

# Employee Personnel Committee Advocate



## CHAIR

*Ann Santoro*  
Marriage & Family  
Counseling

## MEMBERS

*Gary Cernan*  
Juvenile Welfare Board

*Elaine Rachel*  
Pinellas County  
License Board

*Stephanie Richards*  
Coordinated Child Care

*Kathy Moser*  
Juvenile Welfare Board

## EPC Executive Directors Meeting Minutes

September 30, 1999

Members Present: Ann Santoro, Gary Cernan, Stephanie Richards  
Elaine Rachel

Executive Directors Present: Jim Mills, JWB; Robert Glenn, MFC; Gail  
Robertson, PCLB; Guy Cooley, CCC.

Also Present: Walt Williams, Human Resources

The agenda was reviewed. The following topics were discussed.

### **Supervisor evaluation and training**

EPC members reflected employee comments about inconsistency among supervisors when implementing agency policies and procedures. Members asked the Directors to review the supervisor evaluation process.

Walt described the evaluation procedure: supervisor evaluation forms are given to each employee once a year. Employees are asked to sign these forms in order to add credibility to the process. Forms are collected and then reviewed by Walt only. Walt then prepares a summary of the evaluations without any identifying information and gives them to each supervisor.

Walt reported that the supervisor evaluation process usually occurs in November or December, and that the response rate is about 50%. The Directors stated that they will revise the methods as needed. Members agreed that employees should take advantage of the supervisor evaluation process. Directors supported the idea of special training for supervisors and agreed to look into that further.

### **Communication Workshops**

EPC members reported that they have polled employees, and each unit has identified one or two workshops of interest. These workshops will be offered in November. Directors agreed to support employee attendance at these workshops.

### **Suggestion Box**

EPC members reported to Directors that employees are using the suggestion boxes to voice concerns or to bring attention to building maintenance items. Directors asked about procedures for routing suggestions back to them so that they can act on them. Members agreed to retrieve suggestions from boxes, review them at the EPC meeting each month, and then pass them on to the appropriate Director(s) if necessary.

### **Salary and Classification Plan**

EPC members voiced concerns of several employees about "promotions" that resulted from the Arthur Anderson study. Those employees wondered if job descriptions could have been written or slanted in a way that gave an advantage to one employee over another. Mr. Mills and Walt reported that some jobs were reclassified, however, those should not be considered as

promotions. They stated that job descriptions could not have been manipulated in order to get a change in classification.

### **Hospitalization**

Gary voiced concerns by several employees about rising costs of family medical coverage. He asked if the Directors could approach the Board about absorbing some of the increases, especially since the rising costs are eroding increases in salary for many employees.

Walt reported that there are fewer and fewer HMO's in the industry which makes it difficult to get competitive plans. Walt also reported that our rates tend to be higher because of our employee profile (mostly female). Walt stated that cutting costs could mean a less attractive hospitalization plan. He stated that he and Mr. Mills will consider all of the options in the hopes of meeting everyone's needs as fairly as possible.

### **Miscellaneous**

Gary reflected an employee question about hiring a consultant to come in and give suggestions about positioning computers and keyboards in ways that would reduce physical symptoms after prolonged use.

Gary also voiced employee concerns about the process involved in the preparation of EPC meeting minutes. Mr. Mills clarified his role in that process.

Elaine reported that there were no major issues at PCLB. She described the process for addressing employee concerns and reiterated the open door policy emphasized by Gail Robertson.

Stephanie reported that CCC employees were surveyed about issues and concerns that were to be reflected at this meeting with the Directors. Stephanie reported that results from the survey were given to Guy. Questions about building maintenance items were given to Walt Her questions about promotions were answered when the Directors discussed the salary and classification plan.

The next meeting was scheduled for March 29, 2000, from 9:00 - 11:00 a.m.

The meeting was adjourned.

Respectfully submitted,



Ann Santoro  
Chairperson and Recorder