



# 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, September 17, 2014, 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.

### **Approval of Minutes**

The minutes were approved for EAC Representative Meeting that was held on August 20, 2014. A motion to approve was made by Lisa Wombles and seconded by Elaine Billey.

### **Comments from Director of Human Resources – Peggy Rowe**

FACE of Performance, the new performance management system training was completed for supervisors and managers. There will be make-up sessions for those who could not attend. Informational sessions will be conducted for all employees. FACE will allow managers and supervisors to pull reports in order to monitor conversations that are in the system. All Appointing Authorities are on board with FACE and have committed to holding their directors, managers, and supervisors accountable to participate in the regular discussions with their employees. The new evaluation program offers a 360° review option, and Appointing Authorities have the choice to use this option. (For more information on FACE, see [www.pinellascounty.org/hr/face](http://www.pinellascounty.org/hr/face)).

### **Questions:**

- Will all Appointing Authorities be using the new performance system? Yes, All Appointing Authorities will be using FACE.
- How is this going to tie in with increases? There will be a general increase that is based on the cost of labor. Future merit increases will be awarded to stellar employees for exemplary contributions.
- How will you determine the amount of merit increase an employee will receive? The merit increase will be based on performance but will not be tied to a number on an annual evaluation. There will be guidelines and parameters determined by the Appointing Authorities.
- How is the general increase determined? The general increase is based on the cost of labor which is determined by a review of data provided by local employers, state, regional and national sources, including the employment cost index published quarterly by the Bureau of Labor Statistics.
- If an employee has unscheduled leave due to sickness, is the time counted against the employee? Absences are generally not an issue unless frequent or excessive.
- How can an employee get Florida Retirement System (FRS) information? The website is [www.myfrs.com](http://www.myfrs.com). Employees will need to contact FRS at 866-446-9377 for a pin number in order to set up an account.
- Why can't County employees get into County parks free? The policy has been reviewed previously and the decision is up to the County Administrator. Peggy will bring it to his attention.

### **EAC Representative Election Process**



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The nomination forms will go out to all employees October 13, 2014. The election committee will meet November 14<sup>th</sup> to prepare the ballots for EAC Representative Election. On December 9<sup>th</sup>, the committee will count the ballots. Dawn, Elaine, Clare, and Jennifer are on the committee.

## **Personnel Board**

The termination appeal at the September 4, 2014 meeting was overturned. The employee was reinstated. Lisa and Steve did a great job. There is an appeal scheduled at the October 2, 2014 meeting.

## **Committee Reports**

Legislative – FRS issues – None

Personnel Rules – Dates have been scheduled for October and November (10-7, 10-21, 11-10).

Advocate Program – None

Suggestion Awards – None

## **Old Business**

The EAC Representative meeting was rescheduled to November 12, 2014 due to the employee picnic that is scheduled for November 19<sup>th</sup>. The picnic is sponsored by the BCC. Other Appointing Authorities are invited.

## **New Business**

- Personnel Board appeal process - If there is a termination appeal, an employee should be kept on the books and not be taken off immediately. The EAC will bring it up at the joint Appointing Authority meeting on October 23<sup>rd</sup>.
- Joint EAC/Appointing Authority Meeting – Topics to discuss: Personnel Rules Review, EAC Elections, New Performance Management Program, Advocate Program. Other topic suggestions should be given to the Chairman.

## **Adjourned**

Lisa Wombles motioned that the meeting be adjourned at 4:30 p.m. It was seconded by Elaine Billey.

*Charles Toney	*Randy Rose	*Clare McGrane	*Jennifer 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.