

**Board Members**

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 Ron Jaicks  
 Rodney Profit, Chair  
 Keith Timmons

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## Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

### Minutes

Thursday, January 18, 2018  
 Elections Conference Room, Summerville

*Attending: Mr. Rodney Profit, Chairman; Ms. Queen Bowman; Mr. Ron Jaicks; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Absent: Mr. Keith Timmons*

**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 November minutes.*

**3. Public Comment**

*None*

**4. Director's Report**

- a. Special Municipal Election- Mr. Billman informed the board that there will be a special election for St. George District 1 on March 13<sup>th</sup> with the certification being held on March 15<sup>th</sup>.*
- b. Calendar of Upcoming Events/Elections– Mr. Billman provided the board with a copy of the SEC Election Calendar with important dates to remember for the June Primaries and November General Election. The board also received and approved the board meeting schedule. Mr. Billman reported he will be doing some outreach with several Elementary schools that will be holding School Book Awards.*
- c. SCARE Conference – Mr. Billman provided the board with their conference reservations and took up donations for the door prizes.*

**5. Unfinished Business**

- a. Board Members – Mr. Billman informed the board we are still in need to three board members and asked that they reach out to the delegation. Anyone that is interested is asked to contact the delegation directly.*

**6. 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.*

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

### Minutes

Thursday, February 15, 2018

County Council Conference Room, St. George

*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 Attendee, Ms. Vicki Westberg, League of Women Voters*

**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**

*Ms. Bowman made a motion seconded by Mr. Timmons, all in favor to approve the January 18<sup>th</sup> minutes.*

**3. Public Comment**

*None*

**4. Director's Report**

- a. Yearly Ethics Submission- Mr. Billman reminded the board to submit their yearly ethics form no later than March 30<sup>th</sup>.*
- b. S.C.A.R.E Conference Review– Mr. Billman gave an overall review of the conference. He asked the board for any recommendations or changes they would like to see at the conference. The board suggested that the breakout sessions should be combined.*
- c. Absentee Locations – Mr. Billman informed the board that he was looking into absentee locations for Summerville and North Charleston. He will be setting up meetings with someone from each of these locations.*
- d. Outreach and Education – Mr. Billman informed the board that he and some of the staff will be conducting school book awards at six different elementary schools.*
- e. June Primary Election Update – Mr. Billman reminded the board of the June 12<sup>th</sup> Primary. He also mentioned that there is legislation that could possibly move the Primary to July.*

**5. Unfinished Business**

- a. Board Members – Our public information office, Tiffany Norton, made council aware of our need for board members and to inform us of any recommendations they may have.*

**6. New Business – None**

**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, March 15, 2018

Elections Conference Room, Summerville

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

**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**

*Ms. Bowman made a motion seconded by Mr. Jaicks, all in favor to approve the February 15<sup>th</sup> minutes.*

**3. Public Comment**

*None*

#### **4. Director's Report**

- a. *Yearly Ethics Submission- Mr. Billman again reminded the board to submit their ethics form online and to contact Mr. Ensminger if they needed assistance.*
- b. *Special Election, Town of St. George –Trumaine Moorer won the St. George District 1 Special Election. A total of 25 votes were cast with no write-ins.*
- c. *Budget Requests – Our department's budget meeting will be on March 27<sup>th</sup>. Mr. Billman welcomed board members to attend if possible.*
- d. *Summer/Senior Workers – Our department requested three summer workers for the Summer Youth Program and received three senior workers for the Senior Tax Work –Off Program.*
- e. *Satellite Locations for Absentee – The Summerville Absentee Precinct will be held in the Summerville County Council Chambers. Mr. Billman said he will look at other larger locations for the future.*
- f. *Meeting with Admin/ IT- Mr. Billman met with IT Director Jason Walters and Administrator Jason Ward to review security protocols and budget items.*
- g. *Piloting New Equipment – Mr. Billman asked for approval to pilot Knowink as a new check in system in the Primary as a pilot in at least one polling location or absentee precinct. Mr. Jaicks made a motion, seconded by Ms. Bowman, all in favor to use Knowink in the Primary as a pilot.*
- h. *Candidate Filing- Mr. Billman reminded the board candidate filing opens on March 16<sup>th</sup> at noon and closes on March 30<sup>th</sup> at noon.*
- i. *June Primary – The board was informed the Primary will still be held in June. Several clerks have notified Mr. Ensminger they will be able to work and a several polling locations confirmed they will be able to open.*
- j. *Equipment Maintenance – Mr. Billman reported that his staff was updating firmware on the machines and hopes to be finished by the end of March and that he is ordering a new duplicator. Mr. Lee wanted the board to know that he ran a successful election on the new firmware.*

#### **5. Unfinished Business**

- a. *Board Members – Still awaiting status.*

#### **6. New Business – None**

- 7. Adjournment** – *Ms. Bowman made a motion, seconded by Mr. Jaicks all in favor to adjourn the meeting at 5:18 p.m.*

### **Minutes**

Thursday, April 19, 2018

County Council Conference Room, St. George

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

#### **1. Call to Order of board meeting**

*Meeting called to order at 4:49 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 March 15<sup>th</sup> minutes.*

**3. Public Comment**

*None*

**4. Director's Report**

- a. Town of St. George Election Commission- Mr. Billman reported that the Town of St. George dissolved their election commission. He asked the board to decide whether or not they would take the responsibility of overseeing and certifying the elections for St. George. Mr. Timmons made the motion and Mr. Jaicks seconded, all in favor to accept the responsibility to oversee all St. George Municipal elections.*
  - b. Town of Reevesville –Mr. Billman met with Reevesville Town Council to inform them of the new election law that states elections must be conducted even if there is no opposition. Reevesville wanted to continue to have their elections during the even years in December or during the November General Election. Mr. Billman broke down the costs for them to conduct their own elections. Mr. Billman was instructed by the board to recommend at the next Reevesville council meeting for them to consider moving their elections to November of the odd years to keep uniformity or else they will be responsible for conducting their own elections.*
  - c. Primary Election Update –*
    - i. Dates & Deadlines – Ms. Murray gave the dates and deadlines for vote absentee voting and clerk/poll manager trainings.*
    - ii. Polling Locations/ Poll Workers- All the polling locations will remain the same except for Old Fort Baptist Church which will be temporarily moved to Dorchester Presbyterian Church. The voters will be notified by a post card. Voters at Beautiful Savior will be moved to Grace Lutheran Church. Voter Registration cards will be issued to these voters to inform them of this change. Mr. Ensminger is working on obtaining two more clerks*
    - iii. Election Database – The database is going through testing to ensure all polling locations have the correct precincts and ballot styles.*
    - iv. Notice of Election – Mr. Billman reported the first Notice of Election was published on April 13<sup>th</sup> and that the second notice will be published on April 27<sup>th</sup>.*
    - v. Equipment Upgrades/Scheduled Maintenance – All hardware upgrades were completed for the IVO's. Maintenance will be completed as needed.*
    - vi. Training – The SEC is in the process of shipping out the new poll managers handbooks. Mr. Ensminger will attend a clerk training session in Charleston County. Mrs. Kristi Burr in Charleston County will attend one of our training sessions. This will be an opportunity for counties to compare how the trainings are conducted.*
  - d. Tenex (electronic poll books) – Mr. Billman and Mr. Ensminger were able to observe Tenex during a Charleston County Municipal election. They were pleased with how it worked and no will have something to compare to Knowink.*
- 5. Unfinished Business**
- a. Board Members – Mr. Billman said he will keep conversations going with the delegation to get board members and asked the board to reach out as well.*
- 6. New Business – None**
- 7. Adjournment – Mr. Timmons made the motion, seconded by Ms. Bowman, all in favor to adjourn. The meeting adjourned at 5:48 p.m.**

**Minutes**

Thursday, May 17, 2018  
Elections Conference Room, Summerville

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

**1. Call to Order of board meeting**

*The meeting was called to order at 4:49 p.m. by Ms. Queen Bowman*

**2. Review minutes of previous meeting**

*Postponed until next meeting*

**3. Public Comment**

*Ms. Vicki Westberg with the League of Women Voters briefed the board on the three voter registration drives their organization held at Ashley Ridge, Fort Dorchester and Summerville High Schools. Ms. Sharon Holden was present to express her interest in becoming a board member.*

**4. Director's Report**

*a. June Primary –*

- i. Dates & Deadlines - Mr. Billman reminded the board of some important dates regarding the elections and absentee voting and machine testing.*
- ii. Polling Location Update – Voters in Irongate and Irongate 2 and 3 will receive new registration cards informing them that they will now be voting at Grace Lutheran Church. Voters in Ashborough W and Ashborough W2 will receive postcards informing them of their temporary polling location for the primary.*
- iii. Voter Registration/ Absentee Update – There was an increase in online and paper applications before the deadline. Voters came into the registration office the first day of in person voting and the first set of paper ballots are mailed out.*
- iv. Clerk/ Poll Manager Training – Over 100 poll managers attended in person training and about 10 student poll workers were recruited.*
- v. Call Center – Mr. Billman reported that about 13 volunteers have signed up to work in the call center. He will be meeting with Ms. Margaret Bailey and IT staff to get things set up for the call center.*

**5. Unfinished Business**

*a. Board Members – Still in progress*

**6. New Business – None**

**7. Adjournment – Mr. Profit made the motion, seconded by Mr. Jaicks, all in favor to adjourn at 5:13 pm.**

**Minutes**

Thursday, June 14, 2018  
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; Mr. Thomas Lee, Elections Analyst; Guest Attendees, Ms. Vicki Westberg, League of Women Voters, Ms. Sharon Holden*

**1. Call to Order of board meeting**

*The meeting was called to order at 11:13 am by chairman Profit.*

**2. Review minutes of previous meeting**

Mr. Timmons made the motion, seconded by Mr. Jaicks, all in favor to approve the April 12<sup>th</sup> and May 17<sup>th</sup> minutes.

**3. Public Comment**

*Ms. Holden shared her experience working at the polls for the first time. Ms. Westberg shared her plans for getting students and parents registered before the General Election.*

**4. Director's Report**

- a. Summer Worker Program – Mr. Billman informed the board that we have three student employees between our offices. The program employs youth between the ages of 16-21 and is a great opportunity for them to gain some work experience.*
- b. Upcoming Elections – Mr. Billman reported all precincts will be open for the runoff and there will not be as many machines used.*
- c. Primary Election Review – The board was given the opportunity to speak on election day issues. After some discussion, it was recommended to improve clerk/poll manager training and improve signage issues in some precincts. Ms. Bowman stated she will put together some material to help with training.*

**5. Unfinished Business**

- a. Board Members – Mr. Billman stated he will follow up again with the delegation.*

**6. New Business – None**

**7. Adjournment – Mr. Jaicks made the motion, seconded by Mr. Timmons, all in favor to adjourn a 12:00 pm.**

**Minutes**

Thursday, July 19, 2018

Elections Warehouse, Summerville

*Attending: Mr. Rodney Profit, Chairman; Ms. Queen Bowman; Mr. Ron Jaicks; Mr. Keith Timmons; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Mr. Corbin Ensminger, Manager*

**8. Call to Order of board meeting**

*The meeting was called to order at 5:45p.m. by chairman Profit.*

**9. Review minutes of previous meeting**

Ms. Bowman made the motion, seconded by Mr. Jaicks, all in favor to approve the June 14<sup>th</sup> minutes.

**10. Public Comment**

None

**11. Director's Report**

- a. Petitions – A total of eleven petitions were submitted. Ms. Murray said all petitions had the valid number of signatures required and a letter will be sent to all candidates to inform them of the status of their petition.*
- b. Restoration of St. George Voter Registration Office – Restoration of the office is almost complete. Our paper documents, carpet, and ceiling have been restored. Furniture will take 2-3 weeks to arrive.*
- c. Upcoming Elections*

- i. *General Election and Certification Hearing – Mr. Billman reminded the board of the November 6<sup>th</sup> election and to be present for the certification on November 8<sup>th</sup>.*
- ii. *Possible Special Election – Mr. Billman informed the board there could be a possible special election for council seat 5 if councilman Con Chellis wins the house district 94 seat.*
- d. *Upcoming Election Preparations*
  - i. *Service Equipment and Purchase Supplies – Mr. Billman stated that the machines and communication packs will be replaced or repaired as funds allow.*
  - ii. *Call Center –*
    - i. *Staffing – The call center will be staffed for up to two weeks leading up to the General Election.*
    - ii. *Equipment – Mr. Billman also wants the ability to staff the Call Center at the Summerville Office, if the equipment and personnel is available.*
  - iii. *Election Logistics*
    - 1. *Polling Locations/Staffing -Mr. Billman stated that as the population continues to increase, he will begin need to find more polling locations.*
    - 2. *Evaluation of Training – Mr. Billman said he will continue to review and find ways to improve training.*
    - 3. *Implementation of new policies and procedures –Mr. Ensminger wants to utilize the After-Action Report to implement new policies and improve our current procedures.*

**12. Unfinished Business**

- a. *Board Members – Still pending.*

**13. New Business – None**

- 14. Adjournment** – *Mr. Jaicks made the motion, seconded by Ms. Bowman, all in favor to adjourn a 5:00 p.m.*

*(Immediately following the meeting was an after-action meeting with the clerks of what could help improve or solve election day issues).*

**Minutes**

Thursday, August 16, 2018  
Elections Warehouse, Summerville

*Attending: Mr. Rodney Profit, Chairman; Ms. Queen Bowman; Mr. Ron Jaicks; Mr. Keith Timmons; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Mr. Corbin Ensminger, Manager*

**1. Call to Order of board meeting**

*The meeting was called to order at 4:45 p.m. by chairman Profit.*

**2. Review minutes of previous meeting**

*Mr. Jaicks made the motion, seconded by Mr. Timmons, all in favor to approve the July 19<sup>th</sup> minutes with the only change being to correct the time the meeting was called to order to 4:45 p.m. from 5:45 p.m.*

**3. Public Comment**

*None*

**4. Director's Report**

- a. *County Council Special Election –*
    - i. *Law gave a 4-week timetable to hold the Election after Councilman Davis’ passing. Will be Aug. 28<sup>th</sup> and runoff on Sept. 11<sup>th</sup>. 19 locations open, 4 Democratic candidates running and 1 Republican filed and goes straight to General Election.*
    - ii. *Mr. Billman said absentee was opened Thursday afternoon in St. George. Mr. Ensminger said that the locations were confirmed, and clerks were also confirmed, except for Clay Hill.*
    - iii. *Mr. Billman said the election equipment would be ready by Aug. 22<sup>nd</sup> and delivered the next day. He also told the Board that senior worker Susan Daniel was coming back to help with preparation.*
  - b. *General Election*
    - i. *Planning on 50% turnout. Had 68% in 2016 Presidential.*
    - ii. *Mr. Billman talked about the continuing search for a N. Charleston absentee location.*
    - iii. *Mr. Ensminger said all locations were given the General Election date when they were contacted for the June Primaries, but that he will follow up with them in September.*
    - iv. *Petitions: 11 total. 7 for DD2, 2 for DD4 and 2 for Soil & Water.*
  - c. *Restoration of St. George office – Mr. Billman said the office has been renovated since the flooding, and that everything looks great. There are a few issues with the phones that are being resolved.*
  - d. *Cybersecurity workshop – Mr. Billman told the Board about a cybersecurity workshop the staff attended. He said it involves working with other agencies to see if our office meets requirements and how we can limit vulnerabilities.*
- 5. Unfinished Business**
- a. *Board Members – Still pending. Mr. Billman informed the board that the Secretary of State said they have to get all legislators together to appoint someone to a Board, it’s not something that can just be signed off. This should be done no later than October, and they would only reject an appointment if the person fails the background check.*
- 6. New Business**
- a. *September meeting – the September board meeting was originally canceled, but Mr. Billman asked if the Board would want to meet after the certification hearing for the runoff. Ms. Queen said that would be a good idea, Mr. Profit seconded.*
- 7. Adjournment** – *Mr. Timmons made the motion, seconded by Ms. Bowman, all in favor to adjourn at 5:12 p.m.*

**Minutes**

Thursday, September 20, 2018  
County Council Conference Room, St. George

*Attending: Mr. Rodney Profit, Chairman; Ms. Queen Bowman; Mr. Ron Jaicks; Mr. Keith Timmons (via teleconference); Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Mr. Corbin Ensminger, Manager; Mr. Thomas Lee, Elections Analyst*

- 1. Call to Order of board meeting**  
*The meeting was called to order at 10:20 a.m. by chairman Profit.*
- 2. Review minutes of previous meeting**



Mr. Jaicks made the motion, seconded by Mr. Timmons, all in favor to approve the August 16<sup>th</sup> minutes.

3. **Public Comment** – The board heard comments from Ms. Harriet Holman, and Ms. Arlethia Cusack.

4. **Director's Report**

- a. *County Council District 1 Special Election* – Mr. Billman informed us that the special primary runoff turned out more voters than the primary election. Mr. Billman thanked his staff for dealing with different issues that resulted in us postponing the election due to the storm.
- b. *General Election*
  - i. *Dates/Deadlines* - Ms. Murray provided the board with a handout of the dates and deadlines to register to vote and to vote by absentee.
  - ii. *Training/ Staffing* – Mr. Ensminger gave dates for the clerks and poll managers training. He also mentioned using Facebook and press releases to recruit new poll managers Mr. Ensminger also created an incident report log for the board to keep track of activity throughout the election day. Mr. Billman informed the board that we will be conducting interviews for the vacant Admin II position. Ms. Brenda Horne accepted another county position.
  - iii. *Polling/ Absentee Locations* – Mr. Ensminger reported all polling locations were confirmed. The Summerville absentee precinct will be relocated to the Adult Education Bldg.
- c. *General Election Workshop* – Mr. Billman will attend on September 24<sup>th</sup>.
- d. *Information Technology Update* - All staff passed the security training. Mr. Billman will contact IT to make sure all laptops are upgraded for the absentee precinct. He also mentioned Homeland Security will do an assessment of our physical security.

5. **Unfinished Business**

- a. *Board Members* – Still pending.

6. **New Business** – No new business.

7. **Adjournment** – Ms. Bowman made the motion, seconded by Mr. Timmons, all in favor to adjourn at 10:47 pm.

### **Minutes**

Thursday, October 18, 2018

County Council Conference Room, St. George

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

1. **Call to Order of board meeting**

*The meeting was called to order at 4:50 pm by chairman Profit.*

2. **Review minutes of previous meeting**

Ms. Bowman made the motion, seconded by Mr. Timmons, all in favor to approve the September minutes.

3. Public Comment – Ms. Westberg gave an update on the progress on registering students in school. She mentioned Superintendent Pye stated his interest in having more teachers register to vote.
4. Director’s Report
  - a. *General Election*
    - i. *Absentee & Voter Registration Update - Mr. Billman spoke on the absentee precinct opening in Summerville. Ms. Murray gave an update on voter registration and in-person absentee voting in the registration office.*
    - ii. *Call Center – The call center will be activated on October 24<sup>th</sup>. Margaret Bailey is in the process of recruiting volunteers to staff the call center.*
    - iii. *Equipment Status – Mr. Billman reported he obtained a new DS200 to read ballots.*
    - iv. *Poll Manager/ Training – Mr. Billman reported that 100 new people signed up to work the polls and at least 20 people from the high school.*
    - v. *Election Day Reports – Mr. Corbin Ensminger created an election day report log for board members to log incidents or other observations*
  - b. *Information Technology Update – Mr. Billman met with Department of Homeland Security to do a physical security assessment. The assessment was done on both locations and our department will begin to work with administration on making changes.*
5. Unfinished Business
  - a. Board Members – Still pending.
6. New Business – No new business.
7. Adjournment – Mr. Timmons made the motion, seconded by Ms. Bowman, and all were in favor of adjourning at 5:11 pm.

### **Minutes**

Friday, November 9, 2018  
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: Ms. Vickie Westberg, League of Women Voters*

1. Call to Order of board meeting  
*The meeting was called to order at 11:41 am by chairman Profit.*
2. Review minutes of previous meeting  
Ms. Bowman made the motion, seconded by Mr. Jaicks, all in favor to approve the October 18<sup>th</sup> minutes.
3. Public Comment – Ms. Westberg gave words of appreciation and thanks to the board for their hard work and professionalism.
4. Director’s Report
  - a. *General Election Observations*

- vi. *Statewide/Tri-County - Mr. Billman reported that there was a higher turnout statewide for this election compared to previous years. Dorchester County had a 51.33% turnout compared to 2014 which had a 38.9% turnout. There was an increase in absentee voting. Other issues statewide were DMV, voter registration and machine issues as well as a shortage of poll managers.*
- vii. *Dorchester County – Our county had enough trained poll managers but could have used more. Mr. Billman stated the focus still need to be on recruiting managers in the 21-40 age group.*
- viii. *Areas of Excellence – Mr. Billman stated one area of excellence he observed was adaptability.*
- ix. *Areas of Improvement – Mr. Billman stated that one area of improvement is accuracy. There need to be more consistency and accuracy in the area of the call center.*
- b. *Future Election Plans*
  - i. *Absentee Locations- Mr. Billman spoke with a legislator about opening an absentee location in the North Charleston area.*
  - ii. *Review & Evaluate Training/Staffing/ Procedures – Mr. Billman again iterated the need for accuracy over speed. He emphasized three core values to improve the training process which are accuracy, security and integrity.*
  - iii. *Purchase Extra Equipment – Mr. Billman stated as he looks forward to purchasing new equipment, he will also focus on maintaining our current equipment to get through the next few election cycles.*
  - iv. *Call Center – Mr. Billman stated that he will have some conversations with administration in regard to staffing the call center with dedicated staff. With different volunteers rotating in and out, the incorrect information is given out. Many times, there is not enough staff to handle the call volume. We need trained dedicated staff so there can be consistency and accuracy.*
  - v. *Delivery Process – Though the delivery process went smoother than in past years it still needs to improve. Mr. Billman said he will continue his efforts to hire a part time delivery person.*
- c. *Incident Log – Only a few clerks returned their incident logs. The board cited issues or other observations they encountered and gave some resolutions that they thought may help improve the process.*
- 5. *Unfinished Business –*
  - a. *Board Members - Mr. Billman said he heard from Senators Murphy and Bennett. They confirmed that Ms. Sonia Hill, Ms. Jan Simpson and Ms. Cheryl Ewers will be appointed.*
- 6. *New Business – No new business.*
- 7. *Adjournment – Mr. Timmons made the motion, seconded by Mr. Jaicks, all in favor to adjourn at 12:33 pm.*