

**Minutes of the Richland County
Board of Elections and Voter Registration
2020 Hampton Street
Wednesday, August 24, 2011
5:30 p.m.**

Board Members Attending

Ms. M. Elizabeth Crum, Chair
Ms. Adell Adams
Ms. Elaine DuBose
Ms. Tina Herbert

Staff Attending

Ms. Lillian McBride, Executive Director
Mr. Garry Baum, Deputy Director

Call to Order

Ms. Crum called the meeting to order at 5:40 p.m.

Approval of Minutes

Board members (Board) reviewed minutes from the meeting held on August 3, 2011. Ms. Adams motioned to revise and approve minutes to state that the Board approved staff positions and job descriptions on a going forward basis except for the Elections Liaison position. Seconded, and approved 4-0.

Unfinished Business

- a. Staff Positions – The Board discussed the Elections Liaison job description and the specific duties. The Board asked Ms. McBride to revise the job description pertaining to media interaction. Ms. Adams motioned to approve the Election Liaison position, as revised, on a going forward basis. Seconded. Ms. Herbert then requested a substitute motion to amend the job description to interaction with the media only as specifically directed by the Executive Director or the Deputy Director. Ms. Dubose seconded the motion. Substitution of motion approved 4-0. The motion approved 4-0.
- b. Areas that board may need additional assistance – The Board asked questions of Ms. McBride and Mr. Baum as to what types of assistance and from whom the staff may need assistance and for what elections. Ms. McBride and Mr. Baum stated that they had not finished their assessment yet. Ms. Crum noted that this matter had been on the agenda since the first meeting of the Board. Ms. Herbert made a motion to set Friday, September 30 as the deadline for staff to provide the Board a report explaining what, if any additional assistance that may be needed, either for the upcoming local elections, the presidential preference primaries, the primaries or the general election. The motion was seconded. The motion passed on a vote of 3-1 with Crum, DuBose and Herbert voting ay and Adams voting no.
- c. Retention of information – The Board renewed its discussion regarding developing a retention schedule and requested staff to identify which State voter registration and election retention laws required voter materials to be retained and for how long.. The

Board also asked Ms. McBride to renew the Board's request made previously to the County Attorney to provide staff with a copy of the County retention schedule so that staff may incorporate it into a retention schedule to present to the Board for consideration

New Business

Reimbursement of municipal election expenses – Board discussed and requested staff to contact county attorney Larry Smith, and ask Mr. Smith to prepare contract for Blythewood transfer of duties.

Executive Session

No executive session was held.

Next Meeting

The next meeting for the Board is scheduled for Tuesday, September 27, 2011 at 5:30 p.m.

Adjournment

There being no further business, the meeting adjourned at 6:45 p.m.