Employees’ Advisory Council – Representative Meeting Minutes  
County Office Annex, Room 429, Clearwater, FL  
Wednesday, November 20, 2019, 2:30 p.m. – 4:30 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 October 16, 2019 Representative meeting minutes were approved with a motion by Randy Rose, seconded by Charles Toney.  
• The November 8, 2019 Special Representative meeting minutes were approved with a motion by Doris McHugh, seconded by Donna Beim.

Comments from Holly Schoenherr, Director of Human Resources  
• Holly provided handouts about Biometric Screenings and the Behavioral Health and Employee Assistance Program. Holly asked that each of the representatives take them back to their departments and share them with employees.  
• Workplace Visits – There are still a few workplace visits that need to be scheduled. Holly provided an updated list.  
• The Appointing Authorities met on Monday, November 18th, for a special merit pay workshop. The updates from that workshop will be discussed with the EAC Representatives at the December 9th EAC/AA joint meeting.

Personnel Board 11/07/19 Comments  
• The Personnel Board discussed the HR Director’s review process.  
  o Noted that the EAC will be discussing their review on November 8th to allow the current Committee members to participate

Committee Reports  
No Reports at this time

Human Resources Director Performance Review – Continued from 11/08/19  
The Council was provided the performance review guidelines and the Performance Standards prior to the meeting as a method to uniformly provide input on the overall evaluation. Through discussion the Council rated the HR Director on each applicable area as outlined. Overall the Council commented as follows:

HR Info Systems and Records Administration – Updates have been made to the Taleo system, however there are still items that employees are asking to see that cannot be provided. Updates were made to the pay slips in Opus which provides a lot more information to the employee.

Learning and Development – More classes are being provided, and they are being provided in more ways than ever. Course instructors are providing the class information ahead of time and employees can choose to print it or bring an electronic device with them, thus eliminates waste. ULearnIT and
the Career Paths are a great resource and are very helpful. HR does a good job of taking the feedback they receive from the class reviews and using it to make improvements. Classes have creative names and content.

**Workforce Strategy** – The interviewing process seems to work well. There has been more flexibility with opening pay rates. New employee orientation is run well, and new employees are provided a lot of important information. Some members felt that because of a lack of merit increases the overall compensation is poor at best; others felt that the total compensation plan attracts and retains individuals. Appreciate that HR submits a request that the minimum and maximum of the paygrades be adjusted. Appreciate that HR submits a request that employees be given a 3% raise off of the midpoint. HR does a great job of getting out into the public eye to recruit new employees.

Lisa will type up the score results and send them out to the Representatives for review; responses/corrections will be brought to the December meeting.

**Old Business**
- Bylaws – Moving forward with Bylaws being sent to the Personnel Board. The next Personnel Board Meeting is scheduled for December 5th.
- EAC Initiatives/Goals – EAC Reps are to review the list of suggestions that were provided and rate them using a spreadsheet that rates the importance, costs, benefits, etc. and bring it to the December meeting to review it as a whole.

**New Business**
- EAC/AA Meeting – The EAC Representatives and Appointing Authorities will be meeting on December 9th. Topics to be discussed will be:
  - Tax Collector Presentation – Proposed Leave Time
  - Merit Pay
  - Benefits Committee
  - Voluntary Benefits/ Paid Parental Leave

**Adjourned**
Ashley Skubal made a motion to adjourn at 4:30 p.m., seconded by Donna Beim.

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*  Christian Steiermann*  Charles Toney*  

*EAC Representatives in attendance at this meeting.