Call to Order
The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Lisa Arispe. John Hoffman III joined the meeting representing BCC Group IV in the absence of Charles Toney.

Diane Conroy was introduced as the new Workforce Strategy Manager in the Human Resources department. Diane has extensive experience in human resources including employment with Coca-Cola and HSN.

Approval of Minutes
Richard Carvale motioned to approve the EAC Representative Minutes for August 16, 2017. The motion was seconded by Marion Nuraj. Minutes were approved.

Comments from Jim Valliere for Holly Schoenherr, Director of Human Resources
Jim Valliere provided the EAC with updates for Holly while she was attending a conference in Texas. Interviews for the manager position vacated by Gene Pressoir, upon retirement, will be conducted during the week of September 25-29, 2017. Three candidates will be interviewed.

The employee survey which was conducted by HCP Associates has been completed. This year yielded a response rate of 74.4% from the County employees which exceeded the 58% who completed the last survey conducted two years ago. Human Resources expressed their appreciation to the EAC for communicating the importance of employee participation. The November issue of The Pen will include the unified roll-out of the survey results.

Carol Feskanin, Benefits Manager, shared information regarding the upcoming timelines and communications for annual enrollment and the changes which have been approved for the healthcare, prescription and insurance benefits which go into effect January 1, 2018. Information will also be posted on the Human Resources website. The Appointing Authorities and Human Resources approved 3 new initiatives: 1) Walgreens Smart90, a new component of the prescription drug program, 2) Tobacco Premium, and 3) An increase to the monthly employee contribution to the premiums. [For more information visit www.pinellascounty.org/hr/annual-enrollment.]

The voluntary benefits consideration has been deferred at this time. The subject may be reviewed again in the future. The current focus of Human Resources is the core benefits which involve the majority of County employees.

Jack Loring provided an update on the Classification & Compensation Study. Evergreen is on track to complete Phase 2 which is the Classification Evaluation by the end of September 2017. The Classification Evaluation includes analyzing the Job Assessment Tool (JAT) data and reviewing the current classification system.

Jack also mentioned that the 2% pay plan adjustment has been approved by the Personnel Board. The adjustment will be in effect September 30, 2017. Pending approval of the budget, a 3% general
increase will be in effect October 1, 2017. The BCC approval on the FY 18/19 budget will be conducted on September 26, 2017. [ Update: The budget was approved including the 3% general increase. ]

New Business
EAC nominations will be accepted from October 2 - 13, 2017. The following groups will be accepting nominations for Representatives: BCC Group I, BCC Group II, BCC Group VI, BCC Group VIII, Supervisor of Elections, Clerk-North, and Property Appraiser. The EAC Elections Committee will include Alicia Parinello, Marion Nuraj and Richard Carvale. Meetings of the committee will be held November 15, 2017 and December 11, 2017.

Lisa asked the EAC if they were familiar with A Friend In Need (AFIN) Policy. [ See http://www.pinellascounty.org/hr/policies/pdf/UPS12-afin.pdf ] The council agreed that the policy should be reviewed and updated. All council members should review the policy before the next Representative meeting on October 18, 2017 and be prepared to provide suggestions for updating the policy. Lisa will communicate with the Appointing Authorities about this subject and that it will be an agenda item for the joint meeting scheduled for October 20, 2017.

The EAC will provide feedback on Holly’s review. Further discussion about her review will be scheduled at another Representative meeting. Holly’s review is scheduled for March 2018.

The joint meeting of the Appointing Authorities and EAC will be held on October 20, 2017. Suggested topics include: Personal Days and Floating Holiday change, merit increases, AFIN policy and parental leave.

Hurricane Irma – overall, Pinellas County handled the disaster emergency very well. The communication was timely and informative. Many employees were called to assist with the Customer Information Center. The determination of who qualifies to be called to assist during emergency situations is compiled from the answers provided by employees on the Notification and Information Survey which is distributed by Emergency Management every year in the spring. Pinellas County has an agreement with R’Club to provide childcare for the children of County employees. Many employees did not submit the required form prior to the emergency situation. Better means of communication to receive the forms prior to an emergency will be reviewed.

Ashley Skubal presented information from an employee regarding a physicians’ office requiring the client to schedule two appointments to get the medical services they needed, which could have been completed in one visit. Due to HIPPA regulations, the employee will be referred to contact Human Resources Benefits directly.

Adjourned
Richard Carvale made a motion to adjourn at 4:30. Peg Poole 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 | Jackie Warr* | Marion Nuraj* |

*EAC Representatives in attendance at this meeting.