

# SOUTH CAROLINA ELECTION COMMISSION

## CORRECTIVE ACTION PLAN

S.C. Code §7-3-25(A) authorizes the State Election Commission (SEC) to identify any compliance failures and establish and implement a corrective action to remedy such failures. Recommendations included in an SEC audit report require implementation of a corrective action plan (CAP) that is developed by the county and approved by the SEC’s Audit Division.

<b>AUDIT TITLE</b>	A Limited Review of the Board of Voter Registration and Elections of Berkeley County	<b>AUDIT PUBLICATION DATE</b>	June 9, 2023
<b>CAP REVIEW DATE</b>	June 14, 2022	<b>CAP REQUIRED RESPONSE DATE</b>	June 21, 2023
<b>COMPLETED BY</b>	June 20, 2023	<b>JOB TITLE</b>	Board Chairman
<b>DATE COMPLETED</b>	July 2023	<b># OF RECOMMENDATIONS TO ADDRESS</b>	7

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Board Chairman
1	1	The Board of Voter Registration and Elections of Berkeley County should provide advance written public notice of its regular meetings as soon as possible for the remaining meetings for 2023 and at the beginning of each calendar year thereafter.	Meetings will be scheduled for remainder of year and will include Jan 2024 meeting date during our next meeting on July 6th.	<b>COMPLETION DATE</b>	July 6, 2023
	<b>APPROVED BY</b>			SEC Director of Audit	
	<b>APPROVAL DATE</b>			June 20, 2023	

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Director
2	3	The Board of Voter Registration and Elections of Berkeley County should ensure its meeting minutes—regular and special—are available in written format in a timely manner after the meeting.	County Council has approved a "Support Specialist" to take & transcribe minutes for all County Boards/Commissions starting in mid to late July. The Director will be responsible for posting approved minutes on the County website for public viewing within 72 hrs or less following submission to IT department.	<b>COMPLETION DATE</b>	July 2023
	<b>APPROVED BY</b>			SEC Director of Audit	
	<b>APPROVAL DATE</b>			June 20, 2023	

# SOUTH CAROLINA

## ELECTION COMMISSION

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Board Chairman
3	5	The Board of Voter Registration and Elections of Berkeley County should ensure a motion, second, and favorable vote occurs and is noted in its minutes when entering executive session.	With the creation of a trained Support Specialist to take & transcribe minutes, omissions found in past minutes should be eliminated. Chairman will ensure motions, seconds and vote results will be vocalized for benefit of secretary when transcribing minutes.	COMPLETION DATE	Late July 2023
	APPROVED BY			SEC Director of Audit	
	APPROVAL DATE			June 20, 2023	

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Board Chairman/Director
4	6	The Board of Voter Registration and Elections of Berkeley County should limit meeting content to items listed on the agenda unless statutory requirements are followed to amend an agenda once a meeting has begun.	I have instructed our Director to ensure agendas are more descriptive in identifying items that will be discussed during all future meetings. Board members will be required to notify Director no less than 48 hrs in advance to add items to agenda to be brought up during meetings. Bullet points will be noted under each agenda category outlining subjects to be discussed. New business (unless noted on agenda) will be tabled for discussion at next meeting.	COMPLETION DATE	July 2023
	APPROVED BY			SEC Director of Audit	
	APPROVAL DATE			June 20, 2023	

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Board Chairman
5	7	The Board of Voter Registration and Elections of Berkeley County should adopt a procedural guide for taking action in its meetings and ensure its minutes reflect that these procedures were followed.	Chairman will ensure all Board actions require a proper motion, second & vote during all future meetings.	COMPLETION DATE	July 2023
	APPROVED BY			SEC Director of Audit	
	APPROVAL DATE			June 20, 2023	

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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Board Chairman
6	8	The Board of Voter Registration and Elections of Berkeley County should ensure that the board is referred to as the Board of Voter Registration and Elections of Berkeley County in all board and county office documents.	Chairman will instruct Director to ensure all written documents show the proper name of the Board. When opening meetings, the Chair will also note the proper name of the Board as well.	<b>COMPLETION DATE</b>	July 2023
	<b>APPROVED BY</b>			SEC Director of Audit	
	<b>APPROVAL DATE</b>			June 20, 2023	

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Board Chairman
7	9	The Board of Voter Registration and Elections of Berkeley County should notify the Governor's Office of its board member's noncompliance with meeting attendance.	Chairman has been advised the Governor's office has been notified of the non-compliant Board member and no further steps are needed. In the future, the Chair will follow required directive to notify Governor's office when Board members are out of compliance in attendance and/or training hours.	<b>COMPLETION DATE</b>	June 20, 2023
	<b>APPROVED BY</b>			SEC Director of Audit	
	<b>APPROVAL DATE</b>			June 20, 2023	