

Clearwater, Florida, August 6, 2015

The Unified Personnel Board (UPB) met in regular session at 6:32 P.M. 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; Angela Outten; and Ron Walker (late arrival).

Not Present: James Dates and Joan Vecchioli.

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

AGENDA

PLEDGE OF ALLEGIANCE

- | | |
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| EAC | I. EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE |
| | II. CONSENT AGENDA |
| Human Resources | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held April 2, 2015 |
| | III. NEW BUSINESS |
| Human Resources | 1. Appointment of the Interim Human Resources Director |
| | 2. Personnel Rules Update |
| | IV. INFORMATIONAL ITEMS |
| Human Resources | 1. Action Taken Under Authority Delegated by the Personnel Board |
| | 2. Other Informational Items |
| | V. TERMINATION APPEAL |
| Tax Collector | 1. Leona Daniels |

CALL TO ORDER

Chair Davis called the meeting to order at 6:32 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Lisa Wombles discussed future EAC elections, indicating that voting will occur online and paper ballots will no longer be used; whereupon, she related that at the EAC Representatives/Appointing Authorities joint meeting held last week, the firm of Towers Watson

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presented information regarding a federal excise tax scheduled to take effect in 2018 on employer-sponsored health coverage.

Ms. Wombles related that she and former EAC Chairman Charles E. Toney had met with County Administrator Mark S. Woodard regarding inconsistencies in a certification pay issue in Utilities; and that Mr. Woodard and his staff are reviewing the matter; whereupon, she thanked Mr. Woodard for his willingness to discuss employee issues and expressed appreciation with regard to his welcoming demeanor.

Ms. Wombles reported that Governor Rick Scott appointed Myriam Irizarry to the Pinellas County Court; that she has served as Chief Deputy and General Counsel to the Clerk of the Circuit Court and Comptroller since 2003; and that several EAC members will be attending the Investiture Ceremony; whereupon, she indicated that she had met with Ms. Rowe regarding the draft version of the Personnel Rules; that additional changes were made; and that those changes will be discussed at the next EAC meeting.

Noting that Ms. Rowe is leaving employment with Pinellas County, Ms. Wombles expressed appreciation for all her hard work and wished her well in future endeavors.

CONSENT AGENDA – APPROVED

Minutes of regular meeting held April 2, 2015, approved.

Motion	-	Mr. Dekle
Second	-	Ms. Outten
Vote	-	4 – 0

NEW BUSINESS

Appointment of Interim Human Resources (HR) Director

Chair Davis related that he received a request from Mr. Woodard to address the Board; and that due to the anticipated nature of the conversation, he would not participate in any discussion on the matter due to a conflict of interest, and in accordance with the provisions of the Standards of Conduct Law, submitted a Memorandum of Voting Conflict, which has been filed and made a part of the record; whereupon, Attorney Wallace indicated that she will offer legal advice subsequent to Mr. Woodard addressing the members.

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At this time, 6:38 P.M., Mr. Walker entered the meeting.

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Mr. Woodard recommended that the members consider selecting Chair Davis as Interim Human Resources Director, and presented his reasons for the recommendation, indicating that Chair Davis has served on the Personnel Board for six years; and that he has the education and experience to fulfill the duties of the position; whereupon, Mr. Woodard related that as the largest customer of Human Resources, he wishes to ensure a smooth and efficient transition during the search for a permanent Director.

During discussion and in response to comments and queries by the members, Attorney Wallace related that the last time the Personnel Board was faced with selecting an Interim Director, the members had allowed the Director to make a recommendation and the Board concurred; and that she can see no reason to deviate from that process; whereupon, she pointed out that according to the Special Act, five individuals will be tasked with creating a selection process to assist the members in their search for a permanent Director; and that past practice does not constrict the members regarding how they wish to proceed.

Attorney Wallace indicated that it was her understanding that the members had received communications from Property Appraiser Pam Dubov and Ms. Rowe regarding their proposals for the selection of an Interim Director. During discussion, some of the members reported that they had not received or read the recommendations of Ms. Rowe or Dubov; whereupon, Ms. Rowe related that she could present her proposal at this time.

Ms. Rowe recommended that the members consider selecting HR Manager Beverly Waldron as the Interim Director, and presented her reasons for the recommendation. She related that because Ms. Waldron will not be a candidate for the Director position, it will allow an even playing field for all others who wish to apply; and that because Ms. Waldron is well versed in all aspects of the department, she will not require a learning curve; whereupon, Ms. Rowe expressed her hope that Chair Davis will apply for the permanent position, noting that he would make a remarkable Director.

Mr. Walker reported that he has reviewed the Property Appraiser's email; and summarizing the key points, related that Ms. Dubov would essentially like the interim appointment postponed until a thorough discussion can take place regarding potential candidates; whereupon, Chair Davis read Ms. Dubov's email dated August 6, 2015 into the record.

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Mr. Dekle related that he does not wish to postpone the appointment since the present Director's final day of employment is tomorrow; that selecting an individual who will not be a candidate allows for a level playing field as expressed by Ms. Rowe; and that he supports appointing Ms. Waldron as the Interim Director; whereupon, Ms. Daggett indicated that Chair Davis has the objective credentials and can ascertain what is needed in the interim role; that she sees no conflict regarding an external candidate being appointed as Interim Director and then competing for the Director role; and that the Board is not encumbered by past practice.

Ms. Outten opined that it would be prudent to select a candidate who has experience in the department, is aware of what is presently taking place, and knows the people; and that she supports following past practice and accepting the nomination of Ms. Waldron, and Mr. Walker provided input.

Following brief discussion, Mr. Dekle moved, seconded by Ms. Outten, that Ms. Waldron be appointed as the Interim Human Resources Director; whereupon, upon call for the vote, the motion carried 3 to 1, with Ms. Daggett casting the dissenting vote and Chair Davis abstaining.

Adjusting Ms. Waldron's Salary During Her Time as Interim Human Resources Director

Following the appointment of Ms. Waldron as the Interim Director, Chair Davis stated that he would entertain a motion to consider adjusting her salary to include a 10-percent increase during the interim period, and Mr. Walker moved the item for consideration; whereupon, in response to queries by Ms. Daggett regarding past practice, Chair Davis related that although unaware of past practice, his motivation for the salary increase is due to the expanded duties that come with the Interim Director role.

In response to queries by the members, Ms. Rowe discussed the timeframe for a pay increase to take effect, relating that it would occur on the first day of the next pay period, Sunday, August 9; that Ms. Waldron would receive a 10-percent increase to her base salary for the period of time she is Interim Director; and that the members would need to take action for the increase to occur; whereupon, following brief discussion, Ms. Daggett seconded the motion. Upon call for the vote, the motion carried 5 to 0.

Upcoming Search for Human Resources Director

Chair Davis reported that he has been working with legal counsel to initiate the process by which the Selection Committee, a committee comprised of the County Administrator and the four Constitutional Officers, will select candidates to submit to the Personnel Board for consideration as the next Human Resources Director.

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In response to comments and queries by Mr. Dekle, Ms. Rowe discussed the process by which Human Resources determines important skills and standards when going through the selection process, indicating that Lominger Cards are used in that effort. She suggested that the members encourage the position recruiter to promote the use of Lominger Cards as a way for the Selection Committee to review suitable candidates; and that other stakeholders, including the EAC, could also take advantage of the method.

Chair Davis indicated that because the County Administrator and Constitutional Officers are actually tasked with establishing the process, it would be more appropriate for the members to decide how they plan to choose a candidate from those put forward, and Attorney Wallace agreed; whereupon, during discussion, Mr. Dekle expressed his desire to move forward, and Ms. Rowe remarked that getting input from all of the stakeholders will likely be part of the process.

Ms. Daggett discussed factors that are usually considered before using Lominger Cards, including review of an organization's goals, business plan, and top priorities. She related that while there are a wide range of competencies to consider, some competencies are so vital to the position that they must be carefully evaluated, thus contributing to a fairly complex selection process; and that at the appropriate time, the members can move forward under a thorough and transparent process.

Mr. Dekle moved that the Lominger process be initiated at this time, and in response to queries by Chair Davis, he clarified his motion, indicating that the Personnel Board should be provided the competencies now in order to ensure an absolutely transparent process; whereupon, Mr. Walker suggested that a workshop be scheduled; and that a presentation take place regarding what the members should consider as they review candidates submitted by the Selection Committee.

Ms. Rowe pointed out that the Special Act requires that the four Constitutional Officers and the County Administrator actually define the process, and suggested that a workshop be scheduled in which the Selection Committee can relay the information to the members; whereupon, Mr. Dekle amended his motion to first allow the Selection Committee to define the process before having a workshop with the members.

Following lengthy discussion, Mr. Dekle withdrew his motion; whereupon, Chair Davis related that the members will have full discretion to use their own judgment upon delivery of the Selection Committee recommendation, and Attorney Wallace advised that the ultimate determination regarding the Human Resources Director is entirely within the purview of the Personnel Board, and Mr. Walker and Ms. Daggett provided input.

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Presentation of Plaque

Chair Davis presented a plaque to Ms. Rowe in appreciation of her many years of dedicated service to Pinellas County.

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At this time, 7:17 P.M., the meeting was recessed and reconvened at 7:31 P.M., with all members in attendance.

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Personnel Rules Update

Ms. Rowe presented an update on the progress of the new Personnel Rules, relating that she recently met with the Appointing Authorities, the EAC, and EAC Chairman Lisa Wombles to provide an overview of the rule changes. Ms. Rowe presented revised copies of the new rules to the members, and related that she would email further information regarding where the actual changes were made; whereupon, she provided revised copies to Ms. Wombles and Mr. Schmidt.

Ms. Rowe suggested that because the members will be hearing appeals for the next several months, they establish a date to hold a work session regarding the rule changes. Following brief discussion, Chair Davis recommended that Ms. Waldron contact the members regarding potential dates, and Ms. Rowe related that she would be happy to return for the work session and explain any changes to the rules.

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.

Other Informational Items

Ms. Rowe related that about a year ago, Human Resources launched the FACE of Performance, a new system which was implemented to evaluate the performance of employees; that the County has been moving away from the practice of rating employees' performance for an entire year to a system where supervisors are having ongoing conversations with employees during the year

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concerning their performance, with the focus on setting and achieving organizational and personal goals; and that the FACE acronym stands for Feedback, Ask questions, Conversation, and Explore options.

Ms. Rowe related that Meagan Decker and Matt Stewart, Human Resources, were invited to present the FACE of Performance at the Alliance for Innovation Conference in April 2015; and that as a result of the presentation, the International Personnel Management Association published an article titled *FACEing Up to Performance Management: A Florida County Reconceives the Process*, a copy of which has been filed and made a part of the record.

Next Meeting Date

Following discussion, Chair Davis reported that the next Personnel Board meeting will take place on September 10, 2015, and no objections were noted. Following the meeting, staff advised that the next meeting will take place on September 3, 2015, as originally scheduled.

APPEAL OF TERMINATION OF LEONA DANIELS, FORMERLY OF THE TAX COLLECTOR'S OFFICE – DENIED

Appeal of Termination filed by Leona Daniels, formerly of the Tax Collector's Office, was presented by Employee Advocates Lisa Wombles and Steve Yeatman, representing the Appellant, and by Rose DiGennaro, Senior Manager, Tax Collector's Office, representing the Appointing Authority.

At the request of Chair Davis, the witnesses were sworn by the Deputy Clerk; whereupon, Attorney Wallace confirmed that no exceptions to the prehearing conference statement have been made.

Ms. Wombles requested that she be allowed to submit into evidence eight pages of material that were provided to the employee at the pre-hearing conference but not included in the members' backup materials, and no objections were noted by Ms. DiGennaro or the members; whereupon, Attorney Wallace reviewed the procedural rules for the hearing.

Following the completion of the testimony and final statements, Attorney Wallace reviewed the issues to be resolved by the Board and indicated that the first issue to be resolved is whether the Appellant did commit the activities for which she was disciplined.

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Ms. Daggett moved, seconded by Mr. Walker, that the Appellant engaged in the activities for which she was terminated, including substandard performance of duties, excessive amount of retraining, and Internet use in violation of policy, which are in violation of Personnel Rule XXIV, Paragraph J, Items Nos. 1, 16, and 38.

Chair Davis offered a friendly amendment to place specific references in the record, indicating that based on the testimony provided by Lori Dombrowski, Dawn Teabout, Debra Tierney, Geoff Giaquinto, Sherrie Jennings, and Cecilia May, the Board finds that the Appellant engaged in the activities for which she was terminated, citing Section B, Pages 26, 27, and 48; Section E, Pages 232, 238, 300, 301, 302, 303, and 304; Section H, Page 731; and Section I, Page 772, and the maker and seconder of the motion concurred. Following discussion and upon call for the vote, the motion carried 4 to 1, with Mr. Dekle casting the dissenting vote.

Attorney Wallace related that the second issue to be resolved is whether the Board finds that cause existed for the disciplinary action in that the abovementioned activities violated Personnel Rule XXIV, Paragraph J, Items Nos. 1, 16, and 38; whereupon, Mr. Walker moved, seconded by Ms. Daggett, that the Board does find that such cause did exist. Following discussion and upon call for the vote, the motion carried 4 to 1, with Mr. Dekle casting the dissenting vote.

Attorney Wallace related that the third and final issue to be resolved is whether the disciplinary action taken by the Appointing Authority was appropriate. Following discussion, Ms. Daggett moved, seconded by Ms. Outten, that the Board does find that the disciplinary action was appropriate. Upon call for the vote, the motion carried 4 to 1, with Mr. Dekle casting the dissenting vote.

A digital recording of the proceeding has been made a part of the record.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meetings of March 18, April 15, and May 20, 2015.
2. Minutes of the EAC Delegate meetings of March 26 and May 28, 2015.
3. Agenda of the EAC Representative meeting of June 17, 2015.
4. Consortium Training Three-Month Calendar for July, August, and September 2015.
5. Leadership Notes for May, June, and July 2015.

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ADJOURNMENT

The meeting was adjourned at 11:30 P.M.

Chair

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IV. 1.

Human Resources Director

Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from April 5, 2015 thru August 3, 2015.

Result of Audits

UPWARD RECLASSIFICATIONS

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C1673	Office Spec Sr	CL8	Acctg & Fin Tech	CL11-(Util)
BCC/C3569	911 GEO Base Tech	CL9	911 Database Analyst	CL14-(SES)
BCC/C621	Admin Supt Spec	CL11	Planning Analyst	CL14-(PLNG)
BCC/C2347	911 MSAG Coord	CL12	911 MSAG Analyst	CL14-(SES)
BCC/C2933	Accountant 1	CL13	Accountant 2	CL15-(AIRPT)
BCC/C2474	Radio Comm Analyst	CL15	911 Radio Systems Admin	CL20-(SES)
BCC/C3539	Planner	CL16	Prog Planner	CL19-(PLNG)
BCC/C2835	Radio Systems Coord	CL17	911 Radio Systems Coord	CL18-(SES)
BCC/C3648	Envir Spec Sr	CL18	Envir Prog Mgr	CL20-(PW)
BCC/G138	Grant Wkr A	CL55	Planner	CL16-(PLNG)
BCC/G150	Grant Wkr A	CL55	Planning Analyst	CL14-(PLNG)

DOWNWARD RECLASSIFICATION (REM)

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Encumbered BCC/C3301	Facility Operations Manager	CL19	Surplus Coordinator	CL14

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
08442	Purchasing Support Specialist	Administrative Support	Classified	CL12
23056	Tax Technician, Senior	Professionals	Classified	CL12
23058	Tax Technician, Lead	Professionals	Classified	CL13
10872	911 Database Analyst	Technicians	Classified	CL14
10878	911 MSAG Analyst	Technicians	Classified	CL14
17008	Water Conservation Coordinator	Officials & Managers	Classified/Excluded	CL17
10812	911 Radio Systems Coordinator	Technicians	Classified/Excluded	CL18
10802	911 Radio Systems Analyst	Technicians	Classified/Excluded	CL20
19108	Assistant Director, Finance Division	Professionals	Exempt	150
21266	PAO Director Information Systems	Officials & Managers	Exempt	150
01534	Director, Public Works & Utilities	Officials & Managers	Exempt	E3
02346	Strategic Performance Mgmt Analyst	Professionals	Exempt	P1
10982	Division Director, SES	Officials & Managers	Exempt	SM3a
01532	Workforce Development Manager	Officials & Managers	Exempt	SM3a

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PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>Pay Grade</u>	<u>RECOMMENDED Pay Grade</u>
23050	Tax Collector Supervisor	CL14	CL16

TITLE/PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>SPEC NO.</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
20040	Animal Care Assistant, Senior	CL8	20050	Animal Care Supervisor	CL10
14752	Aquatics Supervisor	CL11	14752	Aquatics Program Supervisor	CL14
08498	Assistant Director, Purchasing	SM4b	08498	Manager of Purchasing Operations	SM3b
08478	Purchasing Operations Manager	SM8	08478	Manager of Purchasing Support	SM5a
21964	Sr Economic Development Mgr	SM6	21964	Economic Development Mgr, Sr	SM5a

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
10800	Radio Communications Analyst	911 Radio Communications Analyst	CL15
23276	Tax Collector Assistant Agency Admin	Tax Collector Assistant Branch Manager	E-12
23278	Tax Collector Agency Administrator	Tax Collector Branch Manager	E-13
18868	Assistant Manager, Records & Info Mgmt	Assistant Manager, Records Mgmt	150
19128	Manager, Records & Information Management	Manager, Records Management	150
16842	Section Manager 1, DEI	Section Manager 1	SM5a
16844	Section Manager 2, DEI	Section Manager 2	SM4a
16846	Section Manager 3, DEI	Section Manager 3	SM3a
16906	Division Director 1, DEI	Division Director 1	SM2a
16907	Division Director 2, DEI	Division Director 2	SM1

RE-INSTATED

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
03344	Museum Specialist	Technicians	Classified	CL13
21278	Assistant Director of Commercials Appraisals	Professional	Exempt	150
21200	Director of PAO Public Information Services	Professionals	Exempt	150

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
14730	Lifeguard	CL5
17619	Interagency Water Manager	SM3b
13058	Senior Registered Architect	SM5a

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DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
10870	911 Geo Base Technician	CL9
10876	911 MSAG Coordinator	CL12
10810	Radio Systems Coordinator	CL17
23076	Tax Specialist, Senior	CL11
23078	Tax Specialist, Lead	CL12
16919	Executive Director, Environment & Infrastructure	E3