

Unified Personnel Board
Pinellas County
November 7, 2024 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:28 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
Peggy O'Shea
Kenneth Peluso
William Schulz II
Joan Vecchioli

Others Present

Wade Childress, Chief Human Resources (HR) Officer
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Charles Toney, Employees' Advisory Council Representative
Tammy Burgess, Board Reporter, Deputy Clerk
Other interested individuals

CALL TO ORDER

Chair Davis called the meeting to order at 6:28 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

Mr. Toney provided brief comments regarding his participation on the EAC and the response efforts of Utilities staff following recent storms.

CONSENT AGENDA

Minutes of the Joint UPB/Appointing Authorities Meeting Held August 22, 2024

Minutes of the Regular Personnel Board Meeting Held September 5, 2024

Chair Davis indicated that the Consent Agenda items would be addressed together; whereupon, Mr. Peluso made a motion, which was seconded by Mr. Reid and carried unanimously.

NEW BUSINESS

Human Resources Classification Recommendations

Mr. Childress presented two HR reclassification recommendations to the Board and indicated that the first relates to a Learning and Development Manager position that will become vacant at the end of January due to the current manager's retirement; and that he had several discussions with the Appointing Authorities regarding filling the vacancy at a higher level; whereupon, he related that he is requesting the reclassification of the Learning and Development Manager to a Learning and Development Director, which will provide better support to the County.

In response to queries by Messrs. Schulz and Reid, Mr. Childress provided brief comments and indicated that a full compensation analysis was completed to determine the new pay grade; whereupon, Mr. Peluso made a motion for approval. The motion was seconded by Ms. O'Shea and carried unanimously.

Thereupon, HR Manager Brennan Atwood discussed the second reclassification request, indicating that he is seeking a downward reclassification of an HR Technician position to an Office Specialist 1 since the position is more administrative in nature; and that the reclassification will provide candidates with a more realistic preview of the job.

Mr. Reid made a motion for approval. The motion was seconded by Mr. Peluso and carried unanimously.

INFORMATIONAL ITEMS

Introduction of True Kelly-Martin, Benefits Director

Mr. Childress introduced the new Benefits Director, Ms. Kelly-Martin; whereupon, at his request, she provided brief comments regarding her background and experience.

Personnel Rules Definition Request

Mr. Childress indicated that, based on suggestions from Mr. Reid and Ms. Vecchioli, staff reviewed the term “pay” and the ways in which it is used throughout the Personnel Rules; and that staff recommends not defining the term due to the multiple ways that it is used throughout the Rules.

HR Update

Mr. Childress indicated that an HR update is included in the agenda packet and provided statistical information regarding HR Department and Countywide turnover rates.

Action Taken Under Authority Delegated by the Personnel Board

Mr. Childress referenced the document containing the delegated actions, noting that it includes reclassifications or assignments of salary grades to new positions.

Mr. Reid referenced a request made by the Board prior to Mr. Childress’ employment with the County and indicated that it related to receiving feedback regarding exit surveys from HR Department employees; and that the Board would still like to receive this information on a semi-regular basis.

Unified Personnel Board Schedule for 2025

Chair Davis referenced the document containing the 2025 UPB meeting schedule and confirmed that there are no objections to the schedule.

Goals for Chief Human Resources Officer

Mr. Childress indicated that while the goals were approved at a prior meeting, a formal copy is included in the agenda packet for the record; whereupon, Ms. Vecchioli suggested adding the operating year to the document.

ADJOURNMENT

Chair Davis adjourned the meeting at 6:42 PM.