

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, January 21, 2021
County Council Chamber, St. George

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; 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 4:48 p.m. by Chairperson Bowman.*
2. **Agenda Approval** – *Chair Bowman asked that the agenda be amended under New Business to add item “a” as Election of Chair/Vice Chair and item “b” as Executive Session. Mr. Jaicks made a motion, seconded by Mr. Timmons, all in favor to approve the agenda as amended.*
3. **Review minutes of previous meeting-** *Mr. Timmons made a motion, seconded by Mr. Profit, all in favor to approve the November minutes.*
4. **Public Comment** – *None*
5. **Director’s Report**
 - a. *Yearly Ethics Submissions* – *The board was informed to submit their yearly ethic forms.*
 - b. *S.C.A.R.E. Conference* - *Mr. Billman mentioned due to the pandemic the S.C.A.R.E. Conference was postponed to September.*
 - c. *Election Road Map*
 - i. *Board Meeting, Certifications & Elections - 1) The board members received the 2021 meeting schedule. They were informed that beginning February the meetings will be held virtually until further notice. Mr. Profit made a motion, seconded by Mr. Timmons, all in favor to accept the board meeting schedule as presented. 2)Mr. Billman also presented the board with a “2021-2024 Election Roadmap”. Mr. Thomas Lee put together a schedule of all elections and certifications that will occur in 2021 out to 2024.*
 - ii. *Board Member & Poll Worker Training* – *Mr. Billman mentioned he will have Ms. Athena Moorer contact them to let them know what SEC training classes will be available. He also asked Ms. Moorer to evaluate the poll worker training program to see how it can be improved.*
 - iii. *Equipment Maintenance* – *All Express Votes were tested after the election. All the poll books were charged, and two thirds of the equipment has been tested.*
 - iv. *Personnel* – *Mr. Billman informed the board that the vacancy for the Admin II position was posted. He also stated that Ms. Kelsi Davis, who was the light duty worker was a huge asset to our office.*
 - v. *Telecommuting* – *In an effort to follow safety protocols, our office will rotate staff to telecommute. There will be staff in the office while staff will work from*

home. The days staff works from home will be responsible for processing OVR and Motor Voter records and respond to emails.

d. **CTCL Grant Update –**

- i. **Acquisitions -** Mr. Billman reported that with the aid of the CTCL grant he was able to purchase a mail sorter, obtain a ballot jogger and purchase a truck with a trailer. He will inform the board if he is able to receive a grant extension.
- ii. **Personnel –** Mr. Billman informed the board that the CTCL grant was able to pay for staff overtime and extra personnel that was not included in our budget nor would it have been reimbursed by the SEC.
- iii. **Budget –** The department's target budget will be issued on January 22nd. Mr. Billman told the board he will send them a copy.

e. **Outreach & Education–** Mr. Billman informed the board he is continuing his efforts to reach out to civic organizations and schools to publicize and share what the Election's office is doing.

f. **Information Technology –** Mr. Billman mentioned he is still working with the IT department to provide both physical and cyber security.

6. **Unfinished Business – None**

7. **New Business -**

- a. **Election of Chair/Vice Chair –** Chairperson Bowman stated that it is time to elect a new board chair and vice chair for the next two years to take office in March. A decision will be made at the February meeting.
- b. **Executive Session –** Mr. Black made a motion, seconded by Mr. Timmons, all in favor to convene to executive session at 5:17 p.m. Mr. Timmons made a motion, seconded by Mr. Waterhouse, all in favor to adjourn, executive session at 5:35 p.m. Mr. Profit made a motion, seconded by Mr. Black, all in favor to reconvene to the meeting. The board discussed a personnel matter and polling locations and no decisions were made at this time.
- c. **Board Member GE Evaluation -** Board members gave brief comments of their observations concerning the General Election.

8. **Adjournment –** Mr. Timmons made a motion, seconded by Mr. Waterhouse, all in favor to adjourn at 5:54 p.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, February 18th, 2021

Virtual Meeting

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

1. **Call to Order of board meeting-** *The meeting was called to order at 4:45. 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. Profit made a motion, seconded by Ms. Ewers, all in favor to approve the January minutes.*
4. **Public Comment –** *None*
5. **Director's Report**
 - a. **Yearly Ethics Submissions –** *Mr. Billman reminded the board members that have not filed their yearly ethics submission to do so by the March 30th deadline. Late fees will be assessed to any submission not filed within five days of the deadline.*
 - b. **Outreach & Education –** *Mr. Billman said he feels he needs to be the voice that keeps the public informed of what's going on in our organization. He plans to meet with officials and students from DD2 and DD4 to discuss past and future elections. Mr. Billman mentioned he also plans to meet with other counties to see what practices they use to see how we can improve our outreach and educational efforts. He will meet with our local legislators to discuss items of importance to us as well as what is important to them.*
 - c. **Legislation -** *Mr. Billman talked about House Bill 3444 that relates to how the State Election Commission board gets elected and other roles and duties. The bill has passed the house judiciary.*
 - d. **CTCL Grant Update –** *Mr. Billman informed the board the CTCL grant was extended. The funds will be used to purchase another vehicle and trailer to help with delivery. It will also be used for extra personnel leading up to elections. Mr. Billman is also working on signing an agreement with Ballot Scout for both the 2021 and 2022 elections.*
 - e. **Personnel –** *Mr. Billman updated the board on two personnel items. First, he gave an update on the staff telecommuting schedule for February and informed the board staff will continue to telecommute through March. Secondly, he mentioned we did a virtual interview with three candidates for the Admin II position. The new admin will start March 1st and he will introduce the candidate at the March meeting.*
 - f. **Budget –** *Mr. Billman submitted the department's target budget and will be meeting with administration in April.*

- g. *Information Technology – Mr. Billman stated that there were some limitations with the express poll books. There is no functionality for the books to be used in a runoff in a primary. EVRL will have to be used unless these technicalities with the poll books can be fixed.*
6. **Unfinished Business – None**
7. **Executive Session-** *Mr. Jaicks, made a motion seconded by Mr. Profit, all in favor to convene to executive session for contractual and personnel matters.
Mr. Black made a motion, seconded by Mr. Profit, all in favor to reconvene from executive session.*
8. **New Business**
- a. **By – Laws –**
- i. *Chair Bowman pointed out that Article VI, Section 1 of the by-laws needed clarification that the chairman is elected by the board. Mr. Black made a motion, seconded by Mr. Profit, all in favor, to change the language in the by-laws to reflect that the board elects the chairman.*
- ii. *Chair Bowman stated that Article VI, Section 2 does not clarify the term of office for the vice chair or if the vice chair moves up. She asked to have Mr. Timmons look at this section and that a motion be made for clarification to be proposed by the next meeting. Ms. Ewers made a motion, seconded by Mr. Profit, all in favor that Section 2 be clarified, and any proposed changes be presented at the next meeting.*
- b. **Nominations for Chair & Vice Chair –** *The floor was open for nominations for a new Chair and Vice Chair.*
- i. *Mr. Profit made a nomination with all in favor to elect Mr. Ron Jaicks as Chair.*
- ii. *Mr. Profit made a nomination to elect Mr. Bryan Black as Vice Chair. Mr. Black made a nomination to elect Mr. Keith Timmons as Vice Chair. Mr. Timmons was not present. Mr. Black said he will accept the nomination if Mr. Timmons declined. The board agreed to postpone election of the new Vice Chair until the next meeting.*
9. **Adjournment -** *Ms. Ewers made a motion, seconded by Mr. Profit, all in favor to adjourn. The meeting adjourned at 5:28 p.m.*

Respectfully Submitted,

Meredith Murray


Ms. Queen Bowman, Chairperson

Board Members

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Steve Waterhouse



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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, April 15, 2021

Summerville Council Chambers

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

1. **Call to Order of board meeting-** *The meeting was called to order at 4:58 p.m. by chairman Jaicks.*
2. **Agenda Approval –** *Ms. Bowman 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. Waterhouse, all in favor, to approve the February minutes.*
4. **Public Comment – None**
5. **Director's Report**
 - a. **Yearly Ethics Submissions –** *Mr. Billman reported that he and all board members successfully completed their ethics submissions.*
 - b. **Outreach & Education –**
 - i. **Microsoft Teams Meetings –** *Virtual meetings were held with a few poll clerks. This give them an opportunity to share their thoughts of what went well or what changes they would like to see for elections. The clerks heard from staff about some of the procedures that needs improving. Mr. Billman stated the clerks will start receiving a quarterly newsletter to keep them informed on election laws and trainings, etc.*
 - ii. **Meeting with Directors –** *Mr. Billman met with several county directors to discuss their reflections and thoughts about the November election. He also wanted to gain insight on what they are doing to improve any of their processes.*
 - c. **Personnel -** *Mr. Billman informed the board that we hired a new person for the Admin Specialist II position and that he feels she is going to be a great asset to the office. He also hired part time staff to help organize and set up shelving units in the warehouse.*
 - d. **Budget –** *There were extra funds left over from the CTL grant. These funds will be used to purchase equipment to equip and update the office.*
 - e. **Election Law Updates-** *The board was updated on a Senate and House bill. Both bills S499 and H3444 pertains to restructuring of the State Election commission and how elections are conducted and how county boards of elections are supervised.*
 - f. **Training & Certification –** *Mr. Billman informed the board they should have received a training & certification schedule from Ms. Moorer to sign up for any continuing educational*

classes. Mr. Billman mentioned he is taking the National Certification classes which consist of twelve courses.

- g. Information Technology – Mr. Billman is still looking into ways to improve both the physical and cyber security for our offices.*

6. Unfinished Business –

- a. By-Laws – The board had some discussion about the by-laws. It was recommended that certain sections needed to be clarified and updated. The members were asked to bring their recommendations to the next board meeting.*

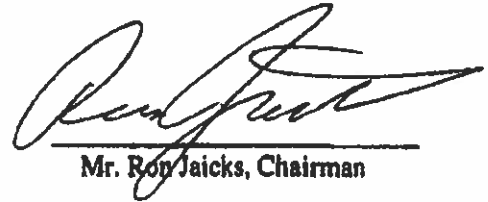
- 7. Executive Session-** *Mrs. Ewers made a motion seconded by Mr. Profit, all in favor, to convene to executive session at 5:10 p.m. On the motion of Mr. Black, seconded by Ms. Bowman, all in favor, to adjourn executive session and reconvene to the regular meeting at 5:20 p.m. The board was updated on a personnel matter, but no decisions were made at this time.*

- 8. New Business -** *No new business came before the board.*

- 9. Adjournment -** *Ms. Ewers made a motion, seconded by Mr. Black, all in favor, to adjourn. The meeting adjourned at 5:25 p.m.*

Respectfully Submitted,

Meredith Murray



Mr. Ron Jaicks, Chairman

Board Members

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, May 20, 2021
St. George Council Chambers

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

Guest: Ms. Vickie Westberg, League of Women Voters

Mr. Todd Billman appointed Ms. Queen Bowman to preside in the absence of chairperson Mr. Ron Jaicks.

1. **Call to Order of board meeting-** *The meeting was called to order at 4:55 p.m. by acting chair Ms. Queen Bowman.*
2. **Agenda Approval –** *Mr. Waterhouse made a motion, seconded by Ms. Ewers, all in favor, to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Waterhouse made a motion, seconded by Ms. Ewers, all in favor, to approve the April minutes.*
4. **Public Comment –** *None*
5. **Director's Report**
 - a. **Personnel –** *Ms. Rachelle Roland was hired as the new Admin Specialist II. She introduced herself to the board and gave a brief summation of her elections' experience.*
 - b. **Outreach & Education –**
 - i. **Community Correspondence –** *Our office received correspondence from a citizen that their organization wants to help us conduct voter registration drives. Though we are not conducting any drives at this time, we will supply whatever materials and information they need to help support their efforts.*
 - ii. **Meeting with Counties –** *Mr. Billman will be hosting a 2nd Annual Tri-County meeting with election officials from Berkeley, Charleston, and Dorchester counties. The meeting will be an assessment of the past election of what worked and what changes can be made for future elections. Mr. Billman's goal is to also meet with newer county directors to help them in the transition of their new roles.*
 - c. **CTCL Grant Progress -** *Mr. Billman informed the board he will be interviewing with the CTCL grant organizer to share what was purchased with the grant funds. He will talk about future needs dependent upon the availability of funds. Mr. Billman said \$6,700 is still available. So far, he has purchased, laptops, trailers for the trucks, signage, shredders, etc.*

- d. *CERA Training – Mr. Billman mentioned has completed two of his National Certification classes and have four more will soon be completed. He said the classes has been informative and he enjoy the interaction with other state and county directors.*
- e. *Budget– The board was provided a copy of our department's budget requests for fiscal year 2021-2022. The budget is still pending county council approval.*
- f. *Board Meeting Schedule – Mr. Billman made a recommendation to move the June 17th board meeting to June 3rd to follow the St. George certification. Mr. Waterhouse made the motion, seconded by Ms. Ewers, all in favor, to move the June 17th meeting to June 3rd.*

Mr. Billman made a recommendation to cancel the July meeting. He will be out of state for his National Certification classes. Mr. Waterhouse made the motion, seconded by Ms. Ewers, all in favor to cancel the July meeting.

- g. *Election Preparation & Planning – Mr. Billman provided the board with a handout of the 2021 Municipal Election timeline. The board also received a copy of the essential tasks that are done for election preparation before and after the election.*
 - h. *Election Law Updates – There are no new updates currently.*
 - i. *Information Technology Update – Mr. Billman informed the board about the new phone system IT is looking into purchasing for departments. The new system will have lots of ability and enhancements than the current phone system.*
- 6. Unfinished Business –**
- a. *By-Laws – Ms. Bowman asked that the by-laws be updated to reflect the changes approved at the May 21, 2020 meeting, under Article IV, Section 1B as it relates to communication with the media and public. She requested a copy be sent to all board members and the county attorney. The board received a copy of suggestions to be discussed as it relates to Article VI, Section 1.*
 - b. *Vice Chair - Ms. Ewers made a nomination to elect Mr. Keith Timmons as vice chair it was seconded by Mr. Waterhouse, and all in favor, to elect Mr. Timmons as the new vice chair.*
- 7. Executive Session-** *Mrs. Ewers made a motion seconded by Mr. Waterhouse, all in favor, to convene to executive session at 5:32 p.m. On the motion of Mr. Waterhouse, seconded by Ms. Ewers, all in favor, to adjourn executive session and reconvene to the regular meeting at 5:43 p.m. The board was updated on a personnel and precinct matter, but no decisions were made at this time.*
- 8. New Business -** *No new business came before the board.*
- 9. Adjournment -** *Ms. Ewers made a motion, seconded by Mr. Profit, all in favor, to adjourn. The meeting adjourned at 5:45 p.m.*

Respectfully Submitted,

Meredith Murray


Ms. Queen Bowman, Acting 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 3, 2021
St. George Council Chambers

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

Guest: Ms. Vickie Westberg, League of Women Voters

Mr. Todd Billman appointed Mr. Rodney Profit to preside in the absence of chairperson Mr. Ron Jaicks.

1. **Call to Order of board meeting-** *The meeting was called to order at 10:10 a.m., by acting chairperson Mr. Rodney Profit.*
2. **Agenda Approval** – *Mr. Black made a motion, seconded by Ms. Bowman, all in favor, to approve the agenda.*
3. **Review minutes of previous meeting-** *Ms. Bowman made a motion, seconded by Mr. Black, all in favor, to approve the May minutes as printed.*
4. **Public Comment** – *None*
5. **Director's Report**
 - a. *CTCL Grant* – *Mr. Billman reported there was a six-month extension on the grant. The remaining funds can be used until the end of June. If there is a balance, the remainder will be given back to the grant organization. Some of the funds will be used to purchase blank ballots. Mr. Billman will give another update at the August meeting.*
 - b. *CERA Training* – *Mr. Billman thanked the board for the opportunity to take the CERA training classes. He said the classes and information is very beneficial. He is appreciative of the information he is receiving and able to share with other officials.*
 - c. *Important Dates & Deadlines – Meeting:* *The board was reminded that the July meeting was cancelled, and the next meeting will be in August.; Elections:* *The board was informed that the legal notices for the municipal elections, except for N Charleston, will be run in the newspaper the beginning of August. If anyone asks about filing dates, they can be referred to the municipality; Conference:* *Mr. Billman stated the SCARE conference will be held in September. He asked the board to check their schedules and let him know if they will be able to attend.*
 - d. *Election Preparation* – *The Town of Summerville requested Mr. Billman to ask the board their recommendation on consolidating precincts for their election. Ms. Bowman made a motion, seconded by Mr. Black, all in favor, to use our normal polling locations unless there was an emergency or locations were adjacent to each other. As part of the election preparation, Mr.*

Thomas Lee was placing asset labels on all express poll books and Ms. Moorer sent letters to the clerks.

e. Information Technology – Mr. Billman said that the IT department was doing an excellent job testing our cyber security.

6. Unfinished Business –

a. By-Laws – Ms. Bowman requested that the board not approve the proposed suggestions for Article VI- Officers, until the county attorney had a chance to review it.


7. Executive Session- *The board did not convene for executive session.*

8. New Business - *No new business came before the board.*

9. Adjournment - *Ms. Bowman made a motion, seconded by Mr. Waterhouse, all in favor, to adjourn. The meeting adjourned at 10:38 a.m.*

Respectfully Submitted,

Meredith Murray



Mr. Rodney Profit, Acting Chairperson

Board Members

Ron Jaicks, Chair
 Keith Timmons, Vice Chair
 Rodney Profit
 Queen Bowman
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 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, August 19, 2021

Summerville Council Chambers

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

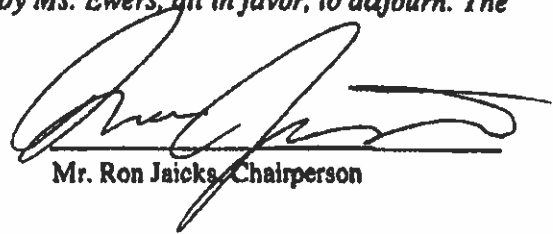
Guest: Ms. Vickie Westberg, League of Women Voters

1. **Call to Order of board meeting-** *The meeting was called to order at 4:50 p.m., by chairperson Ron Jaicks.*
2. **Agenda Approval** – *Mr. Black made a motion, seconded by Ms. Bowman, all in favor, to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Waterhouse made a motion, seconded by Mr. Black, all in favor, to approve the June minutes as printed.*
4. **Public Comment** – *None*
5. **Director's Report**
 - i. **Municipal Election Updates** – *All municipalities will have an election except for N Charleston. Training: Four in person training dates are set for poll workers. Clerks are required to take in person and online training. Absentee: Absentee voting will be in the St. George location October 4- November 1st. Mr. Billman mentioned that the Town of Summerville wants to hold absentee voting for two weeks. The town is aware they will have to pay all expenses. Mr. Black made a motion, seconded by Ms. Bowman, all in favor, to approve the Town of Summerville's request to have absentee voting for two weeks. BMD's: All machines have been upgraded. The new upgrade allows for more of the ballot to fit on the screen.*
 - ii. **Budget Update** – *The board received a copy of our department's approved budget. Mr. Billman pointed out areas of increase in training and that a food line item was added. The budget narratives highlighted areas of savings for elections, mainly due to the grant funds.*
 - iii. **Staffing Update** – *Mr. Billman informed the board that the Elections Analyst and Manager of Voter Registration positions were vacant as Thomas Lee and Athena Moorer took positions in other counties. An offer was made to a candidate for the Elections Analyst position. The candidate declined the offer. Mr. Billman stated that he will continue to search for the best candidates to fill both positions.*
 - iv. **Training & Certification Update** – *Ms. Cheryl Ewers has completed the SEC Training & Certification classes and is now certified. Mr. Billman has completed all CERA classes except two. He was asked to serve on the Federal Election Assistance Committee. He will know if he will serve once the nominees are voted for.*

- v. *SCARE Conference Update: Mr. Billman asked the board who will be attending the SCARE conference. He also asked that they give a monetary donation to help with door prizes.*
 - vi. *Information Technology Update: Mr. Billman gave the board a brief update on the new phone system the county is implementing. The new system will offer several new features and can be used with a headset.*
- 6. Unfinished Business –**
- a. *By-Laws – At the request to the board, Mr. Billman was asked to get the county attorney's recommendation on Article VI, Section 1, and Section 2.*
 - i. *Section 1 – It was recommended that the board select a date in October or November to elect a new Chairperson. The 3rd Thursday in October was a suggestion since it is a regular board meeting.*
 - ii. *Section 2 – It was recommended the vice chairperson be elected in the same manner as the chairperson.*
- 7. Executive Session-** *The board convened to executive session at 5:22 pm and reconvened to the regular meeting at 5:33 pm. The board discussed a personnel matter, and no further action was taken.*
- 8. New Business -** *No new business came before the board.*
- 9. Adjournment -** *Ms. Bowman made a motion, seconded by Ms. Ewers, all in favor, to adjourn. The meeting adjourned at 5:34 pm.*

Respectfully Submitted,

Meredith Murray



Mr. Ron Jaicks, Chairperson

Board Members

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Minutes

Thursday, September 16, 2021
Summerville Council Chambers


Present: Mr. Ron Jaicks (via teleconference); Ms. Queen Bowman; Mr. Rodney Profit (via teleconference); Mr. Bryan Black; Ms. Cheryl Ewers; Mr. Todd Billman, Executive Director; Ms. Meredith Murray, Deputy Director; Ms. Rachelle Roland, Manager of Voter Registration; Absent: Mr. Keith Timmons; Mr. Steve Waterhouse

1. **Call to Order of board meeting-** The meeting was called to order at 4:45 p.m., by chairperson Ron Jaicks.
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. Black, all in favor, to approve the August minutes as printed.
4. **Public Comment – None**
5. **Director's Report**
 - a. **Municipal Election Updates –** Mr. Billman gave the board a list of all the candidates for each of the municipalities. Mr. Billman gave the board the dates for in-person absentee voting for both the St. George and Summerville locations. The certification for all municipalities, except Summerville will be November 4th @ 10:00 in the Summerville Council Chambers. The location changed from St. George due to renovation of the St. George Chambers. The Town of Summerville certification will be 1:00 at the Summerville Town Hall.
 - b. **Outreach & Education –** A representative from the Family Health Centers was provided voter registration applications and brochures on absentee voting and registering to vote for their voter registration drive. Mr. Billman spoke at the Republican Women's Meeting. He updated them on the upcoming elections and redistricting.
 - c. **Election Preparation – Training:** Mr. Billman gave the board the dates for the in-person clerk training. He mentioned it was not necessary for them to attend. **Equipment:** PrintElect will come to replace the batteries in the voting machines. All BMD's and scanners will be ready by October 1st. Machines are scheduled for delivery October 27th and 28th.
 - d. **Personnel –**
 1. **Manager of Voter Registration:** Ms. Murray informed the board that Ms. Rachelle Roland was promoted to the Manager of Voter Registration. **Elections Analyst:** The Elections Analyst position is still vacant. We hope to find a qualified candidate soon. **Admin II:** Ms. Murray mentioned a candidate was selected for the Admin II position and will start September 27th.

2. *Call Center – Ms. Murray informed the board the call center will be available from October 18th – November 2nd.*
 3. *Absentee – The St. George Absentee precinct will be open October 4th – November 1st at the KFW Meeting Room. The Summerville absentee precinct will be open October 18th – October 29th, at the Rollins Edwards Community Center. Ms. Roland contacted all absentee staff.*
 - e. *Information Technology – **Phone System:** Mr. Billman mentioned that we have a new phone system that replaced the old Cisco phones. **Equipment:** ES&S and Tritex will be visiting the warehouse to complete equipment updates. **Cameras:** Mr. Billman mentioned he is still trying to get cameras installed in the hallways and warehouse.*
6. **Unfinished Business –**
- a. *By-Laws – Ms. Bowman asked Mr. Billman did he follow up with the county attorney on the last board recommendation about the election of the vice chair. Mr. Billman will follow up on this issue.*
 - b. *Personnel – Ms. Bowman recommended the board have a written statement from the county attorney concerning the decision on the statement submitted by a former employee. Mr. Jaicks said he will make the call to the attorney.*
7. **Executive Session-** *The board convened to executive session at 5:09 pm and reconvened to the regular meeting at 5:10 pm. A personnel matter was discussed, and no action was taken.*
8. **New Business –** *Mr. Ron Jaicks announce his resignation from the board and stated he has moved to Georgia. The present board members thanked Mr. Jaicks for his service.*
9. **Adjournment -** *Ms. Bowman made a motion, seconded by Mr. Profit, all in favor, to adjourn. The meeting adjourned at 5:15 pm.*

Respectfully Submitted,

Meredith Murray



Mr. Ron Jaicks, Chairperson

Board Members

Keith Timmons, Vice Chair
Rodney Profit
Queen Bowman
Bryan Black
Cheryl Ewers
Steve Waterhouse
Vacant

**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, October 21, 2021
Summerville Council Chambers

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

1. **Call to Order of board meeting-** *The meeting was called to order at 4:45 p.m., by vice chair Keith Timmons.*
2. **Agenda Approval –** *Mr. Black made a motion, seconded by Ms. Ewers, all in favor, to approve the agenda.*
3. **Review minutes of previous meeting-** *Mr. Black made a motion, seconded by Ms. Ewers, all in favor, to approve the September minutes.*
4. **Public Comment –** *None*
5. **Director's Report**
 - a. **Municipal Election Updates –**
 - i. **Training & Testing -** *Mr. Billman stated all election workers has attended training. The technicians will complete training by the end of the following week. Mr. Billman reported at least five people came out for the public test of the DS450. All testing results calculated properly.*
 - ii. **Absentee Voting –** *Mr. Billman gave an absentee voting update. To date, for the Town of Summerville, 51 by mail ballots were requested and about 80 people voted in person. There were only 8 people that utilized the St. George location.*
 - iii. **Citizen Call Center –** *Ms. Murray reported as of October 18th, the call center was activated and staffed with three workers. The call center will be open through Election day. The call volume is low, and most calls were requests for applications.*
 - iv. **Equipment Status & Delivery –** *All equipment will be delivered this upcoming Wednesday. Clerks will pick up election supplies on the following Monday.*
 - v. **Personnel –** *Mr. Billman informed the board Maggie Murray was hired as the new Admin II Support Specialist. Due to the resignation of Anna Baal, we will interview candidates for the vacant Admin II position. Phone interviews were conducted with candidates for the Elections Analyst position. Virtual interviews will be set up the week of October 25th if possible.*
 - b. **Information Technology –** *Mr. Billman mentioned the new phone systems were installed. However, we are going to work with IT to find ways for it to be utilized in the call center more efficiently.*

6. Unfinished Business –

- a. By-Laws –** *The board reviewed and discussed the changes under Article VI Section 1 that pertains to the election of the Chair and Vice Chair. Mr. Profit made a motion, seconded by Ms. Ewers, all in favor to accept Article VI as edited with no corrections.*

7. New Business – *Nominations were made to elect a new chair and vice chair.*

Mr. Bryan Black nominated Mr. Keith Timmons for chairperson. Mr. Timmons accepted the nomination. It was properly moved and seconded, all in favor, to elect Mr. Keith Timmons as the new chairperson.

Ms. Cheryl Ewers nominated Mr. Bryan Black for vice chairperson. Mr. Black accepted the nomination. It was properly moved and seconded, all in favor, to elect Mr. Bryan Black as the new vice chairperson.

- 8. Adjournment –** *Mr. Profit made a motion, seconded by Mr. Black, all in favor, to adjourn. The meeting adjourned at 5:02 pm.*

Respectfully Submitted,

Meredith Murray


Mr. Keith Timmons, Vice Chairperson

Board Members

Keith Timmons, Chair
Bryan Black, Vice-Chair
Rodney Profit
Steve Waterhouse
Queen Bowman
Cheryl Ewers
Vacant

**Executive Director**

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Deputy Director

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Dorchester County Board of Elections and Registration

201 Johnston Street, St. George, South Carolina 29477

Board Meeting Minutes

Summerville County Council Chambers
500 North Main Street
Summerville, South Carolina 29483

Thursday, November 4, 2021

Present: Mr. Bryan Black, Vice-Chair; Ms. Cheryl A. Ewers; Mr. Steve Waterhouse; Mr. Rodney Profit;
Mr. Todd Billman, Executive Director; Ms. Rachelle Roland, Manager

Absent: Ms. Queen Bowman; Mr. Keith Timmons, Chair

Guest: Ms. Vickie Westberg, League of Women Voters

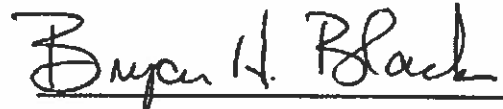
1. **Call to Order of Board Meeting-** Vice-Chair Mr. Bryan Black called the meeting to order at 10:16am.
2. **Agenda Approval-** Mr. Black asked for a motion to approve this meeting's agenda. Mr. Rodney Profit made a motion to approve the agenda, seconded by Ms. Cheryl A. Ewers, all in favor, no opposed. Motion passed.
3. **Review minutes of previous meeting-** Mr. Black asked for a motion to approve the minutes from the October 21st meeting. Mr. Profit made a motion to approve the October 21st meeting minutes, seconded by Ms. Ewers, all in favor, no opposed. Motion passed.
4. **Public Comment-** None.
5. **Director's Report**
 - a. **Municipal Election Day** – Mr. Billman stated that election day went great and overall, it was uneventful. There was low voter turnout for the 23 polling locations opened—4% turnout rate with over 1300 ballots cast on election day and the absentee rate was about 1% for this election.
 - b. **After Action Report** –Mr. Billman mentioned that it may be helpful to have training for candidates to reinforce information. With the new provisional ballot envelopes used in this election, staff noticed there was little confusion. The next election will be June 2022. At the January 2022 meeting, Mr. Billman mentioned that he will have Ms. Rachelle Roland give a report about the poll worker plan for the next upcoming election.
6. **Unfinished Business-** Mr. Billman mentioned that there was no unfinished business at this time.

7. **New Business-** *Mr. Billman asked each board member who visited polling locations to share their thoughts. Overall, there were generally no issues. However, election advertisement, signage, and voter education about who votes in municipal elections could have been better. Mr. Billman stated that maps were provided as a visual for poll managers and voters for this election if there was a question about a voter residing in the district of a municipality. He mentioned that the new district lines will be in effective for the June 2022 election.*

8. **Adjournment-** *Mr. Black asked for a motion to adjourn the meeting at 10:28am. Mr. Profit made a motion to adjourn, seconded by Ms. Ewers, all in favor, no opposed. Motion passed. There will be no meeting in December.*

Respectfully Submitted,

Rachelle Roland


Mr. Bryan Black, Vice-Chair