

# Employee Personnel Committee

## INFORMATION

## Advocate

V.H.



### CHAIR

*Dorothy Whitlock*

Juvenile Welfare Board  
547-5638

### CO-CHAIR

*Jeanine Evoli*

Marriage & Family  
Center  
893-1940

### MEMBERS

*Brenda Angell*

Juvenile Welfare Board  
547-5620

*Debra Prewitt*

Juvenile Welfare Board  
547-5683

*Nancy St. Arnold*

Coordinated Child Care  
547-4252

*Gladys Dye*

Marriage & Family  
Center  
893-1942

*Marianne Czarnatowicz*

Pinellas County  
License Board  
547-5842

### ALTERNATES

*Jennie Edwards*

Juvenile Welfare Board  
547-5670

*Larnette Horton*

Coordinated Child Care  
547-5834

*Claire Yogman*

Pinellas County  
License Board  
547-5842



### EPC Meeting Minutes – April 28, 2003

Present: Dorothy Whitlock, Brenda Angell, Nancy St. Arnold, Gladys Dye, Claire Yogman, Jennie Edwards, alternate and Walt Williams, HR, JWB.

The Meeting was called to order at 3:02 p.m. The Committee reviewed and accepted the minutes of the March 17th meeting.

Wellness Committee: We received a copy of the License Board's response to the Lunch and Learn survey. After discussion, Brenda Angell volunteered to start off with a "meditation series", which was one of the topics of interest, at no cost, in order to determine staff participation.

CQI Communications Sub Committee Report: Walt reported the committee is revising their report and input will be forthcoming.

Activities Report: April 29<sup>th</sup> will be our luncheon/auction fundraiser. We will be kicking off a "Back to School Drive for Kids" in July. There will be boxes placed on each floor to put items in such as; pencils, note paper, etc. The target group will be foster children in the area. If we have supplies left over, committee felt it would be to our advantage to offer them to our neighboring schools; e.g., Rawlings Elementary and Pinellas Park Middle.

From the suggestions box: the 2nd floor bathrooms need to have more attention given to cleanliness. Because this issue arises every month pertaining to individual floors, it was suggested we ask our agency representative to address this matter with the janitorial staff. A request was made to have the EPC review the contract, however, Walt informed us that this would be best addressed to the building's operations committee.

Support staff professional development training: Please email your ideas to Steven Barefield in the Training Center. His email address is [sbarefield@jwbpinellas.org](mailto:sbarefield@jwbpinellas.org).

Mileage/Travel Time: Staff had questions/concerns about how to claim mileage and time related to assignments away from their regular work site. Walt referred staff to the appropriate finance director for their employing unit regarding mileage. Staff would follow the guidelines that are approved by finance. Walt also shared that Fair Labor Standards Act guidelines apply to travel for non-exempt employees and that exempt employees would follow the Personnel Practices for compensatory time. The committee agreed that JWB has generous compensatory time benefits.

There were several items of recognition for inclusion in the Bee, which will be given to Debbie Bremer. Brenda Angell will ask Debbie Bremer to restart the "Did You Know" column in the Bee for inclusion this month.

The EPC is required to meet with the JWB Executive Director and Directors of employing units at least once a year. The meeting for this month was cancelled. The EPC Chair will meet with the Diversity Coordinator to coordinate the next meeting so that the two committees (EPC and Diversity) could meet with the executive directors on the same date. The EPC Chair will also meet with Jim Mills to discuss the annual EPC meeting with the JWB Chair or a designated member.

Meeting adjourned at 4:12 p.m. Next month's regular EPC meeting will be *May 19th, 3:00 p.m., JWB, 4<sup>th</sup> floor Executive Conference room.*

Submitted by Brenda Angell, Recording Secretary