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## UNIFIED PERSONNEL BOARD AGENDA

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Date: August 5, 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 June 3, 2021  
*Approved*
- IV. New Business
  - 1. Discuss Agenda for the Upcoming Workshop
    - a) Supplemental Items posted 8/4/21
- V. Informational Items – Human Resources
  - 1. Kimberly's HR Update
  - 2. Action Taken Under Authority Delegated by the Personnel Board
  - 3. Reduction in Force – Safety and Emergency Services
  - 4. Findings and Decision – Derrick Clark
  - 5. Findings and Decision – Dieldra Gardner
  - 6. Other Informational Items

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\* 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](mailto: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](http://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  
June 3, 2021 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:30 PM on this date in the Magnolia Room at the Pinellas County Extension Office, 12520 Ulmerton Road, Largo, Florida.

Present

Joan M. Vecchioli, Chair  
Ricardo Davis, Vice-Chair  
Jeffery Kronschnabl  
Peggy O'Shea  
Kenneth Peluso  
Paul Rogers  
William A. Schulz II

Others Present

Kimberly Crum, Director of Human Resources  
Jennifer Monroe Moore, Ogletree, Deakins, et. al, P.C., Board Counsel  
Sitara Coyle, 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 Vecchioli called the meeting to order at 6:30 PM; whereupon, she led the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

There were no citizens to be heard.

**EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE**

EAC Chair Lisa Arispe presented the following updates:

- An EAC Delegate meeting was held last week at Philippe Park.
- A meeting of the EAC and the Appointing Authorities will be held on or about July 26.

- The Benefits Advisory Committee (BAC) is working on voluntary supplemental insurance to employees.

Thereupon, Ms. Arispe expressed appreciation to EAC Officer Charles Toney and Vice-Chair Bill Gorman for representing the EAC at recent Board meetings.

## **CONSENT AGENDA**

Upon motion by Ms. O'Shea, seconded by Mr. Davis and carried unanimously, the minutes of the regular meeting held on May 6, 2021, were approved.

## **NEW BUSINESS**

### Changes to UPB Rule 3 – Declared Emergencies and Other Emergency or Disaster Situations

Ms. Crum provided background information regarding the matter, indicating that the recommended changes would provide that exempt employees receive pay at 1.5 times their regular rate for every hour worked after 40 hours a week during a declared local state of emergency; that the changes would bring fairness with regard to compensation of exempt and classified staff during such times and consistency with practices of other local governments; and that the Appointing Authorities have unanimously approved the changes.

In response to queries by the members, Ms. Crum related that classified employees are paid 1.5 times their regular rate for every hour worked during a declared emergency; that the goal is to obtain reimbursement for the costs of the additional compensation from the Federal Emergency Management Agency (FEMA); and that each Appointing Authority would have the discretion as to awarding it; whereupon, Mr. Peluso moved, seconded by Mr. Kronschnabl, that the changes be approved.

Senior Assistant County Attorney Carole Sanzeri clarified that while the Board does not have jurisdiction over exempt employees, it is exercising its authority by taking action on the matter since it involves a change to an existing rule that has provisions covering both classified and exempt staff; that exemptions would not be compromised if additional pay were to be offered; and that the changes are in an effort to increase the chances for FEMA reimbursement.

Upon call for the vote, the motion carried unanimously.

### Proposed Changes to the Employees' Advisory Council Bylaws

Mr. Toney provided information regarding the proposed changes, indicating that they mostly involve formatting for a better flow. Chair Vecchioli pointed out that a change to Article XII requires that any proposed changes to the bylaws be presented to the Board for approval; whereupon, Ms. O'Shea moved, seconded by Mr. Rogers, that the changes be approved. Upon call for the vote, the motion carried unanimously.

## **INFORMATIONAL ITEMS**

### Human Resources (HR) Update

Ms. Crum referred to the HR update document provided in the agenda packet and highlighted the following items:

- Upon approval by the BAC and the Appointing Authorities, a consultant is working toward obtaining the best coverages for voluntary insurance products.
- The Wellness staff has launched the *Four Pillars of Wellbeing* campaign, which include physical, social, emotional, and financial self-care.
- The Employee Voice Survey, conducted through a new vendor this year, is expected to be sent out to employees in August, with the results to be shared in October with the Appointing Authorities and published in the Pen newsletter in November.
- Process integration testing has been completed for the Oracle (OPUS) system upgrade.
- Organizational and Talent Development staff surveyed over 80 Learning Heroes who shared what topics employees want to learn more about.
- Through partnership with Pinellas County Schools and their Summer Acceleration Program, nine high-school student interns will begin a seven-week internship with the County on June 14 and will earn a stipend paid by the School Board.
- Pinellas County has hired 201 individuals in 2021 to date.
- The *Hiring Guide* was updated to help supervisors through the hiring process, including links, templates, and Veterans Preference requirements.

Ms. Crum indicated that she recently conducted her first meeting with the Appointing Authorities; and that she would be reaching out to the Board to coordinate a meeting with

the Appointing Authorities and the members. She introduced the new Assistant Human Resources Director Maria Ciro; whereupon, Ms. Ciro provided information about her professional background and related matters.

#### 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.

#### Other Informational Items

The EAC Representatives meeting minutes for February 17 and March 17, 2021 were received for filing.

#### Chair's Report

Chair Vecchioli informed the Board that she delegated her seat on the Pinellas County Human Rights Board to Mr. Davis to avoid any potential conflict of interest or appearance of impropriety, since her law practice involves cases with the Office of Human Rights. She requested feedback from the Board about discussing the process of evaluating the HR Director's performance with the Appointing Authorities at a joint meeting and aligning the annual evaluation with that of the EAC's, which occurs in December, and discussion ensued.

In response to queries by Mr. Peluso, Ms. Arispe provided information regarding the EAC evaluation process and invited the members to attend the EAC meetings; whereupon, Chair Vecchioli indicated that by general consensus of the Board, the members will discuss the review process and future goals for the HR Director with the Appointing Authorities at a joint meeting during the summer; and that Ms. Crum's evaluation will be delayed to occur after her one-year anniversary of employment, closer to the calendar year-end timeline. She reminded the members that when attending the EAC or Appointing Authority meetings, to only observe and bring feedback to the Board in an effort to avoid any Sunshine Law issues.

#### **ADJOURNMENT**

There being no further business, Chair Vecchioli adjourned the meeting at 7:08 PM.

## **HR Director Goals**

- Stabilize Human Resources Department
  - Determine talent available and recruit for needed skills
  - Ensure our talent is in the right position
  - Provide for consistent interaction, service and support within HR while working hybrid schedules
  - Drive engagement and provide recognition of individual and team celebration opportunities
- Regular and consistent communication with Appointing Authorities
- Regular and consistent communication with Employees' Advisory Committee (EAC) members
- Regular and consistent communication with Unified Personnel Board members
- Investigate Florida Sterling Council Designation
- Engage support to facilitate development of Strategic Plan
- Address HR customer service intake by phone, email and in person. Include our communication vehicles, turnaround times, cross-training, education and support.
- Establish days in the field for HR Director

### **Benefits and Wellness**

- Using the Benefits Valuation Survey, along with the Benefits Advisory Committee, develop benefits offering package with something for everyone, enhancing recruitment and retention
- Provide more education around offerings and services/resources to assist employees in navigating benefits and medical concerns
- Provide a robust slate of wellness offerings that support physical, emotional, social and financial aspects

### **Communications and Outreach**

- Ensure that all HR initiatives are well-coordinated and communicated accurately, timely and effectively utilizing cascading messaging and appropriate change management practices
- Obtain feedback via customer satisfaction/feedback survey instruments and act accordingly
- Coordinate 2021 Employee Voice Survey, including engagement and follow through
- Successfully migrate to the new website in conjunction with the County's website upgrade
- Formalize and expand internship programs across the County
- Continue to provide superior support for all COVID-related issues via the Cross-functional Team

### **HR Business Partners and Employee Relations**

- Support Diversity, Equity and Inclusion County-wide, including evaluation/implementation of affinity groups
- Continue to grow the impact of HR Business Partners County-wide, utilizing "strike team" concept as necessary

- Assist Appointing Authorities in developing and implementing evaluation instruments as well as coaching for performance

### **HR Information Systems and Records Administration**

- Leverage the Oracle upgrade to include full integration and updates to core HR processes, as well as robust metrics available by Appointing Authority
- Measure and improve eligible candidate flow using creative paths for candidates
- Measure and improve time to fill open positions

### **Learning and Development**

- Drive a “learning culture” that supports employee development and supervisory success to improve productivity, creativity, knowledge-sharing and flexibility
- Promote the Tuition Reimbursement Program
- Provide an exceptional onboarding experience for new hires through their initial year of employment
- Re-build a relevant core supervisory curriculum that meets the unique needs of our organization
- Focus on competency-based learning that aligns with business objectives and strategic initiatives

### **Workforce Strategy**

- Enhance recruitment outreach to diverse groups, creating new paths to secure talent
- Support hiring managers during the hiring and onboarding process
- Expand the Hiring Guide

## HR Accomplishments/In Progress

- Stabilize HR staff
  - Hired HR Assistant Director, HR Consultant (Compensation & Classification), promoted HR Technician
  - Bi-monthly HR Staff Meetings
  - Weekly Friday Huddle with recognition opportunities and engagement/interaction
- Build relationships with:
  - Staff
  - UPB members
  - Appointing Authorities
  - Employees' Advisory Committee
- HR service levels
  - Eliminated ineffective Benefits phone tree, created customer service response groups for both Benefits and all other HR calls, improving responses for accuracy and timeliness
- HR Business Partners assigned to all County departments
- Enhance recruiting efforts forging new paths for talent – Job Fairs, Virtual Hiring Events, Internships
  - Partnered with Public Works and Pinellas Technical College to formalize paid internship opportunities. Thus far, two interns have been hired into full-time positions upon completion of their internship.
  - Partnered with the Pinellas County School District to host nine high school interns through the school's Summer Acceleration Program. The students will begin a seven-week internship on June 14 and will earn a stipend paid by the School Board.
- COVID information/updates
- RFPs for Benefits: Medical/EAP/Behavioral Health, Dental, Prescription Drugs, Medicare Advantage
- Created Benefits Advisory Committee sub-committees, driving deeper analysis and facilitating recommendations: Plan Design, Voluntary Benefits, Leave/Time Off, Wellness & Incentives, Education Assistance
- Diversity, Equity and Inclusion Dashboard partnership with Office of Human Rights and County Administration
- Updated the Hiring Guide for County hiring managers
- Compensation/Classification BCC Backlog Process
- Advised and supported BCC on implementation of Career Ladders/Paths and corresponding salary increases
- Rule 3 – Exempt emergency pay approval
- Oracle Upgrade Agreement with County Administration, Clerk and BTS
- Oracle Enhancement funding approval
- Collaborated with Public Works and Personnel Solutions Plus to provide contract employees at two County vaccine distribution sites.
- With the assistance of a cross-functional team of HR Staff, conducted Benefits Valuation Survey of peer organizations. Normally an outsourced project, this saved the County thousands by gathering data in-house.



- Provided excellent customer service during pandemic lock down, and returned to office operations successfully
- Worked with Regional 911 to secure and provide enhanced EAP support for call-takers during the early months of the pandemic
- Out-of-state employees' guidance
- Hired Assistant HR Director
- Ensure appropriate change management on initiatives using cascading communications
- Emergency Management – Employee Information Line, volunteer support, exemptions, R'Club contract
- Analyze and measure learning effectiveness utilizing a recognized evaluation method
- New leadership program launched in partnership with Utilities Department



## Unified Personnel Board – HR Update August 2021 (June and July 2021 updates)

### Internal Recruitments

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- Recruiting for the following positions:
  - HR Officer for Workforce Strategy and Human Resources Information Systems (HRIS) & Records Administration Centers of Excellence
  - HR Ambassador to greet employees, retirees, new hires and applicants
  - Wellness Technician

### Benefits & Wellness

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- RFPs: We have entered contract phase for Medical/EAP/Behavioral Health, Dental, Pharmacy and Medicare Advantage. We expect this process to take several weeks.
- Benefits Advisory Committee (BAC):
  - Our next full BAC meeting will include updates from all subcommittees, as well as results from our Benefits Valuation Survey.
  - The Education Assistance subcommittee meeting was held June 2. We had robust discussion on survey and benchmarking information gathered by Organizational and Talent Development and Benefits, together with our consultant Willis Towers Watson, and will be crafting a recommendation to make to the full BAC and Appointing Authorities. We are researching the federal Public Student Loan Forgiveness program and other programs that may assist our employees.
  - The Wellness & Incentives subcommittee meeting was held on June 4. We discussed how to broaden our program to include the social wellness pillar, fostering community within the employee base for those who are striving towards specific wellness goals that they have in common with each other. There was also discussion about diversity, inclusion and equity and we have reached out to Willis Towers Watson and UnitedHealthcare to ask for information about how they are tracking this. Lastly, we planned for the next meeting to include more discussion about mental health and wellbeing.
  - The Plan Design subcommittee meeting was held on June 22. Our next meeting will be a strategy session where we will consider the health benefits as a whole (medical and dental) and craft a recommendation for plan year 2022 and beyond.
  - The Voluntary Benefits selection process is ongoing. Employees may select these benefits in OPUS during Annual Enrollment in November, to be effective January 1, 2022.
- Wellness offered many virtual opportunities in June for employees to improve their well-being, including webinars on gardening, caregiver stress, finance, cooking, men's health, skin cancer and digestion. Webinar topics in July included menopause, retirement planning, men's health and cooking.
- Registration is open for mobile mammography at multiple locations in August to provide convenience for employees as studies show that many individuals delayed medical care due to COVID-19.
- We continue to remind employees of the new process for biometric screening in 2021. We provide helpful resources on the website with step-by-step instructions including a video demo, help guides, and FAQs.

### Classification & Compensation

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- Continuing work to improve and to automate many of our transactional processes.
- Partnering with BCC management to examine over 300 priority position audit requests.

## **Communications**

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- The Employee Voice survey runs from August 2 to 20.
- All employees will get a unique survey link in their email on August 2. They can take the survey on the computer or a smartphone with access to work emails.
- The online survey is 100% anonymous.
- The vendor, Empact Solutions, is conducting information sessions virtually and in-person.

## **Human Resources Information System (HRIS) and Records Administration**

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- The Oracle EBS 12.2 Upgrade was successfully launched on July 28 and offers a new user-friendly design with a simplified icon-based display. The implementation of this upgrade and the department's focus on process improvements that will inevitably flow from it will revolutionize the support we are able to provide to our customers: applicants, employees, retirees and their families, volunteers and ultimately the business operations we support.
- There is a dedicated SharePoint site with FAQs, user guide and contact information for Change Champions who are available to answer questions.

## **Organizational & Talent Development (OTD)**

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- A Virtual Education Fair was held July 28 from 11 am to 2 pm with 10 colleges and universities participating including St. Petersburg College and USF.
- A recent Learning Hero Survey revealed the top 5 items employees want to hear more about: Learning Paths, Competency Framework, OTD SharePoint site, ULearnIT, and the Certified Public Manager program. Our action plan includes 20-minute Learning Bursts (short, snappy, and memorable) on each topic and monthly email blasts with a compelling call to learning action.
- Customized workshops are on the rise with 12 completed and 7 more in the works. Serving: Clerk Court Records, Code Enforcement, Human Services, Public Works, Tax Collector, and Utilities.



## 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 **May 23, 2021 through July 17, 2021**.

### REVISIONS

Spec No.	Title	PG
01475	Grant Worker A	C55
01470	Grant Worker B	C55
01482	Grant Worker C	150
10282	Building Services Specialist	C17
10872	911 Database Analyst	C21
16738	Survey & Mapping Support Specialist	C27
16750	Survey & Mapping Technician 1	C17
16760	Survey & Mapping Technician 2	C20

### ADDITION

Spec No.	Title	EEO4 Code	OT Code	PG
12986	Fleet Generator Service Supervisor	Officials & Administrators	Classified/Excluded	C27

**County Administration**

TO: The Honorable Chair and Members of the Unified Personnel Board

THROUGH: Kimberly Crum, Director, Human Resources

FROM: Barry A. Burton, County Administrator *BAB*  
Lourdes Benedict, Assistant County Administrator *LB*

SUBJECT: Reduction of Classification in Safety and Emergency Services

DATE: July 12, 2021

Please consider this notice pursuant to the Unified Personnel System Rule 5, that a reduction in force (RIF) is necessary in the Department of Safety and Emergency. The four (4) job classifications and the five (5) position control numbers from which the reduction will occur are:

1. Network Technician, Sr. C2492
2. Network Technician, Sr. C2568
3. Network Technician Supervisor C2146  
(Scheduled to retire January 3, 2022 and the position will transfer at that time)
4. Department Computer Support Specialist C3947
5. Endpoint Specialist E960 (Currently vacant)

**Plan and Retention**

The Reduction in Force plan is based on an organizational analysis conducted by the Office of Technology and Innovation (OTI) and Business Technology Services (BTS). The plan calls for these positions to be deleted from SES with new positions added to BTS. BTS will then imbed the added positions back into SES and provide value added Network, Server and Endpoint support. The incumbents in these classifications will be offered the opportunity to continue employment in BTS, a separate Appointing Authority. None of the five (5) positions in the four (4) classifications affected will be retained in the department.

**Displacements**

The Appointing Authority is not implementing displacements in this situation. The impacted employees have not previously encumbered lower level job classifications within the department. They will be offered alternative positions within BTS.

The anticipated effective date of the RIF plan is September 1, 2021. The employees impacted by the Reduction in Force have been notified of the upcoming changes.

**THE PINELLAS COUNTY  
UNIFIED PERSONNEL SYSTEM BOARD**

**IN RE: Appeal of Termination**

**DERRICK CLARK,**

**Appellant,**

**v.**

**Appeal No.: 20-6**

**PUBLIC WORKS – DEPARTMENT FOR  
PINELLAS COUNTY,**

**Appellee**

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**FINDINGS AND DECISION**

On April 1, 2021, the Pinellas County Unified Personnel Board convened and considered the appeal of Derrick Clark, who had been involuntarily terminated from the Public Works Department of Pinellas County on April 16, 2020, for violation of the following Personnel Rules:

- a. Personnel Rule 6 (D)(7), leaving work station without authorization;
- b. Personnel Rule 6 (D)(11), unauthorized use of County equipment or property;
- c. Personnel Rule 6(D)(29), the employee's conduct interferes with the proper cooperation of co-workers or impairs the efficiency, morale, good order, or discipline of the workplace.

After hearing testimony from both parties and reviewing the evidence submitted:

1. Based upon the testimony and/or evidence presented by the parties, the Personnel Board by a vote of 4-2 found that the Appellant did engage in the conduct for which he was terminated;
2. Based upon the testimony and/or evidence presented by the parties, the Personnel Board by a vote of 4-2 found that the Appellant violated the Personnel Rules, cited above, for which he was terminated; and
3. Based upon the testimony and/or evidence presented by the parties, the Personnel Board found by a vote of 6-0 that the disciplinary action taken was inappropriate.

On April 16, 2021, pursuant to the Unified Personnel Board Appeal Procedure, Section 11, the Appellee, Public Works Department, moved for reconsideration of the Personnel Board's findings. The Appellee simultaneously provided the Personnel Board with proposed alternate discipline for Appellant. Appellant filed his written response to the alternate discipline.

On May 6, 2021, the Unified Personnel Board heard argument from the parties as to both Appellee's motion for reconsideration and proposed alternate discipline, and following deliberation as to each issue found as follows:

1. Having heard the argument of the parties and otherwise being duly apprised of the premises, the Personnel Board decided by a vote of 6-0 to deny Appellant's Motion for Reconsideration.

2. Having heard the argument of the parties and otherwise being duly apprised of the premises, the Personnel Board decided by a vote of 5-1 to accept the proposed alternate discipline.

Therefore, the Board rendered the following decision:

The alternate discipline of demotion shall be substituted for Appellant's discharge, and he shall be reinstated pursuant to this order.

  
Joan Vecchioli  
Unified Personnel Board Chair

6/3/21  
Date



**THE PINELLAS COUNTY  
UNIFIED PERSONNEL SYSTEMS BOARD**

**IN RE: APPEAL OF DEMOTION**

**DIELDRA GARDNER,**

**APPELLANT,**

**v.**

**APPEAL NO. 20-7**

**PINELLAS COUNTY CLERK OF COURT,**

**APPELLEE.**

\_\_\_\_\_ /

**FINDINGS AND DECISION**

On May 6, 2021, the Pinellas County Unified Personnel Board convened and considered the appeal of Dieldra Gardner, who had been demoted by the Pinellas County Clerk of Court on May 6, 2020, for violation of the following Personnel Rules:

- a. (D1) "Substandard quality of work"
- b. (D3) "Failure to perform assigned duties"
- c. (D12) "Violation of written rules, regulations, policies, or statutes"

After hearing testimony from Appellant and reviewing the evidence submitted, following the close of Appellant's case in chief, Appellee moved for a directed ruling from the Board that Appellant had failed to meet her burden of proving that the disciplinary action taken should be revoked or modified. The Board entertained argument on the motion and following deliberation granted Appellee's motion and found:

Based upon the testimony and/or evidence presented by Appellant and upon the close of her case in chief, the Personnel Board decided by a vote of 5-1 that Appellant had failed to meet her burden of proving that the disciplinary action taken should be revoked or modified.

Therefore, the Board rendered the following decision:

The disciplinary action, demotion, should not be revoked or modified.

  
\_\_\_\_\_  
Joan Vecchioli  
Unified Personnel Board Chair  
Date 6/3/21





# 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**

Extension Services, Magnolia Room, 12520 Ulmerton Road, Largo, FL

Wednesday, April 21, 2021, 2:30 p.m. – 4:30 p.m.

Prepared by Maggie Miles

### **Call to Order**

The EAC Representative meeting was called to order at 2:35 p.m. by Vice Chair, Bill Gorman quorum is present, added remote attendees Chair, Lisa Arispe and Donna Beim.

### **Approval of Minutes**

- The February 17, 2021 Representative meeting minutes tabled until May meeting
- The March 17, 2021 Representative meeting minutes were approved with a motion by Charles Toney, seconded by Bill Gorman. Unanimously approved.

### **Comments from Kimberly Crum, Director of Human Resources**

- Benefits
  - Flexible Spending Account (FSA): Human Resources is working on transmitting file from WageWorks to our vendor (TASC) this week, and they will have the accounts updated within 5 to 7 days.
- Benefits Advisory Committee Subcommittees
  - Our 2<sup>nd</sup> Leave team met on 4/8 and the 2<sup>nd</sup> Voluntary Benefits team met on 4/16. Lively, interactive discussion in both. We are preparing items to take to the full committee's meeting on May 25.
  - The 1<sup>st</sup> meetings for the Education Assistance team and the Wellness & Incentives team were held on 4/1 and 4/7, and we are in the process of scheduling follow up meetings for both.
  - Plan Design subcommittee is scheduled to meet on May 6.
  - Willis, Towers, Watson Benefits consultant information will be sent out. Lisa Arispe asked will the proposed plan design be affordable to the average employee. Kimberly Crum replied there is no exact cost until the RFP comes back.
- Benefits Advisory Committee – Willis, Towers, Watson Benefits consultant information will be sent out. Lisa Arispe asked will the proposed plan design be affordable to the average employee. Kimberly Crum replied there is no exact cost
- RFPs the evaluation meetings are scheduled as follows:
  - Dental, 4/21
  - Medical, 4/23
  - Pharmacy, 4/28

We have reserved time for finalist presentations, if needed, from 5/7 through 5/21, and we are still on target to make decisions and start negotiations as planned.
- Wellness

- The COVID-19 Vaccine Facts and Myths recorded webinar is now available in the News & Updates section of the HR webpage.
- The downtown Wellness Center continues to operate with the COVID-19 restrictions (limited hours, no showers, masks required). We re-assess the first of each month to determine if changes are warranted.
- Regular (snail mail) letters were sent to the individuals who attested that they are tobacco users and who did not complete a tobacco program by March 31, reminding them of the tobacco deduction and when it begins. Deductions will start 5/14.
- The Wellness program continues to broaden to include all aspects of wellness, including more financial well-being classes, cooking demonstrations, and partnering with Moffitt Cancer education. For more information, please see our Wellness Program information on the HR webpage.
- HRIS
  - Ongoing efforts associated with the Oracle 12.2 upgrade.
- Communications
  - The Pen – new Employee Spotlight feature in the April edition of the Pen.
  - Developed a special 10-page edition of *The Pen* newsletter in March 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 COVID-19 pandemic and that it has deeply affected everyone.
- Update on Performance Evaluation –
  - Clerk of the Court – Ralph Reid, Tax Collector – classified employees have quarterly reviews, good metrics/design. Lisa Arispe is the review connected to a merit increase? Ralph Reid stated it's too early; talks are still on-going.
  - Performance Review – Maria Roberts – working with different Appointing Authorities on career ladders.
  - BCC - Rodney Marion from the August 2020 Survey – Leadership meeting, 360° employee evaluation; a way for employees to work with supervisors, set core competencies/objectives, because evaluations should be meaningful. Software Oracle upgrade to see if will fit needs. It may take a couple of evaluation cycles to see how it is working, prior to implementing for use with merit. An Evaluation System will be in place by the end of the year (2021) hopefully. Charles made the comment that a general along with a merit increase totaling 4%-5% will allow employees the opportunity to reach mid-point in a 5-6-year time period.

#### **Personnel Board 4/1/2021 Comments**

- A termination was overturned on appeal. Tami Maloney did a great job in representing the employee. Discussion ensued regarding whether management should use the County attorney's office when the employee is not represented by an attorney. The adverse effects of employees who have pending appeals and out of work; (1) no benefits (2) FRS impacted; (3) loss of income was discussed. Lisa Arispe stated the Personnel Board does not have authorization for back pay. Discussion continued regarding the need for policies to address concerns about terminations, including cases where penalties seem excessive, vindictive, and doubly punitive. In addition, once employee is reinstated can there be options for lateral transfers. Lisa Arispe suggested speaking to Appointing Authorities, since these are case-by-case basis.

#### **Committee Updates**

- Advocate – MS Teams Meeting held with Rodney Marion, Kimberly Crum, Tami Maloney, Curtis Goss and Leena Delli Paoli on process and policy concerns.

- Legislative – Charles Toney, FRS SB 84 – Fails this session due to no House companion bill. Charles plans on addressing this issue with the Pinellas County Legislative Delegation individually and when they meet later in the fall. High Risk for 911 workers (Utility and 1<sup>st</sup> Responders), no update on this issue.

### **Old Business**

- EAC By-Laws submitted to the Personnel Board for review, Charles Toney is unable to attend the May Personnel Board Meeting.
- May Delegate Meeting will take place at Phillipe Park May 27<sup>th</sup> from 8-10am. Barry Burton and Jeffrey Lorick will be the guest speakers.

### **New Business/Open Discussion**

- Telecommuting – Rodney Marion stated this issue is being looked at, including the benefits of working from home; cost savings for county and employees, application must be fair and consistent, and address any liabilities. The Appointing Authorities are reviewing this issue and a consultant is assisting with a Remote Countywide Policy.
- Department Visits by Kimberly Crum – they will resume soon.
- EAC Representative articles for *The Pen*: Katiah Fitzpatrick – May Pen, Jeff Albenzio – June Pen and Tami Maloney – July Pen and Lora Kyle-Woodall – October Pen

Bill Gorman made a motion to adjourn at 4:35 p.m., seconded by Charles Toney.

Jeff Albenzio*	Lisa Arispe (R)	Donna Beim (R)	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



# 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**

Pinellas County Utilities, 14 South Fort Harrison, Clearwater, FL, 4<sup>th</sup> Floor Learning Center

Wednesday, May 19, 2021, 2:30 p.m. – 4:30 p.m.

Prepared by Maggie Miles

### **Call to Order**

The EAC Representative meeting was called to order at 2:34 p.m. by Charles Toney quorum is present, added remote attendees Chair, Lisa Arispe and Representative Donna Beim.

### **Approval of Minutes**

- The April 21, 2021 Representative meeting minutes will be deferred to June.

### **HR Update - Kimberly Crum, Director of Human Resources**

- Benefits – regular healthcare FSA account holders and dependent FSA account holders have received carryover dollars in their accounts. Limited purpose FSA is still outstanding and being resolved; update coming soon.
- Benefits Advisory Committee (BAC) - met several times and Voluntary Benefits Sub-Committee has made a recommendation, that has been unanimously approved by Appointing Authorities to potentially add three insurance type programs to open enrollment; paid 100% by employees. The policies are accidental, critical illness and hospitalization. Accidental, if you had an accident you will get a one-time lump sum payout; the premium is payroll deducted throughout year. Critical illness has to be on a schedule, diagnosis such as cancer, heart issues, stroke, major illness, the premium is payroll deducted every two-weeks; with a diagnosis you would receive a payout. Hospitalization, you will get a payout for being hospitalized. In addition, if you have both policies both will payout. The consultant Willis, Towers, Watson will be doing an RFP to find the best coverage for the best price. The sub-committee will then review and make a recommendation.
  - Q. What about supplemental dental? **A.** Supplemental dental policies were not reviewed for this coming year, but maybe potentially added at a later time. **Q.** Kimberly Crum was asked to clarify potentially add? **A.** After the RFP the committee must still approve the supplemental insurance. The recommendation are the best options at this time and will give employees a choice. **Q.** When will the benefits begin? **A.** You would opt in at open enrollment in November and benefits would start 1/1/2022.
  - Q. Who is eligible for new policies? **A.** Single and family coverage available; employees who are not enrolled in county medical plans can still opt for this supplemental coverage.
- Thanks to Lisa Arispe and the BAC for their efforts
- RFPs – continuing to work with Willis, Towers, Watson on the dental, medical and pharmacy, more updates later.
- Training/Development – Learning Heroes from across county completed a survey and told us what they wanted to learn about. The Training & Development team will be providing more resources, for easy access to available classes on the SharePoint site. Information on Learning Paths and CPM updates coming soon.
- Virtual Education Fair coming up in mid-June.
  - Q.** Will technology classes be offered? **A.** Kevin Connelly stated custom classes can be offered if the interest is there. The focus is back in the lab for Excel and Word; 5 Excel classes

for May. If there is special interest, we can work with SPC for particular products or courses. Contact members of the Organizational and Talent Development department. (OTD)

- Wellness – launched new campaign with four pillars, Physical, Social, Emotional and Financial. The classes are available and there's something for everyone. Monitoring CDC Guidelines to open the Clearwater Wellness Campus by June 1. Kelly Faircloth, Campus already open, but hours will be expanded.
- Oracle upgrade in July limited changes to employees, impactful changes will happen later in the year. Updates to follow.
- Suggestion Awards – 3 awards in last two months to employees from Utilities, Solid Waste and Code Enforcement.
- Hiring – still hiring; 56 people hired in May. Working on workforce recruitments, retention initiatives and internships to help bring potential employees into the county.
- Staffing – HR team has returned to the office hybrid phase as of May 3, phones have been streamlined, employees are being cross-trained and the new assistant HR Director Maria Ciro starts on Monday.
- Personnel Board Proclamation for Public Service Recognition Week. Congratulations to the employees for their great seamless service.

**Q.** Did BAC address time-off/2 Floating Holidays? **A.** BAC continues to meet no decision yet. Tami Maloney, thanks for change in HR phone system. **Q.** What should be done if someone needs to drop off paperwork or make an appointment? **A.** Signage is now up that directs employees who need to correspond with HR. Kelly Faircloth, someone is always on the first floor, call main number and hit 1 and someone from Benefits will come to assist.

**Q.** The job listing posts has inconsistencies with listed salaries, not sure if position will start at or above range and have County classification number available on posting. **A.** Irene A, HR is working with hiring managers, but will research Taleo to see what is available.

**Q.** OKTA/ YUBIKEY Access forgot PIN; not resettable? **A.** BTS issue Kimberly Crum will research dual sign on.

**Q.** Discipline process changes to policy procedures add-ons, that were suggested by HR; is this being look into? **A.** Contact Kimberly offline to address. **Q.** How do we look at these issues and make some changes in the process? **A.** Kimberly Crum recommendations to rules put forth but provide names for research.

### **Personnel Board 5/6/21 Comments**

- Advocate Tami Maloney presented 2 appeals before the board. One and Appointing Authority requesting reconsideration on previous month's board ruling. That ruling was upheld. The employee has decided to pursue employment outside Pinellas County. The Clerk of Court employee requesting a reconsideration of discipline was denied. Ken Burke reassured employee they were still valued as an employee and thanked them for their 30+ years of service.

### **Committee Updates**

- Advocates – Lisa Arispe, last meeting they looked at policies, there will be ongoing discussions.
- Suggestion Awards – Nothing new
- Legislative – Regarding FRS, Senate bill did go through, but no house companion bill. Contact local legislators. Address at meeting in the fall, eliminates pension side and keeps the investment side; employers' benefit and could mean additional cost to employees. The bill for Emergency Tele-Communicators for High Risk workers, such as utilities, highway and solid waste, did not get forwarded.

## **Old Business**

- May Delegate Meetings Agenda Items, there will be 2 guest speakers, Barry Burton and Jeffery Lorick, new Office of Human Rights Director.
- EAC By-law updates will be on the Personnel Board June 2021 agenda.

## **New Business/Open Discussion**

- Jeffery Lorick new Director of Office of Human Rights.
- Kevin Connelly would like to focus on goals, please add to agenda. What is our focus?
- Charles Toney to Lisa Arispe look at notes of goals, to identify which ones have been filtered through the BAC and which one we still need to address.
- Alternate sites for Delegate Meetings, Lealman Exchange, STARS Center or other indoor sites.
- Leena Delli Paoli and Tami Maloney good idea to have a member of HR and Lisa Arispe recruit/engage employees to be advocates to eliminate fear of volunteering for the program.
- Lisa Arispe commended Tami Maloney and Lena Delli Paoli on their professionalism in advocating for employees in front of the Personnel Board and in general.
- **Q.** (addressed to Rodney Marion) any career ladder updates? **A.** Process is still ongoing, awaiting results of operations assessment.
- Lena Delli Paoli encouraged employees to wear Red on Fridays for deployed personnel. Irena will send out email blast.
- Katiah Fitzpatrick shared concerns about miscommunications regarding increases; there will be a meeting in the near future.
- **Q.** (addressed to Rodney Marion) regarding career paths what are we doing to ensure employees have access to classes no longer offered? **A.** Rodney Marion departments must make recommendations or ask for alternate classes. Discussion ensued.
- Audrey Savas stated HR can make accommodations for career paths.
- Rodney Marion stated Career Ladders are promotions (you must apply; some are competitive) and Career Paths are within a class.
- Lisa Arispe a joint EAC and Appointing Authorities Meeting will happen in coming months.
- Jeff Albenzio submitting article for the June 2021 edition of *The Pen*, Tami Maloney to submit one for the July 2021 edition.
- \$1 needed from each rep for Delegate meeting refreshments, please give to Charles Toney.

## **Adjourned.**

Leena made a motion to adjourn at 4:15 p.m., seconded by Clarethia Monroe.

Jeff Albenzio*	Lisa Arispe (R)	Donna Beim (R)	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



# 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** Philippe Park, Pavilion #2, 2525 Philippe Parkway, Safety Harbor Thursday, May 27, 2021, 8 a.m. – 10:00 a.m.

Prepared by Maggie Miles

### **Call to Order**

The EAC Delegate meeting was called to order at 8:10 am by Chair, Lisa Arispe.

### **Guest Speaker Barry Burton, County Administrator**

- The county is reopened and back to business as usual starting June 1, while exploring flexible options for the diverse workforce. Many thanks to the county personnel who volunteered to man testing sites and take on additional tasks during COVID. Testing sites are closing. If you need a vaccine go to your local CVS, Walgreens, or Publix, but thank you again to all for what you have done during the pandemic, county departments pitched in to make things work. In preparation for hurricane season volunteers needed for the EOC and to manage shelters, please keep that in mind and step up to assist Human Services.
- Q. Can the Evergreen Study be distributed? A. Yes, Barry Burton stated Rodney Marion has been brought on and changes have been made, career ladders being rolled out and compensation avenues being addressed. I want the compensation to be equitable and fair and relatable to our peers and not over market, because we must answer to our taxpayers. Lisa Arispe stated the new leadership, in Human Resources and Workforce Development has been a pleasant change. The EAC wants to hear from the employees with any issues/concerns or suggestions. I can say with experience Barry and Rodney are listening. In July the EAC will meet with the Appointing Authorities, they do listen and care. They must know what's going on so they can work for you and make things better.
- Q. How is the budget going? A. Barry Burton stated the budget is good and being put together now, impact concerns on tourism, but budget cut by 8% last year. Metrics outcomes must be efficient, so we can go to taxpayers and tell them we are making most of the money. Areas of shortfalls to address, in parks plan in place for more services, mental health assistance, sidewalks catch up on back log, set budget sustainable going forward, taxpayers will not contribute the maximum amount, but also additional resources will be used.
- Q. Are Park Ranger wages being supplemented with FEMA funding? A. Barry Burton, federal government has provided resources CAREs, America Rescue plan \$100M. Money spent on COVID sites was reimbursed. General funds were reimbursed. Money went to museums, food banks and non-profits. Transportation Trust Fund 19/20 one-time supplements. Level of study service for Parks was conducted and the presentation made to the BCC is on the county website.

### **HR Update Kimberly Crum, Director of Human Resources**

- Welcome
- Benefits Advisory Committee (BAC) looking over the benefits in the county 5 sub-committees



Voluntary Benefits, Plan Design (structure of the plan/coverage) offered to employees and retirees, Education Assistance, Time off and Leave, Wellness and Incentives.

Recommendation to the full BAC and the Appointing Authorities agreed to look into additional ancillary benefit products that will be available during open enrollment, just gone to market. Your HR and BAC are listening.

- The Employee Voice Survey is coming again, be honest in answering, the Appointing Authorities want your opinions so they can come up with action items to move county forward, there is a new vendor administering the survey. It will be sent out in August results available in October.
- Thanks for the warm reception and welcoming me to Pinellas County.
- Will be resuming visits to county departments so HR will know how they can support you.
- Cross training is happening in HR, door is open, if specific set an appointment we are ready to chat with you.
- Proclamation from BCC in recognition of employees for hard work and dedication.  
**Q.** What is the status on merit increase/evaluations. **A.** We are working with the Appointing Authorities and Maria Ciro, Pinellas County's new assistant HR Director. She will start Tuesday on site with expertise in performance management, partnering with BCC and Appointing Authorities, so everything is a consistent and fair. Rodney Marion stated that late last year they did a survey and compiled focus groups to see what it should look like, core competencies, test groups, make it simple, simple easy accurate, it will take time before everything is in place. There must be at least two years of performance evaluations before we can work it into metric system. It must be fair, and supervisors trained.  
**Q.** Performance Evaluations will there be a ramp up and standard set? Goals/objectives must flow from county administrator down. **A.** Rodney Marion everyone must understand how the evaluations will work. Communications is imperative, systemic where everyone understands. Lisa Arispe stated that each Appointing Authority will have to decide which evaluation will work for what department, because of the diverse positions through out the county.
- Upgrade to Oracle/Opus system coming because it is 10 years old, and number of platforms need upgrading. This starts July 12 and training will be available. Changes include behind the scenes on data flow. Project team is working on it also affects clerk finance and purchasing.
- Training in person will be available, however virtual training will still be available.

### **Jeff Lorick, New Director of Office of Human Rights**

- Welcome
- The Office of Human Rights provides investigations of all internal complaints of discrimination.
- The Office of Human Rights is an enforcement agency for violation of discrimination laws.
- I wanted to share a video clip, unfortunately we do not have a set up here. The content of the video says when I look in the face of what I believe is my enemy, is my brother. "If employees of Pinellas County would see each other in that way it will be an even better place to work."

### **Open Discussion**

Many thanks to Ralph Reid on all his technical support throughout the past year.

Many thanks to Rodney Marion for the difference he has made in the Storm Water and the entire county in regard to hearing our concerns and voicing them to the next level.

Kelly Faircloth Benefits and wellness; please call with any questions.

**Q.** Is the FSA funding from WageWorks to TASC carryover complete? **A.** Dollars ended March 31; no cap for you or dependents for carryovers. Mostly done, glitch limited purpose FSA. If questions, please call. Retirement before deductions. **Q.** Can I max out my HSA and also put funds in FSA? **A.** Yes

You can carryover for 2021/2022; no cap. Changes can be made throughout this year without a qualifying event 2021/pretax. Caution minimal enrollment \$260 for this year to open account. **Q.** Any



talk about dental plan? **A.** Yes, plan design will address all benefits, plans that are ancient, looking to be aligned with peers. Section 125 plan cafeteria plan a' la carte, different needs to ensuring benefits work for all county employees is early in the process.

Lisa Arispe thanked everyone for coming. **Q.** will BCC still be in Magnolia Room? **A.** Barry Burton, Work sessions. Stay tuned for next meeting site.

**Adjourned**

Meeting adjourned at 9:05 a.m., by Lisa Arispe

Jeff Albenzio	Lisa Arispe*	Donna Beim	Kevin Connelly*	Leena Delli Paoli*
Katiah Fitzpatrick*	Henry Gomez	Bill Gorman*	Lora Kyle-Woodall	Tami Maloney*
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\*EAC Representatives in attendance at this meeting.