



# Employees Advisory Council



*to continually improve the Pinellas County classified employees' quality of work life*

*APPROVED BY THE EAC*

## Employees' Advisory Council - Representatives Meeting Wednesday, January 18, 2012, County Annex, Room 429, 2:30 p.m. - 4:30 p.m.

1. Charles Toney called the meeting to order at 2:30 P.M.
2. Introductions
  - A sign-in sheet has been filed and made part of the record.
  - New Representative - Christina Mallon is replacing Teresa Benyo - Clerk South
  - Mercedes Pearson introduced Paul Valenti - New Human Rights Director.
3. Approval of Minutes
  - Minutes for the December 21, 2011 meeting were approved. Motion made by Ira Wolf, 2<sup>nd</sup> - Todd Crawford.
4. Comments from Peggy Rowe, Human Resources Director:
  - New Human Rights Director, Paul Valenti gave a brief background of his experience and stated he deeply appreciated the opportunity to advocate for Civil Rights. He will be attending the EAC Delegate meeting on January 26, 2012. Charles Toney gave a short explanation of the EAC functions and Lisa Wombles gave a description of the Advocacy Program to Mr. Valenti.
  - Habitat for Humanity Volunteer Event was very successful. Over 60 Pinellas County employees assisted the three new home owners by landscaping, laying sod and painting. Great job by all!
  - Will be working on new guidelines for the annual exchange of leave program during the next 6 months.
  - Gene Pressoir discussed the Succession Management Program - Intent is to groom employees to become successful supervisors. Open to staff that are not currently holding a supervisory position. Information and application available on Human Resources website.
5. Personnel Board:
  - January 5, 2012 meeting was cancelled. Next meeting will be February 2, 2012.
  - Using extended leave hours as annual leave will go for approval at the February meeting.
  - The Annual Report will be forwarded to the EAC Representatives after Peggy Rowe presents it to the Personnel Board.
6. Committee Reports:
  - Legislative - Update on FRS issues - Charles Toney - No additional information at this time.
  - Advocates - Lisa Wombles - Setting quarterly advocate meeting for February.
7. Old Business:
  - EAC meeting dates and locations available on the Human Resources website.
  - Elections held - 2012 Officer Elections - Chair- Charles Toney, Co-Chair - Lisa Wombles, Secretary - Pam Traas



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## 8. New Business

- EAC Representative Appointments - replacements for:
  - Teresa Benyo - Clerk South - Christina Mallon
  - Bonnie Desmond - BCC Group VII - Pam Traas
  - Rhonda Calder - BCC Group III - Open
  - A Sunshine Law Refresher by the Pinellas County Attorney's Office will be presented at the February 15, 2012 EAC Representative meeting. Lisa Wombles will contact the Pinellas County Attorney's Office for a representative.
- Meeting with Appointing Authorities to be scheduled for February, 2012. Date TBD
- Topics Suggested:
  1. Ask Appointing Authorities for suggestions on raising morale.
  2. What is the timeline when the employee merit increases will begin again?
  3. Incentives? Thank you's, LWP coupons, PATS.
  4. Bonus vs. Percentage Increase?
  5. Cover insurance increase vs. bonus?
  6. Days off for performance appraisal
  7. Implementation of a COLA
  8. Money for training
  9. More support for Advocates from front line supervisors
  10. More support for EAC from frontline supervisors
  11. County Employees Giving Back - Habitat for Humanity, Bike Drive, Adopt a Family - Get additional information from departments on all the positive things Pinellas County Employees do. Contact Carol Strickland and Chad McCloud.
- Guest Speakers at EAC Delegate Meetings:
  - January - Paul Valenti, the new Human Rights Director
  - Personnel Board PowerPoint Presentations by HR staff
  - Bob LaSala, County Administrator
- Tax Collector using Standard Insurance to monitor FMLA - Discussion of performance of Standard Insurance. It was apparent from the discussion the level of service from Standard Insurance for FMLA issues with employees are not acceptable. [HR Note: Employee Benefits remained in daily contact with Standard during the implementation. Service issues were few and resolved timely.]

Meeting Adjourned at 4:30pm - Motion by Ira Wolf, 2<sup>nd</sup> by Lisa Wombles

Charles Toney, Randy Rose, Todd Crawford, Lisa Wombles, Hazel Lane, Mike Powell, Mercedes Pearson, Ira Wolf, Pam Traas, Christina Mallon, Paul Valenti, Jean Magee, Dave Blasewitz, Gene Pressoir, Peggy Sellards, James Valliere, Peggy Rowe

NEXT EAC Representative Meeting: February 15, 2012.



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## Employees' Advisory Council - Delegate Meeting Minutes

Thursday, January 26, 2012 - 8:00 a.m. - 10:00 a.m.

1. Call to Order 8:05 am - Pledge to flag.
2. Charles introduces Council Members - Pam Traas and Christina Mallon.  
Each gave a brief work history and background with the County and the EAC.
3. Comments from EAC Chairman - Charles Toney
  - Charles commented on the success of the Habitat for Humanity Volunteer event. Approximately 60 County employees, including Bob LaSala, Peggy Rowe and Commissioner Nancy Bostock volunteered. It is great to show how the Pinellas County Employees "give back" to the community. Asked if anyone was involved with any other volunteering, or knew of a co-worker or group that are, please send the information to the EAC so we can let the citizens know of all the positive contributions that our employees provide for the community outside of their work place.
  - Personnel Board - The next meeting is February 2<sup>nd</sup>, 2012. This will be the first meeting for Keith Dekle, the new EAC Appointee to the board.
4. Comments from Director of Human Resources - Peggy Rowe
  - Personnel Board - Additional Funeral Leave, beyond the 3 days, if approved by supervisor, will be coded as Scheduled Annual, not Unscheduled Annual. [HR Note: To clarify, this is contingent on the employee having annual leave accrued sufficient to cover the additional time requested. It would not be an additional allocation of leave time.]
  - Extended Illness (EI) Leave used as annual leave. Policy w/ regard to extended illness leave. - 200 employees still carry an extended illness bank. Goal is to use up these balances. Exchange of EI hours for pay will still be at 50%. This will go to the Personnel Board in February.

Questions:

  - When will the new leave exchange policy be available? Answer - HR is working on making decisions and will request assistance from the EAC on items such as: when re-

implemented will it be offered during any paycheck period? Monthly? Quarterly? Six Months?

-During a BCC Meeting there was some discussion regarding bonuses. What is this about? Answer -There has been a legislative change placing certain restrictions on how a government distributes a bonus. The County Attorney updating Pinellas County's language and policy to align with these legislative changes.

Q: When are the Appointing Authorities anticipating the re-implementation of merit increases? A: No idea yet, however, the budget year projections are being compiled now for review by the budget office. Appointing Authorities want to be able to give a timeline and are at the beginning of a new budget year.

- Reminder that the Supervisor Succession Management Application deadline is 1-27-12. The program runs 18 months; classes 4 hours each-once a month or every 6 weeks; projects as time allows-provides leadership skills. Open to 25 people.

#### 5. Health and Wellness Update - Dave Blasewitz

Q: A retiring employee with over 30 years, not eligible for Medicare received a quote for insurance for family - \$1200mo. Why so high? A: Should have subsidy from county for years of service - contact benefits. Also - Health and Human services has services available if qualified - Healthy Kids - etc.

Q: Have there been any positive results from our Health and Wellness program? A: Yes -37% completed Health Risk Appraisal; 37% had annual physical exams; 1800 preventative screenings; 1200 participants in lunch and learn sessions averaging 14 per session; one quarter million dollars earned by employees; 1100 lbs lost by employees through sponsored Weight Watchers.

Q: How can others start a Weight Watchers - A: Cost is covered by incentives, need at least 20 people to start, contact benefits.

Q: How often can you fill out your assessments? A: Assessments only allowed every 6 months - communication will be forthcoming next week.

Q: Medco (Pharmacy provider) plan requires mail-order prescriptions for maintenance drugs after two individual retail refill of 30 day orders. A: This is not a new requirement and has been in place. Can still buy 90 day prescriptions retail. Contact benefits with any customer service issues.

Q: Diabetic strips for pre-diabetic? A: Contact Carolyn Mann in benefits 464-5131.

-\$200.00 Incentive is now available for enrolled spouses. No incentive at this time for enrolled children.

-\$50.00 incentive for telephone health coaching employees and spouses on the plan.

- Employees can participate in incentive program even if you opt out of insurance plan.
- A New Movable health kiosk is now at 4<sup>th</sup> floor county annex. A 2<sup>nd</sup> one is coming. The kiosk can be moved around. It provides screening for: weight, blood pressure, blood sugar and more. Contact benefits to bring to your department.

- Introduction of Mr. Paul Valenti, new Human Rights Director - Mr. Valenti gave a brief background of his experience and recognized his predecessor, Mr. Leon Russell, who is retiring. Mr. Valenti stated he has an "Open Door," policy to help your work experience.

\*Reminder Heritage Village is non-smoking campus.

Break - 9:30am

## 6. Committee Reports

- Legislative - Charles Toney - FRS - Nothing new regarding FRS issues.
- Advocates - Lisa Wombles - Advocates are down to 7 from 18. Please let your EAC Delegate or Representative know if you are interested. Advocates are allowed 3 hours per week for the program, however much work is done on own time. Many employees and some supervisors are not familiar with the personnel rules and the advocates can explain these. They also can speak for an employee, deal only with the facts and take a lot of the emotion out of the process. Using just the facts really helps the employee.
- Affirmative Action- Hazel Lane - The Affirmative Action Committee is currently meeting every 6 months, normally meets quarterly. At the recent meeting, parting gifts were given to retiring Human Rights Director, Leon Russell. Human Rights Department works with equal rights and ADA compliance both internal and external, the Fair Housing Act, and many others.

## 7. Voter Registration - Supervisor of Elections - Josh Chance

Offices in Clearwater and Largo. Must be registered Republican to vote in the upcoming Presidential primary, Tuesday, January 31<sup>st</sup>, however, many municipalities are also holding elections and all are welcome to vote in their cities elections.

## 8. Discussion Topics for upcoming EAC / Appointing Authority Meeting:

- Looking for topics that would open up a discussion with the Appointing Authorities.
- Suggested Topics

- 2012 insurance premium was used to offset the insurance increase, however, the results were inequitable, with some employees benefitting more than others and opt out candidates not benefitting at all. What are the plans for the 3% in 2013? A COLA across the board would be fair to all.
  - Would like to have funds for training restored.
  - Request to have something of value attached to annual evaluations. Time off for meets and exceeds.
  - Onetime bonus. (EAC would rather have an increase, because it would carry over.)
  - Due to no merit increase attached to evaluations, some staff have adopted "What does it matter" attitude that has affected their work performance. While others have maintained a positive work ethic. Once the merit increases are re-instated, will all evaluations be considered? Or just the one that is tied to the merit increase? If yes, is there any way to implement that message now to improve performance?
  - Will the merit increases move more quickly through the pay grades?
9. EAC Chair, Charles Toney to meet with Peggy Rowe, Director of Human Resources for discussion of any changes in benefits that have Sunset dates.
- Attendance at Delegate meetings has dropped, please attend, as you are representing your entire work group; or if not possible for you to attend, please appoint another delegate to represent your work group.
  - Question asked to the delegates: How many feel the EAC is representing employees to the best of their ability?  
Majority of Delegates raised hands.
  - Adjourned 9:45 a.m. Meet with Representatives.

Next Scheduled EAC Delegate Meeting:

March 22<sup>nd</sup>, 2012; at Cooperative Extension.

Charles Toney	Randy Rose	Todd Crawford		Josh Chance
Lisa Wombles	Tim Clark	Pam Traas	Hazel Lane	Clare McGrane
Christina Mallon	Mike Powell	Mercedes Pearson	Sam Rastom	Ira Wolf