

Clearwater, Florida, April 7, 2016

The Unified Personnel Board (UPB) met in regular session at 6:29 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; Keith C. Dekle; Louise Dolsay; Bill Schulz; Joan M. Vecchioli; and Ron Walker.

Also Present: David Blasewitz, Interim Director of Human Resources; Carl Brody, Senior Assistant County Attorney; Lynn M. Abbott, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

- |                             |  |
|-----------------------------|--|
| EAC                         | I. EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE  |
| Human Resources             | II. CONSENT AGENDA   |
|                             | 1. Request Approval of the Minutes of the Special Personnel Board Meeting held February 18, 2016 |
| Human Resources             | III. NEW BUSINESS  |
|                             | 1. Request Approval of the Airport Firefighters Pay Plan Adjustments                             |
|                             | 2. Employee Survey Results   |
|                             | 3. HR Director Selection Discussion  |
| Human Resources             | IV. INFORMATIONAL ITEMS  |
|                             | 1. Action Taken Under Authority Delegated by the Personnel Board                                 |
|                             | 2. Proposed FY 2017 Human Resources Budget   |
|                             | 3. Other Informational Items   |
| Safety & Emergency Services | V. Appellant's Motion for Reconsideration  |
|                             | 1. Andrew Belich   |

CALL TO ORDER

Chair Davis called the meeting to order at 6:29 P.M.; whereupon, he led the Pledge of Allegiance.

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

Employees' Advisory Council (EAC) Chairman Lisa Wombles thanked the members and the Selection Committee for allowing the EAC to be a part of the selection process for the HR Director search.

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Ms. Wombles indicated that the EAC will meet with the Appointing Authorities April 20 in the Clerk's Fourth Floor Conference Room. Referring to the recent employees' survey, she announced that the EAC received a higher approval rating than it did in the 2013 survey.

#### CONSENT AGENDA – APPROVED

Minutes of the special meeting held February 18, 2016, approved.

Motion	-	Ms. Vecchioli
Second	-	Ms. Dolsay
Vote	-	7 - 0

#### NEW BUSINESS

##### Request Approval of the Airport Firefighters Pay Plan Adjustments

Mr. Blasewitz indicated that the pay plan evaluations for the Airport fire chief, the lieutenants, and the firefighters are complete and recommended that the firefighters receive an upward shift of five percent on the minimum and the maximum amounts of the pay ranges. He related that it is difficult to perform an apples-to-apples wage comparison because the department is in a challenging position when competing with other fire departments due to the limited scope of fire-fighting services at the Airport, noting that it does lose talent to the surrounding departments; whereupon, he indicated that, in addition to supporting the recommendation for the adjustment, the HR department is actively working to determine whether any equity adjustments would be needed to keep the pay competitive.

In response to queries by Chair Davis and Mr. Schulz, Mr. Blasewitz confirmed that it is a range adjustment; that department management has discretion over the assignment of pay within the unique classification; that the firefighters are considered classified employees and paid hourly; and that the factors considered in comparisons with the other fire departments include overtime, shift sharing, and the 48-hour work week with 24-hour shifts.

Following brief discussion, Mr. Dates moved, seconded by Ms. Vecchioli and carried unanimously, that the Airport Firefighters Pay Plan Adjustments be approved.

### Employee Survey

Mr. Blasewitz indicated that the Executive Summary, a copy of which has been filed and made a part of the record, captures the high points of the survey conducted in 2015, noting that a comparison of the 2015 and 2013 survey results is also included.

At the request of Mr. Blasewitz, Human Resources Business Partner Timothy Closterman provided a brief overview of his professional background and information regarding his previous and current positions.

Noting that the National Employee Survey report is also included in the agenda package, Mr. Closterman discussed the process for employee participation in the survey and provided statistical information, relating that 1,700 out of 2,960 employees completed the survey, resulting in a 58 percent response rate. He reported that the results have been shared with the EAC; and that he and Mr. Blasewitz are meeting with the Appointing Authorities to review their individual results, after which they will be posted for employee review on the HR webpage.

Mr. Blasewitz reported that the reviews with the Appointing Authorities are resulting in productive discussions on how best Human Resources can assist with areas of concern and the implementation of collective goals, noting that the Appointing Authorities have decided to engage the new HR Director to determine the connection between compensation, performance, and rewarding high-performing employees; whereupon, Mr. Closterman indicated that the survey results have provided valuable feedback, relating that the report contains a 15-category synopsis of employee comments.

### HR Director Selection Discussion

Upon request by Chair Davis, the members proceeded to rank the list of candidates for the selection of the HR Director, and each member voiced their preferences.

Thereupon, Mr. Dekle moved, seconded by Mr. Schulz, that the ranking of candidates for the position of HR Director be (1) Brooke Stearns, (2) Gary O'Bannon, and (3) Holly Schoenherr. Upon call for the vote, the motion failed 2 to 5, with Messrs. Dekle and Schultz casting the affirmative votes; whereupon, Chair Davis noted that a new motion is needed.

Thereupon, Mr. Dates moved, seconded by Ms. Vecchioli, that the ranking of candidates for the position of HR Director be (1) Gary O'Bannon, (2) Holly Schoenherr, and (3) Brooke Stearns. Upon call for the vote, the motion carried 5 to 2, with Messrs. Dekle and Schulz dissenting.

Following discussion and in response to queries by Ms. Vecchioli, Chair Davis explained that the process for moving forward would begin with the offer of employment to the first-, second-, and

then the third-ranked candidates; whereupon, Mr. Blasewitz clarified that the Board voted on March 21 to authorize the Chair to begin the offer process and negotiate a start date with the assistance of the HR Department, and discussion ensued.

### INFORMATIONAL ITEMS

#### 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.

#### Proposed Fiscal Year 2017 Human Resources Budget

Acknowledging that the Board does not have budget-approval authority, Chair Davis noted that he has previously expressed concern that the members are not given the opportunity to review the proposed budget before it is submitted to the Board of County Commissioners and indicated that he would like to see the issue presented to the new Director, noting that giving the Board an opportunity to review the budget before submittal would allow the members to understand how the budget fits in with the configuration of the department and provide insight into the work performance of the Director at the time evaluations are performed.

Mr. Dates commented that the budgetary process has completely changed; and that it is reasonable for the Board to want the chance to see the budget request and understand the development process. Mr. Dekle suggested that just as HR accepts direction from the Appointing Authorities, the Board should provide input from time to time, noting that he supports the Chair's request.

Mr. Blasewitz referred to the *Proposed Fiscal Year 2017 HR Budget*, a copy of which has been filed and made a part of the record, and discussed the budget process. He explained that the process has a tight timeframe, noting that the budget forecast is completed for presentation in January, the budget kickoff takes place in February, and the budget is submitted the second week of March; whereupon, he opined that discussions with the Board about how to meet the strategic objectives could be very productive in the beginning of the budget process.

Mr. Blasewitz indicated that the discretionary portions of the budget are the smaller operational segments; that the classified employees' pay and progression through the pay range are predetermined; and that exempt employees' pay and progression are more flexible, noting that the Board could be involved in discussing improvements regarding that aspect of the budget.

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In response to queries by Ms. Vecchioli, Mr. Blasewitz provided information pertaining to the Volunteer Services Program, noting that the program and its funding were transferred from the County Administrator to the HR Department several years ago; and that the computer training responsibility and budget were transferred from Business Technology Services this fiscal year.

During discussion, Ms. Vecchioli indicated that she would like to have an understanding of the components of the budgetary line items; whereupon, referring to a previous suggestion by the Chair, Mr. Blasewitz indicated that he will recommend to the new Director that staff provide the members more information about the HR department and what it does.

Mr. Dekle suggested inviting the Appointing Authorities to give a brief presentation to the Board, and Chair Davis encouraged the members to interact with the Authorities as often as possible; whereupon, Mr. Dekle related that there is no prohibition against each member meeting with the separate Authorities to avoid Sunshine Law issues, and discussion ensued.

Ms. Vecchioli agreed that having a liaison to and workshops with the Appointing Authorities would be helpful to understand strategically important issues and needs, and Chair Davis noted that the Board and HR need to take into account that the Appointing Authorities are distinct and separate entities with their own unique priorities.

#### Other Informational Items

The following miscellaneous informational items were received for filing:

1. Minutes of the EAC Delegates Meeting of January 28, 2016 and Representatives Meeting of February 17, 2016.
2. Leadership Notes for April 2016.
3. Training Schedules for April, May, and June 2016.

#### APPELLANT'S MOTION FOR RECONSIDERATION – ANDREW BELICH – DENIED

Upon request by Chair Davis, Attorney Brody clarified the process provided for under Section 11 of the Appeal Procedures of the Unified Personnel Board, noting that Andrew Belich filed the motion for reconsideration within the ten-day timeline and carries the burden to prove that the reconsideration is necessary. He explained the standards to be applied, noting that (1) there must be newly discovered or previously presented evidence which, by due diligence, could not have been discovered prior to the formal hearings; and (2) a showing must be made that the Board made its decision through or based upon fraud, collusion, deceit, or mistake of law or fact.

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Discussion ensued, and responding to query by Mr. Dekle, Mr. Schulz related that no new evidence has been presented and opined that Mr. Belich seems to be requesting a reconsideration because he did not make points that he should have at his hearing. Mr. Dekle indicated that he sees no justification for reconsideration, and moved that the Board decline the request. Noting the lack of a second, Chair Davis called for discussion by the Board.

Following discussion with input by Attorney Brody, Mr. Dekle stated that his motion is still on the floor, and Mr. Schultz seconded the motion. Chair Davis explained that the Board has two options, to hear or deny the motion for reconsideration, depending on whether the Board believes there has been evidence presented raising questions as to the previous decision. In response to queries by Mr. Dekle, Ms. Vecchioli clarified that it was the employer's witness who did not appear; and that the appellant had not been denied the opportunity to present all available evidence.

Following further discussion and upon call for the vote, the motion carried unanimously, and Chair Davis confirmed that the request was denied.

Mr. Dekle voiced concerns regarding two issues, noting that evidence had been submitted denoting that the employee was surfing the Internet when he could not have been present in the workplace; and that there could be a credibility issue with the report produced by the Business Technology Services Department; whereupon, Chair Davis responded that pursuing the matter would essentially be reopening the case, and Ms. Vecchioli stated that it may be an operational issue to be addressed by the County Administrator.

Responding to query by Mr. Dates, Ambulance Billing Division Director Jodi Sechler related that the Business Technology Services Department issued a certified statement indicating that the Internet reports were accurate based on its research; and that any employee of Ambulance Billing and Financial Services can access the work area 24 hours a day, seven days a week with an assigned County I.D. badge. In response to query by Mr. Dekle, she related that Mr. Belich could have used his badge for building access on the dates in question; and that employees do work holidays and after hours; whereupon, Mr. Dekle withdrew his concern.

Mr. Dekle commented that he observed a Health Insurance Portability and Accountability Act violation during the appeal; and that an employee was previously fired for committing a lesser infraction; whereupon, he expressed concerns regarding the distribution of fair and equitable discipline within all departments. Mr. Dates responded that he is unsure whether any action was taken against the employee, noting that the Board does not issue disciplinary measures to department employees; and Ms. Vecchioli pointed out that the failure to redact information was unintentional, while the previous violation was intentional for the purpose of personal gain.

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Discussion ensued, and Chair Davis indicated that management and the Board have distinctly different authority and jurisdiction; that the Board is not in a position to address the disciplinary issue; and that its investigative authority is limited to cases that are brought before it.

Ms. Dolsay indicated that HR likely keeps a record of various violations and disciplinary actions; and that statistical information could be provided if requested; whereupon, Mr. Blasewitz confirmed that HR staff monitor Personnel Rule violations and provide regular feedback to the management team; however, there is a limited ability to track specific acts, as the information is tracked according to the Rule or Rules violated.

#### ADJOURNMENT

The meeting was adjourned at 7:53 P.M.

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Chair

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**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 February 21, 2016 through March 26, 2016.

**Result of Audit  
PAY GRADE CHANGE**

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
BCC/C3707	Business Sys/Qual Rev Coord	CL17	CL18 (SES)

**ADDITIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
13036	Asset Management Support Specialist	Technicians	Classified	CL13
16912	Public Works Director	Officials & Managers	Exempt	SM1

**RE-INSTATEMENT**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
19498	Executive Director, Court & Operational Services Division	Officials & Managers	Exempt	150

**TITLE CHANGES**

<u>PRESENT SPEC NO.</u>	<u>CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
18184	Section Manager 1, HCS	Section Manager 1, HS	SM5a
18186	Section Manager 2, HCS	Section Manager 2, HS	SM4b
18188	Section Manager 3, HCS	Section Manager 3, HS	SM4a
18190	Division Director 1, HCS	Division Director 1, HS	SM3a
18192	Division Director 2, HCS	Division Director 2, HS	SM2a
06199	Bureau Director, Planning	Director, Planning	SM2a



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**Human Resources Director**

**Action Taken Under Authority Delegated by the Unified Personnel Board**

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**REVISIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
02350	Budget & Financial Management Analyst	P1
18153	Veterans Services Director	SM7
06156	Planning Section Manager	SM5b

**DELETIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
14760	Park Ranger	CL9
18170	Assistant Director, Health & Human Services	SM3b
18198	Deputy Director, Health & Community Services	SM1

**ESTABLISHING CAREER LADDER-UTILITIES**

Customer Services Specialist	CL9	Customer Services Specialist, Senior	CL11
Customer Services Specialist, Senior	CL11	Customer Services Analyst	CL13