



Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL
Wednesday, June 19, 2019, 2:30 p.m. – 4:45 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 April 17, 2019 Representative meeting minutes were approved with a motion by Charles Toney, seconded by Donna Beim. Passed unanimously.
- The May 14, 2019 EAC Representative/Appointing Authority joint meeting minutes were approved with a motion by Donna Beim, seconded by Marion Nuraj. Passed unanimously.
- The May 15, 2019 Representative meeting minutes were approved with a motion by Charles Toney, seconded by Richard Carvale. Passed unanimously.
- The May 23, 2019 Delegates meeting minutes were approved with a motion by Marion Nuraj, seconded by Charles Toney. Passed unanimously.

Lisa Arispe, EAC Chair- Lisa informed the council that Charles Toney and herself, have had a formal Bullying complaint filed against them by Ashley Skubal. She stated that she was informed by Holly on Friday June 14, 2019. Leslie Fann of the Tax Collector's office will conduct the investigation. She will be meeting with Leslie on June 28, 2019. The complaint was filed the week of 5/27/19. **(Attached is the summarization on the Bullying Complaint filed against Charles Toney and Lisa Arispe as discussed at the June 19th meeting.)**

Comments from Holly Schoenherr, Director of Human Resources

- HR is currently preparing for the Employee Voice Survey. Several information sessions have been scheduled and employees are encouraged to attend. HCP, the company who will conduct the Employee Voice Survey, will speak at the July Delegate Meeting.
- Workday Visits – still a few EAC Representatives left to meet with. Open to additional meetings to view other work areas.
- In the near future the glass doors in the lobby of the Annex building will be activated and will require badge access. All County employees are to have access. Currently the **Marketing & Communications** building requires employees to be buzzed in.
- Childcare Costs – Kerri McManus looked into whether or not other municipalities offer childcare as a benefit to their employees. At this time no municipalities have childcare as a benefit. Carrie will contact the YMCA to see if they would be willing to offer Pinellas County employees the same benefit that is given to PCSB employees.
- Taleo Concerns – Holly will forward the concerns that were discussed to Meagan Decker. Holly will also see if a representative from BTS can attend the next Representative meeting to address some of the concerns. Concerns included: Outdated Resumes not being deleted, character count being too small in the question portion, paygrades not being listed, ending dates on Fridays instead of Sunday, etc.

- Class and Compensation Study – The Tax Collector, Property Appraiser, Clerk of the Circuit Court, and Supervisor of Elections do not plan to change their current pay plan for exempt employees. Information about the proposed changes went out in the *Pen* and was sent to Appointing Authorities to share with their employees.
- Issues with Eye Care Provider - Davis Vision.
- EAC gave Kudos to Karla Cook – for assisting employees so well with benefits issues.

Personnel Board 06/06/19 Comments

- Paul Valenti and Christopher White demonstrated a new feature in Opus which allows employees to enter their specific ethnicity; can now include more than one entry. *As always this will be completely voluntary, however employees are encouraged to enter their ethnicity.*
- The next Personnel Board Meeting is scheduled for July 11th because of the holiday. There are two employee appeals of the Class and Compensation Study scheduled for this meeting.

Committee Reports

- Advocates – No update
- Legislative – No update
- Awards Committee – Meeting is scheduled for next week
- Other - Merit Pay Committee – Presented to Appointing Authorities at the joint meeting in May. Benefits Committee to look at the entire Benefits Package. Appointing Authorities to have additional meetings related to Merit Pay.

Old Business

- Bylaws – Discussion on the proposed bylaw changes to not allow a Human Resources employee to serve on the council as a conflict of interest. The EAC now has input on the Human Resource Director’s review. The Human Resources department is represented under Other Appointing Authorities. The July EAC Representative meeting will start at 1:30 to discuss further and vote on whether the bylaws will be changed or stay as currently written. **(current and proposed bylaw changes attached as part of public record)**

Adjourned

Marion Nuraj made a motion to adjourn at 4:45 p.m., seconded by Christian Steiermann.

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*	Christian Steiermann*	Ashley Skubal**	Charles Toney*

*EAC Representatives in attendance at this meeting.

**Danielle Holland attended for Ashley Skubal



BYLAWS OF EMPLOYEES' ADVISORY COUNCIL TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY UNIFIED PERSONNEL SYSTEM

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 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 III

MEMBERSHIP

Membership of this Council shall consist of fifteen (15) members.

Article IV

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
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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 V

COUNCIL COMPOSITION

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
Representative At Large	-	One (1) Member
Other Appointing Authorities	-	One (1) Member
Board of County Commissioners	-	Eight (8) Members
TOTAL EAC MEMBERS	-	Fifteen (15) Members

One Council member shall be elected from each of the following:

(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) REPRESENTATIVE AT LARGE – appointed by a quorum of the 14 EAC Elected Members

(1) OTHER APPOINTING AUTHORITIES

(County Attorney, Human Resources, Forward Pinellas, Business Technology Services)

(8) BOARD OF COUNTY COMMISSIONERS GROUPS 1 - 8

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.

TERM: Council members shall serve two (2) year terms.

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.

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.

Section 2 QUALIFICATIONS: The members shall have been employed for at least one year by Pinellas County as a permanent employee of the classified service.

Section 3 DUTIES: The duties of the Council members shall be to transact all business brought before the Council for said Council's disposition.

Section 4 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 5 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.

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. 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.

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.

1. 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.

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.

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.

2. 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 two-year term and is eligible for reappointment by a quorum vote of the Council at the end of each 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.

Section 8 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.

Section 9 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

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.

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RULES OF ORDER

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

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**BYLAWS OF
EMPLOYEES' ADVISORY COUNCIL
TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM – PROPOSED**

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(1) OTHER APPOINTING AUTHORITIES (Representing: County Attorney, Office of Human Rights, Human Resources, Forward Pinellas, and Business Technology Services)

(8) BOARD OF COUNTY COMMISSIONERS - 1 from each of 8 Groups

Council Member selected by Appointment:

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Section 2 - Appointment: 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.

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Article XII

DIRECTOR OF HUMAN RESOURCES - ANNUAL EVALUATION

The Council's 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.

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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. Upon approval by a two thirds (2/3) vote of the members of the Council said changes shall be presented to the Personnel Board for approval at their next regularly scheduled meeting.



**BYLAWS OF
EMPLOYEES' ADVISORY COUNCIL
TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM**

2019 Changes – Draft-2 (showing changes)

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Article IV III (moved from Article IV)

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Section 7 - RULES OF ORDER (moved from Article IX)

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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. (moved from Article V)

~~Article V~~ **Article IV** (moved from Article V)

COUNCIL COMPOSITION MEMBERSHIP

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TOTAL EAC MEMBERS - Fifteen (15) Members

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(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 **Elected**

Council Members

Section 3 - GROUP COMPOSITION: The Council shall establish the composition of each **Representative** 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.

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.** (from Article V Sec.2)

Section 6 - 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. (from Article V Sec.4)

Section 7 - 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. (from Article V Sec.5)

Article V

ELECTION PROCESS (from Article V Sec.7)

Section 7 1 – 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. (from Article V Sec.7)

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. (from Article V Sec.7)

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. (from Article V Sec.7)

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. (from Article V Sec.9)

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 two-year term and is eligible for reappointment by a quorum vote of the Council at the end of each 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. (from Article V Sec.7.2.)

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. (from Article V Sec.7.1.)

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. (from Article V Sec.7.1.)

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. (from Article V Sec.7.1.)

Article VIII Section 8 –

EAC DELEGATES (from Article 5 Sec.8)

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-X

OFFICERS (from Article VI)

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

Section 2: The CHAIRPERSON shall:

- Preside at all meetings of the Council.
- Make all Committee appointments.
- Be a member Ex-Officio of all committees.
- Represent the Council on any external committees, working groups, or other similar activities within County government wherein Council participation has been designated or invited.
- Perform all other duties pertaining to the Office of the Chairperson.
- Present his/her respective report of operation of the Council for the current operational year, at the December meeting of the Council.
- Provide updates on Council activities and concerns to the Unified Personnel Board at their scheduled meetings.

Section 3: The VICE CHAIRPERSON shall:

- Act as Chairperson in his/her absence.
- 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:

- Record the minutes of all meetings.
- Take attendance records at all meetings.
- Maintain Committee reports.
- Perform such other duties as may be delegated by the Council of the Chairperson.
- Publish approved minutes for distribution.

Article VII ~~X~~

COMMITTEES (from Article VII)

Section 1: The Chairperson shall appoint members of the Council to serve on committees.

Section 2: All committees will furnish shall provide 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 (from Article VIII)

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 be completed by the regular scheduled meeting in December for review of the current operational year. 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 (from Article X)

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 upon final approval of the Personnel Board.

Summary of Bullying Complaint
Prepared by Leslie Fann
(Power Bullying & Exclusion Bullying)

- February 20, 2019: EAC Council meeting to decide on feedback to be included as part of the performance review of the HR Director. Initially, the conversation was negative but positive comments were also made prior to the scoring.
- February 21, 2019: Lisa Arispe submits the review and a letter to Peggy Sellards and the Personnel Board. Ms. Sellards forwards the information to the rest of the EAC.
- March 7, 2019: Ashley Skubal, At Large Representative to the EAC, read a letter during the Citizens to Be Heard portion of the Personnel Board meeting. The letter states that the information submitted by Lisa Arispe excludes some of the comments made during the EAC Council's discussion of the review. The letter also indicates that Ms. Arispe's personal feelings impacted the content of the information submitted to the Personnel Board. The letter further stated that Ms. Skubal did not feel the review and letter submitted by Ms. Arispe truly reflects how the EAC Council feels as a whole.
- Ms. Skubal stated she was afraid to read the letter because she 'knew Lisa would retaliate against her' for doing so but felt 'it was important for the Personnel Board to know the full context of the EAC Council's discussion about the performance review'. Leena Delli Paoli was also planning on speaking to the Personnel Board in disagreement with Ms. Arispe's letter but decided not to because she was 'afraid of retaliation by Ms. Arispe'. Ms. Delli Paoli stated she was intimidated by the physical presence of Ms. Arispe at the meeting which contributed to her decision to not speak publicly before the board. Neither Ms. Della Paoli or Ms. Skubal had previously experienced bullying from Ms. Arispe but they both had previously witnessed Ms. Arispe verbally 'shutting down' EAC Representatives who expressed opinions contrary to Ms. Arispe's opinions during EAC Meetings and believe that speaking out against her opinions results in a difference in how Ms. Arispe treats them.
- March 20, 2019: During the EAC Council Meeting, there was discussion about the letter Ashley Skubal read at the Personnel Board meeting. Lisa Arispe stated that Ms. Skubal's letter was unprofessional. Marion Naraj stated that if Ms. Skubal doesn't agree with what was sent to the Personnel Board, that Ms. Skubal should remove herself from the EAC Council. Ms. Skubal stated that, while she expected there to be discussion of the letter, she was taken aback and in a state of disbelief at the tone. Ms. Skubal stated she intended to send the letter to the EAC Council prior to submitting it to the Personnel Board but that technical difficulties prevented that from occurring and she recognizes that it would have been preferable to send the letter in advance. Ms. Skubal cannot recall other statements made but recalls them as being heated. Ms. Skubal was upset and did not want to speak up while emotional as she was concerned she would not convey her thoughts accurately. Ms. Skubal did not opt to take notes on what was said because she knew that doing so would make the statements part of

the public record and she did not want those statements to have further negative impact on those who expressed them.

Following that meeting, Ms. Skubal stated she has seriously considered stepping down from her position. She states that EAC Council meetings have become very uncomfortable for her to attend. She has not done so because she feels it would look bad on her for not standing her ground. Ms. Skubal believes many members of the EAC Council do not speak out against Ms. Arispe and Mr. Toney in order to avoid retribution.

On or about the following day, Charles Toney approached Ms. Skubal following a wellness class he attended that she taught and told her that the reactions to the letter were 'nothing personal' to which Ms. Skubal did not respond as she was uncertain if the Sunshine Law applied.

- ~March 25, 2019: Ashley Skubal met with Terri Wallace and Holly Schoenherr to discuss filing a complaint of a violation of the Anti-Bullying policy against Lisa Arispe and Charles Toney following the statements made at the March 20, 2019 EAC Council meeting. Given the unusual nature of the situation, additional time was needed prior to proceeding in order to determine who could investigate the complaint without causing a conflict of interest.
- April 16, 2019: Charles Toney sent an email to the EAC Council members in advance of the meeting scheduled for the following day with proposed changes to the EAC bylaws. Those changes include limiting the At Large position term to 1 year and adding the phrase "No member of the Council may be under employment of the Human Resources Department."
- April 17, 2019: Under the New Business portion of the EAC Council meeting, the By Law changes proposed by Charles Toney were discussed. During that meeting, Lisa Arispe stated that members of HR should not be on the Council and that Ashley Skubal was not suited for the At Large position because she doesn't represent a specific group of people. Ms. Skubal's work duties include heavy interaction with County employees using the gym and attending the workout classes she teaches and asserts that her broad exposure to a wide variety of County employees in that context makes her well-suited to be the At Large representative. Leena Delli Paoli inquired during the meeting why the By Law changes were proposed but Ms. Skubal does not recall the answer. Ms. Skubal indicated it was never stated why the By Law changes were proposed but that she believes it was done in retaliation to the letter she read at the Personnel Board meeting on March 7. Ms. Skubal came to this conclusion based on the timing of the proposed By Law changes. At the meeting, it was decided the proposed By Law changes will be sent to the County Attorney for review and that no changes will be made without the approval of the council.

May 2, 2019: Charles Toney included the following during his EAC Council update to the Personnel Board during their meeting: "A proposed change to EAC Bylaws to prevent a classified employee working from the Human Resources department from joining the EAC is being discussed with the County Attorney's Office. He reported that several members support the proposal, while other members oppose the change."

May 15, 2019: During the EAC Council Meeting, several motions were made and withdrawn regarding the creation of SOPs as well as related to the proposed By Law changes. Lisa Arispe was to send Personnel Board members notice of intent to amend the By Laws.

To: The Honorable Chair and Members of the Unified Personnel Board

From: Ashley L Skubal, Employee Advisory Council, At Large

Date: March 7, 2019

Subject: Response to letter and EAC's performance review for Holly Schoenherr

After reviewing the letter and performance review, I feel strongly that this should have been brought to a vote and approved by the EAC council members prior to submission to the Personnel Board. This is especially due to the negative and neglected nature of the letter and exclusion of some comments made during the discussion of the review. We were limited on time but there should have been a special meeting the following day to review and approve.

Some of the comments written in the review were not specifically stated during conversation and some are missing. The chair interpreted these based on her personal feelings and the heavy negative tone of the conversation in the beginning of the meeting. Lisa stated she received a slew of complaints such as, "HR doesn't return phone calls or emails in a timely manner," to which I, Ashley Skubal, replied to say there are either recordings or instant email responses to let the employee know we have a high volume of inquiries and we require 24-48 hours to respond." This response was not recorded in the review comments, just as others were not. Later in the meeting, it was stated that the referenced complaints came from eight employees. Eight out of 3000+ is not a slew.

I do not agree with the statement, "having HR in the room during the discussion around Holly's review made everyone uncomfortable." What truly made it uncomfortable was the negativity in the conversation and repetition around the Class and Compensation study as well as the merit pay. It is unfair to base a person's job performance solely on communication of one large project and lack of granting a merit raise. The merit raise has not been in place for over 10 years and currently has no ground to stand on. Many logistics go into creating such a program including time, research, and ensuring there is enough in the budget of each appointing authority. I believe the first two behavioral competencies discussed in the review had low ratings due to the nature of the conversation focused primarily on these two topics. Once Leena Delli Paoli spoke up, the conversation took on a slightly different tone.

As for the investigation of a possible sunshine violation, I believe necessary measures were taken to ensure there was no violation. Simply because a few members, some of which were involved in the actions in question, disagree that it shouldn't have been investigated and county resources wasted, it does not mean the council agrees as a whole. The resources used to investigate are there for particular circumstances as such. Had an outside vendor handled this, it would have cost significantly more funding and time.

In closing, I do not feel the review and letter submitted truly reflect how the EAC feels as a whole. I personally do not want my name associated with these but I know that is not an option so I have written this letter to ensure my voice is heard and on the record.

In the future, if we participate in the Annual Performance Review of our Human Resources Director, Holly Schoenherr, the meeting should be scheduled for a minimum of 2.5 hours to allow ample time to discuss each behavioral competency and to come to a consensus for each rating.

Thank you for your time and consideration.

Ashley L Skubal