

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.