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; Jeffery Kronschnabl; Peggy O’Shea; Kenneth Peluso; Paul Rogers; William A. Schulz II; and Joan M. Vecchioli.

Also Present: Holly Schoenherr, Human Resources Director; Carl E. Brody, Senior Assistant County Attorney; Chris Bartlett, Senior Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

Personnel Board

I. Election of a Vice-Chair

II. Citizens to be Heard

EAC

III. Employees’ Advisory Council Representative

Personnel Board

IV. CONSENT AGENDA

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held August 1, 2019

Personnel Board

V. NEW BUSINESS

1. Request Approval of Proposed Changes to the Employees’ Advisory Council Bylaws

2. Request Approval of Revisions to Human Resources Exempt Classification Specifications Associated with the Evergreen Study

3. Request Approval for Delegated Authority to the Human Resources Director to Address Changes Following the Exempt Secondary Reviews

4. Request Approval to Revisions to the Exempt Classifications per the Evergreen Study

5. Request Approval of the Fiscal Year 2020 Pay Plan Adjustments

Human Resources

VI. INFORMATIONAL ITEMS

1. Appointment of Peggy O’Shea by the Constitutional Officers

2. Action Taken Under Authority Delegated by the Personnel Board

3. Progress on 2019 Goals

4. General Increase for the HR Director

5. Other Informational Items

Human Resources

VII. HR HIGHLIGHTS

1. Organizational Development (OD)

All documents provided to the Clerk’s Office have been made a part of the record.
CALL TO ORDER

Chair Davis called the meeting to order at 6:30 P.M. and led the Pledge of Allegiance. He welcomed several students in attendance from St. Petersburg College and noted the passing of Board Reporter Michael Schmidt.

ELECTION OF A VICE-CHAIR

Mr. Rogers moved, seconded by Mr. Schulz and carried unanimously, that the members elect Joan Vecchioli to serve as Board Vice-Chair.

CITIZENS TO BE HEARD

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

EMPLOYEES’ ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chair Lisa Arispe provided the following update:

- EAC Bylaws have been reviewed and a request for approval of the proposed changes will come before the Board later in the meeting.
- Pinellas County Property Appraiser Mike Twitty will be a guest presenter at the next EAC Delegate meeting.

Ms. Arispe read a personal statement regarding recent investigations involving the EAC, Representative Charles Toney, and herself; whereupon, she responded to queries by the members, and upon the Chair’s invitation, Ms. Schoenherr responded to the statement. Following discussion and a suggestion by Ms. Vecchioli, Chair Davis indicated that he would meet with Mses. Arispe and Schoenherr to discuss the matter.
CONSENT AGENDA – APPROVED

Upon motion by Mr. Peluso, seconded by Mr. Rogers and carried unanimously, the minutes of the regular meeting held August 1, 2019, were approved.

NEW BUSINESS

Request Approval of Proposed Changes to the Employees’ Advisory Council Bylaws

Earlier in the meeting, Chair Davis stated that the proposed bylaws refer to eight groups with the power to appoint members to the Council; and that he questions whether there are only seven groups and not eight as indicated.

EAC Representative Charles Toney introduced the item and responded to Chair Davis’ query, noting that the number of groups was not changed from the previous version of the bylaws; and that it may be more accurate to state that there are seven groups who appoint a total of 14 members, with an additional at-large representative chosen by a quorum of the seated members.

Discussion ensued regarding the clarification of various sections in the proposed bylaws, and upon suggestion by the members, Mr. Toney stated that he would bring the proposal back to the EAC in order to incorporate the members’ feedback into the document and bring it back to the Personnel Board in the near future, and Senior Assistant County Attorney Carole Sanzeri and Attorney Brody provided input.

Request Approval of Revisions to Human Resources Exempt Classification Specifications Associated with the Evergreen Study

Ms. Schoenherr explained that the implementation of the Classification and Compensation Study has entered Phase 2 and is focused around exempt classifications; that delegated authority has been granted by the Board authorizing her to make appropriate revisions to classifications unrelated to Human Resources (HR); and that the proposed revisions to HR classifications are before the Board for consideration and approval.

Mr. Peluso moved, seconded by Ms. O’Shea, that the revisions be approved.

Responding to queries by the members, Ms. Schoenherr indicated that the HR Director classification now includes a section pertaining to the working conditions of the position; that its
pay grade has been assigned under the proposed system; and that the changes are similar to the changes recommended for other exempt classifications.

Ms. Vecchioli suggested that the revisions pertaining only to Human Resources should not be approved before the revisions to the exempt classifications as a whole, and Chair Davis concurred, stating that the Board would deviate from the agenda to accommodate Ms. Vecchioli’s suggestion.

Following the Board’s discussion and subsequent approval of the Revisions to the Exempt Classifications as a whole and upon the Chair’s direction to return to this item, Mr. Peluso restated his motion to approve the revisions to Human Resources Exempt Classification Specifications associated with the Evergreen Study. Ms. Vecchioli seconded the motion, which carried unanimously.

Later in the meeting, Mr. Schultz noted that language relating to receiving general direction from the UPB was removed from the proposed HR Director job summary. In response, Ms. Schoenherr explained that the job summary was condensed to better summarize the nature of the position; that several detailed descriptions are now listed in the job functions; and that she is not opposed to the language being restored. Discussion ensued and Human Resources Officer Jack Loring provided input.

Following discussion, Ms. Vecchioli moved, seconded by Mr. Schultz and carried unanimously, that the words under the Supervision of the Unified Personnel Board be added to the HR Director job summary.

Request Approval of Revisions to the Exempt Classifications per the Evergreen Study

Deviating from the agenda, Chair Davis directed the Board to address the revisions to the exempt classifications as a whole before returning to the revisions pertaining only to Human Resources.

Ms. Schoenherr presented the recommendations from the study, noting that a crosswalk document in the agenda packet contains the Evergreen Solutions review and the feedback from the Appointing Authorities; that the recommendations have been shared with exempt employees; and that the Personnel Board has oversight of the classifications, while the pay grades are under the authority of the Board of County Commissioners.

In response to queries by the members, Ms. Schoenherr stated that her position is listed on page two of the crosswalk; and that the duties of her position have not changed; whereupon, she
provided information on the job assessment tools and market analysis that was used in the study, and Mr. Loring provided input.

Responding to query by Ms. Vecchioli, Mr. Loring indicated that a secondary review process through Evergreen is available to employees wishing to challenge the recommendation, and Ms. Schoenherr stated that after secondary reviews have been completed, the Appointing Authorities will review any updated recommendations and employees will be notified; and that secondary reviews of Human Resources positions have been completed and are listed in the crosswalk.

Mr. Peluso moved, seconded by Ms. Vecchioli and carried unanimously, that the revisions to the Exempt Classifications be approved.

Request Approval for Delegated Authority to the Human Resources Director to Address Changes Following the Exempt Secondary Reviews

Ms. Schoenherr indicated that with the exception of changes related to positions in Human Resources, she is asking the Board to delegate the following authority to the Human Resources Director related to the implementation of Phase II of the Classification and Compensation Study:

1. Authority to approve revisions to classification specifications associated with implementing the new Exempt classifications.

2. Authority to approve classification changes resulting from the completion of secondary reviews of Exempt positions.

Ms. Schoenherr indicated that she would like to implement the changes by the end of the current fiscal year on September 30; that a general pay increase from the BCC is scheduled to occur on October 13; and that implementing the changes in this order will better advantage the employees. She noted that secondary reviews are still in progress but will be completed before September 29; that delegating authority would allow her to approve classification changes recommended as a result of the reviews; and that the employees would not have to be disadvantaged by a delay in the process.

Responding to query by Chair Davis, Ms. Schoenherr stated that after the secondary review is completed, there is no further appeal; and that an employee would need to work through their Appointing Authority and the Human Resources regular process related to job audits.
Ms. Vecchioli moved, seconded by Ms. O’Shea and carried unanimously, that the Board delegate authority to the Human Resources Director regarding the new Exempt classification specifications and classification changes resulting from completion of secondary reviews.

Request Approval of the Fiscal Year 2020 Pay Plan Adjustments

Ms. Schoenherr related that similar to the previous year, she is recommending a two-percent increase to the minimum and maximum pay rates of the Classified Pay Plan and the Fire Fighting Personnel Pay Plan effective October 13; that it will result in a slightly higher midpoint for each pay grade; and that the upcoming three-percent general increase will be based on the new midpoint.

In response to queries by the members, Ms. Schoenherr indicated that the two-percent increase is based upon current market data; that most employees will receive a slight bump in their general increase as a result; and that employees who reach the maximum rate of their pay grade will receive their general increase as a lump sum and not as an addition to their base pay.

Mr. Peluso moved, seconded by Ms. O’Shea and carried unanimously, that the request be approved.

INFORMATIONAL ITEMS

Appointment of Peggy O’Shea by the Constitutional Officers

Chair Davis welcomed Ms. O’Shea to the Board and thanked her for her willingness to serve.

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 provided updates on the following topics and responded to queries by the members:
Stakeholder Service and Relationships
- A presentation on diversity and inclusion regarding persons with disabilities, given to HR staff in August.
- HR Director’s “A Visit to Your Workplace” one-on-one meetings with EAC representatives at their worksites.

Communication and Outreach
- Partnering with Appointing Authorities to expand the internship program. A video by Pinellas County Schools regarding the program was played, and Mr. Kronschnabl and Ms. O’Shea provided input.

Planning and Performance
- **Performance Management Framework:** *Investing in a Better Future* presentation, given to Appointing Authorities in September relating to implementing merit pay procedures as discussed at their May 14 meeting.
- 2019 Employee Voice Survey, closed in August, with 83 percent participation, exceeding the previous survey in 2017.

Total Rewards
- New Exempt Classifications, presented earlier to the Personnel Board for approval.
- New BCC Exempt Pay Plan, to be presented at the next BCC regular meeting.
- Customized Total Compensation Statements, to be mailed to employees in October.

General Increase for the HR Director

Ms. Schoenherr indicated that a general salary increase of three percent for all Unified Personnel System employees is set to be implemented on October 13; and that as a matter of good practice, notice has been included as an informational item as it will include a change to the pay rate for her position. Responding to queries by the members, Attorney Brody noted that the increase is funded and approved by the BCC; that it is not a discretionary increase; and that no action is needed by the Board.

Other Informational Items

Ms. Schoenherr introduced new HR Analyst Zamiul Haque and related that he will be working with metrics and data analytics to enhance HR services provided to its partners; whereupon, Chair Davis welcomed him to the County and thanked him for his public service.
The following miscellaneous information items were received for filing:

1. Minutes of the EAC Delegate meeting of May 23, 2019
2. Leadership Notes for August 2019

HR HIGHLIGHTS

Organizational Development

Human Resources Officer Audrey Savas conducted a PowerPoint presentation titled *Human Resources Organizational Development (OD)*. She related that OD is a transformational effort intended to evolve the organization to better adapt to change in its environment and discussed the five critical success factors to implementing OD, its overall framework, and the steps needed when using OD to address changes in the workplace.

Ms. Savas related that a six-member team, called the OD Hub, focuses on increasing cooperation and efficiencies by developing competencies and process improvements; whereupon, she discussed the importance of OD and recent achievements as a result of utilizing OD in the department and with HR partners.

In response to query by Chair Davis, Ms. Savas related that performance evaluation processes can be a part of OD; and that strategic planning, values, and team effectiveness are topics that fall under OD.

ADJOURNMENT

There being no further business, Chair Davis adjourned the meeting at 8:19 P.M.