

Clearwater, Florida, December 1, 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; Louise Dolsay; William A. Schulz II; Joan M. Vecchioli; and Ron Walker.

Not Present: Keith C. Deckle.

Also Present: Holly J. Schoenherr, Director of Human Resources; Carl E. Brody, Senior Assistant County Attorney; Tony Fabrizio, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

- | | |
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| EAC | I. Employees' Advisory Council Representative |
| UPB | II. CONSENT AGENDA |
| | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held October 6, 2016 |
| UPB | III. NEW BUSINESS |
| | 1. Request Approval of the Revisions to Personnel Rule 3. Compensation |
| Human Resources | IV. INFORMATIONAL ITEMS |
| | 1. Reappointment of the following Personnel Board Members for 2017-18 |
| | A. Ron Walker by the Constitutional Officers |
| | B. William Schulz by the Employees' Advisory Council |
| | 2. Health Center Update |
| | 3. 2017 Unified Personnel Board Schedule |
| | 4. Action Taken Under Authority Delegated by the Personnel Board |
| | 5. Other Informational Items |
| Human Resources | V. HR Highlights |
| | 1. Benefits and Wellness |

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 Arispe noted that her last name has changed; whereupon, she related that EAC members and other employees have expressed concern that the County's planned Classification and Compensation Study will be expensive and will delay the reimplementation of merit raises. Noting that performance-based raises have not been given since 2009 and that she regularly hears from employees who ask about the lack of a financial incentive to excel, she proposed that a method for determining merit raises be developed in conjunction with the study; and that merit raises be included in the 2017-2018 Fiscal Year budget.

Thereupon, Ms. Arispe related that a joint EAC-Human Resources (HR) Department committee has been formed to work on an anti-bullying policy and will meet December 14 before the next regular EAC meeting; and that the EAC is collecting donations from employees throughout the County for the Christmas Wish Fund.

Ms. Schoenherr provided input, relating that she has had multiple conversations with the EAC and the Appointing Authorities about how the Classification and Compensation Study will relate to merit pay, and indicated the following:

- The Appointing Authorities want the study completed before money is spent on a merit pay program so that there is a better understanding of how current compensation compares within the labor market.
- HR is taking a twofold approach: (1) Make certain that employees are being fairly compensated relative to the labor market for the job they do, which will be clarified by the compensation study, and (2) review programs implemented across the Appointing Authorities that recognize employees for doing good work by offering rewards such as paid time off.
- The Appointing Authorities have agreed that funds should be set aside in the Fiscal Year 2018 budget to address inequities discovered in the compensation study, recognizing that it will be several months before the data to support any action is analyzed.

Responding to queries by Ms. Arispe and the members, Ms. Schoenherr indicated that the timeline for completing the compensation study is 12 months; that the next steps are to send out a Request for Proposal and hire a firm to do the study; that she does not know what the County's gross revenues are compared to 2008, when salaries were frozen and merit raises were suspended; and that the approach is to determine whether the compensation for each job is appropriate within the

market and address any inequities in the Fiscal Year 2018 budget, not to consider whether the County has funds to offer merit raises

Discussion ensued during which Chair Davis noted that any merit raise plan would have to be approved by the Board of County Commissioners; and Ms. Schoenherr indicated that the Appointing Authorities have the option in special circumstances of adjusting an employee's salary within the pay grade; whereupon, the members expressed general support for performance-based raises.

CONSENT AGENDA – APPROVED

Minutes of regular meeting held October 6, 2016, approved.

Chair Davis asked whether there are any corrections to the minutes and, upon hearing none, declared the minutes approved.

NEW BUSINESS

Revisions to Personnel Rule 3 - Compensation – Change No. 1 approved, Change No. 2 deferred

Ms. Schoenherr recommended that the Board approve the following changes to Personnel Rule 3 - Compensation:

1. Restore language clarifying how an upward reclassification will impact an employee's pay. This will ensure that there are no inequities when those pay increases are awarded.
2. Add Jury Duty to the list of activities that shall be considered as Leave with Pay for non-work-related purposes. It is presently considered Leave with Pay for work-related purposes and is therefore counted as "time worked" in overtime calculations.

Ms. Schoenherr indicated that the first revision would address current Personnel Rule 3 language that could allow inequitable pay increases when two or more employees are reclassified or reallocated to a higher pay grade; whereupon, she gave an example involving two employees that illustrated the potential disparity. She related that the change would provide guidance for Appointing Authorities in instances of upward reclassifications, allowing for an employee's pay

to be increased by whichever is greater: an increase to the minimum of the upward pay grade, or an increase equal to four percent of the midpoint of the new pay grade.

Responding to queries by the members, Ms. Schoenherr indicated there has been at least one instance of such an inequitable increase occurring, which prompted the proposed revision; that retroactive pay increases to remedy inequities would have to go through the County Attorney's Office because of legal restrictions; and that the change would most often apply to individual positions being reclassified. Upon Chair Davis' call for a motion, Mr. Walker moved, seconded by Mr. Dates, that the revisions to Personnel Rule 3 - Compensation be approved; whereupon, Ms. Schoenherr related that she had not yet addressed the second portion of the requested change pertaining to jury duty, and Mr. Walker withdrew the motion.

Thereupon, Ms. Schoenherr addressed the second proposed revision, relating that Jury Duty Leave currently counts as hours worked toward overtime by virtue of a 2009 memorandum from the then Human Resources Director; that redefining it as Paid Leave for non-work-related purposes would remove it from the calculation for overtime; that the Appointing Authorities unanimously support the change; and that an EAC representative voiced an objection to the revision based on the potential for affected employees being financially penalized.

Discussion ensued wherein Human Resources Manager Gene Pressoir related that in the last fiscal year, 21 employees who served on Jury Duty earned a total of 230 hours of overtime, noting that some of those employees may have earned overtime even without Jury Duty Leave; whereupon, the members shared their respective concerns and opinions, including the following:

- Employees are encouraged to be good citizens, including serving as jurors. Not everyone serves; what is the relative fiscal impact over the course of a year?
- Jury pool candidates are often released early, and hours not spent in jury service should not count toward hours worked.
- How would shift workers be affected?
- Is there a restriction on the number of days paid for jury duty?
- Jury service is a civic duty and should be encouraged, but employers should not be financially burdened by paying extra, which is not required.
- Why are paid holiday hours included in the overtime calculation?

Ms. Schoenherr indicated that she has questioned some of the Personnel Rules, noting that she is hesitant to make changes in light of the time and energy invested in the revisions adopted earlier this year.

Noting the members' concerns regarding consistency in the Personnel Rules with regard to different categories of paid leave, Chair Davis suggested that HR review the Rules and provide further information; and that the Board move forward on the first item only at this time; whereupon, Ms. Vecchioli moved, seconded by Mr. Schulz and carried unanimously, that proposed revision No. 1 to Personnel Rule 3 be approved; and that Change No. 2 be deferred pending further information.

INFORMATIONAL ITEMS

Appointments to the Unified Personnel Board

Chair Davis stated that Mr. Walker has been reappointed to the Board as a Constitutional Officers' appointee, and Mr. Schulz has been reappointed as an EAC appointee.

Health Center Update

Citing a request by Chair Davis, Mr. Blasewitz provided an update to a presentation he made to the Board in July on the proposed Employee Health Center. He related that because the County Administrator and Office of Management and Budget (OMB) had raised questions about the feasibility of the project, HR staff took a fresh look the project and asked its consultants to do another study; whereupon, he indicated that the consultant and HR staff determined that an operation significantly reduced in scope would still produce a substantial benefit.

Referring to the study, a copy of which has been filed and made a part of the record, Mr. Blasewitz indicated that the HR Department was moving toward reconvening with the County Administrator and OMB about the project when the matter was addressed at the October 28 Appointing Authorities meeting. He related that the meeting included lengthy discussion about the Health Center and the overall cost of healthcare to the County; and that the Appointing Authorities did not express an outward interest in moving forward with the project at this time; whereupon, he indicated that HR staff still believe the Health Center has merit, but acknowledged that the timing may not be right.

Chair Davis thanked Mr. Blasewitz for the report and indicated that he had encouraged HR to ask the County Administrator and Appointing Authorities to reexamine the project; that he has reservations about the Health Center because of potential scenarios in which the County could lose money; and that he does not believe the Board should support it without the concurrence of the EAC, Appointing Authorities, and others.

Following the discussion, Mr. Blasewitz asked Chair Davis if he would like any follow-up information about a recent data breach under the Health Insurance Portability and Accountability Act (HIPAA); whereupon, Chair Davis noted that the Board members were notified at the time of the discovery, and no members raised questions at this time.

2017 Unified Personnel Board Schedule

Chair Davis referred to the 2017 Unified Personnel Board meeting schedule included in the agenda packet and inquired as to whether any dates should be changed; and hearing no response, he declared the schedule set.

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.

Ms. Schoenherr provided clarification regarding the County's planned adjustments in classification and compensation to address a change in the federal overtime pay rule that was supposed to take effect December 1, indicating that no changes are reflected in this report because the Board meeting fell early in the month and only actions taken through November 19 are included.

Responding to query by Ms. Vecchioli concerning an injunction preventing the federal rule change from taking effect, Ms. Schoenherr indicated that HR has advised the Appointing Authorities to postpone making any related pay changes; and that while most Appointing Authorities are in fact waiting for clarification, two have moved forward with their planned adjustments.

Other Informational Items

Citing the HR Department's goal of keeping the Board better informed about what it is doing, Ms. Schoenherr related that the members will be added to department's distribution list for newsletters and other communications, noting that they can always opt out if they wish. She provided updates on three HR personnel matters, indicating that a hiring decision is imminent for the position of HR Manager overseeing the Center of Excellence of Workforce Strategy; that Jack Loring is returning to the department as an HR Officer overseeing classification and compensation; and that Mr. Blasewitz has announced his retirement effective February 2017. She thanked Mr. Blasewitz for his 21 years of service to the County and noted that a job announcement has been posted.

The following miscellaneous information items were received for filing:

- Minutes of the EAC Representative meeting of September 21, 2016
- Minutes of the EAC Delegate meeting of September 22, 2016
- Leadership Notes for November 2016
- Training Calendars for November and December 2016 and January 2017
- Unified Personnel Board Meetings 2017

HR HIGHLIGHTS

Benefits and Wellness

Mr. Blasewitz conducted a PowerPoint presentation titled *Employee Wellness and Benefits* during which he provided an overview of the County's benefits pertaining to medical, dental, and disability insurance; mental health care; tax savings; retirement (Florida Retirement System); deferred compensation; paid leave; exchange of leave; rewards and discounts; and the credit union.

Mr. Blasewitz and Ms. Schoenherr responded to queries by the members as follows:

- The scope of the planned Classification and Compensation Study has not been finalized as to whether it will factor in benefits as part of compensation.
- The deductible for the medical plan for an individual is \$600 for the Point of Service option and \$1,350 for the high-deductible plan, with the County contributing \$400 to a Healthcare Savings Account as part of that plan.
- Healthcare benefits for retired or retiring employees vary according to date of hire and years of service. There is no paid retiree healthcare for employees hired in 2011 or later, and most eligible retirees on Medicare are enrolled in a custom Medicare Advantage plan.
- The County is self-insured for medical costs with a cap of \$500,000 per claim and purchases re-insurance for claims exceeding that amount.
- County medical claims were nearly flat for five years but have risen over the last 18 months, which may be partly due to the cyclical nature of health problems and partly to economic trends.

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Following discussion, HR Coordinator Crystal Capone conducted a PowerPoint presentation titled *Employee Wellness*, providing information about onsite workout facilities and exercise classes, chronic disease management, diabetes prevention, wellness challenges, a rewards program, health screenings, changing behaviors, community partners, and the availability of an on-site United HealthCare nurse liaison.

Responding to queries by members, Mr. Blasewitz and Ms. Capone indicated that the HR Department is not focused on a short-term return on investment from its wellness program, but on long-term behavioral changes that could ultimately lower healthcare costs; that HIPAA privacy requirements are not being violated because United HealthCare, not the County, collects screening data; that the County works closely with consultants and United HealthCare to make certain that no regulations are being violated through the rewards program; and that participation numbers for the workout facilities are not available.

ADJOURNMENT

Chair Davis wished the members, HR staff, and others in attendance a safe and happy holiday season; whereupon, he adjourned the meeting at 7:47 P.M.

Chair

IV.4.



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 September 25, 2016 through November 19, 2016.

Result of Audits

RECLASSIFIED FROM CLASSIFIED SERVICE TO EXEMPT SERVICE

<u>POS CONTL#</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>POS CONTL #</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C3774	Engineering Specialist 2	CL20	BCC/E726	Professional Engineer 2	SM6

UPWARD RECLASSIFICATION

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C2180	Office Specialist, Senior	CL8	Administrative Support Specialist	CL11

DOWNWARD RECLASSIFICATION

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C4046	Field Inspector 3	CL19	Solid Waste Program Coordinator	CL17

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
18809	Finance & Accounting Senior Analyst	Professionals	Classified/Excluded	CL22
14914	Horticulture Specialist	Technicians	Classified	CL14
16801	Professional Engineer 2	Professionals	Exempt	SM6

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RE-INSTATED

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
18898	Assistant Manager, Board Records	Officials & Managers	Exempt	150

RE-INSTATED WITH TITLE/PAYGRADE CHANGE

<u>SPEC NO.</u>	<u>PREVIOUS TITLE</u>	<u>PREVIOUS PAYGRADE</u>	<u>PROPOSED TITLE</u>	<u>OT CODE</u>	<u>EEO4 CODE</u>	<u>PG</u>
11330	Agenda Coord	P4	Agenda & Communications Coord	Exempts	Professionals	P2

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
21118	Assistant Director of Personal Exemptions	Assistant Director of Exemptions	150
21120	Director of Personal Exemptions	Director of Exemptions	150
16835	Engineering Support Services Supervisor	Technical Services Section Manager	SM4b
16836	Engineering Support Services Supervisor-PE	Engineering Section Manager-PE	SM4a
16797	Professional Engineer	Professional Engineer I	P1
20056	Veterinary Technician Assistant	Veterinary Medical Assistant	CL6

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PRESENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
03359	Historical Museum Operations Manager	SM5b	SM6
23258	Tax Collector Organization Management Analyst	E-11	P2
20074	Veterinarian	SM4a	SM6

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REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
21080	Director of PAO Budgeting & Financial Services	150
16799	Engineer I	P3
21050	Executive Assistant To The Property Appraiser	150
18144	Human Svcs Eligibility Spec	CL10
16840	Senior Engineer	SM5a
16965	Solid Waste Program Coordinator	CL17
01554	Special Assistant To County Administrator	SM3a

DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
23118	Audit Support Specialist	CL11