

Joint Unified Personnel Board/Appointing Authorities  
Pinellas County  
March 7, 2022 Meeting Minutes

The Unified Personnel Board (UPB) and the Appointing Authorities met for a joint meeting at 2:01 PM on this date in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

*Unified Personnel Board*

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

*Appointing Authorities*

Whit Blanton, Executive Director, Forward Pinellas  
Barry A. Burton, County Administrator  
Don Crowell, Assistant County Attorney, representing Jewel White  
Kimberly Crum, Human Resources (HR) Director  
Jeffery Lorick, Office of Human Rights Director  
Julie Marcus, Supervisor of Elections  
Jeanette Phillips, Chief Deputy Director, Finance Division, representing Ken Burke  
Jeff Rohrs, Chief Information Officer, Business Technology Services  
Charles W. Thomas, Tax Collector  
Mike Twitty, Property Appraiser

Not Present

Paul Rogers (UPB)  
William A. Schulz II (UPB)  
Ken Burke, Clerk of the Circuit Court and Comptroller  
Jewel White, County Attorney

Others Present

Jennifer Monrose Moore, Ogletree, Deakins, Et. Al., P.C., UPB Counsel  
Shirley Westfall, Board Reporter, Deputy Clerk  
Other interested individuals

## **CALL TO ORDER**

Chair Vecchioli called the meeting to order at 2:01 PM and led the Pledge of Allegiance.

## **INTRODUCTIONS**

At the Chair's request, those in attendance introduced themselves.

## **DISCUSSION OF PERSONNEL RULE 3.C.1.e**

Chair Vecchioli provided background information regarding the item, indicating that upon request by the County Administrator's Office and the Employees' Advisory Council (EAC), UPB recently held an evidentiary investigation hearing regarding application of the rule; that the County Administrator's decision to withhold the general increase from several employees this year due to disciplinary issues was affirmed; and that in light of concerns brought up during the hearing pertaining to the language of the rule, it was felt that input from the Appointing Authorities regarding potential revisions should be obtained, which is the goal for today's workshop.

Attorney Moore indicated that while the rule does not include specific language about the Appointing Authorities' discretion as to withholding of the general increase, the discretion has historically been applied since the rule's inception; and that clarifying the rule language may help avoid further inquiries regarding the matter; whereupon, discussion ensued.

The Appointing Authorities agreed on the need for the discretion, and the following various recommendations and points were discussed:

- Adding language to clarify that granting of the general increase would be determined by an Appointing Authority
- Adding language to specify that withholding of the increase would occur in the calendar year that a disciplinary action occurs
- Removing a reference to eligibility for the increase and defining circumstances in which the general increase would be withheld
- Flexibility for the Appointing Authorities wishing to treat the general increase as a Cost of Living Adjustment
- Continuing discussions regarding merit pay

Chair Vecchioli indicated that the rule would be revised based on the input received today and presented to the UPB; that the EAC would also have an opportunity for input; and that the Appointing Authorities will have a chance to review the revised language prior to the final action by the Board.

## **DISCUSSION OF PROCESS FOR EVALUATION OF HR DIRECTOR**

Chair Vecchioli noted that while the HR Director performance evaluation form completion by the Appointing Authorities is not required, their input, along with that of the EAC and HR employees, provides meaningful feedback to the UPB members in their evaluation of the performance; whereupon, she welcomed input regarding the evaluation process.

Mr. Rohrs and Attorney Crowell indicated that in light of interdependent relationships between their respective departments and the HR Director, the current evaluation process does not feel appropriate, and Mr. Rohrs suggested changing it to a survey-style questionnaire. Other Appointing Authorities noted that they had no issue with the current process, but welcomed the idea of the survey; whereupon, brief discussion ensued about aligning the evaluation categories, the goals developed in collaboration with the Authorities, and the County's Strategic Plan.

## **DISCUSSION OF ANNUAL GOALS FOR THE HR DIRECTOR**

Chair Vecchioli indicated that the Board has not yet reviewed the new HR Director Goals.

Ms. Crum presented the goals outlined in the HR Director Goals document included in the agenda packet, noting that rebuilding relationships of the HR team with the Appointing Authorities and the EAC is a primary goal for the coming year; whereupon, she welcomed feedback from the Board and the Appointing Authorities, and discussion ensued.

Chair Vecchioli recommended adding the subtopic, *Team building within HR*, underneath the *Relationships* goals area.

*At this time, 3:33 PM, Chair Vecchioli recessed the joint meeting, excusing the Appointing Authorities, and requested that the UPB members remain to briefly discuss a housekeeping item.*

## **ATTORNEY REQUEST**

Speaking to the UPB members, Attorney Moore discussed certain concerns and options regarding the upcoming UPB meeting schedule; whereupon, a motion was made to reschedule the May 12 meeting to May 5. The motion was seconded by Ms. O'Shea and carried unanimously.

*Chair Vecchioli reconvened the meeting with the Appointing Authorities at 3:49 PM.*

## **UPDATE FROM HR DIRECTOR**

Ms. Crum indicated that lack of merit pay has been a continuing issue brought up by the EAC; and that HR would work with the Appointing Authorities to develop a performance evaluation system that may assist with merit pay calculation, where there is interest; whereupon, discussion ensued regarding prior use of merit pay in the County, the complexity of the matter, a need for a reliable evaluation system, managing expectations in light of the current economy, and other related matters.

## **TOPICS RECEIVED FROM APPOINTING AUTHORITES**

### Revised BTS Structure

Mr. Burton presented an update regarding the restructuring of Business Technology Services to accommodate its consolidation with the Office of Technology and Innovation.

### Diversity Committee Creation

Mr. Burton indicated that a Diversity Committee would provide a space for conversations about diversity issues and celebrating cultural differences amongst employees in the workplace.

Ms. Crum provided background information, noting that the Committee would build on the existing commitments to support diversity and inclusion by the Appointing Authorities; whereupon, discussion ensued regarding the following and other matters:

- Member selection and Committee size
- The facilitator
- Attendance of a neutral third-party
- The scope of issues to address
- The role of the EAC
- Future communication with the EAC and Appointing Authorities regarding the Committee makeup and related matters

## **OPEN ISSUES FOR DISCUSSION - NONE**

## **ADJOURNMENT**

Chair Vecchioli adjourned the meeting at 4:45 PM.