Employees’ Advisory Council – Representative Meeting Minutes  
County Office Annex, Room 429, Clearwater, FL  
Wednesday, October 18, 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.

Introductions
Irena Karolak has been hired as a Human Resources Coordinator. Some of the areas she will be working on include internships, volunteer services and improving the social media for employment. Irena previously worked in the Marketing & Communications Department.

Terri Wallace fills the position vacated by Gene Pressoir due to his retirement. She will oversee the Planning and Performance areas of Human Resources. Terri previously worked in government for 30 years for the City of Greensboro, North Carolina.

Approval of Minutes
Charles Toney motioned to approve the EAC Representative Minutes for September 20, 2017. The motion was seconded by Clare McGrane. Minutes were approved.

Charles Toney motioned to approve the Delegate Minutes for September 28, 2017. The motion was seconded by Clare McGrane. The minutes were approved.

Comments from Holly Schoenherr, Director of Human Resources
Holly and Carole Sanzeri from the County Attorney’s Office updated the Respectful Workplace Behavior/Anti-Bullying Policy following the Personnel Board meeting. A suggestion was brought forth to include that anyone witnessing bullying is encouraged to report the incident. Holly was going to update the policy. The policy will be presented for final approval by the Personnel Board on November 2, 2017.

Annual enrollment for health insurance begins in October 30, 2017. There have been multiple types of communications regarding the options available for 2018 including flyers, Pen articles, FAQs, home mailer, videos and a web page [ visit www.pinellascounty.org/hr/annual-enrollment ]. Employees are encouraged to read and listen to the communications and contact the Benefits staff with any questions. Learning sessions will be conducted by Human Resources in an effort to better educate employees on the healthcare options. A question was asked why the premium for Spouses is higher than for Employee and Child(ren). Carol Feskanin responded that the cost for adults is more expensive than for children; therefore, the premiums are higher.

Holly discussed with the Appointing Authorities the concerns which were brought up at the Delegate meeting referencing emergency pay during Hurricane Irma. This subject will be discussed at the EAC/Appointing Authority joint meeting on October 20, 2017.

As a follow-up to the September 20, 2017 EAC Representative meeting, information and statistics were shared about health claims costs to the County. Holly stated that due to the proprietary nature of the report, the document should not be distributed.
HCP Associates has supplied an executive summary of the Employee Voice survey results to Human Resources. Overall the results were mostly positive. Holly and Sarah Lindemuth from HCP will discuss the results with each Appointing Authority. The November issue of The Pen will provide an overview of the UPS survey results. Each Appointing Authority will share their respective results.

Jack Loring reported that Evergreen Solutions is ahead of schedule with the Classification and Compensation Study. Evergreen Solutions is anticipating to have their recommendations completed in March 2018. The original target completion date was May 2018. The County expects that Evergreen’s recommendations will include several options/solutions to be considered for adoption. Approximately 100 employees were contacted because the supervisor’s comments differed from the employee’s Job Assessment Tool (JAT) answers. The Board of County Commissioners has budgeted $2 million dollars for FY2018 towards the implementation of the findings. Updates on the Classification and Compensation Study can be found on the Human Resources website at www.pinellascounty.org/hr/study.

**EAC Elections Update**
The deadline for submitting nominations for EAC Representative positions that are up for election was October 13, 2017. Ballots will be sent out electronically in late November for groups with more than one candidate.

**New Business**
**Personnel Board member selection:** Lisa Arispe said the appointment of Keith Dekle as the EAC appointee to the Personnel Board expires at the end of 2017. Peg Poole made a motion to retain Keith Dekle as the EAC appointee to the Personnel Board for 2018 to 2019. The motion was seconded by Richard Carvale. Vote passed unanimously.

The joint meeting with the EAC and Appointing Authorities is scheduled for October 20, 2017. Updates to the A Friend in Need (AFIN) Policy were presented to the council. The council agreed to the policy changes and will present the information to the Appointing Authorities. Other subjects to be discussed at the meeting include: Personal Day/ Floating Holiday change, parental leave, emergency pay, Respectful Workplace/ Anti-Bullying Policy updates, merit pay and insurance premiums.

Charles Toney mentioned the local Legislative Delegation meeting is scheduled for November 1, 2017. The meeting will be conducted at the St. Petersburg College campus in Tarpon Springs. Charles also mentioned the Veterans Honor Flight which is scheduled for October 24, 2017. Local veterans are due to return from Washington, DC to the St. Pete/Clearwater airport around 8:30 pm.

**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.