

Unified Personnel Board
Pinellas County
March 2, 2023 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:32 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 6:32 PM; whereupon, she led the Pledge of Allegiance.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Representative Lisa Arispe presented information on the following topics:

- Employee Advocate Tammera Maloney's job promotion and subsequent resignation from the EAC
- Internal HR grievance process revisions update
- Upcoming EAC delegate meeting
- EAC SharePoint site

Ms. Arispe indicated that the County employees will now have June 19, Juneteenth, off, with the exception of the Clerk's Office employees, who will have July 3 off, based on the courts schedule.

CONSENT AGENDA

Minutes of the February 2, 2023 meeting

A motion was made by Mr. Reid to approve the February 2 meeting minutes. The motion was seconded by Mr. Davis and carried unanimously.

NEW BUSINESS

HR Director Performance Evaluation

The members indicated that their evaluations were based on feedback received from various stakeholders, including some Appointing Authorities, the EAC, and the HR department employees.

During discussion of the evaluation results, improvements in technology, customer service, recruitment, employee benefits and training, strengthening of the relationship with the Appointing Authorities, and other accomplishments were noted with regard to the *areas of growth and strength*, and the need to improve the HR Director's interpersonal relationship with the EAC and HR employees, and some other areas were noted as concerns with regard to the *areas needing improvement and further development*.

Following further discussion, Mr. Peluso made a motion to score the HR Director's performance as *meets expectations and needs improvement with interpersonal relationships*. The motion was seconded by Mr. Davis and carried unanimously.

UPB/Appointing Authority Joint Meeting Agenda

Chair Vecchioli proposed that goal setting for HR Department be placed on the agenda for the upcoming meeting.

Ms. Crum indicated that some other items for discussion include the potential for a verbal warning to be removed from discipline types, a change in the rule regarding use of personal days on in-service days, and the possibility of allowing employees returning to the County after working elsewhere, regardless of length of absence, to keep the leave accrual rate that they had at the time they left.

Career Ladder Request

With input from Attorney Moore, Ms. Crum explained that the department created new class specifications for Mosquito Technicians, to accommodate a career ladder request by a department of the County Administrator.

INFORMATIONAL ITEMS

Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum related that a position title was changed from Risk Management Specialist 1 to Risk Management Specialist.

HR Director Update

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

- Great tornado drill contest
- Upcoming UPB/Appointing Authority joint meeting
- Juneteenth holiday
- Diversity and Inclusion Committee
- Florida City and County Management Association's Winter Institute
- Newly-filled Wellness Technician position
- Wellness opportunities and events
- Disaster Assignment and Preparedness Assessment communications outreach
- Employee Communications survey
- Organizational development training opportunities
- Strike team for 911 dispatchers, Tax Collector, and Clerk of the Circuit Court
- Workforce strategy metrics
- Upcoming career fairs
- Implementation of new SharePoint forms

Responding to a query by Mr. Peluso, Ms. Crum indicated that the HR's Center of Excellence strike teams usually provide assistance in evaluating the County departments high turnover rates at the request of the pertinent Appointing Authority, but as it relates to the 911 dispatchers, the assistance was provided upon the HR department's initiative based on data regarding the 911's high turnover rate; whereupon, Mr. Reid offered accolades to the HR Officers present at the meeting.

In response to a query by Mr. Reid, Attorney Moore related that she would come back to the members with more information regarding the HR Director evaluation process going

forward, including a rule regarding awarding of salary increase; and that she will be soliciting feedback regarding the matter from the members individually.

Findings and Decisions – Lisa Carter Appeal

Attorney Moore indicated that a motion for reconsideration of the appeal decision by the appellant has been received; and that it will be brought before the Board for consideration at the next meeting.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 8:13 PM.