

Children's Services Council  
**PERSONNEL COMMITTEE MEETING**  
Thursday, January 30, 2020 – 3:00 p.m.

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**AGENDA**

**Reference #**

1. Call to Order
  
2. Minutes of Personnel Committee Meeting of October 24, 2019 **1**  
**Recommendation: the Personnel Committee recommends the Council approve the Minutes of the October 24, 2019 Personnel Committee Meeting as presented.**
  
3. Performance Review of Chief Executive Officer **2**  
**Recommendation: The Personnel Committee will discuss Council members input on the Performance Evaluation of the Chief Executive Officer. A recommendation for approval will be presented to the Council at the February Council meeting.**
  
4. Compassionate Leave Policy **3**  
**Recommendation: The Personnel Committee recommends the Council approve the revised Compassionate Leave Policy, to be effective February 1, 2020.**
  
5. Adjournment

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

**AGENDA ITEM  
January 30, 2020**

**AGENDA ITEM:                   1**

**TITLE:                               Minutes – October 24, 2019 Personnel Committee Meeting**

**RECOMMENDATION:**

**The Personnel Committee recommends the Council approve the Minutes of the October 24, 2019 Personnel Committee Meeting as presented.**

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

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**AGENDA**

**Reference #**

1. Call to Order

The meeting was called to order at 2:00 pm.

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

Present (Staff): Lisa Williams-Taylor, Ph.D., Tom Sheehan, Debra Gotlib, Leah Shaw, Jeanne Reid.

2. Minutes of Personnel Committee Meeting of March 28, 2019

**1**

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

3. CSC Internship Program

**2**

A presentation was provided by the Director of Learning and Quality, Jeanne Reid. An update on the Internship Program was shared, including details and timeline.

Feedback from Council members included looking at the duration of the internships, looking at the possibility of providing internal staff the opportunity to supervise interns, and introducing the interns to the Council.

We are working with Bethune Cookman College and Florida A&M University. Postings have already been sent and we will be starting the interview process for interns to start in the summer of 2020.

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

4. Resolution #19-029 Authorizing CSC Employee Benefits Renewal

**3**

**Recommendation: A motion by Bean/Goodman to 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 was approved for recommendation to the Council.**

5. Employee Handbook/Human Resources Policies – Compassion Leave Policy

4

Due to various input from Council members, it was decided to bring a new version of the Compassion Leave Policy to the next Personnel Committee meeting.

**Recommendation: A motion by Bean/Weber was approved to leave the Employee Handbook/Human Resource Policies as is until the revised Compassion Policy is approved by the Personnel Committee.**

6. Adjournment

The meeting was adjourned at 2:45 pm.

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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

January 30, 2020

**AGENDA ITEM:** 2

**TITLE:** Performance Review of Chief Executive Officer

#### **SUMMARY:**

Last year, the Council approved a new process for reviewing and approving the annual Performance Review of the Chief Executive Officer.

Every year, the Personnel Committee will meet in January to review the input from Council members on the annual Performance Review of the Chief Executive Officer. The Personnel Committee will come to a consensus on a recommendation for presentation to the Council for approval at the February Council meeting.

#### **RECOMMENDATION:**

**The Personnel Committee will discuss Council members input on the Performance Evaluation of the Chief Executive Officer. A recommendation for approval will be presented to the Council at the February Council meeting.**

## Children's Services Council – Personnel Committee

AGENDA ITEM  
January 30, 2020

AGENDA ITEM: 3

TITLE: **Compassionate Leave Policy**

### SUMMARY:

Each year, CSC Human Resources reviews and updates the Employee Handbook/Human Resources Policies to ensure policies are in compliance with federal, state, and local laws, as well as ensuring that the policies reflect actual practices. The revised Compassion Leave policy outlined below reflects the application of a racial ethnic lens and alignment with other governmental entities within Florida.

### 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 services in-state and up to five days for services out-of-state.

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.

Eligible family members under this policy are an employee's spouse, registered domestic partner, parent, stepmother, stepfather, child, stepchild, foster child, brother, sister, grandparent, or grandchild of either the employee or his/her spouse/domestic partner, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law. Additionally, if applicable, a non-biological individual who served as a mother or father to the employee will be eligible.

For employees seeking Compassion Leave, a leave request stating the relationship of the deceased to the employee and if the service is in-state or out-of-state must be submitted for approval. It is the responsibility of the immediate supervisor to review requests for Compassion Leave to ensure compliance with the Compassion Leave Policy.

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

### RECOMMENDATION:

**The Personnel Committee recommends the Council approve the revised Compassionate Leave Policy, to be effective February 1, 2020.**