

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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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 16, 2020

Elections Conference Room, Summerville

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

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 Ms. Ewers, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Profit made the motion, seconded by Ms. Ewers, all in favor to approve the November minutes as printed.*
4. **Public Comment –** *Ms. Margaret Goodwine and several voters of the Delemars precinct were in attendance to give comments and state concerns they had with the Polling location change. The board agreed to respond to these concerns and follow up with Ms. Goodwine.*
5. **Director's Report**
 - a. **Yearly Ethics Submissions –** *The board was reminded to file their ethics information by March 30th.*
 - b. **S.C.A.R.E. Conference –** *The board members were given the dates of the SCARE conference and informed that only four members will be able to attend due to budgetary constraints.*
 - c. **Outreach & Education –** *Mr. Billman will be doing demo for the League of Women Voters as well as some other outreaches at a few schools. He asked the board to come up with some locations before the June and November elections to conduct voter education.*
 - d. **2020 Meetings-** *The board received copies of the 2020 board meeting schedule and election calendar. Mr. Profit motioned, seconded by Mr. Waterhouse, all in favor to approve the meeting schedule and make corrections as necessary. Mr. Billman encouraged the board to attend the clerk trainings.*
 - e. **PPP Update**
 - i. **Workshop-** *Mr. Billman, Mr. Lee and Ms. Moorer attended the PPP workshop. Some of the candidates dropped out and will continue to drop out but their names will still appear on the ballot. We need to continue to remind the public that there is only a democratic presidential primary. Another area of discussion is to get the law changed to be able to scan in person absentee ballots and not have to put them in an envelope. Right now, if there is a challenge it can be made on Election Day after the vote has been cast in absentee.*
 - ii. **Training –** *Ms. Moorer has established the clerk/poll manager training schedule and classes are beginning to full up.*
 - iii. **Equipment –** *Mr. Thomas Lee said the machine testing is almost complete and that testing was going well.*
 - iv. **Personnel –** *Board was informed that temporary part time help was hired for the St. George office to fill in for full time worker who is currently on intermittent FMLA. Also hiring will be done to staff the call center.*

- f. **Information Technology** – Mr. Billman stated more security trainings will be conducted on the county and state level. He also stated that sometime before June, that he and the board need to come up with a written formal incidence and response plan and a business congruity plan.

Executive Session- Mr. Jaicks made a motion to go into executive session at 6:05 to discuss personnel issues. The board reconvened from executive session at 6:15 and no decisions were made while in executive session.

6. **Unfinished Business** – None
7. **New Business** – None
8. **Next Regular Meeting** - The next regular board meeting will be Thursday, February 20th, St. George.
9. **Adjournment** – Mr. Profit motioned, seconded by Mr. Timmons, all in favor to adjourn at 6:20 pm.

Respectfully Submitted,

Meredith Murray


Ms. Queen Bowman, Chairperson

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, February 20, 2020
Council Conference Room, St. George

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

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 a motion, seconded by Mr. Timmons, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Timmons made a motion, seconded by Mr. Profit, all in favor to approve the January minutes as printed.*
4. **Public Comment** – *None*
5. **Director's Report**
 - a. **Yearly Ethics Submissions** – *The board was reminded to file their ethics information by March 30th. To date Mr. Jaicks, Mr. Black and Mr. Waterhouse have submitted their filings.*
 - b. **S.C.A.R.E. Conference** – *Ms. Bowman, Mr. Profit and Mr. Timmons confirmed they will be attending the conference. It was suggested that the board continue to donate a \$20 monetary gift to help with door prizes.*
 - c. **Budget** - *Mr. Billman presented a copy of the budget to the board and stated he requested extra funding for training, overtime, and travel.*
 - d. **Outreach & Education-** *Mr. Billman conducted voter registration at the Villages of Summerville and a meet and greet at Summerville and Woodland high schools. He was also able to recruit five young workers from Woodland High and ten from Summerville High.*
 - e. **Candidate Filing** – *Candidates filing period opens noon on March 16th and closes noon on March 30th.*
 - f. **PPP Update**
 - i. **Training** - *All trainings are complete except for technicians.*
 - ii. **Equipment** – *All equipment has been tested and prepared.*
 - iii. **Staffing**– *Each polling location is staffed with enough poll managers. Staffing for the call center and absentee precinct is done.*
 - iv. **Delivery & Pick Up** – *The machine delivery and pick up schedule is on track. Mr. Billman hired a few in house employees to help with delivery.*
 - g. **Information Technology** – *Mr. Billman requested security enhancements for the elections facility to meet homeland security requirements.*
6. **Unfinished Business** – *None*
7. **New Business** –
 - a. **Protocol** - *It was recommended by the chair that board members direct any media questions to the director or his designee.*
 - b. **By Laws** – *Mr. Profit made a motion, seconded by Mr. Timmons, all in favor to add to the by-laws that all correspondence and media related issues be directed to the director or his/her*

designed. Mr. Timmons made a motion, seconded by Mr. Profit to add another amendment to the by-laws in addressing public concerns.

- c. Election Day Expectations – All board members are expected to visit their locations and notate anything that is working well or any issues that needs improving. They are also expected to help with election night procedures.*
 - d. Staffing/Training/Post Election Debriefing – It was recommended to have a backup clerk at each polling location and set parameters as to the duties of the backup clerk. Talk about refining and strengthening the training process.*
 - e. Correspondence - Executive Session - Mr. Timmons made a motion, Mr. Profit seconded to go into executive session to discuss a personnel matter. Mr. Profit made a motion, Mr. Jaicks seconded, to reconvened from executive session at 6:15 p.m. No decisions were made while in executive session.*
- 8. Next Regular Meeting** - *The next regular board meeting will be Thursday, March 5th.*
- 9. Adjournment** – *Mr. Timmons motioned, seconded by Mr. Profit, all in favor to adjourn at 6:15 pm.*

Respectfully Submitted,

Meredith Murray


Ms. Queen Bowman, Chairperson

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, March 5, 2020

County Council Chambers, St. George

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

1. **Call to Order of board meeting-** *The meeting was called to order at 10:40 a.m. by chairperson Ms. Bowman.*
2. **Agenda Approval** – *Mr. Black made a motion, seconded by Mr. Profit, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Profit made a motion, seconded by Mr. Timmons, all in favor to approve the February minutes as printed.*
4. **Public Comment** – *None*
5. **Director's Report**
 - a. *Yearly Ethics Submissions – The board members that did not file their ethics forms as of this date were reminded to do so before the March 30th deadline.*
 - b. *S.C.A.R.E. Conference – Mr. Billman asked the members that will be attending the SCARE conference to make note of any information that can be applicable to use.*
 - c. *Candidate Filing - The board was reminded that the candidate filing period will open March 16th and closes March 30th.*
 - d. *Presidential Preference Primary – There was a low turnout for the primary. Overall the primary went well except for a few isolated issues with clerks and some polling locations not open before 7 a.m. Mr. Billman made a recommendation to the board try to attend the clerk trainings so that they can know who the board members are.*
 - e. *Information Technology – Mr. Billman said the county administration is working with him to get cameras and panic buttons to place in the Election's warehouse and the St. George office location.*
6. **Unfinished Business** – *None*
7. **New Business** –
 - a. *Post-Election Debriefing – A packet of election day incidents were given to each member. Each member was asked to look for patterns and areas where changes need to be made and be ready to discuss these issues at the meeting in April.*
8. **Next Regular Meeting** - *The next regular board meeting will be Thursday, April 16th*
9. **Adjournment** – *Mr. Timmons motioned, seconded by Ms. Ewers, all in favor to adjourn at 11:05 a.m..*

Respectfully Submitted,

Meredith Murray


 Ms. Queen Bowman, Chairperson

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, April 16, 2020

Elections Office, Summerville SC

Present: Ms. Queen Bowman, Chair; Mr. Ron Jaicks, Vice Chair; Mr. Rodney Profit; Ms. Cheryl Ewers; Mr. Keith Timmons; Mr. Bryan Black; 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 4:46 p.m. by chairperson Ms. Bowman.*
2. **Agenda Approval** – *Mr. Profit made a motion, seconded by Mr. Timmons, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Black made a motion, seconded by Mr. Profit, all in favor to approve the March minutes as printed.*
4. **Public Comment** – *None*
5. **Director's Report**
 - a. **Outreach** – *The Public Information Officer will get information out to the media. They will also do videos to encourage voting by mail and inform voters of precautions at polls.*
 - b. **Candidate Filing** – *Candidate filing went well. About 64 candidates filed for Dorchester County.*
 - c. **June Primary**
 - i. **Covid-19 Impact** - *Mr. Billman will reach out to administration, local parties and legislators that our staff will have limited office access to keep everyone safe.*
 - ii. **Important Dates** – *The board were given the dates for the OUCAVA deadline, voter registration deadline and deadline for local parties to submit a list of workers.*
 - iii. **Training** – *The clerk and poll managers will complete online training to keep everyone safe. In person training will be provided for new clerks or those that don't have online access.*
 - iv. **Equipment/Staffing** – *Currently there we have enough equipment and staff for every location. Mr. Billman was able to obtain a DS450 scanner to scan multiple ballots.*
 - v. **Delivery and Setup** - *Mr. Billman said he will have to use two trucks with lifts to make delivery more efficient.*
 - d. **Information Technology** – *Our county IT has installed software to protect against malicious malware for emails.*
6. **Unfinished Business** –
 - a. **By Laws** – *Will discuss at next meeting.*
 - b. **Post-Election Debriefing-** *Each board member was given the opportunity to address and state concerns with the past PPP election. Some issues were a few locations were not opened on time, privacy and curbside were a problem. All agreed the logs will help to utilize training and detect repeated issues.*

7. **New Business** – *Mr. Black made motion, seconded by Mr. Profit to go into executive session at 5:32 pm to discuss the Sand Hill Community letter. All in favor. Mr. Timmons motioned, seconded by Mr. Profit to reconvene from executive session at 5:50 pm. All in favor. No decision was made in executive session. Afterwards Ms. Bowman suggested that any information sent out to the Sand Hill Community be sent certified mail. Ms. Ewers motioned, seconded by Mr. Black to respond according to the county attorney's recommendation. All in favor.*
8. **Next Regular Meeting** - *The next regular board meeting will be Thursday, May 21st.*
9. **Adjournment** – *Mr. Timmons motioned, seconded by Ms. Ewers, all in favor to adjourn at 6:04 pm.*

Respectfully Submitted,

Meredith Murray


Ms. Queen Bowman, Chairperson

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, May 21, 2020
Council Chambers, St. George

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

1. **Call to Order of board meeting-** *The meeting was called to order at 4:46 p.m. by chairperson Bowman.*
2. **Agenda Approval –** *Mr. Black made the motion, seconded by Mr. Timmons to amend the agenda to add item 8 as Executive Session. Mr. Timmons made the motion, seconded by Mr. Black, all in favor to approve the agenda as amended.*
3. **Review minutes of previous meeting-** *Mr. Black made the motion, second by Mr. Timmons, all in favor to approve the April minutes as printed.*
4. **Public Comment –** *None*
5. **Director's Report**
 - a. **June Primary**
 - i. **Absentee Election Law Changes –** *Sen. Bill 635 was revised to allow anyone to vote for the reason of State of Emergency. It also allows the outer return absentee envelope to be opened a day earlier. Challenges must be made in person at the absentee precinct and before the outer envelope is opened for mail in ballots.*
 - ii. **Important Dates –** *In person absentee voting will be open in the Summerville and N Charleston area, June 1st – 5th. The election certification will be June 11th. Mr. Billman proposed a question to the board for their recommendation whether to open for in person absentee voting on June 6th. After some discussion, Mr. Timmons made the motion, seconded by Mr. Waters, all in favor, not to extend the absentee voting for Saturday unless some other circumstance occur.*
 - iii. **Training –** *Most poll workers have completed online training. Every clerk will have in person training on May 26th and May 27th. Mr. Billman informed the board that the National Guard maybe present at some precincts.*
 - iv. **Equipment –** *All equipment is prepared and tested and ready for delivery.*

v. *Staffing- Mr. Billman informed the board that the St. George office was short staffed because one of the Voter Registration Clerks had to resign for health reasons.*

vi. *Locations – All polling locations will be open. Every location will have the proper PPE.*

b. *Information Technology – We are still reviewing safety practices and consistently training on watching for spam emails.*

6. Unfinished Business –

a. *By Laws – The by-laws were amended to reflect how communications from the media and public are handled. Mr. Timmons read the amendments as follows:*

1. *In all matters related to communication with the media, either written or virtual (i.e. social media or email), all Board members shall defer to the Executive Director, or their duly appointed representative for comment or handling.*

2. *In all matters related to communication with the public, beyond the scope of our normal roles, responsibilities or appointed function or duties, either written or virtual (i.e. social media or email); all Board members shall defer to the Executive Director, or their duly appointed representative for comment or handling.*

Mr. Profit made the motion, seconded by Mr. Black, all in favor to accept the amendments for items 1 and 2 in the by-laws in reference to communications.

7. New Business – None

8. **Executive Session** - *Mr. Black made the motion, seconded by Mr. Timmons, all in favor to go into executive session at 5:30 pm. Mr. Timmons made the motion, seconded by Mr. Profit, all in favor to adjourn executive session and reconvene to the regular meeting at 5:53 pm. The board discussed a personnel matter and no actions were taken.*

9. **Adjournment** – *Mr. Black motioned, seconded by Mr. Timmons, all in favor to adjourn at 6:00 pm.*

Respectfully Submitted,

Meredith Murray


Ms. 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, June 25, 2020

Council Chambers, St. George

Present: Ms. Queen Bowman, Chair; Mr. Ron Jaicks, Vice Chair; Mr. Rodney Profit; Mr. Bryan Black; 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. Keith Timmons

1. **Call to Order of board meeting-** *The meeting was called to order at 10:13 a.m. by chairperson Bowman.*
2. **Agenda Approval –** *Mr. Jaicks made the motion, seconded by Mr. Profit, all in favor, to approve the agenda with an addition to item 7.*
3. **Review minutes of previous meeting-** *Mr. Jaicks made the motion, seconded by Ms. Ewers, all in favor, to approve the May Minutes.*
4. **Public Comment –** *None*
5. **Director's Report**
 - a. *Summer Worker Program – Mr. Billman reported he hired two summer youth employees for the Summerville location. They will utilize these students to test each piece of equipment to ensure it is ready for the upcoming Election.*
 - b. *Poll Worker Program – Mr. Billman desires to start an initiative to recruit and train poll workers. He wants to talk with county administration about incentives to attract more poll workers.*
 - c. *Petitions – The deadline to submit petitions for school boards and soil and water is noon, July 15th. We are expecting a minimum of 10 petitions to be submitted for our staff to review.*
 - d. *Staffing – Mr. Billman said he will be approaching the county administration and county council to request long term temporary help. He would like for temporary workers to be trained in advance of the election in the areas of absentee precinct and the call center.*
 - e. *Primary Review – Board members were given the opportunity to give a brief summary of the election day experience at their polling locations.*
6. **Unfinished Business –** *None*
7. **New Business –** *The board recognized Ms. Amy Heyward for her support in the Voter Registration Office. Mr. Black gave a few words of appreciation on behalf of the board.*

8. **Adjournment** – *Mr. Profit made the motion, seconded by Ms. Ewers, all in favor to adjourn at 10:50 a.m..*

Respectfully Submitted,

Meredith Murray


Ms. 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, July 16, 2020
Elections Office, Summerville SC

Present: Ms. Queen Bowman, Chair; Mr. Ron Jaicks, Vice Chair; Mr. Rodney Profit; Ms. Cheryl Ewers; Mr. Keith Timmons; Mr. Bryan Black; Mr. Steve Waterhouse; Mr. Todd Billman, Executive Director.

1. **Call to Order of board meeting** - *The meeting was called to order at 4:45 p.m. by chairperson Ms. Bowman.*
2. **Agenda Approval** – *Mr. Profit made a motion, seconded by Mr. Jaicks, all in favor to approve the agenda.*
3. **Review minutes of previous meeting** – *Mr. Black made a motion, seconded by Mr. Profit, all in favor to approve the June minutes as printed.*
4. **Public Comment** – *None*
5. **Director's Report**
 - a. **Outreach & Education** – *Our department is working with several organizations to help inform voters about the upcoming election and educate them on what they need to do to make sure they are ready to vote in November.*
 - b. **Candidate Filing/Petition Update** – *Mr. Billman informed the board that candidate filing was extended to July 20th at noon and that we have already received multiple petitions for School Board District 2 and District 4.*
 - c. **Training & Certification** – *Mr. Billman said the state is looking at offering online classes for maintaining your certification. He also explained that as Mrs. Athena Moorer receives information from the state she will be informing each of you.*
 - d. **Equipment** – *Currently our department is looking at purchasing additional equipment for opening absentee by-mail. The items we are looking at are a high-speed envelope opener, ballot jogger and a sorter.*
 - e. **Staffing** – *Mr. Billman stated that we are planning on filling one vacant position and acquiring one light Duty Employee. He also informed the board that we are looking to hire two part time staff to help with the influx of calls, emails, equipment preparation, and training. One part time employee will be for the St. George office the other will be for the Summerville office.*
 - f. **Poll Worker Program** – *Mr. Billman shared with the board that he wants to offer incentives for Clerks to recruit their own poll managers. He also wants to offer hands-on training and online training. He believes that all these elements are necessary to have enough well-trained workers for the upcoming General Election.*
 - g. **Information Technology Update** – *Our department is working with I.T. and H.R. to help streamline the hiring process for poll workers as well as making the process safer & more secure.*
6. **Unfinished Business**
 - a. **Post-Election Debriefing** – *Mr. Billman shared some of the most common issues/concerns that the Board and Clerks had during this past Primary Election. He expressed to the board that we needed*

more workers and more training, Then Ms. Bowman gave each board member time to share their experiences on election day.

7. New Business - None

8. Adjournment – *Ms. Ewers motioned, seconded by Mr. Jaicks, all in favor to adjourn at 5:54 pm*

Respectfully Submitted,

Todd Billman


Ms. Queen Bowman, Chairperson

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Dorchester County Board of Elections and Registration

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Minutes

Thursday, August 20, 2020
County Council Chambers, St. George

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

1. **Call to Order of board meeting-** *The meeting was called to order at 4:47 p.m. by Chairperson Bowman.*
2. **Agenda Approval –** *Ms. Ewers made a motion, seconded by Mr. Waterhouse, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Profit made a motion, seconded by Ms. Ewers, all in favor to approve the July minutes.*
4. **Public Comment –** *Mr. Jim Heyward made comments before the board on behalf of the Clubhouse Community asking that Sandhill UMC be utilized as a polling location.*
5. **Director's Report**
 - a. **Certifications –**
 - i. *Candidates - There were 10 petitions submitted for school district two and only one petition failed. Four petitions were submitted for school district four and only one petition failed.*
 - ii. *Referendum Question – School District Four submitted a referendum question to be placed on the ballot in reference to building a new middle school.*
 - iii. *President & Vice President - Mr. Billman informed the board that the deadline for presidential candidates to be certified was September 8th.*
 - b. **General Election Updates –**
 - i. *Important Dates/Deadlines- Mr. Billman gave the board important dates and deadlines for submitting Notice of Election, certification deadlines and SEC workshop. The board will be provided with the public calendar provided by the SEC.*
 - ii. *Outreach & Education- 1) Mr. Billman stated he met with officials from school districts two and four on ways to get students involved in the voting process. He suggested the students can make a video on "Why everyone should be a poll worker" and post it on social media sites. 2) Mr. Billman stated he will meet with the party chairs to give them an opportunity to address any concerns or questions they may have. 3) Since our staff will not have time to conduct voter registration drives and demonstrations, public organizations will be provided with applications to conduct voter registration events. Mr. Billman mentioned the Rotary Club would like to have a virtual meeting to provide voter registration and absentee information.*

c. Election Preparation

- i. Training- There will be in person training, online training and extra hands on training. Training will be geared towards the new processes and procedures for election day voting, absentee voting, and curbside voting.*
- ii. Equipment – 1) Mr. Billman stated he ordered approximately 81 new security carts to keep the voting equipment secure and make for easier delivery; 2) Mr. Billman ordered a high-speed envelope opener to open absentee ballot envelopes; 3) The SEC will issue new poll books if the funding is provided; 4) Mr. Billman also wants to purchase a ballot jogger. 5) Mr. Billman stated he will also order more signage, extension cords and PPE if necessary.*
- iii. Staffing – Mr. Billman stated things are being finalized for the new poll worker hiring procedure. Poll Workers will receive an email from Ms. Moorer with a link that will provide their hiring forms. The St. George office has a light duty employee and two additional part time staff will be hired. All clerks have been confirmed and working on assistant clerks.*
- iv. Polling Locations – All locations have been confirmed.*
- v. Absentee by Mail– Mr. Billman informed the board about ballot scout. This is a feature which allows voters to track their ballots. He also informed the board that Sun Printing will be the new company used to print absentee ballots. Mr. Billman also explained briefly about Democracy Live. This is a tool that allows an easier way for UOCAVA voters to receive email and return their ballot. In Person Absentee- The St. George absentee precinct will be open starting October 5th. The Summerville and N Charleston satellite locations will be open starting October 19th – October 30th*

d. Information Technology – Mr. Billman stated the call center will be available for the upcoming election. One call now will be used to send an email, text, or phone call to all workers.

6. Unfinished Business – None

7. New Business – Executive Session

Mr. Waterhouse made a motion, seconded by Ms. Ewers, all in favor to go into executive session at 5:45 pm.

Mr. Black made a motion, seconded by Mr. Jaicks, all in favor to adjourn executive session and reconvene to the regular meeting at 5:47 pm. The board discussed a personnel matter and no actions were taken.

8. Adjournment – Ms. Ewers made a motion, seconded by Mr. Waterhouse, all in favor to adjourn at 5:49 pm.

Respectfully Submitted,

Meredith Murray


Ms. 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**

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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, September 17, 2020
County Council Chamber, Summerville

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

1. **Call to Order of board meeting-** *The meeting was called to order at 4:54 p.m. by Chairperson Bowman.*
2. **Agenda Approval** – *Mr. Profit made a motion, seconded by Mr. Black, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Black made a motion, seconded by Mr. Profit, all in favor to approve the August minutes.*
4. **Public Comment** – *Mr. Timothy Lewis, Democratic Party Chair spoke before the board.*
5. **Director's Report**
 - a. **General Election Update**
 - i. *H.5305 - This bill passed changes that allow for in-person absentee to start on October 5th. It also allows the Return absentee envelope to be opened at 7 am on the Sunday, November 1st and the opening of the Ballot Here-In envelope no earlier than 7a.m., Tuesday, November 3rd.*
 - ii. *Training & Equipment – Online training will begin on September 18th. In person training will have a video on how to operate the new check in system. There will be specific trainings on the DS 200 and Express Vote. Mr. Billman mentioned they will also be conducting polling locations machine testing.*
 - iii. *Absentee & Voter Registration – Ms. Murray gave an update on the number absentee applications processed to date. She also gave the voter registration deadlines.*
 - iv. *General Election Workshop – The State Election Commission will provide a Web X training to provide information pertaining to the General Election.*
 - v. *Staffing – Staffing is completed for the polling locations. Over 140 new people signed up and 150 returning poll workers. There is adequate staffing for the absentee precincts and call center.*
 - vi. *Election Grant/ State Funding – Mr. Billman said he applied for 581,000 in grant funds. The Center for Tech & Civic Life offered funds for the first time in SC. This will help with absentee and any Covid-19 related PPE.*
 - vii. *Outreach & Education – Mr. Billman spoke with the youth at the Adult Education Center about why elections are important. He also did a virtual meeting with Rotary Club to answer any election related questions or concerns.*

viii. *Information Technology Update – Mr. Billman informed the board of the new poll books which will provide a new check system. He also purchased a new mail sorter to handle all by mail ballots.*

6. **Unfinished Business** – *None*

7. **New Business**

a. **Executive Session**

Mr. Profits made a motion, seconded by Mr. Jaicks, all in favor to go into executive session at 5:33 pm.

Mr. Jaicks made a motion, seconded by Mr. Profit, all in favor to adjourn executive session and reconvene to the regular meeting at 5:53 pm.

b. **Community Communications-** *The board reviewed a letter sent from the legal counsel for the NAACP on behalf of the Delemars Precinct. After reviewing the letter Mr. Black made the motion, seconded by Mr. Profit, all voted in favor to stand by the decision to keep the Delemars precinct at the Sandhill Elementary School.*

8. **Adjournment** – *Mr. Jaicks made a motion, seconded by Mr. Profit, all in favor to adjourn at 5:55 pm.*

Respectfully Submitted,

Meredith Murray


Ms. Queen Bowman, Chairperson

Board Members

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



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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, October 15, 2020
County Council Chamber, Summerville

*Present: Ms. Queen Bowman, Chair; Mr. Ron Jaicks, Vice Chair; Mr. Rodney Profit; Mr. Keith Timmons, Mr. Bryan Black; Ms. Cheryl Ewers; Mr. Steve Waterhouse (via teleconference); Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Mr. Thomas Lee, Elections Analyst, Mrs. Athena Moorer, Manager of Elections
Guest: Mr. Brad Mitchell, Deputy County Attorney; Ms. Vickie Westberg, League of Women Voters; Mr. Timothy Lewis, Democratic Party Chair*

1. **Call to Order of board meeting-** *The meeting was called to order at 4:48 p.m. by Chairperson Bowman.*
2. **Agenda Approval –** *Mr. Profit made a motion, seconded by Mr. Jaicks, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Black made a motion, seconded by Mr. Profit, all in favor to approve the September minutes.*
4. **Public Comment –** *Ms. Vickie Westberg read a statement on behalf of the Charleston League of Women Voters. Mr. Timothy Lewis, Democratic Party Chair, spoke before the board about partnering with them to ensure fair elections.*
5. **Director's Report**
 - a. **General Election Update**
 - i. **Absentee Voting -** *Ms. Murray informed the board as of date 22,000 applications has been requested for absentee ballots. The number of ballots mailed was 12,883 and 2,745 has been returned. The St. George in person absentee precinct opened October 5th, with over 300 voters on the first day and to date a total of 2,499.*
 - ii. **Voter Registration –** *Ms Murray reported the voter registration deadline has passed. There was an increase in online voter registration. She said her staff is still processing voter address changes.*
 - iii. **Call Center –** *Mr. Billman reported the call center is now staffed and currently taking calls. The call center will be available on the day of the election.*
 - iv. **Equipment –** *Mr. Thomas Lee reported he has prepared and tested 370 BMD's. Delivery of the machines is scheduled to start October 28th. Poll books and machine delivery for the in person absentee precincts will take place over the weekend.*
 - v. **CTCL Grant –** *Mr. Billman reported that Dorchester County was one of 10 counties to receive grant fund from the CTCL (Center for Tech & Civic Life). Dorchester County received \$581,000. Mr. Billman said he plan to use the funds to inbound mail sorter, an enclosed trailer to deliver equipment, pay for hazard pay for poll workers and a secure cage to store ballots.*
 - b. **Outreach & Education –** *Mr. Billman mentioned he had conducted 10 interviews with different agencies to give them information to help inform voters.*

- c. *Information Technology - Mr. Billman spoke about providing both physical and cyber security. He spoke with local law enforcement about monitoring all the polling locations prior to Election Day and with the Dorchester County Administration about providing security if needed during the Election.*

6. **Unfinished Business – None**

7. **New Business - None**

8. **Adjournment – Mr. Jaicks made a motion, seconded by Mr. Timmons all in favor to adjourn at 5:30 pm.**

Respectfully Submitted,

Meredith Murray



Ms. 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

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Friday, November 6, 2020
County Council Chamber, St. George

Present: Ms. Queen Bowman, Chair; Mr. Ron Jaicks, Vice Chair; Mr. Keith Timmons, Mr. Bryan Black; Ms. Cheryl Ewers; Mr. Steve Waterhouse (via teleconference); Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Mr. Thomas Lee, Elections Analyst, Mrs. Athena Moorner, Manager of Elections; 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 12:15 p.m. by Chairperson Bowman.*
2. **Agenda Approval –** *Mr. Waterhouse made a motion, seconded by Mr. Black, all in favor to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Black made a motion, seconded by Mr. Jaicks, all in favor to approve the October minutes.*
4. **Public Comment –** *None*
5. **Director's Report**
 - a. **General Election Observations**
 - i. **Statewide/Tri-County -** *Mr. Billman stated that the absentee turnout was the largest turnout both statewide and countywide. Dorchester County had three absentee locations with the Summerville location having the largest turnout with 15,000 voters.*
 - ii. **Dorchester County –** *Election day in Dorchester County went smooth. There were 200 new workers as well as them using new equipment.*
 - iii. **Areas of Excellence –** *Mr. Billman stated that one area of excellence in the Election Workers. He said they rose to the occasion. The staff, poll workers, and even staff from other departments stepped in and helped wherever they were needed. He is and was so thankful to have so much support.*
 - iv. **Areas of Improvement –** *Mr. Billman said that one area of improvement is to equip staff with all the tools they need as well as have more staff to help prior to Election Day and Absentee opening.*
 - v. **Delivery –** *Mr. Billman stated he would like to improve the delivery process so that it will be less challenging. Mr. Billman said he plans to purchase at least one vehicle and trailer hopefully he can purchase two.*
 - b. **Future Election Plans –**
 - i. **Absentee Locations -** *Mr. Billman mentioned looking into expanding the locations and days for absentee voting.*
 - ii. **Polling Locations –** *Mr. Billman stated that during 2021 the Voter Registration and Election office will determine if we need to add or move any polling locations.*

- iii. *Review & Evaluate Training & Staffing Procedures – Mr. Billman stated he will consider various ways to obtain more staff and training well before any Election.*
 - iv. *Purchase Extra Equipment – Dorchester County Elections purchased Security Carts, Ballot Boxes, and Ballot Joggers to help organize and secure election materials.*
 - v. *Call Center – Mr. Billman explained that consideration will be given to operate the call center at least three weeks in advance, rather than the normal two-week period prior to the election. Especially for Presidential Elections. Mr. Billman also stated we need more time to provide training for the call center and the absentee locations.*
 - vi. *PR Campaign – Mr. Billman stated he wants to seek out various ways to get more information out to the public. Mr. Billman stated that he relied heavily on the Public Information Officer Tiffany Norton to help update the voters of Dorchester County.*
 - c. *S.C.A.R.E Conference – Mr. Billman mentioned that he would discuss this at the next board meeting when we have more information.*
 - d. *Information Technology – Mr. Billman will continue to find ways to improve physical security.*
- 6. **Unfinished Business – None**
 - 7. **New Business - None**
 - 8. **Adjournment – Mr. Jaicks made a motion, seconded by Ms. Ewers, all in favor to adjourn at 12:25 pm.**

Respectfully Submitted,

Meredith Murray


Ms. Queen Bowman, Chairperson