Clearwater, Florida, March 7, 2019

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; Keith C. Dekle; Jeffrey Kronschnabl; Kenneth Peluso; William A. Schulz II; and Joan M. Vecchioli.

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

AGENDA

PLEDGE OF ALLEGIANCE

I. Citizens to be Heard

EAC

II. Employees’ Advisory Council Representative

Personnel Board

III. CONSENT AGENDA

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held February 7, 2019

IV. NEW BUSINESS

1. Request approval of Classification Plan Changes
2. Request approval of a Reclassification of a HR Tech to a HR Specialist Associated with a Secondary Review
3. Annual Performance Review of the Human Resources Director

Human Resources

V. Old Business

1. Benefits Advisory Committee Update (UPB Review of the BCC Resolution No. 18-90)

Human Resources

VI. INFORMATIONAL ITEMS

1. Action Taken Under Authority Delegated by the Personnel Board
2. Classification & Compensation Study Update
3. Other Informational Items

All documents and handouts provided to the Clerk’s Office 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.
CITIZENS TO BE HEARD

Responding to the Chair’s call for persons wishing to be heard, EAC Representative Charles Toney presented his concerns regarding the Evergreen Classification and Compensation Study secondary review process, and Chair Davis provided input.

Ashley Skubal read aloud her memorandum titled *Response to Letter and EAC’s Performance Review for Holly Schoenherr*. In response to queries by Mr. Dekle, she clarified that she presently serves as the EAC representative at large and is employed in the Human Resources Department; whereupon, Ms. Vecchioli and Mr. Walker related that the performance review timeframe seemed somewhat rushed, and Attorney Brody advised that because the members control the process, it could be reviewed when it arises next year, and Chair Davis provided input.

Later in the meeting, EAC Chair Lisa Arispe responded to the comments, concerns, and assertions expressed by Ms. Skubal, and in response to query by Ms. Vecchioli, provided input regarding the Human Resources Director review process timeframe, and Chair Davis indicated that although a request had been made to delay the schedule, he made the judgement call to proceed as the Board had adopted a process.

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Deviating from the agenda, Item No. III was addressed at this time.

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CONSENT AGENDA – APPROVED

Upon motion by Mr. Dekle, seconded by Mr. Walker and carried unanimously, the minutes of the regular meeting held February 7, 2019 were approved.

EMployees’ ADVISORY COUNCIL REPRESENTATIVE

EAC Chair Lisa Arispe provided the following update:

• The Merit Pay Committee will meet in April and will present ideas on a Merit Pay Plan to the Appointing Authorities in May.

• County Administrator Barry A. Burton will be the guest speaker at the March 21 EAC Delegate Meeting; Clerk of the Circuit Court and Comptroller Ken Burke will be the guest speaker in April.
NEW BUSINESS

Request Approval of Classification Plan Changes

Ms. Schoenherr referred to a prior memorandum and document associated with Evergreen’s secondary review process and discussed proposed changes in paygrades and the addition and deletion of classifications.

Responding to queries by the members, Ms. Schoenherr related that later in the agenda a breakdown of the secondary review requests will be provided; that some employees affected may not have submitted requests; and that those employees have the right to appeal the decision.

Mr. Schulz moved, seconded by Ms. Vecchioli and carried unanimously, to approve the classification plan changes.

Request Approval of a Reclassification of HR Tech to a HR Specialist Associated with a Secondary Review

Ms. Schoenherr introduced the item and related that her delegated authority does not include positions within the Human Resources Department; that the Board would have to approve the requested change to make it effective; and that the reclassification is associated with the secondary review process and a recommendation by Evergreen.

Ms. Vecchioli moved, seconded by Mr. Walker and carried unanimously, to approve the reclassification of HR Tech to HR Specialist.

Annual Performance Review of the Human Resources Director

Chair Davis shared his summary of the evaluations received, indicating that based upon the Department of Human Resources Annual Report, feedback from the Appointing Authorities, and results from the most recent Biennial Employee Survey, the Human Resources Director’s performance meets expectations; whereupon, he related that he will meet with Ms. Schoenherr to review the positive and negative observations provided, and discussion ensued.

In response to comments by Mr. Dekle, Ms. Vecchioli clarified that the expectation of the Human Resources Director is to provide goals in collaboration with the Chair for review and approval by the Board for the coming year; and that allows for further discussion; whereupon, Ms. Schoenherr indicated that she will incorporate feedback received through the evaluation process into her proposed goals for 2019; and that she will make a presentation to the Board at its April meeting.
Mr. Dekle clarified his perspective and expressed additional concerns regarding the Board’s obligation to the employees of the County; whereupon, Mr. Walker reiterated that the Summary is one step in the process that the Board uses; and that opportunities for employees to be heard will continue.

Chair Davis provided further information and final comments relating to the performance review; whereupon, Mr. Peluso moved, seconded by Mr. Walker and carried unanimously, to approve the summary.

OLD BUSINESS

Benefits Advisory Committee Update (UPB Review of the BCC Resolution No. 18-90)

Referring to a memorandum titled Benefits Advisory Committee provided in the agenda packet, Ms. Schoenherr outlined the discussion of the Appointing Authorities at the February 1 meeting, including the drawbacks and restrictions of being a Sunshine Body. Following discussion, Special Assistant to the County Administrator Canaan McCaslin clarified that the Benefits Advisory Committee would be an independent committee established by the Appointing Authorities; and that because of the authority given to the Human Resources Director, a clause was added to require approval by the Personnel Board; whereupon, he indicated no action is required today and that a revision will be presented to the Board of County Commissioners.

INFORMATIONAL ITEMS

Action Taken Under Authority Delegated by the Personnel Board

The document titled Action Taken Under Authority Delegated by the Unified Personnel Board has been made a part of the record.

Classification and Compensation Study Update

Ms. Schoenherr introduced the item and related that all employees that requested secondary reviews have been notified of the outcomes; and referring to a summary provided in the agenda packet she shared a breakdown of the end results.

Other Informational Items

Responding to query by Ms. Vecchioli, Ms. Schoenherr related that equity within the County and classifications within the departments were evaluated by the Evergreen Study; and that the complex process includes an understanding of dynamics and how those classifications interact
with each other; whereupon, Human Resources Officer Jack Loring addressed concerns previously raised by Mr. Toney.

In response to query by Ms. Vecchioli, Ms. Schoenherr stated that those with appeal rights from the reclassification of the secondary review have 15 calendar days to respond to the notification they received yesterday; and that the form of communication was through email; whereupon, Ms. Vecchioli opined that a more adequate delivery and notice of the process be considered.

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meetings and Merit Pay Committee meetings of December 19, 2018 and January 16, 2019
2. Leadership Notes for January and February 2019

ADJOURNMENT

There being no further business, Chair Davis adjourned the meeting at 7:54 P.M.

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Chair