

## Classification and Compensation Study Coming in 2017

Contributed by Bryan Cook, HR Manager, and Jack Loring, HR Officer

The Human Resources Department is pleased to announce that it will lead the Unified Personnel System (UPS) through a comprehensive Classification and Compensation Study in 2017. Compensation is naturally a key part of the employment relationship. So it is important that we remain broadly competitive in the local employment market and that each classification is compensated appropriately and equitably for the work performed.

Proper compensation and classification alignment enhances employee engagement and satisfaction and serves to assist our efforts to attract and retain the best talent. We will select a qualified, experienced consultant who will assist in evaluating where we currently stand in these regards as well as identify strategic opportunities for improvement.

The study will help us to:

- ▶ Ensure our competitiveness within the greater employment market for attracting and retaining employees
- ▶ Define and value job classifications that correspond to the work being done
- ▶ Rethink the way we design and manage our total employee reward experience
- ▶ Be proactive in our planning rather than reactive to external influences, as during the Great Recession
- ▶ Ensure that pay policies and practices are applied equitably
- ▶ Develop and expand opportunities for career development and career ladders

### Background

The objective is to enable the UPS to determine if jobs are classified correctly and compensated equitably and competitively.

A comprehensive classification and compensation study was last conducted by Temple and Associates, an external consultant, in 2004 and the recommendations were implemented in 2005. That study was followed by periodic cyclic classification reviews and salary studies conducted by trained Human Resources internal staff.

Since the last comprehensive study, a series of events have impacted UPS employees and the work being performed by many of them. The Great Recession resulted in a significant number of employees being “bumped” into different departments and different work roles. The recession also caused a reduction of approximately 1,000 positions, and in some cases, organizational changes that included the elimination of some services and departments, the consolidation of some departments, and the subsequent uncoupling of most of those consolidations.

### Overview

The proposed study will include the following primary components:

- ▶ A classification study
- ▶ A compensation study
- ▶ A review of pay administration policies and practices

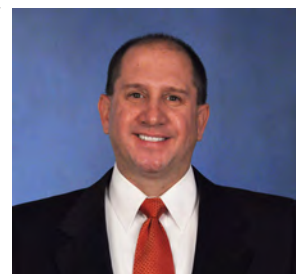
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## Meet Bryan Cook

Bryan Cook, Workforce Strategy Manager, started January 4 with Pinellas County Government. He oversees the Employment and the Classification & Compensation divisions of Human Resources.

Bryan comes to us from the Tampa Bay Times where he was a Senior Human Resources Manager since 2009 when he and his wife moved to St. Pete Beach. Prior to the Tampa Bay Times, Bryan's broad experience as a Human Resources professional includes working with BMW Manufacturing in South Carolina, a multi-state production company, and the recruitment and staffing agency, Spherion.



*Bryan Cook, MBA, PHR  
Workforce Strategy  
Manager, Human  
Resources*

Included among his credentials is a Masters of Business Administration (MBA) from the Virginia Polytechnic Institute (Virginia Tech). He is certified by the Society for Human

[Continued on page 2.](#)

*Classification & Compensation Study - Continued from page 1.***The Classification Study**

This involves conducting job analysis and evaluating current job classifications, and updating existing class specifications. This study will examine job content and focus on the requirements of the job and the work that is performed. It's important to note that the job analysis examines the position, and not the talents and qualifications, of the person in the position.

There are several possible outcomes to a classification study.

- ▶ Job analysis may determine that a position is in the correct job classification.
- ▶ The position may be reclassified into a job classification which pays the same, more, or less than the current job classification.
- ▶ Or analysis may determine that a new job classification needs to be created.

Reclassification actions may occur when there has been a substantive change (increase or decrease) in the general purpose, scope and essential functions of the position. Note that the focus of a reclassification is the position and changes must be significant, substantial and permanent rather than associated with a temporary assignment.

Reclassification of a position does not automatically result in a salary increase. Positions may be reclassified upward, downward, or laterally.

**The Compensation Study**

The compensation study will involve a comprehensive market salary survey of targeted public and private sector organizations. The survey will include pay grade minimums and maximums, number of incumbents per classification, actual average salary, and supplemental (certification) pay or other pay additives, in order to capture total cash compensation.

*Bryan Cook - Continued from page 1.*

Resources as a Professional of Human Resources, and has an Advanced Certificate in Human Resources Management from George Washington University.

When asked what drew him to Pinellas County government, he answered as so many of us do – he wants to make a positive impact on the quality of life in the community where he lives. Bryan values integrity and character. He understands that people are our most valuable resource. “People are the key to success,” he says. When employee and organizational needs are met, both will be more successful and thrive.

Bryan lives in St. Pete Beach with his wife and volunteers with the United States Coast Guard. With the USCG, he works in many areas including search and rescue, vessel safety examinations, and training. He finds it very rewarding knowing he's helping prevent accidents. “You can't count the accidents that didn't happen” he says with certainty.

Bryan and his team will head up the Classification and Compensation Study project outlined in this issue.

Results of the compensation study will be used to design a pay program that is fair, equitable, and competitive with both public and private sector employers in the surrounding geographic market area from which the County recruits – in order to attract, engage, reward, and retain quality employees.

The study will also examine pay equity issues, identify corrective solutions as needed, and provide recommendations for strategies to avoid problems with pay equity in the future.

**The Pay Administration Review**

This involves a review of the County's current compensation rules and guidelines, with recommendations for changes that will ensure that compensation remains competitive in future years.

The results will help the County determine if existing pay administration policies and practices are equitable, competitive with other organizations, and support the growth, development, and career progression of our workforce.

**Next Steps**

Human Resources is in the process of launching a Request for Proposal (RFP) and will soon begin accepting bids from consulting organizations. After a consultant has been selected, the study is expected to be completed within 12 months. Your participation in this study will be needed and, when the time comes, we encourage you to participate fully and openly with the study process.

Please be on the lookout for more information in future editions of *The Pen*.

**BLOOD DRIVE**

**Mark Your  
Calendars**

**Utilities Building**

14 S. Fort Harrison Ave.  
Clearwater  
**January 19**  
8:30 - 1:30

**Public Works**

22211 US Hwy. 19 N.  
Building 1, Clearwater  
**January 26**

*The Pen*

EDITOR: Mary L. Sault

A monthly publication by the  
Pinellas County Human Resources Department

**How to Participate:**

It's easy to get involved in *The Pen*. You can contribute by informing us of noteworthy news or sending us story ideas. You can also ask about writing a guest column or submit photos of co-workers at work in your department.

PHONE: (727) 464-5098

E-mail: [employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org)



**Q.** Can I contribute more than 3% of my pretax pay towards my investment plan and will Pinellas County match it?

**A.** The 3% mandatory contribution to the Florida Retirement System cannot be increased.

Employees may choose to participate in the [Deferred Compensation Plan](#) provided for by Internal Revenue Code Section 457. This is similar to a 401(k) plan in private sector employment.

Contact [Employee Benefits](#) for brochures and booklets provided by our deferred compensation providers, or contact one (or more) of the representatives to discuss the options available to you. If you decide to enroll in deferred compensation with a minimum contribution of \$10/bi-weekly, you will want to enroll with the representative from the company (or companies) you have chosen.

**Q.** If I want to stop making contributions to my deferred comp account what do I need to do to get the ball rolling?

**A.** Please visit our [deferred compensation plan web page](#) to locate the forms to make any necessary changes to your contributions. The form needs to be completed (we only need your name and employee ID# for personal information), signed and returned to the Employee Benefits office via email, fax or interoffice mail.

**Q.** Can employees either “buy” more vacation time or “earn” more vacation time? Perhaps working through lunches to earn more time?

**A.** Pinellas County does not have an option for employees to buy more vacation time. Also, the County standard work schedule includes an unpaid lunch period. You should not work during your lunch period. If there are overtime opportunities in your department, you may be able to earn more time by volunteering for those opportunities and requesting compensatory time in return. Please note, however, that the department has to have a need for the additional work and it is completely up to them whether or not to grant compensatory time instead of paying overtime.

## Send Your Department's Stories of Good Works Serving the Community to *The Pen*

In February, we will publish a special edition of the *Pen Extra* dedicated to our County employees' good works serving the community together.

We invite every employee to be part of this celebration of County departments going above and beyond the call of duty. Examples of good works include the Annual Bike Drive, Adopt-a-Family, food drives, fundraising walks, and so on.

- Think about — How has my department served the community this past year?
- Select someone to submit the information and photos.
- The deadline has been extended. [Fill out and submit the brief form](#) by **February 3rd**.

Thank you!



## Upcoming Training Classes

Some classes fill up quickly so request enrollment early through [OPUS Learning Management \(OLM\)](#).

### A Kick in the Attitude - 1/25/17, 12:30-4:00

*A New Attitude Series Part I* - How would you like to enjoy learning while you are laughing? Participants who attend will learn how four key principles can lead you to a happier and more positive work environment – and life. Take back your enthusiasm, focus, sense of humor, and resilience. Discover how life gets better when we get better.

### Project Management - 1/26/17, 1:00-4:00

Have you been asked to manage a project, or do you have tasks that could be made easier with some management insights? This seminar will help you to envision, plan, implement and evaluate a major project. These skills can also be used to successfully manage your regular workload.

Find a complete list of courses with descriptions in the [2017 Consortium Training Catalog](#) which is continually updated. Need assistance? Contact Training and Development at 464-3796 or email [training@pinellascountry.org](mailto:training@pinellascountry.org).

## In case you missed it!

In the January [To Your Health](#): Reflections on 2016, ways to cope in the new year, a virtual doctor visit experience, reward points pay-off for an employee, secrets to breaking bad habits, and more.

January's [Leadership Notes](#): *When an Employee Shows Signs of Departure*



## Constitutional Officers Sworn-in

*Photos by Debra Lansdowne, Marketing & Communications*

The historic Pinellas County Courthouse was the setting for the Constitutional Officers' Swearing-in Ceremony on January 3, 2017, when six officials took the oath of office.

The program was organized by the Clerk's Office and included greetings and remarks from **Bernie McCabe**, State Attorney, Sixth Judicial Circuit Court, State Senator **Jeff Brandes**, and State Senator **Jack Latvala**. The invocation was given by **Pam Dubov**, former Property Appraiser and the Pledge of Allegiance was led by Commission Chair **Janet C. Long**. The National Anthem was stunningly rendered by **Valerie Fuzz** of Real Estate Management.



*Ken Burke, Clerk of the Circuit Court and Comptroller, being sworn in by The Honorable Jack Latvala, while family looks on.*



*L-R: Mike Twitty, Charles Thomas, Ken Burke, Deborah Clark, Bob Dillinger, and Bernie McCabe.*



*Mike Twitty, Property Appraiser, being sworn in by James A. Staack, Esquire, while family looks on.*



*Deborah Clark, Supervisor of Elections, being sworn in by Phil Clark, Certified Financial Planner, Raymond James, while her husband holds the bible.*



*Charles Thomas, Tax Collector, being sworn in by The Honorable Myriam Irizarry, County Judge, while his family looks on.*



*Bob Dillinger, Public Defender, being sworn in by The Honorable Anthony Rondolino, Chief Judge, while his wife holds the bible.*



*Bernie McCabe, State Attorney, being sworn in by The Honorable Anthony Rondolino, Chief Judge, while his wife holds the bible.*

# Employees are Key to County Preparedness

Contributed by Pinellas County Emergency Management

As the 2016 Atlantic Hurricane Season started on June 1, the forecast from Colorado State University called for 12 named storms, six hurricanes and three major storms. As we marked the end of the hurricane season on Nov. 30, the prediction was pretty close: 15 named storms, seven hurricanes and three major storms. Of course, emergency managers know that projections don't mean a thing ... it only takes one hurricane to wreak havoc.

The Emergency Operations Center was activated three times this season. First came Tropical Storm Colin in the early part of June, moving through the Tampa Bay area and causing local flooding with the help of higher than normal tides. Then Tropical Storm Hermine, which strengthened into a Category 1 hurricane on Sept. 1, spared the County a direct hit but still sent relentless rain and caused major flooding. Then in the beginning of October, mighty Hurricane Matthew—a Category 5 hurricane—took aim on the East Coast. A turn to the east spared those residents from the worst, and here in Pinellas we experienced little more than light wind. We were lucky. From the East Coast came images of flooding, stranded residents, submerged vehicles, and washed-out roads.

As public educators, we use these experiences to impress upon our residents the importance of preparing for emergencies. We consider each of our employees a part of that

team. As members of the Tampa Bay community, our employees are in fact our best ambassadors. We encourage everyone to learn as much as you can about preparedness so that you can help those you know to plan ahead. As employees, we have our own reasons to plan ahead. We have to ensure our families are safe and our properties secure because we will have the responsibility of serving our citizens during hurricanes. We must be ready to protect the County assets, provide guidance and direction to our cities and citizens and emergency assistance to all in a post-disaster environment.

In the coming year, Emergency Management will focus on resiliency, which is the ability of a community to recover quickly after a disaster. County employees will be an integral part of this effort, and Emergency Management is working with Human Resources and Marketing & Communications to enrich the education of our workforce and ensure we are all prepared to not only survive, but to be ready to help get the community and its government back on its feet quickly.

This takes a dedication by each and every one of us. Emergency Management will do our part to make sure every employee has the opportunity to receive proper training and a full understanding of their role during any disaster – natural or manmade. Resiliency is everyone's responsibility.

## Great Tornado Drill

Get ready to snap and post! The Great American Tornado Drill will blow into Pinellas County on **Wednesday, Jan. 25**, as part of Severe Weather Awareness Week. Everyone is encouraged to participate, whether at work, play, in the classroom or at home. It's easy:

- #1** Identify your source of emergency alerts, such as Alert Pinellas, weather emergency radios, cell phone notifications, or other, as part of the drill. Most of the notification services are not expected to be used for this drill because of concern that the public will not understand it is only a drill. The National Weather Service will be issuing its weekly test at 10:10 a.m. through the NOAA Weather Alert Radios. Regardless of the emergency notification system that you use, it is important to make sure that you will indeed receive weather alerts because tornadoes come fast. An alert will give you about 11 minutes to find shelter.
- #2** At 10 a.m. on Wednesday, Jan. 25, act as if an emergency weather alert has been issued. Practice getting everyone into your safe room.
- #3** Take a selfie of your group and post it with the hashtag **#PCtornadodrill**. We will be monitoring Twitter, Facebook and Instagram. The drill will be over at 10:30 a.m.

Last year, County departments participated and improved their emergency planning as a result. Businesses, schools and media got on board and we are hoping to see more group selfie posts this year. If you have questions, let us know. Call Emergency Management at (727) 565-5550 or email [EMA@pinellascounty.org](mailto:EMA@pinellascounty.org).



*We need three more participants  
or the class will be cancelled!*

The YMCA EnhanceFitness class is beginner level with a focus on strength, flexibility, movement and balance. Class is held three times a week on Mondays, Wednesdays and Fridays at the Annex building in Clearwater and runs through May 5, 2017.

[View the flyer](#) to find out more.

*Register by January 18th.*



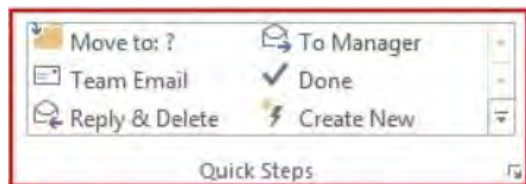


## TECH BITS

### Create and Customize Quick Steps in Outlook

**Do you ever find yourself doing the same task over and over again in Outlook?**

If the answer is yes, Microsoft Outlook 2013's Quick Steps make repetitive tasks quick and easy. Sending a new email, replying to a group or filing an email; these are some of the tasks that are done regularly and are the perfect candidate to be turned into a Quick Step.



Quick Step	Action
Move to: ?	Moves selected message to a mail folder that you specify and marks the message as read.
To Manager	Forwards the message to your manager once identified.
Team Email	Forwards the message to others in your team once identified.
Done	Moves message to a specified mail folder, marks it complete, and then marks it as read.
Reply & Delete	Opens a reply to the selected message, and then deletes the original message.
Create New	Create your own Quick Step to execute any sequence of commands.

Most of the Quick Steps require some first-time setup to specify the folder or person(s) involved in completing the Quick Step actions. The Setup wizard makes getting started simple.

You can also create customized Quick Steps to personalize the common tasks you perform.

Access [ULearnIT](#) to watch a quick video on creating Quick Steps:

"Microsoft Outlook 2010: Creating Quick Steps for Email Messages" - Library ID 48187

To find additional information on this topic, access our [Training & Development Resources](#) page.

## Technology Training – Classes Still Available!

**NEW Microsoft Word Core Essentials 2013** (first class 2/8)

Attend a 3 ½ hour hands-on learning experience that covers all the core essentials of Microsoft Word 2013.

Topics covered include adding online images and video to a document, customizing a document using basic and advanced formatting and editing tools, and ways to polish the final version before printing or sharing the document.

Basic proficiency with computer keyboarding and mouse skills is required. Need assistance with these skills prior to class? Visit [GCF LearnFree](#) for hands-on tutorials.

Register here through [OPUS](#).

**Microsoft Outlook Core Essentials 2013** (next class 1/25)

Attend a 3 ½ hour hands-on learning experience that covers all the core essentials of Microsoft Outlook 2013.

Explore ways to manage mail, calendar and people. Determine methods to organize your mailbox. Learn skills to get the most out of your Outlook.

Basic proficiency with computer keyboarding and mouse skills is required. Need assistance with these skills prior to class? Visit [GCF LearnFree](#) for hands-on tutorials.

Register here through [OPUS](#).

**Microsoft Excel Core Essentials 2013** (next class 1/26)

Attend a 3 ½ hour hands on learning experience that covers all the core essentials of Microsoft Excel 2013.

Topics covered include the new Flash Fill feature, using formulas and functions, inserting PivotTables and PivotCharts, and customizing the Excel 2013 interface.

Basic proficiency with computer keyboarding and mouse skills is required. Need assistance with these skills prior to class? Visit [GCF LearnFree](#) for hands-on tutorials.

Register here through [OPUS](#).



### Have you seen the latest Two-Minute Tuesday videos?

**Five Generations: One Workforce** - Get tips for working with the five different generations in today's workforce.

**MD, DO, GP ... Huh?** - Solve the mystery of doctor and nurse designations.

**It's Never too Early to Plan for Retirement** - Do you know what you need to know about retirement? Watch this video to start learning.

View these videos and subscribe to future videos at [www.pinellascounty.org/hr/two](http://www.pinellascounty.org/hr/two).



# More Tools Available for Easy Recycling Options in 2017

Contributed by Marketing & Communications

In a continuous effort to practice superior environmental stewardship, Pinellas County is offering new tools to give residents and visitors easy recycling options. The County has released the new **2017 Recycling Directory** and converted its popular **A to Z Guide** to a geo-locatable tool.

This year's directory, which is published annually by Pinellas County Solid Waste, is packed with the latest information about managing waste as a resource and how to properly "Reduce, Reuse, Recycle and Recover."

The directory is accessible online at [www.pinellascounty.org/recycle](http://www.pinellascounty.org/recycle). A free copy of the directory will also be inserted in local newspapers:

- ▶ the **Sunday, Jan. 15**, edition of the Tampa Bay Times;
- ▶ the **Thursday, Jan. 19**, edition of The Weekly Challenger newspaper; and,

- ▶ in the **Friday, Jan. 20**, edition of the tbt\* Newspaper, the Tampa Bay Times' free daily newspaper.

Free copies will also be available at many libraries and government offices throughout the County.

Residents can find out how to recycle or safely dispose of just about anything from their home with the

County's A to Z Guide. Pinellas County Solid Waste has partnered with ReCollect, a waste collection mobile application developer, to convert the popular A to Z Guide to a geo-locatable tool.

The online A to Z Guide will allow users to type the name of an item they want to recycle and discover if the material can be reused, recycled or composted as well as where it can be disposed of. If users enter their address, the tool will direct them to the closest recycling or reuse locations, or the nearest disposal sites.

In 2015, Pinellas County attained the highest recycling rate (89%) in Florida, according to the Florida Department of Environmental Protection. The rate contributes toward the state's goal of recycling 75 percent of its waste by 2020.

"Pinellas County residents do a great job recycling and reducing waste, which conserves resources and preserves the life of our landfill," said **Kelsi Oswald**, Solid Waste Director. "With the new online tools, it is even easier to learn about solid waste management and best practices to reduce, reuse and recycle in our community."

Visit the [A to Z Guide online](http://www.pinellascounty.org/recycle) to learn more about recycling and disposal in Pinellas County. To request a copy of the directory or learn more about recycling, visit [www.pinellascounty.org/recycle](http://www.pinellascounty.org/recycle) or call (727) 464-7500.



## Free Countywide Tire Disposal Event

Contributed by Marketing & Communications

In a continued effort to reduce the spread of mosquitos and mosquito-borne illnesses, Pinellas County is hosting a free waste tire disposal day for residents on **Saturday, Jan. 21** at several locations throughout the county.

In partnership with the Florida Department of Environmental Protection (FDEP), Pinellas County Mosquito Control and Solid Waste are hosting a Tire Amnesty Day, from **9 a.m. to 2 p.m.** Tires will be collected at the following locations:

- ▶ Anderson Park, 39699 U.S. 19 N., Tarpon Springs
- ▶ John Chesnut Park, 2200 East Lake Road, Palm Harbor
- ▶ Eagle Lake Park, 1800 Keene Road, Largo
- ▶ Walsingham Park, 12615 102nd Ave., Seminole
- ▶ Boyd Hill Nature Preserve, 1101 Country Club Way S., St. Petersburg
- ▶ Pinellas County Solid Waste, 3095 114th Ave. N., St. Petersburg

County residents will be able to bring up to 12 tires under 36 inches per customer. They will be accepted with or without rims. This event is for Pinellas County residents only; proof of identification is required. The collected tires will be processed through Pinellas County's Waste-to-Energy facility which generates electricity – enough to power 40,000 homes a day. Additionally, metal from the tires will be recovered from the remaining ash and recycled.

Pinellas County extends appreciation to Parks and Conservation Resources, City of St. Petersburg Parks and Recreation, Florida Department of Health in Pinellas County and Florida Department of Environmental Protection for their partnerships in promoting public health and safety of Pinellas County residents and visitors.



# SERVICE ANNIVERSARIES

## 30 YEARS



**Andy Wilson**

*Parks & Conservation Resources*



**Joseph Wolf**

*Public Works*

## Unavailable for Photo

### 30 Years

**James Kubek**, *Utilities*

**Richard Russ**, *Convention & Visitors Bureau*

**Deborah Schuster**, *Business Technology Services*

**Timothy Tolpa**, *Utilities*

### 25 Years

**Carla Benson**, *Clerk of the Circuit Court*

### 15 YEARS

Dawn Barclay..... Safety & Emergency Services  
Daniel Eggleston..... Marketing & Communications  
John Evinger..... Utilities  
Angela Holbrook..... Tax Collector's Office  
James Holbrook..... Safety & Emergency Services  
Lynne Kittle..... Clerk of the Circuit Court  
Kathleen Wright..... Utilities

### 10 YEARS

Chelsea Favero..... Forward Pinellas  
Mona Kaushal..... Tax Collector's Office  
Jamie McDaniel..... Solid Waste  
Rosemarie Payne..... Convention & Visitors Bureau  
Mary Sault..... Human Resources

### 5 YEARS

Pamela Flynn..... Clerk of the Circuit Court  
Peter Holland..... Public Works  
Heather Smith..... Business Technology Services  
Paul Valenti..... Office of Human Rights

### 3 YEARS

Natasha Andriese..... County Administration  
Steven Baumann..... Planning  
Mark Becker..... Property Appraiser's Office  
Nancy Bevacqua..... Parks & Conservation Resources  
Russell Cowper..... Building Services  
Catherine Eichner..... Solid Waste  
Cherie Epley..... Clerk of the Circuit Court  
Daniel Fedor..... Business Technology Services  
Shawn Gardner..... Utilities  
John Haggerty..... Safety & Emergency Services  
Jacob Hudak..... Safety & Emergency Services  
Calvin Hunsinger..... Safety & Emergency Services  
Michelle Iacono..... Safety & Emergency Services  
Jill Maxwell..... Human Services  
Steven Miano..... Business Technology Services  
Christopher Pace..... Business Technology Services  
Sarah Perch..... Forward Pinellas  
Abigail Stanton..... Human Services  
Evgueni Stiajkine..... Utilities  
Kelly Vicari..... County Attorney's Office

## 25 YEARS



**Craig Warren**

*Public Works*



**Paul Weidemann**

*Parks & Conservation Resources*

## Clerk Waives Collection Fees During "Start Smart in 2017" Campaign

*From January 4 Press Release*

The Clerk of the Circuit Court and Comptroller's Office will dedicate two weeks at the end of February and early March to help citizens reset the past and start the New Year right. The Clerk's office will waive collection fees for a limited time only at the locations listed below when citizens pay their outstanding fines and fees in full. Citizens can look forward to saving up to 40% during this special campaign.

Anyone with a ticket or court fine in collections can visit the locations listed during the week of Monday, February 27 – Friday, March 3 and the week of Monday, March 6 – Friday, March 10, 2017 to avoid paying the collection fee.

- North County Branch – 29582 U.S. 19 N., Clearwater
- Clerk's Tyrone Branch – 1800 66th St. N., St. Petersburg
- Pinellas County Justice Center – 14250 49th St. N., Clearwater

The office locations will be open during regular hours of operation with the exception of some extended hours. The Pinellas County Justice Center is the only location that will be open until 7:00 p.m. on Wednesday and Thursday of each week.

For more information, please call (727) 464-7000 or visit the Clerk's website at [www.mypinellasclerk.org](http://www.mypinellasclerk.org).



## RETIREMENTS

### OVER 34 YEARS



**Debbie Fontanetta**  
*Court Clerk, Senior  
Clerk of the Circuit Court*

### OVER 22 YEARS



**Catherine Hamilton**  
*Court Records Specialist 2  
Clerk of the Circuit Court*

### 13 YEARS



**Jeanne Farquharson**  
*Park Ranger 1  
Parks & Conservation Resources*

## RETIREMENTS

### Unavailable for Photo

#### Over 30 Years

**Elaine Hartman**, *Exemptions  
Technician, Property Appraiser's Office*

#### Over 15 Years

**Katherine Rowe-Ventrucci**, *Tax  
Technician, Senior, Tax Collector's Office*

#### 13 Years

**Eloise Jones**, *Accounting & Finance  
Technician, Solid Waste*

## REPCO News

**REPCO's** February 13 meeting will be held at Applebee's Restaurant located at 5110 East Bay Drive. The meeting will start at 11:30 a.m. and the speakers will be representatives from the Pinellas Federal Credit Union who will share with us the services available from their institution. If you have questions, contact Rudy Garcia at (813) 855-3466 or [rdgarcia@verizon.net](mailto:rdgarcia@verizon.net).

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

## Couples' Registration Now Open for the Clerk's 11th Annual Valentine's Day Group Wedding

Registration is now open for the Clerk's 11th Annual Valentine's Day Group Wedding. Up to fifty couples are expected to be joined together during one group wedding ceremony on Valentine's Day, Tuesday, February 14, 2017 in the romantic and picturesque Wedding Garden of the [Florida Botanical Gardens](#) in Largo.

"Our Valentine's Day Group Wedding event is a memorable occasion. Many in the community look forward to it and we are very thankful for the couples who allow us to partake in their special day," said the organizer of the event, Clerk Ken Burke.

A single ceremony will unite all participating couples. Then, the couples and their guests will celebrate with wedding cake and refreshments provided by local sponsors. In addition, everyone will be serenaded with a cappella melodies performed by the Charmonizers Barbershop Quartet.

To be eligible to register for the 2017 wedding event, application for a marriage license must be made between December 19, 2016 and February 10, 2017.

The Clerk has waived the usual \$30.00 ceremony fee. Standard marriage license fees still apply. To participate in the event, couples must [sign up](#) no later than Friday, January 27, 2017.

The ceremony will take place at 2:00 p.m. in the Wedding Garden of the Florida Botanical Gardens located at 12520 Ulmerton Road, Largo, FL 33774. Couples will receive a special Commemorative Marriage Certificate, which will be mailed within one week from the date of the ceremony with the official Certificate of Marriage.

For more information regarding the event, please call Recording Services at (727) 464-3008 or visit the [Clerk's website](#).



## Welcome Aboard!

### Board of County Commissioners

#### Airport

Denis Dumoulin ..... Trades/Fld Svcs Wkr

#### Animal Services

Kaylyn Zlydasek ..... Ani Svcs Rep

#### Parks & Conservation Resources

Trevor Ackerman ..... Ed Supt Spec

#### Public Works

Edward Ramous ..... Fld Insp 1

#### Utilities

Patrick Campbell ..... Util Maint Wkr

Kara Devlin ..... Cust Svcs Spec

William Jardine ..... Meter Rdr 1

Scott Perkins ..... Cust Svcs Spec

Cheryl Sharp-Miller ..... Cust Svcs Spec

Joan Wilke ..... Cust Svcs Spec

### Clerk of the Circuit Court

Sheri Bowers ..... Fin Opns Tech

## Promotions

Promotions listed are for December 2016.

### Board of County Commissioners

#### Airport

Grady McCall ..... Crew Chf 1

#### Animal Services

Derwood Jones ..... Ani Cntl Ofcr Sr

#### Management & Budget

Veronica Ettel ..... Mgmt & Bdget Mgr

#### Public Works

David Deranzio ..... Sect Mgr 1

Deneta Jones ..... Proj Coord-Proj Mgmt

Nancy Lamagna ..... Prof Eng 2

Amber McGill ..... Admin Supt Spec

#### Solid Waste

Carlee Ward ..... Admin Supt Spec

#### Utilities

Joseph Graham ..... Prof Eng 1



### Find it Fast: HR from A to Z

Find what you need on the HR website quickly and easily with the [A to Z Index](#). Access the link on the blue menu bar from any Human Resources web page. New index items are added frequently. [Let us know](#) if you have items to add.



New Employee Orientation class December 12

## Pinellas FCU Debit and Credit EMV “Chip” Cards Coming Soon!

**New Look. Same Benefits. More Secure.**

Contributed by Pinellas Federal Credit Union

Pinellas Federal Credit Union (PFCU) is committed to providing you more secure options when available. For that reason, we are pleased to announce that in the first quarter of 2017 we will begin reissuing Visa® debit and credit cards featuring the latest EMV “chip” technology. Throughout the year, all PFCU debit and credit cards will be reissued as EMV chip cards. This will give you enhanced fraud protection and security at points-of-sale when you use your card at a chip-activated reader. Watch your mail in the upcoming months for your new debit and/or credit card and activation instructions. For your security, activate your new card and immediately destroy your old card.



For more information about EMV chip cards or any other of PFCU's products and services, call Member Services at (727) 586-4422 or stop by your nearest branch.



## THE RECORD KEEPER

### Records Management Training 2017

Are you new to the Records Coordinator role? Wondering what you need to do to prepare for records inventory or destruction? Are your records out of control? Not sure how to organize your electronic records? Records Management is here to help! We offer a number of training classes to help you manage your records. [View our 2017 training schedule.](#)

For more information about records management training or to request customized training for your department, please contact Michele Koehler in Records Management at (727) 453-3038.



## Create Sustainable Solutions

Vision • Innovation • Collaboration

### Urban Farming [What is that?](#)



Questions? Contact [Mary Campbell](#)  
UF/IFAS Extension, Pinellas County

### Backyard Chickens 101

February 25, 2017 at 9 am  
at the Extension office

Have you ever considered raising chickens in your backyard? Then [this class](#) is for you! Learn the ins and outs from UF/IFAS Extension experts.

**UF** | **IFAS Extension**  
UNIVERSITY of FLORIDA

## Consumer Corner



Tax season is here, so check your mailbox for your W-2's. Whether you're filing your own taxes or getting assistance, Pinellas County Consumer Protection wants to make sure you're prepared before you file.

Be sure to use a legitimate tax preparer. Many tax preparation services advertise "instant refunds." These cash advances, known as Refund Anticipation Loans (RAL) will cost you. RAL is not your actual refund. It's a short-term loan. You are borrowing money against your tax refund. If your refund is less than the expected amount, you will still owe the entire amount of the loan. If your refund is delayed, you may have to pay additional fees.

Free tax preparation help is available for qualifying taxpayers. For a location near you, call or visit:

**United Way Suncoast:** 211

**IRS:** (800) 906-9887

**AARP:** (888) 227-7669

In recognition of **Tax Identity Theft Week**, Consumer Protection is hosting presentations and information booths throughout the county during the week of January 23—27. For a list of the locations, more information, or to file a complaint, contact Pinellas County Consumer Protection at (727) 464-6200 or visit: [www.pinellascounty.org/consumer/tips.htm](http://www.pinellascounty.org/consumer/tips.htm).



Connie Consumer





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

## Introducing ...



**Brielle Natalia Beardsley** was born December 30 at 10:30 a.m. She weighed 7 pounds, 2 ounces and was 19 inches long. She is granddaughter to Frank Beardsley, Real Estate Management.

## Classified Ad

**For Sale Multiple Toy Trucks:** Hess, Mobil and Texaco. Years: 1995-2002. All boxed. \$15 each. Call Fran for details. (727) 586-3089.

## Gone but not Forgotten

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

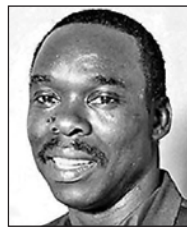
**Laurie J. Castanza**, 52, of Largo passed away July 27, 2016. She worked over 14 years for the County and was part of the Reduction in Force of 2010.



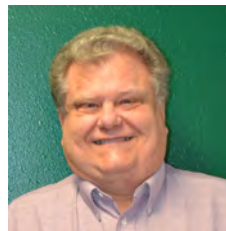
Her last position was in Fleet Management. She is survived by sons, Jeremy and Joshua Castanza. Laurie was also a beloved friend to John Segrete and Denise Moone, beloved sister to Sandy Bohurjak, Carren Hurst and Steve Ausra, and niece to Susan Honour.

The family requests donations may be made to [St. Jude's Children's Hospital](#) or [HCA Hope Fund](#) in her memory.

More information may be found [here](#).



**Jimmy Chambers Sr.**, 67, passed away January 4. He retired as a Utilities Maintenance Specialist 2 in August 2016 after 24 years of service. Arrangements are with Carnegie & Dallas Funeral Services. [Read his obituary.](#)



**Thomas Hutcheson**, 66, of Palm Harbor passed away January 9. He retired in January 2014 from the Clerk's Office after 16 years of service. He was a Computer Systems Specialist. [View his obituary.](#)