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## GLYNN COUNTY BOARD OF ELECTIONS AND REGISTRATION

December 17, 2018

### Board Minutes

The Special Called meeting of the Board of Elections was called to order by Chairman Gibson at 2 p.m.

Present were Patricia Gibson, Chairman; Sandy Dean, Vice Chairman; Keith Rustin, Secretary; Tommy Clark, Member; Ruby Robinson, Member; Christopher Channell, Assistant Supervisor; Jason Wilbanks, Assistant County Attorney; Taylor Cooper, Brunswick News; Sharon Robinson.

#### *New Business*

##### *Review of Supervisor Job Description and Review of HR Material*

The Board was presented with two copies of the Supervisor's Job Description, one from the By-Laws and one from HR. The Board discussed both Job Descriptions and what changes they wanted to make. The Board added wording in the Purpose of Classification to indicate that the Supervisor answers to the Board of Elections. The Job Duties/Responsibilities from the By-Laws will replace the Duties/Responsibilities on the HR Version. The Board decided that they would like to remove the reference to Performance Aptitudes in the Job Description. The Board changed the Physical Ability section to state that there may be lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (50-60 pounds) to reflect the weight of the current voting machines.

The Board also discussed if they wanted to hire the position under a contract or leave it as an at-will employment. After discussion, the Board asked that the topic be placed on the January agenda for further discussion.

Once HR has posted the position, Mr. Channell will have the posting link placed on Firefly.

Mrs. Robinson made a motion to approve the Supervisor Job Description as amended and have it advertised as broad as possible. Mr. Clark seconded the motion. The motion passed 5-0.

#### *Executive Session*

None

#### *Adjournment*

Mrs. Robinson made a motion to adjourn, Mr. Clark seconded the motion. The motion was approved 5-0. The meeting adjourned at 2:58 pm.

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Patricia Gibson, Chairman

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Keith Rustin, Secretary