Call to Order
The EAC Representative meeting was called to order at 2:30 p.m. by Chair Lisa Arispe.

Approval of Minutes
- The April 17, 2019 Representative meeting minutes were approved with a motion by Charles Toney, seconded by Donna Beim. Passed unanimously.
- The May 14, 2019 EAC Representative/Appointing Authority joint meeting minutes were approved with a motion by Donna Beim, seconded by Marion Nuraj. Passed unanimously.
- The May 15, 2019 Representative meeting minutes were approved with a motion by Charles Toney, seconded by Richard Carvale. Passed unanimously.
- The May 23, 2019 Delegates meeting minutes were approved with a motion by Marion Nuraj, seconded by Charles Toney. Passed unanimously.

Lisa Arispe, EAC Chair- Lisa informed the council that Charles Toney and herself, have had a formal Bullying complaint filed against them by Ashley Skubal. She stated that she was informed by Holly on Friday June 14, 2019. Leslie Fann of the Tax Collector’s office will conduct the investigation. She will be meeting with Leslie on June 28, 2019. The complaint was filed the week of 5/27/19.

Comments from Holly Schoenherr, Director of Human Resources
- HR is currently preparing for the Employee Voice Survey. Several information sessions have been scheduled and employees are encouraged to attend. HCP, the company who will conduct the Employee Voice Survey, will speak at the July Delegate Meeting.
- Workday Visits – still a few EAC Representatives left to meet with. Open to additional meetings to view other work areas.
- In the near future the glass doors in the lobby of the Annex building will be activated and will require badge access. All County employees are to have access. Currently the Marketing & Communications building requires employees to be buzzed in.
- Childcare Costs – Kerri McManus looked into whether or not other municipalities offer childcare as a benefit to their employees. At this time no municipalities have childcare as a benefit. Kerri will contact the YMCA to see if they would be willing to offer Pinellas County employees the same benefit that is given to PCSB employees.
- Taleo Concerns – Holly will forward the concerns that were discussed to Meagan Decker. Holly will also see if a representative from BTS can attend the next Representative meeting to address some of the concerns. Concerns included: Outdated Resumes not being deleted, character count being too small in the question portion, paygrades not being listed, ending dates on Fridays instead of Sunday, etc.
- Class and Compensation Study – The Tax Collector, Property Appraiser, Clerk of the Circuit Court, and Supervisor of Elections do not plan to change their current pay plan for exempt employees. Information about the proposed changes went out in the Pen and was sent to Appointing Authorities to share with their employees.
Issues with Eye Care Provider - Davis Vision.
EAC gave Kudos to Karla Cook – for assisting employees so well with benefits issues.

Personnel Board 06/06/19 Comments
- Paul Valenti and Christopher White demonstrated a new feature in Opus which allows employees to enter their specific ethnicity; can now include more than one entry. As always this will be completely voluntary, however employees are encouraged to enter their ethnicity.
- The next Personnel Board Meeting is scheduled for July 11th because of the holiday. There are two employee appeals of the Class and Compensation Study scheduled for this meeting.

Committee Reports
- Advocates – No update
- Legislative – No update
- Awards Committee – Meeting is scheduled for next week
- Other - Merit Pay Committee – Presented to Appointing Authorities at the joint meeting in May. Benefits Committee to look at the entire Benefits Package. Appointing Authorities to have additional meetings related to Merit Pay.

Old Business
- Bylaws – Discussion on the proposed bylaw changes to not allow a Human Resources employee to serve on the council as a conflict of interest. The EAC now has input on the Human Resource Director’s review. The Human Resources department is represented under Other Appointing Authorities. The July EAC Representative meeting will start at 1:30 to discuss further and vote on whether the bylaws will be changed or stay as currently written. (current and proposed bylaw changes attached as part of public record)

Adjourned
Marion Nuraj made a motion to adjourn at 4:45 p.m., seconded by Christian Steiermann.

<table>
<thead>
<tr>
<th>Lisa Arispe*</th>
<th>Donna Beim*</th>
<th>Linda Cahill*</th>
<th>Richard Carvalle*</th>
<th>Kevin Connelly*</th>
</tr>
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<tbody>
<tr>
<td>Leena Delli Paoli*</td>
<td>Henry Gomez*</td>
<td>Bill Gorman*</td>
<td>Clare McGrane*</td>
<td>Doris McHugh</td>
</tr>
<tr>
<td>Marion Nuraj*</td>
<td>Randy Rose*</td>
<td>Christian Steiermann*</td>
<td>Ashley Skubal**</td>
<td>Charles Toney*</td>
</tr>
</tbody>
</table>

*EAC Representatives in attendance at this meeting.
**Danielle Holland attended for Ashley Skubal
BYLAWS OF
EMPLOYEES’ ADVISORY COUNCIL
TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM

Article I

NAME

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Article II

STATEMENT OF PURPOSES AND OBJECTIVES

Section 1 The express purpose of the Employees' Advisory Council, acting as a representative body of all classified employees, shall be to serve in an advisory capacity to the Personnel Board, management and their fellow employees.

Section 2 To improve understanding between management and employees, the Council shall render assistance both to management and their fellow employees.

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Article III

MEMBERSHIP

Membership of this Council shall consist of fifteen (15) members.

Article IV

MEETINGS

Section 1 MEETINGS: Normally there shall be regular monthly meetings of this Council on the third (3rd) Wednesday of each month. Said meetings to be held at 2:30 p.m. at a designated location.

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COUNCIL COMPOSITION

MEMBER COMPOSITION: The Council shall be composed of fifteen (15) members to be apportioned as follows:

- Tax Collector - One (1) Member
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- Property Appraiser - One (1) Member
- Supervisor of Elections - One (1) Member
- Representative At Large - One (1) Member
- Other Appointing Authorities - One (1) Member
- Board of County Commissioners - Eight (8) Members
- TOTAL EAC MEMBERS - Fifteen (15) Members

One Council member shall be elected from each of the following:

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4. PROPERTY APPRAISER
5. SUPERVISOR OF ELECTIONS
6. REPRESENTATIVE AT LARGE – appointed by a quorum of the 14 EAC Elected Members
7. OTHER APPOINTING AUTHORITIES
   (County Attorney, Human Rights, Human Resources, Forward Pinellas, Business Technology Services)
8. BOARD OF COUNTY COMMISSIONERS GROUPS 1 - 8

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TERM: Council members shall serve two (2) year terms.

The commencement of each term shall be staggered so that no more than eight (8) of the Council seats will need to be filled through a regular election at one time.

HUMAN RESOURCES DEPARTMENT'S ROLE: In addition to the duly elected members of the Council, the Director of Human Resources or his/her designee shall act in an advisory and liaison capacity to the Council.

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Section 6  ANNUAL REPORTS:  The Chairperson shall present his/her respective report of operation of the Council for the preceding year, at the December meeting of the Council.

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The Elections Committee shall consist of three council members not up for re-election.  It shall be the Elections Committee's responsibility to oversee the voting process as well as addressing and investigating any irregularities in the campaign, nomination and voting processes and referring them to the Council for disposition.

The Elections Committee shall conduct each election annually in accordance with the policies and procedures approved by the Employees' Advisory Council each year.  The policies and procedures shall be approved by the Employees' Advisory Council no later than the July meeting.

1.  When a vacancy arises in any group of the Council, the Council has the option of either selecting a "spokesperson" who will fill the role until the next annual election, or selecting the remaining eligible candidate with the second most votes in the last General Election for that group.

If the council selects the remaining eligible candidate with the second most votes in the last General Election, the new Council member will have complete voting privileges and will serve for the unexpired term of the former member.

Instead of selecting the remaining eligible candidate with the second most votes in the last General Election, the Council shall have the authority to appoint, by two-thirds (2/3) vote of the existing Council members, a spokesperson from the affected Group to speak on behalf of the employees affected by the vacancy.  Any Council member may nominate an employee for discussion and vote.  Under this option, this person will not vote on Council business unless there is at least six months remaining on the original term vacated, if so the Council may grant voting rights.  At the next annual election, a replacement shall be selected following normal election procedures regardless of whether or not that group was scheduled for election that year.  The new Council member will have complete voting privileges but, if necessary will face re-election the following year in order to return the group to its scheduled election cycle.
2. The At Large Representative shall be appointed by a quorum of the other 14 representatives on the Council following the election of officers. This representative shall serve for a two-year term and is eligible for reappointment by a quorum vote of the Council at the end of each two-year term. This representative shall meet the same employment qualifications as the other representatives on the Council and shall be subject to the same removal procedures as the other members on the Council.

Section 8 The Council members shall, with approval of the affected Appointing Authorities, determine the number of delegate areas necessary to adequately represent employees in an EAC group. Delegates shall be selected in a manner prescribed by the Council and the appointments made with the approval of the Council.

The delegate roster shall be updated in January of each year or as needed due to organizational or staffing changes. Council members are responsible for assuring that each of the delegate areas in their group is staffed. New delegates are introduced at the March delegate meeting.

Section 9 A classified employee who believes that inappropriate activities, such as violation of campaign rules, voter fraud, voter coercion, etc., have significantly affected a primary or general election, may file a written complaint to the Elections committee, which shall investigate the matter and present a report to the chairperson. If, in its report, the Elections Committee finds merit in the complaint, the chairperson shall schedule a meeting, within ten working days, for the entire Council, during which it shall review the Elections Committee report and consider what action to take regarding the situation. After considering the evidence presented, and the greater good to all concerned, the Council, with the support of two-thirds vote of those voting, may require a new election in the EAC group(s) affected.

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BYLAWS OF
EMPLOYEES’ ADVISORY COUNCIL
TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM – PROPOSED

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(1) OTHER APPOINTING AUTHORITIES (Representing: County Attorney, Office of Human Rights, Human Resources, Forward Pinellas, and Business Technology Services)
(8) BOARD OF COUNTY COMMISSIONERS - 1 from each of 8 Groups

Council Member selected by Appointment:

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Article XII

DIRECTOR OF HUMAN RESOURCES - ANNUAL EVALUATION

The Council’s annual evaluation of the Director of Human Resources shall occur no later than the first week in December for review of the previous year. The Council may call a Special Meeting for the purpose of this discussion and review. The review and comments will be presented at the scheduled December Council meeting for discussion and approval. Upon approval by the Council, the evaluation will be forwarded to the Personnel Board and to the Human Resources liaison to the Council.

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AMENDMENTS

The Council may later amend, revise, add to, or repeal these Bylaws and/or adopt new Bylaws at pleasure by a two thirds (2/3) vote of the members of the Council after two (2) weeks’ notice to the members and the Director of Human Resources. Upon approval by a two thirds (2/3) vote of the members of the Council said changes shall be presented to the Personnel Board for approval at their next regularly scheduled meeting.
BYLAWS OF
EMPLOYEES' ADVISORY COUNCIL
TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM

2019 Changes – Draft-2 (showing changes)

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Article IV (moved from Article IV)

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Section 7 - RULES OF ORDER (moved from Article IX)

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Section 8 - HUMAN RESOURCES DEPARTMENT'S ROLE: In addition to the duly elected members of the Council, The Director of Human Resources or his/her designee shall act in an advisory and liaison capacity to the Council.  (moved from Article V)

Article V  Article IV (moved from Article V)

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- Board of County Commissioners - Eight (8) Members
- Representative At Large - One (1) Member

TOTAL EAC MEMBERS - Fifteen (15) Members

One Council member shall be elected from each of the following Groups:

1. TAX COLLECTOR
2. CLERK OF CIRCUIT COURT GROUP 1 - NORTH COUNTY
3. CLERK OF CIRCUIT COURT GROUP 2 - SOUTH COUNTY
4. PROPERTY APPRAISER
5. SUPERVISOR OF ELECTIONS
6. OTHER APPOINTING AUTHORITIES (Representing: County Attorney, Office of Human Rights, Human Resources, Forward Pinellas, Business Technology Services)
7. BOARD OF COUNTY COMMISSIONERS - 1 from each of 8 Groups

Council Member selected by Appointment:

1. REPRESENTATIVE AT LARGE – appointed by a quorum of the 14 Elected Council Members

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Section 3 - GROUP COMPOSITION: The Council shall establish the composition of each Representative Group according to geographical, organizational and numerical considerations, in a manner that will best serve the established purposes and objectives of the Council.

Section 4 - TERM: Council members shall serve two (2) year terms.

The commencement of each term shall be staggered so that no more than eight (8) of the Council seats will need to be filled through a regular election at one time.

Section 5 - QUALIFICATIONS: The members shall have been employed for at least one year by Pinellas County as a permanent employee of the classified service. No member of the Council may be under employment of the Human Resources Department. Human Resources has advisory and liaison capacity to the Council and Human Resources Department Classified employees are represented by the Council member serving the Other Appointing Authorities Group. (from Article V Sec.2)

Section 6 - POWERS TO ELECT OFFICERS: The Council, at their December meeting each year, shall elect a Chairperson, a Vice Chairperson, and a Secretary. These officers will take office at the first scheduled meeting in January. (from Article V Sec.4)

Section 7 - REMOVAL OF OFFICERS AND/OR MEMBERS: Any officer and/or member may be removed by the Council whenever, in the judgment of the Council, the best interest of the Council will be served thereby, by a two thirds (2/3) vote of the Council, after two (2) weeks notice and reason for removal to the members of the Council and the Human Resources Director. Members missing three (3) consecutive monthly meetings or six (6) meetings over a twelve (12) month period shall have a review by the Council with the possible action of removal. (from Article V Sec.5)

Article V

ELECTION PROCESS (from Article V Sec.7)

Section 7 1 – Election Process: It shall be the responsibility of the Employees' Advisory Council to establish, with the approval of the Personnel Board, the electoral process for all parties elected to said Council and for classified service employees within the Unified Personnel System aspiring to be elected to the Council. (from Article V Sec.7)

Section 2 – Elections Committee: The Council shall appoint an Elections Committee to oversee this election process including the responsibility of supervising the Primary and the General Elections. The Elections Committee shall consist of three council members not up for re-election. It shall be the Elections Committee’s responsibility to oversee the voting process as well as addressing and investigating any irregularities in the campaign, nomination and voting processes and referring them to the Council for disposition. (from Article V Sec.7)

Section 3 - Election Policy: The Elections Committee shall conduct each election annually in accordance with the policies and procedures approved by the Employees’ Advisory Council each year. The policies and procedures shall be approved by the Employees’ Advisory Council no later than the July meeting. (from Article V Sec.7)
Section 9 4 – Election Review Request: A classified employee who believes that inappropriate activities, such as violation of campaign rules, voter fraud, voter coercion, etc., have significantly affected a primary or general election, may file a written complaint to the Elections committee, which shall investigate the matter and present a report to the chairperson. If, in its report, the Elections Committee finds merit in the complaint, the chairperson shall schedule a meeting, within ten working days, for the entire Council, during which it shall review the Elections Committee report and consider what action to take regarding the situation. After considering the evidence presented, and the greater good to all concerned, the Council, with the support of two-thirds vote of those voting, may require a new election in the EAC group(s) affected. (from Article V Sec.9)

Article VI

AT LARGE REPRESENTATIVE

The At Large Representative shall be appointed by a quorum of the other 14 representatives on the Council following the election of officers. This representative shall serve for a two-year term and is eligible for reappointment by a quorum vote of the Council at the end of each two-year term. This representative shall meet the same employment qualifications as the other representatives on the Council and shall be subject to the same removal procedures as the other members on the Council. (from Article V Sec.7.2.)

Article VII

COUNCIL MEMBER VACANCY

When a vacancy arises in any group of the Council, the Council has the option of either selecting a "spokesperson" who will fill the role until the next annual election, or selecting the remaining eligible candidate with the second most votes in the last General Election for that group. (from Article V Sec.7.1.)

Section 1 – Eligible Candidate: If the council selects the remaining eligible candidate with the second most votes in the last General Election, the new Council member will have complete voting privileges and will serve for the unexpired term of the former member. (from Article V Sec.7.1.)

Section 2 - Appointment: Instead of selecting the remaining eligible candidate with the second most votes in the last General Election, The Council shall have the authority to appoint, by two-thirds (2/3) vote of the existing Council members, a spokesperson from the affected Group to speak on behalf of the employees affected by the vacancy. Any Council member may nominate an employee for discussion and vote. Under this option, this person will not vote on Council business unless there is at least six months remaining on the original term vacated, if so the Council may grant voting rights. At the next annual election, a replacement shall be selected following normal election procedures regardless of whether or not that group was scheduled for election that year. The new Council member will have complete voting privileges but, if necessary will face re-election the following year in order to return the group to its scheduled election cycle. (from Article V Sec.7.1.)
**Article VIII**

Section 8 –

**EAC DELEGATES** (from Article 5 Sec.8)

The Council members shall, with approval of the affected Appointing Authorities, determine the number of delegate areas necessary to adequately represent employees in an EAC group.

Delegates shall be selected in a manner prescribed by the Council and the appointments made with the approval of the Council.

The delegate roster shall be updated in January of each year or as needed due to organizational or staffing changes. Council members are responsible for assuring that each of the delegate areas in their group is staffed. New delegates are introduced at the March delegate meeting.

**Article VI-IX**

**OFFICERS** (from Article VI)

Section 1: OFFICERS' DUTIES: Officers of the Council shall perform the following duties:

Section 2: The CHAIRPERSON shall:

- Preside at all meetings of the Council.
- Make all Committee appointments.
- Be a member Ex-Officio of all committees.
- Represent the Council on any external committees, working groups, or other similar activities within County government wherein Council participation has been designated or invited.
- Perform all other duties pertaining to the Office of the Chairperson.
- **Present his/her respective report of operation of the Council for the current operational year, at the December meeting of the Council.**
- **Provide updates on Council activities and concerns to the Unified Personnel Board at their scheduled meetings.**

Section 3: The VICE CHAIRPERSON shall:

- Act as Chairperson in his/her absence.
- Perform all other duties pertaining to the Office of Vice Chairperson as prescribed by the Chairperson and/or the Council.
Section 4: The SECRETARY shall:

- Record the minutes of all meetings.
- Take attendance records at all meetings.
- Maintain Committee reports.
- Perform such other duties as may be delegated by the Council of the Chairperson.
- Publish approved minutes for distribution.

Article VII X

COMMITTEES (from Article VII)

Section 1: The Chairperson shall appoint members of the Council to serve on committees.

Section 2: All committees will furnish shall provide agendas and verbal reports at all subsequent meetings until completion or release.

Section 3: The Chairperson is an Ex-Officio member of all committees.

Article VIII XI

OPERATIONAL YEAR (from Article VIII)

The operational year of the Council shall be January 1 of one calendar year through December 31 of the same calendar year.

Article XII

DIRECTOR OF HUMAN RESOURCES - ANNUAL EVALUATION

The Councils annual evaluation of the Director of Human Resources shall be completed by the regular scheduled meeting in December for review of the current operational year. The review and comments will be presented at the scheduled December Council meeting for discussion and approval. Upon approval by the Council, the evaluation will be forwarded to the Personnel Board and to the Human Resources liaison to the Council.

Article X XIII

AMENDMENTS (from Article X)

The Council may later amend, revise, add to, or repeal these Bylaws and/or adopt new Bylaws at pleasure by a two thirds (2/3) vote of the members of the Council after two (2) weeks notice to the members and the Director of Human Resources and upon final approval of the Personnel Board.