

MINUTES
CLAY COUNTY UTILITY AUTHORITY
PERSONNEL COMMITTEE
February 2, 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 Mrs. Gardella and Mr. Roark were also present at the meeting. Chairman Kloss joined the meeting in progress at 1:02 P.M.

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, Risk and Safety Manager Joshua Williams, and Grady H. Williams, Jr., legal counsel to the CCUA.

Item No. 3 - CCUA Employee Handbook Review

Ms. Richardson presented the updated and revised CCUA Employee Handbook as a handout. Risk and Safety Manager Joshua Williams addressed the Board regarding potential liability as it relates to the Workplace Violence and Social Media Policies.

Item No. 4 - Discussion regarding Executive Director's Annual Evaluation Scoring Methodology

Staff, the Personnel Committee, and members of the Board discussed the current and proposed Executive Director's Annual Evaluation scoring methodology. Mr. Williams explained the current scoring matrix and how the percentages are determined after removing the high and low evaluations and averaging the remaining scores to establish the final total on which the Executive Director's merit pay is determined.

Item No. 5 - Public/Supervisor Comments - None

Item No. 6 - Committee Action

After discussion, Mr. Hodges moved, seconded by Mr. Davis, and carried 3-0, to present the most recent version of the revised CCUA Employee Handbook to the full Board for their final approval on February 2, 2021.

After additional discussion, Mr. Hodges moved, seconded by Mr. Davis, and carried 3-0, to recommend all seven evaluation totals be used to establish the final score on which the Executive Director's merit pay is determined. Staff will update the Executive Director's Evaluation Procedures with this recommendation and the revised procedures will be brought before the Board for approval at a future meeting.

Item No. 7 - Adjourn

Committee Chairman Starnieri adjourned the meeting at 1:45 P.M.



Jantice Loudenshark, Recording Secretary



Jim Starnieri, Committee Chairman

Personnel Committee
Jim Starnieri, Chairman
Wendell Davis, Dan Hodges