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## UNIFIED PERSONNEL BOARD AGENDA

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Date: November 6, 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 October 2, 2025 - *Approved*

II. New Business

1. Request Approval of Proposed Changes to the Employees' Advisory Council Bylaws - *Approved*

III. Informational Items

1. Reappointments of the following Personnel Board Members for 2026-2027:
  - i. Ralph O. Reid IV by the Employees' Advisory Council
  - ii. Mark Strickland by the Constitutional Officials
2. Employee Voice Survey
3. HR Update
4. 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  
October 2, 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

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

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, 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**

Chair Davis called the meeting to order at 6:30 PM and 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 provided brief comments regarding various topics, including the recently approved three percent general salary increase, employee insurance, and presentations conducted at the last EAC meeting related to emergency management and the new County facility.

## **CONSENT AGENDA**

### Minutes of the Regular Personnel Board Meeting Held August 7, 2025

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

## **NEW BUSINESS**

### Chief Human Resources Officer's Performance Appraisal Rating Scale

Mr. Childress indicated that a new performance appraisal was implemented last year; that it is now being used by the County Attorney's Office (CAO), which has changed the performance appraisal rating scale from three points to five points; and that, following a conversation with the Appointing Authorities, there was a request to make the same change to his rating scale; whereupon, he recommended that the rating scale for his performance appraisal be changed from three points to five points in order to align with the scale utilized by the CAO, which will ensure consistency across the County.

Thereupon, Mr. Peluso made a motion to approve the change, which was seconded by Mr. Kronschnabl and carried unanimously.

### Topics for Joint Unified Personnel Board and Appointing Authority Meeting, October 22, 2025

Mr. Childress indicated that the Board has not held a joint meeting with the Appointing Authorities in approximately one year; and that while the last scheduled meeting was canceled due to a lack of topics, it is his understanding that a joint meeting should occur every six months; whereupon, he suggested that the introduction of new members could be included as an agenda item for the upcoming joint meeting.

Mr. Childress related that that he would like to determine if the members have any topics for the joint meeting agenda; and that staff will be also sending an email to the Appointing Authorities to identify potential topics; whereupon, Mr. Peluso recommended that changes made to Mr. Childress' performance appraisal rating scale be added to the agenda.

In response to a query by Mr. Peluso, Mr. Childress indicated that he will inform the members of any topics suggested by the Appointing Authorities; and that the members may reach out to provide potential topics prior to the joint meeting.

Later in the meeting, Mr. Reid recommended that the Board also discuss potential joint meeting dates for next year.

#### Reappointment of the Personnel Board Member Appointee for 2025-2026

In response to a query by Mr. Schulz, Chair Davis confirmed that he would like to maintain his position as the Personnel Board Member Appointee; whereupon, Mr. Reid made a motion appointing Chair Davis to continue serving on the Board. The motion was seconded by Mr. Schulz and carried unanimously.

Mr. Peluso suggested that, in the future, the Board should advertise the Personnel Board Member Appointee position when there is a vacancy; whereupon, discussion ensued and Attorney Moore provided clarifying information regarding the process associated with potentially advertising the position and indicated that if the Board desires to create an application or notification of interest process, the members would need to collectively decide upon the logistics and then vote to do so going forward.

Thereupon, Mr. Childress clarified that the agenda incorrectly lists the term for this appointment as 2025-2026; and that the accurate term for the appointment is 2026-2027. Brief discussion ensued regarding Board member appointments and term limits.

### **INFORMATIONAL ITEMS**

Chair Davis indicated that *Unified Personnel Board Schedule for 2026*, *HR Update*, and *Action Taken Under Authority Delegated by the Personnel Board* are for informational purposes.

#### Unified Personnel Board Schedule for 2026

In response to a comment by Mr. Schulz, Mr. Childress reported that the Board is scheduled to meet on the first Thursday of every month, with the exception of January and July.

#### HR Update

Chair Davis indicated that the *HR Update* has been sent to the members.

### **ADJOURNMENT**

Chair Davis adjourned the meeting at 6:46 PM.



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

**FROM:** Lisa Arispe, EAC Chair

**DATE:** October 30, 2025

**SUBJECT:** Revisions to EAC Bylaws

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**Recommendation:**

Revise the Employees' Advisory Council (EAC) Bylaws to allow members to attend an EAC Representative meeting remotely.

**Background:**

The intent of the revision to the Bylaws is to allow members of the Employees' Advisory Council to participate remotely if unable to attend in person. This is only under conditions stated in the rule. This is allowed per the Florida Sunshine Law, and the policy aligns with the Pinellas County Board of County Commissioners, also a Sunshine body.

**Revision:**

The revision to Section 6 is to add the text shown in red underline below:

**Section 6 - QUORUM:** Eight (8) of the members constitute a quorum for the transaction of business. Participation in meetings remotely by current elected members is authorized only if the following conditions are met:

- A quorum is present in person at the meeting location.
- The member is unable to attend in person due to illness, injury or extraordinary circumstances.
- The member attending virtually is able to participate and give full attention to the meeting.

This proposed revision was approved at the October 15, 2025, Employees' Advisory Council Representatives meeting. 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 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. Participation in meetings remotely by current elected members is authorized only if the following conditions are met:

- A quorum is present in person at the meeting location.
- The member is unable to attend in person due to illness, injury or extraordinary circumstances.
- The member attending virtually is able to participate and give full attention to the meeting.

**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 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 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. 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 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.



## HR Update for November (October 2025 Updates)

### HR Updates

- Enterprise Resource Planning (ERP) Platform – Workday has been selected as the vendor for the ERP platform. First implementation is scheduled for January 2027. This update was communicated to employees on October 23. The implementation vendor was selected, and Human Resources team has begun the mapping process.
- Several Human Resources team members are participating in CPR training in November.

### Benefits & Wellness

- Annual Enrollment Coming November 3 to 17 – All employees are required to enroll for 2026 benefits coverage in EBS (OPUS). The Benefits team is holding multiple virtual information sessions through November 6.
- New FMLA and Disability Vendor – Effective January 1, 2026, Reliance Matrix will be our new vendor for Family and Medical Leave Act (FMLA) and disability. An RFP process took place earlier this year, and Reliance emerged as the top choice, with the ability to enhance the employee experience, streamline claims processing and improve service quality with expanded online tools and better communication processes. There will be no disruption to leaves that begin in 2025 and end in 2026.
- Biometric Screening & Health Assessment – Employees who have not completed both steps received phone calls on Oct. 28. They have until Nov. 30 to complete these steps.
- Breast Self-Exam Shower Cards Available – To support early detection, the Wellness team is offering breast self-exam shower cards.
- Maintain Campaign Challenge November 17 to January 9 – The Maintain Campaign Challenge is an annual Pinellas County tradition that helps employees stay healthy during the holidays by encouraging them to focus on aspects of their well-being. Registration opens Nov. 3.

### Employee Communications & Volunteer Services

- Employee Bike Drive Donations – Working with the Bike Drive Committee to promote the collection of funds to purchase bicycles for children of families in need.
- Open Carry Law – Working with the County Attorney's Office and the Communications Department on an Open Carry Law presentation for all employees.
- Overtime Pay: Tax Exemption – Developed a webpage to inform employees of the recent legislation allowing employees to claim a federal income tax deduction for a portion of their qualified overtime earnings for tax years 2025 through 2028.

### Employee Relations/Business Partners

- Pre-Employment Drug Testing – Working with Safety & Emergency Services to implement random pre-employment drug testing effective with their next recruitment.
- EAC Election – Assisting the EAC with their upcoming election.

- Employee Voice Survey results have been shared with the Appointing Authorities. HR Business Partners will begin working with department directors to help identify specific needs and opportunities for improvement, if desired.

## **Learning & Development**

- Boot Camp Leadership Essentials – 22 leaders graduated on October 9, bringing the total for 2025 to 108 leaders.
- Public Works Leadership Foundations – In month 9 of the emerging leadership series, participants learn to handle conflict and challenging behaviors clearly, turning friction into better communication and trust.
- Effective Presentation Skills Workshop – We launched a first-of-its-kind Effective Presentation Skills workshop designed for anyone looking to improve their presentation and facilitation skills. The first session took place on October 28 and 29, involving 13 employees from the Clerk's Office, Utilities, Workforce Relations, and Human Resources. Due to the overwhelmingly positive feedback, we plan to schedule additional sessions.
- De-Escalation Training – In response to the recent Open Carry Law in Florida, we are creating a self-paced course tailored for front-line County employees in collaboration with the Peaceful Leaders Academy.
- Customer Service Training – We are partnering with the Clerk's training team to develop and facilitate a course tailored to the needs of customer-facing employees in the Clerk's Office. About 300 employees will attend 18 workshops that commenced on October 22 and will continue through mid-December. This 2-hour instructor-led training equips participants with practical skills and strategies to handle difficult or emotionally charged customer interactions effectively while maintaining professionalism, empathy, and composure. The session emphasizes the importance of respectful communication, emotional awareness, and establishing clear professional boundaries when navigating sensitive situations.
- Artificial Intelligence (AI) – We are developing an AI readiness assessment for employees and a white paper offering general guidance on AI usage in collaboration with BTS, including a self-paced AI learning journey through *MyLearning*.

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

- Job Fair – We will be hosting a Countywide job fair on January 30. The event will provide an opportunity for potential candidates to meet with hiring managers and recruiters to learn more about the opportunities with Pinellas County.
- Employment statistics for September are:
  - Time to fill: 62.8 days
  - New hires: 50
  - Promotions: 40
  - Separations: 25 (6 terminations and 19 resignations)
  - County-wide year-to-date annualized turnover was 14% and the rolling 12-month turnover is 13.9%.
  - Human Resources department's rolling 12-month turnover is 12.5% as of the end of September.



**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 **September 29, 2025 through October 31, 2025**.

**ADDITION**

<b>Spec No.</b>	<b>Title</b>	<b>EEO4 Code</b>	<b>OT Code</b>	<b>PG</b>
20042	Senior Animal Services Representative	Para-prof	Classified	C17

**REVISIONS**

<b>Spec No.</b>	<b>Title</b>	<b>PG</b>
16925	Scalehouse Services Specialist 2	C18
20044	Animal Services Representative	C15
18105	Behavioral Health Data Scientist	E26