

**BOARD OF ELECTIONS AND VOTER REGISTRATION OF JASPER COUNTY**

**BOARD MINUTES**

**SEPTEMBER 12, 2019 – 5:00 P.M.**

**PRESENT:** Chairman Joseph Arzillo; Vice Chairwoman Pamela Williams; Mr. John Kemp; Mr. Rodney Catterton; Ms. Carrie Fair and Director Jeanine Bostick.

**ABSENT:** Mrs. Denise Davidson.

**NOTIFICATION TO MEDIA:** Chairman Arzillo confirmed the media had been notified.

**INNOVATION: Ms. Fair.**

**PLEDGE OF ALLEGIANCE:** All

**APPROVAL OF AGENDA:** Motioned by Ms. Fair, seconded by Vice Chairwoman Williams to approve the agenda for today's meeting. Motion carried unanimously.

**APPROVAL OF MINUTES:** Motioned by Mr. Kemp, seconded by Vice Chairwoman Williams to approve the minutes from the August 8, 2019 Board meeting remove the word *possibility* when describing the use of the DS200 Ballot Scanners, under the discussion of purchasing two additional DS200 Ballot Scanners. Motion carried unanimously.

**EXECUTIVE SESSION:** Motioned by Mr. Kemp, seconded by Ms. Fair to go into Executive Session to discuss the City of Hardeeville Election. Motion carried unanimously. No motions were made while in Executive Session. Motioned to return out of Executive Session by Ms. Fair, seconded by Vice Chairwoman Williams. Motioned carried unanimously. Per the request of Mr. Matthew Davis, Deputy City Manager, the Director will provide an explanation of charges and the methodology used for the election expenses.

**PUBLIC COMMENTS:** None.

**NEW BUSINESS: DISCUSSION ON PROCEDURES FOR CURBSIDE VOTING:** The Director informed the Board per the State, curbside voting procedures will continue with the following changes: The voter would use the Expressvote voting device, ballot card prints once the voter finishes, the ballot card would be placed in an envelope and carried in by poll manager, the poll manager would insert the ballot card into the Ballot Reader casting the ballot on behalf of the curbside voter, the voter will also have the option to walk their ballot in and cast the ballot themselves although the voter voted curbside. This entire process from beginning to end would require two poll managers.

**OVERVIEW OF DISASTER & EMERGENCY PREPAREDNESS MANUAL:** The Director shared with the Board the suggested revisions made by Emergency Services Director Frank Edwards. Vice Chairperson Williams mentioned boarding the office windows in the event of a hurricane.

**DISCUSSION OF PREPARING A TEN YEAR PLAN (MR. KEMP):** Mr. Kemp stated he would like the Board to revisit the idea of outlining a ten year plan for Voter Registration. Starting with forming a committee to discuss an outline and deadlines. Mr. Kemp is asking the Board to come up with some ideas to implement and come together as a Board to gather everyone's ideas and draft a plan. Mr. Kemp stated he would draft a plan and is asking the same of the other Board Members.

**DIRECTOR'S REPORT:** The Director informed the Board at the last Delegation meeting three new board members were appointed: Mrs. Rhonda Edwards; Mrs. Cheryl Dopson and Mr. Anthony Cannick. Mrs. Edwards was in attendance in the audience at tonight's meeting. Once the appointment letters are received the Director will inform the Chairman to prepare for swearing in of the new members.

The Director distributed to the Board information in their packets for their information only to review and familiarize themselves with. New and updated information from the State, ie., Materials to be returned by Poll Managers on Election Day; Supplies and Items to be provided by the State to the Counties; Completion and Installation of the new Electionware Software replaces Unity Software; Flyers on Steps of how to use the new voting system; Procedures to follow at the voting precincts; Flyers to advertise recruiting poll workers; web link of the education video of the new voting system; updated Board Members training tracking list consisting of all current trainings taken by each Board Member and Staff and a copy of the 2020 Election Calendar.

The Director prepared the letter to the Delegation for signatures. Vice Chairperson Williams asked the Director to correct the signature arrangement on the letter, first signed by Chair; Vice Chair; Board Members and then the Director in that order.

Total registered voters as of September 1, 2019: 19,626 increase of 163.

**CHAIRMAN'S REPORT:** None.

**BOARD ISSUES & CONCERNS:** Absentee Satellite Office.

**TOPIC(S) OF DISCUSSION FOR NEXT MEETING:** \_Ten Year Plan and Absentee Satellite Office.

**ADJOURNMENT:** With no further business motioned to adjourn by Vice Chairwoman Williams, second by Mr. Kemp. Motion carried unanimously.

Respectfully submitted by, Jeanine M. Bostick, Director

cc: File; Board Members; Mr. Andrew Fulghum, County Administrator; Jasper County Delegation