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## UNIFIED PERSONNEL BOARD AGENDA

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Date: July 7, 2022

Time: 6:30 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse  
315 Court Street, Clearwater, Florida

- I. Citizens to be Heard\*
- II. Employees' Advisory Council (EAC) Representative
- III. Consent Agenda
  1. Request Approval of the Minutes of the Regular Personnel Board Meeting held June 2, 2022  
*Approved*
- IV. Informational Items
  1. Kimberly's HR Update
  2. Presentation of Strategic Plan
  3. Action Taken Under Authority Delegated by the Personnel Board

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\* Persons with disabilities who need reasonable accommodations to effectively participate in this meeting are asked to contact Pinellas County's Office of Human Rights by emailing requests to [accommodations@pinellascounty.org](mailto:accommodations@pinellascounty.org) at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. More information about the ADA, and requests for reasonable accommodation, may be found at [www.pinellascounty.org/humanrights/ada](http://www.pinellascounty.org/humanrights/ada).

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Unified Personnel Board  
Pinellas County  
June 2, 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  
Peggy O'Shea  
Kenneth Peluso  
William A. Schulz II

Not Present

Jeffery Kronschnabl  
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:

- Commissioner Seel spoke at last week's EAC Delegate meeting
- Inconsistent compensation adjustments given by certain Appointing Authorities
- Personnel Rule 3 clarification progress

Responding to a query by Ms. Arispe, Ms. Crum indicated that she is in the process of meeting with each Appointing Authority regarding Personnel Rule 3.

## **CONSENT AGENDA**

Mr. Peluso moved that the minutes of the Joint UPB and Appointing Authority meeting held on March 7, 2022, be approved; whereupon, the motion was seconded by Mr. Davis and passed unanimously.

Ms. O'Shea moved that the minutes of the regular meeting held on April 7, 2022, be approved; whereupon, the motion was seconded by Mr. Davis and passed unanimously.

## **INFORMATIONAL ITEMS**

### HR Update

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

- Introduction of a new Employee Communications member
- Various internal role recruitments
- HR In-Service Day and team building events
- Strategic Planning
- Cigna Onsite Resources
- Wellness education opportunities and initiatives
- Compensation and classification area activities
- Transition to HR SharePoint
- County-wide external website updates
- Oracle Performance Evaluation development
- Organization and Talent Development (OTD) lead opportunities
- Turnover rate metrics
- County representation at career fairs held in the community

Ms. Crum invited Vashonda Evans and Tywana McGee to the podium; whereupon, they shared their experiences as group leaders during the HR team building event meant to

address the results of the Employee Voice Survey and responded to queries and concerns by the members. Ms. Crum emphasized that many HR staff members had important roles during the event; and that a priority list is being created from the recommendations received.

#### Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum referred to the report in the agenda packet and related that there are a number of adjustments due to the completion of Phase One of the Board of County Commissioner's backlog.

### **TERMINATION APPEAL**

#### Ryan Goshay V. Pinellas County Public Works

Responding to a query by Chair Vecchioli, Attorney Moore provided a brief overview of the proceedings leading up to the appeal hearing and indicated that she has been in communication with the appellant this morning; and that he notified her this evening that he was at the building but didn't know where to go and she provided verbal directions to the fifth floor. She related that staff has since confirmed that building security has not spoken with him; and that a search of the perimeter of the building could not locate him anywhere near the vicinity.

Attorney Moore explained that the Board may proceed with the appeal hearing in the appellant's absence, as the burden of proof lies with the appellee; that the appellant has not requested a continuance; and that the appellant may move for a reconsideration of the appeal within seven days of his receipt of the Board's findings, and discussion ensued with input by County Attorney Jeff Klein, representing the appellee.

Chair Vecchioli requested a recess and indicated that staff would continue their attempts to contact the appellant; whereupon, Mr. Peluso made a motion to take a short break, which was seconded by Mr. Davis and passed unanimously.

*The UPB was recessed at 7:12 PM and reconvened at 7:48 PM.*

Attorney Moore provided an update, indicating that during the recess, staff was able to speak directly with Mr. Goshay; that Mr. Goshay conferred with Attorney Klein and the parties have agreed to a resolution of the matter; and that Mr. Goshay has confirmed in writing the withdrawal of his appeal.

Responding to a query by Mr. Peluso, Attorney Moore stated that a motion to accept the withdrawal is not necessary; and that the withdrawal was sent by email, which was forward to Ms. Sellards for inclusion in the case file.

**ADJOURNMENT**

Chair Vecchioli adjourned the meeting at 7:49 PM.



## Unified Personnel Board – HR Update July 2022 (June 2022 updates)

### Internal Recruitments

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- Judy Breadon recently transitioned from her Benefits role to the open Classification and Compensation Technician position.
- We are recruiting for a Benefits Technician position to replace Judy Breadon.
- We are in the home stretch to hire a Learning & Development Consultant.
- Human Resources Business Partner joins us July 11.

### Internal Staff Happenings

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- During our June staff meeting, the Employee Voice Action Planning Teams identified their immediate, short-term and long-term plans for five sub-topics: Inclusion, Recognition, Opportunities for Growth, Flexibility and Team Building. The Officer team is meeting to review the recommendations and discuss implementation.
- The June staff meeting also included the Strategic Planning Kick-Off with a preview of the final draft, as well as our Vision, Mission and Guiding Principles. Staff shared their appreciation of the process, where all voices were included. The team liaisons shared their enthusiasm about the strategic planning process and the work that has gone into the plan development. We are excited to include the final draft of the plan and discuss our process and next steps at the July 7 meeting.
- The HR Budget Information Session with the Board of County Commissioners was held on June 22. We appreciated their interest in both existing and new programs.

### Benefits & Wellness

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- The Benefits/Wellness team remains available by request for department meetings and training and can customize presentations.
- July activities include a stress management webinar for parents who juggle family and work, webinars about Florida Friendly Landscaping, back health and yoga as well as two challenges, one around healthy hydration and one on managing blood pressure.
- With the support of all Appointing Authorities, we have added new preventive screening/health items to our list of incentive activities. Employees will now be able to earn an incentive award by getting an annual physical, an OB/GYN visit, a dental preventive exam, a flu shot, or by participating in the Omada Diabetes Prevention Program. This is in addition to existing screenings, which include colonoscopy, mammogram, and cervical cancer screening. While the overall total of incentive dollars is still capped at \$200, the opportunity to earn incentives is more inclusive and allows something for everyone. Communication to employees is forthcoming.

### Classification & Compensation

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- Distributed position audit results notifications to approximately 200 Tax Collector employees.
- Progressing with preliminary recommendations for the second phase of BCC priority audits.
- Collaborating with Workforce Relations and several BCC departments regarding decentralizing responsibilities from OMB out to specific departments.

## **Communications & Outreach**

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- Implementation is underway for the new Volunteer Management System software GivePulse in partnership with Business Technology Services. We held a kick-off meeting with our volunteer site coordinators to introduce them to the next steps.
- The Colors of Pinellas Employee Art Show is coming back in the fall. Registration is now open. The annual Art Show is open to employees, retirees, active volunteers/interns and families. In 2021, we had a total of 152 artists submit over 260 works of art, and we hope for a high level of participation again this year.
- The Employee Suggestion Award Program is going digital. The Committee met this week and has approved the move to a streamlined online application and approval process.
- Assisted Supervisor of Elections in recruiting employees to work as poll workers for the Primary and General Elections.
- Assisted Emergency Management in promoting emergency preparedness webinar sessions to be held through summer.

## **Planning & Performance**

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- The Oracle Performance Evaluation module development is in full swing. All Appointing Authority representatives have reviewed, tested and provided feedback. We continue to meet with Appointing Authorities to develop criteria for performance review templates for all positions. Participants' templates will be loaded for roll-out in October.

## **Organizational & Talent Development (OTD)**

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- Filled 383 seats in both virtual and in-person learning opportunities in the month of June.
- Several site visits to scope out new space to hold learning opportunities. Potential new space includes three different rooms at the STAR Center, Supervisor of Elections rooms and the new Palm Room.
- We attended a 3-day professional development virtual conference to further explore diversity & inclusion, leadership tips, and new features in Oracle Learning Management.
- In collaboration with BTS, we are now a member of the Microsoft 365 Taskforce to vet potential new features for County employees.

## **Workforce Strategy/HRMS**

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- The team hired 235 new employees to date in 2022 and have conducted 307 pre-onboarding appointments to date.
- The time-to-fill a position for May was 62.4 days. We have established a time-to-fill goal of 70 days for 2022 and continue to partner with managers to close the gap.
- Annualized turnover through May was 20.0%, down from the high in January of 21.7%.
- During the month of May, there were 26 resignations and 6 retirements. For the calendar year 2022 through May, there have been 160 resignations and 53 retirements.



## Human Resources Director Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **May 22, 2022, through June 18, 2022.**

### ADDITIONS

Spec No.	Classification Title	EEO4 Code	OT Code	PG
16944	Solid Waste Safety Officer	Protective Services	Classified	C21
13051	Departmental Communications Coordinator	Professionals	Classified	C22

### TCO POSITION AUDITS

47	No Change
36	Upward Reclassifications/Reallocations
113	Title Changes
196	Total

### REVISIONS

Spec No.	Classification Title	PG
23056	Tax Technician 2	C19

### UPWARD REALLOCATIONS

Position	Classification Title	Old PG	New PG
TCO/C211	Tax Technician 3	C20	C21
TCO/C247	Tax Technician 3	C20	C21
TCO/C253	Tax Technician 3	C20	C21
TCO/C212	Tax Technician 3	C20	C21
TCO/C72	Tax Technician 3	C20	C21
TCO/C118	Tax Technician 3	C20	C21
TCO/C54	Tax Technician 3	C20	C21
TCO/C165	Tax Technician 3	C20	C21
TCO/C25	Tax Technician 3	C20	C21
TCO/C47	Tax Technician 3	C20	C21
TCO/C234	Tax Technician 3	C20	C21
TCO/C185	Tax Technician 3	C20	C21
TCO/C80	Tax Technician 3	C20	C21
TCO/C142	Tax Technician 3	C20	C21
TCO/C123	Tax Technician 3	C20	C21
TCO/C93	Tax Technician 3	C20	C21
TCO/C62	Tax Technician 3	C20	C21
TCO/C179	Tax Technician 3	C20	C21
TCO/C191	Tax Technician 3	C20	C21
TCO/C46	Tax Technician 3	C20	C21
TCO/C52	Tax Technician 3	C20	C21
TCO/C69	Tax Technician 3	C20	C21



<b>Position</b>	<b>Classification Title</b>	<b>Old PG</b>	<b>New PG</b>
TCO/C175	Tax Technician 3	C20	C21
TCO/C130	Tax Technician 3	C20	C21
TCO/C116	Tax Technician 3	C20	C21
TCO/C218	Tax Technician 3	C20	C21
TCO/C252	Tax Technician 3	C20	C21
TCO/C143	Tax Technician 3	C20	C21
TCO/C24	Tax Technician 3	C20	C21
TCO/C194	Tax Technician 3	C20	C21
TCO/C268	Tax Technician 3	C20	C21
TCO/C128	Tax Technician 3	C20	C21
TCO/C280	Tax Technician 3	C20	C21
TCO/C197	Tax Technician 3	C20	C21
TCO/C121	Tax Technician 3	C20	C21
TCO/C244	Tax Technician 3	C20	C21

### TITLE CHANGES

<b>Position</b>	<b>Old Classification Title</b>	<b>New Classification Title</b>
TCO/C119	Customer Service Technician	Tax Technician 1
TCO/C122	Customer Service Technician	Tax Technician 1
TCO/C125	Customer Service Technician	Tax Technician 1
TCO/C145	Customer Service Technician	Tax Technician 1
TCO/C149	Customer Service Technician	Tax Technician 1
TCO/C150	Customer Service Technician	Tax Technician 1
TCO/C167	Customer Service Technician	Tax Technician 1
TCO/C170	Customer Service Technician	Tax Technician 1
TCO/C177	Customer Service Technician	Tax Technician 1
TCO/C178	Customer Service Technician	Tax Technician 1
TCO/C19	Customer Service Technician	Tax Technician 1
TCO/C201	Customer Service Technician	Tax Technician 1
TCO/C238	Customer Service Technician	Tax Technician 1
TCO/C249	Customer Service Technician	Tax Technician 1
TCO/C251	Customer Service Technician	Tax Technician 1
TCO/C104	Customer Service Technician	Tax Technician 1
TCO/C265	Customer Service Technician	Tax Technician 1
TCO/C273	Customer Service Technician	Tax Technician 1
TCO/C276	Customer Service Technician	Tax Technician 1
TCO/C278	Customer Service Technician	Tax Technician 1
TCO/C285	Customer Service Technician	Tax Technician 1
TCO/C298	Customer Service Technician	Tax Technician 1
TCO/C30	Customer Service Technician	Tax Technician 1
TCO/C302	Customer Service Technician	Tax Technician 1
TCO/C305	Customer Service Technician	Tax Technician 1
TCO/C5	Customer Service Technician	Tax Technician 1
TCO/C83	Customer Service Technician	Tax Technician 1
TCO/C87	Customer Service Technician	Tax Technician 1
TCO/T45	Customer Service Technician	Tax Technician 1
TCO/T47	Customer Service Technician	Tax Technician 1

<b>Position</b>	<b>Old Classification Title</b>	<b>New Classification Title</b>
TCO/C226	Customer Service Technician	Tax Technician 1
TCO/C131	Customer Service Technician	Tax Technician 1
TCO/C164	Customer Service Technician	Tax Technician 1
TCO/C96	Customer Service Technician	Tax Technician 1
TCO/C93	Customer Service Technician	Tax Technician 1
TCO/C134	Customer Service Technician	Tax Technician 1
TCO/T49	Customer Service Technician	Tax Technician 1
TCO/C300	Customer Service Technician	Tax Technician 1
TCO/C303	Customer Service Technician	Tax Technician 1
TCO/C269	Customer Service Technician	Tax Technician 1
TCO/C306	Customer Service Technician	Tax Technician 1
TCO/C141	Customer Service Technician	Tax Technician 1
TCO/C248	Customer Service Technician	Tax Technician 1
TCO/C289	Customer Service Technician	Tax Technician 1
TCO/C95	Customer Service Technician	Tax Technician 1
TCO/C257	Customer Service Technician	Tax Technician 1
TCO/C139	Customer Service Technician	Tax Technician 1
TCO/C184	Customer Service Technician	Tax Technician 1
TCO/C202	Customer Service Technician	Tax Technician 1
TCO/C168	Customer Service Technician	Tax Technician 1
TCO/C57	Customer Service Technician	Tax Technician 1
TCO/C3	Customer Service Technician	Tax Technician 1
TCO/C288	Customer Service Technician	Tax Technician 1
TCO/C190	Customer Service Technician	Tax Technician 1
TCO/C4	Customer Service Technician	Tax Technician 1
TCO/C274	Customer Service Technician	Tax Technician 1
TCO/C245	Customer Service Technician	Tax Technician 1
TCO/C297	Customer Service Technician	Tax Technician 1
TCO/C63	Customer Service Technician	Tax Technician 1
TCO/C127	Customer Service Technician	Tax Technician 1
TCO/C301	Customer Service Technician	Tax Technician 1
TCO/C21	Customer Service Technician	Tax Technician 1
TCO/C143	Customer Service Technician	Tax Technician 1
TCO/C34	Customer Service Technician	Tax Technician 1
TCO/C157	Customer Service Technician	Tax Technician 1
TCO/C199	Customer Service Technician	Tax Technician 1
TCO/C225	Customer Service Technician	Tax Technician 1
TCO/C242	Customer Service Technician	Tax Technician 1
TCO/C44	Customer Service Technician	Tax Technician 1
TCO/C22	Customer Service Technician	Tax Technician 1
TCO/C279	Customer Service Technician	Tax Technician 1
TCO/C161	Customer Service Technician	Tax Technician 1
TCO/C67	Customer Service Technician	Tax Technician 1
TCO/C86	Customer Service Technician	Tax Technician 1
TCO/C78	Customer Service Technician	Tax Technician 1

<b>Position</b>	<b>Old Classification Title</b>	<b>New Classification Title</b>
TCO/C230	Customer Service Technician	Tax Technician 1
TCO/C59	Customer Service Technician	Tax Technician 1
TCO/C277	Customer Service Technician	Tax Technician 1
TCO/C103	Customer Service Technician	Tax Technician 1
TCO/C296	Customer Service Technician	Tax Technician 1
TCO/C144	Customer Service Technician	Tax Technician 1
TCO/C120	Customer Service Technician	Tax Technician 1
TCO/C155	Customer Service Technician	Tax Technician 1
TCO/C146	Customer Service Technician	Tax Technician 1
TCO/C124	Customer Service Technician	Tax Technician 1
TCO/C207	Customer Service Technician	Tax Technician 1
TCO/C180	Customer Service Technician	Tax Technician 1
TCO/C20	Customer Service Technician	Tax Technician 1
TCO/C106	Customer Service Technician	Tax Technician 1
TCO/C299	Customer Service Technician	Tax Technician 1
TCO/C239	Customer Service Technician	Tax Technician 1
TCO/C49	Customer Service Technician	Tax Technician 1
TCO/C137	Customer Service Technician	Tax Technician 1
TCO/C293	Customer Service Technician	Tax Technician 1
TCO/C55	Customer Service Technician	Tax Technician 1
TCO/C250	Customer Service Technician	Tax Technician 1
TCO/C181	Customer Service Technician	Tax Technician 1
TCO/C84	Customer Service Technician	Tax Technician 1
TCO/C237	Customer Service Technician	Tax Technician 1
TCO/C97	Customer Service Technician	Tax Technician 1
TCO/C236	Customer Service Technician	Tax Technician 1
TCO/C203	Customer Service Technician	Tax Technician 1
TCO/C200	Customer Service Technician	Tax Technician 1
TCO/C186	Customer Service Technician	Tax Technician 1
TCO/C240	Customer Service Technician	Tax Technician 1
TCO/T48	Customer Service Technician	Tax Technician 1
TCO/C98	Customer Service Technician	Tax Technician 1
TCO/C140	Customer Service Technician	Tax Technician 1
TCO/C284	Customer Service Technician	Tax Technician 1
TCO/C255	Customer Service Technician	Tax Technician 1
TCO/C206	Customer Service Technician	Tax Technician 1
TCO/C307	Customer Service Technician	Tax Technician 1
TCO/C213	Customer Service Technician	Tax Technician 1