

Unified Personnel Board
Pinellas County
February 10, 2022 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:28 PM on this date in the County Commission Assembly Room, Fifth Floor, at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Joan M. Vecchioli, Chair
Ricardo Davis, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea

Not Present

Kenneth Peluso
Paul Rogers
William A. Schulz II

Others Present

Kimberly Crum, Director of Human Resources (HR)
Jennifer Monroe Moore, Ogletree, Deakins, et. al. P.C., Board Counsel
Sarah Rathke, 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 6:28 PM; whereupon, she led the Pledge of Allegiance.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Representative Lisa Arispe presented the following topics:

- Inquiries regarding the potential of livestreaming the Board's meeting.
- A joint EAC and Appointing Authority meeting will be held on March 22 in the Clerk's Conference room.
- Employee Advocate training will be held on March 29.

Ms. Arispe indicated that she reserves the right to ask and answer questions during the discussion on UPB Rule 3, later in the meeting.

In response to Ms. Arispe's presentation, Chair Vecchioli indicated that there may be logistical issues preventing the Board from live streaming its proceedings and requested that the Board receive a list of upcoming meetings.

CONSENT AGENDA

Mr. Davis moved that the minutes of the regular meeting held on January 6, 2022 be approved. The motion was seconded by Mr. Kronschnabl and carried unanimously.

NEW BUSINESS

Review Process for HR Director's Performance Evaluation

In response to queries by Chair Vecchioli, Attorney Moore indicated that the members should submit their HR Director evaluation forms directly to her; and that she will create a synopsis of their comments and include it in the March meeting agenda packet.

Chair Vecchioli related that the HR Director will be receiving the evaluations at the March 3 meeting; and that the members will have an opportunity to weigh in at that time.

Discuss Potential Revisions to UPB Rule 3

Chair Vecchioli provided background information regarding potential revisions to UPB Rule 3. She recommended that the Board add the item for discussion to the agenda for the joint UPB and Appointing Authority workshop on March 7; and that all parties remain collaborative.

Ms. Arispe indicated that the EAC will be discussing UPB Rule 3 at their next meeting; that she would like to have input at the workshop due to the overarching impacts of the rule; whereupon, several members concurred.

Discuss March 7, 2022 Workshop Agenda

In response to a query by Chair Vecchioli, Ms. Crum stated that HR will consider topics to address at the March 7 workshop.

Mr. Kronschnabl indicated that he would like the Board to change their workshop meeting location to a space that can better accommodate COVID-19 precautions due to the expected increase in attendees. The members discussed other location options and Chair Vecchioli acknowledged that other sites will be considered.

Chair Vecchioli noted that the Board has received feedback from the Appointing Authorities regarding the HR Director evaluation process and suggested that the Board revisit it at the workshop.

INFORMATIONAL ITEMS

Kimberly's HR Update

Ms. Crum referred to the HR update document provided in the agenda packet and highlighted the following items, along with other matters:

- Vashonda Evans has been hired to fill the position of Technology and Performance Enhancement Manager.
- Updates have been made to both the TALEO and Oracle (OPUS) software systems.
- Cigna coverage and voluntary benefits have been implemented. Cigna has been finalizing recruitment for on-site resources.
- Work continues on the joint initiative between HR and the County Administrator regarding job classifications.
- Updates on the volunteer software system are ongoing.
- The Organizational and Talent Development (OTD) learning catalogue has been placed on SharePoint.

- The County is in the beginning stages of developing a performance evaluation methodology.

Ms. Crum provided a brief update regarding the annual report and invited the following staff members to the podium to present a summary of their role and annual accomplishments:

- Assistant Director of Planning and Performance Maria Ciro
- Benefits, Retirement, and Wellness HR Officer Kelly Faircloth
- Workforce Strategy HR Officer Brennan Atwood
- Issues Classification and Compensation HR Officer Jack Loring
- OTD HR Officer Audrey Savas
- Communication and Outreach HR Officer Irena Karolak

Responding to a query by Chair Vecchioli, Ms. Faircloth indicated that the results of the employee benefits evaluation survey have been shared with the EAC and the Appointing Authorities, and were published in the December edition of the Pen newsletter.

In response to queries by Chair Vecchioli, Mr. Loring related that reviewing job classifications internally allows HR to spend more time speaking with employees versus when hiring an outside vendor; that there are still certain advantages in hiring an outside vendor, especially when the study would include thousands of positions across all Appointing Authorities; and that the current internal study was requested by the County Administrator specifically related to compensation classifications for his employees.

Ms. Crum expressed her gratitude and acknowledged the additional staff members in attendance for their hard work and dedication and Mr. Kronschnabl commended the department for their successful annual report.

In response to queries by the members, Ms. Crum related that her annual goals and the evaluation of accomplishments have been circulated to the Board, but that staff will also distribute it via email. She explained that work is being done within the department to improve metrics identified in the Employee Voice Survey; that action-planning teams will be formed; and that she will likely be able to report back to the Board on their progress in the future.

ACTION TAKEN UNDER AUTHORITY DELEGATED BY THE PERSONNEL BOARD

Ms. Crum indicated that there are three adjustments noted in the report, which is included in the members' agenda packet.

ADJOURNMENT

The meeting was adjourned at 7:44 PM.