

PERSONNEL REPORT FOR APRIL 2001

JWB ADMINISTRATION

New Hires:	Ettel, Veronica – Program Consultant – Safe Start – 4/9/01 Tryon, Carol – Secretary – Safe Start – 4/9/01 Lackey, Roy Paul – Program Consultant – Strategic & Community Planning – 4/11/01 White, Tracie – Program Consultant – Strategic & Community Planning – 4/30/01
Separations:	None
Transfers:	None
Promotions:	None
Reclassification:	Peele, Laura – Information Technology Associate
Salary Actions:	None
Anniversaries:	Sahulka, Lisa – 4/14/97 – Four Years Sparrow, Joyce – 4/17/00 – One Year
Staff Items:	None

NEW HIRES

License Board:	None
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SEPARATIONS

Coordinated Child Care:	None
License Board:	None
Marriage & Family:	None

TRANSFERS

Coordinated Child Care:	None
License Board:	None
Marriage & Family:	None

PROMOTIONS

Coordinated Child Care:	None
License Board:	None
Marriage & Family:	None

RECLASSIFICATION

Coordinated Child Care:	None
License Board:	None
Marriage & Family:	Dye, Gladys – Program Specialist

SALARY ACTIONS

Coordinated Child Care:	None
License Board:	None
Marriage & Family:	None

ANNIVERSARIES

Coordinated Child Care:	Black, Linda – 4/25/94 – Seven Years
License Board:	Czarnatowicz, Marianne – 4/10/89 – Twelve Years Macina, Carol Ann – 4/12/89 – Twelve Years
Marriage & Family:	None

STAFF ITEMS

Coordinated Child Care:	None
License Board:	None
Marriage & Family:	None



Employee Personnel Committee Advocate

Regular Meeting May 10, 2001

Information Item IV.G.

EPC Meeting with Executive Directors
Minutes for April 18, 2001

Members Present: Kathy Nason, Lewellyn Ippolitto, Lillie William-Banks

Alternates Present: Marva Florence

Exec. Directors Present: Guy Cooley, Bob Glenn, Jim Mills and Gail Robertson

Also Present: Walt Williams

Meeting Convened at 1:05 P.M.

Kathy Nason opened the meeting.

CQI

Each agency gave a brief description of what they are doing to ensure Continuous Quality Improvement (CQI) in the agencies who have been or are going through the ASSET process.

Gail Robertson (PCLB) shared that the team that monitors homes and the team that monitors centers are entrenched in CQI. PCLB holds quarterly CQI meetings as part of the monthly staff meeting to look at the issues of accidents/injuries, unusual situations and complaints and work to remedy those situations so they do not reoccur. The communications team is gearing up to CQI and is doing the same things as the above teams. The food program, leadership, physical management and technology teams are moving to a more formal process in about a year. The leadership team is looking at what they need to do for CQI.

Bob Glenn (M&FC) reported that one group involves the board and does planning and training, and another group does regular peer reviews of all files. CQI is on the agenda for all staff meetings. The CQI team seems to be the group that everyone is most enthused about and periodically the CQI team leader also attends the board meetings.

Jim Mills (JWB) reported CQI teams looking at communications, information policies, and RFP procedures. A data system has been installed in training to track the information and the extended management team went to team training. One group is looking at ways to restructure our extended management meetings and another is working on the annual report. Strategic Planning is going to a meeting to look at their operation and 45 people will go to team training in June and July.

Guy Cooley (CCC) shared that they had 5 groups meeting (training, communications, IT, process and engineering, and diversity).

CHAIR

Kathy Nason
Marriage & Family
Counseling
726-9408

CO-CHAIR

Lillie William-Banks
Pinellas County
License Board
547-5824

MEMBERS

Trenia Cox
Juvenile Welfare Board
547-5644

Lewellyn Ippolitto
Juvenile Welfare Board
547-5680

Lillie McFarley
Coordinated Child Care
547-5724



Security

Kathy commented on JWB's new front desk and how attractive and efficient it looks. She shared the M&FC Clearwater office looks out for each other and tries not to leave just one person alone in the office. Regular fire drills are conducted.

Bob Glenn (M&FC) reported the real fire in their office. He also stated they also try not to leave just one person alone in the office, have a buddy system, and conducted regular fire drills.

Guy Cooley (CCC) stated they have the same systems in place, buddy system, being aware of leaving just one in the office, and they also have a security system.

Gail Robertson (PCLB) stated that when they have trainings, they announce and post near telephones that in case of emergency you must dial 9 to reach an outside line. Their employees also have a specific phrase, that when spoken, means to get help.

Walt Williams (JWB) Reported on the rearrangement of reception desk that allows the receptionist to better see visitors and elevators, employee badges for all employees in the building and visitor badges for visitors leaving the first floor and a call button for the reception desk is under consideration. Additional lighting is being installed in the parking lot and Pinellas Park police are providing more patrols.

EPC Role

In previous discussions of ways to let people know about EPC it was suggested that a brochure could be placed in new employee packets. A rough draft for the brochure was shown. Suggestions and input regarding information for the brochure should be sent to Kathy or Lewellyn Ippolitto who will finish the brochure.

Current EPC Activities

Next month it will be time to start looking for new people to serve on the committee to replace those whose two year term is up. EPC uses the "Did You Know" column in the J.W.Bee to keep employees informed on issues and EPC minutes are on the JWB Intranet.

The EPC committee has no morale issues at this time to talk about and no specific problems have been brought to the committee's attention.

The EPC has been invited to attend the Diversity Council meetings. The EPC committee will try to have a representative attend when possible.

Suggestions

The items were discussed and information will be given to employees in the "Did You Know" column of the J.W.Bee.

Raise the mileage rate from \$.29 to \$.34. Jim Mills stated that the mileage rate as well as per diem is regulated by state statute.

Explore the possibility of having an exchange holiday to allow employees to take an unpaid holiday and work a different holiday since new employees do not get to use personal time until one year. Noting that the building is closed on holidays it was suggested that if a unrecognized holiday day was needed it could be handled through their supervisors. The suggestion can be taken to the annual personnel practice review.

Take compensation time but not necessarily within the same pay period. Walt Williams stated that that policy had been changed for some time and it was not necessary to take the time within the same pay period. Employees can not accumulate more than 15 hours. Time worked over 40 hours by non-exempt employees and taken as comp time is also to be taken at time and a half.

A table in the 4th floor ladies room so papers don't get wet when setting them down. A plastic tray was removed when the new wallpaper was installed and Walt Williams will ask Mike Pitzer to reinstall the tray.

Combine all agencies and seek vendor membership opportunities like Sam's Warehouse. Walt Williams will investigate.

Put speed bumps in the parking lot to keep cars from driving too fast. It was decided that we would try reminding people to drive slowly.

Have the first floor ladies room thoroughly cleaned. Walt Williams mentioned that the floors have a heavy buildup of wax, which makes it harder to clean. The first floor gets much more use from outside individuals. They are looking into remedies.

Walt Williams gave an update of items being done at JWB:

Speakers have been placed in conference room A for overflow crowds.

A wall is being built around the air conditioning chiller to cut down on the noise level. When complete we will lose 6 parking spaces.

A new skylight is being installed.

JWB is looking into how they can upgrade the rest of the building that wasn't damaged by the flood.

The next EPC meeting will be held on Monday May 21, 2001 at 11:00 A.M.

Kathy Nason thanked Lillie Williams-Banks and Lewellyn Ippolitto for all the help they have given her with EPC issues. The meeting was adjourned at 2:35 P.M.

Submitted by,

Kathy Nason, Chairperson

Minutes by Lewellyn Ippolitto