



## Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, March 20, 2019, 2:30 p.m. – 4:40 p.m.

Prepared by Leena Delli Paoli

### Call to Order

The EAC Representative meeting was called to order at 2:30 p.m. by Chair Lisa Arispe.

### Approval of Minutes

- The February 20, 2019 Special meeting minutes were approved with a motion by Charles Toney, seconded by Kevin Connelly.
- The February 20, 2019 Representative meeting minutes were approved with a motion by Charles Toney, seconded by Richard Carvale.

### Comments from James Valliere for Holly Schoenherr, Director of Human Resources

- The results of the Secondary Reviews of the Compensation and Classification Study were sent to those employees who submitted a request for review. [Results were sent March 6<sup>th</sup> via email.] Based on the results [of more than 500 secondary reviews, the decisions were such that] sixty-two (62) employees are eligible to appeal [further] to HR.
  - Based on a suggestion from the Personnel Board, on March 12<sup>th</sup> follow-up phone calls were made to fifty-three (53) employees who had not yet submitted a request [for appeal to ensure they got their notification and knew what they could do].
  - Those [appeal request hearings] requests are currently underway. HR is attempting to have the results back to the individuals within 10 days of their hearing. [As of the EAC meeting, 27 had sent in appeal requests.]
  - HR is communicating that if there is no change from the secondary review, they can appeal to the Personnel Board.
- HR is enhancing customer service across the board. HR has been utilizing a phone tree since April of 2018, and though some employees have stated they prefer the old system, the phone tree allows for those who are calling to get to the appropriate section without multiple transfers
  - HR [Benefits] receives 700+ phone calls per month
- HR Communication Survey has been sent out. Employees are being asked to let HR know how they would like to receive communication
  - Asked point of contact in field locations to hand employees paper versions of the survey
  - Survey ends April 5<sup>th</sup>

### Personnel Board 03/07/19 Comments

- The Personnel Board looked at the various entries they received regarding Holly Schoenherr's review. Reviews were submitted by the EAC, Appointing Authorities, and the individual Personnel Board Members. The various comments were compiled and will be discussed by the Personnel Board Chair and Mrs. Schoenherr; an action plan will be established for the upcoming year.

## **Committee Reports**

- Advocates – currently there are 6 advocates
- Legislative – the second meeting of the local council was held on February 27<sup>th</sup>. Currently looking at a bill that would allow Clerks across the state to keep some of the fines that are collected
- Awards Committee – Meeting in April – three (3) suggestions were received in the last month
- Other - Merit Pay Committee – Revamping the Merit Pay system that was previously used. Need to establish a scale to present to Appointing Authorities – would like to have the proposal ready for our May meeting with the appointing authorities.

## **Old Business**

- The Shoe Allowance for employees under the BCC will be increased to \$150.00, from the current \$125.00, effective October 1, 2019.
- We will begin looking at the Delegate requests, with our focus on those requests that are not section specific.
- Question was asked about the status of the Paid Parental Leave committee.
  - There was some confusion about who is responsible for a committee, so HR will get back to us.
- Several questions were asked regarding Job Listings on Taleo.
  - Jobs listings are ending on Fridays instead of Sundays so that if an applicant encounters an error there is an HR employee available to assist them.
  - HR is considering adding the paygrades and worked hours to Job Listings.
  - Hiring managers are not able to see when an employee adds a job to their list so that they can view the questions unless the job that was added belongs to them.

## **New Business**

- The EAC will develop a process for future reviews of the HR Director.
- The EAC received the Human Resources 2019 Goal Development Survey. The survey is intended to inform HR of our opinion on the importance level and urgency level of various items that were previously requested. Instead of filling them out ourselves, we will take them back to our delegates to get their opinions as well. The thought being that this will give us a representation of all Pinellas County Employees.

## **Adjourned**

Marion Nuraj made a motion to adjourn at 4:40 p.m., seconded by Ashley Skubal.

Lisa Arispe*	Donna Beim*	Linda Cahill*	Richard Carvale*	Kevin Connelly*
Leena Delli Paoli*	Henry Gomez*	Bill Gorman	Clare McGrane*	Doris McHugh*
Marion Nuraj*	Randy Rose*	Ashley Skubal*	Chris Steiermann*	Charles Toney*

\*EAC Representatives in attendance at this meeting.