Clearwater, Florida, July 11, 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; Jeffrey Kronschnabl; Kenneth Peluso; William A. Schulz II; and Joan M. Vecchioli.

Not Present: Paul Rogers.

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 June 6, 2019

IV. NEW BUSINESS

1. Request approval of Revisions to the Human Resources Technician and the Human Resources Analyst Classification Specifications

Human Resources

V. INFORMATIONAL ITEMS

1. Action Taken Under Authority Delegated by the Personnel Board
2. Progress on 2019 Goals
3. Other Informational Items

Human Resources

VI. HR HIGHLIGHTS

1. Total Rewards – Benefits Education/Communication Campaign

Human Resources

VII. CLASSIFICATION APPEALS

1. Steven J. Krok
2. Danita Thompson

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 and recognized Ms. Schoenherr for her three years of service as Director of Human Resources.

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 Clerk of the Circuit Court and Comptroller Ken Burke will be the guest speaker at the July 25 EAC Delegate Meeting; that Special Assistant to the County Administrator Canaan McCaslin will discuss the Lunch Pals program; and that Human Resources’ consultant HCP Associates will discuss the upcoming Employee Voice survey; whereupon, she related that an employee has filed a bullying complaint against her and Charles Toney, noting that she will provide details next month following the conclusion of an investigation.

CONSENT AGENDA – APPROVED

Upon motion by Mr. Peluso, seconded by Ms. Vecchioli and carried unanimously, the minutes of the regular meeting held June 6, 2019, were approved.

NEW BUSINESS

Request Approval of Revisions to the Human Resources Technician and the Human Resources Analyst Classification Specifications

Ms. Schoenherr introduced the item and related that the revisions are being requested to align the education and experience qualifications for the Human Resources Technician and the Human Resources Analyst positions to reflect the normal construct of requirements.

Ms. Vecchioli moved, seconded by Mr. Walker and carried unanimously, that the revisions to the Human Resources Technician and Human Resources Analyst classification specifications be approved.
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.

Progress on 2019 Goals

Ms. Schoenherr referred to a document titled *2019 Human Resources Director Goals, June 6, 2019 Progress Report* and highlighted actions taken pertaining to several of the goals. Referring to various documents, she noted her completion of the Advanced Leadership Certification from the Florida Sterling Council, and provided updates regarding the 2019 Employee Voice survey and implementation of the Classification and Compensation Study, Phase II.

Other Informational Items

Ms. Schoenherr introduced new Human Resources employees Sarah Pizzino, James Beaty, Kelley Merchant, and Mike Pryor and discussed their roles within the department; whereupon, Chair Davis welcomed them to Pinellas County.

Ms. Schoenherr informed the Board that she will be on a three-week vacation beginning July 22; and that Human Resources Manager Terri Wallace will be managing the department during her absence.

The following miscellaneous information items were received for filing:

1. Minutes of the joint EAC Representative/Appointing Authority meeting of May 14, 2019
2. Minutes of the EAC Representative meetings of April 17 and May 15, 2019
3. Minutes of the EAC Delegate meeting of May 23, 2019
4. Leadership Notes for July 2019
HR HIGHLIGHTS

Total Rewards – Benefits Education/Communication Campaign

Referring to a PowerPoint presentation titled *Human Resources Benefits Education Overview*, Human Resources Coordinator Kerri McManus highlighted the department’s efforts towards year-round education and communication regarding benefit programs that are available to employees. She discussed employee challenges with regard to benefits; the purpose of the education campaign and how it aligns with Human Resources’ vision, mission, and values; national employee survey findings; key focus areas of the 2018 education campaign; and strategies to build upon its success in 2019.

Ms. Vecchioli inquired whether the County has considered developing a smartphone application to disseminate benefit information, and Ms. McManus related that staff is considering opportunities to coordinate with existing applications, such as HealthJoy, noting that its partners include a number of the County’s benefit vendors.

Mr. Kronschnabl requested a copy of the presentation, indicating that he would share the information at an upcoming St. Petersburg College advisory board meeting.

CLASSIFICATION APPEALS – DENIED

Those planning to testify were sworn by the Chair; whereupon, Attorney Brody indicated that the first step would be to consider an exception filed by the Human Resources Department based on the inconsistency in language of the appellate procedures for classification appeals, and proposed that appellate procedures be added to the agenda for discussion at the August UPB meeting.

Human Resources Officer Jack Loring and appellants Steven J. Krok and Danita Thompson provided testimony regarding exhibits to be presented. Discussion ensued, and following input by the members, Mr. Peluso moved, seconded by Mr. Schulz and carried unanimously, that the exception be denied.

Messrs. Krok and Loring presented their cases and responded to queries by the members, and discussion ensued as to how to proceed.
The meeting was recessed at 8:17 P.M. and reconvened at 8:28 P.M.; whereupon, the hearing continued with testimony by Ms. Thompson.

Following testimony, rebuttal, and questioning of the parties by the Board, Attorney Brody reviewed the issue to be addressed, as follows:

Does the Board find that the arguments and documentary evidence submitted by each appellant show that the classification or appeal grade decision by the Director should be changed by a preponderance of evidence?

Mr. Kronschnabl noted the importance of including qualitative data with quantitative data and opined that it should be considered, and Mr. Schulz indicated that more comparable data outside of St. Petersburg and Jacksonville should have been presented; whereupon, Mr. Peluso stated that, for his support, he would have needed to see more compelling evidence to overturn the decision of Human Resources.

Responding to comments by Mr. Kronschnabl, Mr. Walker indicated that the issues he raised are not what is being discussed, and discussion regarding the variables and considerations of the position ensued; whereupon, Ms. Vecchioli noted that the job description may have changed over the course of the study, and may not accurately reflect the current workload.

Chair Davis opined that the issue is that the County as an employer has to decide on a process for determining the value of every position; and that in this case, a market-based approach has been used. He noted that the Appointing Authority has the ability to determine if an increase is warranted for these positions within their authority; that the results of these appeals set precedent; and that an individual’s performance is not a driver to overrule the classification.

Thereupon, Mr. Peluso moved, seconded by Mr. Walker, that the appeal for Steven J. Krok be denied. Upon call for the vote, the motion carried 4 to 2, with Messrs. Schulz and Kronschnabl dissenting.

Mr. Peluso moved, seconded by Mr. Walker, that the appeal for Danita Thompson be denied. Upon call for the vote, the motion carried 4 to 2, with Messrs. Schulz and Kronschnabl dissenting.

A digital recording of the proceeding has been made a part of the record.
ADJOURNMENT

There being no further business, Chair Davis adjourned the meeting at 9:41 P.M.

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Chair