



## **Employees' Advisory Council – Representative Meeting Minutes**

County Office Annex, Room 429, Clearwater, FL

Wednesday, September 19, 2018, 2:30 p.m. – 4:30 p.m.

Prepared by Charles Toney, EAC Chair

### **Call to Order**

The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Charles Toney. Charles asked all in attendance – EAC, Human Resources, and guests to please sign in so this record will show the interaction for Personnel Board members' review.

### **Approval of Minutes**

Donna Beim motioned to approve the Representative minutes from the August 15, 2018 meeting as amended. Clare McGrane seconded the motion. Minutes were approved. Additional corrections were made to the July 18, 2018 EAC Representative meeting minutes – motion to approve by Richard Carvale with second by Linda Cahill – motion passed. The 8-15-18 Merit Pay Committee minutes were approved during the committee meeting which was held prior to the Representative meeting on September 19, 2018.

### **Comments from Holly Schoenherr, Director of Human Resources**

Information on Annual Benefits Enrollment is starting now [ [For more information, see www.pinellascounty.org/hr/annual-enrollment](#) ]. The 2019 Tobacco Premium will be \$500.00 beginning in April 2019. Tobacco users may avoid the premium by completing a cessation program between 8/1/18 and 3/31/19. There is an on-line tool to calculate health costs to help in making a decision on which benefits plan to choose. Rally shows information on the date of your last biometric screening and the date you entered the information for your health survey. [ [For more information, see the Rally Help Guide.](#) ] Questions on retirement can be directed to the FRS or to Gayle May with Human Resources.

The Personnel Board has approved the Classification and Compensation Study. If an employee wants to appeal their results the first step is the request for a secondary review by Evergreen which has to be received by September 24, 2018. Holly stated she requested Evergreen to prioritize those with a downward classification to be reviewed first. Leena asked about the appeals process. Holly stated she had no objections to people appealing. She stated the Appointing Authorities had the option in July to discuss classification issues. Question was asked, how many Evergreen employees worked on the study; four Evergreen employees were assigned to work on the study, there could have been others. As of the meeting date, about 250 employees requested a secondary review by Evergreen [ [NOTE: A total of 525 employees requested secondary reviews as of the deadline on September 24<sup>th</sup>](#)].

### **Personnel Board 9-06-18 comments**

Charles gave an update on the Personnel Board meeting held September 6, 2018. Pinellas County building inspectors were in attendance. They spoke to the Board stating inspectors are leaving for work outside Pinellas County due to the higher salaries. This meeting was well attended by EAC members and other employees with concerns. Reductions in salary as a result of the study will not

take effect until January to allow time for appeals. Randy Rose questioned the issue of loss of career ladders – career ladders are developed by departments and approved by the Personnel Board.

### **Committee Reports**

Advocate Committee - Lisa Arispe stated she was going to look into the changes in process of the appeals.

Legislative Committee - Nothing to report at this time.

Suggestion Awards Committee - Tim Closterman spoke about new suggestions submitted and awarding of the BIG check.

Merit Pay Committee - The committee discussed the previously used merit pay system and will look at examples of the way it was use in the past and suggested changes for current situation use. Review previously used points / weighted merit based pay system. Reviewed the 400 point System - < 100 needs attention no merit, 100-200 Good 0-1% merit, 200-300 Very Good 1-2% merit, 300-400 Excellent 2-3% merit. The 100 point spread in each category could be divided by four and merit awarded at 0.25% increments. Meagan Decker will take a look at merit pay systems being used by other organizations. Charles Toney apologized to Jack Loring for a comment made at the previous Rep meeting – “Taking 15+ years to reach midpoint is ridiculous” explaining that this comment was not directed to him but that 15+ years to reach midpoint (market pay for the position) is not acceptable and the EAC will look at ways to shorten this process.

### **Old Business**

Claire McGrane made a motion, seconded by Jackie Warr, as follows: Following two weeks notice to the EAC and Human Resources and approval of the Personnel Board, the EAC recommends revising the Other Appointing Authorities section of Article V of the EAC Bylaws to remove the Construction Licensing Board and change Planning Council to Forward Pinellas. The motion passed unanimously.

The Total Benefits Manager position interviews have been completed. Lisa Arispe was involved with this process.

### **New Business**

- With Peggy Poole leaving County employment, the current At Large Representative is open. It was decided to leave this open until upcoming EAC elections are completed.

- EAC Elections - Jackie Warr, Linda Cahill and Clare McGrane will make up the Election Committee, Doris McHugh will serve as an alternate. November 14<sup>th</sup>, 2018 is the Elections meeting, December 10<sup>th</sup>, 2018 is to meet to certify votes.

Mario Ruggia will be resigning from the EAC as a Representative due to changes at work.

EAC / Appointing Authorities Joint Meeting – Scheduled for 10-15-18

**Adjourned**

Lisa Arispe made a motion to adjourn at 4:45 p.m., Jackie Warr seconded the motion.

Lisa Arispe*	Donna Beim*	Linda Cahill*	Richard Carvale*	Leena Delli Paoli*
Bill Gorman	Clare McGrane*	Doris McHugh	Marion Nuraj	Alicia Parinello*
Randy Rose*	Mario Ruggia	Charles Toney*	Jackie Warr*	

\*EAC Representatives in attendance at this meeting.

SIGN UP: Any employee may request a new issue be emailed each month by [subscribing to Leadership Notes newsletter](#).

OCTOBER 2018

## Neutrality, Partnership and Leadership

So, whose responsibility is it to have up-to-date information? Is it up to supervisors and managers to know where to go, who to go to, and when to inform their direct reports?

No matter the type of relationship, the number one area of concern and importance is communication. Think about any group or person in your life. Are there ever challenges with sending and receiving information?

Let's look a little closer at work relationships. We work a minimum of eight hours a day if we are full-time. We develop ties to those we work with on a daily basis. One of the challenges of a supervisor is to remain neutral in how we view all aspects of situations. Think about times that you have had to make tough decisions. How do you make sure you are gathering enough information to be well-informed to pass on accurate information and to truly understand all aspects in a way that takes all needed viewpoints into account?

Taking the current scenario of the Classification and Compensation Study, for example:

- As a leader, do I understand the role of Human Resources (HR), the role of [Appointing Authorities](#), the role of the [Personnel Board](#), and a breakdown of employee and supervisory roles in the longer term process?
- Am I competent and comfortable answering employee's questions that I should be able to answer as a supervisor or manager?
- Do I understand what it means to classify positions, what minimums, midpoints and range adjustments are ... so that I can interpret communications?

- Do I understand that the decision about when to hire above the minimum comes from departmental budget decisions and the Appointing Authority?
- Do I understand that equity adjustments and other [pay decisions](#) come under the authority of Appointing Authorities, with guidance provided by HR about ranges equating to qualifications, experience and market rates?
- Can I view the overall picture of what I hear with neutrality, and when explaining, do I refrain from "blaming" someone for news I do not want to have to give to employees?
- If I am uncomfortable, do I know where to go to get help for how I translate information accurately to employees?
- Do I research before passing along information from another source that has not been validated with facts?

Considering the many activities necessary to manage resources with integrity and stewardship, it becomes increasingly more important that we respect all aspects of partnership. **We can only be accurate messengers if we are well informed, neutral leaders who understand that courage to confront the unpopular is a competency that is much tougher to put into action than to discuss.**

*Need assistance? Human Resources can help. Call Organizational & Talent Development at 464-3796 or email [training@pinellascounty.org](mailto:training@pinellascounty.org). Also, consider signing up for an [Emerging, Evolving or Strategic Learning Path](#).*

# Learning Opportunity

November 2018

Pinellas County  
Human Resources  
*Helping U Succeed*

[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

Quarterly Learning Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Oct 29	30	31	Nov 1 8:00am Freestyle Cruising (Magnolia Room) - Master Training 8:30am Coaching & Counseling 8:30am Excel Core Essentials (Annex 429) - Master Training Calendar 8:30am Managing Relationships 1:00pm Conflict Resolution (Studio B)	2 8:00am Smart Start - Happiness Advantage - Session 3 of 5 (Sheriff's Office)
5	6 8:30am Supervisory & Management Competencies Series (Studio B) 8:30am Rewards & Recognition (429) - Master Training Calendar,	7 8:30am When Change Happens, Adjust Your Sail (Sheriff's Office) 8:30am Dealing with Difficult People (Annex 429) - Master Training 8:30am False Consensus in Groups 8:30am What To Do When Conflict	8 8:30am Intro to Supervision for Non-Supervisors (Studio B)	9
12 Veteran's Day	13 8:30am Setting Sail - New Employee Orientation (Annex 429)	14 8:30am Body Language (Studio B) - Master Training Calendar,	15 8:30am Managing Electronic Records (S112) - Master Training 8:30am MBTI (Studio B) - Master Training Calendar, 8:30am Organizational Integrity & Ethics (Annex 429) - Master	16
19 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	20 8:30am Supervisory & Management Competencies Series (Studio B)	21	22 Thanksgiving	23 Holiday
26 8:30am Setting Sail - New Employee Orientation (Annex 429)	27 8:30am Managing Vision & Purpose (Studio B) - Master Training Calendar,	28	29 8:30am Change Management Essentials (Studio B) - Master Training Calendar, 8:30am Managing Through Systems (Annex 429) - Master Training Calendar,	30 8:00am Smart Start - Happiness Advantage - Session 4 of 5 (Sheriff's Office)

Request enrollment for courses in OPUS. Users without OPUS access may register through their training contact. Course dates and times are subject to change. Not all courses are open to non-County Consortium members. Contact Organizational & Talent Development at (727) 464-3796 or email [training@pinellascounty.org](mailto:training@pinellascounty.org).

# Learning Opportunity

December 2018

Pinellas County  
Human Resources  
*Helping U Succeed*

[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

Quarterly Learning Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Dec 3	4 8:30am Supervisory & Management Competencies Series (Studio B) 8:30am Excel Core Essentials (Annex 138)	5 8:30am Budget 101 (Studio B) - Master Training Calendar,	6 8:00am Getting Ready for Retirement (Magnolia Room) - 8:30am Strategic Agility (Studio B) - Master Training Calendar, 9:00am Grants 101 (Utilities 4th floor learning center) - Master Training	7
10 8:30am Setting Sail - New Employee Orientation (Annex 429)	11 8:30am Supervisory & Management Competencies Series (Studio B) 8:30am Creativity (Annex 429) - Master Training Calendar, 1:00pm iExpense - Travel Training (Util AutoCad)	12 8:30am Managing Five Generations (Studio B) - Master Training Calendar,	13 8:30am Excel Advanced Essentials (Annex 138) 8:30am Situational Leadership (Studio B) - Master Training Calendar,	14 8:00am Smart Start - Happiness Advantage - Session 5 of 5 (Sheriff's Office)
17 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	18	19	20 9:00am OPUS Project Management (Utilities Rm #401)	21
24 Holiday	25 Holiday	26 8:30am Setting Sail - New Employee Orientation (Annex 429)	27	28
31 Holiday	Jan 1, 19	2	3	4

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# Learning Opportunity

January 2019

Pinellas County  
Human Resources  
*Helping U Succeed*

[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Learning Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Dec 31	Jan 1, 19 Holiday	2	3	4
7	8	9	10	11
14	15	16	17	18
21 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	22	23	24	25
28	29	30	31	Feb 1

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