



## Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, December 16, 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

Charles Toney motioned to approve the EAC Representative Minutes for November 18, 2015. The motion was seconded by Steve Yeatman. The minutes were approved.

Richard Castle motioned to approve the EAC Delegate Minutes for November 19, 2015. The motion was seconded by Josh Chance. The minutes were approved.

Guest, Jack Loring, County Administration, introduced Leisha Samuels, a senior at University of Central Florida. She is majoring in Human Resources and is doing an externship with the County during the holidays. This is a new program in which Pinellas County has taken an interest.

### Comments from Interim Director of Human Resources – Beverly Waldron

Bev provided a synopsis of recent items:

- The new Personnel Rules have been approved with the Unified Personnel Board (UPB) Policies and will be in effect as of January 1, 2016. An email blast has gone out and a webpage created at [www.pinellascounty.org/hr/rules](http://www.pinellascounty.org/hr/rules).
- There have been many web hits to the new Rules.
- Rule #7, Employee Grievances, will be revised at the Personnel Board Meeting on January 7, 2016 to add misapplication of Unified Personnel Board policies as a grievable item.
- Payroll #27 for year 2015 will be paid 12/31/15.
- Floating Holidays and Personal Days for 2016 will be loaded to be available as of 12/27/15.
- As of 12/27, the minimum pay in each pay grade will be adjusted upward 2%. Any employee under the new minimum will have their pay adjusted to the new minimum.
- Approximately five hundred employees have provided 25 years of continuous service and will receive an extra two Floating Holidays for payroll year 2016.
- Every 11 years, there is a "Leap Payroll".
- Under the revised Personnel Rules, general raises will be based on the mid-point of each pay classification. Individual performance increases will be based on the employee's actual pay.
- Dave Blasewitz will be the interim HR Director.

### Question

Richard Castle received a complaint from a constituent that some of the questions on the United Healthcare health assessment survey are invasive and intrusive. This refers to the questions such as driving after drinking alcohol, or how many times a week the employee is a passenger when the driver has been drinking alcohol.

### Answer

Employees may decide to not answer those questions.



# Employees' Advisory Council



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

APPROVED BY THE EAC

Bev noted that the employee may make the choice to not participate in the assessment, but that is an expensive choice (\$500). This questionnaire is used nationally and the County never receives information relating to any individual's submittal. They only receive the statistics.

## **Question**

There has been a question of whether time served in temporary employment with the County is counted toward service anniversary time.

## **Answer**

It is being looked at. New employees may have that recognized, but it may not go back for employees already in full-time County employment. No final decisions have been made.

## **Other**

- The Health Clinic is in contractual negotiation phase. A location will be announced when the contract is submitted for BCC approval.
- The EAC electronic voting had a turnout of 66%, up 4% from last year's paper voting (62%).

## **Personnel Board**

- Dr. Rick Davis was reappointed to his position on the Board by the other members.
- Joan Vecchioli will remain as the Constitutional's appointee for another year.
- The Board of County Commissioners will be appointing a new person, Louise Dolsay, who has been a Court Adjunct and has a background as a mediator in personnel issues.
- The January 7 UPB meeting will begin at 6:30 even though there is an appeal. This is to accommodate the employee's schedule. The change to Rule 7 will be voted on at this meeting.
- The February meeting will begin at 4:00 pm as there is another appeal scheduled.

## **Holiday Giving**

The Christmas Wish Foundation was chosen by the EAC for multiple reasons. It has a very low overhead, allowing a large percentage of the funds to go where funds are needed. Funds are not so much for gifts as for helping families to pay the electric bill, the rent, and so on. There was discussion to continue the program, with a Christmas in July instead of trying to compete with other individual departments' Christmas drives.

## **EAC Representative Election Results**

Lisa Wright - Property Appraiser  
Linda Cahill - Supervisor of Elections  
Ashley Skubal - Clerk of Court North

Mario Rughia - BCC Group 1  
Doris McHugh- BCC Group 6  
Lisa Wombles - BCC Group 8

## **EAC Representative Officer Elections**

Richard Castle nominated Lisa Wombles as Chair.  
Lisa accepted. There were no other nominations made.  
Vote was unanimous for Lisa.

Charles Toney nominated Richard Carvale as Vice Chair. There were no other nominations made.  
Vote was unanimous for Richard.

Richard Castle nominated Ashley Skubal as Secretary.  
Ashley declined.



Charles Toney nominated Peg Poole as Secretary.  
Peg accepted. There were no other nominations made.  
Vote was unanimous for Peg.

## **EAC Committee Appointments**

- Suggestion Awards: Richard Castle and Josh Chance
  - Awards can have a cash value of 10% of first year savings, up to \$2,500.
  - This program dates back to sometime in the 1960s.
- Legislative: Charles Toney and Richard Carvale
  - Charter Review
  - Legislative Sessions
  - Florida Retirement System (FRS)
- Affirmative Action Committee: Mercedes Pearson and Hazel Lane
  - Attend quarterly meetings
- Advocate Committee: Lisa Wombles and Steve Yeatman

## **Adjourned**

Charles Toney made a motion to adjourn, and it was seconded by Josh Chance.

|                  |             |                |                  |                   |
|------------------|-------------|----------------|------------------|-------------------|
| *Lisa Wombles    | Randy Rose  | *Clare McGrane | *Jennifer Gundel | *Chuck Mangio     |
| *Richard Carvale | Hazel Lane  | *Steve Yeatman | *Richard Castle  | *Mercedes Pearson |
| *Charles Toney   | Mike Powell | *Josh Chance   | *Linda Cahill    | *Peggy Poole      |

\*EAC Representatives in attendance at this meeting.

Also in attendance:

- Larry Markunas sitting in for Randy Rose
- Donna Beim sitting in for Hazel Lane

New Representatives:

- Doris McHugh, BCC Group 6
- Mario Ruggia, BCC Group 1
- Ashley Skubal, Clerk North
- Lisa Wright, Property Appraiser

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

## Personnel Rules and Policies: What Supervisors Need to Know

The [Unified Personnel System Rules and Policies](#) have been updated, and are effective January 1, 2016. There are 8 rules instead of 28.

|               |   |
|---------------|---|
| <b>Rule 1</b> | <a href="#">The Classification Plan</a> |
| <b>Rule 2</b> | <a href="#">Filling Positions</a>       |
| <b>Rule 3</b> | <a href="#">Compensation</a>            |
| <b>Rule 4</b> | <a href="#">Time Off</a>                |
| <b>Rule 5</b> | <a href="#">Reduction in Force</a>      |
| <b>Rule 6</b> | <a href="#">Discipline</a>              |
| <b>Rule 7</b> | <a href="#">Employee Grievances</a>     |
| <b>Rule 8</b> | <a href="#">Political Activities</a>    |

The rules and policies have been simplified to make them easier to understand for all employees. Supervisors may wonder “What are some of the biggest changes?”

Beverly Waldron, Human Resources Interim Director, says, “From a supervisory perspective there are several advantages. They are in **simpler language**, topics (e.g. filling positions) are **consolidated** into one rule, there is more **departmental discretion in pay** decisions for promotions and demotions, and both the **discipline and grievance** rules have been clarified to make each more easily understood.”

With the many changes to the rules and policies, supervisors will not only have questions of their own, but can expect their employees to have questions.

**It is important for supervisors to familiarize themselves with these changes**, so that they can answer employees’ questions.

There are guides and FAQs which explain what has changed and how the new rules incorporate the information from the old rules.

- [Frequently Asked Questions \(FAQs\)](#)
- [What Changed in the Personnel Rules](#)

Space limitations prevent a comprehensive review, but the following few highlights may help supervisors begin to understand many of the revisions.

**Grievances:** In Personnel Rule 7, the time to file a grievance was changed from 10 working days to 15 calendar days to avoid confusion about working on a weekend, holidays, alternate work schedules, etc.

**Filling Positions:** Personnel Rule 2 includes information regarding recruitment, eligible registers, promotions, demotions, transfers, reclassifications, etc. Previously, a supervisor would have to search through several different rules to find information about these topics. Now with the updated rules, a supervisor will refer to one rule when they have questions about filling a position.

**Compensation:** Now with all information about pay consolidated in Personnel Rule 3, a supervisor will not have to cross-reference as many as eight different rules for answers about pay. Two of the biggest changes in this area include

- General pay increases will be calculated on the midpoint of a pay grade range, rather than employees’ actual salary.
- Promotional increases. There is more discretion with a range of 4 to 10%, as determined by the Appointing Authority.

**Some rules converted to policies:** Supervisors should familiarize themselves with the [Unified Personnel Board Policies](#). There are now 11 Unified Personnel Board policies regarding items that are administrative or procedural in nature.

Through continuous conversation with employees, supervisors will play a major role in helping everyone understand the Personnel Rules changes as the Unified Personnel System continues to move forward in helping Pinellas County Government be an employer of choice.

Human Resources is always available to provide guidance regarding the rules and policies. If you would like more information, please call us at 464-3506.

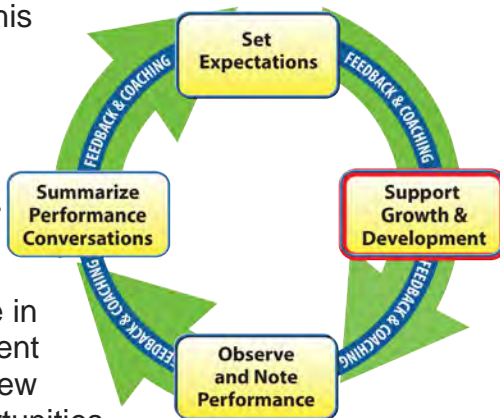


## You've Sent Your Team to Training...Now What?

One component of the FACE of Performance model is *Support Growth and Development*.

The focus of this component is on employee **learning and professional development**.

Supervisors play a key role in this development by providing new learning opportunities to their employees to help them achieve career and personal goals. However, sending them to training should not be the final piece of supporting their growth.



According to “Flawless Implementation: Five Keys for Successful Training,” a whitepaper by NetSpeed Learning Solutions, one of the critical factors of successful training implementation is “support of the training initiative from line managers” and “94% of learners who experienced improved performance reported that their manager provided support and encouragement to attend and apply the training.”

Training programs can produce “a positive impact on strategic objectives” if the following question is addressed and discussed: “What business objectives drive the need for this training program?”

To help ensure that training is beneficial and that business objectives are met, the training should “include post-class reinforcement and evaluation. Reinforcing key skills and practices

after a training or learning event increases the chances that you’ll achieve learning transfer and on-the-job performance improvement.”

Managers can obviously play a “pivotal role” in the success of training by committing to some or all of the following:

- Attending the training program themselves
- Setting goals with their direct reports who attend the training
- Meeting with direct reports after training to reinforce on-the-job application
- Including training and skill development goals in performance reviews
- Collaborating with direct reports to write and share case studies that demonstrate on-the-job application of new skills

Nurturing the employee’s new skills can also be accomplished by allowing the employee scheduled time to reinforce information learned in the classroom by utilizing [ULearnIT](#), the county’s new online learning portal. Completed supplemental content is trackable through management reporting and will allow the assessment of the employee’s growth and development.

Need more tips on how to reinforce training after the training ends?

Want more information on sending your team to training courses or utilizing ULearnIT?

Contact the HR Training & Development Team: [training@pinellascounty.org](mailto:training@pinellascounty.org) or (727) 464-3796.

# LearningOpportunity

January 2016

Pinellas County  
Human Resources  
*Helping U Succeed*  
[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

|                | Monday  | Tuesday  | Wednesday  | Thursday  | Friday             |
|----------------|---|--|--|---|--------------------|
|                | <b>Dec 28</b>   | <b>29</b>  | <b>30</b>  | <b>31</b>   | <b>Jan 1, 16</b>   |
| Dec 28 - Jan 1 |   |  |  |   | New Year's Holiday |
|                | <b>4</b>  | <b>5</b>   | <b>6</b>   | <b>7</b>  | <b>8</b>           |
| Jan 4 - 8      |   |  |  |   |                    |
|                | <b>11</b>   | <b>12</b>  | <b>13</b>  | <b>14</b>   | <b>15</b>          |
| Jan 11 - 15    | 8:30am 5:00pm Setting Sail - New Employee Orientation Day 1 (Annex 429)   | 8:00am 4:00pm Hour-Long Microsoft 2013 New Features Classes (Annex 138)  | 8:00am 9:00am Word 2013 New Fe<br>8:30am 12:00pm A Kick in the Attit<br>9:30am 10:30am Outlook 2013 Ne<br>11:00am 12:00pm Excel 2013 New<br>1:30pm 2:30pm Excel 2013 New Fe<br>3:00pm 4:00pm Word 2013 New F | 8:00am 9:00am Outlook 2013 New Features (Annex 138)<br>9:30am 10:30am Excel 2013 New F<br>11:00am 12:00pm Word 2013 New<br>1:30pm 2:30pm Word 2013 New F<br>3:00pm 4:00pm Outlook 2013 New              |                    |
|                | <b>18</b>   | <b>19</b>  | <b>20</b>  | <b>21</b>   | <b>22</b>          |
| Jan 18 - 22    |   | 8:00am 9:00am Excel 2013 New Fe<br>8:30am 12:00pm Muster Drill - Ne<br>9:30am 10:30am Word 2013 New F<br>11:00am 12:00pm Outlook 2013 N<br>1:30pm 2:30pm Outlook 2013 New<br>3:00pm 4:00pm Excel 2013 New Fe | 8:00am 9:00am Word 2013 New Features (Annex 138)<br>9:30am 10:30am Outlook 2013 Ne<br>11:00am 12:00pm Excel 2013 New<br>1:30pm 2:30pm Excel 2013 New Fe<br>3:00pm 4:00pm Word 2013 New F                     | 8:00am 5:00pm Quarterly LEAD W<br>8:00am 9:00am Outlook 2013 New<br>8:30am 12:30pm Records Manage<br>8:30am 12:00pm Time Manageme<br>9:30am 10:30am Excel 2013 New F<br>11:00am 12:00pm Word 2013 New   |                    |
|                | <b>25</b>   | <b>26</b>  | <b>27</b>  | <b>28</b>   | <b>29</b>          |
| Jan 25 - 29    | 8:00am 12:00pm Freestyle Cruising - New Employee Orientation Day 3 (Magnolia Room)<br>8:30am 5:00pm Setting Sail - New Employee Orientation Day 1 (Annex 429) | 8:00am 9:00am Excel 2013 New Features (Annex 138)<br>9:30am 10:30am Word 2013 New F<br>11:00am 12:00pm Outlook 2013 N<br>1:30pm 2:30pm Outlook 2013 New<br>3:00pm 4:00pm Excel 2013 New Fe                   | 8:00am 9:00am Word 2013 New Features (Annex 138)<br>9:30am 10:30am Outlook 2013 Ne<br>11:00am 12:00pm Excel 2013 New<br>1:30pm 2:30pm Excel 2013 New Fe<br>3:00pm 4:00pm Word 2013 New F                     | 8:00am 9:00am Outlook 2013 New<br>9:00am 4:00pm Project Manageme<br>9:30am 10:30am Excel 2013 New F<br>11:00am 12:00pm Word 2013 New<br>1:30pm 2:30pm Word 2013 New F<br>3:00pm 4:00pm Outlook 2013 New |                    |

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](mailto:training@pinellascounty.org).

# Learning Opportunity

February 2016

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[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

|                | Monday                                 | Tuesday   | Wednesday   | Thursday   | Friday    |
|----------------|--|---|---|--|-----------|
| Feb 1 - 5      | <b>Feb 1</b>                           | <b>2</b>  | <b>3</b>  | <b>4</b>   | <b>5</b>  |
|                |  | 8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)   | 1:00pm 3:00pm Budget 101 (Studio B)   |  |           |
| Feb 8 - 12     | <b>8</b>                               | <b>9</b>  | <b>10</b>   | <b>11</b>  | <b>12</b> |
|                |  | 8:30am 4:30pm Supervisory & Management Competencies Ser<br>8:30am 9:30am Excel 2013 New Features (Annex 138)<br>10:00am 11:00am Word 2013 New<br>11:30am 12:30pm Outlook 2013 N                   | 1:00pm 2:00pm Outlook 2013 New Features (Annex 138)<br>2:30pm 3:30pm Excel 2013 New Features (Annex 138)<br>4:00pm 5:00pm Word 2013 New Features (Annex 138)                      | 8:30am 12:00pm The Changing Environment & Future Trends in<br>8:30am 9:30am Word 2013 New Fe<br>10:00am 11:00am Outlook 2013 N<br>11:30am 12:30pm Excel 2013 New<br>1:00pm 4:30pm Emotional Intelligence |           |
| Feb 15 - 19    | <b>15</b>                              | <b>16</b>   | <b>17</b>   | <b>18</b>  | <b>19</b> |
|                |  | 8:30am 4:30pm Supervisory & Management Competencies Ser<br>8:30am 12:00pm Muster Drill - Ne<br>1:00pm 2:00pm Word 2013 New F<br>2:30pm 3:30pm Excel 2013 New Fe<br>4:00pm 5:00pm Outlook 2013 New | 8:30am 12:00pm Power of Future Conversations (Studio B)<br>8:30am 9:30am Outlook 2013 New Features (Annex 138)<br>10:00am 11:00am Excel 2013 New<br>11:30am 12:30pm Word 2013 New | 8:30am 11:00am Records Management 2.0 (Swisher 211)<br>8:30am 9:30am Word 2013 New Features (Annex 138)<br>10:00am 11:00am Excel 2013 New<br>11:30am 12:30pm Outlook 2013 N                              |           |
| Feb 22 - 26    | <b>22</b>                              | <b>23</b>   | <b>24</b>   | <b>25</b>  | <b>26</b> |
|                | 8:30am 5:00pm Setting Sail (Annex 429) | 8:30am 4:30pm Supervisory & Management Competencies Ser<br>8:30am 9:30am Word 2013 New Features (Annex 138)<br>10:00am 11:00am Excel 2013 New<br>11:30am 12:30pm Outlook 2013 N                   | 8:30am 9:30am Outlook 2013 New Features (Annex 138)<br>10:00am 11:00am Word 2013 New Features (Annex 138)<br>11:30am 12:30pm Excel 2013 New Features (Annex 138)                  | 1:00pm 2:00pm Outlook 2013 New Features (Annex 138)<br>2:30pm 3:30pm Word 2013 New Features (Annex 138)<br>4:00pm 5:00pm Excel 2013 New Fe<br>6:30pm 8:30pm Passport To Retire                           |           |
| Feb 29 - Mar 4 | <b>29</b>                              | <b>Mar 1</b>  | <b>2</b>  | <b>3</b>   | <b>4</b>  |
|                |  |   |   |  |           |

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# LearningOpportunity

March 2016

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[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

|                | Monday   | Tuesday   | Wednesday  | Thursday   | Friday       |
|----------------|--|---|--|--|--------------|
|                | <b>Feb 29</b>  | <b>Mar 1</b>  | <b>2</b>   | <b>3</b>   | <b>4</b>     |
| Feb 29 - Mar 4 |  | 8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)   | 8:30am 12:00pm What To Do When Conflict Happens (Studio B)<br>1:00pm 3:00pm Budget 101 (Studio B)  | 6:30pm 8:30pm Passport To Retirement (Clerk's 4th floor Conf Rm)   |              |
|                | <b>7</b>   | <b>8</b>  | <b>9</b>   | <b>10</b>  | <b>11</b>    |
| Mar 7 - 11     |  | 8:30am 4:30pm Supervisory & Management Competencies Ser<br>8:30am 12:00pm Dealing With Difficult People (Utilities 4th Flo<br>8:30am 12:00pm Managing Workplace Stress (Sheriff's Offic | 8:30am 11:30am Career Development Forum - 1 of 5 (Studio B) - Training, Human Resources  | 8:30am 4:30pm Intro to Supervision for Non-Supervisors<br>8:30am 12:00pm Communicate This! (Sheriff's Office)<br>6:30pm 8:30pm Passport To Retirement (Clerk's 4th floor Co      |              |
|                | <b>14</b>  | <b>15</b>   | <b>16</b>  | <b>17</b>  | <b>18</b>    |
| Mar 14 - 18    | 8:30am 5:00pm Setting Sail (Annex 429)                                     | 8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)   | 8:00am 12:00pm Getting Ready for Retirement (Utilities - Maintenance North)<br>8:30am 12:00pm Who Put a Lizard in my Lasagna? (Sheriff's Office) | 8:30am 12:00pm Managing Electronic Records 1.0 (Swisher<br>8:30am 12:00pm Myers-Briggs Type Indicator (Studio B)<br>8:30am 12:00pm Tips for Getting the Job You Want (Annex 138) |              |
|                | <b>21</b>  | <b>22</b>   | <b>23</b>  | <b>24</b>  | <b>25</b>    |
| Mar 21 - 25    | 8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension) |   | 8:30am 12:00pm Leading with Persuasion (Studio B)  | 8:30am 12:00pm Problem Solving / Decision Making (Swisher 211)   |              |
|                | <b>28</b>  | <b>29</b>   | <b>30</b>  | <b>31</b>  | <b>Apr 1</b> |
| Mar 28 - Apr 1 | 8:30am 5:00pm Setting Sail (Annex 429)                                     | 8:30am 12:00pm Supervisory & Management Competencies Series (Studio B)  |  | 8:30am 4:30pm Team Building (Studio B)<br>8:30am 12:00pm Sharpening Your Professional Image (Sheriff's Office)   |              |

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