



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Employees' Advisory Council – Representative Meeting Minutes

315 Court St, Clearwater, FL, 4th Floor Clerk's Conference Room

Wednesday, November 16, 2022, 2:30 p.m. – 4:30 p.m.

Prepared by Leena Delli Paoli

Call to Order

The EAC Representative meeting was called to order at 2:30 p.m. by Chair Lisa Arispe. A quorum was present.

Approval of Minutes

- The July 20, 2022 Rule 6 Committee meeting minutes were approved with a motion from Bill Gorman, seconded by Lisa Arispe. Unanimously approved. Motion carried.
- The July 20, 2022 Representative meeting minutes were approved with a motion from Donna Beim, seconded by Charles Toney. Unanimously approved. Motion carried.
- The July 28, 2022 Delegate meeting minutes were approved with a motion from Bill Gorman, seconded by Zach Bloomer. Unanimously approved. Motion carried.
- The September 21, 2022 Rule 6 Committee meeting minutes were approved as corrected with a motion from Lisa Arispe, seconded by Katiah Fitzpatrick. Unanimously approved. Motion carried.
- The September 21, 2022 Representative meeting minutes were approved with a motion from Randy Rose, seconded by Jeff Albenzio. Unanimously approved. Motion carried.
- The September 22, 2022 Delegate meeting minutes were approved with a motion from Bill Gorman, seconded by Jeff Albenzio. Unanimously approved. Motion carried.
- The October 19, 2022 Representative meeting minutes were approved as corrected with a motion from Charles Toney, seconded by Jeff Albenzio. Unanimously approved. Motion carried.
- The November 9, 2022 Rule 6 Committee meeting minutes were approved with a motion from Charles Toney, seconded by Maggie Miles. Unanimously approved. Motion carried.

Comments from Maria Ciro, Assistant Director of Human Resources

- Great American Teach-In – The team is participating in the Great American Teach-In today. Focusing on reaching High School students who may be interested in future employment with Pinellas County Government.
- HR Scorecard – Employees who interact with HR are encouraged to complete a survey. The results for the current survey are as follows:
 - Satisfied – 100%
 - Professional – 100%
 - Helpful – 100%
 - Timely – 100%
 - Question – How many surveys are received in a month? Answer – The average is between 12 and 30 monthly survey submissions.
- Annual Enrollment – Annual enrollment ended yesterday, November 15, 2022. There were 300+ employees who failed to complete the open enrollment process; Kelly Faircloth and her team then had to individually call these employees to find out if there were extenuating circumstances that prevented them from completing the process.
 - Question – What happens if an employee doesn't complete open enrollment even after you contact them? Answer – Anyone who doesn't complete the process has their previous

selection rolled over, however, they are not enrolled in any health savings accounts or additional benefits even if they had them before, and they are automatically imputed as a smoker and must complete a smoking cessation class or pay the additional \$500.00 premium.

- Biometric Screening – Only 1,230 employees have completed both the Biometric Screening and Health Survey. The deadline to complete both tasks is December 20th. Time slots fill up quickly at the end of the year, so you do not want to wait until the last minute.
- Maintain Campaign – The Maintain Campaign is currently underway. The Maintain Campaign is a friendly competition that encourages teams to make healthy choices and maintain their weight during the holiday season.
- Classification & Compensation – HR partnered with the several organizations to develop new programs or position requirements.
 - Office of Management & Budget to develop a series of new Budget Analyst job classifications.
 - Clerk of Court's Finance Division to develop a series of new finance-related class specifications
 - BTS to streamline and automate position maintenance requests
 - Solid Waste, Parks & Conservation Resources and Animal Services conducting audit interviews
- Bicycle Drive – The 36th Annual Bicycle Drive is now underway. HR Communications sent out the notification to all employees this afternoon.
- Art Show – The virtual art show is now complete. Submissions and winners can be viewed on the HR Website.
- Organizational & Talent Development – Two members of the OTD team spoke at the learning 2022 Conference held in Orlando. Their presentation was very well received, and several large companies including Disney mentioned interest in their program.
- Time to Fill – The average time to fill a position in the month of October was 57.8 days; the goal is 70 days.
 - During the month of October there were 22 resignations and 6 retirements
- Recruitment Events – Workforce attended seven recruitment events in the month of October.
 - 40 total events so far for 2022. Only 9 were attended in 2021.
- Question – How do you get to OPUS on the new website? Answer – You can either scroll all the way to the bottom of the page or you can click HR – A to Z from the HR page.

Personnel Board

- HR Director Review – Last year all 15 reviews were sent to the Personnel Board. The Personnel Board asked that we not send the reviews in that same fashion this year.

Old Business

- HR Director Review – Since the Personnel Board asked that we not send all 15 individual reviews to them this year, we need to establish a method for sending out review.
 - Motion was made by Bill Gorman and seconded by Tami Maloney to allow each EAC Representative to receive a blank copy of the review, complete it, and email the completed review to Lisa Arispe. Lisa will compile the review by calculating the numerical ratings and adding the comments. Lisa will then present the completed review at our December meeting. Unanimously approved. Motion carried.
- Rule 6 Committee – The Rule 6 Committee has another meeting scheduled for November 28, 2022 from 1:00 – 2:30 PM.

New Business

- EAC/AA Joint Meeting – The EAC and Appointing Authorities joint meeting is scheduled for December 5, 2022 at 2:00 PM.
 - Topics to be discussed:
 - Diversity Committee
 - How to move employees through the paygrades
 - Rule 6 – possibly

Lisa Arispe made a motion to adjourn at 4:50 p.m., seconded by Tami Maloney.

*EAC Representatives in attendance at this meeting:

Jeff Albenzio*

Lisa Arispe*

Donna Beim*

Zach Bloomer*

Kevin Connelly*

Leena Delli Paoli*

Katiah Fitzpatrick*

Henry Gomez*

Bill Gorman*

Lora Kyle-Woodall*

Tami Maloney*

Clarethia McClendon

Maggie Miles*

Randy Rose*

Charles Toney*