



## Employees' Advisory Council – Representative Meeting Minutes Wednesday, November 20<sup>th</sup>, 2013 - 2:30 p.m. – 4:30 p.m.

- 1) Call to order at 2:35 p.m.
- 2) Approval of Minutes – move to approve the September Delegate Meeting minutes - Elaine, 2<sup>nd</sup> Tim, unanimous approval.
- 3) Comments from Director of Human Resources – Peggy Rowe

The county wide employee survey has received about 53% response to date. This will be a 2-year recurring process. The survey can be completed on line or a paper copy can be submitted to HR. All county offices will be closed December 24<sup>th</sup> Christmas Eve day – this year. The 8 hours will be designated as Admin Leave – Other on the time sheets. Those employees working 24/7 operations will be able to use the 8 hours of admin leave at another time. The evaluation system is being revised – this is to be an ongoing process and not just an annual event.

Dave Blasewitz - Reminder that the yearly biometric screening and online health assessment need to be completed to avoid the \$500.00 additional charge on next year's health insurance costs. Flexible Spending Account (FSA) change – up to \$500.00 can now be carried over to the next year. This is for healthcare only and does not apply to childcare. FSA funds can be used for qualified expenses for employees and any tax dependents of the employee whether covered under the County health/dental plan or not.

A question was asked about safety concerns and security measures when an employee is terminated. Suggestion to have someone from Risk address this question.

### 4) Personnel Board Updates

Recent termination appeal raised concerns when there are allegations of Pinellas County Personnel Rule violations and possible State and Federal law violations and how this should be addressed at the Pinellas County Personnel Board. County Attorney Jim Bennett will be a guest at the December 5<sup>th</sup> Personnel Board Meeting to discuss the Personnel Act. The Personnel Act establishes the Personnel Board, the Personnel Department, and the Employees' Advisory Council. All EAC Representatives and Delegates are encouraged to attend this discussion.

Keith Dekle has been reappointed as one of the two EAC Appointees to the Personnel Board. The appointment is for a two year term.

### 5) Committee Reports

- EAC Elections – Representatives – in process

6) Old Business –

7) New Business

The EAC Representatives will have a joint meeting with the Appointing Authorities on 12-18-13.

EAC Delegate renewal forms will be distributed in January.

EAC Officers election at the December 18<sup>th</sup> EAC Representative Meeting.

Camille Evans – has taken the place of Peggy Sellards and is the EAC Liaison for Human Resources.

Motion to adjourn - Elaine, 2<sup>nd</sup> Lisa

The meeting adjourned at 4:30 p.m.



# Employees Advisory Council



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

APPROVED BY THE EAC

## Employees' Advisory Council – Delegate Meeting Minutes Thursday, November 21<sup>th</sup>, 2013 - 8:00 a.m. – 10:00 a.m.

- 1) Call to order at and pledge 8:05 a.m.
- 2) Guest Introductions
- 3) Comments from EAC Chair – Charles Toney

Personnel Board Updates – Recent termination appeal raised concerns when there are allegations of Pinellas County Personnel Rule violations and possible State and Federal law violations and how this should be addressed at the Pinellas County Personnel Board. County Attorney Jim Bennett will be a guest at the December 5<sup>th</sup> Personnel Board Meeting to discuss the Personnel Act. The Personnel Act establishes the Personnel Board, the Personnel Department, and the Employees' Advisory Council. All EAC Representatives and Delegates are encouraged to attend this discussion.

Keith Dekle has been reappointed as one of the two EAC Appointees to the Personnel Board. The appointment is for a two year term.

EAC Delegate renewal forms will be distributed in January.

The EAC Representatives will have a joint meeting with the Appointing Authorities in December.

- 4) Comments from Director of Human Resources – Peggy Rowe

The county wide employee survey has received over 50% response to date. This will be a 2-year recurring process. The survey can be completed on line or a paper copy can be submitted to HR. All county offices will be closed December 24<sup>th</sup> Christmas Eve day – this year. The 8 hours will be designated as Admin Leave – Other on the time sheets. Those employees working 24/7 operations will be able to use the 8 hours of admin leave at another time.

- 5) Comments from HR Health and Wellness – Dave Blasewitz

Reminder that the yearly biometric screening and online health assessment need to be completed to avoid the \$500.00 additional charge on next year's health insurance costs. Flexible Spending Account (FSA) change – up to \$500.00 can now be carried over to the next year. This is for healthcare only and does not apply to childcare. FSA funds can be used for qualified expenses for employees and any tax dependents of the employee whether covered under the County health/dental plan or not.

6) Special Guest Speaker – Appointing Authority Diane Nelson – Tax Collector

Diane presented us with an overview of the Tax Collector's journey that resulted in their Department receiving the Governors Sterling Award. She explained the process of going from good to great and gave examples of improvements they realized along the way. One improvement was the addition of dual computer screens at the work stations. This saved about 1 minute per transaction – when multiplied times 800,000+ transactions per year this improvement equated to the equivalent of 7 full time employees.

Birth Certificates will be available at the Tax Collectors Office as of December 16<sup>th</sup> 2013 for Florida born citizens.

The meeting adjourned at 10:00am.



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APPROVED BY THE EAC

## Employees' Advisory Council – Representative Meeting Minutes Wednesday, December 18<sup>th</sup>, 2013 - 3:30 p.m. – 4:30 p.m.

- 1) Call to order at and pledge 3:37 p.m. – delayed start due to EAC / Appointing Authority Meeting
- 2) Approval of Minutes – no minutes available for approval.
- 3) Comments from Director of Human Resources – Peggy Rowe

Dave Blasewitz – FMLA changes to start January 1<sup>st</sup>, 2014 for all employees. Dave stated no change to employee's FMLA rights and entitlement, just how they report their leave. More to come.

Dependents can be included on the county medical insurance up to end of calendar year turning 26, and until end of year turning 25 for dental.

- 4) Personnel Board Updates

County Attorney Jim Bennett discussed the Personnel Act at the December 5<sup>th</sup> Personnel Board Meeting. The Personnel Act establishes the Personnel Board, the Personnel Department, and the Employees' Advisory Council. This was a general discussion of the Personnel Act.

Keith Dekle has been reappointed as one of the two EAC Appointees to the Personnel Board. The appointment is for a two year term.

- 5) Committee Reports

- EAC Elections – the EAC voting By-Laws will be reviewed for possible revisions.

- 6) Old Business -

- 7) New Business –

EAC election procedures were discussed – HR - Jim Valliere was helpful to make sure the EAC By-Laws were clear and followed concerning the EAC election process.

EAC Officers elected: Chair – Charles Toney, Co-Chair – Richard Carvale, Secretary – Hazel Lane

Motion to adjourn - Tim, 2<sup>nd</sup> Richard

The meeting adjourned at 4:40 p.m.