

Unified Personnel Board
Pinellas County
February 1, 2024 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 4:04 PM on this date in the Palm Room at the Pinellas County Communications Building, 333 Chestnut Street, Clearwater, Florida.

Present

Ricardo Davis, Chair
Ralph O. Reid IV, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea
William Schulz II
Joan Vecchioli

Not Present

Kenneth Peluso

Others Present

Lisa Arispe, Employees' Advisory Council Representative
Ken Burke, Clerk of the Circuit Court and Comptroller
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Peggy Rowe, Interim Director of Human Resources
Krista Johnson, Board Reporter, Deputy Clerk
Other interested individuals

All documents provided to the Clerk's Office have been made a part of the record.

CALL TO ORDER

Chair Davis called the meeting to order at 4:04 PM; whereupon, he led the Pledge of Allegiance.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Representative Lisa Arispe introduced the EAC members in attendance.

NEW BUSINESS

Revisions to Personnel Rule 3, Compensation

Referring to a memorandum titled *Revisions to Personnel Rule 3, Compensation*, Ms. Rowe recommended that the verbiage reflect the following language: "An Appointing Authority may elect to compensate exempt employees directed to report to work in any capacity during a declared local state of emergency after the Appointing Authority has closed his or her operations pursuant to the then current Appointing Authorities emergency pay policy".

Ms. O'Shea made a motion to approve the proposed change to Personnel Rule 3. The motion was seconded by Ms. Vecchioli and carried unanimously.

Revisions to Appeal Procedures of the Pinellas County Unified Personnel Board

Referring to a memorandum titled *Revisions to Appeal Procedures of the Pinellas County Unified Personnel Board*, Attorney Moore provided information regarding the proposed language revision to the Appeal Procedures, noting that the Board previously discussed the change regarding the timeframe associated with a request for a motion for reconsideration.

Mr. Reid made a motion to approve the proposed change to the Appeal Procedures. The motion was seconded by Ms. O'Shea and carried unanimously.

Human Resources (HR) Reclassification Recommendation

Ms. Rowe requested approval for an upward reclassification of an HR position, noting that the incumbent in this position is currently working beyond the pay grade.

Ms. Vecchioli made a motion to approve the reclassification. The motion was seconded by Ms. O'Shea and carried unanimously.

INFORMATIONAL ITEMS

HR Update

Ms. Rowe referred to the document titled *HR Update for February*, which is included in the agenda packet, and commented that there are no items to highlight.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Rowe referred to the document titled *Action Taken Under Authority Delegated by the Unified Personnel Board*, which is included in the agenda packet, and noted that there is nothing out of the ordinary in the report.

HUMAN RESOURCES CHIEF OFFICER SELECTION PROCESS

Mr. Burke provided an overview of the recruitment process for the HR Director position and discussed the following:

- A consultant was hired to assist with the recruitment process. Considerable emphasis was placed on revising the job description to reflect the unique nature of the position, including its reporting structure, building of relationships, and stakeholders involved.
- Efforts were made to ensure that the recommendation process was more inclusive beyond the Constitutional Officers', with the exception of the Pinellas County Sheriff, by inviting all of the Appointing Authorities, the County Attorney, and the Chair of the EAC to participate; and that doing so was above and beyond the requirements of the Special Act.
- The number of applications received was disappointing. Information available on social media regarding the history of the HR Department may have impacted the quality and number of candidates.
- Of the three candidates interviewed, one emerged above the others, received a unanimous vote from the Constitutional Officers and the Appointing Authorities, and is being recommended to interview with the UPB.

In conclusion, Mr. Burke emphasized the importance of an onboarding process that helps prepare the new HR Director for success and expressed appreciation to Ms. Rowe for her efforts throughout this process; whereupon, Mr. Burke requested, following the UPB's interview with Mr. Childress, a favorable vote to confirm Wade Childress as the new HR Director.

Mr. Reid thanked Mr. Burke for his leadership and queried if there is anything in particular that the UPB can do to assist the Appointing Authorities with onboarding a new HR Director; whereupon, Mr. Burke expressed that he believes it is important for members to attend the visioning session; and that the Appointing Authorities may need to attend UPB meetings more often and provide updates regarding methods being utilized to help make the new HR Director successful.

Chair Davis expressed gratitude to the Appointing Authorities for their work thus far to move this process forward; whereupon, a discussion ensued regarding the UPB's approach to interviewing the recommended candidate.

Interview of Candidate Wade Childress

The interview began at 4:38 PM; whereupon, the members took turns asking questions of the candidate, and the candidate responded accordingly.

The interview was concluded at 5:23 PM.

In response to queries by Mr. Schulz and Ms. Vecchioli, Ms. Rowe provided a historical perspective regarding the method through which the salary for an incoming candidate is negotiated.

Ms. Rowe recommended that the Board vote on whether to offer Mr. Childress the position; and that secondarily, a vote be taken to delegate the responsibility of negotiating the salary to Chair Davis; whereupon, Attorney Moore indicated that making an offer for appointment is consistent with the Board's first obligation under the Special Act.

Ms. Vecchioli expressed concern regarding Mr. Childress' lack of experience in the public sector and indicated that it would be incumbent upon the UPB and the Appointing Authorities to support him with continuing education; whereupon, she made a motion to approve the recommendation. The motion was seconded by Ms. O'Shea.

Mr. Reid echoed the concerns of Ms. Vecchioli regarding Mr. Childress' lack of experience in the public sector. Attorney Moore indicated that a representative from the County Attorney's Office will assist Mr. Childress through the transitions.

Upon call for the vote by Chair Davis, the motion carried unanimously.

Mr. Kronschnabl provided supportive comments regarding the applicability of Mr. Childress' experience in the non-profit sector. Thereupon, Ms. O'Shea provided brief remarks regarding Mr. Childress' strengths, noting that she feels that this was an improved interview process.

Mr. Reid made a motion to delegate negotiation to Chair Davis. The motion was seconded by Ms. Vecchioli and carried unanimously.

Responding to a query by Ms. Vecchioli, Ms. Rowe indicated that she will obtain Mr. Childress' start date availability and provide that information to the Board .

ADJOURNMENT

Chair Davis adjourned the meeting at 5:31 PM.