

Children's Services Council  
**PERSONNEL COMMITTEE MEETING**  
Thursday, October 24, 2019 – 2:00 p.m.

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**AGENDA**

**Reference #**

1. Call to Order
2. Minutes of Personnel Committee Meeting of March 28, 2019 **1**  
**Recommendation: the Personnel Committee recommends the Council approve the Minutes of the March 28, 2019 Personnel Committee Meeting as presented.**
3. CSC Internship Program **2**  
**Recommendation: For informational purposes only; no action required.**
4. Resolution #19-029 Authorizing CSC Employee Benefits Renewal **3**  
**Recommendation: The Personnel Committee recommends the Council approve Resolution #19-029 authorizing Group Insurance Plan renewals with CIGNA effective January 1, 2020 as outlined, as well as authorizing the Chief Executive Officer to execute any necessary agreements for the period starting January 1, 2020 through December 31, 2020, with the portion after September 30, 2020 subject to the Council's annual budget and TRIM process.**
5. Employee Handbook/Human Resources Policies – Compassion Leave Policy **4**  
**Recommendation: The Personnel Committee recommends the Council approve the Employee Handbook/Human Resource Policies along with the revised Compassion Leave Policy as discussed and outlined. This policy will be effective January 1, 2020.**
6. Adjournment

**Children's Services Council – Personnel Committee**

**AGENDA ITEM  
October 24, 2019**

**AGENDA ITEM:                   1**

**TITLE:                               Minutes – March 28, 2019 Personnel Committee Meeting**

**RECOMMENDATION:**

**The Personnel Committee recommends the Council approve the Minutes of the March 28, 2019 Personnel Committee Meeting as presented.**

Children's Services Council  
**PERSONNEL COMMITTEE MEETING MINUTES**

Thursday, March 28, 2019 - 2:30 p.m.

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1. Call to Order

The meeting was called to order at 2:30 p.m.

Present (Committee Members - Council): Tom Weber, Thomas Bean, Vince Goodman.

Present (Council Member): José Luis Rodríguez, Esq.

Present (Staff): Lisa Williams-Taylor, Ph.D., Tom Sheehan, Shay Tozzi, Jeanne Reid.

2. Minutes of Personnel Committee Meeting on February 28, 2019

**A motion by Weber/Goodman to approve the Minutes of the February 28, 2019 Personnel Committee Meeting as presented was approved for recommendation to the Council.**

3. CSC Internship Program

The Personnel Committee reviewed the Pilot Internship Program recommended to start on May 2020, including the following considerations:

- 3-5 interns based on the needs identified
- 90 day period, up to 40 hours per week
- Selection will be based on multiple factors to include:
  - Application
  - Transcripts
  - Recommendations
  - GPA
  - Interview
  - PBC Residency

**A motion by Bean/Goodman to approve the CSC Internship Program was presented and approved for recommendation to the Council.**

4. Performance Management

The Personnel Committee discussed the following:

- CSC has a High Performing Workforce
- Annual Pay Increases are Performance Based (Merit – no COLA)
- Allocate an additional 1% of our salary budget (increase from 3% to 4% to better align performance scores with percentage increases.

**A motion by Goodman/Bean to approve 4% of our salary budget for performance based annual merit increases for FY 2019/20 was presented and approved for recommendation to the Council.**

5. Annual Performance Evaluation Process for the CEO

The Personnel Committee discussed the following:

- CEO Performance Evaluation provided to Council in January.
- The compiled performance feedback will be reviewed at the Personnel Committee in January and a compensation recommendation will be formed.
- An agenda item with the compensation package recommendation will be provided for approval at the February Council meeting.

**A motion by Bean/Goodman to approve the CEO Performance Evaluation extended timeline was presented and approved for recommendation to the Council.**

6. Adjournment

The meeting was adjourned at 3:30 p.m.

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Vincent Goodman, Secretary

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Lisa Williams-Taylor, Ph.D., Chief Executive Officer

## Children's Services Council – Personnel Committee

AGENDA ITEM  
October 24, 2019

**AGENDA ITEM:** 2

**TITLE:** CSC Internship Program

**SUMMARY:**

At the last Personnel Committee meeting on March 28, 2019, the Committee reviewed and approved a recommendation for a pilot internship program.

The purpose of the pilot would be to provide a learning experience for a diverse group of college students throughout Palm Beach County, with a possible goal of attracting students to the social services arena, that might not otherwise consider the field as a career option.

CSC is in the recruitment process. Interns will be hired for the summer of 2020.

**RECOMMENDATION:**

**For informational purposes only; no action required.**



# Personnel Committee

## Summer Internship Pilot Program

October 24, 2019

# Goal

Provide career experience through substantive work assignments and projects that introduce interns to the health and human services field and enhance marketability for future jobs, including potential jobs at CSC.

# Committee Recommendations

- 3-5 participants
- Selection based on the following considerations:
  - Application
  - Interview
  - Recommendations
  - Prior experience
  - Grade point average
  - Transcripts
  - Field of study
- Palm Beach County resident preferred



# Where We Are

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## Administrative Positions (2)

- Develop annual report and create visual showing targeted outcomes
- Research local and state legislators and create communication tools for law makers

## Audit and Compliance Position (1)

- Prepare for, attend and conduct audit

## Program Position (1)

- Assist with special projects, analyze and synthesize data, participate in Stakeholder Engagement Activities, attend provider monitoring and/or site visits, follow-up for Computer Inventory and Replacement Initiative

## Communications Positions (3)

- Scan, map and calendar events with diversity focus; Identify social media influencers; Distribute and monitor materials in community; Help organize and support events, Parent Forums, 'community listening groups
- Provide and write social media content for events, specific topics, programs, etc.; Translate communications; Update media contact lists; Write press releases
- Design and develop website and app, optimize EveryParentPBC.org, research and analyze data

## Where We Are

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- Job descriptions created
- Focusing on attracting diverse candidates
- Collaborating with Bethune-Cookman and Florida A&M University
- May merge intern positions based on candidates qualifications
- Less than 20 hours weekly

# Next Steps

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- Review, interview and select participants
- Customize internal protocols to support program
- Develop organizational orientation, intern support mechanisms and position specific training program

## Children's Services Council – Personnel Committee

### AGENDA ITEM

October 24, 2019

**AGENDA ITEM:** 3

**TITLE:** Resolution # 19-029 Authorizing CSC Employee Renewal

#### **SUMMARY:**

##### Group Insurance Renewals

Coverages provided by CSC to its employees are medical coverage, funding of a health savings account for each employee, dental coverage, life insurance and short and long term disability. Each fall CSC's insurance broker, the Gehring Group, obtains proposals for renewals of the coverages being provided to CSC staff. The Gehring Group reviews and presents the proposals and the associated costs with maintaining the coverages as currently provided.

The initial proposal with our current insurance provider, CIGNA Insurance Company, was for an 8% premium increase for renewal of group medical and a 4% increase for the group dental coverages. As a result of additional negotiations taking place, CSC was able to secure continuation of coverages with our current provider at a 0% increase for all employer paid group insurance coverages for 2020. The voluntary vision plan did receive a 6% premium increase for 2020.

#### **RECOMMENDATION:**

**The Personnel Committee recommends the Council approve the Resolution #19-029 authorizing Group Insurance Plan renewals with CIGNA effective January 1, 2020 as outlined, as well as authorizing the Chief Executive Officer to execute any necessary agreements for the period January 1, 2020 through December 31, 2020, with the portion after September 30, 2020 subject to the Council's annual budget and TRIM process.**

## RESOLUTION #19-029

### RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY AUTHORIZING GROUP INSURANCE RENEWALS WITH CIGNA HEALTH AND LIFE INSURANCE COMPANY

WHEREAS, coverages provided by CSC to its employees are medical coverage, funding of a health savings account for each employee, dental coverage, life insurance and short and long term disability; and

WHEREAS, each fall CSC's insurance broker, the Gehring Group, obtains proposals for renewals of the coverages being provided to CSC staff; and

WHEREAS, The Gehring Group reviews and presents the proposals and the associated costs with maintaining the coverages as currently provided; and

WHEREAS, the initial proposal with our current insurance provider, CIGNA Insurance Company, was for an 8% premium increase for renewal of group medical and a 4% increase for the group dental coverages; and

WHEREAS, as a result of additional negotiations taking place, CSC was able to secure continuation of coverages with our current provider at a 0% increase for all employer paid group insurance coverages for 2020; and

WHEREAS, the voluntary vision plan did receive a 6% premium increase for 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY, that the Council authorizes Group Insurance Plan renewals with CIGNA effective January 1, 2020 as outlined, as well as authorizing the Chief Executive Officer to execute any necessary agreements for the period January 1, 2020 through December 31, 2020, with the portion after September 30, 2020 subject to the Council's annual budget and TRIM process.

The foregoing Resolution was offered by Council Member \_\_\_\_\_ who moved its adoption. The motion was seconded by Council Member \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Thomas Bean  
Donald E. Fennoy, II, Ed.D.  
Vincent Goodman  
Kathleen J. Kroll  
Melissa McKinlay  
Dennis Miles  
Debra Robinson, M.D.  
Jose Luis Rodriguez, Esq.  
Thomas P. Weber

The Chairman thereupon declared the Resolution duly passed and adopted this 24th day of October, 2019.

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

CHILDREN'S SERVICES COUNCIL  
OF PALM BEACH COUNTY

BY: \_\_\_\_\_  
Debra E. Gotlib  
Attorney for Children's Services Council  
of Palm Beach County

BY: \_\_\_\_\_  
Thomas P. Weber, Chairman

BY: \_\_\_\_\_  
Lisa Williams-Taylor, Ph.D.  
Chief Executive Officer

## Children's Services Council – Personnel Committee

AGENDA ITEM  
October 24, 2019

**AGENDA ITEM:** 4

**TITLE:** Employee Handbook/Human Resources Policies – Compassion Leave Policy

**SUMMARY:**

Each year, CSC Human Resources review and updates the Employee Handbook/Human Resources Policies to ensure policies are in compliance with federal, state, and local laws as well as ensuring the policies reflect practices. The revised Compassion Leave policy outlined below reflects the application of a racial ethnic lens and alignment with other governmental entities within Florida. No other changes have been made to the Employee Handbook/Human Resources Policies.

SECTION V – Benefits/Leave

**Compassion Leave**

In the event of a death in the family, employees are allowed up to three days of Compassion Leave for in-state travel and up to five days for out-of-state travel.

This applies to any family member and those whose close association with the employee is the equivalent of a family relationship.

If the employee wishes to extend the time out for bereavement or attend the funeral of someone outside this policy, then personal, sick or vacation leave may be used.

For those seeking Compassion Leave, employees must submit a leave request stating the relationship of the deceased to the employee and if the service is in-state or out-of-state. It is the responsibility of the immediate supervisor to approve requests for Compassion Leave.

Abuse and/or falsification of Compassionate Leave shall be subject to disciplinary action..

**RECOMMENDATION:**

**The Personnel Committee recommends the Council approve the Employee Handbook/Human Resources Policies as discussed and outlined effective January 1, 2020.**