



Employees' Advisory Council – Representative Meeting Minutes

Pinellas County Utilities, 14 South Fort Harrison, Clearwater, FL, 4th Floor Learning Center

Wednesday, June 16, 2021, 2:30 p.m. – 4:30 p.m.

Prepared by Maggie Miles

Call to Order

The EAC Representative meeting was called to order at 2:35 p.m. by Chair, Lisa Arispe quorum is present.

Approval of Minutes

- The April 21, 2021, Representative meeting minutes were approved with corrections motion made by, Charles Toney, seconded by, Jeff Albenzio. Unanimously approved.
- The May 2021, Representative meeting minutes were approved with corrections motion made by, Charles Toney, seconded by, Randy Rose. Unanimously approved.
- The May 2021, Delegate meeting minutes were approved with corrections motion made by, Charles Toney, seconded by, Lora Kyle-Woodard. Unanimously approved.

HR Update - Kimberly Crum, Director of Human Resources

- Virtual Education Fair - tentative date July 28. The fair is an opportunity for employees to speak with school representative virtually and hear about learning and professional development opportunities.
- Communications & Outreach - email blasts now have new details to spur additional interest, details include weekly spotlights on courses, participant testimonials, learning tips, easily identifiable delivery method (virtual & in-person) and seats remaining.
- Benefits Advisory Committee (BAC) Subcommittees
 - The Voluntary Benefits selection process is ongoing. BTS, Payroll and Finance have been notified about these benefits and HR will continue to work with them moving towards implementation. Voluntary plans expected to be available beginning January 1, and employees will be able to make their choices in OPUS during Annual Enrollment in November.
 - The Education Assistance subcommittee meeting was held June 2. Robust discussion on survey and benchmarking information gathered by Organizational & Talent Development (OTD) and Benefits, together with Willis Towers Watson (WTW), and will be crafting a recommendation to make to the full BAC and Appointing Authorities. Research is underway on the federal Public Student Loan Forgiveness program and other programs that may assist our employees. Comment: The Free Application for Federal Student Aid (FAFSA) site has information on tuition forgiveness.
 - The Wellness & Incentives subcommittee meeting was held on June 4. Discussion on how to broaden our program to include the social wellness pillar, fostering community within the employee base for those who are striving towards specific wellness goals that they have in common with each other. Also, discussion about diversity, inclusion and equity and contacted WTW and United Healthcare (UHC) to ask for information about how they are tracking this. The next meeting to include more discussion about mental health and well-being.

- Plan Design subcommittee met on May 6 and discussed current medical plan design, survey data on our closest competitors, and benchmarking. Next meeting is scheduled for June 22, to discuss dental and Medicare Advantage.
- Leave/Time-off subcommittee will meet once data becomes available from the Benefit Valuation Survey.
- The next full BAC meeting to include updates from all subcommittees, as well as results from our Benefits Valuation Survey conducted with the help of WTW.

- Wellness

The Wellness program is very active and offering a huge number of virtual opportunities for employees to improve their well-being. You can sign up on the Wellness web page.

- Today, June 16 – Get Ready for Fall Planting (address ALL pillars of well-being and part of the Garden4Life series)
- June 18 – All About Hunger (Physical aspect of well-being and last in the series of 5)
- June 22 – Caring for Our Caretakers: Caregiver Stress Webinar (Emotional and Social well-being)
- June 23 – Finances and Relationships (Emotional, Social and Financial well-being and 3rd in the series)
- June 24 – Cook Along Kitchen Series: Use Your Hands to Measure Portions (Physical well-being and 3rd in the series)

Wellness webinars for July

- Cook Along Kitchen: Quick Weeknight Meals
- Healthy Mentality, presented by Moffitt Cancer Center
- Financial wellbeing- Preparing for Retirement, presented by a financial coach from RCM Financial
- I'm Post-Menopausal, Now What?

Additionally, registration opens in July for Mobile Mammography, coming to multiple County locations in August.

- Currently recruiting for vacant Wellness Technician position. This position became vacant early in the pandemic but was on hold because the Wellness Center was closed. Once the position is filled fitness classes will be offered again in the near future.

Q. Are mammograms (done through mobile mammogram bus) and blood drives on county time or is it required to take annual leave? Many employees have stopped donating blood because told to use annual leave. **A.** Kimberly Crum will ensure we have a consistent message on this and report back. Discussion ensued. Mammograms are paid through insurance; dependents are eligible as well.

Q. Corporate mammograms during Breast Cancer Awareness month through Morton Plant, Baycare & Carillon? **A.** Kelly Faircloth will investigate.

Q. Is there a maximum number for the Wellness Center? **A.** Kimberly Crum no, center is back to normal except for classes. In addition, retirees are welcome, see Jane Grannis for retiree badge. Call HR line: orientation is required 727-464-3768.

Q. Wellness center at CJC equipment is gone about a year ago? **A.** Kelly Faircloth highly likely equipment came from wellness budget, if there is an acceptable place and management agrees equipment can be provided. **A.** Kimberly Crum will research.

- HRIS

- Ongoing efforts associated with the Oracle 12.2 upgrade.
- EBS (OPUS) upgrade is coming July 12. This is an upgrade; last upgrade was a decade ago. It'll be done in stages - July 12 will be the first change. Mostly it's a different look – most employees will navigate the basic change successfully. There will be easy access to employees' current functions. There will be training, FAQs and EBS Change Champions available.

- Communications
 - The Employee Voice Survey is coming in August, it will be online and completely confidential. New vendor this year working with them on all aspects of preparation and ways to reach employees who do not use computers as much. Appointing Authorities wants feedback to act on.
 - In the July Pen, a high-level overview of what's been accomplished since the 2019 survey UPS-wide.
 - The vendor will conduct information sessions both virtually and in-person.
 - Webpage and communications deliverables will be available this month.
 - Please work with Irena Karolak if you are able to identify large meeting dates in your area or would like to organize an info session with your work groups.
 - Spotlights in the Pen about various positions will continue. We Wear Red on Fridays will be featured in the Pen.
 - Supervisor will be receiving monthly emails to help them better inform employees on various topics from learning opportunities to benefits information to hiring tips. Great feedback received.
- Workforce Strategy
 - Continued to assist hiring managers with recruitment plans, designing job specific postings, and posting positions to the website and other recruitment outlets.
 - Over 200 new hires in 2021
 - Staff attended the statewide College Fair on June 10th to recruit graduates and alumni from Florida's 12 state universities.
 - Public Works concluded their Spring Internship Program (in partnership with Pinellas Technical College). So far, two of the recent interns have been hired in full time positions with the department.
 - The Workforce Connections Committee began developing work plans regarding recruitment, retention and internship and you will begin seeing some of the goals come from that meeting, such as increased internship resources to help departments host an intern, mentorship and recognition opportunities and diverse recruitment efforts.

Q. Employees apprehensive on the voice survey as to “Will this come back on me, if I answer truthfully?” **A.** Kimberly Crum trying to cultivate culture where there is no retaliation. Demographics, small groups will not be shared only percentages and comments not verbatim but summarized. Discussion ensued. Extra measures being taken to ensure employees feel good about taking survey. Representative from Empact Solutions is available for EAC Representative/Delegate meetings to answer questions from employees. Also email blasts and other avenues are being used as well.

Personnel Board Meeting June 3, 2021

- Personnel Board members voted unanimously to accept the changes to the EAC Bylaws. They are now on the website.

Committee Updates

- Benefits Committee Update – HR updates
- Legislative – FRS update - EAC will contact local delegate and get on agenda to speak at Fall Meeting to voice opinions on other FRS issues.
- Suggestion Award Committee – nothing to report

Old Business

- Delegate Meeting possible locations, Star Center, Heritage Village, SOE, Walsingham Park, EMS building reps will report back on definite July 22

New Business EAC/Appointing Authority Meeting Agenda

- AA/EAC Meeting is July 26, from 4-5pm; need ideas for topics of discussion
 - Blood drive/mammogram in regard to time-off vs leave with pay
 - Bullying complaints should go to OHR instead of HR. Discussion ensued. Bullying compliant for past 3 years Kimberly Crum will investigate and report. Rodney Marion there is confusion on where employees can go, we must clarify possible overlap, clarity of boundary Personnel Rule Policy.

Q. Who decides who will investigate complaint? **A.** Kimberly Crum HR sometimes in conjunction with Office of Human Rights, discussion ensued. Review Bullying Policy at next meeting.

Advocate Committee – issues / suggestions to discuss (1) employees on termination with no pay, (2) personnel board has no authority on monetary matters, (3) percentages based on severity. (4) Based on appeals if they won (paid administrative leave) (5) Allowed to go back 2 years for back pay. Discussion ensued. County Attorney employees are on admin leave while AA makes decision.

Adjourned

Leena Delli Paoli made a motion to adjourn at 4:45 p.m., seconded by Lora Kyle-Woodall.

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

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