

Glynn-Brunswick Land Bank Authority

**GBLBA Board
July 11, 2023 Meeting
City Hall Conference Room**

MINUTES

Present: Felicia Harris, Walter Rafolski, Julie Martin, Don Myers, Jill Wright, Allen Booker
Absent: Audrey Gibbons **Staff:** John Hunter, Regina McDuffie, Brian Corry

Call to Order: Chairwoman Felicia Harris called the meeting to order at 4:05PM.

Approval of the Agenda : Mr. Hunter asked that the Financial Report be removed from the agenda. Commissioner Martin made a motion to approve the agenda with the revision, Mr. Myers seconded. A vote was taken and the motion was approved 5-0.

Citizen Comments: There were no citizen comments.

Financial Report:

Items of Business:

- Approval of June 20, 2023 Minutes: Minutes were reviewed. Commissioner Martin made a motion to approve and Mr. Myers seconded. A vote was taken and the motion was approved 4-0 (Comm. Rafolski abstained).
- Job Description: Mr. Hunter introduced the revised job description which reflected edits from Ms. Thomas in HR. Mr. Myers made a motion to accept the job description and Comm. Martin seconded. A vote was taken and the motion was approved 5-0.
 - Hiring Process and Procedure Development: Mr. Hunter had met with Ms. Thomas in HR about possible hiring processes. His recommendation was to form a committee to meet with Ms. Thomas and discuss process, salary, benefits, etc. Mr. Myers made motion to form a committee to bring recommendation to the board regarding process, salary, benefits, etc.. Ms. Wright seconded. A vote was taken the motion was approved 5-0.
 - There was a short discussion of the make up of the committee. Chair Harris, Mr. Myers, & Ms. Wright were identified as interested members. Comm. Martin made a motion to include these members on the committee and Mr. Myers seconded. A vote was taken and the motion was approved 5-0.

Commissioner Booker joined the meeting at this time.

- Policies and Procedures: Mr. Corry introduced the draft Policy and Procedures document and reviewed the changes from the version reviewed at the June Meeting. Mr. Myers



Glynn County
GEORGIA



made a motion to approve the Policy and Procedures with an edit to section 2.4. Ms. Wright seconded. A vote was taken and the motion was approved 6-0>

- Mr. Corry introduced the draft Ethic Policy. Commissioner Rafolski made a motion to approve the Ethic Policy and Commissioner Booker seconded. A vote was taken and the motion was approved 6-0.

Adjournment: The meeting was adjourned at 5:30 PM.