

**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.