



UNIFIED PERSONNEL BOARD AGENDA

Date: January 8, 2026

Time: 6:30 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse
315 Court Street, Clearwater, Florida

Election of Chair and Vice Chair

Citizens to be Heard*

Employees' Advisory Council (EAC) Representative

I. Consent Agenda

1. Request Approval of the Minutes of the Joint Unified Personnel Board/Appointing Authorities Meeting held October 22, 2025
2. Request Approval of the Minutes of the Regular Personnel Board Meeting held December 4, 2025

II. New Business

1. Human Resources Promotional Appointment to Exempt Role

III. Informational Items

1. Reappointment of the following Personnel Board Member for 2026-2027:
 - i. Kenneth Peluso by the Board of County Commissioners
2. Chief Human Resources Officer 2025 Performance Review Timeline
3. HR Update
4. Action Taken Under Authority Delegated by the Personnel Board

* 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 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.

Joint Unified Personnel Board/Appointing Authorities
Pinellas County
October 22, 2025 Meeting Minutes

The Unified Personnel Board (UPB) and the Appointing Authorities met for a joint meeting at 3:00 PM on this date in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present – UPB

Ricardo Davis, Chair
Ralph O. Reid IV, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea

Not Present

Kenneth Peluso
William Schulz II
Mark Strickland

Present – Appointing Authorities

Betina Baron, Director, Office of Human Rights
Barry A. Burton, County Administrator
Greg Carro, representing Jeff Rohrs, Business Technology Services (BTS)
Wade Childress, Chief Human Resources Officer (CHRO)
Don Crowell, representing Jewel White, County Attorney
Tina Jablon, representing Whit Blanton, Forward Pinellas
Catherine Bailey Noble, representing Adam Ross, Tax Collector
Jeanette Staveley, representing Ken Burke, Clerk of the Circuit Court and Comptroller
Mike Twitty, Property Appraiser

Not Present

Whit Blanton, Executive Director, Forward Pinellas
Ken Burke, Clerk of the Circuit Court and Comptroller
Julie Marcus, Supervisor of Elections
Jeff Rohrs, Chief Information Officer, BTS
Adam Ross, Tax Collector
Jewel White, County Attorney

Others Present

Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Jessica Oakes, Board Reporter, Deputy Clerk
Other interested individuals

CITIZENS TO BE HEARD

Deviating from the agenda, no one responded to the Chair's call for citizens to be heard.

INTRODUCTIONS FOR THE BENEFIT OF THE NEW MEMBERS

At the Chair's request, those in attendance introduced themselves.

CHANGES TO THE CHIEF HUMAN RESOURCES OFFICER'S PERFORMANCE APPRAISAL

Mr. Childress indicated that, following conversations with the Appointing Authorities and the UPB regarding potential changes to his performance appraisal, a new performance appraisal was introduced last year. He related that, at the request of the Appointing Authorities, the UPB approved changing his performance appraisal from a three-point scale to a five-point scale, which aligns with the scale utilized for County Attorney Jewel White; and that the ten competencies being rated are identical between his and Attorney White's performance appraisals.

JOINT UNIFIED PERSONNEL BOARD AND APPOINTING AUTHORITIES MEETING DATES FOR 2026

Responding to a query by Chair Davis, Mr. Childress reported that 2026 meeting dates have not been scheduled. He indicated that while the current guidelines recommend meeting twice a year, the previous joint meeting was canceled due to a lack of agenda topics; whereupon, he suggested that the members discuss whether the Appointing Authorities and UPB should continue to schedule joint meetings every six months.

Discussion ensued regarding various topics, including the frequency of joint meetings, size and recurrence of market studies utilized to obtain information regarding salary competitiveness, and communication between the UPB and Appointing Authorities. Thereupon, Chair Davis indicated that one joint meeting will be scheduled for 2026; and that the members may call for additional meetings, as needed.

OPEN ISSUES FOR DISCUSSION

Discussion ensued regarding various topics, including the purchase and implementation of Workday as the County's new Enterprise Resource Planning system software, performance appraisal systems, property tax discussions at the State level, and the timeline associated with transitioning to the County's new campus.

ADJOURNMENT

Chair Davis adjourned the meeting at 3:32 PM.

Unified Personnel Board
Pinellas County
December 4, 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
Kenneth Peluso
William Schulz II
Mark Strickland

Not Present

Peggy O'Shea

Others Present

Lisa Arispe, Employees' Advisory Council Representative
Wade Childress, Chief Human Resources Officer
Ashley Pabilonia, 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 indicated that, at a recent EAC delegate meeting, Pinellas County Tax Collector Adam Ross appeared as a guest speaker. She also noted that the members

are invited to attend the EAC's regular meeting and its joint meeting with the Appointing Authorities on December 17.

CONSENT AGENDA

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

Chair Davis indicated that the next item on the agenda is the approval of the minutes for the regular Personnel Board meeting held on November 6, 2025; whereupon, Mr. Strickland made a motion to approve, which was seconded by Mr. Reid and carried unanimously.

NEW BUSINESS

Revisions to Unified Personnel Board Policy 14: Workplace Violence Policy

Mr. Childress indicated that, due to recent legislation passed in the State of Florida which changed certain laws pertaining to firearm restrictions, some of the language in the Workplace Violence Policy must now be changed. He related that the Policy currently states that employees cannot carry firearms or other deadly weapons on County premises, in County vehicles, or while on duty; and that the proposed revisions to the Policy would restrict employees from carrying firearms or other deadly weapons during and in the course of their official duties; whereupon, he noted that the proposed revisions also include that this prohibition does not apply to firearms secured in an employee's privately-owned motor vehicle.

Revisions to Personnel Rule 6: Discipline

Mr. Childress noted that since Personnel Rule 6: Discipline was created prior to the Workplace Violence Policy, the Rule contains very detailed information; and that, due to the creation of the Workplace Violence Policy and the aforementioned legislative changes in the State of Florida, the level of detail included in the Rule is now unnecessary; whereupon, Mr. Childress reviewed proposed revisions to the Rule, which would include the removal of unneeded details and the addition of a phrase that states "unauthorized possession or exhibition of a firearm or deadly weapon".

Thereupon, Mr. Childress indicated that the Appointing Authorities and the EAC agree with the recommended revisions to the Workplace Violence Policy and Personnel Rule 6; and that he is now seeking approval from the UPB.

In response to a query by Mr. Schulz, Chair Davis related that while the Board's legal counsel is not present, she would have contacted him with any objections to the revisions. Responding to an additional query by Mr. Schulz, Mr. Childress confirmed that the County Attorney's Office has also reviewed the changes.

In response to a query by Mr. Reid, Mr. Childress indicated that HR staff has discussed the open carry legislation and related changes with County employees; and that HR staff communicated that any required changes would be made to its policies. Responding to comments by Messrs. Schulz and Reid, Mr. Childress described efforts to phase out the use of signed disclosure forms and suggested that the recommended revisions can be shared through HR's *The Pen* monthly newsletter.

Upon the Chair's call for a motion, Mr. Schulz made a motion to approve, which was seconded by Mr. Peluso and carried unanimously; whereupon, in response to a query by Mr. Reid, Messrs. Schulz and Peluso confirmed that the motion approved the revisions to both the Workplace Violence Policy and Personnel Rule 6.

INFORMATIONAL ITEMS

Farewell to Ralph Reid

Ms. Arispe and Chair Davis presented Mr. Reid with a certificate of appreciation for his service on the UPB; whereupon, Mr. Reid expressed his gratitude to the members and the EAC. In response to a query by Mr. Kronschnabl, he also provided details regarding his appointment as the Vice Chancellor for Human Resources at the University of Virginia's College at Wise.

Later in the meeting, in response to a query by Mr. Peluso, Mr. Reid indicated that he will resign upon conclusion of his term on December 31. Responding to an additional query by Mr. Peluso, Ms. Arispe described challenges associated with selecting a new EAC Appointee to replace Mr. Reid and indicated that that the EAC Appointee vacancy may not be filled until February; whereupon, she noted that she has reached out to the Board of County Commissioners regarding their process.

HR Update

Referencing a document titled *HR Update for December*, Mr. Childress provided an update regarding the Employee Voice Survey results, including that meetings are being held in December with small work groups and team managers in HR to discuss survey results, areas to celebrate, and opportunities for improvement; and that, in January, the department will discuss departmental priorities and the creation of action committees;

whereupon, in response to a query by Mr. Reid, Mr. Childress provided additional details regarding the distribution of Employee Voice Survey results to HR Department staff and subsequent discussions.

Responding to queries by Messrs. Reid and Schulz, Mr. Childress provided information regarding Annual Enrollment, a potential timeline for the County's transition to Workday as the new Enterprise Resource Planning platform, and statistics related to the amount of time to fill vacancies.

Action Taken Under Authority Delegated by the Personnel Board


This item was not addressed.

ADJOURNMENT

The meeting was adjourned at 6:47 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: January 8, 2026

SUBJECT: Human Resources Promotional Appointment to Exempt Role

Members of the Unified Personnel Board approved the use of several BTS classifications within the Human Resources department during the August 7, 2025, meeting. These positions are to support the movement of Pinellas County Government to a new Enterprise Resource Planning (ERP) software system hosted by Workday.

To effectively support this project, Human Resources has identified an internal employee to be promoted into the exempt role of Application Analyst, E22. This employee has been involved in process mapping across the department, participated in specialized Workday training, and is actively supporting all aspects of the project. The selected individual brings over four years with the Human Resources department working within the current software system and a master's degree in leadership.

This will leave two additional vacancies for this project that are anticipated to be filled by one BTS resource and a recruitment that will be open to internal and external applicants.

Chief Human Resources Officer 2025 Performance Review Timeline

Review period: January 1, 2025 to December 31, 2025

Date	Item
January 26, 2026	Human Resources 2025 Annual Report published and distributed to the Unified Personnel Board, Appointing Authorities, and Employees' Advisory Council (EAC).
January 26, 2026	Feedback Form distributed to the Appointing Authorities.
February 6, 2026	Deadline for Appointing Authorities and EAC to provide feedback on CHRO performance. Note: EAC will need to discuss performance evaluation during either Jan. 21 or Feb. 18 meeting.
February 9-20, 2026	Follow up and formatting.
February 23, 2026	Stakeholder feedback and other performance-related documents shared with Unified Personnel Board members.
February 26 - March 5, 2026	Wade holds 1-hour meetings with each member of the Unified Personnel Board.
March 5, 2026	CHRO Annual Performance Review by the Unified Personnel Board.



Human Resources

Helping U Succeed

HR Update for January (December 2025 Updates)

Benefits & Wellness

- New Benefits Administrators – An email went out to all employees on Dec. 17 with information about our new administrators for Family and Medical Leave Act (FMLA) benefits, disability benefits, and Flexible Spending Accounts (FSA) as of Jan. 1.
- Biometric Screening & Health Assessment – We haven't received final reporting from UMR on 2025 completions and hope to have this information soon. The new program year begins on Jan. 1, and employees are encouraged to do their biometric screening and health assessment as early as possible. We will have a schedule for onsite biometric screenings soon.
- Couch to 5K Run Club – A 12-week run club will take place from Jan. 13 to March 31. There are both in-person and virtual options. The in-person group will meet once a week at Crest Lake Park in Clearwater and twice a week on their own. Virtual participants complete 3 sessions a week at a location and time convenient to them. Space is limited to 30 per group.

Employee Communications & Volunteer Services

- Food Drive through Jan. 9 – In partnership with Human Services, Human Resources is hosting a food drive through Jan. 9 to support Daystar Life Center, Feeding Tampa Bay, Hope Villages, and St. Pete Free Clinic. Items needed include beans, hearty soups, canned fruit and vegetables, canned meat, cereal, shelf-stable milk, pasta sauce (non-glass bottles) and baby items such as diapers, wipes, and infant formula.
- Court Street Closure – Beginning Jan. 20, 3 of 4 lanes of Court Street between South Prospect Avenue and South Garden Avenue will be closed for approximately 2 weeks. The City of Clearwater needs to repair and replace various failing sanitary sewer manholes. Communication about the closure will be in the Dec. Pen and in the Weekly Digest in Jan.
- Parks & Conservation Resources' New Platform – Parks & Conservation Resources' (PCR) reservation system is moving to a new platform on Mar. 2. This includes programs, campsites, shelters, beach and boat passes, and events. Reservations will be down from Feb. 21 through Mar. 1. This change will be communicated to the public beginning in Jan., and recorded Zoom trainings will be provided to applicable PCR staff in Jan. and Feb.
- Disaster Assignment & Preparedness Assessment (DAPA) Coming Jan. 20 – The annual DAPA update will be from Jan. 20 – Feb. 20. All employees must complete or verify their assessment in EBS (OPUS) by Feb. 20.

Employee Relations/Business Partners

- EAC Election – The EAC elections were held December 1 to 12 for BCC Group 2 and BCC Group 6.

Learning & Development

- Public Works Leadership Foundations – We are proud to announce the conclusion of a 12-month Public Works Leadership Foundations series. In partnership with Learning & Development and Public Works' leadership, the program developed core leadership skills including trust building, emotional intelligence, communication, motivation and engagement, accountability, delegation, strategic thinking, coaching, mentoring, and navigating challenging behaviors. Participants also explored performance management and key employee relations processes, including fact-finding, discipline, and grievance procedures, with support from HR Business Partners. We look forward to celebrating the 22 graduates in early 2026.

- Needs Assessment – Staff recently completed 21 meetings with directors and their teams across all departments to gather input on priorities, challenges, and opportunities. Feedback from these sessions is informing the development of our County-wide learning strategy and solutions. We are using these insights to design targeted connected initiatives that address both department-specific and broader organizational needs, focusing on skill gaps, leadership development, career growth priorities, and department-specific training requirements. We are working on a plan to present to Appointing Authorities in February.
- Certified Public Manager (CPM) Program – As part of our ongoing efforts to enhance our learning programs, we've identified an opportunity to streamline the CPM program, informed by feedback from recent participants and their leaders. We are collaborating with FSU to help participants complete the full program within 18 to 24 months. Based on feedback from the 2024 and 2025 cohorts, they will complete levels 4-8 in 2026 and graduate in August. The benefits of the reduced program are:
 - A stronger learning arc: Shorter gaps between levels help you build on skills and concepts more intentionally, rather than having long breaks that disrupt momentum.
 - Earlier graduation: Completing the program in August 2026 accelerates your professional progress and positions you to use the full CPM toolkit sooner.
 - Better connection as a cohort: Moving through the levels more closely together strengthens peer support, collaboration, and shared learning.
 - Increased relevance to current organizational priorities: The aligned timing ensures that what you learn can be immediately applied to projects, initiatives, and evolving needs within your departments.

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

- Job Fair – We will be hosting a Countywide job fair on Jan. 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 November are:
 - Time to fill: 64.7 days
 - New hires: 55
 - Promotions: 27
 - Separations: 28 (8 terminations, 7 retirements, and 13 resignations)
 - County-wide year-to-date annualized turnover is 13.7% and the rolling 12-month turnover is 13.5%.
 - Human Resources department's rolling 12-month turnover is 9.1% as of the end of November.



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 **December 1, 2025 through January 2, 2026**.

ADDITION

Spec No.	Title	EEO4 Code	OT Code	PG
23294	Disaster Recovery Operations Coordinator	Para-Professionals	Exempt	E20

REVISIONS

Spec No.	Title	PG
18510	CCC Mail Clerk	C13