

Sumter County Board of Elections and Voter Registration
Regular Meeting
March 7, 2023 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, Rhonda Reddick, Carson Walker, Dr. Valerie Roberts, and Dennis Taylor.
- b) **Staff:** Julia Sims, and Lois Phillips

III. Motion to Adopt the Agenda

Rhonda Reddick made a motion to adopt the agenda.
Dennis Taylor seconded the motion.
Motion carried.

IV. Approval of February 7, 2023 Minutes

Rhonda Reddick made a motion to accept the minutes from the February 7, 2023 meeting.
Dennis Taylor seconded the motion.
Motion carried.

V. Chairperson Highlights

Dr. Latimore gave the following highlights as information for the board members.

a. Legislature Update 3/1/2023

Dr. Latimore highlighted two bills of interest – one includes chain of custody for ballots, and another allows voters with children under the age of 5 to go to the front of the line.

b. Reminder: Review Easy Vote Contract

We need to look at the contract to see if it is still needed for our purposes or if we need it as a back-up system, as we have the GARViS system now.

c. Future Work Session Day

This will remain on the agenda until we plan and schedule it.

d. Qualifying in August: Municipal Office Candidate (Qualifying Period Aug 21 to Aug 25, 2023)

This is listed here as a reminder to keep these dates in your mind.

e. Municipal General/Special Election Date: Nov 7, 2023

This is listed here as a reminder to keep these dates in your mind.

f. Security Storage for Election Meeting Recordings

Dr. Latimore asked Lois to speak to this. Lois explained that on the day after the board meeting, she transfers the audio file from the recorder to the appropriate file location on the office desktop computer. The file is only available internally to the election office staff who have access to the IT secured computer file location. The empty digital recorder is kept in a desk until it's needed the next time.

g. Travel Expense and Mileage Rate

Note that the mileage rate is 0.655 per mile. Also, in the future after they revise their Travel Expense policy, we may be asked to submit our credit card statement to show a hotel charge, instead of submitting the actual hotel receipt. Until then, we will continue to submit hotel receipts.

VI. Procedures for Attorney Services

Dr. Latimore read the handout page outlining the procedures for attorney services, the board's by-laws referring to Court Action, and a section detailing the use of two attorneys. Discussion followed regarding what time limit is necessary to notify the attorney for the attorney to have sufficient time to prepare for their legal services, how to keep the attorney informed of our board's business, and how to communicate among the board members when needing to determine a course of action. As this information was given for clarity purposes only, there was no motion needed or made by the board members.

VII. GARViS Progress

Dr. Latimore stated that things are proceeding well, with updates every so often, and it looks like it is a nice program.

VIII. Precincts Review

This is listed here as a reminder to keep it in your mind to discuss where we are with our precincts at the upcoming work session day.

IX. Job Descriptions

Dr. Latimore stated that they are asking for job descriptions to make sure all these things are in order before evaluations are done.

X. Budget & Budget Preparation 2024

Dr. Latimore highlighted the Legal Fees amount, and also read out each negative balance line of the February Budget Summary Report and compared it with the January Budget Summary Report. Some discussion followed regarding the February Detailed Report, and planning for the 2024 Budget projections.

XI. GAVREO Conference – Board Members brief Statements about the Conference

Dr. Latimore had asked each board member to give a brief summary of their perspective of the Conference, so our taxpayers will know that we go to these conferences to learn.

Dennis Taylor spoke about the orientation, the meaning of the GAVREO acronym and the reason for attending the conference, and the introduction and overview of everything elections.

Rhonda Reddick spoke about Open Record Requests (ORRs), and creating a relationship with stakeholders.

Carson Walker spoke about the necessity of having a good county attorney, the tight turnaround time for FOIA requests, the need for a Crisis Communication Plan, and the daily List Maintenance tasks for keeping an accurate voter registration list.

Dr. Valerie Roberts spoke about recruiting poll workers and how to retain the workers you have.

Dr. Latimore spoke about voting equipment and maintenance, ballot proofing, tallying and reporting, security and law enforcement, troubleshooting, and having a safety plan for the polling places.

XII. Executive Session

None needed

XIII. Board Member Remarks

As Mr. Howard was visiting this meeting, he gave an update on his medical progress. He expressed his appreciation for everyone, and was glad to be able to visit at this board meeting.

XIV. Adjourn

Carson Walker made a motion to adjourn the meeting.

Dr. Valerie Roberts seconded the motion.

Motion carried.

Meeting adjourned at 5:57 pm.

Respectfully submitted by Lois Phillips

March 10, 2023