

MINUTES
CLAY COUNTY UTILITY AUTHORITY
PERSONNEL COMMITTEE
January 19, 2021

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 Starnieri called the meeting to order at 1:00 P.M.

Item No. 2 - Roll Call

Roll Call was taken with Committee Chairman Starnieri and committee members Mr. Davis and Mr. Hodges in attendance. Board members Chairman Kloss, Mrs. Gardella, Mr. Roark, and Mr. Welch were also present at the meeting.

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, Jeff Ludwig, CCUA's labor counsel, Grady H. Williams, Jr., legal counsel to the CCUA.

Item No. 3 - CCUA Employee Handbook Review

Ms. Richardson presented a PowerPoint presentation highlighting the proposed revisions, clarifications, and changes to the Employee Handbook relating to the introductory period, on call, rest and recovery, merit-based longevity bonus, employee recognition pay, tuition assistance, personal leave, social media, telecommuting, vehicle usage, weapons, employee grievance procedures, and drug free workplace topics.

Mr. Ludwig addressed the Board regarding the use of medical marijuana and how it applies to CCUA's Drug and Alcohol Policy and the proposed weapons policy.

Item No. 4 - Public/Supervisor Comments

Chairman Starnieri offered several proposed wordsmithing edits throughout the proposed handbook which was presented. Mr. Hodges also requested additional clarification be added regarding posting guidelines for social media and the use of medical marijuana. It was the consensus of the committee and the members of the Board in attendance to have Mr. Ludwig work with Ms. Richardson to bring the proposed weapons policy in line with current Florida's Statutes and improve the proposed social media posting guidelines. It was also suggested the use of medical marijuana should be clarified in the proposed stand-alone Drug and Alcohol Policy.

Item No. 5 - Committee Action

After discussion, Mr. Davis moved, seconded by Mr. Hodges, and carried 3-0, to direct Ms. Richardson and Mr. Ludwig to revise the Employee Handbook as discussed during the Personnel Committee meeting. Chairman Starnieri scheduled a Personnel Committee meeting for February 2, 2021 at 1:00 P.M. to review and discuss the proposed modifications before taking the revised CCUA Employee Handbook to the full Board for their final approval.

Item No. 6 - Adjourn

Committee Chairman Starnieri adjourned the meeting at 1:59 P.M.


Jarice Loudermilk, Recording Secretary


Jim Starnieri, Committee Chairman

Personnel Committee
Jim Starnieri, Chairman
Wendell Davis, Dan Hodges

January 19, 2021 Personnel Committee Meeting