Clearwater, Florida, November 7, 2019

The Unified Personnel Board (UPB) met in regular session at 6:30 P.M. on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Joan M. Vecchioli, Vice-Chair; Jeffrey Kronschnabl; Peggy O’Shea; Kenneth Peluso; and Paul Rogers.

Not Present: Ricardo Davis, Chair; and William A. Schulz II.

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

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 September 5, 2019
2. Request Approval of the Minutes of the Regular Personnel Board Meeting held October 3, 2019

Human Resources IV. INFORMATIONAL ITEMS

1. HR Director Performance Review Process
2. Update on HR Goals
3. Good News About Our Health Plan
4. Action Taken Under Authority Delegated by the Personnel Board
5. Reappointment of the following Personnel Board Members for 2020-2021: Paul Rogers and Joan Vecchioli
6. Other Informational Items

County Attorney 7. Discuss the Personnel Board Appointment for 2020-2021

Human Resources V. HUMAN RESOURCES HIGHLIGHTS

1. Wellness Program Strategy

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

CALL TO ORDER

Vice-Chair Vecchioli called the meeting to order at 6:30 P.M.; whereupon, she led the Pledge of Allegiance.
CITIZENS TO BE HEARD

No one appeared in response to the Vice-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 will come before the UPB at the December meeting.
- Reported the EAC election results.
- Introduced Workforce Relations Director Rodney Marion.

CONSENT AGENDA – APPROVED

Upon motion by Mr. Peluso, seconded by Ms. O’Shea and carried unanimously, the minutes of the regular meeting held September 5, 2019, were approved.

Upon motion by Ms. O’Shea, seconded by Mr. Peluso and carried unanimously, the minutes of the regular meeting held October 3, 2019, were approved.

INFORMATIONAL ITEMS

HR Director Performance Review Process

Ms. Schoenherr related that the timeline for her review is consistent with guidelines established by the Board in previous years. She noted that upon completion of the 2019 Annual Report, it will be provided to the Board, the Appointing Authorities, and the EAC; that the Appointing Authorities and EAC will be asked to submit their feedback by February 19 to be distributed to the Board members for review; and that the members will have until February 27 to complete their evaluations, which will be shared with Chair Davis, who will lead the discussion at the March meeting. Responding to query by Vice-Chair Vecchioli, Mses. Arispe and Schoenherr provided further information regarding the process.
Referring to documents included in the agenda packet, Ms. Schoenherr discussed the Director of Human Resources performance standards adopted in 2017 and the categories of Executive Head of the Personnel Department, and Foster and Develop Programs for the Improvement of Employee Effectiveness. She described the measurement tools and instruments utilized to obtain feedback and determine results; whereupon, she related that the category of Behavioral Competencies is taken directly from the Society for Human Resources Management Body of Competency and Knowledge and provided a brief overview of the *HR Director Annual Performance Review* document.

**Update on the HR Director Goals**

Ms. Schoenherr referred to a document titled *2019 Human Resources Director Goals Progress Report* and provided results from a Human Resources Customer Satisfaction survey and the 2019 Employee Voice survey; whereupon, she referred to a PowerPoint presentation titled *Branding Update: Workforce Strategy* and discussed recruiting efforts.

In response to query by Vice-Chair Vecchioli, Ms. Schoenherr related that the Employee Voice survey participation rate increased from 73 percent in 2017 to 84 percent in 2019.

**Good News About Our Health Plan**

Referring to a PowerPoint presentation, Ms. Schoenherr discussed positive trends with regard to Pinellas County employees’ health and noted that, due to participation in health incentives and programs, health care premiums did not increase for 2020; whereupon, she highlighted the various programs available to employees.

Responding to queries by Mr. Peluso and Ms. O’Shea, Ms. Schoenherr related that the County is under contract with United HealthCare; that it will seek competitive proposals upon completion of the current five-year term; and that the County pays approximately 97 percent of the health care premium for employee-only coverage and approximately 84 percent for family coverage.

**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.
Ms. Schoenherr related that the report includes the Evergreen study exempt position reclassifications and secondary review results; that there are no appeals; and that the work process with Evergreen has officially closed.

Reappointment of Personnel Board Members for 2020-2021: Paul Rogers and Joan Vecchioli

The Board members congratulated Mr. Rogers and Ms. Vecchioli on their reappointment.

Ms. Schoenherr related that Mr. Rogers is appointed by the EAC and that Ms. Vecchioli is appointed by the Constitutional Officers. She reported that the terms of Kenneth Peluso and Ricardo Davis will expire at the end of December; that Mr. Peluso is appointed by the County Commissioners, who will consider his reappointment at the December 10 Board meeting; and that Mr. Davis is appointed by the other members of the UPB.

Personnel Board Appointment for 2020-2021

Attorney Brody indicated that the members will have an opportunity at the December meeting to engage in discussion and take action if they wish to have Mr. Davis remain as their representative; whereupon, Ms. Schoenherr related that he has expressed an interest in continuing to serve.

Other Informational Items

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meetings of August 21 and September 18, 2019
2. Minutes of the EAC Delegate meeting of September 26, 2019
3. Leadership Notes for October 2019

HUMAN RESOURCES HIGHLIGHTS

Wellness Program Strategy

Referring to a PowerPoint presentation titled Wellness Program Strategy, Human Resources Wellness Manager Jane Grannis provided background information, highlighted the successes of the program activities, and discussed the following:
Challenges with Technology, Capacity, and Leadership Support
Detached versus Integrated Wellness Programs
Epidemic of Burnout at Work
When Leadership Offers and Models Work-Life Programs
The High Cost of Poor Health and Wellbeing
The High Cost of Poor Sleep and Wellbeing
Organizational Wellbeing
Wellness Program Priorities

In response to queries by Mr. Peluso and Vice-Chair Vecchioli, Ms. Grannis related that the Learning Series program consists of face-to-face instruction; and that additional programs are available online for employees unable to leave their offices for extended periods. She indicated that the courses are offered at various times and locations based on department needs and content.

Responding to query by Vice-Chair Vecchioli, Ms. Schoenherr related that the ability for employees to participate is based on the work and structure within each department; and that management is encouraged to be flexible and support participation.

In response to query by Mr. Peluso, Ms. Grannis indicated that there are monetary incentives associated with the Learning Series programs.

ADJOURNMENT

There being no further business, Vice-Chair Vecchioli adjourned the meeting at 7:32 P.M.

Chair