Clearwater, Florida, April 4, 2019

The Unified Personnel Board (UPB) met in regular session at 6:29 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; Jeffrey Kronschnabl; Kenneth Peluso; William A. Schulz II; and Joan M. Vecchioli.

Not Present: Keith C. Dekle

Also Present: Holly J. Schoenherr, Director of Human Resources; Carl E. Brody, Senior Assistant County Attorney; Chris Bartlett, 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 March 7, 2019

IV. NEW BUSINESS
   1. Request Approval of the HR Director 2019 Goals
   2. Request Approval of Pay Grade Reallocation – Broadcast Engineering Specialist

Human Resources

V. INFORMATIONAL ITEMS
   1. Action Taken Under Authority Granted by the Personnel Board
   2. Appointing Authorities Advance – February 2019
   3. Classification & Compensation Study Update
   4. Human Resources FY20 Budget & Strategic Priorities
   5. Other Informational Items

Human Resources

VI. HR HIGHLIGHTS
   1. Classification and Compensation

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 6:29 P.M.; whereupon, he led the Pledge of Allegiance.

CITIZENS TO BE HEARD

No one appeared in response to the Chair’s call for citizens wishing to be heard.

EMPLOYEES’ ADVISORY COUNCIL REPRESENTATIVE

EAC Chair Lisa Arispe acknowledged that the EAC Representative to the Board, Keith Dekle, has resigned and thanked him for his many years of service; whereupon, she provided the following updates:

• The Council will begin discussing possible candidates to serve as its new representative to the Board at its next scheduled meeting.

• The Merit Pay Committee has decided to adapt the previous merit pay system and will present its final proposal to the Appointing Authorities in May.

• The EAC has expressed concern that the Human Resources goal for the Benefits Committee will be delayed until 2020.

• County Administrator Barry Burton spoke at the most recent EAC Delegates meeting. Many EAC members find that Mr. Burton understands what the employees want and thinks out of the box.

• Details regarding an alleged Sunshine Law violation by the Council are public record. She will send more information which should be self-explanatory.

Chair Davis commented on Mr. Dekle’s resignation, appreciating his efforts in helping the Board arrive at its many decisions, and wished him well.
CONSENT AGENDA – APPROVED

Upon motion by Mr. Peluso, seconded by Mr. Schultz and carried unanimously, the minutes of the regular meeting held March 7, 2019 were approved.

NEW BUSINESS

Request Approval of the HR Director 2019 Goals

Ms. Schoenherr related that HR staff had issued a survey to the Appointing Authorities and EAC members to collect feedback on the various initiatives and priorities being considered by HR for the upcoming year; and that the survey information was helpful in determining the final list of goals presented as part of the agenda packet.

Ms. Schoenherr indicated that one goal is to provide education and background information regarding the County’s portfolio of benefits to the members of the Appointing Authorities’ new Benefits Committee; and that the Committee will serve in an advisory capacity to HR staff in their administration of the various benefits programs. She discussed the need to balance the number of goals with the level of resources available within the department, and noted that many of them were chosen to help improve stakeholder service and relationships, and to extend beyond the core services being provided by staff.

Responding to queries by Ms. Vecchioli, Ms. Schoenherr stated that some goals from last year have not changed, as they help HR maintain a commitment to its stakeholders; and that she attends nearly every EAC meeting in order to hear from classified employees and the Appointing Authorities. She noted that her participation during EAC meetings sparks a dialogue between HR and the members; that she doesn’t believe her attendance is creating any issues; and that most participants do not hold back and ask very good questions.

Ms. Schoenherr related that in addition to EAC meetings, HR needs to reach out more and interact with employees who are not involved with EAC; and that there are opportunities to visit the many departments in the County in order to speak with employees directly.

In response to further queries by Ms. Vecchioli, Ms. Schoenherr related that she meets with each Appointing Authority at least twice a year, and each Personnel Board member two or three times throughout the year; and that she meets more frequently with the UPB Chair, and Chair Davis provided input.
Responding to queries by the members regarding the Benefits Committee, Ms. Schoenherr related that she is proposing to defer her related goal for one year in order to focus on higher priorities; that the delay would not have a major impact on the Committee’s ability to carry out its business; and that response from stakeholders indicated that it was generally not considered to be urgent. She stated that she is meeting with Appointing Authorities in May to discuss ways to move the Committee forward; and that it will be up to them to determine when and how the Committee is put in place; whereupon, discussion ensued regarding the methods of providing benefits education and materials to the Committee and other matters.

Ms. Vecchioli moved, seconded by Mr. Walker and carried unanimously, that the HR Director 2019 Goals be approved.

Request Approval of Pay Grade Reallocation – Broadcast Engineering Specialist

Ms. Schoenherr related that the secondary reviews related to the Classification and Compensation Study were completed by Evergreen Solutions last month; that 62 employees were eligible to appeal; and that 36 of those employees requested an appeal meeting with Human Resources, of which several meetings have been held and completed. She noted that as a result of an appeal meeting for the Broadcast Engineering Specialist classification, staff is seeking approval from the Board to reallocate the classification from pay grade C23 to C25; and that if approved, the change would affect one employee.

Responding to queries by the members, Ms. Schoenherr stated that the classification is not changing; and that the recommendation is only to change the pay grade. She indicated that new market data was used that was not available when the study was initiated; and that Evergreen reviewed both public and private market data, but based the pay plan on the public sector.

Human Resources Officer Jack Loring stated that market comparisons were from public sector organizations in Florida that had a television station and a broadcast engineer. In response to query by Chair Davis, he indicated that Evergreen provided three scenarios, one based on public sector data, another on private sector data, and the third based on a blended rate between both; whereupon, he confirmed that HR chose to use the recommendation based solely on the public sector.

Mr. Walker moved, seconded by Mr. Schulz, that the Board approved the pay grade reallocation.

In response to query by Ms. Vecchioli, Attorney Brody indicated that the Board is allowed to make classification changes, but is precluded from providing retroactive compensation.
Upon the Chair’s call for the vote, the motion carried unanimously.

Ms. Schoenherr related that as the remaining appeal meetings are completed, there may be additional recommended changes within the next week or two; that the Board will not meet until the following month; and that there is some concern about the delay that some employees may experience as a result; whereupon, she asked the Board to consider delegating authority specifically related to the appeal process, allowing HR to implement any recommended changes, so that an employee would receive the pay adjustment in a timely manner. She stated that all changes would be presented to the Board at its next meeting.

Ms. Vecchioli expressed her concerns, stating that it may be difficult to ensure a level of consistency or fairness, as there could be several people at different points in the appeal process; and that some appeals will go beyond HR and eventually come before the Personnel Board.

Following discussion, Mr. Schulz moved, seconded by Mr. Peluso and carried unanimously, that the Board delegate authority in accordance with Ms. Schoenherr’s request.

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.

Appointing Authorities Advance – February 2019

Ms. Schoenherr conducted a PowerPoint presentation titled The UPS Total Rewards Strategy and Employee Value Proposition – Appointing Authorities Advance and provided background information on the event. She discussed a Total Rewards Strategy, an Employee Value Proposition (EVP), and how EVP encompasses the entire employee experience by including:

- Cash compensation
- Benefits and rewards
- Career development
- Work environment
- Management style
- Work/life balance
- Purpose – meaningful work
Ms Schoenherr related that the Advance was held at the St. Petersburg College Collaborative Labs, which provided a real-time record of the event. She noted that it was important to bring leadership together and share in a discussion of what Human Resources is doing to proactively recruit and retain employees; whereupon, she discussed the most recent Employee Voice survey in 2017, noting that 87 percent of employees were happy with the benefits package.

In response to queries by the members, Ms. Schoenherr indicated that all Appointing Authorities and members of their leadership teams participated in the event; and that EAC Chair Lisa Arispe also attended.

Mr. Kronschnabl stated that communication and transparency with employees is important; and that an employee who properly earns a benefit should receive it regardless of other non-related factors.

Chair Davis noted that the County does a good job of knowing where its current compensation is within the market, but hasn’t made a determination as to where it wants to be competitively. In response, Ms. Schoenherr stated that the County has positioned itself competitively; and that the current practice is to set pay grades to where the midpoint is representative of the median of the market rate at the fiftieth percentile, and discussion ensued.

**Classification and Compensation Study Update**

Ms. Schoenherr referred to the one-page update provided in the agenda packet, and noted that 36 individuals requested an appeal meeting with Human Resources; that 22 meetings have been held and follow-up actions are being completed; and that the remaining 14 appeal meetings will be held over the next two weeks.

Responding to queries by Ms. Vecchioli, Ms. Schoenherr indicated that individuals who receive no change as a result of their appeal hearing would then be eligible to appeal directly to the Personnel Board; and that it is possible an appeal hearing could be included in the Board’s next meeting. Attorney Brody stated that according to appellate rules, once the decision is made to appeal, the Board would have 120 days to make a decision; that there is a grievance appeal already scheduled for June; and that he will coordinate with staff to ensure that the Board is not overburdened with appeals in any one meeting, and discussion ensued regarding the possible need for special meetings to accommodate the requested appeals in a timely manner.
In response to queries by Mr. Schulz, Ms. Schoenherr related that the initial error relating to the classifications of Crew Chief 1 and Crew Chief 2 positions has been corrected; and that if an employee in either position received a downward reclassification, they would have been given the opportunity to request an appeal.

**Human Resources Fiscal Year 2020 Budget & Strategic Priorities**

Ms. Schoenherr related that Human Resources is in the middle of its budget development cycle for Fiscal Year 2020; and that Human Resources Manager Terri Wallace and Contract Administration Coordinator Stephen Stagliano are working closely with the Office of Management and Budget throughout the process. She stated that she will present the budget and strategic plan to the County Commission in May.

Ms. Wallace stated that the budget target for next year will be $4,492,700; that more transparency will be included on how the budget is allocated for each Center of Excellence; and that overall, the budget reflects a 3.3-percent increase over the previous year; whereupon, she responded to queries by the members.

**Other Informational Items**

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Delegate meeting of January 24, 2019
2. Minutes of the EAC Representative meeting of February 20, 2019
3. Minutes of the EAC Special Representative meeting of February 20, 2019
4. Leadership Notes for March 2019

**HR HIGHLIGHTS**

**Classification and Compensation**

Mr. Loring conducted a PowerPoint presentation and provided an overview of the processes of job analysis and setting compensation, and the related tasks of job assessment tool scoring, utilizing market data, and slotting positions into the classification structure.
April 4, 2019

Responding to queries by Ms. Vecchioli, Mr. Loring stated that Evergreen Solutions held 72 on-site information sessions for employees to attend and learn about the job assessment tool before it was used in the most recent study, and discussion ensued.

ADJOURNMENT

There being no further business, Chair Davis adjourned the meeting at 8:02 P.M.

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Chair