

July 14, 2022

Meeting called to order at 9:00 am

Members present were Guy Wohlford(Chairman) Ann Craig(Vice chair) and Joe Mannon(Secretary), along with Tracy Howard, Director of Elections.

Purpose of meeting is to discuss the hiring of a new Director of Elections, upon Mr. Howard's retirement on December 31, 2022. He furnished us a copy of the Job Description for this position.

After discussion, the Board moved the meeting to the Office of Radford City Human Resources, where we met with the HR director, Dawn Diamond. She informed us of the procedures that we will follow in the process of publishing the opening of the job, reviewing the list of applicants, conducting interviews, etc.

Mrs. Diamond will circulate a draft of the position posting to members of the electoral board and Mr. Howard by or before July 22. Comments (if any) will be accepted July 25-29.

Meeting adjourned at 10:15 am. Our next meeting will be determined when we receive the information from Ms. Diamond.