**City of Valdosta Land Bank Minutes
Monthly Meeting – Minutes
Wednesday, October 20, 2021**

City of Valdosta – City Hall Annex, Multi-Purpose Room

**Members Present:** Burke Sherwood, Sandra Tooley, Jill Maine, Jack Oliver and Joyce Evans

**Others Present:** Anetra Riley

The meeting was called to order at 9:22 a.m.

Minutes were called for approval by Sandra Tooley and seconded by Jack Oliver. All members were all in favor.

Mr. Sherwood discussed the job description for the Executive Director position that was sent out on September 10, 2021, by Ms. Ross. Mr. Sherwood asked if there were any additions or suggestions that the members wanted included in the job description. Councilwoman Tooley inquired about the salary not being listed in the job description. It was explained that the salary would be discussed and approved by the board depending on the candidate’s experience. Mr. Sherwood presented motion for job description. Jack Oliver moved to approved, Councilwoman Tooley seconded. All were in favor, no one opposed.

Mr. Sherwood opened the floor for discussions. Mr. Sherwood would like the reminders about the upcoming land bank meeting sent out earlier. Anetra Riley stated she would send out the reminder earlier, but she would send out the reminders a week early and send out the upcoming dates to the members again. Commissioner Evans asked when the job description would be made available to job sites. Anetra Riley stated she would get check with JD Dillard and email the board members with a response.

There were no further items on agenda meeting adjourned at 9:31 a.m.