Employees’ Advisory Council – Representative Meeting Minutes  
County Office Annex, Room 429, Clearwater, FL  
Wednesday, June 20, 2018, 2:30 p.m. – 4:30 p.m.

Prepared by Peg Poole, EAC Secretary

Call to Order
The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Charles Toney.

Approval of Minutes
Clare McGrane made a motion to approve the 5/16/18 Representative minutes with an amendment. Donna Beim seconded the motion. Minutes were approved. Bill Gorman made a motion to approve the 5/21/18 EAC/AA minutes with an amendment. Clare McGrane seconded the motion. Minutes were approved. Marion Nuraj made a motion to approve the 5/24/18 Delegate minutes. Jackie Warr seconded the motion. Minutes were approved.

Comments from Jane Grannis, Wellness Program Manager
Jane shared information on the upcoming Heart Walk [see Heart Walk flyer]. She is soliciting employees to be team coaches. Employees can walk in the event without collecting donations. More communications will be shared via the Wellness Champions and through the To Your Health publication. Anyone who has ideas for topics for To Your Health should send the suggestions to Jane.

Comments from Holly Schoenherr, Director of Human Resources
Holly provided an update on the Classification and Compensation Study which has been conducted by Evergreen Solutions, LLC. Links to the report and Executive Summary have been sent to all employees via email and are posted on the website [see www.pinellascounty.org/hr/study]. Employees are encouraged to sign up for the information sessions which will be provided throughout the County. Every employee should read the Executive Summary if they cannot attend an information session. Holly will be scheduling a meeting with the Appointing Authorities to discuss which option(s) would be best for the County to begin implementing from the Classification and Compensation Study. She has requested that an EAC Representative attend the meeting to provide input from the employees’ viewpoint on the study.

Domestic partner tax issue – There is a tax liability to the County and some affected individuals due to IRS requirements, and it needs to be corrected. There are about 109 individuals affected by the necessary corrections. The County will be providing assistance to the individuals who will be affected. They are being contacted individually.

Holly has been working with the Appointing Authorities in an effort to offer paid parental leave to Pinellas County employees. A committee will be formed to develop a policy which will be more consistent with the surrounding cities and counties. Leena Delli Paoli will serve on the committee representing the EAC.

The 2019 annual enrollment planning meetings have begun. Human Resources is looking at potential changes to the benefits which will include an increase in the premiums charged to the employees. Pinellas County is self-insured and the high cost of claims has caused the County to raise the
premiums paid by employees. There is an 8% budgeted increase in health plan costs for 2019. The County is looking at ways to hold costs down as much as possible.

Human Resources is not considering changes to the two health plans which are currently offered through United Healthcare. The council questioned about the timing of when employees will be notified of changes to any benefits. Last year the changes were implemented and some members felt that the council was not afforded any insight to the changes before they were approved. Holly assured them the council will be informed well in advance of proposals or when changes are implemented. Human Resources will be focusing on education. The question was raised about considering another “targeted” health condition for premiums similar to smoking which was initiated last year. Holly responded by saying Human Resources is not considering any additional premiums for “targeted” health conditions. Any serious consideration for changes to the benefits will be discussed at the July 18th EAC Representative meeting. The council would then be tasked with sharing the potential changes with the employees and bringing their feedback to the August EAC Representative meeting.

A question was raised regarding increasing the “opt out” money for employees who do not enroll for healthcare. Response by Holly: Stay tuned!

Lisa mentioned that some organizations have an Employee Benefits Advisory Committee and suggested that this would be a good idea for Pinellas County. Holly was unsure of what that type of committee would involve; it has not been considered.

Why is the biometric screening and Rally survey required? Many self-funded organizations require their employees to complete similar activities. Results have shown that organizations who require screenings and surveys have had a positive effect on employees’ behavior and health choices. The council asked to have the opinionated comments be eliminated from the Rally survey. Presently several employees that did complete the biometric screening but failed to complete the online survey are being charged as if nothing was done. Some of these employees had difficulty with the survey process and for various reasons did not get back to complete the survey. [For assistance, see the Rally Help Guide.] The EAC feels like the employees who completed the biometric screening should have assistance available with the survey process and should not be assessed the $500.00 surcharge.

**Personnel Board Meeting – Updates from June 7, 2018**

Charles represented the EAC at the Personnel Board meeting and provided them with updates. Topics included:

- The EAC had the joint meeting with the Appointing Authorities – at 9:00 a.m. on 5-21-18. This was a positive meeting with several items of importance to the employees discussed. Thanked three Personnel Board members who attended the joint meeting: Joan Vecchioli, Rick Davis, and Keith Dekle.

- Guest speaker scheduled for the 7-26-18 EAC Delegate Meeting is Jeffery Lorick with the Office of Human Rights – Anti-Harassment Policy update.

- EAC Committees – Brief update on the Leave Accrual Committee. Stated EAC’s intent to form a committee to discuss merit raises. This new committee was part of the discussion at the EAC / AA meeting and will include representation from Human Resources.

- The July Personnel Board meeting has been rescheduled from July 5th to July 12th.

- Canaan McCaslin - Special Assistant to the County Administrator – was in attendance and commented on the Director of Human Resources Strategic Plan and Goals.
New Business
The EAC will form a committee to discuss merit based pay evaluations and pay increases. As already discussed with the County Administrator and Appointing Authorities, the intent of the committee is to develop a merit based evaluation process to reward high performing employees. After an evaluation process has been developed and approved, the County may include funding for merit increases in the budget. Peg Poole suggested for any money budgeted for merit be placed in the general fund due to the budget constraints for the Clerk’s office. It is important to remember to include the Clerk of the Court employees when discussing pay increases because of their unique funding sources. The committee will be open to all EAC Representatives and Human Resources representative(s). The meetings will be held from 1:15 – 2:15 p.m. on the same days scheduled for the monthly EAC Representative meeting.

Committee Reports
Advocate: Ashley Skubal will remain on the Advocate Committee. An employee does not have to be a representative to be on an EAC committee.

Legislative: Nothing to report.

Suggestion Awards: The new Bright Idea logo has been implemented. Tim Closterman reported that there have been 11 suggestions turned in for 2018. Last year the committee received a total of 7 suggestions. [ See Suggestion Awards web page. ]

Leave Accrual – The Leave Accrual Committee met prior to the EAC Rep meeting today. It was noted that other counties and municipalities we have been comparing the Pinellas County leave accruals with, also have sick leave accrual that Pinellas County does not have. When the sick leave accruals are added, Pinellas County is well behind the others when looking at total time accrued.

- Committee members felt that the front loading and tapering off the accrual rates with continued years of service would be an improvement of the current system and help new employees accrue time quicker.
- Addition of accrual hours to bring Pinellas County accrual rates closer to those of other area employers may benefit recruitment and retention of employees.
- Going with straight 5-year increments will help clean up the accrual table and make the accruals much more straightforward than the current 2+2+5+5+5.
- The addition of floating holidays for all employees was discussed. It had been suggested at an earlier meeting to have additional floating holidays available during the first two years of service. This was to provide the needed “emergency” time at the beginning of the employees career when there is little annual leave time accrued. With adding additional floating holiday for all employees it will take care of this issue. This addition may also benefit recruitment and retention of employees. The addition of floating holidays will also bring Pinellas County accrual rates closer to area employers to benefit recruitment and retention of employees.
- The addition of personal day(s) was discussed. Not sure if this will be part of the recommended changes or just focus on the additional floating holidays.
- The floating holiday time is use it or lose it, does not carry over to the next year, and would not accumulate. The floating holiday does not accrue and does not create a future cost liability that accrued sick leave does.
- Allow carryover of floating holiday and personal day for new employees whose employment started from June 1st – December 31st during the first year of service only.
- Divide the personal days and floating holidays on a straight six month calendar during the first year of service and make available to new employees.
Round Table Discussion

Adjourned
Lisa Arispe made a motion to adjourn at 4:30. Mario Rugghia seconded the motion.

<table>
<thead>
<tr>
<th>Lisa Arispe*</th>
<th>Richard Carvale*</th>
<th>Peg Poole*</th>
<th>Linda Cahill*</th>
<th>Bill Gorman*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Beim*</td>
<td>Clare McGrane*</td>
<td>Doris McHugh*</td>
<td>Alicia Parinello*</td>
<td>Randy Rose*</td>
</tr>
<tr>
<td>Mario Rugghia*</td>
<td>Leena Delli Paoli*</td>
<td>Charles Toney*</td>
<td>Jackie Warr*</td>
<td>Marion Nuraj*</td>
</tr>
</tbody>
</table>

*EAC Representatives in attendance at this meeting.

- Canaan McCaslin, Special Assistant to the County Administrator, was also in attendance.