

Clearwater, Florida, February 4, 2016

The Unified Personnel Board (UPB) met in regular session at 4:01 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; James Dates, Vice-Chair; Louise Dolsay; Joan M. Vecchioli; and Ron Walker.

Not Present: Keith C. Dekle and William A. Schulz.

Also Present: David Blasewitz, Interim Director of Human Resources; Michelle A. Wallace, Senior Assistant County Attorney; Christopher Bartlett, 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 December 3, 2015 |
| Human Resources | III. NEW BUSINESS |
| | 1. Request for a Special Meeting of the Unified Personnel Board |
| Human Resources | IV. INFORMATIONAL ITEMS |
| | 1. Update on the Human Resources Director Search Process |
| | 2. Utilization Analysis by the Office of Human Rights |
| | 3. Action Taken Under Authority Delegated by the Personnel Board |
| | 4. Other Informational Items |
| Communications | V. TERMINATION APPEAL – <i>Continued to a date to be determined</i> |
| | 1. Andrew Belich |

CALL TO ORDER

Chair Davis called the meeting to order at 4:01 P.M.; whereupon, he led the Pledge of Allegiance.

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EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

Employees' Advisory Council (EAC) Chairman Lisa Wombles reported that the EAC Christmas drive collected \$930 for the Christmas Wish Foundation; that the County received 49 applications to fill the Human Resources Director position; and that the Selection Committee has chosen five candidates to complete video interviews and essays. She indicated that all five of the candidates are from areas outside of Pinellas County; and that a few of the candidates are from out-of-state.

CONSENT AGENDA – APPROVED

Upon motion by Ms. Vecchioli, seconded by Mr. Dates, the minutes of the regular meeting held December 3, 2015 were approved as submitted.

NEW BUSINESS

Request for a Special Meeting of the Unified Personnel Board

Mr. Blasewitz requested that a special meeting be scheduled to hear the continued termination appeal of Andrew Belich; that the hearing must be scheduled before March 12 to be within the required 120 day timeframe; and that it cannot be scheduled for the regular meeting of March 3 as a separate appeal has already been scheduled for that date.

Noting that the EAC wishes to speak on issues regarding the continuance, Chair Davis invited Ms. Wombles to come forward and express her concerns. She indicated that there are three issues regarding the granting of a continuance: the appellant has remained unemployed since November, the appellee's attorney filed the Notice of Appearance on January 21, and the decision to continue was made by one person and not by the Board. She related that other motions are often heard by the Board for its decision; and that the Appointing Authority was likely prepared to move forward without an attorney.

Responding to query by Mr. Dates, Director of Safety and Emergency Services Michael Cooksey stated that there are a number of complexities regarding federal guidelines, specifically the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA); and that the County Attorney's Office felt its support would be required as the case moved forward.

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Ms. Vecchioli stated that the Appointing Authority may decide at any time to acquire representation; and that circumstances of good cause would warrant a continuance. She noted that she remains concerned that the Board was not asked to make the decision to grant a continuance; whereupon, Attorney Wallace indicated that the rules allow for the Director to continue an appeal hearing based upon his or her own discretion provided it is still within the 120 day timeframe; and that it has happened in the past in other appeal cases.

Following discussion, Chair Davis indicated that the appeal will not be heard today; that the EAC's concerns have been noted for the record; and that the appeal should be rescheduled within the required 120 day timeframe.

Employee Advocate Leena Delli Paoli clarified that on behalf of the employee, the objection was first communicated by phone and then by filing a formal objection; and that the appellee's motion acknowledges the verbal objection.

Ms. Wombles requested that, at its discretion, the Board consider whether a formal objection should always be heard by the Board, and Mr. Dates and Ms. Vecchioli concurred with the request; whereupon, Chair Davis directed that the matter be added to the March 3 agenda for discussion.

INFORMATIONAL ITEMS

Update on the Human Resources Director Search Process

Mr. Blasewitz provided an update on the search process and noted that the Selection Committee's next meeting is scheduled for February 26; that it is likely no more than three candidates will be chosen to interview with the Board; that a special meeting would need to be scheduled so as not to delay the process; and that, at the pleasure of the Board, only one special meeting would be needed, and Ms. Vecchioli and Mr. Dates concurred.

Responding to queries by Ms. Vecchioli, Mr. Blasewitz stated that there is no precedent for delaying a termination appeal to accommodate other matters; that the appellant desires a hearing as soon as possible; and that an updated timeline for the search process has not been received, but it is likely that interviews with the Board would not begin until mid March. Chair Davis indicated that Human Resources should work with the parties to select a date within the 120 day timeframe; and that the members will coordinate their schedules in order to convene the hearing.

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Later in the meeting, and responding to queries by Ms. Vecchioli concerning the selection process, Attorney Wallace indicated that the procedures indicate more than one candidate should be selected but do not specify an exact number; that she feels the Selection Committee will provide multiple candidates for the Board to interview; and that the hired consultant initially chose six candidates for greater scrutiny but has not directed the committee to reduce the number further.

Discussion ensued, and Ms. Dolsay stated that the market does not always bear a specific number of candidates in a job search; and that she agrees with Mr. Dates that more than one candidate should be chosen by the committee; whereupon, Chair Davis noted that the process for the Selection Committee is defined by Special Act, and Attorney Wallace concurred.

At the request of Chair Davis, Ms. Wombles related that she attended the committee's most recent meeting; that more than six candidates were initially scored and evaluated; and that, speaking on behalf of the Board, she indicated to the committee that as many as five candidates would be appropriate for the Board to interview.

Following discussion, Chair Davis encouraged the Board to let the process run its course.

Starting Times of Future Meetings

Ms. Vecchioli stated that while she initially supported 4:00 P.M. meeting start times when an appeal has been scheduled, a full personal calendar, parking, and other issues have made it challenging; and Mr. Walker concurred. Chair Davis noted that the Board could revert back to 6:30 P.M. start times for all future meetings, or continue exploring 4:00 P.M. start times for appeals, and discussion ensued.

Following discussion, Chair Davis indicated that the Board will continue to utilize 4:00 P.M. start times for appeals; and that should there continue to be an issue, the Board retains the option of changing the start times of future meetings.

Utilization Analysis by the Office of Human Rights

Referring to the Utilization Analysis report, a copy of which has been filed and made a part of the record, Chair Davis indicated that the information is very preliminary; and that the accuracy of the data will need to be verified. He related that underutilization does not necessarily indicate a problem; and that the Affirmative Action Committee will keep the Board informed of any progress or decisions moving forward.

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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.

Other Informational Items

Mr. Blasewitz related that appeal procedures have been updated to help ensure that Employee Advocates, when utilized, are included in the notification process.

The following miscellaneous informational items were received for filing:

1. Minutes of the EAC Representatives Meeting of December 16, 2015.
2. Leadership Notes for January 2016.
3. Training Schedule for January, February, and March 2016.

APPEAL OF TERMINATION OF ANDREW BELICH, FORMERLY OF SAFETY AND EMERGENCY SERVICES – CONTINUED

A letter dated January 29 from Interim Director of Human Resources David Blasewitz to Mr. Andrew Belich confirming the continuance of Mr. Belich's termination appeal was filed and made a part of the record.

ADJOURNMENT

The meeting was adjourned at 4:47 P.M.

Chair

**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 **December 27, 2015 through January 23, 2016.**

Result of Audit
UPWARD RECLASSIFICATION (BUILDING)

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C2083	Building Svcs Specialist	CL10	Admin Supt Spec	CL11

TITLE/PAY GRADE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
10860	911 Systems Manager	SM4a	911 Division Director	SM3b
10880	911 Computer Systems Manager	SM4a	911 Radio & Tech Div Dir	SM3b

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20030	Animal Care Assistant	CL6
20044	Animal Services Representative	CL8
20000	Animal Control Officer 1	CL12
20010	Animal Control Officer 2	CL13
17092	Customer Services Analyst	CL13
17175	Maintenance Supervisor	CL17
16966	Solid Waste Program Supervisor	CL18

DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20154	Health & Wellness Specialist	P3

UPDATED CAREER LADDER-ANIMAL SERVICES

Animal Care Assistant	CL6	Animal Services Representative	CL8
Animal Services Representative	CL8	Animal Control Officer 1	CL12
Animal Control Officer 1	CL12	Animal Control Officer 2	CL13