



UNIFIED PERSONNEL BOARD AGENDA

Date: April 1, 2021

Time: 6:30 p.m.

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

- I. Citizens to be Heard*
- II. Employees' Advisory Council (EAC) Representative
- III. Consent Agenda
 - 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held March 4, 2021
Approved
- IV. Informational Items
 - 1. Action Taken Under Authority Delegated by the Personnel Board
 - 2. Kimberly's HR Update
 - 3. Special COVID-19 Edition of *The Pen* Newsletter
 - 4. Other Informational Items
- V. Termination Appeal
 - 1. Derrick Clark v. Pinellas County Public Works
Termination overturned, remanded to Appointing Authority for alternative discipline

* 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.

Unified Personnel Board
Pinellas County
March 4, 2021 Meeting Minutes

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 6:30 PM on this date.

Present

Ricardo Davis, Chair
Joan M. Vecchioli, Vice-Chair
Kenneth Peluso
Paul Rogers
William A. Schulz II

Not Present

Jeffrey Kronschnabl
Peggy O'Shea

Others Present

Jennifer Monroe Moore, Ogletree, Deakins, et. al, P.C., Board Counsel
Kimberly Crum, Human Resources Director
Ralph Reid, Human Resources Business Partner, Technology Moderator
Teresa Ribble, Board Reporter, Deputy Clerk
Other Interested Individuals

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 6:30 PM; whereupon, he led the Pledge of Allegiance.

ELECTION OF CHAIR AND VICE-CHAIR

Mr. Rogers moved, seconded by Mr. Peluso and carried unanimously, that Joan Vecchioli be elected Chair.

Mr. Schulz moved, seconded by Mr. Rogers and carried unanimously, that Ricardo Davis be elected Vice-Chair.

CITIZENS TO BE HEARD

Newly elected Chair Vecchioli moved forward with the agenda and indicated that there are no citizens to be heard.

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE (EAC)

EAC Chair Lisa Arispe referenced an email sent to the members and provided an update, highlighting the following:

- Office of Human Rights Director Paul Valenti has resigned, and Jeffery Lorick has been appointed as Interim Director.
- Officer elections were held, and she was re-elected as Chair. Bill Gorman and Maggie Miles were chosen to serve as Vice-Chair and Secretary, respectively.
- Clerk of the Circuit Court and Comptroller Ken Burke attended an EAC meeting and discussed the Florida Retirement System.
- Updated bylaws will be presented at the April UPB meeting.
- Noting the completion of the career path project, she thanked County Administrator Barry Burton for his support and Employee Relations and Workforce Director Rodney Marion and staff for their assistance.

In response to query by Vice-Chair Davis, Ms. Arispe indicated that the members would have the ability to view both the existing bylaws and the proposed changes within the same document.

CONSENT AGENDA

Upon motion by Mr. Rogers, seconded by Mr. Peluso and carried unanimously, the minutes of the special meeting held September 18, 2020, were approved.

Upon motion by Mr. Davis, seconded by Mr. Peluso and carried unanimously, the minutes of the regular meeting held October 7, 2020, were approved.

INFORMATIONAL ITEMS

Reappointment of the following Personnel Board Members for 2021-2022:

William Schulz by the EAC; Peggy O'Shea by the Constitutional Officers; and Jeff Kronschnabl by the Board of County Commissioners.

2020 Annual Report

Ms. Crum extended her congratulations to the new Chair and Vice-Chair and indicated that the Annual Report was sent to the members for review.

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.

Human Resources (HR) Update

Ms. Crum referred to the HR update provided in the agenda packet and highlighted collaboration with various departments, an HR Business Partner strategy, annual benefits enrollment, and an upgrade to Oracle's HR platform; whereupon, she praised the efforts of the recruiting team and employees staffing the COVID-19 vaccination sites.

2021 Unified Personnel Board Schedule

Chair Vecchioli commented that she is unaware of when the Board may return to meeting at its customary location, and Ms. Crum stated that she will share any updates that she receives.

Order on Appeals Hearing – Ben Wam vs. Pinellas County Utilities

Chair Vecchioli indicated that the Board has been provided a copy of the *Order on Appeals Hearing* document.

Responding to query by Chair Vecchioli, Attorney Moore stated that this is the final order for the case.

Other Informational Items

Attorney Moore confirmed that members may attend meetings virtually provided there is a physical quorum present.

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Delegate meeting of January 22, 2020
2. Minutes of the EAC Representative meeting of August 19, 2020
3. Minutes of the EAC Representative meeting of September 16, 2020
4. Minutes of the EAC Representative meeting of October 21, 2020
5. Minutes of the EAC Election Committee meeting of November 25, 2020
6. Minutes of the EAC Election Committee meeting of December 14, 2020

ADJOURNMENT

There being no further business, Chair Vecchioli adjourned the meeting at 6:56 PM.



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 **February 14, 2021 through March 13, 2021**.

ADDITIONS

Spec No.	Title	EEO4 Code	OT Code	PG
10241	Development Project Manager 1	Skilled Craftsman	Classified	C27
10242	Development Project Manager 2	Professional	Classified	C30
10243	Development Project Manager 3	Officials & Admin	Exempt	E25

REVISION

Spec No.	Title	PG
13032	Real Property Technician	C17

TITLE CHANGE

Spec No.	Present Classification	Recommended Classification	PG
01460	Contractors Certification Field Investigator	Contractors Licensing Field Investigator	C24



Human Resources

Helping U Succeed

Unified Personnel Board – HR Update April 2021 (March 2021 updates, listed alphabetically by Center of Excellence)

Benefits & Wellness

- We concluded a Special Enrollment for the supplemental and dependent coverage for life insurance. There was a total of 44 new enrollments and 217 changes during the Special Enrollment period from March 1 to March 12. Any changes during the Special Enrollment will take effect on April 1. The new life insurance policy is with Securian as of March 1. All enrollments were transferred to Securian with no changes in coverage or cost. There was no need for employees to take action unless they wanted to make changes.
- At the same time, employees had an opportunity to enroll or change their Flexible Spending Accounts as part of the changes permitted under the Consolidated Appropriations Act. There was a total of 36 new enrollments and 66 changes for FSAs during the Special Enrollment period.
- Due to the Consolidated Appropriations Act, employees can make prospective changes to FSA throughout 2021 without having a qualifying event. Carryover amounts from 2020 will be uploaded to TASC in the first week of April and will be available to apply to 2021 expenses in mid-April.
- There is a new streamlined process for biometric screening in 2021 to ensure the correct lab work is completed and confirmed in Rally. As of February 28, 154 have completed the biometric screening (130 through Quest and 24 through Physician Form) and many of those who have gone through the process report that it is easy to complete. In addition, as of February 28, 488 employees have completed their health surveys.
- Employees on a Pinellas County health plan who use tobacco must complete a qualified tobacco cessation program by March 31, or be subject to a \$500 tobacco premium beginning April 1.
- Medical, Pharmacy and Dental RFPs - The proposals were due March 12, and we are conducting evaluation sessions between April 21 and April 30. Finalist presentations will be held between May 11 and May 21. We are on target to make selections and begin negotiations by the first week in June.
- Benefits Advisory Committee - The Leaves and the Voluntary Benefits subcommittees held their first meetings on March 24 and March 26. We are utilizing material provided to us from our consultant Willis Towers Watson as well as material from the EAC (Leaves) and data from researching our peers in order to discuss and recommend a strategy. The Education Assistance and Wellness/Incentives subcommittees are scheduled for April 1 and April 7, and we will schedule the Plan Design subcommittee after the RFP evaluation period.
- We offered three online wellness webinars. There were 120 participants in the bone health webinar, 32 in the digestion webinar and 20 in the sleep webinar.

Classification & Compensation

- Collaborated with the Tax Collector's Office to conduct an analysis of exempt pay levels.
- Collaborating across COEs and with stakeholders on a project to streamline the position maintenance process.

Communications

- 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 as well as information on vaccine distribution.
- Working with Marketing and Communications on reviewing all Human Resources and Volunteer Services webpages in preparation for migration to a new website.

- Worked with Business Technology Services to communicate new procedures for a single sign-on portal (Okta) to access to the Talent Center for performance reviews and hiring requisitions.
- Developed a special 10-page edition of *The Pen* newsletter to recognize the outstanding and distinguished work done by Pinellas County employees to benefit our community, and to memorialize the one year “anniversary” of the pandemic and that it has deeply affected everyone.

Human Resources Information System (HRIS) and Records Administration

- Ongoing participation as key stakeholders in the Oracle (OPUS) EBS 12.2 Upgrade Project.

Organizational & Talent Development

- New leadership development program to address employee development and succession planning specific to Utilities for 55 participants continues. Program components aligned to Utilities Strategic Plan with leadership selected competencies, self-assessments, case studies, coach support, syllabi with pre and post work, and book clubs.
- Completed 29 learning opportunities using a hybrid approach of both in-person and virtual instruction.


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.
 - 112 hires in 2021 to date (36 in January, 35 in February and 41 in March)
- Assisted Public Works with their second paid internship program, resulting in 6 hires, which commenced on February 24th.
- Collaborated with Public Works and Personnel Solutions Plus to provide 18 contract employees at two County vaccine distribution sites.

Pinellas County Human Resources

Special COVID-19 Edition of

The Pen Newsletter



Pinellas Employees Newsletter March 2021 • SPECIAL EDITION

COVID-19: The Year in Review

March 2021 marks one year that Pinellas County Government and its employees have been in a declared emergency (COVID-19) activation mode. So much has happened. So much has changed. People have taken on much more than they had ever thought. And not just more but unlike what they've done before.

The Pen, with the help of Emergency Management, reached out to our contacts with Appointing Authorities and departments to ask them to share highlights of what their areas have done during this past year concerning COVID-19.

"COVID times created a lot of stress often highlighting the negative. But I think there are some good things we've learned, such as the relationships built across departments. We're stronger putting all our skills and experience together toward a common goal." Season Groves, Logistics Chief, Emergency Management Coordinator 2

While we couldn't highlight and receive feedback from every County department, we hope these features provide you with an overall theme: We came together to work toward a common goal.

We begin with those departments having primary responsibility for the COVID-19 response and then listed other departments alphabetically.

By the Numbers

as of publication date

- 1,975** Pinellas County employees have logged over **112,200** COVID-related hours.
- 4,700+** resource requests processed and over 7.5 million PPE items delivered, including:
 - **3.2 million** gloves
 - **2.2+ million** face and N95 masks
 - **500,000** gowns
 - **240,000** units of hand sanitizer
- 4,714 missions** delivered **Personal Protective Equipment** items to medical facilities across the County
- Nearly 10,000** COVID-related calls answered at the County Information Center (CIC)
- 131K+** COVID-19 tests conducted
- 220K+** COVID-19 vaccines and counting
- 3.5+ million** page views of the public COVID-19 website
- Over \$170 million** total Pinellas CARES funds committed to date
- \$55.6 million** in **local business grants** supporting 5,000+ impacted businesses
- \$24.6 million** in **rent, mortgage and utility bill assistance** supporting 8,000+ households (applications managed by 211 Tampa Bay Cares)
- \$7.4 million** in **grants to support 530 childcare providers**

Emergency Management


By Spencer Shaw

"Emergency management" is a broad phrase that can be difficult to explain. Often, it's primarily associated with hurricanes and evacuations rather than encompassing all types of threats and hazards. Over the past year, the Coronavirus Disease 2019 (COVID-19) pandemic response and recovery has helped shed some more light on what "emergency management" truly entails.


Pinellas County Emergency Management, a team of 14 staff members, began monitoring the progress of COVID-19 in February 2020 as the virus spread through other parts of the United States. By mid-March 2020, our team worked alongside numerous partners to coordinate the unprecedented response. Just as many others have experienced, our staff have pivoted and stepped into a variety of roles to support critical operations – and just when things started to settle, another pivot was necessary as the situation evolved.

Whether in the Emergency Operations Center or out in the field at a donation site, testing site, vaccine site, warehouse, or a number of other places, our staff have been able to work with many members of our community to support the response.

In addition to COVID-19, there have been many other challenges over the past year that have demanded unique and creative strategies to address. From hurricane and tornado threats to supporting elections and community events, our team worked behind the scenes and in the field to help the community. We've been able to see countless heroic efforts and extraordinary feats, proving our community is stronger and more resilient than any emergency.



Color of the day: Wristbands for passing the morning health screening at EOC.



Logistics Group Picture

Continued next page.

Special COVID-19 Edition, March, 2021 | Page 1



Approved by the EAC

Employees' Advisory Council – Representative Meeting Minutes
 Extension Services, Magnolia Room, 12520 Ulmerton Road, Largo, FL
 Wednesday, December 16, 2020, 2:30 p.m. – 4:30 p.m.

Meeting notes/Charles Toney

Call to Order

The EAC Representative meeting was called to order at 2:30 p.m. by Vice-Chair Charles Toney. Discussion on remote participation by members; process and rules. Charles Toney / Jeff Albenzio made a motion to move forward with remote participation, Motion 2nd by Henry Gomez. Lisa Arispe was brought into meeting via Zoom and Donna Beim via phone.

Approval of Minutes

- Tabled until January Representative meeting.

Comments from Kimberly Crum, Director of Human Resources

- Reminder to complete your Rally Health survey to avoid increase in premiums
- No change in life insurance with new vendor
- Clearwater Health Center is open Monday, Wednesday & Friday 5am to 2 pm, Tuesday & Thursday 11am to 7pm
- 911 Call center holding virtual recruitments
- COVID Leave – those hired prior to April 2020 will have the time rolled over in their annual leave January 1, 2021.
- There are wellness classes available for employees on the topic of COVID – Fatigue and Mental Health.
- BAC meeting was held virtually on December 16th, the committee assigned breakout groups to look at specific topics: Leave/Time-off, Wellness & Incentives-Plan Design-Voluntary Benefits-Education Assistance. It was discussed on the participation in the breakout groups by the WAC. There is no Sunshine issue as long as only one representative is in attendance.

Election Results

- Congratulations to Kevin Connelly for being re-elected as EAC Representative-Other Appointing Authorities

Election of Officers

- Secretary – Charles Toney nominated Maggie Miles, no other nominations, she accepted; voting is unanimous to accept Maggie as EAC Secretary for 2021.
- Vice-Chair-Charles Toney nominated Bill Gorman. Bill accepted, no other nominations, voting is unanimous to accept Bill as Vice Chair.
- Chair-Charles Toney nominated Lisa Arispe, Lisa accepted, no other nomination, voting is unanimous to accept Lisa Arispe as Chair.

New Business

- Representatives discussed time spent on EAC activities/meetings. There is no policy on the amount of time allowed. It is agreed normal work duties come first.

- HR Director Review-The format for completing the HR Director review was discussed. It was agreed this year the EAC would not submit a review, taking into consideration what this year held, and that the HR director has not been here a full year.

Adjourned

- Lisa Arispe made a motion to adjourn at 4:30 pm, seconded by Kevin Connelly.

*Jeff Albenzio	(R)Lisa Arispe	(P)Donna Beim	*Kevin Connelly	Leena Delli Paoli
Katiah Fitzpatrick	*Henry Gomez	*Bill Gorman	Lora Kyle-Woodall	*Tami Maloney
*Maggie Miles	Clarethia Monroe	*Randy Rose	Christian Steiermann	*Charles Toney

*EAC Representatives in attendance at this meeting. (R) Remote attendance (P) Phone attendance