



UNIFIED PERSONNEL BOARD AGENDA

Date: March 5, 2026

Time: 2:00 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 February 5, 2026

II. New Business

1. Chief Human Resources Officer Performance Appraisal

III. Informational Items

1. Appointment of the following Personnel Board Member for 2025-2026:
 - a. Craig Bostock by the Constitutional Officials
2. Office of Human Rights
3. HR Update
4. Action Taken Under Authority Delegated by the Personnel Board

IV. Lisa Carter v. Pinellas County Solid Waste Department

1. Grievance Appeal: Motion for Reconsideration (Appeal No. 25-3)
2. Termination Appeal Hearing (Appeal No. 25-4)

* 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.

Unified Personnel Board
Pinellas County
February 5, 2026 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
Kenneth Peluso, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea
William Schulz II
Mark Strickland

Others Present

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

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

Chair Davis indicated that there are no EAC representatives in attendance.

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting Held January 8, 2026

Chair Davis indicated that the next item on the agenda is a request for approval of the minutes for the regular Personnel Board meeting held on January 8, 2026; whereupon, Mr. Peluso made a motion, which was seconded by Mr. Schulz and carried unanimously.

NEW BUSINESS

Human Resources Reclassification Recommendation

Mr. Childress presented a reclassification recommendation related to the promotion of Christine Gauger from Human Resources (HR) Technician to HR Specialist as part of the HR career ladder; whereupon, he provided additional details supporting the reclassification and related that she has exceeded the career ladder requirements.

Mr. Peluso made a motion for approval, which was seconded by Mr. Strickland; whereupon, following brief discussion, Chair Davis confirmed that a motion is not needed.

INFORMATIONAL ITEMS

Reduction in Force – Building and Development Review Services Department

At the request of Mr. Childress, Building and Development Review Services (BDRS) Director Kevin McAndrew provided background information regarding the proposed reduction in force and indicated that while the contractor licensing fund is self-sustaining, it has been operating with an annual shortfall of approximately \$250,000.00. He related that, over the past few years, there has been a concerted effort to formulate and establish a sustainable fiscal plan for contractor licensing; and that significant changes were implemented this year, including the merger of the Contractor Licensing Department with BDRS and the transition of certain contractor licensing services to the building division within BDRS; whereupon, Mr. McAndrew noted that, in order to formulate a sustainable long-term plan, the elimination of one position is necessary.

In response to queries by Chair Davis and Messrs. Kronschnabl and Schulz, Mr. McAndrew indicated that a State legislative update to the Special Act was made a few years ago, which resulted in the elimination of nearly \$500,000.00 in annual revenue for contractor licensing over a three-year period. He also noted that the position being eliminated, Administrative Support Specialist II, is the only position for which the

responsibilities can be absorbed by other staff; and that staff is assisting the affected employee with finding other employment with the County.

Reduction in Force – Utilities Department

Utilities Director Jeremy Waugh provided details regarding the requested reduction in force, including that digital meters, which were installed in 2023, have eliminated the need for staff to manually check the water meter at each residence; that 14 of the 15 employees who were affected by the change in workflow have found other employment in the Utilities Department; and that the remaining employee is still interviewing for a new position; whereupon, he noted that staff is now acknowledging a reduction of five positions since the workload for that specific job function no longer exists; and that the positions are no longer needed.

Thereupon, Mr. Childress indicated that documents associated with the *HR Update and Action Taken Under Authority Delegated by the Personnel Board* are included in the agenda packet; and that he would be happy to answer any questions that the members may have.

LISA CARTER V. PINELLAS COUNTY SOLID WASTE DEPARTMENT

Attorney Moore indicated that two motions from the parties who are scheduled for an appeal at the next UPB meeting will now be presented to the Board; whereupon, she provided a brief overview of today's proceedings and suggested that the Board first make a ruling with regard to the first motion and then address the second motion, since the motions are dependent on each other and on the outcome of the Board's votes.

Appellee's Motion to Dismiss for Lack of Jurisdiction

Appellant's Objection to Appellee's Motion to Dismiss for Lack of Jurisdiction

Statements were provided by Senior Assistant County Attorney Kelly Vicari, representing the Solid Waste Department and Karmika Rubin, representing the Appellant; whereupon, Mr. Peluso made a motion to grant the dismissal, which was seconded by Ms. O'Shea.

In response to comments by Mr. Schulz, Attorney Moore summarized the procedural history of the Appellant's grievance appeal, provided clarifying information regarding the Board's jurisdiction under the Special Act, and briefly discussed potential overlap between the Appellant's grievance appeal and termination appeal; whereupon, following the Chair's call for the vote, the motion carried by a vote of 5 to 1, with Mr. Schulz dissenting.

Appellant's Motion to Continue Appeal Hearing/Objection to Consolidation

Appellee's Response to Objection to Consolidation

Attorney Moore inquired as to whether the parties agree that there is no longer an issue with consolidation since there is now only one appeal; whereupon, Ms. Rubin confirmed that the consolidation issue would be deemed moot since there is now only one appeal scheduled. Attorney Moore also asked whether the parties are prepared to proceed with the appeal scheduled for the next UPB meeting; whereupon, Ms. Rubin indicated that, since the Appellant will be filing a motion for reconsideration, proceeding with the termination appeal at the March UPB meeting may be premature.

Attorney Moore related that the Appellant would need to file a motion, in writing, for reconsideration; whereupon, she indicated that her recommendation is to retain the termination appeal's currently scheduled date in March and allow the parties to confer during an upcoming pre-hearing conference; and that, if the parties agree that there should be a further continuance, staff will contact the members to confirm their availability.

In response to a query by Mr. Peluso regarding the need for action by the Board, Attorney Moore clarified that the members can make a motion that the Appellant's motion be denied as moot since there is no issue for determination at this point, in light of the Board's previous ruling; whereupon, Mr. Peluso stated that he would make that motion. The motion was seconded by Ms. O'Shea and carried by a vote of 5 to 1, with Chair Davis dissenting.

Thereupon, deviating from the agenda, Ms. O'Shea indicated that she will be resigning from the UPB. She provided brief comments regarding health concerns which have affected her attendance at meetings and noted that she believes that vacating her seat would be best so that an individual can be appointed who can guarantee to attend meetings more frequently, which would stabilize the Board; whereupon, Chair Davis and Messrs. Kronschnabl and Childress expressed appreciation to Ms. O'Shea for her service on the Board.

ADJOURNMENT

The meeting was adjourned at 7:07 PM.



Human Resources

HR Update for March (February 2026 Updates)

HR Updates

- New Employees – Welcomed Kameron Szatkowski as the new HR Technician at the front desk and Miranda Lee as the new Compensation Specialist.
- Employee Forums – Wade Childress is participating in Employee Forums with County Administrator Barry Burton now through March.
- Enterprise Resource Planning (ERP) Software Platform – Guidehouse was selected as the implementation vendor. Guidehouse teams are performing onsite and virtual visits to explore current processes and identify the best implementation methods. HR will be first to implement the new ERP system this year including core HR functions and benefits. Benefits enrollment for 2026 is scheduled to be conducted in the new ERP system.
- New Campus Update – Planning is underway for the new campus, which is expected to be completed in late 2028 or early 2029. The campus architect, HOK, is currently finalizing the space plan. Example workspaces will be set up in downtown Clearwater to help employees better understand the potential new work environment.

Benefits & Wellness

- Tobacco Cessation Letters – Letters will be sent in early March to those who have attested to being a tobacco user or who did not complete annual enrollment for 2026 benefits.
- Free Screening Kits – To make colon cancer screening convenient, our medical provider, UMR (UnitedHealthcare), is partnering with Exact Sciences/Cologuard to mail test kits to eligible employees and their eligible dependents.
- Onsite Screenings – We are providing onsite options to employees for biometric screenings, mammograms, skin cancer checks, and dental checkups.

Employee Communications & Volunteer Services

- Disaster Assignment & Preparedness Assessment (DAPA) – The deadline for all employees to complete their annual DAPA assessment was February 20. Employee Relations is managing the disaster exemption request process.
- Photo Contest – We are hosting an eCalendar photo contest in March for employees to submit their nature photos for a chance to be featured in an upcoming desktop wallpaper calendar.
- Bike Ride – We are hosting a bike ride event on March 7 at John Taylor Park for Pinellas County Government volunteers. We plan to offer more events in the future to bring connection to the volunteer group.

Learning & Development

- Leadership Development – On Feb. 23, we met with Countywide leaders to share our strategy for leadership growth to ensure leaders are equipped to support their teams and build strong workplaces.
- New Course Topics – We are introducing blended learning experiences that combine self-paced learning with live discussion and practical application. Upcoming topics reflect what employees and leaders told us they need most: Performance management (self-appraisals and goal setting), emotional intelligence, stress management and resilience, resume writing, and interviewing.
- eLearning Options – As part of reimagining learning, many courses previously offered only in the classroom have been converted to self-paced options. Employees can access these courses anytime through *MyLearning*, making development easier to fit into busy schedules.

- Toastmasters – We are working to bring Toastmasters to the County to help employees strengthen public speaking, communication, and leadership presence in a supportive, peer-learning environment.

Recruitment

- Career Fair – We hosted a Countywide career fair on Jan. 30. We had a record high turnout with about 500 candidates visiting the fair and meeting with hiring managers and recruiters to learn more about the opportunities with Pinellas County.

HR Technology, Compensation, & Operations

- Employment statistics for January are:
 - Time to fill: 64.3 days
 - New hires: 25
 - Promotions: 32
 - Separations: 42 (6 terminations, 11 retirements and 25 resignations)
 - County-wide year-to-date annualized turnover is 16.1% and the rolling 12-month turnover is 13.4%.
 - Human Resources department's rolling 12-month turnover is 14.7% as of the end of January.



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 **February 2, 2026 through February 20, 2026**.

ADDITIONS

Spec No.	Title	EEO4 Code	OT Code	PG
17130	Utilities Dispatcher 1	Administrative	Classified	C19
17132	Utilities Dispatcher 2	Administrative	Classified	C21
17134	Utilities Dispatch Supervisor	Professionals	Classified	C23
16525	Utility Locate Technician	Technicians	Classified	C20

REVISION

Spec No.	Title	EEO4 Code	OT Code	PG
23272	Tax Collector Facilities & Warehouse Coordinator	Skilled Craftsman	Classified	C25

PAY GRADE CHANGE

Spec No.	Title	Old PG	New PG
20074	Veterinarian 1	E25	E30
20076	Veterinarian 2	E29	E32

REVISION AND PAY GRADE CHANGE

Spec No.	Title		Old PG	New PG
15072	CRM Administrator	CRM & IT Administrator	E19	E22

TITLE CHANGE

Spec No.	Title		PG
15032	Film Specialist	Film Manager	E19

CAREER LADDER REVISION

BCC: Utilities Old Career Ladder	BCC: Utilities New Career Ladder
Utilities Maintenance Specialist 1 (C14) → Utilities Maintenance Specialist 2 (C17)	Utilities Maintenance Specialist 1 (C14) → Utilities Maintenance Specialist 2 (C17) → Utilities Maintenance Specialist 3 (C19)