

Unified Personnel Board  
Pinellas County  
April 16, 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  
Craig Bostock  
Jeffery Kronschnabl  
William Schulz II

Not Present

Mark Strickland

Others Present

Wade Childress, Chief Human Resources Officer  
Lisa McMurray, Employees' Advisory Council Representative  
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. McMurray reported that Sabina Soler is the new EAC appointee to the Board and provided details related to Ms. Soler's professional background; whereupon, she noted that Ms. Soler will be present at next month's UPB meeting.

Ms. McMurray then indicated that the EAC's next meeting will take place on May 20; that the EAC will also meet with the Appointing Authorities on that date; and that the members are welcome to attend.

## **CONSENT AGENDA**

### Minutes of the Regular Personnel Board Meeting Held March 5, 2026

Chair Davis indicated that the next item on the agenda is a request for approval of the minutes for the regular UPB meeting held on March 5, 2026; whereupon, Mr. Peluso made a motion to accept the minutes. The motion was seconded by Mr. Schulz and carried unanimously.

## **NEW BUSINESS**

### Revisions to Unified Personnel Board Policy 15: Drug-Free Workplace Program

Mr. Childress indicated that, as of January 1, the County has implemented a drug testing program for employees working in 9-1-1 services; and that, as part of the program's implementation, language related to random drug testing must be added to UPB Policy 15. He also noted that Human Resources (HR) staff has consulted with the County Attorney's Office, the Appointing Authorities, and the EAC regarding the change; and that staff is requesting the Board's approval of the language addition to UPB Policy 15.

Mr. Peluso made a motion to approve the proposed changes; whereupon, responding to a query by Mr. Schulz, Attorney Moore confirmed that she has reviewed the changes. The motion was seconded by Mr. Schulz and carried unanimously.

### Revisions to Unified Personnel Board Policy 11: Grievance Process

Mr. Childress noted that the proposed revisions to UPB Policy 11 and Personnel Rule 7 are related and will be presented together; whereupon, he explained that the most significant change is to enable HR Business Partners to facilitate Informal Grievance Committee meetings, which is a practice currently managed by HR; and that, in order to accommodate this change, staff is proposing to modify the Committee's structure to consist of two classified employees, one Appointing Authority representative, two exempt employees, and an HR Business Partner, who will serve as the non-voting facilitator.

Thereupon, Mr. Childress reviewed the following additional proposed revisions to UPB Policy 11 and Personnel Rule 7:

- Replace instances of "his" or "her" with "they"

- Rename the Informal Grievance Committee to the Grievance Panel
- Extend the timeframe to schedule a Grievance Panel Hearing, following receipt of an employee's request, from 30 to 60 days

Mr. Peluso made a motion to accept the proposed changes to both sections, which was seconded by Mr. Schulz and carried unanimously.

#### Revisions to Personnel Rule 7: Employee Grievances

This item was addressed under *Revisions to Unified Personnel Board Policy 11: Grievance Process*.

#### End Market Driven Skill Supplement

Mr. Childress explained that, approximately ten years ago, the Board provided approval for the County to award Market Driven Skill Supplements, which were intended for circumstances where market compensation levels increased rapidly for particular positions and a temporary adjustment was needed, pending a more permanent solution; and that the supplements have remained in place since then; whereupon, he related that staff is proposing to eliminate the supplements and incorporate those amounts into affected employees' base pay; that, according to the Personnel Rules, the Board's approval is required in order to eliminate the supplements; and that the authority to adjust base pay is held by the Appointing Authorities.

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

### **INFORMATIONAL ITEMS**

No one responded to Chair Davis' call for questions related to the *Human Resources Employee Voice Survey Action Plan Update, HR Update, or Action Taken Under Authority Delegated by the Personnel Board*. Responding to a query by Chair Davis, Mr. Childress indicated that details regarding the aforementioned informational items are included in the agenda packet; and that he would be happy to answer any questions from the members.

#### Human Resources Promotional Appointment to Exempt Role

Mr. Childress indicated that Benefits Analyst Natalie Fee is being promoted to Application Analyst; that she is one of two individuals identified to implement the Workday software; and that while Ms. Fee's promotion will be effective on Monday, April 20, she will work in

both the Benefits Analyst and Application Analyst roles for several months before gradually moving fully into her new role.

Thereupon, referring to comments made at the last UPB meeting, Chair Davis indicated that there is a presentation related to the Office of Human Rights scheduled for the April 30 Board of County Commissioners meeting, which he plans to attend. He also noted that the members and the public are also welcome to attend the meeting.

## **ADJOURNMENT**

The meeting was adjourned at 6:43 PM.