

**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.