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 approved with a motion by Christian Steiermann, seconded by Richard Carvale. Approved by all. Motion carried.
- The September 18, 2019 Representative meeting minutes were approved, after the addition of proxy name, with a motion by Leena Delli Paoli, seconded by Donna Beim. Approved by all. Motion carried.
- The September 26, 2019 Delegates meeting minutes were approved with a motion by Marion Nuraj, seconded by Bill Gorman. Approved by all. Motion carried.

Comments from Holly Schoenherr, Director of Human Resources
- Job Postings on Taleo – In the August meeting items were brought up about the job application process and time frame. Holly invited Meagan Decker to discuss those issues.
  - Close Dates – Close dates were moved from Sundays to Fridays because people wait until the last minute to apply for a position that they are interested in, and when they experience technical difficulties there is no one available to answer their calls. Although there are still some individuals who wait until Friday evening to apply, the number of individuals who call because they were unable to apply has decreased significantly.
  - Resume – Once an employee uploads a resume to their profile, it will attach to every position that the employee applies for. The only way to remove a resume is to update it with a new version.
- Biometric Screening – Letters went out to all employees letting them know the status of their biometric screening and Rally Health Survey. Make sure that you check the letter for accuracy. Biometric screenings and Rally Health Survey must be completed by December 31, 2019 to save $500.00 on your health care premiums.

Amber Bradley and Victoria Thiel, Tax Collector's Office
Amber and Victoria gave a presentation on a proposal that they participated in creating for the Tax Collector as part of their Customer Service Team. The Customer Service Team was tasked with creating a proposal for how to boost morale when it comes to Pay and Recognition.
- The team proposed that employees be given 3 additional county holidays: Good Friday, Columbus Day and Christmas Eve (on the years when Christmas falls on Wednesday).
- The team noticed that a significant number of employees request these days off, and when they surveyed employees the main reason was that this is when schools and childcare are closed. The team felt that when there is a large number of employees out of the office it creates longer than normal wait times for citizens, even though the customer counts are down because people think we are closed. When a large number of staff is off it also adds additional work for those employees who are not off.
• The team felt that if these days were observed as county holidays it would be better for the organization, as customers seem to be more upset about longer than normal wait times than they are about the county being closed on a holiday where banks and post offices are already closed.
• The team is still in the beginning stages of the process, and there is still work to be done with regard to the impact on other Appointing Authorities, but they are optimistic.

**Personnel Board 10/03/19 Comments**
• Employee Termination Appeal – A termination appeal was heard. The employee had legal representation; however, the termination was upheld.

**Old Business**
• EAC Elections – Carol Strickland gave an update on the elections. The period to submit a nomination ended on October 14, 2019. For those sections that have multiple candidates, ballots will be sent out via email on December 2nd and are due on December 13th.
• Bylaws – Clarification is needed from Carole Sanzeri, County Attorney, regarding the use of a Proxy in the event that a Representative cannot attend a meeting. Finalization of the bylaws is tabled pending clarification.
• SOPs – SOPs will now be referred to as the EAC Welcome Packet with the idea that it will be given to new Representatives to help the transition from one rep to another run more smoothly. Representatives will send ideas to Bill Gorman for inclusion in the welcome packet. Ideas will be compiled and we will work on them from there.
• EAC Initiatives – Due to time we will discuss the list of items that were submitted at the next regularly scheduled meeting.

**New Business**
• HR Director’s Review – Will have a special meeting to discuss the HR Director’s Review. Lisa Arispe will send out a clean copy of the review from last year for all Reps to look at prior to the meeting. Meeting will be held November 8, 2019 at 2:30 pm. 400 S Ft Harrison, 5th Floor OHR Conference Room.

**Round Table**
• Emergency Management – Employees requesting clarification on the Emergency Management Rules. Specifically what is the rule when leave was scheduled and an emergency happens? Is an employee required to cancel their scheduled leave to report to their post? What if the employee is not in the state? What if they live in another county and the roads are closed?
• Domestic Violence Awareness Month – The Clerk’s office participates in Domestic Violence Awareness Month each October, including wearing purple on Turn Pinellas Purple Day and the National Wear Purple Day (Purple Thursday). A suggestion was made that other Appointing Authorities participate by also wearing purple on Thursday October 24th. Citizens will take notice and they will ask questions; asking questions leads to conversations; conversations lead to awareness; awareness leads to prevention.
• Survey Monkey – Voluntary Benefits survey is still available. Henry Gomez asked that everyone try to get as many employees to take the survey as possible. Leena Delli Paoli asked that in the future we try to make sure that the survey is exactly how we want it before we send it out to employees, so that what we send out is the final product, and so that the link we send doesn’t get deleted and cause frustration for employees.

**Adjourned**
Richard Carvale made a motion to adjourn at 4:48 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>
</tr>
</thead>
<tbody>
<tr>
<td>Leena Delli Paoli*</td>
<td>Henry Gomez*</td>
<td>Bill Gorman*</td>
<td>Clare McGrane*</td>
<td>Doris McHugh*</td>
</tr>
<tr>
<td>Marion Nuraj*</td>
<td>Randy Rose*</td>
<td>Ashley Skubal*</td>
<td>Christian Steiermann*</td>
<td>Charles Toney*</td>
</tr>
</tbody>
</table>

*EAC Representatives in attendance at this meeting.