



UNIFIED PERSONNEL BOARD AGENDA

Date: July 9, 2026

Time: 6:30 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 April 16, 2026

II. Informational Items

1. Introduction of Sabina Soler, Unified Personnel Board Member
2. HR Updates
3. 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) 464-4880. 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
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.



Human Resources

HR Update for May 2026 (April 2026 Updates)

HR Updates

- Natalie Fee (Benefits Analyst) was promoted to Application Analyst to focus on Workday implementation.
- Workday updates:
 - Pinellas County is launching our new ERP (Enterprise Resource Planning) software platform by Workday for HR, payroll, and finance.
 - To build excitement and engagement across the organization for Workday, employees are invited to help create the project slogan by April 20.
 - Project groups will begin unit testing on April 20 for 7 weeks. This is the first stage of testing.
 - We have identified Change Champions for the Workday project and are hosting the first meeting on April 17.

Benefits & Wellness

- **Free Screening Kits** – Letters were mailed by Cologuard to eligible employees and their eligible dependents on the County medical plan that they will receive a free at-home colorectal cancer screening kit. Kits were shipped on April 1.
- **Onsite Screenings** – We currently have 14 onsite biometric screening events scheduled with some reserved for site-specific employees. OnSpot Dermatology is offering screenings in May. An annual skin screening is eligible to earn Wellness Incentive rewards.
- **Biometric Screening & Health Assessment Letters** – Letters were mailed on April 13 to those employees who did not complete a biometric screening and/or health assessment for 2026. They have until April 24 to provide proof of completion by the November 30, 2025 deadline. Biweekly paycheck deductions begin May 8.
- **Wellness Center Open House** – The Wellness team hosted an Open House at the downtown Clearwater Wellness Center on March 24 for nearly 70 employees, volunteers, and retirees. Activities included orientations for new members, fitness class demos, free assisted stretching, info tables with representatives from employee benefit and wellness resources, and more.
- **Financial Wellness Resources** – In partnership with the County's financial advisor, Wealthspire, we hosted a 6 Steps to Financial Success webinar on April 7 to over 50 participants. The webinar recording is available online. In addition, we developed a financial wellness resources page with a list of 40+ resources and an informational webpage on services offered by Wealthspire to employees.

Employee Communications & Volunteer Services

- **eCalendar Photo Contest Concluded** – We hosted an eCalendar Photo Contest for employees to submit their nature photos for a chance to be featured in an upcoming desktop wallpaper calendar. We received 360 photos from over 100 employees. Winners will be announced in the last Weekly Digest email of the month, beginning in June.
- **Food Drive at Employee Appreciation Picnic** – In partnership with County Administration and Human Services, we will be collecting canned goods for Hope Villages of America Food Bank at the Employee Appreciation Picnic on April 29 at Sand Key Park.
- **310 Court Street/Northwest Parking Garage Change** – Beginning May 1, parking in the 310 Court Street/Northwest parking garage will be on a first come, first served basis. Construction & Property Management conducted a study over the course of several weeks and found that on average, about 55% of assigned spaces were not being utilized each day. This change will ensure that more employees have access to covered parking.

- **New Campus Update** - While architects, HOK, are working on our new County Campus building plans, the Board of County Commissioners (BCC) have turned their attention to the future of our properties in Clearwater. At their April 7 meeting, the BCC declared the County's properties in downtown Clearwater as surplus, which is legally required to pursue repurposing them in the future. Staff and our real estate consultants are recommending that the County use a Request for Negotiation process to select a developer who would redevelop the properties to create a more vibrant, active Downtown Clearwater. This process takes a while so we need plenty of time to review proposals and negotiate a successful agreement.
- **Scholarship Available to Children of Pinellas County Employees** – As president of the Florida Association of Counties, Commissioner Dr. Rene Flowers will select an eligible child of a Pinellas County employee and high school senior to be the recipient of a \$2,500 scholarship. Students must apply by May 1. Note: Children of employees of the Clerk of the Circuit Court, Property Appraiser, Supervisor of Elections, and Tax Collector are not eligible.
- **Okta to Microsoft** – The County is preparing to update the way we sign in to our work apps and services. In the summer, we will be moving from using Okta to using Microsoft tools for logging in and confirming your identity. This change will help simplify your daily sign-in. Authentication methods will continue to include Windows Hello (for departments that currently support it), YubiKey, and a mobile app. More details will be shared in the coming months.

Learning & Development

- **ULearnIT to LinkedIn Learning** – We will begin implementation and testing over the next few weeks for our transition from ULearnIT to LinkedIn Learning, with a go-live targeted for mid-May to ensure continuity and a smooth learner experience.
- **Managing Conflict in the Workplace Webinar** – In partnership with the University of Phoenix, we will offer a virtual instructor-led learning webinar, Managing Conflict in the Workplace, on May 20 at 10:00 a.m. and 2:00 p.m., providing employees with practical strategies to navigate and resolve workplace conflict effectively.
- **Writing SMART Goals Course** – We are launching a new 90-minute virtual instructor-led learning course, Writing SMART Goals, to help employees strengthen goal-setting skills and create measurable, actionable objectives. Sessions are scheduled for May 6 and September 30.
- **Own Your Career Growth Series** – The new Own Your Career Growth virtual instructor led three-part learning series will be offered as live virtual sessions on May 20, May 27, and June 3, and again on October 7, 14, and 21, from 1:00–2:00 p.m. This series helps employees reflect on their impact, engage in meaningful feedback, and shape ongoing growth conversations that support their development and contributions.

Recruitment

- **Job Fairs** – The Recruitment team participated in job fairs at Eckerd College, University of South Florida, and St. Petersburg College (Gibbs Campus) in March to increase awareness of career opportunities and strengthen the candidate pipeline. The team also supported a court shadowing day for students from University of Central Florida and Florida State University, providing direct exposure to public sector career pathways.
- **Pinellas County Government Career Fair** – The next Pinellas County Government Career Fair will be on June 5 at the Magnolia Room in Largo.

HR Technology, Compensation, & Operations

- Employment statistics for March are:
 - Time to fill: 65.1 days
 - New hires: 48
 - Promotions: 35
 - Separations: 48 (10 terminations, 12 retirements and 26 resignations)
 - County-wide year-to-date annualized turnover is 12.4% and the rolling 12-month turnover is 13.6%.
 - Human Resources department's rolling 12-month turnover is 8.8% as of the end of March.



HR Update for June 2026 (May 2026 Updates)

HR Updates

- **New Employees** – We have recently welcomed 3 new employees: Learning Management System (LMS) Administrator Eric Byrd, HR Business Partner Rebecca Fisher, and Learning Design & Development Partner for Workday Jamila Smith.

Benefits & Wellness

- **Biometric Screening & Health Assessment** – Biweekly paycheck deductions began May 8 for those employees who did not complete a biometric screening and/or health assessment for 2026.
- **Workday Testing** – Benefits is completing the first testing stage for Annual Enrollment in Workday.
- **FSA Update** – The P&A Group website and call center are temporarily down due to a system infrastructure disruption. No accounts or cards were impacted. They are working to restore full service soon. Employees who have FSA accounts have been notified.
- **Requests for Proposals (RFPs)** – The employee advocacy service RFP and the pharmacy plan RFP have concluded and are pending approvals from the Board of County Commissioners. More information will be shared as we get closer to Annual Enrollment.
- **Life Insurance Plan** – Life insurance renewal negotiations with Securian concluded with a 3-year rate extension.
- **Dental Plan** – Dental contract renewal negotiations with Cigna concluded with a 2-year rate extension.

Employee Communications & Volunteer Services

- **Okta to Microsoft** – The County is preparing to update the way we sign in to our work apps and services. In late summer, we will be moving from using Okta to using Microsoft tools for logging in and confirming your identity. This change will help simplify your daily sign-in. Authentication methods will continue to include Windows Hello (for departments that currently support it), YubiKey, and a mobile app. More details will be shared in the coming months.

Learning & Development

- **ULearnIT to LinkedIn Learning** – We are moving from ULearnIT to LinkedIn Learning this summer. The learning platform will be available free to all employees, offering easy access to thousands of resources to develop your skills and advance your career.
- **Own Your Career Growth Series** – The final class of the new Own Your Career Growth virtual instructor-led 3-part learning series will be offered on June 3 from 1:00 – 2:00 p.m. The series will be offered again on October 7, 14, and 21, from 1:00 – 2:00 p.m. This series helps employees reflect on their impact, engage in meaningful feedback, and shape ongoing growth conversations that support their development and contributions.
- **Education Fair June 17** – We are hosting an Education Fair on June 17 from 10 a.m. – 2 p.m. at the Magnolia Room in Largo. Meet with representatives from 14 schools including St. Petersburg College, USF, and University of Tampa. The Learning & Development team will be available to discuss *MyLearning*, the Tuition Reimbursement Program, and more.
- **New Virtual Option for Toastmasters Club** – Join the Pinellas County Toastmasters club to become a more confident communicator and effective leader. The club meets weekly on Wednesdays from 1:00 – 2:00 p.m. in room 429 at the Annex building, 400 South Fort Harrison Avenue, Clearwater.

Beginning June 3, there will be an option to join the meetings virtually. Email learning@pinellas.gov for details.

- **Virtual Writing SMART Goals Class June 11** – Register in *MyLearning* for a 90-minute Writing SMART Goals virtual course on June 11 at 8:30 a.m. The course provides a practical introduction to SMART goal setting, a proven framework for creating goals that are specific, measurable, achievable, relevant, and time-bound. Explore why clear goal setting matters, examine common pitfalls in goal creation, and break down each component of the SMART model through real world examples.

Recruitment

- **Pinellas County Government Career Fair** – The next Pinellas County Government Career Fair will be on June 5 at the Magnolia Room in Largo.
- **Lifeguards Needed** – We are hiring full-time and part-time seasonal lifeguards for Sand Key and Fort De Soto Parks from now to September. The pay range is \$20.50 - \$23.22/hour.
- **Hiring Events** – CareerSource Pinellas hosted a well-attended hiring event in April on Gulf To Bay Boulevard in support of Pinellas County Government recruitment efforts. The Recruitment team also attended a veteran-focused hiring event at St. Petersburg College in Seminole.

HR Technology, Compensation, & Operations

- Employment statistics for April are:
 - Time to fill: 55.6 days
 - New hires: 38
 - Promotions: 30
 - Separations: 35 (9 terminations, 10 retirements and 16 resignations)
 - County-wide year-to-date annualized turnover is 15.7% and the rolling 12-month turnover is 13.6%.
 - Human Resources department's rolling 12-month turnover is 11.1% as of the end of April.



HR Update for July 2026 (June 2026 Updates)

Workday Updates

- **Project Schedule** – The project is on schedule with a go-live still targeted for November to include Annual Enrollment as the first task in the new system.
- **Absence Management** – Currently, time off is manually added while completing your timecard. In Workday, leave requests must be submitted to properly allocate time and be paid appropriately, as requests will auto-populate in the timecard.
- **Timecards** – Classified employees will record their time in and time out (not a clock-in and out system), which will automate the supplemental pay strategies such as shift differential and emergency pay. Timecards for exempt employees not working on projects or during emergencies will no longer be required.
- **Employee Resignation and Exit Interviews** – All employees will provide their resignation or retirement notice within Workday, as this will automate the notification process for exit interviews and prompt the manager to process the termination, ensuring timely annual leave payout. Managers can skip this step when no notice is given or in an involuntary termination.
- **Annual Leave Exchange Program** – The Annual Leave Exchange Program will be revised to sell off time earned within the current year, versus the current process of earmarking future leave earnings. Minimums and maximums will still apply as they have but time will need to be in your leave bank at the time you elect to sell off leave.
- **Deferred Compensation** – Employees will be able to enroll in deferred compensation via Workday.

Benefits & Wellness

- **Reset and Recharge Summer Challenge** – Registration opens June 22 for this 4-week self-care challenge from July 13 to August 7 where employees can earn \$25 or 6,250 points in Wellness Incentive Program rewards.
- **OnSpot Dermatology Bus** – New OnSpot Dermatology dates have been added. Get a full skin cancer screening at a worksite near you and earn \$50/12,500 points in wellness rewards. Additionally, due to popular demand, buses will be at the Justice Center and downtown Clearwater monthly.
- **Mobile Mammograms** – AdventHealth's mammogram bus will be back at 6 worksites between Aug. 10 and Sep. 16. Earn \$50/12,500 points in wellness rewards for a mammogram.
- **Wellness Program Overview** – We just released a 4-minute [video](#) highlighting all the program has to offer.
- **Threshers Night Out** – We had a total of 160 employees and retirees at the Employee Night Out on June 13 at BayCare Ballpark in Clearwater.
- **Rays Night Out** – Enjoy a fun night out at Tampa Bay Rays baseball games on July 25 and Aug. 29 for a discounted rate! Tickets are for right field, and the cost is between \$26.10 and \$34.30 per ticket, including fees. Visit www.pinellas.gov/rays-night-out (SharePoint login required) to purchase tickets.

Learning & Development

- **ULearnIT to LinkedIn Learning** – We moved from ULearnIT to LinkedIn Learning. The learning platform is available free to all employees, offering easy access to thousands of resources to develop your skills and advance your career.
- **Own Your Career Growth Series** – The new Own Your Career Growth virtual instructor-led 3-part learning series will be offered again on October 7, 14, and 21, from 1:00 – 2:00 p.m. This series helps

employees reflect on their impact, engage in meaningful feedback, and shape ongoing growth conversations that support their development and contributions.

- **Project Management Basics** – The next virtual Project Management Basics course will be offered on July 16 from 8:30 a.m. - noon. Stepping into project work or looking to get more organized? This course builds your foundation in project management, guiding you from initiation through planning, execution, monitoring, and closing. You'll gain practical tools you can use right away — whether managing a full project or your everyday workload.
- **Coach-Like Habits** – This 60-minute virtual instructor-led course on July 22 is designed to help participants build coach-like habits that improve the quality of everyday conversations at work. Rather than focusing on formal coaching skills, the session emphasizes simple, repeatable behavior shifts — moving from quickly giving advice to pausing and asking thoughtful questions.
- **New Virtual Option for Toastmasters Club** – Join the Pinellas County Toastmasters club to become a more confident communicator and effective leader. The club meets weekly on Wednesdays from 1:00 – 2:00 p.m. in room 429 at the Annex building, 400 South Fort Harrison Avenue, Clearwater. There is now an option to join the meetings virtually. Email learning@pinellas.gov for details.

Recruitment

- **Pinellas County Government Career Fair** – We had a total of 464 registrants at the Pinellas County Government Career Fair on June 5 at the Magnolia Room in Largo.
- **Recruitment Event** – The team will be attending a Featured Employer Event in July with CareerSource on Gulf to Bay Blvd. in Clearwater.

HR Technology, Compensation, & Operations

- Employment statistics for May are:
 - Time to fill: 58.83 days
 - New hires: 55
 - Promotions: 35
 - Separations: 56 (11 terminations, 15 retirements and 30 resignations)
 - County-wide year-to-date annualized turnover is 16.8% and the rolling 12-month turnover is 13.9%.
 - Human Resources department's rolling 12-month turnover is 14.3% as of the end of May.



**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 **March 22, 2026 through June 20, 2026**. PG indicates pay grade.

ADDITION

Spec No.	Title	EEO4 Code	OT Code	PG
20031	Animal Care Assistant Lead	Service/Maintenance	Classified	C15
18835	CCC Application Analyst	Technicians	Classified	150
13620	Crew Chief 3	Skilled Craftsmen	Classified	C24
17700	Department Administrative Liaison	Professionals	Exempt	E22
14444	Departmental Programmer Analyst	Technicians	Classified	C28
07584	Financial Communications Coordinator	Professionals	Exempt	150
01533	Management Support Specialist 1	Administrative Support	Classified	C24
01535	Management Support Specialist 2	Administrative Support	Classified	C26
02401	Marine Construction Inspector 2	Professionals	Classified	C24
14768	PCR Call-Center Supervisor	Technicians	Classified	C24
17531	Senior System Data Governance Analyst	Professionals	Exempt	E24
16837	Survey and Mapping Section Manager - PSM	Professionals	Exempt	E29
13662	Work Planning Coordinator 2	Paraprofessionals	Classified	C21

PAY GRADE CHANGE

Spec No.	Title	Old PG	New PG
14687	Enterprise Architect	E28	E30
11322	Executive Assistant 1	E12	E15
11334	Executive Assistant 2	E15	E18
11142	Executive Assistant 3	E19	E21
14440	Programmer/Analyst 2	C28	150
08432	Property & Stores Clerk, Senior	C17	C20

REVISION

Spec No.	Title	PG
18776	Board Records Specialist, Senior	C23
17060	Utilities Operations Worker	C14

REVISION AND PAY GRADE CHANGE

Spec No.	Title	Old PG	New PG
14692	BTS Chief Technology Officer	E32	E37

TITLE CHANGE

Spec No.	Old Title	New Title	PG
02400	Marine Construction Inspector	Marine Construction Inspector 1	C24
13660	Work Planning Coordinator	Work Planning Coordinator 1	C19
16530	Traffic Signals Technician 1	Traffic Systems Technician 1	C22
16540	Traffic Signals Technician 2	Traffic Systems Technician 2	C24
16550	Traffic Signals Technician 3	Traffic Systems Technician 3	C26
16384	Transportation Systems Technician 1	Traffic Systems Technician 1	C22
16386	Transportation Systems Technician 2	Traffic Systems Technician 2	C24
16388	Transportation Systems Technician 3	Traffic Systems Technician 3	C26

CAREER LADDER ADDITION/REVISION

BCC: Utilities Old Career Ladder	BCC: Utilities New Career Ladder
N/A	Administrative Support Specialist 1 (C19) → Administrative Support Specialist 2 (C22)
Customer Services Specialist 1 (C16) → Customer Services Specialist 2 (C18) → Customer Services Specialist 3 (C20)	Customer Services Specialist 1 (C16) → Customer Services Specialist 2 (C18) → Customer Services Specialist 3 (C20) → Customer Services Training Specialist (C22)
BCC: Public Works Old Career Ladder	BCC: Public Works New Career Ladder
N/A	Marine Construction Inspector 1 (C24) → Marine Construction Inspector 2 (C27)