

**Sumter County Board of Elections and Voter Registration
Regular Meeting
June 7, 2022 at 4:30 pm**

I. Call to Order

The meeting was called to order by Chairman Dr. Shirley Latimore at 4:31 pm.

II. Roll Call

a) Board Members: Chairman Dr. Shirley Latimore, Rhonda Reddick, and Dr. Valerie Roberts.
Carson Walker attended by phone.

b) Attorney: Hayden Hooks

c) Staff: Randy Howard, Lois Phillips

III. Motion to Adopt the Agenda

Mr. Randy Howard said that we need to add in a section to approve the minutes of the previous meetings.

Dr. Valerie Roberts made a motion to adopt the agenda with the addition of a section to approve the minutes.

Rhonda Reddick seconded the motion.

Motion carried.

IV. Motion to Approve the Minutes of May 3, 2022 and May 26, 2022

Dr. Valerie Roberts made a motion to approve the minutes of the May 3, 2022 Regular meeting.

Rhonda Reddick seconded the motion.

Motion carried.

Rhonda Reddick made a motion to approve the minutes of the May 26, 2022 Called meeting.

Dr. Valerie Roberts seconded the motion.

Motion carried.

V. Board Member Letter of Resignation

Dr. Valerie Roberts moved that the Board accepts the letter of resignation from Mr. Marty McDonald.

Rhonda Reddick seconded the motion.

Motion carried.

VI. Policies and Procedures Handbook

Dr. Latimore commented on the Policies and Procedures Handbook that was sent out for review. She highlighted various sections. Discussion followed on the benefits of the protocols in this document, and the ability to adjust it to Election specific areas. This Board will discuss the adoption of it after the document is complete and finalized by the County Commissioners.

VII. Training

Dr. Latimore brought up training needs for poll workers. Discussion followed on various types of training and time frames that could be possible. Mr. Howard reiterated the types of training that has been done recently, and the unusual situations that have occurred over the past few months, ranging from numerous changes given from the Secretary of State's office, to limited poll worker staffing, as well as many preparations for frequent elections.

VIII. Contract and Consultants

Dr. Latimore mentioned the need to have a written agreement with consultants, outlining what is expected of them, the time they are to work, payment for their work, etc. Discussion followed.

Dr. Latimore also spoke about the need for approval of expenditures over \$2500.

Dr. Roberts made a motion that the Board of Elections give consent that the Chairman of the Board is able to sign off on and approve expenditures that are greater than \$2500, without a Board Meeting.

Rhonda Reddick seconded the motion.

Motion carried.

IX. Job Descriptions for Part-Time Staff

Dr. Latimore stated that there needs to be job descriptions for part-time staff, detailing their responsibilities, the dates and times they work, etc. Some discussion followed.

X. Website

Dr. Latimore commented on some changes that need to be made on the Elections Website in the Board Members section.

XI. Security

Dr. Latimore brought up the use of electronic devices during Early Voting and Election Day.

Randy Howard stated that the Poll Managers can use their cell phone during this time, to communicate with the Election Office. He also stated that NEOS is in the process of finding and purchasing laptops that will be used for Election purposes.

XII. Office Hours

Dr. Latimore discussed office hours on regular workdays and on Saturdays during Advanced Voting.

XIII. Budget

Mr. Howard stated that the budget is pending approval by the County Commissioners.

Dr. Latimore asked about expenses for this month.

Mr. Howard said that there have been no purchases this month, as he is using the existing supplies that are on hand.

Mr. Howard detailed the mailing out of precinct cards as a result of Redistricting earlier this year. Over 18000 cards were mailed at a cost of around \$8000. There is a grant available to have a prorated reimbursement of the postage costs. Also, over 2000 precinct cards have been returned to the office as undeliverable mail, which we will do spot checks to determine the reasons for their return. The Post Office commented that people move constantly and don't put in a change of address.

XIV. Runoff Election and Election Night Update

Mr. Howard commented that we are in good shape for the Election Runoff. He plans to start early processing of the returned absentee ballots before election day, as is allowed. Early processing and Election Day processing will be in the courtroom upstairs.

XV. Certification of Election – Thursday, June 23, 2022 at 10:00 am

Mr. Howard is planning for a Board Meeting at 10:00 am on Thursday, June 23 to certify the Primary Runoff election.

XVI. Discussion of Meeting Dates for July 5 and August 2

Mr. Howard stated that the scheduled meeting for July and August will need to be changed. Discussion followed.

It was decided that the scheduled meeting for Tuesday, July 5, 2022 will instead be held on Wednesday, July 13, 2022 at 4:30 pm. And the scheduled meeting for Tuesday, August 2, 2022 will instead be held on Monday, August 15 at 4:30 pm.

XVII. Executive Session

None needed.

XVIII. Board Member Remarks

Dr. Latimore welcomed the new county attorney to the Board of Elections meeting.

XIX. Adjourn

Rhonda Reddick made a motion to adjourn.

Carson Walker seconded the motion.

Motion carried.

Meeting adjourned at 5:58 pm.

Respectfully submitted by Lois Phillips

June 20, 2022