Employees’ Advisory Council – Representative Meeting Minutes  
County Office Annex, Room 429, Clearwater, FL  
Wednesday, May 17, 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 Vice-Chair, Richard Carvale. Jackie Warr joined the meeting representing the Property Appraiser’s Office for Lisa Wright.

Approval of Minutes
Charles Toney motioned to approve the EAC Representative Minutes for April 19, 2017. The motion was seconded by Donna Beim. Charles Toney motioned to approve the minutes for the EAC and Appointing Authorities joint meeting on April 28, 2017 with amendments. The motion was seconded by Linda Cahill.

Comments from Holly Schoenherr, Director of Human Resources
Holly said the Classification and Compensation Study is underway and a lot of information has already been provided to Evergreen Solutions. Jack Loring mentioned that Human Resources has been having many telephone conversations to share information with Evergreen Solutions. A Job Assessment Tool (JAT) will be sent to all employees for all pay classifications. It is important that all employees fill out the assessment. Human Resources will provide information sessions throughout the County beginning June 19, 2017. The meetings will provide an overview of the expectations for the study. Information will be available to any employee who cannot attend a meeting. The website is continually updated [www.pinellascounty.org/hr/compensation/study.htm] with information regarding the Classification and Compensation Study. A question was asked about the pay administration part of the study. Bryan Cook explained that we will evaluate our pay administration practices as part of the study.

Holly stated the contract between United Healthcare (UHC) and Johns Hopkins All Children’s Hospital has ended. Human Resources sent communications to the employees regarding the non-renewal of the contract [see http://www.pinellascounty.org/hr/benefits/pdf/all-childrens-uhc-051117.pdf]. Carol Feskanin clarified that Pinellas County is not involved with the contract negotiations between UHC and any hospital or provider. Even though the contract was not renewed, negotiations will continue in an effort to resolve the situation. Anyone with questions regarding continuing care should contact UHC directly.

Carol provided follow-up information regarding AFLAC supplemental insurance. She met with representatives from AFLAC and explained there are a variety of plans and price ranges for supplemental insurance. Carol also met with Joe Lauro from Purchasing. Purchasing will develop a letter of intent, which is required, so other vendors have an opportunity to bid for this type of service.

Old Business
Joint EAC/Appointing Authority (AA) Meeting - Overall it was a good meeting. The subjects of Loyalty Day (additional floating holidays for long-term employees) and the Respectful Workplace/Anti-Bullying Policy will be further discussed at the next quarterly AA meeting in August. There were concerns about the meeting room not being large enough to accommodate all parties. Also, the joint meeting
seemed to be rushed because the AA meeting held prior to the joint EAC/AA meeting ran longer than the allotted time. Alicia suggested for future meetings, subjects which require a decision be listed as Action Items on the agenda so that everyone is prepared to discuss or vote on a resolution. Charles suggested a letter requesting the Appointing Authorities provide questions or concerns about the Respectful Workplace/Anti-Bullying Policy draft before the August Appointing Authority meeting. The letter would request that anyone with questions or concerns about the draft policy contact the committee. This effort would allow the committee to discuss their concerns and any potential changes to the policy in a timelier manner for presentation to the council. Lisa will prepare the letter. Charles offered to field any responses by the Appointing Authorities.

Personnel Board Meeting – Holly showed a PowerPoint presentation to the Personnel Board during the May 4, 2017 meeting detailing the functions and organizational chart of Human Resources. As requested by Lisa, Holly will share the presentation [To view the presentation, visit www.pinellascounty.org/hr/pers_board/pba/2017/050417agenda.pdf#page=20]

New Business
Employee Survey - Lisa requested that Holly provide an update on the employee survey at the EAC delegate meeting on May 25, 2017. Holly will talk about the survey which should be distributed in August.

Suggestion Awards - There are concerns that employees are not submitting many cost saving suggestions to the County. With some departments the employees are being told their suggestions are part of the job responsibility; therefore, the suggestions are not being submitted to the committee to review. Other reasons for not submitting suggestions could stem from the small monetary reward for the time and effort needed to submit the information. At the joint meeting with the Appointing Authorities it was suggested that a percentage of the money saved by the County each year be put into an account for employees. Randy will research other counties / cities to see if they offer suggestion awards. If they do offer awards, how are the employees compensated? Tim Closterman has been working with Linda Cahill and Donna Beim, who are on the Suggestion Awards Committee, to increase the employee awareness of this program. An article in The Pen was suggested in an effort to encourage more employee involvement. The committee will be meeting next week to discuss any suggestions which may have been submitted. [Visit www.pinellascounty.org/hr/suggestion]

Professional Development Advisory Committee - Ashley was unable to attend the last meeting therefore no update could be provided. Gene Pressoir explained the intent for this committee is to solicit ideas from the employees on the training programs offered by Human Resources.

Trainee Information - Lisa Arispe was contacted by Alan Bollenbacher from Utilities about increasing the awareness about the trainee position offered to current Pinellas County employees. The trainee would be afforded the opportunity to obtain the training and hours required to be worked in order to secure licenses for certain jobs. Alan will speak at the July 27th EAC delegate meeting about this topic.

Elections - Linda Cahill announced that the Supervisor of Elections will be holding an election in November. They are in need of approximately 2,000 people to work during the election. All workers will be paid for the required training and for the Election Day. More communication will be shared with employees.

Florida Retirement System – Charles Toney reported that beginning January 1, 2018, new employees hired by Pinellas County or other FRS employers will be enrolled in the investment plan if they do not
make a selection. Currently the default option for those who do not make a selection is the pension plan. Employees will still have one lifetime opportunity to switch from one plan to the other if desired.

**Adjourned**
Richard Carvale made a motion to adjourn at 4:30. Charles Toney 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.*