Annual Disaster Assignment and Preparedness Assessment

Emergency Management has launched the annual *Disaster Assignment and Preparedness Assessment*. All employees are required to fill out or update this assessment each year and it is an important tool in making sure the County is prepared for an emergency.

**This year’s assessment is due by April 30.**

All employees, even those who took the assessment last year, need to take the time to carefully read the instructions and answer the questions, as there have been changes. The information includes specifics on how to contact you in the case of an emergency and your disaster assignment during an emergency activation. It also asks about your family’s personal emergency plan. So it is essential that you already have a personal emergency plan in place before filling out the assessment.

Your answers help ensure that you have prepared your own family and home so that they are secure, help us to communicate with you fully, and help all of us to quickly deploy when necessary. The information also helps employees have more control over where they will be assigned during emergencies.

**Every employee is considered a disaster responder.**

Everyone is expected to be ready to work in an emergency, so it is critical that you create a preparedness plan for you and your family right away. For more information on making a plan for your family, visit the [Emergency Management website](http://www.pinellascounty.org/hr/publications.htm).

Each employee is a critical part of emergency response. Every County employee is considered either *Department Essential* or *County Essential*.

*Department Essential* employees are required to fulfill an assignment that is essential to their departmental responsibilities. For example, someone who works in Public Works may support debris operations. A person from Animal Services may support Pet Friendly Shelters.

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**April is Volunteer Appreciation Month**

At the April 9 Board of County Commissioners meeting, National Volunteer Week was celebrated with a proclamation and presentation of Lifetime Achievement Awards to nine volunteers who have contributed 4,000 volunteer hours to Pinellas County Government.

Those volunteers are:
- **Laura Brown**, Animal Services, Foster Care
- **Judy Dailey**, Heritage Village, Historical Museum
- **Susan Hubbard**, Animal Services, Foster Care
- **Robert Hurst**, Parks, General Maintenance
- **Betty Nolan**, Parks, General Maintenance
- **Don Nolan**, Parks, General Maintenance
- **David Rockwell**, Emergency Management, Radio Operator
- **Lorraine Wert**, Heritage Village, Receptionist

The Board of County Commissioners and Volunteer honorees.

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**INSIDE**

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“In Our Own Words” is a place for employees and retirees to send in your stories. You pick the topic! We’ll take your submissions any way you’d like to send them—from an Outlook message to a handwritten note. Please keep it to no more than three paragraphs. All pieces will be reviewed and may be edited.

Online, you can complete a quick and easy Story Idea Form. Emails may be sent to Employee.Communications@pinellascounty.org. Hard copies may be sent via interoffice mail to Human Resources Communications, 4th floor, 400 S. Fort Harrison Ave., Clearwater. Please be sure to include your name, department/location, and a way to reach you.

**BLOOD DRIVES**

**Mark Your Calendars**

**HR Wants Your Feedback**

Have you seen the new “How are we doing?” link on HR’s website and emails? Take this quick anonymous Customer Satisfaction Survey whenever you contact Human Resources.

Let us know: Did you get what you need in a timely manner? What do you think we can do to improve? We want to hear from you to help us serve you better.

**Drug-Free Workplace Program Revisions – Coming Soon!**

This Wednesday, April 17th, you will receive an email regarding some recent changes to the Pinellas County Drug-Free Workplace Program. All employees need to review the updated policy and submit a signed acknowledgement form to Human Resources to comply with federal requirements to publish notice to all employees.

To complete the fillable acknowledgement form, type your name, department, and date; sign and ask a witness to sign it. Anyone may serve as a witness (coworker, family member, friend, etc.). The signed forms should be scanned and emailed to humanresources@pinellascounty.org (or if necessary, you may send a hard copy by interoffice mail to Drug-Free, HR, Annex 4th floor).

The Pinellas County Government policy was revised by the Unified Personnel Board to comply with the requirements of the Federal Drug Free Workplace Act, as follows:

1. **Add** “controlled substances” (not just drugs and alcohol as the Florida law requires)
2. **Add** a requirement that employees report any convictions for drug felonies that occur in the workplace within five calendar days of conviction.

**Supervisors**: If you have employees with limited computer access, please provide hard copies of the form to them and assist if needed with collecting the forms and submitting them to Human Resources. **All forms are due to HR by Friday, May 3, to be posted to employees’ personnel file.**

View the updated policy at www.pinellascounty.org/hr/drugfree and the acknowledgement form at www.pinellascounty.org/hr/pdf/policies_proc/drugfree-signature.pdf.
Q. Can you please advise whether the County pays anything toward healthcare for employees who retire before age 65? It has been a number of years since I have heard anything about this.

A. There is a very good document online called Retiree Benefits: What Happens When I Retire? and it explains the subsidy you’re referring to. If you have further questions, contact the Employee Benefits office at 464-4570 or employee.benefits@pinellascounty.org.

Q. Can a veteran buy their time in service for reduced time in Pinellas County Florida Retirement System (FRS)?

A. This is something you would negotiate with the FRS. I went to www.myfrs.com and searched and found this - https://myfrs.com/FRSPro_ComparePlan_Purchase.htm. If you are considering this, call the FRS at (866) 446-9377.

Q. I have searched the Personnel Rules and am unable to find an answer to my question. I am aware that, as a classified employee, when working a full 8 hour day we are required to take a 30 minute unpaid lunch. I seem to remember hearing or seeing that a lunch is only required when working over 6 hours but am unsure where I heard or saw that rule or guideline. Please clarify the rule requiring a required lunch break.

A. The Personnel Rules do not address lunch breaks. But they do provide flexibility to departments to have their own policies regarding lunches.

The Federal Fair Labor Standards Act (FLSA) and Florida Statutes also do not require lunch breaks.

The FLSA also does not require employers to pay employees during meal breaks, but if a meal break is granted, the employers must allow the employees to take the full lunch break without doing any work, and the break is usually for a minimum of 30 minutes.

The only reference to a required lunch break in the Florida law pertains to employees under the age of 18.

Lunch breaks promote good health, encourage social interactions, and boost morale along with helping to increase productivity as lunch provides an employee a needed break from a long work day. We encourage employees to take their lunch break away from the immediate work area.

Departments under the Unified Personnel System can have a policy requiring employees to have a lunch break to gain the effects as above and to help ensure that employees remain refreshed and at their best throughout the work day.

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**Classification & Compensation Study Implementation Update**

Position audit appeals to the Director of Human Resources are underway. Currently, 31 of the 36 appeal meetings have been conducted. Appellants will be notified individually by email of the findings and results. Of the 36 appeals, those that result in a recommendation of “no change” will have the option to appeal to the Unified Personnel Board.

HR is planning the next phase of the study and will discuss the objectives, timeline, roles and responsibilities with the Appointing Authorities at a May 14th meeting. We will then share next steps with our employees following the results from that meeting.

For more information and to stay up-to-date, view the Classification & Compensation Study web page.

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**Employee Communications Survey Results**

Nearly 800 or over 25% of employees responded to the HR Employee Communications Survey between March 15 and April 5. We’re so glad that we also made paper copies available because about 170 people replied using those.

A report on the findings and how we plan to implement strategies is slated for the May issue of The Pen.

Meanwhile, thank you to all those who responded. We truly appreciate your feedback.
YOUR TOTAL REWARDS

Health ● Wellness ● Retirement ● Compensation

Changing Your Benefits Due to Qualifying Events

You have 31 days from the date of a qualifying event to make any corresponding benefit changes. Qualifying events include:

- Birth/adoption of a child
- Marriage or divorce
- Gain or loss of other coverage (yourself or a dependent)
- Domestic partner relationship change
- Dependent becomes ineligible
- Transfer between full and part-time status
- Death of a spouse/partner or child

Employee Benefits must receive a Qualifying Event Status Change form and supporting documentation within 31 days of the event. Individuals who receive or terminate Medicaid coverage have 60 days to notify Employee Benefits of the change and submit appropriate paperwork.

Tobacco Surcharge Begins April 19

Individuals who indicated during Annual Enrollment that they were tobacco users and have not completed a tobacco cessation program will begin to have a tobacco premium withheld on their April 19 paycheck. The total annual tobacco premium is $500.

Individuals who complete a tobacco cessation program after April 1 will have their tobacco premium payments suspended when notification of successful program completion is received.

UnitedHealthcare offers a free online program to help you create a self-paced personalized tobacco quit plan. To register, visit www.WellnessCoachingNow.com. If you need support, you have access to direct coaching through live chat, secure-mails or telephone.

BENEFITS PARTNERS

DENTAL
Cigna
(800) 244-6224
www.mycigna.com

EAP/BEHAVIORAL HEALTH
ComPsych
GuidanceResources
(866) 615-3047
www.guidanceresources.com

FLEXIBLE SPENDING
ACCOUNT (FSA)
 WageWorks
(877) 924-3967
www.wageworks.com

HEALTH SAVINGS
ACCOUNT (HSA)
Optum Bank
(800) 791-9361
www.optumbank.com

LIFE INSURANCE
Standard Insurance Company
(855) 290-9479
www.standard.com

MEDICAL
UnitedHealthcare
(888) 478-4752
www.myuhc.com

PRESCRIPTION
Express Scripts
(866) 544-9221
www.expressscripts.com

VISION
Davis Vision
(800) 999-5431
www.davisvision.com

Melanoma Monday Skin Cancer Screening

Monday, May 6
8 a.m. - 1 p.m.
Morton Plant Hospital
Cheek-Powell Heart and Vascular Pavilion, Rooms A & B, 2nd Floor
455 Pinellas St., Clearwater

To register:
www.BayCareEvents.org
or call (844) 343-1769

Physicians and health care practitioners will offer free skin cancer screenings to promote early detection and raise awareness of skin cancers.

All screenings will be performed in a private area.

Take Care of Yourself

In April’s To Your Health newsletter, you will find articles about:

- Your Financial Well-Being
- Autoimmune Disorders
- Exercise for Arthritis
- ... and more!

Looking for theme park tickets, a break on your cell phone bill, discounts on gym memberships, hotels, rental cars or restaurants? Don’t forget, as a Pinellas County employee, you are a member of the YouDecide employee discount program. Visit www.pinellascounty.org/hr/discounts.
New! LanguageLine Phone Translation Service Now Available

If you deal with the public, chances are you’ve encountered a situation where you and a citizen didn’t speak the same language. Now, courtesy of the Office of Human Rights, you have a translation tool available to you by phone in over 100 different languages called LanguageLine.

County employees who interact with the public will be able to use an “I Speak” language identification card which lists frequently encountered languages. The customer can point to their language. Then, the employee can make a call to access an interpreter over the phone.

Informational materials, as well as instructions on how to use this service, are available to County employees through your departments. Or you can access the information on the Office of Human Rights’ SharePoint site.

In addition to providing translations in almost any language imaginable, this service will also provide Appointing Authorities important data on the number and location of language translation requests made.

Pinellas County Job Alerts

Did you know that Human Resources recruited for and filled 494 positions in 2018? Would you or a family member like to stay informed about Pinellas County job openings?

Visit the new user-friendly Pinellas County Government Career Center at www.pinellascounty.org/careers to quickly subscribe to Job Alerts. You decide what positions are of interest (for example, all jobs, jobs at a certain location, or jobs at a particular department). Then when an opportunity meets your criteria, you’ll be notified by email of the opening so you can apply if desired.

See our one-page Job Alerts flyer for easy step-by-step instructions. We suggest posting the flyer on the break room bulletin board to help employees who don’t access a computer regularly.

Here’s another valuable tip. To save time, complete a general Pinellas County Government application now with your education and work experience. Then later if you want to apply for a specific position, you’ll only need to complete the supplemental questions. Questions? Call (727) 464-3367.

A Mobility Strategy to Accommodate Population Growth in Pinellas County

By Rodney Chatman, Planning Division Manager, Forward Pinellas

By 2040, Pinellas County is projected to add over 63,000 new people and over 49,000 new jobs. That is a significant amount of growth given the changing landscape of development and redevelopment activity in a largely built-out County.

Part of the mobility strategy for accommodating this growth is to plan for more strategic investments in pedestrian and bicycle networks to serve a wide variety of trip purposes.

Over the next several months, Forward Pinellas will be developing a new Bicycle Pedestrian Master Plan for Pinellas County, in coordination with the development of the 2045 Long Range Transportation Plan.

“Advantage Pinellas” is the 2045 long range plan for Pinellas County and the Bicycle Pedestrian Master Plan – “Advantage Pinellas: Active Transportation” is a key component of the long range planning process.

One way to get involved in the plan development process is to log on to our Bicycle Pedestrian Master Plan Data Viewer. This interactive tool allows Pinellas County residents and visitors to identify current conditions, gaps, obstacles, and opportunities for increasing transportation options throughout the County. Once completed, the plan will outline a comprehensive bicycle and pedestrian network that supports safe and comfortable travel, connecting people to the places they want to go.

For more information and to access the interactive mapping tool, please visit http://forwardpinellas.org/building-your-future/guiding-plans/advantage-pinellas-active-transportation/ (Allow time for the map to load.)
Tribute

David Lewis, 40, an Electronics Equipment Technician 3 at the Keller Pump Station (Utilities) passed away suddenly on March 24. He had been a Pinellas County employee for 15 years.

Services were held April 1 at Faith Baptist Church in New Port Richey. His obituary is available online at VeteransFuneralCare.com until May 1.

From Steve Soltau, Division Director, Operations, Pinellas County Utilities

David Anthony Lewis, 40, a Senior Electronic Technician at the SK Keller Drinking Water Treatment Plant was killed Sunday, March 24, 2019 in Cedar Key, Florida in a tragic motorcycle accident. Dave’s oldest daughter, Suzanne Marie Lewis, 14, was also killed in the accident.

Dave maintained the electronic equipment, as well as the mechanical and electrical components, that keep our drinking water flowing and trustworthy to drink. Dave worked for Utilities for 15 years, starting in an entry-level position and was promoted through the ranks. Dave loved what he did for a living and that love showed up in his quality of work and willingness to teach and coach the new employees to success.

Dave decided he was going to devote his career to providing safe drinking water to the residents and visitors to Pinellas County. He asked me several years ago, “What do I need to do to get your job one day?” So Dave and I set up a formal mentoring relationship, sharing my leadership experiences with him as he navigated the route of his professional career to provide for the family he loved so very much.

Dave was born on January 26, 1979 in Sumter, South Carolina and moved to New Port Richey in 2006 after living in St. Pete for a few years. Dave was a single dad, proudly providing for his three daughters after the devastating death of their mother 13 years ago. David loved to ride his Harley Davidson through the back roads of Florida, but he loved his family and his friends even more.

Suzanne was born on May 12, 2004 in St Petersburg to David and Emily (Croft) Lewis. Suzanne was a student at Wendell Krinn Technical High School where she majored in Robotics and was a member of the Robotics Club. Dave was extremely proud of Suzanne excelling in his chosen profession of electronics. Suzanne’s club placed 24th out of 64 in a recent robotics event.

From Dave’s coworkers:

Dave always started the day with a smile on his face and when asked how he was, he always responded, “fantastic!”

He was the type of leader who gave an assignment and believed that you were able to follow through to the end, and do it right. Even if you messed up, he would say, “It’s fine.”

Dave was a true leader who trained staff and taught everything that he knew. The level of professionalism he displayed was commended by his co-workers and management. He was not only a supervisor, but a friend who would listen and offer advice, including on a personal level.

When Dave was at work, he put 110% into what he did, going above and beyond what was required. He had an active FDEP Drinking Water Treatment Plant Operator Class C License and an ISA Certification in Automation. Dave also held a Bachelor of Science degree in Electronics from ITT. He received the County’s Steller Award very early in his 15 year Utilities career. This stands as an example of his everyday work ethic.

As a family man, Dave would talk about his daughters and their activities. He was involved in his daughter Suzanne’s school robot competitions, providing guidance and his electronic knowledge to her and her classmates. He would share stories about times he would spend on vacation. Dave loved his classic Ford truck he was restoring and his Harley motorcycle.

He displayed a refreshing spirit toward his work and co-workers. Memories of Dave will live forever in the Keller Facility.

Dave is survived by his twin daughters, Kimberly and Ashley Lewis (13), his brother, Steve, who lives in New Hampshire, and his parents, James and Clare (MacNevin) Lewis, who live in New Port Richey.

This has been a heart-breaking event for those of us who worked side-by-side with Dave, who saw him as more than a coworker; Dave was a member of our family. He is missed.
Volunteer Site Coordinators were also present to honor their volunteers.

Most Volunteer Site Coordinators are Pinellas County employees who, in addition to their regular duties, work with volunteers. They create volunteer positions, supervise volunteers, keep records, coordinate with Volunteer Services staff, and motivate, reward and champion volunteers.

Here is a list of the current Volunteer Site Coordinators by department:

**Airport:** Michele Root, Michelle Routh

**Animal Services:** Casey Miller

**Building Services:** Andrea Dickens

**BTS:** Kim Belanger

**Clerk of the Circuit Court:** Michelle Coates, Nancy Dickman, Alan Hebdon, Karen Kelley, Pamela Lewin, Jason Stanley, Kim Swain, Steve Twardowski

**Consumer Protection:** Daniel Mangialomini

**Contractor Licensing:** Thuyvy Connelly

**Convention & Visitors Bureau:** Brandee Bolden

**Economic Development:** Becky Wills

**Emergency Management:** Mary Burrell, Clayton Parrott

**Extension:** Theresa Badurek (Master Gardener Prog.), Alyssa Bowers (4-H), Stacey Zidi (Gift Shop)

**Florida Botanical Gardens:** Vernon Bryant

**Gulf Beaches Historical Museum:** Michael Heerschop (volunteer)

**Heritage Village:** Susan Schneck, Laura Winnie

**Human Resources:** Cantrece Harmon

**Human Services:** Pamela Russo-Schulz

**Marketing & Communications:** Vanessa Quintana

**Human Rights:** Christina Toliver

**Management & Budget:** Maria Cascone, Shannon Mills

**Parks & Conservation Resources:** Mike Agliano (Fort De Soto), Sue Ball, Kathy Barile, Byron Bozarth (Pinellas Trail), Robert Browning (Fort De Soto), Scott Coulter, Carol Gray (Pinellas Trail), David Harshbarger, Keith Hollon, Patrick McGory, Chris Muhrin (Fort De Soto), Julia Myers (Brooker Creek), Brian Niemann (Weedon Island), Holly Rush (Weedon Island), Jonathan Skinner, Jim Wilson (Fort De Soto)

**Planning:** Cynthia Watkins

**Public Safety Services:** Lori Collins, Dawn Shontz

**Public Works:** Tyler Cothron, Natasha Dickrell, Celeta Duncan, Carolyn Cheatham Rhodes

**Real Estate Management:** Amantia Kempton, Melissa Perez

**Safety & Emergency Services:** Melissa Hiles

**Solid Waste:** Carlee Ward

**Supervisor of Elections:** Sharon Lasseter

**Utilities:** Deasie Beverly, Ivey Drexler, Barbara Jordan, Maria Vega-Rodriguez, Mike Wotowiec

Thank you to the Volunteer Site Coordinators!

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Learn Something New in 2 Minutes

**Beware of poison in the workplace!** It has a dark side that leads to conflict and erodes trust. What are we talking about, and how can you stop it? Watch the Two-Minute Tuesday video (any day of the week!): Poison in the Workplace. Can’t watch a video at work? No problem; read the script.
When you have any type of issue or question regarding your computer technology needs, who do you call? The BTS Operations Center (or BTSOC) ... where friendly, helpful staff look forward to assisting our customers in areas of computing technology, application support, security, and all their hardware needs.

The Operations Center staff consists of a dozen technicians who can assist our County employees under the County Administrator as well as offices of the County Attorney, Human Resources, the Property Appraiser, the Supervisor of Elections, the Sheriff, the State Attorney, the Public Defender, and of course, the citizens of Pinellas County.

The BTSOC hours of operation are from 7:00 a.m. until 5:00 p.m. On the average, the BTSOC handles 200 contacts per day via phone, email and in-person. Calls and/or emails received range from the most difficult technical issues to answering simple inquiries from our customers.

We’ve been asked what happens to the Operations Center when a fire alarm interrupts operation and we must “abandon our posts” and continue to serve employees and citizens around the County?

We move to a safer location ... and plug back in.

**Move to Safety**

Once the alarm sounds, agents quickly wrap up their calls by informing the customer they need to evacuate the building due to a fire alarm and will be back online shortly. Agents have the capability to move to other locations and still be functional via wireless headsets and supported software on their laptops. When the agents arrive at their designated alternate location, they log back into their laptops and phone software to become fully operational again receiving customer phone calls.

**All Clear**

Once the “all clear” has been given, half of the staff returns to the Operations Center. The remaining staff continue to take calls and monitor our agent board to ensure staff is back online prior to returning. From the time the alarm sounds to receiving the first call at the alternate location is approximately 7 minutes of Operations Center downtime. There is no downtime after the “all clear” has been given.

**Off-site Locations**

In emergency situations where the Operations Center must be relocated off campus or needs to be available for hurricane assistance, there are two locations designed to house our staff: the Supervisor of Elections at Starkey Lakes and the Emergency Operations Center in Largo. Like our alternate on-campus location, technicians are able to work without interruption and have all the tools available to them to perform their duties.

In any case ... The BTS Operations Center is always prepared to serve our customers internally and externally no matter the location of the staff.

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**Find it Fast:**

**HR from A to Z**

Our A to Z Index was viewed 16,000 times last year! Find what YOU need on the HR website quickly and easily, too. Access the link on the blue menu bar from any Human Resources web page. New index items are added frequently. Let us know if you have items to add.
County Essential employees are those who do not have a disaster assignment within their department and will be required to fulfill other critical functions needed to support County operations, like answering phone calls at the Citizens Information Center.

If you are considered Department Essential, you will be given the disaster assignment your department requires you to fulfill. If you do not have a specific disaster assignment in your department, you will need to select a County Essential disaster assignment. Talk to your supervisor or department’s Disaster Assignment Coordinator about your assignment or options and the training that you will need to take. To learn more about the options, please read the County Essential Disaster Assignment Packet. If you don’t choose a disaster assignment, Emergency Management will work with the Department Disaster Assignment Coordinator to assign you to a position.

Please watch the Emergency Response Employee Video. If you have any questions, see your Disaster Assignment Coordinator.

All of the disaster assignments are critical, and the preparation and training that precedes an emergency makes us better leaders and adds to our job skills. Pinellas County employees provide amazing services to the public every day, and when disaster strikes, our residents, tourists and businesses need us more than ever.

**Alert Pinellas Testing on May 6**

On Monday, May 6, from 12 noon till 4 pm, Pinellas County Emergency Management and Pinellas County Marketing & Communications will be conducting a Whole Community test of the Alert Pinellas notification system. During the test, a phone call will be sent Countywide to all public landlines from our provider data. For those who have signed up for our Alert Pinellas notification system, depending on the information they provided when they enrolled, they will receive a phone call to both their landline and cell phone, text messages and email.

Upon receiving the test call it is important for everyone to listen to the whole brief message so the system will accurately reflect the call results. Plus, any real event messages will always have key information or instructions and it will be important to listen to those in their entirety.

This Alert Pinellas test will help to ensure the system’s functionality and data quality, as well as help promote Alert Pinellas to the citizens. While Alert Pinellas does have provider based public phone numbers within the system, it is still important that citizens and employees sign up for Alert Pinellas to ensure that they receive timely warning and notifications and take full advantage of the automated National Weather Service severe weather alerts that are provided free of charge. Also, some municipalities provide community information notifications.

When signing up for Alert Pinellas, citizens and employees can enter up to five locations to receive geo-targeted notifications, add multiple phone numbers, text message numbers, and email addresses – as well as customize what weather advisories and notifications they want to receive.

Emergency Management will be opening the Citizens Information Center phone line at (727) 464-4333 from 12 noon to 5 p.m. to answer any citizen’s questions. If any employee receives a call related to the test and Alert Pinellas, they can forward that call to 464-4333.

This test is part of Pinellas County’s dedication to provide planning, coordination, prevention, and protective services to ensure a safe and secure community.

To learn more about Alert Pinellas, or to sign up for free additional locations, contact methods, and weather warnings, please visit [www.pinellascounty.org/alertpinellas](http://www.pinellascounty.org/alertpinellas).

*Annual Disaster Assessment - Continued from page 1.*
Research finds that US employees spend 2.8 hours per week dealing with conflict. Despite its prevalence in the workplace, many feel uneasy dealing with conflict.*

In any situation involving more than one person, conflict can arise. The causes of conflict range from philosophical differences and divergent goals to power imbalances. Unmanaged or poorly managed conflicts generate a breakdown in trust and lost productivity. With a basic understanding of these five conflict management strategies, you can better deal with conflicts before they escalate beyond repair.

**Accommodating**
- Giving the opposing side what each wants
- Helps keep the peace
- Often used when the conflict is minor

**Avoiding**
- Put off conflict indefinitely by delaying or ignoring the conflict
- Hope the problem resolves itself without confrontation
- Best if used for unimportant or non-work related conflict

**Collaborating**
- Integrating ideas from multiple sources
- Helps to find a creative solution acceptable for everyone
- Uses significant time commitment and is not appropriate for all levels of conflict

**Compromising**
- Both sides of the conflict need to give up elements of their position in order to establish an acceptable, if not agreeable solution
- Best in conflicts where both parties hold equal power
- Can be used in situations where a temporary fix is necessary to move forward

**Competing**
- One side wins and the other loses
- Often used by people with highly assertive personalities
- Best if used in conflicts involving emergency or crisis situations that are unpopular

Learning to manage conflict can improve effectiveness and performance in the workplace. Learn more about conflict management by attending an upcoming instructor-led class and reading Leadership Notes: Resolving Conflict.

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* Source: *The Real Cost of Workplace Conflict* by Jennifer Lawler
## SERVICE ANNIVERSARIES

### 30 YEARS

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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Tonja Ferguson</td>
<td>Clerk of the Circuit Court</td>
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<tr>
<td>Nicole Johnson</td>
<td>County Attorney’s Office</td>
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<td>Jeff Withrow</td>
<td>Human Resources</td>
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### 20 YEARS

<table>
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<th>Name</th>
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<tr>
<td>Isiah Waller</td>
<td>Clerk of the Circuit Court</td>
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<td>Alan Shellhorn</td>
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<td>Nancy Wilkinson</td>
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### 15 YEARS

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<tr>
<td>Kristin Chirikos</td>
<td>Animal Services</td>
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<td>Catherine Elting-Poltevint</td>
<td>Clerk of the Circuit Court</td>
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<td>Linda Magnuson</td>
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### 10 YEARS

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<td>Lynn Baldyga</td>
<td>Safety &amp; Emergency Services</td>
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### 5 YEARS

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<td>Robin Barnes</td>
<td>Public Works</td>
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<tr>
<td>Tracy Connolly</td>
<td>Convention &amp; Visitors Bureau</td>
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<tr>
<td>Tina Gasperson*</td>
<td>Clerk of the Circuit Court</td>
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<td>Jared Jaenicke</td>
<td>Building Services</td>
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<tr>
<td>Meera Jattansingh</td>
<td>Property Appraiser’s Office</td>
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<tr>
<td>Ludmila Kunin</td>
<td>Clerk of the Circuit Court</td>
</tr>
<tr>
<td>Carl Lanning</td>
<td>Public Works</td>
</tr>
<tr>
<td>Brittany Mason</td>
<td>Property Appraiser’s Office</td>
</tr>
<tr>
<td>Gayle May</td>
<td>Risk Management</td>
</tr>
<tr>
<td>Cecilia McCorkell</td>
<td>Management &amp; Budget</td>
</tr>
<tr>
<td>Nayana Merryweather</td>
<td>Clerk of the Circuit Court</td>
</tr>
</tbody>
</table>

### 3 YEARS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clay Parrott</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>Inaki Rizola</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>Billy Russ</td>
<td>Public Works</td>
</tr>
<tr>
<td>Sean VanDerGracht</td>
<td>Public Works</td>
</tr>
<tr>
<td>Donna Willhoite</td>
<td>Safety &amp; Emergency Services</td>
</tr>
<tr>
<td>Bryan Zumwalt</td>
<td>Office of Technology &amp; Innovation</td>
</tr>
</tbody>
</table>

### 35 YEARS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philip Evans</td>
<td>Utilities</td>
</tr>
<tr>
<td>Jim Wilson</td>
<td>Parks &amp; Conservation Resources</td>
</tr>
</tbody>
</table>

### 30 YEARS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pam Leasure</td>
<td>Parks &amp; Conservation Resources</td>
</tr>
</tbody>
</table>

### 25 YEARS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenn Dulmes</td>
<td>Public Works</td>
</tr>
<tr>
<td>Gary Hughes</td>
<td>Parks &amp; Conservation Resources</td>
</tr>
</tbody>
</table>

### 20 YEARS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Brooking</td>
<td>Real Estate Management</td>
</tr>
<tr>
<td>Bobbie Johnson</td>
<td>Public Works</td>
</tr>
</tbody>
</table>

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*Effective March 2019*
Retirements

30 Years
Deborah Moravec
Records Specialist 1
Clerk of the Circuit Court

13 Years
Kent Maxwell
Office Specialist 2
Survey & Mapping Division/
Public Works

Retirees Unavailable for Photo

Over 32 Years
James Owens, Human Resources Analyst, Human Resources

30 Years
Mark Oswald, Operations Manager Assistant, Public Works

Over 29 Years
Caron Klemm, Records Specialist Supervisor, Clerk of the Circuit Court

Over 24 Years
Derwood Jones, Animal Control Officer 3, Animal Services
Terry Zimmermann, Programmer/Analyst 2, Radio & Technology, Safety & Emergency Services

22 Years
Keshwar Ramjattan, Professional Engineer 1, Building Design & Construction, Real Estate Management

Over 19 Years
Ruby McKenzie, Manager of Purchasing Support, Purchasing

REPCO News

The next REPCO lunch meeting will be May 13, 2019 at Applebee’s Restaurant located at 5110 East Bay Drive. The meeting will begin at 11:30 a.m. A representative from Largo Police Department will join us and provide a presentation on Crime Prevention and Personal Safety. If you have any questions, contact Rudy Garcia at (813) 855-3466 or rdgarcia@verizon.net.

Foster Families Needed For Kittens

From Pinellas County press release 4-12-19

This time of year, Pinellas County Animal Services receives 40-50 new kittens every week that need a temporary safe place to live for two to four weeks as they get ready to find a forever home through adoption. The shelter also needs temporary fosters for dogs.

Fostering is easy: Fill out a volunteer application online, take a brief orientation course, and Animal Services will take care of all medical support, food and other supplies during the fostering experience.

Orientation courses are scheduled for:
- Saturday, April 20, 2019, at 9:30 a.m.
- Friday, May 10, 2019, at 10 a.m.

Orientation courses will be held at Pinellas County Animal Services, 12450 Ulmerton Road, Largo, 33774.

Those interested in becoming part of the Pet Foster Care Program can contact the Animal Services Volunteer Coordinator at (727) 582-2592 or rwalker@pinellascounty.org. More information about fostering, including a link to the volunteer form, can be found at: www.pinellascounty.org/animalservices/foster-care.htm.
Promotions

Promotions listed are for March 2019.

Board of County Commissioners

Animal Services
Jay Schloneger ........................................ Ani Cntrl Ofcr 2
Jodey Stambaugh ...................................... Ani Cntrl Ofcr 1

Building Services
Bridgette Reber .................................... Accountant 1

Safety & Emergency Services
Shelley Sarabia ....................................... Medical Blng Spec
Julie Wason ............................................. Medical Blng Spec

Emergency Management
Season Groves ....................................... Emer Mgmt Coord 1
Stephanie Hendrix .................................... Emer Mgmt Coord 1

Public Works
Doug Chase ............................................. AEO 1
Joseph Kovach ......................................... Fld Insp 2
Daniel Torres .......................................... Fld Insp 1

Real Estate Management
Ian Finn ............................................... Electronics Spec 2

Solid Waste
Andrew Goffe ......................................... AEO 2

Utilities
Steven Beharry ....................................... Wtr/Wstewtr Plt Oper 3

Clerk of the Circuit Court

Juami Boyden ....................................... Fis Rec Spec
Ana Caraballo ....................................... Rec Spec 2
Lacey Frost ........................................... Rec Spec 2
Denarvis Fuller ....................................... Crt Clk 1
Angela Hagedus ....................................... Crt Clk 1
Nicholas Jasko ....................................... Rec Spec 2
Amy Meloy ........................................... Crt Clk 1
Adriana Mesa Diaz .................................. Rec Spec 2
Tie Minh Nguyen ..................................... Crt Clk 1
Marla Overton ....................................... Rec Spec 2
Pamela Rhoads ....................................... Rec Spec 2
Mike Sebastian ....................................... Rec Spec 2
Hiram Stegall ....................................... Rec Spec 2
Marlica Tomlinson ................................... Crt Clk 1
Toni Treadway ....................................... Crt Clk 1

Tax Collector’s Office

Jonathon Brickey .................................... Tax Tech 2
Christine Gauger ..................................... Tax Tech 2

Pets of the Month

Contributed by Pinellas County Animal Services

How adorable can you get? Meet the perky and petite Sasha. She is a sweet girl who has a shy personality ... that is until she gets to know you. Once comfortable, she seems to enjoy the company of those around her and will settle into their lap for extra attention. Sasha has both her serious side and playful moments. Sasha really wants a family that will take the time to know her and know what she likes. In return she will adore them for a lifetime. Sasha is 3 years old.

Wally is no wallflower! Energetic and fun, Wally loves to run and chase. But at the end of the day, he just wants to sit at your feet. Wally is almost 3 years old and is ready to go to his forever home. He doesn’t have a lot of interest in toys right now, but that’s where you come in! Grab a ball, jump in your car and come meet Wally.

Adopt one or both of these beauties, fully vaccinated, spayed, microchipped and more from Pinellas County Animal Services at 12450 Ulmerton Road in Largo. View more adoptables at www.pinellascounty.org/animalservices/Adoption_Center.htm.
Welcome Aboard!

New employees listed are for March 2019.

**Board of County Commissioners**

**Animal Service**
Kira White............................................. Ani Care Asst

**Building Services**
John Decker........................................... Bldg Insp 1
Robyn Sparrow ....................................... Bldg Svcs Spec

**Public Works**
Brian Peddie .......................................... Fld Insp 2
George Shimp ........................................... Prof Land Surv Supv
Amin Vosouli ............................................ Eng 1

**Real Estate Management**
Michael Rector ......................................... HVAC Mech

**Solid Waste**
Deon Patterson.......................................... Maint 2

**Technology & Innovation**
Philipp Conner ........................................... Info Tech Analyst

**Utilities**
Shane Gendron ........................................... Dept Comp Supt Spec 1
Barbara Gilmore ........................................ Admin Supt Spec 1
Steven Wilson .......................................... Util Maint Wkr

**Business Technology Services**
Randall Day............................................. Info Tech Spec
William Geffert ....................................... Chf Tech Ofcr

**County Attorney’s Office**
Diriki Geuka ............................................ Asst Co Atty 1

**Clerk of the Circuit Court**
Karen Allen............................................. Fis Rec Spec
Corey Franz ............................................. Rec Spec 1
Lynette Horton ........................................ Fin Opns Supv
Maureen Kerfoot ....................................... Fin Opns Tech
Michelle Krieger ...................................... Rec Spec 1
Kasey Layman ........................................... Cust Info Ctr Spec 1
Doreen Quondamatteo ................................ Rec Spec 1
Rachel Schmidt ........................................ Rec Spec 1

**Property Appraiser’s Office**
Andrea Baron ........................................... Prop Rcds Asst
Magen Mason ........................................... Prop Rcds Asst
Pauline Sherris ........................................ Prop Rcds Asst

**Tax Collector’s Office**
Shannon Stewart ....................................... Office Spec 1

New Employee Orientation March 11.

New Employee Orientation March 25.
Don’t Be Deceived by Caller ID

Scammers disguise their identities when calling you by using an illegal technique called Spoofing. Spoofing is when a caller deliberately falsifies the information transmitted on the caller ID display, in the hopes of tricking you into answering the phone. They may use local area codes or legitimate numbers, such as a company you do business with or a government agency. These calls are often generated by scammers making robocalls; automated calls that can be programmed to dial millions of people in a day. There is very little cost to make robocalls, but the pay-off is big if an unsuspecting person falls for the scam.

The most effective method to combating scam calls is to not answer calls from unknown numbers. Answering lets the caller know it’s a working number, which typically increases the number of scam calls you receive, and may put your own number at risk of being spoofed. If you’re receiving calls from people saying your number is showing up on their caller ID, it’s likely that your number has been spoofed.

Here are a few tips to reduce scam calls.

› Don’t answer call from unknown numbers. If you answer inadvertently, hang up immediately.
› If your number has been spoofed, explain to callers or leave a message on your voicemail letting callers know that your number was spoofed. Scammers tend to switch phone numbers frequently, so most likely they won’t use your number for too long.
› If the caller leaves a message, still be wary. Remember if the call is fraudulent, so will the message and contact information. If you think it may be a legitimate call, return the call with the contact information you have for that business or agency.

For more consumer tips, to check out the complaint history of a business or to file a complaint, contact Pinellas County Consumer Protection at (727) 464-6200 or visit www.pinellascounty.org/consumer/tips.htm.

Create Sustainable Solutions
Vision • Innovation • Collaboration

What is Sustainability?
Sustainability is the intersection of People, Profit, and Planet.

What is the Triple Bottom Line?
Read about Sustainable Development Goals from the United Nations.
What is your ecological footprint?

THE RECORD KEEPER
Retention Codes

When packing records for storage, it is very important to have records with similar dates and retention code durations in the same box. For example, if a box has one record with 25 year retention but the rest of the records only have 3 year retention, the entire box would need to be kept for 25 years. That means that records that should have been destroyed after 3 years would still be available and utilizing storage space.

If you have questions about retention codes, please contact Michele Koehler at 453-3038.
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.

Gone but not Forgotten

The Pen is saddened to report the passing of the following retirees:

Gene Pressoir, 63, of Lutz, passed away March 25. He retired September 2017 as an HR Manager after 20 years of service.

Human Resources staff remember him fondly:

I worked directly for Gene on and off through my 20 years with HR. I was told by someone that I would learn a lot from him, and she was right. He was always thoughtful, easy to talk with, and cared for me, well everyone, both personally and professionally. He was a strong individual in my mind, able to make calls a few months ago to many of his former colleagues, seeking happy thoughts and prayers for help, but also in a way, saying goodbye at the same time. I’m proud to have worked for him, to have known him, and to call him my friend. - Carol Strickland

In cleaning out my desk a few days ago, I found some pictures of mountains and the Green Bay Packers that Gene had given me during “secret employee appreciation week” the HR department held when I first started here. Seeing those pictures made me smile because he always went out of his way to be kind and considerate. He took the extra effort to personalize each interaction. - Sarah Markofski

Gene was a selfless leader, always more focused on making a positive impact on others than on feeding an ego. He touched the lives of hundreds of employees, and so many of us are better human beings because we had the privilege of knowing and working with him…even if for a brief time. - Holly Schoenherr

One of the finest examples of calm, serene and thoughtful that I have ever encountered. - Chris White

Kind thoughtful, welcoming. When spending time with Gene one felt like he truly wanted to hear what you had to say. Encouragement, that was the other thing. He had an endless supply that he offered to all. And tennis, my lord tennis. We had a small group that played and on rare occasions we would be in a heated match to the end. Two seemingly inexhaustible lions on the prairie neither willing to give an inch. That was Gene, zest for life, play and love.

Safe travels my friend, hope to see you one day on the other side. - Jeff Withrow

Leslie R. Eversole, 82, of Carson City, Michigan, passed away March 30. He retired from the Building Department in 2003 after over 19 years of service. Read his obituary.

Robert G. Krebbs, 69, of Clearwater, passed away April 4. He retired in 2010 from Engineering Services as a Public Works Engineering Specialist 2 after 16 years of service.

Fredrick Lingard, 85, of Hudson, passed away March 4.

Kenneth Price, 62, of St. Petersburg, passed away March 15. He retired in 2002 from Fort De Soto Park after 15 years of service.

Gene Pressoir, continued.

Gene was a dedicated County employee who always went out of his way to help other employees. He believed strongly in building consensus among his peers and finding value in everyone’s contributions. There are a great number of employees in the organization, and who have retired who have benefitted from his thoughtful guidance - including myself.

Gene was a very caring person and he will be missed.

- Tim Closterman.