



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, 4th Floor Clerk's Conference Room

Thursday, September 21, 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. Welcome to Maryssa Campbell, sitting in for Clarethia McClendon. **

Approval of Meeting Minutes

- The August 16, 2023 Representative meeting minutes were approved with a motion from Charles Toney, seconded by Donna Beim. Unanimously approved. Motion carried.

Comments from Kelly Faircloth, Human Resources Officer, Benefits, Retirement, and wellness

- **Organizational & Talent Development (OTD)**
 - Welcomed Sydney Szczesniakowski as new Wellness Technician.
 - Art Show registration closed on September 15. We have received 150 submissions and the judging will occur in early October.
 - The Employee Voice biennial survey closed on September 15. The final participation numbers are being gathered and will be shared with Appointing Authorities shortly.
 - 23 graduates of Certified Public Manager program represented by employees of County Administrator, Clerk of the Circuit Court, and Tax Collector.
 - Leadership development programs continue at Human Services, Public Works, and Utilities.
 - Held a session on new strategies and techniques, aimed at understanding individual preferences and effective communication skills of our generationally diverse workforce for the Finance Division of the Clerk of the Circuit Court.
 - We are kicking off Tidy Up Your Teeth Challenge to build better oral hygiene habits in this 5-week challenge from October 1 – November 4.
 - Partnering with Publix to offer free onsite vaccination clinics. Make an online appointment by entering the location zip code in the Publix Scheduler
 - Mammogram Event (October 21 – November 14) – Pinellas employees get first access to mammogram appointments at two BayCare locations.
 - Big Brothers Big Sisters of America to present S.M.A.R.T. Goal Setting and Differing Personalities to further empower our youth and strengthen our community.
 - Communication surrounding the general increase, including the calculator. The Board of County Commissioners approved the Fiscal Year 2024 Budget which includes the following items, **effective October 8**, which will appear on the **October 27, 2023 paycheck**.
 - BTS to present a Learning Burst to our Learning Heroes on new My Pinellas intranet site.
 - Created new Boot Camp; Leadership Essentials: proposal to increase the number of participants from 80 to 180 per year and its effect on other programs and initiatives.
- **Planning and Performance**
 - HR Business Partners are visiting various locations for high level reviews of information mentioned at orientation but possibly forgotten, such as the A to Z Index, EAC and OTD

- SharePoint, Benefits & Wellness, The Pen, Employee Referral, etc. **Question:** Is HR going to conduct one of these seminars for each work group? **Answer:** No, AA needs to reach out.
- Webinars are not being held for annual enrollment this year due to low to no turnout, but HR will accommodate group education sessions by request. **Question:** Do we have healthcare premium changes information yet? **Answer:** Full answer within days; right now, we only know that HSA account deductibles will be increasing by \$100 due to IRS requirements. **Question:** is there an update with negotiations regarding FL Woman Care? **Answer:** Yes, they will be back in network in as soon as October 1st. Informational mailers are being sent out. **Question:** What is the FSA carryover amount limit? **Answer:** \$610.
 - Development of template documents related to the Personnel Rule changes, i.e., discipline forms, inactivation emails, etc. – will be ready by October 1st.
 - First automatic email is sent to supervisor two weeks prior to inactivation. The supervisor must manually request extension to continue discipline. If not continued, a reminder email is sent to HR, the supervisor, and employee the day after discipline expires to adjust pay as needed.
 - EAC Representative nomination forms ready for sending September 25th for the nine areas up for election. Nomination period is from September 25th through October 6th.
 - **Workforce Strategy – Recruitment / HRMS / Classification & Compensation**
 - The time-to-fill for August was 69.4 days. Goal is ≤ 70 days.
 - 58 new hires in August.
 - 26 promotions made in August.
 - August's annualized turnover was 16.47% with 42 separations. **Question:** Do you have a breakdown of the separations, i.e., resign, retire, termination? **Answer:** No. **Future Request:** Please have these ready in future reports; this information has been asked for regularly.
 - Shevella Carridice joins Keith Brown as an on-site Cigna representative.
 - Only about 900 employees have completed their annual health assessment.
 - **Question:** Having not received responses about open position postings for fill statuses and pay ranges, how can I find out more information? It seems there's little consistency. **Answer:** Best practice is to respond to all inquiries, notify applicants of their statuses, and to post a pay range that is possible to be hired at. If needed, call the main HR phone number 727-464-3367, option 2, and request "Workforce Strategy." Although consistency is understandably desirable, every appointing authority and hiring manager has discretion on this topic.
 - **Question:** Is shadowing possible if using your own time? **Answer:** It's a good idea, but a grey area depending on what you're doing due to labor laws. If someone is working in any capacity, they must be paid. Another option in a similar vein is volunteering. The volunteer application form can be found and submitted on the pinelas.gov/volunteer-opportunities website.
 - **Question:** Clarification of ESI 90-day prescription rules. **Answer:** We're awaiting guidance on many aspects of the new law covering this. ESI & Walgreens covered for maintenance meds at 90-day fills but will allow 30-day trials at most pharmacies. If there are issues or questions, reach out to us or a Cigna on-site rep. Cigna on-site reps have access to this information.
 - **Question:** Can you please seek follow-up to the safe driver inquiries. Peggy said she would get clarification at a recent meeting? – **Answer:** Yes

Personnel Board Meeting September 7, 2023

- Primary discussion centered around the agenda of the UPB / AA September 20, 2023 meeting.
- First half discussed modification of 1977 Pinellas County Unified Personnel System Act.
- The *Act* states all EAC Representatives are elected to 2-year terms, including the at-large seat.
- While details of changes are not explicit, the AAs are not planning on pursuing changes this year.
- Next focus is around health insurance contract issues associated with Willis Towers Watson.
- Discussion of possibility of survey directly to employees, currently unsure about the prospect.

Employees' Advisory Council Representative Meeting Location and Time October 18, 2023

- Zach Bloomer motioned for time and location of meeting to be amended to 2:00 PM – 4:30 PM and take place at the Conference Room of the Administration Building at the Solid Waste Disposal Complex, address 3095 114th Ave N St Petersburg, FL 33716 and was seconded by Robyn Sparrow. The motion was unanimously approved. Motion carried.

Open Discussion / Round Table

- **Prescription drug Reform Act**
 - Florida passed in July, takes effect upon a contract initiation, renewal, or amendment.
 - Anticipated stop loss amendment requirement will affect us in the beginning of 2024.
- **Merit Pay**
 - acknowledgement of resulting lessening of increased pay for some employees.
 - Feedback positive among those present that attended new training, focusing on goals and expectations.

Goals - Priorities

- Incentives or move-up potential for employees that have reached the top of their ladder.
- Increased comp time maximum for classified employees. The discrepancy between classified (80 hours) and exempt (180 hours) & classified/excluded (240 hours) is wider than justified.
- A Friend in need rules analysis and overhaul.
- Following up on Juneteenth recognition permanency.
- Tuition reimbursement follow-up discussions update from BAC.
- Paid Parental Leave / Caregiver Leave – more meetings and data acquisition needed.
- Survey development for benefit preferences.
- Discussion with AAs about expectations of cost. What monetary limitations are we working with? Attempt to get on the same page or understanding so progress can be made with any benefits.
- Update and narrow previous cost estimate window on PPL as a start, \$65,000 - \$346,000.
- Health care coverage opt-out amount changes, rules and legalities of amending.

Maggie Miles made a motion to adjourn at 4:37 p.m., seconded by Jeff Albenzio and Robyn Sparrow.

*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*