not required by state law and is not need to work as a poll worker at the precinct or in the office.

The voter signature is a plus to the application that way you don't have one individual completing the application and bringing them in by the handful that he or she filled out on someone else's behalf. Once an individual is selected to work, that individual would still need to complete a County employment application; the W-4 and the I-9 form that is a requirement by the County and can't be waived. Chairman Arzillo stated he doesn't have a problem with suggestions, but we shouldn't have to reinvent the wheel. Motioned by Mr. Kemp, seconded by Mrs. Davidson to table the discussion of the poll worker's application for changes until a later date. Yes (5) Mr. Kemp; Mrs. Davidson; Mr. Arzillo; Mrs. Williams and Mr. Tyler. (1) No vote at all. Mr. Crosby. Motion carried.

POLICY AND PROCEDURES MANUAL: Mr. Kemp gave the following recommendations regarding the policy and procedures manual. Page 5 removing of the 3rd floor Council Chambers allows us to meet in other locations within the Government Building. It was discussed to possible add; *unless otherwise noted on the agenda*. Motioned by Mrs. Davidson, seconded by Mr. Kemp to removed 3rd floor from the description. (2) Yes, Mr. Kemp; Mrs. Davidson; (3) No, Mr. Arzillo; Mr. Tyler and Mrs. Williams. (1) No vote, Mr. Crosby. Motion failed. Motioned by Mr. Kemp, seconded by Mrs. Davidson to have a workshop on Policy and Procedures. (2) Yes, Mr. Kemp and Mrs. Davidson, (4) No, Mr. Arzillo; Mrs. Williams; Mr. Tyler and Mr. Crosby. Motion failed. After much discussion Mr. Kemp withdrew his recommendations for the policy and procedures manual.

Chairman Arzillo read to the Board Mr. Tyler's recommendations on how to handle public complaints. Mr. Tyler recommends that all complaints be submitted in 3 days of occurrence, stamped with the time and the date and received at the Jasper County Board of Elections Office. The complainant should be given a copy of their complaint as a receipt. The complaint should contain the name of the voter when feasible or their chronological number from the sign in log. Any employee who is named in or affected by a complaint should be given an opportunity for a rebuttal. After further discussion a motion was made to change the days of complaint from 3 to *5 business days*. (2) Yes, Mrs. William; Mr. Tyler; (4) No, Mr. Arzillo; Mr. Kemp; Mr. Crosby and Mrs. Davidson. Motion Failed. A revised motion was made by Mr. Tyler, seconded by Mr. Crosby to change the wording to read as follow: *"complaints are preferred to be submitted by 5 business days"*. Motion carried unanimously.

PETITION PROCEDURES: The Director reviewed and discussed the forms used for petitions. The Director informed the Board a Temp has been requested to help with pulling applications for this process and will start on Monday, July 18, 2016. Mr. Kemp stated the local newspaper had 893 signatures were required to meet petition requirements and how did they get those numbers. The Director will contact the newspaper to inquire where they got those numbers and have the newspaper correct the number to read 863 signatures are required.

DIRECTOR'S REPORT: ABSENTEE LOG: The Director stated Mrs. Davidson had brought up questions concerning the Absentee Log. The Director reviewed and explained how the Absentee Log should be read.

The Director informed the Board the State has purchased laptops for EURL and Jasper will receive 10 laptops. The State has a buying program the Counties purchase their necessary amount laptops and the State would match our purchase.

The City of Hardeeville Special Election will be held on August 30, 2016.

The Director informed the Board stipends checks were mailed and mileage reimbursement checks from the elections should be going out soon.

The Director informed the Board copies of the budget should be ready next week. With that being said we still don't know if funds are in the budget for the Electronic Filing System.

The Director informed the Board that the Mary Gordon Ellis Chambers if vacant and could possibly be used as a voting precinct for Ridgeland 3, instead of at the Emergency Service Building. Motioned by Mr. Tyler, seconded by Mr. Crosby to request permission to move the Ridgeland 3 voting precinct into the Mary Gordon Ellis Building Chambers. Motion carried unanimously. The Director will make contact with the necessary persons to start the process.

The Director reminded the Board of the upcoming General Election Workshop scheduled for September 22, 2016.

The Director informed and presented the Board the Bell Assist carrying bag to replace the cardboard boxes. (16) Bags totaling \$743 includes taxes, shipping and handling. Funds would be used from the Election supplies funds. Motioned by Mr. Kemp, seconded by Mrs. Williams to purchase the carrying bags. Motion carried unanimously.

Vice Chairperson Williams asked could the signs used at the precinct be brought back when the machines are picked up the next day following the Election. The Director explained the trucks used to be deliver the machines doesn't have enough space to transport the signs along with the voting machines. It was discussed to look at having a delivery service deliver the voting machines and signs.

CHAIRMAN'S REPORT: Chairman Arzillo discussed there were some complaints that came to the Board regarding voters being issued the wrong ballot at the precincts and although the Director discusses these issues in training it would be helpful if the Board would help the Director with ensuring these procedures are followed.

Chairman Arzillo stated there is one machine assigned to the Gillisonville precinct where the screen is hard to touch, this machine will be sent out to be service.

Chairman Arzillo also commented there were complaints that some persons were and weren't asked to show a photo ID at the precincts. Mrs. Davidson suggested that poll managers follow the instructions given in the poll manager's handbook on what and how to ask for proper ID.

Mr. Kemp suggested having a list in the supply bags on the Do's & Don't's at the precincts.

Mr. Kemp stated there were several Poll Watchers doing things they shouldn't been doing while at the precincts. Poll Watchers instructions are posted at the precincts and it clearly identifies the Do's & Don'ts of Poll Watchers. Mr. Kemp suggested offering a class to the Candidates and Poll Watchers or provides a list of Do's & Don'ts once the Poll Watcher presents his or her letter as a Poll Watcher to the Clerk.

BOARD ISSUES AND CONCERNS: Mr. Kemp suggested writing a letter to the State asking for more time to prepare for a Primary Run-off. The Director stated this is something we could add to our wish list of legislation changes.

TOPIC(S) OF DISCUSSION FOR NEXT MEETING: Old and New Poll Workers Applications.

ADJOURNMENT: Motion to adjourn by Mrs. Davidson, seconded by Mr. Tyler. Meeting adjourned at 7:15pm. Motion carried unanimously.

Respectfully submitted by: Jeanine Bostick

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