



UNIFIED PERSONNEL BOARD AGENDA

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

Approved

II. Informational Items

1. HR Update
2. Findings on Employee Communications Survey
3. 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.

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 4th 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.



Human Resources

Helping U Succeed

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

Spec No.	Title	EEO4 Code	OT Code	PG
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

Spec No.	Title	PG
20060	Certified Veterinary Technician	C21
15032	Film Specialist	E19

RETURN TO CLASSIFIED SERVICE

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