



Employees' Advisory Council

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



Employees' Advisory Council – Representative Meeting Minutes

315 Court St, Clearwater, FL, 4th Floor Clerk's Conference Room

Wednesday, April 20, 2022, 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. A quorum was present.

Approval of Minutes

- The March 16, 2022, Rule 6 Committee meeting minutes were approved with a motion from Charles Toney, seconded by Tami Maloney. Unanimously approved. Motion carried.
- The March 16, 2022 Representative meeting minutes were approved with corrections with a motion from Charles Toney, seconded by Donna Beim. Unanimously approved. Motion carried.
- The March 22, 2022 Representative/Appointing Authority meeting minutes were approved with corrections with a motion from Donna Beim, seconded by Jeff Albenzio. Unanimously approved. Motion carried.
- The March 24, 2022 Delegate meeting minutes were approved with corrections with a motion from Jeff Albenzio, seconded by Maggie Miles. Unanimously approved. Motion carried.

Comments from Maria Ciro, Assistant Director of Human Resources

- EAC Liaison – Maria Ciro will fill the role of Liaison to the EAC, left open by the departure of former Liaison Ralph Reid. Maria knows that she has some huge shoes to fill, but is up to the task.
- EAC/Appointing Authorities Meeting Updates –
 - Juneteenth – The County will remain open for Juneteenth, however, employees may use their regular time or floating holidays to request the day off. Supervisors will be encouraged to give all employees who request the day off unless it creates a hardship for the department.
 - Personal Day – Usage of the personal day shall remain the same. Personal days may be taken in 4 or 8 hour increments.
- Performance Management – Testing for OPUS is done. Currently in the process of sharing with Appointing Authorities and/or their representatives for approval.
- Onsite Resources –
 - Brittany Hartup – Nurse Health Coach available to help with preventing and managing chronic diseases. Brittany is available for virtual, phone and in-person appointments. You may email Brittany at Brittany.Hartup@evernorth.com or call 727-464-4555 option 2. It is recommend that you **email only from your personal email address**.
 - Brittany Obrien – Will work alongside Candi Turner as a Claims/Customer Service Representative. She is currently in Cigna training and will be with us soon.

- Onsite Wellness Presentations – The Wellness Team is available for onsite presentations. If you would like to have a Wellness presentation given at your office, contact wellness at wellness@pinellascounty.org or by phone at 727-464-3367 option 1.
- May Wellness Classes –
 - [Harvest Help: Gathering Tips Tour](#) – space is limited so register now for a 45-minute in-person tour on May 19th at 12:15pm
 - [Joyful Movement webinar](#) – Gain a fresh perspective on physical activity. Find the joy in moving. May 12th at 12:00pm or May 20th 12:30pm.
 - [Meditation Mondays](#) – Build a healthy habit and start the week off with the right mindset. Every Monday at 9:00am or 3:00pm.
 - [Healthy Tips for Men](#) – Take charge of your overall health and learn science-based strategies for good health and risk factors you'll want to keep on your radar. June 15th at 12:00pm or June 22nd at 12:30pm
 - For more classes visit the [Wellness Classes Page](#) on the HR Website
- Class & Compensation –
 - Clerk of Court – About 400 Clerk employees received a 1% increase to their pay as part of an equity adjustment.
 - BCC – The BCC looked at positions that were identified as potentially working outside of their paygrades. The positions were identified by supervisors and/or managers, they were evaluated, there were some equity adjustments, some reclassifications. Effected employees will receive notice. The process is still ongoing. (update given by Rodney Marion)
 - Remember that career ladders were just added to positions.
 - Question – Why aren't career ladders being implemented properly? Answer – we would need to look at the specific issues.
- Organizational & Talent Development (OTD) – Bootcamp Leadership Essentials replaces the current Supervisor Training. The new training includes Core Classes and Electives. The courses will be shorter and more specific.
- Exit Interviews – We are looking at new ideas for exit interviews. We are trying to figure out how to meet with employees before they leave the County.
- Workforce Strategy –
 - 51 new employees hired in March
 - Time to Fill – 73.9 days is the average recruitment time from listing of a position until an employee is sitting in the seat
 - Assisted Utilities with their job fair
 - Question – Can the number of employees separated be added to the data you provide to the EAC? Answer – Currently we only know when an employee separates from the County when management enters the information. The current list is not accurate. We will need to get the list worked out first.
 - Question – At the previous meeting Kimberly stated that the number of promotions can be counted in the PEN. Since we don't want to hand count them each month, could those numbers be provided with this report? Answer – yes.

Personnel Board

- Rule 3 – Lisa Arispe spoke to the Personnel Board about the EAC's original proposal that employees not lose the 3% general increase as part of the discipline process. She then spoke to them about the second proposal, which is to provide the employee the 3% increase once they are no longer in disciplinary action.
- Exit Interviews – The Personnel Board discussed the need for Exit Interviews. When employees leave Pinellas County we want to know why.

Old Business

- Benefits Advisory Committee (BAC) – The next meeting of the BAC is scheduled for Friday April 22nd at 9am. The meeting is a virtual meeting of all members.
 - Subcommittee – Leave Accrual – looking at paid parental leave and several other programs. The subcommittee is almost ready to submit back to the whole BAC.
 - Question – Are they looking at adding additional family members to the bereavement list? Answer – We looked at bereavement in the beginning, and no additions were made.
- Employee Suggestion Awards – The SharePoint site for suggestion awards will be up for employees. Information on the [Suggestion Awards Program](#) can be found on the HR website.
- Advocate Program –
 - The advocate training that took place on March 29th with Sara Mollo went well and is something that the Advocates and HR are hopeful will continue to take place.
 - Leena Delli Paoli wrote an article about what it feels like to be an Advocate and also about the March 29th Advocate Training. Both Articles will run in the April issue of the PEN; the Advocate program will have an entire page!

New Business

- Find A Doctor, Cigna Site –
 - Question – There are at least two doctors that I know are listed as accepting Cigna, but they do not. Can this be updated? Answer – Doctors are responsible for notifying Cigna if they no longer accept them as an insurance carrier.
- R-Club –
 - Question – Are there only specific R-Club locations that can be used during a storm? Answer – Yes, the only available location is:
R-Club Child Care
13348 US Highway 19 N
Clearwater, FL 33764
- Return Post Covid –
 - Question – When someone is out with Covid, do they have to show a negative test result to return to work? Answer – Proof of a negative test or a doctor's note to return to work may be required. Before allowing employees to return to the office, check with your Appointing Authority's requirements as they may vary. Supervisors must be consistent in how requirements are applied across the board.
- Face Reviews –
 - Question – Does HR run reports to see if Face Reviews are given? Answer – We only run a report if it is requested by the Appointing Authority.
- New Hire Orientation –
 - Question – When a person starts working for the County, how soon do they attend new hire orientation? Answer – They are scheduled right away, but there is not a set time, as there are outside factors that sometimes play a role in the timeframe. New hire orientation takes place twice a month.
 - Question – Are new hires told about the EAC? Answer – Yes, they actually see three (3) different slides about the EAC.

Katiah Fitzpatrick made a motion to adjourn at 4:46 p.m., seconded by Jeff Albenzio.

*EAC Representatives in attendance at this meeting:

Jeff Albenzio*

Lisa Arispe*

Donna Beim*
Zach Bloomer
Kevin Connelly*
Leena Delli Paoli*
Katiah Fitzpatrick*
Henry Gomez*
Bill Gorman
Lora Kyle-Woodall*
Tami Maloney*
Clarethia McClendon*
Maggie Miles*
Randy Rose*
Charles Toney*