

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

**I. Call to Order**

The meeting was called to order by Chairman Dr. Shirley Latimore at 4:30 pm.

**II. Roll Call**

**a) Board Members:** Chairman Dr. Shirley Latimore, Carson Walker, Rhonda Reddick, Dr. Valerie Roberts, and Dennis Taylor

**b) Attorney:** Hayden Hooks

**c) Staff:** Randy Howard, Lois Phillips

**III. Motion to Adopt the Agenda**

Dr. Valerie Roberts made a motion to adopt the agenda

Carson Walker seconded the motion.

Motion carried.

Dr. Valerie Roberts made a motion to amend the agenda to include the Chairman Highlights and Vice-Chairman Highlights.

Dennis Taylor seconded the motion.

Motion carried.

**IV. Approval of the September 6, 2022 Minutes**

Carson Walker made a motion to approve the minutes of September 6, 2022.

Dennis Taylor seconded the motion.

Motion carried.

**V. Chairperson Highlights**

Dr. Latimore spoke about the certification program for Board Members. She encouraged the members to work on this certification so we will be in compliance.

Dr. Latimore presented a certificate to Dr. Valerie Roberts for completion of her certification.

Dr. Latimore also highlighted the parts of the by-laws that cover court actions and when to consult the county attorney.

## **VI. Vice-Chairperson Highlights**

Carson Walker stated he has none at this time.

## **VII. Election Technician Contract**

The Board Members have reviewed the copy of the contract.

Rhonda Reddick moved to accept the support of the Election Technician, Wesland Brown.

Dennis Taylor seconded the motion.

Motion carried.

## **VIII. Update on the Voter Registration Drive**

Mr. Howard stated that at the Voter Registration Drive, there were many folks who were asking good questions. Although there were not many who registered, the people were pleased with hearing answers to their questions.

## **IX. Absentee Ballots and Early Processing**

Mr. Howard stated that currently we have about 600 Absentee Ballot Applications. We will be applying to do early tabulation of the Absentee Ballots on November 2nd (and the 3<sup>rd</sup> if needed) at 9 am. This will be advertised on our website, in the paper, as well as by letter to the various political parties.

## **X. Update on Poll Workers Training**

Mr. Howard reported on the Poll Manager and Assistant Manager training that happened last week, where laws, regulations, equipment, trouble shooting, and other problems were discussed. And tomorrow, we will be going through the Poll Worker's Manual with all the poll workers, including new poll workers.

## **XI. Update on the Precincts and Polls for Early Voting and Election Day**

Mr. Howard stated that the new JROTC precinct and the Fairgrounds are now being cleaned, and we will be reinforcing the doors, installing cameras, etc. Otherwise all the precincts are good now.

## **XII. Update on the Laptop Computers for Election**

Mr. Howard explained that we received the laptops 2 weeks ago, and Matthew now has them ready to use. In fact, one is being used today. And we have taken them to the Fairgrounds to ensure they are working correctly out there.

### **XIII. Budget**

Mr. Howard stated that we are still under budget for this time of the year. After the Runoff, we will go back through and audit the expenditures. The line items are adjustable. Some discussion followed.

### **XIV. Update on Policy and Procedures**

Dr. Latimore commented that they are still working on the Policy and Procedures manual.

Mr. Howard commented that the time clock is still giving problems, as it is taking many swipes to get it to work. He is able to adjust/correct the time on Fridays.

### **XV. Employee Performance Evaluation**

Dr. Latimore explained that the board members have a copy of the form to be used, to look at the employee performance, document it, and communicate it. This can also look at the strengths and weakness of people so they can be effective in their job positions. This may help us to grow.

Discussion followed.

Carson Walker made a motion to accept this form.

Rhonda Reddick seconded the motion.

Motion carried.

### **XVI. Executive Session**

Dr. Valerie Roberts made a motion to go into Executive Session for Litigation of Legal Activities.

Carson Walker seconded the motion.

Motion carried.

Executive Session started at 5:30 pm.

Executive Session finished at 5:45 pm

Dr. Valerie Roberts made a motion to accept the Consent Order

Rhonda Reddick seconded the motion.

Motion carried.

### **XVII. Board Members Remarks**

Carson Walker showed the design for a shirt for the Board Members to wear on Election Day, to identify them as Board Members when they are observing at the precincts. The members can purchase the shirts through Mr. Walker.

There was also discussion of the mediums in which we advertise – radio, newspapers, our website. Some suggestions were made as to additional ways we could get the information out to the voters – informational cards, fridge magnets, interviews on social media.

### **XVIII. Adjourn**

Rhonda Reddick made a motion to adjourn the meeting.

Dr. Valeria Walker seconded the motion.

Motion carried.

Meeting adjourned at 5:56 pm.

Respectfully submitted by Lois Phillips

October 28, 2022