



Employees' Advisory Council



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

APPROVED BY THE EAC

Employee Advisory Council – Delegate Meeting Minutes

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, November 20, 2014, 8:00 a.m. – 10:00 a.m.

Call to Order

The EAC Delegate meeting was called to order at 8:05 a.m. by Chairman, Charles Toney.

Guest Introduction

The chairman introduced David Scott, Assistant County Administrator, who joined the meeting.

Comments from EAC Chairman – Charles Toney

- The chairman welcomed new delegates.
- The Employees' Advisory Council Appointee, Angela Outten, has agreed to stay on for the next two years.
- The EAC Representative election is in progress. There were a couple of areas where multiple employees applied for an EAC Representative position.
- Several Appointing Authorities have signed up to speak at the delegate meetings next year.
- Mary Scott Hardwick is the new Intergovernmental Liaison for the County working out the County Administrator's Office. She will maintain contact with the Pinellas County Legislative Delegation and other state and local representatives in matters concerning Pinellas County. The chairman has already met with her, and we anticipate her input on Florida State Retirement (FRS) issues.
- Elaine Billey, EAC Representative for Other Appointing Authorities, is retiring November 21, 2014.
- The chairman asked the delegates for their suggestions about moving the September EAC Delegate meeting back by one week because some delegates could not attend the meeting in September due to their end of fiscal year work load. There were no responses. The EAC Representatives will discuss at their next meeting.

Comments from Director of Human Resources – Peggy Rowe

Peggy wished everyone a Happy Thanksgiving holiday season. Most employees have received the FACE of Performance icon on their desk top so they can log into FACE. FACE gives employees more engagement in their performance with their supervisor. It also engages employees in career development. There will be a lot more training on managing performance.

Questions:

- When will the FACE of Performance be fully functioning? Managers and supervisors should be having conversations with their employees now. For DEI, it will be functioning by December 13, 2014. There will be several training workshops coming up. The FACE website at www.pinellascounty.org/hr/face has a great deal of information including FAQs. Employees can send questions to Laura Berkowitz at lberkowitz@pinellascounty.org or 464-4835.
- When will pay for performance be associated with performance? Any increase is based on performance irrespective of FACE. Will receive more information on the rewarding of merit increases prior to the start in FY 2016. At this time, managers and supervisors are setting goals and performance expectations.



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- If an employee did not sign up for the WageWorks Flexible Spending Account for next year, will they lose their money? Employees will need to use this year's money by March 15, 2015. These are any expenses occurring this year through December 31, 2014.
- If an employee did not participate in all four wellness incentive series classes, are there makeup classes? Yes, if an employee missed one of the classes and did not receive an email with instructions, contact the Wellness staff at 464-3768 to find out how to make up the class.
- Will there be any communication to employees who did not complete the biometric screening? Postcards and letters were sent out. Additional communication will be sent out to those who have not completed the screening.
- How many hours a month does an Advocate work on a case? The maximum time allowed on the clock is three hours a week. Some Advocates spend more of their own time working on a case.
- What is the process to become an Advocate? The application is on the Human Resources website at www.pinellascounty.org/hr/eac/advocate.htm. The form is submitted to Lisa Wombles who is the EAC Advocates Committee Chair.
- Will it be possible to cash in more leave time? There will always be a maximum for the leave exchange which is 160 hours at this time. Will review the maximum leave exchange for next year. Also, employees should look at the maximum amount of leave they can cash in if they are considering retiring or leaving the County.
- Will the Personnel Rule be reviewed regarding the maximum amount an employee can donate to the Friend In Need program? Will look at making changes in the Rule.

Health and Wellness Update – Dave Blasewitz

Everyone was asked to remind coworkers to complete their biometric screening and the health assessment. The deadline is December 31, 2014. If not completed, employees face a \$500 higher health care premium next year. (For information on how to complete the biometric screening and health assessment before December 31st, including a list of pharmacies that provide screenings and a Help Guide to the United Healthcare website, [click here](#)).

Annual enrollment is done. WageWorks is sending out emails to employees who are enrolled in the Flexible Spending Account for health care. This is not related to the Flexible Spending Account for dependent care. The rollover amount for the Flexible Spending Account for next year is \$500.

Committee Reports

- Legislative / FRS – The Florida Retirement System is one of the largest retirement systems in the Country. In recent years there has been some proposed legislation to change the FRS to an investment plan only for all new hires. The chairman has a draft letter explaining our concerns to use when corresponding with our legislators. Employees can use the letter as is or make changes. The chairman will check to see if the letter can be sent to the delegates via email. It is important that we educate our legislative representatives on the concerns we have with the recently proposed changes to the FRS.
- Advocates – We have six Advocates at this time. We need more volunteers. We are getting support at the Appointing Authority level for Advocates. The Advocates make sure facts are presented at the Personnel Board. The Personnel Board members also make sure that the facts are brought out. Employees are encouraged to participate. There will be some Advocate training work sessions in the near future.
- Personnel Rules Review – The Personnel Rules are in the process of a comprehensive review. The Discipline Rule is close to being ready to go to the Personnel Board for review.



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The Personnel Rules have been worked on for the past two years. Employees can go online and look at the Personnel Rules at <http://www.pinellascounty.org/hr/pdf/Personnel-Rules.pdf>. You can send your questions or concerns to your EAC Representative.

- Suggestion Awards – Two suggestion awards were approved – one in Real Estate Management and one in Utilities Water and Sewer. The total disbursement is \$3,000. Details will be in the next issue of The Pen. Dawn Grasso is now working with Mike Powell on this committee.

Open Discussion

EAC election ballots will go out November 21, 2014 to all classified employees. The ballots must be returned in the envelope provided via interoffice mail by December 5, 2014. The ballots will be counted on December 9, 2014. The chairman advised that he will remain on the council for the next two years but due to current work load, he will not be able to serve as chairman. The secretary also indicated, if reelected, she will not be able to serve as secretary.

Upcoming Meetings

The Personnel Board Meeting is December 4, 2014. The EAC Representative Meeting is December 17, 2014 and the EAC Delegate Meeting is January 22, 2015.

Adjourned

With no guest speaker scheduled at this meeting - the meeting was adjourned at 9:00 a.m., allowing time for the delegates to meet with their representatives.

*Charles Toney	*Randy Rose	Clare McGrane	Jenifer Gundel	Chuck Mangio
*Richard Carvale	*Lisa Wombles	*Steve Yeatman	John Cloud	Mercedes Pearson
*Hazel Lane	Mike Powell	*Elaine Billey	Dawn Grasso	*Peggy Poole

*EAC Representatives in attendance at this meeting.