

Children's Services Council
PERSONNEL COMMITTEE MEETING
Thursday, March 28, 2019 – 2:30 p.m.

AGENDA

Reference #

1. Call to Order
2. Minutes - February 28, 2019 1
Recommendation: the Personnel Committee recommends the Council approve the Minutes of the February 28, 2019 Personnel Committee Meeting as presented.
3. CSC Internship Program 2
Recommendation: the Personnel Committee recommends the Council approve the CSC Internship Program as discussed and outlined. This will be budgeted in the Learning and Quality Department of the Talent and Operations Division.
4. Performance Management 3
Recommendation: The Personnel Committee recommends the Council approve 4% of our salary budget for performance based annual merit increases for FY 2019/20 as discussed and outlined.
5. Annual Performance Evaluation Process for the CEO 4
Recommendation: The Personnel Committee recommends the Council approve the CEO Performance Evaluation extended timeline as discussed and outlined.
5. Adjournment

Children's Services Council – Personnel Committee

**AGENDA ITEM
March 28, 2019**

AGENDA ITEM: 1

TITLE: Minutes - February 28, 2019 Personnel Committee Meeting

RECOMMENDATION:

The Personnel Committee recommends the Council approve the Minutes of the February 28, 2019 Personnel Committee Meeting as presented.

Children's Services Council
PERSONNEL COMMITTEE MEETING MINUTES

Thursday, February 28, 2019 - 3:00 p.m.

1. Call to Order

The meeting was called to order at 3:00 p.m.

Present (Committee Members - Council): Thomas Bean, Vince Goodman.

Present (Council Member): Jose Luis Rodriguez, Esq.

Present (Staff): Leah Shaw, Tom Sheehan, Shay Tozzi, Lisa Williams-Taylor, Ph.D.

2. Minutes of Personnel Committee Meeting of October 25, 2018

A motion by Goodman/Bean to approve the Minutes of the October 25, 2018 Personnel Committee Meeting as presented was approved for recommendation to the Council.

3. Performance Review of Chief Executive Officer – Discussion and Approval

The Personnel Committee reviewed the final Performance Evaluation Report which included the compilation of scores and feedback from the CSC Council members for the evaluation period of February 1, 2018, to January 31, 2019. This year the overall performance evaluation score was 42.33 out of a total possible of 45. The CEO respectfully declined an increase in salary. Conversation ensued regarding the CEO's outstanding performance and the intention to provide a compensation package that was in alignment with the market for a similar position. The Personnel Committee members determined to honor the CEO recommendation to not provide a salary increase keeping her base at \$201,427. Additionally, the Personnel Committee determined to maintain the car allowance at \$7,000 and additional vacation accrual at \$4,648, to increase assistance to pay down student loans from \$18,500 to \$20,000 and to add a Council funded contribution towards a 457 Deferred Compensation plan in the amount of \$8,000. This compensation package will be retroactive to February 1, 2019.

Additional discussion ensued regarding future consideration for the CEO Performance Evaluation timeline to allow the full Council extended time to review the Personnel Committee's recommendation for the CEO's compensation package prior to approval. This discussion point will take place at the March 28, 2019 Personnel Committee meeting.

A motion by Goodman/Bean to approve the Performance Review of the Chief Executive Officer was presented and approved for recommendation to the Council.

4. Adjournment

The meeting was adjourned at 4:00 p.m.

Vincent Goodman, Secretary

Lisa Williams-Taylor, Ph.D., Chief Executive Officer

Children's Services Council – Personnel Committee

AGENDA ITEM
March 28, 2019

AGENDA ITEM: 2

TITLE: CSC Internship Program

SUMMARY:

The Children's Services Council will be piloting an internship program during the 2020 summer break working with colleges and universities with diverse populations. Our goal is to provide career experience through substantive work assignments and projects to introduce interns to the health and human services field and enhance marketability for future jobs, including potential jobs at CSC. Qualified candidates include undergraduate or graduate students enrolled full or part-time in an accredited college or university with a minimum of 3.0 grade point average.

RECOMMENDATION:

The Personnel Committee recommends the Council approve the CSC Internship Program as discussed and outlined. This will be budgeted in the Learning and Quality Department of the Talent and Operations Division.

Children's Services Council – Personnel Committee

AGENDA ITEM
March 28, 2019

AGENDA ITEM: 3

TITLE: Performance Management

SUMMARY:

The Children's Services Council is a continuous learning organization with a High Performing workforce. It is imperative that our compensation remains competitive within the market to recruit and maintain our high performing workforce to achieve our child outcomes within Palm Beach County. Having said that, the talent landscape continues to be challenging with the current unemployment rate at 3.3% in Palm Beach County.

The Council had previously given a directive for the administration of annual increases to be based on merit (performance) and not on the cost of living adjustment (COLA). This decision was made prior to the Great Recession and funds were available to the Council to attract, reward and maintain our workforce. CSC continues to be committed to achieving our organizational goals and to have clear alignment to individual goals. Additionally, achievement towards reaching those goals are tracked very closely through-out the year.

We have conducted market research and determined that the majority of Children's Services Councils in the state of Florida, along with local governmental municipalities, provide COLA annual increases of between 3%-5%. CSC's current practice of budgeting 3% of our salary budget line item to distribute for merit increases between 3%-5% results in incongruences between performance scores and merit percentage increases. In order to maintain the merit based philosophy in rewarding performance we are requesting an amendment be made to allocate an additional 1% (from 3% to 4%) of our salary budget line item for performance based annual merit increases. The .5% of our salary budget line item will remain the same for promotional purposes.

RECOMMENDATION:

The Personnel Committee recommends the Council approve 4% of our salary budget for performance based annual merit increases for FY 2019/20 as discussed and outlined.

Children's Services Council – Personnel Committee

AGENDA ITEM
March 28, 2019

AGENDA ITEM: 4

TITLE: Annual Performance Evaluation Process for the CEO

SUMMARY:

A Council Member requested that we consider reviewing the CEO Annual Performance Evaluation timeline to allow the full Council extended time to review the Personnel Committee's recommendation for the CEO's compensation package prior to approval. Discussion took place and it was determined that the CEO Performance Evaluation will be sent out to the Council in January of each year. The feedback will be compiled and reviewed at the Personnel Committee prior to the Council meeting in January and a recommendation will be provided to the full Council for approval at the February Council meeting with any changes retroactive to February 1st.

RECOMMENDATION:

The Personnel Committee recommends the Council approve the CEO Performance Evaluation extended timeline as discussed and outlined.