The 2019 Atlantic Hurricane Season started June 1, but our County employees are hard at work all year round. In January, employees went full steam ahead with training, participating in exercises and updating plans. In April, the Disaster Assignment and Preparedness Assessment was launched to make sure that each employee understands their role in an emergency and are prepared to fill it.

But being prepared as a County government is only a part of the overall effort. As public servants, our ability to respond quickly to the approach of a hurricane, and to serve the citizens, rests on personal preparedness. None of us can focus on our responsibilities on the job if we are distracted by worry over the safety of our families.

The basic preparedness message is the same: Be ready. We are not only asking you to prepare yourself and your family but to convey this information to friends and family as well.

1. Stay informed

As County employees we should be paying close attention to the weather conditions throughout the season. Not only do we look for tropical activity, but the daily afternoon storms are often very destructive.

- Be aware of the forecast and prepare to find safe shelter if you work outside. This is a matter of paying attention to the news or checking with the National Weather Service’s daily forecast.

- Review the procedures in the case of a tornado and have an emergency weather radio in your work area to warn the staff if one should threaten your location.

- Follow Pinellas County’s Facebook and Twitter (@PinellasCoNews) and the Emergency Management Twitter (@PinellasEM) page.

- Encourage your friends and family to sign up for Alert Pinellas so that they can be notified of urgent news as well.

We suggest everyone have at least two reliable sources of information. In the case of a hurricane, the Pinellas County website has updated information that is easily accessible to the public.

2. Know your risk.

Do you know your evacuation zone? Do your family and friends? If you plan on your family seeking shelter at a host home – a friend, family, business or other structure – have you checked the evacuation zone of that property to make sure they will be safe?

Evacuations are based on storm surge. Flood zones differ. An area could be in a non-evacuation zone and yet be prone to flooding from heavy rains.

Be aware that the flood maps are changing this year. Information about the preliminary maps can be found on the Pinellas County Flood Information page on our website. Changes to your property could affect insurance rates, and assessment of your personal risk.

There is an upcoming open house planned to provide information about the preliminary map updates:

Tuesday, June 25
11 a.m. - 2 p.m.
Oldsmar City Council Chambers
100 State St. West
Oldsmar

In addition to storm surge and flooding, the other risk is wind, described in categories from 1 to 5. In a Category 1 storm, speeds can reach 95 mph. In a Category 1 hurricane, winds up to 95 mph winds will produce damage. The extreme is a Category 5, and the images of Hurricane Michael are still fresh in our minds. The 157 mph winds in this category results in catastrophic damage.

When assessing your risk for wind, consider the age and sturdiness of your structure. Mobile homes, manufactured homes and recreational vehicles must always evacuate, no matter where in the County they are located. This is due to the vulnerability of these structures to the wind.

After assessing these risks, if you determine that you would not be safe in your home, ask friends or family who do live in a sound structure in a non-evacuation zone to shelter there. Alternately, if you determine you can ride the storm out in your own home, invite those you may know are vulnerable to stay with you.

Public shelters should be a last resort – a lifeboat not a cruise ship. Encourage those you know to find alternatives to a
“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

You can schedule an appointment at www.oneblooddonor.org.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown Clearwater Courthouse</td>
<td>315 Court St., west lot</td>
<td>June 19</td>
<td>11:00 - 4:00</td>
</tr>
<tr>
<td>Mid-County Tax Collector</td>
<td>13025 Starkey Road</td>
<td>August 6</td>
<td>8:00 - 1:00</td>
</tr>
<tr>
<td>Public Works</td>
<td>22211 US Hwy. 19 N.</td>
<td>August 22</td>
<td>12:00 - 5:00</td>
</tr>
</tbody>
</table>

Mark Your Calendars

View the NEW Blood Donation web page.

The Pen

A monthly publication by the Pinellas County Human Resources Department
EDITOR: Mary L. Sault

Would you like to put something in the Pen? Let us know by the first of the month. And be sure to include photos! employee.communications@pinellascounty.org

Are You Ready? Continued from page 1.

public shelter. You can also refer citizens to the 2019 Hurricane Guide, available at public buildings, possibly your own offices, and online, to review the options. A Spanish version of the Hurricane Guide is also available and a condensed version is available in Vietnamese.

3. Plan and prepare.

Based on your determination of your risk, you are ready to make a personal plan, which employees should already have based on the answers provided in the Employee Assessment. Review this plan with your family and make sure that you have included the needs of everyone in your family and those who are in your care. This includes pets and any other responsibilities, like cars and boats.

Your plans will determine the items that you need.

- Pack a Go Kit if you plan to evacuate. And if you do plan to leave your home, remember that you will need supplies when you return home. There will likely be no power or cell service, a boil water notice may be in place, and you may lose sewer service.

- Consider that you may have damage to your home. Have tarps, duct tape, plenty of food, water and any other supplies that you and your family will need to be self-sufficient for at least a week.

- If you are staying home, you will need all of this, as well as additional non-perishable food and water (one gallon per person per day).

The mobile app, Ready Pinellas, is a valuable tool in helping you create the list that fits your situation and guiding you through the steps of preparedness as a storm approaches. Remember, as employees, we are all responders in an emergency, and have to start our response well in advance of a storm. That means that we have to put our personal emergency plans into action before the general public does. We all have to prepare now.

Pinellas County hosted a Hurricane Prep Day June 2 at the Lealman Exchange. Citizens had the opportunity to talk with hurricane preparedness experts, find their evacuation zone and, as these ladies did, experience the emergency shelter environment.
Q. Is there anyone on our staff that we can direct FRS (Florida Retirement System) questions to? Finding specific information on their website is difficult and I’d like the opportunity to be able to speak with someone “in house” about it.

A. Human Resources staff really can’t speak on behalf of the FRS. If you are certain that the questions are for FRS, you need to contact them at (866) 446-9377, Monday through Friday, 9 a.m. to 8 p.m. You’ll reach representatives from Ernst & Young (EY) Certified Financial Planners who are available at no cost to you. EY can help with any and all financial questions, not just about the FRS Pension Plan or Investment Plan (e.g., deferred compensation, etc.).

You will also find a great deal of information on our Employee Retirement Information web page - www.pinellascounty.org/hr/retiree.

If you don’t find your question answered in one of these places, you can reach the Employee Benefits staff at 464-4570 or employee.benefits@pinellascounty.org.

Q. I understand that the County and the Appointing Authorities want to save money and not have to pay overtime to their employees. But if an employee has to work later than normal, shouldn’t the “flex time” be taken at the beginning or end of the day rather than added to the employee’s lunch hour? Requiring the employee to “flex out” in the middle of the day at lunch time does not seem right. Is there a written policy on this matter?

A. Flex time, or flexing of an individual’s work schedule to accommodate hours worked outside an employee’s normal work schedule, is a decision that is made by the individual Appointing Authorities. These are policy decisions that Authorities make in the best interests of their departments.

The Appointing Authorities have several options available to them to address the issue of an employee needing to work outside their normal schedule. The Personnel Rules do not dictate how County organizations set their work schedules for employees and by extension, do not direct the Appointing Authorities on how to schedule for flex time. If an Appointing Authority requires employees to flex their time in conjunction with their lunch, then that is a policy that must be followed.

If you disagree with this or any other policy decision, we recommend that you take the issue up through your management to ask for consideration on adjusting the policy. We also recommend that when you take the issue through your management chain, you also advise of reasons as to why such a change would be good for the organization and the employees. That may provide information that perhaps was not considered when the initial decision was made.

Q. Is there a required turnaround time for management to respond to leave requests placed by employees?

A. The Personnel Rules do not dictate a turnaround time for management to respond to a leave request. There are many factors when considering a request. It could be the request is for time off so far in the future that it is unknown what the business needs of the department will be at that time. Or it could be other short-term issues or work requirements in play where a supervisor doesn’t know if the request will be able to be granted. It is recommended that supervisors respond as practicable to a leave request, but the determination on turnaround time would be a decision of management.

That being said, the rules do state that managers and supervisors may deny an employee’s request for time off for business reasons. Further, annual leave requests must be scheduled in advance according to the Appointing Authority’s requirements.

Q. Can you please confirm where we are covered to get lab work completed - Quest or LabCorp?

A. Quest Diagnostics and Labcorp are both available to us. The best way to find out is to contact UnitedHealthcare to confirm coverage for the particular lab work you’ll be undergoing. UnitedHealthcare representatives are available at (888) 478-4752 from 8 a.m. to 8 p.m., Monday through Friday. You can also log in to myuhc.com and select “Find a Doctor” and search for a lab by location or service.

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Take The Pen Customer Satisfaction Survey!

Our ambition for The Pen is to provide news and information that will be helpful and informative for all of our readers. We are always looking for ways to improve and make the newsletter more responsive to our readers. Please take 3 minutes and tell us what you'd like to see by completing this short anonymous online survey. We’ll share the results with you in the July issue. The survey closes June 28. Thank you!

TAKE THE SURVEY
It’s Never Too Early to Get Your Biometric Screening

Employees enrolled in the Pinellas County Health Plan have until December 31, 2019 to complete a biometric screening and online Rally health survey to get the preferred premium in 2020.

What does that mean?
It means you’ll save $500 in 2020 on your health care premium.

What is a biometric screening?
The are two components - an annual physical exam and lab work.

What is the health survey?
The online Rally questionnaire asks about your health and habits, which help you identify possible risks or medical conditions.

How can I learn more?
View the Biometric Screening and Health Survey FAQs.

Where’s My ID Card?

Not all of our benefits partners offer ID cards to employees. The ones that do are United-Healthcare, Express Scripts, Cigna (for the HMO only), and Davis Vision.

Those that don’t include:
• Cigna (dental PPO only)
• Compsych GuidanceResources
• WageWorks
• Optum Bank
• YouDecide

Can’t find your ID card? Contact the benefits partner directly (contact info on the right).

Data Breach

A recent data breach affected Quest and LabCorp patients whose accounts were sent to AMCA for debt collection. Questions? Contact Quest at (866) MYQUEST or LabCorp at (888) 295-0466.

Take Care of Yourself

In June’s To Your Health newsletter, you will find articles about:
› Men’s Health Month
› Diabetic Eye Exams
› Dehydration
› New Fitness Classes ... and more!

Classification & Compensation Study Phase II Implementation

As Phase I of the study implementation closes, Phase II is ramping up. For Phase I, the downward reclassification appeal process for Classified employees is nearing completion.

Phase II is addressing Exempt classification and compensation structures, followed by attending to pay equity for both Classified and Exempt positions. In addition, Human Resources continues to work with Appointing Authorities to develop policies to recognize employee career growth and address disrupted career ladders.

For Phase II, affected* Exempt employees are expected to receive individual notices regarding tentative classification/pay grade changes and pay adjustments in July. Those employees may request a secondary review by Evergreen and will receive the results before any changes are implemented. Applicable changes to Exempt classifications and pay plans are anticipated to go into effect in September. * NOTE: This does not apply to employees under the Clerk of the Circuit Court and Comptroller, Property Appraiser, Supervisor of Elections, and Tax Collector as those Constitutional Officers have chosen to maintain their current Exempt pay plans.

The team from Evergreen will be conducting group workshops with Exempt employees July 9-12 to discuss the employee-level secondary review process. Exempt employees will receive an email advising of times, locations and how to register for the workshops.

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
Building a Workforce Pipeline: Summer Interns

Human Resources, in partnership with Appointing Authorities, the Pinellas County School Board, and the Pinellas Education Foundation, is helping create a pipeline for future employees. The Summer Career Acceleration Program aims to ensure that rising high school seniors graduate prepared to enter the workforce with real-world job experience gained through a summer internship and technical certification training programs.

Several students have been placed with Pinellas County Government—in Public Works, the Office of Management and Budget, Radio and Technology, the Airport, Emergency Medical Services, Human Resources and Marketing and Communications. Their internships continue through mid-July.

One intern is Paul Mariani from Pinellas Park High School. His interest is engineering and, at Public Works, he is learning about Transportation and Stormwater Engineering, designing job in AutoCAD Civil 3D, creating maps in ESRI ArcGIS, and creating 3D renders of construction projects using AutoCAD Infoworks.

For our current internship opportunities, visit **www.pinellascounty.org/intern**. If your department is interested in offering an internship opportunity, contact us at **volunteers@pinellascounty.org**.

Have an intern or volunteer in your department that you'd like to highlight? Complete this form.

Do you have family or friends interested in a career in public service? Be sure to **watch this video** highlighting various career opportunities with Pinellas County and share on social media using the hashtag #WorkGrowMatter.

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**Pinellas Parler Toastmasters Club**

Want to improve your confidence? Become a better speaker? Develop leadership skills? Come see what Toastmasters can do for you! Meets the first and third Thursdays of every month, 6:00 to 7:15 p.m.

**NEW meeting location:** Florida Botanical Gardens, Gardenia Room, 12520 Ulmerton Road, Largo. Membership is open to all.

For more information, visit the website: [https://pinellasparler.toastmastersclubs.org/](https://pinellasparler.toastmastersclubs.org/).

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**Keeping You Informed**

**Explore the Human Resources Website:**
- [www.pinellascounty.org/hr](http://www.pinellascounty.org/hr)
- Benefits
- Employee Relations
- Health and Wellness
- Jobs/Career Opportunities
- Pay and Classification
- Retirement
- Learning and Development

**Read Our Publications:**
- **The Pen** - employee newsletter - (monthly)
- **To Your Health** - employee wellness newsletter (monthly)
- **Leadership Notes** - newsletter for supervisors and subscribers (monthly)
- **Retiree Connection** - newsletter for retirees (quarterly)

**Follow Us on Social Media:**
- Facebook - PCGovCareers
- Facebook - PinellasVolunteers
- Twitter - PCGovCareers
- Twitter - VollnPinellas
- Instagram - PCGovCareers
- LinkedIn - PinellasCounty

**Learn About the Latest EAC Activities:**
- Employees' Advisory Council

**Stay Up-to-Date on Projects:**
- Classification & Compensation Study
- Employee Voice 2019 Survey
Golf, Fun and Fellowship

BTS employees with initial support from the Wellness Program started the Golf Scramble in 2014 with the first tournament at the Lansbrook Golf Club. The mission of the group? “This event is a great way to meet fellow employees, family and friends while enjoying a beautiful day on the golf course.”

The Scramble is also a great way to raise money for charity. The first Scramble in 2014 donated $300 to the Homeless Emergency Project (HEP). The amount raised each time has increased so that, over the last 5 years the organizers and participants have raised and donated well over $10,000 to charity!

The April 27 Scramble raised $1,400 which was donated to the Chi Chi Rodriguez Youth Foundation and The First Tee of Clearwater.

Becky Batten (OTI) said, “This was definitely the best donation check delivery experience I’ve had so far. Watching those boys practice and interact was very entertaining and hilarious. And, being able to give their program another $1,400 made it even more special.”

If you’d like to contact the organizers, email PinellasGolf@gmail.com.

Mark your calendars!

The next tournament will be on Saturday, October 26 at the Wentworth Golf Club. Shotgun start time is 1:00 p.m.

Look for the flyer and registration in September.

May 23 was Red Nose Day at the North County PAO

Contributed by Denise Schmidt and Sandy Leggett

Red Nose Day is a charity event to help end childhood hunger and poverty.

The North County Property Appraiser’s Office supported the cause again this year.
“Cereal for Summer” Food Drive
Pinellas County employees donate 18,000 meals for children in the Tampa Bay area this summer

Contributed by Barbra Hernandez, Marketing & Communications

Marketing and Communications thanks all of the departments and offices that participated in their first “Cereal for Summer Food Drive!”

With generous donations from multiple departments under the County Administrator, the Clerk of the Circuit Court and Comptroller, and the Sheriff’s Office, they collected over 1,500 cereal boxes and breakfast items in under two weeks.

According to Feeding Tampa Bay, the County’s donation will provide 18,000 meals for children throughout the Tampa Bay region this summer. Way to go!

Employee Voice Survey
Information Sessions
No need to register; just come!

The Employee Voice 2019 Survey is coming in August.
Find out what to expect at information sessions around the County this month.
The third-party research firm—HCP Associates—will present the facts and answer questions about the survey. HR staff will also be on hand.

Can’t attend? View the Pinellas County Employee Survey web page.

- **Public Works**
  22211 US Hwy 19 N, A230, Clearwater
  June 25, 7:30 – 8:30 am
  June 26, 4:00 – 5:00 pm

- **Utilities**
  14 S Fort Harrison, Learning Center, Clearwater
  June 25, 9:30 – 10:30 am
  June 26, 11:30 am – 12:30 pm

- **Extension**
  12520 Ulmerton Road, Magnolia Room, Largo
  June 25, 12:30 – 1:30 pm

- **Justice Center**
  14250 49th Street N, Room 2330, Clearwater
  June 25, 2:30 – 3:30 pm

- **GMD North** (GMD staff only)
  3900 Dunn Drive, Palm Harbor
  June 26, 7:30 – 8:30 am

- **South Cross Bayou**
  7401 54th Avenue N, St. Petersburg
  June 26, 2:00 – 3:00 pm

- **GMD South** (GMD staff only)
  6730 142nd Avenue N, Largo
  June 27, 7:30 – 8:30 am
UlearnIT Here First
Brought to you by: Human Resources Organizational & Talent Development (OTD)

Organizational Culture:
Do you know yours? Whose responsibility is it?

What is Culture?
Culture is “the collective mindset and attitude of employees.” It is the personality of the organization and includes: work environment, mission, values, ethics, expectations, and goals. It involves fostering a positive attitude that starts with clearly defined core values. Endorsement at all levels of the organization including branding, learning opportunities, and leadership is necessary.

Making an Investment
Engaging employees with a sense of shared purpose can be a powerful motivating factor for them. Organizations that invest time and passion into their employees are often rewarded with employees who are willing to give back. A Randstad 2018 employee survey indicated that 58 percent of employees quit their jobs because there was a lack of development and growth opportunities. If the culture embraces these types of opportunities, employees become more engaged and will work harder and stay longer.

Leader of the Pack
Inspiring others, providing tools for success, and showing support for their teams makes a difference.
There are four elements to this type of inspirational leadership:
• Passion – demonstrating enthusiasm for the organization.
• Effort – employees are more likely to give it their all when they see management doing the same.
• Expertise and Experience – management must know their stuff to be credible.
• Caring – interest in an employee’s activities outside of work shows respect for work/life balance.

An Employee’s Role
• Have an optimistic mindset willing to receive feedback and coaching.
• Utilize available growth opportunities.

Take a look at New Year, New Culture of Learning in January’s Pen for a deeper dive into a culture of learning.

Additional ULearnIT Resources
(Copy ID into search field after logging in.)
Log in to Skillsoft.

<table>
<thead>
<tr>
<th>Resource</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culture Hacker: Reprogramming Your Employee Experience to Improve Customer Service, Retention, and Performance</td>
<td>141276</td>
</tr>
<tr>
<td>People First Leadership: How the Best Leaders Use Culture and Emotion to Drive Unprecedented Results</td>
<td>135455</td>
</tr>
<tr>
<td>Gaining insight through Organizational Awareness</td>
<td>bs_apd21_a01_enus</td>
</tr>
</tbody>
</table>

Learning Needs Survey Update
Over 500 employees responded to the HR Learning Needs Survey in May. We’re immensely thankful to all those who participated. Your input will help us discover more about your learning and development needs.
A summary of the findings and how we plan to implement changes based on the results is slated for an upcoming issue of The Pen.
In the meantime, if you ever have questions or suggestions, please reach out to us at learning@pinellascounty.org.
We truly appreciate your feedback.

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.
SERVICE ANNIVERSARIES

35 YEARS

Joe Fernandez
Solid Waste

Jay Perkins
Utilities

Alvin Roach
Safety & Emergency Services

Veronica Norfleet
Utilities
*effective March 2019

30 YEARS

Maria Collura, Clerk of the Circuit Court

James Hulsey, Utilities

Patricia Kelley
Parks & Conservation Resources

Jennifer Shawen, Clerk of the Circuit Court

Sandy Tuller, Clerk of the Circuit Court

20 YEARS

Susan Colton
Clerk of The Circuit Court

Donald Crowell
County Attorney’s Office

Chris White
Human Resources

Yolanda Goodloe
Economic Development

Kristen Hoff
Clerk of the Circuit Court

Robert Price
Business Technology Services

Justin Taylor
Business Technology Services

Rachel Wyllie
Clerk of the Circuit Court

Unavailable for Photo

35 Years
Maria Collura, Clerk of the Circuit Court, Jamey Hulsey, Utilities

20 Years
Christopher White, Human Resources

15 YEARS

Ana Carrera
Human Services

Yolanda Goodloe
Economic Development

Kristen Hoff
Clerk of the Circuit Court

Robert Price
Business Technology Services

Justin Taylor
Business Technology Services

Rachel Wyllie
Clerk of the Circuit Court

5 YEARS

Tony Armer
Convention & Visitors Bureau

Scott Breedlove
Public Works

Vincent Carboni
Public Works

Rodney Chatman
Forward Pinellas

Fredricka Collins
Management & Budget

Michael DePappa
Public Works

Sarimar Garcia Colon
Office of Technology & Innovation

Alexander Gonet
Clerk of the Circuit Court

Chelsea Hardy
County Attorney’s Office

Warnesha Harris
Tax Collector’s Office

Lloyd Hurley
Parks & Conservation Resources

Linda Larkins
Management & Budget

Brendan Mackesey
County Attorney’s Office

Lindsey Martin
Animal Services

Amy Martin
Purchasing

Yana Matiyuk
Management & Budget

Roan Morgan
Airport

Michele Root
Airport

Karen Sanford
Animal Services

Tony Siragusa
Property Appraiser’s Office

3 YEARS

Steve Boswell
Purchasing

Jacob Coulter
Public Works

Justin Dorsey
Public Works

Tyler Ferris
Public Works

Jordan Gottlieb
Airport

John Hilpl
Building Services

Maria Kelly
Forward Pinellas

Thomas Ludwig
Parks & Conservation Resources

Perry Medland
Public Works

Donald Melone
Public Works

Vijay Mudunuri
Business Technology Services

Bill Seiter
Clerk of the Circuit Court

Robert Slaughter
Public Works

Rebecca Stysly
Forward Pinellas

Stephanie Weiss
Solid Waste
The next REPCO lunch meeting will be held July 8, 2019 at Applebee’s Restaurant located at 5110 East Bay Drive. Our guest speaker will be Dr. Manning from Gulf Coast Eye Care. If you have any questions, contact Rudy Garcia at (813) 855-3466 or rdgarcia@verizon.net.

REPCO News

Ivanetta Dorsey, Project Coordinator-Administrative, Public Works/Construction Management

Faye Creter, Property Records Technician, Property Appraiser’s Office

Grady McCall, Crew Chief 1, Airport

Charles “Chuck” Freeman
911 Division Director
Safety & Emergency Services/Regional 911

Marsha Ouellette
Record Specialist, Sr
Clerk of the Circuit Court/St. Petersburg Branch

Shara Stubbins
Human Resources Technician
Human Resources

Judy Wong
Records Specialist, Sr
Clerk of the Circuit Court/Civil Court Records

Retirees Unavailable for Photo

Learning Paths
There are seven Learning Paths to help you build knowledge and skills progressively over time. Certificates and microcertifications are available for successful completion.

To start on your Learning Path, see the Learning Paths Guide, email learning@pinellascounty.org or call (727) 464-3796.

Are you frustrated by a lack of respect from those around you? Join Aretha Franklin, Tina Turner, Marilyn Monroe, and Rodney Dangerfield to explore respect in the workplace and learn 7 valuable tips. Watch the Two-Minute Tuesday video (any day of the week!): R-E-S-P-E-C-T: Find Out What It Means to Me. Can’t watch a video at work? No problem; read the script.
The 2019 Learning Catalog is available online.

The catalog presents learning opportunities for employees and members of the Consortium and provides a framework to develop your knowledge and skills. View the catalog.

Registering for a Course is Easy!

Pinellas County offers over 100 free instructor-led courses which you can take during work hours with supervisor approval. It’s simple to register in OPUS and now we’ve made it even easier with updated instructions including screenshots:

- OPUS Registration: Quick Reference Guide
- OPUS Registration: Step-by-Step Guide
Welcome Aboard!

New employees listed are for May 2019.

### Board of County Commissioners

- **Animal Services**
  - Amy Birchfield ..................................................Vet Tech

- **County Administration**
  - Jill Silverboard ..................................................Dep Co Admin/Chf Staff

- **Convention & Visitors Bureau**
  - Jeffery John ..............................................CVB Sales Rep

- **Development Review Services**
  - Caroline Rojas ..............................................Admin Supt Spec 2

- **Economic Development**
  - Debra Schweikowsky ........................................Bus Dev Mgr

- **Real Estate Management**
  - Vincent Rebokus ............................................Fleet Mech

- **Human Services**
  - Fredricka Kotey ..............................................Case Mgr 2

- **Marketing & Communications**
  - David Connor ...............................................Marketing Mgr

- **Parks & Conservation Resources**
  - James Cherry ..................................................Craftwkr 1
  - David Jacobs ..................................................Craftwkr 1
  - Sarah Kadis ..................................................Office Spec 1
  - Paul Lucas ..................................................Craftwkr 1
  - Travis McLaughlin ...........................................Craftwkr 1

- **Planning**
  - Evan Johnson ..................................................Bus Dev Mgr

- **Public Works**
  - Michael Rowland .............................................Fld Insp 1
  - Vincent Tejada ................................................Fld Insp 1

- **Regional 911**
  - Tessa Jones ..................................................911 Pub Sfty Telecomm 1
  - Richard Minshall .............................................911 Pub Sfty Telecomm 1
  - Alexander Mohammed .........................................911 Pub Sfty Telecomm 1
  - Evamarie Richardson .........................................911 Pub Sfty Telecomm 1
  - Benjamin Thompson .........................................911 Pub Sfty Telecomm 1

- **Risk Management**
  - Valerie Edmons ..............................................Trne UF A

- **Technology & Innovation**
  - Michael Purser ...............................................Info Tech Analyst Sr

- **Utilities**
  - Patricia Cortez .............................................Contract Svcs Spec 2
  - Michelle Loy ..................................................Admin Supt Spec 1
  - John Polmann ..................................................Mgmt Intern
  - Daniel Umberger .............................................Wtr Qual Mgmt Spec 2

### Business Technology Services

- Eric Perez .............................................Info Tech Analyst

### Clerk of the Circuit Court

- James D’Amico .............................................Info Tech Sys Analyst

New employee orientation May 13.

New employee orientation May 28.
Consumer Corner

Job Scams

Many students are starting to look for summer jobs and scammers are looking to target them. Job vacancies fill up quick. Scammers know this and prey on the person’s urgency to find a job. The fake jobs are often advertised through legitimate employment platforms: online, in newspapers and on radio and TV. Job scams result in lost money and/or identity theft. When looking for a job, here are some common scams to avoid.

Advance fee scam: You’re told that before you start the job, you have to pay to have a drug test or are required to purchase uniforms or training materials. You pay the money and never hear from the employer/company again.

Overpayment scam: You receive a check in connection with a job you’ve been offered, the check is for a larger amount than what you’re owed. You’re told to cash the check and wire the overage back to the sender or a third party. Shortly after, the bank notifies you that the check was counterfeit and requires you to repay the funds.

Work at home scam: The advertisements lure you in with big promise of “being your own boss, and earn thousands of dollars a month ... no experience necessary.” Sound too good to be true … it is! There are many version of the work at home scam. Most of the time you’re required to invest more money then you’ll receive or you’re told “the work isn’t up to standards” and receive no payment.

Here are a few helpful tips when job hunting:

- Do your homework and thoroughly check out the company
- Avoid job listings that require you pay upfront fees
- Be wary of guarantees that sound too good to be true
- Read the contract carefully before signing

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

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Summer Fertilizer Reminder

Create Sustainable Solutions
Vision • Innovation • Collaboration

June 1st – September 30th
Fertilizers containing nitrogen and phosphorus cannot be used in Pinellas County.

October 1st – May 30th
Nitrogen must be at least 50% slow release. No phosphorous fertilizers may be used in Pinellas County.

Read more about fertilizer and landscaping from Environmental Management.
Learn the benefits of less lawn from Be Floridian. (Hint: More fun!)

Questions? Contact the Lawn and Garden Help Desk at (727) 582-2100

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THE RECORD KEEPER
AppXtender Electronic Records Storage

AppXtender software (formerly known as WebXtender or Documentum) is used by departments across Pinellas County government for the retention of electronic records. Some of the benefits of using AppXtender are:

- Easy sharing of information – view, print, email
- Full range of content search and display capabilities
- End user training and IT support
- Destruction workflow
- Records are secure and protected with an extensive security model based on authorized user privileges

If you would like more information about using AppXtender to store electronic records for your department, please contact Daniel Magelnicki in Records Management at 464-4406.
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:

**William E. Dunn**, 95, passed away May 18, 2019. In the 1980s, the William E. Dunn Water Reclamation Facility was named after him.

Known as a consummate southern gentleman, he retired in 1994 as Director of Utilities after 40 years of service. He’d been Director of the Health Department Sanitation Division for 11 years prior to that.

In the February 1994 *Pen*, his retirement announcement said, “His dedication and devotion to the County will long be remembered by his many friends and all those who served with him and under him.”

[View his obituary and tributes.](#)

Arrangements by Culley’s MeadowWood Funeral Home, Tallahassee.

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**Mary A. Kelley**, 97, of Largo, passed away May 18, 2019. She retired from the County in 1988. [Read her obituary.](#)

**Fred I. McIntosh, Jr.**, 92, of Largo, passed away May 16, 2019. He retired in 1989 from the Water Department. He is survived by five generations, including Pinellas County employees: Rodney Bold (Risk), Chris Labiak (BTS), Angela Labiak (BTS), Erin Sullivan (TCO), and Billy Bolt (Public Works).

Arrangements are with Serenity Funeral Home. [Read his obituary.](#)

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**Albert J. Wagner**, 85, of Port Richey, passed away June 6, 2019. Arrangements are with Downing Funeral Home, Spring Hill. [Read his obituary.](#)