

Minutes

Thursday, January 19, 2017
Elections Office, Summerville

Attending: Mr. Rodney Profit, Chair; Mr. Art Shields, Vice Chair; Ms. Queen Bowman; Mr. Ron Jaicks; Todd Billman, Executive Director; Meredith Murray, Deputy Director; Corbin Ensminger, Manager of Elections and Registration; Thomas Lee, Elections Analyst ; Absent: Mr. Cecil Toulon

1. Call to Order of board meeting

Meeting called to order at 4:54 p.m. by Vice Chairman, Mr. Art Shields.

2. Review minutes of previous meeting

Mr. Profit made a motion seconded by Mr. Jaicks, all in favor to approve the November 16th minutes.

3. Public Comment

None

4. Director's Report

- a. *Meeting /Election Schedule- Mr. Billman gave the board members a schedule of the 2017 meetings. Ms. Bowman made a motion, seconded by Mr. Jaicks, all in favor to move the November 16th meeting to November 9th following the municipal certification.*
- b. *Board Appointments- Mr. Billman informed the board that letters were sent to the legislators for consideration of two names to be considered for appointment to the board.*
- c. *Document Imaging- Mr. Corbin Ensminger gave the board a brief update on the document imaging project. He explained the process and stated our goal was to have this completed by the 2018 gubernatorial election.*
- d. *SCARE Conference – Each board member was asked to donate \$20.00 to help purchase gifts for door prizes.*
- e. *The board went into executive session at 5:06 pm to discuss security procedures and practices. The board reconvened from executive session at 5:15 pm.*

5. Unfinished Business –

- a. *Board Members –Mr. Billman informed the board that Ms. Sonia Hill and Mr. Keith Timmons are the two people being considered for appointment to the board.*

6. New Business – No new business.

7. Adjournment – The meeting was adjourned at 5:30 p.m.

Minutes

Thursday, February 16, 2017
County Council Conference Room, St. George

Attending: Mr. Art Shields, Vice Chair; Ms. Queen Bowman; Mr. Rodney Profit, Chair(via teleconference); Mr. Ron Jaicks (via teleconference);Mr. Cecil Toulon (via teleconference); Todd Billman, Executive Director; Meredith Murray, Deputy Director

1. Call to Order of board meeting

Meeting called to order at 4:47 p.m. by Chairman, Mr. Rodney Profit.

2. Review minutes of previous meeting

Mr. Shields made a motion seconded by Ms. Bowman, all in favor to approve the January 19th minutes.

3. Public Comment

None

4. Director's Report

- a. Ethics Submissions- Mr. Billman reminded the board to submit their ethics forms no later than March 31st.*
- b. Document Imaging- Ms. Murray gave an update on document imaging. She reported the staff is working on the cabinets in her office and the progress is going well.*
- c. S.C.A.R.E. Conference Overview – Mr. Billman gave an overview on the ballot reduplication system. He also asked the board to reach out to our legislators on a new and refreshed voting system.*
- d. Polling Locations – Mr. Billman stated he and Mr. Corbin Ensminger met with Mr. Mike Turner, Security Coordinator for District Two Schools about utilizing some of the schools as new polling locations. Mr. Turner assured them the schools could be used after being open for a year.*
- e. Outreach/Education- Mr. Billman reported that he spoke at a NAACP monthly meeting coordinated by Mr. Dexter Mack. He also conducted a machine demonstration for the group. Mr. Billman also mentioned that he, along with Mr. Corbin Ensminger and Mr. Tommy Lee will be conducting elections at local elementary schools.*

5. Unfinished Business

- a. The status of board member's reappointments is still pending.*

6. New Business – No new business.

7. Adjournment – Ms. Bowman made a motion, seconded by Mr. Jaicks, all in favor to adjourn the meeting at 5:02 p.m.

Minutes

Thursday, March 16, 2017

Elections Conference Room, Summerville

Attending: Mr. Rodney Profit, Chair; Mr. Art Shields, Vice Chair; Ms. Queen Bowman; Mr. Ron Jaicks; Mr. Cecil Toulon; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director

1. Call to Order of board meeting

Meeting called to order at 4:45 p.m. by Chairman, Mr. Rodney Profit.

2. Review minutes of previous meeting

Mr. Shields made a motion seconded by Ms. Bowman, all in favor to approve the February 16th minutes.

3. Public Comment

None

4. Director's Report

- a. Ethics Submissions- Mr. Billman again reminded the board to submit their ethics forms no later than March 31st. To date, three members have successfully completed their forms.*
- b. Special Election – Mr. Billman informed the board we will be conducting a Special Election for the Town of St. George Council District 3. Mr. Ralph Martino and Mr. Sylvester Rolack are the only two candidates that filed.*

- c. *SEC Audit – The SEC audit scheduled for March 16th was canceled and will be rescheduled at a later time.*
- d. *Summer/Senior Worker Program – Mr. Billman informed the board of our participation in the Summer Youth Program this year and he requested to have two workers. He also reported we are participating in the Senior Citizen Tax Work- off Program. We have a senior worker in both the Summerville and St. George offices.*
- e. *Voting System Refresh- Mr. Billman reported due to a lack of state funding the voting refresh was most likely not going to happen. He encouraged the board to reach out to our legislators and voice their concerns and importance of having the system refresh.*

5. Unfinished Business

- a. *Board Members - Still awaiting status of reappointments.*

6. New Business – No new business.

7. Adjournment – Mr. Jaicks made a motion, seconded by Mr. Toulon, all in favor to adjourn the meeting at 5:10 p.m.

Minutes

Thursday, April 20, 2017

County Council Conference Room, St. George

Attending: Mr. Art Shields, Vice Chair; Ms. Queen Bowman; (Members attended via teleconference: Mr. Rodney Profit, Chair; Mr. Ron Jaicks; Mr. Cecil Toulon); Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director.

1. Call to Order of board meeting

Meeting called to order at 4:45 p.m. by Chairman, Mr. Rodney Profit.

2. Review minutes of previous meeting

Mr. Shields made a motion seconded by Ms. Bowman, all in favor to approve the March 16th minutes.

3. Public Comment

None

4. Director's Report

- a. *HR Policy & Procedure Manual- Mr. Billman reported that the staff attended the overview sessions for the new HR Policy and Procedure Manual. He then met with the staff to have a discussion/question session about the manual.*
- b. *SEC Audit/Director's Webinar – Mr. Billman reported that our SEC area representative, Mr. Terrance Foulks, visited his office to conduct a review of our department's minutes and policies and the county's policy and procedures manual. Mr. Billman also mentioned that he and a few other directors met with the SEC to discuss upcoming legislation and training opportunities.*
- c. *Document Imaging – Ms. Murray gave an update that the document imaging is going smoothly and ahead of schedule.*
- d. *Meeting with Town of Summerville Finance Committee - Mr. Billman met with the Town of Summerville concerning the cost of using their polling locations vs the county's polling locations. Our board unanimously agreed to uphold any ordinance written by the Town of Summerville.*

5. Unfinished Business

a. *Board Members - Still awaiting status of reappointments.*

6. New Business – No new business.

7. Adjournment – *Mr. Toulon made a motion, seconded by Ms. Bowman, all in favor to adjourn the meeting at 5:05 p.m.*

Minutes

Thursday, May 18, 2017

Elections Conference Room, Summerville

Attending: Ms. Queen Bowman; Mr. Ron Jaicks ;(Members attended via teleconference: Mr. Rodney Profit, Chair; Mr. Art Shields, Vice Chair; Mr. Cecil Toulon); Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Mr. Corbin Ensminger, Manager of Elections.

1. Call to Order of board meeting

Meeting called to order at 4:45 p.m. by Chairman, Mr. Rodney Profit.

2. Review minutes of previous meeting

Mr. Jaicks made a motion seconded by Ms. Bowman, all in favor to approve the April 20th minutes.

3. Public Comment

None

4. Director's Report

- a. *St. George Special Election- Mr. Billman reported that Mr. Ralph Martino was the winner of the Town of St. George Special District 3 Election. A total of 59 ballots were cast.*
- b. *Election Law Update – Mr. Billman informed the board of House Bill 3150 that now requires all special elections to be conducted even if only one candidate files. Filing for special county elections will close on Saturdays but the SEC will be working to get that changed.*
- c. *Summer Projects – Mr. Billman informed the board that we are participating in the Summer Youth Employment Program and plan to hire a youth for the St. George and Summerville Office. He also mentioned that we will be conducting cross training for the office staff.*
- d. *Voting System Refresh – Mr. Billman reported that the Senate and House members were meeting concerning the system refresh.*
- e. *S.C.A.R.E Update – Mr. Billman reminded the board that the next SCARE conference will be February 6th – 10th at the Embassy Suites in Myrtle Beach. Classes will be held on February 7th.*

5. Unfinished Business

a. *Board Members – Still awaiting status of reappointments.*

6. New Business – No new business.

7. Adjournment – *Mr. Jaicks made a motion, seconded by Mr. Toulon, all in favor to adjourn the meeting at 5:04 p.m.*

Minutes

Thursday, July 20, 2017

Elections Conference Room, Summerville

Attending: Mr. Rodney Profit, Chairman; Ms. Queen Bowman; Mr. Ron Jaicks; Mr. Keith Timmons, Mr. Cecil Toulon; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Mr. Corbin Ensminger, Manager of Elections; Mr. Thomas Lee, Elections Analyst; Guest Attendee, Ms. Vicki Westberg, League of Women Voters

Call to Order of board meeting

Meeting called to order at 4:47 p.m. by Chairman, Mr. Rodney Profit.

8. Review minutes of previous meeting

Ms. Bowman made a motion seconded by Mr. Toulon, all in favor to approve the May 18th minutes.

9. Public Comment

No public comment.

10. Swearing in of New Commissioner- *Chairman Profit swore in Mr. Keith Timmons as a new commissioner.*

11. Director's Report

- a. *Training & Certification - Mr. Ensminger gave an update on what classes were available for training.*
- b. *Special Election H113 – Mr. Billman informed the board of the Special Primary and General Election for House District 113. .*
- c. *Municipal Elections – Mr. Billman reported that he should know by the end of September which municipalities will have an election on November 8th.*
- d. *Document Imaging – Ms. Murray reported that all the folders in the file cabinets have been scanned.*
- e. *SEC Audit Findings – Mr. Billman gave an overview of the SEC audit conducted for our office.*
- f. *2017-2018 Budget- Mr. Billman reported the budget was approved.*

12. Unfinished Business

- a. *Board Members – Mr. Billman reported he has been in communication with the Governor's Office concerning the two board vacancies.*

13. New Business – No new business.

14. Adjournment – Mr. Jaicks made a motion, seconded by Mr. Timmons, all in favor to adjourn the meeting at 5:15 p.m.

Minutes

Thursday, August 17, 2017

County Council Conference Room, St. George

Attending: Mr. Rodney Profit, Chairman (via teleconference); Ms. Queen Bowman; Mr. Keith Timmons; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Guest Attendee, Ms. Vicki Westberg, League of Women Voters (As an observer); Absent: Mr. Ron Jaicks

1. Call to Order of board meeting

Meeting called to order at 4:48 p.m. by Chairman, Mr. Rodney Profit.

2. Review minutes of previous meeting

Ms. Bowman made a motion seconded by Mr. Timmons, all in favor to approve the July 20th minutes.

3. Public Comment

No public comment.

4. Director's Report

- a. *Audit Response Letter to S.E.C. - Mr. Billman read the letter he sent to the SEC in response to their audit findings.*
- b. *Special Election H113 – Mr. Billman informed the board of their help for the Primary and Runoff if necessary. He also reminded them of the certification on September 7th.*
- c. *Municipal Elections – Mr. Billman updated the board on the municipal elections and the offices that may have opposition.*
- d. *Mid-Year Conference- Mr. Billman gave an update on the mid-year conference held in Columbia. He also shared information from the training class.*
- e. *National Voter Registration Day – Mr. Billman informed the board that September 26 is National Voter Registration Day. The board asked Mr. Billman to look into other events going on to help promote this day as well as using PSA's and media outlet.*

5. Unfinished Business

- a. *Board Members – Mr. Billman reported he has been in communication with the Governor's Office concerning the two board vacancies. He also informed the board of Mr. Toulon's resignation from the board.*

6. New Business – No new business.

7. Adjournment – Mr. Jaicks made a motion, seconded by Mr. Timmons, all in favor to adjourn the meeting at 5:15 p.m.

Minutes

Thursday, September 21, 2017

Elections Conference Room, Summerville

Attending: Mr. Rodney Profit, Chairman; Ms. Queen Bowman; Mr. Keith Timmons; Mr. Ron Jaicks (via teleconference); Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Guest Attendees, Ms. Vicki Westberg, League of Women Voters and Ms. Ann Shields.

1. Call to Order of board meeting

Meeting called to order at 4:48 p.m. by Chairman, Mr. Rodney Profit.

2. Review minutes of previous meeting

Ms. Bowman made a motion seconded by Mr. Timmons, all in favor to approve the August 17th minutes.

3. Public Comment

Ms. Ann Shields shared with the board the Resolution presented to her by County Council in honor of Mr. Art Shields. She also thanked the board for all their generosity.

4. Director's Report

- a. *National Voter Registration Day - Mr. Billman informed the board that the St George office, the Coastal Coffee Shop and Summerville High School will be used for NVR Day. Mr. Billman requested the approval of the board to coordinate with the League of Women Voters to assist with this event.*
- b. *Special Election H113 & Municipal Elections –Mr. Billman updated the board that all database testing was complete and the SEC approved the ballots. He also reminded them their assistance will be needed for House 113 and the Ridgeville election.*

- c. *Important Dates – Mr. Billman gave the certification date for the Ridgeville Election on Thursday, November 9th at 11:00 a.m. and the House Dist.113 Election on Friday, November 10th at 10:00 a.m.*

5. Unfinished Business

- a. *Board Members – Mr. Billman reported that he will talk to the delegation concerning appointment of new board member. He also reached out to Berkeley and Charleston county directors to receive suggestions as to what incentives they offer their board members.*

6. New Business – No new business.

- 7. Adjournment** – *Mr. Timmons made a motion, seconded by Ms. Bowman, all in favor to adjourn the meeting at 5:17 p.m.*

Minutes

Thursday, October 19, 2017
County Council Chambers, St. George

Attending: Mr. Rodney Profit, Chairman (via teleconference); Ms. Queen Bowman; Mr. Keith Timmons (via teleconference); Mr. Ron Jaicks (via teleconference); Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Guest Attendees, Ms. Vicki Westberg, League of Women Voters

Call to Order of board meeting

Meeting called to order at 4:50 p.m. by Chairman, Mr. Rodney Profit.

8. Review minutes of previous meeting

Ms. Bowman made a motion seconded by Mr. Jaicks, all in favor to approve the September 21st minutes.

9. Public Comment

None

10. Director's Report

- a. *National Voter Registration Day - Mr. Billman reported that the Summerville High School and Coastal Coffee shop were the only two locations open for National Voter Registration Day. No one registered to vote at either location.*
- b. *Special Election H113- Mr. Billman reminded the board of the Certification Hearing date for House Dist. 113.*
- c. *Municipal Elections – Mr. Billman reminded the board of the Certification Hearing date for the Ridgeville Election.*
- d. *Compensation & Classification Study – Mr. Billman informed the board that our staff met with representatives from Evergreen Solutions.*
- e. *Unopposed Election Certification – Mr. Billman reported the Town of Summerville will certify the unopposed seat for the CPW.*

11. Unfinished Business

- a. *Board Members – Mr. Billman reported that he talked to the delegation concerning two people who are interested in becoming board members.*

12. New Business – No new business.

- 13. Adjournment** – *Mr. Jaicks made a motion, seconded by Mr. Timmons, all in favor to adjourn the meeting at 5:15 p.m.*

Minutes
Friday, November 10, 2017
County Council Chambers, St. George

Attending: Mr. Rodney Profit, Chairman; Ms. Queen Bowman; Mr. Ron Jaicks; Mr. Keith Timmons; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Guest Attendees, Ms. Vicki Westberg, League of Women Voters

Call to Order of board meeting

Meeting called to order at 10:15 a.m. by Chairman, Mr. Rodney Profit.

14. Review minutes of previous meeting

Mr. Jaicks made a motion seconded by Ms. Bowman, all in favor to approve the October 19th minutes.

15. Public Comment

None

16. Director's Report

- a. Special Election H113 Review- Mr. Billman reported there were no issues for House Dist. 113 Election. Mr. Billman mentioned he will talk to the SEC on how to handle special elections along with a municipal election.*
- b. Municipal Elections Review- There was no issues with the Municipal Elections. There were some precincts that pulled up ballot styles for voters that were ineligible to vote. Mr. Billman said he will conduct more training to prevent this from happening in future elections.*
- c. 2018 SCARE Conference – Mr. Billman reminded the board of the dates for the SCARE conference and asked that they let him know as soon as possible the dates they are able to attend.*
- d. Maintenance & Acquisition of Equipment - Mr. Billman reported he will ask for funds to try to augment the voting machines. He is also looking into purchasing new printers.*

17. Unfinished Business

- a. Board Members – It was recommended that anyone interested in applying to become a board member be advised to contact the legislators directly.*
- b. New Business – Mr. Billman said he will ask the clerks to provide any written or verbal communications as to any Election Day issues. The board discussed ways to improve Election Day issues such as providing information and training to candidates.*

18. Adjournment – *Mr. Timmons made a motion, seconded by Mr. Jaicks, all in favor to adjourn the meeting at 10:55 a.m.*