

Children's Services Council
PERSONNEL COMMITTEE MEETING MINUTES
September 22, 2016

1. Call to Order

The meeting was called to order at 5:15 p.m.

Present (Council): Thomas Bean, Vince Goodman, Greg Langowski, Tom Weber
(Staff): Jennifer Diehl, Leah Shaw, Tom Sheehan, Shay Tozzi, Lisa Williams-Taylor, Ph.D.

2. Minutes of Personnel Committee Meeting of September 8, 2016

A motion by Goodman/Bean to approve the Minutes of the September 8, 2016 Personnel Committee Meeting as presented was approved by unanimous vote.

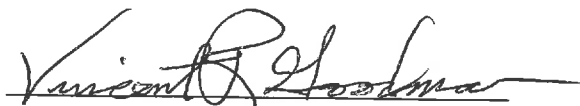
3. Travel Meal Allowance Protocol

Shay Tozzi, Director of Human Resources and Operations outlined CSC's protocol in processing per diem travel requests. She stated that each individual meal request was examined to determine whether or not it was eligible (and not provided by the hotel or the conference), and that CSC followed the practices of other governmental agencies and the IRS M&IE per diem policy where a set amount for each meal type was allowed (regardless of the cost of the meal), hence no receipts were required or collected.


A motion by Goodman/Bean to approve the travel meal allowance protocol following the IRS M&IE per diem policy which does not require submission of receipts was approved by unanimous vote.

4. Adjournment

The meeting was adjourned at 5:20 p.m.



Vincent Goodman, Secretary



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