

Clearwater, Florida, September 3, 2015

The Unified Personnel Board (UPB) met in regular session at 6:30 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; James Dates; Angela Outten; Joan M. Vecchioli; and Ron Walker.

Also Present: Beverly Waldron, Interim Director of Human Resources; Michelle A. Wallace, Senior Assistant County Attorney; Lynn M. Abbott, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

- | | |
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| EAC | I. EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE |
| Human Resources | II. CONSENT AGENDA |
| | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held August 6, 2015 |
| Human Resources | III. NEW BUSINESS |
| | 1. Request Approval of FY 2016 Pay Plan Adjustments |
| | 2. Pre-workshop Discussion |
| Human Resources | IV. INFORMATIONAL ITEMS |
| Animal Services | 1. Action Taken Under Authority Delegated by the Personnel Board |
| | 2. Details on Reorganization of Animal Services Resulting in the Elimination of One Encumbered Position |
| | 3. Other Informational Items |
| Safety and Emergency Services | V. TERMINATION APPEAL |
| Regional 911 | 1. Danielle Frewer |

CALL TO ORDER

Chair Davis called the meeting to order at 6:30 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

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EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Vice-Chairman Richard Carvale thanked outgoing member Angela Outten for her service as the EAC appointee to the Board, expressed appreciation for her time and effort, and presented her with a card; whereupon, he related that William Shultz, a retired Pinellas County employee and former employee advocate, will start his term in October.

Mr. Carvale related that the EAC is reviewing the revised Personnel Rules and requested an opportunity to provide input to the Board; whereupon, Chair Davis indicated that a workshop will be held later in the month to discuss the rules, and the Board will welcome comments from the EAC at that time.

Mr. Carvale reported that the EAC election will be held electronically this year, which will require changes to its by-laws.

CONSENT AGENDA – APPROVED

Minutes of regular meeting held August 6, 2015, approved.

Motion	-	Ms. Vecchioli
Second	-	Mr. Dates
Vote	-	7 – 0

NEW BUSINESS

Request Approval of Fiscal Year 2016 Pay Plan Adjustments

Referring to her memorandum dated September 3, 2015, a copy of which has been filed and made a part of the record, Ms. Waldron recommended that the Board approve an adjustment of the maximum and minimum amounts of the pay ranges effective September 27 and December 27, 2015, respectively. She indicated that the adjustments allow the County to stay competitive and for employee recognition; and that the adjustments will be made separately to avoid additional compression at the lower end of the pay ranges and to provide separation from the general increase at the start of the new Fiscal Year, noting that the minimums and maximums have not been adjusted since 2007.

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During discussion and in response to queries by the members, Ms. Waldron related that employees will receive a three-percent across-the-board raise; that employees at or over the maximum of the pay range will receive two percent added to their base pay and one percent as a single, lump-sum payment; that the stipulations are being written into the new Personnel Rules; and that the County hopes to provide merit-based pay increases next year if the funds become available.

Following brief discussion, Mr. Walker moved, seconded by Ms. Vecchioli, that the Fiscal Year 2016 Pay Plan Adjustments be approved, and upon call for the vote, the motion carried unanimously.

Pre-workshop Discussion

Ms. Waldron announced that a Personnel Rules workshop has been scheduled for September 15; that a new set of rules has been compiled with suggestions from the EAC, some Appointing Authorities, and the original Rules Committee; that copies have been distributed to the members along with a document titled *Proposed Personnel Rules Revision Highlights*; and that an electronic copy also will be provided; whereupon, she requested that the members submit their comments and questions by September 11 so that any necessary research can be completed before the work session.

During discussion and in response to queries by the members, Ms. Waldron reviewed the approval process for rule and policy changes, related that the rules have been simplified and condensed, and stated that all proposed changes have been thoroughly reviewed by counsel. Responding to concerns expressed by Mr. Dekle, she agreed to review the Discipline Rule with regard to employees tampering with witnesses or evidence.

Ms. Vecchioli noted that some members may be precluded from attending the workshop due to the fact that it will be held on the Jewish holiday of Rosh Hashanah, and brief discussion ensued regarding scheduling. Ms. Waldron indicated that the EAC is meeting with the Appointing Authorities on October 16; and that she anticipates a second workshop will be held.

Upcoming Search for Human Resources Director

Chair Davis reported that the Screening Committee held its first meeting and has decided to utilize an outside search firm to advertise nationally for the Human Resources Director position; that the search firm will refer the top 25 candidates to the Committee for review and will coordinate the interview process; and that the Committee will present the finalists to the

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Personnel Board for selection of the new Director, which will likely occur during the first quarter of 2016; whereupon, Ms. Waldron related that hopes are to use a search firm under a state contract to avoid the delay associated with the Request for Proposal process.

In response to query by Ms. Vecchioli, Chair Davis, with input by Ms. Waldron, described the selection process established by the Special Act, noting that the Screening Committee consists of the Constitutional Officers and the County Administrator; that he will attend the meetings not as a voting member but as a liaison; and that he will provide updates to the Personnel Board throughout the process.

HR Director Performance Evaluation Report

Chair Davis distributed a memorandum dated September 3, 2015, a copy of which has been filed and made a part of the record. He related that he had met with the Appointing Authorities with regard to establishing a new system for evaluating the performance of the Human Resources Director, noting that his report was pre-empted at last month's meeting; whereupon, he suggested that any discussion be deferred to next month's meeting.

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.

Mr. Dekle expressed concern regarding the Personnel Board fulfilling its obligations and responsibilities regarding pay and classification items when meetings are rescheduled, and requested that no future Personnel Board meetings be canceled; whereupon, Ms. Waldron, with input by Chair Davis, stated that the HR Director has been delegated the authority to approve pay and classification changes; and that the Board ultimately does review the scheduled items even though a meeting has been canceled, and discussion ensued.

Mr. Dekle reiterated his concern; whereupon, Mr. Dates related his understanding of delegation of authority, noting that when authority is delegated, the information is provided for the Board's review, not its approval. Mr. Dekle indicated that the Board is abdicating its responsibility by not reviewing and approving the changes. Ms. Vecchioli disagreed and stated that Mr. Dekle's concern relates to timing, noting that timing was the reason the authority was delegated in the

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first place. Chair Davis related that he is involved with the decision to cancel meetings because HR contacts him, reviews the agenda, and discusses the importance of the items.

In response to query by Ms. Waldron, Attorney Wallace indicated that the HR Department can send a one-way communication to the Personnel Board; and that if a meeting is canceled, the monthly delegated item report can be distributed to the members, provided it is included on the agenda for the next public meeting; whereupon, Ms. Waldron agreed to follow that procedure.

Following further discussion and at the request of Mr. Dekle, Ms. Waldron agreed to provide a verbatim transcript of the motion and vote to delegate authority for certain actions to the Director of Human Resources.

Details on Reorganization of Animal Services Resulting in the Elimination of One Encumbered Position

Chair Davis indicated that a memorandum has been received from County Administrator Mark Woodard regarding the reorganization of Animal Services, a copy of which has been filed and made a part of the record, and indicated that the item is informational in nature and requires no action by the Board.

Ms. Waldron discussed the efforts to reposition the employee, who rejected two offers of reemployment, and stated that the Director of Animal Services is present to address any concerns or issues, and none were noted.

Recognition of Outgoing Member

Chair Davis presented a Certificate of Appreciation to Ms. Outten in recognition of her service to the Unified Personnel Board.

Other Informational Items

Noting that changes to the Exempt Pay Plan must be approved by the Board of County Commissioners, Ms. Waldron related that Human Resources will present the following items to the Board for approval at its September 24 meeting:

- ▶ Adjustment of the pay range minimum and maximum amounts upward by two percent, in accordance with changes made to the Classified Plan, with future adjustments to be made in accordance with Classified Pay Plan changes approved by the UPB.

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- ▶ Establishment of two special exempt ranges to accommodate employees in certain positions whose pay is market driven.
- ▶ Creation of a provision to allow payment of up to ten percent above a pay range maximum when extenuating circumstances occur, as provided for in the Classified Plan.

Discussion ensued, and responding to queries by Mr. Dekle, Ms. Waldron confirmed that the average exempt pay is higher than the average classified pay, noting that the exempt ranges have not been adjusted since 2004, although both plans received a one-percent increase in the maximums in 2013.

In response to queries by the members, Ms. Waldron discussed the use of a *comp ratio* to ascertain where a particular individual sits in their market reference range, noting that it is a fair, objective tool that has been used for a number of years. Chair Davis stated that the practice of adjusting pay ranges is standard in the industry and relates to the value of a position, not how an individual in the position is paid; whereupon, Ms. Waldron noted that the fact that ranges are adjusted does not mean anyone gets a pay raise.

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At this time, 7:08 P.M., the meeting was recessed and reconvened at 7:20 P.M. with all members present.

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APPEAL OF TERMINATION OF DANIELLE FREWER, FORMERLY OF SAFETY AND EMERGENCY SERVICES, REGIONAL 9-1-1 – WITHDRAWN

Attorney Wallace referred to the Appeal of Termination filed by Danielle Frewer, Telecommunicator 2, Safety and Emergency Services, Regional 9-1-1, and noted that her office received a phone call from Ms. Frewer at approximately 3:00 P.M. today; and that Ms. Frewer left a message with the receptionist stating that she would not be at tonight's hearing, and she and her attorney were going to seek remedies elsewhere; whereupon, she confirmed that Ms. Frewer was not in attendance.

Attorney Wallace stated that the Appointing Authority has a motion for the Board to consider, which has been filed and made a part of the record; and that attached to that motion is an affidavit from Carina Kaminsky, the receptionist who took the message from Ms. Frewer; whereupon, Public Safety Center Manager Ruthie E. Doles read the motion into the record.

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Responding to query by Chair Davis, Attorney Wallace stated that Ms. Frewer received notice and was aware of tonight's Board meeting; that a Certified Mail return receipt has been received; and that Ms. Frewer called her office to indicate that she was not going to appear at the hearing.

Following brief discussion, Mr. Dekle moved, seconded by Mr. Dates, that the Appeal of Termination of Danielle Frewer be deemed withdrawn, and upon call for the vote, the motion carried unanimously.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representatives meeting of July 15, 2015.
2. Minutes of the EAC Delegate meeting of July 23, 2015.
3. Leadership Notes for September 2015.
4. Training Schedule for September, October, and November 2015.

ADJOURNMENT

The meeting was adjourned at 7:24 P.M.

Chair



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 August 9, 2015 thru August 29, 2015.

Result of Audits**UPWARD RECLASSIFICATIONS-Public Wks**

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C808	Office Specialist, Senior	CL8	Property & Stores Clk 3	CL10
BCC/C1882	Field Operations Supv	CL16	Operations Manager Asst	CL19
BCC/E407	PW Operations Sys Mgr	SM5a	Section Manger 2	SM4a

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
17193	Water/Wastewater Plant Oper, Chf	Technicians	Classified/Excluded	CL21

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
17086	Customer Services Specialist	CL9
17088	Customer Services Specialist, Senior	CL11
16972	Business Support Specialist	CL12
17092	Customer Services Analyst	CL13
17445	Electronic Security Systems Technician	CL14
16974	Business Support Specialist, Lead	CL15
17094	Customer Services Supervisor	CL16
17448	SCADA Support Coordinator	CL17
17236	Electrical/Mechanical Technician, Senior	CL18
17248	Electronic Equipment Technician, Senior	CL18
16968	Solid Waste Program Manager	CL20

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Human Resources Director

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EXTENSION OF TEMPORARY EMPLOYMENT

<u>POSITION</u>	<u>CLASSIFICATION</u>	<u>PG</u>	<u>EXTENDED</u>	<u>DEPARTMENT</u>
BCC/T1107	Special Project Assistant A	CL55	6 months	Public Works

UPDATING CAREER LADDER

REM

Real Property Technician	CL10	Real Property Specialist	CL14
Real Property Specialist	CL14	Real Property Specialist, Senior	CL18