

**Minutes of the Richland County
Board of Elections and Voter Registration Board Members
July 20, 2011
5:30 p.m.**

Board Members Attending:

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

Others in attendance

Mr. James Brown
Ms. Amie Brunson
Ms. Cheryl Goodwin
Mr. Kyle Holsclaw
Ms. Lillian McBride, Executive Director
Larry Smith, Esquire

Call to Order

Ms. Crum called the meeting to order at 5:40 p.m. on Wednesday, July 20, 2011 and noted a quorum was present.

Approval of Minutes

The Board Members reviewed and approved the minutes from the previous meeting that was held on June 30, 2011.

Update on Staff Positions, Descriptions, Salary Ranges, and Implementation of Joining Boards

Ms. McBride has a copy of each of the new staffs' job titles, descriptions and salary ranges. Ms. McBride would provide each of the Board members with a copy of the job titles, descriptions and salary ranges so that the Board members can review them before the August 3, 2011 Board meeting. Ms. McBride informed the Board Members that as of today's date; the Richland County Human Resource Department has not approved and or finalized the staff's proposed salary ranges. Once the approval is received, Ms. McBride will provide copies of the finalized information to all Board Members. The Board Members agreed to hold any actions regarding staff positions, descriptions and salary ranges so as to review the information provided to them. This item will be discussed at the August 3, 2011.

Ms. Crum ask County Attorney Smith to confirm, which he did, that it was his position that Ms. McBride, as the initial Executive Director employed by the Legislative Delegation, had the authority to hire the initial Board employees and that on a forward going basis, the Board was responsible for approving the Board employee job descriptions and salary ranges.

Ms. McBride stated that Councilman Manning suggested creating a satellite office which would be located at Decker Mall. This proposed satellite office would handle absentee and voter registration. Ms. Crum stated that she understood that current State law provides that a County can only have one office. Ms. Herbert stated that a legal opinion may need to be obtained before pursuing the suggestion of a satellite office.

Executive Session

A motion was made and accepted to proceed into an Executive Session for receipt of advice regarding contractual matters. The meeting proceeds into Executive Session at 5:50 p.m.

At approximately 6:50 p.m., the Board came out of Executive Session and announces no action was taken during the Executive Session.

Follow-Up

Ms. Herbert made a motion that Richland County staff be asked to assist the Executive Director in developing a document retention schedule, consistent with county, State and federal law, for the Board to consider adopting. Ms. Adell Adams seconded the motion. The motion was adopted.

Adjournment

There being no further business, the meeting adjourned at 7:00 p.m.