

**Unified Personnel Board
Pinellas County
July 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
Ralph Reid
William A. Schulz II

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 (EAC) 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 and welcomed new member Ralph Reid, indicating that he was recently appointed to the Board by the EAC. She related that Paul Rogers has submitted his resignation from the Board and thanked him for his service.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

EAC Representative Lisa Arispe presented the following topics:

- New Board member Ralph Reid
- Latest Appointing Authority meeting
- Discrepancies across Appointing Authorities regarding employee internal interviews
- New disciplinary form template proposal
- Process for discipline and grievances resulting in financial consequences

During discussion, Ms. Crum clarified that there has been a general consensus among the Appointing Authorities that they are not opposed to internal interviews being conducted on County time, but that specific language outlining a policy has not been discussed. Chair Vecchioli, with input by Attorney Moore, recommended that these concerns be brought back to the Board at a later meeting due to there being a full agenda planned for the August meeting.

Responding to queries by Chair Vecchioli, Ms. Crum indicated that discipline forms are maintained online by HR; and that it is up to the manager to pull the specific form that they need. She summarized the current grievance process and explained that a rule change would be required if the Board would like to hear verbal or written warnings resulting in a financial consequence; whereupon, discussion ensued.

CONSENT AGENDA

Mr. Davis moved that the minutes of the Regular Personnel Board Meeting held June 2, 2022 be approved; whereupon, the motion was seconded by Ms. O'Shea and passed unanimously.

INFORMATIONAL ITEMS

HR Update

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

- Transition of HR Technician from Benefits to Classification and Compensation
- Recruiting for open HR positions
- June staff meeting and the strategic plan kickoff
- Employee referral incentive
- Additional preventive screening/health items added to incentive activities list
- Distribution of position audit results notifications to some Tax Collector employees

- Preliminary progress on the second phase of BCC priority audits
- Decentralize responsibilities of the Office of Management and Budget
- New Volunteer Management System software implementation
- Colors of Pinellas Employee Art Show
- The Employee Suggestion Award Program
- Emergency preparedness webinar sessions
- Recruitment of employees to serve as poll workers for the Supervisor of Elections

Responding to queries by the members, Ms. Crum indicated that the Appointing Authorities agreed that County employees would be paid their regular salary when working as a poll worker. She related that Pinellas County's turnover rate appears to be stabilizing; and that she has discussed the exit interview process with each Appointing Authority, noting that they generally prefer to conduct their own interviews but are willing to add more specific criteria as suggested by HR and then ultimately share the information as to why a person is leaving their position, and lengthy discussion ensued.

Chair Vecchioli indicated that the Board may make any ruling on the topic of exit interviews as they see fit; whereupon, Mr. Kronschnabl suggested that the Board discuss the process at its next joint meeting with the Appointing Authorities.

Employee Relations and Workforce Director Rodney Marion commented that the County Administrator's Office is developing a new exit interview policy that answers many of the Board's questions; and that it will be shared with the members in the future once completed.

Presentation of Strategic Plan

Ms. Crum indicated that many of the strategic planning participants were unable to attend the meeting tonight; whereupon, she played a video that outlined the strategic planning process and introduced many of the participants, who shared their experiences.

Human Resources Officer Audrey Savas discussed the internal process and inclusive environment created to work on the plan. She referred to HR C.A.R.E.S. and explained its five key themes: Cultivate Workforce, Attract Candidates, Relationship Building, Evolve Technology, and Serve Customers, and related that together they convey Human Resource's future direction, priorities, and impact.

Ms. Crum noted that, since the strategic plan was rolled out across HR, positive feedback has been received regarding the inclusion of wellness and financial programs and the additional technology upgrades needed to streamline various processes. She referred to a PDF version of the plan, noting that the document will be posted on the HR website;

whereupon, she discussed the importance of the five themes and the benefits of employee involvement.

In response to queries by the members, Ms. Crum related that HR is looking for technology that can better track the progress made towards the strategic plan goals.

During discussion, the members extended accolades to staff for creating the plan, and Mr. Kronschnabl suggested adding certain language for clarification to the document regarding development recognition reports.

Action Taken Under Authority Delegated by the Personnel Board

The document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been made a part of the record.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 8:00 PM.