

**Unified Personnel Board
Pinellas County
January 5, 2023 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 Vecchioli, Chair
Ricardo Davis, Vice-Chair
Peggy O'Shea
Kenneth Peluso
Ralph Reid
William Schulz

Not Present

Jeffery Kronschnabl

Others Present

Kimberly Crum, Director of Human Resources
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Sarah Rathke, 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.

ELECTION OF CHAIR AND VICE CHAIR

Mr. Peluso made a motion to re-elect Chair Vecchioli to serve as Chair in 2023. The motion was seconded by Ms. O'Shea and carried unanimously.

Mr. Peluso made a motion to re-elect Vice Chair Davis to serve as Vice-Chair in 2023. The motion was seconded by Ms. O'Shea and carried unanimously.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Representative Lisa Arispe presented the following topics:

- Her re-election as EAC Chair
- Joint EAC and Appointing Authority meeting
- Concerns regarding HR exit interviews
- Internal HR grievance process

Ms. Arispe referred to a specific grievance within the HR department; whereupon, Chair Vecchioli provided additional context to the Board regarding the grievance, noting that the UPB isn't typically involved as part of the grievance process; and that the process is outlined in the Personnel Rules.

Chair Vecchioli stated that the EAC's request is for the Board to be more involved in the grievance process in instances where the complaint originates from within the HR department; and that the Board revise the Personnel Rules to explicitly select an "Acting-Chair" for the grievance panel from outside of HR to avoid any conflicts of interest; whereupon, she noted that the members concurred to address the topic at a later date.

CONSENT AGENDA

Approval of the Minutes of the Special Personnel Board Meeting held September 12, 2022

A motion was made by Mr. Reid to approve the September 12 meeting minutes. The motion was seconded by Mr. Davis and carried unanimously.

Approval of the Minutes of the Regular Personnel Board Meeting held November 3, 2022

Ms. O'Shea made a motion to approve the November 3 meeting minutes. The motion was seconded by Mr. Davis and carried unanimously.

NEW BUSINESS

HR Director Performance Evaluation Forms and Process

Chair Vecchioli provided background information on the item; whereupon, Ms. Crum related that, with feedback from the Appointing Authorities, a new HR Director Performance Evaluation Form has been developed to better reflect department's strategic plan.

Mr. Davis indicated the following concerns and other topics:

- How outcome measures are reached
- Disconnect from previous years' form
- HR Director involvement in goal and objective formulation
- Unnecessary changes through the years

In response, Chair Vecchioli explained that there is not enough time to edit the form for the Appointing Authorities; but that the members still have time to change their evaluation format. She noted that the forms are not mandatory and that the members and Appointing Authorities can submit their evaluation in any format they want, and discussion ensued regarding the evaluation form.

During discussion, Mr. Reid stressed the importance of synthesizing information so that the Board and the Appointing Authorities will eventually work from the same evaluation form.

Mr. Peluso made a motion to approve the HR Director Evaluation form for the Appointing Authorities as presented. The motion was seconded by Ms. O'Shea and carried unanimously.

Chair Vecchioli asked the members if they would prefer to use the second evaluation form included in the agenda packet, or use the form that was approved for the Appointing Authorities.

Mr. Davis conveyed his concerns regarding using a different form than the Appointing Authorities, and discussion ensued.

Attorney Moore suggested that the members individually review evaluation information provided by the Appointing Authorities and the EAC, then come together for a robust discussion at a later date. She explained that the official recording of that meeting would serve as the evaluation.

Mr. Reid made a motion to approve the suggestion as stated by Attorney Moore. The motion was seconded by Mr. Schulz and carried unanimously.

INFORMATIONAL ITEMS

Reappointments of the Following Personnel Board Member 2023-2024:

- Jeff Kronschnabl by the Board of County Commissioners

Chair Vecchioli noted that Jeff Kronschnabl has been reappointed for another two-year term.

Chair Vecchioli recessed the meeting at 7:46 PM and reconvened at 7:55 PM.

Mr. Reid invited county employees to share feedback regarding the HR department with the Board.

HR Director Update

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

- Workforce Strategy initiatives
- Recruitment targeting high school students
- Connections Committee
- Various holiday community outreach initiatives
- New voluntary benefits
- Increase in benefit costs
- Employee presentation at the Learning 2022 Conference
- Boot Camp Leadership Essentials kick-off
- Annualized turnover rate
- County job fair on January 27

Human Resources' Jim Beaty, Lauren Smith, and Katie Sawyer conducted a presentation regarding the Connections Committee where they explained that its purpose is to plan and implement events and activities to engage employees in light of many working from home.

The members extended praise for the committee and, responding to a query by Mr. Reid, Mr. Beaty indicated that the committee is part of the response to the Employee Voice Survey; whereupon, discussion continued.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum related that there are many adjustments to be made as the department cleans up the backlog of position classification review.

2022 Exit Interviews from the HR Department

Ms. Crum indicated that all exit interviews from 2022 have been provided to the members; and that the department will continue to provide them every six months.

Unified Personnel Board Schedule for 2023

Referring to a document included in the agenda packet, Chair Vecchioli stated that the dates for the Board's workshops with the Appointing Authorities have been rescheduled to March 22 and September 20.

Chair Vecchioli confirmed that Ms. Crum will be presenting the HR Annual Report at the February meeting. Ms. Crum specified that exit interview responses are distributed back to the department by Planning and Performance, and that she personally meets with every employee who is leaving; whereupon, Mr. Reid requested the 2022 turnover rate for the department.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 8:17 PM.