

Clearwater, Florida, October 6, 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: Ricardo Davis, Chair; James Dates, Vice-Chair; Keith C. Dekle; Louise Dolsay; William A. Schulz II; Joan M. Vecchioli; 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; Tony Fabrizio, Board Reporter; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

EAC I. Employees' Advisory Council Representative

UPB II. CONSENT AGENDA
1. Request Approval of the Minutes of the Regular Personnel Board Meeting held July 7, 2016
2. Request Approval of the Minutes of the Regular Personnel Board Meeting held August 4, 2016

UPB III. NEW BUSINESS
1. Request Approval of Housekeeping Changes and Adoption of Unified Personnel Board Policy #12 – AFIN: A Friend in Need Program
2. Request Approval of Housekeeping Changes to the Family Medical Leave Act (FMLA) Handbook
3. Request Approval of the HR Director's Board Appointment – Cooperative Personnel Services (CPS)
4. Human Resources Department Restructure – Discussion and Request Approval of Two New Exempt Classifications and Approval to Abolish One Exempt Classification in the Human Resources Department

Human Resources IV. INFORMATIONAL ITEMS
1. Details on Re-Organization of Animal Services Resulting in the Reassignment of One Encumbered Position
2. Fair Labor Standards Act (FLSA) Overtime Rule Changes
3. Action Taken Under Authority Delegated by the Personnel Board
4. Other Informational Items

Human Resources V. HR Highlights
1. Performance and Development Division
2. Two-Minute Tuesday: Annual Enrollment: What's New for 2017?

CALL TO ORDER

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

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

Employee's Advisory Council (EAC) Chairman Lisa McMurray reported that the elections are continuing and going well; that she has recently been reassigned from Purchasing to Public Works, which required an EAC vote to allow her to continue representing the area that elected her; and that the vote subsequently passed and she will complete her current term.

Ms. McMurray indicated that the EAC is meeting with the Appointing Authorities next Friday regarding its main agenda; that a main topic of concern is pay for performance; that there is consensus among the employees that those who perform at a high level should be acknowledged and rewarded; and that the County continues to lose good employees due to its lack of having a program to reward their efforts.

Responding to queries by Chair Davis and Mr. Dekle, Ms. McMurray discussed employee rating systems previously used by the County, indicating that there is a need for a better system; and that the last time employees received merit increases was in 2009; whereupon, Ms. Schoenherr clarified that all employees received a pay increase effective October 2 amounting to three percent of the midpoint of their pay grade; and that the raise was not based on performance.

Ms. Schoenherr related that pay for performance as a general principle has been discussed with the Appointing Authorities; that there is strong agreement on the importance of rewarding and continuing to motivate high performance; and that conversations will continue throughout the coming year to ensure that a program will be put in place. She expressed concerns regarding gross inequities that exist in the current compensation system, and related that HR will launch a classification and compensation study this year to address the issues, and discussion ensued.

CONSENT AGENDA – APPROVED

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

Motion	-	Mr. Dates
Second	-	Ms. Vecchioli
Vote	-	7 – 0

Minutes of regular meeting held August 4, 2016, approved.

Motion	-	Mr. Walker
Second	-	Mr. Dekle
Vote	-	7 – 0

NEW BUSINESS

Housekeeping Changes and Adoption of UPB Policy No. 12 Related to the A Friend in Need Program – Approved

Ms. Schoenherr related that the document has been updated to reflect changes in the Personnel Rules and additional formatting; and that the substance of the policy did not change.

Mr. Walker moved, seconded by Mr. Dates, that the changes be approved adopting UPB Policy No. 12.

Responding to queries by Mr. Dekle, Human Resources Manager David Blasewitz noted that the changes replace references in the policy to certain Personnel Rules; and that specific to Item No. 2 of the policy, the reference to Rule 15 was removed as the information is now in the body of the policy itself.

Upon call for the vote, the motion carried unanimously.

Changes to the Family Medical Leave Act (FMLA) Handbook – Approved

Chair Davis noted that commentary for this item is similar to the preceding policy discussion with respect to non-substantive changes, and called for a motion. Ms. Vecchioli moved, seconded by Mr. Walker and carried unanimously, that the changes be approved.

HR Director's Board Appointment – Cooperative Personnel Services (CPS) – Approved

Ms. Schoenherr related that in 2008, CPS requested that Pinellas County provide a representative to participate on its Board of Directors; that since that time the County's HR Director has continued in that role; and that CPS policies require a renewed letter of support from the UPB due to the change in personnel. She noted that Mr. Blasewitz has served as an alternate Board member for CPS; and that after discussions with him and the Chief Executive Officer of CPS,

she believes that there is great value in having her represent the County and spend time with colleagues from other governmental organizations; whereupon, she asked for the Board's consideration and approval.

Responding to queries by the members, Ms. Schoenherr stated that CPS does not contract with Pinellas County for services; and that there is no anticipated conflict of interest. She noted that if circumstances change, the County's legal counsel would provide direction on how to move forward. Mr. Blasewitz related that some of the member agencies purchase services from CPS and some do not; and that each organization is responsible for determining the appropriateness of its relationship with CPS. Ms. Schoenherr stated that this request is not unique; and that in her experience, organizations have required support from her direct supervisor relative to her involvement with their boards.

In response to queries by Ms. Vecchioli, Mr. Blasewitz related that CPS is domiciled in the State of California and is a Joint Powers of Authority entity; that it is non-profit and participates in the California retirement system; and that CPS is a recognized leader in providing HR support services to local, state, and federal governments, and non-profit organizations, and discussion ensued concerning the expected level of commitment and benefits of participating in CPS.

Thereupon, Ms. Vecchioli moved, seconded by Mr. Dekle and carried unanimously, that Ms. Schoenherr be approved as Pinellas County's representative on the CPS Board.

Human Resources Department Restructure – Approved

Ms. Schoenherr stated that over the course of the last twelve weeks, she has been very impressed with the competency and professionalism of the HR staff; that the organizational structure currently assigns many departments and personnel to each Division Director, making it difficult to reasonably manage their efforts; and that as the incoming HR Director, it is important to establish a diverse leadership team to enhance the team's perspectives; whereupon, she outlined the following requests to facilitate the restructure:

- Eliminate the *HR Division Director* classification and reestablish the *HR Manager* classification.
- Move some employees from *HR Business Partners* to reestablish the *HR Coordinator* classification, leaving two HR Business Partners unchanged.

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In response to queries by the members, Ms. Schoenherr indicated that the *HR Coordinator* and *HR Business Partners* classifications are at the same level; that the classifications will better align with the nature of each position; and that over the next year, the department will reach a decision on whether to broaden the HR Business Partners initiative or to move in a different direction, and discussion ensued.

Chair Davis stated that the idea of ensuring that HR is responsive to the needs of its customers and letting the design of the organization follow suit is an appropriate way of understanding how to better serve the organization.

Upon the Chair's call for a motion, Ms. Dolsay moved, seconded by Mr. Walker and carried unanimously, that the HR Department restructure be approved.

INFORMATIONAL ITEMS

Details on Reorganization of Animal Services

Director of Animal Services Doug Brightwell related that Animal Services is completing a lengthy reorganization process. He indicated that Animal Care Assistants currently have three supervisors supervising six employees; that the ratio of supervisors to employees is below the normal span of control; and that one supervisor position will be eliminated and reassigned as an Animal Care Assistant, a reduction of two pay grades. He noted that the incumbent being reassigned remains in the pay grade and will not be forfeiting any of her salary; and that she will take on a different set of duties in the new assignment.

Responding to query by Chair Davis, Mr. Brightwell stated that the department will retain two supervisors; that the duties of the supervisor involve the examination of animals and euthanasia decisions; and that those decisions are high-level responsibilities which can be burdensome for a single person.

Fair Labor Standards Act (FLSA) Overtime Rule Changes

Ms. Schoenherr conducted a PowerPoint presentation, a copy of which has been filed and made part of the record, regarding the County's preparation for the Department of Labor (DOL) FLSA rule change on overtime pay that will take effect December 1. She related the following:

- The minimum salary at which qualified employees can be declared exempt from overtime will rise from \$23,660 to \$47,476.
- The County's primary options are: (1) Raise the salaries of exempt employees earning less than \$47,476 to the new threshold; or (2) reclassify those employees as non-exempt.
- There are 14 employees within the exempt pay plan and 63 employees within the classified/excluded group that will be affected by the new rules.
- HR has recommended changes to the Appointing Authorities that ensure each affected classification remains consistent as either an overtime or non-overtime group of employees.

Responding to queries by the members, Ms. Schoenherr indicated that the existing low threshold for overtime exemption has allowed the County to avoid classification inequities until now; that the DOL has specific definitions and guidance as to the nature of duties that would make a position exempt; and that the HR Department has met with the Appointing Authorities to discuss budgetary consequences and related issues. Discussion ensued during which the members related their experiences and offered opinions; whereupon, Ms. Schoenherr indicated the following:

- Appointing Authorities have opted to raise salaries in only a few instances.
- Communication with affected employees and supervisors is of utmost importance.
- Effective November 27, twelve "classified/excluded" classifications and up to five "exempt" classifications will move to the classified pay plan and be coded as non-exempt.
- Each affected employee will move to a pay range of equal or higher maximum salary. The move will not be counted as a demotion and the employee will not be subject to a one-year probationary period.

Responding to queries by the members, Ms. Schoenherr indicated that each affected employee will retain their current annual base compensation converted to an hourly rate; that no more than 12 employees will move from exempt to classified; and that about 40 employees will move from classified/excluded. She related that the County Administrator's departments have been most affected by the rule change; and Workforce Development Manager Jack Loring indicated that the overall impact on salary expenses is expected to be minimal.

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

Ms. Schoenherr provided statistics regarding her time spent during the first twelve weeks of her tenure.

The following miscellaneous information items were received for filing:

- Minutes of the EAC Delegate meeting of July 28, 2016.
- Minutes of the EAC Representative meetings of July 20 and August 17, 2106
- Leadership Notes for September and October 2016.
- Training Calendars for October, November, and December 2016.

HUMAN RESOURCES HIGHLIGHTS

Performance and Development Division

HR Business Partner Jim Valliere provided an overview of the functions of the Employee Relations Division, relating that it provides guidance regarding job conflicts and assistance with interpreting Personnel Rules and Policies to management and employees; that it assists employees in navigating the discipline and grievance processes and conducts interviews with former employees; that it responds to State of Florida Reemployment Assistance claims and offers job counseling; that it serves as the liaison between HR and the Employees' Advisory Council and facilitates the Employee Advocate Program; and that it conducts workplace investigations; whereupon, he provided statistics on disciplinary actions, survey results regarding the department's quality of customer service, and information on the recent *Leading the Way Conference* attended by 103 individuals from various levels of the organization.

Responding to queries by the members, Mr. Valliere indicated that the division has four active Employee Advocates with a fifth in training; and that employee feedback regarding the revised Personnel Rules has been generally favorable.

HR Officer Joan Read provided an overview of the services offered by the Training and Development Division, relating that the curriculum catalog consists of 118 classes; and that 19 municipalities and nonprofits participate in the open training. She discussed customized and specialized training, tuition reimbursement, internal consulting, organizational and leadership development, and other related programs.

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Two-Minute Tuesday: Annual Enrollment: What's New for 2017?

Ms. Schoenherr and HR Business Partner Tim Closterman provided information on the weekly video series *Two Minute Tuesday*, noting that it is a short video written by various members of the HR team and distributed to employees every Tuesday; whereupon, a recent video entry in the series was shown which highlighted new aspects of the benefits enrollment process.

Responding to query by Chair Davis about rising healthcare costs, Ms. Schoenherr confirmed that the County is self-insured with an approximate cap of \$500,000 per claim; whereupon, Mr. Blasewitz related that the County works with actuaries to determine the most cost-effective cap; that the County's stop-loss premium is about \$1.3 million; and that the higher healthcare costs stem primarily from a recent increase in the number of high-dollar claims.

ADJOURNMENT

The meeting was adjourned at 8:33 P.M.

Chair

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IV.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 July 24, 2016 through September 24, 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>
OHR/C4	Office Assistant	CL4	Equal Opportunity Technician	CL10	OHR
BCC/C1721	911 Administrative Specialist	CL11	Administrative Support Supervisor	CL14	PSS

ADDITION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EE04 CODE</u>	<u>OT CODE</u>	<u>PG</u>
20076	Senior Veterinarian	Professionals	Exempt	SM4a

PAY GRADE CHANGE TO EXEMPT CLASSIFICATION

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
20548	PAO Database Administrator	CL24	150

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
20630	Deed Specialist	CL12	CL13

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REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
12160	Building Inspector 1	CL13
12170	Building Inspector 2	CL16
12180	Building Inspector 3	CL18
21834	Consumer Protection Program Manager	CL20
12110	Electrical Inspector 1	CL13
12120	Electrical Inspector 2	CL16
12130	Electrical Inspector 3	CL18
12060	Mechanical Inspector 1	CL13
12070	Mechanical Inspector 2	CL16
12080	Mechanical Inspector 3	CL18
12010	Plumbing Inspector 1	CL13
12020	Plumbing Inspector 2	CL16
12030	Plumbing Inspector 3	CL18
07554	Public Information Manager	SM7
11142	Senior Executive Assistant	P2

DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
03460	Assistant County Attorney	SM7
14672	Information Technology Technician	P4