

Clearwater, Florida, March 21, 2016

The Unified Personnel Board (UPB) met in workshop session at 5:00 P.M. on this date in the Clerk's Fourth Floor Conference Room, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Ricardo Davis, Chair; James Dates, Vice-Chair; Keith C. Dekle; Louise Dolsay; William A. Schulz II (late arrival); Joan M. Vecchioli; and Ron Walker.

Also Present: David Blasewitz, 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

Human Resources

- I. Workshop
 1. Human Resources Director Interview Process

CALL TO ORDER

Chair Davis called the meeting to order at 5:00 P.M.; whereupon, he led the Pledge of Allegiance.

MEETING OVERVIEW

Mr. Blasewitz provided an overview of materials previously provided electronically, including copies of the recruitment brochure, candidate résumés and questionnaire responses, relating that the consultant has provided a binder containing hard copies for the use of the members; that additional information has been provided for tonight's meeting, including candidate reference checks; and that the consultant would be available at the meeting Wednesday night to answer questions.

Referring to the binder, Chair Davis reviewed the various documents and discussed the interview schedule and information regarding lawful and unlawful questions of the candidates; whereupon, he stated that the first interview would begin at 5:00 P.M. tomorrow night.

Attorney Wallace provided a handout detailing lawful and unlawful inquiries per the Federal Guidelines, a copy of which has been filed and made a part of the record, and reminded the members not to ask questions in the areas of gender identity or expression and sexual orientation,

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noting that those subjects are protected classes. During discussion, she advised the members not to email or talk with each other about the interviews in order to comply with the Sunshine Law.

In response to queries by Ms. Vecchioli, Mr. Blasewitz related that the document showing “anonymous attributes” to look for in the candidates was provided electronically by the Human Resources (HR) Department and is not included in the binder. Attorney Wallace confirmed that notes taken during the interview process are subject to public record, and cautioned the members to be mindful of what they put in writing; whereupon, a short video regarding lawful and unlawful interview questions for candidates was played.

Mr. Blasewitz indicated that prior to the meeting on Wednesday, the three finalists would come in at different times and tour the HR Department and the downtown campus. During discussion, Ms. Vecchioli suggested that for fairness and consistency, a break be taken between each interview, and Mr. Blasewitz related that an assortment of wraps and sandwiches will be provided for the members.

Following discussion, Chairman Davis summarized that the Board had determined that each member would have ten minutes and would ask each candidate the same questions; and that the maximum time to be spent with each candidate would be 90 minutes, with a ten-minute break between each applicant, and no objections were noted.

BOARD DISCUSSION OF INTERVIEW QUESTIONS

Chairman Davis indicated that he will attempt to give each member around ten minutes to question the candidates, but that follow-up questions and the length of the answers would dictate the time allowed, noting that he and probably other members would have questions that are not on the list; whereupon, he asked members to be considerate of each other.

Following discussion and referring to the list of sample questions provided by the consultant, which has been filed and made a part of the record, Mr. Blasewitz reviewed the questions and topics each member had chosen or been assigned, noting that each candidate would be asked the same questions for consistency.

Mr. Dates

10. What type of challenges have you faced with recruitment in your current organization, and what did you do to address them?

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Question to be composed pertaining to managing and recruiting a diverse workforce.

Question to be composed pertaining to a candidate's ability to stand up to pressure from the organization or have a "backbone."

Mr. Dekle

17. Tell us about your philosophy regarding the Human Resources Department and customer service. Do you believe that the primary role of the Human Resources Director is to serve employees or management? How do you address this potential conflict?

Question to be composed pertaining to promoting teamwork across an entire organization versus promoting teamwork within a department.

Ms. Dolsay

20. Managing rising health benefit costs and liabilities has been a hot topic lately. In your previous jobs, what have you done to manage these? What impact do you foresee the continuing implementation of the Affordable Care Act having on Pinellas County?

Question to be composed pertaining to metrics the candidate has used to measure the effectiveness of their current HR rules, and to what advantage.

Question to be composed pertaining to the candidate's approach to labor and employee relations.

Mr. Schulz

15. How do you ensure that policies are being implemented consistently across departmental lines?
21. What is your philosophy toward establishing a compensation and rewards system for employees? Assuming a continued limitation on new revenue available for increasing compensation, please elaborate on your approach in dealing with this constraint. In these cases, what kind of approach do you think works best and why?

Ms. Vecchioli

5. If you leave your job, what would your colleagues describe as your legacy for the organization? How would you describe your legacy?
16. How would you describe your management style? How would your employees describe it? How would your immediate supervisor describe it?
19. Many Human Resources functions require good interpersonal skills; however, employee salary, benefits, and budget preparation functions require highly technical “number-crunching” skills. Describe your experience and abilities in understanding and managing these technical skills.

Mr. Walker

6. Describe the rate of turnover in your current or most current organization. What has caused the majority of that turnover and how have you attempted to remedy the causes/contributing factors to that turnover?
7. Tell us about your experience in joining a new organization and establishing your presence. How have you been able to learn the culture? What will be your strategy to establish your personal style within the County’s leadership team and the Pinellas County organization as a whole?

Chairman Davis

9. How does the Human Resources Director advocate for employees while maintaining his/her allegiance to the organization, the County Commission and County Administrator, the Appointing Authorities, and the County’s Personnel Board?
24. What questions do you have for us?
25. What additional information would you like to provide that we might not have covered, thus far, in this interview? Are there any major points about your background that you would like to emphasize?

Following discussion by the members regarding salary negotiation, Ms. Vecchioli moved, seconded by Mr. Dates, that the Board delegate authority to Chair Davis and Mr. Blasewitz to

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bring forth an appropriate salary point for the candidate selected to be negotiated and brought back before the Board for final approval.

Following discussion and upon call for the vote, the motion carried 6 to 1, with Mr. Dekle casting the dissenting vote.

In response to query by Mr. Schulz, Mr. Blasewitz discussed the composition and number of exempt HR staff, noting that once the HR director is hired, there will be one vacancy: a division director, which is a strategic position for special projects; and that it would be up to the successful candidate whether to bring in their own exempt staff members.

ADJOURNMENT

The meeting was adjourned at 7:04 P.M.

Chair