



Employees Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

APPROVED BY THE EAC

Employee Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, February 19, 2014, 2:30 p.m. – 4:30 p.m.

Call to Order

The EAC Representative meeting was called to order at 2:35 pm by Chairman, Charles Toney.

Approval of Minutes

The minutes were approved for EAC Representative Meeting January 15, 2014 and EAC Delegate Meeting January 23, 2014. A motion was made by Elaine Billey and seconded by Mercedes Pearson.

Comments from Director of Human Resources – Peggy Rowe

- Peggy Rowe asked for comments about the In-Service Day events. Some departments had to continue with their regular work assignments due to the nature of their work. Overall, comments were positive including training and guest speakers.
- Peggy Rowe gave an overview of the improved hiring process. The hiring process is being changed from a server based system to an internet based system. An employee or potential employee will be able to start the application process, walk away and come back and complete the application. The individual will be applying for the job in the designated department. Every time a position opens, you will indicate your interest. This is a just-in-time registration. Employees will no longer be required to request a transfer and may not need to complete the interest card. An employee can update the application anytime. The hiring manager will be able to sort by different categories like veterans preference. The new process will speed up the hiring process. The requisitions are completed online and it will go directly to Human Rights and to Human Resources. Afterward, the recruitment process will start. The testing will be done online. The new hiring process will be taken to the Personnel Board so the board is aware of the improvements. The go-live date is in March.
- Questions: In reference to the new hiring process, can an employee set up his or her own employment profile before a job is posted? You can complete your profile before a job is posted. You can also run a search for a particular job. Will you be able to upload your resume? You can attach your resume. Can veterans' preference be used more than once? Veterans' preference can only be used during the hiring process. Who has access to employees applying for a specific position? The owner of the requisition. Can a new employee be hired at the mid-point or above? Some departments will only hire at the minimum and others go above. It depends on the individual's skills and whether or not they are ready. There are salary negotiations. Approval to hire someone above the minimum salary must be from Human Resources and the Appointing Authority. Approval to hire someone above the third quartile goes to the Personnel Board.
- If an employee made an error on his or her benefit enrollment like choosing the wrong plan, can the change be corrected? The employee can work with Benefits. However, when the enrollment period closes, it is closed. Is there any help with uploading receipts on the WageWorks website? An employee may contact Benefits who have rights to go into the system. Employees do have a choice of faxing or uploading the receipts. However, uploading is better. Also, make sure you send the proper receipt including the procedure code, dates of service, etc. If an employee is in the Choice Plus HSA Plan, how do you pay co-pays? There are no co-pays. You must put in your own money, or pay using your HSA debit card. The plan has a high deductible and the expenses you pay go towards this deductible.
- If you are vested in the pension plan and leave the County, can you leave your option as is or do you need to move to the investment side? Employees can switch plans one time in a life time. If you leave the County and are employed with a private employer with a different plan, you can use the one time option to go into the investment side before you leave employment with the County and then roll over into the new employer plan.

Contact Benefits or FRS for more information. How much of leave time can employee be paid if they are leaving the County? You can be paid up to three times the employee's annual accrual rate for annual leave up to a cap of hours paid depending on years of service.

- David Blasewitz – The Wellness Incentive Program is expanded to include one's spouse. Get Fit activity will be a new incentive. Information on the new Health Center will be made at the next Delegate meeting. The center will cover acute care, antibiotics, Workers Compensation, pre-employment physicals, and biometric screening. We will look into having a single ID card. Benefits is also checking the feasibility of a mobile app for smart phones with benefit plan contact information.

Personnel Board

The January 9, 2014 meeting was cancelled. The meeting was held February 6, 2014 and Lisa Wombles gave the EAC updates including the new election results. Lisa also advised that we are still in need of advocates for the advocate program.

Committee Reports

- Legislative - The council talked briefly about new proposed FRS legislative changes such as eliminating entry into the defined pension plan for new hires except special risk employees. Everyone was encouraged to make sure they are registered voters and contact their legislators. See legislators' contact info at <http://www.pinellascounty.org/delegation>
- Personnel Rules Review - No meeting date has been set for the next Personnel Rule Committee. We may have a draft of proposed changes by mid-year.

There are no updates on the other committees including the Advocate Committee.

Old Business

Camille Evans, EAC Liaison, gave an update on receipt of the EAC Delegate forms. Several forms are still needed and Camille offered her help. The EAC Representatives can meet with their EAC areas and ask for delegates.

New Business

Questions and comments: How often can veterans' preference be used? According the State Statute, we are required to give veterans' preference when a veteran served during war time. The war time era is designated by Congress. The one time is done during the hiring process, not for promotional situations. However, you can use veterans' preference in layoff situations. The County does look at veterans' preference in certain positions. For more information, contact Jim Owens in Human Resources.

FRS is a State Pension Plan. The contribution in the defined pension side is different from the investment side. The contribution is not as much on the investment side.

The Service Awards program has a variety of awards. See <http://pinellascounty.org/hr/pdf/employee-service-award.pdf>

Upcoming Meetings

The Personnel Board Meeting is March 6, 2014. The meeting will be routine including the new hiring process. The EAC Representative Meeting is March 19, 2014 and the EAC Delegate Meeting is March 27, 2014.

Adjourned

It was motioned by Elaine Billey that the meeting be adjourned and seconded by Maria Keller. The meeting was adjourned at 4:00 pm.

Laura Rosser was present to represent BCC Group VI for Lisa Wombles, John Cloud was not present.

Charles Toney	Randy Rose	Clare McGrane	Maria Keller	Chuck Mangio
Richard Carvale	Lisa Wombles	Steve Yeatman	John Cloud	Jennifer Gundel
Hazel Lane	Mike Powell	Elaine Billey	Dawn Grasso	Mercedes Pearson