

TO: Juvenile Welfare Board Members

FROM: James E. Mills, Executive Director



Requested Action

The Board is requested to clarify the effective date of the salary adjustment voted the Executive Director on December 9, 1999.

Options

1. The effective date is the anniversary date of the contract – August 28, 1999.
2. The effective date is the date the action was taken – December 9, 1999.

Recommended Action

The effective date of the salary adjustment for the Executive Director approved on December 9, 1999 is August 28, 1999.

Source of Funds

JWB Administration Budget.

Fiscal Impact

The estimated impact is \$2,052.00

Narrative

The Board acted on the Executive Director evaluation on December 9, 1999.

Since there were no discussions of an effective date, the salary adjustment has been implemented as of the date of the Board's action.

The usual practice of the Board has been to make the annual adjustment effective on the anniversary date of the contract.

To assure there is no exception taken by the auditors, a formal action by the Board is requested to confirm the effective date of the adjustment.