



Employee Advisory Council – Delegate Meeting Minutes

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, September 24, 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.

Guest Speaker

Mark Woodard was unable to attend. Catherine Eichner, Pinellas County's Solid Waste Operations, gave a presentation on recycling, waste-to-energy, hazardous waste and the operation of the landfill. She encouraged the audience to take a tour of the facility. Tours are available Monday through Friday, and by special arrangement on Saturdays. A few facts about Solid Waste Operations:

- ❖ SWAP Shop (at HEC₃) - This is a service for Pinellas County residents to drop off unwanted household electronics and chemicals, and pick up items they might need such as paint or cleaners at no charge.
- ❖ Solid Waste maintains a water treatment plant onsite for leachate and stormwater.
- ❖ Waste-to-Energy plant processes 3,000 tons per day. The pit is capable of holding 9,000 tons per day.
- ❖ The only two landfills in Pinellas County are Toytown (inactive) and Bridgeway Acres (very active).
- ❖ The County contracts out for the pickup, sorting, and recycling of the single stream recycling program.
- ❖ Solid Waste offers the Recyclin' Roadie trailer for event recycling. The trailer may be booked in advance for community events.
- ❖ Concrete and steel materials can be used for creating artificial reefs. The Department of Transportation has been a great source for this type of construction waste. See Flickr slideshow at www.pinellascounty.org/reef

Personnel Board Appointment

There has been a change in one EAC Personnel Board appointee. Bill Schultz, a retired County employee is now our interim appointee, replacing Angela Outten. Bill was an EAC advocate and delegate while employed by the County.

The second EAC Personnel Board appointee is Keith Dekle, who was in attendance at the meeting.

Revised Personnel Rules

The proposed Personnel Rules are in a different format. The current 28 Rules would be condensed to 8 Rules.

The next Personnel Board meeting on Thursday, October 1, 2015 will be followed by another Rules Worksession.

EAC Elections

About half of the Representatives' seats are up for election. Nominations may be made from October 2 through October 16, 2015.



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EAC positions up for election are:

Section	Current Representative
BCC I	Chuck Mangio (Utilities, Solid Waste)
BCC II	Randy Rose (REM)
BCC VI	Lisa Wombles (Utilities)*
BCC VIII	Clare McGrane (Purchasing)**
Clerk North	Jennifer Gundel
Property Appraiser	Mike Powell
Supervisor of Elections	Dawn Grasso

* Lisa Wombles has transferred to Purchasing and will run for BCC VIII. That will leave BCC VI vacant.

** Clare McGrane has transferred to Building Services, and will not be running.

Comments from Interim Director of Human Resources – Beverly Waldron

Two years ago a climate survey was done, so it's time for a new one. A notice will go out in late October / early November.

There is a special session of the Board of County Commissioners tonight. We expect the budget to pass. This will include a 3% across-the-board increase which will be effective as of the payroll period beginning October 4, 2015, and paid out with the payroll of October 23, 2015. All paygrade maximums will be increased 2%. Those who are maxed out will receive a lump sum payout. Employees who are close to the max, will receive an increase up to the new max with a payout to any portion above the max.

The lump sum payouts could be pensionable and may be included as part of the best five years.

The Rules Worksession for the Personnel Board continues on Thursday, October 1 directly after the Personnel Board meeting which starts at 6:30pm. The goal is to have the new rules approved by the end of the calendar year – December 31, 2015.

The search for a new HR Director will be carried out by a national recruiting firm. The County Administrator and the four Constitutionals, Clerk of the Court, Property Appraiser, Supervisor of Elections, and Tax Collector, will conduct the recruitment process. They will recommend no more than five candidates to the Pinellas County Personnel Board, who will make the final choice for Human Resources Director.

Health and Wellness Update – Dave Blasewitz

Benefit U: Two after-hours meetings were held last week to provide information about our benefits providers. The follow-up surveys indicate that most people did not know that there was so much available. [[If you were unable to attend, watch a video recap of the BenefitsU Info Sessions.](#)]

Annual Enrollment will be held October 18 through November 6, 2015 [[deadline extended to November 16](#)]. There will be general meetings in downtown Clearwater, County Justice Center, and Extension Service. HR will also visit departments as needed.



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Our programs to keep us healthy are working. There are no changes to the plans; no change in co-pays; no premium increase. Let's continue to work to be healthy.

Beth Woodbury, our Wellness Coordinator, has accepted a position with United Healthcare. Laura Berkowitz is retiring next month.

Open Discussion

Question: Has there been any consideration to increasing the number of hours that may be exchanged?

Answer:

No. The cost of leave exchange currently requires the County to pay an additional 1/3 as it is considered hours, not just cash. There are no funds to expand the number of hours beyond 160.

Employees are encouraged to sign up during Annual Enrollment for the exchange of leave program. There are over 100 employees who are over their annual leave capacity for payout upon retirement.

Question: What about the excise (Cadillac) tax on the health insurance?

Answer:

That will be a 1% to 1.5% which translates to about \$380,000. Be healthy. Get your biometrics and health assessment done before December 31st.

Question: Did the County receive any money from the BP oil spill?

Answer:

Yes. This was paid to the Board of County Commissioners, and the funds are made available through grants from the Restore Act.

Upcoming Meetings

The Personnel Board Meeting is November 5, 2015. The EAC Representative Meeting is October 21, 2015 and the EAC Delegate Meeting is November 19, 2015.

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

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL
Wednesday, October 21, 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

Clare McGrane motioned to revise the approved August 19, 2015 EAC Representatives' minutes to correct a scrivener's error specifying "parents" instead of "grandparents" for the item that reads:

Bereavement/ Funeral Leave (3 days):

Currently for immediate family - can we add spouse's [grand]parents?

Mike Powell seconded the motion.

Richard Castle motioned to amend the September 16, 2015 minutes to change Peg Poole to Dawn Grasso as a Bylaws Committee member and the future committee title of the Elections Committee with members: Richard Castle, Josh Chance, and Peg Poole.

Richard Castle motioned to approve the EAC Representative Minutes for September 16, 2015. The motion was seconded by Charles Toney. The minutes were approved.

Comments from Interim Director of Human Resources (HR) – Beverly Waldron

There will be a meeting on Monday among the four Constitutionals and the County Administrator to discuss the consulting firm's search for the next Director of Human Resources. The following Tuesday, they will discuss how it will work and what attributes should be looked for. What will the advertisement say and will it be a national search? Who will be on the selection committee?

The Special Personnel Rules Workshops are continuing: Last Monday and again next Monday. A set of revised Rules will be sent out tomorrow morning. We still hope to have a final approval in November.

There are 27 pay periods this year. However, the benefits deductions from each paycheck were based upon 26 payroll periods. Therefore, the paycheck for Payroll Period #27 will have no deductions for health, dental, or life insurance. The Flexible Spending account deductions will continue if you have not reached your maximum election for the year. There will be deductions for pension and any deferred compensation plans. There will also be a patch for OPUS.

Open Enrollment has been delayed. Employees may review the information, but will not be able to enroll in OPUS [[deadline for Open Enrollment was extended to November 16](#)].

Matt Stewart has resigned from the Human Resources Department. He has accepted a position with Hillsborough County Supervisor of Elections as their HR Director.

Tim Closterman, currently director of Pinellas County's Communication department, will be joining Human Resources effective November 16, 2015.

Business Technology Services (BTS) is turning over the computer training function to Human Resources. Kat Black and Kevin Connelly will be moving from BTS to HR.



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There are many employees that have a large amount of annual leave hours accumulated. There is a cap on the number of hours that can be cashed in when you leave the County (cap is three times the annual accrual rate). Up to 500 hours may be contributed when enrolling in DROP. There are over 500 employees who are over the cap, and 50% are not taking advantage of the Exchange of Leave Program. These folks should be speaking to Benefits rather than lose their hours upon retirement.

Will the 160-hour annual leave exchange limit be increased?

No.

The 160 hours exchange is a benefit that Pinellas County offers to its employees that is not common to most employers. Allowing the exchange is a burden to the budget and increasing it further would increase that burden at the expense of other budgetary expenditures.

In addition to the 3% increase to pay and the 2% increase in pay grades maximum, pay grade minimums will also be raised 2% on December 27th.

Charter Review

Charles Toney has been attending the Charter Review Committee meetings. The public has been loudly commenting about the term limits set in place by the previous Charter Review Committee.

Personnel Board

Personnel Board changes: Joan Vecchioli, representing the constitutionals, and Keith Dekle, representing the EAC, have been reappointed to the Board. Andrea Daggett, representing the Board of County Commissioners, is not expected to re-apply for the position when the press release for the application process is posted. Rick Davis is appointed by the other Personnel Board members and his reappointment will be considered by the Personnel Board at the December Personnel Board meeting.

There are three appeals coming up: November 5th, December 3rd, and a special appeal on December 8th, 2015. The Personnel Board has requested that if there is an appeal scheduled, that the meeting begin at 4:00PM rather than 6:30PM.

Personnel Rules Revisions

If an employee fails to report to work for three days, s/he will be deemed to have resigned. When is this unreasonable? What if the employee has been in an accident and is unable to report?

What constitutes notification? This needs to be consistent. The wording is from 1988. There was no texting then, little or no email.

Outside employment: Must be approved by the Appointing Authority; have no conflict or ethics issues. The permission may be withdrawn at any time by the supervisor.

A list of policies is on the HR website at www.pinellascounty.org/hr/policies_procedures.htm#general

Rule on values: "Stated values" is not the same as written values. The Tax Collector has posters throughout the offices whereas others do not. "Stated" values can be too vague a term, and those "stated" values could change over time or with a new Appointing Authority.



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Promotions currently have a structure for the employee to follow. In the revised Personnel Rules, current employees will have the same negotiating ability as an outside applicant. Currently applicants from outside the County have the opportunity to negotiate by showing their skills and achievements, but current employees do not.

Example provided by Jack Loring: The hiring manager wants to offer more money, but currently can't offer it to a County employee. With the Rule change, the hiring manager will be able to offer a higher wage.

The Personnel Board does not have the authority to order back pay for a terminated employee who has had their termination overturned through the appeals process. The Appointing Authorities may agree today that they would be fine with providing back pay, up to a reasonable amount of time (suggested: three months). However, when an Appointing Authority is replaced, the new one is not bound by any agreements made by the predecessor.

Questions

Why is T-Mobile no longer available on YouDecide.com?

That is up to the folks at YouDecide.

Employees have started to receive text messages from Express Scripts. How can the employee stop that?

Express Scripts should not be sending text messages unless the employee has signed up for it.

How do you opt out of receiving calls from UHC? An employee out on FMLA with a broken leg received a call in reference to blood pressure. The UHC rep then suggested that the employee consider walking as an exercise.

When merit raises are finally available again, can they be paid out by the middle of December so that employees may shop for the holidays?

The original target date is Thanksgiving.

If the Rules are passed in December, will the two additional floaters for employees with 25 years of service get added? Yes.

What if the Rules are passed in January? Then they will be available in 2016.

Human Resources is still researching if County employees will be able to include their time as part-time employees to be considered in the five-year time certificates.

Question on how a career ladder is created.

It is a joint effort between the department and HR. The ladder is created for the position and not for a particular employee. It is specific to that department. As an example, the Clerk may have a Records Specialist ladder for Clerk Civil, but that would not be available in Clerk's Recording Services. It all depends upon the work: type of work and the need for it.

Harassment and bullying continue to be issues in some areas. The supervisors get training on the federal rules and Equal Employment Opportunity provisions, and we would like to see that the employees also get training so that they can know it when they see it. The Supervisory and Management Competencies series will be starting again in February.



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EAC Elections

Dawn Grasso will be stepping down as she is resigning from Pinellas County. Linda Cahill has offered to take her place. A motion was made by Charles Toney and seconded by Dawn Grasso to fill Dawn's position as Representative with Linda Cahill, with voting rights.

Nominations for Representative have been extended one week. Our elections will be electronic for the first time in EAC history.

Adjourned

Mike Powell made a motion that the meeting be adjourned at 4:10PM, and it was seconded by Steve Yeatman.

*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.

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

Coping With Stress at Work

If you feel yourself getting stressed about your job, try these tips to decrease your stress level and improve your performance:

- **Identify your stressors.** By recognizing the reasons behind your stress, you can learn to feel more in control and work to change the stress. Determine whether the stress you experience at work is due to worries or conflict at home.
- **Avoid setting too many lofty goals.** Set realistic expectations and attempt challenges that are doable.
- **Anticipate boss and co-worker stress.** Prepare a few responses to stressful situations that may be presented to you by a supervisor or co-worker. For example, instead of reacting hastily to a request by a co-worker, ask whether you can get back to the person at a later time.
- **Learn to delegate responsibilities.** If you are a manager, empower your subordinates to take on more responsibilities and make more decisions.
- **Be more assertive in your responses to requests.** Be honest, but tactful. Learn to seek alternatives or to say no when necessary.
- **Examine your schedule.** Is your work schedule compatible with your home/personal life? Perhaps you can vary your work hours or work days.
- **Redefine your role.** Work with your supervisor on revising your job description to include more creative, empowering and satisfying duties.

Here are some suggestions for getting organized to eliminate clutter and reduce stress:

- **Organize your workspace.** Rearrange it for maximum efficiency. Create lists and schedules to help you meet deadlines.
- **Tackle one task at a time if possible.** List your duties in order of priority, and complete one at a time. This can make you feel more organized and in control, leading to a sense of greater accomplishment.

- **Learn time-management techniques.** Take a class or read books on how to better manage your time.
- **Don't procrastinate.** Tackle your most difficult projects first. Putting them off may lead to increased anxiety and stress.

Relaxation and exercise are effective ways to reduce stress. Follow these ideas:

- **Take occasional breaks.** Listen to your body. If you feel tired, nervous, tense or have achy muscles, take a break. Step away from your work for a few minutes, or practice relaxation techniques to recharge your mind and body. Don't work through lunch; take a real break.
- **Practice yoga and stretching exercises.** These can relieve tension, make your body more limber and flexible, and produce an overall calming effect.
- **Create an exercise routine.** Use your lunch break to work out or go for a brisk walk, or exercise before or after work.
- **Practice breathing exercises.** Drawing slow, deep breaths from the diaphragm promotes a more efficient exchange of oxygen and carbon dioxide than chest or shoulder breathing. Exhale slowly and evenly. If you are highly stressed, try this while lying on your back.
- **Take advantage of paid days off.** Consider spreading your days off over several weeks instead of taking them all at once.
- **Learn to laugh more at life.** Try to find humor in negative outcomes. Relieve tension by laughing at your mistakes and faults and working to improve them.
- **Consider counseling.** Talk therapy with a professional can prove to be an effective outlet for discharging unhealthy stress.

Source: ComPsych GuidanceResources
www.guidanceresources.com

Learning Opportunity

November 2015

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

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 2 - 6	Nov 2	3	4	5	6
		8:30am 4:30pm Supervisory & Management Competencies Series 8 of 9 (Studio B)		8:30am 4:30pm 5 Questions Every Leader Must Ask (Studio B) 8:30am 11:00am Records Management 2.0 (Swisher 111)	
Nov 9 - 13	9	10	11	12	13
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		Veterans Day		
Nov 16 - 20	16	17	18	19	20
	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:30am 4:30pm Supervisory & Management Competencies Series 9 of 9 (Studio B)			
Nov 23 - 27	23	24	25	26	27
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)			Thanksgiving	Thanksgiving
Nov 30 - Dec 4	30	Dec 1	2	3	4

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

December 2015

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

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	Nov 30	Dec 1	2	3	4
Nov 30 - Dec 4			8:30am 4:30pm Team Building (Studio B)	8:30am 12:00pm Workplace Diversity: Developing Cultural Competence (Utilities)	
	7	8	9	10	11
Dec 7 - 11					
	14	15	16	17	18
Dec 14 - 18	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)				
	21	22	23	24	25
Dec 21 - 25	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)				Christmas Holiday
	28	29	30	31	Jan 1, 16
Dec 28 - Jan 1	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)				

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LearningOpportunity

January 2016

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

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	Dec 28	29	30	31	Jan 1, 16
Dec 28 - Jan 1					New Year's Holiday
	4	5	6	7	8
Jan 4 - 8					
	11	12	13	14	15
Jan 11 - 15	8:30am 5:00pm Setting Sail - New Employee Orientation Day 1 (Annex 429)		8:30am 12:00pm A Kick in the Attitude (Sheriff's room 180A)		
	18	19	20	21	22
Jan 18 - 22		8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)		8:30am 12:30pm Records Management 1.0 (Swisher 111)	
	25	26	27	28	29
Jan 25 - 29	8:00am 12:00pm Freestyle Cruising - New Employee Orientation Day 3 (Magnolia Room) 8:30am 5:00pm Setting Sail - New Employee Orientation Day 1 (Annex 429)			9:00am 4:00pm Project Management (Pinellas Park)	

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