

Clearwater, Florida, March 7, 2013

The Unified Personnel Board (UPB) met in regular session at 6:31 P.M. on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Daniel M. Andriso, Chair; Ricardo Davis, Vice-Chair; Keith Bailey, Andrea S. Daggett; Angela Outten; and Joan Vecchioli.

Not Present: Keith C. Dekle.

Also Present: Peggy Rowe, Director of Human Resources; Jason Ester, Senior Assistant County Attorney; Charles Toney, Employees' Advisory Council Chair; Michael P. Schmidt, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

EAC

Item I. Employees' Advisory Council Representative

Item II. Consent Agenda

Human Resources

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held February 7, 2013.

Human Resources

2. Request Approval of Housekeeping Additions, Title Change, Revision and Deletions of Class Specifications in the Pay and Classification Plan.

Parks and Conservation Resources

3. Request Approval of the Audit of One Encumbered Extension Specialist, Senior Position in the Department of Parks and Conservation Resources.

Item III. Old Business

Human Resources

1. Request Approval for Delegated Authority to the Director of Human Resources.

Item IV. New Business

Human Resources

1. Request Approval of Revisions to Personnel Rule XVIII, Employee Training.

CALL TO ORDER

Chair Andriso called the meeting to order at 6:31 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

March 7, 2013

RECOGNITION OF OUTGOING MEMBER

Chair Andriso recognized outgoing member James P. Koelsch and presented a plaque in honor of his four-and-a-half years of dedicated service as a member of the Unified Personnel Board; whereupon, Mr. Koelsch expressed his thanks for the opportunity to serve, and Ms. Rowe provided input.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Charles E. Toney welcomed Ms. Outten and Mr. Bailey as the most recent appointments to the Unified Personnel Board.

Mr. Toney provided information regarding the role of the Employees' Advisory Council, and related that while the EAC is not a union and does not have bargaining rights, it does provide a communication link between the classified employees and management in which suggestions are brought forward regarding employee issues and concerns; and that the EAC maintains a close working relationship with the Director of Human Resources and her staff regarding changes which could affect the classified employees; whereupon, Mr. Toney reported that the Pinellas County Government website contains additional information regarding the EAC and is available for review by the members.

Mr. Toney reported that at the January 2013 EAC Delegates meeting, Human Resources Coordinator James A. Valliere conducted a presentation regarding performance and talent management; and that Property Appraiser Pam Dubov will be presenting at the March 2013 meeting; whereupon, he reported that Maria Keller will replace Tammy Burgess as EAC Secretary.

Mr. Toney related that he had attended the joint meeting of the Board of County Commissioners and the Pinellas County Legislative Delegation in January and had subsequently attended a meeting in Tallahassee regarding proposed changes to the Florida Retirement System. Mr. Toney related that the changes would exclude newly-hired employees from participating in the FRS Pension Plan, and would only offer an investment option. Mr. Toney reported that the EAC is not in favor of the proposed changes; that the EAC is concerned that an investment-only option would stop future dollars from being allocated to the Pension Plan; and that the Plan could become insufficiently funded for current and future retirees; whereupon, Mr. Toney related that he had written to Senator Jack Latvala regarding the issue; that Senator Latvala had indicated that he is not in favor of changing to a 401k type of investment plan for new employees; and that he would forward a similar letter to other legislators to convey the concerns of county employees with regard to the safety, security, and stability of the Pension Plan.

Mr. Toney indicated that the Personnel Rules Committee is continuing to meet to review the rules; and that it is finishing its review of the discipline area and has been reviewing funeral leave provisions; whereupon, he related that he had attended a meeting of the Retired Employees of Pinellas County (REPCO) to recruit advocates for the Employee Advocate Program; that one REPCO member and two current employees have expressed an interest in participating in the program; and that the EAC is continuing its efforts to enlist additional advocates.

Mr. Toney expressed his appreciation to Human Rights Director Paul V. Valenti for regularly attending EAC Representative meetings; whereupon, he invited the members to attend the EAC Representative and Delegate meetings, and indicated that the time, date, and location of each meeting is listed on the EAC website.

Mr. Toney indicated that at the February 7, 2013 UPB meeting, the EAC had expressed concerns regarding the approval of delegated authority to the Human Resources Director; that those concerns have been addressed; and that the EAC has no remaining issues relating to the delegated authority; whereupon, he indicated that the EAC is supportive of the new tuition reimbursement criteria to be discussed under New Business.

CONSENT AGENDA ITEMS NOS. II.1 THROUGH II.3 – APPROVED

Motion	-	Mr. Davis
Second	-	Ms. Vecchioli
Vote	-	6 – 0

- #1 Minutes of regular meeting held February 7, 2013, approved as submitted.
- #2 Additions, title change, revision and deletions of class specifications in the Pay and Classification Plan approved; changes reflect the current duties and responsibilities of the classifications, are housekeeping in nature, and will not affect the pay grade level of the classifications.
- #3 Audit of One Encumbered Extension Specialist, Senior Position, Pay Grade CL15 (\$39,748 – \$62,420), in the Parks and Conservation Resources Department approved; position reclassified to Extension Service Program Coordinator, Pay Grade CL17 (\$43,825 – \$69,596), without benefit of examination and with the establishment of a probationary period as outlined in Personnel Rule IX.

OLD BUSINESS

RESOLUTION DELEGATING CERTAIN AUTHORITY TO THE DIRECTOR OF HUMAN RESOURCES – ADOPTED WITH REVISION TO RESOLUTION LANGUAGE

Attorney Ester noted that Mr. Dekle had emailed a memorandum to each of the members regarding the agenda item; and indicated that due to Sunshine Law considerations the email should be incorporated as part of the minutes; and advised that if the members wished to discuss anything contained in the email, they identify the specific content so that it could be thoroughly discussed; whereupon, Ms. Vecchioli moved, seconded by Mr. Davis, that a copy of the email be attached to the minutes (Exhibit A); and upon call for the vote, the motion carried unanimously (Vote 6 – 0).

Thereupon, Chair Andriso indicated that a memorandum has been received from Ms. Rowe requesting approval of a resolution delegating authority to the Human Resources Director to act on behalf of the Board and exercise authority over the following:

1. To establish new classifications within the Classification Plan and to assign the proper classification to such classifications.
2. To amend existing classifications within the Classification Plan, subject to the appeal rights set forth in Unified Personnel System Rule IV.F, as it may be amended from time to time.
3. To establish new classifications within the exempt service.
4. To approve extensions of temporary employment, as defined in the Unified Personnel System Rules, beyond the initial appointment for a period not to exceed six months.
5. To approve initial appointments to the classified service at more than the third quartile of the pay grade range established or the job classification.

Ms. Rowe commented that Mr. Dekle had suggested that the authority to make Pay and Classification changes within the Human Resources Department should continue to reside with the Unified Personnel Board; and that she would support adding language to the resolution indicating that if the Director of Human Resources creates a new classification, it will be brought before the UPB prior to the item moving forward; whereupon, Ms. Vecchioli moved, seconded by Mr. Davis, that the resolution be amended to include the revised language; and upon call for the vote, the motion carried unanimously, (Vote 6 – 0), and brief discussion ensued regarding another of Mr. Dekle's concerns.

NEW BUSINESS

PROPOSED REVISION TO PERSONNEL RULE XVIII, EMPLOYEE TRAINING – APPROVED

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Chair Andriso indicated that a memorandum has been received from Ms. Rowe requesting approval of a revision to Personnel Rule XVIII, Employee Training, as outlined in her memorandum dated March 1, 2013, a copy of which has been filed and made a part of the record.

Ms. Rowe provided a brief summary of the Employee Training policy, and related that the Appointing Authorities and the Employees' Advisory Council are in concurrence with the change that raises the annual maximum tuition reimbursement employees are eligible to receive to \$2,800 per fiscal year and eliminates the present cap on individual courses.

Thereupon, Mr. Davis moved, seconded by Ms. Outten, that the request of Ms. Rowe be approved; and upon call for the vote, the motion carried unanimously (Vote 6 – 0).

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Management and Supervisory Notes for March 2013.
2. Training Schedule for March 2013.
3. Minutes of the EAC Representatives meeting of January 16, 2013 and the EAC Delegates meeting of January 24, 2013.

ADJOURNMENT

The meeting was adjourned at 6:47 P.M.

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Chair

March 7, 2013

## EXHIBIT A

### Rowe, Peggy

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**From:** Keith Dekle [kdekle@live.com]  
**Sent:** Tuesday, March 05, 2013 9:17 AM  
**To:** Chancey, Connie M; Dan Andriso; Hatton; Andrea Daggett; Rick Davis; Linda Hatton; Joan Vechioli; Ester, Jason  
**Cc:** Rowe, Peggy; Wombles, Lisa; Toney, Charles E  
**Subject:** RE: March 7 Pers Bd Agenda

Due to a long-standing personal obligation I will not be able to attend this month's Personnel Board meeting.

There are two issues I would appreciate you taking up at Thursday's meeting regarding Peggy's request for autonomy in making pay and class changes through delegation of the authority to do so from the Board. At the end of her cover letter she states that changes made would be reviewed with the Board at the next meeting. This is a good idea and policy. However, cover letters tend to become obscure over time and I would like her agreement to reviewing the changes in pay and class with the Board be a part of the resolution rather than just in the cover letter. This will promote visibility and transparency if the changes are a part of the monthly agenda items in a way similar to how they are done now except that they would be after the fact. I believe this maintains accountability. The second item deals with HR being able to approve their own pay and class changes. I'm sure it was just an oversight but I would like you consider revising Peggy's proposal so that the delegation of the authority to make pay and class changes within HR isn't included. The authority to make pay and class changes in HR should continue to reside only with the Personnel Board. To do otherwise creates an obvious potential conflict.

Thanks for your consideration of these two items.

Keith C. Dekle

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**From:** [cchancey@co.pinellas.fl.us](mailto:cchancey@co.pinellas.fl.us)  
**To:** [dan1520@tampabay.rr.com](mailto:dan1520@tampabay.rr.com); [aoutten@rrozlaw.com](mailto:aoutten@rrozlaw.com); [andrea.daggett@techdata.com](mailto:andrea.daggett@techdata.com); [rick.davis27@verizon.net](mailto:rick.davis27@verizon.net); [kdekle@live.com](mailto:kdekle@live.com); [LindaC@jpfirm.com](mailto:LindaC@jpfirm.com); [joany@jpfirm.com](mailto:joany@jpfirm.com); [jester@co.pinellas.fl.us](mailto:jester@co.pinellas.fl.us)  
**CC:** [prowe@co.pinellas.fl.us](mailto:prowe@co.pinellas.fl.us)  
**Date:** Fri, 1 Mar 2013 17:14:46 -0500  
**Subject:** March 7 Pers Bd Agenda

Attached is the agenda for the March 7<sup>th</sup> Personnel Board meeting. If you would like a hard copy, please let me know and I will have one available for you at the meeting.

Please confirm your attendance at the meeting – Thank You

Connie M. Chancey  
Executive Administrative Secretary  
Phone (727)464-4028

**Human Resources**  
*Helping U Succeed*