

Clearwater, Florida, August 4, 2016

The Unified Personnel Board (UPB) met in regular session at 6:30 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: James Dates, Vice-Chair; Keith C. Dekle; Louise Dolsay; William A. Schulz II; and Joan M. Vecchioli.

Not Present: Ricardo Davis, Chair; and Ron Walker.

Also Present: Holly J. Schoenherr, Director of Human Resources; Carl E. Brody, Senior Assistant County Attorney; Michael P. Schmidt, 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 Regular Personnel Board Meeting held April 7, 2016

Human Resources

#### III. INFORMATIONAL ITEMS

1. Action Taken Under Authority Delegated by the Personnel Board
2. Other Informational Items

County Attorney

#### IV. WORKSHOP

1. Review of the "Sunshine" Law

### CALL TO ORDER

Vice-Chair Dates called the meeting to order at 6:30 P.M.; whereupon, he led the Pledge of Allegiance.

Thereupon, Vice-Chair Dates welcomed Ms. Schoenherr to her first UPB meeting and thanked David Blasewitz for his hard work as Interim Director during the transitional period.

### EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

EAC Chairman Lisa Wombles reported that the EAC is looking forward to working with Ms. Schoenherr on the development of the merit plan; whereupon, she related that the EAC continues to have discussions with Human Resources and the Office of Human Rights regarding the topics of bullying and favoritism.

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Ms. Wombles indicated that a representative from the Christmas Wish Foundation attended the last EAC Delegate meeting; that the EAC plans to begin raising money for the organization from now through December; and that all collected donations will go toward helping local families.

#### CONSENT AGENDA – APPROVED

Minutes of regular meeting held April 7, 2016, approved.

Motion	-	Ms. Vecchioli
Second	-	Mr. Schulz
Vote	-	5 – 0

#### 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.

Mr. Dekle related that at the April 7 UPB meeting, the members had approved the action taken by the Human Resources Director for February 21 through March 26, and questioned whether any action had been taken by the Director during the April/May timeframe; whereupon, Ms. Schoenherr, with input by Ms. Vecchioli, indicated that such action will likely be reflected in the July 7 meeting minutes, which are presently being composed.

In response to queries by the members, Mr. Blasewitz clarified that even though no action needs to be taken regarding the agenda item *Action Taken Under Authority Delegated by the Personnel Board*, members may address particular delegated items at that time during a meeting.

Other Informational Items – None.

#### WORKSHOP

##### Review of the Sunshine Law

Attorney Brody referred to a document titled *Sunshine Law Update*, a copy of which has been filed and made a part of the record, discussed the following matters, and responded to queries by the members:

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- Sunshine Law Requirements
  - What is the scope of the Sunshine Law?
  - Who must comply with the Sunshine Rules?
  - What is a meeting?
  - Meeting requirements.
  - Penalties.
- Public Records
  - What is a Public Record?
  - Who is subject to the Public Records Law?
  - Compliance.
  - Penalties.

In response to queries by the members, Attorney Brody provided information with regard to termination appeals and ex parte communications; whereupon, he indicated that even though staff can assist the members regarding questions or other needs; they cannot be used to circumvent Sunshine Law requirements.

In response to queries by Ms. Vecchioli and Mr. Dekle, Attorney Brody discussed the difference between fact-finding and decision-making boards with regard to the Sunshine Law; whereupon, he provided information regarding records retention, indicating that as long as the members utilize the Pinellas County server for their emails, records retention is automatically provided.

#### MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meeting of June 15, 2016.
2. Leadership Notes for August 2016.
3. Training Calendars for August, September, and October 2016.

#### ADJOURNMENT

The meeting was adjourned at 7:00 P.M.

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Vice-Chair

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III.1.



**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 June 26, 2016 through July 23, 2016.

**Result of Audit**

**LATERAL RECLASSIFICATION (SOLID WASTE)**

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED CLASSIFICATION</u>
BCC/C3767	Envir Spec Sr	CL18	Solid Waste Prog Supv

**RE-INSTATED WITH TITLE CHANGE**

<u>SPEC NO.</u>	<u>PREVIOUS TITLE</u>	<u>PROPOSED TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
17530	Director, Customer Svcs	Division Director, Customer Svcs	Officials & Managers	Exempt	SM3a

**TITLE CHANGE**

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
15828	Risk Management Technician	Risk Management Insurance Technician	CL13

**REVISIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
19108	Assistant Director, Finance Division	150
19120	Chief Deputy Director Finance Division	150
19110	Director, Finance Division	150

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Director Human Resources

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**DELETIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
12182	Building Inspector, Multi-Trades	CL18
12040	Chief Plumbing Inspector	CL20

**\*PUBLIC WORKS CAREER LADDER**

Engineering Services Technician 1	CL8	Engineering Services Technician 2	CL10
Engineering Services Technician 2	CL10	Engineering Technician	CL14
Engineering Technician	CL14	Engineering Specialist 1	CL17
Engineering Specialist 1	CL17	Engineering Specialist 2	CL20
*Engineering Specialist 2	CL20	Engineering Specialist 3	CL22

\*(Additional Classification Levels)