

Clearwater, Florida, April 2, 2015

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: Ricardo Davis, Chair; Keith C. Dekle, Vice-Chair; Andrea S. Daggett; Joan M. Vecchioli; Ron Walker; and James Dates.

Not Present: Angela Outten.

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

AGENDA

PLEDGE OF ALLEGIANCE

EAC

I. EMPLOYEE ADVISORY COUNCIL REPRESENTATIVE

Human Resources

II. CONSENT AGENDA

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held February 5, 2015
2. Request Approval of the Career Ladder Recommendation Within the Human Resources Department

Human Resources

III. INFORMATIONAL ITEMS

1. Action Taken Under Authority Delegated by the Personnel Board
2. FY 2016 Human Resources Budget
3. Other Informational Items

CALL TO ORDER

Chair Davis called the meeting to order at 6:31 P.M and led the Pledge of Allegiance to the Flag; whereupon, he acknowledged recent tragic events leading to the death of Ms. Daggett's brother and expressed condolences to his family.

Thereupon, Chair Davis welcomed James Dates to the Board.

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Deviating from the agenda, Chair Davis related that Item I, EAC, will be addressed later in the meeting.

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CONSENT AGENDA – APPROVED

Minutes

Minutes of regular meeting held February 5, 2015, approved.

Motion	-	Mr. Dates
Second	-	Mr. Dekle
Vote	-	5 – 0

Career Ladder Recommendation Within the Human Resources Department

In response to queries by Mr. Dekle, Ms. Rowe described the concept of a “career ladder,” relating that it provides promotional opportunities by allowing employees who have acquired a body of knowledge needed for certain specialty positions to transition into those positions without having to compete; and that it saves the department from recruiting and training; whereupon, she noted that at a certain higher level, the career ladder ends and positions become competitive in order to hire candidates with other perspectives and ideas and have a combination of internal promotions and external hires. She noted that other County departments have been utilizing career ladders for a long time; that it is an efficient process; and that there is no downside to it.

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At this time, 6:35 P.M., Mr. Walker entered the meeting.

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Mr. Dekle moved, seconded by Ms. Vecchioli, that the career ladder recommendation within the Human Resources Department be approved. Upon call for the vote, the motion carried unanimously.

Later in the meeting, acknowledging the importance of supporting County employees by providing opportunities for growth, Mr. Walker encouraged Ms. Rowe to keep an open mind about external candidates and their potential contribution to the County.

INFORMATIONAL ITEMS

Action Taken Under Authority Delegated by the Personnel Board

The document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been attached and made a part of the minutes.

Fiscal Year 2016 Human Resources Budget

Referring to her memorandum to Office of Management and Budget Director Bill Berger, a copy of which has been filed and made a part of the record, Ms. Rowe indicated that she will be presenting the proposed Human Resources budget to the Board of County Commissioners (BCC) in May; and that she will notify the members of the meeting date.

Later in the meeting and in response to query by Ms. Vecchioli, Ms. Rowe indicated that the memorandum is put forth for the Board's review to seek its support of budget recommendations rather than budget approval; whereupon, Ms. Vecchioli moved, seconded by Mr. Walker, that the Fiscal Year 2016 HR Department budget recommendations to the BCC be approved. Upon call for the vote, the motion carried unanimously.

Other Informational Items

Chair Davis related that he and Ms. Rowe have been having an ongoing dialogue regarding the idea of the Appointing Authorities setting specific strategic objectives for the HR Department and its Director, starting in 2016, accomplishment of which would formalize into an aspect of her annual performance evaluation. He indicated that he has been discussing the idea with the Appointing Authorities; and that the matter will be brought to the Board for discussion once there is sufficient information.

Agreeing with the proposed approach, Ms. Daggett suggested adding the goal of preserving the shared values for the County to the strategic objectives; whereupon, responding to query by Ms. Vecchioli, Chair Davis indicated that while the Employees' Advisory Council is not an Appointing Authority, he would welcome its input regarding the performance evaluation.

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The following miscellaneous informational items were received for filing:

1. Minutes of the EAC Representative meetings of January 21 and February 18, 2015.
2. Minutes of the EAC Delegate Meeting held January 22, 2015.
3. Management and Supervisory Notes for March and April 2015.
4. Consortium Training Three-Month Calendar for March, April, and May, 2015.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Lisa Wombles related that at the last EAC Delegate meeting, Clerk of the Circuit Court and Comptroller Ken Burke informed the audience about the *Cover Your Assets* service offered on the Clerk's website and noted that citizens tend to have a negative perception of County employees; and that she discussed the importance of raising public awareness of what County employees do for the community during a subsequent meeting with County Administrator Mark Woodard.

Ms. Wombles also related that the EAC representatives visited the Hillsborough County EAC; that the Employee Advocate training took place in February with Joan Vecchioli and James Valliere presenting; that the EAC is participating in an "adopt a school" program by providing books and supplies to children who cannot afford them; and that the BCC will hold an Employee Appreciation Picnic at Sand Key Park on April 29.

MISCELLANEOUS

In response to queries by Mr. Dekle, Ms. Rowe provided an update on the progress of the new Personnel Rules, relating that input has been received from the Appointing Authorities and the County Attorney's Office in the course of periodical meetings; that she will be meeting with the Appointing Authorities and the EAC to provide an overview of the new rules; and that in the beginning of the summer, she plans to provide the Board with copies of the old and the new rules along with a summary of substantive changes.

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ADJOURNMENT

The meeting was adjourned at 6:55 P.M.

Chair