

MINUTES  
CLAY COUNTY UTILITY AUTHORITY  
PERSONNEL COMMITTEE  
September 1, 2020

The Personnel Committee of the Board of Supervisors of the Clay County Utility Authority (the "CCUA") met in the Board Room at 3176 Old Jennings Road, Middleburg, Florida, on the above-stated date.

Item No. 1 – Call to Order

Committee Chairman Kloss called the meeting to order at 1:00 P.M.

Item No. 2 – Roll Call

Roll Call was taken with Committee Chairman Kloss, Committee Members Mr. Hodges and Mr. Starnieri, and Board Chairman Gardella, and members Mr. Davis and Mr. Roark in attendance. Also present at the meeting were Executive Director Jeremy Johnston, Chief Operations Officer Teri Shoemaker, Chief Financial Officer Jeff Wesselman, Chief Human Resource Officer Kimberly Richardson, and Grady H. Williams, Jr., legal counsel to the CCUA.

Item No. 3 – Discussion regarding the Executive Director's annual evaluation process and procedures

Mr. Williams reviewed the grading criteria, how the scores were compiled for a final composite score, and how the composite score is then used to determine the proposed merit increase for the Executive Director. Mr. Williams reported after removing the high and low scores per policy, Mr. Johnston's net average evaluation score using the five remaining evaluations was 4.34 with a net average percentage equivalent of 86.8%. Based on the Board's established grading criteria, a merit increase would be determined as follows; 85% to 89% = 1%, 90% to 94% = 2%, and 95% to 100% = 3%.

The Executive Director was evaluated in the following ten areas: Customer Engagement, Risk Management, Safety, Administration (strategic planning), Human Resources, Regulatory Compliance, Financial Performance, Organizational Operation, Public Stakeholder and Government Affairs Engagement, and Intangibles.

The Board of Supervisors is responsible for conducting the Executive Director's annual evaluation ensuring a contribution to the overall achievement of CCUA's mission, vision, and goals. The purpose of this evaluation is to provide timely, clear, and focused input regarding how well the Executive Director is performing in the key performance areas identified as most critical in achieving CCUA's strategic objectives. The evaluation used criteria established by the Personnel Committee aligning with established core competencies, rating criteria, and salary adjustment schedules as determined and approved by the Board. The 2020/2021 proposed 1.5% COLA and 0.5% merit increase percentages for all staff members are determined through the annual budget process, as approved by the Board. The Executive Director's annual merit increase is based on the scoring of the objectives established in the prior fiscal year using a Board approved numerical grading criteria which would equate to an available merit increase percentage using the final composite score.

The Committee discussed how the new staff members and reports from the consultants will assist them in setting the Executive Director's goals and proposed Key Performance Indicators for the 2020/2021 Fiscal Year.

Item No. 4 – Public/Supervisor Comments – None

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Item No. 5 – Committee Action

After discussion, Mr. Starnieri moved, seconded by Mr. Kloss, to recommend to the full Board a COLA of 1.5% and a 1% merit increase for the Executive Director, based on the established grading criteria. After additional discussion the motion was amended, Mr. Hodges moved, seconded by Mr. Starnieri, and carried 2-1, (Kloss dissenting) to override the predetermined grading criteria and present the committee's recommendation to the full Board at the September 1, 2020 meeting, a proposed COLA of 1.5% and a merit increase of 3% for the Executive Director.


The Personnel Committee meeting was recessed by Committee Chairman Kloss at 1:58 P.M.

Committee Chairman Kloss reconvened the meeting at 3:33 P.M.


After discussion, Mr. Hodges moved, seconded by Mr. Starnieri, and carried 3-0, to after review of the reports received from the consultants, schedule another committee meeting to determine the Executive Director's KPI's and goals after the new Personnel Committee is appointed for the 2020/2021 Fiscal Year.

Item No. 6 - Adjourn

Committee Chairman Kloss adjourned the meeting at 3:55 P.M.



Janice Loudermilk, Recording Secretary



Walter Kloss, Committee Chairman

**Personnel Committee**  
Walter Kloss, Chairman  
Dan Hodges  
Jim Starnieri