



STATE OF TENNESSEE  
**TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

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**PERSONNEL COMMITTEE**

TCCY Conference Room  
Thursday, February 26, 2009  
12:13 p.m.

**MINUTES**

Committee Members Present

Sue Pilson, Chair  
Cindy Durham  
Tim Goldsmith  
Marti Herndon  
Trudy Hughes  
Carlton Lewis

Staff Present

Linda O'Neal, Executive Director  
Steve Petty

Chair Sue Pilson called the meeting to order at 12:05 p.m.

I. Approval of October 2008 Minutes

**MOTION: IT WAS MOVED (LEWIS) AND SECONDED (GOLDSMITH) TO APPROVE THE OCTOBER 2008 COMMITTEE MEETING MINUTES. UNANIMOUSLY CARRIED.**

II. Report from Staff Telecommuting Workgroup – Steve Petty, Workgroup Chair

Petty reported on the Workgroup recommendations. A copy of draft policy had been distributed to Commission members. The Workgroup was formed in response to the staff survey in 2007. Some responses included suggestions for telecommuting. Efforts were made to recruit staff from all divisions for the Workgroup. One division that has more discrete responsibilities they could do at home appeared more interested in telecommuting than others. Petty reported the Workgroup looked at policies of the Comptroller's Office and Tennessee Housing Development Agency.

The Committee discussed various issues related to telecommuting, including liability, access to agency computer drives, cost benefits (which were thought to be minimal), and flexibility

in work schedules. Durham commented Petty and the Workgroup on a well-written document.

The general agency orientation to flexibility in work schedules was discussed and the Committee reviewed current TCCY “Employee Policies and Procedures Manual” language on this issue. They asked O’Neal and Petty to take a look at existing language and develop more specific language and structure around flexibility in written policies. The Committee was clear supervisors should make the final determination regarding whether each individual employee should be permitted to work from home. Committee members asked Petty to express their appreciation for the staff work and providing components useful for adding language to the Manual on “Flexibility in Work Schedule.”

III. Report from Four-Day Work Week Workgroup – Linda O’Neal

O’Neal reported for Workgroup Chair Diane Baham. The workgroup met three times, and then essentially disbanded due to lack of interest. Baham attempted to schedule additional meetings, which were canceled due to lack of attendance. Baham’s report indicates “Work schedule flexibility for most TCCY employees appears to be sufficient. Should the need arise to revisit the modified work week option, the chairperson will convene more meetings on the subject and the committee will submit a plan to the Executive Director and Personnel Committee.”

Revisions in “Flexibility in the Work Schedule” provisions in the “Employee Policies and Procedures Manual” will also address this issue.

IV. Progress Reports on Evaluations – Linda O’Neal

O’Neal reported she and TCCY supervisors have made great efforts to conduct performance evaluations with all staff. O’Neal has conducted a performance evaluation with all four children’s program directors and the information systems director. Pam Brown, Richard Kennedy and Debrah Stafford are now current on all evaluations. Pat Wade has completed 11 evaluations and will complete her remaining six performance evaluations by the middle of March. The process has gone relatively smoothly, though it has been somewhat challenging in terms of making deliberate efforts to schedule performance evaluations. O’Neal insisted program directors had to make this a priority.

The state’s new Edison System will reportedly require all evaluations be submitted in March each year. Pam Brown is the only supervisors who has attempted to enter evaluations in Edison at this point. Supervisors will enter recent evaluations in Edison at some point and will enter subsequent evaluations in that system going forward.

V. Request to Upgrade TCCY-Specific

O’Neal reported she submitted a request to the Departments of Finance and Administration and Human Resources to upgrade the TCCY director, associate director and children’s program director positions. We do have sufficient funding in our budget to upgrade these positions and increase salaries for the current children’s program directors. She was very disappointed the Department of Finance and Administration reports a blanket approach to

disapproving salary increases, so this cannot go forward at this time. She is very hopeful we can again pursue this early in the next fiscal year because it is critically needed. She will continue to focus on retaining funds for this in the budget, even with reductions overall. Upgrades are needed for children's program coordinator positions too, but these would require additional funding and cannot be accommodated within the existing budget. Her research indicates the salary grade and levels for children's program directors are even more inappropriate and with greater disparity than they are for children's program coordinators.

VI. Other Business

O'Neal reported written "TCCY Program Division Supervisory Coverage Plans" have been developed and were distributed to the Commission in response to their directive at a previous meeting. The item was inadvertently omitted from the agenda. These plans essentially memorialize current practice in writing.

There was no other business.

Committee adjourned at 1:02 p.m.

Minutes Submitted by:

Minutes Approved by:

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Linda O'Neal  
TCCY Executive Director

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Sue Pilson, Chair  
Personnel Committee

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