

THE STRATEGIC APPROACH TO HR IN THE PUBLIC SECTOR

ORGANIZATIONAL PERFORMANCE FUELED BY EXPERTISE, INSIGHT AND INTEGRATED HR SOLUTIONS

At CPS HR Consulting, we strategically increase the effectiveness of human resources to improve the organizational performance of our public sector clients. Leveraging our deep expertise and unmatched perspective, we guide clients in the areas of organizational strategy, recruitment and selection, classification and compensation and training and development.

THE RIGHT PERSPECTIVE & EXPERIENCE

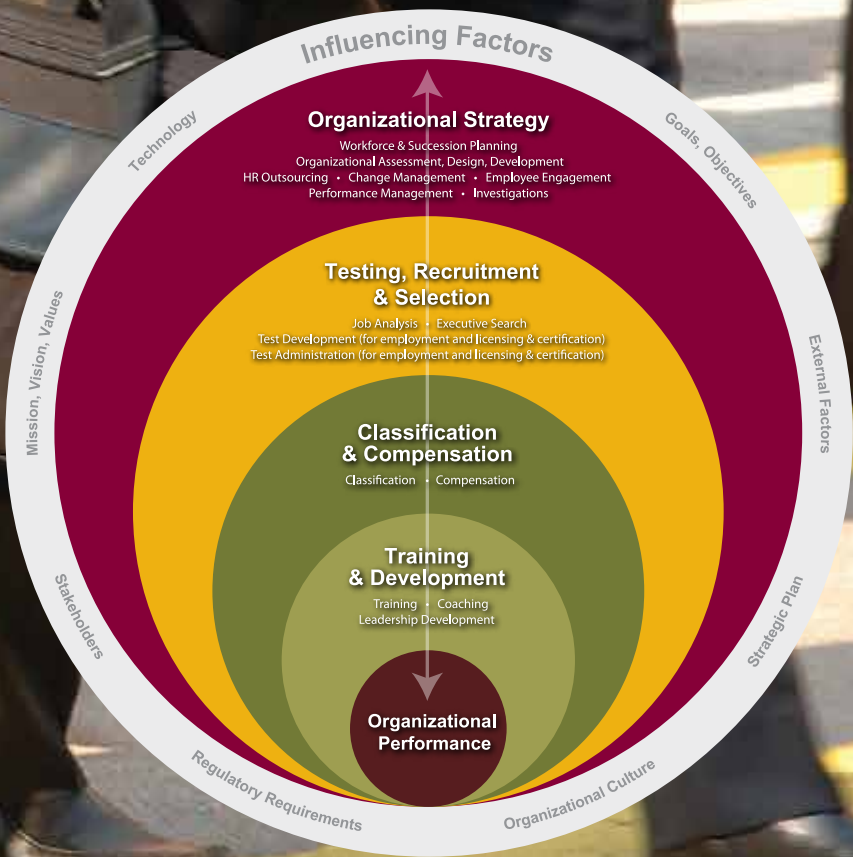
CPS HR Consulting is a client-centered human resources and management consulting firm specializing in government and non-profit clients. As a self-supporting public agency ourselves, we understand the unique needs of the public sector and have served as a trusted colleague to clients across North America for more than 25 years. Our client list includes federal, state, county and city governments, special districts and non-profit organizations.

We combine this understanding and experience to deliver breakthrough solutions that dramatically transform public sector agencies to positively impact the communities they serve.



INTEGRATED HR SYSTEMS

CPS HR offers a comprehensive range of competitively priced services, any of which can be customized to meet your organization’s needs. Our systematic approach to human resource management ensures that the solutions, strategies and methodologies we implement improve your organization. Ultimately, your organization will have the optimal alignments of people, processes and culture, all oriented toward improving organizational performance.



ORGANIZATIONAL STRATEGY

Because each agency has unique challenges, we tailor our services to meet your program’s specific needs. Our consultants provide the following organizational strategy services:

- Workforce & Succession Planning
- Organizational Assessment, Design and Development
- HR Outsourcing
- Change Management
- Employee Engagement
- Performance Management
- Investigations

TESTING, RECRUITMENT & SELECTION

Our recruitment services include executive search, job analysis studies and test development and administration. We provide a comprehensive range of recruitment services to ensure that you hire the most qualified individuals for your team.

- Job Analysis
- Executive Search
- Test Development (for employment and licensing & certification)
- Test Administration (for employment and licensing & certification)

CLASSIFICATION & COMPENSATION

CPS HR provides a full range of studies to ensure that individuals or groups are classified appropriately for the work they’re performing – and that they’re being rewarded appropriately through compensation and benefits.

- Classification
- Compensation

TRAINING & DEVELOPMENT

We offer a comprehensive range of career development courses for both organizations and individuals on a wide variety of topics such as communication skills, leadership skills and personal development skills, to name a few. The CPS HR experts can even assess your current training plan and recommend a strategy to improve your team’s success in the public sector.

- Training
- Coaching
- Leadership Development

STRAIGHT FROM OUR CLIENTS

"After a decade of working with CPS HR, I've become accustomed to excellent service. I value the prompt, friendly and expert service."

"Outstanding in every way!"

"The results we achieved with CPS HR were far beyond our expectations and certainly a great return on our investment in its services. The depth of knowledge in local government, combined with the exhaustive analysis and reporting and the straightforward approach to recommendations, provided the county with an exceptionally valuable and practical plan. I wholeheartedly recommend CPS HR for any organization."

"The deep insight and dedication of the CPS HR group made our study possible. Taking our concept and turning it into tangible ideas along with comparison to the status quo was well worth it! Both of the consultants who worked on our project had numerous years of related experience, and, as a result, their perspective offered many ideas for best practices."

"The CPS HR consultants have been highly professional, were quickly able to understand the organization's needs and provided well-thought-out services that have been readily embraced by the organization. The organizational assessment and development work has been superb."

"Great customer service from start to finish. CPS HR is truly one of the most professional and friendly companies I've dealt with in some time. The consultant made the promotion process fun, yet kept things on track and professional throughout the entire process."

"It was a great pleasure working with people who know what they are doing. It really relieved a lot of the stress in pulling together a meticulous process such as Fire Promotional testing."

"Our consultant was exceptional. She was professional, commanded the attention of a challenging group and truly was a subject matter expert."

"They bring a wealth of knowledge and experience to the project and staff at all levels in the agency. I have already recommended CPS HR in several different forums regarding Workforce Planning in state government agencies. It is a growing realization that this is a necessity in human services but very few have a full understanding of what it is and how to do it. It is my belief that these outside experts give you the realistic view of what a comprehensive project Workforce Planning is – it is about a new way of doing business."

ABOUT CPS HR CONSULTING

Established as a self-supporting public agency in 1985, CPS HR Consulting provides a full range of human resource products, services and consultation to public sector and non-profit clients.

- 80 full-time employees
- 200+ project consultants
- 1200+ public and non-profit clients throughout the U.S. and Canada

LOCATIONS:

Sacramento, CA (HQ) • Austin, TX

Clearwater, Florida, November 6, 2008

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: Daniel M. Andriso, Chair; Joseph Smith, Vice-Chair; Lounell C. Britt; James P. Koelsch; John Steven Ledbetter; and George E. Tragos.

Absent: Mary Ellen Sladden.

Also Present: Peggy Rowe, Director of Personnel; Robert C. Swain, Senior Assistant County Attorney; Tammy L. Burgess, Deputy Clerk; and other interested individuals.

AGENDA

EAC

Item I. Employees' Advisory Council Representative

Item II. Consent Agenda

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| Personnel | 1. | Request Approval of the Minutes of the Regular Personnel Board Meeting held October 2, 2008. |
| Personnel | 2. | Request Approval of Housekeeping Title Changes and Revisions of Class Specifications in the Pay and Classification Plan. |
| Clerk of the Circuit Court | 3. | Request Approval of the Audit of Seven Court Call Center Specialist 2 Positions, Pay Grade CL8, in the Office of the Clerk of the Circuit Court. |
| Purchasing | 4. | Request Approval of the Audit of One Encumbered Administrative Secretary Position, Pay Grade CL12, in the Purchasing Department. No Change is Recommended for This Position. |

Item III. New Business

- | | | |
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| Property Appraiser | 1. | Request Approval to Return Exempt Employee Michel Curi to the Classified Service Effective December 21, 2008 as Appraiser 4, Pay Grade CL15, in the Property Appraiser's Office. |
| Business Technology Services | 2. | Request Approval to Return Exempt Employee Sandy Sims to the Classified Service Effective November 9, 2008 as BTS Senior Technologist, Pay Grade CL20, in the Business Technology Services Department. |

Item IV. Information Item

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| Personnel | 1. | Comments from Personnel Director. |
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Item V. Workshop

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| Personnel | 1. | Health & Wellness. |
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CALL TO ORDER

Chair Andriso called the meeting to order at 6:30 P.M.; whereupon, he led the members and attendees in the Pledge of Allegiance.

Chair Andriso presented a plaque, on behalf of the Board, to William C. Falkner, Senior Assistant County Attorney, as a token of appreciation for his service as legal counsel to the Unified Personnel Board for over 22 years.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE REPORT

EAC Chairman Paul A. Rogers presented a brief status report regarding the Advocate Corps and indicated that the second quarterly meeting will take place this month. He reported on the EAC election and indicated that eight Council seats are up for re-election; that six remained incumbents and two are contested; that ballots will be distributed with the next paycheck; and that the results of the election should be available in approximately two weeks.

Mr. Rogers discussed the semi-annual meeting with the Appointing Authorities held last month and reported that one of the EAC goals is to establish a three percent monetary increase across the board in lieu of the current zero to three percent range for annual increases.

At this time, Chair Andriso welcomed and introduced Robert C. Swain, Senior Assistant County Attorney, as the new legal counsel to the Unified Personnel Board.

CONSENT AGENDA ITEMS NOS. II. 1 THROUGH II. 4 – APPROVED

Motion	-	Mr. Smith
Second	-	Mr. Tragos
Vote	-	6 – 0

- #1 Minutes of regular meeting held October 2, 2008.
- #2 Housekeeping title changes and revisions of class specifications in the Pay and Classification Plan; changes reflect the current duties and responsibilities of the classifications, are housekeeping in nature, and will not affect the pay grade level of the classifications.
- #3 Pay grade change for seven Court Call Center Specialist 2 positions from Pay Grade CL8 to Pay Grade CL9 approved. Pay Grade changes are a result of the audit of seven positions in the Office of the Clerk of the Circuit Court.

November 6, 2008

- #4 Audit of one encumbered Administrative Secretary Position, Pay Grade CL12, in the Purchasing Department; no change is recommended for this position.

RETURN OF EXEMPT EMPLOYEE MICHEL CURI TO CLASSIFIED SERVICE POSITION OF APPRAISER 4, PAY GRADE CL15, IN THE PROPERTY APPRAISER'S OFFICE – APPROVED

Chair Andriso indicated that a memorandum has been received from Jim Smith, Pinellas County Property Appraiser, through Ms. Rowe, a copy of which has been filed and made a part of the record, requesting approval to return exempt employee Michel Curi to the classified service position of Appraiser 4, Pay Grade CL15, due to the elimination of the Application Support Coordinator position, pursuant to the Personnel Act, Chapter 77-642, Laws of Florida, Section 1(2), and to allow the positional change to become effective December 21, 2008.

Mr. Smith moved, seconded by Mr. Ledbetter and carried, that the request of Mr. Smith be approved.

RETURN OF EXEMPT EMPLOYEE SANDY SIMS TO CLASSIFIED SERVICE POSITION OF BTS SENIOR TECHNOLOGIST, PAY GRADE CL20, IN THE BUSINESS TECHNOLOGY SERVICES DEPARTMENT – APPROVED

Chair Andriso indicated that a memorandum has been received from Paul Alexander, Director of Business Technology Services, through Ms. Rowe, a copy of which has been filed and made a part of the record, requesting approval to return exempt employee Sandy Sims to the classified service position of BTS Senior Technologist, Pay Grade CL20, at the request of the employee, pursuant to the Personnel Act, Chapter 77-642, Laws of Florida, Section 1(2), and to allow the positional change to become effective November 9, 2008.

Mr. Smith moved, seconded by Mr. Koelsch, that the request of Mr. Alexander be approved.

Responding to query by Mr. Tragos, Ms. Rowe indicated that in July 2008 the IT and BCCIS departments were consolidated; that the Lead Programmer/Analyst Supervisor position held by Ms. Sims was eliminated; that Ms. Sims was scheduled to be laid off on September 30, 2008; that the BTS Senior Technologist position became available prior to September 30, 2008; and that Ms. Sims has the necessary skills and opted to take the position in lieu of being laid off.

Upon call for the vote, the motion carried unanimously.

COMMENTS FROM PERSONNEL DIRECTOR

Ms. Rowe discussed the proposal submitted by the team representing most of the Appointing Authorities assembled to assist the Personnel Department with its strategic plan, and noted that the proposal involved changes to Personnel's mission statement, values, and vision statement; and that Personnel staff are reviewing the proposed changes. She indicated that goals were proposed for the Personnel department relating to collaborative leadership, customer service, diversity initiatives, streamlining processes, and being more innovative; that Personnel staff and the team are working to establish goals and timetables to meet some of the expectations; and that an update will be brought back to the UPB at a later date; whereupon, she related that the Personnel Department will be changing its name to the Human Resources Department, as recommended by the team; but that the name change will not affect the Unified Personnel System or the Unified Personnel Board.

Ms. Rowe discussed the quarterly performance format currently used to provide information to the UPB regarding specific functions, particular initiatives, or happenings in the Personnel Department and welcomed any ideas or suggestions the members may have.

Ms. Rowe related that the January UPB meeting is currently scheduled for January 1, 2008; and recommended that the meeting be rescheduled to January 8, 2008, and the members concurred.

Ms. Rowe indicated that she received an invitation soliciting interest in serving on a non-paid Board from CPS, a for-profit human resources consulting company that provides human resources to non-profits and federal, local, and state governments and provides consulting on strategic planning, pay and classification, competencies, training, and executive coaching; that the Board oversees the Chief Executive Officer of the company; and that CPS has requested a document indicating that the UPB has no objection to her pursuing the opportunity. Following discussion, Mr. Tragos moved, seconded by Mr. Ledbetter and carried, that Ms. Rowe be authorized to pursue the opportunity and provide additional information to the UPB in the future.

WORKSHOP – HEALTH AND WELLNESS

Personnel Department Benefits Manager David Blasewitz conducted a PowerPoint presentation titled “*Pinellas County Employee Health & Wellness Initiatives*,” a copy of which has been filed and made a part of the record, provided background information regarding the Wellness Program; and stated that United HealthCare has agreed to substantial wellness programming and clinical disease management at no cost to the County as part of recent renegotiations; whereupon, he discussed disease management programs, the in-house Wellness Program, and data aggregation, which will provide a more accurate projection of future costs and will put the County in a position to be creative and achieve a more positive return on investment with some of the health and wellness initiatives.

In response to query by Chair Andriso regarding the County’s self-funded health care and the role of United HealthCare, Mr. Blasewitz indicated that the County contracts with United HealthCare to serve as the program/claims administrator for the County’s medical plan, with Walgreens Health Initiatives for the pharmacy portion, and with two other companies to manage the vision and mental health aspects. He stated that in recent years, the County has focused more on cost sharing, which shifts some of the cost to the employee, but that that is not a solution to controlling the costs for employers; and that the County’s current cost sharing ratio is 75 percent to 25 percent. He confirmed that the County’s health plan is self-funded; and that it has some reinsurance, which ensures that it is not a burden on the taxpayers.

Mr. Blasewitz discussed future plans for healthcare costs and the healthcare continuum, noting that the continuum has four specific categories: members who are young and healthy, members who are beginning to develop some risk factors but are low-risk, members who have chronic conditions, and members who have catastrophic conditions.

Elizabeth Tobias, Health and Wellness Specialist, with input by Mr. Blasewitz, discussed the 2009 Focus Areas including the Wellness champion program, walking courses at various county campuses, and the “Climbing Your Way to Health” stairway exercise program and responded to queries by the members.

During discussion and in response to comments and queries by Mr. Smith, Mr. Blasewitz discussed recent participation in a comprehensive Consumerism Index and indicated that the Index provided scores which identified opportunity areas to focus on and the ability to measure progress against other employers participating in the Index, as well as internal growth.

Following discussion, Mr. Blasewitz indicated that details regarding the Health and Wellness Program will be presented to employees in early 2009, in addition to the introduction of program branding to County health, wellness, and benefit offerings.

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MISCELLANEOUS INFORMATION ITEMS RECEIVED

Upon direction of Chair Andriso, there being no objection, the following miscellaneous information items were received for filing:

1. Personnel Department – November 2008 Quarterly Performance Report, Spotlight on Employee Benefits (EB).
2. Training and Development Division, Personnel Department – Management and Supervisory Notes, November 2008, Best Practices in Pinellas County Government.
3. Minutes of the EAC Representatives meeting of September 17, 2008.

ADJOURNMENT

The meeting was adjourned at 7:25 P.M.

Chair