Happy New Year!

Now how can we help you make it bright?

Lots of people resolve to make the next year better than the last year. The most common resolutions (according to Google search results) can be vague, not necessarily realistic and focus on the outcome rather than how to get there. “Be a better person” ranks right up there with “eat healthier” and “exercise more.” Goals need to be realistic and specific.

Before we go on, we all must acknowledge that we have limits. You can’t control other things or people, the passage of time, the laws of physics, and so on. For example, if your resolution is to improve a relationship, the other person has to be on board with it. If you want to become an Olympic Gold Medalist but haven’t exercised in years, you may need medical help. The same if your goal is to lose 50 pounds in 2 months.

We encourage you first to read the January To Your Health article, Make a New Year’s Resolution to Last a Lifetime which outlines how to more easily accomplish goals using “mini-habits.”

Here are some ideas and ways in which Human Resources can help.

**Resolution: Lose weight**

*Be specific.* For example: start with a promise such as eat 1 serving of vegetables every day.

*Resources:* Real Appeal, wellness coaching from UnitedHealthcare and challenges such as the Fruit and Veggie Challenge to help you get started.

**Resolution: Exercise more**

*Be specific.* For example: promise yourself you’ll walk 10 minutes, 5 days a week. Then increase it to 15 minutes, 5 days a week. And so on.

*Resources:* The Wellness Center in downtown Clearwater is open 24 hours per day, 7 days per week and has new, state-of-the-art equipment. Employees can join local gyms at a discount through the YouDecide program, and 4 municipalities offer their recreation facility memberships at reduced rates or for free.

**Resolution: Improve your finances**

*Be specific:* Save $25 every week, pay off credit card debt, or make a budget and stick to it.

*Resources:* Our EAP administrator, Optum, offers liveandworkwell.com which includes access to resources at no cost to you. Also, the Florida Retirement System (FRS) can help you plan for retirement. And don’t forget, you can save pre-tax with the deferred compensation plan.

**Resolution: Get ahead at work**

*Be specific:* Work with your supervisor to find out what you need to do to get ahead. Improve “X” skill that you enjoy by taking a class, or take courses at a local college or trade school and utilize the Tuition Reimbursement Program.

*Resources:* There are many learning opportunities available through Organizational & Talent Development including online (ULearnIT) and instructor-led classes, professional development programs (Learning Paths), and tuition reimbursement.

**Resolution: Manage stress better**

*Be specific:* Promise to take ½ hour for yourself every day. Join a social group. Get counseling.

*Resources:* Download the Stress Less Calendar to access tools and tips. Contact our EAP administrator, Optum, via email, phone or virtual visit for help with finances, legal support, caregiving resources, and much more.

Your Human Resources department offers many resources to help you get where you want to go. Familiarize yourself with our website – www.pinellascounty.org/hr - and use the A to Z Index to locate specific topics.
2020 EAC Meetings Schedule

Your Employees’ Advisory Council (EAC) Representatives have scheduled meetings the 3rd Wednesday of each month at 2:30 in the Annex Building, Room 429 in Clearwater. The first meeting was held January 15. The next meeting is February 19. View the meeting schedule online.

EAC Delegates meet every other month on the 4th Thursday in the Magnolia Room in the Extension Building in Largo. The next meeting is March 26 from 8:00 to 10:00 a.m. View the meeting schedule.

View the agendas and meeting notes for both the Representative and Delegate meetings on the EAC web page. On this page you can also view contact information for your Representative and Delegate, along with the Employee Advocate Program and the Mission Statement and Pledge of the Council.

These are public meetings which anyone can attend. If you’d like to learn more, contact your representative or the Chair, Lisa Arispe.

The EAC Needs Volunteers for Grievance Panel

The Informal Grievance Committee consists of five employees and is convened by the Director of Human Resources. It is composed as follows:

- Two Classified Service employees
- One Appointing Authority representative
- One Exempt Service employee
- One Human Resources representative, who chairs the committee

The pool from which the Classified Service employees are chosen is provided by the Employees’ Advisory Council on an annual basis and is updated as needed. The Director of Human Resources compiles a list of six employees who are not employed in the grievant’s department from this pool.

The grievant may strike two employees from the list. The Department Head or designee may then strike two additional employees from the list. The remaining two employees serve on the Informal Grievance Committee as the Classified Service representatives.

Volunteers names are put on a rotation list and picked as needed.

Committee members hear from both sides, review evidence presented and/or witness testimony and make a decision at the end of the Grievance Hearing.

If you are interested in volunteering for this role, contact EAC Chair Lisa Arispe at larispe@pinellascounty.org.

BLOOD DRIVES

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

Mark Your Calendars

<table>
<thead>
<tr>
<th>Utilities-SGMD</th>
<th>Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>6730 142nd Av. N</td>
<td>22111 US Hwy. 19 N.</td>
</tr>
<tr>
<td>Largo</td>
<td>Building 1, Clearwater</td>
</tr>
<tr>
<td>February 5</td>
<td>February 6</td>
</tr>
<tr>
<td>12:00 - 5:00</td>
<td>12:00 - 5:00</td>
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</tbody>
</table>

Did you know you can donate whole blood, platelets or plasma?

To view blood donation FAQs, process, and testimonials, visit OneBlood.

Read Cindy Redmond’s inspiring story in the January To Your Health.

Also view the blood donation web page.

HR Wants Your Feedback

Have you seen the “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.

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.
Q. I’m interested in enrolling in the Learning Path but I think I am more advanced than the “Core” Learning Path. Do I have to take that first?

A. No, you don’t have to take the Core Learning Path in order to progress through the rest of the Program. You can inquire about any of the Paths 1 through 4 and, based on your conversation with your supervisor and the Learning Path coach, choose the most appropriate Path to pursue.

Read the Learning Path Guide for more information.

Q. Because of flu season, we can code as scheduled absences for flu or “flu-like” illness. What does “flu-like” illness mean? Do I have to go to a doctor to be diagnosed in order for the absence to be coded as scheduled?

A. Some Appointing Authorities are requiring documentation of the flu, so you should check with your manager to confirm what’s required.

“Flu-like illness” means the symptoms are like the flu but have not been specifically tested. During an outbreak, like the one we are experiencing now, doctors (if you see one) likely won’t test and will just treat the symptoms. Signs and symptoms of bad colds and several other respiratory viruses can be difficult to distinguish from the flu. Influenza tests are expensive and usually aren’t done unless a patient is hospitalized. At any rate, whether the illness is the flu or flu-like, it makes you feel miserable and it’s likely a virus and very contagious—all good reasons for you to stay home.

Happy New Year! I hope 2020 brings you and your families great things. As you’ve read from the cover article, HR can help. Reach out to us to get to know your HR fellow employees.

One way I’m reaching out to you is by starting this column in the Pen. Every month there’ll be a topic I hope will interest you. What would you like to know more about? Send your questions to employee.communications@pinellascounty.org or call my office at 464-3367 and say “I have a question for Holly’s Posts.”

2019 HR Annual Report

We’ve just published our 2019 Annual Report online and the Human Resources team did it again! We set the bar high and established several stretch goals for ourselves … and delivered in impressive fashion. I hope you take time to review our Annual Report and learn about some of HR’s major accomplishments in 2019. There’s so much to highlight, but I’ll mention a few of our most notable successes.

► Completed a full year of gathering and assessing feedback from our customers via the HR Customer Satisfaction Survey.
► We took the lead and facilitated discussions with Appointing Authorities and employees to better understand expectations and opportunities with regard to merit pay.
► Made significant strides in recruitment.
► Completed the biennial Employee Voice Survey.
► Implemented Exempt classifications and the new BCC Exempt pay plan.

Many of the successes that we’ve accomplished will not be found in this Annual Report. In many ways, the efforts that are making the most difference are found in the individual interactions that we have with the employees that we serve, finding in each situation opportunities to demonstrate our values of credibility, respect, fairness, and service.

Got the Flu?

Effective with the December 22, 2019 pay period, leave taken for flu and flu-like illness will be considered scheduled leave.

If you get it, don’t spread it!

Stay home from work to avoid spreading the virus to coworkers and customers.

Avoid the flu

FREE flu shots available for County group health plan members at:
• Your network physician’s office
• Convenience care clinics
• Walmart and Publix pharmacies

For more information about the flu, visit the Centers for Disease Control and Prevention website.
New Benefit Administrators for EAP and Behavioral/Mental Health

The Employee Assistance Program (EAP) has transitioned to Optum (a subsidiary of UnitedHealthcare or UHC) from ComPsych and the administration of Pinellas County’s Behavioral/Mental Health Program has moved to UHC as of January 1, 2020. The move to UnitedHealthcare leads to a whole-person approach to your healthcare by integrating medical and behavioral health services with one administrator and allows for an expanded national network of behavioral health providers, addition of virtual visits and availability of out-of-network benefits.

For behavioral/mental health, there is a 90-day transition period (January 1 to March 31, 2020) for employees and family members to transition to a UHC in-network provider. If your provider is not in the UHC network, the visits will continue to be processed as an in-network benefit until March 31. Check to see if your provider is in the UHC network at myuhc.com.

Any provider not in the UHC network that is seeing 3 or more Pinellas County members will be invited to join the UHC network. To learn more about this transition and benefits offered to you through the Behavioral/Mental Health and Employee Assistance Programs, view our FAQs.

How do I see what our new EAP administrator offers? Go to liveandworkwell.com, select “Browse as a guest with a company access code” and enter the code, which is Pinellas.

What does “administrator” mean? The benefits administrator processes insurance claims and provides a network of providers for our employees. They do not act like an insurance company. Pinellas County pays the claims.

What does “provider” mean? A health care provider is the person or organization that is actually providing care. Examples are doctors, nurses, hospitals, imaging centers, physical therapists, and so on.

2020 Wellness Incentives

Review the 2020 Wellness Incentive Program chart which includes incentivized activities and the payout schedule for 2020.

NOTE: Beginning in 2020, payouts will take place twice per year. See the chart for more details.

*The EAP and behavioral health vendors have changed to Optum and UnitedHealthcare as of January 1, 2020. View more information.
The Stay Interview: A Valuable Tool

By Jim Valliere, HR Employee Relations

In the last couple months, some employees have received an email asking them to complete a Stay Interview. Over time, all County employees will receive a similar request asking them to complete this survey online.

You are probably asking, “What is a Stay Interview?” Simply put, it is a survey asking employees what excites or motivates them in their jobs and why they choose to stay with Pinellas County. The information gathered will be another tool for departments to respond to employees to help with retention.

Whereas Exit Interviews gather information as to why an employee is leaving an organization, Stay Interviews gather critical insights from employees who (hopefully) are not planning on leaving, and have definite plans to stay with the organization.

There are many benefits to gathering information from Stay Interviews:

- First, we learn about what is going well and not-so-well regarding an employee’s experience and it gives the organization a chance to address any issues.
- Second, if the same issues arise over several interviews, it would cause a department to consider organizational-level changes.
- Third, Stay Interviews will help the County continue to get feedback from the staff about their impressions of the organization and their role in it, and will supplement information that is gathered every two years during the Employee Voice Survey.

Human Resources will provide the information and responses to all departments so that management can address any issues that are raised by employees. Whereas many surveys are anonymous, Stay Interviews are not meant to be anonymous, so that management can get with employees to capitalize on the positives about their responses, while also addressing issues needing attention so that an employee can remain engaged in their work and excited about working for the County.

Positive information helps departments to develop programs and practices that influence engagement, retention, job satisfaction and organizational culture. Employee trust is encouraged as departments address those factors that positively affect how employees feel about working for the County, while also working to correct negatives that may influence an employee to consider leaving the County.

So be on the lookout for requests from Human Resources for your opportunity to complete a Stay Interview. Over time, each employee will be asked to complete the Stay Interview numerous times during their employment. Your input can help Pinellas County continue its commitment to being a great place to work.

Pets of the Month

Contributed by Pinellas County Animal Services (PCAS)

Fiona: Meet Fiona, a 4-year old terrier mix. She is a mellow kind of girl who loves quiet walks on the trail, treats, and to end the day cuddled on the couch with you. She will need daily exercise to get back her girlish figure. Fiona appears house trained, accepts treats gently and is friendly around other dogs and children; however, we recently learned she may not do well in a house with feline friends. Fiona recently attended an event, was well behaved and LOVED the car ride. Does Fiona sound like the one for you?

Thaddeus is a 1½ year old lap warmer! He is attentive and sweet. He loves to play with a feather wand and chatter at the squirrels from his window seat, too! Thaddeus came to us as a kitten in 2018, and then again at the beginning of December, when his owner let us know he was unable to keep him. He is a very mellow kitty and would love to bathe in the sun on a window seat in your home!

Not able to adopt? Consider signing up as a foster! We need help with kittens, puppies, adults who need more socialization, and medical rehab cases. Please contact Jennifer at (727) 582-2636 or by email at jrenner@pinellascounty.org.
The Great Tornado Drill
Set for Jan. 29

_Schools, businesses, organizations and individuals are encouraged to take shelter and a selfie to participate_

Since a tornado can hit 13 minutes after a Tornado Warning is issued, it is important to plan ahead, and know where to seek safe shelter and “duck and cover.”

This is a great drill for schools, businesses, households or buildings with a common meeting area.

On the morning of Wednesday, Jan. 29, Pinellas County will join the state in the annual Great Tornado Drill. The drill is a light-hearted opportunity to prepare, practice and test emergency plans in case of a sudden tornado.

Once the group is in their shelter or safe room, participants should take a selfie of themselves duck and covering and post it using the hashtag #PCtornadodrill. The best photo entries will win a NOAA Weather Radio, which issues emergency weather warnings. Winning photos will demonstrate “duck and cover” with extra points for the proper use of helmets.

Instructions for the drill

**Before the drill**
- Review and refine a tornado plan [www.spc.noaa.gov/faq/tornado/safety.html](http://www.spc.noaa.gov/faq/tornado/safety.html)
- Prepare
- Inform staff/students of your tornado plan

**The day of the drill**

*Jan. 29 - After 8 a.m.*

**Consider a Tornado Watch to be in effect.** A watch means tornadoes are possible in your area. Remain alert for approaching storms and closely monitor the weather.
- Designate someone to coordinate emergency procedures
- Announce the “Tornado Watch – this is a drill” to staff and/or students
- Evacuate tornado vulnerable areas

*At 10 a.m.*

**Consider a Tornado Warning to be in effect.** A warning means a tornado has been sighted or indicated by weather radar — time to take cover!
- “Receive” the emergency message (You must simulate this yourself. No official test alert will be sent.)
- Coordinator determines this is an immediate threat and gives a “take shelter” or “duck and cover” command (depending on space available at location). Remember to re-iterate that this is only a drill.
- Take a selfie and post it on Facebook or Twitter using the hashtag #PCtornadoDrill

*At 10:30 a.m.*

**Termination of Watch and Warning**
- Give instructions to return to normal activities (You will not receive notification. Terminate the drill as you see fit.)

**After the Drill**

**Wrap-up**
- Following the drill, discuss, assess and revise your Tornado plan as needed.

For more information on tornado safety go to [www.pinellascounty.org/emergency/tornado.htm](http://www.pinellascounty.org/emergency/tornado.htm).

Registration Open for Clerk’s Valentine’s Day Wedding Ceremony

The ceremony will take place on Friday, February 14 at the Florida Botanical Gardens. [Couples must register](#) by February 7.

“Hosting this event is something we look forward to all year long,” said Ken Burke, Pinellas County Clerk of the Circuit Court and Comptroller. “Helping local and out-of-state citizens get married or renew their vows is an honor.”

For more information, call the Clerk’s office at (727) 464-3008 or email [recording@mypinellascalerm.org](mailto:recording@mypinellascalerm.org). For information about the Florida Botanical Gardens, visit [www.flbg.org](http://www.flbg.org).
The 2020 Learning Catalog is now available on SharePoint! We’ve added several new features and new courses.

**New features include:**

- **Competency Framework**
  - Provided to help guide you in making better decisions about how courses can help with critical skill and competency development
  - Example: Those interested in enhancing their ability to influence people can look for classes in communicating effectively, driving engagement, and driving vision and purpose.

- **In Your Words**
  - Hear from satisfied participants their perspective of the course.

### New Courses Include:

- Assertiveness: Asking Firmly & Fairly
- Diversity & Inclusion in the Workplace
- Power of Accountability
- Succeeding at Difficult Conversations

### New Microsoft Courses Include:

- Microsoft Excel Charts and Pivot Tables
- Microsoft PowerPoint Basics
- All other Microsoft courses updated to 2016

#### What’s Your New Year’s Resolution for Learning?

- **Managers/Supervisors/Leaders:** Have honest, open discussions with your direct reports about the needs of the organization and the learning opportunities that help with specific organizational goals.

- **Everyone:** Become self-aware by learning who you are and what you stand for, your influences, and where you fit into our organization to make it successful.

#### Learning Organizations

- Adapt to the environment and respond to experiences
- Accomplish learning through the entire organizational system
- Embrace change, tolerate risk, and view failures as opportunities
- Involve discretion by taking into account situations, personalities, and cultures

To be a successful organization that encourages learning anytime and anywhere, learning must be accepted and encouraged as an ongoing, unlimited, self-motivated process.

<table>
<thead>
<tr>
<th>Additional ULearnIT Resources</th>
<th>(Copy ID into search field after logging in.) Log in to Skillsoft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developing Employees Who Love to Learn: Tools, Strategies, and Programs for Promoting Learning at Work</td>
<td>ID: 127860</td>
</tr>
</tbody>
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**Statewide Supervisors of Elections Association Offering Three College Scholarships in 2020**

**Attention College Students Registered to Vote in Pinellas County…**

**You Could be Eligible for a Scholarship in 2020!**

*Contributed by the Supervisor of Elections’ Office*

The Florida Supervisors of Elections (FSE), comprised of the State of Florida’s county supervisors, will award $1,200 scholarships to three qualified students in 2020.

College students majoring in the following: political science, public administration, business administration, journalism or mass communications; enrolled as a junior or senior at an accredited Florida college or university; and registered to vote are eligible to apply.

“This is a great opportunity for eligible college students and I hope that we receive many applications,” said Pinellas County Supervisor of Elections Deborah Clark.

The scholarship application and complete list of scholarship guidelines, which includes requirements for letters of recommendation and financial information, are available for download at [www.VotePinellas.com/Scholarships](http://www.VotePinellas.com/Scholarships).

**Scholarship applications must be received by 5:00 p.m., Friday, February 28, 2020, and should be submitted in the county in which the student is registered to vote. Students who are registered Pinellas County voters should return completed applications to any of the three Supervisor of Elections Offices: 315 Court St., Room 117, Clearwater; 13001 Starkey Rd., Largo; or 501 First Ave. N., St. Petersburg.***

For additional information or to receive an application by mail, please call the Pinellas County Supervisor of Elections Office at (727) 464-VOTE (8683) or email VoterEd@VotePinellas.com.
Help Recruit Your Next Coworker!

Pinellas County Government Career Expo

Contributed by Jennifer Catalano, HR Workforce Strategy Team

Working with great people is consistently one of the top 5 reasons our employees like Pinellas County Government. And when great people band together to build the workforce, it’s no wonder we end up with a talented and diverse team that cares about the work we do. While the HR team works to proactively identify talent for hard-to-fill positions (usually in skilled trades, engineering, and data analysis fields), we need you to help us recruit your next great team player!

On February 4, 2020, Pinellas County Human Resources in collaboration with many Appointing Authorities and departments across the County, will hold our first ever Career Expo from 10:00 a.m. to 3:00 p.m. at the EpiCenter on the SPC campus in Clearwater.

The main purpose of the Expo is to attract new, specialized and diverse talent to the County while offering hiring managers the ability to meet the people behind the résumés for current and future opportunities. All skill and experience levels will be considered for future opportunities. Also, all applicants must apply online and go through the usual vetting process.

A second purpose of the Expo is to provide general information to community members who’d like to learn more about the County.

Be sure to share this event with your friends, family and anyone you meet who would make a great addition to the PCG team. View more information online. There you will also find a link to a flyer which you can print and post in places where you think people will have an interest (your gym, homeowners association, social club, etc.).

Who is going to be there?

Airport • Animal Services • Building & Development Review Services • Code Enforcement • Emergency Management • Fleet and Facilities • Human Resources • Human Rights • Information Technology • Management and Budget • Parks and Conservation Resources • Regional 911 • School Board • Sheriff’s Office • Utilities • Clerk of the Circuit Court • Planning • Property Appraiser • Supervisor of Elections • Tax Collector

When: February 4, 2020
10 a.m. - 3 p.m.
Where: EpiCenter at St. Petersburg College
13805 58th St. N.
Clearwater

www.PinellasCounty.org/hr/expo

SHARE ON SOCIAL MEDIA!

LinkedIn: Log in and search for Pinellas County Government
Facebook: www.facebook.com/PCGovCareers
Instagram: www.instagram.com/PinellasGovCareers
Twitter: www.twitter.com/PCGovCareers

The 2020 Colors of Pinellas Art Show is Here!

The Colors of Pinellas Art Show provides an opportunity for employees, retirees, volunteers, and their families to participate in a professional exhibition and compete for cash prizes.

Our co-sponsor and funder, the National Arts Program, empowers organizations across the country to host art exhibitions that showcase the creativity of their employees and families.

The show is judged by professional artists, and offers Amateur, Intermediate, Professional, Teen, and Youth classifications.

All skill levels are welcome—from youth to professional.

Submit photographs, paintings, drawings, crafts, sculpture, jewelry, ceramics, mixed media, woodcarving,—you name it!

You must register by March 20 and hand deliver your ready-to-display artwork on April 7 to the display venue, the downtown Clearwater courthouse lobby.

For more details including how to register, and to view the entries from past shows, visit www.pinellascounty.org/hr/artshow.
SERVICE ANNIVERSARIES

35 YEARS

Dennis Simpson
Utilities

Vionette Mull, Utilities,
Lisa Baltus,
Parks & Conservation Resources

30 YEARS

Pamella Lewin
Clerk of the Circuit Court

Sandra Sandmeyer
Human Services

25 YEARS

David Bateman, Clerk of the Circuit Court, Penelope Koungras,
Clerk of the Circuit Court

Diane Kellogg
Tax Collector

20 YEARS

Thomas Ross, Building & Development Review Services, Kelly Dickie, Business Technology Services, Dennis McDuffy, Public Works, Nancy Squires, Utilities

Unavailable for Photo

35 Years
Susan Miller, Forward Pinellas, Joyce Stevens, Building & Development Review Services

30 Years
T. F. Armbruster, Solid Waste, Stephen Henry, Utilities
David Walker, Public Works

25 Years
James Huebner, Clerk of the Circuit Court

20 Years
Mark Deveaux, Tax Collector, Mark Flock, Public Works, Christopher Mayer, Business Technology Services

15 YEARS
Justin Gross....................Clerk of the Circuit Court
Stella Mansfield..................Marketing & Communications
Ryan McCabe ......................Airport
Hashi Muharem ......................Utilities
Gregory Parker ...................Human Services
Georgienne Trauscht..............Human Services

5 YEARS
William Anderson..............Business Technology Services
Robbie Asher....................Animal Services
Lourdes Benedict .................County Administration
David Brown ......................Public Works
Rafal Dziokan.....................Business Technology Services
Nicholas Eddy.....................Human Services

Katiah Fitzpatrick..................Clerk of the Circuit Court
Paul Fry..........................Business Technology Services
Andrea Gabel ......................Convention & Visitors Bureau
Danielle Holland...................Human Resources
James Jordan........................Public Works
Adam Kiehn ....................Parks & Conservation Resources
Tina Marsh........................Property Appraiser's Office
Carriane McQuay.................Supervisor of Election's Office
Suzanne Otocki-Pascarella.........Public Works
Karen Porter........................Public Works
Bruno Rivera ....................Marketing & Communications
Hugo Sanchez ....................Parks & Conservation Resources
Michael Swonger .................Human Services
Sabrina Swoy ....................Tax Collector's Office
William Williams .................Real Estate Management

Continued next page.
The next REPCO lunch meeting will be **February 10, 2020** at Applebee’s Restaurant located at 5110 East Bay Drive. The meeting will start at 11:30 am. Our guest speaker will be a computer geek who will provide information on smartphones and cybersecurity. For questions, contact Rudy Garcia at (813) 855-3466 or rdgarcia@verizon.net.
**Promotions**

*Board of County Commissioners*

**Animal Services**
Paul Nielsen ................................................... AniCntlOfcr1

**Building & Development Review Services**
Samuel Barker ................................................... PlmbInsp2
Gordy Barnes ................................................... MechInsp2
Perry Hendershott ............................................. PlmbyInsp3
Martin Marcum ................................................... MechInsp3
James Mckillen .............................................. ProjCoordAdmin
Anthony Stran ................................................... MechInsp2

**Contractor Licensing**
Michelle Krkovic ................................................. TrneUF C

**Human Services**
Jessica Aragon ................................................... SectMgr1

**Public Works**
Donald Malone, Jr. .............................................. EngSpec2
Richard Mueller, Jr. ............................................ CrewChf1
Angelo Quondametteo .......................................... AEO1
Richard Skaggs ................................................... FldInsp1
Gerrell Sterling ................................................... OfficeSpec2
Kevin Ware ....................................................... EngTech2

**Solid Waste**
Rita Crouch ...................................................... EnvirSpec2

**Utilities**
Shawn Gardner ................................................... FldInsp1
Antonio Jones .................................................... FldInsp1
Bryclyn Lawrence .............................................. TrneUF A
Clarethia Monroe .............................................. CustSvcsAnalyst
Robert Pamic ..................................................... FldInsp1
George Proper ................................................... WtrQualTech2
Nancy Squires ................................................... CustSvcsAnalyst

**Clerk of the Circuit Court**
Sam Chambray .................................................. Prop&StrsClk2
Alejandro Murgueytio ........................................... CrtClk1
Paul Rotolo ....................................................... RecSpecSr
Jasmine Schill ................................................... FisRecSpec

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**Consumer Corner**

*From Pinellas County Consumer Protection*

**Tax Identity Theft Awareness Week**

Tax season is another opportunity for thieves to try to steal your personal information. **Tax Identity Theft Awareness Week is February 2-8, 2020.** This national campaign aims to educate consumers in an effort to prevent them from falling victim to identity theft and related scams. Tax-related identity theft occurs when someone uses your personal information, including your Social Security number, to file a tax return and steal your tax refund. According to the Federal Trade Commission, Florida ranked #4 in the nation for identity theft in 2018. In recognition of the week, Pinellas County Consumer Protection is hosting several events including a free shredding service, a presentation by the IRS and Consumer Protection, and information tables at various locations throughout the County. Here are a few tips to lessen your chance of falling victim to identity theft:

- File your tax return early in the tax season, if you can, before identity thieves do.
- Shred copies of your tax return, drafts, or calculation sheets you no longer need.
- Use a secure internet connection if you file electronically or mail your tax return directly from the post office.
- Don’t give out your Social Security number (SSN) or Medicare number unless necessary. Ask why it’s needed, how it’s going to be used, and how it will be stored.

For more information about identity theft, a full schedule of Tax Identity Theft Awareness Week events or to file a complaint, contact Pinellas County Consumer Protection directly at (727) 464-6200 or visit [www.pinellascounty.org/consumer/tips.htm](http://www.pinellascounty.org/consumer/tips.htm).
Welcome Aboard!

New employees listed are for December 2019.

Board of County Commissioners

Airport
Jocelyn Billington .................. Admin Supt Spec 1
John DePatie .......................... Craftwkr 1
Dawn Ferrante ...................... Admin Supt Spec 1

Ambulance Billing & Finance
Rebecca Morris .......................... Off Spec 2

Animal Services
Madison Ingham .......................... Ani Care Asst
Jennifer Schilling ....................... Ani Care Asst

Building Services
Jeff Reed ................................. Mech Insp 1
Raygina Tolbert-Scott .............. Admin Supt Spec 1

Convention & Visitors Bureau
Stephen Hayes ............................ Bur Director

Emergency Management
Jessica McCracken .................... Emer Mgmt Spec

Human Services
Jessica Geib ............................... Sect Mgr 3
Julie Longen ............................. Cons Prot Inv 1

Management & Budget
Antionette Merrill ...................... Fin Acct Analyst 1

Public Works
Caleb Bouwkamp ....................... Trne UF A
Kenneth Hayes ......................... Maint 1
Kevin Hernandez ....................... Maint 1
Ray Parker ............................... Maint 1

Utilities
Jacob Allen ............................... Util Maint Wkr
James Coker ............................. Util Maint Wkr
Joseph Decresie ....................... Wtr/Wstwtr Plt Oper Trne
Nichol Figueiredo ...................... Util Pub Rel Coord
Jason Hall ............................... Util Maint Wkr
Tylar Hanson ............................ Wtr/Wstwtr Plt Oper Trne
Tessa Seel ............................... Wk Plng Coord
Ricci Skaggs ............................ Util Maint Wkr
Hillary Weber ......................... Sect Mgr 2

Clerk of the Circuit Court

Takira Black ............................... Fis Rec Spec
Lisa Enos ................................. Rec Spec 1
April Groat .............................. Fis Rec Spec 1
Briana Haynes-Middleton .............. Fis Rec Spec
Boopna Ing-Anuraksakul ............... Fis Rec Spec
Daniel James ............................ Rec Spec 1
Angela Lapread .......................... Fis Rec Spec
Kristina Lawson ...................... Board Reporter
Stephanie Owens .................... Cust Info Ctr Spec 1
Elisha Pitts ............................... Fis Rec Spec
Allan Weistock ......................... Inspr Gen 1
Keri Whitt ............................... Fis Rec Spec
Melissa Woolever .................... Rec Spec 1

Human Resources
Kelly Faircloth ......................... HR Ofcr

Human Rights
Yury Rosas .............................. Admin Supt Spec 1

Forward Pinellas
Angela Ryan .............................. Principal Plan

Supervisor of Elections
Janet Fisher .............................. Dept Comp Supt Spec 1

Tax Collector’s Office
Brandon Butler .......................... Cust Svcs Tech
Kassandra DosSantos .................. Cust Svcs Tech
Zachary Luchette ..................... Cust Svcs Tech
Justin Valdes .......................... Cust Svcs Tech

THE RECORD KEEPER

Records Management Training for 2020

Are you wondering what you need to do to inventory, store, or destroy records? Do you need to learn how to use ApplicationXtender Web? Are you new to the Records Coordinator role? Records Management is here to help you! We offer a number of training classes to help guide you in managing your records. Training sign-up is handled through OPUS OLM Learner.

- ApplicationXtender – Web User Training
- Basics of Records Management – Part 1
- Basics of Records Management – Part 2: Using the Oracle Records Management System
- Managing Electronic Records
- Records Management: Preparing for Inventory and Destruction

For more information about training or to request customized training for your department, please contact Michele Koehler in Records Management at 453-3038.
A Huge Outpouring of Donations for Animal Services

Contributed by Jennifer Renner, Volunteer Program Coordinator, PCAS

County employees and citizens were generous this past holiday season. Here are just a few who made donations to Pinellas County Animal Services.

Donation from Robyn, a volunteer foster with PCAS.

Donation from Osceola Fundamental School.

Shelter dog Kaper enjoys donations from Facebook fans.

Donation from Osceola Fundamental School.

Donation from Amy B., a volunteer with PCAS.

Animal Services donates to Cat Kids Rescue!

The Clerk’s Finance Office donation.

Animal Services donates to the Humane Society’s Senior Pet Connection!
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:

Mary Jo (Jodi) Miller, 77, of Largo, passed away December 11. She retired from Utilities, South Cross Bayou Education Center, in 2009 after 24 years of service. She had also worked in the County Attorney’s Office and the County Administrator’s office. View her obituary.

Larry Cox, 67, of Live Oak, Suwannee, Florida, passed away December 31, 2019. He retired from Utilities, Dunn Water Reclamation Facility, in 2006 after over 30 years of service. No obituary was found online for Mr. Cox.

Classified Ads

**For Sale:** US Check Punch with the following dates for sale: $170.
December 8, 1891, Pat’d May 29, 1883; Oct 22, 1889, markings include: Loan Chace & Co. Makers Newark, NJ USA.
Lower plate: 3972, Lower plate shows a small amount of rust. 7.75” W X 6”D X 7”H.
Pick up only in a secure location at the Pinellas County Sheriff’s substation located at Alt. 19 (Bayshore Blvd.), Dunedin.
Contact Rich reg737@gmail.com or (727) 424-4845

**For Sale:** Solid wood desk with 3 drawers. 40” wide, 17” deep, 31” high. $25. LJ Wood, (727) 641-9770

**For Sale:** King-size solid wood sleigh bed $500: includes frame, mattress, & box springs. NON-SMOKING household. Selling entire set together. Must disassemble bed frame yourself and provide your own transportation. Multiple sets of bedding included. 2nd floor apartment near Countryside Mall in Clearwater. arddun65@yahoo.com
**Want to Get Rid of Stuff?**

Advertise here for **FREE** if you’d like to give away, donate, or sell something.

All County employees, active or retired, permanent or temporary, may submit ads. Only personal items can be advertised—business or commercial ads or ads providing services will not be published.

To submit an ad, complete this [online form](#).

Questions? Contact Employee Communications@pinellascounty.org.

*The Pen* is published once per month on or around the 15th. Submissions are due the 1st of the month.

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**For Sale: Dinette set** (table and 4 chairs). Table has separate leaf extension. Less than 5 years old, excellent condition. $400. Sorry cannot deliver, must be able to come get it. Location in Largo, near Ulmerton Road/Seminole Blvd. Call or text (727) 455-8520.

![Dinette set](image1.jpg)

**For Sale: Plum leather couch** in great shape. 65” wide and 36” deep and 30” high. $50. LJ Wood, (727) 641-9770.

![Plum leather couch](image2.jpg)

**For Sale: 8-piece dining room set.** Table with leaf extension, 6 chairs, and buffet cabinet. Less than 5 years old, excellent condition. $1,550. Table is already disassembled for easy transport. Buffet can be sold separate from dining table/chairs if desired. Sorry cannot deliver, must be able to come get it. Location in Largo, near Ulmerton Road/Seminole Blvd. Call or text (727) 455-8520.

![8-piece dining room set](image3.jpg)

**For Sale: Nintendo White Wii Console Bundle.** With 2 video games, $100, Model RVL-001 (USA), with stand, 3 hand controllers, 3 rubber hand grips, 2 steering wheels, power supply, Wii AV cable, 2 remotes, sensor bar, 1 Super SmashBros. Brawl game, 1 Wii fit game. Will meet at the office or in a secure location only at the Sheriff’s substation on Bayshore Blvd., Dunedin by Walgreens. Contact Rich at reg737@gmail.com or (727) 424-4845.

![Nintendo White Wii Console Bundle](image4.jpg)