



Meeting of the Executive Committee

Thursday, May 10, 2018, 9am

A teleconference line will be available

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

Minutes

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.

Welcome and Call to Order – S. W. Ellis, Board Chair

Roll Call

Ms. S.W. Ellis, Board Chair – Business, Jefferson County

Mr. Mike Williams – Business, Hamilton County

Mr. Alvin Jackson – Economic Development

Mr. David Dunkle – Post-Secondary Education/Training

Absent

Ms. Jodi Tillman – Post-Secondary Education/Training

Public Comments: All citizens desiring to speak must sign in and will be limited to three minutes per person.

Action Items

- a) IT proposal(s)—Action needed: Recommendation to full Board
 1. After discussion of the item, Mr. Mike Williams made a motion to recommend the proposal from Inspired Technologies to the full Board, seconded by David Dunkle. The motion passed, and the IT proposal will be brought to the full Board for approval.
- b) Renewal of Executive Director Contract—Action needed:
 1. Contract modifications approval
 2. Performance Review
 3. Consideration of salary and approval
 4. Recommendation to full Board
 1. Recommendation from Mr. Alvin Jackson that the Executive Director create a work plan based on the Executive Director's job description, in which each item in the job description is used as evaluation criteria with goals to be accomplished throughout the year.

2. Mrs. S.W. Ellis recommended that the Executive Committee conduct the Executive Director's annual evaluation, as opposed to a single individual, i.e. the Board Chair, and that the Executive Director design an evaluation form based on her job description for the following year. For this year, the Executive Director will use the same tool as current data as a baseline. Mr. Alvin Jackson stated that he would like to see leadership qualities, in addition to technical aspects, included and measured in the annual evaluation.
3. A motion was offered by Mr. Mike Williams to adopt a 2% across-the-board pay increase for all staff, to include the executive director, and seconded by Mr. Alvin Jackson. The motion passed.
4. A second motion, offered by Mr. Mike Williams, specified that the Executive Director, as part of the new program year's performance goals, create a policy for a performance-based increase system where available money goes into a "pot" for increases, including the Executive Director, to be determined annually. The motion was amended to include annual performance incentives, in addition to regular increases, and seconded by Mr. Alvin Jackson.
5. Regarding the Executive Director's contract renewal, it was suggested that the contract be simplified to state that the Executive Director receives the same healthcare benefit package as all full-time Board employees. A note that the annual rate is a guaranteed "base" for the contract, which is to be amended to three years, instead of one, beginning on July 1, 2018. A motion to approve the changes was made by Mr. Alvin Jackson, seconded by Mr. Mike Williams, and approved by the Executive Committee.

Informational Items

- a) Employee Benefits
- b) Mobile Update
- c) Performance Incentive Update

Adjournment

Following a discussion on the informational items, a motion to adjourn the meeting was made by Mr. Mike Williams and seconded by Mr. Alvin Jackson, and passed by the Executive Committee.

MEETING NOTICE

We will be sending these dates out to you via calendar invite but wanted you to be aware:

Next Board meeting: May 31st, 4pm, CSNF Administrative Offices

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