

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 Monroe 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.