

Clearwater, Florida, February 2, 2012

The Unified Personnel Board (UPB) met in regular session at 6:39 P.M. on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Daniel M. Andriso, Chair; George E. Tragos, Ricardo Davis; Keith Dekle; and James P. Koelsch.

Not Present: Joan Vecchioli.

Also Present: Peggy Rowe, Director of Human Resources; Robert C. Swain, Senior Assistant County Attorney; Michael P. Schmidt, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

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| Personnel Board | <u>Item I. Election of Chair and Vice-Chair of the Unified Personnel Board</u> |
| EAC | <u>Item II. Employees' Advisory Council Representative</u> |
| | <u>Item III. Consent Agenda</u> |
| Human Resources | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held December 1, 2011. |
| Human Resources | 2. Request Approval of Housekeeping Additions, Revisions, Title Changes, and Deletions of Class Specifications in the Pay and Classification Plan. |
| Risk Management | 3. Request Approval of the Audit of One Encumbered Risk Management Technician Position, Pay Grade CL13 (\$36,046 – \$56,056), in the Risk Management Department. |
| Real Estate Management | 4. Request Approval of the Audit of One Encumbered Electronics Specialist Position, Pay Grade CL14 (\$37,856 – \$59,092), to Electronics Specialist, Senior, Pay Grade CL16 (\$41,724 – \$65,998), in the Real Estate Management Department. |
| | <u>Item IV. New Business</u> |
| Human Resources | 1. Request Approval of Revision to Personnel Rule XIV, Extended Illness Leave. |

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Item V. Information Items

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| Personnel Board | 1. | The following Personnel Board appointments were made for a two-year term: Reappointment of Ricardo Davis by the Personnel Board and appointment of Keith Dekle by the Employee's Advisory Council. |
| Human Resources | 2. | The Pinellas County Human Resources' 2011 Annual Report, Rising to the Challenge. |
| Human Resources | 3. | 2012 Performance Standards for Human Resources Director. |

CALL TO ORDER

Chair Andriso called the meeting to order at 6:39 P.M.; whereupon, he led the members and attendees in the Pledge of Allegiance to the Flag.

Chair Andriso welcomed and introduced Mr. Dekle as the most recent appointment to the Unified Personnel Board and congratulated Mr. Davis on his reappointment to the Board and for receiving his doctoral degree; whereupon, he indicated that Item No. 1 would be heard later in the meeting.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Charles E. Toney reported that the EAC elections had taken place since the last UPB meeting; whereupon, he identified the individuals elected as EAC Chair, Vice-Chair, and Secretary, as Charles Toney, Lisa Wombles, and Pam Traas, respectively.

Thereupon, Mr. Toney introduced Pam Traas and Christina Mallon as two newly-elected EAC Representatives, and indicated that one additional position needs to be filled; whereupon, he introduced Paul Valenti as the new Human Rights Director, indicating that during the month of January, Mr. Valenti had attended the EAC Representative meeting and the EAC Delegate meeting.

Mr. Toney indicated that the Habitat for Humanity community project took place on Monday, January 16, 2012; and that over 60 Pinellas County Government employees volunteered for the event, including County Administrator Robert S. LaSala, County Commissioner Nancy Bostock, and Human Resources Director Peggy Rowe.

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Mr. Toney indicated that no decision has been made thus far regarding the lawsuit by the Florida Education Association over the mandatory three-percent employee contribution to the Florida Retirement System; whereupon, he related that no other changes are expected during the year.

Mr. Toney related that the EAC had discussed Item No. IV on the agenda, and is in favor of the revision to Personnel Rule XIV regarding the use of Extended Illness Leave; whereupon, he discussed the Succession Management Program, indicating that during the recent supervisory level recruitment for participation in the 18-month training program, over 100 applications had been received for 25 slots.

Mr. Toney reported that an Employees' Advisory Council/Appointing Authority joint meeting will take place at the Swisher Building in Clearwater and has been scheduled for 1:30 P.M. on February 29, 2012; whereupon, Mr. Tragos expressed interest in attending the meeting, and Mr. Toney indicated that it will be an open meeting and Mr. Tragos will be welcome.

CONSENT AGENDA ITEMS NOS. III.1 THROUGH III.4 – APPROVED

Motion	-	Mr. Koelsch
Second	-	Dr. Davis
Vote	-	5 – 0

- #1 Minutes of regular meeting held December 1, 2011, approved.
- #2 Additions, revisions, title changes, and deletions of class specifications in the Pay and Classification Plan approved; changes reflect the current duties and responsibilities of the classifications, are housekeeping in nature, and will not affect the pay grade level of the classifications.
- #3 Audit of one encumbered Risk Management Technician Position, Pay Grade CL13 (\$36,046 – \$56,056), in the Risk Management Department approved; no change is recommended.
- #4 Audit of one encumbered Electronics Specialist Position, Pay Grade CL14 (\$37,856 – \$59,092), in the Real Estate Management Department approved; position reclassified to Electronics Specialist, Senior, Pay Grade CL16 (\$41,724 – \$65,998), without benefit of examination and with the establishment of a probationary period as outlined in Personnel Rule IX.

NEW BUSINESS

PROPOSED REVISION TO PERSONNEL RULE XIV, EXTENDED ILLNESS LEAVE – APPROVED

Chair Andriso indicated that a memorandum has been received from Ms. Rowe requesting approval of a revision to Personnel Rule XIV, as outlined in her memorandum dated January 24, 2012, a copy of which has been filed and made a part of the record; whereupon, Mr. Davis moved, seconded by Mr. Koelsch, that the request of Ms. Rowe be approved.

Ms. Rowe provided a brief summary of the Extended Illness Leave policy, and related that the Appointing Authorities and the Employees' Advisory Council are in concurrence with the change that allows any type of absence to be used under Rule XIV in order to reduce the number of employees with an extended illness leave balance.

Thereupon, upon call for the vote, the motion to approve the request of Ms. Rowe carried unanimously (Vote 5 – 0).

INFORMATION ITEMS

#1 PINELLAS COUNTY HUMAN RESOURCES ANNUAL REPORT 2011 ENTITLED *RIISING TO THE CHALLENGE*

In response to queries by the members regarding the monetary value of volunteer contributions to Pinellas County, Ms. Rowe indicated that the County uses a rate of \$21.00 per hour, which is the hourly rate established by the Independent Sector.

In response to queries by Mr. Tragos, Ms. Rowe presented information regarding the length of service for Business Technology Services' (BTS) employees, relating that seniority played a significant role during the layoff process; and that many long-term employees remain in BTS; whereupon, she discussed the demographics of the County workforce as a whole, and indicated that many Pinellas County employees have had a long tenure with the organization and stayed for many years due to the employee benefits and sense of security not found in the private sector.

Thereupon, at the request of Mr. Tragos, Ms. Rowe agreed that the Human Resources Organization Chart would be changed to reflect that the Director of Human Resources reports to the Unified Personnel Board.

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#2 2012 PERFORMANCE STANDARDS FOR HUMAN RESOURCES DIRECTOR

In response to queries by the members, Ms. Rowe discussed her performance goals for the upcoming year and, at the request of Mr. Dekle, agreed to add reviewing the Personnel Rules to her list of goals.

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Chair Andriso indicated that Item No. I would be heard at this time.

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DANIEL M. ANDRISO RE-ELECTED AS CHAIR OF THE UNIFIED PERSONNEL BOARD
AND GEORGE E. TRAGOS ELECTED AS VICE-CHAIR FOR CALENDAR YEAR 2012

Referring to the election of officers, Chair Andriso called for nominations for the offices of Chair and Vice-Chair for the calendar year 2012.

Mr. Davis moved, seconded by Mr. Dekle and carried, that Mr. Andriso be re-elected to serve as Chair.

Thereupon, Mr. Dekle moved, seconded by Mr. Davis and carried, that Mr. Tragos be elected to serve as Vice-Chair.

ADJOURNMENT

The meeting was adjourned at 7:19 P.M.

Chair