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## UNIFIED PERSONNEL BOARD AGENDA

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Date: October 2, 2025

Time: 6:30 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 August 7, 2025 - *Approved*

II. New Business

1. Chief Human Resources Officer's Performance Appraisal Rating Scale - *Approved*
2. Topics for Joint Unified Personnel Board and Appointing Authority Meeting, October 22, 2025
3. Reappointment of the Personnel Board Member Appointee for 2026-2027 (Currently Dr. Ricardo Davis) - *Approved*

III. Informational Items

1. Unified Personnel Board Schedule for 2026
2. HR Update
3. Action Taken Under Authority Delegated by the Personnel Board

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\* 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](mailto: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  
August 7, 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, Employee's Advisory Council Representative  
Wade Childress, Chief Human Resources Officer  
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel  
Tammy Burgess, Board Reporter, Deputy Clerk  
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 indicated that there are no updates to provide; whereupon, she provided brief comments regarding the proposed three percent general salary increase.

## **CONSENT AGENDA**

### Minutes of the Regular Personnel Board Meeting Held June 12, 2025

Acting Chair Reid indicated that the next item on the agenda is the Consent Agenda. Upon his call for a motion, Ms. O'Shea made a motion to approve, which was seconded by Mr. Peluso and carried unanimously.

## **NEW BUSINESS**

### FY2026 Pay Plan Adjustments

Mr. Childress indicated that the Board of County Commissioners will be considering a three percent pay adjustment for all employees at one of its budget meetings in September; and that, concurrent with the pay adjustment, a two percent increase to pay grades is also being proposed; whereupon, he requested the Board's approval.

In response to comments and queries, Human Resources Manager Brennan Atwood, with input by Mr. Childress, described the process for applying the pay grade increase and salary adjustment; whereupon, in response to the acting Chair's call for a motion, Mr. Peluso made a motion, which was seconded by Ms. O'Shea and carried unanimously.

### Addition of Classifications within Human Resources

Mr. Childress provided information regarding the upcoming transition from the County's current Enterprise Resource Program (ERP) to a new software system, indicating that a change in methodology related to configuration of the system will be part of the transition; and that this change will involve shifting certain functionalities and full-time positions outside of the Business Technology Services (BTS) Department and into the responsible departments; whereupon, he related that staff is requesting that the Human Resources (HR) Department be allowed to utilize four current BTS classifications as configuration responsibility is transferred to the HR Department.

Mr. Peluso made a motion to approve the additional classifications. The motion was seconded by Ms. O'Shea and carried unanimously.

Later in the meeting, in response to queries by Mr. Peluso, Mr. Childress indicated that full implementation of the new ERP software may take three to five years; whereupon, responding to a query by Mr. Strickland regarding which vendor was selected by the County for the new ERP software, Human Resources Benefits Director True Kelly-Martin indicated that staff must wait until the contractual phase is complete to disclose which vendor was selected.

### Chief Human Resources Officer's General Increase

Mr. Childress indicated that the members have traditionally requested that this item be brought before the Board; and that he believes that it would make the most sense for him to receive the same three percent general increase as is being requested for other County employees.

In response to a query by Mr. Schulz, Mr. Childress indicated that the proposed three percent general increase would apply to both exempt and classified employees; and that the increase must still be approved by the Board of County Commissioners; whereupon, Mr. Peluso made a motion to approve the three percent general increase.

Responding to a query by Mr. Kronschnabl, Mr. Childress indicated that he is uncertain as to whether the general increase would be affected by the Florida Department of Government Efficiency; and that, rather than approve a specific increase amount, the Board may decide that he should receive the same increase as all other employees; whereupon, Mr. Peluso related that he will amend his motion to reflect that Mr. Childress would receive the same general increase as all other County employees. The motion was seconded by Mr. Kronschnabl and carried unanimously.

## **INFORMATIONAL ITEMS**

### Introduction of Judith Petersen, Recruitment Manager

Mr. Childress introduced newly hired Recruitment Manager Judith Peterson; whereupon, at his request, she provided brief comments regarding her background and experience.

### HR Update

Mr. Childress indicated that the *HR Update* and *Action Taken Under Authority Delegated by the Personnel Board* are typical items; and that he would be happy to answer any questions the members may have.

### Action Taken Under Authority Delegated by the Personnel Board


In response to a query by acting Chair Reid, Workforce Relations Director Amanda Smith provided clarifying information related to deletion of a career ladder due to a position being renamed.

## **ADJOURNMENT**

Acting Chair Reid adjourned the meeting at 6:45 PM.

**Human Resources**  
**Unified Personnel System**  
Wade Childress  
Chief Human Resources Officer

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

FROM: Wade Childress, Chief Human Resources Officer 

DATE: October 2, 2025

SUBJECT: Chief Human Resources Officer's Performance Appraisal Rating Scale

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**Recommendation:**

I recommend updating the Chief Human Resources Officer (CHRO) current 3-point performance appraisal scale to a 5-point rating scale for the appraisal tool which is completed by the Appointing Authorities and the Employees' Advisory Council (EAC).

**Background:**

During the Appointing Authorities meeting on September 2, the format of the CHRO appraisal tool was discussed and a request was made to change the rating scale. As per prior protocol, I met with Vice Chair Ralph Reid and Unified Personnel Board Attorney Jennifer Monroe Moore to discuss the request. Additionally, we have now implemented this same appraisal tool for the recent County Attorney appraisal cycle, and we are working on implementing this same appraisal tool for the upcoming County Administrator appraisal cycle. For both of these appraisal tools, we have shifted to a 5-point rating scale. Therefore, in order to have continuity in appraisal tools, I recommend changing the CHRO rating scale to mirror that used for the County Attorney and the County Administrator.

The new scale is as follows:

- Exceptional performance (5)
- Exceeds expectations (4)
- Doing just fine (3)
- Needs improvement (2)
- Needs significant improvement (1)
- Not Applicable (N/A) – If you do not have interaction with the CHRO on this competency


I appreciate your consideration of this request.



II.3.

**Human Resources**  
**Unified Personnel System**  
Wade Childress  
Chief Human Resources Officer

TO: Members of the Unified Personnel Board

FROM: Wade Childress, Chief Human Resources Officer 

DATE: October 2, 2025

SUBJECT: Personnel Board Reappointment

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Ricardo Davis was reappointed by the Personnel Board to serve as a Board member in 2024 for a two-year term. Dr. Davis's term will expire after the December 4, 2025, meeting. I am bringing this to your attention so that you can take action as you deem appropriate.

I have conversed with Ric, and he is interested in continuing to serve if that is your pleasure.



## **Unified Personnel Board Meetings 2026**

January 8

February 5

March 5

April 2

May 7

June 4

July 9

August 6

September 3

October 1

November 5

December 3

UPB/AA Workshop & UPB/EAC– TBD



## HR Update for October (August and September 2025 Updates)

### HR Updates

- New Campus Update – Pinellas County plans to consolidate multiple aging, functionally obsolete buildings in downtown Clearwater into one centralized modern campus in Largo. The consolidated campus will house about 1,300 employees in 3 buildings. We began communications to all employees last week.
- Disaster Timecard Coding Instructions – In partnership with Payroll and Workforce Relations, we developed a detailed webpage for disaster timecard coding instructions and an FAQs webpage. The information was also presented to all Payroll groups and was shared with supervisors and employees.

### Benefits & Wellness

- Benefits Updates for 2026 have been communicated to all employees earlier this week.
- Benefits2U – The Benefits team is now available to visit worksites. Choose from a variety of topics and activities such as Annual Enrollment, benefits coverage and options, tips for saving money, and more. Requests may only be made by supervisors.
- Mobile Flu Shot Clinics Coming in October – We have partnered with Tampa General Hospital to offer a free *Mobile Care to You* flu shot bus at multiple worksites throughout the month of October. Employees earn \$25/6,250 reward points for getting a flu shot.
- Onsite Dermatology Pop-Up Clinics in October & November – OnSpot Dermatology will have pop-up clinics at multiple worksites throughout October and November. Employees earn \$50/12,500 reward points for a preventive skin cancer screening.
- VIP Mammogram Days at BayCare in October & November – VIP Mammogram Days at BayCare are back this October and November at Morton Plant Hospital in Clearwater and Outpatient Imaging Carillon in St. Petersburg. The program does not include diagnostic mammograms. Employees earn \$50/12,500 reward points for a mammogram.

### Employee Communications & Volunteer Services

- Employee Voice Survey Closed Sep. 8 – The overall response rate for the County was 66 percent. Results will be shared with each Appointing Authority by the end of October and Countywide results will be shared in November's edition of the *Pen*.
  - Human Resources participation was 94 percent.
- Bike Drive Deadline Nov. 5 – Working with Facilities to promote the annual Employee Bike Drive to purchase bicycles for children of less fortunate families.

### Employee Relations/Business Partners

- Working on discipline list for Appointing Authorities to reference for the General Increase.

### Learning & Development

- Boot Camp Cohort 14 started on September 9 with 22 participants.

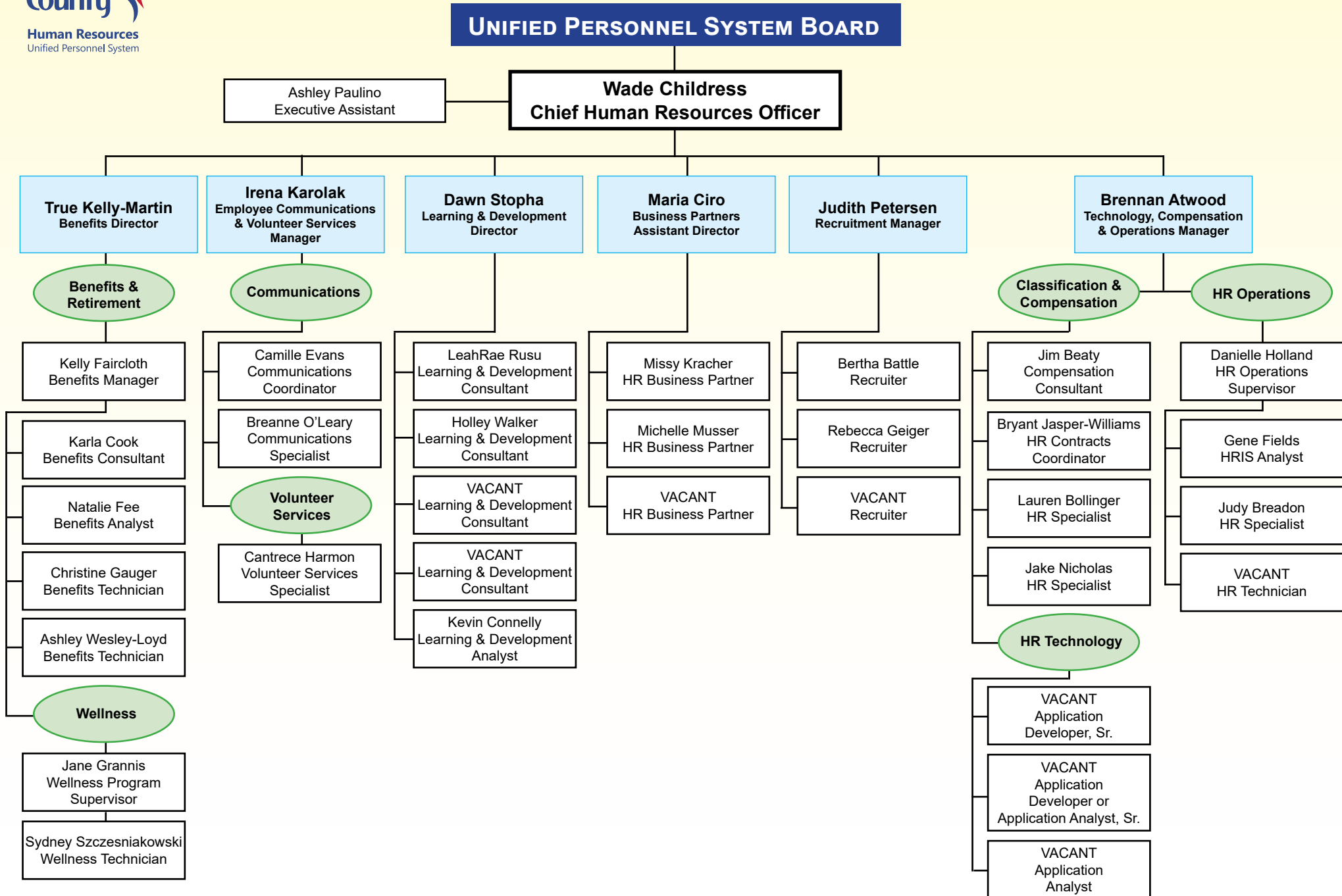


- Lean Six Sigma Yellow Belt training started September 11 and will continue through mid-October. There are 92 Pinellas County employees registered for 7 sessions. There are 4 people registered for Green Belt training that will begin in early 2026.
  - 26 employees from Human Resources are registered for the Yellow Belt training.
- We conducted a 90-minute workshop on Conflict Resolution and Leading Challenging Conversations at the New Clerk Academy on August 28 for 15 new clerks from around the state of Florida. Cities and counties represented include Hillsborough, Miami-Dade, Tallahassee, among others.
- Public Works Leadership Foundations continues with 23 participants and will conclude in December 2025.
- CPM Level 3 began September 23. Including August's graduation, the program has successfully graduated 400 employees.

#### **HR Operations & Recruitment (HRIS / Classification & Compensation / Contracts, Budget & Logistics)**

- FY26 General Increase – Effective October 5, all eligible employees will get a 3% increase, which will be calculated and applied to the employee's actual salary. The increase will appear on the October 24 paycheck. Employees whose hourly rate is currently at or above the maximum for their associated pay grade will receive a single lump sum payment rather than an increase to their hourly pay rate. Pay grades will be increased by 2% — this includes the minimums, midpoints, and maximums.
- Employment statistics for August are:
  - Time to fill: 63.5 days
  - New hires: 43
  - Promotions: 35
  - Separations: 41 (1 death, 7 terminations, 26 resignations, and 7 retirements)
  - County-wide year-to-date annualized turnover as of the end of August is 14.6% and the rolling 12-month turnover is 14%.
  - Human Resources department's rolling 12-month turnover is 12.5% as of the end of August.

# Human Resources Organization Chart



# Human Resources Organization Chart

## Unified Personnel System Board

### Administration

Wade Childress, Chief Human Resources Officer  
Ashley Paulino, Executive Assistant

### Benefits & Wellness

#### Benefits & Retirement

True Kelly-Martin, Benefits Director  
Kelly Faircloth, Benefits Manager  
Karla Cook, Benefits Consultant  
Natalie Fee, Benefits Analyst  
Christine Gauger, Benefits Technician  
Ashley Wesley-Loyd, Benefits Technician

#### Wellness

Jane Grannis, Wellness Program Supervisor  
Sydney Szczesniakowski, Wellness Technician

### Employee Communications & Volunteer Services

Irena Karolak, Employee Communications & Volunteer Services Manager

#### Communications

Camille Evans, Communications Coordinator  
Breanne O'Leary, Communications Specialist

#### Volunteer Services

Cantrece Harmon, Volunteer Services Specialist

### Learning & Development

Dawn Stopha, Learning & Development Director  
LeahRae Rusu, Learning & Development Consultant  
Holley Walker, Learning & Development Consultant  
VACANT, Learning & Development Consultant  
VACANT, Learning & Development Consultant  
Kevin Connelly, Learning & Development Analyst

### HR Business Partners & Employee Relations

Maria Ciro, Assistant Director  
Missy Kracher, HR Business Partner  
Michelle Musser, HR Business Partner  
VACANT, HR Business Partner

### Recruitment

Judith Petersen, Recruitment Manager  
Bertha Battle, Recruiter  
Rebecca Geiger, Recruiter  
VACANT, Recruiter

### Technology, Compensation & Operations

Brennan Atwood, Technology, Compensation & Operations Manager

#### HR Technology

VACANT, Application Developer, Sr.  
VACANT, Application Developer or Application Analyst, Sr.  
VACANT, Application Analyst

#### Classification & Compensation

Jim Beaty, Compensation Consultant  
Bryant Jasper-Williams, HR Contracts Coordinator  
Lauren Bollinger, HR Specialist  
Jake Nicholas, HR Specialist

#### HR Operations

Danielle Holland, HR Operations Supervisor  
Gene Fields, HRIS Analyst  
Judy Breadon, HR Specialist  
VACANT, HR Technician



## Chief Human Resources Officer Action Taken Under Authority Delegated by the Unified Personnel Board

The Chief Human Resources Officer, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **August 04, 2025 through September 26, 2025**.

### ADDITIONS

Spec No.	Title	EEO4 Code	OT Code	PG
20181	Clerk Training Specialist	Technicians	Classified/Excluded	C20

### REVISIONS

Spec No.	Title	PG
18102	Veterans Services Officer 1	C19
13660	Work Planning Coordinator	C19
00197	Human Rights Compliance Manager	E27
16792	Engineering Specialist 1	C25
16794	Engineering Specialist 2	C28

### TITLE CHANGE

Spec No.	Old Title	New Title	PG
11150	Legal Secretary	Legal Assistant	C20