

## Storm Surge Protector

Hurricane Season is here. Some experts predict a quiet season while others say it will be more active. Regardless, as citizens and as public servants, we have to be prepared.

In our coastal location, perhaps the most critical thing to understand about hurricanes and evacuations is that, except for mobile homes, the greatest threat is rushing water, or storm surge.

### What is storm surge?

It is "an abnormal rise of water generated by a storm, over and above the predicted astronomical tides". According to the National Hurricane Center, "along the coast, storm surge is often the greatest threat to life and property from a hurricane".\*

Many don't realize that the main reason for evacuations is storm surge. The power of moving water and the debris in it are highly dangerous. Just two feet of rushing water can float a car, and it can easily take you off your feet. Watch an astonishing video of storm surge, see [Hurricane Katrina Historic Storm Surge Video](#).

### Introducing the Storm Surge Protector online tool

"We want to make sure that the public gets the message that storm surge should be taken personally and is deadly," said **Sally Bishop**, Pinellas County's Emergency Management Director. "Our hope is that this program will convince people that an evacuation order should be taken seriously."

Emergency Management is introducing an interactive online tool called **Storm Surge Protector\*\***. Now you can see the possible impact storm surge flooding can have on your home, business, and neighborhood. After typing in your address you will see a 3-D illustration of your home. The application will display the evacuation level for the address, and the amount of storm surge for its evacuation level.

View **Prepare to Survive** to find out more about the Storm Surge Protector and what you can do to be prepared.

### Getting to work after the storm

Expect to be challenged at security checkpoints along the way. Law enforcement officers will naturally question anyone travelling, especially during curfew hours which may be a time when many county staff are required to travel. While having a county ID and driver's license will help getting through checkpoints, there may still be safety issues, and officers may not allow *anyone* to pass.

### What's your assignment?

The County will need all of its employees available to respond to a disaster. If you are Phase III or did not choose an assignment you will be placed in the personnel pool. Those who have been granted an exemption for this year remain exempted. Check with your supervisor if you have questions.

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## Emergency Access Permits required for re-entry to beach communities after evacuation

In an effort to prevent looting, burglary, and gawkers after a large-scale mandatory evacuation, the Sheriff's Office and the barrier islands are providing free

### Emergency Access Permits

to businesses and residents of the barrier islands. They will be required to re-enter an evacuated area.



Residents can obtain their permits from their local city government during general office hours.

## HOST HOMES Shelter from the Storm

The **Host Homes** program is for employees and their immediate families and, in some cases, their pets, providing temporary shelter in case of an evacuation. For more information call 464-3796.

\* <http://www.nhc.noaa.gov/surge/>

\*\* Works best in IE v. 9, Google Chrome, or Firefox.

## Employee Spotlight

### Belinda Huggins

Director, Applications Support  
Business Technology Services



#### What is your job in 25 words or less?

Providing guidance and leadership for the Application Support team whose responsibilities include responding to the inquiries of our business partners and ensuring availability and effective utilization of their applications.

#### What aspect of your job do you enjoy the most? Why?

The aspect of my job that I truly enjoy is having the opportunity to work with such a diverse and dynamic group of people on a daily basis. This has enabled me to strengthen my interpersonal skills and has contributed to my professional development and career growth. Every day is like being in a classroom; I look forward to

the lessons that I am able to embrace as well as pass along to others. These lessons and interactions have proven to be invaluable throughout my career and have contributed to my overall experience with Pinellas County.

#### What is the one accomplishment, at work, that you are most proud of? Why?

Without question, my most valued accomplishment is being blessed with the opportunity to advance into the role of BTS Director of Application Support. My career with Pinellas County began as a programmer analyst. Over the course of 18 years, my work ethic, perseverance, and dedication allowed me to transition through various positions that eventually led into management and now into my current role. I attribute much of my success to the strong leadership and mentorship that I received throughout my career. Now, I am in a position where I can provide that same mentorship and guidance to others seeking to advance in the organization.

#### What piece of advice would you give to a new employee?

One piece of advice that I would give to new employees is work hard and look for opportunities to demonstrate your skills and abilities beyond your position responsibilities. These are the skills that are noticed by and characteristic of leaders, which can definitely enhance your career trajectory. One thing that has helped me in my journey is providing recommendations to address concerns, so that my input was not viewed as a complaint, but rather a solution to a problem.

#### If you could take a vacation anywhere, where would you go?

A lifelong dream of mine has been to experience God's majesty captured in the beauty of Niagara Falls. It is described as one of the most splendid natural wonders of the world. Having the opportunity to enjoy this with my family would be my ultimate dream vacation. My husband has attempted this vacation several times in the past two years, but back to back major projects have delayed our plans. My hope is that in the very near future my dream will become reality.

### OurSpace

Don't forget to check the employee blog – **Our Space** – regularly.

Bookmark it. There is news every day!

**YOU** can post to the blog. It's easier than you might think – give it a try! Share your photos, celebrations, upcoming events and check for the latest news from the County.

If you have questions, please contact Mary Sault at 464-5098 or [employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org).

### The Pen

PUBLISHER: Peggy Rowe

EDITOR: Laura Berkowitz

ASSISTANT EDITOR: Mary L. Sault

A monthly publication by the  
Pinellas County Human Resources Department

#### How to Participate:

It's easy to get involved in *The Pen*. You can contribute by informing us of noteworthy news or sending us story ideas. You can also ask about writing a guest column or submit photos of co-workers at work in your department.

PHONE: (727) 464-5098

FAX: (727) 453-3660

E-mail: [employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org)

*The Employee Spotlight focuses on you. If you would like to nominate a fellow employee, please send his or her name, position, and why you are nominating them to [employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org).*



FLORIDA  
BLOOD  
SERVICES

## BLOOD DRIVE

**Every donor is  
three more lives  
saved!**

### Mark Your Calendars

**Clearwater Courthouse**  
315 Court Street  
West Parking Lot  
Thursday, August 6  
10:00 a.m. - 3:00 p.m.

# ASK PEGGY



Peggy Rowe  
Director of Human Resources

**Q.** Is it true that exempt employees can work whatever schedule they like per week even if they do not work at least a 40 hour work week, because they may have to work over a 40 hour work week someday? Also is it true exempt employees can take time off without using their Annual Leave and get paid as if they work a 40 hour week without using their Annual Leave bank?

**A.** Exempt employees, like classified employees, are expected to work a minimum of 40 hours each week. They are not eligible for overtime pay. Often, the exempt employees work in excess of 40 hours. Because of that there are some departments that allow latitude for exempts when they need an hour or two for personal business. However, generally speaking, when exempt employees take time off they use Annual Leave to do so.

**Q.** What is the County's break policy? I was not able to find anything on the intranet.

**A.** Many assume or "have heard" there is a law about break period requirements for employees. The Federal Fair Labor Standards Act in fact does not provide for that except in the case of nursing mothers. Certain states have policies concerning employee break periods. Florida is not one of them.

During an 8-hour work day, lunch periods are generally ½ to 1 hour with a short break mid-morning and another mid-afternoon. These policies are based on what is reasonable for the needs of the business and are set by the director and his/her management. If you're not sure of the policy at your worksite or have concerns about it, start by checking with your manager or director.

As always, my staff and I are available should you need assistance.

**Q.** I am reading more and more about the merit increases being based on the employee having goals and meeting them through FACE. What does one do if their supervisor has yet to use FACE for anything – including setting goals?

**A.** Merit pay is based on performance and performance includes having and reaching goals.

The purpose of the FACE system is to encourage regular conversations between employees and supervisors. This allows conversations about department expectations to occur, career goals to be discussed, and course corrections to be made. Classes to assist supervisors in setting goals and expectations will begin in July.

One tool that many employees have used to help begin conversations is the [Learning Roadmap](#). It is an effective tool for prompting workers to do self-assessments and engage in self-directed development.

**Q.** The Personnel Rules state that you can use your Personal Day in one 8-hour increment or two 4-hour increments. The Rule also states that employees with a standard work day greater than eight hours may add the necessary number of hours from Annual Leave and these hours will be considered scheduled. My question: if the employee uses four hours of their Personal Day on a day they want to leave early, then they call in sick a couple of weeks later and use their Personal Day and schedule the other six hours off. Is this the correct way to use the Personal Day? I could not find any information about this in the rules and policies.

**A.** Yes. This is correct. [Rule XVI. Leave of Absence Item A.5 Personal Day](#) covers this.

*Peggy*

There are only a few seats left for the [Steer Your Career](#) free one-day conference on July 30th at the EpiCenter. Get in the driver's seat and [sign up now](#) in OPUS (search for "STEER").

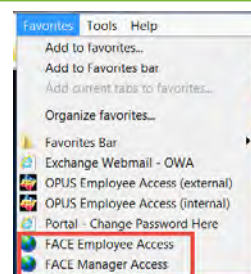


## FACE

FACE of Performance:  
Tips



All employees and managers can now access the FACE system using the links in their **Internet Explorer Favorites** menu. With this adjustment, the FACE icons have been removed from your computer desktops.





## Two-Minute Tuesday: Off to a great start! Join in.



Employees in Pinellas County now have a new and convenient method to learn. There is no need to travel to a class or give hours of time. All you need is a computer or mobile device and approximately two minutes.

Two-Minute Tuesday began in March. Each week employees can receive a short video on a variety of topics. Want to prepare for the next job interview? How is diversity like an iceberg? Is that ethical? How can I deal with stress? Tune in each Tuesday for answers to these questions and more.

Already, over 700 people have signed-up to receive each week's video delivered to their email inbox.

Employees throughout the County are enjoying this new learning method. Dan writes, "I love watching these videos since they started, I think they are so helpful, informative, and motivational!" Debbie agrees when she wrote to us, "Two-Minute Tuesdays are awesome! Thank you for putting these helpful videos together for the benefit of all County employees."

So, what are you waiting for? Take a few minutes today to learn something new. Join your colleagues in these short learning bites.

Are you signed up? Don't miss a **Two-Minute Tuesday** video. Subscribe by going to [www.pinellascounty.org/hr/two](http://www.pinellascounty.org/hr/two) and click on "Subscribe to Two-Minute Tuesday."

## Training & Development Upcoming Classes

Some classes fill up quickly so request enrollment early through **OPUS Learning Management** (OLM).

### The Changing Environment & Future Trends in Leadership Development - 7/9

The environment of today's workplace is growing increasingly complex, and for many that complexity is overwhelming their capacity to cope. How do we ensure our leaders are equipped to deal with an increasingly volatile, complex and ambiguous workplace? The skills needed for leadership have changed, but the methods used to develop those skills have not. Join us in this highly interactive, creative, and innovative leadership workshop.

### Grievance & Disciplinary Procedures – 7/22

This 3.5 hour course provides participants with an understanding of Pinellas County's disciplinary and grievance procedures and policies. Small group activities involving case studies and role-playing will be part of the course.

To view a complete list of all courses, along with descriptions, go to the [Consortium Training Catalog](http://www.pinellascounty.org/training). Need assistance? Contact Training and Development at 464-3796 or email them at [training@pinellascounty.org](mailto:training@pinellascounty.org).

## Promotions

Promotions listed are for May 2015.

### Board of County Commissioners

#### Ambulance Billing/Finance Services

Joshua Chance .....Dept Comp Supt Spec

#### Convention & Visitors Bureau

Michael Bersabal .....Sr CVB Sales Rep

#### Development Review Services

Michael Riley ..... BDRS Envir Spec

#### Parks & Conservation Resources

Chris Brodeur ..... Envir Prog Mgr

Brennan Farrington ..... Envir Spec 2

Courtney Jensen ..... Lifeguard Sr

Patrick McEntegart ..... Lifeguard Sr

#### Planning

Roberta Korcz ..... Prog Plan

#### Public Works

Keith Brosseau ..... Wk Plng Coord

Michael Stokes ..... Tree Trimmer

#### Utilities

Sharon Biach ..... Wk Plng Coord

Susan Gaydos ..... Wk Plng Coord

Denise Gompers ..... Wk Plng Coord

Jacob Sartin ..... Elec/Mech Tech 2

John Stone ..... Wk Plng Coord

### Clerk of the Circuit Court

Teresa Del Rio ..... Dir Crt & Opn Svcs Div

Tiffany Glenn ..... Crt Rec Supv

Diane Krok ..... Asst Mgr Rcdg Svcs

Tiffany Long ..... Fis Rec Spec

Vanessa Pinckney ..... Mgr Branch Ofc

Jennifer Shawen ..... Info Tech Sys Analyst Spec

Ashley Skubal ..... Fis Rec Spec

Kimberly Swain ..... Mgr Crim Crt Rcds

### Tax Collector

Janice Rose ..... Tax Col Asst Branch Mgr

## TECH BITS: MICROSOFT WINDOWS 7



Ever find yourself wishing you could open two applica-



tions side by side to make comparisons or data manipulation easier? Press this key combination (Windows key + any arrow key) to snap a window into place.

Find more Technical Training Resources at [BTS Enterprise Technical Training](http://www.btsenterprise.com).

# SERVICE ANNIVERSARIES

## 40 YEARS



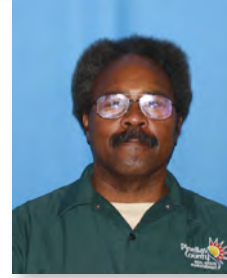
Vicki Dobson  
*Property  
Appraiser's Office*



Margaret Archambault  
*Public Works*



Michael December  
*Parks & Conservation  
Resources*



Ronnie Lane  
*Real Estate  
Management*



Gary Touchton  
*Utilities*

## 30 YEARS

## 25 YEARS



Lisa Freeman  
*Human Services*



Roy Gonzales  
*Public Works*



David Talhouk  
*Engineering &  
Technical Support*

## 20 YEARS



Tyrone Croston  
*Tax Collector's Office*

## Unavailable for Photo

### 30 YEARS

Patricia Carlson, *Tax Collector*

### 25 YEARS

Karen Ballard, *Public Works*, Kyris Hiraldo, *Clerk of the Circuit Court*, Brenda Williams-Church, *Clerk of the Circuit Court*

### 20 YEARS

Kenneth Rowe, *Tax Collector's Office*

## REPCO News

**REPCO's July 13** meeting will be at Applebee's, 5110 East Bay Drive. Clearwater. Heather Landis from Pinellas Extension will talk about Sustainable Living. For more information contact Rudy at (813) 855-3466 or [rdgarcia@verizon.net](mailto:rdgarcia@verizon.net).

You don't have to be a Pinellas County retiree to attend. Current employees and family members are also welcome.

### 15 YEARS

Elizabeth Bolling.....Communications  
Nickolas Burkhardt.....Construction Management Division  
Jeremy Capes ..... Maintenance Division  
Amy Brozell ..... Clerk of the Circuit Court  
Paula Gonya .....County Administration  
Silenas Hiers ..... Parks & Conservation Resources  
Cynthia Johnson ..... Economic Development  
Lee Keller ..... Utilities  
John McCoy.....Airport  
Anthony McKnight ..... Utilities  
Kathy Rhodes ..... Office of Business Support  
Tony Smith .....Communications  
Kirk Smith ..... Public Works

### 10 YEARS

Sally Bishop .....Emergency Management

Katecia Brown.....Clerk of the Circuit Court  
Robert Bryce.....Building  
Angela Ervin-Williams .....Clerk of the Circuit Court  
Jean Kelly .....Clerk of the Circuit Court  
Violet Krainovich .....Clerk of the Circuit Court  
Stacy Meyer .....Clerk of the Circuit Court  
Christa O'Brien.....Clerk of the Circuit Court  
Michelle Poyet.....Convention and Visitors Bureau  
Jo Stimbrosky .....Clerk of the Circuit Court  
Deidra Vargas.....Tax Collector's Office  
Gregory Woodrum ..... Emergency Medical Services

### 5 YEARS

Lissette Arias.....Regional 911  
Jennifer Peters.....Regional 911  
Dawn Shontz.....Regional 911  
Cathleen Weiss.....Property Appraiser's Office

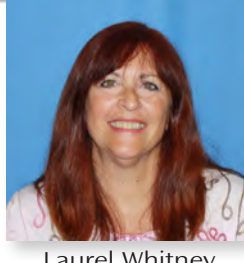
# RETIREMENTS

## Over 40 Years



Robert Kraft  
*Equipment Operator Sr  
Public Works*

## Over 38 Years



Laurel Whitney  
*Deputy Tax Collector  
Tax Collector's Office*

## Over 35 Years



John Cueva  
*Zoning Manager  
Planning Department*



Mary McClendon  
*Accounting Services Coordinator  
Business Technology Services*

## Over 35 Years



Jon Morris  
*Engineering Specialist 1  
Development Review Services*



Barbara Young  
*Appraiser 2  
Property Appraiser's Office*

## 30 Years



Gale Clark  
*Water/Wastewater  
Plant Operator 2, Utilities*

## Over 25 Years



Mary Evans  
*BTS Technologist 3  
Business Technology Services*

## Over 24 Years



Robert Bassett  
*Electrical/Mechanical Technician  
Utilities*

## Over 22 Years



Anthony Salsilly  
*Craftworker 1  
Public Works*

## Over 17 Years



Ronald Hiepe  
*Property Records Technician  
Property Appraiser's Office*

## 15 Years



Robert Dowdell  
*Lead Spray Technician  
Public Works*

## Over 11 Years



Noah Lagos  
*Bureau Director  
Airport*

## Over 8 Years



Maureen "Moe" Freaney  
*Bureau Director  
Animal Services*

## UNAVAILABLE FOR PHOTO

**40 Years** Patrick Fox, *Engineering Tech, Development Review Services*

**Over 35 Years** Gloria Castleberry, *HR Associate, Human Resources*, Michael Clements, *Fire Lieutenant, Airport*

**Over 30 Years** Colleen Ford, *Director, Court and Operational Services, Clerk of the Circuit Court*

**30 Years** Scott Stees, *Inspector General Auditor Sr, Clerk of the Circuit Court*

**Over 17 Years** Arthur Barker, *Facility Manager, Real Estate Management*

**Over 16 Years** Rhonda Ditty, *Court Rec Spec 2, Clerk of the Circuit Court*

**11 Years** Sally Robinson, *Legal Secretary, County Attorney's Office*

**Over 10 Years** Rich McLean, *Interagency Water Manager, Utilities*



# Welcome Aboard!

## Board of County Commissioners

### Airport

Jared Manning ..... Airpt Firefighter  
Richard Meyer..... Airpt Firefighter

### Building Services

Matthew Anderson ..... BDRS Code Enf Ofcr  
Stuart Ellington ..... BDRS Code Enf Ofcr

### Convention & Visitors Bureau

Marcus Oania ..... CVB Sales Rep

### Human Services

Cleosinda Mizutani..... Office Spec, Sr

### Parks & Conservation Resources

Alexandria Campbell .....Office Spec  
Douglas Coffelt ..... Park/Prsve Maint Wkr

### Public Works

Rashad Berrien.....Maint 1  
Brandy Carter.....Admin Supt Spec  
Ray Charles Dacres.....Maint 1

### Real Estate Management

Greg Concannon.....HVAC Mech

### Utilities

James Jones.....Cust Svc Spec  
Dontrell Smith ..... Wtr/Wstwr Plt Oper 1  
Mark Titley.....Cust Svc Spec

## Clerk of the Circuit Court

Yadira Carter ..... Rec Spec 1  
Kateryna Peyton..... Fis Rec Spec  
Steven Hessling..... Fis Rec Spec  
Cristy Maynard ..... Mail Clk  
Amy Brozell .....Cust Info Ctr Spec 1

## County Attorney's Office

Thandiwe Tenn ..... Legal Sec

## Property Appraiser's Office

Walter Coryea.....GIS CAD 1  
Uzma Syed..... PAO Appraiser 1



May 4 New Employee Orientation class.

## BenefitsU Decisions Decisions

You have an illness or injury. Should you treat yourself or see a health care professional? If so, which type? Your doctor? A convenience care center? Urgent care center? Emergency room? Your decision depends on the severity of your need. You wouldn't go to the ER for a cold; a care clinic would be best if your doctor isn't available. Of course you'd go to an ER for chest pain. But if you broke a finger, an urgent care center would be able to treat you and you'd get home faster and having spent less money.

If you need help deciding, call the **United Healthcare Nurse Line at (800) 846-4678**. The number is conveniently listed on the back of your health insurance ID card. Available 24 hours a day, it is staffed by registered nurses and ready to help you determine the best site of care for your needs.

Add the number to your contacts so that next time you need professional advice, you can reach them quickly.

## Subscribe to Leadership Notes

Each month Human Resources publishes **Leadership Notes**. The topic each month focuses on helping employees develop their leadership skill set. How do you deal with low performance? How can you effectively manage change? How can you avoid job burnout? These topics and more are covered.

**Read past issues and subscribe** to receive each month's newsletter.

## In case you missed it!

June is "Men's Health Month." The **June To Your Health** newsletter includes information and resources to help men get and stay healthy. Also, results of the Sodium Challenge!

June's **Leadership Notes** talks about micromanagement, including tips to identify it and how to stop.

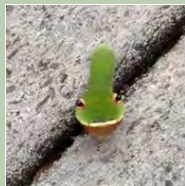


## Create Sustainable Solutions

Vision • Innovation • Collaboration

### Follow us on Instagram!

Looking for a new way to connect with us? Not really sure what we do or what we look like? This is your chance to fix that.



We are  
[@UF\\_IFAS\\_Extension\\_Pinellas](#).  
Come see what we have to offer!

### Want more information?

#### Upcoming classes

[Sustainable Living - Minor Changes, Major Impact](#)

[Water-Wise Landscaping](#)

Meet Program Assistant  
**Heather Landis**  
[Sustainable Living](#)



**UF** IFAS Extension  
UNIVERSITY of FLORIDA

## FROM THE RECORD KEEPER

### It Takes a Village

Effective May 17, 2015 Records & Information Management was renamed Records Management.

While our name has changed our mission is the same: to assist you with the management of records and information, regardless of format, through final disposition or archival retention.

From paper to electronic records, our job is to help you with all of your records management needs. It truly takes a village to keep things running smoothly, and we are part of your village.

Please contact Michele Koehler in Records Management at (727) 453-3038 if you have any questions.



## Consumer Corner



Connie Consumer

Whether you're fitness conscious like Connie Consumer or just getting in shape for the summer, many people join a health studio better known as a gym. Joining a gym may involve a long-term contract and prepaid dues and fees. The **Health Studio Act** is a Florida law that provides consumers protection in the event a health studio unexpectedly goes out of business. Under the law, health studios are required to comply with certain regulations enforced by the Florida Department of Agriculture and Consumer Services (FDACS) including registering annually and posting security with the department. While some health studios are exempt from the bonding requirements, the department can provide some financial protection to members of a health studio that closes unexpectedly by requiring a bond or other financial security.

Before joining a gym, verify that the facility is properly registered with FDACS. Check the complaint history of a facility with Pinellas County Consumer Protection and inquire about working out on a trial basis. Different facilities offer a variety of services and membership options, so before signing a contract make sure it's the right gym for you.

For more information or to file to a complaint contact Pinellas County Consumer Protection at 727-464-6200 or visit [www.pinellascounty.org/consumer/tips.htm](http://www.pinellascounty.org/consumer/tips.htm).

## PET OF THE MONTH



This is **Joker**. This high energy, two-year-old American Pitbull Terrier is one happy dog. Someone who likes to have fun and play fetch would be his perfect owner! He is great with other dogs and people and likes to greet everyone.

Pinellas County Animal Services is continuing to offer reduced adoption rates as the shelter remains full. All large dogs are available for adoption **free of charge**. Every one of the pets offered for adoption at Animal Services is spayed or neutered and have all of their required shots. Visit the shelter at 12450 Ulmerton Road in Largo, or see them online at [www.pinellascounty.org/animalservices/adopt](http://www.pinellascounty.org/animalservices/adopt). To learn more about Animal Services, stop by the shelter, call (727) 582-2600 or visit [www.pinellascounty.org/animalservices](http://www.pinellascounty.org/animalservices).