

Children's Services Council
PERSONNEL COMMITTEE MEETING MINUTES

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

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.



Vincent Goodman, Secretary



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