



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Approved by the EAC

Employees' Advisory Council – Representative Meeting Minutes Extension Services, Magnolia Room, 12520 Ulmerton Road, Largo, FL Wednesday, January 20, 2021, 2:30 p.m. – 4:30 p.m.

Call to Order

The EAC Representative meeting was called to order at 2:30 p.m. by Vice Chair Bill Gorman, a quorum is present – added remote attendees Chair Lisa Arispe welcoming Bill Gorman, Vice Chair and Maggie Miles, Secretary.

EAC Representative Welcome

- Sabrina Swoy / Tax Collector can no longer serve, is requesting Jeffrey Albenzio as replacement. Motion made by Lisa Arispe to accept Jeffrey Albenzio as replacement for Tax Collector with full voting rights, seconded by Kevin Connelly. Unanimously approved.
- Linda Cahill / Supervisor of Elections can no longer serve, is requesting Lora Kyle-Woodall as representative. Motion made by Lisa Arispe to accept Lora Kyle-Woodall as replacement for Supervisor of Elections with full voting rights, seconded by Clarethia Monroe. Unanimously approved.

Approval of Minutes

- The January 22, 2020, Delegate meeting minutes were approved with a motion by Donna Beim, seconded by Charles Toney. Unanimously approved.
- The October 21, 2020, Representative meeting minutes were approved with a motion by Donna Beim, seconded by Bill Gorman. Unanimously approved.
- The November 18, 2020, Representative meeting minutes were approved with revisions with a motion by Leena Delli Paoli, seconded by Tami Maloney. Unanimously approved.
- The December 18, 2020, Representative meeting minutes were approved with revisions with a motion by Charles Toney, seconded by Leena Delli Paoli. Unanimously approved.
- Minutes from Election Committee 11/25/2020 & 12/14/2020 minutes were approved with a motion by Leena Delli Paoli, seconded by Jeffrey Albenzio. Unanimously approved.

Comments from Kimberly Crum, Director of Human Resources

- There is positive news around the COVID leave rollover: Employees hired after April 1st and are still with the county will get a prorated amount of leave. New codes have been put in place for 2021 reach out to HR or payroll for questions.
- New options on biometric screening: go directly to Quest or a form can be taken to your physician.
Q. Why do they have to do it the new way at Quest? Their hours are limited, no Sunday hours. In addition, going to your doctor is complicated with the forms. **A.** The Goal is to make sure the county has accurate results to help the county with wellness programs and health costs. Also, call doctor ahead and tell them what is needed for your biometric screening so they will be prepared, and the test can be ordered. Options are used for the employee to get their information in the system in a timely manner. In the past information was not available in a timely manner. This change is to get the info directly.

Q. Can the form can be filled out by the listed providers and they will report the information to Quest? **A.** After form is completed you upload the info to Quest who will upload to Rally. In addition, there are 2 parts: health survey and biometric screening. You can override the system if you get better test results.

Q. Can you still go into a Minute Clinic and they fill out the form to be uploaded to Quest. Will there be a form completion fee? **A.** There should not be a fee.

Q. What about virtual visits? **A.** Through county vendors are \$15, but outside vendors will be \$25. For any concerns with virtual visits please reach out to Benefits and we will check the website for any inconsistencies.

Q. Employees are concerned about information on form/HIPAA that the information will be used against them, not true data. **A:** The information on the form will not be sent to county, the employee sends it to Quest and Quest to Rally. County does not have access to health survey. The county only receives the names of employees who did or did not complete the survey/assessments. Kimberly Crum reiterated only aggregate data is received. The data is used to create the wellness programs for employees, not to penalize them. She promised to ensure employees are aware.

Q. Are annual physicals still at no charge? **A.** If the appointment is strictly for physicals/preventive (the county is paying for the physician form) so there should be no charge.

Q. Is the calculated age shared? **A.** Only the names of the employees who have or have not completed the survey is shared.

Q. Is there a way to strictly code the visit as biometric? **A.** Call doctor prior to visit and give them info from biometric form and have them order. If you have issues please reach out to Kimberly Crum or Kelly Faircloth. EAP vendor is UHC/ Optum the new number is posted. Finally, HR is monitoring information about the COVID vaccine and will continue to share relevant resources with employees.

Q. Will COVID related time off will be coded per new codes? **A:** Yes.

Q. Which form of COVID testing is acceptable to reduce quarantine time? **A.** CDC and Health Dept. guidelines permit quarantine reduction to 7 days with negative PCR Test administered on day 6 or 7. Exposure to affected person is 14-day quarantine. Please, even after vaccine, use the precautions outlined by the CDC.

Q. What is the turnaround time for test results? **A.** Turnaround time for test results vary. HR Website has testing site information; should be no fees. If fees were charged, please report to Kelly Faircloth, if you have approved FMLA for COVID please use FMLA codes on your time sheet.

Q. Are the COVID precautions on the website? **A.** CDC offers recommendations on 14 versus 10 or 7, so options may be considered by the departments based on department needs.

Q. What are the notifications to the work group when someone has been affected? **A.** Close contacts of an infected person are notified. Notification to other workers may vary according to particular circumstances.

Q. How is the time-off applied for quarantine? **A.** All are case by case basis.

Q. Why are the options for Smoking Cessation only "I haven't smoked in the last 3 months" or "I have smoked in the last 3 months." It implies one has smoked. **A.** It is fine to use the "I haven't smoked in the last 3 months" because that is a true statement if one is not a smoker.

Sunshine Law Presentation - Carole Sanzeri, Senior Assistant County Attorney

- Carole Sanzeri from County Attorney's office gave a presentation on Sunshine Law Requirements. Florida Statue 286.011 applies to any gathering of 2 or more council members. Open to public, minutes required to be taken, meeting date and time required to be posted. Penalties 2nd degree misdemeanor for violations, removal of office, attorney fees. Exceptions,

collective bargaining, risk management, security systems, pending litigation. Records must be maintained and preserved and available.

- Charles Toney stated that we are an advisory counsel to the Personnel Board, which is why we are bound by rules under the Sunshine Law.

Old Business

- None

New Business

- Lisa Arispe asked representatives to think about what they want the EAC to work on for the coming year.
- Leena Delli Paoli who will write the PEN articles for the new year? Please add Delegates meeting to the next agenda.
- Bill Gorman will submit February PEN article to Mary Sault.
- Carol will send out forms for new delegates.

Leena Delli Paoli made a motion to adjourn at 4:33 p.m., seconded by Henry Gomez.

*Jeff Albenzio	*Lisa Arispe (R)	*Donna Beim (R)	*Kevin Connelly	*Leena Delli Paoli
*Katiah Fitzpatrick	*Henry Gomez	*Bill Gorman	*Lora Kyle-Woodall	*Tami Maloney
*Maggie Miles	*Clarethia Monroe	*Randy Rose	Chris Steiermann	*Charles Toney

*EAC Representatives in attendance at this meeting. (R) Remote attendance