



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

IV. 5.

APPROVED BY THE EAC

Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, September 21, 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 McMurray (previously Wombles).

Approval of Minutes

Charles Toney motioned to approve the EAC Representative Minutes for August 17, 2016. The motion was seconded by Lisa Wright. The minutes were approved as written.

Comments from Holly Schoenherr, Director of Human Resources

Holly talked about her first ten weeks in her new position. It has been fun and she has talked with many people and acknowledged that she has challenges to work through for the benefit of all Pinellas County employees. She is ready to roll up her sleeves and dig in to develop solutions with the assistance of many resources.

The Federal Department of Labor announced changes to the overtime laws which go into effect December 1, 2016. This change will affect five of the Appointing Authorities. Holly has called for a special meeting with the Appointing Authorities on Friday 9/23/16 to weigh the options available to ensure Pinellas County is in compliance with this new labor law. The personnel involved with this change are in the exempt or classified/excluded (old category "B") status who are paid beneath the new wage threshold of \$47,476 annually. To determine whether a position is exempt or nonexempt, there is a duties test and a salary test. The EAC requested the Dept. of Labor's duties specifications be distributed to the EAC. Holly acknowledged this request. (Please refer to this Department of Labor Fact Sheet for the duties test information: www.dol.gov/whd/overtime/fs17a_overview.pdf.)

Human Resources is working on better communication within the Taleo system when applying for jobs. The current system does not specify the difference between a general application and an application being submitted for a specific job opening. They are working with the vendor on the ability to print applications after submission to view exactly what was submitted electronically.

Dave Blasewitz addressed the upcoming changes to the benefit packages for the year 2017. There will be increases in monthly deductions, co-pay amounts and emergency room visits. Information on the changes for 2017 can be found in the [September issue of The Pen](#) and on the Human Resources web page (visit www.pinellascounty.org/hr/annual-enrollment).

The County uses healthcare consultants to assist with prices of co-pays and premiums as this is a standard business practice. The last few years the increases have been paid by the County rather than by the employees which was not the norm. This year the County isn't in a position to cover the increase.

Old Business

Mercedes Pearson provided Paul Valenti, Director of Human Rights a proposal updating the harassment and bullying policy. Paul will work with Holly Schoenherr on the details before presenting it for approval by the Appointing Authorities.

Maternity leave - Jennifer Gundel's requested to be put on record for her position on maternity leave with regard to married couples who are both employed by Pinellas County. Human Resources has been in contact with her directly on this matter since FMLA is federally governed. Jennifer would like the county to change the policy to permit spouses who both are employed by Pinellas County to take up to 12 weeks of maternity leave each using a combination of FMLA, vacation time and leave without pay. This topic will be included in the agenda at the Appointing Authority meeting in October.

New Business

Lisa McMurray will be moving to Public Works from Purchasing due to organizational changes under the BCC. This move will cause Lisa to be in BCC Group III where Steve Yeatman is the EAC Representative. Donna Beim made a motion to allow Lisa McMurray to finish the year (2016) as EAC Representative for BCC Group 8. The motion was seconded by Hazel Lane. Motion passed unanimously.

EAC elections process will begin on October 3rd with the distribution of nomination forms. Linda Cahill, Ashley Skubal, Rich Castle, and Steve Yeatman volunteered to be on the election committee. Human Resources will send out communications regarding the election process. The voting period will be from November 28 to December 9, 2016.

Suggestions for the Appointing Authority meeting on October 14, 2016 were discussed. Some of the possible topics for the agenda are: merit raises (pay for performance), bullying and harassment, maternity leave, and the turnover of younger employees. Holly mentioned that a compensation study of positions to evaluate pay structures and retain employees will take place in the near future. Linda Cahill questioned if the study would be concluded before the budget year 2018. Holly said the study will take 12 to 18 months to complete. Randy Rose mentioned the SAFE (Stabilization Account For Employees) "pot of money" which the County used to have as a resource be looked at again for a possibility to subsidize the pay for performance.

Adjourned

Richard Carvale made a motion to adjourn at 4:45.

| | | | | |
|----------------|------------------|----------------|-------------------|----------------|
| Lisa McMurray* | 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.



Employees' Advisory Council



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APPROVED BY THE EAC

Employees' Advisory Council – Delegate Meeting Minutes

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, September 22, 2016, 8:00 a.m. – 10:00 a.m.

Call to Order

The EAC Delegate meeting was called to order at 8:00 a.m. by Chair, Lisa McMurray (previously Wombles).

Guest Speaker – Paul Valenti, Director of Human Rights

Paul discussed the many responsibilities of the Office of Human Rights. The main function is to enforce the civil rights laws for the people of Pinellas County. Rectifying discrimination and adverse actions in the workplace are some of the largest areas their work involves. Many times his staff receive inquiries which belong to other departments such as an issue of conflict between employees which is referred to Human Resources Employee Relations. One of his goals is to point people in the right direction by maintaining an open door policy. Many of the guidelines which are enforced in Pinellas County are directed by the federal government.

Paul explained that he reports to the Human Rights Board, which has many of the Appointing Authorities as members, and they all have input on his evaluation, thus there is a great degree of independence for the Office to make determinations free from undue pressure. The EAC Chair is involved with the evaluation. Information and forms may be located on the Human Rights website at www.pinellascounty.org/humanrights.

Comments from Holly Schoenherr, Director of Human Resources

Holly talked about her first 10 weeks of employment with Pinellas County. She is learning so many areas in the County and realizes there are a lot of topics the employees would like her to address. Human Resources is reviewing the software for the Taleo system which includes job applications and FACE. Questions were asked about job postings and the manner in which they are being handled. Also, the employees being reviewed cannot add comments into FACE, except at the official conversation before electronically signing. Since the information is public record, sometimes the comments included in FACE can be detrimental to an employee applying for another position.

Dave Blasewitz and Jim Valliere talked about some of the features of Taleo and possible upgrades to the system which are being addressed by the staff in Human Resources. Supervisors are being trained and educated on how to use the FACE system. Anyone having questions or problems with the functions of those programs should contact Human Resources.

Dave Blasewitz discussed the upcoming benefits elections. Information on annual enrollment can be found on the Human Resources website (visit www.pinellascounty.org/hr/annual-enrollment) and in the [September issue of The Pen](#). The County dental carrier, Cigna, will soon have physician ratings. In reference to questions about health care prices, Dave mentioned that the industry has some measures in place to identify medical effectiveness and costs, such as the Leapfrog initiative which scores hospitals in that regard.

Benefits is hoping to complete the clinic for County employees soon, yet cannot commit to any dates at this time.

Open Discussion

Lisa McMurray explained to the delegates that she will be moving to Public Works from Purchasing due to organizational changes under the BCC. This move will cause Lisa to be in BCC Group III where Steve Yeatman is the representative. The council passed a vote on September 21, 2016 to allow Lisa to finish the year (2016) in her current position.

Donation are being collected for the Christmas Wish Fund. Each representative will work with their delegates on the collections.

EAC elections will begin October 3, 2016 with the distribution of nomination forms and voting begins on November 28, 2016. Anyone wishing to run for an open EAC Representative group must obtain approval from their management before submitting their profile to the election committee for the ballot.

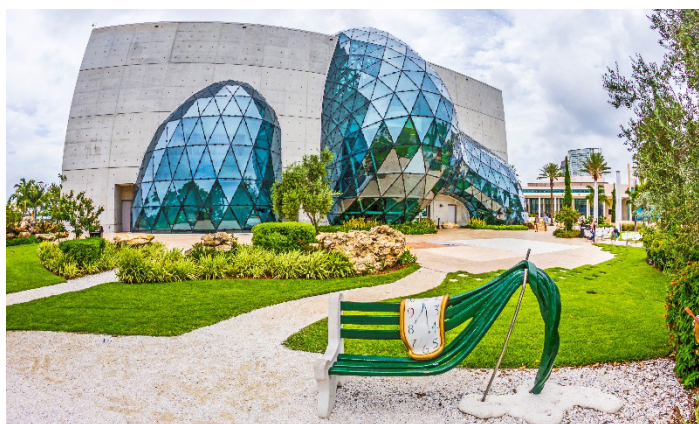
Representatives met with their groups.

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|----------------|------------------|----------------|------------------|----------------|
| Lisa McMurray* | 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.

Gaining Perspective

Chances are if you have spent any amount of time in the Tampa Bay area, you've probably been to the Dali Museum in St. Petersburg. Salvador Dali was a famous surrealist artist who created brilliant and complicated masterpieces of art. If you have ten people looking at the same piece, you may have ten different interpretations. Where you stand in the museum, the lighting in the room, and the information you know about the piece all affect what you see when you look at one of his intricate pieces of art. Dali was a master at bending your point of view.



Your perspective is just that — your point of view. And your point of view changes based on where you are standing. Not just physically standing but where in life you are standing. This is influenced by any number of things — an experience you've had, maybe a hardship you've overcome, an influence from another person. Your perspective is the lens through which you view things.

Having too narrow of a perspective can cause you to view things only one way and perhaps continue to do things only one way. Broadening your perspective can help you identify multiple aspects and impacts of an issue. It can help you to think outside of the box and perhaps be more creative in looking at practices and processes.

Being able to change your perspective is difficult, even more so if you've been seeing things the same

way for a long period of time. Truly being able to do that is one of the most important competencies of effective leaders. Being able to change how you view a situation or an individual can be beneficial to you and create new scenarios and possibilities for you and your team. It can make you more adaptable, coachable and resilient.

Some things you can do at work to help broaden your perspective:

1. Be aware of any unconscious biases you may have. Are you making decisions about situations or people based on assumptions? Ask yourself, "Do I know this to be true?" and "What else might be true?"
2. Expand your view when people are telling you, "There is no way we can do that" or "This is the way we've always done it." Ask yourself the question, "What else might be possible" or "What else might work?"
3. Ask for other opinions. When you are stuck, ask someone from the outside or someone with limited information about the situation. Sometimes fresh eyes offer great solutions to old problems.
4. Keep an open mind. Don't be afraid to answer the question "Why?" This is an important question and if you can't answer it, maybe you need a change in perspective. As a leader, your vision is powerful and can greatly influence those you lead beyond what you may even realize. Make changes when you need to.

You make a choice when you decide how to view yourself, your life, and your relationships. That choice can determine your success so choose your view wisely. If you feel as though your point of view could use a change or you need some fresh perspective, peruse a few of Dali's works; that should do it.

***"The manager has a short-range view;
the leader has a long-range perspective."***

~ Warren G. Bennis

Learning Opportunity

November 2016

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|--|---|--|-----------------------------|
| Oct 31 | Nov 1 8:30am Dealing with Difficult People (Annex 429) 8:30am Effective Listening (Studio B) | 2 8:30am Effective Leadership (Utilities 4th floor) 1:00pm Give 'Em the Pickle (Studio B) | 3 | 4 |
| 7 | 8 Election Day | 9 | 10 | 11 Veteran's Day Holiday |
| 14 8:30am Setting Sail (Annex 429) | 15 | 16 8:30am Introduction to Supervision for Non-Supervisors (Studio B) | 17 8:30am Managing Electronic Records 1.0 (Swisher 211) | 18 |
| 21 8:30am Muster Drill - New Employee Orientation Class 2 (Extension) | 22 | 23 | 24 Thanksgiving | 25 Thanksgiving |
| 28 8:30am Setting Sail (Annex 429) | 29 | 30 | Dec 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.

LearningOpportunity

December 2016

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---------------------------------------|---|----------|--------|
| Nov 28 | 29 | 30 | Dec 1 | 2 |
| 5 | 6 | 7 8:30am Team Building (Utilities) 1:00pm Budget 101 (Studio B) | 8 | 9 |
| 12 8:30am Setting Sail (Annex 429) | 13 | 14 | 15 | 16 |
| 19 8:30am Muster Drill - New Employee Orientation Class 2 (Extension) | 20 | 21 | 22 | 23 |
| 26 Holiday | 27 8:30am Setting Sail (Annex 429) | 28 | 29 | 30 |

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Learning Opportunity

January 2017

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|-----------|----------|--------|
| Jan 2 Holiday | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 8:30am Muster Drill - New Employee Orientation Class 2 (Extension) | 17 | 18 | 19 | 20 |
| 23 | 24 8:30am Supervisory & Management Competencies Series 1 of 9 (Studio B) | 25 | 26 | 27 |
| 30 | 31 8:30am Supervisory & Management Competencies Series 2 of 9 (Studio B) | Feb 1 | 2 | 3 |

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