Clearwater, Florida, December 5, 2019

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

Not Present: Jeffrey Kronschnabl and Peggy O’Shea.

Also Present: Holly J. Schoenherr, Director of Human Resources (HR); Carl E. Brody, Senior Assistant County Attorney; other interested individuals; and Chris Bartlett, Senior 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 November 7, 2019

Personnel Board

IV. Personnel Board Appointment

Human Resources

V. INFORMATIONAL ITEMS

1. Update on HR Director Goals
2. Action Taken Under Authority Delegated by the Personnel Board
3. Other Informational Items

County Attorney

4. Sunshine Law and Public Records

Human Resources

VI. HUMAN RESOURCES HIGHLIGHTS

1. Human Resources Business Partners

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.; whereupon, he led the Pledge of Allegiance.
CITIZENS TO BE HEARD

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

EMPLOYEES’ ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Vice-Chair Marion Nuraj provided the following update:

- The EAC will complete the HR Director’s review at its meeting on December 18.
- The EAC will meet with the Appointing Authorities on December 9. Discussion topics include proposed additional holidays, voluntary benefits, and merit pay.
- Updated EAC Bylaws will be sent to the Personnel Board members prior to the January meeting.

CONSENT AGENDA – APPROVED

Upon motion by Mr. Peluso, seconded by Ms. Vecchioli and carried unanimously, the minutes of the regular meeting held November 7, 2019, were approved.

NEW BUSINESS

Personnel Board Appointment

Following a brief discussion with input by Attorney Brody, Mr. Peluso moved, seconded by Mr. Schulz and carried unanimously, that Ricardo Davis be reappointed for a two-year term as the UPB representative and a one-year term as Chair.
INFORMATIONAL ITEMS

Update on HR Director Goals

Ms. Schoenherr referred to a document titled 2019 Human Resources Director Goals Progress Report and related that the Board will hear a presentation by the Human Resources Business Partners later in the meeting; that Mr. Valliere recently gave a presentation on emotional intelligence; and that she recently met with employees in the Utilities and Consumer Protection Departments; whereupon, she indicated that the Employee Voice Survey process has been completed and the results communicated in the Pen newsletter and on the HR website.

In response to query by Mr. Rogers, Ms. Schoenherr related that merit pay will be the primary topic of the upcoming joint meeting of the EAC and Appointing Authorities.

Sunshine Law and Public Records

Attorney Brody provided an update on the Sunshine Law, indicating that there have been no significant changes in the past year, and reminding Board members of the rules.

In response to queries by Ms. Vecchioli and Mr. Rogers, Attorney Brody clarified that members should not talk about an appeal after the meeting has been adjourned, as the party has 15 days from the Board’s decision to file an appeal for reconsideration; and that any further recourse would be through civil court.

Other Informational Items

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative meeting of October 16, 2019
2. Minutes of the EAC Representative special meeting of November 8, 2019
3. Leadership Notes for November and December 2019
HUMAN RESOURCES HIGHLIGHTS

Human Resources Business Partners

Ms. Schoenherr provided background information, indicating that the HR Business Partner concept was introduced in the industry 15 to 20 years ago; and that she implemented the program in response to requests by the Appointing Authorities for a more direct connection with HR professionals.

HR Business Partners Jim Valliere and Maria Roberts introduced themselves; whereupon, Mr. Valliere related that several years ago, the HR Department underwent a large reorganization in order to accommodate the changing needs of the Unified Personnel System and become more proactive. He explained the purpose of the HR Business Partners and how they help foster collaborative relationships, improve overall service outcomes, and support the Appointing Authorities in accomplishing their objectives.

Continuing the presentation, Ms. Roberts discussed the following strategic focus areas, indicating that they are based on the HR Strategic Plan and help guide and prioritize the delivery of services:

- Diverse and Inclusive Culture
- Talented Workforce – Learning Culture
- Engaged Workforce: Positive and Engaging Work Environment
- Prepared to Effectively Serve

Ms. Roberts indicated that having a diverse and inclusive culture is a priority for the Appointing Authorities and an important element of the Employee Value Proposition; and that performance reviews contribute to a learning culture by providing an opportunity to set development goals. She related that the high rate of participation in the Employee Voice Survey indicates an engaged workforce; and that the Business Partners will help evaluate and address the survey results; whereupon, she described how mediation can be a tool to help employees to effectively serve.

Mr. Valliere related that the Business Partners have had success, noting a 95 percent positive rating on their customer satisfaction survey for the last three years, and provided examples of how project objectives have been met. He displayed a list of County departments and organizations having formalized business partner relationships, noting that a number of informal relationships also exist.
Mr. Valliere and Ms. Roberts noted that their professional certifications and continuing education are essential in order to maintain a level of competency; that they are able to offer training within the departments and Appointing Authorities; that they participate with the partners as part of their team; that the relationships are built on trust and transparency; and that the success of the program demonstrates a positive return on investment.

In response to comments and query by Ms. Vecchioli, Ms. Schoenherr indicated that she had previously submitted a decision package to fund additional Business Partner positions, but it was not approved; that there is growing demand from the departments for the services they provide; and that she is hopeful that process improvements within the HR Department will allow additional Business Partner positions to be put in place.

Ms. Roberts suggested the possibility of developing peer mediation training for members of the EAC, and discussed the self-mediation model; whereupon, Mr. Valliere provided input regarding the mediation training program at Eckerd College.

**ADJOURNMENT**

There being no further business, Chair Davis adjourned the meeting at 7:17 P.M.

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Chair