



# Employees' Advisory Council

to continually improve the Pinellas County classified employees' quality of work life



## Employees' Advisory Council – Delegate Meeting Minutes

Extension Services, Magnolia Room, 12520 Ulmerton Road, Largo, FL  
Thursday, May 25, 2023, 8:00 a.m. – 10:00 a.m.

Prepared by Leena Delli Paoli

### Call to Order/Pledge

The EAC Delegate meeting was called to order at 8:00 A.M. by Chair Lisa Arispe.

### HR Update – Maria Ciro, Assistant Director of Human Resources

- Scorecard – April Scorecard (26 responses)
  - Total Satisfaction – 93.5%
  - Professional & Courteous – 100%
  - Helpful – 100%
  - Received requested information timely – 100%
- Restructuring of HR Business Partners
  - Website updated
- Benefits –
  - Jet Dental – 97 patients seen so far – one more date in May
  - OnSpot – 186 patients seen so far – additional dates in June
- Biometric Screenings – Biometric and Health Assessment must be completed by November 30<sup>th</sup>
  - The doctor for takes roughly 6 weeks to process so please schedule those appointments early or consider using the Quest option in addition to seeing your doctor for your regular blood work
  - You can complete the Health Assessment multiple times and DO NOT have to wait until after you complete the Biometric Screening
- Fun Night Out – June 17<sup>th</sup> is the Fun Night Out at the Ballpark
- Employee Art Show – The Art Show is back again this year. It will be the last year virtual
- Time-to-Fill – 87 days – Some positions that were open for a longer period of time closed

### Guest Speaker – Leena Delli Paoli, Employee Advocate

- The Advocate Program is designed to help employees who are facing various stages of discipline or who have filed a grievance
- The Advocate Program is available for all Classified Employees
- How to request an Advocate –
  - [Request an Advocate \(office.com\)](https://office.com)
  - Complete the online request form and an Advocate will contact you
- Misconceptions –
  - Advocates have to help everyone – wrong, advocates are not required to help an employee. We can choose to help employees on a case-by-case basis.
  - You must be a great public speaker – Advocates do not have to be public speaking experts, however, they do have to be able to explain situations accurately and effectively.

- Advocates are attorneys and must act as such – Advocates are Pinellas County Classified Employees who volunteer their time. They receive training but are not attorneys and are not expected to argue the employee’s case or provide legal advice.
- What Advocates Actually Do –
  - Attend Pre-disciplinary hearings, grievance hearings, pre-appeal meetings, and Personnel Board hearings with the employee they are assisting.
  - Assist the employee with explaining their side of the situation.
  - Make sure that the employee understands the issue(s) they are facing and the possible outcome.
  - Allowed up to three hours per week to assist an employee that they are advocating for:
    - Talking with the employee – email, phone, and/or in person
    - Researching the situation
    - Collecting evidence (if necessary)
    - Speaking with HR (if necessary)
  - Volunteer their time to attend any hearings that fall outside of their regularly scheduled hours.
- Requirements to be an Advocate –
  - Full-time Pinellas County Employee with five years of service (years may be waived based on experience)
  - Classified Employee (may be a supervisor but not exempt)
  - May not be a probationary employee
  - May not have any active disciplinary action or grievance in progress
  - Must have approval from your supervisor
- Benefits to being an Advocate –
  - Can be listed on your Resume and/or Job Applications
  - Help others in need
  - Networking throughout the County
  - Develop an understanding of Personnel Rule 6
- Becoming an Advocate –
  - Complete the [Employee Advocate Application \(office.com\)](#)
  - Interview with the EAC’s Employee Advocate Advisory Committee
  - Complete training and shadow an experienced Employee Advocate

Whom to contact with Additional Questions:

- Lisa Arispe, Advocate Program Chair
  - 727-464-4862
  - [larispe@pinellascounty.gov](mailto:larispe@pinellascounty.gov)
- Leena Delli Paoli, Employee Advocate
  - 727-464-3271
  - [ldellipaoli@mypinellasclerk.gov](mailto:ldellipaoli@mypinellasclerk.gov)

### **EAC SharePoint – Lisa Arispe, EAC Chair**

Lisa introduced the Delegates to the New EAC SharePoint Site. The SharePoint Site will allow employees to reach the EAC directly to request an Advocate, become an Advocate, look up meeting dates, agendas, and minutes, find contact information for Representatives and Delegates, and much more.

- [EAC SharePoint Site](#)

## **Open Discussion/Meet with Delegates**

### **Adjourned**

Meeting adjourned at 8:40 a.m.

\*EAC Representatives in attendance at this meeting:

Jeff Albenzio

Lisa Arispe\*

Donna Beim

Zach Bloomer\*

Samuel Chambray\*

Leena Delli Paoli\*

Katiah Fitzpatrick\*

Henry Gomez\*

Bill Gorman

Lora Kyle-Woodall\*

Clarethia McClendon

Maggie Miles

Willie Roundtree

Robyn Sparrow\*

Charles Toney\*