

MINUTES  
CLAY COUNTY UTILITY AUTHORITY  
PERSONNEL COMMITTEE  
May 4, 2021

The Personnel Committee of the Board of Supervisors of the Clay County Utility Authority (the "CCUA") met in Conference Room A 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 Vice-Chairman Roark and Mr. Welch also attended the meeting.

Also present 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 - Review and discussion regarding compensation provisions included in the Emergency Situation Pay Policy

Chairman Starnieri reviewed the current compensation provisions contained in the CCUA's Emergency Situation Pay Policy and how it compares to other utilities in the region. Mr. Johnston provided information on CCUA's membership in Florida Water/Wastewater Agency Response Network (FlaWARN) and how the utility requesting assistance would compensate our staff, which would be based on CCUA's policy. If we were requesting assistance, we would compensate any responding staff based on the policy of their utility. Requests for assistance are all handled through the FlaWARN system, based on requests received through Emergency Management. He also discussed declaration of a System Emergency, Limited Emergency, and the return to normal operations. CCUA emergency designations are made by the Executive Director and are not tied to a State of Emergency which may be declared by the Governor. It was the opinion of Mr. Johnston to exclude the Senior Leadership Team (Executive Levels E01 to E05) from any additional compensation or compensatory time for hours worked during a declared emergency.

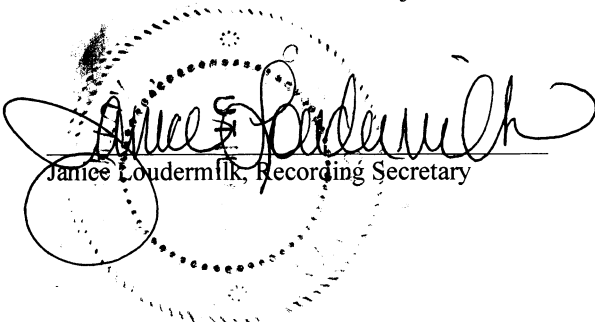
Item No. 4 - Public/Supervisor Comments - None

Item No. 5 - Committee Action

After discussion, Mr. Hodges moved, seconded by Mr. Davis, and carried 3-0, to direct staff to modify the existing policy to include limits and caps on the maximum hours of compensation, clarify the pay grades for compensation or compensatory time levels based on hazardous and non-hazardous duties, clarify and define the provision of meals, and reiterate the authority of the Executive Director to determine the type and timing of any declared system or limited emergency along with determining if staff's duties are hazardous or non-hazardous, and establishing a standard protocol to review the status of emergency operations for long term events. Chairman Starnieri scheduled a follow-up Personnel Committee meeting on June 1, 2021 at 1:00 P.M. to review the revisions prior to the policy being presented to the full Board for their approval.

Item No. 6 - Adjourn

Committee Chairman Starnieri adjourned the meeting at 1:43 P.M.



Jamiee Loudermilk, Recording Secretary



Jim Starnieri, Committee Chairman

**Personnel Committee**  
Jim Starnieri, Chairman  
Wendell Davis, Dan Hodges