



Innovation Academy

The first Innovation Academy was conducted by Human Resources this past summer and had 20 participants from five of the Appointing Authorities. This was a "blended learning" opportunity where students spent portions of three months learning online, in-person, and on-the-job.

The Academy asked the students to complete a project that would make their work more efficient at their own worksite.

Here are summaries of three participants' projects, submitted by them.

Streamlined Application Process for Local Agencies

My project involved the Edward Byrne Memorial Justice Assistance Grant which is a pass-through grant from the federal to state to local levels of government.

The solution I proposed was to standardize and streamline the application process for local agencies applying for funding.

Electronic applications were released for FY16's funding which standardized the content on each application and collected data that is requested by the state agency awarding the funds. Converting to electronic applications and standardizing the content saved the County approximately \$500 in labor and saved each applying agency (~20) at least \$50 in paper and ink and at least \$300 in labor.



Emily Fasnacht, MPA
 Justice Programs
 Analyst,
 Pinellas County Justice
 Coordination

Park Ranger Pilot Training Project

With the upcoming changes with the 2017 Project for the Parks Department, the issue was how to get all the new Park Rangers trained and ready for duty.

Through Innovation Academy a **Pilot Training Program** came to life. It is designed to give new and old rangers the basic skills needed to be successful and lay the foundation for future training and continuing education.

The new program has two modules focusing on Administrative Training and Field Operations.

With the green light from the Department Director plans are in motion to have our first class in mid-December.

Darry Martin
 Park Ranger,
 South District,
 Parks & Conservation Resources



INSIDE

Employee Spotlight ...	2
Ask HR / HR Director Search ...	3
FACE Tips / Use It or Lose It ...	3
Leap Pay Year / Personnel Rules ...	4
Tribute to Tracey Reece ...	5
Training / ULearnIT / Toastmasters ...	6
Service Anniversaries ...	7
Retirements / REPCO ...	8
EAC Elections / Promotions ...	9
Welcome Aboard! / iRecruit ...	10
Record Keeper / Green Pinellas ...	11
Consumer Corner ...	11
Pen Extra ...	12

Application Portfolio Management (APM)

The BTS need: implement Application Portfolio Management (APM).

Gartner defines Application Portfolio Management as "a set of activities that documents and drives how an organization measures and responds to the business value, cost, performance and risks of its portfolio of application assets."

LeanIX, a cloud-based dynamic APM software was purchased and I began to formalize the APM process, implement the inventory of all applications, IT components, interfaces, user groups, business capabilities, processes, data objects and technology stacks in place, along with their respective lifecycles.

LeanIX also provides multi-view reporting for portfolio analysis.

The project is ongoing and presently 33% complete.

Nancy Halvorsen
 Business Technology Services,
 Enterprise Architecture

Employee Spotlight

Judi Anderson
Customer Service / Communications Liaison
Human Services



What is your job in 25 words or less?

I work with our staff, people at the Department of Health and other community agencies here in Pinellas County to help people in our community.

What aspect of your job do you love the most?

I get to work with our staff, our clients, and the community. As a Customer Service Liaison with Pinellas County Human Services I get all kinds of calls and requests to help people. I never know from day to day

what the requests for help will be and I am grateful for the wonderful support of my administrators who trust and help me. I am able to help many people who call our department for help when everyone else has either told them that they cannot help or have referred these folks to us.

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

One of our case managers named Yuan-Chen Kung who was working on our mobile medical van called me and asked if I could help one of their clients. They were seeing and treating a 72 year old lady who had absolutely no identification. She was born in England. She was homeless and had been for many years. She said that everyone gives up on her. At 65 years of age she should have been getting Social Security and Medicaid. I was able to help this lady by getting an old driver's license. I contacted USCIS and verified that this lady was a resident alien and in the end she was able to get a Social Security card, a new resident alien card and she started getting a Social Security check and Medicaid. She has now been able to move out of Pinellas Hope and is living independently in her own apartment.

Who is one colleague who deserves praise and recognition? Why?

This person would be **Anousone Eicher**. She is a case manager and has been working with our department for 25 years. She exemplifies kindness, compassion and generosity. She always does her best and will go the extra mile to help each person that she sees. She treats our clients with respect and dignity. She is also wonderful about taking care of our staff as well. Anousone is genuinely a credit to our department and is one of the nicest people you could ever know!

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

Work hard and try to do your best each day. Keep your word and be kind and compassionate in your dealing with co-workers and the people we serve. You should have a personal work ethic and be true to yourself no matter what other people may say. Be aware that you are always representing Pinellas County. Remember that even when you are off duty to conduct your life in a manner that you, your family and your co-workers would be proud of.

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.

The Pen

INTERIM PUBLISHER: Beverly Waldron

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

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. View previous [spotlighted employees](#).



BLOOD DRIVE

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

Mark Your Calendars

Clearwater Courthouse

315 Court Street
West Parking Lot
December 15
10:30 a.m. - 3:30 p.m.



Q. *If pay grades have a minimum and maximum salary arrangement, how does one qualify for increases?*

A. Budgetary issues and layoffs during the recession limited the County's ability to give raises. For the current and last two fiscal years the Board has been able to budget 3% raises. These raises were given as across the board raises. The minimums of our pay ranges have not moved since 2007 but will be adjusted upward by 2% in January 2016. Except for recent hires, most employees should be above the minimum rate of pay for the pay grade.

Plans for future raises are being discussed with the Appointing Authorities. They include a **cost of labor** adjustment for all employees and an additional pay raise to recognize exceptional performance. It is anticipated that these will be finalized and implemented during the coming year.

Other forms of pay raises are provided at the Appointing Authority discretion. You may find information concerning these raises in [Rule V. The Pay Plan](#), section E.3. As to how to qualify for salary increases in your particular area, you should speak with your supervisor or director.

Q. *We had an employee who received a pin and certificate yesterday at our department staff meeting who has just been here three years. Is this something new?*

A. Yes, it is new. The [Rewards Program](#) was updated beginning October 1 this year. Service Anniversaries are now recognized for three years, five years, ten years, 15 years, 20 years, 25 years, and so on.

Q. *Who/where do I need to contact about getting a new badge? Mine is starting to crack and is getting spotty with the access sensors. I've been here for a little over 7 years.*

A. Call Human Resources at 464-3367 to schedule an appointment at our office on the first floor of the Annex building, 400 S. Fort Harrison Ave., Suite 121 in Clearwater.

2015 Employee Survey

Friday, November 20th is the deadline to take the 2015 Employee Survey. Your opinions, perceptions and feedback are very important to us.



Here is some information you should know:

- If you have not seen this email, check your junk email folder.
- Use ONLY the link sent to YOUR email.
- Don't browse through the survey as this will show that you have completed it.
- Paper surveys are available.

If you have questions, contact Mary Sault at msault@pinellascounty.org or 464-5098.

The National Search for an HR Director

The process for recruiting and selecting the next Director of Human Resources is in full swing.

The selection of the HR Director is done differently than that of most department heads per the Personnel Act of the Florida Legislature. The four Constitutional Officers of the Unified Personnel System (the Clerk of the Circuit Court, the Property Appraiser, the Tax Collector, and the Supervisor of Elections) and the County Administrator serve as a Search Committee. Their job is to provide a list of finalists to the Personnel Board. The Personnel Board is then responsible for selecting the Director of HR from this pool of finalists.

The Search Committee determines the recruitment and screening approach to be used to create the list of finalists. A search firm, Waters & Company, has been engaged to assist. The Search Committee has done the preliminary work on building the profile of what we seek in our next HR Director and Waters has been working to build the recruitment materials geared toward that profile. The actual recruitment process should begin in the next few weeks and we anticipate having a new Director on board in the spring.

If you have questions, please send them to AskHR@pinellascounty.org.

FACE Tips



Having trouble eSigning a performance review in FACE?

We have identified an issue with Internet Explorer 8. To solve the issue, open FACE in a different browser such as Chrome or Firefox. For more info, visit www.pinellascounty.org/hr/face.

Use It or Lose It

For those who have not used their Personal Day or Floating Holidays, the last pay period to use them is:

Payroll 27 - **Sunday 12/13/15 through Saturday 12/26/15.**

Remember, if a Personal Day is taken immediately before or after a recognized holiday, it must be scheduled and approved in advance.

Leap Pay Year

Some confusion remains about the 27 pay periods in 2015 and the effect that has on your paycheck.

Because the number of days in a year - 365 - does not divide evenly by seven and we pay every two weeks, every 11 years we have something they call a "leap pay year" where there is an additional pay period for that year. It's similar to February 29th occurring every four years.

Since the regularly scheduled pay date would be 1/1/2016 (making for 27 pay dates in 2016) and we do not pay employees on bank holidays (you wouldn't get your pay credited to your account until the next business day, 1/4/2016), we rolled the pay date back one day to 12/31/2015. This now means that we have 27 pay dates in 2015.

Annual Leave

Employees earn a specified amount of leave on an annual basis as provided in [Personnel Rule XIII](#). Normally, the accrual per paycheck is calculated by dividing your annual amount by 26 pay periods. Due to the additional pay period in 2015, the accruals allowed per year need to be divided among 27 pay periods instead. OPUS was unable to make the adjustments until after payroll processing was completed on October 22. Annual leave accruals have been adjusted – spread out – to accommodate the 27th pay period. It may look like you are accruing less but your total leave accrual for the year will be correct at the end of the year – in your December 31, 2015 paycheck. Your biweekly leave accrual amount will return to "normal" with the first paycheck you receive in 2016 (January 15, 2016).

Benefit Premiums and Contributions

You will get a break from paying benefits premium on that 12/31/2015 pay date because benefits payments were calculated based on 26 pay dates. So premiums will be paid in full for 2015 on the 26th pay of 2015, which is December 18th.

Exceptions will be the 457 and HSA plans. Deductions will continue on these plans to the extent allowed by law. The bi-weekly deduction amount you elected at the time of enrollment was based on either reaching the maximum contribution amount allowed by law, or on the amount you determined met your needs. If it was the former, then no deduction will be made in the 27th pay period as the system will only allow the deduction to reach (and not exceed) the legally established maximum. However, if you have not reached the legally allowed maximum after 26 pay periods, then you will see an additional deduction of your usual amount (up to the legally established maximum) unless you specifically requested the deduction to stop after the 26th pay period (paycheck on December 18th).

Because there will still be 26 pay dates in 2016 it will not have any impact on your benefits premiums for 2016.

We hope this extended explanation dispels your concern on this matter. If you have further questions, please email us at AskHR@pinellascounty.org.

Personnel Rules Revision Update

The Personnel Rules have been reviewed and updated. As a result, the rules were shortened from 28 to 8 rules with some rules replaced by Unified Personnel Board Policies. The goals of the update were to:

- Make information easy to find.
- Replace "legalese" with plain language.
- Ensure that the Personnel Board's authority corresponds to the Personnel Act.
- Group similar information together. For example, the new *Rule 4 - Time Off* includes holidays, leave time, annual leave, funeral leave, extended illness, etc. Previously there were four separate rules with leave information.

The process has taken almost four years but we are almost there. The final draft of the updated Personnel Rules and Policies was presented to the Unified Personnel Board at the November 5th meeting. It is anticipated the Board will adopt the Rules at their next meeting on December 3rd.

A very special thanks goes to the members of the Rules Committee who helped make this possible. The following individuals made contributions to the new rules and policies at some point in this long process and their work is greatly appreciated:

Carol Barkalow	David Bateman
Laura Berkowitz	Connie Chancey
Bonnie Desmond	Rose DiGennaro
Diane Elliott	Camille Evans
Mary Flockerzi	Hazel Lane
Dawn Lindgren	Jack Loring
Carolyn Mann	Erin Moore
Rakesh Patel	Mercedes Pearson
Peggy Rowe	Carole Sanzeri
Mary Sault	Peggy Sellards
Dennis Simpson	Steve Soltau
Charles Toney	Jim Valliere
Beverly Waldron	Michelle Wallace

The proposed rules and policies have been reviewed by the Appointing Authorities, the EAC, and the Personnel Board at two regular meetings and three special workshops dedicated to the rules and policies. Human Resources will notify you when they have been adopted and when they are to take effect. We will also have information in *The Pen* and on our website about the changes and the transition period.

Tribute

Tracey Ann Reece

1964-2015



Beloved co-worker Tracey Reece passed away suddenly on October 29. She was an Information Analyst with the BTS Desktop Team and had worked for Pinellas County over 29 years.

Tracey hailed from Brooklyn, New York and lived in Florida for about 30 years. She started with Pinellas County as a Data Entry Operator in Utilities in 1986 and moved up steadily through the ranks. She also earned an Associate's Degree

from St. Petersburg College and a Bachelor's Degree from Tampa College.

Tracey was an avid sports fan and very supportive of her younger son's involvement in football and basketball at his high school. Tracey was also a spiritual person and was very involved in her church.

Tracey leaves two sons, Sherman and Tramar. A scholarship fund is being set up in Tracey's honor for her youngest son, a junior at a local high school. More information on how you can contribute will be available soon.

With the passing of Tracey Reece, our dear friend and co-worker, it has given us all pause for thought to evaluate, assess, think about what we are doing with our own lives, how are we relating with our loved ones and others, and whether we are fulfilling the purpose of our lives. Tracey and her family have been on our minds and hearts as we grieve the loss of our dear friend and colleague.

She touched so many people in very positive ways. She gave and gave of herself, her time, and her many gifts, no matter how much she had going on or how tired she might have been. Tracey continued to give of herself to others and for others. She did it quietly and many times without being asked. Tracey fed our souls, filled voids, fed kids, provided rides, fixed things and helped wherever needed.

Tracey was always someone you could count on and come to. Being one of the many fortunate people to know her, work closely with her and share our children's lives together, I came to know her kind, giving and loving heart. I feel so blessed and saddened.

There is a feeling of great gratitude for having had the opportunity to know her and to learn so many things from her about compassion, dedication, faith, being an awesome mother and person.

Everything she did, her children and her faith were front and center. She is a true treasure. May her children find peace in knowing how blessed they were to have her as their mom, how blessed we all were to know her, have her in our lives and how many people loved her.

~ Kyminda Lehman

Sunday morning worship, family dinners, work lunches, book club discussions, conversations in your office on the 3rd floor of the Utilities building and evenings with the ladies... Thank you for being a part of my life.

~ Vestina Crayton

The Lord has called one of his angels home. My dear friend and coworker will surely be missed. My prayers go out to her sons and family.

~ Brenda Scott

For the last couple of years, every morning, Tracey would come to my office to give me a hug and we would talk about kids... miss that SO much!

~ Ray Southworth

A Reason. A Season. A Lifetime.

Your smile. Your friendship. Remembered fondly for your talent in technology and sense of humor, for your commitment to all you undertook and undying faith, for your warm heart and gentle spirit. Tracey, you will most certainly be missed... it has been my honor to know you.

~ Carla Mitchell

SUDDENLY GONE

A TRIBUTE TO TRACEY REECE

Maria Riley, Utilities

When you left for work that morning little did you know.
That going to work that day was the only place you needed to go.
You took the time to see Tramar safely off to school.
Telling him that you love him and reminding him of the golden rule.

Then on the way to work you probably gave Sherman a call.
Just to say I love you son, keep your head up and remember to always stand tall.
Little did the boys know that they would never speak to you on this side again?

How could they possibly know that day was part of a bigger plan?

After arriving at work you said good morning to everyone with a smile upon your face.

Maybe you felt the victory of winning life's troublesome race.
No one could tell that you were tired or that anything was wrong.
See people had come to know you as someone kind, loving, generous and strong.

Like a breeze that blows just before a storm.
Like the gentle hand of an angel that keeps you safe from harm.
Yes in a very brief moment things can quickly change.
But love is the one thing that always remain the same.

See, right before you fell asleep, you took the time to pray.
"Dear God take care of my boys and guide them on their way."
"Let them be the men I raised them to be."
Loving, kind and generous, you know LORD, just like me."
"Make sure they know that I'm ok and help them to be strong."
You thanked God and gently let go and Suddenly, YOU WERE GONE.

We love you Tracey and will always remember you and that beautiful smile of yours.

~ Your Pinellas County Family and Friends

The unexpected loss of our co-worker and friend, Tracey Reece has filled us with great sorrow. She was an amazing person and a great friend who was always there for us. She will be missed greatly by all.

We have her family in our hearts and prayers. Thank you for loaning her to us, she was a blessing to know and be around.

~ The BTS Desktop Team



Chapter of Toastmasters Open to Pinellas County Employees

Toastmasters is an organization that helps people improve their communication skills in a safe, encouraging, and supportive environment. There are many benefits to joining a Toastmaster club including ways to build upon and enhance job performance skills.

The group meets every other Wednesday from 6 p.m. to 7 p.m. in Studio B in the Communications Building in Clearwater. The club extends an open invitation to any interested employee to come as a guest and check them out for possible future membership.

If you are interested please email Jolanda Jordan (jljordan@pinellascounty.org) or Doris McHugh (dmchugh@pinellascounty.org) for more information on membership.

And watch this **Two-Minute Tuesday** on [Public Speaking](#).

Risk Management Training Schedule 2016

Sign up in OPUS.

CPR/AED & 1st Aid, 8 hours

Class Date	Location
1/8/2016	Annex Building, Rm 429
3/8/2016	Annex Building, Rm 429
4/20/2016	Communications, Studio B
5/24/2016	Annex Building, Rm 429
6/22/2016	Annex Building, Rm 429
9/16/2016	Annex Building, Rm 429
10/12/2016	Annex Building, Rm 429

Heavy Vehicle Enhanced Driving Program, 8 hours

2/16/2016	Public Works ERB, Rm 230
5/10/2016	Utilities, GMDN
7/27/2016	Utilities, GMDS
9/20/2016	EMS Sunstar Building

Safety & the Supervisor – Field Version, 4 hours

1/20/2016	Public Works ERB, Rm 230
3/22/2016	Utilities, Southcross
5/18/2016	Communications, Studio B
5/18/2016	Communications, Studio B
8/10/2016	Swisher Bldg, Rm 211

Competent Person Training, 4 hours

3/24/2016	Public Works ERB, Rm 230
6/7/2016	Utilities, GMDS

HAZWOPER Refresher, 8 hours

4/12/2016	Solid Waste Admin Training Rm
8/17/2016	Utilities, GMDS



TECH BITS



Coming Soon to a Computer Screen Near You!

1. What is ULearnIT?

ULearnIT is a developmental portal with thousands of self-paced courses available 24x7; designed to supplement current offerings and provide a greater opportunity for skill development.

2. When will ULearnIT be accessible?

UlearnIT will be available to all employees of the Unified Personnel System in the beginning of December.

3. Where can more information be found on ULearnIT?

Training contacts from each department have attended two information sessions to prepare for the launch of the ULearnIT online portal and additional resources can be found on the [Online Learning Portal SharePoint](#).

Find more Technical Training Resources at [Enterprise Technical Training](#).

2016 Consortium Training Catalog

The [2016 Consortium Training Catalog](#) is now available on our website. In it you will find the classes offered, descriptions, target audience, and the dates, times and locations. It's easy to find and determine what classes you're going to take in 2016.

Registration is through [OPUS Learning Management \(OLM\)](#).

Classes can fill quickly! Planning ahead and registering early are good practices. Make sure to enter your approved training on your Outlook calendar.

Need help? Contact Training and Development at 464-3796 or email training@pinellascounty.org.

Change in IT Training Sponsor

Previously offered by BTS, IT training is now under the auspice of Human Resources. IT training includes OPUS, Hyperion, MS Office and the new ULearnIT portal. You will enjoy the same high quality instruction and helpful enthusiasm you've come to expect as we welcome Kat Black and Kevin Connolly to our staff.

HR is very pleased to have the opportunity to integrate these valuable learning opportunities with our other training and development offerings.

SERVICE ANNIVERSARIES

30 YEARS



Kevin Pedicord
Public Works

25 YEARS



Sherrie Jennings
Tax Collector's Office

20 YEARS



Milton Cruz
Engineering & Technical Support

20 YEARS



Anderson Mitchell
Utilities

Tess Jackson
Clerk of the Circuit Court

Unavailable for Photo

30 YEARS

Dale Goring
Clerk of the Circuit Court

15 YEARS

Robert Beacom.....Utilities
Charles Brown.....Property Appraiser's Office
Delores Cruz.....Clerk of the Circuit Court
Darlina Herring.....Commissioner's Office
Alana Lewis.....Office of Human Rights
Deborah Lubig.....Clerk of the Circuit Court
Wanda Macon.....Clerk of the Circuit Court
John Miller.....Real Estate Management
Pamela Peters.....Court Adjunct
Brian Phiscator.....Public Works
Christina Samuels.....Property Appraiser's Office
John Steele.....Utilities
Carlos Thomas.....Tax Collector's Office

10 YEARS

Hector Collazo.....Clerk of the Circuit Court
Keisha Freeman.....Tax Collector's Office
Darry Martin.....Parks & Conservation Resources
H Yeager.....Convention & Visitors Bureau

5 YEARS

Sayed Mohammad.....Clerk of the Circuit Court
Kimberly Schratt.....Airport
Mark Silvernail.....Business Technology Services

3 YEARS

Michael Brown.....Parks & Conservation Resources

Colors of Pinellas

Is Your Child the Next Picasso?

The 2016 Art Show is open to employees' immediate family members. That includes your talented children! Your kids will be thrilled to see their artwork displayed in the County Courthouse, plus they can earn cash awards up to \$75 and free art classes.

Any artwork may be submitted: drawing, painting, sculpture, crafts, photography, etc.

Registration deadline: May 20, 2016

Visit pinellascounty.org/hr/artshow.

SPONSORED BY THE NATIONAL ARTS PROGRAM

Vanessa Castrogiovanni.....Clerk of the Circuit Court
Gregory Cutrone.....Engineering & Technical Support
Carly Ferguson.....Tax Collector's Office
Jeffrey Hails.....Public Works
Rahim Harji.....Public Works
Kevin Hayes.....Property Appraiser's Office
Joseph Lauro.....Clerk of the Circuit Court
Kelsey Lowe.....Tax Collector's Office
Shay Michalik.....Tax Collector's Office
Lynda Morrill.....Business Technology Services
Robert Pamic.....Utilities
Rae Sievers.....Tax Collector's Office
Margarita Valladares Avila.....Clerk of the Circuit Court

RETIREMENTS

35 Years



Susan Hill
*Records Specialist Supervisor
Clerk of the Circuit Court*

Over 22 Years



David Knepp
*Utilities Maintenance Specialist 3
Utilities*

17 Years



Lynne Currey
*Court Records Specialist 2
Clerk of the Circuit Court*

Over 12 Years



Lori Richardson
*Tax Collector Supervisor
Tax Collector's Office*

11 Years



Ronald Boucher
*Assistant Appraisal Director
Property Appraiser's Office*

UNAVAILABLE FOR PHOTO

Over 15 Years Paula Gonya, *Executive Administrative Specialist*



Have you seen the most recent **Two-Minute Tuesday** videos?

Creating a Strong Password

Find out how to create a password that's easy to remember but hard for hackers to crack.

Public Speaking

You never know when you'll be asked to speak. Learn six quick tips to become a confident and compelling speaker.

Health Assessment

Get step-by-step instructions to complete your 2015 health assessment online.

View more at www.pinellascounty.org/hr/two.

REPCO News

REPCO's Holiday Dinner Meeting will be TUESDAY, December 15 at 4:00 p.m. at the Savory Restaurant located at 12880 Walsingham Road. Following the dinner attendees who wish to do so may visit the **Holiday Lights at Florida Botanical Gardens**. For more information contact Rudy at (813) 855-3466 or rdgarcia@verizon.net.

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



Vote for Your EAC Representative Look for Your Email Ballot on November 30th.

Remember, this year's EAC election will be online, instead of using paper ballots.

On **Monday, November 30**, classified employees who work in the groups listed below will receive an email ballot to vote for their Employees' Advisory Council (EAC) Representative. Ballots must be returned by **December 14**.

The email ballot will be sent from Employee Communications via Survey Monkey. BTS staff has enabled settings so that the message should not get caught in your spam filter. Please look for it.

If you do not receive a ballot by the close of business on November 30 or if you would prefer a paper ballot, please contact Human Resources at 464-3506 or by email at employee_relations@pinellascounty.org.

Each year, half of the Employees' Advisory Council (EAC) Representatives positions are up for election. If your department is not listed below, your Rep's election will be next year. If you are eligible, please vote!

BCC Group 2 - All classified employees at Real Estate Management

Nominees:

Melissa Wymore Randy Rose

Clerk North - Finance, Payroll, Accounting, Inspector General, Administration, North County Branch, Recording Services & Official Records, Printing & Mail Services, Civil Court Records, Probate Court Records

Nominees:

James Bachteler Ashley Skubal
Leena Delli Paoli

Supervisor of Elections - All classified employees at the Supervisor of Elections

Nominees:

Linda Cahill Doreen Jackson

EAC Representatives are elected to two-year terms by their fellow employees and meet monthly to address important workplace issues, such as:

- Serving in an advisory capacity to the Pinellas County Personnel Board and the Director of Human Resources concerning personnel matters, policies, rules, and regulations affecting employees.
- Developing and recommending ideas related to working conditions, morale, public image, efficiency, employee safety and employee benefit programs
- Appointing two members of the Personnel Board

Visit www.pinellascounty.org/hr/eac to learn more about the EAC, or contact Lisa Wombles, EAC Chair, at 464-4862 by email at lwombles@pinellascounty.org.

Promotions

Promotions listed are for October 2015.

Board of County Commissioners

Airport

Cameron Moeller Airpt Firefighter

Management & Budget

Belinda Amundson Strategic Perf Mgmt Analyst

Public Works

Marvin Walton Trades/Fld Svcs Wkr

Utilities

Shawn Gardner Util Maint Spec 3
Michael McRorey Eng Spec 2
Joseph Stillwell Util Maint Spec 3
Matthew Wotowiec Wtr Qual Monitor Mgr

Business Technology Services

Lynda Morrill Mgr BTS

Property Appraiser's Office

Kevin Campanaro Asst Appr Dir
Pamela Johnson Prop Rclds Supv

Supervisor of Elections

Linda Cahill Admin Supt Spec
Jeffrey Mendes Admin Supt Spec

Please note that elections will not be held in the following areas:

BCC Group 1 - Solid Waste, Utilities Maintenance North and South, Mosquito Control and Vegetation Management

*Congratulations to **Mario Ruggia** who wins unopposed.*

BCC Group 6 - Utilities Customer Service, Engineering Planning & Design Division, Office of Management and Budget

*Congratulations to **Doris McHugh** who wins unopposed.*

BCC Group 8 - Communications, Purchasing, Economic Development, Planning, MPO, Airport, Convention & Visitors Bureau, Building Services, Risk Management

*Congratulations to **Lisa Wombles** who wins unopposed.*

Property Appraiser - All classified employees at the Property Appraiser's Office

*Congratulations to **Lisa Wright** who wins unopposed.*

Welcome Aboard!

Board of County Commissioners

Airport

Austin Fay Airpt Opns Supv

Animal Services

Patricia Johnson Acctg & Fin Tech
Casey Miller Ani Svcs Prog Coord
Kyle Steele Ani Svcs Rep

Building Services

Dana Fults Admin Supt Spec

Management & Budget

Maria Roberts Strategic Perf Mgmt Analyst

Parks & Conservation Resources

James Armstrong Craftwkr 1
Stephanie Cain Office Asst
Charles Combs Maint Crew Ldr

Public Works

Brian Dyar Maint 1
Jay Heckathorn Spray Tech
Derrick Jones Maint 2

Solid Waste

Gerald Boucher Scalhs Svcs Spec
Dwayne Morgan Acctg Svcs Coord
John Osbourn Solid Waste Prog Asst

County Attorney's Office

Jessica Hoskins Legal Sec

Clerk of the Circuit Court

Dawn Bauer Fin Acct 1

Property Appraiser's Office

Ronald Gonzalez Prop Rclds Asst

In case you missed it!

The November [To Your Health](#) newsletter has info on diabetes and what you can do. Plus the Great American Smokeout, healthy recipes, employee photos and much more!

November's [Leadership Notes](#) is about coping with stress at work.

Student Loans and Public Service

Are student loans bogging you down? If you are a Pinellas County employee, you may have options to help you manage the debt. There are loan forgiveness programs with favorable rules for public service work. [Learn more](#) about qualification requirements and how to find out more.



Taleo iRecruit and Requisition Training

Pinellas County's talent management system, iRecruit, is part of a more efficient hiring process. It helps make the process less complicated for applicants and allows hiring managers to see real-time information such as referral data and customized reporting. [See our article](#) in the March 2014 Pen.

Another big plus in the hiring process is contractor Advance Talent Solutions' Linda Simpson. She assists hiring managers from requisition to reference checks to job offer. She also provides Taleo (iRecruit) support and online testing for candidates.

"Taleo has been the best implementation of an infrastructure solution that I have experienced in the County."

- Keith Royster, Manager, Facility Operations, Real Estate Management



Linda Simpson

Depending on how often managers need to recruit new talent, some are more familiar with the process than others. Ms. Simpson says "There's no reason to struggle through the process." Linda helps facilitate Taleo training, assists with entering requisitions, schedules interviews, facilitates online assessments, and provides support for applicants to get through the hiring process.

It takes from 1 month to "absolutely no more than 2½ months" from posting to hire.

Linda's main piece of advice for hiring managers is to check the classification specification to ensure that it's up-to-date and indicates the right skill sets you need prior to submitting a requisition. Recruit for the present day to get the right candidates.

For more information, contact Linda Simpson at 464-3085 or lsimpson@pinellascountry.org.



Create Sustainable Solutions

Vision • Innovation • Collaboration

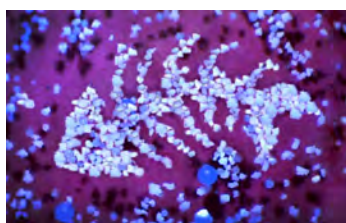


Do your part to protect our waters today.

Want more information?

[What are Microplastics?](#)

[Take the Pledge to Reduce Microplastics](#)



UF IFAS Extension
UNIVERSITY of FLORIDA

FROM THE RECORD KEEPER



Packing Inactive Records for Storage

When packing your inactive records in preparation for sending to the Records Center, you will need to follow a few guidelines:

- Only approved records storage boxes should be used. Empty boxes are available through Records Management on a first come, first served basis.
- Box content should be organized so records can be retrieved easily.
- Hanging files should be removed.
- Boxes should weigh 30 lbs. or less.
- Each box must be entered into the Oracle Records Management System.

For more information, please contact Michele Koehler in Records Management at (727) 453-3038.

Consumer Corner



Connie Consumer

As the holidays approach, many people are making travel plans. Before you book your trip, here are some smart travel tips.

1. Get recommendations: Ask your friends and family which companies they used for their trip and how their experience was. Check out online reviews to find out how other people rated the service and prices of airlines, hotels, restaurants, rental car companies and more.

2. Check out the company: In Florida, non-exempt sellers of travel must register with Florida Department of Agriculture and Consumer Services (FDACS) each year. Visit www.freshfromflorida.com to find out if the seller of travel is registered with FDACS and if any complaints have been filed against them.

3. Read the fine print: A signature on a contract indicates acknowledgement and acceptance of the terms and conditions. Once you sign, you may not have a right to cancel. Be sure to read the entire contract thoroughly, ask questions, and do not sign it if there are any doubts.

4. Pay by credit card: It gives you more protection than paying by cash or check. If you don't get what you paid for, you may be able to dispute the charges with your credit card company.

5. Be alert for fraudulent travel offers: Be skeptical of unsolicited mailings, emails or telephone calls claiming you've won a "free" trip. Often this is a ploy to obtain personal and/or financial information. You're told you're responsible for the taxes/fees, or you may be persuaded into purchasing additional products or services.

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.

The offices of Pinellas County's Consumer Protection division have relocated. The offices are now at the Pinellas County Justice Center, 14250 49th St. N., Suite 1000, Room 2, in Clearwater.



Employee and family news including kudos, weddings, births, graduations, memorials, and classified ads. Send your news to employee.communications@pinellascounty.org or call 464-5098.

Kids Tag Art!

A public-private partnership to benefit arts education in Pinellas County

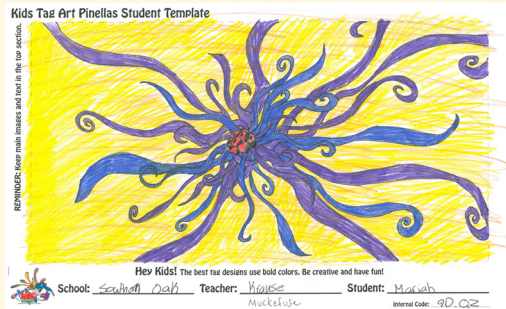
Diane Nelson, Pinellas County Tax Collector, is pleased to announce the launch of **Kids Tag Art Pinellas**, a community partnership program that brings businesses, students, families, government, and the public school system together to increase awareness about the importance of arts in our community. It is an elementary art curriculum that teaches children how art is used in commerce while raising needed funds to support arts education throughout Pinellas County.

"Kids Tag Art provides the opportunity for students to expand their horizons and learn about the economic benefits of arts in Pinellas and throughout the world" said Pinellas County Tax Collector Diane Nelson.

The Kids Tag Art Pinellas pilot program kicked off at the beginning of the 2015/2016 school year in 35 elementary schools. Elementary art students are creating their own unique vanity tag that family and friends will be able to purchase for the front of their cars.

Kids Tag Art Pinellas will help to foster the creativity of our students, while enabling the school district to provide more resources for our art education programs in classrooms," said Michael A. Grego, Ed.D., Pinellas County Schools Superintendent.

For more information about Kids Tag Art Pinellas and community sponsors, visit www.kidstagartpinellas.org.



Classified Ads For Sale

Looking for that perfect retirement mountain retreat? Three bedroom/ two bath home on one acre. Stone exterior remodeled to give that cozy log cabin feel inside. House and detached, oversized 2-car garage contain 1,250 SF each. Landscaping includes a picnic shelter in a private park setting. The property is surrounded by a 66-acre lake accessible by residents of the deed-restricted subdivision on Bon Air Mountain, between Sparta and Crossville, TN. Hiking trails and waterfalls are only moments away. Asking price: \$150,000. Contact Jim and Sara at (931) 303-8404.

Introducing...



Kendall Noel Hoff was born July 8 at 2:19 p.m. She was 21½ inches and weighed 9 pounds, 1 ounce. Proud new mom and dad are Kristen Hoff (Clerk) and husband Joshua.