

PERSONNEL REPORT FOR DECEMBER 2001

JWB ADMINISTRATION

New Hires:	None
Separations:	Perkins, Karen
Transfers:	None
Promotions:	None
Reclassification:	None
Salary Actions:	None
Anniversaries:	Cox, Trenia – 12/10/97 – Four Years Needham, Pamela – 12/15/97 – Four Years

NEW HIRES

License Board:	None
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SEPARATIONS

Coordinated Child Care:	Stanton, Carla
License Board:	Pagan, Alma
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:	None

SALARY ACTIONS

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

ANNIVERSARIES

Coordinated Child Care:	Cooley, Guy – 12/28/81 – Twenty Years Horn, Celeste – 12/14/87 – Fourteen Years Jamison, Liza – 12/18/89 – Twelve Years Burton, Kathy – 12/21/92 – Nine Years
License Board:	Rachal, Elaine – 12/2/91 – Ten Years Vaughn, Linda – 12/2/91 – Ten Years Hutcheson, Elaine – 12/11/95 – Six Years
Marriage & Family:	None

Employee Personnel Committee Advocate



Regular Meeting January 10, 2002

Information Item III. I.

CHAIR

Lewellyn Ippolito
Juvenile Welfare Board
547-5660

CO-CHAIR

Lillie Williams-Banks
Pinellas County
License Board
547-5824

MEMBERS

Brenda Angell
Juvenile Welfare Board
547-5620

Lillie McFarley
Coordinated Child Care
547-4292

Gladys Dye
Marriage & Family
Centers
893-1942

ALTERNATES

Carol Tryon
Juvenile Welfare Board
547-5668

Marva Florence
Coordinated Child Care
547-5786

Marianne Czarnatowicz
Pinellas County
License Board
547-5842

Jeanine Evoli
Marriage & Family
Centers
893-1940



EPC Meeting Minutes – December 17, 2001

Members Present: Lillie McFarley, Gladys Dye, Brenda Angell, Lewellyn Ippolito
Alternates Present: Marianne Czarnatowicz
Others Present: Walt Williams, Director, Human Resources

Meeting convened at 11:07 a.m. Minutes were approved as previously corrected.

Walt Williams reported on several items that were addressed at the previous EPC meeting as follows:

Question: Is there a formula for the one time only bonus and can it be made available?

Answer: No, there is not one that is across the system. There is no JWB established formula. The board approves a certain percentage, then each department manager decides how they want to distribute that percentage. Merit works the same way.

Question: If an employee has to take more sick leave than he/she has accrued, will they still receive a full pay check?

Answer: If they do not have enough sick time accrued, they may use their annual leave, however, if they do not have enough of either, they will not be paid for any hours owed.

Question: Annual leave to long-term employees. Should it be increased from 4 weeks.

Answer: Ten years is when you max out on annual leave. After discussion, the committee felt four weeks is enough time off and voted not to extend it at this time. One committee member voted against.

Question: Do we have and are we utilizing a Safety Committee and, upon hiring a Diversity Coordinator, do we meet with them on a regular basis.

Answer: Mike Pitzer generally is made aware of safety concerns. EPC has been the committee where safety issues could be brought. No one to date is in charge of walking around the building checking for safety problems. We have no Diversity Coordinator at the present time. Once a coordinator is hired, we will work with that individual as necessary.

Question: Bereavement Policy – should we include in-laws, cousins, etc.

Answer: It was brought out that extended family members; e.g., step-parents, step-brothers/sisters, cousins, etc. are not presently specified. To be totally inclusive, the list could go on and on. The committee has recommended that the Bereavement and Sick Policy be looked at to somehow be more inclusive. A possibility would be to include language that would let each situation be handled on an individual case-by-case basis.

Question: Exchanged Holiday – Exchanging Martin Luther King Day with Good Friday. Answer: Since the building is closed on Martin Luther King Day, there could not be an exchange. An employee is entitled to use personal leave, annual leave, or comp time.

Process for taking recommendations to the Board. EPC can recommend a change in policy, then Human Resources would discuss the matter with the JWB Executive Director who has the final say. The recommendation would then go to the Board for their approval or disapproval.

Goals: EPC needs to explore goals for the coming year. The Chair asked for ideas from the floor for this year's goals.

Lillie McFarley phoned in her excuse for being absent and listed two goals that had been brought to her attention. One was to have bottled water available throughout the building. Walt Williams pointed out that there are water containers on each floor and bottled water is available in the first floor breakroom.

Also mentioned was the idea that some employees would like access to the back door of the building at 6:30 a.m. Walt Williams reported that this issue is under discussion at the present time, however, the building will not be available to anyone without a swipe card before 7:30 a.m. He pointed out that Mike Pitzer could not be responsible for opening the back door as he is not in a position to know every employee in the building.

It was brought up that EPC should start looking at the Personnel Practices earlier in the year so we would have enough time to research any issues we feel are important. It was pointed out that the revisions are due in November but EPC could review them at any time during the year. It was suggested that we put the topic on our agenda during the summer.

The Chair offered a goal of putting past minutes in a more orderly form to make them more user friendly. The committee felt this to be a worthwhile goal to look at the procedure of archiving minutes - EPC agreed to accept this project as one of this year's goals.

Another goal was to better identify the EPC's role as Safety Committee, to make sure we are in compliance where we need to be.

Upcoming calendars were distributed with the year's EPC agenda. Noted that the next Diversity Committee meeting would be held on January 28th, from 2-4 p.m. at JWB. Anyone who wishes to attend may do so.

There were many thank you notes received for inclusion in the "Honey from the Bee" column of the upcoming JWBee. These will be given to Kathy Helmuth.

Revised EPC By-Laws were included in the December board packet and approved. Recommendations for revisions to the Personnel Practices were given to Human Resources and any recommendations will be given to the board in January.

Next meeting, Monday, January 14th at 11:00 a.m.

Meeting adjourned at 11:50 p.m.

Submitted by,

Lewellyn Ippolitto, Chair

Minutes by Brenda Angell