Call to Order
The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Charles Toney. Eric Schutzendorf represented the PAO for Jackie Warr. Bill Schulz, Employees’ Advisory Council Appointee to the Personnel Board, joined the meeting.

Approval of Minutes
Linda Cahill motioned to approve the March 21, 2018 Representative minutes with an amendment. Alicia Parinello seconded the motion. Minutes were approved.
Donna Beim motioned to approve the March 22, 2018 Delegate minutes. Lisa Arispe seconded the motion.

Comments from Holly Schoenherr, Director of Human Resources
Holly said that Public Service Recognition Week is celebrated from May 6 to 12. She thanked the council for their service to the County.

Jack Loring provided an update on the Classification and Compensation Study. Human Resources provided more current data to Evergreen Solutions, LLC in April which provided the pay grade adjustments and pay raise information. Evergreen Solutions, LLC has given Human Resources a draft report of comprehensive information with their findings. Joni Valliere and Jack Loring will review the draft report. The final report will be made public. Holly will meet with the Appointing Authorities individually to go over the possible plans to be adopted. Dr. Jeff Ling will present a report to the Personnel Board during the May 3rd meeting. He will also provide information at the EAC Delegate meeting on May 24. The Personnel Board makes the ultimate decision on which plan to adopt. Holly noted that Evergreen Solutions, LLC only supplies the information and provides suggestions to the County. They do not have a determination on which plan the County may decide to adopt.

Donna Beim mentioned there was a previous pay study on the 911 dispatchers and then the Countywide Classification and Compensation Study delayed a pay increase. People are leaving the County because of the low pay for dispatchers. Jack shared that eventually every employee who answered the survey will get the results of their findings. Secondary reviews of job classifications will be available.

As a follow up to the Employee Voice Survey which was taken last fall, Holly and Terri Wallace have met with the Appointing Authorities to go over the results for their employees. Terri has been working with the Appointing Authorities who have requested assistance. Anyone who has not seen the results of the survey should request that information from their management.

Human Resources staff discussed the Employee Voice Survey results for their department and decided to focus on poor performing employees, schedule flexibility, compensation for
performance, and staff morale. Holly said that any recommendations for flexible work schedules for HR staff must be legal, fair, and not decrease the level of customer service.

A concern over Walgreens filling 90-day prescriptions was mentioned. Some Walgreens are not filling 90-day prescriptions as written by physicians. Employees have to get the prescription filled every 30 days. This is causing the employee to have to pay the full price of the prescription on the 3rd refill. Holly requested that any employee having problems with Walgreens contact the Human Resources Benefits team directly.

Holly has engaged a company to search for the Total Rewards Manager opening in Human Resources. The search company will be paid up to $17,500 to fill that position and their search comes with a guarantee.

The Workforce Strategy Manager position was vacated by Diane Conroy. The job has already been posted for employees currently in the Human Resources Department.

**Personnel Board Meeting – Updates from April 5, 2018**

Charles represented the EAC at the Personnel Board meeting and provided them with updates. Topics included the Leave Accrual Committee and the upcoming joint meeting with EAC and Appointing Authorities.

Lisa represented an employee on a disciplinary appeal to the Personnel Board. There was discussion on the clarity of the ruling in case of a vote which ends in a tie. The way the Appeal Procedures are currently written, a tie vote rules in favor of the department and no further recommendations can be made. It appeared the Board members were not clear or satisfied with the outcome of the tie vote. The EAC would like to review the procedures and discuss possible changes with the County Attorney and the Personnel Board.

**Committee Reports**

Advocate Committee: No new cases to report on.

Leave Accrual Committee: The meeting on April 18, 2018 included discussion of allowing leave to be purchased up front so newer employees would not have to take unscheduled leave if they had an emergency and did not have enough leave accrued to cover the absence. The committee discussed the possibility of providing additional Floating Holidays during the first five years of service – this idea would bring the County more in line with some of the competing employers in the area and would help with leave for the newer employees that have not accrued enough time to cover an emergency leave of absence.

Also discussed was the amount of leave time offered by employers outside of Pinellas County. There is data available from several large counties and cities in the state that we do not have available that would be helpful in comparing our leave accrual to others in the state.

Feedback from employees from discussions of possibly adding a cap on the maximum hours of leave accrual was not favorable. Since the County has a combined self-managed leave bank (no sick leave), employees feel it would be a penalty to those that are managing their leave responsibly to add a cap on the maximum hours of accrual. Additionally any long term illness for the employee or dependents (children, spouse, parents) will rapidly diminish accrued leave. A cap on the maximum hours accrued will not be recommended by this committee.
Legislative Committee: Nothing to report at this time.

Suggestion Awards Committee: Human Resources, working with the committee, created a new logo to help generate activity for suggestions. The council approved the new logo – “Bright Idea Award.” Posters / flyers will be made and distributed throughout the County. More suggestions have been submitted since an article was posted in The Pen. So far there have been 10 suggestions submitted in 2018.

**Old Business**
Topics for the May Appointing Authority meeting: paid parental leave, leave accrual, merit pay, increase the hours available for annual exchange of leave, and health insurance benefits.

**New Business**
Speakers for the upcoming Delegate meetings include:
- May: Dr. Jeff Ling – Evergreen Solutions, LLC
- July: Jeffery Lorick – Office of Human Rights

**Round Table Discussion**
- Self-defense classes offered to employees
- Many departments still are not offering training prior to an announced retirement
- Discounted PSTA bus passes
- Additional days off when a holiday falls mid-week (Holly requested that if policy changes are to be presented that they need to be discussed through the EAC, then to Human Resources if the EAC decides as a group to pursue the change)
- Deferred compensation agency not allowing 2nd loan to employees
- Wellness option to change from reward points to money be included as link in The Pen

**Adjourned**
Lisa Arispe made a motion to adjourn at 4:30. Clare McGrane 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.