

PERSONNEL REPORT FOR JULY-AUGUST 2002

JWB ADMINISTRATION

New Hires:	Burkhard, Susan – Greater Ridgecrest Youth Development Initiative – 7/1/02 Hunsley, David – Information Technology – 7/22/02 Ricciardi, Danielle – Community Planning & Research – 7/29/02 Douglas, Lois – Research & Evaluation – 8/12/02 Drakes, Patrick – Research & Evaluation – 8/12/02
Separations:	Horner, Mathew – 7/19/02
Transfers:	None
Promotions:	Cyr, Rodney – Programs & Finance – to Sr. Contract Manager – 8/5/02
Reclassification:	None
Salary Actions:	Croft, Winston – School Readiness Coalition – Provisional to Regular – 6/18/02 Dennany, Sharon – Training Department – Provisional to Regular – 7/9/02
Anniversaries:	Mills, James E. – 8/29/83 – Nineteen Years Miller, Deborah – 8/27/87 – Fifteen Years Stone, Michael – 8/9/89 – Thirteen Years Gammons, Bufus – 7/14/97 – Five Years Breon, Gayla – 7/9/01 – One Year Dennany, Sharon – 7/9/01 – One Year Maes, Kathleen – 7/21/01 – One Year Williams, Leesther – 8/6/01 – One Year

NEW HIRES

License Board:	Pette, Deborah – Licensing Specialist – 7/22/02
----------------	---

SEPARATIONS

Coordinated Child Care:	None
License Board:	Johnson, Ida – 6/30/02 Mark, Rita – 8/9/02 Wright-Porter, Sharon – 8/23/02
Marriage & Family:	None

TRANSFERS

Coordinated Child Care:	None
License Board:	None
Marriage & Family:	None

PROMOTIONS

Coordinated Child Care:	None
License Board:	None
Marriage & Family:	None

RECLASSIFICATION

Coordinated Child Care:	None
License Board:	None
Marriage & Family:	None

SALARY ACTIONS

Coordinated Child Care:	None
License Board:	Conroy, Kathy – Provisional to Regular – 8/18/02 Lewis, Suzie – Provisional to Regular – 8/18/02
Marriage & Family:	None

ANNIVERSARIES

Coordinated Child Care:	Bowens, Quilla – 8/16/82 – Twenty Years Florence, Marva – 7/16/90 – Twelve Years
License Board:	Tamanini, Linda – 7/25/84 – Eighteen Years Niccum, Joy – 7/6/88 – Fourteen Years Johnson, Davita – 7/13/93 – Nine Years Homan, Daisy – 7/26/93 – Nine Years Lewis, Evelyn – 7/26/93 – Nine Years Wiglund, Kathy – 8/13/96 – Six Years Smith, Barbara – 8/10/98 – Three Years
Marriage & Family:	None

Regular Meeting 09/12/02

TO: Juvenile Welfare Board Members
FROM: James E. Mills, Executive Director

Employee Personnel Committee (EPC) Annual Report

The mission of EPC is to provide a means for employees to share ideas and concerns, help promote the well being of all employing units, and advocates for effective communication in a professional supportive environment.

EPC consists of a representation from JWB Administration and the Employing Units (Coordinated Child Care, Pinellas County License Board and Marriage and Family Center). This year JWB staff increased and we elected a third representative.

EPC meets on a monthly basis, with the Executive Directors of each agency twice a year, and the Chair or Co-Chair meets with the Executive Director of the Juvenile Welfare Board on a monthly basis.

EPC reviews the Personnel Practices manual annually and provides recommendations for revisions. This year the provisional status was reviewed and our recommendation was to change it from one year to six months. The Board approved this recommendation.

EPC addresses all concerns taken from the suggestion boxes with the appropriate agency Executive Directors. Recognition forms for "Honey from the Bee" are reviewed and forward to JWB communications for publication in the JWBee. Employees are encouraged to use the suggestion boxes.

EPC met with the new Diversity Coordinator and he gave us an overview of his history and plans for the future.

EPC met two goals this year. First, to review each agencies safety procedures. The second was to organize and place in binders all the old EPC minutes from years past. These binders have been placed in the JWB library.

Staff Resource Person: Lewellyn Ippolitto



Employee Personnel Committee Advocate

Regular Meeting September 12, 2002

Information Item IV.J

EPC Meeting Minutes – August 19, 2002

CHAIR

Lewellyn Ippolitto
Juvenile Welfare Board
547-5660

CO-CHAIR

Lillie Williams-Banks
Pinellas County
License Board
547-5824

MEMBERS

Brenda Angell
Juvenile Welfare Board
547-5620

Dorothy Whitlock
Juvenile Welfare Board
547-5638

Lillie McFarley
Coordinated Child Care
547-4292

Gladys Dye
Marriage & Family
Center
893-1942

ALTERNATES

Carol Tryon
Juvenile Welfare Board
547-5668

Marva Florence
Coordinated Child Care
547-5786

Marianne Czarnatowicz
Pinellas County
License Board
547-5842

Jeanine Evoli
Marriage & Family
Center
893-1940



Members Present: Lewellyn Ippolitto, Brenda Angell, Gladys Dye, Dorothy Whitlock, and Lillie McFarley

Alternates Present: Marianne Czarnatowicz, Jeanine Evoli

Others Present: Walt Williams, Human Resources Director

New Appointments: Nancy St. Arnold, CCC Representative; Larnette Horton, CCC Alternate

Meeting convened at 11:05 a.m. Minutes were approved as previously distributed.

Introductions were made and a welcome to the new representatives given. The Chair made note to the alternates present that they are invited to attend any of the meetings, not just those where the alternates are requested to attend or to fill in for their representative.

Dorothy Whitlock and Lillie McFarley reported their project of consolidating previous years minutes into new notebooks is completed. They did request that we have covers made for the front of the notebooks and the spines.

Walt presented an update on the request regarding the "smoking container." Since this problem does not constitute a fire issue, we do not need to purchase a new one. Mike will empty it twice a week rather than once a week from now on.

Once a year, the EPC committee presents a memo to the JWB Board. This year, we will include that we completed the goals we set which were to put previous minutes in good order and to review the safety regulations for each department. These goals were accomplished. The Chair asked for any other input to the Board memo which brought up the annual review of personnel policies and how the EPC was able to change the provisions status from one year to six months. Also of note, that we had a presentation to the EPC from the Diversity Coordinator, Earl Reeves.

The Chair requested the representatives to check with their co-workers to see if there are any problems or discussions that they would like to have brought up at the Directors' meeting in October.

The Committee received for the JWBe several notes of appreciation along with two suggestions. The first is to clean the air vents of dust throughout the building and that we look into an employee day care center. Walt Williams said he would look into the day care center suggestion which had been brought up years ago.

Election of Officers: The committee voted Dorothy Whitlock (JWB) as the new Chair, Jeanine Evoli (M&FC) as Co Chair, Brenda Angell (JWB) as Recorder, and Marianne Czarnatowicz (PCLB) in charge of the Suggestion boxes.

Dorothy Whitlock mentioned that she will bring up at the S&CP staff meeting the standards of employee recognition. Once accepted there, she will bring copies to the EPC to take back to their departments so we can further discuss the matter.

There being no further business, meeting adjourned at 11:40 a.m. The next meeting will be held on **Monday, September 16th at 11 a.m. in the Executive Conference Room on the 4th floor.** The October meeting, with the Directors, will be held on the 21st in Conference Room A.

Submitted by: Lewellyn Ippolitto, Chair
Minutes by Brenda Angell