



# 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, June 15, 2016, 2:30 p.m. – 4:30 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Lisa Wombles.

### **Approval of Minutes**

Charles motioned to approve the EAC Representative Minutes for May 18, 2016 with amendments as discussed. The motion was seconded by Lisa Wright. The minutes were approved.

Richard Carvale motioned to approve the EAC Delegate Minutes for May 26, 2016 as written. The motion was seconded by Charles Toney. The minutes were approved.

### **Comments from Dave Blasewitz, Director of Human Resources (Interim)**

Dave announced that this would be his last meeting as Interim Director. The new Human Resources Director, Holly Schoenherr, begins on July 18<sup>th</sup>. She visited for a half day to meet the staff. She is looking forward to having a positive relationship between Human Resources and the EAC.

The annual Pinellas County Art Show is being displayed in the courthouse. This is the 10th year for the show. There is a record-breaking number of entries this year. [ [See Art Show web page](#) ]

The weekly meetings with The Standard are continuing. They are focusing on educating people to use the program correctly. Anyone having issues should contact Benefits directly.

An RFP for pharmacy benefits has been issued but not finalized. Benefits is waiting for the Purchasing Department to complete the contract. They are hoping to present the contract to the BCC in 2 months.

Human Resources staff, with the assistance of a contracted health care consultant, are conducting the RFPs for the dental and health plan administration beginning January 2017.

### **Old Business**

Charles mentioned that the EAC needs to keep the merit increases on the agenda at every meeting. We should bring this topic up at the next joint meeting with the Appointing Authorities on October 7. It is not too early to start collaborating on how to move forward with merit increases.

Is it possible to know which Appointing Authorities are in favor of 360 reviews prior to the joint meeting? Perhaps HR can inquire and advise the EAC at a Representative meeting.

FACE / Taleo - Hazel mentioned that the FACE program is actually part of the Taleo software package which has recently been bought by Oracle. She asked if FACE is going to be upgraded to include updating of classes taken and comments. At this point in time HR is reviewing possible enhancements to FACE.

Lisa mentioned that the application database should transfer your basic information when applying for specific jobs. Currently the information is not transferring. Dave is going to look into this matter. Questions were asked about who sees the applications and decides who will be interviewed. Dave responded that the HR staff work with the hiring manager for scaling qualifications. The HR staff review the applications first using the criteria which has been pre-determined by the hiring department as well as those relating to minimum qualifications of the position. A person who has no qualifications is not automatically denied an interview. If needed, HR can set up out-of-state background and health screening for potential new employees.

Steve requested that paper applications be permitted for some job openings. Some employees do not have access or the capability to use computers. Dave responded that anyone who needs assistance can go to HR and the staff will assist with the computer and application process. There was discussion on the time involved with completing the applications. Perhaps the subsequent questions should be reviewed so it doesn't take so long to apply for job openings. Steve mentioned that there is an option in Taleo which would alert the person applying if they failed to meet the minimum qualifications for a particular job. If it was turned on, the applicant could correct the information before the closing date in Taleo. Pinellas County chose to not use that option. Dave stated that cost was not the driving factor when deciding to use the Taleo software.

Purchase of leave time: Dave took this question to the County Attorney's Office. Research is being done to see if pay in advance can be used.

### **New Business**

Lisa would like to have a representative from the radio station as guest speaker for the July Delegate meeting. The topic would be the Make a Wish Foundation. She will be talking with HR about having an article written in *The Pen*.

Topics for the next Appointing Authority meeting: merit increase, 360 review, portal for reporting harassment, misuse of policy and rules

Mercedes will ask Paul Valenti, Director, Office of Human Rights, for definitions of harassment and bullying. Would it be possible to have an electronic way to report incidents of harassment and bullying? Can there be follow-up with the employee who was violated? Jim Valliere said the anti-harassment policy has been in place for the County and the policy clearly provides guidance to anyone on how to go about filing a complaint under the policy. Perhaps having an electronic way to report issues should be considered because the problem does exist. Mercedes will inquire with Paul and discuss at the next EAC Representative meeting.

### **Adjourned**

Peg Poole made a motion to adjourn at 4:40 pm. Richard Carvale seconded.

Lisa Wombles*	Richard Carvale*	Peg Poole*	Linda Cahill*	Rich Castle
Donna Beim*	Hazel Lane*	Doris McHugh*	Mercedes Pearson*	Randy Rose*
Mario Ruggia*	Ashley Skubal	Charles Toney*	Lisa Wright*	Steve Yeatman*

\*EAC Representatives in attendance at this meeting.