



UNIFIED PERSONNEL BOARD AGENDA

Date: August 1, 2024

Time: 4:00 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 July 11, 2024 - **Approved**

II. New Business

1. Request Approval of Proposed Changes to the Employees' Advisory Council Bylaws - **Approved**
2. Topics for Joint Unified Personnel Board and Appointing Authority Meeting, August 22, 2024

III. Informational Items

1. Reduction in Force - Housing & Community Development
2. HR Update

IV. Appeal of Termination

1. Michael Van Hofwegen v. Pinellas County Property Appraiser - **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
July 11, 2024 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:31 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

Lisa Arispe, Employees' Advisory Council Representative
Wade Childress, Chief Human Resources Officer
Tammy Burgess, 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 6:31 PM; whereupon, he led the Pledge of Allegiance.

CITIZENS TO BE HEARD

No one responded to the Chair's call for citizens to be heard.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Ms. Arispe indicated that the EAC Bylaws, which are required to be approved annually, will be amended to reflect Mr. Childress' correct title. In response to a query by Mr. Reid, she related that the Bylaws will be presented to the Board at its August meeting.

Ms. Arispe indicated that she will be training two new Employee Advocates; and that this will result in a total of four individuals in the role; whereupon, she discussed efforts to recruit more Advocates and to foster a better understanding of the position.

CONSENT AGENDA

Minutes of the Joint Employees' Advisory Council and Personnel Board Meeting held April 18, 2024

Ms. Vecchioli made a motion to approve the April 18 joint meeting minutes. The motion was seconded by Mr. Kronschnabl and carried unanimously.

Minutes of the Regular Personnel Board Meeting held June 6, 2024

Ms. Vecchioli made a motion to approve the June 6 meeting minutes. The motion was seconded by Mr. Peluso and carried unanimously.

NEW BUSINESS

Revisions to Remove Extended Illness Leave

Mr. Childress indicated that the Board voted at its last meeting to approve the removal of references to extended illness leave from some Personnel Rules, as it is no longer utilized; and that while making the approved revisions, the reference was also discovered in the A Friend In Need (AFIN) Program Donation Form, the Family Medical Leave Act (FMLA) Handbook, and in a section of UPB Policy #12 relating to the AFIN Program; whereupon, he noted that staff is seeking permission to remove the references.

Ms. Vecchioli pointed out that "annual leave" appears in both capital and lowercase letters in the FMLA Handbook and questioned whether it is a defined term, emphasizing the need for consistency. Mr. Childress indicated that if a motion is made which involves that correction, staff will be able to follow up; whereupon, Ms. Vecchioli made the motion. The motion was seconded by Mr. Reid and carried unanimously.

Revisions to Personnel Rules Definitions

Mr. Childress referenced suggestions made by Mr. Reid and Ms. Vecchioli at the last UPB meeting and indicated that he has prepared definitions for Overtime and Regular Rates of Pay for the Board's review; and that while he has not had the opportunity to summarize or analyze references to the terms in the Personnel Rules, of which there are more than 100, he could have a summary ready for the August UPB meeting. Ms. Vecchioli expressed concern regarding the proposed definition for Regular Rate of Pay, noting that it may not apply to exempt employees due to the use of the word "hourly"; whereupon, Mr. Childress offered alternative language.

Mr. Reid indicated that he would prefer that the item be brought back after Mr. Childress has had the opportunity to review the references in the Personnel Rules; whereupon, Chair Davis indicated that no action would be taken on the item at this time.

Human Resources Benefits Director Classification Recommendation

Mr. Childress noted that while this item was discussed at the last UPB meeting, he did not have the materials in place to seek approval from the Board. He related that a classification description and proposed advertisement for the Human Resources (HR) Benefits Director position has been prepared and is included in the agenda packet; that because this is a repurposed Full Time Employee position, it is already included in the budget; and that the reclassification has been approved by the budget department and has received support from the Appointing Authorities; whereupon, he indicated that he is seeking the Board's approval of the request.

Mr. Peluso made a motion for approval of the reclassification. The motion was seconded by Ms. Vecchioli and carried unanimously.

Human Resources Reclassification Recommendation

Mr. Childress explained that a Human Resources Consultant within the Department recently resigned; that while reviewing options to fill the position, it was decided that an opportunity exists to increase the knowledge level of some junior staff; and that staff identified three individuals within the Department and would like to start cross-training them. He noted that two of the employees are at a level which is commensurate with the duties that would be involved, while one is not; whereupon, he requested that the Board approve the upward reclassification of an HR Technician to an HR Specialist.

Mr. Schulz made a motion for approval. The motion was seconded by Ms. Vecchioli and carried unanimously.

INFORMATIONAL ITEMS

HR Update

Mr. Childress indicated that an HR update is included in the agenda packet, pointing out that the time to fill positions in May was 53.6 days; that the year-to-date annualized turnover rate was 14.82%, with a rolling 12-month rate of 14.6%; and that turnover has stabilized in the approximate range of 14 to 15%.

In response to comments and queries by Mr. Reid and Ms. Vecchioli, HR Manager Brennan Atwood described the method for calculating the time to fill positions and indicated that the goal is 70 days, based on the industry standard established by the Society for Human Resource Management; that the goal may need reassessment since positions are being filled in less time; and that he is working with Mr. Childress to resume providing more detailed information to the Appointing Authorities; whereupon, Mr. Reid commended Mr. Atwood and his team for their efforts.

Action Taken Under Authority Delegated by the Personnel Board

Chair Davis welcomed questions from the members regarding the above-titled document and indicated that it is included in the agenda packet.

OPEN DISCUSSION

Ms. Vecchioli discussed potential agenda topics for the upcoming joint UPB and Appointing Authorities workshop meeting and suggested the subject of establishing goals for Mr. Childress, indicating that he has been working to identify initial discussion points regarding the matter; and that she hopes that a draft of the goals could be presented at the next UPB meeting before adding it to the workshop agenda; whereupon, Mr. Childress provided information regarding the following areas where he believes that HR can provide value to the County:

- Create positive relationships with the UPB, the Appointing Authorities, and the EAC
- Improve the benefits experience for employees at a reasonable cost to the County
- Find consensus in HR practices across the County such that, where possible, HR operates on one platform and according to one set of practices
- Support a customer service model for HR practices which identifies and meets the needs of the Appointing Authorities

- Build internal HR team competency levels and satisfaction with their work to optimize performance and customer service

Thereupon, Mr. Childress welcomed feedback from the members and indicated that specific goals may be included underneath the aforementioned broad goals; and that he will prepare a document detailing the goals in preparation for the August UPB meeting.

In response to a comment and queries by Ms. Vecchioli, HR Assistant Director Maria Ciro discussed the various Countywide formats currently in use for performance appraisals and indicated that a committee has been assembled to collaborate with the Appointing Authorities in an effort to transition toward the utilization of one system; that implementation of a new system will take several years; and that the goal is to transition as many agencies as possible to Taleo until a new system is implemented; whereupon, she provided information regarding representation on the committee.

Discussion ensued regarding potential agenda topics for the joint workshop meeting with the Appointing Authorities, including the performance evaluation process for employees, establishing a standardized performance management system among the Appointing Authorities, and the development of Mr. Childress's performance evaluation, goals, and priorities.

In response to queries by Ms. Vecchioli and Mr. Kronschnabl, Ms. Ciro discussed training programs for supervisors and the limited resources available for performance management training; whereupon, Mr. Reid requested that Mr. Childress solicit potential agenda topics for the upcoming workshop from the Appointing Authorities prior to the next UPB meeting.

ADJOURNMENT

Chair Davis adjourned the meeting at 7:22 PM.



TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Lisa Arispe, EAC Chair

DATE: August 1, 2024

SUBJECT: Revisions to EAC Bylaws

Recommendation:

Revise the Employees' Advisory Council (EAC) Bylaws to remove the requirement that the election procedures be approved annually and change the title of Director of Human Resources to Chief Human Resources Officer.

Background:

Election Procedures: The current Bylaws require that the election policy be approved annually at the July EAC meeting. Since there have been few changes to the policy, it is more efficient to remove this requirement and allow for changes to be approved by a two-thirds vote at any time during the year.

The revision to Section 3 is to delete the text shown in yellow strikethrough and add the text shown in red underline below:

Section 3 - ELECTION POLICY: The Elections Committee shall conduct each election annually in accordance with the policies and procedures approved by the Employees' Advisory Council ~~each year. The policies and procedures shall be approved by the Employees' Advisory Council no later than the July meeting.~~ Any changes to the elections policies or procedures require a two-thirds vote of the council.

Title Change: At the Unified Personnel Board meeting on June 6, 2024, the Board approved administrative changes to the Personnel Rules and Unified Personnel Board policies to replace all references to the Director of Human Resources with Chief Human Resources Officer. The EAC Bylaws contain the title of Director of Human Resources in four locations.

We are requesting the Unified Personnel Board accept the above revisions to the Employees' Advisory Council Bylaws.

Attachment:

- EAC Bylaws Redline Version



Employees' Advisory Council



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

BYLAWS OF EMPLOYEES' ADVISORY COUNCIL TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY UNIFIED PERSONNEL SYSTEM

As per the Personnel Act

Pinellas County Unified Personnel System Act Chapter 77-642 – Laws of Florida, Section 7.

Employee Advisory Council. There shall be an Employees Advisory Council which shall serve in an advisory capacity to the Pinellas County Personnel Board concerning personnel matters, policies, rules and regulations affecting Pinellas County employees. The size and departmental representation of the Employees Advisory Council shall be determined by rule of the Personnel Board. All members of the Employees Advisory Council shall be members of the classified service and shall be elected by their fellow employees. Members of the Employees Advisory Council shall serve a two year term of office. In case of a vacancy, a new member shall be selected in the same manner as his predecessor and serve out the unexpired term.

Article I - NAME

This body shall be known as the **Employees' Advisory Council** to the Personnel Board of the Pinellas County Unified Personnel System, hereinafter called the Council or EAC.

Article II - STATEMENT OF PURPOSES AND OBJECTIVES

Section 1 - The express purpose of the Employees' Advisory Council, acting as a representative body of all classified employees, shall be to serve in an advisory capacity to the Personnel Board, management and their fellow employees.

Section 2 - To improve understanding between management and employees, the Council shall render assistance both to management and their fellow employees.

- Members of the Council are urged to assist in resolving problems between employees and management where such assistance would not interfere or interrupt the general procedures set forth in the rules dealing with such matters.
- Where there is evidence of unjust or unnecessary treatment involving a group of employees, the Council shall investigate and attempt to resolve the matter with those parties involved.
- When conditions warrant, and with the approval by the Council, the Appointing Authorities may be invited to any Council meeting for discussion of mutual problems or information sharing. In addition to any such meeting, informal discussion between the Appointing Authorities and the Advisory Council are encouraged.

Section 3 - The Council is charged with developing and recommending ideas related to working conditions, morale, public image, efficiency, employee safety, employee insurance programs, and other employee related benefits.

Section 4 - The duties of the Council members shall be to transact all business brought before the Council for said Council's disposition.

Section 5 - Furthermore, no member of the Council shall use it as a means for personal or political gain, nor shall the Council as a whole take part in any movement not in keeping with the real purpose and objective of the Council.

Article III - MEETINGS

Section 1 - SUNSHINE LAW: All meetings of the EAC where two or more Council members are present will be conducted in accordance with Florida Statutes Chapter 286 (the Sunshine Law).

Section 2 - MEETINGS: Normally there shall be regular monthly meetings of this Council on the third (3rd) Wednesday of each month. Said meetings are to be held at 2:30 p.m. at a designated location.

Section 3 - SPECIAL MEETINGS: Special meetings may be held at the call of the Chairperson or Vice Chairperson, by the request of at least eight (8) members of the Council, or by the ~~Director of Human Resources~~ Chief Human Resources Officer.

Section 4 - NOTICE: Normally at least three (3) days notice of each special meeting shall be furnished to each member of the Council.

Section 5 - ORDER OF BUSINESS: The order of business at regular meetings shall be:

- Call to Order
- Roll Call and Introduction of Guests
- Approve Minutes of Previous Meeting
- Committee Reports
- Old Business (unresolved issues)
- New Business (issues brought up for the first time)
- Adjournment

Section 6 - QUORUM: Eight (8) of the members constitute a quorum for the transaction of business.

Section 7 - VOTING: Every member of the Council shall have the right and be entitled to one vote, in person, upon every proposal properly submitted to vote at any meeting. In the event a Council member is unable to attend a meeting, an alternate may be selected by the member to attend the meeting in their place.

Section 8 - RULES OF ORDER: "Robert's Rules of Order" shall be utilized as a guideline for all matters of procedure not specifically covered by these Bylaws.

Section 9 - HUMAN RESOURCES DEPARTMENT'S ROLE: The ~~Director of Human Resources~~ Chief Human Resources Officer or his/her designee shall act in an advisory and liaison capacity to the Council.

Article IV - COUNCIL MEMBERSHIP

Section 1 - MEMBERS: Membership of this Council shall consist of fifteen (15) members.

Section 2 - COUNCIL COMPOSITION: The Council shall be composed of fifteen (15) members to be apportioned as follows:

- Tax Collector - One (1) Member
- Clerk of the Circuit Court - Two (2) Members
- Property Appraiser - One (1) Member
- Supervisor of Elections - One (1) Member
- Other Appointing Authorities - One (1) Member
- Board of County Commissioners - Eight (8) Members
- Representative At Large - One (1) Member

Council members shall be elected from each of the following Groups:

- (1) Tax Collector
- (1) Clerk of Circuit Court - North County
- (1) Clerk of Circuit Court - South County
- (1) Property Appraiser
- (1) Supervisor of Elections
- (1) Other Appointing Authorities (representing County Attorney, Office of Human Rights, Human Resources, Forward Pinellas, Business Technology Services)
- (8) Board of County Commissioners - 1 from each of 8 Groups

Council member selected by appointment:

- (1) Representative At Large – Appointed by a quorum of the 14 Elected Council Members

Section 3 - GROUP COMPOSITION: The Council shall establish the composition of each Representative Group according to geographical, organizational and numerical considerations, in a manner that will best serve the established purposes and objectives of the Council.

Section 4 - TERM: Council members shall serve two (2) year terms. The commencement of each term shall be staggered so that no more than eight (8) of the Council seats will need to be filled through a regular election at one time.

Section 5 - QUALIFICATIONS: The members shall have been employed for at least one year by Pinellas County as a permanent employee of the classified service.

Section 6 - POWERS TO ELECT OFFICERS: Election of officers will take place after election of the At Large Representative. The Council, at their December meeting each year, shall elect a Chairperson, a Vice Chairperson, and a Secretary. These officers will take office at the first scheduled meeting in January.

Section 7 - REMOVAL OF OFFICERS AND/OR MEMBERS: Any officer and/or member may be removed by the Council whenever, in the judgment of the Council, the best interest of the Council will be served thereby, by a two thirds (2/3) vote of the Council, after two (2) weeks notice and reason for removal to the members of the Council and the ~~Human Resources Director~~ **Chief Human Resources Officer** Members missing three (3) consecutive monthly meetings or six (6) meetings over a twelve (12) month period shall have a review by the Council with the possible action of removal.

Article V - ELECTION PROCESS

Section 1 - ELECTION PROCESS: It shall be the responsibility of the Employees' Advisory Council to establish, with the approval of the Personnel Board, the electoral process for all parties elected to said Council and for classified service employees within the Unified Personnel System aspiring to be elected to the Council.

Section 2 - ELECTION COMMITTEE: The Council shall appoint an Elections Committee to oversee this election process including the responsibility of supervising the Primary and the General Elections. The Elections Committee shall consist of three council members not up for re-election. It shall be the Elections Committee's responsibility to oversee the voting process as well as addressing and investigating any irregularities in the campaign, nomination and voting processes and referring them to the Council for disposition.

Section 3 - ELECTION POLICY: The Elections Committee shall conduct each election annually in accordance with the policies and procedures approved by the Employees' Advisory Council each year. ~~The policies and procedures shall be approved by the Employees' Advisory Council no later than the July meeting.~~ Any changes to the elections policies or procedures require a two-thirds vote of the council.

Section-4 - ELECTION REVIEW REQUEST: A classified employee who believes that inappropriate activities, such as violation of campaign rules, voter fraud, voter coercion, etc., have significantly affected a primary or general election, may file a written complaint to the Elections Committee, which shall investigate the matter and present a report to the chairperson. If, in its report, the Elections Committee finds merit in the complaint, the chairperson shall schedule a meeting, within ten working days, for the entire Council, during which it shall review the Elections Committee report and consider what action to take regarding the situation. After considering the evidence presented, and the greater good to all concerned, the Council, with the support of two-thirds vote of those voting, may require a new election in the EAC group(s) affected.

Article VI - AT LARGE REPRESENTATIVE

The At Large Representative will be voted on prior to the election of officers. The At Large Representative shall be appointed by a quorum of the other 14 representatives on the Council following the election of officers. This representative shall serve for a two-year term and is eligible for reappointment by a quorum vote of the Council at the end of each two-year term. This representative shall meet the same employment qualifications as the other representatives on the Council and shall be subject to the same removal procedures as the other members on the Council.

Article VII - COUNCIL MEMBER VACANCY

When a vacancy arises in any group of the Council, the Council has the option of either selecting a "spokesperson" who will fill the role until the next annual election, or selecting the remaining eligible candidate with the second most votes in the last General Election for that group.

Section 1 - ELIGIBLE CANDIDATE: If the council selects the remaining eligible candidate with the second most votes in the last General Election, the new Council member will have complete voting privileges and will serve for the unexpired term of the former member.

Section 2 - APPOINTMENT: The Council shall have the authority to appoint, by two-thirds (2/3) vote of the existing Council members, a spokesperson from the affected Group to speak on behalf of the employees affected by the vacancy. Any Council member may nominate an employee for discussion and vote. Under this option, this person will not vote on Council business unless there is at least six months remaining on the original term vacated, if so the Council may grant voting rights. At the next annual election, a replacement shall be selected following normal election procedures regardless of whether or not that group was scheduled for election that year. The new Council member will have complete voting privileges but, if necessary will face re-election the following year in order to return the group to its scheduled election cycle.

Article VIII - EAC DELEGATES

The Council members shall, with approval of the affected Appointing Authorities, determine the number of delegate areas necessary to adequately represent employees in an EAC group.

Delegates shall be selected in a manner prescribed by the Council and the appointments made with the approval of the Council.

The delegate roster shall be updated in January of each year or as needed due to organizational or staffing changes. Council members are responsible for assuring that each of the delegate areas in their group is staffed. New delegates are introduced at the March delegate meeting.

Article IX - OFFICERS

Section 1 - OFFICERS' DUTIES: Officers of the Council shall perform the following duties:

Section 2 - The CHAIRPERSON shall:

- Preside at all meetings of the Council.
- Make all Committee appointments.
- Be a member Ex-Officio of all internal Council committees.
- Represent or appoint representation for the Council on any external committees, working groups, or other similar activities within County government wherein Council participation has been designated or invited.
- Perform all other duties pertaining to the Office of the Chairperson.
- Present his/her respective report of operation of the Council for the current operational year at the December meeting of the Council.
- Provide updates on Council activities and concerns to the Unified Personnel Board at their scheduled meetings.

Section 3 - The VICE CHAIRPERSON shall:

- Act as Chairperson in his/her absence.
- Perform all other duties pertaining to the Office of Vice Chairperson as prescribed by the Chairperson and/or the Council.

Section 4 - The SECRETARY shall:

- Record the minutes of all meetings.
- Take attendance records at all meetings.
- Maintain Committee reports.
- Perform such other duties as may be delegated by the Council of the Chairperson.
- Publish approved minutes for distribution.

Article X - COMMITTEES

Section 1: The Chairperson shall appoint members of the Council to serve on committees.

Section 2: All committees shall provide agendas and verbal reports at all subsequent meetings until completion or release.

Section 3: The Chairperson is an Ex-Officio member of all internal Council committees.

Article XI - OPERATIONAL YEAR

The operational year of the Council shall be January 1 of one calendar year through December 31 of the same calendar year.

Article XII - AMENDMENTS

The Council may later amend, revise, add to, or repeal these Bylaws and/or adopt new Bylaws at pleasure by a two thirds (2/3) vote of the members of the Council after two (2) weeks notice to the members and the ~~Director of Human Resources~~ Chief Human Resources Officer. Upon approval by a two thirds vote of the members of the Council, the said changes shall be presented to the Personnel Board for approval at their next regularly scheduled Board meeting.

Housing & Community Development

To: The Honorable Chair and Members of the Unified Personnel Board

Through: Amanda Smith, Workforce Relations Director

From: Barry A. Burton, County Administrator *BAB*

cc: Tom Almonte, Assistant County Administrator
Amy Davis, Assistant to the County Administrator

Date: July 24, 2024

Subject: Reduction in Force Lealman Community Redevelopment Area

Please consider this notice pursuant to the Unified Personnel System Rule 5 that a reduction in force (RIF) is necessary in the Lealman Community Redevelopment Area (CRA) Division of the Housing and Community Development Department due to material changes in the required job duties.

One (1) job classification affecting one (1) position control number is affected:

- Administrative Support Specialist 1 / BCC/C3770

The Lealman CRA team consists of three (3) employees, the Assistant to the County Administrator, a CRA Coordinator (Project Coordinator-Administrative), and an Administrative Support Specialist 1. There is a need to build greater CRA knowledge and create redundancy of that knowledge within the Lealman CRA team. A higher level of support to the CRA team will also allow the CRA to expand the number of programs, projects, or initiatives. We are developing a position to support the Lealman CRA team with the analytical and research capacity to learn the specific CRA related knowledge that is required of the team, as well as manage some of the CRA programs, generate state required reporting, analyze CRA related data to identify needs, and research new potential CRA programs and projects.

Currently, the Administrative Support Specialist 1 position serves as a front desk receptionist, handles minor administrative functions, schedules room reservations, and helps to coordinate some of the facility-related tasks, none of which directly support the CRA. The CRA supported tasks are limited to reconciling P-Card statements for office supplies, the copier and travel related items, posting updated CRA documents to the CRA webpage and helping to set-up rooms in preparation for the CRA Advisory Committee meetings.

Many of these tasks support the operation of the Lealman Exchange Facility itself, but they do not support the CRA functions within the division. The tasks related to the operation of the facility will be provided by the St. Petersburg Foundation, which has leased, managed, and operated the facility through an agreement with the County since April 2022. Hence the need to eliminate the Administrative Support Specialist 1. A RIF is necessary to ensure that the Department maintains the ability to effectively and efficiently meet the operational obligations associated with its CRA Division, while keeping existing head count.

The newly created position includes a different set of responsibilities and would be considered a significantly higher level than the existing Administrative Support Specialist I. The employee could apply for the competitive promotional opportunity but is not automatically selected. The Department will assist the displaced employee in finding employment within County government, if possible. The anticipated effective date of this RIF is August 23, 2024.



HR Update for August (July 2024 Updates)

Proposed General Increase

- The proposed increase for eligible employees is a \$600 (29 cents per hour) increase to their current salary and then a 4.25% increase to their salary after the \$600 (29 cents per hour) has been added.
- These increases are subject to approval by the Board of County Commissioners in September. Personnel Rules apply in how Appointing Authorities distribute the annual increase. Pending approvals, effective October 6, 2024, classified and exempt employees hired before September 22, 2024, may receive a general increase which will appear on their October 25, 2024, paycheck.

Benefits & Wellness

- Biometric screening and health assessment reminder postcards were mailed to eligible employees.
- July wellness activities and classes included Summer Self-Care Challenge (4 weeks), How Financially Savvy Are You?, Deskercise: Movement Snacks, Barriers to Weight Loss, Healthy Summer Desserts, Eating the Ayurvedic Way, and Ayurvedic Herbs & Digestion.
- Introducing FEDlogic, a free benefit to our employees. FEDlogic is an independent resource to provide support for employees and their families in navigating their federal and state benefit options such as Medicare, Medicaid, Social Security, Disability, etc. We plan to communicate this service to employees in late July.
- Cigna to UnitedHealthcare: The medical plan administrator contract will be going to the Board of County Commissioners on August 13 for approval to be effective on January 1, 2025. Pending approval, we will announce the upcoming change to all employees with a robust communications plan.
- 40 employees took advantage of Hinge Health Intro to Physical Therapy consultations. We encourage employees who suffer muscle or joint pain to look into this free benefit.

Communications & Outreach

- Employee Communications is partnering with the Employees' Advisory Council (EAC) to promote the Employee Advocate Program via various communications platforms including a new flyer and promotions on MyPinellas.
- We introduced HR Weekly Digest email. In an effort to reduce the volume of emails to employees, we will send most information in one email planned for Wednesdays.
- We are conducting a survey of field supervisors to see how we can better help them communicate important HR initiatives to their employees who have limited access to email and digital communications. The survey closes August 9.

Learning & Development

- *MyLearning* webinars were held for supervisors/managers to introduce the Manager Dashboard. The dashboard is where supervisors/managers can observe and track their

employees' training activity and handle various requests and actions. There is also a 10-minute eLearning course and a Manager Dashboard Guide available.

- Level 2, Management of Group Performance, of the Certified Program Manager program was recently held. Level 5, Social Change & Its Impact on Public Management, is now underway.
- All resources from the Learning & Development SharePoint site and videos from Microsoft Stream have been moved to *MyLearning*.
- Boot Camp: Leadership Essentials, cohort 9 began this week with 30 participants from across the County.

Workforce Strategy – Recruitment / HRMS / Classification & Compensation

- The time to fill in June was 56.4 days.
 - 26 new hires in June.
 - 49 promotions occurred in June.
- Year-to-date annualized turnover was 15.57% with 51 separations in June. Rolling 12-month turnover is 15.1%.
 - 6 terminations
 - 9 retirements
 - 36 resignations