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## UNIFIED PERSONNEL BOARD AGENDA

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Date: June 1, 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 Regular Personnel Board Meeting held May 4, 2023

II. Informational Items

1. Anti-Harassment Policy
2. HR Update
3. Findings on Employee Communications Survey
4. Action Taken Under Authority Delegated by the Personnel Board

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\* 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](mailto: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.

Unified Personnel Board  
Pinellas County  
May 4, 2023 Meeting Minutes

The Unified Personnel Board (UPB) met in a regular session at 6:27 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 O. Reid IV  
William Schulz II

Others Present

Peggy Rowe, Interim Human Resources (HR) Director  
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 6:27 PM; whereupon, she led the Pledge of Allegiance and introduced the Interim HR Director, Peggy Rowe.

**CITIZENS TO BE HEARD**

None.

**EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE**

EAC Representative Lisa Arispe provided information on various topics, relating that EAC Representative Charles Toney recently celebrated his 45th anniversary working for the County; whereupon, she expressed her appreciation to the Board members for their service.

Ms. Arispe requested that the members consider rescheduling the July 6 UPB meeting to July 13 in order to accommodate various scheduling factors. Attorney Moore indicated that the original request for continuance came from the appellant, whose appeal is currently scheduled for the June UPB meeting; that there is no objection by the County Attorney's Office; that witness availability still needs to be confirmed; and that the Board would not have a quorum on July 6 for a hearing due to scheduled vacations.

Attorney Moore further clarified that rescheduling the meeting would allow another month for witnesses to be made available and provided information regarding a 120-day appeal scheduling rule.

A motion was made by Mr. Reid to reschedule the July 6 meeting to July 13. The motion was seconded by Mr. Peluso and carried unanimously; whereupon, Attorney Moore asked that Ms. Arispe discuss with the appellant and inform the Board on whether the appeal hearing would go forward, as scheduled, in June or whether the appellant agrees to a continuance to July 13.

Ms. Arispe related that the EAC is still working on the Rule 6 committee; and that there will be an EAC joint meeting on May 24 at 8:30 AM in the Clerk's 4<sup>th</sup> floor conference room.

## **CONSENT AGENDA**

### Minutes of the Joint Appointing Authority/ Personnel Board Meeting held March 22, 2023

A motion was made by Ms. O'Shea to approve the March 22 meeting minutes. The motion was seconded by Mr. Davis and carried unanimously.

### Minutes of the Regular Personnel Board Meeting held April 6, 2023

A motion was made by Mr. Peluso to approve the April 6 meeting minutes. The motion was seconded by Ms. O'Shea and carried unanimously.

### Minutes of the Special Personnel Board Meeting held April 14, 2023

A motion was made by Mr. Davis to approve the April 14 meeting minutes. The motion was seconded by Mr. Reid and carried unanimously.

Chair Vecchioli indicated that, in collaboration with Ms. Rowe, a new evaluation process is in development for the HR Director and invited the members to provide any input to Attorney Moore.

## **INFORMATIONAL ITEMS**

### HR Update

Ms. Rowe referred to the *HR Update* document included in the agenda packet and provided information regarding various events, recruitment and turnover metrics, and a new internal hire.

Mr. Reid requested to have presentations by HR employees during meetings that have a lighter agenda so that the Board has an opportunity to recognize their work, and the members concurred.

### Action Taken Under Authority Delegated by the Personnel Board

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

Responding to a query by Chair Vecchioli, Ms. Rowe related that she will provide information to the Board at a future meeting regarding the search for a permanent HR Director.

## **ADJOURNMENT**

Chair Vecchioli adjourned the meeting at 6:45 PM.



TO: Unified Personnel Board

FROM: Jeffery Lorick, Director of Office of Human Rights *J. L.*

DATE: June 1, 2023

SUBJECT: Proposed Change to Pinellas County Anti-Harassment Policy

### **Recommendation**

Change the language in the policy to include a statute of limitations, rearranging of wording in 2.a. and 2.b., addition of mediation resolution, addition of findings issued to the parties, and addition of options if the investigation issues a Cause finding.

### **Background**

The Office of Human Rights (OHR) regularly investigates discrimination in housing, public accommodations, and employment. The Anti-Harassment Policy is mandatory for all county departments and employees receive training about the policy. OHR is responsible for providing the training and investigations when alleged violation of the policy has occurred. The changes to the Pinellas County Anti-Harassment Policy will more closely align with the procedures currently in place for the employment investigations.

PLEASE ADDRESS REPLY TO:  
Pinellas County Office of Human Rights  
400 South Fort Harrison Avenue, 5<sup>th</sup> Floor  
Clearwater, Florida 33756  
PHONE: (727) 464-4880  
FAX: (727) 464-4157  
TDD: (727) 464-4062  
WEBSITE: [pinellascounty.org/humanrights](http://pinellascounty.org/humanrights)



## EMPLOYEE POLICIES & PROCEDURES

### Pinellas County Anti-Harassment Policy

#### 1. General:

It is the policy of Pinellas County to maintain a work environment free from verbal or physical conduct that unreasonably harasses, disturbs, or interferes with an employee's work performance or that creates an intimidating, offensive, or hostile environment based on one's race, color, national origin, religion, gender (including gender identity or gender expression and sexual harassment), sexual orientation, disability, pregnancy, age, political affiliation, military status, or any other characteristic protected by federal, state or local law.

This policy prohibits harassment that impacts the workplace, no matter where or in what medium or forum it occurs.

Examples of prohibited conduct include, but are not limited to:

- (1) unwanted physical contact or offensive conduct of a sexual nature, including flirtations, advances, or propositions;
- (2) verbal harassment about an individual's gender or sexual interest, sexual innuendos, and offensive jokes or descriptions of personal sexual conduct;
- (3) demeaning, degrading, or insulting comments about a person's physical appearance or any characteristic enumerated above;
- (4) displaying photos or other media which are demeaning, insulting, intimidating, or sexually suggestive; and
- (5) demeaning, insulting, sexually suggestive, or otherwise offensive written, recorded, or electronically transmitted messages.

#### 2. Reporting:

- a. An employee who believes they are or have been subjected to conduct prohibited by this policy must report such conduct as soon as possible, but no later than 365 days from the date of the alleged violation, to the Office of Human Rights (OHR) at (727) 464-4880. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observations or as a result of an employee coming forward, the supervisor or manager must immediately report the violation to OHR for investigation. OHR will notify the Appointing Authority and appropriate Board Chair or Vice Chair if necessary (though no discipline shall be imposed for failure to do so).
- b. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observations or as a result of an employee coming forward, the supervisor or manager must immediately report it to OHR. OHR will begin investigating the complaint within five days of receiving notice, and must notify the Appointing Authority and appropriate Board Chair—or Vice Chair, if necessary—though no discipline shall be imposed for failure to do so.

### 3. Investigation and Discipline:

- a. Allegations shall be treated seriously, and investigated promptly by OHR.
- b. Employees also remain free to report such activity to the Equal Employment Opportunity Commission or Florida Commission on Human Relations.
- c. Once OHR commences an investigation under this policy, they will work with the Appointing Authority to assure the complainant and alleged harasser interact only to the extent that business necessity dictates if complete separation of the parties during the pendency of any investigation proves impractical. However, no adverse action will be taken against a complaining employee in order to accomplish this separation.
- d. In the event an Appointing Authority who reports to a Board has been accused of harassment, OHR shall consult with the Chair of said Board to determine how best to accomplish separation during the pendency of the investigation.
- e. Allegations against a Commissioner, Constitutional Officer, or anyone in OHR shall be forwarded by OHR to the Equal Employment Opportunity Commission or Florida Commission on Human Relations for investigation.
- f. To ensure fairness to all parties, an investigation will be conducted in a confidential manner and include the taking of oral and written statements from all parties involved and any witnesses. Any alleged harasser will be provided the opportunity to respond to allegations of harassment.
- g. Any refusal by an employee to participate in an investigation initiated under this policy by the designated County official, after being advised that statements made and evidence gathered as a result are not admissible in a criminal proceeding, shall be considered a violation of this policy and Unified Personnel System Rule 6. There shall be no retaliation for participating in an investigation of alleged harassment.
- h. If the parties to the complaint are interested in resolving the dispute through mediation, OHR may offer mediation to the parties. Should the parties reach an agreement during mediation, the investigation will be closed upon receipt of the complainant's signed voluntary withdrawal of their complaint. If the parties do not agree to mediation, OHR's investigation into the complaint will continue.
- i. Upon completion of the investigation, OHR will issue a finding of Cause or No Cause for violation(s) of this policy. A copy of the findings will be issued to the parties. If a finding of No Cause is issued, the investigation will be closed.
- j. If OHR determines at the conclusion of the investigation that there is merit to the complaint and issues a finding of Cause, OHR may offer an informal conciliation process to the parties. Should the parties reach an agreement during conciliation, the investigation will be closed upon receipt of the complainant's signed voluntary withdrawal of their complaint. If the parties do not agree to conciliation or do not reach an agreement during conciliation, the parties may pursue any other legal remedies available.
- k. Violations of this policy may result in discipline up to and including termination.



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- b. OHR will begin investigating the complaint within five days of receiving notice and must notify the employee's immediate supervisor, department director, and Appointing Authority.

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- k. Violations of this policy may result in discipline up to and including termination.



## HR Update

### (April 2023 Updates)

#### Scorecard (April – 26 responses)

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

April: 93.5%

Goal: 92.5%

YTD 2023: 97.4%

After interaction with HR personnel:

The representative was professional & courteous

April: No submissions

Goal: 100%

YTD 2023: 100%

The representative was helpful:

April: No submissions

Goal: 100%

YTD 2023: 100%

Receive the requested information in a timely manner:

April: No submissions

Goal: 95%

YTD 2023: 100%

#### Benefits & Wellness

May events:

- **Jet Dental Clinic:** Four dental clinics treated 97 patients, with an additional clinic scheduled in late May.
- **OnSpot Dermatology Bus:** To date, OnSpot has treated 186 patients, with 3 more locations expected to report numbers later in May. So far, 42 appointments have been scheduled in June.
- **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.
- **Wellness Webinars:** *Stepping Up Your Exercise Game*, *Cook Along Kitchen: Healthy Food, Fast*, and *Emotional Fitness*.
- **Employees are invited to a fun night out at the ballpark** on Saturday, June 17 at 6:30 at BayCare Ballpark in Clearwater.

#### Communications & Outreach

- The Art Show is coming back again this year, and this is the last year we are doing it virtually. Registration will begin in mid-June.

## **Organizational & Talent Development (OTD)**

- Cohort 3 of Boot Camp: Leadership Essentials comes to an end. We added snapshots to our SharePoint site so that participants can take a stroll through Boot Camp memories. The next session begins on June 13.
- Working with County Administration to develop basic practical supervisory skills as a precursor to Boot Camp.
- Our first-ever in-person Learning Hero event was held on May 18. It was filled with fun, along with content on networking and OTD resources, self-reflection on learning, and a structured feedback session to gather information on unmet needs and how we can better support learners.
- Learning & Development offered 110 classes with 1,694 filled seats for the first quarter of 2023.
- Tuition spend for the end of the second quarter is \$21.4k for 17 employees. Fiscal year-to-date spend is \$91.4k up \$2.1k from the prior year at this time.
- In April, employees viewed 15,036 pages and spent 372 hours in ULearnIT's eLearning portal.

## **Workforce Strategy – Recruitment / HRMS / Classification & Compensation**

- The time-to-fill for April was 87.2 days (due to closing and filling requisitions on some hard-to-fill positions that were open for extended periods of time including veterinarian and engineering specialist).
- 44 new hires in April.
- 40 promotions made in April.
- April's annualized turnover was 16.39% with 55 separations.



## Human Resources Interim Director Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Interim Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **April 23, 2023, through May 20, 2023**.

### ADDITION

<b>Spec No.</b>	<b>Title</b>	<b>EEO4 Code</b>	<b>OT Code</b>	<b>PG</b>
18897	Assistant Manager, CCC Information Technology	Professionals	Exempt	150
11349	Policy & Workforce Strategic Planning Coordinator	Professionals	Exempt	E18
17561	Senior Project Manager	Professionals	Exempt	E25

### REVISION

<b>Spec No.</b>	<b>Title</b>	<b>PG</b>
20060	Certified Veterinary Technician	C21
15032	Film Specialist	E19

### RETURN TO CLASSIFIED SERVICE

<b>Reason</b>	<b>Old Position</b>	<b>Old Title</b>	<b>Old PG</b>	<b>New Position</b>	<b>New Title</b>	<b>New PG</b>
Voluntary Demotion	BCC/E443	Planning Section Manager	E26	BCC/C3729	Veterans Services Officer	C19