

Children's Services Council
PERSONNEL COMMITTEE MEETING

Thursday, September 8, 2016 – 5:30 p.m.

R E V I S E D A G E N D A

Reference #

1. Call to Order
2. Minutes of Personnel Committee Meeting of January 28, 2016 **1**
Recommendation: I recommend the Personnel Committee approve the Minutes of the January 28, 2016 Personnel Committee Meeting as presented.
3. Revision to Employee Handbook Regarding Breakdown of IRS Daily Meal Allowance for Travel **2**
Recommendation: I recommend the Personnel Committee approve the revision to the Employee Handbook as outlined, effective October 1, 2016.
4. 2017 and 2018 Proposed CSC Holiday Schedules **3**
Recommendation: I recommend the Personnel Committee approve the 2017 and 2018 proposed CSC Holiday Schedules as presented.
5. Adjournment

Children's Services Council – Personnel Committee

AGENDA ITEM

September 8, 2016

AGENDA ITEM: 2

TITLE: Minutes
January 28, 2016 Personnel Committee Meeting

RECOMMENDATION:

I recommend the Personnel Committee approve the Minutes of the January 28, 2016 Personnel Committee Meeting as presented.

Children's Services Council
PERSONNEL COMMITTEE MEETING MINUTES
January 28, 2016

1. Call to Order

The meeting was called to order at 3:15 pm.

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

2. Minutes of Personnel Committee Meeting of December 3, 2015

A motion by Goodman/Weber to approve the Minutes of the December 3, 2015 Personnel Committee Meeting as presented was approved by unanimous vote.

3. Performance Review of Chief Executive Officer

The Personnel Committee and staff (with the exception of Lisa Williams-Taylor, Ph.D.) met and conducted a discussion regarding the performance of the Chief Executive Officer, Lisa Williams-Taylor, Ph.D. Once discussions were concluded Dr. Williams-Taylor joined the meeting.

Chair Langowski informed Dr. Williams-Taylor that the Committee had undertaken a discussion regarding her performance evaluation and had a prepared document. He asked whether Dr. Williams-Taylor had already reviewed the document, she responded that she had. Chair Langowski asked whether Dr. Williams-Taylor had any questions for the Committee, she responded that she had none.

Chair Langowski asked for comments from the Committee. Thomas Bean stated that he was interested in hearing about any stretch goals for the organization which the Council should consider. Dr. Williams-Taylor stated that Council members would soon see where CSC was beginning to focus on coming together to best meet the community's needs. She stated that she would like to undertake policy conversations with the Council about how and where CSC could stretch to meet those needs, as well as better partner with some of the other government organizations in the community. She stated that there were currently gaps in some of the services in the community. Mr. Bean stated that stretch goals were intended to be challenging goals which may or may not be achieved, and stated that if these goals were not met there was no harm no foul because CSC would never have been moving in that direction unless it was stretched.

Dr. Williams-Taylor stated that there were stretch goals with regard to possible investment opportunities regarding outcomes for Palm Beach County's children. She asked whether they were considering stretch goals with regard to reducing the fund balance in a more efficient way. Mr. Bean stated that he was open to whatever Dr. Williams-Taylor considered appropriate.

Tom Weber stated that he liked the goals Dr. Williams-Taylor had set for the upcoming year and that she had performed very well on the goals from the past year. He stated that he believed what Mr. Bean was referring to were items above and beyond what was listed on her upcoming goals. He stated that it was a situation of trying to define what the stretch goals to pursue might be. Dr. Williams-Taylor stated that there was a good deal of CSC funding directed at the age group 0 to 5 and that over 30% of children were not ready for school. She stated that the child abuse and neglect rates were increasing. She stated that there were significant opportunities for CSC to determine how to collaborate and it may take something different than just programming. Chair Langowski stated that Dr. Williams-Taylor could perhaps touch upon these issues at the Planning Session in April.

Vince Goodman stated that the Committee understood that it was Dr. Williams-Taylor's first year as CEO and that he was very satisfied with her performance. He asked Dr. Williams-Taylor to outline a success story where she had identified a goal and had completed it successfully. Dr. Williams-Taylor stated that her vision for CSC for the first year had included some internal operational things, and there had also been an abundance of opportunity to get out into the community. She stated that she had been conducting site visits and meeting with families in the BRIDGES communities. She gave an example of one mother (a BRIDGES member) who had three children, two of them with special needs. She stated that the mother had shared that if it wasn't for BRIDGES she would never have gone back to school, been able to get child care for her children, and go back to work. She stated that stories such as these inspired and motivated her. She stated that when working within CSC administratively, if you didn't get out into the field and witness the stories, you lose touch. She stated that CSC was doing amazing things in the community. She stated that over the past year, the partnerships that were being built with the County's Youth Services division, with the School District, and with Career Source were all success stories. She stated that they were looking at many different ways in which to interact with those community partners, brainstorming whether there may be co-funding opportunities, and identifying gaps in services provided in the community. She described a three-day session the previous week where there had been 60 people talking about birth to age 22, and how to partner together to get better outcomes. She stated that discussions at that session included identifying priorities, funding needs, looking at what was currently in place, and what gaps they wanted to fill. She stated that it had been a great experience, and that she had heard on numerous occasions that others in the community also witnessed the positive movement regarding collaboration. She stated that it took time, a lot of effort, negotiation, and sometimes compromise.

Vince Goodman stated that CSC had an excellent staff. He asked her, when meeting with staff, whether she accepted criticism from staff and how she would handle a situation where a staff member suggested moving in a different direction. Dr. Williams-Taylor stated that she accepted criticism and push-back and welcomed it. She stated that it was her philosophy that you ended up with a better product if everyone came to the table with good intentions. She stated that when you have people with different backgrounds and they all pose questions it is an environment ripe for innovation and you end up at a better place. She stated that she welcomed this process at CSC and that she believed in servant leadership. She stated that she was a risk-taker but that she calculated the risk. She stated that she would ask herself whether it was something that could

derail CSC, she would help people think things through and support staff. She stated that people grow by making mistakes, as long as it was not something that would hurt the organization.

Vince Goodman stated that in the past some Board members had recommended implementation of an employee exercise space/fitness center. He asked Dr. Williams-Taylor whether she had considered this. Dr. Williams-Taylor stated that she could look into it, and it was her understanding that it was not conducive to do it in-house because of liability, but that was why CSC had a wellness plan and staff could utilize that plan to join a gym. She stated that staff could get their gym memberships fully paid. She stated that CSC had relationships with LA Fitness and other gyms within a mile radius. Tom Sheehan, General Counsel, stated that 4 or 5 years previously there had been a committee of staff members who were tasked to look into it. He stated that because it was proposed that there would not be an on-site person managing the space and cleaning the equipment to eliminate hygiene problems, the unanimous verdict of the staff committee was not to pursue it. He stated that it was clear that the Council was prepared to put money into it but the committee had determined that it didn't make sense when there were other alternatives available to meet that need. He stated that CSC had done very well in the area of employee health and had received some awards. Shay Tozzi, Director of HR and Operations, stated that CSC had received two awards from the American Heart Association: one for being a Fit-Friendly organization, and one was a Worksite Innovation award for the wellness calendar for 2015. She stated that they were continuing the work for 2016.

Tom Weber stated that when CSC was going through the referendum several years previously, one of the biggest pushbacks had been that CSC did not do anything for older children. He stated that Dr. Williams-Taylor had done a good job in the collaboration with the community and getting out to the sites, as well as working with the School District. He stated that this would be a good item to maintain and increase going forward because there was a lot more that could be done. Dr. Williams-Taylor stated that mental health in the community was a significant issue and was one of the areas they were considering. She stated that they were brainstorming how to partner or fund additional services for older youth in the area of mental health. She stated that they had determined that there was no funding in the community to conduct mental health training, and they were looking at evidence-based programs around mental health. She stated that some programs began from a prevention standpoint where there may be risk or issues arising, all the way through juvenile delinquency for those kids that were already in the court system. She stated that there were some phenomenal models that were being implemented nationally and the court was very interested in looking into those.

Vince Goodman asked what Dr. Williams-Taylor would recommend, which she may possibly be reticent to bring to the Board, and which would be beneficial to the whole organization. Dr. Williams-Taylor stated that there were areas that had not typically been funded in the past which were worthy of exploration. She stated that there was an agenda item at that evening's Council meeting regarding usage of under expenditures, an area which had not typically been funded in an innovative way. She stated that they would be bringing to the Planning Session a proposal to begin a two-generational approach, in partnership with Career Source, for families where, upon becoming employed, lost their child care. She stated that it would be proposed that CSC would assume a certain percentage of the cost of care, and as the parent/caregiver made more money

they would assume a percentage. She stated that in this manner they could eliminate the cliff and help sustain the families.

Chair Langowski stated that he would like Dr. Williams-Taylor to continue to make a presence in the community and get to know more people. Dr. Williams-Taylor stated that she had attended a meeting the previous day regarding Leadership Palm Beach County. She stated that she would be pursuing this avenue. Thomas Bean stated that he would be happy to write her a recommendation.

Chair Langowski stated that the Personnel Committee recommended an increase in salary of 5%, and that it would be recommended to the Council at the Board meeting that evening. Tom Sheehan asked about the timing of the increase based upon the anniversary date of the contract. Chair Langowski stated that it would become effective February 1, 2016. Dr. Williams-Taylor thanked Council members for all their support over the past year.

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

September 8, 2016

AGENDA ITEM: 3

TITLE: Revision to Employee Handbook Regarding Breakdown of IRS Daily Meal Allowance for Travel

SUMMARY:

CSC has typically followed the IRS standard "M&IE" rate for all locations within the continental United States, without taking into account specific higher-cost locations (as set forth in IRS publication 1542 or its successor). This amount has increased and will go into effect October 1, 2016 (for both CSC and its providers).

In the CSC Employee Handbook (a Council policy) it specifies that the IRS rate is **pro-rated equally** for each meal. Due to the fact that (by pro-rating equally) the breakfast amount was overstated and the dinner amount was meager, it is proposed that a different breakdown of this new IRS rate of \$51.00 per day become effective October 1, 2016 as follows:

- Breakfast @ \$10.00
- Lunch @ \$15.00, and
- Dinner @ \$26.00.

The specific breakdown per meal is not being put in the Employee Handbook revision in order to deal with potential future changes by the IRS. Instead, the CEO will be authorized to set the amount for each meal.

Current Employee Handbook verbiage:

Meals – The per diem rate for meals (pro-rated equally for each meal) will be the IRS standard "M&IE" rate for all locations within the continental United States, without taking into account specific higher-cost locations (as set forth in IRS Publication 1542 or its successor).

Proposed change to Employee Handbook verbiage (to become effective October 1, 2016):

Meals – The per diem rate for meals (with the amount for each meal to be determined by the CEO) will be the IRS standard "M&IE" rate for all locations within the continental United States, without taking into account specific higher-cost locations (as set forth in IRS Publication 1542 or its successor).

RECOMMENDATION:

I recommend the Personnel Committee approve the revision to the Employee Handbook as outlined, effective October 1, 2016.

Children's Services Council – Personnel Committee

R E V I S E D AGENDA ITEM

September 8, 2016

AGENDA ITEM: 4

TITLE: 2017 and 2018 Proposed CSC Holiday Schedules

SUMMARY:

The proposed CSC Holiday schedules for calendar years 2017 and 2018 are attached for review.

RECOMMENDATION:

I recommend the Personnel Committee approve the 2017 and 2018 proposed CSC Holiday closing schedules as presented.

2017 HOLIDAY SCHEDULE

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day (Sunday, January 1).....	Monday, January 2, 2017
Martin Luther King, Jr. Day (3 rd Monday in January)	Monday, January 16, 2017
President's Day (3 rd Monday in February)	Monday, February 20, 2017
Memorial Day (Last Monday in May)	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day (1 st Monday in September).....	Monday, September 4, 2017
Columbus Day (2 nd Monday in October).....	Monday, October 9, 2017
Veterans' Day.....	Friday, November 10, 2017
Thanksgiving Day	Thursday, November 23, 2017
Thanksgiving Holiday	Friday, November 24, 2017
Christmas Holiday	Monday, December 25, 2017
Christmas Holiday	Tuesday, December 26, 2017
Floating Holiday	Wednesday, December 27, 2017
Floating Holiday	Thursday, December 28, 2017
Floating Holiday	Friday, December 29, 2017

PLEASE NOTE: January 1, 2018 falls on a Monday, and will be the first holiday for 2018.

2018 HOLIDAY SCHEDULE

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	Monday, January 1, 2018
Martin Luther King, Jr. Day (3 rd Monday in January)	Monday, January 15, 2018
President's Day (3 rd Monday in February)	Monday, February 19, 2018
Memorial Day (Last Monday in May)	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day (1 st Monday in September)	Monday, September 3, 2018
Columbus Day (2 nd Monday in October)	Monday, October 8, 2018
Veterans' Day (Sunday, November 11 th)	Monday, November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018
Thanksgiving Holiday	Friday, November 23, 2018
Christmas Holiday	Monday, December 24, 2018
Christmas Holiday	Tuesday, December 25, 2018
Floating Holiday	Wednesday, December 26, 2018
Floating Holiday	Thursday, December 27, 2018
Floating Holiday	Friday, December 28, 2018
Floating Holiday	Monday, December 31, 2018

PLEASE NOTE: January 1, 2019 falls on a Tuesday, and will be the first holiday for 2019.