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

Approval of Minutes
- The August 21, 2019 Representative meeting minutes were unavailable for review. Tabled until next meeting

Comments from Holly Schoenherr, Director of Human Resources
- Annual Enrollment – No plan changes for year 2020. Annual Enrollment is November 1st – 14th. Even though we are not making changes to the current plans, there will still be information sessions, including webinars, and employees are encouraged to attend. HR realizes that the employee is not always the person who makes the decisions for annual enrollment, so family members may attend as well.
  - Question: Will there be cost increases? Answer: Holly stated that she would discuss that at the Delegate meeting scheduled for September 26th.
- HR has been working with Risk and the County Attorney’s office to update the Workplace Violence Policy. Other appointing Authorities and Lisa Arispe, as the EAC Chair, have been invited to participate as well.
  - Terri Wallace, HR Planning and Performance Manager, is leading a committee that will look at the suggestions for revisions to the policy, and they will be creating a Final Draft that will be sent to the Personnel Board for approval
  - Question: why this is being worked on? Answer: Holly stated that the current policy is outdated
- Visited with Bill Gorman at Eagle Lake Park. Met with several Parks Employees and will possibly visit other parks in the future. Enjoyed the visit. Still several Representatives visits that are outstanding.
- Merit Pay – Appointing Authorities have been talking to make sure we are moving the plan forward. We had our regular meeting on September 4th where we also discussed Merit Pay. HR will continue to focus on Performance Management to ensure that those services are available to all, and that all are on board.
  - Appointing Authorities have a Merit only meeting scheduled in November
- EAC / AA Joint Meeting – December 9th at 3pm. This meeting will be followed by an Appointing Authorities meeting
- Question: How do you feel about an employee using a Pharmacy Discount Card instead of insurance because it is cheaper? Answer: Holly stated that anything that employees can do to save money is absolutely encouraged. This saves money for the employee and the plan. Employees are just cautioned to make sure that your pharmacist is aware of all medications that you are taking.
• Question: I was under the impression that you can only use Walgreens. Is that accurate? Answer: The Welcome Smart 90 through Walgreens or Xpress scripts are typically the lowest for maintenance scripts, but you are not required to use them.

• Question: What is the status on the cost of living increase? Answer: Still awaiting approval. If approved will start October 13th and be paid out on November 1st.

• Question: If an employee left for 1 year and then came back under a new Appointing Authority can they keep their parking space, leave time, etc.? Answer: No, the only exception would be if you are part of a reduction in force and then get hired back within 1 year, then you would be eligible for the same benefits. Parking spaces are divided by Appointing Authorities and would have been reassigned in your absence.

• Question: Are Face Reviews part of your official personnel file or are they kept in house? Answer: They are kept in Taleo, but they are considered part of your personnel file.
  o The system is maintained by the Clerk’s Records management. The file is maintained by HR.

**Personnel Board 09/05/19 Comments**

- The Personnel Board had a lengthy discussion regarding the EAC Bylaws. They suggested that the portion of the bylaws that discusses involvement of the EAC Chair on all committees be more specific. They also stated that they did not think that the director’s review should be listed in the bylaws.
- Motion made by Lisa Arispe to have our current board member, Paul Rogers, continue for the next two year term. Motion was seconded by Richard Carvale and approved by all. Motion carried. Lisa Arispe will notify Mr. Rogers.

**Committee Reports**

- Advocates – Mary Sault, HR Communications Specialist, reached out to current Advocates asking that they answer a few questions about their experience as an Advocate. You can read the great responses submitted by Tami Maloney in the September edition of the Pen. The Article is titled The EAC Employee Advocate Program: Meet an Advocate – Tami Maloney. Leena Delli Paoli will be giving a presentation during the Delegate meeting that is scheduled for September 26th. She will be discussing the Advocate Program and how individuals can become advocates.
- Legislative – The local meeting was this past Monday. Chris Sprowls will be the future speaker of the house. Sprowls serves as a member of the Florida House of Representatives, representing the 65th district, which includes Northern Pinellas.
- Awards Committee – A suggestion that was previously submitted but originally lacked Supervisor approval has been given the green light. The team of three will be listed in the upcoming Pen.

**Old Business**

- Bylaws:
  o Donna Beim motioned to remove Article 12 Director of Human Resources – Annual Evaluation from the bylaws. Motion was seconded by Marion Nuraj and approved by all. Motion Carried.
  o Charles Toney motioned to have an opening paragraph added to the bylaws. Motion was seconded by Lisa Arispe and approved by all. Motion Carried.

  *As per Personnel Act*
  
  Pinellas County Unified Personnel System Act Chapter 77-642 – Laws of Florida, Section 7
  
  There shall be an Employees’ Advisory Council which shall serve in an advisory capacity to the Pinellas County Personnel Board concerning personnel matters,
policies, rules and regulations affecting Pinellas County Employees. The size and departmental representation of the Employees’ Advisory Council shall be determined by rule of the Personnel Board. All members of the Employees’ Advisory Council shall be members of the classified service and shall be elected by their fellow employees. Members of the Employees’ Advisory Council shall serve a two year term of office. In case of a vacancy, a new member shall be selected in the same manner as his predecessor and serve the expired term.

- Charles Toney motioned to clarify Article IX Section 2 and Article X Section 3 as to the types of committees the chairperson shall be an Ex-Officio member of (internal Council Committees) and the ability of the chairperson to appoint representation. Motion was seconded Marion Nuraj and approved by all. Motion carried.
- SOPs – discussed whether there is need for SOPs. Also discussed what types of items we might include in our SOPs. Suggestions included: Any procedures; how meetings are run; what can and cannot be sent out in addition to the minutes; etc. Tabled until the next meeting.
- EAC Annual Elections – Committee will include Donna Beim, Richard Carvale, and Ashley Skubal
  - Seats that are up for election include: BCC 1, BCC 2, BCC 6, BCC 8, Clerk North, Property Appraiser, and Supervisor of Elections

New Business
- EAC Initiatives Ideas – Lisa Arispe went around the table asking if there were any ideas that employees would like the EAC to work on. A list was compiled from this meeting, however Lisa asked that everyone email her any additional items so that they can be discussed at the October meeting since not all members were present.
- Concerns were brought up about Union talks/meetings – Holly stated that the most important thing is that employees do their research. What are you getting? What do you have to give up? Compare apples to apples. Base your decision on facts.

Adjourned
Meeting adjourned at 4:20 p.m.

<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>Christian Steiermann*</td>
<td>Charles Toney*</td>
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*EAC Representatives in attendance at this meeting.
**Elaine Bucklin attended in place of Kevin Connelly