



## **Employees' Advisory Council – Delegate Meeting Minutes**

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, January 28, 2016, 8:00 a.m. – 10:00 a.m.

### **Call to Order**

The EAC Delegate meeting was called to order at 8:10 a.m. by Chair, Lisa Wombles, followed by the Pledge of Allegiance.

Lisa Wombles asked the Representatives to introduce themselves. Lisa announced Peg Poole as Secretary and Richard Carvale as Vice-Chair.

Holiday Giving - The total donation amount for The Christmas Wish Foundation was \$930. Next year we hope to increase that total and begin the request for donations earlier.

### **Guest Speaker** – Joan Read, Human Resources Training Officer

Joanie Read stated she was proud to be asked by the EAC to speak at the Delegate meeting.

[View Joanie's presentation at [www.pinellascounty.org/hr/training/pdf/EAC-presentation-012816.pdf](http://www.pinellascounty.org/hr/training/pdf/EAC-presentation-012816.pdf) ]

The HR staff has improved the website to be more user friendly and can link the resources directly. The below services provide a variety of resources and classes:

- Professional Development Advisory Committee (PDAC) – works with departments for specific training needs. The representatives for this committee are chosen by the Appointing Authorities.
- Training Consortium Catalog is available on the website and in OPUS through OLM.
- Leadership Training -
  - Certified Public Manager
  - Supervisory and Management Competencies Series
  - Leadership Enhancement and Development Program (LEAD)
- Resource Library
- Two-Minute Tuesday Videos
- Microsoft Office 2013
- Tuition Reimbursement
- GCF Learn Free
- Leadership Enhancement And Development (LEAD) replaced Succession Management

A new icon has been placed on every employee's computer for ULearnIT. Specialized training is offered. For additional information on Training & Development, contact HR at 464-3796 or [training@pinellascounty.org](mailto:training@pinellascounty.org)

### **Comments from Dave Blasewitz, Director of Human Resources (Interim)**

The new rules are in effect and they have received many hits from employees reviewing them on the website. If anyone has questions about the rules, they can contact Lisa Wombles or Human Resources staff, or send in questions through the HR website. [see [www.pinellascounty.org/hr/rules](http://www.pinellascounty.org/hr/rules)]

The new benefit year started Jan. 1, 2016. There are new deductibles for prescriptions. There are no changes in the benefit packages, FSA or disability. Anyone having problems with prescriptions should contact Benefits directly. The Standard is to be contacted directly for FMLA or Short Term Disability (STD). Dave is meeting with The Standard to discuss the issues the Pinellas County employees have brought to their attention.

The topic of benefits for employees who started as temporary and are now full time employees is being discussed with the Appointing Authorities. They must take all aspects of the benefits into consideration before making any changes.

A question was asked about the lack of hot water in the Wellness Center, especially in the morning. Dave will talk with Real Estate Management about the situation.

### **Florida Retirement System (FRS)**

Charles Toney discussed possible changes that may occur to the current Florida Retirement System benefit plan this year. One recommendation is to default all new employees to the investment side of the FRS. With up to 60% of employees not staying long enough to vest in the pension side of the FRS, the recommended change would reduce the funding currently coming into the FRS pension. As more information is discussed about possible changes to the FRS, he will let everyone know. Charles has e-mailed two of our Representatives with FRS funding concerns and prepared a letter which he will share with employees who wish to reach out about their dislike regarding potential changes. He will also provide contact information for the different representatives depending on where you reside.

[ For more information, see [FRS 2016 Legislation](#). ]

### **HR Director Recruitment Process**

Lisa Wombles provided an update in the Human Resources Director search. The committee has asked Lisa's input on parts of the selection process. Overall there were 49 applicants. No internal Pinellas County employee applied. The committee has narrowed the potential candidates list to five people. The new Director could possibly be selected by April 2016; the final decision will be made by the Pinellas County Personnel Board.

### **Upcoming Meetings**

Personnel Board meeting is Feb. 4, 2016

Employee Advocate Class will be held on February 26, 2016 @ 2:30 p.m.

### **Adjourned**

Lisa Wombles*	Richard Carvale*	Peg Poole*	Linda Cahill*	Rich Castle*
Hazel Lane*	Doris McHugh*	Mercedes Pearson	Randy Rose*	Mario Ruggia
Ashley Skubal*	Charles Toney*	Lisa Wright*	Steve Yeatman*	

\*EAC Representatives in attendance at this meeting.



# Employees' Advisory Council



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

APPROVED BY THE EAC

## **Employees' Advisory Council – Representative Meeting Minutes**

County Office Annex, Room 429, Clearwater, FL

Wednesday, February 17, 2016, 2:30 p.m. – 4:30 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 2:35 p.m. by Chair, Lisa Wombles.

### **Introductions**

Donna Beim – EMS for introduction to EAC for At-Large Representative

Carole Sanzeri – Sr. Assistant County Attorney to talk about Sunshine Laws

### **Comments from Dave Blasewitz, Director of Human Resources (Interim)**

- Employee Relations has relocated to the Annex Building on the 4<sup>th</sup> Floor.
- The Standard - HR staff meets with them regularly and are discussing the concerns which have been brought to their attention.
- Suggested to invite the new Wellness Representative and the new UHC Nurse Liaison to the next EAC Representative meeting to be introduced.

### **Comments from Carole Sanzeri, Sr. Asst. County Attorney**

The EAC is an agency covered by the Sunshine Law and as such must follow the State law. There are 3 basic concepts to be followed:

1. Meetings must be announced and must be open to the public
2. Reasonable notice of all meetings must be provided
3. Written minutes of meeting must be taken

A meeting is defined as: any gathering of 2 or more people of the same group. Examples of meetings include but are not limited to: face-to-face conversations, written correspondence, email, telephone, text, and social media.

- Informational items can be shared prior to a meeting between members of the same group as long as there is no response or discussion.

Non-compliance can result in penalties.

### **Approval of Minutes**

Richard Carvale motioned to approve the EAC Representative Minutes for January 20, 2016. The motion was seconded by Charles Toney. The minutes were approved as written.

### **Old Business**

- Personnel Board meeting - A termination appeal was continued from a previous date. Due to the time limits allowed for a case to be heard, a special meeting is being held on 2/18/2016. There is also an understanding that one side cannot have an attorney if the other side does not have an attorney. In this case, neither side will be represented by an attorney.

- HR Director Search - Candidates have been reduced to 5 people: 3 men and 2 women. The next stage in the search is for each candidate to answer 3 video questions. The Personnel Board wants to stay involved with the process and not rely solely on the search committee.

### **New Business**

- At Large Representative - Richard Carvale motioned to approve Donna Beim as the new At-Large Representative. Charles Toney seconded the motion. Motion passed unanimously. Donna has almost 23 years as a county employee. Currently she works for Safety and Emergency Services. She has been a Delegate on the EAC for 15 years.
- Suggestion Awards – Donna Beim will replace Mike Powell on the Suggestions Committee. Question – Mercedes asked how a suggestion award is chosen and how is the worth of the suggestion decided.  
Answer – Awards are based on the estimated savings for the County during the 1<sup>st</sup> year the suggestion is implemented. Maximum award is \$2,500.  
Information regarding the Suggestion Awards can be found on the Human Resources website [ see [www.pinellascounty.org/hr/suggestion](http://www.pinellascounty.org/hr/suggestion) ].
- The Appointing Authority meeting with the EAC will not be scheduled until after the HR Director is hired. The EAC will discuss with the AA's during the meeting increasing the hours to cash in upon retirement.
- Lisa asked for suggestions for speakers at upcoming Delegate meetings. Suggestions included: EMA, Animal Services, Justice Coordination, Consumer Protection, CVB, Airport, Human Services and Water Quality (Utilities).

### **Adjourned**

Richard Carvale made a motion to adjourn. Lisa Wright seconded.

Lisa Wombles*	Richard Carvale*	Peg Poole*	Donna Beim*	Linda Cahill
Rich Castle*	Hazel Lane*	Doris McHugh*	Mercedes Pearson*	Randy Rose*
Mario Ruggia*	Ashley Skubal*	Charles Toney*	Lisa Wright*	Steve Yeatman*

\*EAC Representatives in attendance at this meeting.

## Effective Leadership

*A boss creates fear, a leader confidence.*

*A boss fixes blame, a leader corrects mistakes.*

*A boss knows it all, a leader asks questions.*

*A boss makes work drudgery, a leader makes it interesting.*

*A boss is interested in him or herself, a leader is interested in the group.* Russell H. Ewing

Effective leadership lies at the heart of organizational effectiveness. In order to be successful, the “boss” not only needs to practice effective management techniques but also needs to exhibit leadership behavior. Both should go hand-in-hand. But the essential difference between a manager and a leader is the way they motivate people. Managers rely on their title to direct subordinates. Leaders have followers who feel motivated to take action.

Leadership skills can be developed and fostered in a number of ways:

**Instilling Confidence in Your Followers** – An effective leader supports, coaches, encourages, and mentors her followers. She provides praise and positive reinforcement when presented with the opportunity. She recognizes that people need some nurturing to perform at their best capacity. She recognizes that people need to feel safe when taking measured risks and know that, if they encounter failure, they will still be valued and supported.

**Correcting Mistakes** – An effective leader knows that, no matter how talented the follower, he will make occasional mistakes. When they occur, the best thing the leader can do is to approach the situation as a coach, helping the follower analyze what went wrong, what can be learned from it, and how to do better next time. When providing feedback, it would be most effective if the leader followed the Achieve Global Basic Principle® which says: Focus on the situation, issue, or behavior, not on the person.

**Asking Questions** – An effective leader asks more questions than makes statements. Asking questions helps followers think for themselves and develop the capacity to solve problems. As followers solve their

own problems, they are more committed to the chosen course of action. This also helps build their confidence and is also likely to instill loyalty for the leader who shows he believes in them and values them. Increased loyalty leads to a better working relationship and a greater willingness to follow.

**Making it Interesting** – An effective leader knows that she needs to establish the relationship between the task at hand and how it supports the organization or its objectives. By making the connection between the follower's role or task and how it supports a greater purpose, the leader can provide meaning to the activity. For example, helping the street sweeper understand that she is helping keep contaminants out of the watershed and creating a more attractive and safe community that attracts residents and tourists alike. An effective leader also knows that it's okay to have fun at work and encourages followers to find interesting and innovative ways to get the job done efficiently and effectively.

**Being Interested in the Group** – An effective leader pays attention to the needs of the group and responds to verbal and non-verbal requests for reconsideration or support. He understands that he is there to serve them rather than the other way around. He is there to provide the guidance, resources and support they need to get the job done and to help them work through challenges. He is not as focused on his own needs as he is with the needs of the group. He knows he needs them to be successful to accomplish the mission.

- Leaders lead people. Managers manage tasks.
- Leaders ask questions. Managers give direction.
- Leaders have followers. Managers have subordinates.

Following the principles of effective leadership can transform your organization from one that is merely surviving to one that is thriving. Be a leader, not just a boss.

*I learned that a great leader is a man who has the ability to get other people to do what they don't want to do and like it.*  
Harry Truman



# Learning Opportunity

April 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>Mar 28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Apr 1</b>
Mar 28 - Apr 1					
	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Apr 4 - 8		8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)	8:30am 12:00pm iExpense - Travel Training (Annex 138) 8:30am 11:30am Career Development Forum - 2 of 5 (St 1:00pm 3:00pm Budget 101 (Studio B)	8:30am 11:00am Annual Physical Inventory (Annex 138)	
	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
Apr 11 - 15	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 12:00pm Five Dysfunctions of a Team (Annex 429)	8:00am 9:00am Excel 2013 New Features (Annex 138) 8:30am 12:00pm When Change Happens, Adjust Your Sail (Sheri 9:30am 10:30am Outlook 2013 Ne 11:00am 12:00pm Word 2013 New	8:00am 9:00am Word 2013 New Features (Annex 138) 9:30am 10:30am Excel 2013 New Features (Annex 138) 11:00am 12:00pm Outlook 2013 New Features (Annex 138)	
	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
Apr 18 - 22	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension) 1:00pm 5:00pm Freestyle Cruising (Magnolia Room) - Training, Human Resources	8:30am 12:00pm Dept AP Invoice Processing (Annex 138) 8:30am 12:00pm Goal Setting, Plan 8:30am 12:00pm Performance Man 1:30pm 2:30pm Outlook 2013 New 3:00pm 4:00pm Word 2013 New F	8:00am 12:30pm iExpense - PCard Training (Annex 138) 1:30pm 2:30pm Excel 2013 New Features (Annex 138) 3:00pm 4:00pm Outlook 2013 New Features (Annex 138)	8:00am 9:00am Word 2013 New Fe 8:30am 12:30pm Records Manage 8:30am 12:00pm A Leader's Guide 9:30am 10:30am Excel 2013 New F 11:00am 12:00pm Outlook 2013 N 1:00pm 5:00pm Getting Ready for	
	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
Apr 25 - 29	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 11:00am Misc Template Training (Annex 138) 1:30pm 2:30pm Word 2013 New Features (Annex 138) 3:00pm 4:00pm Excel 2013 New Features (Annex 138)		8:00am 9:00am Outlook 2013 New Features (Annex 138) 1:30pm 2:30pm Word 2013 New Features (Annex 138) 3:00pm 4:00pm Excel 2013 New Features (Annex 138)	

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

May 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
May 2 - 6	<b>May 2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
			8:30am 12:00pm iExpense - Travel Training (Annex 138) 9:00am 11:00am Budget 101 (Studio B)		
May 9 - 13	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	8:30am 5:00pm Setting Sail (Annex 429)	10:00am 11:30am Records Management: Why It Matters (Magnolia Room) 1:00pm 4:30pm Give 'Em the Pickle (Studio B)	8:30am 12:00pm Dept Fixed Assets (Annex 138) 1:00pm 4:30pm Emotional Intelligence (Studio B)	8:30am 4:30pm Five Questions Every Leader Must Ask (Studio B)	
May 16 - 20	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:30am 4:30pm Supervisory & Management Competencies Series - Summer Series (Studio B)	8:00am 12:30pm iExpense - PCard Training (Annex 138)	8:30am 12:00pm Workplace Diversity (Studio B) 8:30am 11:00am Records Management 2.0 (Swisher 211) 9:00am 12:30pm Project Management (Pinellas Park)	
May 23 - 27	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series - Summer Series (Studio B) 8:30am 11:00am Misc Template Training (Annex 138)		8:30am 12:00pm Time Management (Studio B)	
May 30 - Jun 3	<b>30</b>	<b>31</b>	<b>Jun 1</b>	<b>2</b>	<b>3</b>
	Memorial Day				

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

June 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>May 30</b>	<b>31</b>	<b>Jun 1</b>	<b>2</b>	<b>3</b>
May 30 - Jun 3			8:30am 4:30pm Intro to Supervision for Non-Supervisors 8:30am 12:00pm iExpense - Travel Training (Annex 138) 9:00am 11:00am Budget 101 (Studio B)	8:30am 12:00pm Effective Listening (Studio B)	
	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Jun 6 - 10		8:30am 4:30pm Supervisory & Management Competencies Series - Summer Series (Studio B) 8:30am 12:00pm Dept AP Invoice Processing (Annex 138)	8:30am 12:00pm A Kick in the Attitude (Sheriff's Office) 8:30am 11:00am Annual Physical Inventory (Annex 138)	8:30am 12:00pm Communicate This! (Swisher 211)	
	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
Jun 13 - 17	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series - Summer Series (Studio B)	8:00am 12:30pm iExpense - PCard Training (Annex 138) 8:30am 11:30am Career Development Forum - 3 of 5 (Studio B)	8:30am 12:00pm Managing Electronic Records 1.0 (Swisher 211)	
	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
Jun 20 - 24	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)	8:00am 12:00pm Getting Ready for Retirement (EpiCenter) 8:30am 4:30pm Supervisory & Management Competencies Series - Summer Series (Studio B)		8:30am 12:00pm Problem Solving / Decision Making (Swisher 211)	
	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>Jul 1</b>
Jun 27 - Jul 1	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series - Summer Series (Studio B) 8:30am 11:00am Misc Template Training (Annex 138)		8:30am 4:30pm Effective Leadership (Studio B)	

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).