

Sumter County Board of Elections and Voter Registration

Work Planning Session

May 2, 2023 at 2:00 pm

I. Call to Order

The meeting was called to order by Chairman Dr. Shirley Latimore at 2:00 pm.

II. Roll Call

- a) **Board Members:** Chairman Dr. Shirley Latimore, Rhonda Reddick, Carson Walker, Dr. Valerie Roberts, and Dennis Taylor.
- b) **Staff:** Randy Howard and Lois Phillips
- c) **Guests:** Rayetta Volley, Della Griffin, Matthew Daniel, and Deatrice Harris

III. Motion to Adopt the Agenda

Carson Walker made a motion to adopt the agenda.

Rhonda Reddick seconded the motion.

Motion carried.

IV. Executive Session Forms and Procedures

Rayetta Volley (County Administrator) presenting

Rayetta Volley updated the Board on the procedures for having an Executive Session. The three reasons to go into an Executive Session are Real Estate (potential purchase of a property), Personnel (issues), and Potential Litigation (legal). She also stated there is a form (including an affidavit) that needs to be filled out stating the specific reason for the Executive Session, and the form is then signed by each board member before the end of the Executive Session. Only the specific reason listed may be discussed during Executive Session. Any other items that may arise from the Executive Session should be brought up during a regular Business Meeting. There also needs to be a motion made to go into Executive Session, and a motion made to accept the minutes after the Executive Session has concluded. The form should be signed and notarized by a Notary Public, then put into a sealed envelope, along with the minutes of the meeting. It is recommended to sign the flap of the sealed envelope as well. This envelope of information is kept securely by the Election Supervisor, and is to be opened only if requested by a judge.

V. Budgeting

Della Griffin (from Finance) presenting

Della Griffin was available to answer budgeting questions. Discussion followed regarding coding of invoices; availability of and information on monthly printed reports; training for using the budgeting software system; reimbursement requests (for hotels used in training travel) are to be given to the

finance department before the 8th or 18th of each month; and the fiscal year runs from July 1 to June 30. The Board thanked Della for taking the time to come and speak at this meeting.

VI. iPads

Matthew Daniel (from NEOS IT support) presenting

Matthew Daniel recommends the Apple 64 GB iPad (9th generation) for the Board to acquire for their use. They will have Verizon connectivity (as well as Wi-Fi capabilities) so the iPads will be able to be used anywhere. The iPads will be set up with easy accessibility to all the documents needed for each board meeting. These same documents will also be able to be accessed through a regular computer via the Dropbox website. (Matthew proceeded to demonstrate the iPad to the Board members.) He stated that after we have received the iPads, he would be available to train the members on their usage.

VII. Evaluation Procedure and Job Descriptions

Deatrice Harris (from Human Resources) presenting

Deatrice Harris reviewed the evaluation procedure from the “Employee Performance Appraisal” form that she handed out to the board members. The fiscal year is July 1 to June 30. You have until October or November to get any evaluations returned to the HR department. At the beginning of August, she emails the department heads to reiterate guidelines and timelines for the evaluation process. Employee self-evaluations follow, using a ratings range of 5 (highest), 3 (meets expectations), and 1 (lowest). Then the manager completes his comparative evaluation, answers questions and signs off, and returns it to the HR department. Doing evaluations early in the fiscal year allows an approximate 3-month time period for lower evaluated employees to improve on the expectations of their behavior, so possible resulting disciplinary actions need not be taken.

Deatrice went on to explain that she will be doing a salary study which will go along with a review of job descriptions, so there can be a more tailored performance evaluation. Also, she is in discussion with Mr. Howard to define and classify job descriptions and guidelines for the various levels of poll worker proficiencies that are under the Election department. There was some discussion regarding potential part-time office positions; a recommendation for an administrative or office person to assist and help Mr. Howard with his paperwork duties; and the need for extra hourly poll workers to help during the busier office times surrounding each election.

VIII. Budget Overview

Mr. Howard reviewed the budget overview handout for the 2023-2024 fiscal year, and the line item amounts he will be requesting for budget approval. Discussion followed.

(Please note that the Agenda item for “Precinct Locations and Conditions” will be discussed at the upcoming Regular Meeting at 4:30 pm today.)

IX. Adjourn

Rhonda Reddick made a motion to adjourn the meeting.

Carson Walker seconded the motion.

Motion carried.

Meeting adjourned at 4:12 pm.

Respectfully submitted by Lois Phillips

May 8, 2023