

Unified Personnel Board
Pinellas County
March 3, 2022 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:30 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

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

Not Present

Kenneth Peluso
Paul Rogers

Others Present

Kimberly Crum, Director of Human Resources (HR)
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Charles Toney, Employees' Advisory Council Representative
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 6:30 PM; whereupon, she led the Pledge of Allegiance.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Mr. Toney informed the Board that EAC Chair Lisa Arispe was unable to attend the meeting, and presented the following topics:

- EAC review of Personnel Rule 6
- Upcoming meetings of the EAC delegates and the Benefits Advisory Committee
- Employee concern regarding high turnover rates and position vacancies
- Employee inquiries regarding pay ranges, incremental pay increases, and merit raises

Responding to queries by Chair Vecchioli, Mr. Toney related that the EAC intends to submit its recommendations regarding discipline rules under Personnel Rule 3 to the Board prior to the joint meeting with the Appointing Authorities on March 22.

In response to queries by the members, Ms. Crum indicated that most departments have their own exit interview process. She noted that HR also provides an electronic exit interview, which has a 20% response rate; that the low response rate is being addressed internally; and that she will bring an update regarding the matter back to the Board in the future.

CONSENT AGENDA

Ms. O'Shea moved that the minutes of the regular meeting held on February 10, 2022, be approved. The motion was seconded by Mr. Davis and carried unanimously.

INFORMATIONAL ITEMS

HR Update

Ms. Crum referred to the *HR Update* document included in the agenda packet and provided the following highlights:

- HR is filling various new positions.
- Two Cigna onsite representatives started at the beginning of the month.
- Employees have begun taking advantage of voluntary benefits.
- Benefits Advisory Committee and various subcommittee meetings are coming up.

- March is National Nutrition Month and the Wellness Center is launching a pilot on several life fitness courses.
- The Classification and Compensation team is continuing to work with the Tax Collector and County Administration offices to review position pay grades.
- The Pen newsletter is turning 50 this year.
- The County is beginning to collect data for emergency planning to ensure that citizens are supported in the event of a natural disaster or emergency.
- The Organizational and Talent Development team has numerous learning opportunities scheduled for the remainder of the year.
- The Workforce Strategy team has hired 112 new employees during the first two months of 2022, and improvements are being made in the hiring process through a new training initiative for hiring managers.

Focus Group Summary Report Regarding a Respectful Workplace

Mr. Loring reviewed certain results of the Employee Voice Survey, relating that one item, “a respectful atmosphere”, showed a significant decrease in positivity rating when compared to the 2019 survey, which resulted in the creation of the focus group. Referring to a report titled *Focus Group Summary Report Regarding a Respectful Atmosphere*, he provided background information and indicated that the following themes were addressed:

- Feeling Connected and Communication
- A Foundation of Trust
- Positive and Negative Experiences Regarding Respect
- Respect and Inclusion
- Respect and Recognition
- Bridges and Barriers to Team Building

Mr. Loring discussed recommended action items related to the report and noted that employees have requested that opinion surveys occur more frequently; and that negative behaviors be confronted rather than ignored.

In response to a query by Chair Vecchioli, Ms. Crum indicated that the above themes were addressed at the last HR staff meeting; that efforts to promote a respectful atmosphere are in its beginning stages; and that HR staff was organized into teams to address the newly identified initiatives.

Mr. Kronschnabl suggested that HR explore avenues to keep lines of communication open and give employees the opportunity to provide feedback on a regular basis.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum related that there was an adjustment made on one classification.

OLD BUSINESS

Workshop Agenda Update

Chair Vecchioli indicated that the March 7 joint workshop with the Appointing Authorities is scheduled from 2:00 to 5:00 PM in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse. She related that the Board elicited topics from the Appointing Authorities for the workshop's agenda; and that Personnel Rule 3, the HR Director evaluation process, and the HR Director and County Administrator informational items are included on the agenda; whereupon, she spoke briefly regarding each topic.

Schedule

Noting that it is likely the Board's meeting in May could include an appeal, Attorney Moore requested that the Board reschedule its May 5 meeting in order to accommodate a conflict in her schedule. A motion was made by Mr. Kronschnabl to reschedule the May 5 meeting to May 12. The motion was seconded by Ms. O'Shea and carried unanimously.

NEW BUSINESS

Performance Review of the HR Director

Chair Vecchioli discussed certain aspects of the overall evaluation, indicating that the response from Board members, EAC, and Appointing Authorities was overwhelmingly positive; whereupon, she presented the following summary:

Points of Strength

- Strong Professionalism and Preparedness
- Customer Service, Updated Technology, and Employee Benefits
- Training opportunities
- Communications and Relationships
- Perceptions from the Appointing Authorities

Suggested Areas for Improvement

- Employee Retention
- Employee Morale
- Employee Communications
- Employee Management and Training
- Talent Development
- Recruiting and Onboarding
- Employee Performance Incentives and Evaluations

At the request of Chair Vecchioli, members extended their thanks and shared remarks regarding Ms. Crum's performance. Mr. Davis suggested that the evaluation process should be reevaluated, and briefly discussed areas of the process that have become less clear than in previous years.

Attorney Moore related that she has provided the members with a summary of the evaluation results and clarified that the average ratings are inclusive of only those who chose to rate certain items; that the intention was to have all evaluation comments in one place on the review; and that the summary is a tool that can be changed, if necessary.

Ms. Crum expressed her thanks to the Board for their time and feedback and recognized staff for their contributions.

A motion was made by Mr. Schulz to approve a rating of "meeting expectations" and to give Ms. Crum a vote of confidence for the coming year. The motion was seconded by Mr. Davis and passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:47 PM.