

Clearwater, Florida, July 7, 2016

The Unified Personnel Board (UPB) met in regular session at 4:00 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; William A. Schulz II; Joan M. Vecchioli; and Ron Walker.

Not Present: Louise Dolsay.

Also Present: David Blasewitz, Interim Director of Human Resources; Christy D. Pemberton, Managing Assistant County Attorney; 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 March 3, 2016
2. Request Approval of the Minutes of the Special Personnel Board Meeting held March 21, 2016
3. Request Approval of the Minutes of the Special Personnel Board Meeting held March 23, 2016

Human Resources

III. INFORMATIONAL ITEMS

1. Employee Health Center
2. Inspector General Audit
3. Action Taken Under Authority Delegated by the Personnel Board
4. Other Informational Items

CALL TO ORDER

Chair Davis called the meeting to order at 4:00 P.M.; whereupon, he led the Pledge of Allegiance to the Flag.

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

EAC Representative Charles Toney stated that a joint meeting of the EAC and the Appointing Authorities took place in April, and provided meeting highlights. He reported that Julie Marcus, Deputy Supervisor of Elections, related that her office is in need of poll workers; that Pinellas

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County employees have assisted in the past; and that a normal election cycle requires over 2,000 volunteers; whereupon, he indicated that Ken Burke, Clerk of the Circuit Court and Comptroller, has been keeping the EAC up-to-date throughout the Charter Review process.

Noting that annual leave accumulation does not increase after 20 years of service, Mr. Toney indicated that County employees receive an additional floating holiday at 20 and 25 years; and that discussion took place regarding the prospect of providing an additional floating holiday for employees reaching 30 years of service.

Mr. Toney reported that discussion had taken place regarding the possibility of new employees being able to purchase leave time in the event that something unforeseen should arise during their probationary period. During discussion and in response to comments and queries by the members, Mr. Toney related that the matter is being reviewed by Human Resources; that the use of leave would need to be limited to emergency-type situations; and that he has seen instances where first-year employees have been negatively impacted; whereupon, Mr. Blasewitz indicated that because the annual leave program is part of the Personnel Rules, any changes to the program would be presented to the members for review, and discussed the prohibitions against advancing annual leave to employees versus employees funding their own leave time programs.

Mr. Toney indicated that another topic of discussion was whether money has been included in the Fiscal Year 2017 budget for merit increases; that the EAC members are under the impression that the FACE evaluation program was to be tied in with merit increases; that employees who put in additional effort should be rewarded; and that the EAC looks forward to working with the new Human Resources Director; whereupon, he reported that \$930 was collected from County employees last year and donated to the Christmas Wish Foundation; that the EAC would like the donation period to occur during July this year; that information will be distributed to employees; and that nearly \$3,000 could be raised if each employee donated one dollar.

Mr. Toney pointed out that according to the Personnel Rules, all rules and policies must be in writing; that some managers are creating their own verbal guidelines and procedures; and that employees are being negatively impacted in some areas of the organization; whereupon, he related that the EAC believes that making a minor adjustment to the Rules could address the issue; that they will confer with the new Human Resources Director; and that the matter will likely return before the members for discussion.

Mr. Toney presented information regarding the topic of bullying and favoritism, reporting that the Appointing Authorities are aware of the problem and want to be notified when and where it occurs. He related that there have been times when employees following the chain of command to express their concerns has not been effective; and that those cases should likely be routed in a

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different manner; whereupon, in response to queries by Mr. Dekle, he indicated that the EAC is creating concise definitions regarding bullying and favoritism and what constitutes an unwritten rule; and that it plans to create a one-page form where the situation can be addressed and forwarded to the Appointing Authorities.

* * * *

At this time, 4:15 P.M., Attorney Pemberton left the dais and Attorney Brody assumed her seat.

* * * *

Ms. Vecchioli questioned why bullying and favoritism warrant special treatment separate and apart from current procedures, indicating that it appears an entirely new grievance process is being created that would be administered differently than what currently exists; and that a separate process for specific issues may make things more complicated; whereupon, responding to comments by Mr. Toney, she related that even though she does not doubt the legitimacy of the issue, she would prefer that it be incorporated into the current process.

Mr. Toney expressed appreciation to the Appointing Authorities and the Personnel Board for allowing the EAC to be involved in the selection process for the HR Director.

CONSENT AGENDA – APPROVED

Ms. Vecchioli moved that Items 1 through 3 of the Consent Agenda be approved.

Motion	-	Ms. Vecchioli
Second	-	Mr. Walker
Vote	-	6 – 0

Following approval of the Consent Agenda, Chair Davis pointed out that Holly Schoenherr will report to work as the new Human Resources Director on July 18.

INFORMATIONAL ITEMS

Employee Health Center

Chair Davis indicated that because the members will be making a recommendation to the County Commission regarding the Employee Health Center, he has asked Mr. Blasewitz to provide an update regarding the project.

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Mr. Blasewitz reported that it is considered a best-in-class practice for employers to open an employee health center. He indicated that the original feasibility study was conducted in 2013; that all of the information was recently refreshed with updated financial projections; and that the County Commission and Appointing Authorities are fully aware of what has been taking place throughout the process; whereupon, he related that his office met with County Administrator Mark Woodard, Workforce Development Manager Jack Loring, and the Office of Management and Budget to review the project and answer questions; that further discussion will take place with the County Administrator regarding the financial projections since the County Commission ultimately funds the project; and that the contracting process is on hold as financial aspects and qualitative measures are closely considered.

In response to comments and queries by the members, Mr. Blasewitz related that the health center will be managed as a hybrid model; that it will involve a corporate partnership in which Premise Health administers the center and BayCare Physician Partners provides the medical services; and that the center will focus on chronically ill individuals; whereupon, he indicated that the contract is for one facility located about 1.5 miles from the Clearwater Courthouse, and Mr. Dates expressed concerns about access to the health center for those employees who live in north and south county, and discussion ensued.

In response to comments and queries by Mr. Dekle, Mr. Blasewitz related that even though there could be some citizen concern regarding a dedicated employee health center, the model is only a different method of funding and providing healthcare services; whereupon, Mr. Dekle expressed concern that BayCare will be associated with the health center; and that he is hesitant to deal with the firm following a protracted dispute they had with United Healthcare about three years ago, and Mr. Blasewitz related that because Pinellas County owns the contract, the County Commission will appropriate dollars, not an insurance company; and that Premise Health is an international leader in administering employee health centers.

Chair Davis indicated that the health center is a major financial investment; that while the County Commission has been kept up-to-date during the process, the Personnel Board has not; that, in his opinion, Human Resources should not provide a recommendation to the BCC without first apprising the Personnel Board; and that he is glad to hear the project is being paused for more thorough consideration. In response to his queries and concerns, Mr. Blasewitz first expressed regret that his office did not keep the members better informed during the process; whereupon, he provided information regarding the *Conservative* and *Target Utilization Scenarios*, relating that the former is essentially a worst-case scenario, and discussed how leasing the property will be a part of the proposal.

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Ms. Vecchioli presented a scenario in which Human Resources might want to change the current employee medical plan, and asked about items that are normally brought before the members and those that are not. Responding to her queries, Mr. Blasewitz discussed the process by which the County Commission enters into and approves contracts, and related that even though he cannot say with certainty that the Personnel Board has no authority, such items have not come before them in the past; whereupon, Chair Davis opined that items to be funded should come before the Personnel Board for review and comment prior to going to the County Commission so that any disagreement can be a part of the record, and discussion ensued with input by Attorney Brody.

Inspector General Audit

Mr. Blasewitz reported that two former employees of the Human Resources Department had been operating an outside business while at work, which is in violation of the Personnel Rules; that an employee reported the allegation last summer; that management had direct knowledge that the employees had outside interests, but not of what was taking place with regard to abuse until it was officially reported last July and subsequently investigated; and that during the same timeframe, the Inspector General received a hotline message reporting the incident and opened an investigation; whereupon, he indicated that the Inspector General generated a report which included a summary of investigative findings and remedial measures to be taken by Human Resources; and that the department has complied by educating staff regarding the Personnel Rules with respect to outside employment and to the appropriate use of County time and resources.

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.

Other Informational Items

Mr. Dekle stated that he is not comfortable with meetings being cancelled; that he has raised the issue before; and that his concern relates to the agenda item titled *Action Taken Under Authority Delegated by the Personnel Board* not being reviewed on a monthly basis, and discussion ensued regarding delegated authority, cancelled meetings, informational items, micromanagement, and similar topics; whereupon, Chair Davis related that any member who believes that the delegated authority is being abused or inappropriately used can communicate those concerns to the Board; and that he will decide when meetings are to be cancelled.

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Mr. Blasewitz encouraged the members to view the artwork located on the first floor, indicating that the Colors of Pinellas Employee Art Show will be on exhibit through July 28; whereupon, he thanked the members for their support during his time as Interim Director.

In response to queries by Ms. Vecchioli, Attorney Brody provided information regarding the Sunshine Law and what constitutes a public meeting, pointing out that there are several methods of communication besides face-to-face interactions, including email, texting, and social media. He related that one member responding to an email of another member would be a violation if it concerns something that is expected to be voted on by the Board; and that it would be prudent to simply not engage in email conversations; whereupon, following discussion, Ms. Vecchioli pointed out that violating the Sunshine Law is a prosecutable offense, and Attorney Brody related that he will bring back information regarding all potential penalties at the next meeting.

Mr. Blasewitz related that any member who wishes to schedule a meeting with Holly Schoenherr should contact Peggy Sellards, Human Resources; whereupon, discussion ensued regarding how to welcome the new Human Resources Director to her first Personnel Board meeting, and Mr. Blasewitz suggested having light refreshments 30 minutes prior to the start of the meeting, and no objections were noted.

In response to queries by Mr. Schulz, Chair Davis related that Mr. O'Bannon had experienced a change of heart regarding the Human Resources Director position and had requested to no longer be considered, and brief discussion ensued.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meetings of March 16, April 20, and May 18, 2016.
2. Minutes of the EAC Delegate meetings of March 24 and May 26, 2015.
3. Minutes of the EAC and Appointing Authorities meeting of April 20, 2016.
4. Leadership Notes for May and June 2016.
5. Training Calendars for June, July, and August 2016.

ADJOURNMENT

The meeting was adjourned at 5:33 P.M.

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Chair

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III.3.

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 March 27, 2016 through June 25, 2016.

Result of Audits

UPWARD RECLASSIFICATIONS

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>	<u>DEPT</u>
BCC/C2466	Ani Cntl Ofcr 1	CL12	Dept Comp Supt Spec	CL15	Animal Svcs
BCC/C1894	Craftwkr 2	CL11	Craftwkr 3	CL13	Solid Waste

LATERAL RECLASSIFICATION (PUBLIC WORKS)

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED CLASSIFICATION</u>
BCC/C2077	Admin Supt Supv	CL14	Engineering Tech

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EE04 CODE</u>	<u>OT CODE</u>	<u>PG</u>
03462	Assistant County Attorney 1	Professionals	Exempt	SM7
03464	Assistant County Attorney 2	Professionals	Exempt	SM3a
18834	Business Systems Specialist	Technicians	Exempt	150
16799	Engineer 1	Professionals	Exempt	P3
20578	GIS Analyst	Professionals	Classified/Excluded	CL20
06148	Planning Program Specialist	Professionals	Classified/Excluded	CL16

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PRESENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
03470	Senior Assistant County Attorney	SM3a	SM2b

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TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
19136	Inspector General Auditor 1	Inspector General 1	150
19138	Inspector General Auditor 2	Inspector General 2	150
19140	Inspector General Auditor, Senior	Inspector General, Senior	150
19146	Manager, Inspector General Audit Division	Assistant Inspector General	150

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
03480	Chief Assistant County Attorney	E2
11256	Department Computer Support Specialist	CL15
19149	Inspector General/Chief Audit Executive	150
13000	Manager, Fleet Operations	SM3a
03478	Managing Assistant County Attorney	SM1
06156	Planning Section Manager	SM5b

DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
19139	Inspector General Auditor 3	150
19148	Assistant Director, Inspector General Audit Division	150
19150	Chief Deputy Director, Inspector General Audit Division	150