

Clearwater, Florida, June 6, 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; Kenneth Peluso; Paul Rogers; and Joan M. Vecchioli.

Not Present: Jeffrey Kronschnabl and William A. Schulz II.

Also Present: Holly J. Schoenherr, Director of Human Resources; Carl E. Brody, Senior Assistant County Attorney; Jerry Gottlick, Board Reporter; 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 May 2, 2019 |
| Personnel Board | IV. | NEW BUSINESS |
| | 1. | Establish Meeting Dates for the following Classification and Compensation Appeal Hearings: |
| | A. | Steven J. Krok |
| | B. | Danita Thompson |
| Human Resources | V. | INFORMATIONAL ITEMS |
| | 1. | Action Taken Under Authority Delegated by the Personnel Board |
| | 2. | Classification and Compensation Study Update |
| | 3. | Progress on 2019 Goals |
| | 4. | Other Informational Items |
| Human Resources | VI. | HR HIGHLIGHTS |
| | 1. | HRIS – Ethnicity Reporting |

All documents 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

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

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

EAC Chair Lisa Arispe related that she had sent every Board member copies of the information that she recently presented to the Appointing Authorities, and made brief remarks.

CONSENT AGENDA – APPROVED

Upon motion by Mr. Peluso, seconded by Ms. Vecchioli and carried unanimously, the minutes of the regular meeting held May 2, 2019 were approved.

NEW BUSINESS

Attorney Brody provided a brief overview of the rules governing the request for a Classification and Compensation appeal hearing. He related that there are two individuals who requested an appeal of the decision of the Human Resources Director; and that the individuals have been notified that an appeal date will be set at today's Board meeting; whereupon, he presented several options to the members, noting that under the rules, the hearings must be held prior to September 3.

In response to query by Mr. Walker, Attorney Brody explained the hearing process, and Ms. Schoenherr related that there are three other individuals who still have time within the rules to file an appeal; whereupon, Attorney Brody indicated that any additional appeals will be heard in October.

Noting that the next meeting of the Board will occur on July 11, Ms. Vecchioli stated that she would be inclined to hear both appeals at that time, and discussion ensued; whereupon, Mr. Walker

moved, seconded by Ms. Vecchioli and carried unanimously, that the two appeal hearings be scheduled for the July 11, 2019 meeting.

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

Referring to a document titled *2018 Classification and Compensation Study, Appeals Summary and Phase 2 Update, May 29, 2019*, Ms. Schoenherr introduced the item and related that all employees who requested secondary reviews have been notified of the outcomes; that of the 62 individuals eligible to appeal, 36 did appeal; that 20 of the appeals resulted in a positive change for the employee, and 16 resulted in no change; and that all meetings have been conducted and completed and the results sent to the individuals.

Ms. Schoenherr explained that preparations are underway to commence Phase 2 of the study, which primarily and initially will focus on the exempt classifications and pay plans, and provided an update.

In response to query by Ms. Vecchioli, Ms. Schoenherr related that Evergreen Solutions, the consultant hired to conduct the study, did provide limited thoughts and recommendations regarding the issue of merit pay.

Progress on 2019 Goals

Ms. Schoenherr referred to a document titled *2019 Human Resources Director Goals, June 6, 2019 Progress Report*, highlighted several of the department's 2019 goals, and noted that she will provide a similar update as part of the Board's monthly meetings. She related that last week she attended the Florida Sterling Council Annual Meeting in Orlando and found it informative.

Referring to a document titled *Merit Pay Discussion, Appointing Authority Meeting 5/14/19*, Ms. Schoenherr provided an update on preliminary discussions regarding implementing a merit pay process, and noted that all Appointing Authorities consider it a priority; and that an additional workshop on the topic is scheduled for July 16.

Ms. Schoenherr related that in addition to discussions with the Appointing Authorities, she has been having conversations with the EAC, and referring to a document titled *EAC Delegate Meeting Merit Pay Straw Poll*, she briefly reviewed the results of the poll, relating that the responses were widely diverse.

Referring to a document titled *Proposed Implementation Strategy – PHASE II UPS Classification and Compensation Study, May 2019*, Ms. Schoenherr provided a brief overview of the next phase of the Classification and Compensation Study. In response to query by Mr. Walker, she related that pay adjustments for Phase I cost approximately \$2 million; and that while the cost of Phase II is not known at this point, the Board of County Commissioners proactively allocated an additional \$2 million for the current fiscal year.

Other Informational Items

The following miscellaneous informational items were received for filing:

1. Minutes of the EAC Representative Meeting held March 20, 2019
2. Leadership Notes for May 2019

HR HIGHLIGHTS

HRIS – Ethnicity Reporting

Human Resources Information Systems Officer Christopher White referred to a PowerPoint presentation titled *Ethnicity – Self-reporting in OPUS*, relating that previously County employees were not able to indicate their ethnicities; whereupon, he discussed the benefits of self-determination and briefly reviewed the following goals:

- Allow employees to use OPUS Self Service to self-report ethnicity
- Support Office of Human Rights Strategic Plan
- Improve reporting

Office of Human Rights Director Paul Valenti provided up update regarding the changes in OPUS. He indicated that he is pleased with the work that has been conducted to date in facilitating an employee's ability to submit an initial self-determination of ethnicity as well as update it at will, and provided further information regarding the benefits of self-reporting. He explained that a core

June 6, 2019

function of the department is to submit compliance reports to the federal government, breaking down the workforce by categories and demographics and proving the organization's diversity across salary bands, and related that the department also has an obligation to report to the Department of Justice an affirmative action plan every two years in order to continue to receive federal funds.

In response to query by Ms. Vecchioli regarding safeguards in the system to shield individual decision makers from being accused of bias, Mr. Valenti responded that HR retains the information and not the Appointing Authorities who are tasked with making the employment decisions; whereupon, he related that federal guidelines advise employers to assign an ethnic category to a newly hired employee if the individual does not voluntarily self-identify.

Continuing the presentation, Mr. White stated that employees can now select multiple ethnicity categories and can return and make changes, and displayed examples of how the topic has been communicated in the employee newsletter, *The Pen*. He explained that the information is only available to the employee, HR, and as part of reports submitted to the federal government; whereupon, he displayed the current reporting categories and stated that they follow federal recommendations.

Ms. Schoenherr introduced Danielle Holland in the audience, and made brief remarks about her new role as Contract Administration Coordinator.

ADJOURNMENT

There being no further business, Chair Davis adjourned the meeting at 7:07 P.M.

Chair