



Meeting of the Personnel Committee of the North Florida Workforce Development Board

Monday, August 12, 2019, @ 9am

A teleconference line will be available

Dial-in number: 850.973.2672 extension 802 | Conference Code: 2672

MINUTES

In Attendance:

Mr. Mike Williams, Chair

Mr. Daniel Collins

Also in Attendance:

Diane Head

Jonathan Dole

Jessica Higginbotham

Any member having a conflict of interest must abstain from voting, state the reason for the record, and complete a form 8b. Forms are available from staff at every meeting.

Action Items: Old Business

Note for the record: this meeting is a continuation of a meeting held on August 5, 2019

1. Review of Executive Director's 2018-19 Performance, completed by Mr. Mike Williams and Mr. Daniel Collins.
 1. Administration: E
 2. Staff Management: E
 3. Organizational Management: E
 4. Financial Management: E
 5. Board Management: E
 6. Community and Partner Relations: E
 7. Vision: E
 - a. Annual Goals
 1. Applies for grants in conjunction with partners to strengthen community relationships and diversify funding: E
 2. Suggests mechanisms for salary and incentive distribution based on best practices: E
 3. Implements new service strategy design: E
 4. Manages 'incentive' projects and monitors for desired outcomes: E
 - b. Overall Rating for Responsibilities: E
 - c. Overall Rating for Terms and Conditions: M
 - d. Increase Eligible: Yes

2. Establish 2019-20 Goals
 1. Goals approved for the upcoming year.
3. Consideration of Incentive inclusion and amount
 1. It is the recommendation of the Personnel Committee that Executive Director receive an incentive of 5%, equal to \$3,794.86

Adjournment

Meetings and materials (when available) are listed on our [website](#).