



Employees' Advisory Council



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

APPROVED BY THE EAC

Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, July 16, 2:30 p.m. – 4:30 p.m.

Call to Order

The EAC Representative meeting was called to order at 2:35 p.m. by Chairman Charles Toney. He welcomed guests Keith Dekle, EAC Appointee to the Personnel Board, and Donna Beim from Safety and Emergency Services who was sitting in for Hazel Lane.

Approval of Minutes

The minutes were approved for the EAC Representative meetings held on May 21 and June 18, 2014 and for the EAC Delegate meeting held on May 22, 2014. A motion was made by Elaine Billey and seconded by Steve Yeatman.

Comments from Director of Human Resources – Peggy Rowe

Assuming that the budget is approved as requested, employees will receive a three percent (3%) increase in pay in October, following the same guidelines as last year. Those who are almost maxed out will receive an increase up to the max, and the difference will be paid out as a lump sum. Those who are already maxed out will receive a lump sum payment.

Questions:

- Which Personnel Rules are reaching their sunset date? Charles Toney said that some rules were adopted with a provision to revisit the change in a few years time. This includes getting some days off for employees who are maxed out on salary, increasing the pay ranges, changing the percentage rate for increases due to promotion from 6-9-12% to 4 - 8%, and raises based on salary midpoint. The sunset dates have been delayed/extended as these items are being considered along with the Personnel Rules review.
- Will the upcoming increase in pay be calculated on the midpoint? No, this year it will be based on an employee's current salary. Next year, it is recommended that the increase be based on the midpoint of an employee's salary range. Per Jack Loring (Manager of Employment & Compensation), general increases are based on the market value of a job over time, not an individual's performance, so the midpoint target is more equitable.
- How does HR handle market comparisons? In order to do accurate job matching, HR staff looks at more than just a job title which may be misleading. They compare detailed job descriptions and benchmark descriptors such as specific duties.

In August, training on the new performance management system will begin for managers and supervisors and will continue in the coming months. The new Taleo system will be used beginning October 1. The goal is for supervisors and employees to discuss performance quarterly (i.e., at least four times per year). Question: How will we ensure that managers are held accountable to do performance appraisals? Peggy will meet with the Appointing Authorities and ask for their assistance.

Also, Human Resources will provide reports showing the percentage of reviews which are given each quarter. A supervisor's own performance rating will be jeopardized if they do not keep up with giving reviews in a timely manner.

There will be a joint meeting of the Appointing Authorities and the EAC on October 23, 2014 in the morning (location to be determined).

Dave Blasewitz (Manager of Employee Benefits) – Our wellness program received a Platinum Award from the American Heart Association. We were one of only six groups in the Tampa Bay area, and the only government entity, to earn the award. The next Pen newsletter will include an article on Healthcare Consumerism ([see July 2014 Pen](#)). Staff are finalizing a contract for a new health care clinic for employees - more info to come.

Gene Pressoir (HR General Manager) – The Sheriff's Office has donated fitness equipment to the Wellness Center. There are two Organizational Facilitators staff at HR available to assist departments as needed with process improvement, change management, problem solving, etc.

Jim Valliere (Manager of Employee Relations) – There is a renewed effort to do exit interviews. Letters with a link to Survey Monkey have been sent to employees who retired or otherwise left County employment since February 2014. The short 10-minute survey may be done in person or online. The survey is anonymous but someone may request a face-to-face exit interview if they prefer. The feedback is valuable for improving the organization. Peggy Rowe said the information is confidential but that staff will follow up on a specific problem if it is serious such as embezzling money. In general, staff will analyze the exit interview data to look for trends and act accordingly.

Personnel Board

The August 14th Personnel Board Meeting has a grievance hearing. (Note date change)

Committee Reports

- Legislative – no report
- Personnel Rules – Charles has requested that monthly meetings be scheduled. He and Hazel Lane serve on the committee (they take turns attending meetings) and are watching to ensure that rules which protect classified employees are not removed.
- Advocates Program – There is still a need for more advocates.
- Suggestion Awards – no report

Old Business

- Does Employee Relations provide mediation? Yes, staff is available to provide confidential advice, rule interpretation, conflict resolution or mediation. Call 464-3506.
- How much time is given for pre-disciplinary hearings? It is the department's decision but the internal policy is to provide at least 3 full working days notice to an employee to allow time for preparation. For example, a pre-disciplinary hearing notice could be delivered to an employee on Monday for a hearing on Friday. An employee may request that the department allow additional time. Employees who need an advocate should contact Employee Relations to ask for a list of names.

New Business

The EAC is asking for topics of discussion to be addressed at the upcoming Joint EAC/Appointing Authorities meeting.

The next county picnic is scheduled for November 19, 2014 from noon to 5 p.m. at Coachman Park. It was noted that this is the same day as our scheduled EAC Rep meeting.

Upcoming Meetings

- EAC Delegate Meeting July 24, 2014 – guest speaker, Deb Clark, Supervisor of Elections
- EAC Representatives Meeting August 20, 2014 - time change for meeting 1:00 to 3:00 (A motion was made by Lisa Wombles and seconded by Steve Yeatman to change the meeting time from 2:30 and to serve a pizza lunch at the meeting.)
- EAC Delegate Meeting September 25, 2014 – David Scott, Director, Department of Environment & Infrastructure
- Personnel Board Meeting August 14, 2014 (date change from August 7)

Adjourned

Lisa Wombles motioned that the meeting be adjourned at 4:00 p.m. and it was seconded by Elaine Billey.

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