

Children's Services Council
PERSONNEL COMMITTEE MEETING
Thursday, April 27, 2017 - 4:00 p.m.

AGENDA

Reference #

1. Call to Order
2. Minutes of Personnel Committee Meeting of February 23, 2017 **1**
Recommendation: the Personnel Committee recommends the Council approve the Minutes of the February 23, 2017 Personnel Committee Meeting as presented.
3. Approving Annual Voluntary Early Retirement Program **2**
Recommendation: the Personnel Committee recommends the Council approve the Voluntary Early Retirement Program (VERP) election on an annual basis.
4. Adjournment

Children's Services Council – Personnel Committee

AGENDA ITEM

April 27, 2017

AGENDA ITEM: 2

TITLE: Minutes

February 23, 2017, Personnel Committee Meeting

RECOMMENDATION:

The Personnel Committee recommends the Council approve the Minutes of the February 23, 2017 Personnel Committee Meeting as presented.

Children's Services Council
PERSONNEL COMMITTEE MEETING MINUTES
February 23, 2017

1. Call to Order

The meeting was called to order at 3:45 p.m.; the meeting was recessed at 4:30 p.m. in order to conduct the Council meeting and it was reconvened at 5:55 p.m.

Present (Council): Thomas Bean, Vince Goodman, Tom Lynch (departed 5:55 p.m.), Tom Weber.
(Staff): Leah Shaw, Tom Sheehan, Shay Tozzi, Lisa Williams-Taylor, Ph.D.

2. Minutes of Personnel Committee Meeting of October 27, 2016

A motion by Goodman/Bean to approve the Minutes of the October 27, 2016 Personnel Committee Meeting as presented was approved by unanimous vote.

3. Performance Review of Chief Executive Officer

Shay Tozzi, Director of Human Resources & Operations discussed the market compensation analysis which had been conducted. The performance evaluation of the Chief Executive Officer, Lisa Williams-Taylor, Ph.D., was reviewed and discussed.

A motion by Goodman/Bean to approve a salary increase of 5% and benefit adjustments, including a car allowance, for the Chief Executive Officer, Lisa Williams-Taylor, Ph.D., was approved by unanimous vote (this recommendation was approved by the full Council at the 4:30 p.m. Council meeting.)

The performance evaluation was reviewed and discussed with Dr. Williams-Taylor. The Chief Executive Officer's compensation and benefit package was discussed and there was unanimous approval to add a car allowance to the benefit package. Dr. Williams-Taylor was encouraged to continue her efforts of representing CSC within the community and to identify additional opportunities for the future.

4. Adjournment

The meeting was adjourned at 6:10 p.m.

Vincent Goodman, Secretary

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

Children's Services Council – Personnel Committee

AGENDA ITEM

April 27, 2017

AGENDA ITEM: 3

TITLE: Approving Annual Voluntary Early Retirement Program

STAFF: Shay Tozzi, Director of Human Resources and Operations

SUMMARY:

The Council previously approved CSC offering the Voluntary Early Retirement Program (VERP) which provides eligible employees the opportunity to voluntarily elect to participate in the Program. Previously, at random intervals, the CSC would offer eligible employees the ability to elect to participate in the Program. CSC would like to standardize the administration of the Program scheduling and planning by allowing election on an annual basis. This Program is integral to CSC's recruitment, workforce planning, and business continuity.

A retiree is defined as anyone who separates employment from the Children's Services Council of Palm Beach County (CSC) with at least 20 years of service *or* anyone who is at least 59 ½ years old with five (5) years consecutive years of service with the CSC. An employee must meet the referenced criteria to be considered a "retiree" and eligible to participate in the Voluntary Early Retirement Program. An employee who voluntarily elects to participate in the Voluntary Early Retirement Program will be eligible for the following benefits:

- Two weeks of the Employee's current salary for each year of service (not to exceed 20 weeks) subject to applicable taxes and deductions.
- The balance of previously accrued sick leave that is not paid out at separation pursuant to CSC's Personnel Policies shall be contributed to the individual's ICMA Retirement Health Savings Account.

The CEO, in her complete discretion, may, or may not, authorize voluntary retirement compensation to eligible full-time and part-time employees who meet the qualifications outlined above. The CEO and the Director of Human Resources and Operations must authorize Voluntary Early Retirement Program participation.

RECOMMENDATION:

The Personnel Committee recommends the Council approve the Voluntary Early Retirement Program (VERP) election on an annual basis.