



## Employees' Advisory Council – Delegate Meeting Minutes

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, January 22, 2015, 8:00 a.m. – 10:00 a.m.

### Call to Order

The EAC Delegate meeting was called to order by Lisa Wombles, the new EAC Chair.

The meeting opened with the Pledge of Allegiance.

Lisa introduced herself as the new Chairperson for the EAC. She asked for all attendees to share their goals with the group. They may leave a note (signed or anonymous) with the sign-in sheets.

It's time to renew Delegates or nominate new people. For the recent EAC Representative election voting, the overall ballot return rate was 62%.

### Guest Introduction

#### **Pam Dubov – Property Appraiser**

- Please keep your beneficiaries up-to-date AND let them know that they are beneficiaries.
  - (Dave Blasewitz: Benefits offers a program for departments on "Preparing for the Unexpected" – call 464-4570 if interested.)
- Last year's topic was flood insurance. It has a temporary resolution.
- Foreclosure process has slowed down so that the market is not flooded with homes:
  - 2014: 4,200 Foreclosures
  - 2009: 15,500 Foreclosures
- Boom in apartment construction: 1,000 new units for next year, the most since 2000
- Members of the younger generation are remaining renters for longer periods of time than prior generations because they saw the recession and are not sure home ownership is the best path.
- 2014 market value is up about 10%, but taxable values are only up 6.4% due to the Save our Homes cap on value. The real estate market is booming but government taxes are not.
- Save our Homes cap is 3% or the consumer price index (CPI), whichever is lower. Lower gas prices mean CPI is low this year at 0.8%; last year 1.7%; CPI differs from year to year.
- Good news - record tourism.
- Staff uses real estate market sales to value all properties each year.
- Staff inspects each property every five years in person or with aerial photos.
- PAO receives a daily list of transferred property info from Clerk's Recording Services. Yesterday there were 163; at holiday time there can be 300 – 500 per day.
- Things can happen if the transfers are not correctly written. Because the legal description on a new boat slip deed didn't properly match up, an entire marina was purchased for \$35,000 – the price of a boat slip! It took several phone calls and six months to clear up.
- There are 435,000 parcels in Pinellas County and half are primary residences with homestead exemption.
- There are over 16,000 commercial properties.
- Citizens with questions about their TRIM (Truth in Millage) notice need to contact each agency for information (school district, city, etc.)
- Scientology is the largest taxpayer in Downtown Clearwater; 25% of their properties are taxable.
- Condo taxes: Do upgrades affect the taxes? Yes, but not as much as it could. And, the PAO would have to actually see each condo.



# Employees' Advisory Council



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- There are important interrelationships between the Property Appraiser's Office (PAO) and other County agencies. Examples:
  - Building Dept. – Building information is sent to PAO staff so they can add improvements to the tax roll. Example: single family residence had a partial Certificate of Occupancy so the approved part can be taxed and the homeowner may also claim homestead on that portion.
  - Utilities – Consumption information may assist homestead exemption staff.
  - PAO provides values to all taxing authorities including the Tax Collector.
  - Base maps provided by the PAO are used by all County departments.
- What we each do is the face of Pinellas County government.
- PAO has LOTS of information, so please visit the website at [pcpao.org](http://pcpao.org) or contact the office at 464-3207.
  - Find out if a property is on the tax roll or not, Does it have a homestead or not? etc.
- When purchasing a property, check with the Tax Collector to see if taxes have been paid or if they are delinquent.

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

- The new health insurance year has started. [See important changes at 2015 Health Insurance and Prescription Plan Changes](#) which was emailed to employees on January 9th.
- Although the pharmacy benefits have not changed, the out-of-pocket expenses have. Question: An employee who formerly paid \$45 is now paying \$90 for maintenance meds. Another employee had a monthly prescription cost of \$60 which is going to \$120, an extra \$720 per year. Answer: The cost examples would be the maximum co-insurance amounts, not the cost for every prescription. Here are the specific costs:
  - Most prescriptions used by our employees are generic (84%). Generic drugs remain the same cost (\$15 co-pay).
  - Preferred name brand drugs require a 20% co-insurance payment with a minimum out-of-pocket of \$30 and a maximum of \$60; non-preferred name brand drugs require 40% co-insurance with a minimum out-of-pocket of \$45 and a maximum of \$90.
  - For preferred specialty medications, there is 20% co-insurance with a minimum out-of-pocket cost of \$60 and maximum of \$120. For non-preferred specialty medications, there is a 40% co-insurance with a minimum cost of \$90 and a maximum cost of \$180. Most of the non-preferred medications have lower cost alternatives in the preferred or generic category.
  - [For more info, see www.pinellascounty.org/hr/benefits/pharmacy.htm](http://www.pinellascounty.org/hr/benefits/pharmacy.htm).
- Employees may save money by ordering a 90 day supply of medication. It takes about 15 days to mail order a 90 day script. Some medications may not be available in a 90 day script. Reasons may vary and could include safety concerns, needing to evaluate first if the medication will work long term, etc. Your physician can work with the pharmacists at Express Scripts on your behalf.
- Beware of receiving letters that suggest the employee MUST use mail order. You may use retail in most instances. Only specialty medications must be ordered through the mail. Keep in mind that mail order can offer a savings.
- LabCorp is the preferred United Healthcare provider for laboratory services. Use of a non-network lab can result in additional charges. This is not new and if you use an in-network physician they should be referring you to network labs. An employee found that a \$150 charge became \$800.



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- The plan is picking up some meds that have no co-pay in accordance with the Affordable Care Act.
- Employees may want to consider the health savings account (HSA) choice for health insurance next year as many preventive medications are covered at 100% in that plan.
- Compounding meds do not have any FDA oversight. A letter was sent to employees using these medications in October about new procedures for compounding medications (work with the doctor and ExpressScripts so medication will not be denied).
- If Obamacare made insurance go down, why are we paying more? Florida Statute requires that self-insured employer plans keep a certain amount of surplus, thus the County budgets conservatively to be certain that unanticipated costs can be met.
- For specific questions, contact HR Benefits at 464-4570.

A delegate mentioned that some doctor's offices have an app that can be used on the phone that will help to check on coverage. Dave said employees can type "ExpressScripts" or "health4me" to access the pharmacy and medical mobile apps for smartphones or tablets.

## **Open Discussion**

The FACE survey was sent out mainly to see if we are having ongoing conversations.

## **Upcoming Meetings**

The Personnel Board Meeting is March 5, 2015. The EAC Representative Meeting is February 18, 2015 and the EAC Delegate Meeting is March 26, 2015.

## **Adjourned**

The meeting was adjourned at 9:42 a.m.

***Lisa Wombles \* Richard Carvale \* Clare McGrane***

*Richard Castle \* Josh Chance \* Dawn Grasso \* Jennifer Gundel \* Hazel Lane \* Chuck Mangio  
Mercedes Pearson \* Peggy Poole \* Mike Powell \* Randy Rose \* Charles Toney \* Steve Yeatman*



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

County Office Annex, Room 429, Clearwater, FL  
Wednesday, January 21, 2015, 2:30 p.m. – 4:30 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 2:32 p.m. by Chair, Lisa Wombles.

### **Approval of Minutes**

Hazel Lane motioned to approve the EAC Representative Minutes for December 17, 2014. The motion was seconded by Peg Poole. The minutes were approved as written.

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

Dave Blasewitz - Staff is working on final negotiations for the Pinellas County Health Center; site is yet to be chosen from among several locations; expected opening within 6 months. It is expected (part of the long term plan) that the Health Center could replace our contract with another medical center for occupational exams (no timeline has been determined).

What about those employees who opt out of our healthcare plan? Employees who opt out of the County Plan would not be able to use the Health Center.

What about retirees and co-pays? Initially retirees will not be included in this program. The Health Center will not be available to any Medicare retirees. Employees covered under the POS plan may have a reduced or no copay; a final decision has not been made. HSA (Health Savings Account) employees will need to pay a reasonable charge in accordance with federal tax guidelines.

What Return On Investment (ROI) does the County expect to realize? The County expects to break even, possibly in the first year.

The clinic is not meant to take the place of anyone's primary care physician. Employees could expect faster service and more time spent with the doctor. Also it will offer options for those who may need assistance with chronic condition management, such as maintaining healthy alternatives that mitigate the effects of diabetes. Pediatrics will not be offered through this program.

### **Questions:**

- The FMLA form seems to be asking for a lot of personal information? There is a form for disability benefits that requires information in addition to that of FMLA.
- How do any of these changes affect those with a same-sex marriage? The same health plan benefits are available to a spouse or domestic partner, regardless of sex. However, FMLA, by federal regulation, does not cover domestic partners, only married spouses.
- Re the Health Savings Account (HSA), there are some vendors who require a minimum \$3,000 balance to waive the monthly service fee. Isn't this supposed to be a "free" account? One account is free while another with enhanced features requires a minimum balance in order to waive the fee. Contact Benefits to find a bank account with no fee or minimum balance requirements.





## Old Business

- Steve Yeatman is concerned for employees that Taleo can't provide notifications to those who do NOT pass an application. Peggy Rowe explained that staff could go through each application, line by line, but that is too labor intensive. Jack Loring stated out of 1,172 applications from current employees in the system, only 112 did not meet the minimum requirements. Peggy explained the best qualified applicant is wanted; Pinellas County desires the most efficient and effective person for the position. Notification is by position; an email goes out to say the position is filled.
- Randy Rose inquired as to when FACE (performance management) goes into use. Peggy Rowe explained it already has started. Survey was sent to employees on FACE; many have not received – stuck in spam; many have not seen it in their department yet. Laura Berkowitz stated supervisors should be getting with employees. Reports are being sent to County Administration about which BCC employees have received quarterly performance reviews in FACE.
- Peggy Rowe stated there are plans for an across-the-board salary increase in October 2015 with a tentative date for Pay for Performance merit increases beginning January 2016.
- Peggy Rowe suggested if BCC budget review is requested; get Bill Berger or someone to talk about the budget.
- Job classification audits were completed for Tax Collector and Clerk of the Circuit Court Finance positions and some were reclassified due to a higher level of responsibility.

## New Business

Delegate renewals and nominations discussed.

Charles Toney stated there is nothing new at FRS; he will be going to the REPCO meeting on 2/9 and provide them with contact information for the elected politicians.

Lisa Wombles stated there will be an advocate meeting on 2/20 at 9 a.m. located at the Utilities building, 14 S Ft Harrison, 4<sup>th</sup> floor. Angela Outten will discuss what the Board looks for and what the advocate should look for and ask for when representing an employee.

## Adjourned

Josh Chance made a motion that the meeting be adjourned at 4:37 pm, and it was seconded by Clare McGrane.

***Lisa Wombles \* Richard Carvale \* Clare McGrane \* Charles Toney \* Randy Rose  
Jennifer Gundel \* Chuck Mangio \* Steve Yeatman \* Richard Castle \* Mercedes Pearson  
Hazel Lane \* Mike Powell \* Dawn Grasso \* Peggy Poole \* Josh Chance***



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

County Office Annex, Room 429, Clearwater, FL

Wednesday, February 18, 2015, 2:30 p.m. – 4:30 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Lisa Wombles.

### **Approval of Minutes**

The minutes were amended with a clarification of the differences between FMLA benefits and health benefits for spouse or domestic partner marriage. Peg Poole made a motion to amend and approve the EAC Representative Minutes for January 21, 2015. The motion was seconded by Charles Toney. The minutes were approved as amended.

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

- At a recent meeting, the Clerk of Court mentioned a possible 2% across the board increase for the next fiscal year; with an additional bucket of up to 2% in merit increases;
- Someone else had heard the increase could be 4.5%. Peggy reminded all that this represents the total compensation package, which includes salaries, benefits, leave & holidays, etc. The healthcare budget alone is about \$60,000,000 in total. It also includes vacant positions and new hires.
- Question from those who work 10 hour days: Is anything in the works so that they don't have to take Annual Leave on holidays, or personal days?  
Answer: That's what the extra Floating Holiday is for and why it can be used in two hour increments.
- Question on PAQ for Fort De Soto positions. Their work is uniquely different from that of other parks. They operate campground software reservation and phone systems; do mechanical, electrical and plumbing repairs to keep park and campground operational; manage and participate in 911 calls for trauma/water rescues/lost children; and handle large amounts of cash with both the toll booth and pay stations.  
Answer: Jack Loring is working with Paul Cozzie on this and the work is ahead of schedule. But Jack will mention this to Paul, to rate Fort De Soto separately, with a different baseline.
- Question: Will the new healthcare clinic be for spouses?  
Answer: The County is looking at eligibility as part of our contracting and implementation; the first priority is for the employees. They are looking for a site, ideally to be centrally located in the County.
- Will using clinic for Workers Comp issues be a conflict of interest?  
No, the doctors work for the clinic, not for the County.
- Do we know if Clearwater is saving any money with their clinic?  
They indicated that they are.
- The clinic will also provide more face time for the employee with the doctor. Appointments will be for 15 or 30 minute periods, not two patients booked for the same 15 minutes as is the norm.



# Employees' Advisory Council



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- Prescription co-pays for generic drugs: If the cost is less than \$15, the savings is passed down to the employee. Be aware that drug companies are raising prices so some generics which previously were less than the copay may not be now.

## **Personnel Board**

Daniel Andriso has stepped down after close to eighteen years. Rick Davis is the new Chair. Keith Dekle is our Vice-Chair.

Lisa spoke about visiting the Hillsborough County EAC meeting with Steve on February 12. They have about 5,000 employees; some are union. There are no advocates, unless the employee is a union member. Their EAC has a civil service board rather than a personnel board. The civil service board members are appointed by the governor. Hillsborough is also updating their rules, for the first time in about ten years. Lisa finds that Pinellas County is overall the better place to work.

## **Committee Reports**

### **FRS**

Charles attended the recent REPCO meeting. There were about 35 people in attendance. They want to be kept abreast of the Legislature's actions and FRS. They requested the contact information for the elected officials so that they can write and email them. ([See Legislative Delegation.](#))

The 2nd of two local legislator meetings will be from 9 to noon on 2/24/15 at USF campus. The legislative delegates will / do get with the municipalities and not just the County.

### **Advocates**

There will be an advocate meeting on 2/20/15 in the Utilities Building at 14 S Ft Harrison, 4th floor. Joan Vecchioli, Personnel Board member, will explain what the Board looks for in an appeal and what questions the advocate should ask witnesses.

## **Round Table – What goals should the EAC plan for 2015?**

- Have more management, supervisors at our delegate and rep meetings. Then they can see what we're about.
- Ensure that FACE of Performance does not play favorites.
- Review the rules for County Temps (Ambulance Billing)
- BCC meetings: know more about EAC Council. In-Service Day, have Reps and Delegates stand up and be recognized.
- Finish up the Personnel Rules, especially disciplinary, as many of the sunsets on rules have come and gone.
- Funeral Leave – extra time – Annual Leave- for out of town funerals
- Look at the Cost of Labor and merit increases as well as the Cost of Living
- PAQ Process is long and drawn out and should be appealable
- More non-dollar values for employees, such as tuition re-imbursement: highlighted by Mark Woodard on In-Service Day.
- Expand wellness to include chiropractor and acupuncture supplements
- There is fear and anger on prescription changes



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- How will merit increases be handled? There is the potential of cut throat activity within teams, causing a breakdown in teamwork. We need definitions on how to measure.
- We should set our goals in writing.
- Promote from within doesn't always seem fair; it appears to happen more often in the upper levels than the lower levels. More widely used succession management might help that
- County wide picnic at Sand Key is open to all employees
- Employees are not getting FACE to FACE time. Supplemental FACE training is too long after; no new stuff
- Should we have Pen article about the EAC? Promote EAC with directors and with classified employees. Education – Financial, Tax, Investment Tips in Pen
- Annual Leave accrual – pay scale, increase, range
- Looking over temporary modifications in the rules that have reached the sunset date – example; maxed out employees' days off

Nominating forms for delegates are out and needed back so we have new Delegates at the March meeting.

Human Resources will soon offer short videos on a weekly basis to highlight various benefits available to employees and other useful information.

## **Adjourned**

Richard Castle made a motion that the meeting be adjourned at 4:20 pm, and it was seconded by Charles Toney.

***Lisa Wombles \* Richard Carvale \* Clare McGrane \* Charles Toney \* Randy Rose  
Jennifer Gundel \* Chuck Mangio \* Steve Yeatman \* Richard Castle \* Mercedes Pearson  
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# Management & Supervisory NOTES

Human Resources  
*Helping U Succeed*

APR 2015

## No Surprises

FACE is all about the conversations between supervisors and employees. At the very heart of the conversations is ongoing feedback and coaching. The supervisor provides continuous feedback, meaningful recognition, and coaching throughout the year. When this takes place, there are 'no surprises.'

'No surprises' means that supervisors have an obligation to provide feedback as soon as they have any concerns about performance or when an employee is doing something well. Nobody wants to be surprised by their supervisor. When something happens, the supervisor needs to say something to the employee; it cannot be months later. These conversations then become part of the day-to-day performance conversations between employees and supervisors.

The ongoing feedback should be guided by the following principles:

- **Make it regular.** Most performance conversations can be informal; no need to wait for a perfect moment or just once a year. See an employee doing something good today? Tell them. See an area where it could be just a little bit better? Tell them. Make sure you are providing feedback on a regular and ongoing basis.
- **Do it immediately.** Feedback is enhanced when it is given as close as possible to the event. Want to hear about the great job you did six months ago? Probably not. Want to hear about the great job earlier this week? Sure. Providing immediate feedback has the added benefit of being able to recall the details of the event and make the feedback specific.
- **Be specific.** Feedback should not be general. *Great job today!* On what? Employees want to

hear about their specific contributions and the effect it had. *Great job today on the presentation. The way you prepared and delivered the message really made a difference in our customer understanding a complex topic.* The same is true when the feedback is corrective.

- **Location is important.** While feedback can be informal and on-the-go, make sure you pick an appropriate place based on the type of feedback. Sometimes you may need to set aside time and remove distractions. This will provide time and space to make the conversation meaningful.
- **Positive before negative.** Need to deliver feedback about when something didn't go right? It may be helpful to acknowledge what went right, before talking about areas of improvement. Remember, it's a conversation. Ask the employee for his or her view and suggestions.
- **Practice makes perfect.** It can be easy to overlook all the good things that employees do or take it for granted. Also, it may be hard to provide feedback when performance is not on track. The easiest way to overcome both challenges is to practice.

Supervisors who provide feedback and coaching help to improve their employees' performance and create an environment of 'no surprises.' Remember, it's the conversations that take place, most of the time informally, that help employees know what they are doing well and where they need to improve. Supervisors shouldn't keep their employees in the dark, just waiting to jump out and scream '*Surprise.*' Following these guidelines can help improve your performance conversations and lead to better outcomes.



# Management & Supervisory NOTES

Human Resources  
*Helping U Succeed*

MAR 2015

## Getting Your Mojo Back\*

When the trials and tribulations of the job get in the way of your enthusiasm, how do you “get your mojo back?”

One public service administrator admits it was hard for her to face the reality that her mojo was lost – or at least misplaced. When she finally recognized what was going on with her, she shared with a trusted colleague how negativity and frustration were getting her down. The conversation that followed helped remind her of the many successes, large and small, for which she was responsible, and the long string of positive contributions she had to her credit. She felt an immediate boost, and recaptured a sense of the purpose behind each day's challenges and a renewed enthusiasm about the work.

Another administrator credits interior decorating for helping him get his mojo back. Simply the act of rearranging his work space or reorganizing the overwhelming piles of paper stimulates freshness in how he approaches the daily challenges. He also makes a point of deliberately changing the focus of his attention. Instead of stressing about the things that are getting in the way of progress, he sets himself to working out a plan that moves him in the direction of his goal. Reaching mini-goals along the way gives him occasions for satisfaction, a sure-fire mojo activator. Another of his strategies may not seem designed to recapture mojo, but that's what it does. He challenges himself to do at least one kind, supportive thing each day for each of the people he works with. “When I invest the time and energy for this, the same kind of behavior comes back to me. Instead of running on a depleted battery, my battery gets charged.”

You may not be able to control the circumstances that wear you down and drain your mojo, but here's something you can do. Take a moment to remember an achievement you're especially proud of and think back to how you were feeling when doing that work. Determined? Excited? Empowered? Motivated? Enthusiastic? Expansive? Optimistic? Challenged? Proud? What words fit for you? Then pick a current task that has you feeling “blah” and identify one thing you can do to turn your feelings around. Only one thing, that's all. Perhaps it's focusing on the positive outcome you can expect once the task is completed. Perhaps it's anticipating the relief you'll feel when it's done. Or maybe it's the sense of having some control. Whatever it is, it will bring about a shift towards getting your mojo back. Try it.

*\*ICMA Ethics Matters, August 2014*

### **OPUS Tip for Hiring Supervisors and Managers:**

Want your new employees to contribute and add value on Day One? The sooner that new hire information is entered in OPUS, the better it is for all stakeholders. It is imperative to enter new hire information at a minimum of one week before a new employee's start date. Delaying this process has a domino effect and negatively impacts the set up of the employee's computer, telephone, email, OPUS access and FACE access. The delay also affects the New Employee Orientation Program. Please help make your new employees' experience a positive one!

# Learning Opportunity

March 2015

Pinellas County  
Human Resources  
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[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Consortium Training Three-Month Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Mar 2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Mar 2 - 6		8:00am 9:00am Breakfast Bites (Annex 429) 8:30am 4:30pm Supervisory & Management Competencies Ser 12:00pm 1:00pm Lunch 'n Learn (Annex 429)	8:00am 12:00pm Getting Ready for Retirement (CJC)	8:30am 12:00pm What To Do When Conflict Happens (Studio B)	
	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Mar 9 - 13	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:00am 9:00am Breakfast Bites (Annex 429) 8:30am 12:00pm Dealing with Difficult People (EpiCenter) 8:30am 12:00pm Problem Solving / 12:00pm 1:00pm Leadership Lunch		8:30am 12:00pm Managing Electronic Records 1.0 (Swisher 111)	
	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
Mar 16 - 20	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:00am 9:00am Breakfast Bites (Annex 429) 8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Managing Workp 12:00pm 1:00pm Lunch 'n Learn (A	8:30am 4:30pm Intro to Supervision for Non-Supervisors (EpiCenter) 8:30am 12:00pm Managing Change (EpiCenter 2-304)		
	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
Mar 23 - 27	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:00am 9:00am Breakfast Bites (Annex 429) 8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Communicate Thi 12:00pm 1:00pm Lunch 'n Learn (A	8:30am 12:00pm Myers Briggs Type Indicator (Studio B) 8:30am 12:00pm Sharpening Your Professional Image (Sheriff's Office Ulmerton Rd)		
	<b>30</b>	<b>31</b>	<b>Apr 1</b>	<b>2</b>	<b>3</b>
Mar 30 - Apr 3		12:00pm 1:00pm Lunch 'n Learn (Annex 429)			

Class dates and times are subject to change. Please check OPUS OLM to confirm class availability. Contact Training & Development at 464-3796 or by email at [training@pinellascounty.org](mailto:training@pinellascounty.org) if you need assistance. Please note that not all classes are open to Consortium members (check with your training contact).

# Learning Opportunity

April 2015

Pinellas County  
Human Resources  
*Helping U Succeed*  
[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Consortium Training Three-Month Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Mar 30</b>	<b>31</b>	<b>Apr 1</b>	<b>2</b>	<b>3</b>
Mar 30 - Apr 3				8:30am 4:30pm Team Building (Studio B)	
	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Apr 6 - 10	8:00am 12:00pm Freestyle Cruising - Orientation Day 3 (Extension)	8:30am 4:30pm Supervisory & Management Competencies Series Day 5 (Studio B)			
	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
Apr 13 - 17	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series Day 6 (Studio B)		8:30am 12:30pm Records Management 1.0 (Swisher 111) 8:30am 12:00pm Effective Listening (Studio B)	
	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
Apr 20 - 24	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:30am 4:30pm Supervisory & Management Competencies Series Day 7 (Studio B) 8:30am 12:00pm Time Management (Utilities 4th floor)	8:30am 12:00pm Goal Setting, Planning & Organizing (Studio B) 1:00pm 5:00pm Getting Ready for Retirement (Extension's Magnolia Room) - Training, Hu	8:30am 12:00pm A Leader's Guide to Delegating (Studio B) 1:00pm 4:30pm Emotional Intelligence (Studio B)	
	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>May 1</b>
Apr 27 - May 1	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series Day 8 (Studio B)	8:30am 12:00pm Workplace Diversity: Beyond Race, Religion & Gender (EpiCenter 2-304)		

Class dates and times are subject to change. Please check OPUS OLM to confirm class availability. Contact Training & Development at 464-3796 or by email at [training@pinellascounty.org](mailto:training@pinellascounty.org) if you need assistance. Please note that not all classes are open to Consortium members (check with your training contact).



# Learning Opportunity

May 2015

Pinellas County  
Human Resources  
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[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Consortium Training Three-Month Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Apr 27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>May 1</b>
Apr 27 - May 1					
	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
May 4 - 8	8:00am 5:00pm Employee Appreciation Week	8:00am 5:00pm Employee Appreciation Week	8:00am 5:00pm Employee Appreciation Week	8:00am 5:00pm Employee Appreciation Week	8:00am 5:00pm Employee Appreciation Week
	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
May 11 - 15	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series Day 9 (Studio B)	2:00pm 3:30pm Records Management: Why It Matters (Dunn room 1)	9:00am 4:00pm Project Management (Pinellas Park Station)	
	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
May 18 - 22	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)			8:30am 11:00am Records Management 2.0 (Swisher 111)	
	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
May 25 - 29	Memorial Day	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		8:30am 4:30pm 5 Questions Every Leader Must Ask (Studio B) 8:30am 12:00pm Five Dysfunctions of a Team (EpiCenter 2-304)	

Class dates and times are subject to change. Please check OPUS OLM to confirm class availability. Contact Training & Development at 464-3796 or by email at [training@pinellascounty.org](mailto:training@pinellascounty.org) if you need assistance. Please note that not all classes are open to Consortium members (check with your training contact).