The Unified Personnel Board (UPB) met in regular session at 6:28 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; Jeffrey Kronschnabl; Peggy O’Shea; Kenneth Peluso; Paul Rogers; and William A. Schulz II.

Not Present: Joan M. Vecchioli, Vice-Chair.

Also Present: Holly J. Schoenherr, Director of Human Resources (HR); Carl E. Brody, Senior Assistant County Attorney; other interested individuals; and Amelia Hanks, Board Reporter.

AGENDA

PLEDGE OF ALLEGIANCE

Personnel Board
   I. Election of 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 December 5, 2019

Human Resources
   V. INFORMATIONAL ITEMS
      2. Reappointment of the following Personnel Board Member for 2020-2021: Ken Peluso by the Board of County Commissioners
      3. HR Director Performance Review Timeline
      4. Action Taken Under Authority Delegated by the Personnel Board
      5. Recognition of HR Staff Receiving CPM and SHRM Certifications
      6. Other Informational Items

County Attorney
   7. Unified Personnel Board Authority: The Basics

Human Resources
   VI. HUMAN RESOURCES HIGHLIGHTS
      1. Diversity and Inclusion Learning Opportunities

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 6:28 P.M.; whereupon, he led the Pledge of Allegiance.
ELECTION OF VICE-CHAIR

Mr. Peluso moved, seconded by Mr. Rogers and carried unanimously, that Ms. Vecchioli be re-elected as Vice-Chair.

CITIZENS TO BE HEARD

Mechanical Technician Benjamen Wam appeared and spoke about a work-related incident at the South Cross Bayou Advanced Water Reclamation Facility for which he was disciplined. He responded to queries by the members and indicated that he has filed a grievance with HR; whereupon, the members encouraged him to complete the grievance process and provided information regarding the Employee Advocate Program.

EMPLOYEES’ ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chair Lisa Arispe provided the following update:

- The EAC has two new representatives, Customer Service Analyst Clarethia Monroe and Community Development Specialist Maggie Miles.
- The EAC held officer elections. She was re-elected as Chair, and Charles Toney and Leena Delli Paoli were chosen to serve as Vice-Chair and Secretary, respectively.
- County Administrator Barry Burton attended the January EAC Delegate meeting and discussed a merit pay plan.

In response to query by Mr. Schulz, Ms. Arispe provided an update regarding merit pay, noting that there is currently no plan in place; that the County Administrator and Appointing Authorities are having discussions; and that the EAC is providing input.

CONSENT AGENDA – APPROVED

Upon motion by Mr. Peluso, seconded by Mr. Rogers and carried unanimously, the minutes of the regular meeting held December 5, 2019, were approved.
INFORMATIONAL ITEMS

Accomplishment of 2019 Goals and 2019 Annual Report

Ms. Schoenherr related that the Human Resources Annual Report has been completed and distributed to the Board, Appointing Authorities, and the EAC; and that it is available on the HR Department website. Referring to the 2019 Human Resources Director Goals Progress Report, she indicated that the document has been updated to indicate accomplishments that have been reported to the Board throughout the year; and that while the annual and progress reports highlight major achievements, they do not reflect many of the services provided by HR employees on a day-to-day basis.

Reappointment of the following Personnel Board Member for 2020-2021: Ken Peluso by the Board of County Commissioners

Chair Davis congratulated Mr. Peluso on his reappointment.

HR Director Performance Review Timeline

Ms. Schoenherr noted that evaluation forms from the Appointing Authorities and EAC are due on February 19; that the feedback and other information will be provided to the members by February 21, and they have until February 27 to complete their individual evaluations; and that Chair Davis will lead the discussion at the Board’s March meeting.

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.

Recognition of HR Staff Receiving CPM and SHRM Certifications

Ms. Schoenherr recognized several HR employees who have recently received Certified Public Manager and/or Society for Human Resource Management – Certified Professional certification; whereupon, she provided statistics regarding the educational and professional background of the HR Department staff.
Other Informational Items

Ms. Schoenherr introduced Human Resources Officer Kelly Faircloth, noting that one of her first major roles is to serve as Chair of the newly formed Benefits Committee.

Ms. Schoenherr indicated that the first ever Pinellas County Career Expo was held on February 4 at the St. Petersburg College EpiCenter; and that there were an estimated 550 people in attendance; whereupon, she recognized Employee Relations and Workforce Director Rodney Marian and Human Resources Consultant Jennifer Catalano, who worked with staff on the event.

Ms. Catalano provided background information regarding the event, and in response to queries by Mr. Rogers, Human Resources Officer Meagan Decker related that 96 applications have been received as a result of career expos in 2020; and that there are currently 38 open County positions, and discussion ensued.

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Representative special meeting of November 8 and regular meetings of November 20 and December 18, 2019
2. Minutes of the EAC Delegate meeting of November 21, 2019
3. Leadership Notes for January 2020

Unified Personnel Board Authority: The Basics

Referring to a PowerPoint presentation, Attorney Brody and Senior Assistant County Attorney Carole Sanzeri provided a review of the authority granted to the Unified Personnel Board. Attorney Brody indicated that the Board was created through a Special Act of the Florida Legislature; and that it has jurisdiction over all classified employees under the BCC and Appointing Authorities, but has limited power over exempt employees; whereupon, he reviewed rulemaking, administrative, and quasi-judicial authority afforded to the Board under various sections of the Special Act.

In response to Mr. Peluso, Mr. Brody stated that the Board is the final authority over all matters that fall under the Special Act.

Attorney Sanzeri related that the Personnel Act creates the position of the Director and sets forth her authority to run the HR Department, noting her specific duties, including matters delegated to
her by the Unified Personnel Board. Indicating that the HR Director is one of ten Appointing Authorities, Attorney Sanzeri reviewed areas under their jurisdiction with regard to classified and exempt employees, noting that they are subject to the rules, policies, and guidelines established by the Board.

During discussion and responding to queries by Mr. Peluso and Chair Davis, the attorneys indicated that the Board could hire its own legal counsel, although it has no budget for compensation; that the County Attorney’s Office has historically provided legal support, but has occasionally engaged outside counsel in the case of a conflict; and that an ethical screening policy is in place to provide separation with regard to matters that come before the Board.

HUMAN RESOURCES HIGHLIGHTS

Human Resources Analyst Kevin Connelly conducted a PowerPoint presentation titled *Diversity and Inclusion Learning Opportunities*. He indicated that diversity is a key element in the HR Department’s mission statement; and that while diversity and inclusion are often considered as a singular term, they are in fact are separate concepts, each playing a different role in the organization.

Defining diversity and inclusion, Mr. Connelly indicated that diversity relates to accepting and valuing the multitude of differences that exist among people, while inclusion respects diversity and seeks to create a welcoming environment and a feeling of belonging; whereupon, he highlighted benefits of fostering a diverse and inclusive culture in the workplace, noting that it is vital to the success of an organization.

Mr. Connelly related that Pinellas County offers its employees learning opportunities to increase diversity and inclusion awareness, noting that it follows industry best practices. He indicated that the concept is introduced to new employees on their first day of orientation; and that various courses are offered to provide continuing instruction, noting that a new course, *Diversity and Inclusion in the Workplace*, will launch in April.

In response to query by Chair Davis, Mr. Connelly suggested steps that could be taken to begin tracking the effectiveness of the programs; whereupon, Ms. Schoenherr indicated that metrics from the biannual Employee Voice Survey provide insight as to the level of diversity and inclusion in the workplace.
ADJOURNMENT

There being no further business, Chair Davis adjourned the meeting at 7:29 P.M.

____________________________________
Chair