



# 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, October 19, 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 McMurray.

### **Approval of Minutes**

Charles Toney motioned to approve the EAC Representative Minutes for September 21, 2016. The motion was seconded by Donna Beim. The minutes were approved as written. Donna Beim motioned to approve the EAC Delegate Minutes from September 22, 2016. The motion was seconded by Charles Toney. The minutes were approved as written.

### **Comments from Holly Schoenherr, Director of Human Resources**

Holly provided an [updated Human Resources Organizational Chart](#). The changes to Human Resources were presented to the Personnel Board and approved. The changes were made to better support the level of service within each area of expertise. Currently a recruitment is in place for a Workforce Strategy Manager. That person will work with an outside consultant agency in conducting a comprehensive study of pay classifications. The Employee Relations & HR Business Partners division will be tasked with developing a pilot Business Partners Program to offer better levels of service to all Appointing Authorities.

Dave Blasewitz was asked why the enrollment was suspended. Dave explained there were unexpected problems resulting in accurate data. The problem was not OPUS related, but in the setup by HR Benefits staff. Employees will have 2 to 3 weeks to enroll after enrollment is re-opened.

EAC election nominations have begun. Anyone receiving a nomination and approval from their supervisor will need to submit a profile for inclusion in the ballots by November 4, 2016. Employee Relations staff will distribute the forms as needed. The voting period runs from November 28 through December 9, 2016.

### **Old Business:**

The joint EAC/Appointing Authorities meeting on October 14th went well. Ken Burke requested a special edition of *The Pen* dedicated to all of the charitable works that each department is doing.

FACE: It was suggested that Human Resources look into the information being entered into employees' files to determine if the program is being used for its intention. Another suggestion was to reduce the amount of conversations/performance reviews to be conducted from four times a year.

After the meeting, Ken Burke met with Ashley Skubal and Peg Poole to review a few budget areas. He is grateful that the EAC always considers the Clerk's budget when any topic related to money is discussed. With the projected budget cuts in the coming years it is vital to communicate with the legislature how those cuts affect the employees under the Clerk. Charles Toney mentioned the Pinellas County Legislative Delegation meetings which will be held in the fall of 2016 and the spring of 2017. Charles will provide contact information for the delegation [ [visit www.pinellascounty.org/delegation](http://www.pinellascounty.org/delegation) ]. Anyone is allowed to speak at the local meeting if they submit a Participant Request Form and their name is included on the agenda.

### **New Business:**

Randy Rose said that some managers are advised to only spend 97% of the budget allotted to their department. The remaining 3% is to be rolled into the budget for the following year. Randy suggested that the remaining 3% be placed in a "SAFE" savings fund (Stabilization Account For Employees) to be used for offsetting layoffs or for employee raises or bonus money. A brainstorming session will be held at a future EAC meeting in an effort to gather ideas on ways to get money to the employees for outstanding performance. Donna Beim asked Holly to share her list of recognitions for employees who perform above the expected job requirements.

An anti-bullying policy was discussed. The EAC will discuss further at the EAC Representative meeting on November 16th. Meagan Decker will provide drafts of other bullying policies to Charles Toney for distribution to the Representatives. No discussion or communication about the policy shall occur prior to the meeting.

Suggestions for guest speakers for upcoming Delegate meetings include: Mike Twitty - Property Appraiser, Carlos Thomas – Tax Collector, Whit Blanton – Forward Pinellas (formerly called Pinellas Planning Council) and Anna Marie Millett – Consumer Protection. The Property Appraiser and Tax Collector would be delayed until 2017 when they take office.

**Personnel Board member selection:** William (Bill) Schulz was appointed by the EAC to the Personnel Board in September of 2015 to complete the unfinished term of Angela Outten. The term expires after the December 2016 meeting. Lisa McMurray confirmed that Bill is interested in continuing to serve on the Personnel Board. Charles Toney made a motion that Bill Schulz be nominated to serve as EAC appointee to the Personnel Board for 2017 to 2018. Lisa McMurray seconded the motion. Motion passed unanimously.

### **Adjourned**

Richard Carvale made a motion to adjourn at 4:15. Lisa Wright seconded the motion.

Lisa McMurray*	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.