

**Unified Personnel Board
Pinellas County
April 3, 2025 Meeting Minutes**

The Unified Personnel Board (UPB) met in regular session at 6:30 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Ralph O. Reid IV, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea
Kenneth Peluso
William Schulz II
Mark Strickland

Not Present

Ricardo Davis, Chair

Others Present

Lisa Arispe, Employees' Advisory Council Representative
Wade Childress, Chief Human Resources Officer
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Jessica Oakes, Board Reporter
Other interested individuals

All documents provided to the Clerk's Office have been filed and made a part of the record.

CALL TO ORDER

Acting Chair Reid called the meeting to order at 6:30 PM and led the Pledge of Allegiance.

CITIZENS TO BE HEARD

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

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Ms. Arispe reported that the EAC has reviewed and agrees with the changes to Personnel Rule 4 that are included in today's agenda; whereupon, she provided brief comments regarding next week's EAC meeting and the current number of Employee Advocates.

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting Held March 6, 2025

Acting Chair Reid indicated that the first item for the Board's consideration is the Consent Agenda and requested a motion; whereupon, Ms. O'Shea made a motion for approval. The motion was seconded by Mr. Schulz and carried unanimously.

NEW BUSINESS

Chief Human Resources Officer (CHRO) Performance Appraisal

Mr. Childress reviewed the structure of the performance appraisal process developed for the County's CHRO position, indicating that the appraisal was created to include a ten-item survey for distribution to the EAC and Appointing Authorities; and that the Board's portion of the performance appraisal would be based on verbal comments and a pass-fail evaluation.

Noting that completed surveys from the EAC and Appointing Authorities have been received and provided to the Board, Mr. Childress invited the members to discuss and evaluate his performance; whereupon, the members provided feedback regarding Mr. Childress' performance, including references to survey results received from the EAC and Appointing Authorities.

Acting Chair Reid noted that the Board's decision is pass-fail and requested a motion; whereupon, Mr. Strickland made a motion, which was seconded by Mr. Peluso. Acting Chair Reid confirmed that the motion is to pass and, upon his call for the vote, the motion carried unanimously.

Mr. Childress expressed appreciation for the opportunity to receive feedback and indicated that he looks forward to continuing to build relationships.

Topics for Joint Unified Personnel Board and Appointing Authority Meeting, May 7, 2025

Mr. Childress indicated that a joint meeting between the UPB and Appointing Authorities is scheduled for May 7; and that this agenda item is intended to be a brainstorming session related to that upcoming meeting.

Responding to a query by Mr. Schulz, Mr. Childress, with input from acting Chair Reid, indicated that there were no remaining issues from the previous meeting with the Appointing Authorities; whereupon, he provided brief comments regarding efforts by the Human Resources (HR) staff to keep the Appointing Authorities updated.

In response to a query by acting Chair Reid, Mr. Childress indicated that he has not heard from the Appointing Authorities regarding discussion items for the joint meeting; whereupon, Mr. Peluso made a motion to cancel the meeting, barring any requests by the Appointing Authorities. The motion was seconded by Mr. Kronschnabl.

Following brief discussion, Mr. Childress suggested that the joint meeting remain on the schedule until staff can consult with the Appointing Authorities; and that an update will be provided at the next UPB meeting.

Revisions to Personnel Rule 4, Time Off

Noting recent discussions with the Appointing Authorities and the EAC regarding revisions to Personnel Rule 4, Mr. Childress reviewed proposed changes to the Rule, including that the distribution timeframe of personal days and floating holidays for new employees would be based upon the quarter during which they begin their employment; that an employee's last day of employment could not be on a holiday during which they are not scheduled to work; and that an employee who has resigned may not utilize personal days, floating holidays, or annual leave during their notice period.

At the request of acting Chair Reid, Mr. Childress described a language change regarding the use of annual leave in conjunction with separation from employment; whereupon, in response to a query by acting Chair Reid, Attorney Moore and Mr. Childress briefly discussed an employee's status when they are enrolled in the Florida Retirement System's Deferred Retirement Option Program.

During discussion, Attorney Moore confirmed that the proposed language would be more appropriate if modified to replace "*retirement under the Florida Retirement System*" with "*in conjunction with retirement from Pinellas County employment*".

Thereupon, Mr. Childress read the following revised proposed language:

“Effective July 1, 2025, unless otherwise required by law, the use of annual leave in conjunction with separation of employment is prohibited, except when all the following conditions are met:

- The employee is leaving employment in conjunction with retirement from Pinellas County employment and will not be employed full-time by any other employer during the period of time in which they remain an employee of Pinellas County.”*

In response to a query by acting Chair Reid, Mr. Childress confirmed that the proposed language still aligns with the discussions he has had with the Appointing Authorities; whereupon, Mr. Peluso made a motion to approve the revisions, including the wording read by Mr. Childress. The motion was seconded by Ms. O’Shea and carried unanimously.

Revisions to Drug-Free Workplace Program and Workplace Violence policies

Human Resources Assistant Director Maria Ciro indicated that both the Drug-Free Workplace Program and the Workplace Violence policies have been vetted through the County Attorney’s Office, the Appointing Authorities, and the EAC; whereupon, she related that both policies now have designated UPB policy numbers.

Ms. Ciro related that the Workplace Violence policy has not been updated since 2008; that it has been transferred to HR from the Risk Management Department; and that along with other updates, the topic of deadly weapons was clarified.

She indicated that the Drug-Free Workplace Program policy has not been updated since 2018; that one of the updates is a reference to medical marijuana; and that there were many legal and verbiage changes; whereupon, Ms. Ciro noted that both policies were also formatted for consistency with other HR policies.

Mr. Peluso made a motion to approve the revisions to the Drug-Free Workplace Program policy. The motion was seconded by Ms. O’Shea and carried unanimously.

Upon call by acting Chair Reid for a motion to approve the revisions to the Workplace Violence policy, Ms. O’Shea made a motion. The motion was seconded by Mr. Peluso and carried unanimously.

INFORMATIONAL ITEMS

HR Update

Mr. Childress reported that an update to a previous meeting's set of minutes, as requested by acting Chair Reid, has been completed.

Referencing the informational update included in the agenda packet, Mr. Childress noted that the HR Department's turnover rate is approximately five percentage points lower than the rest of the County.

In response to a query by acting Chair Reid related to the Board's request to receive exit interview surveys for HR staff who separate their employment with the County, Mr. Childress indicated that none have been shared due to no one leaving; whereupon, he clarified that while there have been a couple of employees who have left the department, those departures were for promotional opportunities; and that, in these cases, exit interviews are not done.

Actions Taken Under Authority Delegated by the Personnel Board

This item was not addressed.

ADJOURNMENT

The meeting was adjourned at 6:57 PM.