



Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, November 18, 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.

Introductions

Tim Closterman, formally of the Communications Department, has joined Human Resources as a Human Resources Business Partner.

Approval of Minutes

Richard Castle motioned to approve the EAC Representative Minutes for October 21, 2015. The motion was seconded by Peg Poole. The minutes were approved as written.

Comments from Dave Blasewitz, Human Resources Division Director

Personnel Rules will be voted on by the Personnel Board at the meeting on December 3, 2015. The new rules, if approved would go into effect on January 1, 2016. The old rules would end on December 31, 2015. There would be a transition period for some rules with regard to discipline or other rules whereby there is a carryover into the New Year due to the processes involved in decision making. One of the positive additions to the rules is for employees that have 25+ years will be getting 2 more floating holidays each year. This was initiated by the EAC.

The selection process for the new HR Director is moving along, using a headhunting consultant. No date has been establish to complete the search. They are anticipating having a new HR Director in place in spring 2016.

Benefit elections for 2016 closed on November 16, 2015. There was no increase in premium cost for employees. Floating Holidays and Personal Day must be used by December 26, 2015. There are 27 pay periods in 2015. There will not be deductions for the core benefits taken from the last pay in December. Some employees will have deductions taken out if all of the flexible spending account money has not been accumulated, per IRS rules. Don't forget to complete your health screening/assessment by December 31, 2015. [For more info, see [Save \\$500 on Your Premium Charges for Health Insurance](#)]

Beverly Waldron has given her letter of resignation to the Personnel Board effective January 8, 2015. The Personnel Board will decide on the next interim director.

The employee survey was distributed on November 9, 2015 by the National Research Center. The Appointing Authority (AA) may break down the survey results as much as they choose. HR suggested to the AA not to break down the categories too much because employees will not complete the survey.

EAC Elections/Candidates

Electronic ballots will be emailed the 3 groups who qualify for voting on November 30, 2015. The voting period is November 30, 2015 to December 14, 2015. The groups are: BCC Group 2 (Real Estate Management), Supervisor of Elections and Clerk-North.



Employees' Advisory Council



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

APPROVED BY THE EAC

New Business / Open Discussion

There is an Affirmative Action meeting on December 12, 2015. The Wage Theft Ordinance will be under the direction of the Office of Human Rights.

Adjourned

Richard Castle motioned to adjourn meeting, seconded by Mercedes Pearson.

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	*Linda Cahill	*Peggy Poole

*EAC Representatives in attendance at this meeting.



Employee Advisory Council – Delegate Meeting Minutes

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, November 19, 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, followed by the Pledge of Allegiance.

Guest Speaker – Jim Bennett, County Attorney

Jim Bennett, County Attorney, provided some examples of how he and his office protect their clients, the departments under the Board of County Commissioners, as well as our elected officials.

- Day-to-day representation on the host of matters entrusted to our client's care.
- BP Deepwater Horizon oil spill: The County came to a settlement with the defendant. This caused a thin line between what information could be provided to the citizens and what information could not be public records due to the terms of the settlement.
- IC Shark: This is still an open case involving a contractor who built a dock, with a structure and electricity, without the benefit of a building permit.

Words of wisdom from Jim:

- See your attorney early.
- Don't hide any issues.
- Shine the light on the bad news so that it can be addressed.
- Strive for good relationships and rapport with client departments.
- We ask a lot of questions because facts matter and may drive the advice we give.

Question:

Why and when does your office hire outside counsel?

Response:

There are several circumstances when outside counsel must or should be retained:

1. Anytime that there is a conflict of interest. The County Attorney's Office subscribes to a code of professional responsibility which requires that we avoid such conflicts.
2. When it involves a specialty area for which we do not maintain expertise (immigration law).
3. When the matter will demand so much of our resources that it would interfere with our other responsibilities.
4. Politically charged cases where we need to counsel more than represent the Board.

The Personnel Board's attorney is Michelle Wallace, while Carole Sanzeri is attorney for Human Resources. Under such circumstances we have special protections, both digital and procedural, in place to prevent the lawyers or their secretaries or paralegals from seeing each other's work.

Comments from EAC Chair – Lisa Wombles

Election news:

- Mario Ruggia is Representative for BCC I.
- Doris McHugh is Representative for BCC VI.
- Lisa is Representative for BCC VIII.
- Lisa Wright is Representative for Property Appraiser.



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Election emails will be going out on November 30th, for the remaining areas:

- BCC II
- Clerk North
- Supervisor of Elections

Keith Dekle has agreed to continue to serve as the EAC's appointment to the Personnel Board for another term.

Comments from Interim Director of Human Resources – Beverly Waldron

News on Rules, Policies, and Procedures: Two weeks from today, all will be brought before the Personnel Board. Grievances will follow the Rules, Policies, and Procedures in effect at the time of the employee's first awareness of the issue. Everything else will follow those in place as of the date of the transaction.

Bev is thankful for the tremendous job done by Charles Toney in reviewing the proposed Personnel Rules.

"Long timers" with twenty-five years or more will receive two additional floating holidays.

Bev's last day with Pinellas County will be January 8, 2016, with over thirty-one years of service.

The meeting for the Personnel Board to meet with the elected officials on November 19th has been cancelled. A new time will be rescheduled. The County has contracted with a recruiting firm, Waters, to narrow down the finalists. The current outlook is sometime in April or May to appoint the new HR Director.

Among other issues with having 27 payroll periods this year, the accrual of annual leave is also affected. Employees will still get the same amount of leave accrual by the end of Payroll Period #27. Accrual, like health benefits, is also spread out among the payroll periods.

A question referring to the interruption of service and years of service with Pinellas County; whether the employee retains the years served will depend upon the length of the interruption of service. Most employees laid off in the recession were able to be re-employed and did not lose their tenure.

Upcoming Meetings

The Personnel Board Meeting is December 3, 2015. The EAC Representative Meeting is December 16, 2015 and the EAC Delegate Meeting is January 28, 2016.

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	*Linda Cahill	*Peggy Poole

*EAC Representatives in attendance at this meeting.

Exit Interviews: Why Did You Leave?

Employees leave organizations for many reasons, such as accepting another job offer, moving to another area, taking care of personal issues, and retirement. These can be good reasons for leaving. However, when an employee leaves for reasons attributable to the organization, it is a good idea to delve into those issues and look for ways to improve.

Exit interviews conducted with employees when they leave an organization are a cost-effective tool that can be used to gather information about what an organization is doing well, and how an organization can improve.

Information that can be obtained through exit interviews includes:

- Work environment
- Managerial style
- Day-to-day work issues
- Employee morale
- Feedback about benefits

According to *HRinfodesk.com*, “Exit interviews can be used to gather information which can then play a part in preventing future employees from leaving the company, and improving the organization’s overall working environment. By keeping track of the outcomes of exit interviews over time, employers can begin to identify trends and patterns as to why people leave the company. Employers can also determine whether turnover is higher in certain positions and departments, whether there are management issues in certain areas, and whether the organization is offering remuneration which is in line with the competition.”

Taking the information received through the responses of former employees and reviewing that information is essential for an organization to move forward. It is important for an organization to not

overreact to the response of one individual, but to look for overall patterns and trends. This information should be shared with management, and collective decisions should be made on how to evaluate the information and take action. It has been found that when this information is thoughtfully acted upon, the positive results are immeasurable.

Further, exit interviews also highlight what organizations are doing well, and what is looked favorably upon by employees.

Of course, exit interviews are not the only time that an organization should be gathering this type of information. Regular conversations between supervisors and employees should help to bring issues, both good and bad, to light. These frequent conversations are the backbone of the FACE of Performance program adopted by Pinellas County last year.

The Human Resources Department asks former employees to complete an online exit interview within the month they leave employment. This information is reviewed to identify where former employees believe the County is doing well, and to pinpoint areas in which the County can make improvements.

Valuable information is gleaned from exit interviews, the biannual Employee Survey, FACE of Performance conversations, as well as informal two-way, everyday communication between supervisors and employees. Using all of these resources, Pinellas County supervisors can take steps to reduce employee turnover, improve recruitment and selection practices, promote increased employee morale, and continue to improve the work environment for all employees.

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)		8:30am 12:00pm Sharpening Your Professional Image (Sheriff's Office)		
	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)				

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

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) 8:30am 12:00pm Time Management (Studio B)	
	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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Learning Opportunity

February 2016

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

Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	Feb 1	2	3	4	5
Feb 1 - 5		8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)			
	8	9	10	11	12
Feb 8 - 12		8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)		8:30am 12:00pm The Changing Environment & Future Trends in Leadership Development (Studio B) 1:00pm 4:30pm Emotional Intelligence (Studio B)	
	15	16	17	18	19
Feb 15 - 19		8:30am 4:30pm Supervisory & Management Competencies Series (Studio B) 8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:30am 12:00pm Power of Future Conversations (Studio B)	8:30am 11:00am Records Management 2.0 (Swisher 211)	
	22	23	24	25	26
Feb 22 - 26	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)			
	29	Mar 1	2	3	4
Feb 29 - Mar 4					

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