Employees’ Advisory Council – Representative Meeting Minutes
County Office Annex, Room 429, Clearwater, FL
Wednesday, April 17, 2019, 2:30 p.m. – 5:00 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 March 20, 2019 Representative meeting minutes were approved with a motion by Donna Beim, seconded by Chris Steiermann. Motion passed unanimously.
- The March 21, 2019 Delegates meeting minutes were approved with a motion by Bill Gorman, seconded by Clare McGrane. Motion passed unanimously.

Comments from Holly Schoenherr, Director of Human Resources
- 2019 Human Resources Director Goals – used feedback received from the EAC, Appointing Authorities, and the Personnel Board to propose the 2019 Human Resources Director Goals to the Personnel Board for approval. The attached 2019 Human Resources Director Goals were adopted by the Personnel Board at their April 4, 2019 meeting.
- EAC Representative Visits – Over the next few weeks, Holly Schoenherr plans to visit each of the EAC Representatives at their work locations. These visits will allow her not only to see what it is that each of the Representatives and their colleagues do, but also to be seen more by employees.
- Transparency and Benefits Education – Expanding the group of individuals who review the previous year’s benefits programs to include the EAC Chair, or alternate, and Appointing Authorities. [In the interest of transparency and education, the EAC Chair, along with Appointing Authorities, were invited to attend United Healthcare’s annual review of Pinellas County’s health plan programs for 2018.]
- Drug-free Workplace Policy – The Drug-free Workplace Policy was updated to include specific language required by the Federal Government. All employees hired prior to January 14, 2019 must sign and submit the acknowledgement of receipt and understanding by May 3, 2019.
- Classification and Compensation Study – HR conducted thirty-five (35) of the thirty-six (36) appeals of Evergreens final decision, with the last appeal being scheduled for April 18, 2019. Research is still underway on some of the cases, and others have already received their response. If HR determines that there will be no change to the Evergreen decision, the employee may choose to appeal to the Personnel Board.
- Classification and Compensation Study – Phase II of the Evergreen Study, which includes exempt employees and possible career ladders, is currently underway.
- Cost of living increase – A recommendation for the across the board cost of living increase was submitted, however it still requires approval by the Board of County Commissioners. [HR made a recommendation to OMB for salary adjustments in FY20 based on cost of labor trends.]
- Paygrade increase – A recommendation was submitted to increase the minimum and maximums for each of the paygrades, however it still requires approval from the Personnel Board.
Contact EAC Link – Lisa Arispe questioned the link to contact the EAC which is listed on the HR website, this will be corrected so that any emails are sent directly to the EAC Chair and Vice Chair. At some point it was changed and the emails were being sent to HR to then forward to the Chair.

Personnel Board 04/04/19 Comments
- Jack Loring from Human Resources gave a riveting presentation to the Personnel Board regarding the Classification and Compensation appeals that are currently underway.

Committee Reports
- Advocates – No updates
- Legislative – No updates
- Awards Committee – Last meeting was April 4, 2019. Four (4) suggestions were submitted. Two of the suggestions were approved and two are pending supervisor approval. Information about the approved suggestions, and the amount that the submitting employees will receive, will be listed in the upcoming Pen.
- Other - Merit Pay Committee – continuing to update the former Merit Pay system this plan will be presented to the Appointing Authorities at the next joint EAC/AA meeting on May 14, 2019.

Old Business
- Chris Steiermann was officially elected to fill the vacant Property Appraiser seat with a motion by Richard Carvale, seconded by Doris McHugh. Motion passed unanimously. Under the bylaws of this Council, Mr. Steiermann will have full voting rights.
- HR Director Review Process and Procedure – tabled until next meeting
- EAC and Appointing Authority Combined Meeting – Scheduled for May 14, 2019
  - Topics to be presented:
    - Merit Pay – Presented by Charles Toney
    - Travel Time for Lunch and Learn – Presented by Ashley Skubal
    - Benefits Committee – Presented by Lisa Arispe
    - Parental/Caregiver Leave – Presented by Leena Delli Paoli

New Business
- Benefits Committee – The benefits committee will include one EAC Representative and one EAC appointee. Suzanne Pascarella will serve as the EAC appointee with a motion by Clare McGrane, seconded by Randy Rose. Motion passed unanimously.
- EAC Appointee to the Personnel Board – The EAC appoints two members to serve on the Personnel Board. EAC appointee, Keith C. Dekle is unable to continue at this time. Paul Rogers will serve as the second EAC appointee to the Personnel Board with a motion by Donna Beim, seconded by Bill Gorman. Motion passed unanimously.
  - Paul Rogers was a Pinellas County employee for thirty-four (34) years. He served on the EAC for twelve (12) of those years; four (4) of them as the chair. Mr. Rogers regularly attends the Personnel Board meetings, and has a clear understanding of the processes.
- Meeting Recorder – Chair Lisa Arispe requested a recorder for use at the EAC meetings as an aid to the Secretary.
- Media Policy – The EAC does not have an established media policy. If contacted by the media, council members should refer to their Appointing Authorities Policy.
- Bylaws – Proposed changes to the EAC Bylaws will be forwarded to the County Attorney for review. No changes to the Bylaws will be made without the approval of the council.
• Question was asked regarding childcare, FSA limits, and the possibility of having our own Pinellas County employee daycare.
  o FSA limits are set by Federal Guidelines
  o Coordinated Child Care would be the best option for employees
  o 211 may be able to provide employees with other options
• Recently Express Scripts released information to the media regarding steps that they are taking to cut insulin prices. More information will be given to employees as it becomes available.

Adjourned
Marion Nuraj made a motion to adjourn at 5:05 p.m., seconded by Ashley Skubal.

<table>
<thead>
<tr>
<th>Lisa Arispe*</th>
<th>Donna Beim*</th>
<th>Linda Cahill*</th>
<th>Richard Carvale*</th>
<th>Kevin Connelly</th>
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<tbody>
<tr>
<td>Leena Delli Paoli*</td>
<td>Henry Gomez*</td>
<td>Bill Gorman*</td>
<td>Clare McGrane*</td>
<td>Doris McHugh*</td>
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<td>Marion Nuraj*</td>
<td>Randy Rose*</td>
<td>Ashley Skubal*</td>
<td>Christ Steiermann*</td>
<td>Charles Toney*</td>
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*EAC Representatives in attendance at this meeting.
Proposed 2019 Human Resources Director Goals

Strategic Plan

- Ensure the accomplishment of 2019 action plans related to the 2018-2020 Human Resources Strategic Plan

Stakeholder Service and Relationships

- Advance a culture of customer service excellence for the Human Resources (HR) Department
  - Develop and communicate service standards to stakeholders
  - Provide development opportunities and ensure clear service expectations for HR staff
  - Assess customer satisfaction across the department
  - Reward and recognize staff for demonstrating excellent customer service
  - Learn and apply Florida Sterling Council Criteria for Performance Excellence
- Enhance engagement and trust with affected stakeholders, with particular attention to clarifying roles, managing expectations, and managing change.
  - Confirm expectations of stakeholders, particularly Appointing Authorities, Employees’ Advisory Council, and Personnel Board; manage competing interests through the formal adoption and communication of priorities for HR resources
  - Enhance stakeholder engagement and communication by providing regular opportunities for feedback and dialogue
  - Apply best practices for change management and ensure appropriate vetting with stakeholders when implementing new programs or changes to current programs
  - Attend at least 75% of EAC Representative and Delegate Meetings to cultivate effective communication and trust between employees and HR
  - Meet individually with each Appointing Authority at least twice annually to foster effective working relationships, understand service needs, and solicit feedback
  - Meet individually with each Personnel Board member at least twice annually to provide updates and receive guidance

Communication and Outreach

- Solicit perspectives from employees regarding effective communication strategies; implement communication approach aligned with employee feedback
- Grow paid and unpaid internship opportunities – Limit to interested Appointing Authorities

HRIS and Records Administration

- Implement further Taleo upgrades and enhancements for FACE and Recruitment modules
  - Introduce onboarding module
  - Implement single sign-on and optimized applicant and employee experience
  - Implement FACE enhancements, including customizable review templates
  - Enhance decision support services for Appointing Authorities through more robust dashboards, key performance indicators (KPI’s) and other workforce reports from Human Resources

PINELLAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
BYLAWS OF
EMPLOYEES' ADVISORY COUNCIL
TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM
2019 Changes - Draft showing changes

Article I

NAME

This body shall be known as the Employees' Advisory Council to the Personnel Board of the Pinellas County Unified Personnel System, hereinafter called the Council or EAC.

Article II

STATEMENT OF PURPOSES AND OBJECTIVES

Section 1 - The express purpose of the Employees' Advisory Council, acting as a representative body of all classified employees, shall be to serve in an advisory capacity to the Personnel Board, management and their fellow employees.

Section 2 - To improve understanding between management and employees, the Council shall render assistance both to management and their fellow employees.

1. Members of the Council are urged to assist in resolving problems between employees and management where such assistance would not interfere or interrupt the general procedures set forth in the rules dealing with such matters.

2. Where there is evidence of unjust or unnecessary treatment involving a group of employees, the Council shall investigate and attempt to resolve the matter with those parties involved.

3. When conditions warrant, and with the approval by the Council, the Appointing Authorities may be invited to any Council meeting for discussion of mutual problems or information sharing. In addition to any such meeting, informal discussion between the Appointing Authorities and the Advisory Council are encouraged.

Section 3 - The Council is charged with developing and recommending ideas related to working conditions, morale, public image, efficiency, employee safety, employee insurance programs, and other employee related benefits.
Section 4 - The duties of the Council members shall be to transact all business brought before the Council for said Council's disposition.

Section 4.5 - Furthermore, no member of the Council shall use it as a means for personal or political gain, nor shall the Council as a whole take part in any movement not in keeping with the real purpose and objective of the Council.

Article IV III

MEETINGS

Section 1 - MEETINGS: Normally there shall be regular monthly meetings of this Council on the third (3rd) Wednesday of each month. Said meetings to be held at 2:30 p.m. at a designated location.

Section 2 - SPECIAL MEETINGS: Special meetings may be held at the call of the Chairperson or Vice Chairperson, by the request of at least eight (8) members of the Council, or by the Director of Human Resources.

Section 3 - NOTICE: Normally at least three (3) days’ notice of each special meeting shall be furnished to each member of the Council.

Section 4 - ORDER OF BUSINESS: The order of business at regular meetings shall be:

1. Call to Order
2. Roll Call and Introduction of Guests
3. Approve Minutes of Previous Meeting
4. Committee Reports
5. Old Business (unresolved issues)
6. New Business (issues brought up for the first time)
7. Adjournment

Section 5 - QUORUM: Eight (8) of the members constitute a quorum for the transaction of business.

Section 6 - VOTING: Every member of the Council shall have the right and be entitled to one vote, in person, upon every proposal properly submitted to vote at any meeting. Council members may vote on an individual proposal by Proxy by sending an email to the Chair with the Proxy’s name prior to voting.

Article IX

Section 7 - RULES OF ORDER

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.
Section 8 - HUMAN RESOURCES DEPARTMENT'S ROLE: In addition to the duly elected members of the Council, The Director of Human Resources or his/her designee shall act in an advisory and liaison capacity to the Council.

Article V Article IV

MEMBERSHIP

Section 1 – MEMBERS: Membership of this Council shall consist of fifteen (15) members.

COUNCIL COMPOSITION

Section 2 - MEMBER COMPOSITION: The Council shall be composed of fifteen (15) members to be apportioned as follows:

Tax Collector - One (1) Member
Clerk of the Circuit Court - Two (2) Members
Property Appraiser - One (1) Member
Supervisor of Elections - One (1) Member
Other Appointing Authorities - One (1) Member
Board of County Commissioners - Eight (8) Members
Representative At Large - One (1) Member
TOTAL EAC MEMBERS - Fifteen (15) Members

One Council members shall be elected from each of the following Groups:

(1) TAX COLLECTOR
(1) CLERK OF CIRCUIT COURT GROUP 1 - NORTH COUNTY
(1) CLERK OF CIRCUIT COURT GROUP 2 - SOUTH COUNTY
(1) PROPERTY APPRAISER
(1) SUPERVISOR OF ELECTIONS
(1) OTHER APPOINTING AUTHORITIES (Representing: County Attorney, Office of Human Rights, Human Resources, Forward Pinellas, Business Technology Services)
(8) BOARD OF COUNTY COMMISSIONERS - 1 from each of 8 Groups

Council Member selected by Appointment:

(1) REPRESENTATIVE AT LARGE – appointed by a quorum of the 14 EAC Elected Members
Section 3 - GROUP COMPOSITION: The Council shall establish the composition of each Group according to geographical, organizational and numerical considerations, in a manner that will best serve the established purposes and objectives of the Council.

Section 4 - TERM: Council members shall serve two (2) year terms, except the Representative At Large – which shall serve a one year term.

The commencement of each term shall be staggered so that no more than eight (8) of the Council seats will need to be filled through a regular election at one time.

Section 5 - QUALIFICATIONS: The members shall have been employed for at least one year by Pinellas County as a permanent employee of the classified service. No member of the Council may be under employment of the Human Resources Department. Human Resources has advisory and liaison capacity to the Council and Human Resources Department Classified employees are represented by the Council member serving the Other Appointing Authorities Group.

Section 5 - POWERS TO ELECT OFFICERS: The Council, at their December meeting each year, shall elect a Chairperson, a Vice Chairperson, and a Secretary. These officers will take office at the first scheduled meeting in January.

Section 6 - REMOVAL OF OFFICERS AND/OR MEMBERS: Any officer and/or member may be removed by the Council whenever, in the judgment of the Council, the best interest of the Council will be served thereby, by a two thirds (2/3) vote of the Council, after two (2) weeks notice and reason for removal to the members of the Council and the Human Resources Director. Members missing three (3) consecutive monthly meetings or six (6) meetings over a twelve (12) month period shall have a review by the Council with the possible action of removal.

Section 6 - ANNUAL REPORTS: The Chairperson shall present his/her respective report of operation of the Council for the preceding year, at the December meeting of the Council.

Article V

ELECTION PROCESS

Section 7 - Election Process: It shall be the responsibility of the Employees' Advisory Council to establish, with the approval of the Personnel Board, the electoral process for all parties elected to said Council and for classified service employees within the Unified Personnel System aspiring to be elected to the Council.

Section 2 - Elections Committee: The Council shall appoint an Elections Committee to oversee this election process including the responsibility of supervising the Primary and the General Elections. The Elections Committee shall consist of three council members not up for re-election. It shall be the Elections Committee's responsibility to oversee the voting process as well as addressing and investigating any irregularities in the campaign, nomination and voting processes and referring them to the Council for disposition.
**Section 3 - Election Policy:** The Elections Committee shall conduct each election annually in accordance with the policies and procedures approved by the Employees’ Advisory Council each year. The policies and procedures shall be approved by the Employees’ Advisory Council no later than the July meeting.

**Section 9 4 – Election Review Request:** A classified employee who believes that inappropriate activities, such as violation of campaign rules, voter fraud, voter coercion, etc., have significantly affected a primary or general election, may file a written complaint to the Elections committee, which shall investigate the matter and present a report to the chairperson. If, in its report, the Elections Committee finds merit in the complaint, the chairperson shall schedule a meeting, within ten working days, for the entire Council, during which it shall review the Elections Committee report and consider what action to take regarding the situation. After considering the evidence presented, and the greater good to all concerned, the Council, with the support of two-thirds vote of those voting, may require a new election in the EAC group(s) affected.

**Article VI**

**AT LARGE REPRESENTATIVE**

The At Large Representative shall be appointed by a quorum of the other 14 representatives on the Council following the election of officers. This representative shall serve for a one two-year term and is eligible for reappointment by a quorum vote of the Council at the end of each one two-year term. This representative shall meet the same employment qualifications as the other representatives on the Council and shall be subject to the same removal procedures as the other members on the Council.

**Article VII**

**COUNCIL MEMBER VACANCY**

When a vacancy arises in any group of the Council, the Council has the option of either selecting a "spokesperson" who will fill the role until the next annual election, or selecting the remaining eligible candidate with the second most votes in the last General Election for that group.

**Section 1 – Eligible Candidate:** If the council selects the remaining eligible candidate with the second most votes in the last General Election, the new Council member will have complete voting privileges and will serve for the unexpired term of the former member.

**Section 2 - Appointment:** Instead of selecting the remaining eligible candidate with the second most votes in the last General Election, the Council shall have the authority to appoint, by two-thirds (2/3) vote of the existing Council members, a spokesperson from the affected Group to speak on behalf of the employees affected by the vacancy. Any Council member may nominate an employee for discussion and vote. Under this option, this person will not vote on Council business unless there is at least six months remaining on the original term vacated, if so the Council may grant voting rights. At the next annual election, a replacement shall be selected following normal election procedures regardless of whether or not that group was scheduled for election that year. The new Council member will have complete voting privileges but, if necessary will face re-election the following year in order to return the group to its scheduled election cycle.
**Article VIII - Section 8 – EAC Delegates**

The Council members shall, with approval of the affected Appointing Authorities, determine the number of delegate areas necessary to adequately represent employees in an EAC group.

Delegates shall be selected in a manner prescribed by the Council and the appointments made with the approval of the Council.

The delegate roster shall be updated in January of each year or as needed due to organizational or staffing changes. Council members are responsible for assuring that each of the delegate areas in their group is staffed. New delegates are introduced at the March delegate meeting.

**Article VI - OFFICERS**

**Section 1**: OFFICERS' DUTIES: Officers of the Council shall perform the following duties:

**Section 2**: The CHAIRPERSON shall:

1. Preside at all meetings of the Council.
2. Make all Committee appointments.
3. Be a member Ex-Officio of all committees.
4. Represent the Council on any external committees, working groups, or other similar activities within County government wherein Council participation has been designated or invited.
5. Perform all other duties pertaining to the Office of the Chairperson.

**Section 3**: The VICE CHAIRPERSON shall:

1. Act as Chairperson in his/her absence.
2. Perform all other duties pertaining to the Office of Vice Chairperson as prescribed by the Chairperson and/or the Council.

**Section 4**: The SECRETARY shall:

1. Record the minutes of all meetings.
2. Take attendance records at all meetings.
3. Maintain Committee reports.
4. Perform such other duties as may be delegated by the Council of the Chairperson.
5. Publish approved minutes for distribution.
Article VII X

COMMITTEES

Section 1: The Chairperson shall appoint members of the Council to serve on committees.
Section 2: All committees will furnish agendas and verbal reports at all subsequent meetings until completion or release.
Section 3: The Chairperson is an Ex-Officio member of all committees.

Article VIII XI

OPERATIONAL YEAR

The operational year of the Council shall be January 1 of one calendar year through December 31 of the same calendar year.

Article XII

DIRECTOR OF HUMAN RESOURCES - ANNUAL EVALUATION

The Councils annual evaluation of the Director of Human Resources shall occur no later than the first week in December for review of the previous year. The Council may call a Special Meeting for the purpose of this discussion and review. The review and comments will be presented at the scheduled December Council meeting for discussion and approval. Upon approval by the Council, the evaluation will be forwarded to the Personnel Board and to the Human Resources liaison to the Council.

Article X XIII

AMENDMENTS

The Council may later amend, revise, add to, or repeal these Bylaws and/or adopt new Bylaws at pleasure by a two thirds (2/3) vote of the members of the Council after two (2) weeks notice to the members and the Director of Human Resources and approval of the Personnel Board.