



UNIFIED PERSONNEL BOARD AGENDA

Date: March 4, 2021

Time: 6:30 p.m.

Location: Parks and Conservation Resources – Magnolia Room
12520 Ulmerton Road, Largo, Florida

I. Election of Chair and Vice Chair

Joan Vecchioli elected Chair

Ric Davis elected Vice Chair

II. Citizens to be Heard*

III. Employees' Advisory Council (EAC) Representative

IV. Consent Agenda

1. Request Approval of the Minutes of the Special Personnel Board Meeting held September 18, 2020

Approved

2. Request Approval of the Minutes of the Regular Personnel Board Meeting held October 7, 2020

Approved

V. Informational Items

1. Reappointment of the following Personnel Board Members for 2021-2022:
William Schulz by the Employees' Advisory Council; Peggy O'Shea by the Constitutional Officers; Jeff Kronschnabl by the Board of County Commissioners
2. 2020 Annual Report
3. Action Taken Under Authority Delegated by the Personnel Board
4. Kimberly's HR Update
5. 2021 Unified Personnel Board Schedule
6. Order on Appeals Hearing - Ben Wam vs. Pinellas County Utilities
7. Other Informational Items

* Persons with disabilities who need reasonable accommodations to effectively participate in this meeting are asked to contact Pinellas County's Office of Human Rights by emailing requests to accommodations@pinellascounty.org at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. More information about the ADA, and requests for reasonable accommodation, may be found at www.pinellascounty.org/humanrights/ada.

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Virtual Meeting, September 18, 2020

The Unified Personnel Board (UPB) met online in special session using the Zoom virtual meeting platform at 4:01 P.M. on this date with the following members present: Ricardo Davis, Chair; Joan M. Vecchioli, Vice-Chair; Jeffrey Kronschnabl; Peggy O'Shea; Kenneth Peluso; Paul Rogers; and William A. Schulz II.

Also Present: Jennifer Monroe Moore, Board Counsel, Ogletree, Deakins, Nash, Smoak, and Stewart, P.C.; Maureen "Moe" Freaney, Interim Human Resources Director; Irena Karolak, Human Resources Officer; Ralph Reid, Human Resources Business Partner, Technology Moderator; other interested individuals; and Amelia Hanks, Board Reporter, Deputy Clerk.

AGENDA

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|-----------------|---|
| Personnel Board | I. NEW BUSINESS |
| | 1. Request Approval of Offer Letter to Kimberly Crum |
| | 2. Request Approval of Transition Period |
| Personnel Board | II. Citizens to be Heard |
| Personnel Board | III. INFORMATIONAL ITEMS |
| | 1. Order of Dismissal of Appeal: Mark Griffin |
| | 2. Appointing Authority's Motion to Continue: Greg Dudley |

All documents provided to the Clerk's Office have been made a part of the record.

CALL TO ORDER

Chair Davis called the meeting to order at 4:01 P.M.; whereupon, Mr. Reid reviewed the procedures for a virtual meeting.

NEW BUSINESS

Request Approval of Offer Letter to Kimberly Crum

Mr. Davis indicated that he has extended an offer to Kimberly Crum to be the next Human Resources Director; and that the action before the Board is to approve the compensation in the offer letter; whereupon, Mr. Peluso moved, seconded by Mr. Kronschnabl, that the letter be approved.

September 18, 2020

In response to query by Mr. Schulz, Mr. Davis indicated that the proposed starting salary was developed based upon negotiations with Ms. Crum, research into previous Director pay, and her experience; whereupon, in response to queries by the members and with input from Ms. Freaney, he provided information regarding previous salaries and the compensation range of the position. Upon call for the vote, the motion carried 6 to 1, with Mr. Schulz dissenting.

Request Approval of Transition Period

Mr. Davis recommended that the Board approve a transition period from two to four weeks, subject to Chair discretion, and indicated that his intent is to allow Ms. Crum to determine the appropriate number of days based upon needs. Mr. Peluso moved, seconded by Ms. O'Shea, that the transition period be approved.

In response to query by Mr. Peluso, Ms. Freaney indicated that based upon discussions with Ms. Crum and others, she believes two weeks would be adequate; that up to four weeks provides some flexibility; and that Ms. Crum and she are coordinating schedules next week to help with the transition. Upon call for the vote, the motion carried unanimously.

Ms. Freaney thanked the members, along with the Appointing Authorities and Employees Advisory Council Chair Lisa Arispe, for their support during her tenure as Interim Human Resources Director and commented that she believes that Ms. Crum will be a great asset and leader.

CITIZENS TO BE HEARD

In response to query by Chair Davis, Mr. Reid stated that no comments were received by the posted deadline.

INFORMATIONAL ITEMS

Order of Dismissal of Appeal: Mark Griffin

Attorney Moore indicated that the agenda packet includes a copy of the signed *Order of Dismissal of Appeal*.

September 18, 2020

Appointing Authority's Motion to Continue: Greg Dudley

Attorney Moore related that the appellee, the Pinellas County Property Appraiser, is seeking a continuance based upon the unavailability of key witnesses; that the appellee filed a motion to that effect; and that the appellant's counsel has no objection; whereupon, she indicated that the appeal had been scheduled for Wednesday, September 23.

In response to query by Mr. Kronschnabl, Attorney Moore discussed the upcoming appeals schedule.

ADJOURNMENT

There being no further business, Chair Davis adjourned the meeting at 4:19 P.M.

Chair

Largo, Florida, October 7, 2020

The Unified Personnel Board (UPB) met in regular session using the Zoom virtual meeting platform and in person at the Pinellas County Extension Office, 12520 Ulmerton Road, Largo, Florida, at 6:31 P.M. on this date with the following members present: Ricardo Davis, Chair; Joan M. Vecchioli, Vice-Chair; Jeffery Kronschnabl; Peggy O'Shea; Kenneth Peluso; Paul Rogers; and William A. Schulz II.

Also Present: Kimberly Crum, Director of Human Resources; Jennifer Monrose Moore, Board Counsel, Ogletree, Deakins, Nash, Smoak, and Stewart, P.C.; Jack Loring, Human Resources Officer; Ralph Reid, Human Resources Consultant, Technology Moderator; other interested individuals; and Sitara Coyle, Board Reporter.

AGENDA

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| | I. Citizens to be Heard |
| EAC | II. Employees' Advisory Council Representative |
| Personnel Board | III. CONSENT AGENDA |
| | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held September 2, 2020 |
| Personnel Board | IV. NEW BUSINESS |
| | 1. Request Approval of Changes to the FMLA Policy |
| Human Resources | V. INFORMATIONAL ITEMS |
| | 1. Action Taken Under Authority Delegated by the Personnel Board |
| Utilities | VI. TERMINATION APPEAL |
| | 1. Ben Wam v. Pinellas County Utilities |

All documents provided to the Clerk's Office have been made a part of the record.

CALL TO ORDER

Chair Davis called the meeting to order at 6:31 P.M.; whereupon, he conducted a roll call of the members and others present and welcomed Ms. Crum as the new Director of Human Resources.

CITIZENS TO BE HEARD – NONE

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Vice-Chair Charles Toney welcomed Ms. Crum as the new Director of Human Resources and thanked Maureen “Moe” Freaney, former Interim Director of Human Resources, for all her work with the EAC. He indicated that the EAC continues to meet virtually and thanked the members for their hard work and Mr. Reid for his assistance with conducting virtual meetings; whereupon, he provided an update regarding EAC elections, stating that nominations are due in Human Resources by October 12. Mr. Toney also provided a brief update on Chair Lisa Arispe’s work with the Benefits Committee and thanked the County Administrator’s staff for their work on the evaluation process and future merit increases.

In response to query by Mr. Toney, Mr. Loring clarified that pay structures are adjusted two percent before the three percent general increase is applied; and that, in doing so, they are virtually concurrent, allowing employees at the maximum pay rate to receive an increase while preventing a double bump for employees at the minimum.

CONSENT AGENDA – APPROVED

Upon motion by Ms. Vecchioli, seconded by Mr. Rogers and carried unanimously, the minutes of the regular meeting held September 2, 2020 were approved.

NEW BUSINESS

Changes to the FMLA Policy

Ms. Crum provided an explanation of proposed changes to the Family Medical Leave Act (FMLA) Policy. She indicated that the Appointing Authorities have agreed to using the look-back method of calculation as opposed to the current calendar year calculation for requested leave; that the look-back method prevents an employee from using 12 weeks at the end of the year and an additional 12 weeks at the beginning of the following year; and that if approved, an employee may choose to use either method of calculation for the following 12 months, but thereafter, the look-back method would be the only option available.

Ms. Vecchioli requested minor edits to the wording in the policy to provide further clarification; whereupon, Mr. Peluso moved, seconded by Ms. Vecchioli, that the proposed changes to the

FMLA policy be approved with the edits as mentioned. Upon call for the vote, the motion carried unanimously.

INFORMATIONAL ITEMS

Action Taken Under Authority Delegated by the Personnel Board

The document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been made a part of the record.

APPEAL OF TERMINATION OF BEN WAM, FORMERLY OF PINELLAS COUNTY UTILITIES – DENIED

Appeal of Termination filed by Ben Wam, formerly of Pinellas County Utilities, was presented by Mr. Wam, representing himself, and by Assistant County Attorney Jared Kahn, representing the Appointing Authority.

Attorney Moore related that the Appellant was discharged from the Utilities Department for violation of Personnel Rules D3, D5, D28, and D29; that no exceptions to the Pre-Hearing Conference Statement were filed by either party; and that there were no evidentiary objections filed beyond what is noted in the Statement. She reviewed procedures for the hearing and the issues before the Board.

All persons planning to give testimony were administered the Oath by the Deputy Clerk, with the exception of Mr. Wam, who refused to be sworn. In response to query by Mr. Kronschnabl, Chair Davis indicated that the Board cannot require anyone to be sworn, and Ms. Vecchioli noted that Mr. Wam could participate in the process but could not offer testimony without being sworn.

The hearing proceeded through opening statements, testimony, cross-examinations, and questioning of the parties and witnesses by the Board. Prior to closing arguments and in response to query by Chair Davis, Mr. Wam took the Oath, provided testimony, and responded to queries by the members; whereupon, he left the hearing before closing arguments.

Ms. Vecchioli moved, seconded by Mr. Peluso and carried unanimously, that the Board dispense with closing arguments under the circumstances.

October 7, 2020

Attorney Moore reviewed the three issues to be resolved and reminded the Board that the Appointing Authority has the burden of proof by a preponderance of the evidence.

1. Does the Board find that the Appellant committed the activities for which he was terminated?

Mr. Peluso moved, seconded by Ms. O'Shea and carried unanimously, that the Appointing Authority has a preponderance of evidence that the issues were committed.

2. Does the Board find that cause existed for the disciplinary action, in this case termination, in that the committed activities violated the Personnel Rules cited by the Appointing Authority?

Ms. O'Shea moved, seconded by Mr. Peluso, that the Board find that cause did exist for termination.

In response to query by Ms. Vecchioli, Attorney Moore indicated that the third issue is conditional and would not apply should the Board approve the current motion. Upon, call for the vote, the motion carried unanimously.

In response to query by Mr. Schulz, Ms. Vecchioli related that there was an informal rule that when an appellant had no representation, management would present their case instead of their attorney. Attorney Moore noted that at the time of the pre-hearing conference in May, Mr. Wam did not provide any witnesses or exhibits.

In response to query by Ms. Vecchioli, Mr. Rogers indicated that Mr. Wam did not seek an employee advocate; whereupon, Attorney Moore related that she will prepare the finding of the Board and send copies to Mr. Wam.

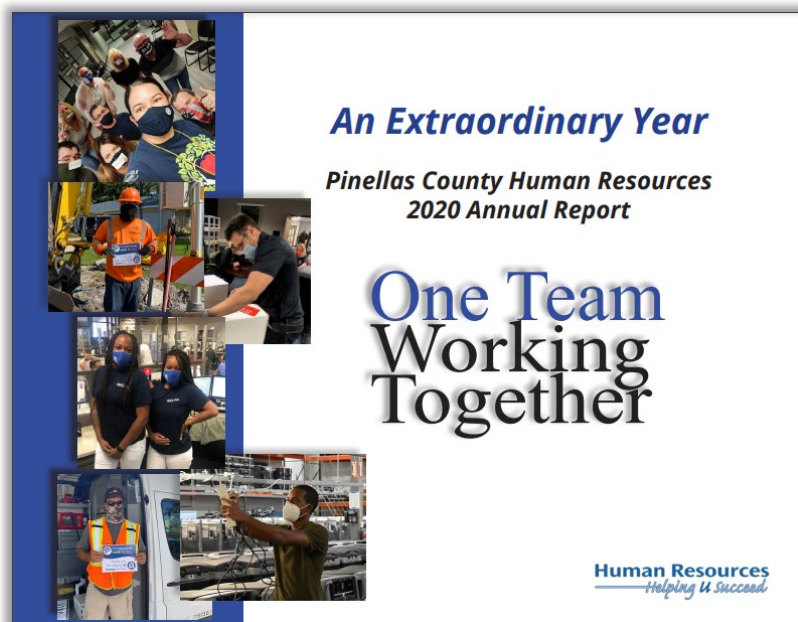
A digital recording of the proceeding has been made a part of the record.

ADJOURNMENT

There being no further business, Chair Davis adjourned the meeting at 9:06 P.M.

Chair

Pinellas County Human Resources [2020 Annual Report](#)





Human Resources Director Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **September 27, 2020 through February 13, 2021**.

ADDITIONS

Spec No.	Title	EEO4 Code	OT Code	PG
10285	Building Services Specialist, Lead	Paraprofessionals	Classified	C19
18105	Behavioral Health Data Scientist	Professionals	Exempt	E26
18778	Board Records Supervisor	Paraprofessionals	Exempt	150

REVISIONS

Spec No.	Title	PG
06168	Planning Division Manager	E30
10824	Law Enforcement Telecommunicator	C16
18452	CCC Information Technology Solution Developer 1	150
18454	CCC Information Technology Solution Developer 2	150
18456	CCC Information Technology Solution Developer, Specialist	150
18458	CCC Information Technology Solution Developer, SME	150
18460	CCC Information Technology Solution Developer, Senior	150
18462	CCC Information Technology Solution Developer, Tech Lead	150
18464	CCC Information Technology Solution Developer, Team Lead	150
18466	CCC Information Technology System Analyst 1	150
18468	CCC Information Technology System Analyst 2	150
18470	CCC Information Technology System Analyst, Specialist	150
18472	CCC Information Technology System Analyst, SME	150
18474	CCC Information Technology System Analyst, Senior	150
18476	CCC Information Technology System Analyst, Technical Lead	150
18478	CCC Information Technology System Analyst, Team Lead	150
18830	Business Analyst	150
18834	Business Systems Specialist	150
18838	Clerk's Director of Technology	150
18840	CCC Chief Technology Officer	150
18876	CCC Purchasing Operations Officer	150
18878	CCC Project Planning & Compliance Officer	150
18896	Assistant Manager, CCC	150
18898	Assistant Manager, Board Records	150
18900	Manager, Board Records	150
18912	Clerk's Technology, Chief Information Officer	150

REVISIONS (continued)

18930	Manager, Clerk's Accounting	150
18940	Manager, Financial Accounting	150
19108	Assistant Director, Finance Division	150
20000	Animal Control Officer 1	C19
20010	Animal Control Officer 2	C20
20020	Animal Control Officer 3	C22

TITLE CHANGE

Spec No.	Present Classification	Recommended Classification	PG
10246	Development Review Services Permit Section Supervisor	Building & Development Review Services Permit Section Supervisor	C22
20060	Veterinary Technician	Certified Veterinary Technician	C21



Human Resources

Helping U Succeed

Unified Personnel Board – HR Update March 2021 (October 2020 to February 2021, alphabetical by Center of Excellence)

Benefits & Wellness

- Our new life insurance policy with Securian became effective on March 1, 2021, and all coverage transferred over from The Standard with no gap in coverage. We are holding a Special Enrollment from March 1 to March 12 for those who wish to change their supplemental and dependent coverage.
- During the Special Enrollment listed above, we will also allow new enrollments into Flexible Spending Accounts (FSA), as part of the allowed changes under the Consolidated Appropriations Act (CAA).
- Other changes we have adopted from the CAA include the following:
 - Allowing carryover of full balances (no cap) from both Healthcare and Dependent Care FSAs, from 2020 to 2021 and from 2021 to 2022.
 - Allowing prospective changes during 2021 without regard to a qualifying event.
- The Benefits Advisory Committee (BAC) has created benefits sub-committees that provide structure and focus on a deeper dive into various specialty areas. Each sub-committee will focus on a specific benefit topic, research peer offerings and best practices, analyze attitude and satisfaction surveys as well as cost impacts, and make recommendations for benefits that appeal to current and future employees and establish Pinellas County as an employer of choice. The subcommittees are as follows:
 - Leave/Time Off
 - Wellness & Incentives
 - Plan Design
 - Voluntary Benefits
 - Educational Assistance

Each committee has members from BAC as well as HR staff. We are developing agendas, topics for discussion and resources such as surveys and other data for the subcommittees to use in their work. The full BAC will meet quarterly to get updates from the subcommittees and determine possible recommendations.

- Launched 3 major RFPs for Medical/EAP/Behavioral Health, Pharmacy, and Dental plans, with coverage to begin on January 1, 2022. We are on target with our timeline to have the final selections in late May 2021 and contract negotiations begin in June 2021, and we are grateful to have several members of the Benefits Advisory Committee assisting us by participating on the evaluation committees for each RFP.
- Offered a new streamlined process for biometric screening in 2021 to ensure the correct lab work is completed and confirmed in Rally. Provided a new webpage, FAQs, Help Guide, and virtual information sessions to explain the process.

Classification & Compensation

- Partnering with County Administrator & staff on the development of career ladders, career paths, and market and internal equity pay adjustments.
- Collaborated with the Tax Collector's Office to model and implement a new exempt pay plan.
- Collaborating with the Clerk's Office on a project to revise and reformat all exempt-service class specifications
- Completed the recruitment & selection process for a Human Resources Consultant for the Classification & Compensation team.

Communications

- Published the [Human Resources 2020 Annual Report](#).
- Continue to update the www.pinellascounty.org/hr/coronavirus webpage for employees.
 - Over 52,000 views of the webpage.
 - Over 90,000 views total including other COVID-19 documents such as FAQs and supervisor resources.
- COVID-19 Cross Functional Team continues to meet biweekly. As a result of the team meetings, coordinated emails were sent to employees and supervisors based on COVID-19 situations in real time.

Human Resources Information System (HRIS) and Records Administration

- Completed implementation of pay increases for several hundred BCC employees.
- Completed participation in Gartner's ERP Strategic Roadmap Interviews.
- Participating as key stakeholders in the Oracle (OPUS), EBS 12.2 Upgrade Project.
- Partnering with Workforce Strategy and BTS on the implementation of upgrades for the Taleo *Recruit* and *Perform* modules.

Organizational & Talent Development

- Hosted the kickoff of a new leadership development program to address employee development and succession planning specific to Utilities for 55 participants. Program components aligned to Utilities Strategic plan with leadership selected competencies, self-assessments, case studies, coach support, syllabi with pre and post work, and a book club.
- Modernized the look and feel of the Learning Catalog and moved it to SharePoint. The content is more dynamic with new categories for easy navigation, direct links to register, direct links to competencies with tips and strategies to strengthen skills, and concise learning objectives.
- October 2020 – January 2021: Completed 48 learning opportunities and 1 customized workshop for Public Works touching 972 attendees using a hybrid approach of both in-person and virtual instruction.
- February 2021: Completed 13 learning opportunities and 5 customized workshops with Clerk Civil, Public Works, and Utilities touching 417 attendees using a hybrid approach of both in-person and virtual instruction.

Planning & Performance

- Executing HR Business Partner strategy across every department/division within County government.
- Coordinating response to re-employment (unemployment) claims across Appointing Authorities, including protests and fraud during the pandemic.
- Completed the 2020 Planning and Performance (Employee Relations) Customer Satisfaction survey. This year's survey received its best response yet with a 38.5% response rate.
 - Respondents to the survey gave a 94.4% positive rating to the statement, "I am satisfied with ER's response and handling of my situation."
 - Among the many favorable comments received, "HR Employee Relations is consistently responsive to our needs and provides sound guidance to the matter at hand. We appreciate the subject matter expertise and the professional manner in which it is communicated."
- Assisted in the completion of the annual EAC elections. There was one contested election as the other seats were unopposed.

Volunteer Services

- 197 volunteers and Interns contributed a combined total of 5,639 hours during the months of January and February 2021. Of that total, 3 interns contributed 79 hours of service.
- 331 volunteers and interns contributed a combined total of 13,847 hours of service during the first quarter of FY 2021 (October – December 2020). Of that total, 4 volunteers contributed 191 hours of service.

- Coordinated for the first time a virtual Colors of Pinellas Employee Art Show, with a record number of entries (260) from all over the Unified Personnel System (UPS) and other government entities such as the Sheriff's Office, the State Attorney's Office, and the Medical Examiner. The goal of the Art Show is to engage and build our community of employees, volunteers, interns, retirees and their families.

Workforce Strategy

- Continued to provide uninterrupted assistance to hiring managers for recruitment plans, designing job specific postings, and posting positions to the website and other targeted recruitment outlets.
 - 100 hires from October 1 through December 2020
 - 71 hires in 2021 to date (36 in January and 35 in February)
- New hire onboarding services returned to the Annex for the collection of time-sensitive legal paperwork. Fingerprinting services are still being handled by a third-party provider.
- Commenced first paid internship program by fostering a partnership between Public Works and Pinellas Technical College and welcomed 3 students on October 5 to part-time internships in the Traffic Engineering and Landscape Services departments. Now hiring for a second internship cohort to begin February 22. In-person interviews, including an equipment demonstration, were held on January 25 and 28 at the Public Works ERB.
- Human Resources, in partnership with Regional 9-1-1, hosted two virtual information sessions in December to promote the Law Enforcement Telecommunicator hiring opportunity. There were 37 attendees. Of those, 15 applied for the position and 4 received offers of employment.



*Unified Personnel Board Meetings
2021*

January 7
February 4
March 4
April 1
May 6
June 3
July 1
August 5
September 2
October 7
November 4
December 2

**THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM BOARD**

**IN RE:
APPEAL OF TERMINATION**

BEN WAM,

APPELLANT,

v.

Appeal No. 20-5

PINELLAS COUNTY UTILITIES,

APPELLEE.

_____ /

ORDER ON APPEALS HEARING

On October 7, 2020, Appellant Ben Wam and Appellee Pinellas County Utilities appeared before the Unified Personnel Board (“UPB”) for the Appeals Hearing in this matter. After hearing the testimony of witnesses, reviewing documentary evidence submitted by both parties, and otherwise being fully apprised, the UPB upheld the February 20, 2020, termination of Appellant.

Both parties’ attention are called to the Appeal Rules for any further action on this matter

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Dr. Ricardo Davis, Board Chair

Date: 10/15/2020



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Approved by the EAC

Employees' Advisory Council – Delegate Meeting Minutes

Heritage Village, Pinellas Room 11909 125th Street, Largo

Wednesday January 22, 2020, 8:00 a.m. – 10:00 a.m.

Prepared by Leena Delli Paoli

Call to Order

The EAC Delegate meeting was called to order at 8:15 a.m. by Chair Lisa Arispe.

Guest Speaker – Barry Burton, County Administrator and Rodney Marion, Employee Relations & Workforce Director (BCC)

Merit Pay – Need consistent evaluations; currently the county lacks that. There are several pieces that need to be viewed: poor performance, fair and consistent evaluations, etc. A 3% increase was granted to employee salaries for fiscal year 2020; based on the fact that the raises are processed at the midpoint, 75% of employees received greater than 3% of their pay. One of the ideas Appointing Authorities are looking at is keeping the same 3% increase, however the across the board amount would be reduced to 2% to leave room for merit increases*. This type of system would encourage supervisors to score employees accurately and consistently so that high performers are rewarded, however there are concerns about morale. Appointing Authorities are also looking at other non-monetary options for merit and handling poor performers.

*This is an idea and not a final decision.

Questions – A great deal of questions were asked regarding the BCC and the Evergreen Study. Mr. Marion has been working with employees regarding area specific concerns, and he will continue to do so. All of the issues that have been brought up cannot be solved overnight, however they are aware of them, and are working on solutions.

Adjourned

Meeting adjourned at 10:20 a.m., to allow for Representatives to meet with their delegates.

Lisa Arispe*	Donna Beim*	Linda Cahill	Richard Carvale	Kevin Connelly
Leena Delli Paoli*	Henry Gomez*	Bill Gorman*	Maggie Miles*	Clarethia Monroe*
Marion Nuraj	Randy Rose*	Ashley Skubal	Christian Steiermann*	Charles Toney*

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Approved by the EAC

Employees' Advisory Council – Representative Meeting Minutes

Virtual Meeting, Zoom

Wednesday, August 19, 2020, 2:30 p.m. – 4:30 p.m.

Prepared by Leena Delli Paoli

Call to Order

The EAC Representative meeting was called to order at 2:30 p.m. by Chair Lisa Arispe. Technology Moderator, Ralph Reid, took a roll call to ensure a quorum had been met and provided instructions for the virtual meeting.

Approval of Minutes

- The February 19, 2020 Representative meeting minutes were approved with a motion made by Charles Toney and seconded by Kevin Connelly. Approved by all. Motion Carried.
- The March 18, 2020 Representative meeting minutes were approved with a motion made by Charles Toney and seconded by Donna Beim. Approved by all. Motion Carried.
- The June 18, 2020 Representative meeting minutes were approved with a motion made by Charles Toney and seconded by Tami Maloney. Approved by all. Motion Carried.

Comments from Moe Freaney, Interim Director of Human Resources

- HR Director Vacancy – the search for the HR Director has been narrowed down to two candidates. The candidates will be interviewed at the next Personnel Board Meeting. Lisa added that she was able to attend the initial interviews on behalf of the EAC; this is not something that would have been allowed in the past, so it is a great honor.
- Benefits Committee – The Benefits Committee is currently looking at the items that the county offers. They are also looking to see what items could be replaced. The Benefits Committee is making sure that we get the most out of our money.
- Flexible Spending Account – Appointing Authorities will provide a short period of time where employees can choose to stop their Flexible spending withdrawals, so money is not lost due to COVID and the stopping of elective surgeries.
 - The question was asked if the total amount of the Flexible Spending account could be increased. The maximum is federally mandated, so the total amount cannot be increased.
- Appeals and Grievances – Appeals must be heard in person. Currently trying to get all the appeals rescheduled. Considering adding additional full or half day sessions. Grievances will be held virtually, but they must make sure that everyone has the capability to attend using Zoom or Teams.
- Orientation – Orientation will be held virtually on August 24, 2020. Hoping to have in person orientation in October, however it is not looking promising.
- Biometric Screenings – Biometric screenings are suspended, temporarily, due to COVID. Employees must still complete the Rally Survey.
- Question was asked if the Job Postings could be standardized. Currently there are listings that show the salary range, some that show the hourly dollar amount and others that say see listing. Employees would also like to have the pay grade added to the listings. Moe said that they would investigate both.

- Question was asked if employees would receive a general increase. It was stated that proposals had been submitted to increase the minimum and maximum by 2% and to give employees a 3% general increase at the midpoint. The proposals will be heard in September.
- Question was asked if the Gym in downtown Clearwater would be reopened since employees are already working in offices together. It was stated that the number of new cases is going down, so the possibility of opening the gym will be looked at again in September.
- Question was asked if employees who are working from home could receive compensation for their internet costs. It was stated that on the flip side employees who are working in the office are still spending funds on gas that those working at home do not have to spend. Another EAC Representative also pointed out that employees are not incurring additional costs for their internet service; the cost stays the same even if usage increases.
- Question was asked if employees can still submit requests for a PAQ reclassification. It was stated that the old process was very involved and frustrating for employees, so Appointing Authorities will have to look at how they want the process to work in the future.

Comments from Rodney Marion, BCC Employee Relations & Workforce Director

- Merit Increases – Barry Burton sent out an email to BCC employees on Monday, August 17th regarding merit increases. Barry's email stated that merit increases are still being worked on but that it will be several years before a plan will be put in place. In the interim the BCC is planning on creating a career ladder program that will allow their employees to advance within their current position. Once an employee reaches the advanced level, they would be eligible for a move to the next paygrade. *Please note that this program applies to BCC employees only.
- Inequities – The BCC is looking to correct the inequities within a department.
- Evaluations – The BCC had a meeting to determine what they want to get out of the evaluation process. Comment was made that some supervisors don't want to perform evaluations because nothing comes from it.

Personnel Board 08/05/2020 Comments

- Appeals – The Personnel Board elected to increase the timeline for appeals. Under the Personnel Rules appeals must be heard within a certain amount of time, however due to Covid the appeal process is backed up.
- HR Director – The interview process was discussed during the meeting.

Old Business

- Representative Vacancies –
 - Tax Collector – Richard Carvale retired from the Tax Collectors office creating a vacancy in the EAC. Jeff Albenzio submitted a request to fill the vacant seat. Jeff Albenzio was approved as the Tax Collector representative for the duration of the term with a motion made by Maggie Miles and seconded by Clarethia Monroe. Approved by all. Motion carried. Voting rights were approved with a motion made by Tami Maloney seconded by Clarethia Monroe. Approved by all. Motion carried.
 - At Large – Ashley Skubal left the county which created a vacancy. The At Large position is determined by the other EAC Representatives. Three employees were considered to fill the At Large position; Bill Gorman, Tonya Curtin and Julie Stevenson. Three motions were submitted:
 - Motion was made by Leena Delli Paoli to accept Bill Gorman as an At Large Candidate with a second by Charles Toney. Bill Gorman was accepted as a candidate with 9 yes and 2 no.

- Motion was made by Tami Maloney to accept Julie Curtin as an At Large Candidate with a second by Kevin Connelly. Julie was accepted as a candidate with 9 yes and 2 no.
- Motion was made by Clarethia Monroe to accept Julie Stevenson as an At Large Candidate with a second by Maggie Miles. Julie was not accepted as an At Large Candidate with 5 yes and 6 no.
- Vote was held for the two candidates. Bill Gorman was selected to fill the At Large position for the duration of the term by a 7 to 4 vote.
- Voting rights for Bill Gorman were approved with a motion made by Charles Toney seconded by Clarethia Monroe. Approved by all. Motion carried.

New Business

- Elections Procedures – The decision to keep the same elections process as 2019 was approved with a motion made by Tami Maloney and seconded by Henry Gomez. Approved by all. Motion carried.

Adjourned

Charles Toney made a motion to adjourn at 5:00 p.m. with a second by Christian Steiermann.

Lisa Arispe*	Donna Beim*	Linda Cahill	Kevin Connelly*	Leena Delli Paoli*
Katiah Fitzpatrick*	Henry Gomez*	Tami Maloney*	Maggie Miles*	Clarethia Monroe*
Randy Rose*	Christian Steiermann*	Charles Toney*		

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Approved by the EAC

Employees' Advisory Council – Representative Meeting Minutes

Virtual Meeting, Zoom

Wednesday, September 16, 2020, 2:30 p.m. – 4:30 p.m.

Prepared by Leena Delli Paoli

Call to Order

The EAC Representative meeting was called to order at 2:30 p.m. by Chair Lisa Arispe. Technology Moderator, Ralph Reid, took a roll call to ensure a quorum had been met and provided instructions for the virtual meeting.

Approval of Minutes

- The August 19, 2020 minutes were tabled with a motion made by Charles Toney and seconded by Kevin Connelly. Approved by all. Motion carried.

Comments from Moe Freaney, Interim Director of Human Resources

- HR Director Vacancy – the search for the HR Director has been finalized. Kimberly Crum will begin her role as the HR Director on September 21, 2020. There will be a 2 to 4 week overlap between Moe and Kimberly to allow time for training.
 - Henry mentioned that the previous HR Director came out to each of our worksites to meet employees and see what each of us do. He asked if this could be continued by the new HR Director. Moe stated that she will let Kimberly know that this is something we are interested in.
- Appeals and Grievances – It has been a challenge to get the appeals scheduled since it requires additional meetings. Two of the four appeals have been continued. Five of the Personnel Board members will attend the meetings in person, and the other two will attend virtually.
 - The question was asked if an employee's termination is overturned would the employee be compensated for all the time they were out of work. The Personnel Board does not have the authority to grant pay for the time missed if overturned; this is the decision of the Appointing Authority.
- Gym Reopening – The gym, at the downtown Clearwater location, will reopen in early October. There is still planning that must happen prior to the reopen.
- FMLA Calendar – The Appointing Authorities would like the FMLA Calendar to go to a rolling 12-month calendar. Currently an employee can use 12 weeks of FMLA per year, so when an employee uses the time at the end of the year, they are then able to use another 12 weeks right after the new year begins. The rolling calendar would stop this from happening; if an employee uses FMLA on July 3rd it would not drop off until July 3rd of the following year. The Personnel Board will hear the recommendation at the October 7th meeting.
- General Increase – The Board of County Commissioners will hear the general increase proposal on September 22nd.

Comments from Rodney Marion, BCC Employee Relations & Workforce Director

- Merit Evaluation System –
 - The BCC is looking at systems of evaluation and training processes for the use of the system
 - The process is still at least two years out
 - BCC is creating career ladders for almost all of their positions

Personnel Board 08/05/2020 Comments

- Appeals – The Personnel Board chose to start the meetings earlier so that they don't go late.
- HR Director – The HR director was selected and will begin on Monday.

Old Business

- Elections Committee – Need an elections committee, of 3 EAC Representatives, that does not include any members who are up for elections. Will meet prior to the elections to discuss the dates for the elections and will meet after the elections to go over the results.
 - Elections Committee – Henry Gomez, Randy Rose and Leena Delli Paoli
- Benefits Committee –
 - At the July meeting the decision was made to separate out into smaller groups that will come back to the larger group and discuss their findings. The Benefits Committee is still looking at the big picture that is the Pinellas County benefits; looking at what is used and what is wanted.
 - Open Enrollment – Currently costs are undetermined. If there is an increase it will be minimal.
 - Childcare Costs – Kelly will look to see if employees have access to any childcare discounts.

New Business

- Shelter Duty – There will be an annual training/orientation for employees who are doing shelter duty. More people will be working the shelters.

Adjourned

Charles Toney made a motion to adjourn at 4:30 p.m. with a second by Clarethia Monroe.

Jeff Albenzio*	Lisa Arispe*	Donna Beim*	Linda Cahill	Kevin Connelly*
Leena Delli Paoli*	Katiah Fitzpatrick*	Henry Gomez*	Bill Gorman*	Tami Maloney*
Maggie Miles*	Clarethia Monroe*	Randy Rose*	Christian Steiermann*	Charles Toney*

*EAC Representatives in attendance at this meeting.



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Employees' Advisory Council – Representative Meeting Minutes

Virtual Meeting, Zoom

Wednesday, October 21, 2020, 2:30 p.m. – 4:30 p.m.

Prepared by Leena Delli Paoli

Call to Order

The EAC Representative meeting was called to order at 2:30 p.m. by Chair Lisa Arispe. Technology Moderator, Ralph Reid, took a roll call to ensure a quorum had been met and provided instructions for the virtual meeting.

Approval of Minutes

- The August 19, 2020 Representative meeting minutes were approved with a motion by Charles Toney, seconded by Bill Gorman. Approved by all. Motion carried.
- The September 16, 2020 Representative meeting minutes were approved with a motion by Henry Gomez, seconded by Jeff Albenzio. Approved by all. Motion carried.

Comments from Kimberly Crum, Director of Human Resources

- Introduction – This was the first meeting since the New HR Director was appointed. Kimberly Crum introduced herself to the council and informed us of her prior background.
- FMLA Update – In 2022, the FMLA rules will change from a calendar year to a rolling calendar. In 2021, employees will have a choice as to which way they want to use it. Those that were planning to use FMLA from December/January will not be affected.
- Virtual Visits – UHC was charging the incorrect fee for virtual visits. The copay for a virtual visit is \$15.00. If you were charged incorrectly contact benefits. HR will be sending out an email with this information.
- Open Enrollment – Open enrollment starts next week. Information will be communicated through email, online virtual events, in person events and in OPUS All employees must participate in open enrollment, you do not want the decisions made for you.

Personnel Board 10/07/2020 Comments

- Termination Appeal – After hearing testimony from the terminated employee and the Appointing Authority, the Personnel Board voted to uphold the termination.
- EAC Representative – The Personnel Board would like the EAC Rep (Chair or Vice Chair) to attend the meetings in person. As of right now, the ability to do virtual meetings expires on October 31, 2020.

Committee Reports

- Awards Committee – Bill Gorman will take over for Linda Cahill on the Awards Committee.
- Other – Leave Accrual – The EAC previously had a Leave Accrual Committee that looked at the current leave accrual rates and compared them to other counties, however their proposal was tabled by the Appointing Authorities. Charles will send the previous proposal to all Reps for review. The leave accrual will be discussed at the next meeting and may require additional meetings.

Old Business

- EAC Elections – The *Other Appointing Authorities* seat is the only seat that will require a vote. All other seats that were up for election had only one nomination, or candidates withdrew their nomination.
- Bylaws – The Bylaws were reviewed previously, but the changes never made it past the Personnel Board. Charles Toney will send the current bylaws and the previous revisions to all Representatives to review. The bylaws will then be discussed at a future meeting.
- Paid Parental Leave – The question was asked if we can readdress Paid Parental Leave, since the benefits committee process is not something that will take place quickly.
 - Kimberly Crum said that she will personally take a look at the possibility of Paid Parental Leave.

New Business

- EAC's Personnel Board Chair – The EAC selects two of the members of the Personnel Board. Bill Schulz is expiring this year. Bill Schulz will remain the EAC's appointed chair with a motion by Charles Toney, seconded by Bill Gorman. Approved by all. Motion carried.
- EAC Rep for Supervisor of Elections – Linda Cahill is unable to continue at this time. Since it is so close to the end of the year, the seat will remain open at this time.
- Probation on Promotions – The question was asked about what recourses an employee has when they are demoted back to their previous position.
 - Employees are given a six month probation window after they receive a promotion, if the promotion doesn't work out, the employee can be moved back to their previous position.
 - Just like when an employee is first hired, if the position doesn't work out, the Appointing Authority does not have to provide the employee specific reasons why they have chosen to move them back down, they can, but it is not a requirement.
- Dental Cap – The question was asked if the Dental Cap can be increased.
 - The current Dental Cap is written into the Plan. HR will be looking into this for year 2022; when the current contract expires.
- EAC Rep Visits – Kimberly was asked if she would be conducting EAC Rep visits so that she can see what it is that our departments do.
 - Kimberly stated that she would be willing to visit any of the Reps that are interested in having her visit.

Adjourned

Charles Toney made a motion to adjourn at 4:30 p.m., seconded by Kevin Connelly.

Jeff Albenzio*	Lisa Arispe*	Donna Beim*	Linda Cahill	Kevin Connelly*
Leena Delli Paoli*	Katiah Fitzpatrick*	Henry Gomez*	Bill Gorman*	Tami Maloney*
Maggie Miles*	Clarethia Monroe*	Randy Rose*	Christian Steiermann*	Charles Toney*

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council



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Employees' Advisory Council – Election Committee Meeting Minutes

Wednesday, November 25, 2020, 10:00 a.m. – 10:30 a.m.

Prepared by Carol Strickland

The EAC Election Committee Meeting was called to order by Jim Valliere, Human Resources Business Partner and EAC Liaison. The Election Committee consists of Leena Delli Paoli, Henry Gomez, and Randy Rose. Also in attendance was Carol Strickland, Human Resources.

Jim went over the process of the election, utilizing Survey Monkey. He mentioned in the past that we used to use paper ballots, and preparing the ballots for the election, as well as counting the ballots after the election, took as much as five hours. Using Survey Monkey has simplified the process.

Jim went on to discuss the election itself (who was up for election). Those running unopposed would not need an election. In this case, it was the Other Appointing Authorities. Kevin Connelly and Thandiwe Tenn are running for the position.

The time line was discussed next. The election would be open from November 30 – December 11, and only the classified employees of the Other Appointing Authorities group would receive a specialized email from Survey Monkey. This special email has a unique link and can only be used once. The way the survey is entered into Survey Monkey allows for this to avoid “stacking” votes. A reminder email is set up in Survey Monkey to remind those that haven't yet voted to do so by the deadline. Another feature of the program.

Jim will set up the next meeting for December 14, 2020 at the County Annex, to review the results and certify the winner.

The meeting was concluded by 10:30 a.m.

Jeff Albenzio	Lisa Arispe	Donna Beim	Linda Cahill	Kevin Connelly
Leena Delli Paoli*	Katiah Fitzpatrick	Henry Gomez*	Bill Gorman	Tami Maloney
Maggie Miles	Clarethia Monroe	Randy Rose*	Christian Steiermann	Charles Toney

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council – Election Committee Meeting Minutes

Monday, December 14, 2020, 10:00 a.m. – 10:30 a.m.

Prepared by Carol Strickland

The EAC Election Committee Meeting was called to order by Jim Valliere, Human Resources Business Partner and EAC Liaison. The Election Committee consists of Leena Delli Paoli, Henry Gomez, and Randy Rose. Randy was unable to attend the meeting. Also in attendance was Carol Strickland, Human Resources.

Jim went over the election process, including utilizing Survey Monkey and the benefits of using it over previously used paper ballots.

The results were projected onto the screen for the committee to review. Jim stated that we cannot edit the results in Survey Monkey, so what was being shown was true and accurate.

The committee certified that the results were accurate and named Kevin Connelly as winner for the Other Appointing Authorities Group.

The meeting concluded at 10:14.

Jeff Albenzio	Lisa Arispe	Donna Beim	Linda Cahill	Kevin Connelly
Leena Delli Paoli*	Katiah Fitzpatrick	Henry Gomez*	Bill Gorman	Tami Maloney
Maggie Miles	Clarethia Monroe	Randy Rose	Christian Steiermann	Charles Toney

*EAC Representatives in attendance at this meeting.