



UNIFIED PERSONNEL BOARD AGENDA

Date: November 2, 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 September 7, 2023 - ***Approved***
2. Request Approval of the Minutes of the Joint Unified Personnel Board/Appointing Authorities Meeting held September 20, 2023 - ***Approved***

II. Informational Items

1. HR Budget
2. HR Update
3. Action Taken Under Authority Delegated by the Personnel Board
4. Unified Personnel Board Schedule for 2024

III. Termination Appeal

1. Dustin Guinta v. Pinellas County Department of Administrative Services – ***Denied (Termination Upheld)***

* 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
September 7, 2023 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:31 PM on this date in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Joan Vecchioli, Chair
Jeffery Kronschnabl
Peggy O'Shea
Kenneth Peluso
Ralph O. Reid IV
William Schulz II

Not Present

Ricardo Davis, Vice-Chair

Others Present

Peggy Rowe, Interim Human Resources (HR) Director
Maria Ciro, HR Assistant Director
Sitara Coyle, Board Reporter, Deputy Clerk
Other interested individuals

CALL TO ORDER

Chair Vecchioli called the meeting to order at 6:31 PM; whereupon, she led the Pledge of Allegiance.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Representative Lisa Arispe indicated that the EAC meeting is rescheduled to September 21 due to the joint UPB and Appointing Authorities meeting on September 20.

In response to a query by Mr. Reid, Ms. Arispe related that the EAC members will discuss a potential joint UPB and EAC meeting at their next meeting.

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting held August 3, 2023

A motion was made by Ms. O'Shea to approve the minutes of the August 3 meeting. The motion was seconded by Mr. Peluso and carried unanimously.

NEW BUSINESS

Personnel Board/Appointing Authorities September 20, 2023 Workshop Agenda

Referring to a draft of the *Unified Personnel Board/Appointing Authorities Workshop Agenda* located in the agenda packet, Chair Vecchioli summarized the items for discussion.

In response to queries by the members, Ms. Rowe indicated that the health care contract discussion is only applicable to current employees and retirees eligible for medical plans through the County; that the retiree health care contract with Aetna is active through the end of next year; and that the reason for the discussion is primarily due to concerns regarding significant increases in health care costs and future steps the County may take administratively.

A motion was made by Mr. Peluso to approve the workshop agenda. The motion was seconded by Ms. O'Shea and carried unanimously.

INFORMATIONAL ITEMS

HR Update

Ms. Rowe referred to the *HR Update* document included in the agenda packet and provided information regarding a new internal hire, recruitment and turnover metrics, and a retreat held for the HR Department, and noted that a contract was entered into for the use of a software which provides salary comparisons; whereupon, she provided information regarding GovHR a consulting firm that will provide assistance with the hiring of a new HR Director. services related to hiring a new HR Director. She reported that the firm predicts that the process to appoint a new Director could take approximately 13 to 14 weeks.

In response to queries by the members, Ms. Rowe indicated that staff will include the guidelines used during the previous HR Director search in the meeting materials for the joint UPB and Appointing Authorities meeting; that she does not have a set end date as Interim HR Director; and that, based on the recent retreat and other interactions within the HR department, employees seem willing to engage and participate in work. She, with input from Chair Vecchioli, recommended that the Board provide the consultant with any important aspects of the search on which to focus, such as prior employers; whereupon, brief discussion ensued regarding the consultant's process for screening applications.

Responding to a query by Mr. Schulz, Ms. Ciro pointed out where to locate the HR page on the Pinellas County website, and in response to a query by Chair Vecchioli regarding the Employee Voice Survey, Ms. Rowe related that the Appointing Authorities opted for the comments to be transparent and visible; that the comments will not be associated with any individual; and that the Board can expect to receive the results of the survey in November. She indicated that she will include the updated job description for the HR Executive Assistant position with the meeting materials for the next regular UPB meeting in October.

Action Taken Under Authority Delegated by the Personnel Board

In response to a query by Mr. Reid, Ms. Rowe clarified that the HR Communication Coordinator position was inadvertently placed on the report.

OTHER BUSINESS

Chair Vecchioli reminded the Board to take their parking passes for the workshop meeting, and that there will be an appeal at the November meeting.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 7:04 PM.

Joint Unified Personnel Board/Appointing Authorities
Pinellas County
September 20, 2023 Meeting Minutes

The Unified Personnel Board (UPB) and the Appointing Authorities met for a joint meeting at 2:01 PM on this date in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Unified Personnel Board

Joan Vecchioli, Chair
Ricardo Davis, Vice-Chair
Jeffery Kronschnabl
Kenneth Peluso
Ralph Reid

Appointing Authorities

Whit Blanton, Executive Director, Forward Pinellas
Ken Burke, Clerk of the Circuit Court and Comptroller
Barry A. Burton, County Administrator
Jeffery Lorick, Director, Office of Human Rights
Kevin McKeon, proxy for Mike Twitty, Property Appraiser
Susan Morse, proxy for Julie Marcus, Supervisor of Elections
Jeff Rohrs, Chief Information Officer, Business Technology Services
Peggy Rowe, Interim Director, Human Resources (HR) (appeared virtually)
Charles W. Thomas, Tax Collector
Jewel White, County Attorney

Not Present

Julie Marcus, Supervisor of Elections
Peggy O'Shea, Unified Personnel Board
William Schulz II, Unified Personnel Board
Mike Twitty, Property Appraiser

Others Present

Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Lisa Arispe, Employees' Advisory Council (EAC) Representative
Krista Johnson, Board Reporter, Deputy Clerk
Other interested individuals

CALL TO ORDER

Chair Vecchioli called the meeting to order at 2:01 PM and led the Pledge of Allegiance.

INTRODUCTIONS

At the Chair's request, those in attendance introduced themselves.

DISCUSSION OF SPECIAL ACT

Chair Vecchioli referenced an email from Mr. Burton which requested a discussion regarding the status of the Special Act, the role of the UPB, and other relevant issues; whereupon, Mr. Burton discussed concerns regarding a lack of responsiveness by the HR Department and the resulting impacts to employees and departments, specifying an inability to act on concerns, a cumbersome structure, and a lack of training opportunities for managers. He added that there is also a concern regarding benefits, but that he feels the HR Department has done all that it can do regarding this issue.

In response to Mr. Burton's comments, Ms. Rowe conveyed that the Department is working to be more customer-focused, proactive, and responsive; that there is still work to be done regarding training needs; and that she does not see these concerns as an issue with the Special Act.

A lengthy discussion ensued and included remarks and questions regarding the structures of the HR Department and the UPB, the HR Director position and expectations, and the Special Act.

- Mr. Burke discussed recruitment, setting clear performance expectations and goals, and establishment of metrics, for the HR Director.
- Mr. Reid indicated that he questions whether some of the issues have stemmed from the current structure or a lack of clarity regarding processes within the structure; whereupon, Mr. Peluso related that he believes that there is a structural issue with regard to the evaluation and oversight of the HR Director. Mr. Thomas concurred regarding his belief that there is a structural issue and briefly commented regarding the relevance of the Special Act.

Chair Vecchioli pointed out that she believes the Special Act to be a checks and balances system and briefly discussed the Appointing Authorities' operating individually but sharing the HR Department as a resource; that the Employee Advisory Committee (EAC) would not exist outside of the current structure of the Special Act; and that it provides the UPB

oversight of the personnel rules; whereupon, she noted that she does not agree that there has been a lack of responsiveness or reactivity on the part of the UPB; and that due process also factors into the actions of the UPB; whereupon, Mr. Burton indicated that he is not proposing eliminating protections to employees; and that he feels there are ways to create a more streamlined process for dealing with day-to-day HR issues, and he reiterated the cumbersome nature of the current structure.

- Attorney White explained that the County Attorney is a functioning example of a person who is hired and terminated by one body, but who reports to a separate body. She acknowledged that the body to whom she reports, the Board of County Commissioners (BCC), does meet regularly; whereupon, she expressed caution regarding the Constitutional Officers serving as the reporting board for the HR Director due to potential implications regarding the Sunshine Law.
- Mr. Davis opined that he believes that, historically, the lack of responsiveness with HR Directors has been an issue of leadership; that the person in the position should be able to take the right actions at the right time; and that a better job at the time of recruitment needs to be done, including making sure that the candidates understand that they will be serving a broad constituency.
- Messrs. McKeon and Reid expressed the challenges that come with the HR Director position, specifically with regard to the number of different people and departments served by the HR Department.

Additional discussion ensued regarding methodology and specifications regarding recruiting and hiring an HR Director; whereupon, Ms. Rowe expressed appreciation for all of the comments and acknowledged that the onboarding process is crucial, with an emphasis on explaining the reporting structure at that time.

EVALUATION PROCESS FOR DIRECTOR OF HUMAN RESOURCES

Deviating from the order of the agenda, Chair Vecchioli requested that the evaluation process for the Director of Human Resources be considered at this time, noting that the UPB asked Attorney Moore to work with Ms. Rowe to develop a model of an evaluation process which encompasses responsiveness to customer needs and which provides meaningful feedback to the HR Director; whereupon, Attorney Moore provided an overview of their collaboration, noting that the next step is to obtain the members' thoughts regarding a model which would include constructive feedback and be more qualitative than the current quantitative type of evaluation being utilized.

Responding to comments and queries by Mr. Burton, Attorney Moore provided brief details regarding the suggestion of identification of expectations for the HR Director by individual departments.

A discussion ensued regarding the following topics:

- Frequency of joint UPB and Appointing Authority meetings
- Meetings between the Appointing Authorities and the HR Director
- Outlining expectations to the HR Director and regular feedback meetings
- Difference between goals and priorities and synthesis and consensus amongst Appointing Authorities
- Potential initial quarterly reviews for the HR Director
- Feedback from the HR Director as an agenda item for Appointing Authority meetings

Mr. Peluso left the meeting at 2:59 PM.

STATUS OF SEARCH FOR DIRECTOR OF HUMAN RESOURCES

Mr. Burke introduced the item, shared his concern regarding the HR Director job description included in the proposal provided by consulting firm, GovHR, titled *Pinellas County, Florida Human Resources Director Recruitment Proposal, March 6, 2023*, noting that he does not believe that it accurately portrays the role. Attorney White referenced Page 6 of the document and clarified that the consulting firm may not eliminate any candidate; that it must forward information on all candidates to avoid any issue related to the Sunshine Law; and that any information provided to the consultant is also considered public record.

Mr. Rowe reported that a call with GovHR is scheduled for tomorrow; that the input provided from today's meeting will be shared; and that the firm predicts that the process to hire an HR Director will take between 13 and 14 weeks from the time recruitment efforts launch; whereupon, in response to a query by Mr. Burton, Ms. Rowe confirmed that GovHR was selected at a previous Appointing Authority meeting.

Mr. Burke requested that those in attendance today send comments regarding the GovHR proposal to Ms. Rowe; and that updates will be provided as the process progresses.

A discussion ensued regarding various aspects of the recruitment process, and Attorney White provided input regarding requirements related to the Sunshine Law.

The meeting was recessed at 3:20 PM and reconvened at 3:31 PM.

DISCUSSION OF HEALTHCARE CONTRACT

Chair Vecchioli indicated that Mr. Burton asked for the healthcare contract to be placed on the agenda for discussion; whereupon, Mr. Burton indicated that there continues to be poor service for employees, increased charges, and levels of review which were not previously needed. He reported that there have been skyrocketing costs under the Cigna contract; and that an audit is being conducted.

Mr. Burke, with input by Ms. Rowe, shared that a meeting to provide preliminary audit results is being held on September 29 at 11:00 AM, and a brief discussion ensued, which included various concerns and experiences with the current healthcare vendor; whereupon, Mr. Burke posed the possibility of surveying employees for the purpose of obtaining data regarding level of satisfaction.

Mr. Burke asked if there was a way to do a survey of the employees to find out their level of satisfaction with the current health care provider; whereupon, Assistant Director of HR Maria Ciro encouraged employees to contact Employee Benefits regarding issues that they have experienced.

A discussion ensued, and Attorney White indicated that it should be made clear to employees that the request to share information is voluntary. EAC Representative Lisa Arispe related that she will share the request at the EAC meeting scheduled for September 28.

OPEN ISSUES FOR DISCUSSION

- Employee voice survey

Responding to queries by Chair Vecchioli and Attorney White, Mr. Burke reported that the survey concluded on September 15, and Ms. Ciro noted that the survey results are estimated to be available by late October.

- Budget update

Mr. Burton indicated that the BCC approved the County's budget on September 19 and included the proposed pay adjustments.

- County holiday calendar

Mr. Burke requested that the Appointing Authorities give some thought to the calendar, noting the challenges faced by the Clerk's Office due to a statute requiring it to be open when the court system is open.

ADJOURNMENT

The meeting was adjourned at 3:53 PM.



HR Update for November (September/October 2023 Updates)

Scorecard (September – 44 responses)

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

September: 95.24%

Goal: 92.5%

YTD 2023: 96.43%

After interaction with HR personnel:

The representative was professional & courteous

September: 100%

Goal: 100%

YTD 2023: 100%

The representative was helpful:

September: 100%

Goal: 100%

YTD 2023: 100%

Receive the requested information in a timely manner:

September: 100%

Goal: 95%

YTD 2023: 100%

Benefits & Wellness

- **Biometric Screening & Health Assessment:** 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. We continue to remind employees of the deadline through email blasts, MyPinellas, newsletter and personalized calls to those who haven't completed either the biometric screening, the health assessment or both.
- We partnered with Publix to offer free onsite vaccination clinics. Employees can get the following vaccines: Flu, shingles, pneumonia, Hepatitis A and B, and Tdap (Tetanus, Diphtheria, Pertussis).
- We partnered with BayCare to offer Pinellas employees first access to mammogram appointments at two BayCare locations.
- Annual Enrollment is held every year from November 1 to 15. All employees are required to enroll for the next year's benefits in OPUS during this time period. Communications efforts are underway, and our team is hosting information sessions that are also open to spouses and domestic partners.
 - OPUS will be available to select benefits on November 1.
 - There are no changes in benefits plans or providers, other than the Health Savings Account (HSA) plan deductibles and maximum contributions have increased per IRS guidelines.
 - Medical and dental plan premiums are increasing.

- Employees can also access the new Mobile Wallet Card with all of the benefits contacts at www.pinellas.gov/wallet-card.

Communications & Outreach

- MyPinellas is now accessible via Okta and Teams. It is the default start page in Edge for County Administration, BTS, and Human Resources employees. We are averaging 2,500 views a day and receiving positive feedback from employees.
- Art Show winners will be announced on October 31. We received 250 submissions.
- The Employee Voice biennial survey results will be shared in November.

Internal Happenings

- Welcomed Ashley Wesley-Loyd as a Benefits Technician. She comes to us from the Tax Collector's Office.
- Welcomed Leslie Fann as a temp to assist the Communications team while Irena Karolak is on leave.

Organizational & Talent Development (OTD)

- New Employee Orientation polling results during the last three months are shown below. The question was *What mattered to you when choosing Pinellas County as your employer? Choose all that apply.* The top answer was *Benefits* with a close second for *Growth & Development*, followed by *Make a Difference in the Community*:

What mattered to you when choosing Pinellas County as your employer?	Benefits	Growth & Development	Make a Difference in the Community	Compensation	Flexibility	Paid Holidays	Recognition
	75	71	58	38	36	30	19

- The Leadership Development Program in partnership with Human Services comes to an end. This program addressed six core competencies for the section managers in the Community Connections Division. Participants explored how to best Build Effective Teams, Drive Engagement & Results, Ensure Accountability, and Drive Work through Delegation & Courage.
- Held a session at Public Works Customer & Tech Services on techniques, aimed at better understanding individual preferences and effective communication skills of our generationally diverse workforce.
- Tuition spend for the FY23 was slightly over \$163k, down by 5.8% from the prior year. This represented 105 participants from across the County.
- Twenty participants attended the last of three Business Writing Workshops held by an external vendor. In total, 77 employees took advantage of this learning opportunity. Participants shared it was well done and informative, and they will definitely be able to apply what they learned to their job. Many said the workbook is a helpful reference. These materials are found on our OTD SharePoint page for all to review and put into practice.
- We joined the Tax Collector at their quarterly Human Resources meeting to facilitate a session on Harnessing the Power of Emotional Intelligence.

Planning and Performance

- Conducting Personnel Rules Updates in-person informational sessions on October 23, November 2 and 9 to better educate supervisors and employees of the changes to Rule 6 and 7.

Workforce Strategy – Recruitment / HRMS / Classification & Compensation

- The time-to-fill for September was 67.5 days.
- 51 new hires in September.
- 39 promotions made in September.
- September's annualized turnover was 16.29% with 39 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 **August 27 through October 21, 2023**.

REVISION

Spec No.	Title	PG
13534	Arborist 1	C17
16600	Field Inspector 2	C24
16606	Construction Engineering Inspector 2	C27
16608	Construction Engineering Inspector 3	C30

REVISION

Spec No.	Title	Old OT Code	New OT Code	PG
18660	Printshop Production Supervisor	Classified	Classified/Excluded	C22

ADDITIONS

Spec No.	Title	EEO4 Code	OT Code	PG
13532	Arborist Apprentice	Technicians	Classified	C15
13536	Arborist 2	Technicians	Classified	C20
16605	Construction Engineering Inspector 1	Professionals	Classified	C25

PAY GRADE CHANGES

Spec No.	Title	Old PG	New PG
13000	Division Manager, Fleet Operations	E30	E32
18510	Mail Clerk	C12	C13
22560	Airport Traffic Assistant	C12	C13
20030	Animal Care Assistant	C12	C13
13500	Maintenance 1	C12	C13

REALLOCATION

Spec No.	Title	Old PG	New PG
23046	Tax Collector Training Specialist	C24	C25

DELETIONS

Spec No.	Title	PG
22560	Airport Traffic Assistant	C13
11034	Office Assistant	C10



Unified Personnel Board Meetings 2024

January 11

February 1

March 7

April 4

May 2

June 6

July 11

August 1

September 5

October 3

November 7

December 5

UPB/AA Workshop - TBD