

# Employee Personnel Committee Advocate



## CHAIR

*Ann Santoro*  
Marriage & Family  
Counseling

## CO-CHAIR

*Gary Cernan*  
Juvenile Welfare Board

## MEMBERS

*Elaine Rachal*  
Pinellas County  
License Board

*Stephanie Richards*  
Coordinated Child Care

*Kathy Moser*  
Juvenile Welfare Board

## EPC Meeting Minutes

JWB Board of Directors  
September 9, 1999 Meeting  
INFORMATION ITEM E

July 28, 1999

**Members Present:** Ann Santoro, Elaine Rachal, Gary Cernan, and Stephanie Richards

**Also present:** Walt Williams

**Meeting convened at 11:10 A.M.**

### Introductions

**Election of Interim Officers:** Ann Santoro, Chair  
Gary Cernan, Co-Chair  
Stephanie Richards and Elaine Rachal will share recorder duties.

EPC members discussed a new procedure for the process of minutes:

- The committee will forward a draft of minutes to Mr. Mills.
- Mr. Mills will make suggestions and return to the EPC committee.
- The committee will then approve or disapprove the minutes with any additional amendments for final distribution.

### UPDATES:

Walt Williams reported on the Salary Classification Study: The meeting with Arthur Anderson had to be rescheduled for a later time. This meeting will focus on where positions fall in certain job categories.

Gary Cernan stated the following: The JWB logo shirts were not acceptable and another attempt to look for a vendor has been put into motion.

As of October the EPC committee will have positions opened. These representatives have to be filled in addition to the alternative spots. The term to sit on the EPC committee is a two-year commitment. The specific agencies will have to address this issue at any upcoming meetings. The breakdown is as follows: (2) JWB employees, (1) MFC employee and (1) CCC employee.



### **COMMUNICATIONS SKILLS TRAINING:**

Staff had a positive response to having communication skills training provided by R. J. Doody – Training JWB. This has been offered to us as a group or as separate agencies. Staff seems to feel these workshops would target the workplace, and being able to participate within a session with ones' co-workers would enhance this. Perhaps allowing one to understand each other better.

EPC members need to send out a summary of the workshops offered and request a response back on employees' top 2 choices. The results will be brought to the next EPC meeting.

### **EMPLOYEE SUGGESTION BOX:**

Regarding an issue placed in the suggestion box concerning unfairness of already determined job promotions and lack of in-house job postings, these issues should be forwarded to the proper personnel. The EPC committee cannot fully address issues like these without more specific information given. We encourage all staff to utilize the suggestion boxes for ideas, improvements and concerns. However, general issues can not be acted on. We need detailed information to take to the prospective Human Resource representative or Director of the Agency. For example by providing the specific job position or department/agency, would allow the EPC Committee to take the inquiry to the proper channels for a follow-up.

### **NEW STAFF ORIENTATION:**

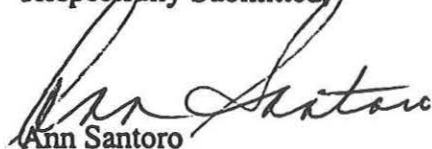
The procedure has been put into place for the new JWB employees. It was suggested that the names of the EPC members along with what department they are associated with should be included in the new orientation packet.

**HONEY FROM THE BEE:** Three nominations were received and all were submitted to Kathy.

**SAFETY CONCERNS:** None

**NEXT MEETING:** August 25, 1999 at 11:30 a.m.

Respectfully Submitted,



Ann Santoro

Recorder: Stephanie Richards