

Children's Services Council  
**PERSONNEL COMMITTEE MEETING MINUTES**  
December 3, 2015

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1. Call to Order

The meeting was called to order at 4:15 pm.

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

2. Employee Handbook Revisions

Shay Tozzi, Director of Human Resources stated that they reviewed the Employee Handbook each year to ensure they were in compliance with all state, federal, and local laws, in addition to any additions or changes to process or practice that were in effect. She stated that the only changes for the current Employee Handbook were as follows:

**Gift Policy**

Ms. Tozzi stated that she had worked together with Tom Sheehan, General Counsel, to review the gift policy to ensure they were in compliance with the Florida Sunshine Law and Code of Ethics. She stated that the gift policy had been updated for 2016.

Thomas Bean asked what clarification was made to the gift policy. Tom Sheehan stated that they had refined the definition of a gift because there had previously been no definition, and there were certain exceptions that were not considered as gifts. Ms. Tozzi stated that with the wellness incentive dollars CSC had given a gift certificate to staff. She stated that the Appreciation and Events Committee worked throughout the year hosting events to fundraise for an end-of-year celebration, or may provide prizes through a raffle at other events, such prizes were all self-funded. Tom Sheehan stated that when employees attended conferences there may be a raffle with prizes, and those prizes were not categorized as gifts. He stated that any such prizes won must be reported to himself, and he would evaluate the circumstances.

Tom Weber asked whether the policy came into play with the end of year holidays and gifts from vendors. Mr. Sheehan stated that staff had recently been reminded that under the current policy, CSC staff should not accept gifts. He stated that the final provision of the policy outlines that if a gift arrives: i) you can return it; ii) you can pay the value of the gift; or iii) you can give it away. He stated that the receptionist was trained to know where to send such gifts, such as the Palm Beach County Food Bank.

**Smoking Policy**

Ms. Tozzi stated that the smoking policy had been updated to include vaping because electronic cigarettes were becoming popular.

**Bulletin Boards/Public Postings**

Ms. Tozzi stated that this policy had been updated to ensure compliance with local, state, and federal laws, ensuring employees were in compliance when posting on bulletin boards.

### **Nursing Mothers Facility**

Ms. Tozzi stated that there had always been a nursing mothers room at CSC, but it had never previously been included in the policies, and now was.

### **Domestic Partner Removal**

Ms. Tozzi stated that the Council had approved dropping coverage for domestic partners as of January 2016, and the Employee Handbook now reflected this change.

### **Voluntary Wellness Incentive Program**

Ms. Tozzi stated that some verbiage had been updated for the voluntary wellness incentive program to ensure they were moving towards specified health outcomes. She stated that the terminology had previously been targeted outcomes. She stated that if staff did not reach specified outcomes they were still eligible to receive wellness dollars if they participated in programs to help them work towards achieving the specified outcomes.

### **FMLA Employee Notice Requirements**

Ms. Tozzi stated that the FMLA notice had been updated with regard to CSC's responsibility to provide notification to staff.

Vince Goodman stated that the changes were all very good, especially the policy for nursing mothers. He stated that such a policy would increase productivity and was an excellent idea. Tom Sheehan stated that the nursing mothers room had been built into the original plans for the building.

**A motion by Weber/Goodman to approve the Employee Handbook/Human Resource Policies as outlined to the Council was approved by unanimous vote.**

3. Minutes of Personnel Committee Meeting of September 10, 2015

**A motion by Goodman/Weber to approve the Minutes of the September 10, 2015 Personnel Committee Meeting as presented was approved by unanimous vote.**

4. Minutes of Personnel Committee Meeting of October 22, 2015

**A motion by Goodman/Bean to approve the Minutes of the October 22, 2015 Personnel Committee Meeting as presented was approved by unanimous vote.**

5. Adjournment

Chair Langowski stated that the Personnel Committee would meet again on January 28, 2016 in order to review comments from the performance evaluation for the Chief Executive Officer. He asked Council members to provide comments to provide a more robust evaluation instead of just numbers and 'yes' and 'no' answers.

The meeting was adjourned at 4:33 p.m.



Vincent Goodman, Secretary



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