

Clearwater, Florida, December 4, 2014

The Unified Personnel Board (UPB) met in regular session 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; Ricardo Davis, Vice-Chair; Andrea S. Daggett; Keith C. Dekle; Angela Outten; Joan M. Vecchioli; and Ron Walker.

Also Present: Peggy Rowe, Director of Human Resources; Michelle A. Wallace, Senior Assistant County Attorney; Jenny Masinovsky, Board Reporter; and other interested individuals.

AGENDA

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| EAC | <u>Item I. Employees' Advisory Council Representative</u> |
| Human Resources | <u>Item II. Consent Agenda</u> |
| | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held October 2, 2014 |
| Human Resources | <u>Item III. New Business</u> |
| | 1. Annual Performance Review of the Human Resources Director |
| | 2. Human Resources Restructure |
| Human Resources | <u>Item IV. Informational Items</u> |
| | 1. Action Taken Under Authority Delegated by the Personnel Board |
| | 2. Reappointment of the following Personnel Board Member:
Angela Outten, by the Employees' Advisory Council |
| | 3. Other Informational Items |

CALL TO ORDER

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

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EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Recognizing Ms. Outten for her knowledge and expertise, EAC Chairman Charles E. Toney thanked her for continuing to serve on the Board for another term, and provided a brief update regarding EAC activities. He related that the EAC will be meeting with local legislators concerning possible changes to the Florida Retirement System; that the members are looking forward to receiving the information on reorganization of the Human Resources Department this evening and to the review of the revised Personnel Rules next year; that the EAC Representatives election is currently taking place; and that due to his work schedule, he will not be able to chair the EAC next year.

CONSENT AGENDA – APPROVED

Minutes of regular meeting held October 2, 2014, approved.

Motion	-	Mr. Davis
Second	-	Ms. Vecchioli
Vote	-	7 – 0

NEW BUSINESS

Human Resources (HR) Restructure

Deviating from the agenda, Chair Andriso indicated that Item III.2 would be addressed at this time.

Referring to her memorandum dated December 1, 2014, a copy of which has been filed and made a part of the record, Ms. Rowe reminded the members that the restructuring of the HR Department requires the Board's approval. Ms. Rowe provided a brief overview of the objectives of the restructuring initiative, indicating that a new organizational approach that is collaborative and systematic would improve service and support the goals of the Appointing Authorities, as well as advance employee relations.

Referring to the proposed organizational chart, Ms. Rowe discussed the three major HR divisions, summarizing their main functions, as follows:

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- HR Services: the on-boarding process, including benefits, compensation, pay and classification, service awards, and related tasks.
- Performance and Development: organizational development, training, performance management, employee relations, and related tasks.
- Research and Special Projects: exit interview analysis, executive recruitments, employee surveys, workforce planning, and other major projects.

In response to queries by the members, Ms. Rowe clarified some of the functions and responsibilities of various positions under the major divisions, noting that the organization is ever evolving and the structure will be revised as necessary to meet the needs of employees and the Appointing Authorities, and discussion ensued.

Following discussion and in response to queries by Mr. Davis regarding the benefits of reorganization, Ms. Rowe explained that the new structure will advance the department by promoting collaboration and knowledge sharing within the department, resulting in more efficient, proactive, and well-rounded HR professionals; whereupon, she noted that having professionals with a more well-rounded understanding of HR principles would in turn help prepare the department for the anticipated retirement of several senior employees. Responding to queries by Ms. Vecchioli, Ms. Rowe related that there will be additional internal group meetings to encourage and ensure communication among staff in each division; and that she meets weekly with all the division directors.

Emphasizing that the restructure would not impact the budget and would not involve hiring, Ms. Rowe and HR Manager Beverly Waldron briefly discussed changes in salaries, typically involved in restructuring, the total budget, and current savings due to retirements.

In regards to queries pertaining to the effect of restructuring on the Appointing Authorities and County departments, Ms. Rowe responded that the alignment of HR with those entities will be strengthened by the establishment of a liaison system, wherein each entity would have its own HR point of contact, as well as by having more well-rounded professionals in general; whereupon, responding to query by Chairman Andriso, Ms. Rowe related that the Appointing Authorities will be notified of the restructure upon the Board's approval.

Thereupon, Mr. Dekle moved, seconded by Ms. Vecchioli, that the HR restructure be approved. Upon call for the vote, the motion carried unanimously.

Annual Performance Review of the Human Resources Director

Noting that the “Standard Performance Salary Review” form was used this year by the evaluators of Ms. Rowe’s performance, Chairman Andriso related that the reviews were filled with positive comments by the Appointing Authorities and Board members; and that the entire evaluations folder will be provided to Ms. Rowe for further review; whereupon, he read a sample of general comments under the areas of *Strengths* and *Suggested Areas of Improvement*. Noting that this year’s system did not have an overall employee rating, Chairman Andriso indicated that it was obvious from the comments of the Appointing Authorities participating in the appraisal that Ms. Rowe should be rated as “exceeds expectations”; and that she should receive the maximum amount of any allotted increase in salary. He congratulated Ms. Rowe on her positive performance appraisal; whereupon, she thanked the Chairman, the Board members, and the Appointing Authorities for their support and expressed appreciation of her staff.

Recognizing that Ms. Rowe has declined compensation increases in the past, the members inquired about this year’s budgetary provisions. Ms. Rowe expressed her gratitude for the evaluation and, noting that employees received an across-the-board increase this year, indicated that she would not be eligible for a performance-based increase until next year; whereupon, she discussed plans for the “pay-for-performance” program to be implemented next year for all employees.

Mr. Davis expressed concern about the current evaluation process for Ms. Rowe, noting that some of the same concerns have been raised in the past, and that without a discussion of the Board, the process has reverted to the former method; whereupon, Ms. Rowe suggested that in the future, the Appointing Authorities’ comments be collected and distributed to the members in advance of their evaluation.

Discussion ensued wherein Mr. Davis noted that it is difficult for the Board to evaluate Ms. Rowe’s performance, as they do not deal with her on a daily basis; that having the Appointing Authorities’ feedback in advance would be helpful in forming the basis for the evaluation; and that areas identified as needing focus should be incorporated into strategies or goals to be evaluated in the subsequent year; whereupon, Ms. Vecchioli noted that previous suggestions of a 360-degree review and self-evaluation were not implemented; and that contrary to last year’s agreement to send individual comments to the County Attorney, they were sent to the Board Chair; whereupon, Attorney Wallace provided clarification on lawful information exchange among the members, the Chairman, and the Appointing Authorities.

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Thereupon, Ms. Daggett provided general comments on the importance of HR in supporting the goals of an organization, sharing priorities with its executives, and keeping a public record of plans and projects.

INFORMATIONAL ITEMS

This item was not addressed in the meeting. The document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been attached and made a part of the minutes.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meeting of October 15, 2014.
2. Management and Supervisory Notes for December 2014.
3. Training Schedule for December 2014.

ADJOURNMENT

The meeting was adjourned at 7:31 P.M.

Chair



Human Resources Director

Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from November 16, 2014 thru November 29, 2014.

Results of Audit

UPWARD RECLASSIFICATIONS

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Encumbered BCC/C23	Bldg Plans Examiner	CL18	Building Division Chief	CL21
Encumbered BCC/C1050	Land Survey Tech 2	CL12	Eng Tech	CL14 (Pub Wks)

TITLE CHANGES

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>
Encumbered BCC/C21	Chf Bldg Insp	CL21	Bldg Div Chf
Encumbered BCC/C40	Chf Bldg Insp	CL21	Bldg Div Chf

*Present Classification deleted

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
13564	Lead Spray Technician	Spray Technician, Lead	CL10
06104	Lead Planning Technician	Planning Technician, Lead	CL12
23078	Lead Tax Specialist	Tax Specialist, Lead	CL12
13722	Lead Electrician	Electrician, Lead	CL14
14136	Lead Network Technician	Network Technician, Lead	CL20
14442	Lead Programmer/Analyst	Programmer/Analyst, Lead	CL23
11140	Executive Assistant	County Commissioner Assistant	P4