

Unified Personnel Board
Pinellas County
September 1, 2022

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 Vecchioli, Chair
Jeff Kronschnabl
Peggy O'Shea
Kenneth Peluso
Ralph Reid
Bill Schulz

Not Present

Ricardo Davis

Others Present

Kimberly Crum, Director of Human Resources
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Sitara Coyle, Board Reporter, Deputy Clerk
Other interested individuals

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

Chair Vecchioli indicated that Employees' Advisory Council President Lisa Arispe does not have a general update but would like to address the Board during the Personnel Rule 3 amendment discussion.

CONSENT AGENDA

Mr. Peluso moved that the minutes of the August 4, 2022 regular meeting be approved; whereupon, the motion was seconded by Mr. Schulz and carried unanimously.

OLD BUSINESS

Personnel Rule 3 – General Increase Continued from August 4, 2022

Chair Vecchioli introduced the proposed revisions to Personnel Rule 3 and invited Ms. Arispe to speak. In response to Ms. Arispe's concern regarding the general increase eligibility of recently demoted employees, Chair Vecchioli noted that the revision makes it clear that the Appointing Authority would have discretion to defer or deny the granting of the increase where an employee is *involuntarily* demoted within 90 days prior; and that this would not include those employees accepting a voluntary demotion, and Ms. Arispe indicated that she had no objection.

In response to other concerns, Ms. Crum related that the disciplinary form and corrective action will be documented in Opus; and that the employee will be informed at the time of being disciplined when there is a possibility that a general increase may be withheld, and discussion ensued.

Ms. Arispe noted that further discussion may be warranted regarding the implications of the Rule 3 (Compensation) revisions on Personnel Rule 6 (Discipline), and Attorney Moore clarified that a general increase is automatically given as a lump sum if an employee has reached the maximum rate of their paygrade.

Ms. Crum provided an overview of a document titled *Disciplinary Notice: Documentation of Verbal Warning*. Responding to queries by the members, she indicated that the notice will remain active in the personnel file for at least six months; that while it is active, it may be considered by hiring supervisors when making promotional decisions; and that behavior addressed in the notice will be addressed in the employee's next performance review and may affect pay adjustments.

Ms. Crum noted that the Appointing Authority, upon determining the issues have been corrected and other factors, may request that the discipline action be inactivated; that the Authority may elect to defer the general increase until such time as all discipline action is made inactive; and that upon inactivation of all discipline, the employee would then be granted the general increase in the same rate and amount provided to all eligible employees in the associated pay grade during that fiscal year; whereupon, she provided information regarding the grievance process.

During continued discussion, Attorney Sanzeri clarified that any form of discipline can be grieved, however, there is a limit as to which types of discipline can go beyond the informal grievance panel, as outlined in Personnel Rule 6, and Attorney Moore recommended that the Board amend the revised language found in Section E, *General Increase*, Subsection iii, *Determining Amount and Form of General Increase*, as follows:

- Insert the words, “in the employee’s associated pay grade” in the first paragraph so that it reads, “...for all eligible employees in the employee’s associated pay grade within the Appointing Authority...”

Upon the Chair’s call for a motion, Mr. Peluso made a motion to approve the revisions to Personnel Rule 3 and as amended by Attorney Moore. The motion was seconded by Ms. O’Shea and carried unanimously.

Agenda for Workshop with Appointing Authorities

Referring to a draft of the *Unified Personnel Board/Appointing Authorities Workshop Agenda* located in the agenda packet, Chair Vecchioli summarized the items for discussion and invited Ms. Crum to highlight the performance management program; whereupon, Ms. Crum related that Human Resources (HR) has been working with the Appointing Authorities regarding which points are most important to include within the performance review in the new Oracle system. She suggested that the department provide the Board with a demonstration of the Oracle Performance Management module at the upcoming workshop.

Mr. Reid moved to approve the *Unified Personnel Board/Appointing Authorities Workshop Agenda*. The motion was seconded by Mr. Schulz and carried unanimously.

NEW BUSINESS

Request Approval of the Fiscal Year (FY) 2023 Pay Plan Adjustments

Referring to a document included in the agenda packet, Ms. Crum indicated that the Appointing Authorities moved to increase the minimum, midpoint, and maximum of each classified pay grade by 3%; that it includes an additional flat-sum increase of 58 cents per hour; and that increasing the minimum pay rate will help the departments remain competitive in efforts to recruit new employees.

Mr. Peluso made a motion to approve the FY2023 Pay Plan Adjustments. The motion was seconded by Ms. O’Shea.

In response to a query by Mr. Kronschnabl, HR Officer Jack Loring stated that there are several ways to track certifications, including using Oracle as well as the Learning Management modules to track the completion of courses; and that there are various County departments that also track certifications for their employees to ensure that they are recertified when necessary, and discussion ensued; whereupon, Chair Vecchioli called for the vote and the motion carried unanimously.

INFORMATIONAL ITEMS

HR Update

Referring to a document included in the agenda packet, Ms. Crum discussed the following topics:

- Internal HR recruitments and new hires
- Bootcamp Leadership Essentials kickoff
- HR SharePoint site
- New HR Alternative Flexible Schedule and Parking policies
- Implementation for phase two of the 132 Board of County Commission position audit
- Organization and Talent Development learning courses
- Tuition reimbursement
- County new hires and pre-onboarding appointments
- County turnover rate
- Trades Career Fair

Responding to queries and concerns by the members, Ms. Crum indicated that HR does not have complete information regarding why individuals are leaving County employment; that strides are being made to figure out why individuals are leaving; that HR has first-year turnover rates for each Appointing Authority; and that some portion of the rates are being driven by remote work.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum referred to a report in the agenda packet and related that one title has been deleted as a result of claims being outsourced, and another title has changed from *Employee Relations & Workforce Director* to *Workforce Relations Director*.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 7:23 PM.