Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Persons with a disability needing reasonable accommodation(s) to participate in this proceeding should contact the Office of Human Rights, 400 S. Fort Harrison Ave., 5th Floor, Clearwater, FL 33756 (727) 464-4062 (V/TDD) no later than 48 hours prior to the meeting.
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.

____________________________________
Chair
To: The Honorable Chair and Members of the Unified Personnel Board

From: Holly J. Schoenherr, Director of Human Resources

Date: July 22, 2019

Subject: Return to Classified Service – Mary Flockerzi

Recommendation:

Human Resources recommends that the Unified Personnel Board approve the request of Exempt employee, Mary Flockerzi, to return to the Classified service, specifically the position of HR Analyst, effective August 4, 2019.

Background:

Pursuant to Laws of Florida 77-642 Section 1(2) and Unified Personnel Rule 2 – Filling Positions, an exempt employee may, at the discretion of the Appointing Authority, return to the classified service to a position and pay grade comparable to that which the employee had attained prior to promotion to an exempt position. Any such return to the classified system shall require the approval of the Unified Personnel Board.

Mary Flockerzi received a temporary promotion to the exempt position of Human Resources Officer on January 8, 2018, then was appointed permanently to the position on April 15, 2018. Ms. Flockerzi has requested that she be allowed to return to her former classified service position of HR Analyst, pay grade C26. Ms. Flockerzi has been employed with Pinellas County Human Resources for nearly 25 years and is a highly valued member of the department. The rate of pay will be adjusted in accordance with Personnel Rule 3.

Thank you for your consideration of this request.

Holly J. Schoenherr
Director
Friday, July 19, 2019

Holly and Terri:

I am formally requesting a voluntary demotion to HR Analyst. I understand the Personnel Board will need to grant the approval. I look forward to continuing to be a valuable contributor to the Human Resources department.

Sincerely,

Mary Flockerzi
Appeal Procedures

decision.

The Appointing Authority may elect to respond at the appeal hearing and provide a recommended alternative disciplinary action. In such instance, the Board may render its final decision at that time, or postpone its final decision until a later date. Otherwise, the Appointing Authority shall respond to a request to provide a recommended alternative disciplinary action in writing, not later than 15 calendar days following the appeal hearing. The Board shall then render its final decision at the next regularly scheduled Board meeting.

10-3 In rendering its findings and decision regarding grievance appeals, the Board shall decide the following issues:

a. Has the Appellant shown that the action complained of should be modified or revoked?

In the event of a tie vote, the action is upheld.

b. If the evidence supports the modification of the action complained of, what modification should take place?

Notwithstanding any of the above, the Board shall be without jurisdiction to hear a grievance appeal from an individual who is no longer in the Classified Service at the time of his/her scheduled appeal hearing.

Section 11. Request For Reconsideration

11-1 In the case of an appeal hearing under Personnel Rule 6 or 7, either Party may, within 15 calendar days of receipt of the Board's decision, file a motion requesting it to reconsider, modify, or amend its findings and/or decision. However, such a request will only be granted if:

a. The proposed modification or amendment is based upon evidence previously presented or is based upon newly discovered evidence which, by due diligence, could not have been discovered prior to the appeal hearing; and

b. A showing is made that the Board’s decision was made through or based upon fraud, collusion, deceit, or mistake of fact or law.

Some examples of appropriate cases for reconsideration are:

a. The Board has overlooked or misinterpreted points of law or fact;

b. There was a misrepresentation or misconduct at the appeal hearing by the Opposing Party; or
Appeal Procedures

c. There is a showing that false testimony or evidence was submitted.

11-2 The Motion for Reconsideration may be made by a formal motion or in letter form (see Appendix F) and addressed to the Director. It should contain a brief summary of the reasons for the reconsideration, modification, or amendment. The Motion for Reconsideration may be amended or supplemented at any time prior to 10 calendar days before the hearing at which it is scheduled to be heard.

11-3 The Motion for Reconsideration should be heard at the next available Board meeting but may be continued by the Chair at the request of either Party. The Motion for Reconsideration must be heard within 90 calendar days of the Finding and Decision of the Board. The burden shall be on the movant to prove that a reconsideration is necessary and must be supported by references to the transcript or other evidence as allowed in §11-1. Such new evidence or copies of the relevant portion of the transcript must be provided to the Director no later than 10 calendar days prior to the hearing.

Section 12. Classification Appeals

12-1 Classified employees who have had their positions downgraded as a result of a classification and/or pay grade review have the right to a reasonable opportunity to be heard by the Board.

12-2 If, after an informal hearing before the Director, in a manner and form to be determined by the Director, an Employee is still not satisfied with the position reclassification or pay grade determination, he or she may, within 15 calendar days request an opportunity to be heard by the Board.

12-3 Classification appeals shall be subject to scheduling as determined by the Director, but shall be heard within 120 days of the Employee’s request to be heard.

12-4 The classification appeal shall be a review of the evidence and materials which were presented and considered during the informal hearing process before the Director. The parties shall exchange written materials to be considered by the Board not later than 14 calendar days prior to the hearing date, and such materials shall not exceed 50 pages in length. At a minimum, the package submitted by the Human Resources Department shall include the Job Assessment Tool completed by the affected Employee, a copy of the Employee’s completed appeal form, and the response from the Director to the Employee's appeal form.

12-5 During the appeal hearing, the Employee making the appeal will be allowed up to 30 minutes to present his or her arguments. The Human Resources Department staff will then be allowed up to 30 minutes to present their
Appeal Procedures

arguments. Each Party, in the same order, shall be permitted up to 10 minutes to rebut the other side’s argument.

12-6 Following the presentation of arguments and rebuttal, the Board will decide the following issues:

a. Do the arguments and documentary evidence submitted show the classification or pay grade decision by the Director should be changed?

   In the event of a tie vote, the action is upheld.

b. If the evidence submitted shows that the classification or pay grade decision should be changed, what should that decision be changed to?

12-7 The Board’s decision regarding classification appeals shall be final.

12-8 The burden shall be on the Appellant to show by a preponderance of the evidence that the action taken by the Director should be changed.

Section 13. Waiver/Withdrawal of Appeals

13-1 Failure of an individual to file an appeal within the time frame specified under the respective Personnel Rule shall constitute a waiver of the individual’s right to an appeal, unless there is a showing, by a preponderance of evidence, that such failure to comply was due to fraud, mistake of fact, or excusable neglect. When an appellant has failed to comply with the time frame requirement, the Board shall conduct a separate hearing to make a determination as to whether the appellant should be treated as having waived his/her appeal rights. In any event, the Board shall be without jurisdiction to hear any appeal which has not been filed within 30 days of the effective date of the disciplinary or aggrieved action.

13-2 Parties to an appeal are expected to appear at noticed pre-hearing conferences and appeal hearings. Upon motion and a showing that an appellant had notice of and failed to appear at a scheduled pre-hearing conference or appeal hearing, the Board may treat such failure to appear as a voluntary withdrawal of the appeal. Notice of the motion shall be provided by the Moving Party via regular U.S. Mail to the Non-Moving Party at his or her last known address. The Human Resources Department will notify both parties of the date and time of the meeting where it will be heard by the Board.

Section 14. Waiver of Procedure for Good Cause

Except as set forth in Section 13, upon motion of a Party the Board may waive the application of any part of the Appeal Procedures upon a showing of good cause and lack of unfair prejudice to the Opposing Party.
Appeal Procedures

Section 15. Quorum

Quorum for appeal hearings shall consist of five Board members. Appeals shall be decided by a majority vote.
Appeal Procedures

decision.

The Appointing Authority may elect to respond at the appeal hearing and provide a recommended alternative disciplinary action. In such instance, the Board may render its final decision at that time, or postpone its final decision until a later date. Otherwise, the Appointing Authority shall respond to a request to provide a recommended alternative disciplinary action in writing, not later than 15 calendar days following the appeal hearing. The Board shall then render its final decision at the next regularly scheduled Board meeting.

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Appeal Procedures

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Appeal Procedures

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Appeal Procedures

Section 15. Quorum

Quorum for appeal hearings shall consist of five Board members. Appeals shall be decided by a majority vote.
The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from **June 23, 2019 through July 20, 2019.**

**PAY GRADE CHANGE**

<table>
<thead>
<tr>
<th>SPEC NO.</th>
<th>PRESENT CLASSIFICATION</th>
<th>PRESENT PAY GRADE</th>
<th>RECOMMENDED PAY GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>23282</td>
<td>Tax Collector Executive Assistant</td>
<td>E-11</td>
<td>E-9</td>
</tr>
</tbody>
</table>
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.

| Lisa Arispe* | Donna Beim* | Linda Cahill* | Richard Carvale* | Kevin Connelly* |
| Leena Delli Paoli* | Henry Gomez* | Bill Gorman* | Clare McGrane* | Doris McHugh |
| Marion Nuraj* | Randy Rose* | Christian Steiermann* | Ashley Skubal** | Charles Toney* |

*EAC Representatives in attendance at this meeting.
**Danielle Holland attended for Ashley Skubal
Employees’ Advisory Council

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

Article I

NAME

This body shall be known as the Employees’ Advisory Council to the Personnel Board of the Pinellas County Unified Personnel System, hereinafter called the Council or EAC.

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.

1. Members of the Council are urged to assist in resolving problems between employees and management where such assistance would not interfere or interrupt the general procedures set forth in the rules dealing with such matters.

2. Where there is evidence of unjust or unnecessary treatment involving a group of employees, the Council shall investigate and attempt to resolve the matter with those parties involved.

3. When conditions warrant, and with the approval by the Council, the Appointing Authorities may be invited to any Council meeting for discussion of mutual problems or information sharing. In addition to any such meeting, informal discussion between the Appointing Authorities and the Advisory Council are encouraged.

Section 3 The Council is charged with developing and recommending ideas related to working conditions, morale, public image, efficiency, employee safety, employee insurance programs, and other employee related benefits.

Section 4 Furthermore, no member of the Council shall use it as a means for personal or political gain, nor shall the Council as a whole take part in any movement not in keeping with the real purpose and objective of the Council.
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.

Section 2 SPECIAL MEETINGS: Special meetings may be held at the call of the Chairperson or Vice Chairperson, by the request of at least eight (8) members of the Council, or by the Director of Human Resources.

Section 3 NOTICE: Normally at least three (3) days notice of each special meeting shall be furnished to each member of the Council.

Section 4 ORDER OF BUSINESS: The order of business at regular meetings shall be:

1. Call to Order
2. Roll Call and Introduction of Guests
3. Approve Minutes of Previous Meeting
4. Committee Reports
5. Old Business (unresolved issues)
6. New Business (issues brought up for the first time)
7. Adjournment

Section 5 QUORUM: Eight (8) of the members constitute a quorum for the transaction of business.

Section 6 VOTING: Every member of the Council shall have the right and be entitled to one vote, in person, upon every proposal properly submitted to vote at any meeting. Council members may vote on an individual proposal by Proxy by sending an email to the Chair with the Proxy’s name prior to voting.
Article V

COUNCIL COMPOSITION

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Collector</td>
<td>One (1)</td>
</tr>
<tr>
<td>Clerk of the Circuit Court</td>
<td>Two (2)</td>
</tr>
<tr>
<td>Property Appraiser</td>
<td>One (1)</td>
</tr>
<tr>
<td>Supervisor of Elections</td>
<td>One (1)</td>
</tr>
<tr>
<td>Representative At Large</td>
<td>One (1)</td>
</tr>
<tr>
<td>Other Appointing Authorities</td>
<td>One (1)</td>
</tr>
<tr>
<td>Board of County Commissioners</td>
<td>Eight (8)</td>
</tr>
<tr>
<td>TOTAL EAC MEMBERS</td>
<td>Fifteen (15)</td>
</tr>
</tbody>
</table>

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

(1) TAX COLLECTOR

(1) CLERK OF CIRCUIT COURT GROUP 1 - NORTH COUNTY

(1) CLERK OF CIRCUIT COURT GROUP 2 - SOUTH COUNTY

(1) PROPERTY APPRAISER

(1) SUPERVISOR OF ELECTIONS

(1) REPRESENTATIVE AT LARGE – appointed by a quorum of the 14 EAC Elected Members

(1) OTHER APPOINTING AUTHORITIES
    (County Attorney, Human Rights, Human Resources, Forward Pinellas, Business Technology Services)

(8) BOARD OF COUNTY COMMISSIONERS GROUPS 1 - 8

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

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.

Section 2 QUALIFICATIONS: The members shall have been employed for at least one year by Pinellas County as a permanent employee of the classified service.

Section 3 DUTIES: The duties of the Council members shall be to transact all business brought before the Council for said Council's disposition.

Revised September 19, 2018
Section 4  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.

Section 5  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.

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.

Section 7  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. 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.

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.

Article VI

OFFICERS

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

Section 2: The CHAIRPERSON shall:

1. Preside at all meetings of the Council.
2. Make all Committee appointments.
3. Be a member Ex-Officio of all committees.
4. Represent the Council on any external committees, working groups, or other similar activities within County government wherein Council participation has been designated or invited.
5. Perform all other duties pertaining to the Office of the Chairperson.

Section 3: The VICE CHAIRPERSON shall:

1. Act as Chairperson in his/her absence.
2. 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:

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

Article VII

COMMITTEES

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

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

Article VIII

OPERATIONAL YEAR

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

Article IX

RULES OF ORDER

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

Article X

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 and approval of the Personnel Board.
BYLAWS OF
EMPLOYEES’ ADVISORY COUNCIL
TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM – PROPOSED

Article I

NAME

This body shall be known as the Employees' Advisory Council to the Personnel Board of the Pinellas County Unified Personnel System, hereinafter called the Council or EAC.

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.

Members of the Council are urged to assist in resolving problems between employees and management where such assistance would not interfere or interrupt the general procedures set forth in the rules dealing with such matters.

Where there is evidence of unjust or unnecessary treatment involving a group of employees, the Council shall investigate and attempt to resolve the matter with those parties involved.

When conditions warrant, and with the approval by the Council, the Appointing Authorities may be invited to any Council meeting for discussion of mutual problems or information sharing. In addition to any such meeting, informal discussion between the Appointing Authorities and the Advisory Council are encouraged.

Section 3 - The Council is charged with developing and recommending ideas related to working conditions, morale, public image, efficiency, employee safety, employee insurance programs, and other employee related benefits.

Section 4 - The duties of the Council members shall be to transact all business brought before the Council for said Council's disposition.
Section 5 - Furthermore, no member of the Council shall use it as a means for personal or political gain, nor shall the Council as a whole take part in any movement not in keeping with the real purpose and objective of the Council.

Article III

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.

Section 2 - SPECIAL MEETINGS: Special meetings may be held at the call of the Chairperson or Vice Chairperson, by the request of at least eight (8) members of the Council, or by the Director of Human Resources.

Section 3 - NOTICE: Normally at least three (3) days’ notice of each special meeting shall be furnished to each member of the Council.

Section 4 - ORDER OF BUSINESS: The order of business at regular meetings shall be:

1. Call to Order
2. Roll Call and Introduction of Guests
3. Approve Minutes of Previous Meeting
4. Committee Reports
5. Old Business (unresolved issues)
6. New Business (issues brought up for the first time)
7. Adjournment

Section 5 - QUORUM: Eight (8) of the members constitute a quorum for the transaction of business.

Section 6 - VOTING: Every member of the Council shall have the right and be entitled to one vote, in person, upon every proposal properly submitted to vote at any meeting. Council members may vote on an individual proposal by Proxy by sending an email to the Chair with the Proxy’s name prior to voting.

Section 7 - RULES OF ORDER:

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

Section 8 - HUMAN RESOURCES DEPARTMENT’S ROLE: The Director of Human Resources or his/her designee shall act in an advisory and liaison capacity to the Council.
Article IV

MEMBERSHIP

Section 1 - MEMBERS: Membership of this Council shall consist of fifteen (15) members.

Section 2 - MEMBER COMPOSITION: The Council shall be composed of fifteen (15) members to be apportioned as follows:

- Tax Collector - One (1) Member
- Clerk of the Circuit Court - Two (2) Members
- Property Appraiser - One (1) Member
- Supervisor of Elections - One (1) Member
- Other Appointing Authorities - One (1) Member
- Board of County Commissioners - Eight (8) Members
- Representative At Large - One (1) Member

TOTAL EAC MEMBERS - Fifteen (15) Members

Council members shall be elected from each of the following Groups:

- (1) TAX COLLECTOR
- (1) CLERK OF CIRCUIT COURT - NORTH COUNTY
- (1) CLERK OF CIRCUIT COURT - SOUTH COUNTY
- (1) PROPERTY APPRAISER
- (1) SUPERVISOR OF ELECTIONS
- (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:

- (1) REPRESENTATIVE AT LARGE – appointed by a quorum of the 14 EAC Elected Members

Section 3 - GROUP COMPOSITION: The Council shall establish the composition of each 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.
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.

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.

Section 8 - 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.

Article V
ELECTION PROCESS

Section 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.

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.

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.

Section 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.
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.

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.

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.

Section 2 - Appointment: 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.

Article VIII – EAC Delegates

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 IX

OFFICERS

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

Section 2: The CHAIRPERSON shall:

1. Preside at all meetings of the Council.
2. Make all Committee appointments.
3. Be a member Ex-Officio of all committees.
4. Represent the Council on any external committees, working groups, or other similar activities within County government wherein Council participation has been designated or invited.
5. Perform all other duties pertaining to the Office of the Chairperson.

Section 3: The VICE CHAIRPERSON shall:

1. Act as Chairperson in his/her absence.
2. 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:

1. Record the minutes of all meetings.
2. Take attendance records at all meetings.
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4. Perform such other duties as may be delegated by the Council of the Chairperson.
5. Publish approved minutes for distribution.

Article X

COMMITTEES

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

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

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

OPERATIONAL YEAR

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 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.

Article XIII

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)

Article I

NAME

This body shall be known as the Employees' Advisory Council to the Personnel Board of the Pinellas County Unified Personnel System, hereinafter called the Council or EAC.

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.

   1. Members of the Council are urged to assist in resolving problems between employees and management where such assistance would not interfere or interrupt the general procedures set forth in the rules dealing with such matters.

   2. Where there is evidence of unjust or unnecessary treatment involving a group of employees, the Council shall investigate and attempt to resolve the matter with those parties involved.

   3. When conditions warrant, and with the approval by the Council, the Appointing Authorities may be invited to any Council meeting for discussion of mutual problems or information sharing. In addition to any such meeting, informal discussion between the Appointing Authorities and the Advisory Council are encouraged.

Section 3 - The Council is charged with developing and recommending ideas related to working conditions, morale, public image, efficiency, employee safety, employee insurance programs, and other employee related benefits.
Section 4 - The duties of the Council members shall be to transact all business brought before the Council for said Council's disposition. (moved from Article V Sec.3)

Section 4.5 - Furthermore, no member of the Council shall use it as a means for personal or political gain, nor shall the Council as a whole take part in any movement not in keeping with the real purpose and objective of the Council. (moved from Article II Sec.4)

Article IV III (moved from 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.

Section 2 - SPECIAL MEETINGS: Special meetings may be held at the call of the Chairperson or Vice Chairperson, by the request of at least eight (8) members of the Council, or by the Director of Human Resources.

Section 3 - NOTICE: Normally at least three (3) days’ notice of each special meeting shall be furnished to each member of the Council.

Section 4 - ORDER OF BUSINESS: The order of business at regular meetings shall be:

1. Call to Order
2. Roll Call and Introduction of Guests
3. Approve Minutes of Previous Meeting
4. Committee Reports
5. Old Business (unresolved issues)
6. New Business (issues brought up for the first time)
7. Adjournment

Section 5 - QUORUM: Eight (8) of the members constitute a quorum for the transaction of business.

Section 6 - VOTING: Every member of the Council shall have the right and be entitled to one vote, in person, upon every proposal properly submitted to vote at any meeting. Council members may vote on an individual proposal by Proxy by sending an email to the Chair with the Proxy’s name prior to voting.

Article IX

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

"Robert's Rules of Order" shall be the parliamentary authority utilized as a guideline for all matters of procedure not specifically covered by these Bylaws.
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 (moved from Article V)

COUNCIL COMPOSITION MEMBERSHIP

Section 1 – MEMBERS: Membership of this Council shall consist of fifteen (15) members.

Section 2 – COUNCIL COMPOSITION: The Council shall be composed of fifteen (15) members to be apportioned as follows:

- Tax Collector - One (1) Member
- Clerk of the Circuit Court - Two (2) Members
- Property Appraiser - One (1) Member
- Supervisor of Elections - One (1) Member
- Other Appointing Authorities - One (1) Member
- 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
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 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 Council's 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.
Human Resources
Contract Administration and Budget Overview

Unified Personnel Board Meeting
August 1, 2019
Contract Administration Overview
Contract Administration Overview

- Develop, monitor, mediate, and implement contracts and language to ensure alignment with strategic focus areas
- Monitor vendor performance standards to promote excellent customer service
- Coordinate with other departments to identify needs, contract development, and compliance
Contract Administration Overview – Why?

- Attract and retain a diverse and talented workforce to meet the needs of our citizens
- Have a centralized individual to manage contract initiation, creation, negotiation, implementation, and maintenance of the contracts
- Foster an environment where employees and volunteers feel valued by contracting to vendors that supply the best service
- Cultivate an atmosphere in HR that embraces open communication and generates trust
- Be good stewards of our health fund and benefits budget
Contract Administration Overview

Align with Human Resources’ Vision, Mission, Values:

- **Vision**: Position Pinellas County Government as a top-choice employer in the Tampa Bay region
- **Mission**: Cultivate a diverse, talented and engaged workforce prepared to effectively serve the citizens of Pinellas County
- **Values**: Earn a reputation as a trusted solution partner through every interaction by demonstrating: Credibility, Fairness, Respect and Service
Contract Administration Overview - Summary

Contract Administration will ensure:
- Contract processes are streamlined
- Contracts have consistent language
- Tracking of performance measures and needs are being met
- Communication with partners is clear and concise
Budget Overview
Budget Overview

Responsibility to ensure:

- Budgetary soundness
- Fiscal year forecasting and working closely with our OMB budgetary analyst as well as Finance
- Preparation and monitoring of fiscal departmental operating budgets
- Invoice and purchasing inquiries are satisfied
- Educate employees about making budget and stewardship decisions based on strategic priorities
Questions?