



## Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, November 12, 2014, 2:30 p.m. – 4:30 p.m.

### Call to Order

The EAC Representative meeting was called to order at 2:34 p.m. by Chairman, Charles Toney.

### Approval of Minutes

Lisa Wombles motioned to approve the EAC Representative Minutes for October 15, 2014 after a correction is made to the question about adjusting the Delegates' meeting date in September. The motion was seconded by Clare McGrane. The minutes were approved.

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

David Blasewitz - FACE of Performance was rolled out over the last two months. Training for supervisors and employees was done, and the FACE software program has been loaded for all departments except DEI and Tax Collector. HR has received support for FACE by most managers and supervisors (97-98%). The 360 degree review is available but not all Appointing Authorities are planning on using it at this time. (Chairman Charles Toney said that the EAC recommends use of the 360 degree review to help identify supervisors and managers that may need additional training to be effective in their roles.) The Appointing Authorities have indicated they will hold their supervisors and managers accountable for implementing the FACE program. The FACE of Performance system is based on regular conversations between supervisors and employees. It is a better way to address performance management. When merit increases are offered, FACE will be one component in identifying exemplary performance. Annual enrollment just ended for employees and retirees. The Healthcare Flexible Spending Account increased from \$2,500 to \$2,550.

### Question:

- During the first FACE of Performance conversations with employees, will the supervisor or manager talk about the employee's tasks, duties, what's expected or acknowledge what has been done? The conversations will be open. Individual Appointing Authorities are allowed to determine the topics they are going to talk about. More trainings will be scheduled about how to conduct the conversations.
- Will supervisors and managers be able to attend more training if they have problems with FACE of Performance and the conversations? Yes - Additional training workshops will be offered including a new series on performance reviews offered in December for supervisors.
- Did Human Resources have a reorganization? Yes - Human Resources is in the process of being restructured. The objective is to be more responsive to customer needs. The restructuring will be taken to the Personnel Board in December. An overview will be given at the next EAC Rep meeting.
- What happened to Succession Management? A team is looking at how to restructure Succession Management including how to integrate it into workforce development.
- Has anyone seen the documentary *Fed Up* dealing with what's in your food including nutritional labeling? Some Representatives had seen the documentary. Wellness Coordinator Beth Woodbury offers wellness programs on topics including nutrition.
- What is the status of the employee health clinic? Human Resources staff hopes to take the contract to the Personnel Board in January. The EAC will be invited to a future open house.



- What is the update on paying for copies of emails for an ex-employee? A formal request needs to be prepared by the EAC. The Chairman will reword the request and send it out for review.

## **Personnel Board**

At the Personnel Board meeting on November 6, 2014, the termination appeal was withdrawn by the employee's attorney. There was discussion on County attorneys providing both legal counsel to the Appointing Authority and the Personnel Board in cases where the employee has outside legal counsel. The next Personnel Board meeting will be December 4, 2014. There are no appeals scheduled at this meeting.

## **Committee Reports**

- Legislative – FRS issues - Some of the new legislators want to change the FRS Pension Plan from a defined benefit plan to an investment only plan for all new employees. We need to continue to educate our legislators on the negative impact this change would have on the FRS. Chairman will provide a draft letter.
- Personnel Rules Review – The next meeting is November 13. The discussion will include the Discipline Rules. EAC will have the opportunity to look at and comment on the proposed changes to the Discipline Rules.
- Advocates' Program – Employees who are seeking an advocate should go through Employee Relations. Also Employee Relations offers mediation for both sides.
- Suggestion Awards – Dawn Grasso volunteered to work with Mike Powell on the Suggestion Award Committee.
- EAC Representative Election Process – There are two EAC Groups where six employees for each group are running for an EAC Representative position. The EAC Elections Committee decided not to hold a primary election. There are two EAC seats that are not being contested - BCC Group IV and BCC Group VI. In January, an EAC Representative will be selected for the At-Large seat. The EAC ballots will be distributed by managers November 21<sup>st</sup>, and the results will be tabulated on December 9<sup>th</sup> by the EAC Elections Committee.

## **Old Business**

The joint EAC and Appointing Authority meeting was a good meeting. The County Administrator sponsored picnic is November 19 from noon to 5 pm.

## **New Business**

- The Council presented their grateful thanks and a gift card to Elaine Billey, EAC Rep for Other Appointing Authorities, who will be retiring November 21.
- EAC Officers will be selected at the December 17<sup>th</sup> meeting. The Council was advised to think about the officer positions for the next two years: Chairman, Vice-Chairman, and Secretary. The current Chairman will not be able to run next year due to workload and if reelected, the current Secretary will not be able to accept the position due to workload.
- The EAC Council will get the Delegates' opinion about whether or not the September Delegates' meeting date should be adjusted due to the workload at the end of the fiscal year.
- Angela Outten, Employees' Advisory Council Appointee to the Personnel Board, agreed to stay on the board for the next two years.



# Employees' Advisory Council



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

APPROVED BY THE EAC

- The EAC Delegates' meeting is November 20 and the EAC Rep meeting is December 17. The Personnel Board meeting is December 4, 2014.

## **Adjourned**

Elaine Billey made a motion that the meeting be adjourned at 4:00 pm, and it was seconded by Clare McGrane.

*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.