

Board Members

Queen E. Bowman
Ron Jaicks
Rodney Profit, Chair
Keith Timmons
Bryan Black
Vacant
Vacant

**Executive Director**

Todd Billman
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tbillman@dorchestercountysc.gov

Deputy Director

Meredith Murray
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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, January 17, 2019
Elections Conference Room, Summerville

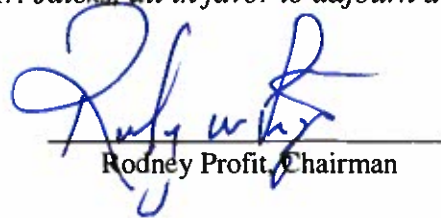
Attending: Mr. Rodney Profit, Chairman; Ms. Queen Bowman; Mr. Ron Jaicks; Mr. Keith Timmons; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Guest: Ms. Vickie Westberg, League of Women Voters

1. Call to Order of board meeting
The meeting was called to order at 4:45 pm by chairman Profit.
2. Review minutes of previous meeting
Mr. Jaicks made the motion, seconded by Mr. Timmons, all in favor to approve the November 9th minutes.
3. Public Comment – None
4. Director's Report
 - a. *County Council Dist. 5 Special Election – Mr. Billman reminded the board of the special election for council district 5. Only one candidate filed. Mr. Ensminger will send out the dates for poll workers training.*
 - b. *Meeting with ACLU & League of Women Voters- Both groups committed to helping us find more poll workers and stated they would support our request for a new voting system.*
 - c. *Budget – Ms. Murray informed the board of budget preparations for FY 19/20 and reminded them they will be updated throughout the process.*
 - d. *Board Meeting Schedule – The board was given the meeting schedule for 2019 with changes to April and November to hold the board meetings following the election certifications for these months. Also, there will be no meeting held in December. Mr. Timmons made the motion seconded by Ms. Bowman, all in favor to approve the schedule.*
 - e. *S.C.A.R.E. Conference- The board was given the dates for the SCARE conference and their confirmation numbers. They also donated money to help purchase door prizes.*
 - f. *Space Needs Survey – Ms. Murray briefed the board on a space needs survey conducted by county administration. The survey asked about current space used and space needs for the future. Mr. Billman and Ms. Murray will meet with members of Creech and Associates on January 30th and will update the board on that meeting. The board also recommended to take pictures of the St. George office space.*
 - g. *Election Preparation Update*
 - i. *Delivery Process- Mr. Billman said he met with county administration to help them understand the need to have control of our machine delivery process and the need for staff on days of delivery.*
 - ii. *Call Center & Absentee Locations- Mr. Billman met with Mr. Ed Barfield to look at a facility to use as an absentee precinct in the N Charleston location. This location will be used for the 2019 & 2020 elections.*

- iii. *Voting System & Election Equipment – There is an RFP out for a new voting system, and we hope the new system will be utilized before our PPP in February. Most of the systems will have some type of paper trail. Mr. Billman stated that the current machines will be maintained in the event the new machines are not purchased in time.*
 - h. *Information Technology Update – Mr. Billman gave brief update on the Homeland Security Survey.*
5. Unfinished Business –
- a. *Board Members – Mr. Bryan Black is the newly appointed board member and will be sworn in during February's meeting.*
 - b. *Mr. Billman mentioned that it is time to select a new chair and vice chair. This item will be put on the February agenda.*
6. New Business – *No new business.*
7. Adjournment – *Ms. Bowman made the motion, seconded by Mr. Jaicks, all in favor to adjourn at 5:28 pm.*

Respectfully Submitted,

Meredith Murray


Rodney Profit, Chairman

Board Members

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, February 21, 2019

County Council Conference Room, St. George

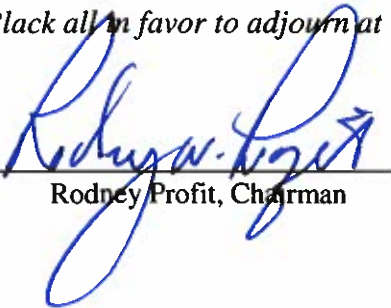
Attending: Mr. Rodney Profit, Chairman; Ms. Queen Bowman; Mr. Ron Jaicks (via telephone); Mr. Keith Timmons (via telephone); Mr. Bryan Black; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Mr. Corbin Ensminger, Manager of Elections; Guest: Ms. Vickie Westberg, League of Women Voters; Senator Sean Bennett.

1. Call to Order of board meeting
The meeting was called to order at 4:45 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 January 17th minutes.
3. Public Comment – *None*
4. New Commissioner Swearing In - *Chairman Profit administered the oath to Mr. Bryan Black to be sworn in as a new commissioner.*
5. Director's Report -
 - a. *Nominations for Chair & Vice Chair – Chairman Profit opened the floor to receive nominations to elect a new chairperson. Mr. Black nominated Mr. Profit to remain chairman. Mr. Profit asked that his name be removed from the nominations. Mr. Profit nominated Ms. Queen Bowman. The nominations were closed, and all voted in favor to elect Ms. Bowman as the new chair. Nominations were open to elect a vice chairperson. Mr. Profit nominated Mr. Ron Jaicks. There were no other nominations. The nominations were closed, and all voted in favor to elect Mr. Jaicks as vice chair.*
 - b. *Yearly Ethics Submission- The board was reminded to file their yearly ethics forms. Mr. Ensminger gave each of them their forms but also reminded them of the new changes made when reporting their income.*
 - c. *SCARE Conference Review – Overall the conference was a success. There were a good number of vendors to display their products. Mr. Billman stated he was nominated to serve as 2nd Vice President.*
 - d. *Special Elections & Municipal Elections – The board was reminded of the April 2nd Special Election for Council District 5. Mr. Billman mentioned that he was contacted by one of the new voting system reps about piloting their product. Mr. Billman also said there will be a possible special election for the Town of Reevesville but he has not received any written confirmation at this time.*

- e. *Budget – Mr. Billman updated the board on our budget submission. He will update the board on any new budget allocations if necessary.*
 - f. *Information Technology – Acquiring new voting machines is still a high priority. Mr. Billman also mentioned there here are two type of paper ballots. One ballot type is marked by the machine and the other is hand marking.*
 - g. *Document Imaging – The document imaging is well ahead of the projected time schedule to have all the applications scanned. All the 2018 applications are scanned. Now that the DMV applications are sent electronically this will improve the process of not having to scan as many paper applications.*
 - h. *Manager of VR & Elections – Mr. Ensminger informed the board that he took a new position in Washington. He thanked everyone for making his 3 years with the county a great one. He received well wishes from the directors and board for being an asset to this office.*
6. Unfinished Business –
- a. *Board Members – Senator Bennett stated there were three applications for the board vacancies. One application is awaiting the governor’s review and one applicant withdrew. He will provide an update at a later time.*
 - b. *Mr. Billman mentioned that it is time to select a new chair and vice chair. This item will be put on the February agenda.*
7. New Business – *No new business.*
8. Adjournment – *Ms. Bowman made the motion, seconded by Mr. Black all in favor to adjourn at 5:12 pm.*

Respectfully Submitted,

Meredith Murray


Rodney Profit, Chairman

Board Members

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, March 21, 2019
Elections Conference Room, Summerville

Attending: Ms. Queen Bowman, Chair; Mr. Ron Jaicks, Vice Chair (via telephone); Mr. Rodney Profit; Mr. Keith Timmons; Mr. Bryan Black; Ms. Cheryl Ewers; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Guest: Ms. Vickie Westberg, League of Women Voters; Ms. Sharon Holden

1. **Call to Order of board meeting-** *The meeting was called to order at 4:45 pm by chairperson Ms. Bowman.*
2. **Agenda Approval** – *Mr. Timmons made the motion, seconded by Mr. Black, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Timmons made the motion, seconded by Mr. Profit, all in favor to approve the February 21st minutes.*
4. **Public Comment** – *None*
5. **New Commissioner Swearing In** - *Chairperson Bowman administered the oath to Ms. Cheryl Ewers to be sworn in as a new commissioner.*
6. **Director's Report**
 - a. *Special & Municipal Elections* – *Mr. Billman gave the board a handout of the upcoming elections. He also reminded them to be at the certification for the Special County Council election.*
 - b. *Election Law Update* – *HRI passed the US House of Representatives. Mr. Billman presented the board with a handout that listed some of the contents of the bill.*
 - c. *Manager of Elections & Registration* – *Mr. Billman informed the board that two other candidates were interviewed for the Manager of Elections position. There were a panel of five to observe power point presentations from final candidates. After a unanimous decision a candidate was selected.*
 - d. *Information Technology Update* – *Two of the new voting systems passed testing and approval.*
7. **Deputy Director's Report**
 - a. *Budget Meeting* - *Ms. Murray informed the board that Mr. Billman will meet with administration to discuss the requests for our department. A few key requests will focus on overtime pay, use of a county vehicle and hiring temp workers. An update of the budget meeting will be provided at the next board meeting.*
 - b. *Summer/Senior Workers-* *Ms. Murray mentioned that both office locations will hire a senior worker and a summer youth worker. Senior workers 65 and older are given the opportunity*

to work and earn compensation to pay toward their property taxes. The summer youth workers gain basic work skills and experience.

- c. Yearly Ethics Submissions - The board was reminded to complete their ethic submissions no later than March 30th.*

8. Unfinished Business –

- a. Board Members – One vacancy still pending.*


9. New Business

- a. Board Member Guidelines - Ms. Bowman stated the guidelines need to be reviewed to see what updates need to be made. This topic will be on the agenda for the next meeting.*

10. Adjournment – Mr. Timmons made the motion, seconded by Mr. Profit, all in favor to adjourn at 5:24 pm.

Respectfully Submitted,

Meredith Murray


Queen Bowman, Chairperson

Board Members

Queen E. Bowman, Chair

Ron Jaicks, Vice Chair

Rodney Profit

Keith Timmons

Bryan Black

Cheryl Ewers

Vacant

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201 Johnston Street, St. George, South Carolina 29477

Minutes

Friday, April 5, 2019

County Council Chambers, St. George

Attending: Ms. Queen Bowman, Chair; Mr. Rodney Profit; (via teleconference) Mr. Keith Timmons (via teleconference); Mr. Bryan Black; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Ms. Athena Moorer, Manager of Elections; Guest: Ms. Vickie Westberg, League of Women Voters; Absent: Mr. Ron Jaicks; Ms. Cheryl Ewers

1. **Call to Order of board meeting-** *The meeting was called to order at 10:11 a.m. by chairperson Ms. Bowman.*
2. **Agenda Approval** – *Mr. Black made the motion, seconded by Mr. Profit, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Profit made the motion, seconded by Mr. Black, all in favor to approve the March 21st minutes.*
4. **Public Comment** – *None*
5. **Director's Report**
 - a. *Manager of Voter Registration & Elections – Ms. Athena Moorer was promoted from Admin II to the Manager of Elections & Registration. Mr. Billman gave a brief history of Ms. Moorer's elections background.*
 - b. *Admin II Position – The Admin II position is currently posted and will close on April 5th. Mr. Billman said that he hopes to fill the position by the end of the month.*
 - c. *Reevesville Special Election – No candidate filed for the vacant council seat so it will be write-in candidate only.*
 - d. *County Council 5 Election Review – Overall the election went well. Mr. Billman states out of 15,000 voters only 71 votes were cast. All polling locations were visited that morning to make sure they were open. Mr. Black mentioned he and Mr. Profit visited all sites. He suggested that the ramp at Summerville High School be improved.*
 - e. *Polling Location Update – Mr. Billman stated that there may be the need to split or add more polling locations. Hiring additional clerks may be needed as well. He encouraged the board to look for new locations.*
 - f. *Budget Update – Mr. Billman gave the board an update on the budget meeting with the administration. The main budget areas he talked about were overtime pay and rental equipment expenses. He informed the board, that in the future, once we receive our target budget, they will be given a copy.*

6. Unfinished Business –

a. Board Members – One vacancy still pending.

7. New Business

a. Board Member Guidelines – Ms. Bowman made some recommendations and changes to the by-laws. She made some additions to Article IV under the Purpose of the board. It was suggested to keep A-H and added I-M with their objectives. It was recommended to delete number 6 under Article VIII Section C. She will address the other sections at the next meeting.

Mr. Black made the motion to accept the recommendations and additions in the By-Laws, seconded by Mr. Profit, all in favor.

8. Adjournment – *Mr. Black made the motion, seconded by Mr. Timmons, all in favor to adjourn at 10:35 a.m.*

Respectfully Submitted,

Meredith Murray


Queen Bowman, Chairperson

Board Members

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Vacant



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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, May 30, 2019

County Council Chambers, St. George

Attending: Ms. Queen Bowman, Chair; Mr. Rodney Profit; Mr. Keith Timmons; Mr. Bryan Black; Ms. Cheryl Ewers; Mr. Todd Billman, Executive Director; Mr. Thomas Lee, Elections Analyst; Mrs. Athena Moorner, Manager of Elections; Absent: Mr. Ron Jaicks, Vice Chair; Ms. Meredith Murray, Deputy Director;

1. **Call to Order of board meeting-** *The meeting was called to order at 10:10 am by chairperson Ms. Bowman.*
2. **Agenda Approval –** *Ms. Bowman moved that the By Laws be moved to Unfinished Business as item b. Mr. Timmons made the motion, seconded by Ms. Ewers, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Black made the motion, seconded by Mr. Timmons, all in favor to approve the April 5th minutes.*
4. **Public Comment –** *None*
5. **Director's Report**
 - a. *Mid-Year SCARE Conference – Mr. Billman updated the board about the forthcoming plans discussed during the conference and informed the board that he was nominated as the Second Vice Chair. Mr. Billman stated that he will encourage his staff to participate in upcoming events.*
 - b. *Polling Location Survey – Mr. Billman stated that the surveys will be conducted in June and Athena will be visiting 40 plus locations to complete the surveys. Mr. Billman asked the board to inform him of other potential locations that can be used to hold elections.*
 - c. *Summer Worker Program- Mr. Billman gave a brief description of the Summer Worker Program and stated how beneficial it is to the community. The summer workers are Madison Williams and Janyah Stokes.*
 - d. *Admin 11 Position – Mr. Billman introduced both Anna Baal and Twilla Riley to the Board and encouraged them to share a little about themselves.*
 - e. *Information Technology Update – Mr. Billman gave a brief overview about the new voting machines. He shared his hopes for Dorchester County to pilot the new machines as early as the Municipal Elections in November. More information about the new voting machines will be available on June 10th. Hands on training for the new voting machines will be available in July. The new voting machines will be used for the 2020 Presidential Preference Primaries in February. Training for the new machines was also discussed.*
 - f. *Budget Update- Mr. Billman distributed copies of the budget for FY 2020. He gave a brief overview of the budget.*

6. Unfinished Business –

- a. *Board Members – Mr. Billman stated that Councilman Bailey referred a new candidate to fill the vacancy. Mr. Billman will be in touch with the person to discuss his interest in becoming a board member. Mr. Billman hopes to have the seat filled by the Municipal Elections in November.*
- b. *By Laws- Ms. Bowman and the board had an in-depth discussion about board member attendance to meetings, trainings, election day/night duties, and teleconferences. After much discussion it was concluded that the By Laws be revisited at the next board meeting. Mr. Profit motioned that Article 5 of Section 6(By Laws) be discussed at the next board meeting, Mr. Black seconded, all in favor.*


7. New Business

- a. *June Board Meeting - Mr. Billman stated he will not be present for the June board meeting. Mr. Profit motioned to move the June meeting to July 18th. Mr. Timmons seconded, all in favor. The next board meeting will be July 18th in Summerville.*
- b. *Board member By-laws- moved to Unfinished Business letter b*
- c. *Election Analyst Report- Mr. Thomas Lee shared his upcoming plans to conduct a warehouse analysis to determine space needs for the new voting system. He will be busy with records management, repairing PEB's, clean-up, and organizing the warehouse in the coming months. He will be making sure everyone is in the right districts. Due to the line changes, Mr. Billman plans to find all voters, delete the streets that are no longer in Dorchester County and send the voter registration applications to Berkeley County so that the process will be smooth and less confusing for voters.*
- d. *Special Election Review- Mr. Billman stated the election went well with no issues. Ms. Bowman agreed that the election went well with no issues and gave positive feedback about the poll workers. Mr. Billman stated we should come up with ways that we can show our poll workers that they are appreciated.*

- 8. Adjournment –** *Mr. Timmons made the motion, seconded by Mr. Profit, all in favor to adjourn at 11:19 am.*

Respectfully Submitted,

Athena Moorer


Queen Bowman, Chairperson

Board Members

Queen E. Bowman, Chair

Ron Jaicks, Vice Chair

Rodney Profit

Keith Timmons

Bryan Black

Cheryl Ewers

Vacant



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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, July 18th, 2019

Elections Conference Room, Summerville

Present: Ms. Queen Bowman, Chair; Mr. Ron Jaicks, Vice Chair; Mr. Rodney Profit; Ms. Cheryl Ewers; Mr. Bryan Black (via teleconference); Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Absent: Mr. Keith Timmons

1. **Call to Order of board meeting-** *The meeting was called to order at 4:46 pm by chairperson Ms. Bowman.*
2. **Agenda Approval –** *Mr. Profit made the motion, seconded by Mr. Jaicks, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Jaicks made the motion, seconded by Mr. Profit, all in favor to approve the May 30th minutes.*
4. **Public Comment –** *None*
5. **Director's Report**
 - a. **Polling Location Survey** –*Ms. Moorer visited all polling locations and completed a survey on each of the sites. A few locations did not meet ADA requirements. Ms. Moorer entered all the information into the SEC database.*
 - b. **Statewide Voting System** – *The SEC approved a new voting system by ES&S. The board watched a brief video presented by Davidson County, TN demonstrating the system. Mr. Billman stated he and possibly Ms. Moorer will be traveling to Davidson County to view their election using the machine and their check in process.*
 - c. **Election Logistics** – *Ms. Moorer has confirmed the use of the polling locations for the upcoming elections. There are two new polling location changes. The Harleyville Precinct will move to the Odyssey Center. Givhans and Givhans 2 precincts will move to the Givhans Alternative school. A new card was sent to the voter notifying them of the changes. The absentee precincts will open for one week in Summerville, St. George and N Charleston for the upcoming municipal elections.*
 - d. **Summer Worker Program** –*The two summer workers did a great job organizing the voting machines and making sure they were all accounted for. They also helped contact poll workers. Chair Bowman asked Mr. Billman to express the board's appreciation for their hard work.*

- e. **Information Technology Update** – Mr. Billman mentioned having better security measures to secure the facilities and voting machines. He suggested installing security cameras and having a better check in process.

6. Unfinished Business

- a. **Board Members** – Mr. Billman reached out to Rep. Murphy and Sen. Bennett to follow up on Councilman Bailey's recommendation for Mr. Waterhouse. If Mr. Waterhouse passes all background checks, he should be able to become a board member in a few months.

- b. **Board Member By-Laws** - Chair Bowman asked the board to review Article 3 Sec 1 under Quorum and Article 2 Sec 2 under Meetings with emphasis on the word Active.

Article VI Sec 3 under Officers was changed from the Manager of Elections to the Deputy Director shall serve as recording clerk or if absent, another staff member. Mr. Profit motioned, seconded by Mr. Jaicks, all in favor to accept the changes.

Article V Sec 6 under Membership– Chair Bowman asked each board member for input as to what their interpretation of this section meant to them. After hearing from the members that commented, Mr. Profit motioned, seconded by Ms. Ewers, all in favor to accept Article V Sec 6 as printed in the by-laws.

7. New Business

- a. **Voting System MOA** – The board was provided a letter of agreement between the county and SEC as to the county assuming ownership and providing security and maintenance of the new machines. The agreement states all old machines will be returned to the vendor. The board reviewed a handout that broke down the voting system asset and maintenance costs.

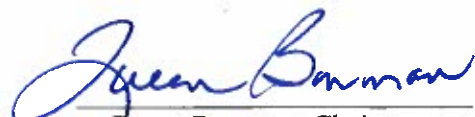
8. Next Regular Meeting

- a. The next scheduled meeting will be Thursday, August 15th in St. George at 4:45 pm.

9. **Adjournment** – Mr. Jaicks motioned to adjourn, seconded by Mr. Profit, all in favor. Meeting adjourned at 5:45 pm.

Respectfully Submitted,

Meredith Murray


Queen Bowman, Chairperson

Board Members

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, August 15, 2019
Council Conference Room, St. George

Present: Ms. Queen Bowman, Chair; Mr. Rodney Profit; Ms. Cheryl Ewers; Mr. Bryan Black (via teleconference); Mr. Keith Timmons; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Absent: Mr. Ron Jaicks, Vice Chair

1. **Call to Order of board meeting-** *The meeting was called to order at 4:45 pm by chairperson Ms. Bowman.*
2. **Agenda Approval –** *Mr. Profit made the motion, seconded by Mr. Timmons, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Profit made the motion, seconded by Mr. Timmons, all in favor to approve the July 18th minutes.*
4. **Public Comment –** *None*
5. **Director's Report**
 - a. **Mid-Year Conference –** *Mr. Billman attended the mid-year conference hosted by Anderson County. Some of the main topics emphasized were about acquiring additional funds to purchase more machines; having a better check in process to prevent voter fraud and to push early voting. Mr. Billman also took a FOIA training class.*
 - b. **Nashville Observations –** *Mr. Billman and Chair Bowman were able to observe an election held in Nashville, TN using the express vote. Nashville has about 400,000 voters and about 50% of the voters do early voting. They both shared what they observed at the precincts. Mr. Billman showed pictures of their warehouse and setup process. Ms. Bowman presented literature that is mailed to voters prior to the election.*
 - c. **Municipal/Referendum –** *Mr. Billman mentioned that the Summerville filing is already opened. Ms. Moorer has confirmed all polling locations and absentee workers are confirmed. Absentee will be opened for one week in the N Charleston and Summerville locations. A countywide referendum will be on the ballot for funding parks and recreational facilities and funding for new library facilities. The board suggested at the next meeting to have a plan for training and educating voters on the new machine.*
 - d. **SEC Meeting –** *The State informed us that there will be no online training for this election and that new training materials are being updated to coincide with the new voting system. We are also looking into best practices for curbside voting.*
 - e. **Information Technology Update –** *Mr. Billman reiterated having better security measures to secure the facilities and voting machines. He suggested installing security cameras*

6. Unfinished Business

- a. Board Members – Mr. Billman reached out to Sen. Bennett concerning Mr. Waterhouse. Mr. Bennett informed him that Mr. Waterhouse paperwork and background checks were all cleared. Hopefully he can join the team by October.*

7. New Business – None

8. Next Regular Meeting

- a. The next scheduled meeting will be Thursday, September 19th, in Summerville at 4:45 pm.*

9. Adjournment – Mr. Timmons motioned to adjourn, seconded by Mr. Profit, all in favor. Meeting adjourned at 5:45 pm.

Respectfully Submitted,

Meredith Murray


Queen Bowman, Chairperson

Board Members

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Board Meeting

4:45PM

Thursday, September 19, 2019

Elections Warehouse, Summerville

- 1. Call to Order of board meeting-** Ms. Bowman calls board to order at 4:45pm. Ms. Bowman, Mr. Jaicks, Mr. Profit, Mr. Black, and Ms. Ewers in attendance as well as Mr. Billman and Election Analyst Thomas Lee.
- 2. Agenda Approval-** The motion was made by Mr. Black and seconded by Mr. Jaicks. All were in favor.
- 3. Review minutes of previous meeting-** The previous meeting minutes were approved. The motion was made by Ms. Ewers and seconded by Mr. Black. All were in favor.

4. Public Comment

This is an opportunity for citizens to come before the Commission with various issues. Citizens who wish to speak during the public comment period do not have to register or signup in advance. Each person is limited to 3-minutes of speaking time. Maximum total public comment time is 15 minutes.

5. Director's Report

- a. Voting System Update**
 - i. Testing** - All equipment will have gone through acceptance testing by 9/20-Mr. Billman detailed testing process. Mr. Billman did a walkthrough of new voting equipment.
 - ii. Additional Equipment** - Mr. Billman detailed cost of high-speed scanner.
 - iii. Additional Budget Requests** for a company to deliver the equipment and get enough paper stock to get us through one election.
- b. Municipal Elections & Referendum**
 - i. Absentee** - We will have three locations. Adult Education building in Summerville, St. George will be in KFW County Building and North Charleston will be at the Wescott Baseball Fields. We have obtained all the workers to run the location. All we need to do is provide training.
 - ii. Candidates** North Charleston has 5 for mayor for town council it no more than 2 in the districts that involve us. Summerville has 4 running for mayor and as many as 2 candidates. - Mr Billman reviewed election and certification dates. Ms. Bowman reminded everyone to plan to be here election night and other important dates.
 - iii. Poll Workers & Training** will begin in October and Athena will send out all the information so you will be able to attend. High priority on clerk training.
- c. Voter Outreach**
 - i. Summerville High School** Next Thursday Voter Registration drive and demo.

- ii. Coastal Coffee Roasters we informed the group about our new voting system and gave them information about our absentee locations.
- iii. Department Head meeting October 23rd.
- d. Information Technology Update - We are still working with the county with regards to making our location more secure regarding cyber security as well as physical security. Mr Billman reviewed current security procedures and plans for future security.

6. Unfinished Business

- a. Board Members - I have been informed by the Governor's office that we are waiting on Mr. Waterhouse's application to go through a background check.

7. New Business

- a. None

8. Next Regular Meeting

- a. Thursday, October 17, 2019 @ 4:45 p.m., St. George Conference Room

- 9. Adjournment-** Mr. Profit made a motion to adjourn. The motion was seconded by Mr. Black. All were in favor. The board adjourned at 5:50pm.

Respectfully Submitted,

Thomas Lee


Queen Bowman, Chairperson

Board Members

Queen E. Bowman, Chair
Ron Jaicks, Vice Chair
Rodney Profit
Keith Timmons
Bryan Black
Cheryl Ewers
Vacant



Executive Director

Todd Billman
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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, October 17, 2019
Council Conference Room, St. George

Present: Ms. Queen Bowman, Chair; Mr. Rodney Profit; Ms. Cheryl Ewers; Mr. Bryan Black; Mr. Keith Timmons (via teleconference); Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Guest: Ms. Vickie Westberg, League of Women Voters; Absent: Mr. Ron Jaicks, Vice Chair

1. **Call to Order of board meeting-** *The meeting was called to order at 4:45 pm by chairperson Ms. Bowman.*
2. **Agenda Approval –** *Ms. Ewers made the motion, seconded by Mr. Black, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Black made the motion, seconded by Ms. Ewers, all in favor to approve the July 18th minutes with the amendment to add Ms. Vickie Westberg as attending.*
4. **Public Comment –** *Ms. Vickie Westberg gave an update that 11 candidate forums are scheduled with three forums already held.*
5. **Director's Report**
 - a. **Elections –**
 - i. *Training – Several clerk and poll manager trainings were conducted in the past several weeks. All clerks are trained except two clerks. Board members were encouraged to attend the trainings. All members were given a binder with important poll and contact information.*
 - ii. *Absentee Voting- Absentee voting has started in the St. George location with approximately 40 voters voting so far. The Summerville and N Charleston locations will be open beginning October 28th – November 1st.*
 - iii. *Citizens Call Center – The citizens call center will be in operation beginning October 30th – November 5th.*
 - iv. *Equipment Status/Delivery Process – All DS200's is finished being loaded and will begin the process to work on Express Votes. The machines will be delivered and picked up by the company Business Solutions. Each machine will be carefully boxed for protection and delivered within two to three days.*
 - b. **Information Technology –** *Mr. Billman met with the county safety coordinator to discuss safety issues and come up with solutions.*
6. **Unfinished Business –** *Still awaiting response from the Director of Boards and Committees concerning new board member.*

7. **New Business** – *None*

8. **Next Regular Meeting** - *The next regular board meeting will be Thursday, November 7, 2019, 10:00 am, St. George Council Chambers following the certifications.*

9. **Adjournment** - *Mr. Profit motioned, seconded by Ms. Ewers, all in favor to adjourn at 5:32 pm.*

Respectfully Submitted,

Meredith Murray


Queen Bowman, Chairperson

Board Members

Queen E. Bowman, Chair
Ron Jaicks, Vice Chair
Rodney Profit
Keith Timmons
Bryan Black
Cheryl Ewers
Steve Waterhouse

**Executive Director**

Todd Billman
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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, November 7, 2019
Council Chambers, St. George

Present: Ms. Queen Bowman, Chair; Mr. Ron Jaicks, Vice Chair; Ms. Cheryl Ewers; Mr. Bryan Black; Mr. Keith Timmons; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Mr. Thomas Lee, Elections Analyst; Guest: Ms. Vickie Westberg, League of Women Voters; Absent: Mr. Rodney Profit

1. **Call to Order of board meeting-** *The meeting was called to order at 10:35 a.m. by chairperson Ms. Bowman.*
2. **Agenda Approval** – *Mr. Jaicks made the motion, seconded by Mr. Black, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *It was motioned and seconded, all in favor to approve the October 17th minutes.*
4. **Public Comment** – *None*
5. **Commissioner Swearing In** – *Mr. Steve Waterhouse was sworn in as new commissioner.*
6. **Director's Report**
 - a. **Election Review**
 - i. **Staff** – *Mr. Billman mentioned that we have 3 staff members each in the Summerville and St. George offices. One of the clerks, Anna Baal is relatively new to the election process and did a good job processing applications and absentee voters. Ms. Moorer did a great job in her new role as Manager of Elections. She did a good job training and staffing poll workers. Chairperson Bowman recommended a letter of thanks be presented to them from the board. Mr. Timmons motioned, seconded by Mr. Jaicks to have the chair draft a letter.*
 - ii. **Equipment-** *Overall the equipment worked flawlessly. There were a few minor issues with jams. Mr. Billman said he will make a recommendation to the SEC about the absentee process.*
 - iii. **Procedures** – *Mr. Billman asked the board to think about some procedures that will help improve the curbside voting as well as giving out correct ballot styles.*
 - iv. **Concerns & Issues** – *Each board member cited pros and cons with concerns at the polling locations they visited. Some issues were space needs, privacy and setup.*
7. **Unfinished Business** – *None*
8. **New Business** – *None*
9. **Next Regular Meeting** - *The next regular board meeting will be Thursday, January 16, 2020.*
10. **Adjournment** – *Mr. Jaicks motioned, seconded by Mr. Timmons, all in favor to adjourn 11:10 a.m.*

Respectfully Submitted,

Meredith Murray

Queen Bowman, Chairperson