

January 11, 2024

Board of Voter Registration and Election of Berkeley County

Minutes

6:00 PM

Call To Order

The meeting of the Board of Voter Registration and Elections of Berkeley County was held in the Berkeley County Assembly room on January 11, 2024

Don Saturday: Welcome to the first meeting in 2024 the Board of Voter Registration and Elections for Berkeley County before we get into the agenda for tonight, I have some sad news that I would like to announce and that is that our Board Member Pam Lamb passed away early Tuesday morning. She has served as secretary for the board since being appointed back in 2020, prior to that she worked as far as our records show all the way back to 2007 probably even earlier than that. As both poll manager and poll clerk in the Hanahan area. She was very dedicated to her work she worked with us she had the upmost integrity, professionalism she had no equal in terms of her dedication to the Voters of Berkeley County to ensure we had fair elections here and all registered voters were allowed to vote. She is going to be surely missed by this Board and I think by the voters of this county. So, at this time I would like to have just a moment of silence in her memory if you don't mind.

Don Saturday: Thank you I appreciate that. At this time, we will have the roll call of Board Members present starting on my left.

Roll Call

Leon Brown, Richard Dean, Frances Taylor, Lee Dixon, Darel Trout, Chris Davenport, and Don Saturday
Let the record show there was a quorum.

Don Saturday: Let me just say a couple of things to help the secretary with the minutes. If you would
To speak please ask to be recognized and I will note your name for the record that you are speaking.
I'd appreciate if you could do that and make it easier for her.

Acceptance of Previous Meeting Minutes-November 9, 2023

Don Saturday: The minutes hopefully everyone has had an opportunity to review the minutes we have both the Board of Canvassers for the Moncks Corner Election November 9th Certification. We also have our regular Board Meeting minutes. I believe we can probably approve both, Director Brown.

Director Brown: Yes sir.

Don Saturday: So, I will entertain a motion to approve the minutes as submitted.

Frances Taylor: I would like to make a correction to something that was on the minutes.

Don Saturday: Okay, Ms. Taylor please state your correction.

Frances Taylor: Okay on the Board of Canvassers Meeting where we had to take the oath, she has me as saying I solemnly affirm, and I did not use the word affirm. I used the word swear. I think it was Mr. Dixon that used that word. I would like that corrected please.

Don Saturday: okay so we will have that corrected in the minutes. We had a motion to approve by Board member Trout and a second by Board Member Davenport without any further changes.

Director Brown: Excuse me, please on the Board of Canvassers correct Ms. Taylors spelling of her first name.

Don Saturday: Use and I instead of an e.

Frances Taylor: It is e instead of I.

Don Saturday: It is e for future information. Okay any other changes? Those in favor of accepting the minutes as submitted with the two changes say Aye.

Aye was unanimous.

Don Saturday: Minutes Approved. I will now have the Directors report, Director Brown.

Directors Report

- **Presidential Preference Primaries(Democratic & Republican) and Early Voting Locations**

Director Brown: Good Evening, Presidential Preference Primaries the Democratic Presidential Preference Primaries will be held on Saturday February 3rd, 2024 Election Day hours are 7 am-7:00pm. Early voting for this primary will begin on Monday January 22 through January 27th and again beginning January 29th through February 2nd daily hours are 8:30 am to 6:00 pm. Early voting is closed on Sunday January 28th, 2024. We will have three early voting locations St. Stephens Library, Hanahan Library, and the Voter Registration Office. Even though it was discussed at the last meeting that the State Election Commission will only pay for two Early Voting Centers per county. Logistically we need three in Berkeley County because of the distance, we are the largest land mass county in the state. I spoke to the Berkeley County Finance Department, and they agreed they would pay for the 3rd location to be open. That's why we are able to have three early voting locations for both the Democratic and the Republican Preference Primaries. We will use the same three locations. The dates for early voting for the Republican Presidential Preference Primaries will be Monday February the 12th through Saturday February the 17th. It will be closed on Sunday February the 18th and Monday February the 19th. Reopen February 20th which is that Tuesday through the Thursday February the 22nd.

The hours each day will be 8:30am until 6:00pm and once again those hours are for our three early voting centers.

- **Poll Workers**

The Board members in your packet you have the list of workers that are confirmed so far for this election year. You were given this list at the last meeting in November for consideration if you wanted to remove any workers for just cause. You asked that you hold off until this meeting in order to go over that listing, and it would be at your discretion at that point you would want to handle this during the meeting. We have started the Poll Worker Training for the Presidential Preference Primaries we are on a tight time frame state laws require we can not train prior to 30 days before the election and with early voting beginning on the 22nd we had to already begin training so those persons would be trained in time for this election we had to reschedule the class that was planned for this past Tuesday due to inclement weather. That class will be held tomorrow afternoon at 2pm right here in the assembly room for those persons that will be working the early voting center. Additional poll worker training will be Tuesday, Wednesday, and Thursday of next week.

- **SC State Election Commission Audit Follow-up**

The South Carolina State Election Commission came to our office on Monday January 8th to do a follow-up of the audit that was conducted early 2023. They scanned all of our packages from the polling locations such as the opening/closing checklist ballot reconciliation forms. They went through the sealed envelopes and other information that they are following up from the initial audit. Of course, that was just done Monday of this week, so we do not have a determination on that. We had every item that was requested for the follow up with the exception of something they asked for from the Board that was not included in the initial audit. They asked for updated bylaws and procedural guide. The Board did not do any updated bylaws we just have the initial bylaws that were passed some years ago and there was no procedural guide. I contacted some other counties in the state to see if their boards had bylaws and procedural guides. Everyone has bylaws and no one that I contacted had any procedural guides to follow. As far as we know we just follow the instructions given by the State Election Commission. The State Election Commission has a certification program for Board Members, Staff and Directors, so whatever classes are in the core for the Board Members all Board Members will take that. We have some new Board Members on board that are working towards their certification, but the Board Members that are already certified will continue to take one class each calendar year to keep up with their certification.

- **S.C.A.R.E. 48th Annual Conference**

The 48th annual S.C.A.R.E. is scheduled for March the 4th through the 9th in Myrtle Beach at the Doubletree Hotel Resort. I sent out an email to all of the Board Members there is space for two Board Members in the budget to attend this conference. Mr. Dixon replied that he would like to attend the conference. If there is another Board Member that would like to attend that conference, please notify me so I may get you registered for the conference.

Don Saturday: I would encourage any Board Member who has not attended to take advantage of it. It is informative so please let Director Brown know if you want to go other than Board Member Dixon.

Chris Davenport: I am interested in going but I won't know that for sure until next week. So, anyone else who knows their calendar and is available to go by all means but I am interested but I will not know my calendar until next week.

Don Saturday: That was Mr. Davenport so he will get back to you on that.

Director Brown: That would be fine Mr. Davenport just please remember to have this information in your packet to book your room by February the 6th.

Chris Davenport: Yes ma'am.

Director Brown: Okay, thank you.

Don Saturday: Mr. Davenport would you like to speak?

Chris Davenport: Yes sir. I have a request for Ms. Brown could you Just for clarification could you run through real quickly the difference I understand the clerks, the managers, and the new workers I'm assuming will be the workers we have hired the ones working the next elections with the 2023 pending and the 2024 pending is that just waiting for the Board to approve them as workers?

Director Brown: No sir, those are actually people who have initially submitted their applications to the HR Department, and they have not completed their paperwork.

Chris Davenport: Thank You.

Director Brown: This concludes my directors report, board members do you have any further questions?

Don Saturday: Hear none we will proceed with the agenda. Board members were asked to add to the agenda any items they wish to discuss. There has apparently been no one requesting old business to be brought back up. So, we will move into the new business

Old Business

No old business

New Business

- **Board Meeting Schedule 2024**

Don Saturday: We will move into the new business for the meeting here, that is to schedule the remainder of the 2024 Board Meetings. So, we are going to make an effort to have as many of these meetings in the evening live streamed, but there will be some where we have elections and therefor certifications so there for the Board of Canvassers will need to meet. Those by law have to be held by 10 am on whatever relevant day it is and to save travel time and things of that nature we ask that Board Member Meetings follow Board of Canvasser Certification Meetings. In those instances, we will have some held during the day. Everybody okay with that? Alright let's get into the scheduling then.

Director Brown: Chairman being that the State Election Commission has placed more items that we must complete immediately following the certification, if at all possible, we would not want to hold a Board Meeting immediately following certification as there is a time constraint because we must have everything to the State Election Committee by 1pm and with a Board Meeting immediately following the Board of Canvassers that does not allow enough time for me to send the information over to the state in a timely manner.

Don Saturday: Okay that's a new procedure.

Director Brown: yes, sir that is new.

Don Saturday: Okay with that in mind we will try and hold those meetings in the evening at 6pm. I think that works best, is that what you are implying here.

Director Brown: Yes

Don Saturday: Okay that's fine. So, we have the Presidential Primaries both held in the month of February we should have a board meeting following elections so we can talk about things that we need to improve on hopefully those will be far and few between, but generally just talk about how the election went and how we can make it perfect. So, I will suggest we have a board meeting in the month of February to start it off. Anyone want to suggest a date in February? So, this would be following the last election probably the 24th. That won't leave us that many days in February.

Chris Davenport: I would recommend February 29th.

Don Saturday: Mr. Davenport recommends February the 29th which is on a Thursday. Anybody have any problems with that date at this point? Let's go ahead and note that as the February meeting 29th 6 pm.

Darel Trout: When will certification be for.

Don Saturday: Board Member Trout what was your question?

Darel Trout: The Primary is held what date was the Primary held?

Don Saturday: The Republican Primary February the 24th so we will have both of those elections prior to having a board meeting. We have some information as to how those two elections went. February the 29th. Director Brown what is the next relevant day from March on.

Director Brown: With In your packet, we have a list of dates at the top that gives the dates for the certifications and at the bottom those are dates we feel as though you can choose from for your meetings.

Don Saturday: okay, it doesn't conflict with your time constraints here on February the 29th so we will certify at 10 am. the Republican Primary but we will be back here at 6pm on that same day.

Director Brown: Yes sir.

Don Saturday: Are we under any mandate to meet every month or every other month? What is the state's guidelines on that?

Director Brown: There are no guidelines each Board sets their own dates.

Don Saturday: Okay.

Lee Dixon: Mr. Saturday as a part of the training I just went to this past fall there was a recommendation that we meet on a monthly basis looking over other county's there are opportunities where you take December off, of course most of the counties are doing that and one month during the summer but otherwise it is a monthly meeting, so I recommend we meet on a monthly basis with the exception of clearly a few of those for obvious reasons not to meet as a rule.

Don Saturday: Board Member Dixon is asking or requesting we meet every month. Does anyone have any objection to that?

Chris Davenport: I just think taking off July and December would probably be a good idea.

Don Saturday: Normal adaptation? Okay with that in mind lets pick a date in March. Anyone want to recommend a date in March? I prefer not to do it on the 21st of March if we are going to stay with a Thursday meeting that's best for the board. So, should we say the 28th of March?

Chris Davenport: Then maybe the 4th.

Lee Dixon: 4th Thursday of every month.

Chris Davenport: To keep it consistent.

Don Saturday: Consistent? I think that is a great idea. Let's just say the proposal then is to have our meetings on the 4th Thursday of each month. Director Brown if you would make note of that and post it.

Chris Davenport: Except for November. November would be Thanksgiving.

Don Saturday: So, except for July, November, and December.

Chris Davenport: Correct.

Lee Dixon: Correct.

Don Saturday: So, pick a different date for those months.

Don Saturday: So not have a meeting in July unless there is a need.

Chris Davenport: I'd say none in July and December, pick a different date for November.

Don Saturday: Okay so let's look down in November. People will be traveling, lets see, so we have the 21st not a good date for me. 14th of November?

Chris Davenport: 14th.

Lee Dixon: 14th.

Darel Trout: 14th

Don Saturday: November 14th will be the exception to the rule at 6pm. No July unless there is an issue that a special meeting has to be called and December same reason. If we have reason to call a meeting it will be posted accordingly.

Director Brown: Excuse me. The 4th Thursday of October we will be doing early voting and we are open until 6pm.

Don Saturday: Okay so let's go back to October. Okay again let's do the 3rd Thursday October 17th. How does that sit with everyone?

Lee Dixon: Yeah, that's okay.

Don Saturday: Kind of hard to know this far in advance. All of these are subject to be tweaked as the need arises so October 17th, November 14th all other months other than July and December will be the 4th Thursday of the month. Does that work?

Lee Dixon: Yeah.

Frances Taylor: Are you saying the 4th Thursday of every month?

Don Saturday: Yes.

Frances Taylor: So, we are going to meet monthly then?

Don Saturday: Yes. We will follow the recommendations that the state has, that's what we'll do if we want to get along with the state.

Chris Davenport: Can you repeat those dates again for each month.

Don Saturday: Mr. Davenport what is your question?

Chris Davenport: I was asking if you could read the dates for each month again, I just want to. I missed a couple and I want to make sure I have them correct.

Don Saturday: Read out the dates okay they will be, you want me to read out the actual dates?

Chris Davenport: February 29th or you can just 2/29.

Don Saturday: These will be the 4th Thursday of each month with the exception of October 17th, November 14th, we will not meet in the month of July or December unless there is a particular issue that has to be a special meeting to be called.

Director Brown: Excuse me again please, If I may interrupt the 4th Thursday in February the 22nd we will be conducting early voting until 6pm.

Don Saturday: We have already said February 29th.

Director Brown: okay I'm sorry.

Don Saturday: After February we will move to the 4th Thursday beyond that. Is there a question down here?

Chris Davenport: No sir.

Don Saturday: Director Brown will you post that on the county website?

Director Brown: Yes, sir I will send that to the IT Department.

Don Saturday: IT will do that? Is there any other place where the voters of Berkeley County can access information regarding our minutes and our meeting times. They are all on the Berkeley County webpage.

Don Saturday: The Berkeley County webpage?

Director Brown: Yes, sir. Berkeleycountysc.gov

Don Saturday: I'm hearing again that people are having difficulty finding information so for the record it will be on the Berkeley County webpage as well as posted where is the other location.

Director Brown: We also post it on the bulletin board within our department's office.

Don Saturday: Okay bulletin board in the election office you can go in and find that information as well and that is handled through IT is that correct?

Director Brown: Yes, that is correct.

Don Saturday: And posted on the county website. Hopefully people can be able to find that. Okay that concludes are new business. At this point I would like to hear a motion

to go into Executive Session. We have some Security and Communication related items we need to talk about so can I have a motion to recess and go into Executive Session?

Leon Dixon: So, moved.

Don Saturday: That would be Board member Dixon made a motion to go into Executive Session. Do I have a second on that? Board member Taylor has second that. Any objection? Those in favor of going into Executive Session say Aye.

Aye was unanimous.

Executive Session

- **Security & Communications**
Recess for Executive Session

Meeting reconvened from Executive Session

Don Saturday: Let's go back into session. Let the record show there was no action taken while in executive session. One of the things we need to circle back on is that we have to have a motion to approve these clerks to work and poll managers to work on these elections. So may I have a motion to accept these clerks please.

Darel Trout: So, moved.

Don Saturday: That would be Board Member Trout motion to accept these clerks. We have a second from Board Member Brown. Any objections or discussions on that? All those in favor say Aye.

Aye was unanimous.

Don Saturday: Any objections? Hear none. Alright we have an approved list of clerks. We also decided our next meeting will be February the 29th. Now we get into public comments.

Public Comments

Don Saturday: Is there anyone here that would like to come up and speak today this evening? Wow okay don't be shy. Alright hearing no public comments, I will entertain a motion to adjourn this meeting this evening.

Leon Dixon: I move to adjourn this meeting.

Frances Taylor: moved to second it.

Adjournment

Submitted By Christine Swanson