



**CHRISTOPHER BOEDEKER  
JOHNSON COUNTY JUDGE**

2 NORTH MAIN STREET, ROOM 120  
CLEBURNE, TEXAS 76033

**Paula Reid**  
Office Administrator

**Rexann Knowles**  
Budget Coordinator

**Rachel Sitler**  
Court Clerk

**Kay Anderson**  
Receptionist

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**SPECIAL CALLED MEETING OF  
THE JOHNSON COUNTY ELECTIONS COMMISSION  
JOHNSON COUNTY COURTHOUSE, RM. 201  
2 N. MAIN ST. CLEBURNE, TEXAS 76033  
FRIDAY, JUNE 21, 2024 – 1:30 PM**

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**CALL TO ORDER**

**BE IT KNOWN** that on the 21<sup>st</sup> day of June 2024, the Honorable Elections Commission of Johnson County, Texas, met in Special Session at the Johnson County Courthouse thereof, in the City of Cleburne, Johnson County, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same. The meeting was called to order at 1:30 P.M. The following items, having been lawfully posted and filed for record in the Office of the County Clerk on June 17, 2024, at 2:12 P.M., were considered:

Judge Boedeker stated for the record that County Judge Christopher Boedeker, Tax Assessor-Collector Scott Porter, County Clerk April Long, and Republican Party Chair Robin Wilson were present, but Democratic Party Chair Linda Brown was not present.

**ACTION ITEMS**

1. Discuss Changes, If Any, To Elections Administrator Job Description and Salary

Republican Party Chair Robin Wilson commented that she reviewed the duties and responsibilities as they were presented to the Commission and that she saw no reason to change anything. She stated there are no changes that need to be included that are not included in the election law and the Elections Office has fulfilled their duties as it has been asked of them without issue.

Tax Assessor-Collector Scott Porter stated that, after consultation with Personnel Director Randy Gillespie, he was suggesting to change the experience requirements from one-to-three years to eight years or the experience of two presidential election cycles.

Ms. Wilson agreed and said that it would narrow down applicants.

Additional discussion was held on the length of experience requirement and level of education.

Personnel Director Randy Gillespie stated that the state requirements, specifically statutes 31.034-31.039, needed to be stated in the minimum qualifications.

Additional discussion was held regarding outlining the specific duties that are listed in the statute.

For clarification, Judge Boedeker stated that the Commission was comfortable with the modifications that Ms. Long made, as well as removing the 6 months-to-one year of advanced training beyond the high school equivalency requirement, increasing the experience requirement to a minimum of 8 years of related experience, and creating a preferred qualification category consisting of a college degree and four years of management experience.

Mr. Porter asked if Judge Boedeker would specify what type of college degree would be preferred.

Judge Boedeker stated that a Bachelor's Degree or higher would be preferred.

Judge Boedeker moved the conversation to the topic of salary. He suggested that based on surrounding counties posting a salary of up to \$100,000.00 dependent on education and experience would be fair.

Additional discussion was held regarding the changes to the job description and duties of the Elections Administrator.

Ms. Wilson stated she wanted to bring the pay of Election Workers and Election Judges to the Commission's attention as something to address in the future.

Burleson City Secretary Amanda Campos addressed the Commission regarding the pay of Election Workers and Election Judges and how the costs affect the city budgets.

Judge Boedeker recommended that the Elections Commission meet more often in the future to discuss how to adapt to a rapidly changing environment.

Judge Boedeker asked Mr. Gillespie if he had a clear understanding of what was discussed and if he was comfortable posting that.

Mr. Gillespie stated that yes, he did.

Judge Boedeker stated that he would take all the recommendations to the Commissioners Court and have the job posted on Monday. Judge Boedeker stated that a Bachelor's Degree or higher would be preferred. He also stated that based on surrounding counties \$100,000.00 as a salary would be fair.

**NO ACTION**

- 2. Consider and Approve Advertising Job Opening for Elections Administrator; with Authorization for Personnel Director to Receive Applications and Schedule Interviews with the Commission

Ms. Wilson asked if Commission Members could look at all the applications as they come in, to make sure someone is not overlooked, and make requests that applicants be interviewed.

Judge Boedeker asked County Attorney Bill Moore if that was something that could be done or if it would create a potential Open Meetings violation.

Mr. Moore stated that he didn't see a problem with Commission Members reviewing applications but there couldn't be any dialogue or discussion until a Commission Meeting.

Mr. Gillespie stated that he would also be open to posting in outside publications.

**MOTION** by Republican Party Chair Robin Wilson, seconded by Tax Assessor-Collector Scott Porter, to approve.

County Judge Christopher Boedeker	aye
County Clerk April Long	aye
Tax Assessor-Collector Scott Porter	aye
Republican Party Chair Robin Wilson	aye

Motion carried.

- 3. Select Potential Dates for Interviews and Set Meeting Dates Prior to Elections Administrator's Retirement Effective Date

The Commission reviewed dates for interviews.

Judge Boedeker asked the Commission Members to hold July 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 12<sup>th</sup> for interviews.

**NO ACTION**

- 4. Discuss and Take Any Further Action Related to Retirement of Elections Administrator

Judge Boedeker asked the Commission if there was anything else to do today for the Commission to be ready to perform interviews. He stated that he asked Mr. Gillespie to provide a form regarding interviews and what is illegal to ask and appropriate to ask.

Mr. Gillespie asked the Commission to provide questions they would like to address so he can format everything to ensure all applicants are addressed the same.

Ms. Wilson asked what time frame was going to be given to each candidate.

Mr. Gillespie recommended scheduling the interviews every hour.

Mr. Moore asked the Commission if they had thought about appointing an Interim Elections Administrator.

Judge Boedeker stated he would add an action item to the next agenda to appoint an Interim Elections Administrator.

**NO ACTION**

Judge Boedeker stated for the record that a motion and vote were needed for Item 1. He noted the motion could be as simple as authorizing him (Judge Boedeker) to carry forth the recommendation of the Commission to the Commissioners Court on Monday.

**1. Discuss Changes, If Any, To Elections Administrator Job Description and Salary**

**MOTION** by County Clerk April Long, to authorize Judge Boedeker to recommend to the Court on Monday to raise that minimum to \$100,000.00.

Judge Boedeker asked Ms. Long if that also included the recommendations regarding the job description.

Ms. Long replied with a yes.

The motion was seconded by Tax Assessor-Collector Scott Porter.

County Judge Christopher Boedeker	aye
County Clerk April Long	aye
Tax Assessor-Collector Scott Porter	aye
Republican Party Chair Robin Wilson	aye

Motion carried.

**ADJOURN**

There being no further business, the Elections Commission adjourned at 2:20 P.M.

Approved by:   
Christopher Boedeker, County Judge