

JUVENILE WELFARE BOARD OF PINELLAS COUNTY
Executive Committee Meeting
April 26, 2001

MINUTES

Present: Myrtle Smith-Carroll, Chair; Norma Rienhardt, Vice Chair; Cecilia Burke, Secretary; Commissioner Barbara Sheen Todd; James E. Mills, Executive Director; Amy Daly, Executive Assistant

Call to Order: Ms. Smith-Carroll called the Executive Committee to order at 10:15 a.m.

The Executive Committee's agenda centered on concern with the executive director's evaluation process; the timeline of the management employee evaluations and materials presented by speakers at JWB sponsored workshops.

Materials provided to the Executive Committee included: employee evaluation forms; "Personnel Practices Manual – Section 8.0 Performance Evaluation;" Board comments re the Executive Director's evaluation process from the 11/9 and 12/14/00 meetings; the Executive Director's evaluation forms from FY 97-98, 98-99, 99-00; the compilation of results of the Executive Director's FY 99-00 evaluation; and a flyer announcing a JWB workshop.

Exec. Dir. Eval. Process: The Executive Committee decided to permanently utilize the Executive Committee for annual review of the Executive Director's performance. Input from the Board, funded agencies and management staff would continue to be provided as part of the annual review process.

It was decided to review the survey form currently utilized by the funded agencies. A suggestion was made to include Board performance as part of that survey. The Executive Committee will individually review the current funded agency survey form and return their recommendations to a future meeting.

Discussion centered on whether the Executive Director's evaluation surveys completed by the Board should be signed and the recommendation that a score of two (2) or less and a score of five (5) should require written comment. (Note: Prior to FY 1998-99 Board evaluations of the Executive Director were required to be signed.) Although a consensus was not reached on whether the Board should be required to sign the completed evaluation, a suggestion was made to seek the opinion of Board counsel and whether an evaluation form needs to be signed in keeping with "Government in the Sunshine." Consensus was reached that funded agency and management staff evaluations would continue to be anonymous.

It was decided that following compilation of the Executive Director's survey results, the Executive Committee and the Executive Director would meet to discuss the outcome of the evaluations prior to a recommendation to the Board. Conducting the Executive Director's evaluation was discussed.

During discussion of the timeline of management staff evaluations and the difficulty in adhering to that timeline, Mr. Mills shared his concern that the current timeline does not allow for staff feedback of supervisory personnel, which he feels is necessary to complete management staff evaluations. To address that concern it was suggested that: 1) voluntary upward evaluations by staff be completed during the month of August; 2) supervisory staff continue to complete staff evaluations during the month of September for a September 30 due date; 3) Mr. Mills review staff evaluations and upward evaluations in October and begin management evaluations with an October 31 due date. It was further recommended that the Director, Human Resources, convey this timeline to staff in writing.

**Speakers-JWB
Sponsored
Workshops**

Discussion addressed allowing speakers to promote their books during a workshop. The suggestion was made to inform speakers in advance of their appearance that promotion of their books would not be allowed during the workshop but could be made available either before or after the workshop.

Open Agenda:

During the Open Agenda portion of the meeting two members of the Executive Committee shared that the Executive Director of Asian F.A.C.E. had invited them individually to meet with members of the Board of Asian F.A.C.E. It was recommended that a letter from the Board be sent to the Chair of the Asian F.A.C.E. Board inviting them to meet with the Chair of the Juvenile Welfare Board.

Adjourn:

There being no further business the meeting adjourned at 11:10 a.m.

Respectfully submitted,

Cecilia Burke
Secretary