



UNIFIED PERSONNEL BOARD AGENDA

Date: May 4, 2023

Time: 6:30 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse
315 Court Street, Clearwater, Florida

Citizens to be Heard*

Employees' Advisory Council (EAC) Representative

I. Consent Agenda

1. Request Approval of the Minutes of the Joint Appointing Authority/Personnel Board Meeting held March 22, 2023

Approved

2. Request Approval of the Minutes of the Regular Personnel Board Meeting held April 6, 2023

Approved

3. Request Approval of the Minutes of the Special Personnel Board Meeting held April 14, 2023

Approved

II. Informational Items

1. HR Update

2. Action Taken Under Authority Delegated by the Personnel Board

* Persons with disabilities who need reasonable accommodations to effectively participate in this meeting are asked to contact Pinellas County's Office of Human Rights by emailing requests to accommodations@pinellas.gov at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. View more information about the [Americans with Disabilities Act and requests for reasonable accommodation](#).

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Joint Unified Personnel Board/ Appointing Authorities
Pinellas County
March 22, 2023 Meeting Minutes

The Unified Personnel Board (UPB) and the Appointing Authorities met for a joint meeting at 2:00 PM on this date in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Unified Personnel Board

Joan Vecchioli, Chair
Ricardo Davis, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea
Ralph Reid
William Schulz II

Appointing Authorities

Whit Blanton, Executive Director, Forward Pinellas
Ken Burke, Clerk of the Circuit Court and Comptroller
Barry A. Burton, County Administration
Tim Closterman, proxy for Julie Marcus, Supervisor of Elections
Kimberly Crum, Human Resources (HR) Director
Steve Knox, proxy for Mike Twitty, Property Appraiser
Jeffery Lorick, Office of Human Rights Director
Kevin McKeon, proxy for Mike Twitty, Property Appraiser
Jeff Rohrs, Chief Information Officer, Business Technology Services
Charles W. Thomas, Tax Collector
Jewel White, County Attorney

Not Present

Ken Peluso, Unified Personnel Board
Julie Marcus, Supervisor of Elections
Mike Twitty, Property Appraiser

Others Present

Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Lisa Arispe, Employees' Advisory Council (EAC) Representative
Sarah Rathke, Board Reporter, Deputy Clerk
Other interested individuals

CALL TO ORDER

Chair Vecchioli called the meeting to order at 2:00 PM and led the Pledge of Allegiance.

INTRODUCTIONS

At the Chair's request, those in attendance introduced themselves.

2023 ANNUAL GOALS FOR HR DIRECTOR

Ms. Crum presented a list of items from the HR strategic plan, which have not yet been accomplished, and Chair Vecchioli opened the floor up for discussion.

Mr. Burke indicated that he would prefer to evaluate the 2022 goals for the HR Director and the department separately, and the members concurred. In response, Chair Vecchioli invited discussion regarding areas of emphasis for the HR department to focus on in the coming year.

Mr. Blanton related that in previous years, Forward Pinellas had a business partnership with HR to work on agency and staff development objectives; and that he believes that the relationship worked well; whereupon, Mr. Reid stated that there is opportunity for setting some goals within the business partner program.

During discussion, the members highlighted the following areas of interest, and more:

- Supervisory training programs
- Compensation and classification system for exempt and classified employees
- Working relationship between the HR department, director, and the EAC
- HR department and County Attorney turnover rates
- County Attorney staff pay plans

Chair Vecchioli inquired about the members positions on merit pay, and some noted that it would be difficult to implement without a standardized and effective performance evaluation; and that some employees may prefer the cost of living increase over a merit pay system.

Mr. Davis referred to a 2017 evaluation of the HR Director performance standards and offered that a review of that may be helpful in the current process.

POTENTIAL REMOVAL OF VERBAL WARNING FROM DISCIPLINE

Mr. Burton requested that the Board remove the ability for employees to grieve a verbal warning, relating that it is the lowest level of discipline; and that the removal will not be harmful, as there are still progressive discipline documentation measures.

Responding to concerns by Mr. Reid, Mr. Burton indicated that there is still work to be done regarding training managers on handling disciplinary situations and appropriately documenting the incidents.

Following discussion, Chair Vecchioli related that the UPB will take formal action on the change once they have more feedback from the EAC. She clarified that the potential action would be to keep a verbal warning as a disciplinary measure, which would not be grievable to the Informal Grievance panel.

Responding to a query by Mr. Reid, Mr. Burton confirmed that employees would still have the ability to appeal a verbal warning to a department director.

UPB Policy #11 Grievance Process

Chair Vecchioli requested two volunteers to chair the Informal Grievance Committee in place of an HR representative for situations when the HR department is the Appointing Authority being grieved; whereupon, Mr. Burke indicated that the Clerk's Office will be the first alternate; and that the County Administrator could be the second alternate. Ms. Crum agreed to the said alternates, and discussion continued.

Responding to concerns by Mr. Closterman, Chair Vecchioli indicated that the reason for the designation of two alternates is to create a standard protocol.

Chair Vecchioli recessed the meeting at 3:09 PM and reconvened at 3:24 PM. At this time, Mr. Thomas and Mr. McKeon left the meeting, and Mr. Knox assumed his proxy role.

ADJUSTMENT TO LEAVE ACCRUAL POLICY FOR REHIREES

UPB Rule #4 Time Off

Mr. Burton presented the item and explained that the request is to allow rehires to receive credit for their prior service and start them at the same vacation accrual rate they had at the time they left the County.

The members discussed the possibility of a gap of service limitation of five years, retroactive application, record keeping, and other concerns; whereupon, Chair Vecchioli

indicated that HR staff would coordinate any additional work regarding the item before bringing it back to the UPB.

PERSONAL DAY POLICY DURING IN-SERVICE OR MANDATORY TRAINING

UPB Rule #4 Time Off

Mr. Burke related that the Supervisor of Elections is concerned with staff using a personal day on in-service and mandatory training days, which causes them to not be fully trained.

In response to concerns by the members, Mr. Burke indicated that the Appointing Authority would have to indicate whether the day is classified as in-service or mandatory training; and that the request applies only to use of personal days.

Mr. Burke extended his thanks to the Board members for their service; whereupon, Chair Vecchioli confirmed with the members that having two joint sessions a year is sufficient and noted that the Board would like to possibly look into scheduling a joint meeting with the EAC.

Mr. Davis recommended that the members of the UPB reach out to the Appointing Authorities outside of formal meetings, noting the importance of having a relationship with those that the UPB is serving.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 3:43 PM.

**Unified Personnel Board
Pinellas County
April 6, 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
Jeffery Kronschnabl
Peggy O'Shea
Kenneth Peluso
Ralph Reid
William Schulz II

Others Present

Maria Ciro, Assistant 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.

CITIZENS TO BE HEARD

Megan Sellards, Tarpon Springs; Jean Magee, Safety Harbor; and Tamera Maloney, Palm Harbor, spoke on the termination of the former HR Executive Assistant Peggy Sellards.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Representative Charles Toney provided information on various topics, including changes in the council makeup, recent and upcoming meetings, proposed legislative updates to Florida Retirement System benefits, and potential implementation of a paid parental leave benefit.

In response to queries by Mr. Reid and Chair Vecchioli, Mr. Toney commented on exploring the possibility of expanding the employee advocate program and welcomed an opportunity for a joint meeting of the council with the Board.

CONSENT AGENDA

Minutes of the March 2, 2023 meeting

Ms. O'Shea made a motion to approve the minutes, which was seconded by Mr. Peluso and carried unanimously.

NEW BUSINESS

Motion for Reconsideration – Lisa Carter v. Pinellas County Solid Waste

Responding to a query by Chair Vecchioli, Attorney Moore referred to a *Motion for Reconsideration* letter from Lisa Carter to HR Director Kimberly Crum, included in the agenda packet, and related that the purpose of Ms. Carter's request is to reconsider the Board's ruling regarding allowing certain witnesses and evidence into testimony at the February 2, 2023 Board appeal hearing in the above-referenced matter.

Lisa Carter, Solid Waste Department, appeared and requested the Board (1) to reconsider not allowing certain witnesses and evidence to be presented before the Board and (2) to allow her to provide testimony, as she did not testify during the appeal hearing; whereupon, Senior Assistant County Attorney Kelly Vicari, representing the Solid Waste Department, explained that Ms. Carter's requests should be denied, as requirements for reconsideration are not met based on rules of appeal procedure.

Mr. Peluso noted that the Board considered all evidence at the appeal hearing; and that granting the requests would not change the facts leading to the original decision by the Informal Grievance Committee regarding Ms. Carter's three-day suspension, upheld by the Board in the appeal; whereupon, he made a motion, seconded by Mr. Reid, that the Motion for Reconsideration be denied. Upon call for the vote, the motion carried unanimously.

HR Director Performance Evaluation Follow-up

Deviating from the agenda, Chair Vecchioli read a letter from HR Director Kimberly Crum informing of her resignation as of May 3, 2023. Mr. Reid made a motion to accept the resignation effective immediately, which was seconded by Mr. Schulz; whereupon, discussion ensued.

Chair Vecchioli, with input by Attorney Moore, provided information regarding the next steps in light of the resignation, indicating that the Appointing Authorities would come up with a recommendation for an Interim HR Director; and that the Assistant HR Director would assume day-to-day responsibilities of the HR Director in the meantime.

Upon call for the vote, the motion carried 6 to 1, with Chair Vecchioli dissenting on the basis of the resignation notice period being effective immediately rather than May 3.

Thereupon, the members commented on the next steps in the development of HR Director evaluation process and form. Responding to a query by Mr. Reid, Attorney Moore indicated that based on a previous discussion, she will be providing assistance in the matter upon receiving information regarding key performance indicators from the members, and discussion continued.

HR Director Executive Assistant

The members discussed the matter of termination of the former HR Executive Assistant Peggy Sellards by the former HR Director Kimberly Crum, including their concerns regarding the circumstances and appropriateness of the event, whether reinstatement is possible, and related matters. Attorney Moore and Chair Vecchioli advised the Board regarding their authority in the matter, the Appointing Authorities authority as to employment at will for exempt employees, and related matters.

Mr. Reid requested that Ms. Ciro look into the matter and provide feedback to the Board.

Chair Vecchioli asked that Ms. Ciro review the HR Director Executive Assistant job description, noting that the position includes acting as a liaison to the Board.

INFORMATIONAL ITEMS

HR Director Update

Ms. Ciro referred to the HR Update document included in the agenda packet and provided information regarding various events, activities, and accomplishments, including in the areas of Benefits & Wellness, Communications & Outreach, Internal Happenings, Workforce Strategy, and recognizing a new federal holiday.

Messrs. Reid and Davis expressed kudos to the HR Department employees for great service to the County, and in particular for HR communications and a volunteer program.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Ciro referred to the above-titled document included the agenda packet, indicating that it lists the actions taken by the HR Director under the Board authority.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 7:58 PM.

Pinellas County
Unified Personnel Board
April 14, 2023 Meeting Minutes

The Unified Personnel Board (UPB) met in a special session at 8:03 AM 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 II

Others Present

Maria Ciro, Human Resources Assistant Director
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Barry Burton, County Administrator
Sarah Rathke, Board Reporter, Deputy Clerk
Other interested individuals

CALL TO ORDER

Chair Vecchioli called the meeting to order at 8:03 AM; whereupon, she led the Pledge of Allegiance.

CITIZENS TO BE HEARD

Brennan Atwood, HR Department, appeared and voiced his concerns, referencing a letter, regarding the Board's oversight of the HR Department and related issues.

NEW BUSINESS

Recommendation and Appointment of Interim Human Resources Director

Mr. Burton indicated that the Appointing Authorities had met previously and voted to recommend a former Pinellas County HR Director, Peggy Rowe, to be the Interim HR

Director. He explained that she is willing to fill the position on an interim basis only; that as the Board has no authority to establish contracts, the recommendation is that he be delegated to do so; and that various factors, including compensation, travel, and contract length, will be negotiated.

Responding to a query by Chair Vecchioli, Mr. Burton related that all Appointing Authorities will be involved in the process of making recommendations to the Board for a permanent HR Director; and that the County Attorney opted out in order to be able to provide legal advice. Chair Vecchioli and Attorney Moore asked that, in light of potential overlap in days off between the Interim Director and the Assistant HR Director, the Board be notified of the person in charge during those times.

Following brief discussion and clarifications by Chief Assistant County Attorney Don Crowell and Attorney Moore, Mr. Peluso made a motion to accept the Appointing Authorities recommendation and appoint Peggy Rowe as the Interim HR Director, contingent upon Mr. Burton finalizing the compensation package and other hiring issues; whereupon, Chair Vecchioli clarified that the interim basis has no specific date certain and no specific end date. The motion was seconded by Ms. O'Shea and carried unanimously.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 8:20 AM.



HR Update

(March 2023 Updates)

Scorecard (March – 55 responses)

Based on today's experience, how satisfied are you with HR?

March: 98.1%

Goal: 92.5%

YTD 2023: 98.8%

After interaction with HR personnel:

The representative was professional & courteous

March: 100%

Goal: 100%

YTD 2023: 100%

The representative was helpful:

March: 100%

Goal: 100%

YTD 2023: 100%

Receive the requested information in a timely manner:

March: 100%

Goal: 95%

YTD 2023: 100%

Benefits & Wellness

April events:

- **Jet Dental Clinic:** Three dental clinics treated 80 patients, with additional clinics scheduled in early May.
- **OnSpot Dermatology Bus:** To meet demand, additional screenings were added at Public Works, downtown Clearwater and the Airport. So far, 137 appointments have been scheduled.
- **Biometric Screening in 2023:** The deadline to complete the biometric screening and health assessment is November 30, 2023, due to Quest's reporting schedule and year-end processing requirements. Employees are reminded to schedule their biometric screening early this year.
- **Onsite Events:** *Forest Bathing* – a mindful nature walk at Brooker Creek Preserve, *Warm Up and Cool Down Workshop* at the Wellness Center, and *Securian Retirement Saving Workshop* at 315 Court Street.
- **Wellness Webinars:** FRS: *Using the FRS to Plan for Retirement*, *Healthy Food Fast* cooking demo, and EAP- *Emotional Fitness: Practicing Self Compassion*.

Communications & Outreach

- Concluded the Employee Communications survey to analyze how employees would like to receive important information from HR. We received close to 1,000 responses. Based on the

survey responses, the employees like to receive important information from HR, their supervisors, and to be shared during meetings. We plan to develop action items based on some specific feedback. Close to 90% of those who took the survey positively rated the communication platforms as sufficient.

- Celebrating Volunteer Appreciation Month with many appreciation events and spotlights in the Pen and on social media.

Internal Happenings

- Welcomed Michelle Musser, HR Business Partner. Michelle comes to us with significant years of experience working in Human Resources, especially with employee/labor relations and training for the Commonwealth of Pennsylvania.

Organizational & Talent Development (OTD)

- Began Cohort 3 of Boot Camp: Leadership Essentials.
- Just under 100 employees of the Clerk of the Circuit Court completed SMART Goal Setting for Performance Management and Performance Management: How to Help Your Employees Succeed.
- Discover the Leader in Utilities, an 18-month leadership competency program in Utilities, kicks off.

Planning & Performance

- The new call center for HR has been implemented. The team has all successfully been trained and are partaking in the call center with positive feedback.
- For 1st quarter, there are 0 HR exit interviews to report.

Workforce Strategy – Recruitment / HRMS / Classification & Compensation

- The time-to-fill for March was 66.7 days.
- 70 new hires in March.
- 30 promotions made in March.
- March's annualized turnover was 14.80% with 43 separations.
- Classification and Compensation has assigned workgroups to provide consistent and streamlined customer communication.



**Human Resources Assistant Director
Action Taken Under Authority Delegated by the Unified Personnel Board**

The Human Resources Assistant Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **March 26 through April 22, 2023**.

ADDITION

Spec No.	Title	EEO4 Code	OT Code	PG
12241	Plans Examiner 1	Professionals	Classified	C24
12243	Plans Examiner 3	Professionals	Classified	C30
16432	BDRS Floodplain Specialist	Paraprofessionals	Classified	C19

TITLE CHANGE

Spec No.	Old Title	New Title	PG
12242	Building Plans Examiner	Plans Examiner 2	C26

CAREER LADDER ADDITION

Department	Career Ladder
BCC: Safety & Emergency Services	Medical Billing Specialist 1 (C16) → Medical Billing Specialist 2 (C18)