

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.