



Employees' Advisory Council – Representative Meeting Minutes

Pinellas County Extension, 12520 Ulmerton Road, Largo

Wednesday, July 21, 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 2:42 p.m. by Chair, Lisa Arispe quorum is present.

Approval of Minutes

- The June 16, 2021, Representative meeting minutes were approved with corrections motion made by, Charles Toney, seconded by, Leena Delli Paoli. Unanimously approved.

HR Update - Kimberly Crum, Director of Human Resources

- Recruitments
 - Vacant Wellness Technician. When filled classes will be offered again
 - HR Technician to be HR Ambassador to deliver red carpet-welcoming service, greet visitors and provide directions for downtown Clearwater campus.
- EBS/OPUS
 - Oracle EBS (OPUS) upgrade coming July 26.
 - EBS means e-Business Suite, referred commonly as OPUS
 - Project will be staged, first upgrade July 26 offers a new look, user-friendly design, and simplified icons.
 - Login and landing page will look different, but no changes to username and password.
 - No changes to most functions (such as timecard and leave requests), and minimal changes for some advanced functions such as project management.
 - There is a dedicated SharePoint site with FAQ's, user guide and contact information for EBS Change Champions available to answer questions.
 - BTS will offer extended hours after update and provide assistance as needed.
 - Flyers are on the table.
- Employee Voice Survey
 - The Employee Voice Survey runs from August 2 to 20.
 - All employees will get a unique survey link in their email on August 2.
 - The online survey is 100% anonymous.
 - You can take the survey on your computer or your smartphone if you have access to your work emails on it.
 - The vendor, Empact Solutions, is conducting information sessions both virtually and in-person. There is a special info session for EAC members tomorrow at the Delegate meeting.
 - Please urge your employees to take the survey.
 - Flyers are on the table.
- Benefits
 - Benefits Advisory Committee: We are holding for the next meeting where we plan to have updates from subcommittees, as anticipate results from the Benefits Valuation Survey.

- The Voluntary Benefits selection process is ongoing. Employees may select these benefits in OPUS during Annual Enrollment in November, to be effective January 1, 2022.
- RFPs: We have entered contract phase for Medical/EAP/Behavioral Health, Dental, Pharmacy and Medicare Advantage. We expect this process to take several weeks.
- Wellness
 - Wellness is offering virtual webinars in July for employees to improve their well-being on men's health, menopause, and retirement planning.
 - Registration opens in July for mobile mammography at multiple locations in August. Flyers on the table. After discussions with AA's, the consensus is that employees are allowed to participate in events like the mammography van, so long as they are by appointment, a defined time and don't interfere with operations.
 - There will be virtual and in-person tobacco cessation classes starting August 10.
 - Please remind employees that there is an improved process for biometric screening in 2021. We have a variety of helpful resources on the website with step-by-step instructions including a video demo, help guides, and FAQs. Flyers on the table.
- Organizational & Talent Development
 - Virtual Education Fair will be held July 28 from 11 am to 2 pm. There will be up to 10 colleges and universities participating including St. Petersburg College and USF. You can also get info about the Tuition Reimbursement Program which can provide up to \$2,800 per fiscal year. Flyer is on the table.
 - Learning Hero Survey reveals top 5 items employees want to hear more about: Learning Paths, Competency Framework, HR OTD SharePoint site, ULearnIT, and the Certified Public Manager program.
 - Action plan includes 20-minute Learning Bursts (short, snappy, and memorable) on each topic and monthly email blasts with a compelling call to learning action.
 - Customized workshops on the rise with 12 completed and 7 more in the works. Serving: Clerk Court Records, Code Enforcement, Human Services, Public Works, Tax Collector, and Utilities reach out to Audrey for more info.

Q. Voluntary Benefits status **A.** Kimberly Crum, RFP in the works expect to be ready for November. Appointing Authorities looking forward to meeting with EAC on Monday, July 26, in Clerk's conference from 4-5pm.

Committee Updates – none

Old Business

- EAC/AA Meeting Agenda
 - Possible Agenda Topics discussed
 - Advocate when an employee has a disciplinary action most (AA decides) do not get the cost of living raise (general increase), if increase was not all COLA then adjust period.
 - 6 to 8 months no pay, no unemployment, Personnel Board does not have authority over back pay
 - Not guilty overturned should get 75% of their payback. If guilty and penalty was too severe 50%
 - Double jeopardy/severity needs to be discussed; does attack your pay
 - 120 days compensation
 - Use of county attorney verses an advocate unfair discourage volunteers
 - Wording/Verbiage in appeals process when still employed unclear so employees understand better
 - Unpaid admin leave/verses Termination not everyone wants an appeal

- Should be a step process for employees on probation, should seek input from direct management instead of high level who does not work with the employee everyday
- FACE reviews should be looked at in reference to disciplinary actions
- Benefits Committee – topics joint meeting for 5 years - paid parental leave to new parents, merit pay, 12 weeks paid leave under FMLA, Kimberly Crum plan design will be discussing. BAC makes sure you have a voice. Kelly Faircloth benchmarking data is being researched and gathered, more information to come and will be shared.
- Would like data to be shared so EAC will know process is being made
- Additional holiday for June 19th
- Remote work
- Tuition reimbursement increase
- Stipend or reimbursement for use of personal phones, pics required from supervisors. In addition, storm event information sent to personal phones
- Bullying policy complaints are handled by Human Resources, harassment complaints are handled by Office Human Rights; discussion ensued
- Kimberly Crum bullying complaints since Jan 2019, 12 cases. Are interviews for managers and employee independent?
- Advocate not brought in until disciplinary action has been handed out.

Q. Performance evaluations has Maria Ciro, assistant HR director, come up with any new suggestions? **A.** Kimberly Crum, nothing new, business partners working with AA that have evaluations in place or want to create them on-going initiative.

- Maria Ciro, assistant HR director working on key initiatives, oracle upgrades and workforce strategies. Will start on performance evaluation in coming months.
- Rodney Marion employees were surveyed about performance who report to BCC and we also met with supervisors. We started with Public Works on core competences working toward merit increase system. The upgrade slows us down once the Oracle upgrade in place, question is do we use Oracle or create another performance system. Kimberly Crum is also working with all AA and Rodney on this initiative. More to come.
- Final Agenda Topics for EAC/AA Meeting
 - Advocacy concerns /suggestions - Tami
 - Process on performance evaluations - Charles
 - Remote working policy/paid parental leave – Bill
 - Tuition reimbursement – Christopher and paid parental leave - Bill
 - Holiday for Juneteenth June 19th – Clarethia

New Business - None

Adjourned

Bill Gorman made a motion to adjourn at 4:45 p.m., seconded by Chris Steiermann.

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

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