



## **Employees' Advisory Council – Representative Meeting Minutes**

County Office Annex, Room 429, Clearwater, FL

Wednesday, November 12, 2014, 2:30 p.m. – 4:30 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 2:34 p.m. by Chairman, Charles Toney.

### **Approval of Minutes**

Lisa Wombles motioned to approve the EAC Representative Minutes for October 15, 2014 after a correction is made to the question about adjusting the Delegates' meeting date in September. The motion was seconded by Clare McGrane. The minutes were approved.

### **Comments from Director of Human Resources – Peggy Rowe**

David Blasewitz - FACE of Performance was rolled out over the last two months. Training for supervisors and employees was done, and the FACE software program has been loaded for all departments except DEI and Tax Collector. HR has received support for FACE by most managers and supervisors (97-98%). The 360 degree review is available but not all Appointing Authorities are planning on using it at this time. (Chairman Charles Toney said that the EAC recommends use of the 360 degree review to help identify supervisors and managers that may need additional training to be effective in their roles.) The Appointing Authorities have indicated they will hold their supervisors and managers accountable for implementing the FACE program. The FACE of Performance system is based on regular conversations between supervisors and employees. It is a better way to address performance management. When merit increases are offered, FACE will be one component in identifying exemplary performance. Annual enrollment just ended for employees and retirees. The Healthcare Flexible Spending Account increased from \$2,500 to \$2,550.

### **Question:**

- During the first FACE of Performance conversations with employees, will the supervisor or manager talk about the employee's tasks, duties, what's expected or acknowledge what has been done? The conversations will be open. Individual Appointing Authorities are allowed to determine the topics they are going to talk about. More trainings will be scheduled about how to conduct the conversations.
- Will supervisors and managers be able to attend more training if they have problems with FACE of Performance and the conversations? Yes - Additional training workshops will be offered including a new series on performance reviews offered in December for supervisors.
- Did Human Resources have a reorganization? Yes - Human Resources is in the process of being restructured. The objective is to be more responsive to customer needs. The restructuring will be taken to the Personnel Board in December. An overview will be given at the next EAC Rep meeting.
- What happened to Succession Management? A team is looking at how to restructure Succession Management including how to integrate it into workforce development.
- Has anyone seen the documentary *Fed Up* dealing with what's in your food including nutritional labeling? Some Representatives had seen the documentary. Wellness Coordinator Beth Woodbury offers wellness programs on topics including nutrition.
- What is the status of the employee health clinic? Human Resources staff hopes to take the contract to the Personnel Board in January. The EAC will be invited to a future open house.



- What is the update on paying for copies of emails for an ex-employee? A formal request needs to be prepared by the EAC. The Chairman will reword the request and send it out for review.

## **Personnel Board**

At the Personnel Board meeting on November 6, 2014, the termination appeal was withdrawn by the employee's attorney. There was discussion on County attorneys providing both legal counsel to the Appointing Authority and the Personnel Board in cases where the employee has outside legal counsel. The next Personnel Board meeting will be December 4, 2014. There are no appeals scheduled at this meeting.

## **Committee Reports**

- Legislative – FRS issues - Some of the new legislators want to change the FRS Pension Plan from a defined benefit plan to an investment only plan for all new employees. We need to continue to educate our legislators on the negative impact this change would have on the FRS. Chairman will provide a draft letter.
- Personnel Rules Review – The next meeting is November 13. The discussion will include the Discipline Rules. EAC will have the opportunity to look at and comment on the proposed changes to the Discipline Rules.
- Advocates' Program – Employees who are seeking an advocate should go through Employee Relations. Also Employee Relations offers mediation for both sides.
- Suggestion Awards – Dawn Grasso volunteered to work with Mike Powell on the Suggestion Award Committee.
- EAC Representative Election Process – There are two EAC Groups where six employees for each group are running for an EAC Representative position. The EAC Elections Committee decided not to hold a primary election. There are two EAC seats that are not being contested - BCC Group IV and BCC Group VI. In January, an EAC Representative will be selected for the At-Large seat. The EAC ballots will be distributed by managers November 21<sup>st</sup>, and the results will be tabulated on December 9<sup>th</sup> by the EAC Elections Committee.

## **Old Business**

The joint EAC and Appointing Authority meeting was a good meeting. The County Administrator sponsored picnic is November 19 from noon to 5 pm.

## **New Business**

- The Council presented their grateful thanks and a gift card to Elaine Billey, EAC Rep for Other Appointing Authorities, who will be retiring November 21.
- EAC Officers will be selected at the December 17<sup>th</sup> meeting. The Council was advised to think about the officer positions for the next two years: Chairman, Vice-Chairman, and Secretary. The current Chairman will not be able to run next year due to workload and if reelected, the current Secretary will not be able to accept the position due to workload.
- The EAC Council will get the Delegates' opinion about whether or not the September Delegates' meeting date should be adjusted due to the workload at the end of the fiscal year.
- Angela Outten, Employees' Advisory Council Appointee to the Personnel Board, agreed to stay on the board for the next two years.



# Employees' Advisory Council



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- The EAC Delegates' meeting is November 20 and the EAC Rep meeting is December 17. The Personnel Board meeting is December 4, 2014.

## **Adjourned**

Elaine Billey made a motion that the meeting be adjourned at 4:00 pm, and it was seconded by Clare McGrane.

*Charles Toney	*Randy Rose	*Clare McGrane	*Jenifer Gundel	*Chuck Mangio
*Richard Carvale	*Lisa Wombles	*Steve Yeatman	John Cloud	*Mercedes Pearson
*Hazel Lane	Mike Powell	*Elaine Billey	*Dawn Grasso	*Peggy Poole

\*EAC Representatives in attendance at this meeting.



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## **Employee Advisory Council – Delegate Meeting Minutes**

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, November 20, 2014, 8:00 a.m. – 10:00 a.m.

### **Call to Order**

The EAC Delegate meeting was called to order at 8:05 a.m. by Chairman, Charles Toney.

### **Guest Introduction**

The chairman introduced David Scott, Assistant County Administrator, who joined the meeting.

### **Comments from EAC Chairman – Charles Toney**

- The chairman welcomed new delegates.
- The Employees' Advisory Council Appointee, Angela Outten, has agreed to stay on for the next two years.
- The EAC Representative election is in progress. There were a couple of areas where multiple employees applied for an EAC Representative position.
- Several Appointing Authorities have signed up to speak at the delegate meetings next year.
- Mary Scott Hardwick is the new Intergovernmental Liaison for the County working out the County Administrator's Office. She will maintain contact with the Pinellas County Legislative Delegation and other state and local representatives in matters concerning Pinellas County. The chairman has already met with her, and we anticipate her input on Florida State Retirement (FRS) issues.
- Elaine Billey, EAC Representative for Other Appointing Authorities, is retiring November 21, 2014.
- The chairman asked the delegates for their suggestions about moving the September EAC Delegate meeting back by one week because some delegates could not attend the meeting in September due to their end of fiscal year work load. There were no responses. The EAC Representatives will discuss at their next meeting.

### **Comments from Director of Human Resources – Peggy Rowe**

Peggy wished everyone a Happy Thanksgiving holiday season. Most employees have received the FACE of Performance icon on their desk top so they can log into FACE. FACE gives employees more engagement in their performance with their supervisor. It also engages employees in career development. There will be a lot more training on managing performance.

### **Questions:**

- When will the FACE of Performance be fully functioning? Managers and supervisors should be having conversations with their employees now. For DEI, it will be functioning by December 13, 2014. There will be several training workshops coming up. The FACE website at [www.pinellascounty.org/hr/face](http://www.pinellascounty.org/hr/face) has a great deal of information including FAQs. Employees can send questions to Laura Berkowitz at [lberkowitz@pinellascounty.org](mailto:lberkowitz@pinellascounty.org) or 464-4835.
- When will pay for performance be associated with performance? Any increase is based on performance irrespective of FACE. Will receive more information on the rewarding of merit increases prior to the start in FY 2016. At this time, managers and supervisors are setting goals and performance expectations.





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- If an employee did not sign up for the WageWorks Flexible Spending Account for next year, will they lose their money? Employees will need to use this year's money by March 15, 2015. These are any expenses occurring this year through December 31, 2014.
- If an employee did not participate in all four wellness incentive series classes, are there makeup classes? Yes, if an employee missed one of the classes and did not receive an email with instructions, contact the Wellness staff at 464-3768 to find out how to make up the class.
- Will there be any communication to employees who did not complete the biometric screening? Postcards and letters were sent out. Additional communication will be sent out to those who have not completed the screening.
- How many hours a month does an Advocate work on a case? The maximum time allowed on the clock is three hours a week. Some Advocates spend more of their own time working on a case.
- What is the process to become an Advocate? The application is on the Human Resources website at [www.pinellascounty.org/hr/eac/advocate.htm](http://www.pinellascounty.org/hr/eac/advocate.htm). The form is submitted to Lisa Wombles who is the EAC Advocates Committee Chair.
- Will it be possible to cash in more leave time? There will always be a maximum for the leave exchange which is 160 hours at this time. Will review the maximum leave exchange for next year. Also, employees should look at the maximum amount of leave they can cash in if they are considering retiring or leaving the County.
- Will the Personnel Rule be reviewed regarding the maximum amount an employee can donate to the Friend In Need program? Will look at making changes in the Rule.

## **Health and Wellness Update – Dave Blasewitz**

Everyone was asked to remind coworkers to complete their biometric screening and the health assessment. The deadline is December 31, 2014. If not completed, employees face a \$500 higher health care premium next year. (For information on how to complete the biometric screening and health assessment before December 31<sup>st</sup>, including a list of pharmacies that provide screenings and a Help Guide to the United Healthcare website, [click here](#)).

Annual enrollment is done. WageWorks is sending out emails to employees who are enrolled in the Flexible Spending Account for health care. This is not related to the Flexible Spending Account for dependent care. The rollover amount for the Flexible Spending Account for next year is \$500.

## **Committee Reports**

- Legislative / FRS – The Florida Retirement System is one of the largest retirement systems in the Country. In recent years there has been some proposed legislation to change the FRS to an investment plan only for all new hires. The chairman has a draft letter explaining our concerns to use when corresponding with our legislators. Employees can use the letter as is or make changes. The chairman will check to see if the letter can be sent to the delegates via email. It is important that we educate our legislative representatives on the concerns we have with the recently proposed changes to the FRS.
- Advocates – We have six Advocates at this time. We need more volunteers. We are getting support at the Appointing Authority level for Advocates. The Advocates make sure facts are presented at the Personnel Board. The Personnel Board members also make sure that the facts are brought out. Employees are encouraged to participate. There will be some Advocate training work sessions in the near future.
- Personnel Rules Review – The Personnel Rules are in the process of a comprehensive review. The Discipline Rule is close to being ready to go to the Personnel Board for review.



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The Personnel Rules have been worked on for the past two years. Employees can go online and look at the Personnel Rules at <http://www.pinellascounty.org/hr/pdf/Personnel-Rules.pdf>. You can send your questions or concerns to your EAC Representative.

- Suggestion Awards – Two suggestion awards were approved – one in Real Estate Management and one in Utilities Water and Sewer. The total disbursement is \$3,000. Details will be in the next issue of The Pen. Dawn Grasso is now working with Mike Powell on this committee.

## **Open Discussion**

EAC election ballots will go out November 21, 2014 to all classified employees. The ballots must be returned in the envelope provided via interoffice mail by December 5, 2014. The ballots will be counted on December 9, 2014. The chairman advised that he will remain on the council for the next two years but due to current work load, he will not be able to serve as chairman. The secretary also indicated, if reelected, she will not be able to serve as secretary.

## **Upcoming Meetings**

The Personnel Board Meeting is December 4, 2014. The EAC Representative Meeting is December 17, 2014 and the EAC Delegate Meeting is January 22, 2015.

## **Adjourned**

With no guest speaker scheduled at this meeting - the meeting was adjourned at 9:00 a.m., allowing time for the delegates to meet with their representatives.

*Charles Toney	*Randy Rose	Clare McGrane	Jenifer Gundel	Chuck Mangio
*Richard Carvale	*Lisa Wombles	*Steve Yeatman	John Cloud	Mercedes Pearson
*Hazel Lane	Mike Powell	*Elaine Billey	Dawn Grasso	*Peggy Poole

\*EAC Representatives in attendance at this meeting.



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## **Employee Advisory Council – Representative Meeting Minutes**

County Office Annex, Room 429, Clearwater, FL  
Wednesday, December 17, 2014 2:30 p.m. – 4:30 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 2:35 p.m. by Chairman, Charles Toney.

### **Approval of Minutes**

Clare McGrane motioned to approve the Representative minutes for November 12, 2014 and the Delegates minutes for November 20, 2014. The motion was seconded by Lisa Wombles. The minutes were approved.

### **Welcome**

Richard Castle was welcomed as the new EAC Representative for BCC Group V11. Richard replaced John Cloud.

### **Comments from Director of Human Resources – Peggy Rowe**

Peggy Rowe gave an update on the restructuring of Human Resources. The update was done to create a proactive environment – more synergy. There are three divisions:

- Employee Relations, Organizational Development, Training, Performance Management, and people that do a little of everything
- Benefits, Compensation, Volunteer Services, Recruitment are under Human Resources Services
- Executive Recruitment, Special Projects, Workforce Planning are under the umbrella of Research and Special Projects

The FACE of Performance website ([www.pinellascounty.org/hr/face](http://www.pinellascounty.org/hr/face)) continues to be updated. Human Resources passed out new materials, [Tips for Supervisors](#) and an [Employee Guide](#). The purpose of FACE of Performance is to involve employees and supervisors/managers in ongoing conversations. Employees are encouraged to call BTS at 453-4357 for technical problems. (HR note: See [Login and Password Tips](#) if you are getting locked out of FACE or unable to login.)

The BCC appointed a new Personnel Board member, James Dates, who replaced Daniel Andriso.

### **Questions:**

- In the reorganization, is it business as usual? Yes.
- Is free parking still being considered for County employees? It was recommended that Steve Yeatman write a proposal stating why free parking is needed and forward to the County Administrator.
- What is the status of the online notification process for people who apply for positions but are denied because they did not meet the requirements for the job? Peggy Rowe will follow up.



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- It was discovered by one of the EAC Representatives that an oral surgeon has Sunday hours. Can personal experiences regarding medical services be shared with employees? The experiences can be shared in the Blog or put together as an "Ask Peggy" question.
- What is the progress on Succession Management revision and how will employees find out about the program? A team is working on revising Succession Management. Finalization should be done by April 2015. Employee notification will be determined.
- Will there be satellite Wellness Centers including weekend hours? A couple of centers are already in the process of being opened. Will look at requests for additional centers and where feasible consider opening them.
- Is the \$500 penalty legal? It is legal.
- What is the update on the Medical Clinic? The Medical Clinic is still being worked on including the negotiation process.
- Is the FRS Retirement Plan out of money? The FRS is in very good shape, as reported regularly in their annual reports.

## **Personnel Board**

There were good reviews about Peggy Rowe at the December 4, 2014 Personnel Board meeting. Charles Toney mentioned during that meeting he will no longer be Chairman of the EAC.

## **Committee Report**

- Legislative / FRS Issues - The chairman spoke at a Legislative Delegation meeting about some of the FRS changes in the past years. A wish list was given to the Legislative Delegation. Some legislators still wants to promote the investment option only. Overall, it was a good meeting. The next meeting is in January 2015. The Chairman is still working on revising the letter to be sent to the Legislative Delegation. The Legislative Delegation members are listed on the website at <http://www.pinellascounty.org/delegation>.
- Personnel Rules Review – No update at this time.
- Advocates Program – We received interest from several employees about the Advocates Program. Lisa Wombles will make contact with each employee.
- Suggestion Awards – The suggestion awards meetings are every six months.
- EAC Representative Election Process/Results – The following employees were elected as EAC Representatives for the next two years: Steve Yeatman, BCC Group III; Charles Toney, BCC Group IV; Hazel Lane, BCC Group V; Richard Castle, BCC Group VII; Peg Poole, Clerk South; Mercedes Pearson, Other Appointing Authorities; and Richard Carvale, Tax Collector. Charles Toney and Lisa Wombles were unopposed. Lisa Wombles, BCC Group VI, will be required to run again next year as stated in the EAC Bylaws.

## **Old Business**

The Delegates had no interest in changing the September Delegate Meeting date. The meeting date will stay the same as scheduled.





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## **New Business**

- ❖ The Selection of Officers (Chair, Vice Chair, and Secretary) for 2015 are as follows:
  - ✓ Lisa Wombles was nominated by Clare McGrane for Chairperson and seconded by Richard Carvale. Richard Carvale was also nominated by Dawn Grasso for the Chairperson position but he declined. Lisa Wombles is the new Chairperson.
  - ✓ Richard Carvale was nominated for the Vice Chairperson position by Mike Powell and seconded by Steve Yeatman. There were no other nominations. Richard Carvale will be the Vice Chairperson for a second term.
  - ✓ Clare McGrane was nominated as Secretary by Hazel Lane and seconded by Richard Carvale and Jennifer Gundel. Dawn Grasso was also nominated but she declined. Clare McGrane is the new Secretary. Other Representatives will back up Clare McGrane as needed.
- ❖ Selection of the At Large Representative – Joshua Chance was nominated as the At Large Representative by Dawn Grasso and seconded by Hazel Lane. There were no other nominations. Joshua Chance will be the At Large Representative. The Chairman will send a letter to Joshua Chance. The Chairman proposed to change the At Large Representative position to an annual position. The EAC will consider at the next EAC Council meeting.
- ❖ The following guests have signed up to speak at the 2015 EAC Delegate meetings: Pam Dubov, January 22; Ken Burke, March 26; Martin Rose, May 28; Rod Fisher, July 23; and Mark Woodard, September 24. Other potential guest speakers will be invited to include a representative from the Pinellas County Legislative Delegation and the FRS.

## **Upcoming Meetings**

The Personnel Board Meeting is January 8, 2015. The EAC Representative Meeting is January 21, 2015 and the EAC Delegate Meeting is January 22, 2015.

## **Adjourned**

Mike Powell made a motion that the meeting be adjourned; it was seconded by Lisa Wombles.

Charles Toney	Randy Rose	Clare McGrane	Jennifer Gundel	Chuck Mangio
Richard Carvale	Lisa Wombles	Steve Yeatman	John Cloud	Mercedes Pearson
Hazel Lane	Mike Powell	Elaine Billey	Dawn Grasso	Peggy Poole



# Management & Supervisory NOTES

Human Resources  
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## Classification Options: Special Projects Assistant

The past three issues explored some options available to managers and supervisors ([Classification Options](#), [Career Ladder](#), and [Trainee Under-Fill](#)) that can be utilized in order to achieve the best possible working environment. You will need to look at your positions and decide what is best for your departmental needs. The option of utilizing the Career Ladder, Trainee Under-Fill classifications or the Special Projects Assistant classifications will depend on weighing and balancing a number of factors.

### Special Projects Assistant

The Special Projects Assistant classification was created to provide assistance to managers working on a specific project for a specific amount of time within the department. The Special Projects Assistant is considered a temporary position and does not need to be advertised. When the Special Projects Assistant classification is utilized, the employee is informed of the beginning date and the anticipated end date of the project. A person is appointed to this position by the Appointing Authority and the Director of Human Resources. If the appointment needs to be extended, it must be approved by the Appointing Authority in concurrence with the Director of Human Resources. Because employees in this class are considered temporary, employment does not have to be extended by the Personnel Board.

The rate of pay for a Special Projects Assistant is established by the Appointing Authority in concurrence with the Director of Human Resources. A Special Projects

Assistant position is administratively assigned to pay grade CL55. Depending on the project, the pay scale is usually comparable to like positions already working on the project. If the Special Projects Assistant position fits within an existing class specification, then that class specification would serve as an underpinning to help establish the appropriate rate of pay for the Special Projects Assistant position. The Appointing Authority may require specific training, education, experience, or other credentials in order to perform the tasks relating to the specific project. In order to get that project completed, the Special Projects Assistant position may be the perfect solution for that special project within your department!

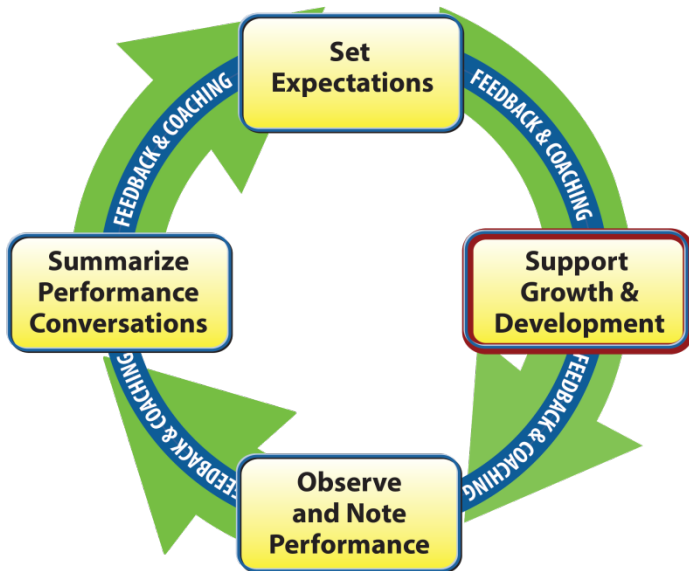
Utilizing the Career Ladder, the Trainee Under-Fill classifications, or the Special Projects Assistant classifications may prove to be a very positive employment option for your department. The classification system in the UPS is flexible and is easy to work with, and the staff in the Pay and Classification Section of Human Resources is happy to work with you on your classification needs.

For more information about the various classification choices, please contact Human Resources for assistance:

- Jack Loring,  
[jloring@pinellascounty.org](mailto:jloring@pinellascounty.org)
- Joni Valliere,  
[jonivalliere@pinellascounty.org](mailto:jonivalliere@pinellascounty.org)
- Mary Flockerzi,  
[mflockerzi@pinellascounty.org](mailto:mflockerzi@pinellascounty.org)

## Supporting Growth & Development: Learning Roadmap

One component of the FACE of Performance model is *Support Growth and Development*. The focus of this component is on employee learning and professional development.



As supervisors engage in face-to-face conversations with their employees, it is important to include some time discussing an employee's learning. The growth and development in this area may be driven by a business need or the employee's own interest.

In order to help facilitate the conversation about growth and development, employees and supervisors have access to a new tool, [Learning Roadmap](#). This tool will help make an assessment of "where you are" and "where you would like to be in the future," as well as providing a roadmap for your career journey.

The Roadmap is provided in two easy-to-use formats: (1) a [printable form](#) to print and complete by hand, and (2) a [fillable form](#) that allows answers to be typed into a PDF form.

The Learning Roadmap tool provides a way for employees to:

- Build an accurate picture of current skills, knowledge and abilities.
- Examine professional and career plans.
- Identify learning needs.
- Develop a plan to fill the gap between existing strengths and those needed to reach career goals.

Supervisors can encourage their employees to complete the **Learning Roadmap** tool independently or the supervisor and employee can complete it together. Once completed, the employee and supervisor can review the information and see what learning should take place. Keep in mind that classroom learning will help an employee develop 10% or less. The bulk of employee learning—approximately 70%—takes place through new experiences on-the-job.

Supervisors play a key role in employee development. As a supervisor, you provide new learning opportunities for your employees, offer feedback about their performance and help them achieve career goals.

This month, take some time to talk to your employees about their growth and development using the **Learning Roadmap**.

