

Clearwater, Florida, June 7, 2012

The Unified Personnel Board (UPB) met in regular session at 6:30 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; Andrea S. Daggett; Ricardo Davis; Keith C. Dekle; James P. Koelsch; and Joan Vecchioli.

Not Present: George E. Tragos, Vice-Chair.

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

AGENDA

EAC

Item I. Employees' Advisory Council Representative

Item II. Consent Agenda

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| Human Resources | 1. | Request Approval of the Minutes of the Regular Personnel Board Meeting held March 1, 2012. |
| Human Resources | 2. | Request Approval of the Minutes of the Regular Personnel Board Meeting held April 5, 2012. |
| Human Resources | 3. | Request Approval of Housekeeping Pay Grade Change, Title Changes, Revisions and Deletions of Class Specifications in the Pay and Classification Plan. |
| Clerk of the Circuit Court | 4. | Request Approval of the Audit of Four Microfilm Equipment Operator Positions in the Records and Information Management Division within the Clerk of the Circuit Court. |
| Parks and Conservation Resources | 5. | Request Approval of the Audit of One Encumbered Grants Specialist Position in the Parks and Conservation Resources Department. No Change is Recommended. |
| Supervisor of Elections | 6. | Request Approval of the Audit of One Encumbered Senior Office Specialist Position in the Office of the Supervisor of Elections. No Change is Recommended. |
| Health and Human Services | 7. | Request Approval of Extension of Temporary Promotion of One Team Leader, Not to Exceed October 23, 2012, in the Health and Human Services Department. |

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Item III. New Business

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| Human Resources | 1. | Request Approval of Proposed Fiscal Year 2013 Human Resources Department Budget. |
| Building and Development Review Services | 2. | Request Approval of Incentive Pay Rate for After-Hours Building Inspections for Employees in Building and Development Review Services. |
| Personnel Board | 3. | Request Consideration to Move the Start Time for Personnel Board Meetings from 6:30 P.M. to 6:00 P.M. |
| Personnel Board | 4. | Request Approval of Change in Meeting Date from July 5 to July 12, 2012. |
| Personnel Board | 5. | Request Approval of Change in Meeting Date from September 6 to September 13, 2012. |

CALL TO ORDER

Chair Andriso called the meeting to order at 6:30 P.M.; whereupon, he led the members and attendees in the Pledge of Allegiance to the Flag.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Charles E. Toney reported that Chief Assistant County Administrator Mark S. Woodard had attended the April 2012 EAC Representative meeting; and that Mr. Woodard had discussed Pinellas County budget issues and restrictions on where revenue dollars could and could not be spent, including information regarding those dollars which could not be used to pay employees' salaries.

Mr. Toney indicated that the lawsuit by the Florida Education Association (FEA) over the mandatory three-percent employee contribution to the Florida Retirement System (FRS) is scheduled to be heard by the Florida Supreme Court in September; and that if the FEA wins its case, Pinellas County Government could be required to make up the three-percent contribution to the FRS going forward. Mr. Toney discussed the budget impacts from a state mandate regarding billing disputes of Medicaid costs, relating that the mandate could severely diminish the County's Stabilization Fund; and that Pinellas County has joined with over 50 other counties in a lawsuit against the mandate; whereupon, he reported that County Administrator Robert S. LaSala

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had attended the May 16, 2012 EAC Representative Meeting and presented further information regarding the abovementioned topics.

During discussion and in response to queries by Mr. Dekle, Mr. Toney discussed a bill that was passed at the end of the last Legislative Session which reduced the employer contribution for the investment side of the FRS from 6.25 percent to 3.55 percent.

Mr. Toney reported that Employee Benefits Manager David Blasewitz attended the May 16, 2012 EAC Representative Meeting and discussed changes to the County Group Health Plan; and that he and Human Resources Specialist Mary Flockerzi presented similar information at the May 24, 2012 Delegate Meeting. Mr. Toney related that over the past couple of years, employees have been offered monetary incentives to manage their health and get health checkups, but that a recent Health Plan change will add a \$500.00 surcharge on employees' health insurance premiums for those who do not get a health checkup and complete an online survey for United Healthcare (UHC); whereupon, he reported that while many employees are complying because they feel they have little choice, some employees are adamant that this constitutes an invasion of their privacy and a possible infringement of HIPAA (Health Insurance Portability and Accountability Act) regulations.

In response to queries by Chair Andriso, Mr. Pressoir presented additional information, and clarified that the online survey is being conducted by United Healthcare; that UHC currently has access to and processes the healthcare claims for the County; that the survey results are being compiled in aggregate form; that the data will be used to pinpoint the most critical areas of employee wellness; that HIPPA laws and guidelines are being followed; and that no one's privacy is being violated. Mr. Toney related that many employees understand that the ultimate goal of the County is to reduce healthcare costs, but that because employees are required to place their names on the online survey for tracking purposes, some continue to be alarmed regarding the collection of such personal medical information.

In response to queries by Chair Andriso regarding how the employees have been informed of the change and their concerns regarding privacy, Mr. Pressoir indicated that in addition to a video explaining the program, featuring Human Resources Director Peggy Rowe and all of the Appointing Authorities, Human Resources staff have been actively engaged in getting the message out and responding to employees' questions; whereupon, in response to queries by Mr. Dekle, Mr. Pressoir related that Pinellas County is highly motivated to reduce its healthcare costs since the County is self-insured; and that other organizations which have instituted similar wellness incentives have seen tremendous returns on investment.

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During discussion and in response to queries by the members, Mr. Toney discussed the High Performance Organization (HPO) initiative. He indicated that the initiative is currently being presented to managers; that it will be presented to employees after the managers have been trained; that supervisors and managers will be expected to be engaged in the process; that the HPO initiative is similar to the Total Quality Management process previously put forth by the County; and that HPO is looked at in a positive light since all levels of employees will be involved in the process, and Mr. Dekle provided input.

Mr. Toney indicated that approximately one year ago the EAC expressed its concerns that the County may begin to lose good employees as the job market begins to open up. He indicated that Messrs. LaSala and Woodard have expressed their desire that the County be able to attract and retain exceptional employees; and that the possibility of a one-time bonus is being considered; whereupon, Mr. Toney expressed appreciation for the first-hand information being provided by the County Administrator and the Assistant County Administrator.

Mr. Toney reported that Paul Valenti, Human Rights Director, had attended several EAC Representative and Delegate meetings; and that Mr. Valenti will lead a Diversity Initiatives informational kickoff meeting to take place at the Swisher Building in Clearwater on June 14, 2012 at 10:30 A.M.; and that several EAC members will be attending.

Mr. Toney related that Ms. Rowe continues to conduct Listening Sessions and has conducted approximately 60 sessions so far; that she has traveled to different work locations and solicited input from employees throughout the County; that she has reportedly found similarities and differences in the responses obtained; and that she has met with management and brought forward some of the suggestions received; whereupon, Mr. Toney reported that at a previous UPB meeting, where Ms. Rowe's duties for the year were discussed, the EAC had requested that a review of the Personnel Rules be conducted; that the process has begun and a meeting with employee and management representation has taken place; that legal counsel provided input and direction; and that the Rules are being reviewed to consolidate those which are redundant, and to eliminate those which are no longer applicable.

Following the EAC update, Chair Andriso welcomed and introduced Ms. Daggett as the most recent appointment to the Unified Personnel Board, and Mr. Pressoir introduced Paul Valenti as the new Human Rights Director.

CONSENT AGENDA ITEMS NOS. II.1 THROUGH II.7 – APPROVED

Motion	-	Mr. Koelsch
Second	-	Mr. Davis
Vote	-	6 – 0

- #1 Minutes of regular meeting held March 1, 2012, approved as submitted.

Mr. Koelsch related that at the March 1 UPB meeting, Mr. Dekle had commented that he would always vote in favor of the Classified employee; and requested that the March minutes be amended to reflect the comment; whereupon, Mr. Dekle indicated that although he did not recall making the specific comment, he has been both a Classified employee and an Exempt employee during his working career, which gives him a balanced perspective on issues; that he intends to be fair and reasonable in his decision making; and that he has the best interests of Pinellas County Government at heart, but that if an issue were not clear cut, he would typically vote in favor of the Classified employee, and discussion ensued, with Chair Andriso commenting that although appointed by the BCC, he also tries to consider issues from a balanced perspective; and that he sometimes votes in favor of the employee, especially on appeals.

Thereupon, Mr. Koelsch moved that Mr. Dekle's comment be included in the minutes, and the motion died for lack of a second.

- #2 Minutes of regular meeting held April 5, 2012, approved.
- #3 Housekeeping pay grade change of Bureau Director position, Pay Grade SM3b (\$84,130 – \$126,195), in the Animal Services Department, to Pay Grade SM2a (\$99,321 – \$148,982), title changes, and revisions and deletions of class specifications in the Pay and Classification Plan approved; changes reflect the current duties and responsibilities of the classifications and are housekeeping in nature.
- #4 Audit of four Microfilm Equipment Operator Positions, Pay Grade CL6 (\$25,625 – \$38,667), in the Records and Information Management Division within the Clerk of the Circuit Court approved; positions reclassified to Records Specialist 1, Pay Grade CL7 (\$26,915 – \$40,601), without benefit of examination and with the establishment of a probationary period as outlined in Personnel Rule IX.

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- #5 Audit of one encumbered Grants Specialist Position, Pay Grade CL17 (\$43,826 – \$69,597), in the Parks and Conservation Resources Department approved; no change is recommended.
- #6 Audit of one encumbered Senior Office Specialist Position, Pay Grade CL8 (\$28,246 – \$42,806), in the Office of the Supervisor of Elections approved; no change is recommended.
- #7 Extension of temporary promotion of one Team Leader, Dale Williams, not to exceed October 23, 2012, in the Health and Human Services Department, approved.

NEW BUSINESS

HUMAN RESOURCES DEPARTMENT BUDGET FOR FISCAL YEAR 2013 – APPROVED

Chair Andriso indicated that a memorandum has been received from Ms. Rowe, a copy of which has been filed and made a part of the record, regarding the Human Resources Department budget for Fiscal Year 2013.

Mr. Dekle moved, seconded by Mr. Davis, that the Human Resources Department budget for Fiscal Year 2013 be approved; whereupon, upon call for the vote, the motion to approve the request of Ms. Rowe carried unanimously (Vote 6 – 0).

INCENTIVE PAY RATE FOR AFTER-HOURS BUILDING INSPECTIONS FOR EMPLOYEES IN BUILDING AND DEVELOPMENT REVIEW SERVICES (BDRS) – APPROVED

Chair Andriso indicated that a memorandum has been received from Ms. Rowe, a copy of which has been filed and made a part of the record, regarding the incentive pay rate for after-hours building inspections for employees in BDRS; whereupon, Ms. Vecchioli moved, seconded by Mr. Dekle, that the incentive pay rate for after-hours building inspections for employees in BDRS be approved.

During discussion and in response to queries by Chair Andriso, Human Resources Coordinator Jack Loring explained why the building inspection changes are being implemented, and indicated that to make the voluntary work assignments more equitable to all staff members certified to complete them, the recommendation is to establish an incentive pay rate that

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essentially guarantees overtime pay for the employees who are willing to take on the additional voluntary duty; whereupon, he indicated that Classified employees conducting building inspections during hours that fall outside of the normally scheduled work time or work days will be compensated at the overtime rate of pay for all hours actually worked, regardless of the number of hours worked during that work week; and that even though compensation is only provided for actual time worked and not on a portal-to-portal basis, the employees are looking forward to the upcoming opportunity, and Ms. Vecchioli provided input.

Mr. Dekle questioned whether Pinellas County Government or the BDRS employee would be financially liable should the employee be involved in an automobile accident when driving to an after-hours job assignment; whereupon, Mr. Loring indicated that while his initial response would be that the County would not pick up the liability, Risk Management could provide a more thorough response to the question, and discussion ensued regarding potential exposure of the County relating to issues of liability, with Ms. Vecchioli providing input.

In response to queries by Mr. Dekle and Mr. Davis, Mr. Pressoir, with input by Mr. Loring, emphasized that the program is voluntary and is for BDRS employees who are interested in taking advantage of an opportunity to do after-hours inspections; and that the program is cost-effective and is generating additional revenue for the County.

Thereupon, upon call for the vote, the motion to approve the request of Ms. Rowe carried unanimously (Vote 6 – 0).

CONSIDERATION TO MOVE THE START TIME FOR PERSONNEL BOARD MEETINGS FROM 6:30 P.M. TO 6:00 P.M. – NO CHANGE

Following brief discussion, it was the consensus of the members that the start time for Personnel Board meetings remain at 6:30 P.M.

PROPOSED CHANGE IN DATE OF JULY PERSONNEL BOARD MEETING FROM JULY 5 TO JULY 12, 2012 – APPROVED

PROPOSED CHANGE IN DATE OF SEPTEMBER PERSONNEL BOARD MEETING FROM SEPTEMBER 6 TO SEPTEMBER 13, 2012 – APPROVED

MISCELLANEOUS DISCUSSION

Mr. Dekle brought forth a concern raised by employees in the Classified Service regarding a pay and classification change to the Animal Services Bureau Director position, indicating that it was the employees' perception that the individual holding that Exempt position was receiving an 18 percent increase in salary; whereupon, Mr. Dekle related that he had spoken with Mr. Pressoir earlier in the day, who had indicated that the pay and classification change did not result in a pay adjustment for the individual currently filling the position; and that the change was based on market research and was being done in order to attract quality candidates in the future.

Mr. Dekle related that he is not in favor of raising pay levels at this time unless all employees receive a raise; whereupon, he requested that when pay and classification changes of such a large magnitude are made, Human Resources raise the visibility of the changes, and discussion ensued.

In response to queries by Ms. Daggett regarding how employees are informed of overall pay grade increases and the business reasons for those increases, Mr. Pressoir related that although pay and classification changes are a matter of public record, they are not voluntarily published; and that the item would not have been presented as a housekeeping item if the position had been for the Classified Service; whereupon, he related that in order to make sure similar items have adequate exposure in the future, they could be listed as informational items, and Ms. Daggett concurred.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Management and Supervisory Notes for June 2012.
2. Training Schedule for June 2012.
3. Minutes of the EAC Representatives meeting of April 18, 2012 and the EAC Delegates meeting of March 22, 2012.

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ADJOURNMENT

The meeting was adjourned at 7:20 P.M.

Chair