

Grady County Board of Elections & Registration
250 North Broad Street, Suite 3
Cairo, Ga 39828

December 2, 2024

The Grady County Board of Elections and Registration (BOE&R) had the December monthly meeting at 5:30 PM at the Grady County Board of Commissioners building located at 33 17th Ave NW, Cairo, Ga 39827 with the following board members present:

Renee Gee-Theophile: Chair
Sam Carnline: Vice-Chair
Kathy Mills: Board Member
Sandy Reagan: Board Member
Bobby Gwaltney: Board Member

Staff present:

Jason Tate: Elections Supervisor

Guests Present: Rae Tate, Mesha Wind, Robbie Mills

Chair Gee-Theophile called the meeting to order, thanked everyone for attending and gave the benediction. Chair Gee-Theophile requested the November minutes and December agenda be approved (with any exceptions as noted). Motion made to approve by Kathy Mills, seconded by Bobby Gwaltney, motion carried by all signifying aye.

Old: Business:

None

New Business:

Chair Gee-Theophile asks Mr. Tate to take over for updates from the Elections Office.

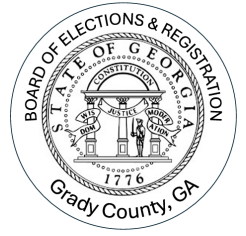
Job description for new Elections clerk position was presented to the board, to include classifying title as "Elections Clerk." Board accepted presented position description/advertisement for clerk job.

All discussed monthly meeting location and agreed upon Elections Office starting January 6, 2026.

Chair Gee-Theophile asked about required training to which Mr. Tate responded that the cyber training was complete, online training was registered for through the Secretary of State. Other training requirements were waiting to be determined.

Mr. Tate stated that the Clerk advertisement would start running "this week" if everyone was comfortable. Mr. Carnline recommended allowing the Supervisor to get comfortable with the position before hiring a clerk. Mr. Tate responded that would basically put the office behind the power curve because there would be an election at time (approximately 6 months later). Mr. Tate stated he would rather fill the position early so everyone could learn at the same time.

The board discussed current Registrar's interest in the Clerk Position and Mr. Tate recommended saving any further conversation on this topic for Executive session.



Mrs. Mills asked how long the clerk ad was planning on running, it was decided to run it until January 2, 2025. Chair Gee-Theophille asked if everyone was in favor of running the ad, putting it on social media through the commissioner's webpage.

The Chair recommended not meeting again until the next scheduled monthly meeting (January 06).

Mr. Carnline suggested the Supervisor review resumes, set interview appointments, conduct interviews and make recommendation to the Board for Clerk hire. Mr. Tate suggested he would create "Hire Folders" for each candidate to be reviewed by the board. Mr. Tate asked for clarification on who was the ultimate hire authority, the Board or the Supervisor. The Board agreed it was Supervisor's call, with input from the Board.

Mr. Carnline made a motion to give final hire authority to the Supervisor of Elections. Chair Gee-Theophille seconded, motioned passed with unanimous ayes.

Mrs. Mills made a motion to accept the clerk's job description. Mr. Gwaltney seconded, motioned passed with unanimous ayes.

Mr. Tate discussed attending an upcoming Cairo Council meeting where the council would discuss having the Elections Office run the municipal elections. More to follow.

Mrs. Mills brought up everyone getting their official emails set up as soon as possible and to see BloughTech for assistance.

Mr. Tate displayed, explained and recommended acquiring and using PLAUD Note recording device for all Board meetings. The board agreed verbally but did not hold a vote.

The chair made a motion to adjourn at 6:30 PM, seconded by Mrs. Mills motion passed unanimously.

Guest questions and comments:

None