Employees’ Advisory Council – Representative Meeting Minutes
County Office Annex, Room 429, Clearwater, FL
Wednesday, April 19, 2017, 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 Arispe. Jackie Warr joined the meeting representing the Property Appraiser’s Office for Lisa Wright.

Carl Brody, Senior Assistant County Attorney, was introduced. Carl represents the Personnel Board.

Approval of Minutes
Richard Carvale motioned to approve the EAC Representative Minutes for March 15, 2017 with amendments. The motion was seconded by Charles Toney. Donna Beim motioned to approve the EAC Delegate minutes for March 23, 2017 as written. The motion was seconded by Marion Nuraj.

Comments from Holly Schoenherr, Director of Human Resources
Holly mentioned there will be a bi-annual survey distributed to all classified employees in August. She requested the EAC to help encourage all employees to take part in the survey. The survey results will be provided to each Appointing Authority. For smaller departments, results will be combined so that 20-30 responses are gathered together. This will help to avoid individuals being identified.

Bryan Cook, Workforce Strategy Manager, provided an update on the Classification and Compensation Study. The selection committee selected Evergreen Solutions to conduct the study. Evergreen Solutions has conducted studies for a number of counties in Florida including many of the surrounding counties. The study for Pinellas County will be specifically developed to meet our needs and comply with the items agreed upon in the negotiation process. Evergreen has many software tools which will aid in gathering information from employees. Evergreen Solutions will also study the pay administration practices of Pinellas County. Currently we are waiting for the contract to be signed off by Evergreen Solutions, then Human Resources will begin to execute the contract. Lisa Arispe and Ashley Skubal were involved with the selection of this company to perform the study. The website is continually updated at www.pinellascounty.org/hr/compensation/study.htm.

Carol Feskanin, Benefits and Wellness Manager, has reviewed most of the benefits which were already under contract when she was hired in March. Carol mentioned that the flu season will cease as of April 30, 2017. Pinellas County follows the guidelines of the Centers for Disease Control (CDC) for determining the dates of the flu season. Several questions regarding the policy for reporting absences, providing doctor notes, etc. were asked. The Appointing Authorities set the policy for the departments they govern. The County does not have a policy to cover all employees. This subject will be discussed at the joint meeting of the EAC and Appointing Authorities on April 28, 2017. Ashley Skubal presented a question regarding the emergency room co-pay of $250.00 and if it can be reduced back to $100.00. As noted in a previous EAC meeting, the co-pay and other benefit design features will be reviewed toward the end of 2017. Another question was asked regarding co-pay for birth control pills. Ashley will provide the name and email to Carol to contact the employee directly as it was an individual situation.
Old Business
Respectful Workplace / Anti-Bullying Policy: The EAC Respectful Workplace / Anti-Bullying (RW/AB) Committee met on March 28th and reviewed the suggested changes from the March 15th EAC Rep meeting. A final draft of the proposed RW/AB Policy was discussed at today’s meeting. Assistant County Attorney Carl Brody was in attendance to provide comment and clarification as needed. It was commented that the EAC does not agree with the County Attorney’s Office opinion that the EAC should not be involved in the reporting of the behavior contained in the proposed policy. It was again pointed out that the EAC Bylaws provide wording for involvement with classified employees where there is evidence of unjust or unnecessary treatment. The final draft of the proposed RW/AB policy will be provided to the Appointing Authorities for their review along with a copy of the EAC Bylaws prior to the joint meeting on April 28th.

New Business
Discussion regarding raises was mentioned. Below are the points and responses:

- Can raises be given to new employees after 6 months? Evergreen Solution will review during the study.
- Can an employee under disciplinary action be denied pay increases? Yes; however, the disciplinary action must be in writing.
- Will there be a catch-up of money for those employees who were employed during the pay freeze? No, employees in general were affected by the economy’s downturn.
- How are annual leave exchange hours paid out? The schedule is according to the payroll calendar year.
- Can the remaining money targeted for the Classification and Compensation Study be put toward a fund for employees? There was $200,000 budgeted for the study and Evergreen Solutions is contracted for $149,000.

Lisa asked for volunteers to open the discussion for topics to be presented at the joint meeting of the Appointing Authorities and EAC:
1. Respectful Workplace / Anti-Bullying Policy - Charles
2. Loyalty Days - Lisa
3. Role and Responsibilities of EAC Representatives and Delegates - Lisa
4. SAFE / Pay Increases - Randy
5. FACE – Doris, Peg and Jackie
6. Blood Donations – Ashley

Adjourned
Ashley Skubal made a motion to adjourn at 4:30. Linda Cahill seconded the motion.

Lisa Arispe* Richard Carvale* Peg Poole* Linda Cahill* Bill Gorman*
Donna Beim* Clare McGrane* Doris McHugh* Alicia Parinello* Randy Rose*
Mario Ruggia Ashley Skubal* Charles Toney* Lisa Wright Marion Nuraj*

*EAC Representatives in attendance at this meeting.