Unified Personnel Board
Pinellas County
September 3, 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
William Schulz II
Sabina Soler
Mark Strickland

Not Present

Craig Bostock

Others Present

Wade Childress, Chief Human Resources Officer
Lisa McMurray, Employees' Advisory Council Representative
Jennifer Monrose Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Franchesca DiNapoli, Senior Board Records Specialist, 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 indicated that she emailed the members regarding her comments at a recent Board of County Commissioners (BCC) meeting concerning the County's budget

challenges. She then announced that the EAC will hold a public delegate meeting on September 24, during which Property Appraiser Mike Twitty will discuss a proposal on the ballot; whereupon, she invited the members to attend the meeting.

Ms. McMurray also expressed support for the proposed revisions on the agenda, noting that the EAC reviewed them.

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting Held August 6, 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 August 6, 2026; whereupon, Mr. Strickland made a motion, which was seconded by Mr. Peluso and carried unanimously.

NEW BUSINESS

Approval of the Board's Counsel Contract Extension, Jennifer Monrose Moore

Chair Davis expressed appreciation for Attorney Moore's service to the Board and indicated that he provided his approval for the contract extension to the County Attorney's Office (CAO). Mr. Peluso then made a motion to approve the Chair's prior approval of the Board's Counsel Contract Extension, which was seconded by Mr. Strickland. Attorney Moore thanked the Board and noted that she negotiates her contract with the CAO to represent the Board; whereupon, following the Chair's call for the vote, the motion carried unanimously.

Revisions to Annual Leave Exchange Program Procedure

Mr. Childress provided information regarding the County's implementation of Workday as its new enterprise resource planning system, indicating that revisions to certain policies are necessary to make them compatible with Workday. He explained that the proposed revisions would accommodate Workday's capabilities and eliminate the need to incur additional programming costs; and that a tax attorney was consulted to ensure compliance with the Internal Revenue Services' code and to prevent constructive receipt of funds.

Mr. Childress related that, beginning next calendar year, employees would have two opportunities each year to exchange up to 160 hours of annual leave, provided they retain a minimum balance of 40 hours; and that staff is requesting approval of the revisions;

whereupon, Mr. Peluso made a motion to approve, which was seconded by Ms. Soler and carried unanimously.

Revisions to Unified Personnel Board Policy 5: Outside or Non-County Employment

Mr. Childress indicated that the proposed policy revisions would require all employees to enter requests for outside employment through the Workday self-service portal. He related that, with the proposed revisions, all approvals would be processed through Workday, allowing the associated information to be maintained in a single database rather than across multiple locations; that minor changes to the policy language are also included as part of the proposed revisions; and that staff is requesting approval of the changes; whereupon, Mr. Kronschnabl made a motion to approve, which was seconded by Mr. Peluso and carried unanimously.

Revisions to Unified Personnel Board Policy 8: Resignation from County Service

Mr. Childress indicated that the primary revision to the policy is that all resignations would now be processed through the Workday self-service portal. He explained that this revision would prompt a notification chain from the applicable manager to Human Resources (HR); and that an exit interview would then automatically be scheduled. Mr. Childress also pointed out that, if an employee does not submit their resignation to the Workday self-service portal, County managers and HR Department staff would also have the ability to input resignations.

In response to a query by Mr. Kronschnabl, Mr. Childress provided information regarding the current process for scheduling exit interviews, indicating that HR sends automated exit interview surveys following all resignations; and that the proposed revisions would automate the distribution of exit interview surveys upon receipt of a resignation; whereupon, Mr. Schulz made a motion to approve, which was seconded by Mr. Strickland and carried unanimously.

FY2027 Pay Plan Adjustments

Mr. Childress explained that the County has historically adjusted its pay plans by a lower percentage than the general salary increase; that the County Administrator has requested approval from the BCC for a 3% general increase for all County staff, which remains under consideration; that, due to a lengthier BCC budget process this year, staff is requesting approval to increase the pay plans by 2%, contingent upon approval of the proposed 3% general increase; and that, if a lesser general increase amount is approved by the BCC, staff may need to reduce the proposed pay plan increase accordingly.

In response to a query by Chair Davis regarding whether the UPB could defer approval of the pay plan adjustments until after the BCC's approval of the general increase, Mr. Childress explained that the adjustments would take effect on October 1, which is prior to the next UPB meeting; and that the BCC will not provide final approval of the budget until late September.

Mr. Peluso asked whether he could make a motion to approve the 2% increase to pay plans and a maximum of a 3% general increase, or whatever is approved by the BCC. Mr. Childress then clarified that the UPB can only approve pay plan changes, not pay increases; whereupon, Ms. Soler seconded Mr. Peluso's motion.

Chair Davis confirmed that the motion is approving the Fiscal Year 2027 pay plan adjustments; whereupon, Mr. Peluso noted that the Board could add "pending approval by the BCC" to his motion. Responding to a query by Chair Davis, Ms. Soler confirmed that she is amenable to the language addition. Upon the Chair's call for the vote, the motion was carried unanimously.

Chief Human Resources Officer's General Increase

Mr. Childress indicated that, when he was hired, the UPB asked that the general increase for his position be brought before the Board each year; whereupon, he requested that his increase be equivalent to the general increase approved by the BCC for all other County employees. Mr. Peluso then made a motion to approve, which was seconded by Mr. Kronschnabl. In response to comments by Mr. Schulz regarding potentially deferring this item until after the BCC's budget hearings have been held, Mr. Childress explained that while annual increases for County employees are effective on October 1, the Board could consider his increase at its next meeting if desired.

Thereupon, following the Chair's call for the vote, the motion carried by a vote of 5 to 1, with Mr. Schulz dissenting.

Potential Topics for a Joint Unified Personnel Board and Appointing Authority Meeting

Mr. Childress indicated that the UPB has historically held an annual joint meeting with the Appointing Authorities to ensure alignment, answer questions, and maintain friendly relations; that staff wishes to inquire as to whether the members have any topics that they would like to discuss; and that he will also ask the Appointing Authorities if they have any items they would like to discuss. Following brief discussion, Chair Davis confirmed that the members do not currently have any topics that they would like to discuss.

INFORMATIONAL ITEMS

Reduction in Force – Building and Development Review Services

In response to a query by Chair Davis, Workforce Relations Director Amanda Smith indicated that the number of positions to be eliminated was reduced from 41 to 37, of which 17 were vacant and 20 were filled; that, through attrition, retirements, and employees securing other positions, only one affected employee has not yet found alternative employment; and that staff continues to assist the employee with securing another position.

ADJOURNMENT

Chair Davis adjourned the meeting at 6:51 PM.