

Clearwater, Florida, January 10, 2013

The Unified Personnel Board (UPB) met in regular session at 6:28 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.

Also Present: Peggy Rowe, Director of Human Resources; Jason Ester, Senior Assistant County Attorney; Charles Toney, Employees' Advisory Council Chair; Arlene L. Smitke, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

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| Personnel Board | <u>I. Election of Chair and Vice Chair of the Unified Personnel Board</u> |
| EAC | <u>II. Employees' Advisory Council Representative</u> |
| | <u>III. Consent Agenda</u> |
| Human Resources | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held November 1, 2012. |
| Human Resources | 2. Request Approval of Housekeeping Addition and Title Changes/Revisions of Class Specifications in the Pay and Classification Plan. |
| Parks & Conservation Resources | 3. Request Approval of the Audit of One Encumbered Heritage Village Museum Interpreter Position in the Department of Parks & Conservation Resources. |
| Real Estate Management | 4. Request Approval of the Audit of One Encumbered Craftworker 2 Position in the Real Estate Management Department. No change is recommended. |
| | <u>IV. New Business</u> |
| Human Resources | 1. Update on January 2013 Sunset of Rule I. Definitions; Rule X, Pay Grade Change; Rule VI, Promotion; and Rule IX, Position Reclassification. |
| | <u>V. Information</u> |
| Human Resources | 1. 2013 Performance Standards for Human Resources Director. |
| Personnel Board | 2. Reappointment of the following Personnel Board Members: Daniel M. Andriso, by the Board of County Commissioners, and James Koelsch, by the Constitutional Officers for 2013-2014. |

CALL TO ORDER

Chair Andriso called the meeting to order at 6:28 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Deviating from the agenda, Chair Andriso indicated that EAC Chairman Charles Toney would present his report at this time.

Mr. Toney related that Ms. Rowe had arranged for several UnitedHealthcare representatives to attend the November EAC Delegate meeting and respond to queries pertaining to the withdrawal of BayCare Health System from the UnitedHealthcare network; whereupon, Ms. Rowe reported that, while the dispute is ongoing, talks have resumed. Mr. Toney indicated that the meeting went well; that the UnitedHealthcare representatives offered to provide support for their onsite representative, Kathy Baker; and that due to the length of the healthcare discussion, a scheduled presentation by Jim Valliere has been postponed until the January Delegate meeting.

Mr. Toney indicated that the Personnel Rules Committee is continuing to meet to review the rules; and that it is finishing its review of the discipline area and starting to look at funeral leave provisions; whereupon, he requested the opportunity to provide input to the Board during its discussion of Item No. IV.1 on today's agenda.

Continuing his update, Mr. Toney related that the EAC has extended invitations to new County Commissioners Justice and Long to attend its meetings, as it has to the other commissioners and the UPB; that the Communications Department has assigned a liaison to work with the EAC to generate positive stories/news clips regarding County employees; that EAC representatives will attend the Legislative Delegation meeting at the end of January; and that plans are to attend a meeting of the Retired Employees of Pinellas County (REPCO) group to recruit for additional Employee Advocates. He reported on the December EAC elections, noting that he and Lisa Wombles were re-elected as Chair and Vice-Chair, respectively; that Board Reporter Tammy Burgess was elected as Secretary; and that Mercedes Pearson was elected as the At-Large Representative; whereupon, he recognized outgoing Representatives, noting that several will remain involved in the EAC as Delegates. Referring to the EAC's Personnel Board seat recently vacated by Mr. Tragos, Mr. Toney reported that the Delegates will be interviewing two candidates next week; and that the new appointee should be in place in time for the next Board meeting.

In response to queries by the members, Ms. Rowe indicated that the news stories/clips will likely be distributed via news releases and posted on the County website; and Mr. Toney related that there are currently six Employee Advocates.

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

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

- #1 Minutes of regular meeting held November 1, 2012, approved as submitted.
- #2 Addition and Title Changes/Revisions 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 Heritage Village Museum Interpreter position, Pay Grade CL13 (\$36,046-\$56,056), in the Parks & Conservation Resources Department approved; position reclassified to Project Management Specialist 1, Pay Grade CL17 (\$43,826-\$69,597), without benefit of examination and with the establishment of a probationary period as outlined in Personnel Rule IX.

Responding to query by Mr. Dekle, Human Resources Coordinator Jack Loring, with input by Ms. Rowe, indicated that the item relates to the class specification; that the tasks listed are illustrative in nature and not specific to any particular position; and that all tasks do not necessarily apply to every position within the classification.

- #4 Audit of one encumbered Craftworker 2 position, Pay Grade CL11 (\$32,697-\$50,169), in the Real Estate Management Department approved. Position remains as presently classified.

January 10, 2013

NEW BUSINESS

ANNOUNCEMENT OF NEW PERSONNEL BOARD ATTORNEY

Deviating from the agenda, Ms. Rowe welcomed Senior Assistant County Attorney Jason Ester, indicating that Mr. Ester will replace Robert Swain as attorney for the Unified Personnel Board.

UPDATE ON JANUARY 2013 SUNSET OF RULE I, DEFINITIONS; RULE X, PAY GRADE CHANGE; RULE VI, PROMOTION; AND RULE IX, POSITION RECLASSIFICATION

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, requesting the continuation of changes to Personnel Rules Nos. I, X, VI, and IX, currently scheduled to sunset in January 2013.

Ms. Rowe provided historical background information, indicating that various Rule changes were put in place governing the percentage of pay increase granted in connection with a promotion or reclassification; that the changes were enacted at the time the County was facing significant budget restraints; and that a committee is currently in the process of reviewing and revamping all Personnel Rules; whereupon she requested that the Board approve a continuation of the sunset date of Personnel Rules Nos. I, X, VI, and IX for one year or until the full set of updated Rules is brought before the Board for approval, whichever occurs first.

Mr. Koelsch moved, seconded by Mr. Davis, that the sunset be postponed as requested by Ms. Rowe; and at the request of Mr. Dekle, Mr. Toney provided input, indicating that at the time of the changes, the Rules provided for a six, nine, or twelve percent increase for reclassifications involving one, two, or three pay grades, respectively; that the EAC had requested that the percentages not drop below the previous levels of five (one and two grades) and ten percent (three pay grades); that the Board had approved the current percentages of four and eight percent; and that the EAC had requested the sunset provision; whereupon, responding to Chair Andriso, he indicated that he has no objection to the motion on the floor.

Upon call for the vote, the motion carried unanimously.

January 10, 2013

UNITED HEALTHCARE/BAYCARE HEALTH SYSTEM DISPUTE

Deviating from the agenda, Chair Andriso referred to the Board of County Commissioners' (BCC) December 7, 2012 press conference, indicating that the BCC, Appointing Authorities, St. Petersburg Mayor Bill Foster, and other community leaders had expressed concern regarding the ongoing dispute affecting employees' healthcare benefits and urged the parties to resolve their differences; whereupon, he suggested that the Personnel Board write letters to the parties encouraging them to continue negotiations and resolve the contract dispute for the benefit of Pinellas County employees.

Responding to query by Ms. Vecchioli as to whether the Board could take formal action on an item not included on the agenda, Attorney Ester stated his preference that the Board provide direction by consensus rather than a motion.

Mr. Dekle read BCC Chairman Morroni's statement from the December 4, 2012 press release, a copy of which has been filed and made a part of the record, and suggested that the Personnel Board adopt the statement and transmit it to the appropriate parties at UnitedHealthcare and BayCare Health System; whereupon, following brief discussion, Chair Andriso confirmed that there was a consensus to take such action, noting that he would work with Ms. Rowe to prepare the appropriate correspondence.

Ms. Rowe reported that the BCC had made a decision to pay 50 percent of the employees' cost for covered expenses that would be considered out of network as a result of the UnitedHealthcare/BayCare dispute through December 31, 2012; whereupon, she reminded the members that the Appointing Authorities had provided a \$1,200 lump-sum stipend to each employee in November, along with three days of administrative leave, in recognition and appreciation of the fact that they have not received additional compensation in their base pay for quite some time.

INFORMATION

2013 PERFORMANCE STANDARDS FOR HUMAN RESOURCES DIRECTOR – APPROVED AS AMENDED

Ms. Rowe referred to the document titled *Performance Standards for Peggy Rowe, Human Resources Director, January 2013*, a copy of which has been filed and made a part of the record, noting that the document was not distributed at the time of her last

January 10, 2013

performance evaluation; whereupon, responding to query by Chair Andriso, she confirmed that the goals would act as a guide to the members in conducting the next evaluation.

Mr. Davis referred to a notation under Performance Goal No. 5, and responding to his query, Ms. Rowe confirmed that the Appointing Authorities have the opportunity to utilize performance management tools that are specific to the needs of their organization. She noted that a number of focus groups exist that regularly provide feedback from all levels of the organization as to how performance management should be handled; that there is no “one size fits all” answer; and that Appointing Authorities will have several options to choose from in terms of the instrument that they will use to provide performance feedback to their employees.

Responding to further query by Mr. Davis, Ms. Rowe indicated that an Appointing Authority’s specific requests of the Human Resources Department may or may not be included in her personal goals, although she could provide the Board with updates on those activities upon request.

In response to Ms. Daggett’s query regarding employee recognition, Ms. Rowe related that she is in the process of conducting “listening sessions” within the departments; that she has gathered information pertaining to the things employees would like to be recognized for and the types of rewards they would like to see, aside from compensation; that the information is being related back to the Appointing Authority or BCC department manager; that the Human Resources Department is considering implementing a system-wide awards program involving points that could be redeemed for some sort of prize; and that other forms of employee recognition take place within the departments.

Mr. Dekle requested that editing of the Personnel Rules be added to the list of goals, and Ms. Rowe agreed to include it.

Noting that the Appointing Authorities deal with Ms. Rowe on a daily basis, Chair Andriso expressed an interest in finding a means to get them involved in the process of her performance appraisal; whereupon, Ms. Rowe related that she receives regular feedback from each of the Appointing Authorities; that she appreciates the opportunity they are given to provide input as to her evaluation; that they are intimately involved in the initiatives stated on the goal sheet; and that she would be willing to have the Appointing Authorities review her performance with regard to those goals if that is the desire of the Board.

January 10, 2013

REAPPOINTMENT OF MEMBERS

Chair Andriso announced that he has been reappointed by the BCC and Mr. Koelsch has been reappointed by the Constitutional Officers for 2013-2014.

DANIEL M. ANDRISO RE-ELECTED AS CHAIR OF THE UNIFIED PERSONNEL BOARD AND RICARDO DAVIS ELECTED AS VICE-CHAIR FOR CALENDAR YEAR 2013

Referring to the election of officers, Chair Andriso called for nominations for the offices of Chair and Vice-Chair for calendar year 2013.

Upon nomination by Mr. Davis, seconded by Ms. Vecchioli and carried, Mr. Andriso was re-elected to serve as Chair.

Chair Andriso nominated Mr. Koelsch to serve as Vice-Chair, and he declined; whereupon, upon nomination by Mr. Koelsch, seconded by Ms. Vecchioli and carried, Mr. Davis was elected to serve as Vice-Chair.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Management and Supervisory Notes for January 2013.
2. Training Schedule for January 2013.
3. Minutes of the EAC Representatives meetings of October 17 and November 21, 2012; and the EAC Delegate meetings of September 27 and November 29, 2012.

ADJOURNMENT

The meeting was adjourned at 7:05 P.M.

Chair