



UNIFIED PERSONNEL BOARD AGENDA

Date: April 3, 2024

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 March 7, 2024 - ***Approved***

II. New Business

1. Topics for Joint Workshop with Employees' Advisory Council on April 18, 2024 - ***Approved***

III. Informational Items

1. HR Update
2. Action Taken Under Authority Delegated by the Personnel Board

IV. Appeal of Termination

1. Patrice Perry v. Pinellas County Clerk of the Circuit Court and Comptroller - ***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
March 7, 2024 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 5:33 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Ricardo Davis, Chair
Ralph O. Reid IV, Vice-Chair
Jeffery Kronschnabl
Kenneth Peluso
William Schulz II
Joan Vecchioli

Not Present

Peggy O'Shea

Others Present

Jennifer Monrose Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Peggy Rowe, Interim Director of Human Resources
Katie Poviones, Senior Board Reporter, Deputy Clerk

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 5:33 PM; whereupon, he led the Pledge of Allegiance.

CITIZENS TO BE HEARD

No one appeared in response to the Chair's call for citizens to be heard.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

In the absence of an EAC Representative, this item was not addressed.

CONSENT AGENDA

Minutes of the January 10 and February 1, 2024 meetings

A motion was made by Mr. Schulz to approve the January 10 and February 1 meeting minutes. The motion was seconded by Ms. Vecchioli and carried unanimously.

NEW BUSINESS

Human Resources (HR) Classifications and Reclassification Recommendation

Ms. Rowe referenced the memorandum included in the agenda packet and presented the following proposed changes:

- New classification for a Senior HR Specialist to bridge a pay grade gap between HR Specialist and HR Analyst positions
- Addressing issues related to Fair Labor Standards Act (FLSA) classifications for some positions in the HR Department
- Changes to three HR classification titles and minor changes to the descriptions of the minimum qualifications

In response to queries by Messrs. Reid and Schulz, Ms. Rowe provided clarifying comments regarding the FLSA classifications, and indicated that the new HR Director requested the title change to Chief Human Resources Officer.

Thereupon, Mr. Peluso made a motion to approve the recommended changes. The motion was seconded by Mr. Reid and carried unanimously.

Human Resources Budget

Ms. Rowe presented the proposed Fiscal Year (FY) 2025 HR budget, indicating that it does not include salary increases, which will be added later by the Office of Management and Budget; and that the proposed budget reflects an increase over the FY 2024 budget due to costs associated with conducting the Employee Voice Survey and potential salary surveys.

In response to queries by the members, Ms. Rowe, with input by Chair Davis, indicated that the new HR Director's contract has been negotiated and is included in the proposed budget; and that she will provide a copy of the budget to the members after it has been approved by the Board of County Commissioners (BCC); whereupon, in response to

queries by the members, she elaborated on the costs included in other contractual services and provided information regarding salaries and benefits.

Ms. Vecchioli made a motion to approve the proposed budget, subject to approval and funding by the BCC. The motion was seconded by Mr. Reid and carried unanimously.

Board Meeting and Appeal on April 3, 2024

Ms. Rowe confirmed the members' availability for a meeting on April 3 and indicated that a motion is required to change the current meeting date of April 4.

Mr. Reid made a motion to reschedule the Thursday, April 4 UPB meeting to Wednesday, April 3. The motion was seconded by Ms. Vecchioli, and brief discussion ensued; whereupon, in response to comments by Mr. Peluso, Attorney Moore related that the appeal will occur after the regular meeting.

Upon call for the vote, the motion carried unanimously.

Topics for Joint Workshop with Appointing Authorities on March 14, 2024

Ms. Rowe indicated that the Appointing Authorities provided topics for discussion at the upcoming joint workshop, including goals for the new HR Director, benefits, and healthcare; whereupon, Mr. Reid requested that pay for performance be placed on the agenda for the upcoming workshop.

Later in the meeting, brief discussion ensued related to requesting an update regarding the status of a potential statutory change pertaining to the UPB and the HR Department.

New Director's Performance Evaluations

Attorney Moore, with input by Mr. Reid, discussed establishing goals for the new HR Director and obtaining input from the Appointing Authorities regarding the substantive issues they would like addressed relating to establishing goals and the evaluation process; whereupon, she indicated that the goal is to discuss the process for implementing the evaluation at a joint workshop to be held in September with the Appointing Authorities, and lengthy discussion ensued.

INFORMATIONAL ITEMS

Joint Workshop with EAC on April 18, 2024

Ms. Rowe confirmed that the workshop will take place on April 18 at 3:30 PM, noting that the location will be provided at a later date. In response to a query by Ms. Vecchioli, Ms. Rowe indicated that the EAC will prepare the meeting agenda.

Mr. Reid requested that a draft agenda be provided at the next UPB meeting; whereupon, the members discussed topics that they would like placed on the agenda on the workshop agenda, including goals for the new HR Director, feedback regarding collaboration between the UPB and EAC, and EAC concerns.

HR Update

Ms. Rowe referred to the *HR Update for March* document included in the agenda packet and highlighted the following items:

- Wellness Center Open House
- New Learning Management System and rebranding of Learning Plans
- Employee Suggestion Awards
- Workforce Recruitment Strategy

HR Annual Report

Ms. Rowe highlighted the following items:

- Customer service goals
- Learning and development
- Culture of well-being
- Volunteer work

Responding to comments and queries by Ms. Vecchioli, Ms. Rowe discussed the HR Strategic Plan and the strategic planning process; whereupon, Mr. Reid commended the HR Department for their efforts to prepare the Annual Report.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Rowe indicated that a document containing the delegated actions is included in the agenda packet.

ADJOURNMENT

Chair Davis adjourned the meeting at 6:16 PM.



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Employees' Advisory Council Representative & Unified Personnel Board Members Meeting Agenda

Thursday, April 18, 2024, 3:30 p.m. - 4:30 p.m.

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

1. Call to Order
2. Introductions
3. Human Resources Director Goals / Timelines Discussion
4. Open Discussion

Lisa Arispe * Leena Delli Paoli * Zach Bloomer

*Jeff Albenzio * Donna Beim * Jordan Blendinger * Samuel Chambray * Cierra Chin * Katiah Fitzpatrick
Gretchen Keehn * Lora Kyle-Woodall * Clarethia McClendon * Maggie Miles * Michael Polizzi * Willie Roundtree*



HR Update for April (March 2024 Updates)

Benefits & Wellness

- Topics for this month's wellness webinars include sleep, fitness myths, and chronic condition management, plus we offered 2 guided nature walks, 4 financial well-being classes, and a cooking demonstration.
- The Benefits team is getting positive feedback on the new option for employees to schedule appointments for benefits and retirement/DROP consultations using Microsoft Bookings. The employee chooses an in-person or Teams meeting and then selects a convenient date and time.
- OnSpot Dermatology Bus and Mobile Mammography screening appointments are now available at multiple locations.

Learning & Development

- Soft launch of MyLearning, a Countywide Learning Management System (LMS365), with 50 strong comprised of Implementation Ambassadors, EAC Representatives, and superusers. Also, special thanks to the EAC Chair and Vice Chair for sharing meeting time to showcase MyLearning at both their EAC Representative and Delegate meetings.
- Custom workshops continue strong at Building & Development Review Services with Team Unity, the Tax Collector with Instills Trust, and Utilities with Situational Adaptability. Combined 85 participants were in attendance.
- New Employee Orientation is now offered in-person weekly at the Annex Building in downtown Clearwater as planned.
- Learning Paths are now Learning Plans to alleviate the confusion between Career Paths and Learning Paths. We created a quick reference guide, streamlined the tracking process and learning roadmap, are now using Microsoft Forms and Bookings for the Inquiry Form, and realigned courses to better match focused competencies.

Planning and Performance

- Sign-ups are available for educational training sessions for supervisors to help navigate the complexities of FMLA and ADA for their employees. So far, 188 have registered.

Workforce Strategy – Recruitment / HRMS / Classification & Compensation

- The time to fill in February was 62.42 days.
- 37 new hires in February.
- 16 promotions occurred in February.
- February's annualized turnover was 9.54% with 24 separations.
 - 2 terminations, 10 retirements, 12 resignations
- Team also attended 11 job fairs in February and 7 in March.



Human Resources Director Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **March 04 through March 29, 2024**.

RECLASSIFICATION

Old Classification	Old PG	New Classification	New PG
Aquatics Program Supervisor	C23	Aquatics & Safety Program Manager	C25

REVISIONS

Spec No.	Title	PG
14730	Lifeguard	C13
14740	Lifeguard, Senior	C14