

Unified Personnel Board
Pinellas County
April 7, 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
Kenneth Peluso
William A. Schulz II

Not Present

Paul Rogers

Others Present

Kimberly Crum, Director of Human Resources (HR)
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Lisa Arispe, 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

EAC Representative Lisa Arispe presented the following topics:

- Joint EAC and Appointing Authority meeting regarding Personnel Rule 3 – Compensation
- EAC recommendation for Personnel Rule 3 wording
- Employee Advocate training at Public Defender Sara Mollo's Office

Responding to queries by Chair Vecchioli, Ms. Arispe stated that one more individual signed up to be an Employee Advocate; whereupon, she discussed the recommendation for modifying Personnel Rule 3, noting that it is important to apply disciplinary actions consistently and in a timely manner.

Ms. Arispe indicated that employees who are disciplined are typically provided goals to resolve the issue; that the employee is given a timeframe to correct their behavior and meet the goals; and that months afterwards they find out that they will not qualify to receive the general increase in the next Fiscal Year, which negatively affects the employee a second time and which, to her, is not "timely" because it does not happen as part of the disciplinary process months earlier.

Ms. Arispe related that at least one Appointing Authority might grant the general increase to a disciplined employee later in the Fiscal Year, providing the employee completes the discipline process successfully and without additional infractions; and that she would support granting the increase in this way over deciding to not award it at all.

Ms. Crum related that HR staff is working on the Personnel Rule 3 draft language for the Appointing Authorities, and responding to a query by Mr. Peluso, Chair Vecchioli expressed hope that the EAC and the Appointing Authorities will work out a consensus in terms of the rule language before it is returned to the Board for consideration.

CONSENT AGENDA

Ms. O'Shea moved that the minutes of the regular meeting held on March 3, 2022, be approved. The motion was seconded by Mr. Peluso and passed unanimously.

NEW BUSINESS

Approval of the Human Resources Director's Goals for 2022

Responding to queries by Mr. Schulz, Ms. Crum related that a team of HR employees is working on initiatives identified through the results of the Employee Voice Survey; that a need for team building was determined as part of addressing the issue of respectful workplace; and that the HR Department will be having an in-service day in late April that will include team building activities.

Responding to queries by Mr. Davis regarding objectively evaluating the HR Director goals, Ms. Crum expressed appreciation for specific feedback by the Appointing Authorities during her performance evaluation. She suggested that feedback can be collected more frequently; that the areas needing improvement are being incorporated into the goals; and that the Strategic Planning team is working on drafting action steps to accomplish the goals.

During discussion, Chair Vecchioli invited Mr. Davis to work with Ms. Crum on the evaluation form and process for a better connection with the goals document; whereupon, Mr. Davis indicated that he does not wish to slow the process down; and that he accepts the current system, noting that no evaluation system is 100% objective. Responding to his query, Ms. Crum commented that once the action steps are implemented, data will become more measurable, and discussion continued.

Schedule

Chair Vecchioli indicated that the May 5 Board meeting will be rescheduled to May 12 to accommodate a request for continuance made by the appellant.

INFORMATIONAL ITEMS

HR Update

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

- EAC and Appointing Authorities joint meeting
- EAC employee advocate training
- Introduction of new HR Technician in Organizational and Talent Development area
- New Cigna onsite resources
- Benefits Advisory Committee
- Additional wellness education opportunities and initiatives
- Compensation and classification area activities
- New pilot workshops
- Turnover rate metric development for Appointing Authorities
- County representation at career fairs held in the community

Responding to queries by the members, Ms. Crum related that this year's turnover rate of 20.5% is the highest to date; that, as compared with other jurisdictions, the County is doing well; that the higher rate is a reflection of a changing labor market; and that she will provide the members with information regarding retirees and resignations.

In response to queries by Chair Vecchioli, Ms. Crum noted the challenges in the HR exit interview process, indicating that each Appointing Authority has its own process; and that the Oracle upgrade will help to provide more data pertaining to the reasons for why employees leave County employment. Ms. Crum asked the members for additional feedback on the matter, and discussion ensued; whereupon, Mr. Peluso suggested including the issue on the agenda for the next workshop with the Appointing Authorities.

Mr. Kronschnabl recognized that the County used to provide onsite higher education courses; and that bringing programs like that back may help to improve the turnover rate.

ADJOURNMENT

The meeting was adjourned at 7:18 PM.