

Unified Personnel Board
Pinellas County
February 2, 2023 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:28 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
Jeffery Kronschnabl
Peggy O'Shea
Kenneth Peluso
Ralph Reid
William Schulz

Others Present

Kimberly Crum, Director of Human Resources
Jennifer Monrose 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 6:28 PM; whereupon, she led the Pledge of Allegiance.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Representative Lisa Arispe provided details regarding a joint initiative between HR and the EAC to revise the formal grievance process; whereupon, she presented the new EAC website.

Responding to a query by Chair Vecchioli, Ms. Arispe indicated that the website is intended to improve the process to become and assign employee advocates; and that the

EAC has a process in place to submit its HR Director performance review to the Board.

CONSENT AGENDA

Approval of the Minutes of the Regular Personnel Board Meeting held January 5, 2023

A motion was made by Ms. O'Shea to approve the January 5 meeting minutes. The motion was seconded by Mr. Davis and carried unanimously.

OLD BUSINESS

HR Director Performance Evaluation and Process

Chair Vecchioli related that the new evaluation form has been sent to the Appointing Authorities and the EAC; and that the completed forms are to be returned to Attorney Moore by February 15 to be distributed to the members. She explained that the members would receive both the old and new evaluation form to use at their discretion; and that the goal is to provide Ms. Crum with written feedback in addition to verbal discussion at the March meeting.

Attorney Moore requested that the members send her their evaluation forms the Wednesday before the March meeting.

The members discussed the possibility of a 360-degree review in order to include input from HR employees. In response to a query by Chair Vecchioli, Attorney Moore related that any feedback from employees received via email would not be confidential and suggested additional methods that could also be used to solicit information from employees, and discussion continued.

Following discussion, Chair Vecchioli summarized that she will work with staff to create an invitation for HR employees to contact the Board members directly or via email, similar to what was drafted for the Appointing Authorities and the EAC.

Mr. Reid made a motion, seconded by Mr. Davis and carried unanimously, to approve the Chair's proposed action as stated.

In response to a request by Mr. Reid, Ms. Crum shared the County's turnover rate and clarified that the HR Department's rate is 22.9 percent.

INFORMATIONAL ITEMS

HR Director 2022 Performance Review Timeline

This item was addressed earlier in the meeting.

Reduction in Force – Building and Development Review Services

Ms. Crum indicated that the Building and Development Review Services Department will be reducing one job position due to automation.

HR Director Update

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

- Human Resources internal promotion
- Jack Loring to enter the HR Consultant role
- New Center of Excellence, "Workforce Strategy"
- December Customer Service Scorecard metrics
- Volunteer Services event
- Unified Personnel System employee promotions and turnover
- Pinellas County Career Fairs

Responding to concerns by Mr. Reid, Mr. Loring, with input from Attorney Moore, explained that the delegated authority to the Director includes reorganizing the department; that the HR Consultant position is an existing job classification; and that no action needs to be taken by the Board.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum indicated that there were a few adjustments included in the agenda packet.

Human Resources Stay Interviews Under Current Director

Ms. Crum related that the members have been provided information regarding exit and stay interviews; that she is requesting that HR employees complete their exit interview prior to leaving their position; and that exit interviews will be provided to the Board every six-months; whereupon, discussion continued.

Responding to queries by the members, Ms. Crum indicated that she will gather additional metrics regarding stay interview response rates; whereupon, Chair Vecchioli proposed that new exit interviews be included in the agenda packet on a quarterly basis, and the members concurred.

2022 Annual Report

Referring to the *2022 Annual Report* included in the agenda packet, Ms. Crum provided an overview of the initiatives created and implemented during the year. She explained that the department's strategic plan and focus areas were developed by working together to address employee concerns expressed in the Employee Voice Survey; and that relationships are continuing to strengthen across Centers of Excellence and with the departments' constituents.

Ms. Crum requested that all present HR employees stand and be recognized for their work; whereupon, she invited each of the following focus area team leaders to come to the podium and they provided a brief presentation explaining each area's focus and goals:

- C – Cultivating a Diverse, Talented, and Resilient Workforce – Audrey Savas
- A – Attract a Diverse and Talented Candidate Pool – Brennan Atwood
- R – Relationship Strengthening – Kelly Faircloth
- E – Evolving and Leveraging Technology – Maria Ciro
- S – Serve and Support Customers – Irena Karolak

APPEAL OF THE DECISION OF THE INFORMAL GRIEVANCE PANEL

Lisa Carter v. Pinellas County Solid Waste

Appeal filed by Appellant Lisa Carter and presented by Employee Advocate Tamera Maloney, and by Senior Assistant County Attorney Kelly Vicari, representing the Appellee, Pinellas County Solid Waste Department. Those planning to testify were sworn in by the Deputy Clerk.

Attorney Vicari presented a motion for exceptions filed to exclude three witnesses on the appellant's witness list as they did not present witness testimony at the informal grievance hearing; whereupon, Ms. Maloney indicated that the witnesses are for rebuttal purposes only.

Mr. Peluso made a motion to grant the motion of the appellee and not accept the appellants additional three witnesses. The motion was seconded by Mr. Reid and carried unanimously.

The meeting was recessed at 8:07 PM and reconvened at 8:30 PM.

Ms. Maloney and Attorney Vicari presented opening statements, and testimony and cross-examination of the witnesses ensued.

The meeting was recessed at 10:37 PM and reconvened at 10:46 PM.

Following testimony and cross-examination, Chair Vecchioli related that the Board had come to a consensus to wave closing statements. Attorney Moore clarified that in a grievance appeal, the appellant has the burden to prove that the action taken by the Appointing Authority should be modified or revoked.

Mr. Peluso made a motion to side with the appellee, stating that the appellant has not shown that the action complaint should be modified or removed. The motion was seconded by Mr. Reid and discussion ensued.

During discussion, Mr. Schulz noted that all of Ms. Carter's disciplinary actions have been received under the same supervisor. Mr. Davis related that, based on the circumstances, a different judgment could have been made and may have resulted in a different result.

Mr. Reid indicated that the action taken by the Appointing Authority was appropriate. considering the evidence presented to the Board, and Messrs. Peluso and Kronschnabl and Chair Vecchioli concurred.

Chair Vecchioli noted that the Appellant did not testify; and that the Board did not receive any evidence regarding her position on the matter; whereupon, several members noted that the action taken against Ms. Carter could have been more severe.

Upon call for the vote, the motion carried 5 to 2, with Messrs. Davis and Schulz dissenting.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 11:51 PM.