

Clearwater, Florida, January 7, 2016

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; James Dates; Louise Dolsay; Bill Schulz; Joan M. Vecchioli (late arrival); and Ron Walker.

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

AGENDA

PLEDGE OF ALLEGIANCE

- | | |
|-----------------|---|
| Personnel Board | I. Election of Chair and Vice-Chair of the Unified Personnel Board |
| EAC | II. Employees' Advisory Council Representative |
| Human Resources | III. CONSENT AGENDA <ol style="list-style-type: none"> 1. Request Approval of the Minutes of the Personnel Board Workshop held September 15, 2015 2. Request Approval of the Minutes of the Regular Personnel Board Meeting and Workshop held October 1, 2015 3. Request Approval of the Minutes of the Regular Personnel Board Meeting held October 19, 2015 4. Request Approval of the Minutes of the Personnel Board Workshop held October 26, 2015 5. Request Approval of the Minutes of the Regular Personnel Board Meeting held November 5, 2015 |
| Human Resources | IV. NEW BUSINESS <ol style="list-style-type: none"> 1. Approval of the Revision to Personnel Rule 7, Employee Grievances |
| Human Resources | V. INFORMATIONAL ITEMS <ol style="list-style-type: none"> 1. Appointment of the following Personnel Board member for 2016-2017: Louise Dolsay, by the Board of County Commissioners 2. Action Taken Under Authority Delegated by the Personnel Board 3. Update: Inspector General Audit of Short-Term and Long-Term Disability Contracts 4. Update: Employee Survey 5. Personnel Rules Communications |

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6. Upcoming Personnel Board Meeting Schedule
7. Affirmative Action Committee
8. Other Informational Items

Utilities

VI. TERMINATION APPEAL

1. Norris Watson.

CALL TO ORDER

Chair Davis called the meeting to order at 6:30 P.M. and led the Pledge of Allegiance; whereupon, he welcomed new Board member, Louise Dolsay.

ELECTION OF CHAIR AND VICE-CHAIR OF THE UNIFIED PERSONNEL BOARD

Mr. Dekle moved, seconded by Mr. Schulz and carried unanimously, that Ricardo Davis be elected Chair for 2016.

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At this time, 6:33 P.M., Ms. Vecchioli entered the meeting.

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Mr. Dates moved that Ron Walker be elected Vice-Chair, and the motion died for lack of a second; whereupon, Mr. Schulz moved that Mr. Dekle be elected Vice-Chair, and the motion died for lack of a second.

Ms. Vecchioli moved, seconded by Chair Davis and carried unanimously, that James Dates be elected Vice-Chair.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Lisa Wombles congratulated the newly elected Chair and Vice-Chair, and reported that the EAC elections were held last month wherein she was reelected Chairman, and Richard Carvale and Peggy Pool were elected Vice-Chairman and Secretary, respectively; whereupon, she reported that she has been invited to a meeting related to the Human Resources

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Director search next week. In response to query by Mr. Dates, she indicated that approximately 66 percent of employees participated in the online election of EAC officers, noting that it is an increase of a few percentage points from last year.

CONSENT AGENDA – APPROVED

Mr. Dates moved that Items 1 through 5 of the Consent Agenda be approved.

Motion	-	Mr. Dates
Second	-	Mr. Schulz
Vote	-	7 – 0

Chair Davis announced that today is Ms. Waldron's last Board meeting, noting that her last day will be tomorrow; whereupon, acknowledging her 31 years of service to Pinellas County, he requested a brief recess and invited everyone to partake in cake and cookies.

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At this time, 6:36 P.M., the meeting was recessed and reconvened at 6:45 P.M. with all members present.

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NEW BUSINESS

Approval of the Revision to Personnel Rule 7, Employee Grievances

Ms. Vecchioli moved, seconded by Mr. Dates and carried unanimously, that a revision to Personnel Rule 7, Employee Grievances, be approved adding the ability to grieve misapplication of the UPB policies.

INFORMATIONAL ITEMS

Louise Dolsay appointed to the Personnel Board by the Board of County Commissioners

Chair Davis indicated that Ms. Dolsay has joined the Board as the County Commission representative.

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.

Ms. Waldron indicated that most of the actions were reclassifications upward and laterally with revisions to some class specifications; whereupon, in response to query by Mr. Dekle, she discussed established career ladders and what must be accomplished to move from one level to another, noting that when certain skills are acquired, the employee is reclassified upward.

Update: Inspector General Audit of Short-Term and Long-Term Disability Contracts

HR Services Division Director David Blasewitz referred to his December 23, 2015 memorandum to Ms. Waldron, a copy of which has been filed and made a part of the record, provided a brief overview of the results of the audit and recommendations by the Inspector General, and indicated that Standard Insurance delivers the benefits to County employees to which they are entitled. He indicated that HR has embraced the recommendations to improve the participant experience by streamlining the process of filing a claim, and providing employee and supervisor direction on completing time cards; and that payroll, HR, and technology staff will collaborate to establish protocols at the end of the calendar year; whereupon, in response to query by Mr. Dekle, he indicated that HR staff will respond to the Clerk's Inspector General staff informing them as to what the corrective process will be; that the follow-up process is either one or two years; and that Inspector General staff will verify that the recommendations have been put into practice or seek an explanation as to why they were not implemented.

Update: Employee Survey

Ms. Waldron indicated that the Appointing Authorities committed to conducting bi-annual employee surveys, noting that the first one was completed two years ago, and the second survey was concluded last fall; that the data is presently being compiled into reports; and that the results will be shared with the Appointing Authorities and the UPB; whereupon, in response to query by

Mr. Dates, she indicated that, to some extent, the survey is a climate survey; however, it is shorter in length.

Personnel Rules Communications

Ms. Waldron indicated that following the Board's approval of the new Personnel Rules, staff devised a communication plan to ensure the information was disseminated to UPS personnel via telephone, the HR website, the *Pen*, and other means, noting that the webpage has received quite a few hits; whereupon, she related that, overall, reception has been very good; and that people are finding the Rules easier to understand.

Upcoming Personnel Board Meeting Schedule

Ms. Waldron reminded the members that based on previous discussions, the Personnel Board meeting next month will be starting at 4:00 P.M., as there is an appeal on the agenda; and that meetings without appeals will begin at 6:30 P.M.

Affirmative Action Committee

Chair Davis indicated that, at the last Affirmative Action Committee meeting, the committee approved some recommended changes to the ordinance that will be forwarded to the Board of County Commissioners for approval; whereupon, he stated that the committee chose to retain responsibility for developing and managing the Affirmative Action plan, which falls under the responsibility of Mr. Valenti, noting that there will be some coordination with Human Resources. Ms. Waldron related that Human Resources and the Office of Human Rights are accustomed to working together; and that throughout the 30-year Consent Decree, the two offices met the goals set by the federal government, noting that the County was recently released from the decree.

Chair Davis related that he invited Mr. Valenti to appear before the UPB in February, or some point in the future, to discuss specific requests he may bring to the Board, and Mr. Dates expressed interest in learning the utilization patterns for minorities and females in non-traditional jobs; whereupon, Chair Davis clarified that Mr. Valenti will be compiling the utilization information for the Affirmative Action Committee, noting that, perhaps, the information could be shared with the Personnel Board as well.

Other Informational Items

Chair Davis referred to a memorandum from Waters & Company, a copy of which has been filed and made a part of the record, indicating that it is the firm selected by the Screening Committee to recruit a new Human Resources Director; whereupon, he announced that he has submitted an application for the position; and that he does not presume to be a finalist or that it would become a matter the Board would have to take up, but that he wanted to make the members aware that he had applied.

The following miscellaneous informational items were received for filing:

1. Minutes of the EAC Representatives Meeting of November 18, 2015.
2. Minutes of the EAC Delegates Meeting of November 19, 2015.
3. Leadership Notes for December 2015.
4. Training Schedule for December 2015, and January and February 2016.

APPEAL OF TERMINATION OF NORRIS WATSON, FORMERLY OF UTILITIES –
CONTINUED

Noting that Mr. Watson failed to appear at the prehearing conference and the Appointing Authority has filed a Motion to Deem the Appeal Withdrawn, Chair Davis, with input by Attorney Wallace, indicated that the Department should explain its motion.

Maintenance Division Section Manager Alan Bollenbacher indicated that the department did not bring its witnesses tonight; whereupon, in response to query by Mr. Dates, he stated that he was following the next step in the process by filing the motion; and that Mr. Watson had a tendency of not showing up which, to him, indicates a lack of attentiveness to the issue.

At the request of Chair Davis, Mr. Watson and Employee Advocate Lisa Carter came forward. Mr. Watson explained that he was unable to be present for the prehearing conference because he has a new job and was not able to take time off in the afternoon, as he is on probation; whereupon, he requested that the prehearing conference be rescheduled, and Ms. Carter provided input regarding a Personnel Rule allowing automatic rescheduling of the prehearing conference.

Responding to queries by the members, Mr. Watson admitted that there was a two week gap between the scheduled prehearing conference and when he contacted the County Attorney's Office; that he works five days a week at Nelson Construction; that he receives a 30 minute

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lunch break, but not always; and that he possesses a cell phone, but is not allowed to use it while directing traffic; whereupon, Attorney Wallace, referring to a previous comment by Ms. Carter and citing Personnel Rule Section 4-2(d), clarified that the rule continuing a prehearing conference for one week to allow compliance is with respect to showing up at the hearing and bringing documents.

In response to queries by Ms. Vecchioli, Mr. Watson stated that he would not be able to attend a prehearing conference if it was scheduled during regular business hours unless he provided a week's notice to his employer; whereupon, in response to further queries by the members, he indicated that he has not worked for the County since September 18; and that he had an Employee Advocate at the time of his termination. In response to query by Mr. Schulz, Ms. Carter indicated that she did not know when the prehearing conference was scheduled, noting that no information was provided to her.

In response to queries by Ms. Vecchioli, Attorney Wallace stated that her office had no knowledge an advocate was on the case, and Ms. Waldron provided input.

Thereupon, Ms. Vecchioli moved, seconded by Mr. Dates and carried unanimously, that the Appointing Authority's Motion to Deem the Appeal Withdrawn be denied; that the prehearing conference be scheduled with at least two weeks' notice to Mr. Watson and the Employee Advocate; and that the Board revisit the issue of failure to appear, and discussion ensued.

Mr. Dekle expressed concern that the County Attorney's Office was unaware of who the advocate was; and that the advocate was not kept properly informed; whereupon, in response to query by Attorney Wallace, Ms. Waldron indicated that the appeal hearing will be rescheduled to March 3, 2016 at 4:00 P.M., and Ms. Vecchioli and Mr. Watson concurred. Attorney Wallace indicated that she will schedule the prehearing conference tomorrow, stating that at least two weeks' notice would be provided to Mr. Watson and Ms. Carter, and at the request of Ms. Vecchioli, Mr. Blasewitz agreed to provide email notification to the members with the revised dates and times.

Mr. Dekle expressed concern about the lack of communication between Human Resources, the EAC and the County Attorney's Office regarding the prehearing conference, and Ms. Waldron indicated that her office will implement protocols to ensure better communication between the parties, and discussion ensued.

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In response to queries by Ms. Dolsay, Ms. Waldron indicated that copies of documents are only disseminated in appeals before the Personnel Board, and not for grievances; and that HR does not assign advocates to employees, and Ms. Carter provided input.

ADJOURNMENT

The meeting was adjourned at 7:26 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 **October 4, 2015 thru October 31, 2015.**

RE-INSTATED with PAYGRADE CHANGE

SPEC		EEO4	OT	PREVIOUS	PROPOSED
<u>NO.</u>	<u>TITLE</u>	<u>CODE</u>	<u>CODE</u>	<u>PG</u>	<u>PG</u>
17620	Director of Utilities	Officials & Manager	Exempt	E-3	SM1

TITLE CHANGE

SPEC	PRESENT	RECOMMENDED	
<u>NO.</u>	<u>CLASSIFICATION</u>	<u>CLASSIFICATION</u>	<u>PG</u>
10990	Bureau Director, Public Safety Svcs	Bureau Director, Safety & Emergency Svcs	SM2a

TITLE/PAY GRADE CHANGE

SPEC	PRESENT		RECOMMENDED	
<u>NO.</u>	<u>CLASSIFICATION</u>	<u>PG</u>	<u>CLASSIFICATION</u>	<u>PG</u>
11140	County Commissioner Assistant	P4	Executive Aide	P3

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
10910	Emergency Management Coordinator, Senior	CL19
16842	Section Manager 1	SM5a
16844	Section Manager 2	SM4a
16846	Section Manager 3	SM3a

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Human Resources Director

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DELETION

SPEC NO.
10982

TITLE
Division Director, SES

PG
SM3a

EXTENSION OF TEMPORARY EMPLOYMENT

POSITION
BCC/T1112

CLASSIFICATION
Special Project Assistant "A"

PG
CL55

EXTENDED
6 months

DEPARTMENT
Utilities

ESTABLISHING CAREER LADDERS BDRS

Environmental Specialist CL13
Environmental Specialist 1 CL14

Environmental Specialist 1 CL14
Environmental Specialist 2 CL16