

Clearwater, Florida, June 7, 2018

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; Ron Walker, Vice-Chair; James Dates; Keith C. Dekle; William A. Schulz II; and Joan M. Vecchioli.

Not Present: Louise Dolsay.

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

### AGENDA

#### PLEDGE OF ALLEGIANCE

EAC

I. Employees' Advisory Council Representative

Personnel Board

II. NEW BUSINESS

1. Proposed Date Change for July Personnel Board Meeting from July 5 to July 12

Human Resources

III. INFORMATIONAL ITEMS

1. Action Taken Under Authority Delegated by the Personnel Board
2. Classification & Compensation Study Update
3. Human Resources Strategic Plan
4. Human Resources Director's Goals for 2018
5. Reduction of Classified Positions at the Construction Licensing Board
6. Other Informational Items

*All presentations and handouts referred to in the minutes have been made a part of the record.*

#### 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

EAC Chair Charles Toney provided the following update:

- The EAC appreciated the opportunity to bring employee concerns directly to the leadership at a recent meeting with the Appointing Authorities. Mr. Toney thanked the UPB members who were present and offered to address any questions.
- The guest speaker for the next Delegate meeting will be Jeffery Lorick of the Office of Human Rights, who will discuss the anti-harassment policy, including discrimination, and differences between harassment and bullying.
- The special committee working on the leave accrual rate and the possibility of personal days and additional floating holidays in the first years of employment is wrapping up its work, and the next committee, which will work on merit pay, will begin.

NEW BUSINESS

Proposed Date Change for July Personnel Board Meeting from July 5 to July 12

Upon consensus of the members, the proposed meeting date change was approved.

Resolution Regarding the Authority of the Human Resources Director to Act on Behalf of the Unified Personnel Board

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Deviating from the agenda, Chair Davis provided background information regarding a resolution passed by the Board in January wherein the members delegated authority to handle certain administrative matters to the Human Resources Director. He indicated that in reviewing the resolution now, in light of the possible changes based on the Classification and Compensation Study, it could be interpreted that the Human Resources Director has the authority to implement those or other wholesale changes under the delegated authority without the approval of the Board; and that to avoid an interpretation of the resolution that is broader than intended, he suggested that the members consider adding clarifying language, noting that the revision was drafted by Attorney Brody.

Chair Davis distributed copies of the revised resolution to the members, noting that the proposal is optional and the original resolution could be clarified or left as is. Attorney Brody noted that

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the revision is found in Section 2 on page 3 of the resolution, which is underlined, and explained that the proposed clarifying language ensures that any structural changes to the classification and compensation system would have to be approved by the Board, in accordance with the Special Act.

Responding to query by Chair Davis, Ms. Schoenherr expressed her support for the proposed revision, and discussion ensued. In response to queries by the members, with input provided by Attorney Brody, Chair Davis indicated that no changes to the resolution other than stated above are being proposed; whereupon, he read the proposed language into the record as follows:

*The discretion provided to the Director of Human Resources pursuant to this resolution does not include authority to approve structural or other substantive changes to the classification and compensation system.*

Ms. Vecchioli suggested adding the word “comprehensive,” to read “comprehensive structural or other supplemental changes,” and no objections were noted. Following further discussion and responding to queries by the members, Attorney Brody indicated that the revised resolution can be voted on today without having to be included on the agenda; and that the revision would be made in the form of a new resolution rather than an amendment to the original.

Chair Davis confirmed that the members have reviewed the revised resolution and provided their input; whereupon, he read the clarifying language into the record as follows:

*The discretion provided to the Director of Human Resources pursuant to this resolution does not include authority to approve comprehensive structural or other substantive changes to the classification compensation system.*

Mr. Walker moved, seconded by Ms. Vecchioli, that the revised resolution be approved, and upon call for the vote, the motion carried unanimously.

## INFORMATIONAL ITEMS

### Action Taken Under Authority Delegated by the Personnel Board

Ms. Schoenherr referred to the document titled *Action Taken Under Authority Delegated by the Unified Personnel Board*, noting that it is included in the agenda packet. The document has been attached and made a part of the minutes.

### Classification and Compensation Study Update

Ms. Schoenherr referred to a document titled *Executive Summary: Evergreen Report on the Unified Personnel System Classification and Compensation Study* and provided an update regarding the study, highlighting the following:

- Implementation of the recommendations by Evergreen Solutions was considered at the meeting with the Appointing Authorities on May 21. No consensus was reached, and the Appointing Authorities requested that a second meeting be held prior to the recommendations being brought to the Board for consideration. The meeting has not been scheduled.
- A report of findings and recommendations was received from Evergreen Solutions, and the Appointing Authorities suggested that staff create an executive summary of it for the employees. Staff also developed a Frequently Asked Questions page.
- To date, 300 employees have registered for 72 information sessions with Evergreen Solutions consultants, which have been scheduled at various locations across the County.
- The HR Department maintains a website which provides the most current information regarding the status of the study and related documents in an effort to be transparent.

Ms. Schoenherr commended HR and Appointing Authority staff for their assistance in providing resources regarding the study to the employees; whereupon, responding to query by Chair Davis, she indicated that she will inform the members of the second meeting date with the Appointing Authorities once it is set.

### Human Resources Strategic Plan

Ms. Schoenherr referred to a document titled *Pinellas County Human Resources Strategic Plan 2018-2020* and related that the plan has been completed. She provided background information regarding the plan development and indicated that it is a comprehensive living document, which will guide the department in taking various actions, making important decisions, allocating resources, and serving customers.

In response to queries by Ms. Vecchioli, Ms. Schoenherr indicated that a team within the Office of Management and Budget facilitated plan development; that HR Manager for Planning and Performance Terry Wallace assumed the responsibility and championed the effort by leading focus

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area groups; and that establishing benchmarks for achieving various initiatives to ensure accountability is the next step in the process.

Ms. Wallace provided information regarding the plan development process, strategies, and the next steps. She indicated that feedback from the Appointing Authorities, EAC, and Business Partners, provided over the years, was thoroughly analyzed and incorporated into the plan's strategic focus areas; that prioritized timelines for its implementation were proposed at a recent leadership team meeting, and once the timelines are established, the Centers of Excellence managers will be held accountable for timely implementation within their areas, while she will oversee the full plan implementation; whereupon, Ms. Schoenherr noted that the managers' responsibilities relating to the plan will be reflected as goals in their quarterly reviews.

#### Human Resources Director's Goals for 2018

Ms. Schoenherr referred to a document titled *2018 Human Resources Director Goals* and related that the list was developed based on the members' comments that the Strategic Plan was not a helpful tool in measuring the Director's performance. She indicated that the proposed goals convey her plan to address feedback received through last year's performance evaluation and to identify new high-level strategic goals and initiatives, noting that the document does not include every single action or initiative that she plans to pursue in 2018; and that it is a draft, suggesting that if the members wish to vote on the Goals, the action be postponed to allow her to modify the list based on feedback that the members may provide today.

Ms. Vecchioli opined that it is important to adopt the Goals by voting; and that they include implementation of the strategic plan. Chair Davis noted that the Strategic Plan is a living document; and that based on it and the HR Department goals, the Board members are getting into a closer alignment with the needs of the Appointing Authorities whom they serve. He emphasized the importance of gathering input from the Appointing Authorities regarding the Strategic Plan and the Goals prior to the Board's action; whereupon, he distributed a memorandum from the Office of the County Administrator dated June 6, 2018, and related that Special Assistant to the County Administrator Canaan McCaslin is in attendance to provide input.

Noting that the Administrator's Office had not been offered an opportunity to give feedback earlier, Mr. McCaslin referred to the memorandum and made various recommendations regarding the Goals and the Strategic Plan on behalf of the County Administrator.

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Chair Davis indicated that the Board should expect the opportunity to consider input from other Appointing Authorities as well; and that the 2018 HR Director Goals and the Strategic Plan are still evolving; therefore, no action will be taken today, and discussion ensued.

Acknowledging that the list of Goals is a draft document, Ms. Vecchioli questioned whether Ms. Schoenherr intended for the Strategic Plan also to be a draft, and pointed out that a Strategic Plan is something created within a management unit and given to the Board for information rather than formal approval; and that it is not the Board's job to micromanage it. Chair Davis agreed, but expressed hope that the plan was developed in collaboration with the Appointing Authorities to ensure alignment with their objectives; whereupon, the members and Ms. Schoenherr addressed the recommendations pertaining to facilitating an effective relationship with the new County Administrator and the number of meetings to be held with the Appointing Authorities.

In response to query by Ms. Vecchioli, Ms. Schoenherr indicated that the completed Strategic Plan was not forwarded to the Appointing Authorities because its development was based on their feedback; and that she will review and respond to the comments and recommendations provided by the County Administrator.

Following discussion and in response to further suggestions by the members, Chair Davis indicated that he will meet with Ms. Schoenherr to discuss and revise the Goals and the Strategic Plan, after which the Goals will be brought back for adoption by the Board.

#### Reduction of Classified Positions at the Construction Licensing Board

Ms. Schoenherr referred to the letter from Gay Lancaster, Interim Executive Director of the Pinellas County Construction Licensing Board (PCCLB), dated May 15, 2018, relating that in accordance with Unified Personnel System Rule 5, Ms. Lancaster is providing a 21-day notice regarding the reduction in force for the PCCLB.

During discussion and in response to queries by the members, Attorney Brody and Ms. Schoenherr explained the recent legislative change that occurred with regard to the agency, indicating that it is transitioning from being an *independent special district* to a *dependent special district*; and that, in the future, the PCCLB personnel function will be taken over by the County.

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Other Informational Items

The following miscellaneous informational items were received for filing:

1. Minutes of the EAC Representative meeting of April 18, 2018
2. Minutes of the EAC Delegate meeting of March 22, 2018
3. Leadership Notes for May 2018
4. Training Calendars for June, July, and August 2018

ADJOURNMENT

There being no further business, Chair Davis adjourned the meeting at 7:31 P.M.

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Chair

III.1.



**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 April 15, 2018 through May 12, 2018.

**ADDITIONS**

<u>SPEC NO</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
01468	Director, Construction Licensing Board	Officials & Managers	Exempt	SM2a
01466	Manager, Construction Licensing Board	Professionals	Exempt	SM6

**TITLE CHANGE**

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
02482	Public Works Program Coordinator	Program Coordinator	SM6

**REVISION**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
01460	Contractors Certification Field Investigator	CL16