Employee Voice

Your Voice Matters

Why You Ought to Take the Employee Voice Survey August 12

Since the 2017 Employee Voice Survey, all 10 Appointing Authorities have made changes and enhancements as a direct result of your answers to the 2017 survey. Changes include enhanced internal communications, increased accountability for performance reviews, opportunities for career advancement and learning, work schedule flexibility, and other process improvements.

We encourage you to ask your leadership and department directors what has been done in your workgroup or department. Here are some ways your leadership acted on the results of the 2017 Employee Voice Survey.

Business Technology Services
- Implemented flexible work schedules including working remotely where applicable
- Improved professional environments and working conditions
- Held quarterly focus group meetings between the Chief Information Officer and staff representatives

Clerk of the Circuit Court and Comptroller

Finance Division
- Implemented career path plans for interested employees and supported employee development via UlearnIT and Learning Paths programs
- Implemented a job shadowing program for increased exposure and awareness of work
- Held division-wide team meetings and retreats creating learning opportunities, celebration of accomplishments, goals setting, and creating collaboration through business process improvement exercises

Court and Operational Services Division
- Celebrated monthly employee anniversaries and birthdays
- Requested additional positions in work-overloaded departments/sections which enabled upward mobility and increased morale

Clerk’s Technology
- Hired consultant to assist with developing process improvement plan
- Established internal process improvement teams
- Monthly breakfast with team
- Quarterly team meetings

County Administrator
The departments under the County Administration are numerous. Here are few highlights:

Parks and Conservation Resources
- Reinvigorated FACE quarterly performance review process and now actively track the completion rate within the department and individual performance goals are shared department-wide.
- Implemented department-wide onboarding process for all new employees, including the distribution of the “Team Member Handbook” to all new and existing employees.

Planning
- Developed an internal SharePoint site in order to be more transparent about department-wide projects and programs
- Increased emphasis on continuing education and training opportunities with employees pursuing Certified Public Manager certification, Florida

Continued page 5.
“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.

Our Employees’ Commitment Makes Pinellas Better Prepared

By Mary Burrell, Emergency Management

The Disaster Assignment and Preparedness Assessment that was opened in April to County employees has helped make Pinellas County better prepared to serve its citizens.

Since the launch of the assessment, 95% of County employees have participated in the process. Of those:

- 87% now have an essential disaster assignment with their home department. These employees fulfill a role that is essential to their departmental responsibilities as described in the Comprehensive Emergency Management Plan (CEMP).
- 8% volunteered for a County essential disaster assignment outside of their home department to support County operations.
- 5% chose the Personnel Pool which will be utilized to fill emergency jobs.

The goal of the Assessment is to have disaster assignments filled prior to an emergency activation.

Employees Increased Participation

So far this year, 55% of the County essential disaster assignments are filled. This is up 41% from 14% in 2018.

It can be challenging for departments to fill the emergency jobs that they are responsible for under the CEMP. Emergency Management will reach out to departments to ensure all of their employees complete the assessment and will reassign employees in the Personnel Pool to critical County essential positions that are still vacant.

Assessment Remains Open

The Disaster Assignment and Preparedness Assessment is open year-round for new employees to take, and for current employees to make updates. Employees can get more information from their Departmental Disaster Assessment Coordinator.

Employees who are currently completing their personal emergency plans can follow the guidelines available on the Emergency Management internet. The mobile app, Ready Pinellas, is also a valuable tool.

BLOOD DRIVES

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

Mid-County Tax Collector
13025 Starkey Road
August 6
8:00 - 1:00

Downtown Clearwater Courthouse
315 Court St., west lot
August 20
11:00 - 4:00

Public Works
22211 US Hwy. 19 N.
Building 1, Clearwater
August 22
12:00 - 5:00

North County Tax Collector 29399 US Hwy. 19 N.
August 14
11:00 – 4:00

Utilities Building
14 S. Fort Harrison Ave.
Clearwater
August 21
8:30 - 1:30

Mark Your Calendars

View the NEW blood donation web page.

Watch the Two-Minute Tuesday Disaster Assignment and Preparedness Assessment.

Look for the free Ready Pinellas app on your smartphone.
Q. At what point is an employee eligible for a promotion? I am under the impression that you must be employed for one year. Is this true or has this changed?

A. There is no restriction at all for any County employee to apply for a promotion if they feel they are qualified for a position that is advertised. There is no restriction against an employee who is in the first year of employment from applying for promotions. All County employees, regardless of time with the County, or in a position, are eligible to apply for any recruitment for which they may be qualified. The only restrictions are when a recruitment may be limited to a certain department. HR has those limits posted on recruitments, when requested. Look for an internal job posting flyer in your email every Tuesday.

Q. What is the County’s position on on nepotism?

A. Read the Unified Personnel Board Policy # 7: Nepotism. The County adheres to the State of Florida nepotism law which is set forth in Policy # 7. The policy states, “The act of using your power to influence to get jobs or unfair employment advantages for members of your own family is called nepotism and is strictly prohibited.” The policy further directs the Appointing Authorities to ensure that the policy is followed by all of their departments.

If a specific case of potential nepotism is brought forward to HR, we would notify the responsible Appointing Authority to look into the matter, and if necessary, make the corrective changes that may need to be made. With an organization the size of the UPS, there are many family members who work for the County. The law states that one family member cannot be in the managerial chain of another family member. This does not prevent family members from working within the same department, but it does prevent them from being in the same managerial chain.

Take The Pen Customer Satisfaction Survey!

Thank you to all those who have responded to the Pen survey. We’ve received great feedback and we’d like to hear more. So we’re extending the survey! Keep those responses coming!

Last year’s survey led to new ideas and more story submissions about employees.

Next month we’ll report back to you and will introduce a new tool you can use to easily give kudos to other employees and departments!

TAKE THE SURVEY
YOUR TOTAL REWARDS

Health • Wellness • Retirement • Compensation

FRS Retirement

New employees are automatically enrolled in the Florida Retirement System (FRS) Investment Plan and have 8 months in which to change to the Pension Plan if desired. For example, if you were hired in November 2018, your deadline is July 31st.

All employees have a one-time second election opportunity to change from their current plan to the other plan. To learn more about the plans, visit the new interactive FRS website at https://choosemyfrsplan.com.

Questions? Get answers from an experienced, unbiased financial planner at no charge. Call the MyFRS Financial Guidance Line at (866) 446-9377, 9 a.m. to 8 p.m. Monday to Friday.

Did you know ... the FRS publishes quarterly newsletters and Investment Fund Performance Reports? You can view them at www.myfrs.com/MemInvestmentPlan.htm.

What is a Virtual Visit?

Sometimes called telemedicine, Virtual Visits are appointments with board-certified medical doctors by

- telephone,
- webcam (with PC or Mac), or
- mobile app on a smartphone or tablet.

UnitedHealthcare (UHC) offers Virtual Visits from the comfort of your home 24/7 with Doctor on Demand and Amwell. Point of Service (POS) medical plan members pay $15. Consumer Driven Health Plan (CDHP) out-of-pocket cost is $49 prior to deductible.

Common conditions you might use a Virtual Visit for include allergies, bronchitis, pink eye, sinusitis, and urinary tract infections.

It’s a good idea to set up an account ahead of time, including adding a payment method.

Your Virtual Doctor can write prescriptions and send them electronically to your pharmacy. If you’re too sick to go out, many local pharmacies offer home delivery.

For more information or to get started, visit https://uhcvirtualvisits.com/howitworks.

Take Care of Yourself

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

- Sun Safety
- The Mammo Bus
- The Stress Less Challenge
- Employee kudos ... and more!

Benfits Partners

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

EAP/BEHAVIORAL HEALTH
ComPsych
(800) 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
(888) 478-4752
www.myuhc.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

Classification & Compensation Study: Phase I of the Evergreen Study Has Been Completed

Phase II is already underway. Mark Holcombe with Evergreen Solutions was onsite July 9-12 conducting group workshops with impacted* Exempt employees to discuss the employee-level secondary review process. Approximately 150 exempt employees attended a workshop session. As a supplement to the workshops, Human Resources has posted a video on our website that provides details about the type of information that Evergreen is requesting during the secondary review process.

Impacted* employees are expected to receive Evergreen’s initial recommendations regarding the classification and pay grade associated with their positions via email by the week of July 22.

* 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.
Employee Voice, continued from page 1

Redevelopment Association certification training, and formal education through the tuition reimbursement program

- The department continues to encourage the use of flexible schedules, where appropriate, in order to promote work-life balance

Solid Waste

- Action plan that included training on Anti-Harassment Policy and the Procurement Policy, as well as implementing a formal safety program and establishing an incident reporting system to investigate operational near-misses and/or actual events

- The department regularly communicates expectations for employee performance and established quarterly meetings to discuss performance management

The County Attorney’s Office

- Developed guidelines to further encourage career development and leadership development

- Published detailed performance review forms as well as guidance documents to advise of position-related expectations

- Implemented pay increase incentives for paralegals and legal secretaries who obtain relevant certification and cover cost of required CLEs

- Centralized communications so that employees receive the same message, in lieu of and/or in addition to managers conveying the message to their sections independently

Forward Pinellas

- A “Performance Perks” system that allows a manager to recommend an employee receive 4 or 8 hours of paid administrative leave for exceptional work above and beyond on a particular project

- Began “Mentoring Moments” where employees meet to discuss professional growth and development led by a fellow staff member

- The Executive Director began meeting weekly with senior management to improve two-way communications between management and staff

- Offer a flexible work schedule, including the ability to work remotely in certain circumstances

Human Resources

- The HR Director met with staff collectively and individually to better understand the factors affecting morale – implementing team building workshops and staff advances

- The HR Leadership Team engages in regular discussions around ways to best manage performance issues

- A staff workgroup was formed to develop options for providing greater flexibility in work schedules, and some of the proposals were adopted

Office of Human Rights

- Introduced more frequent staff meetings to share news, developments, and to discuss cases

Property Appraiser

- Reestablished the Social Committee and hosted its first organization-wide holiday party last year, resulting in positive feedback

- Eased workloads and/or equitably spread workloads via process improvements and Automatic Call Distribution (ACD) phone system in all departments

- Created a new training position to assist all department employees and apply consistency throughout all offices

- Increased opportunities for employees to participate in projects, allowing for promotional opportunities

Supervisor of Elections

Internal Communications

- Conduct regular staff meetings and departmental staff meetings

- Encourage employee engagement in the decision-making process by providing feedback, participating in discussions, and voting on projects

Career Path Development; Compensation/Performance; Rewarding/Recognizing High-Performing Employees

- Offer opportunities for Career Ladders and encourage participation in employee and supervisor training, certifications and attendance to conferences and workshops

- Provide Special Merit Increases and opportunities for promotions from within

Improve Employee Morale

- Offer administrative leave, 4-day work weeks

- Utilize coaching and other means outlined in the Personnel Rules to improve employee performance

Tax Collector’s Office

- Created an Internal Customer Service team comprised of classified and exempt employees to develop recommendations to improve internal customer service

- Employee Code of Conduct was implemented, with input from the Internal Customer Service team. All employees are expected to conduct themselves based on the Code of Conduct

- To address security and safety concerns, contracted with a security firm to provide one armed security guard at each of the branch locations.

- Implemented technology advances to improve system speeds based on feedback that systems were not performing at an optimum level.

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The survey is 100% confidential. An outside agency (HCP Associates) is conducting the survey. Neither Human Resources nor your manager can see names or personalized results.

Look for the link to the survey in your work email on August 12.

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Your voice matters.
Building a Workforce Pipeline: Summer Interns

We are continuing to feature summer interns. One of those interns is Alexander Shedina, incoming senior in Northeast High School, who has been interning with the Office of Management and Budget since June. Alex is connecting to data sources and creating databases to use in Socrata dashboards and data analysis. He learned coding in school, wanted to apply his skills in real world situations and gain work experience.

“From day one he hit the ground running on a few complex projects and has made significant progress over the last seven weeks,” said Shannon Mills, Strategic Performance Management Analyst. “Even when encountering roadblocks, he would research extensively to find the best way to troubleshoot. He has been a tremendous help to our team and we know he will go on to do great things after this internship has ended.”

Alexander had this to say, “I had fun interning this summer and really enjoyed programming and coding. During my time at Pinellas County Government, I was able to practice coding extensively and expand my skills while working on projects.”

Another group of students split time between Emergency Medical Services and Regional 911. Ana Smith-Lopez, MariaNela Dickson and Angelica Ramirez helped create a map layer for the Fire Departments that links 7,000 points to the maps. At Emergency Medical Services, they went on several ride-alongs in ambulances, interviewed several coordinators and the Director of Operations for Sunstar, and worked alongside the Logistics Coordinator in the Warehouse.

The interns helped ship equipment out and place orders, sat in on several different trainings including orientation for incoming EMTs and Paramedics as well as a Hazmat Training. Additionally, they all sat in and listened to calls at the 911 center, and got to see how it operates.

“They loved being here and took on any project with such care.” – Lori Collins, 911 Database Analyst.

WORK. GROW. MATTER.

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 the Intern/Volunteer Nomination form.

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

Learn Something New in 2 Minutes

Want to save money? Of course! Take advantage of free discounts available to employees. Learn how in 2 minutes by watching the video YouDecide Discounts or reading the script.
Phishing Awareness

Contributed by Andy Schiro, BTS

We’ve all heard the term “phishing” but what is it and what should you do?

Andy Schiro, Senior Information Security Analyst with BTS, says, “A phishing email is a fraudulent attempt to get sensitive data or information from people like their usernames, passwords, financial information or credit card details, by disguising as someone trustworthy.”

Phishing and Email Fraud Statistics 2019

- Phishing attempts have grown 65% in the last year
- 76% of businesses reported being a victim of a phishing attack in the last year
- 30% of phishing messages get opened by targeted users (Verizon)
- Phishing accounts for 90% of data breaches
- The average financial cost of a data breach is $3.86 million (IBM)
- 15% of people successfully phished will be targeted at least one more time within the year
- Business Email Compromise (BEC) scams accounted for over $12 billion in losses (FBI)
- Around 1.5 million new phishing sites are created each month (Webroot)

Phishing and email attacks are not only increasing as time goes on and our lives and data get stored online, but they’re evolving. Understand how Phishing and Email Fraud are repeatedly affecting people worldwide and how you can protect yourself.

BTS administers mandatory USecureIT Security Awareness Training county-wide annually. Among the modules you’ll find are “Creating a Cyber Secure Home,” “Mobile Device Security,” and “Data Security and Data Destruction.” This is an important opportunity for you to learn how to keep your home and work safe from intrusion.

Before you get phished, ensure you have the security measures in place to protect yourself. Stay informed of your emails, who they’re coming from, what they want and if the email is legitimate or not.
Take That First Step:
The Tuition Reimbursement Program

By Debbie Fulton, Project Coordinator-Admin, Utilities Customer Service, Revenue Administration

One of my favorite expressions is, “If it’s free, it’s for me.” When I first started with the County 20+ years ago, I looked at all the benefits offered that I could take advantage of to reduce my personal costs and prepare for the future. The benefit of tuition reimbursement sparked an interest in going back to school.

Education is the key to opening the door to self-improvement and promotional opportunities within Pinellas County. No one can ever take away the knowledge you gain, the degree or certificate you earn and the friendships you make.

Deciding to take the first step was the most difficult task in the entire process. I asked myself, “What do I want to be when I grow up?” Selecting a career path and reviewing my options at different colleges was exciting and eye opening.

There are also many online classes and degrees that eliminate time on the road driving to and from campus. Your time is better utilized through the online portal in the comfort of your own home.

If online classes are not for you, check out all the degrees offered by St. Petersburg College with multiple campuses throughout the County.

Tuition reimbursement has provided me funds to complete my Associates and Bachelors degrees, and I’m now two classes away from my Masters degree. The benefit of higher education has provided me career opportunities that would not have been available to me otherwise. These promotional opportunities have increased my wages along with retirement benefits. Over the years, I have been reimbursed approximately $12,000 for classes and books.

This is a win-win opportunity that is yours just for taking that first step. If you are already pursuing a degree or certificate and not taking advantage of tuition reimbursement; why not?

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.

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.

Ready to Take Your Career to New Heights?

Learning Paths offer a unique opportunity to develop yourself and expand your skills.

Different Paths for Different Needs

There are seven Learning Paths which include instructor-led and self-paced learning to help you build knowledge and skills progressively over time. Courses are tailored for every level—core to advanced.

Certificates and microcertifications are available upon successful completion.

It’s easy to start!

See the Learning Paths Guide, or email learning@pinellascounty.org, or call (727) 464-3796.
The first half of this year, “ULearnIT Here First,” has focused on learning culture, working in a multigenerational workplace, conflict management, tuition reimbursement, and organizational culture. All these topics share something in common that, if developed, will help you be more successful … communicating effectively!

**Take Responsibility**

Hold yourself 100% accountable for the successful delivery and impact of your communication by formulating your messages appropriately and choosing the most suitable communication channel.

**Choose Your Attitude**

Cultivate an attitude of positivity in your interpersonal relationships and how you communicate in general. That means refraining from participating in or condoning negative talk and unproductive behavior. Be committed to promoting positive relationships and the success of others rather than breaking them down.

**Be Consistent**

Stand firm in your commitment to promote positive, clear, and truthful communication and earn credibility by backing up your words with your actions. Hold yourself to high standards and lead by example.

**Commit to Ongoing Personal Growth**

Don’t stagnate. Continuously strive to improve your communication skills and techniques and commit to cultivating a dynamic and positive approach to solving problems and building positive relationships. Be prepared to change behavior that isn’t conducive to growth instead of justifying it.

**Speak with Confidence**

Speak your truth clearly, honestly, and with conviction. Formulate your communication with clear objectives and gain credibility by backing up your beliefs with your words and actions. Rise above difficult and frustrating situations by taking control of your thoughts and emotions, and engaging in positive, effective communication.

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Windows 7 Decommission

Did you know that Windows 7 will no longer be supported by Microsoft as of January 14, 2020?

BTS is working with your department to upgrade to Windows 10. Many users have already been upgraded. The BTS Enterprise Device Management team will be contacting your computer custodian to schedule delivery of any computers that have been ordered. All new computers have Windows 10 installed.

If you have a Windows 7 device, please confirm with your department’s computer custodian regarding replacement.

For a quick visual to see whether you have Windows 7 or Windows 10, the bottom left hand corner of the device will have one of the following displayed:

Windows 10 contains enhanced security features which will help mitigate security vulnerabilities. With the deployment of Windows 10, accounts with administrative rights are being modified, as well. Administrator accounts are often targeted and exploited by cyber attackers and are considered extremely high-risk in terms of security vulnerabilities.

For any questions or concerns related to Windows 10, contact the BTS Operations Center, 453-4357.

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**Additional ULearnIT Resources**

(Copy ID into search field after logging in.) Log in to Skillsoft, Speak Up, Show Up, and Stand Out ID: 128194

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Contributed by Gail Payne, BTS
15 YEARS
Jason Grant.................................................Public Works
Martin Siim....................................................Utilities

5 YEARS
James Clark...........................................Human Services
Peter Davis.............................................Public Works
Laurie Fidler...........................................Supervisor of Elections
Mark Griffin...........................................Supervisor of Elections
Kathleen Groom.................................Business Technology Services
Jessie Hewston.................................Solid Waste
Kenneth Jones.................................Purchasing
Evgenia Masinovsky.....................Clerk of the Circuit Court
Sharon Morris.................................Public Works
Michel Napoleon......................Business Technology Services
Constance Pospeshil....................Public Works
Timothy Rohrbach.....................Real Estate Management
Carol Vincent.........................................Planning
Taylor Walton.................................Animal Services
Brittany Whitby.............................Clerk of the Circuit Court
Scott Yarley.................................Airport
Robert Yates.................................Public Works

3 YEARS
Brian Adkison....................................Safety & Emergency Services
Edward Atchison............................Utilities
Jordan Blendinger.........................Public Works
Jonathon Brickey.........................Tax Collector’s Office
Enoch Carmichael............................Public Works

Unavailable for Photo

35 Years
Steve Segrete, Real Estate Management

20 Years
Thomas Segreto, Parks & Conservation Resources
Robert Brudnicki, Public Works
Michelle Cole, Planning
Juan McKinney, Parks & Conservation Resources
Andrea Oliver, Property Appraiser’s Office
Nathan Philipson, Parks & Conservation Resources

10 YEARS
Cheri Chase.................................Clerk of the Circuit Court
Julio Chopite Botello..............Safety & Emergency Services
Angela Dunkel.............................Airport
Brant Flowers...............................Clerk of the Circuit Court
Gary Grosskopf................Parks & Conservation Resources
Jodi Groth.................................Human Services
Octavia Johnson.............................Convention & Visitors Bureau
Sara Lakin.................................Tax Collector’s Office
April Liebling.............................Property Appraiser’s Office
Brittany Lowe.............................Tax Collector’s Office
Gregg Moore.................................Public Works
Ethan Patterson............................Airport
William Pittman........................Real Estate Management
Robert Poynter............................Clerk of the Circuit Court
Ray Presley.................................Convention & Visitors Bureau
Morgan Pyle.................................Safety & Emergency Services
Cheray Roberson.....................Clerk of the Circuit Court
Rick Roberts.......................Clerk of the Circuit Court
Renee Ruggiero.....Building & Development Review Services
Iesha Russ.................................Clerk of the Circuit Court
Holly Schoenherr......................Human Resources
Arianna See.................................Safety & Emergency Services
Jennifer Stoker..........................Property Appraiser’s Office
Robert Taft.................................Convention & Visitors Bureau
Ebru Tan.................................Tax Collector’s Office
Heather Thrippleton.........Clerk of the Circuit Court
Vinitha Vunnam................Business Technology Services
Philip Yee.................................Clerk of the Circuit Court

20 YEARS
Patricia Parker
Parks & Conservation Resources
The next REPCO lunch meeting will be **August 12, 2019** at Applebee’s Restaurant located at 5110 East Bay Drive. The meeting will begin at 11:30 a.m. A representative from City of Largo Fire Rescue will attend the meeting and provide a presentation on Household Fire and Fall Safety. If you have any questions, contact Rudy Garcia at (813) 855-3466 or rdgarcia@verizon.net.

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**REPCO News**

The next REPCO lunch meeting will be **August 12, 2019** at Applebee’s Restaurant located at 5110 East Bay Drive. The meeting will begin at 11:30 a.m. A representative from City of Largo Fire Rescue will attend the meeting and provide a presentation on Household Fire and Fall Safety. If you have any questions, contact Rudy Garcia at (813) 855-3466 or rdgarcia@verizon.net.

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### Take the “Advantage Pinellas” Survey

**Help us plan for the future!**

Whether you think we should fund transit or more roads in our County – or one of the many options in between – a new survey needs your input.

Forward Pinellas recently launched the [Advantage Pinellas Survey](http://_advantagepinellas.metroquest.com), which will run through the end of July. This interactive tool, which only takes between 5-10 minutes to complete (really!), will help Forward Pinellas prioritize transportation projects for the future. We want to know not only what you’d hope to see short-term, but over the next two decades.

In this survey, you’ll share which strategies you think would improve transportation, how you’d like to see your tax dollars spent, and which types of streets and transit options you prefer. Your responses will help Forward Pinellas create the Advantage Pinellas Plan, which will identify the major transportation needs for the County’s communities and enable them to receive critical state and federal funding in the future – and those needs could include everything from new trails to highway projects. Without inclusion in the plan, a transportation project won’t be eligible for this funding and may not become a reality.

Please take the survey and share the link with friends and family: [AdvantagePinellas.metroquest.com](http://AdvantagePinellas.metroquest.com).

Forward Pinellas is the countywide land use and transportation planning agency for Pinellas County. If you have questions or problems taking the survey, email info@forwardpinellas.org.
# Promotions

Promotions listed are for June 2019.

## Board of County Commissioners

<table>
<thead>
<tr>
<th>Service</th>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Building &amp; Development Review Services</td>
<td>John Decker</td>
<td>Bldg Insp 2</td>
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<tr>
<td>Human Services</td>
<td>Michael Swonger</td>
<td>Vet Svcs Ofcr 2</td>
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<tr>
<td>Parks &amp; Conservation Resources</td>
<td>Darry Martin</td>
<td>Park Rngr 2</td>
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<tr>
<td>Parks &amp; Conservation Resources</td>
<td>Benjamin Morse</td>
<td>Lifeguard Sr</td>
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<tr>
<td>Planning</td>
<td>Natasha Suarez</td>
<td>Comm Devel Spec 3</td>
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<tr>
<td>Public Works</td>
<td>Derrick Bennett</td>
<td>Spray Tech 2</td>
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<tr>
<td>Public Works</td>
<td>Richard Copechal</td>
<td>Surv &amp; Map Tech 3</td>
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<tr>
<td>Public Works</td>
<td>Curtis Goss</td>
<td>Bus Supt Spec 1</td>
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<td>Public Works</td>
<td>Steven Lamagna</td>
<td>Traf Sig Tech 1</td>
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<td>Public Works</td>
<td>Ray Marshall</td>
<td>Crew Chf 1</td>
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<td>Public Works</td>
<td>Eric Mills</td>
<td>Fld Insp 2</td>
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<tr>
<td>Public Works</td>
<td>James Nunez</td>
<td>Crew Chf 1</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Steven Boswell, Jr.</td>
<td>Procurement Analyst Coord</td>
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<tr>
<td>Purchasing</td>
<td>James Just</td>
<td>Procurement Analyst Ld</td>
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<td>Dennis Lane</td>
<td>Fleet Mech</td>
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<tr>
<td>Purchasing</td>
<td>Alexander Meloy</td>
<td>Procurement Analyst Coord</td>
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<tr>
<td>Purchasing</td>
<td>Lucy Nowacki</td>
<td>Procurement Analyst Ld</td>
</tr>
<tr>
<td>Real Estate Management</td>
<td>John Smith</td>
<td>Constr Admin</td>
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<tr>
<td>Real Estate Management</td>
<td>Kip Stickler</td>
<td>Electronics Spec 1</td>
</tr>
<tr>
<td>Real Estate Management</td>
<td>Derek Weaver</td>
<td>Mgr Bldg Design &amp; Constr Div</td>
</tr>
<tr>
<td>Safety &amp; Emergency Services</td>
<td>Patrick Bragg</td>
<td>911 Radio Sys Coord</td>
</tr>
<tr>
<td>Safety &amp; Emergency Services</td>
<td>Melissa Hiles</td>
<td>Proj Coord-Admin</td>
</tr>
<tr>
<td>Utilities</td>
<td>William Cipoth</td>
<td>Trne UF A</td>
</tr>
<tr>
<td>Utilities</td>
<td>Erwin Ernestine, Jr.</td>
<td>Bus Supt Spec 2</td>
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<tr>
<td>Utilities</td>
<td>Alexander Fugate</td>
<td>Wtr Qual Mgmt Spec 1</td>
</tr>
<tr>
<td>Utilities</td>
<td>Jamey Hulsey</td>
<td>Wtr/Wstewtr Plt Oper 3</td>
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<tr>
<td>Utilities</td>
<td>Thomas Keith, Jr.</td>
<td>Trne UF A</td>
</tr>
<tr>
<td>Utilities</td>
<td>Rusty Ostean</td>
<td>Proj Mgmt Spec 1</td>
</tr>
<tr>
<td>Utilities</td>
<td>Michael Walker</td>
<td>Util Maint Spec 2</td>
</tr>
<tr>
<td>Utilities</td>
<td>Joshua Wyles</td>
<td>Util Maint Spec 4</td>
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</tbody>
</table>

## Business Technology Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rafal Dziokan</td>
<td>Info Tech Analyst Sr</td>
</tr>
<tr>
<td>Justin Taylor</td>
<td>Info Tech Analyst Sr</td>
</tr>
</tbody>
</table>

## County Attorney’s Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chelsea Hardy</td>
<td>Asst Co Atty 2</td>
</tr>
</tbody>
</table>

## Clerk of the Circuit Court

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Brill</td>
<td>Fin Opns Asst Supv</td>
</tr>
<tr>
<td>Wendy Isaacs</td>
<td>Fis Rec Spec</td>
</tr>
<tr>
<td>Bill Seiter</td>
<td>Mgr Fin Acctg</td>
</tr>
</tbody>
</table>

## Property Appraiser’s Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven Smith</td>
<td>GIS Analyst</td>
</tr>
</tbody>
</table>

## Supervisor of Elections

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Ysamin Andrade De Chopite</td>
<td>Office Spec 2</td>
</tr>
<tr>
<td>Mark Griffin</td>
<td>Office Spec 2</td>
</tr>
<tr>
<td>Valerie Smith</td>
<td>Office Spec 2</td>
</tr>
</tbody>
</table>

## Tax Collector’s Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Bennett</td>
<td>Tax Col Supv</td>
</tr>
<tr>
<td>Dakesia Campbell</td>
<td>Tax Col Asst Branch Mgr</td>
</tr>
<tr>
<td>Mandi Neuner</td>
<td>Tax Col Supv</td>
</tr>
<tr>
<td>Glenn Smith</td>
<td>Tax Col Supv</td>
</tr>
<tr>
<td>Paula Snelson</td>
<td>Tax Col Supv</td>
</tr>
<tr>
<td>Shannon Stewart</td>
<td>Cust Svcs Tech</td>
</tr>
<tr>
<td>Kimberly Wheaton</td>
<td>Tax Col Asst Branch Mgr</td>
</tr>
</tbody>
</table>

* Effective May 2019.

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Learn Today, Be Ready for Tomorrow

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.
Welcome Aboard!

New employees listed are for June 2019.

### Board of County Commissioners

- **Airport**
  - Robert Burnett: Info Tech Analyst

- **Animal Services**
  - Charlae Mitchell: Ani Care Asst
  - Ryan O’Neill: Ani Cntl Ofcr 1
  - Patrick Houck: Ani Cntrl Off 1
  - Aaron Haengel: Ani Care Asst

- **Human Services**
  - Fredricka Kotey: Hum Svcs Case Mgr 1
  - Eneke Maas: Hum Svcs Case Mgr 1
  - Christine Martin: Hum Svcs Case Mgr 2

- **Management & Budget**
  - Kristen Kerr: Strategic Perf Mgmt Analyst

- **Parks & Conservation Resources**
  - Andrea Moreira: Aquatic Prog Supv
  - Sheila Schneider: Envir Div Mgr

- **Public Works**
  - Peter Lowery: Spray Tech 1
  - Kimya Stewart: Spray Tech 1
  - Mark Whiting: Maint 2

- **Regional 911**
  - Edwin Simmonds: 911 Pub Safety Telecomm 1
  - Shantel Laurence: 911 Pub Safety Telecomm 1
  - Kimberly Padilla Gallego: 911 Pub Safety Telecomm 1
  - Amanda Iannone: 911 Pub Safety Telecomm 1

- **Real Estate Management**
  - Kirk Coby: Real Prop Spec 2
  - Marc Mariani: Electrician 1
  - William Busick: Electrician 1

- **Solid Waste**
  - Joshua Cates: Maint 2

- **Utilities**
  - Roy Thomas: Util Maint Wkr
  - Cornelius Thomas: Util Maint Wkr

### Clerk of the Circuit Court

- Sarah Hardy: Rec Spec 1
- Shane Scott: Rec Spec 1

### Forward Pinellas

- Christina Mendoza: Principal Plan

### Human Resources

- Kelley Merchant: HR Spec
- Mike Pryor: Office Spec 2
- Sarah Pizzino: HR Coord

### Property Appraiser’s Office

- Mitchell Alles: PAO Appraiser 2

### Tax Collector’s Office

- Stephanie Rojas: Cust Svcs Tech
- Junea Ottley: Cust Svcs Tech
- Melissa Hughes: Cust Svcs Tech
- Kevin Stom: Cust Svcs Tech
- Latoya Felton: Cust Svcs Tech

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**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.

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New Employee Orientation 6/10/19

New Employee Orientation 6/24/19
Consumer Corner

Moving? Read These Tips

Whether you’re moving in state or out of state, be sure to do your homework before hiring a mover. Intrastate movers (moves within the state) must be registered with Florida Department of Agriculture and Consumer Services (FDACS). Interstate movers (moves from state to state) must be registered with Federal Motor Carrier Safety Administration (FMCSA) and are required to have a U.S. DOT number. When hiring a mover, get at least three in-person estimates. Avoid companies that only give estimates over the phone or internet. Often times they will quote a low price, then increase the cost after they’ve take possession of your household goods; holding your belongings “hostage.”

Here are a few helpful tips when hiring a mover:

► Verify that the companies are properly registered and check their complaint history.
► Get a detailed written estimate.
► Deal directly with the moving company and not a broker. A broker books the move and sells it to a moving company, but they are not the actual mover.
► It’s not recommended to pack personal documents, treasured possessions, or medication in the moving truck. Keep those items with you.
► Review and understand valuation and insurance options before you contract a move. Released Value Protection (RVP) is minimal coverage offered at no additional charge. But with RVP the mover assumes liability for no more than 60 cents per pound per item.

For more information about movers, 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.

Be Green at Work

Create Sustainable Solutions
Vision • Innovation • Collaboration

Here are some helpful tips for being green at work!

► Reuse any scrap paper for notes or for printing a draft; then recycle it.
► Print double sided if possible.
► Bring your refillable water bottle/ coffee cup.
► Turn off computer/screens when not in use.

See the University of Washington’s Green Office Checklist.

THE RECORD KEEPER

Packing Inactive Records for Storage

When packing your inactive records in preparation for sending them to the records center, there are a few things to keep in mind:

• New box storage should weigh no more than 25 lbs. This weight limit only applies to new boxes being sent for storage. Boxes previously stored at the records center do not need to be adjusted.

• Only approved records storage boxes should be used. Empty boxes are available through Records Management on a first come, first served basis.

• Each box must be entered into the Oracle Records Management System.

For more information or if you have any questions, 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:

**James Ashman**, 79 of Inverness passed away May 3. He was the Director of Purchasing at the time of his retirement. He was laid to rest at the Hills of Rest Cemetery in Floral City, Florida with only family present. Donations may be made in his honor to The Citrus County Animal Shelter. [Read his obituary.](#)

**Deborah Dawson**, 66, passed away June 4. She retired from the Purchasing Department in 2006 after 34 years of service.

**Linda Earle**, 69, passed away July 8. She retired from Bridges and Concrete Maintenance after 17 years of service.

**Mark Ganisin**, 68, passed away July 2. He retired in 2010 after 32 years of service from Utilities, Logan Station Lab.

**Susan Maxwell**, 77, of New Port Richey, passed away June 17. She retired from the Property Appraiser’s Office in 2007 as an Accountant after 33 years of service.

**Thomas O’Donnell**, 83, of Tampa, passed away June 24. He retired from Pinellas County in 1998 after 29 years of service.

**Helen Rhew**, 88, of Ozark, AL, passed away June 16. She retired from the County Tax Deed Office in 1991. [Read her obituary.](#)

**Gerald Wilkinson**, 82, of Dunedin, passed away June 26. He retired from Pinellas County, General Services in 1999. His wife, Kathleen, is also a Pinellas County retiree. He was buried with military honors at the Florida National Cemetery in Bushnell. [Read his obituary.](#)

Introducing...

Tammy Collins (Clerk) welcomes her newest grandson, **Luke Jacob Frost**, who was born to her daughter and son-in-law, Tiffany and Aaron Frost, on June 14. He weighed 6 pounds 13 ounces, and was 19.5 inches long.

A Once in a Lifetime Experience

On June 13, **Thandiwe Tenn** (County Attorney’s Office) with the Master Chorale of Tampa Bay performed in the Cathedral of St. John the Divine in New York City, and at Carnegie Hall on June 16. Thandiwe was thrilled to enjoy this once in a lifetime experience.