

Children's Services Council
PERSONNEL COMMITTEE MEETING MINUTES
September 10, 2015

1. Call to Order

Chair Langowski called the meeting to order at 5:13 p.m.

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

2. Approval of Minutes of December 3, 2014 Personnel Committee Meeting

A motion by Bean/Weber to approve the Minutes of the December 3, 2014 Personnel Committee Meeting was approved by unanimous vote.

3. 2015 and 2016 CSC Holiday Closing

Shay Tozzi, Human Resources Director stated that CSC has realized the benefit to staff morale of providing them additional Holiday time around the December Holidays. She stated there were also other benefits to the Council because building maintenance work was conducted during the time that CSC was closed, in addition to lots of computer maintenance/upgrade work. She stated that children were out of school and home for the Holidays at that time, and over 40% of CSC staff had school-age children. She stated that they had closed CSC for the Holiday season for the past several years, and they always brought the decision to the Council for approval. She stated that they recommended closing CSC for the Holidays in both 2015 and 2016.

Thomas Bean asked how many vacation days staff typically received. Ms. Tozzi stated that staff accrued vacation on a per-pay-period basis, accruing 4 hours per pay period, which increased as their years of service with CSC increased. Mr. Bean asked whether there was any rollover from year to year. Ms. Tozzi stated that there was. Mr. Bean asked whether there was any cap on rollovers. Ms. Shay stated that there was a cap of 480 hours. Mr. Bean asked whether the Holiday closing was considered an additional benefit, or whether it was expected by staff. Ms. Tozzi stated that it was definitely considered as an additional benefit, she stated that it was not expected and that staff was very thankful for it.

Mr. Bean asked whether there were people who wanted to work during those times. Ms. Tozzi stated that there would be some staff working during that time (building and IT staff). She stated that what was nice about closing CSC was that when staff were off, they were really off because there was nothing going on while they were away. She stated that it was a compounding benefit to staff. Mr. Bean stated that he asked the question because he had found that the time in question, between Christmas and New Year's, was sometimes the best time to get work done and be more productive without interruptions. Ms. Tozzi stated that many staff had school-age children and therefore needed to be home, and that CSC worked in such a collaborative manner that when a group of people were out it was hard to get things accomplished. Lisa Williams-Taylor, Ph.D. stated that a large proportion of staff had access to the document management system from their homes, and they were still able to work at home. She stated that they were able to get

things done by remotely accessing the system, and that CSC did not place any limitations on them doing so if they wanted to.

Tom Weber stated that in part there was a business purpose for closing which allowed work on CSC's systems and building. Thomas Bean asked why there was a half day proposed for December 23rd. Chair Langowski stated that as Chair, he gave staff a half day before the Holidays started. Mr. Bean asked whether it should remain a half day, or would they recommend also making it a full day. Ms. Tozzi stated that to make it a full day would be wonderful. Mr. Weber stated that it was unlikely that much was accomplished on a half day anyway. Chair Langowski stated that he had asked Ms. Tozzi to check the County's schedule, and the County had December 23rd as a designated workday. He stated that he had wanted to initially designate a half day, and leave it to the Personnel Committee to decide whether to make it a full day.

Thomas Bean asked how the schedule of leave compared with other entities such as the County, and how did the additional leave play out with regard to tax purposes; he also asked how it worked from a recruiting standpoint. Ms. Tozzi stated that municipalities struggled to attract and retain high performing staff, and that CSC tried to remain competitive in the workforce. She stated that CSC salaries compared to the private sector made it hard to be competitive. She stated that in order to remain competitive, CSC relied on its total compensation package and days off was a large component. She stated that it was very helpful to be able to say that CSC would be closed between the Holidays, and it would also be very helpful for recruitment if they would be able to provide advance knowledge of Holiday closing for 2016. She stated that they had been experiencing recruitment challenges. Mr. Bean asked how many open positions there currently was. Ms. Tozzi stated that there 6 FTE positions. Dr. Williams-Taylor stated that there was a total of 104 employees and 6 positions remained open, she stated that they had been actively recruiting for those positions and it had been extremely costly. Mr. Bean asked whether being able to 'advertise' those days off that wouldn't count against vacation time would be beneficial. Ms. Tozzi stated that it would be hugely beneficial. Dr. Williams-Taylor stated that staff did not take it for granted, they heard from staff all the time how much it was appreciated. Chair Langowski stated that Council members had been copied on emails in the past from staff which expressed their gratitude. Dr. Williams-Taylor stated that most other governmental entities were open, with some Foundations being closed. Ms. Tozzi stated that the School District was closed, in addition to the school district administration. Chair Langowski stated that the Federal Government was closed and that they got 2 weeks off.

Thomas Bean stated that he was good with the closing because his concerns had been addressed. Tom Weber stated that it sounded as if it was in line with the standards of the other entities regarding benefits and that staff would work well for the rest of the year; he stated that he was in favor of it. Mr. Bean stated that he did not want to make Dr. Williams-Taylor come across as ungenerous by refusing the additional time off as one of her first moves as CEO. Chair Langowski asked whether the Committee would like to extend the additional time by making December 23rd a full day, the Committee responded that it would.

A motion by Bean/Weber to approve the 2015/2016 additional Holiday closing as outlined, including December 23rd, 2015 as a full day off was approved by unanimous vote.

4. Adjournment

The meeting was adjourned at 5:30 p.m.



Vincent Goodman, Secretary



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