

April 2024

BERKELEY COUNTY FOLLOW-UP REVIEW

The mission of the South Carolina State Election Commission (SEC) is to ensure every eligible citizen can register to vote and participate in fair and impartial elections, knowing that every vote counts and every vote matters.

Pursuant to S.C. Code §7-3-20(D)(3), the SEC is authorized to conduct audits of county boards of voter registration and elections to ensure those boards' compliance with applicable state or federal laws or SEC policies, procedures, or standardized processes regarding the conduct of elections or the voter registration process by all persons involved. These audits are conducted by the SEC's Audit Division.

Additionally, S.C. Code §7-3-25(A) authorizes the SEC to identify any compliance failures and establish and implement a corrective action to remedy such failures. Recommendations in this report will require implementation of a corrective action plan that is developed by the county and approved by the SEC's Audit Division.

STATE ELECTION COMMISSION
1122 Lady Street
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scvotes.gov

COMMISSIONERS

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Clifford J. Edler

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Director of Audit
Courtney Phillips

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Board of Voter Registration and Elections of Berkeley County Follow-Up Review

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

In Berkeley County, municipal election day was November 7, 2023, and a runoff election was held November 21, 2023. The follow-up review occurred from January—April 2024. The results of this review are based on the documentation provided by the office and board, including agendas and minutes, as well as website content and communication with relevant parties. The table to the right includes a breakdown of the recommendations by status. A more detailed justification for these results is stated below by recommendation.

STATUS	TOTAL
IMPLEMENTED	6
PENDING	1

#	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.	COMPLETION DATE	July 6, 2023
	APPROVED BY			SEC Director of Audit	
	APPROVAL DATE			June 20, 2023	

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	During its July 6, 2023, meeting, the Board of Voter Registration and Elections of Berkeley County approved the dates for the remainder of calendar year 2023 and the first meeting for calendar year 2024: September 14 at 6:00pm,

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	<p>November 9, 2023, at 10: 30am, January 11, 2024, at 6:00pm. While these were noted in the minutes, our request for when these dates were published on the county’s website went unanswered.</p> <p>During its January 11, 2024 meeting, the Board of Voter Registration and Elections of Berkeley County approved the dates for its 2024 meetings. Generally, the board approved dates for the fourth Thursday of each month at 6:00pm with exceptions for known conflicts and the busy travel months of July and December. Specifically, the approved dates include February 29th, March 28th, April 25th, May 23rd, June 27th, August 22nd, September 26th, October 17th, and November 14th. As of January 30, 2024, these dates were listed on Berkeley County’s Agendas webpage, which is a site that lists all Berkeley County boards’ and councils’ agendas and minutes. According to county staff, agendas and minutes for the regular board and board of canvassers will be posted on this site going forward. As such, this recommendation is implemented.</p>
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#	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.	COMPLETION DATE	July 2023
	APPROVED BY			SEC Director of Audit	
	APPROVAL DATE			June 20, 2023	

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	Since June 2023, the board has held four regular meetings and one canvassers

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	<p>meeting. For the oldest meeting (July 2023), we were not provided with the date these minutes were posted or submitted for posting to the website. The following table provides a breakdown of when these meetings occurred and when the respective meeting’s minutes were submitted for posting to the website. Note, submissions for posting had a one-day requested turnaround time frame.</p>			
	Type	Meeting Date	Approved Date	Date Submitted for Posting
	Regular	July 6, 2023	September 14, 2023	Not provided.
	Regular	September 14, 2023	November 9, 2023	November 15, 2023
	Regular	November 9, 2023	January 11, 2024	January 15, 2024
	Canvassers	November 9, 2023	Not yet approved	January 15, 2024
	Regular	January 11, 2024	Not yet approved	–
	<p>It should be noted that standard practice is to publish only approved meeting minutes. Considering the submission date for posting and the one-day requested turnaround time, the publication dates for these minutes satisfy the recommendation, which, therefore, is implemented.</p>			

#	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

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RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	Between June 2023 and January 2024, the Board of Voter Registration and Elections of Berkeley County has entered executive session on two occasions: September 14, 2023, and January 11, 2024. As documented in the September 14, 2023, minutes, and a YouTube recording of the January 11, 2024, meeting, prior to entering executive session, a motion, second, and favorable vote occurred. As such, this recommendation is implemented.

#	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

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	A comparison of the agendas and minutes from June 2023 through January 2024 show the board has consistently discussed only those items listed on the agenda. As such, this recommendation is implemented.

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#	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	

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
PENDING	As of this report, the board has not adopted a procedural guide for taking action during its meetings. However, since June 2023, the board has consistently applied the use of a motion, second, and a vote for taking action. The adoption of Robert Rules of Order as a procedural guide is expected to be included on the April 25, 2024, agenda and brought before the board during that meeting for a vote. The expectation is the board, as a whole, will not object. Due to the expected approval of a procedural guide, this recommendation is pending.

#	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.	COMPLETION DATE	July 2023
	APPROVED BY			SEC Director of Audit	
	APPROVAL DATE			June 20, 2023	

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RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	During its July 6, 2023, meeting, the board acknowledged it would refer to itself as the “Board of Voter Registration and Elections of Berkeley County.” Since June 2023, all agendas and board minutes have accurately reflected the board’s proper name. As such, this recommendation is implemented.

#	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.	COMPLETION DATE	June 20, 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	During the course of the audit published in June 2023, a board member became non-compliant due to failure to attend board meetings, as required by law. After subsequent discussions with the Berkeley County Legislative Delegation, a delegation member offered to contact the Governor’s Office on behalf of chairman regarding the non-compliance. The board member has since been removed and replaced with a new member. As such, this recommendation is implemented.

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Berkeley County Office of Voter Registration and Elections Follow-Up Review

AUDIT TITLE	A Limited Review of the Board of Voter Registration and Elections of Berkeley County	AUDIT PUBLICATION DATE	June 9, 2023
CAP REVIEW DATE	June 14 & 16, 2023	CAP REQUIRED RESPONSE DATE	July 21, 2023
COMPLETED BY	Rosie Brown	JOB TITLE	Director
DATE COMPLETED	June 28, 2023	# OF RECOMMENDATIONS TO ADDRESS	22

In Berkeley County, municipal election day was November 7, 2023. The early voting period for this election was for ten days at two early voting centers. On election day, there were seven impacted precincts. Additionally, there was a runoff election on November 21, 2023. For this election, the early voting period was for three days at two early voting centers. On election day, there were three impacted precincts.

The results of this review were based on the documentation provided by the office for the early voting centers and precincts used during these two elections as well as training logs, timesheets, election notices, agendas, meeting minutes, website content, and communication with relevant parties. The table to the right includes a breakdown of the recommendations by status as a result of this review. A more detailed justification for these results is stated below by recommendation.

STATUS	TOTAL
IMPLEMENTED	13
PARTIALLY IMPLEMENTED	3
NOT IMPLEMENTED	4
PENDING	2

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Admin Specialist
1	2	The Berkeley County Office of Voter Registration and Elections should post complete notices—including agenda, date, time, and location—for its special meetings.	Agendas will also be posted not later than 24 hours prior to meetings for Board of Voter Registration and Elections of Berkeley County. This will also be the process for notices of the Board of Canvassers meeting and agenda for these meetings with the 24 hours advance notice.	COMPLETION DATE	July 5, 2023
	APPROVED BY			Director of Audit	
	APPROVAL DATE			June 27, 2023	

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RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	From June 2023–January 2024, there was only one board of canvasser’s meeting, which occurred on November 9, 2023. A meeting notice with the location, date, and time was posted to the website on October 31, 2023, and an agenda for this meeting was posted on November 6, 2023: three days before the meeting. As such, this recommendation is implemented.

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Admin Specialist
2	4	The Berkeley County Office of Voter Registration and Elections should ensure all its regular and special meeting minutes are posted to its website.	Berkeley County government will provide an employee to take minutes for all board and commissions within the county beginning in the month of July 2023. The new employee will be responsible for submitting to Berkeley County IT department for posting the minutes in addition to taking them, within 48 hours of approval of meetings, allowing time for any corrections to be completed.	COMPLETION DATE	Late July 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	From June 2023–January 2024, the board has held four regular meetings and one canvassers meeting. For the oldest meeting (July 2023), we were not provided with date these minutes were posted to the website. The following table provides a breakdown of when these meetings occurred and when the respective meeting’s minutes were submitted for posting to the website. Note, submissions for posting had a one-day requested turnaround time frame.

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Type	Meeting Date	Approved Date	Date Submitted for Posting
Regular	July 6, 2023	September 14, 2023	Not provided.
Regular	September 14, 2023	November 9, 2023	November 15, 2023
Regular	November 9, 2023	January 11, 2024	January 15, 2024
Canvassers	November 9, 2023	Not yet approved	January 15, 2024
Regular	January 11, 2024	Not yet approved	–

It should be noted that standard practice is to publish only approved meeting minutes, which may explain why the minutes from January 11, 2024, have not been posted. Considering the submission date for posting and the one-day requested turnaround time, the publication dates for these minutes satisfy the recommendation, which, therefore, is implemented.

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Director/Admin Specialist
3	8	The Berkeley County Office of Voter Registration and Elections should ensure the board is referred to as the Board of Voter Registration and Elections of Berkeley County in all board and county office documents.	A person within the county will be responsible for minutes to maintain the correct naming convention within the minutes. New employee will be informed of the correct naming convention. Once hired this person will be trained on naming convention. Director will be involved in this training.	COMPLETION DATE	Late July 2023
	APPROVED BY			Director of Audit	
	APPROVAL DATE			June 27, 2023	

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	From June 2023–January 2024, the board has held four regular meetings. All its notices, agendas, and meeting minutes have correctly referred to the board as the Board of Voter Registration and Elections of Berkeley County. This recommendation is implemented.

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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Director
4	11	The Berkeley County Office of Voter Registration and Elections should ensure annual post-certification continuing education training courses are varied among staff members.	Reminder for staff and board members to not attend the same SEC training classes repeatedly. Each employee will log into Training Management System (TMS) and ensure they are not repeating the same class as before. This will be discussed during staff meetings. Director will perform a quarterly review of classes that staff and board members have registered themselves to attend, being certain classes are varied for individuals.	COMPLETION DATE	Ongoing
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
PENDING	<p>Since June 2023, all staff took an elective course from the SEC's training program. This course was offered regionally and provided onsite at the county office, which is likely why all staff attended the course. One staff member has taken additional courses, which differ from the courses previously taken by this individual. All staff have completed the SEC's training and certification program and are compliant with the continuing education requirement.</p> <p>However, because additional training is not required of staff at this time, it is not possible to evaluate training diversity among the staff. As is, the recommendation is pending.</p>

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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Director
5	12	The Berkeley County Office of Voter Registration and Elections should ensure it publishes all notices of election in a newspaper according to requirements in state law.	County office will retain the affidavit of publication which contains the date of publications for each notice place in newspaper. Calendar alerts will be posted a year in advance for known elections. In the case of a special election, a calendar alert will be posted as soon as possible.	COMPLETION DATE	September 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	<p>For the municipal elections held on November 7, 2023, there were four elections: towns of Moncks Corner, Jamestown, and Summerville and the City of Charleston. Of these, only the municipal election commission for the Town of Moncks Corner transferred its authority to Berkeley County to advertise its municipal elections, among other tasks. The towns of Jamestown and Summerville and the City of Charleston were responsible for publishing their own notices of election.</p> <p>The office filed a notice of election on September 6, 2023, and September 20, 2023, for the Town of Moncks Corner. S.C. Code § 7-13-35 requires that public notice of municipal elections must be given at least sixty days prior to such election and a second notice two weeks after the first. Both notices meet statutory requirements and, therefore, this recommendation is implemented.</p>

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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Director
6	13	The Berkeley County Office of Voter Registration and Elections should retain documentation of its public notices, including date and location posted.	County office will retain affidavit of publication which contains the date of publications for each notice placed in newspaper. The affidavits will be filed in a physical file as part of respective election.	COMPLETION DATE	September 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	The office's notices of candidate filing and election for the Town of Moncks Corner in the form of a date stamped affidavits from the newspaper were readily available at our initial request. This recommendation is implemented.

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Precinct Coordinator
7	14	The Berkeley County Office of Voter Registration and Elections should ensure only poll workers who attended pre-election day training are used on election day and then paid.	County office (Precinct coordinator) will scan each sign in/out sheets from training to maintain electronic record. Assignment sheets are created from completed training sheets. No worker is placed on assignment sheet until their training has been completed. Training oath/election day oath with be cross-referenced using a spreadsheet within three business days after the election. Workers that have not completed training are not assigned to work any polling location.	COMPLETION DATE	October 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 28, 2023

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RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
NOT IMPLEMENTED	<p>Four individuals were paid for working as poll workers on November 7, 2023, despite no documentation they were present during poll worker training or worked at a polling location on election day.</p> <p>Training sign-in sheets and online poll manager pass reports were used to determine if poll workers were trained, signatures on election day oath forms were used to determine if poll workers worked, and signed timesheets were used to determine who was paid for working; per office staff, if there was a timesheet for an individual, they were paid. A comparison of these three records showed that all, except four, individuals who were paid were also trained and worked as poll workers.</p> <p>For the four exceptions, each had a signed timesheet. Their signatures, however, were not present on any of the poll worker training sign-in sheets or any of the election day oath forms for any precinct. The office alleges these individuals worked as follows: one at Daniel Island Recreation Center, one at Daniel Island Elementary, one at Moncks Corner Town Hall, and one at Summerville Fire Department #4. We asked the office staff for any other available documentation to demonstrate that these individuals had worked that day, but they did not have any.</p> <p>Additionally, we called all poll workers who worked at the four polling locations the four individuals allegedly worked and found:</p> <ul style="list-style-type: none"> • Of the five poll workers who signed the oath statement at Daniel Island Recreation Center, two could not recall working with the poll worker in question and three did not answer the phone. • Of the five poll workers who signed the oath statement at Daniel Island Elementary, one recalled working with the poll worker in question.

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	<ul style="list-style-type: none"> Of the four poll workers who signed the oath statement at Summerville Fire Station #4, one recalled the working with the poll worker in question. Of the six poll workers who signed the oath statement at Moncks Corner Town Hall, one recalled working with the poll worker in question. <p>A separate document titled “Election Night Workers” included the names and signatures of these four individuals. When asked if the document was intended to show if these individuals were trained or that they worked, we were informed that “[t]hey trained, worked on election day and election night.” The form itself appears to notate they worked on election night.</p> <p>Each of the four individuals were paid \$160 for working November 7, 2023, for a total of \$640. Since the office insists these individuals were election day poll workers, but there is no documentation they attended poll worker training or worked as poll workers on election day but were paid, this recommendation is not implemented.</p>
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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Director
8	15	The Berkeley County Office of Voter Registration and Elections should no longer use inmates to perform or assist during post-election audits.	December 2022 Board of Voter Registration and Elections has stated that they will no longer use trustees from the detention center for any purpose.	COMPLETION DATE	December 2022
	APPROVED BY			Director of Audit	
	APPROVAL DATE			June 23, 2023	

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	In December 2022, the Board of Voter Registration and Elections indicated that it will no longer use trustees from the detention center. We found no evidence that the office used trustees from the detention center since this time. This recommendation is implemented.

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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Training staff
9	16	The Berkeley County Office of Voter Registration and Elections should ensure its pre-election poll worker training includes a focus and emphasis on candidate and candidate representative campaigning permissions and restrictions.	The county will emphasize this change in upcoming training sessions by focusing more time on these slides and use of poll manager handbook.	COMPLETION DATE	October 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	October 2023 June 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	The office used the PowerPoint training for poll workers developed by the SEC. According to office staff, additional time was spent during training to discuss and answer questions regarding candidates and candidate representatives. Time was spent reviewing pages 6–10 in the poll managers handbook and all poll workers were instructed to flag these pages in their handbook for quick reference. As such, this recommendation is implemented.

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Training staff
10	17	The Berkeley County Office of Voter Registration and Elections should ensure its poll workers maintain a complete log of watchers in attendance on election day.	The completion of these forms by the poll clerk will be covered during poll worker trainings. More time will be spent emphasizing that this is now the responsibility of the Clerk and not the poll watcher/observer.	COMPLETION DATE	October 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
NOT IMPLEMENTED	For the 11 available watcher and observer logs, there were 14 total poll watchers. Of these, the log was completed in its entirety for three poll watchers. The table below lists the log fields required to be completed as well as the number of poll watchers for whom this information was completed.

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	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Poll Watcher Required Field</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td>Name Listed</td> <td style="text-align: center;">14</td> </tr> <tr> <td>Yes for Poll Watcher</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Yes for Presentation of ID</td> <td style="text-align: center;">11</td> </tr> <tr> <td>Yes for Certification Letter</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Listed Candidate or Party Name</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Yes for ID badge</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p>According to office staff, it was not clear that poll workers should be completing the watcher and observer log on behalf of these individuals. Per the SEC’s poll manager training PowerPoint, watchers/observers must show an ID to the poll worker, who then completes the form when they arrive. Since these forms were generally incomplete, this recommendation is not implemented.</p>	Poll Watcher Required Field	Total	Name Listed	14	Yes for Poll Watcher	12	Yes for Presentation of ID	11	Yes for Certification Letter	4	Listed Candidate or Party Name	10	Yes for ID badge	3
Poll Watcher Required Field	Total														
Name Listed	14														
Yes for Poll Watcher	12														
Yes for Presentation of ID	11														
Yes for Certification Letter	4														
Listed Candidate or Party Name	10														
Yes for ID badge	3														

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Intake staff
11	18	The Berkeley County Office of Voter Registration and Elections should ensure it retains all watcher logs after an election concludes.	Intake personnel on election night will complete checklist, listing all components of election logs. Oaths and forms packets which include: Opening and closing checklists, record of watchers and observers forms, ballot reconciliation sheets, paysheets, and any provisional or failsafe ballots along with applications and address change forms.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
PARTIALLY IMPLEMENTED	At our initial request, the office provided watcher and observer logs for 11 of the 14 early voting centers and precincts used during the November 2023 municipal and runoff elections. According to staff, there were no watchers or

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	<p>observers at the other three locations; the blank pages were thrown out, which is why there were no logs for those sites. A review of available watcher letters corroborated the lack of watchers at these locations; observers are not required to have letters, so we were unable to check for observers. Retaining watcher and observer logs, even if blank, is necessary to document whether watchers and observers were or were not present. Going forward, the office stated it will retain these sheets with no signatures. Because the office did not retain the blank watcher and observer logs for the three polling locations, this recommendation is partially implemented.</p>
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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Training staff
12	19	The Berkeley County Office of Voter Registration and Elections should ensure to expand its current poll worker training to include an emphasis on documenting a complete record of watchers in attendance on election day.	Hands on training for poll workers.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
NOT IMPLEMENTED	<p>The office used the PowerPoint training for poll workers developed by the SEC. Additionally, office staff stated that they used the watcher and observer log from the poll manager handbook. According to office staff, it was not clear that poll workers should be completing the watcher and observer log on behalf of these individuals. Per the SEC's poll manager training PowerPoint, watchers/observers must show an ID to the poll worker, who then completes the form when they arrive. Since these forms were generally incomplete, this recommendation is not implemented.</p>

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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Director
13	20	The Berkeley County Office of Voter Registration and Elections should not pre-record seal numbers on the seal envelope intended to be written by poll workers during opening and closing procedures.	Director will monitor this process to ensure no other seal numbers are recorded on seal envelope before deployment. Will be discussed in staff meeting.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	At our initial request, the office provided seal checklists or envelopes for early and day of voting for the November 7, 2023, election. Additionally, we requested and reviewed the seal envelopes for the November 21, 2023 election runoff early voting and election day locations. All seal envelopes appeared to be completed by the correct user. As such, this recommendation is implemented.

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Intake staff
14	21	The Berkeley County Office of Voter Registration and Elections should ensure polling location technicians complete inspection reports in order to account for a technician's whereabouts on election day.	Inspection reports will be completed by polling location technician for each poll visited even when there are no incidents to report to document their whereabouts on election day. Intake staff will inspect all forms received from polling location technicians.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

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RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
PARTIALLY IMPLEMENTED	<p>At our initial request, the office provided some documentation of polling location technician (PLT) visits for the November 7, 2023, election. While the PLTs did not use the inspection forms, there were three completed PLT checklists, which serve in a similar capacity as inspection forms. We were also able to track the whereabouts of PLTs via completed incident reports and sign-ins on watcher and observer logs at polling locations. Based on this data, we could confirm PLT visits to four of the seven precincts on November 7, 2023, one of the two early voting centers for the runoff election from November 15th – 17th, and all three of the precincts during the runoff election November 22nd. According to office staff, the county office early voting location was used for the initial and runoff election, and there were no issues. However, morning, midday, and evening checklists should have been completed, documenting that there were no issues. Since we could confirm some but not all PLT visits, this recommendation is partially implemented.</p>

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Intake staff
15	22	The Berkeley County Office of Voter Registration and Elections should ensure polling location technicians collect poll clerks' signatures from all polling locations visited on election day.	Intake staff member will review the logs within three days of the election for completeness of each log and before payment issued to workers.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
NOT IMPLEMENTED	<p>At our initial request, the office provided some documentation of polling location technician (PLT) visits for the November 7, 2023, election. While the PLTs did not use the inspection forms, there were three completed PLT checklists, which serve in a similar capacity as inspection forms. However, none of these documents were initialed or signed by poll clerks, vouching for the</p>

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	presence of the PLT at the polling location. Additional requests for the remaining checklists were unanswered. Since there were no poll clerk signatures or initials on these checklists and several of these checklists were not available for review, this recommendation is not implemented.
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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Intake staff
16	23	The Berkeley County Office of Voter Registration and Elections should ensure polling location technicians complete incident reports for voting equipment issues, including issues and resolutions, occurring on election day.	Polling location technicians will record each visit to locations during election day even when there are no reportable issues. Intake staff member will review the logs within three days of the election for completeness of each log.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	Office staff were used as polling location technicians for early and day of voting for November 7, 2023, and November 21, 2023, elections. Four incident reports were provided for the November 7, 2023, election; there were none for the November 21 st election or the early voting periods for either election. Of these four, all were adequately completed, describing the issue and how it was corrected. As such, this recommendation is implemented.

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Training staff
17	24	The Berkeley County Office of Voter Registration and Elections should ensure all polling location technicians attend pre-election day training for each election prior to serving in this role.	Polling location technician-sign in sheet will be completed at beginning of training. Will have a sign in and sign out sheet for each training session.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 23, 2023

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RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	Office staff were used as PLTs for these elections. Both signed the polling location training log, documenting their presence during training. As such, this recommendation is implemented.

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Intake staff
18	25	The Berkeley County Office of Voter Registration and Elections should ensure only polling location technicians who worked election day are reimbursed for their services.	Polling location technician logs will be checked within three business days for completion before payment issued to Polling location techs.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
PENDING	Since staff were used as PLTs, we were unable to assess the implementation of this recommendation.

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Intake staff
19	26	The Berkeley County Office of Voter Registration and Elections should ensure opening and closing checklists are completed in full by poll workers on election day.	Double check forms before clerks are allowed to leave the county office on election night, ensuring all forms are completed accurately.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
PARTIALLY IMPLEMENTED	Overall, there were 13 available sets of opening and closing checklists for the 2 early voting centers and 7 precincts for the November 7, 2023, election and the 2 early voting centers and 3 precincts for the November 21, 2023, election; 1 set was not available for the runoff early voting center at the voter registration and

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	elections office. Based on the checklists available, these were generally complete. Three were omitted notation for obtaining payroll signatures, but there were signed timesheets for these locations. Additionally, one omitted a notation that the Wi-Fi device was powered off and stored. In all, it appeared that poll workers used these sheets to ensure proper opening and closing of the polls. Since we did not have documentation for all locations, this recommendation is partially implemented.
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#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Training staff
20	27	The Berkeley County Office of Voter Registration and Elections should enhance existing pre-election poll worker training to include an emphasis on completing opening and closing checklists.	The county will ensure emphasis during training and the Clerks will perform practice samples.	COMPLETION DATE	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	The office used the PowerPoint poll worker training developed by the SEC. According to staff, during the training a verbal instruction was given to poll workers regarding completing the form. The completion status of these forms appears to indicate that emphasis was placed on this topic during training. As such, this recommendation is implemented.

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Intake Workers
21	28	The Berkeley County Office of Voter Registration and Elections should ensure ballot reconciliation worksheets are completed and reconciled by poll workers on election day.	Double check all forms before clerks are allowed to leave the county office on election night, ensuring all forms are completed accurately.	COMPLETION DAY	November 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

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RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	<p>There was a total of 36 ballot reconciliation worksheets for the two early voting periods and two election days in November 2023.</p> <p>Of the 36 worksheets:</p> <ul style="list-style-type: none"> • All were completed. • 83 % (30) were reconciled. • 14% (5) were not reconciled. • 3 % (1) included emergency ballots that were not scanned, rendering reconciliation not possible. <p>Of the 5 worksheets not reconciled:</p> <ul style="list-style-type: none"> • 2 worksheets were off by 1 ballot (1 early voting day and 1 election day precinct). • 2 worksheets were off by 2 ballots (2 election day precincts). • 1 worksheet was off by 3 ballots (1 early voting day). <p>This is a significant improvement to the results of the previous review. The office should continue its intake review process to ensure these worksheets are completed and accurate.</p>

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Training staff
22	29	The Berkeley County Office of Voter Registration and Elections should enhance existing pre-election poll worker training to include an emphasis on accurately completing and reconciling the ballot reconciliation worksheet.	The county will place emphasis on the updated information in training for workers. The Clerks will perform practice samples.	COMPLETION DATE	October 2023
				APPROVED BY	Director of Audit
				APPROVAL DATE	June 27, 2023

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RECOMMENDATION FOLLOW-UP	
STATUS	JUSTIFICATION
IMPLEMENTED	<p>The office used the PowerPoint poll worker training developed by the SEC. According to office staff, poll clerks were given three ballot reconciliation worksheets to complete independently during the training. Afterward, there was a group discussion on completing the worksheets. Additionally, poll managers were given a ballot reconciliation worksheet to complete. There was also a subsequent group discussion on completing the worksheet.</p> <p>It was noted that, at times, poll managers were better at completing the worksheets. Consequently, office staff encouraged poll managers to assist their clerks if they saw them struggling to complete the worksheet.</p> <p>Lastly, calculators were given to poll clerks at the precincts to assist with the math. As such, this recommendation is implemented.</p>

Appendix A: Board of Voter Registration and Elections of Berkeley County Comments

No Comments.

Appendix B: Berkeley County Office of Voter Registration and Elections Comments

No Comments.