



Scott Seay, Chair

Michele Burns, Executive Director

**Executive Committee Meeting Minutes
June 26, 2024 @ 10:00 am- Virtual**

Members Present: Scott Seay, Michelle Crocker, Leslie Sheekley, Rebecca Pazik

Staff: Sue Berntsen

Scott Seay called the meeting to order at 10:00 am.

Scott stated the primary purpose of the meeting was to review Michele Burns' performance evaluation and approve it for submission to the State as required. Documents were provided before the meeting. It was clarified that the State requires an evaluation to be submitted annually. Some of the criteria involve day-to-day activities and the fact that the Committee members do not have constant direct contact with Michele because of distance and time is a concern, although they expressed faith that she is performing effectively. The review is presented to Michele for her comments and signature as well. Scott added the document on goal setting. A motion by Michelle Crocker seconded by Leslie Sheekley to approve the evaluation for submission. All ayes.

Michele also sent a request to Scott for Committee approval to close CSOW locations on July 5, 2024, as Governor DeSantis has given State employees the day off and it is difficult to open the Centers without their availability. A motion by Leslie Sheekley, seconded by Michelle Crocker to approve. All ayes.

With no other business, and as his last official act as Chair, Scott adjourned the meeting at 10:08 a.m.

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