



Employees' Advisory Council – Election Committee Meeting Minutes

Wednesday, November 15, 2023, 1:30 p.m. – 2:30 p.m.

Clerk's Conference Room 4th Floor, 315 Court Street, Clearwater, FL

Prepared by Missy Kracher.

The EAC Election Committee Meeting was called to order by Missy Kracher, Human Resources Business Partner and EAC Liaison. The Election Committee consists of Jeff Albenzio, Maggie Miles, and Katiah Fitzpatrick and all members were in attendance. The following handouts were provided and reviewed:

- 2023 Election Procedures
- 2023 Timeline
- EAC Elections Rotation & Terms
- Memo to Appointing Authorities 9/11/23
- Nomination email samples
- Nomination Form sample
- Nominations Received/Candidate List
- Signed Supervisor Approval Form samples
- Withdrawal/ineligible email samples
- Candidate Information Forms
- Electronic ballots/Ballot settings
- Paper ballots
- Ballot – email sample
- Election certification sample

Missy reviewed the 2023 Election Procedures, timeline, and documents to show the election process so far and the tasks to come. Based on the nominations, there will be 3 elections, in BCC Group 1 and BCC Group 2, which will be 2-year terms, and BCC Group 3, which will only be a 1-year term. All other groups had nominees who were unopposed. There will be new representatives in BCC Group 6 and BCC Group 7. Missy reviewed the ballot for BCC Group 1, BCC Group 2, and BCC Group 3 in Survey Monkey and the email settings. Missy explained the election for these three groups will be conducted 11/27-12/8/23. An updated report of classified employees in these three groups will be run on Monday or Tuesday (11/20 or 11/21) to obtain email addresses to be used to send the ballots. In addition to the link that will be emailed from Survey Monkey, an email will also be sent to the employees and their supervisors in these three groups to inform them voting is open and to look for the Survey Monkey link in their email. The Committee requested that the email to employees include language that once they submit their vote, they can't change it. Missy indicated a reminder email will be sent to non-voters 2 or 3 days before the end of the election period. Once the election is certified, a congratulatory memo will be sent to the elected representatives. All of the representatives are invited to attend the December EAC meeting.

The Committee agreed to meet on 12/11/23 at 9am in the HR Office to certify the election results.

The meeting was concluded by 2:30 p.m.