



# Employees' Advisory Council



III.2.

*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, June 15, 2016, 2:30 p.m. – 4:30 p.m.

### **Call to Order**

The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Lisa Wombles.

### **Approval of Minutes**

Charles motioned to approve the EAC Representative Minutes for May 18, 2016 with amendments as discussed. The motion was seconded by Lisa Wright. The minutes were approved.

Richard Carvale motioned to approve the EAC Delegate Minutes for May 26, 2016 as written. The motion was seconded by Charles Toney. The minutes were approved.

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

Dave announced that this would be his last meeting as Interim Director. The new Human Resources Director, Holly Schoenherr, begins on July 18<sup>th</sup>. She visited for a half day to meet the staff. She is looking forward to having a positive relationship between Human Resources and the EAC.

The annual Pinellas County Art Show is being displayed in the courthouse. This is the 10th year for the show. There is a record-breaking number of entries this year. [ [See Art Show web page](#) ]

The weekly meetings with The Standard are continuing. They are focusing on educating people to use the program correctly. Anyone having issues should contact Benefits directly.

An RFP for pharmacy benefits has been issued but not finalized. Benefits is waiting for the Purchasing Department to complete the contract. They are hoping to present the contract to the BCC in 2 months.

Human Resources staff, with the assistance of a contracted health care consultant, are conducting the RFPs for the dental and health plan administration beginning January 2017.

### **Old Business**

Charles mentioned that the EAC needs to keep the merit increases on the agenda at every meeting. We should bring this topic up at the next joint meeting with the Appointing Authorities on October 7. It is not too early to start collaborating on how to move forward with merit increases.

Is it possible to know which Appointing Authorities are in favor of 360 reviews prior to the joint meeting? Perhaps HR can inquire and advise the EAC at a Representative meeting.

FACE / Taleo - Hazel mentioned that the FACE program is actually part of the Taleo software package which has recently been bought by Oracle. She asked if FACE is going to be upgraded to include updating of classes taken and comments. At this point in time HR is reviewing possible enhancements to FACE.

Lisa mentioned that the application database should transfer your basic information when applying for specific jobs. Currently the information is not transferring. Dave is going to look into this matter. Questions were asked about who sees the applications and decides who will be interviewed. Dave responded that the HR staff work with the hiring manager for scaling qualifications. The HR staff review the applications first using the criteria which has been pre-determined by the hiring department as well as those relating to minimum qualifications of the position. A person who has no qualifications is not automatically denied an interview. If needed, HR can set up out-of-state background and health screening for potential new employees.

Steve requested that paper applications be permitted for some job openings. Some employees do not have access or the capability to use computers. Dave responded that anyone who needs assistance can go to HR and the staff will assist with the computer and application process. There was discussion on the time involved with completing the applications. Perhaps the subsequent questions should be reviewed so it doesn't take so long to apply for job openings. Steve mentioned that there is an option in Taleo which would alert the person applying if they failed to meet the minimum qualifications for a particular job. If it was turned on, the applicant could correct the information before the closing date in Taleo. Pinellas County chose to not use that option. Dave stated that cost was not the driving factor when deciding to use the Taleo software.

Purchase of leave time: Dave took this question to the County Attorney's Office. Research is being done to see if pay in advance can be used.

### **New Business**

Lisa would like to have a representative from the radio station as guest speaker for the July Delegate meeting. The topic would be the Make a Wish Foundation. She will be talking with HR about having an article written in *The Pen*.

Topics for the next Appointing Authority meeting: merit increase, 360 review, portal for reporting harassment, misuse of policy and rules

Mercedes will ask Paul Valenti, Director, Office of Human Rights, for definitions of harassment and bullying. Would it be possible to have an electronic way to report incidents of harassment and bullying? Can there be follow-up with the employee who was violated? Jim Valliere said the anti-harassment policy has been in place for the County and the policy clearly provides guidance to anyone on how to go about filing a complaint under the policy. Perhaps having an electronic way to report issues should be considered because the problem does exist. Mercedes will inquire with Paul and discuss at the next EAC Representative meeting.

### **Adjourned**

Peg Poole made a motion to adjourn at 4:40 pm. Richard Carvale seconded.

Lisa Wombles*	Richard Carvale*	Peg Poole*	Linda Cahill*	Rich Castle
Donna Beim*	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.

**SIGN UP:** Any employee may request a new issue be emailed each month by [subscribing to Leadership Notes newsletter](#).

## Leading the Way: No Matter What Your Role

Join us on September 6th at the EpiCenter in Clearwater for the *Leading the Way Conference* to obtain time-tested leadership insights in just one day. Leaders aren't born, they're made. The power of one person leading by example can change the world. Take the journey to deepen and broaden your skillset and manage your future.

Ken Burke, Clerk of the Circuit Court and Comptroller, is our keynote speaker. He will inspire you, our current and future leaders, by sharing his journey and wisdom. We are honored that he will be able to join us.

To unlock your potential and help you get more out of your career, we are offering nine different 45 minute sessions. You will be able to choose six of them:

**Developing Others: The Need for Coaching & Mentoring** – As annual performance management processes have shifted to frequent, development-focused conversations, recognize the value of coaching and mentoring. Managers/leaders now use coaching skills more than ever before to help employees at all levels grow their skills, enhance their value and reach their professional goals. Discover how to create short, yet meaningful, coaching moments each day.

**Conflict Resolution: The Road to Success** – Wherever two or more people come together, there is bound to be conflict. Managing conflict is not easy. Nothing can destroy productivity, derail projects and damage your reputation faster than workplace conflict. Come and discover how to manage difficult encounters with diplomacy, tact and credibility.

**Diversity: Leveraging Our Differences** – Bringing people together from a wide variety of backgrounds creates tremendous opportunities but also some challenges. Hear how to benefit from new perspectives when people are united behind a common set of values and goals.

**Effective Listening: Do You Really Hear Me?** – There is a world of difference between hearing and

listening. Active listening does not come naturally so learn how to hear the whole message by using active listening techniques.

**Emotional Intelligence (EI): Your EQ is as Important as Your IQ** – Discover more about the foundational principles and brain science of EI and focus on managing your emotions and others while in difficult moments. This will allow you to influence and engage others and connect with them in a more meaningful way.

**Innovation: Creative Solutions to the Same Problems** – Innovative leaders put new ideas into action. They get things done primarily by guiding, motivating and collaborating with others. Find out what innovative leaders do to cultivate a culture of creativity and critical thinking.

**Integrity: Doing What You Say & Meaning What You Do** – Even with the right desire and mental attitude, integrity does not develop exclusively from desire. It stems from the daily practice of doing the right things and being accountable. Integrity is a process, not a quick fix. Learn about these important ingredients for success.

**Qualities of Servant Leadership: To Lead is to Serve** – Find out how putting the needs of others first can build a happier, more productive workplace and make you a more effective leader.

**Brave Leaders: Courageous Cultures** – Explore the four foundational components of courage: vulnerability, trust, clarity of values and rising skills. Regardless of how one measures success, we can't get there without brave leaders.

We are hopeful that all those who attend the conference will be able to use the tools and wisdom our talented speakers will share.

Sign up today for the *Leading the Way Conference* in [OPUS](#) (search for "WAY") to develop your leadership skills, no matter what your role is in Pinellas County Government.

# Learning Opportunity

August 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
Aug 1	2 8:30am Supervisory & Management Competencies Series - Summer Series (Studio B)	3 8:30am iExpense - Travel Training (Annex 138) 8:30am Performance Management (ERB) 8:30am When Change Happens, 1:00pm Budget 101 (Studio B)	4 8:30am Office & Admin: Customer Responsiveness (Studio B)	5
8 8:30am Setting Sail (Annex 429)	9 8:30am SMCS: Rescheduled date (Studio B) 8:30am Dealing with Difficult People (Annex 429) 8:30am Dept AP Invoice Processing (Annex 138)	10 8:30am Career Development Forum - 4 of 5 (Studio B) 8:30am Annual Physical Inventory (Annex 138)	11 8:30am Accountability That Works (Studio B) 1:00pm Give 'Em the Pickle (Studio B)	12
15 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	16 8:30am Supervisory & Management Competencies Series - Fall Series (Studio B)	17 8:00am iExpense - PCard Training (Annex 138)	18 8:30am Effective Listening (Studio B)	19
22 8:30am Setting Sail (Annex 429)	23 8:30am Supervisory & Management Competencies Series - Fall Series (Studio B) 8:30am Misc Template Training (Annex 138)	24	25	26
29	30 8:30am Supervisory & Management Competencies Series - Fall Series (Studio B)	31	Sep 1	2

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

September 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
Aug 29	30	31	Sep 1	2
5 Labor Day	6 8:30am Lead the Way Conference (EpiCenter)	7 8:30am iExpense - Travel Training (Annex 138) 9:00am Budget 101 (Studio B)	8 8:30am Communicate This! (Swisher 211)	9
12 8:30am Setting Sail (Annex 429)	13 8:30am Supervisory & Management Competencies Series - Fall Series (Studio B) 8:30am Misc Template Training (Annex 138)	14 1:00pm Emotional Intelligence (Studio B)	15 8:30am Records Management 1.0 (Swisher 111)	16
19 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	20 8:30am Supervisory & Management Competencies Series - Fall Series (Studio B)	21 8:00am iExpense - PCard Training (Annex 138)	22 8:30am Problem Solving / Decision Making (Swisher 211)	23
26 8:30am Setting Sail (Annex 429)	27 8:30am Supervisory & Management Competencies Series - Fall Series (Studio B)	28 8:30am Sharpening Your Professional Image (Sheriff's Office)	29 8:00am Getting Ready for Retirement (South Cross)	30

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

October 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
<p>Oct 3</p> <p>8:00am Freestyle Cruising (Extension's Magnolia Room)</p>	<p>4</p> <p>8:30am Supervisory &amp; Management Competencies Series - Fall Series (Studio B)</p>	<p>5</p> <p>8:30am The Changing Environment &amp; Future Trends in Leadership Development (Studio B)</p> <p>1:00pm Budget 101 (Studio B)</p>	<p>6</p> <p>8:30am Five Dysfunctions of a Team (Studio B)</p> <p>9:00am Project Management (Pinellas Park)</p>	<p>7</p>
<p>10</p> <p>8:30am Setting Sail (Annex 429)</p>	<p>11</p> <p>8:30am Managing Workplace Stress (Sheriff's Office)</p> <p>8:30am Supervisory &amp; Management Competencies Series - Fall Series</p> <p>3:00pm Records Management: Why It Matters (Annex 429)</p>	<p>12</p> <p>8:30am Career Development Forum - 5 of 5 (Studio B)</p>	<p>13</p> <p>8:30am Myers-Briggs Type Indicator (Studio B)</p>	<p>14</p>
<p>17</p> <p>8:30am Muster Drill - New Employee Orientation Class 2 (Extension)</p>	<p>18</p> <p>8:30am Supervisory &amp; Management Competencies Series - Fall Series (Studio B)</p>	<p>19</p>	<p>20</p> <p>8:30am Workplace Diversity (Studio B)</p> <p>8:30am Records Management 2.0 (Swisher 211)</p>	<p>21</p>
<p>24</p> <p>8:30am Setting Sail (Annex 429)</p>	<p>25</p> <p>1:00pm What To Do When Conflict Happens (Studio B)</p>	<p>26</p> <p>8:30am Five Questions Every Leader Must Ask (Studio B)</p>	<p>27</p> <p>8:30am Time Management (Annex 429)</p>	<p>28</p>
<p>31</p>	<p>Nov 1</p>	<p>2</p>	<p>3</p>	<p>4</p>

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).