



Employees' Advisory Council



IV. 2.

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

Employees' Advisory Council – Delegate Meeting Minutes

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, March 26, 2015, 8:00 a.m. – 10:00 a.m.

Call to Order

The EAC Delegate meeting was called to order at 8:00 a.m. by Chair, Lisa Wombles.

Guest Introduction

Ken Burke, Clerk of Court

Comments from EAC Chair – Lisa Wombles

Lisa spoke of her visit to Hillsborough County and stated that she is happy to be with Pinellas County. Hillsborough County is about half and half with union and non-union employees. There is no advocate program. The only employees with representation belong to the union.

Comments from Director of Human Resources – Peggy Rowe

- Listening Sessions still going on, and HR is getting great ideas from the employees.
- Can raises for maxed-out employees be deposited directly into the 457 deferred comp account? Dave Blasewitz said yes, you can sign up at any time for deferred comp and contribute any amount up to the IRS limit.
- Merit Raise: how will that be determined? And how much can it be?
 - The general increase will happen at one time, in October with the new budget. There will be a separate amount for the merit increases. The criteria is being developed now and may include an employee's progress toward goals, performance within, and contributions to the organization.
- The budget is ongoing. Currently there can only be plans for increases. The Board of County Commissioners has to approve the budget first.

Health and Wellness Update – Dave Blasewitz

Questions

- How many reach maximum Out-of-Pocket? Dave will check and report back.
- Are there discounts for fitness center memberships? Yes. [[See www.pinellascounty.org/hr/health_wellness/pdf/wellness-facility-discounts.pdf](http://www.pinellascounty.org/hr/health_wellness/pdf/wellness-facility-discounts.pdf)]
- Update on the clinic: About three months before it opens
- Can you use HSA monies for massage therapy? Contact Benefits at 464-4570 or email employee.benefits@pinellascounty.org
- How can this happen: cost for copay with insurance is \$15 while purchasing full price without the insurance is \$12? Who is making the profit? When the cost of the medicine is less than the copay, the lower cost is charged and not the copay.



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Open Discussion

Issues brought to meeting by Delegates:

- Why aren't vitamins eligible for Flexible Spending Account? IRS rules apply to eligibility.
- Mandatory Pension deductions from our paychecks don't qualify for the Saver's Credit. IRS Rules apply. [Visit: www.irs.gov/Retirement-Plans/Plan-Sponsor/Types-of-Retirement-Plans-1 for plans that qualify.]
- Deferred Comp / Leave Exchange / cash / 457/ Withholdings - all are covered by Federal law What can the County control? Please direct any questions to Benefits at 464-4570 or email employee.benefits@pinellascounty.org.
- Maintenance Meds: Should be a 90 day prescription and NOT 30 day or you pay a 50% penalty. This has been the case for over 10 years and not in connection with the recent pharmacy plan changes. Very few employees have paid this penalty. Express Scripts or the HR Benefits staff can assist in transitioning the employee to a 90 day prescription.
- Coupons: The coupon may not be accepted by the drug company. Within the insurance plan, the County pays for the coupon. OUTside the insurance plan, the drug company pays for the coupon. Mail order – no coupons accepted.
- Sometimes the doctor needs to call ExpressScripts to work out an issue with a prescription. Benefits staff are available to assist at 464-4570 or by email at employee.benefits@pinellascounty.org.
- Some pharmacies have clinics / clinicians.
- Check at the doctor's office, using the Health4me mobile app, to see what drug is covered under the plan.
- Issue: Employee is on maintenance drug; past history: generics were tried, without success. He and his doctor already know that the generics don't work properly for him. Still denied.
 - With most management programs, the employee has to try other drugs before using the brand name.
 - The FDA approves drugs for specific uses. Even though the drug may be useful for other medical problems, the prescription will not be covered under the plan.
 - At this point, the doctor can speak with the pharmacist, and maybe work something out.
- Alternative Medicine: A few are accepted with limits such as acupuncture and chiropractic care. Massage therapy must have a specific clinical prescription. UHC makes the decision.
- Out-of-Pocket Maximums now include prescriptions.
- Use WageWorks to lessen the impact. The employee does need to be careful estimating. All requests for reimbursements must be in by March 31st of the year following. For example, reimbursement requests for medical expenses incurred in 2014 must be submitted by March 31, 2015. (A maximum of \$500 may be rolled over to the next year.)



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- Mental Health/EAP Program - Out-of-network providers from previous plan – dropped by new plan; network plan only
- Is the EAC involved in the RFP process for the health insurance contract? No. HR uses the resources of its professional consultants in conducting the RFP process, and an evaluation team of County staff review the proposals and make recommendations.
- “Cadillac Tax” is a federal excise tax beginning in 2018 if an employer pays more for health care per employee than the federal government minimums. The tax could be \$375,000 in 2018 but the county hopes to avoid or reduce the tax by helping employees be healthier and use preventive care.

Speaker – Ken Burke, Clerk of the Circuit Court

- Happy to say that here are no FRS bills in Tallahassee this legislative session. The leadership seems to have finally got it, at least until next year.
- Clerk's new program: [Cover Your Assets](#). The Property Fraud Alert Subscription Service enables you to be alerted any time a lien or action is placed against your property. Some can be fraudulent.
 - Example of lien on property: Notice of Commencement (NOC) by a contractor for roofing. The NOC should be removed upon completion of job and full payment to contractor. An NOC will also auto-lapse after one year.
 - Another example: Warranty Deed. Bank sells mortgage to another financial institution without notification to the homeowner.
- Pay raises – Appointing Authorities think the employees deserve it. We need to reward our hard working employees. Clerk's staff is funded mostly by the State. Real estate is looking good with a 3% increase in 2014; hopefully 4% in 2015
- 2014: First year in seven that funds have been added to the General Fund
- State employees have had no raises in seven years, and will have none again this year.
- Five Constitutionals Meeting – March 25, 2015: Discussion on keeping employees; they need to be paid well.
- Challenge: Let's market ourselves as employees to members of the community; provide vignettes of employees; talk about dedication of employees, including their community activities (such as Rotary and other groups and clubs); perhaps start each BCC meeting with an employee highlight. Idea about articles in local newspapers.
- Comment cards on Clerk's employees are about 90% good
- Charter Review Commission will reconvene this August (meets every eight years). Let's try to have an EAC Representative at each meeting. The Commission is made up of nine citizens, one Constitutional Officer, one member of the BCC, one member of the Legislative Delegation and one municipal representative. [See www.pinellascounty.org/charter]

Questions:

- Last year's budget: Where did the dollars from fuel savings go? Prices dropped drastically from anticipated/budgeted prices. Answer: Unused appropriations within an Appointing Authority's budget may be moved to another funding area.



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- What kind of issues does the Inspector General's Office find? Answer: Guardianship Fraud - the professional guardians are good; the family members guardians are not all good, some were very bad. Two cases were actually sent to the State Attorney's Office for prosecution.
- What about the 3% that we have to contribute to FRS each year? In 2011, the savings to the County mitigated cuts, since then FRS rates have gone up every year.
- State employs the most FRS employees, School Boards are next. With their FRS employees chipping in, the State saved money for their budget. Each year actuaries provide the percentage necessary to fund the pension. It is possible for the politicians to change that.
- Each traffic ticket has its own schedule of what percentage goes to what fund. There is a schedule for each type of ticket. Florida State Statutes dictate ticket fees. There are also four tiers for payment plans. "Wipe it clean" – Pay all collection fees – saved/received \$250,000.
- Investment plan employees now contribute 8% instead of 9% - mandated by the Legislature. Rates set for three years, with changes allowed every year, by the Legislature.

Committee Reports

EAC Advocate meeting attended by Joan Vecchioli who explained what the Personnel Board needs to hear and understand at an appeal hearing.

Upcoming Meetings

Lisa Wombles will meet with County Administrator Mark Woodard next week.

Appointing Authorities meeting with the EAC is on April 24, 2015.

The upcoming meetings are:

- Personnel Board Meeting is April 2, 2015.
- EAC Representative Meeting is April 15, 2015.
- EAC/Appointing Authorities meeting is April 24, 2015.
- EAC Delegate Meeting is May 28, 2015.

Adjourned

Meeting adjourned at 9:49 am.

*Charles Toney	*Randy Rose	*Clare McGrane	*Joshua Chance	Chuck Mangio
*Richard Carvale	*Lisa Wombles	*Steve Yeatman	*Richard Castle	Mercedes Pearson
*Hazel Lane	*Mike Powell	*Jennifer Gundel	*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, May 28, 2015, 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 Chair, Lisa Wombles. The meeting opened with the Pledge of Allegiance.

Comments from EAC Chair – Lisa Wombles

The EAC/Appointing Authorities bi-annual meeting was held on April 24th. There was a lengthy discussion about how to show the employees in a better light; for example, in the *Tampa Bay Times*.

Lisa's current department, Office of Business Support, is being disbanded due to organizational changes. Members of staff are being absorbed by various other departments throughout the County. Lisa will be moving to Purchasing. Both Directors are behind Lisa's retaining her post as EAC Chair.

Comments from Director of Human Resources – Peggy Rowe

(Dave Blasewitz filling in for Peggy)

- Two Minute Tuesdays are timely topics, with a wide range of information.
[Visit www.pinellascounty.org/hr/two]
- HR is still working on the consolidation and rewriting of the Personnel Rules.

Health and Wellness Update – Dave Blasewitz

- While HR is always happy to answer delegate questions, many benefit questions are unique to an employee's situation, many of which are confidential. Many of the benefits questions that are posed at meetings are more thoroughly addressed and resolved when the employee contacts Benefits directly [call 464-4570 or email employee.benefits@pinellascounty.org]
Remind your employees that their first step should be to contact the benefit provider, such as United Healthcare or Express Scripts, or Employee Benefits. Naturally if employees contact you, feel free to bring it directly to Employee Benefits yourself. Many delegates currently do just that.
- Cathy Baker, our UHC in-house representative, has retired. Human Resources is working with United Healthcare to provide a new on-site support person. Because there are multiple resources for employees to get claims assistance, the new representative, when hired, will likely be a nurse liaison that will assist with health issues and not claim issues.
- Employees who have a complex claim can contact MyUHC online at myuhc.com or by phone at 888-478-4752 (the number is listed on the back of your ID card), or contact Benefits staff who can reach their contacts at UHC.

Guest Introduction

Diane Spiron from Ernst & Young representing the Florida Retirement System's Pension and Investment plan.

Diane provided very detailed information. Some of the more important items were:

- The FRS offers free advisor service. Call 866-446-9377 or visit www.myfrs.com.
- Guidance is also available for other retirement funds you have.
 - Make an Action Plan



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- Find a Certified Financial Planner
- Workshops are periodically available in the Tampa Bay region, as well as recorded workshops that can be accessed from the website
- Know what you are saving for and when you plan to spend it
- Know the various risk factors, allocation of assets, loading of fees
- The website also has a calculator that you can use to see if your projections are realistic. If you experience problems with it, you can call FRS and they can help you through it.
- Human Resources can also assist departments who desire group FRS presentations from an Ernst & Young specialist.

Committee Reports

Charles Toney has applied for the Charter Review Commission.

Upcoming Meetings

The Personnel Board Meeting is July 2, 2015. The EAC Representative Meeting is June 17, 2015, and the EAC Delegate Meeting is July 23, 2015.

Adjourned

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

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL
Wednesday, March 18, 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 Vice-Chair Richard Carvale for Chair Lisa Wombles.

Approval of Minutes

Richard Castle motioned to amend minutes in reference to Fort De Soto. The motion was seconded by Charles Toney. Jennifer Gundel and Charles Toney requested amendments to minutes. Motion to accept the minutes for February 18, 2015, as amended, was made by Richard Carvale. The motion was seconded by Dawn Grasso. The minutes were approved.

Comments from Jim Valliere for Director of Human Resources – Peggy Rowe

Question: When will the Personnel Rules be available for review by the EAC?

Answer: Peggy hopes that the Rules can be made available for the May EAC meeting and for the Personnel Board in July.

Two Minute Tuesday Videos: Chuck Mangio would like to share ideas for topics. Contact Matt Stewart in Human Resources with suggestions for topics. [[View Two Minute Tuesday Videos](#)]

Question: Can Reward Points be converted into cash? What about Reward Points for new hires?

Answer: The default is set for Reward Points. Those wishing for cash will have to make that election – an email was recently sent out. Otherwise, the employee can change from the default election to cash before the start of the next quarter. [[Elect cash payment for wellness incentives](#)]

New hires are eligible for Reward Points as they reach milestones. Visit the website [[Wellness Incentive Program](#)] for information on wellness incentive awards and available wellness programs.

Question: How do we request an air quality check?

Answer: Contact Facility Management for a test. Risk will be notified, and possibly Air Quality.

FRS Questions:

Former FRS employee returns to an FRS position after many years. Can they remain in same plan, or must it be investment plan, regardless of whether the employee was in pension or not? What difference does it make if the employee was vested, or not?

Old Business

Speakers for Appointing Authorities Meeting – Topics

New Business

Hazel Lane received an email referencing the mandatory 3% contribution to FRS. Why is it not eligible for Saver's Credit on our tax returns? It's a mandatory contribution to retirement.

Answer: This is an IRS policy. The mandatory contribution is not eligible for the tax credit.

[[Check with a tax professional or the IRS. Your mandatory contributions may or may not be taxable when you start to take your distributions.](#)]



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On our W-2, the entry in Box 14 is for the mandatory FRS contribution. Entries in Box 12 cover Limited examples: (DD) Employer sponsored health coverage. (G) is for contributions to Deferred Comp (457)

Ken Burke will be our speaker for the March Delegates' Meeting.

Professional Development Advisory Council: first meeting scheduled for March 24th.

Discussion on prescription issues:

- Co-pays increasing from \$20 for 90 days to \$30 to \$125 or higher for 90 days
- Example: Acetaminophen, over-the-counter is \$12, but w/ insurance is \$15
- Employee received medication that should have been refrigerated, but was not.
- Employee now required to try generic equivalent, but suffered allergic reaction.
- Dave B visited Supervisor of Elections: Staff not happy with what they heard.

Round Table

- Charles spoke re sunsets on Personnel Rules – some are two years past.
- If we see a citizen slip and fall on County property it, stay with them, while Risk is notified.
- April 30th Sand Key Employee Picnic – Open to all Appointing Authorities but some may not be able to participate

Adjourned

Richard Castle made a motion that the meeting be adjourned at 3:16 pm, and it was seconded by Charles Toney.

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

*EAC Representatives in attendance at this meeting.



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Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, April 15, 2015, 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 Chair, Lisa Wombles.

Guest Introduction

EAC Chair Lisa Wombles introduced Rick Davis, Chair of the Personnel Board. He shared a short bio of his working and volunteering careers. Recap: Served in USAF, 30 years with Danka, lifelong volunteer citizen, Chaired South St Petersburg Redevelopment

Approval of Minutes

No minutes submitted for approval as Chair had not been present for March meeting and had not reviewed with Vice Chair who had presided.

Comments from Director of Human Resources – Peggy Rowe

Dave Blasewitz filled in for Peggy Rowe.

Suggestion Award

- Recent suggestion by Gary Dempsey at Emergency Communications resulted in savings of \$184,000 for County
- Maximum reward is \$2,500 or 10% of the savings

Fort De Soto has two new positions without a recruitment. The positions already have names, as if having been “appointed” to classified positions. If a department has qualified candidates, do they have to advertise? Need to provide more specifics to HR to determine what happened. HR's job recruitments are posted every day [see www.pinellascounty.org/hr/jobs].

Two Minute Tuesday Videos

- concise, timely subjects
- employees at Fort De Soto can't pick it up – bandwidth issue
- View previous videos or subscribe to receive new videos at www.pinellascounty.org/hr/two

FACE

- Should prevent favoritism
- Managers are accountable to Appointing Authority
- Where does the accountability end up? – Responsibility of each Appointing Authority to structure their own process.

Picnic

Reminder that we have the employee picnic at Sand Key on 4/29/15 (*Later postponed to 4/30/15 due to weather concerns*).

Pharmacy

- Question came from a delegate who feels that HR is tolerating less than good service from the vendors. Not true says Dave – There is no room for bad customer service – ALWAYS contact Benefits with issues at 464-4570 or email employee.benefits@pinellascounty.org.



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The pharmacy cannot unlawfully fill a prescription.

- Doctor writes a prescription.
- Most prescriptions are filled as written; however, Medical Management rules in the plan may apply to some prescriptions. These could be a limit on quantities, prior authorization, or starting with a less expensive medication in the same therapeutic class first.
- Meds can have multiple purposes, but may not be rated for all of them.
- These rules have been in place for over ten years, even through different vendors.
- Prices on generics are also rising, but when available still remain your best value.
- Prescription rules can be found on the Express Scripts website. Log in required.

[Visit Express-Scripts.com]

- Check to see if there are any conditions surrounding a particular prescription such as FDA approval
- Download an app if you have a smartphone
- There may be limits on quantities
- There may be multiple alternatives that must be tried first OR provide documentation of prior testing. The doctor may have to discuss with the Express Script's clinician. The clinician is NOT an office worker.
- How many employees met their out-of-pocket maximum and then had 100% coverage last year?

Reward Points

- How do we calculate tax on reward points?
 - Points are taxed as they are earned (Internal Revenue Code)
- Value for items available for points are very low and don't seem worth it
 - ⊖ Employees should remember part of the attractiveness is that employees can choose from thousands of items, and have their reward shipped directly to their home. This adds value, even though you might be able to get a lower price by looking around.
- On-boarding points for new employees may or may not be taxable
- Points can be combined
- The points can be used to get something for yourself and not spend the cash on everyday items.

Personnel Rules update – Laura Berkowitz

- Moving along
- Pre-committee & technical language for Carole Sanzeri
- Hope to wrap up soon

Lisa Wombles had a meeting with Mark Woodard

- Lisa spoke about merit increases – suggested the necessity of the Appointing Authority to have an outline of what is required to get a merit increase, but no numbers.
- Goals should be made and met in order to get any merit increase – as a suggestion given.
- Track what the employee does well and not so well.
- Scheduled for one hour. Mark listens and is willing to discuss issues.
- He wants to hear from the employees.

Charles Toney discussed favoritism as harassment with David Scott and Mark Woodard. They both would like to know about it, personally



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Legislative: Charter Review Process. The committee is representative of several groups. Let's try to get an EAC member to be a part of the process. This is a direct ballot access.

- Charter Review Commission has 13 members:
 - One County Commissioner
 - One Constitutional Officer
 - One Member of the Legislative Delegation
 - One City Elected Official
 - Nine Citizens
 - www.pinellascounty.org/charter and apply at <https://www.research.net/s/charterreview>

Topics for the Appointing Authorities meeting on April 24, 2015 at 8:30:

- FACE
- Personnel Rules
- Wellness Training (Breakfast Bites; Lunch-n-Learn) – use administrative leave or annual leave? Looking for consistency in how this is done
- Charter Review Commission
- FRS
- Picnic – Scheduling one at a time when the Clerk's Office might be closed?
- Discussion about back-pay when a termination is followed by re-instatement

Speakers for upcoming Delegate Meetings:

- FRS representative
- Marty Rose, BTS

Suggestions:

- Should we limit time allotted for a speaker?
- Issues with not hearing the speaker or the questioners

Adjourned

Mike Powell made a motion that the meeting be adjourned at 4:30 pm, and it was seconded by Hazel Lane.

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

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, May 20, 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

Chuck Mangio motioned to approve the EAC Representative Minutes for April 15, 2015. The motion was seconded by Peg Poole. The minutes, as amended, were approved.

Comments from Director of Human Resources – Peggy Rowe

Excise Tax

There will be a meeting on 6/22/15 [[rescheduled to 7/28/15](#)] to discuss the Excise Tax or “Cadillac Tax” on medical benefits. The Affordable Health Care Act assesses fees to employers who provide health insurance benefits that exceed the Gold and Platinum federal guidelines. Beginning in 2018, our Healthcare Plan Cost will be assessed a value by the Federal government and a tax assessed per employee per month.

Personnel Rules Review

Before the Personnel Board approval, the draft will come to the EAC and the Appointing Authorities with plenty of time to read and review.

The point of the review is to look at all the separate changes that have been made over the years and what they have done.

One goal of the revised rules is to put “like with like”. For example, all rules regarding leave time or compensation should all be in the same area.

The Committee is also looking at the Special Act to ensure that any proposed changes are pursuant to the Act. For example, an area like Workers Compensation is already covered by another authority.

- Pay & Classifications will show definitions only
- Filling positions: Eligible Register / New Hire
- Voluntary – Non-Voluntary Demotion
- Wage & Salary Registration
- Define Pay Plan
- How will merit be awarded
- How will promotional increases be handled

Reviewing the disciplinary section has been a long process. In some cases, infractions have been combined. Grievance rules need updating.

- Grievance Rule: what can be appealed?
- Make the options for next steps

Political Activities (per the Special Act) – proposed change to Personnel Rules to state that classified employees may not run for office. The law does not specify that an exempt employee cannot run.

The Appointing Authorities meeting – comments on the professionalism of the EAC and employees in general.



Inconsistencies in pay for line item certifications

This includes employees in Utilities. It is becoming apparent that not everyone involved feels that employees are owed back pay but yet would like those that have received certification pay after leaving the department to reimburse the County. This does not appear to be fair and equitable. As an advisor to the Personnel Board, the EAC Chair will inform the Board of this subject.

Comments from Dave Blasewitz – Benefits

Question:

Express Scripts are not meeting the level of service that we as County employees are required to meet, and that we do meet. Why do we accept inferior service levels?

Answer:

- Medco is a subsidiary of Express Scripts.
- Express Scripts is managing the plan that was created by the County.
- Please keep in contact with Benefits since each problem is its own unique issue.
- Mistakes can happen, but excessive mistakes are not tolerated.

Healthcare Clinic & Wellness Center

We're pretty close, maybe another couple of months before a contract can be presented to the board. After approval there will be an implementation period.

What about a UHC representative replacement for Cathy Baker?

There will be a different focus. The new rep will not focus on complex claims assistance but connect employees with resources including UHC and non-UHC services to help them better manage their health. [For now, contact UHC Member Services at 888-478-4752 which is the number on the back of your ID card.]

Will the Lifescan (in-depth medical screening) be available to employees? The Sheriff offers it. Not yet being considered for the County employees.

New Business – EAC Bylaws

Due to recent reorganization within the BCC, Lisa will be transferred from DEI Finance to Purchasing. Lisa is concerned that she be able to continue to serve the group that she originally represented upon election to the position of Chair.

The Council looked at Article V of the Bylaws regarding the composition of the Employees' Advisory Council which requires 15 Representatives.

Is a change required for Lisa to continue to represent the same group? The result of the discussion is that no change is needed.

The Council will look at elections, nominating, times, and methods of campaigning for both Representatives and Delegates.

Committee Reports

Charles Toney has applied for the Charter Review Commission.

Advocate Program

A new advocate attended a pre-disciplinary hearing. An advocate does not have to take the case if he or she is uncomfortable with it. It is possible that an employee may not have evidence to dispute any of the disciplinary action. Relationships can differ between each advocate and employee. Attempt to



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let the employee articulate their side as much as possible. Help the employee to better understand what has and is happening.

Charles Toney:

Currently the minimum pay increase for a promotion is 4% for 1-2 pay grades and 8% for 3 or more pay grades. It is possible that changes will be made again as far as the changes made in 2011 to the old 3% - 6% - 9% from the 2% - 4% - 8%.

Will the midpoint be the basis for raises?

Adjourned

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

(Donna Beim attended for Hazel Lane)



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Employees' Advisory Council - Representatives Meeting Agenda

Wednesday, June 17, 2015, 2:30 p.m. - 4:30 p.m.

County Annex, 400 S. Ft. Harrison Avenue, Clearwater, Room 429

1. Call to Order/Introductions
2. Approval of Minutes
3. Comments from Peggy Rowe - Human Resources Director
4. Committee Reports:
 - Legislative (Charter Review Committee) - Charles Toney
5. Old Business:
 - Certification Pay update
 - Personnel Rules
6. New Business:
 - Speaker for next Delegate meeting
7. Open Discussion

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*

Learning Opportunity

July 2015

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	Jun 29	30	Jul 1	2	3
Jun 29 - Jul 3					July 4th holiday
	6	7	8	9	10
Jul 6 - 10		12:00pm 1:00pm Lunch N Learn (Annex)	8:30am 12:00pm Who Put A Lizard In My Lasagna? (Sheriff's Office Ulmerton Rd) 1:00pm 4:30pm What To Do When Conflict Happens (Studio B)	8:00am 9:00am Breakfast Bites (Annex) 8:30am 12:00pm The Changing Environment & Future Trends in Leadership Development (Studio B)	
	13	14	15	16	17
Jul 13 - 17	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	12:00pm 1:00pm Lunch N Learn (Annex)		8:00am 9:00am Breakfast Bites (Annex)	
	20	21	22	23	24
Jul 20 - 24	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:00am 12:00pm Getting Ready for Retirement (Utilities 4th floor) 12:00pm 1:00pm Lunch N Learn (Annex)	8:30am 12:00pm Grievance & Disciplinary Procedures (Studio B)	8:00am 9:00am Breakfast Bites (Annex) 8:30am 12:30pm Records Management 1.0 (Swisher 111) 8:30am 12:00pm Effective Listenin 1:00pm 4:30pm Myers Briggs Type	
	27	28	29	30	31
Jul 27 - 31	8:00am 12:00pm Freestyle Cruising - New Employee Orientation Class 3 (Extension) 8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	12:00pm 1:00pm Lunch N Learn (Annex)		8:00am 9:00am Breakfast Bites (Annex) 8:30am 4:30pm Team Building (Studio B) 8:30am 12:00pm Time Management (Utilities 4th floor)	

Request enrollment for classes in OPUS. Users without OPUS access may register through their training coordinator. Class dates and times are subject to change. Not all classes are open to non-County Consortium members. Contact Training & Development at 464-3796 or email training@pinellascounty.org.

Learning Opportunity

August 2015

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Aug 3 - 7	Aug 3	4	5	6	7
			8:30am 12:00pm Dealing with Difficult People (Utilities) 8:30am 12:00pm When Change Happens, Adjust Your Sail (Sheriff's Office Ulmerton Rd)	8:30am 4:30pm Office & Adm Skills: Customer Responsiveness (Utilities 4th floor)	
Aug 10 - 14	10	11	12	13	14
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)			8:30am 12:00pm Leading with Persuasion (Annex 429)	
Aug 17 - 21	17	18	19	20	21
	8:30am 12:00pm Accountability That Works (Studio B) 8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)		8:30am 12:00pm Managing Change (Utilities)	8:30am 12:00pm Records Management 2.0 (Swisher 111)	
Aug 24 - 28	24	25	26	27	28
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)				
Aug 31 - Sep 4	31	Sep 1	2	3	4

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LearningOpportunity

September 2015

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	Aug 31	Sep 1	2	3	4
Aug 31 - Sep 4			8:00am 12:00pm Getting Ready for Retirement (ERB)		
	7	8	9	10	11
Sep 7 - 11	Labor Day	8:30am 12:00pm Problem Solving / Decision Making (Swisher 211)		8:30am 12:00pm Managing Electronic Records 1.0 (Swisher 111) 1:00pm 4:30pm Emotional Intelligence (Studio B)	
	14	15	16	17	18
Sep 14 - 18	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm The Power of Future Conversations (Utilities) 2:00pm 3:30pm Records Management: Why It Matters (A		2:00pm 3:30pm Records Management: Why It Matters (CJC)	
	21	22	23	24	25
Sep 21 - 25	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Communicate This! (Swisher 211) 8:30am 12:00pm Managing Workplace Stress (Sheriff's Offic			
	28	29	30	Oct 1	2
Sep 28 - Oct 2	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series 3 of 9 (Studio B)	8:30am 12:00pm Sharpening Your Professional Image (Sheriff's Office Ulmerton Rd)		

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How Low Can You Go?

In our employee survey of October 2013, respondents overwhelmingly stated that the organization does a poor job in dealing with low performers. In fact, almost 8 in 10 stated that we do a fair or poor job in dealing with low performers.

The effect of low performers is hard to ignore; they directly impact their colleagues, teams and the organization. Some of the noticeable effects include:

- Low performers are often negative or complain. They drain energy from others and the team.
- Team members know who the low performers are and tend to talk about them, perpetuating low morale.
- Supervisors have to devote time to correcting low performers, reducing efficiency and increasing complaints.
- Leaders are often criticized for not dealing with low performers, causing a lack of trust and their leadership effectiveness to be questioned.

So if low performers are so pervasive and have such negative effects, why aren't they swiftly dealt with? Sometimes, supervisors lack the will to effectively and proactively deal with low performing team members. Ultimately, the low performance ends up tolerated or ignored.

Supervisors must deal with the problem. Some of the reasons that low performers cannot be ignored include:

- Low performers collect a salary and the organization isn't getting full value.

- The team will perceive unfairness because others will have to take on more work and feel that they are working harder than others.
- The low performers are ultimately unhappy because they do not have the skills or ability to do the job.
- Supervisors have to devote a disproportionate amount of time correcting and coaching the low performing employee.

Supervisors have three options in dealing with low performers:

1. Be silent about their underperformance.
2. Rant to colleagues or HR.
3. Have a conversation with the employee.

Obviously, option #3 is the best choice. Supervisors can talk to their low performing employees during their ongoing FACE conversations. In these conversations it's important to:

- Reestablish the expectations and set measurable goals
- Provide opportunities for improvement and feedback
- Document the conversations in case the performance does not improve

Low performers exist in every organization. What's important is that low performers are effectively dealt with and their performance is not tolerated. Supervisors need to have conversations with low performers so they can improve and not negatively affect the team and the organization.

Micromanagement

The definitions for micromanagement usually center around excessive control or attention to details but one thing is certain, when a person describes their boss as a micromanager, it is not a compliment.

What are some signs that you might be a micromanager?

- You look at your staff as subordinates not as team members.
- You are constantly disappointed in your team's productivity.
- You believe you are more skilled and capable than the people that work for you.
- You are always swamped with work because you are unable to delegate.
- When assigning tasks, you tell people not just what to do but how to do it as well.
- You struggle with trusting your staff.
- You inspect your employees' work at multiple stages in the process, causing project delays and last minute rushes.
- You frequently have to assert your authority by telling people, "I'm in charge", "I'm the boss" or "I make the decisions."
- Your staff avoids you.
- People on your staff tell you or others that you're overly critical, that you are a micromanager or even perhaps have called you a bully.

Do you recognize some situations you can identify with? It is never too late; there are ways you can adjust your behavior and become a leader who inspires others and not be the dreaded micromanager who causes people to hide when they see you coming.

Tips to Stop Micromanaging

1. **Be aware of your behavior.** If people are complaining about you, consider that they might be right. What can you do to correct your behavior? If it feels like you constantly have to deal with employee performance issues, consider that it might not be your employees, it might be you.
2. **Openly communicate to avoid misunderstandings.** Sometimes we sit at our desks and fire out emails using words that we probably wouldn't say if we were actually interacting with people face to face. Get out of your chair and talk to people and more importantly, listen.
3. **Build relationships with your team members.** Invest in their success not in their failure. Relationships build trust. High trust in an organization can lead to high productivity.
4. **Delegate.** Not just delegate, but delegate well. It will only make your job easier and allow people to grow and learn new skills.

Not only does no one like to work for a micro-manager but having a micromanager can have a negative impact on productivity by creating low trust and motivation in the workplace. This can lead to low morale which ends up trickling into higher turnover. If you want to build a successful team, empower them, support them and let them grow. All will benefit from the outcome.

SIGN UP: Any employee may request a new issue be emailed each month by [subscribing to Leadership Notes newsletter](#).

Previously known as Management & Supervisory Notes

Welcome to the Neighborhood

Being new is no fun! We've all had new job jitters. A warm welcome can go a long way to ease the transition for a new employee. Supervisors should strive to create a comfortable, welcoming environment and try not to overwhelm the employee.

Listed below are some suggestions to make a new hire feel welcome:

- **Team:** Let the rest of the staff know that a new employee is starting, and what the person's job will be. Encourage their support and ask them to welcome the new employee. On an ongoing basis, strive to create a team spirit and positive working relationships to increase cooperation.
- **Buddy:** If possible, identify a staff member to act as a buddy for the first week.
- **Work Area:** Check the employee's work area ahead of time to ensure all needed supplies and equipment are in place. Contact BTS well in advance to set up computer and phone access.
- **First Day Tour & Introductions:** Set aside time to meet with the employee on their first day at work. Review the plans for the day and the week ahead. Show the employee the assigned work area including restrooms, break areas, parking, the location of electronic and paper files, office supplies and photocopier. Introduce them to other staff members. If applicable, provide keys, radio, parking decal or whatever items are required.
- **Expectations:** Review the employee's position description and performance standards.

- **Schedule:** Talk about the arrival time, departure time, lunch and breaks. Discuss the process for notification of illness or late arrival.
- **Leave Time:** Explain the leave request process, timecards, FMLA, overtime or compensation time, and unscheduled leave.
- **Policies:** Help the employee feel confident and informed by building a foundation of knowledge about departmental policies and procedures. This may include dress code, work schedule, telephone, email, Internet use, mission, goals, customer service philosophy, confidentiality and ethics.
- **Ongoing FACE Conversations:** Frequently talk with the employee about performance expectations, career goals, and training needs. If there are any problems or concerns, address them.

The time you spend planning for the new person's first days and weeks on the job will build long term trust, cooperation and motivation.

Resources for New Employees

Note: Some are internal links which function only from a work computer.

- [What We Offer](#)
- [New Employee Departmental Orientation Checklist](#)
- [OPUS New Employee Checklist and Reference](#)
- [Request for OPUS Access](#)