



# Employees' Advisory Council



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

## Employees' Advisory Council – Representative Meeting Minutes

315 Court St, Clearwater, FL, 4<sup>th</sup> Floor Clerk's Conference Room  
Wednesday, August 16, 2023, 2:30 p.m. – 4:30 p.m.

Prepared by Zach Bloomer

### Call to Order

The EAC Representative meeting was called to order at 2:32 p.m. by Chair Lisa Arispe. A quorum was present.

### Approval of Minutes

- The May 17<sup>th</sup>, 2023 Representative meeting minutes were approved with a motion from Charles Toney, seconded by Jeff Albenzio. Unanimously approved. Motion carried.
- The May 25<sup>th</sup>, 2023 Delegate meeting minutes were approved with a motion from Lora Kyle-Woodall, seconded by Charles Toney. Unanimously approved. Motion carried.
- The June 13<sup>th</sup>, 2023 Representative and Appointing Authorities meeting minutes were approved with a motion from Donna Beim, seconded by Charles Toney. Unanimously approved. Motion carried.
- The June 21<sup>st</sup>, 2023 Representative meeting minutes were approved with a motion from Lora Kyle-Woodall, seconded by Jeff Albenzio. Unanimously approved. Motion carried.
- The June 13<sup>th</sup>, 2023 Representative meeting minutes were approved with a motion from Donna Beim, seconded by Charles Toney. Unanimously approved. Motion carried.
- Zach Bloomer changed vote to "Yes" on Rule 4-D.e. The July 19<sup>th</sup>, 2023 Representative meeting minutes were approved with changes with a motion from Charles Toney, seconded by Lora Kyle-Woodall. Unanimously approved. Motion carried.
- The July 27<sup>th</sup>, 2023 Delegate meeting minutes were approved with a motion from Lora Kyle-Woodall, seconded by Donna Beim. Unanimously approved. Motion carried.

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

#### • **Scorecard – July Scorecard**

- Number of responses not provided; All categories exceeded goals.

#### • **Benefits and Wellness**

- Webinars Biometric Screening being held August 24<sup>th</sup> & 28<sup>th</sup>.
- OnSpot Dermatology is now taking new appointments.
- The Public Works Wellness Center is complete.
- Hinge Health digital physical therapy has had 67 enrollments as of week prior.

#### • **Employee Art Show**

- Submission deadline is September 8<sup>th</sup>. This is planned to be the last digital / online version.
- Submissions are now uploaded through portal.

#### • **Voice Survey** Opens August 21<sup>st</sup> and closes September 11<sup>th</sup>.

#### • **HR Employee Workforce Relations**

- Ashley Jackson has been promoted to Executive Assistant.
- Recruiting taking place for new Benefits Technician; Wellness Technician position has closed.
  - **Question:** Was the Executive Assistant Position shown as Administrative Assistant?  
**Answer:** It's possible due to the categorization.
- Time-To-Fill – Time-To-Fill is the number of days from the point of posting a position to filling the position. The average time-to-fill for July was 69.8 days. (Goal 70).
  - New Hires – 69 new hires.

- Promotions – 46 promotions
  - Annualized turnover through July is 16.56%, down from 20% May 2022, 21.7% & January 2022.
  - There were 47 departures/separations – No breakdown of reason (retire/resign/terminate, etc).
- **Personnel Board Meeting**
  - Recent personnel rule changes were approved by the Unified Personnel Board on August 3<sup>rd</sup>.
  - Per BTS, emails are being sent two weeks in advance of disciplinary period ending to the employee, supervisor and HR.
    - A form is required to be submitted to continue discipline past this period.
  - Rule changes for personal day usage and annual leave for rehires are effective immediately, others are effective October 1st.
  - **Question:** Can an employee question the decision? **Answer:** There's no rule, but the employee should know why the decision is made. These conversations or continued discipline would be expected.
  - **Question:** Who tracks the exit interviews and how much data do we have? **Answer:** Rodney Marion tracks and can provide the data.
  - **Question:** Does the supervisor have a chance to do an exit interview? **Answer:** We don't encourage the supervisors to do this for various reasons and they are aware of this.
  - Employees should check to make sure their pay increase has gone through due to non-automation in the past.
  - **Question:** If the employee did not receive their pay adjustment when they should have, will the pay be returned? **Answer:** Yes, they will receive their pay if it should not have been withheld.
  - **Question:** Why is Aflac asking various personal questions that they shouldn't have to ask? **Answer:** The Aflac automated system doesn't work with our account, trying to fix. Get a real person on the line to help and they won't need to ask these questions.

### **General Discussion / Old Business**

- **BAC:** Next BAC meeting moved to September 8<sup>th</sup> from September 15<sup>th</sup>
  - No large changes are expected until the high medical claims analysis is solved.
  - Udecide overhaul – no new information, discussion next meeting or after claims analysis.
  - Tuition reimbursement overhaul need recognized, evaluating options, i.e pinning to cost.
- **Question:** Any update with Florida Woman Care? **Answer:** Only that they are still in negotiations. Options for now are as follows:
  - 1) If in current care/treatment for active medical situation, the doctor can submit documentation requesting continuation of care.
  - 2) Find new in-network doctor.
  - 3) Pay out-of-network rate.
- Clarification of same premium rate for differing deductible HSA / POS plans: Both plans have the same actuarial cost: In the same situation, both plans have same costs, thus the same premium.
- Claims Audit first phase is nearing completion, which is acquisition of claims data. Phase two begins with analysis of the data to evaluate where opportunities existed to mitigate future costs.

### **September EAC Representative Meeting**

- Meeting room is double booked. Discussion to move meeting date: Motion made for the September 20<sup>th</sup>, 2023 EAC Representative meeting be moved to September 21<sup>st</sup>, 2023 by Leena Delli Paoli, seconded by Lora Kyle-Woodall. Unanimously approved. Motion carried.

### **2023 EAC Elections**

- Establish Representatives' preliminary plans for proceeding with re-election or not.
- Confirm the positions that have been held for under a full term that need to run for election due to having special representation circumstances to return to standard election schedule track. (BCC Group 3 and BCC Group 8)
- Election Committee discussion: Donna Beim, Katiah Fitzpatrick, and Jeff Albenzio as alternate.

- To be nominated and voted on during September 21<sup>st</sup> representative meeting.

### **Goals and Priorities**

- **A Friend in Need (AFIN) rules overhaul:**
  - Establish reasons for moving to direct donation instead of bucket/pool of hours.
  - 80 hours of annual leave must be in donator's leave bank after donation.
  - AFIN has similar rules of use as FMLA and can only be used when the FIN has no leave and no short-term disability (typically to fill the gap before short term disability can start).
  - Was a positive way retirees could use their accumulated hours above payout limit.
  - Many donators want to help anonymously, not currently possible with AFIN in present form.
- **Safe Driver Awards streamlining**
- **Tuition Reimbursement overhaul & increases, create auto-increase method in rules.**
  - Many institutions pin their tuition reimbursement to a particular school's rate of increase.
- **Continue discussion on annual leave / holiday change proposals.**
  - Per HR, most recent comprehensive benefits calculation survey shows overall positive satisfaction with exception of dental.
  - Previous study showed more static holidays and front-loading leave would be helpful.
  - Addition of another five-year increment of increased leave for 20-25 years employed.

### **Round Table and Open Discussion**

- **Supervisor Training of performance reviews**
  - Next week about 400 BCC supervisors will have in person training of performance reviews.
  - Training will include performing at least one comprehensive performance review.
  - Three years needed to establish feasibility of turning into a basis for merit system.
  - Expectations that ratings need to be real, different, and form a bell curve to be effective.
- **First Cultural Advisory Committee meeting will be next week**
  - Pilot - tight goals while meeting with Barry Burton; other appointing authorities hesitant.
- **Discussion of restart of the monthly EAC article in *The Pen*.**
- **Question – Any discussion with the AAs and paid parental leave? Answer:** No further discussion. Not expected in 2024, in part because of the continued high medical claims costs.

Henry Gomez made a motion to adjourn at 4:38 p.m, seconded by Lora Kyle-Woodall.

\*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\*