

Children's Services Council
PERSONNEL COMMITTEE MEETING MINUTES
September 8, 2016

1. Call to Order

The meeting was called to order at 5:30 pm.

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

2. Minutes of Personnel Committee Meeting of January 28, 2016

A motion by Bean/Weber to approve the Minutes of the January 28, 2016 Personnel Committee Meeting as presented was approved by unanimous vote.

3. Revision to Employee Handbook Regarding Breakdown of IRS Daily Meal Allowance for Travel

Shay Tozzi, Director of Human Resources and Operations outlined the request for breakdown verbiage to change in the employee handbook and shared that the CEO would make the determination of any future daily meal allowance breakdown (between breakfast, lunch and dinner) moving forward.

Ms. Tozzi stated that the IRS M&IE per diem amount of \$51.00 was proposed to be broken down into breakfast, lunch, and dinner amounts as follows:

Breakfast - \$10.00

Lunch - \$15.00

Dinner - \$26.00

Discussion ensued about the current practice.

A motion by Bean/Weber to approve the revision to the Employee Handbook as outlined, effective October 1, 2016 was approved by unanimous vote.

A request was made for additional information to be presented at the September 22, 2016 Personnel Committee Meeting, for further discussion and consideration on this topic.

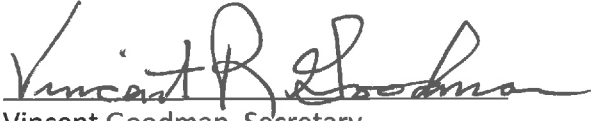
4. 2017 and 2018 Proposed CSC Holiday Schedule

Shay Tozzi reviewed the proposed CSC Holiday closing schedule for 2017 and 2018, and stated that the schedule was in alignment with Palm Beach County government. She requested approval of additional winter Holiday closing between the Christmas Holiday and the New Year's Holiday, which in 2017 would be 3 days, and in 2018 would be 4 days.

A motion by Goodman/Weber to approve the 2017 and 2018 CSC Holiday closing schedule as proposed was approved by unanimous vote.

5. Adjournment

The meeting was adjourned at 5:45 p.m.



Vincent Goodman, Secretary



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