



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

Wednesday, January 17th, 2024, 2:30 p.m. – 4:30 p.m.

Prepared by Zach Bloomer

Call to Order

The EAC Representative meeting was called to order at 2:31 p.m. by Chair Lisa Arispe. A quorum was present.

Approval of Meeting Minutes

- The November 16, 2023 EAC Delegate meeting minutes were approved with a motion by Zach Bloomer, seconded by Lora Kyle-Woodall. Motion passed unanimously.
- The December 20, 2023 EAC Representative meeting minutes were approved with corrections with a motion by Lisa Arispe, seconded by Maggie Miles. Motion passed unanimously.

HR Update – Peggy Rowe, Interim Director of Human Resources

- Implementation of LMS 365 (Learning Management System) for MyLearning is being pushed back to the second quarter of 2024.
- Weekly in-Person new employee orientation is planned to start as early as March.
- The five HR Director finalist interviews scheduled for Jan 31st, 2024 and February 1st, 2024 in the Palm Room.
 - Jan 31st, 2024 Appoint Authorities and Lisa Arispe 1:00 - 5:00 p.m. to narrow down finalist.
 - Feb 1st, 2024 Personnel Board will interview and deliberate choice 4:00 - 7:30 p.m.
- HR is working to resolve *The Pen* versions, hope to at least put out most read articles as PDF
 - Issues with PDF version include ADA compliance, time consumption, technology changes.
 - A template is not used because of dynamic content.
- The change of the floating holidays and personal days that will benefit new employees is still being worked on because of unforeseen issues with OPUS.
- Career Fair is at the Magnolia Room on January 26th, 2024. Share the information for increased chance at referral bonus.
- Preparing for Wellness Center open house is on February 6th, 2024.
- Emergency Management: DAPA survey opens on January 29th, 2024 to be completed in OPUS.

Sunshine Law - Marshall Brannon, Assistant County Attorney

- Three primary components are involved with compliance with the provisions of the law.
- **(1) Proper Notice**
 - Regular meetings are supposed to have at least seven days of notice. - It was noticed that the EAC bylaws need to be updated to reflect this.
 - Special Meetings are required to have three days of notice.
 - Placement on a public calendar is considered adequate notice.
 - A Standardized regular schedule is considered a *back pocket* form of notice, such as, "the meeting will be held every third Wednesday of every month."
 - Caution should be taken by members of the body to avoid topics of discussion when communicating with other members of body outside of meetings to avoid violations.

- Any gathering or communication of two or more members is considered a meeting if anything that may be related to a topic of discussion, including but not necessarily exclusive to business being voted upon is discussed, including social media posts.
- An unintentional meeting, such as an email correspondence, may be disclosed at a meeting and entered into minutes to avoid being in intentional violation of the law.
- Continuation: If the meeting is not completed during the duration of the scheduled meeting, a *reconvening* of the meeting may continue at an agreed time and location decided at the meeting, however, as much public notice as possible should be made for the future gathering to follow the spirit of the law.
- (2) **Public Accessibility and Comments**
 - Public Access includes providing meeting location and time in posted notice.
 - Location must be ADA compliant.
 - Any person may have a reasonable opportunity to speak during the meeting.
 - A Standardized regular schedule is considered a *back pocket* form of notice, such as, “the meeting will be held every third Wednesday of every month.”
 - An “Agenda” is recommended, but not required to be provided in the notice by the law.
- (3) **Meeting Minutes and Record Keeping**
 - Minutes of all meetings are required to be taken and retained.
 - Minutes are not a verbatim record. Minutes can be an extensive summary or brief.
 - No specific method of minute creation or distribution is necessary; even raw handwritten notes are sufficient to comply with the law.
 - Meeting minutes posted to the HR website are sufficient for “keeping” requirement.
 - Minutes must be made reasonable and timely, occasional delays are not a violation.
- Many aspects of the Sunshine Law are not defined and attempts to comply fully should be adhered to so as to avoid the potential for appearance of violating.
- Violations of the Sunshine Law can result in fines, payment of attorney fees, and/or imprisonment.
- **Question:** Has the EAC ever been found to have violated the Sunshine Law? **Answer:** There have been investigations, but violations were not found to have occurred.
- Be aware of personal situation regarding the Sunshine Law, i.e., general county business topics may not apply when acting in the role as an Advocate, citizen, or general county employee.

Safety Discussion - Tom Boyd, Pinellas County Safety Manager

- **Pinellas County Safe Driver Policy and revised draft proposal**
 - Current safe driver policy covers driving record inside and outside of work hours and duties.
 - The current policy does not allow for review of situations where the case situation changed, such as adjudication, post-citation school/class, etc.
 - Award policy is all or nothing, with no distinction between major and minor, on and off duty.
 - Draft revised award policy could include a reward for all safe drivers, including those without a county driving license. This change comes from the perspective of wellness, or the idea that all employees should be *Safe Driver Ambassadors* of the county.
 - Current driving policy does not include non-FDOT vehicles, such as golf carts and riding mowers, which still include elements of required safety to use around pedestrians.
 - Current awards are lighter than the importance of long-term safe driving.
 - The current timeframe for awards issuance is too long, reasonable to perform more often.
 - Currently, there is no way to track your safe driver time but can be determined since the date of receipt of your current PC driver’s license.
- Initiating a county-wide “near-miss” program, where an accident is noticed to have narrowly been avoided and form turned in to remedy. Utilities currently has one in place.
- It was brought to Mr. Boyd’s attention that the sheriff’s cruisers regularly speed on county property, and they have not responded to past complaints.

- Active shooter training requests are not consistent; some accommodate, and others do not.
- Human Resources is willing to help with formulating future active shooter training policy.
- Many departments have Safety Committees that meet periodically and relay information.
- Urban Forestry has an annual small power equipment training day that can be attended.
- Mr. Boyd is looking for guidance of any safety related item and looks forward to feedback of draft Safe Driver Awards. He is also willing to help facilitate future policy initiatives.

Maria Ciro, Assistant Director of Human Resources

- **December and 2023 Workforce Statistics**
 - 15.3 % Annualized Turnover
 - New Hires: 28 in December, 598 total in 2023
 - Separations: 30 in December, 472 total in 2023
 - Promotions: 52 in December, 474 total in 2023
 - Transfers: 29 total in 2023.
- **Separations Breakdown**
 - 276 resignations
 - 110 retirements
 - 30 non-probationary terminations
 - 51 probationary terminations
 - 3 deceased
 - 2 layoffs

Open Discussion

- Lisa asked each Representative for an individual statement. Statements given.
- Boot allowance options. Concerns with departmental needs is main reason for vouchers.
- Kelly will find out if Aetna bid in the last round of healthcare RFQ/RFPs.
- Merit Pay.

Katiah Fitzpatrick made a motion to Adjourn. Second by Samuel Chambray. Meeting adjourned at 4:46 p.m.

*EAC Representatives in attendance at this meeting:

Jeff Albenzio*	Michael Polizzi*
Lisa Arispe*	Willie Roundtree*
Donna Beim*	
Jordan Blendinger*	
Zach Bloomer*	
Maryssa Campbell*	
Samuel Chambray*	
Cierra Chin*	
Leena Delli Paoli*	
Katiah Fitzpatrick*	
Gretchen Keehn*	
Lora Kyle-Woodall*	
Maggie Miles*	