

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.