

## PERSONNEL REPORT FOR SEPTEMBER 2001

**JWB ADMINISTRATION**

New Hires:	Cobb, Eric J. – Information Systems 9/24/01
Separations:	Smith, Shelly – 9/13/01 Detres, Maridelys – 9/26/01
Transfers:	None
Promotions:	None
Reclassification:	None
Salary Actions:	None
Anniversaries:	Heath, Mary Ann – 9/1/93 – Eight Years Hane, Penny – 9/5/95 – Six Years Harmeson, Tiffany – 9/15/97 – Four Years

**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:	None

**SALARY ACTIONS**

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

**ANNIVERSARIES**

<b>Coordinated Child Care:</b>	Lindsay, Sandra – 9/8/75 – Twenty-Six Years Colacini, Cathy – 9/10/92 – Nine Years Jensen, Karen – 9/26/94 – Seven Years
<b>License Board:</b>	Robertson, Gail – 9/2/75 – Twenty-Six Years
<b>Marriage &amp; Family:</b>	Delacqueseaux, Penny – 9/4/79 – Twenty-Two Years

# Employee Personnel Committee Advocate



## CHAIR

*Lewellyn Ippolitto*  
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  
547-5724

*Mishelle Richards*  
Marriage & Family  
Counseling  
381-9400

## ALTERNATES

*Carol Tryon*  
Juvenile Welfare Board  
547-5668

*Marva Florence*  
Coordinated Child Care  
547-5786

*Marianne Czarnatowicz*  
Pinellas County  
License Board  
547-5842

*Kathy Nason*  
Marriage & Family  
Counseling  
547-5786



## Regular Meeting October 11, 2001

## Information Item III.J

EPC Meeting Minutes  
September 17, 2001

Members Present: Lillie Williams-Banks, Lillie McFarley, Brenda Angell

Alternates Present: Mary Ann Czarnatowicz, Carol Tryon

Also Present: Walt Williams

Meeting Convened at 11:15 A.M.

Motion was made and seconded to approve the August minutes.

A draft of an EPC brochure was presented to the committee for their review and comments. The brochure will be shown to Mr. Mills after the meeting for his input. A request was made to have the brochure brought before the committee for their input by October 8<sup>th</sup> with the final copy to the committee at its October 15<sup>th</sup> meeting.

Walt Williams was asked to inquire as to any JWB monies, which could be made available to produce the brochures - in color preferably - and to determine the number of brochures needed.

Because of a lack of a slate of officers, the election of officers was postponed. Lillie Williams-Banks reported that Lewellyn Ippolitto expressed an interest in chairing the committee, but has subsequently resigned from EPC. After reviewing the situation and determining that neither Ms. Williams-Banks nor Ms. McFarley felt that they had adequate time to invest in chairing the committee, the committee realized they had a serious problem. Ms. Williams-Banks volunteered to speak to Ms. Ippolitto to see if she could convince her to reconsider. Ms. Williams-Banks stated that she is willing to continue in her position as Co-Chair. Carol Tryon volunteered to be reassigned from alternate to member upon need and approval.

Assignments were given to review the Personnel Policies and Procedures Manual. It was suggested that the committee meet next Monday, September 24<sup>th</sup> at 12:30 p.m. in the downstairs breakroom to go over these assignments as well as discussion of incoming officers along with the review of the EPC Bylaws.

We need to prepare agenda items for the Executive Director's meeting in October. One topic of concern is building security – and the need to wear the badges we have been given. The necessity of wearing our badges will be incorporated in the new Operations Manual. Ask those in your department what items they would like to have addressed or any concerns they may wish to have brought up at the October meeting. There were no suggestions in the suggestion box this month.

Mr. Williams notified us that possibly some of the Board members might attend one of our EPC meetings.

It was also suggested that alternates might want to consider being in attendance at all meetings. Meeting adjourned at 11:45 a.m.

Submitted by,  
Lillie Williams-Banks, Co-Chairperson

Minutes by Brenda Angell

The following is given as an update to the previous minutes showing we have since elected new officers. The remainder of the 9/24/01 minutes have not yet been approved and will be available for review on the JWB Intranet once approved.

Additional EPC Meeting  
September 24, 2001

Members Present: Lillie Williams-Banks, Lillie McFarley, Brenda Angell, Lewellyn Ippolitto

Alternates Present: Mary Ann Czarmatowicz

Meeting convened at 12:35 p.m. with the election of officers for the coming year. Lewellyn Ippolitto nominated for the position of Chair, Lillie Williams-Banks was nominated Co-Chair, and Brenda Angell was nominated as recording secretary. There being no other nominations from the floor, all motions to elect the slate of officers were made and carried.

EMPLOYEE PERSONNEL COMMITTEE (EPC)  
YEARLY REPORT OF ACCOMPLISHMENTS  
November 2000 - October 2001

EPC's goal this year was to educate employees about EPC and keep them informed of the committee's activities. Below is what we have done to accomplish this goal.

- (1) A brochure has been designed and is now in it's final draft to be presented at our next meeting with the Executive Directors. This brochure will be given out as part of the employee orientation information to inform new employees about the committee and give the name and phone numbers of those employees who represent the EPC in each agency.
- (2) Use each agency's Intranet (as it becomes available) to inform employees about EPC and make the minutes of our meetings available on line. JWB already has EPC information available on their Intranet. PCLB now has an Intranet and is in the process of including this information on line. CCC will make the information available once their Intranet is available.
- (3) Use the "Did You Know" column of the JW Bee to keep employees informed of information and suggestions that have been brought to the committee's attention.

Submitted by,

Lewellyn Ippolitto, Chairperson