



## **Employees' Advisory Council – Representative Meeting Minutes**

Pinellas County Extension, 12520 Ulmerton Road, Largo

Wednesday, August 18, 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 2:34p.m. by Chair, Lisa Arispe quorum is present.

### **Approval of Minutes**

- The July 21, 2021, Representative meeting minutes, postponed to next month
- The July 22, 2021, Delegate meeting minutes, postponed to next month

### **EAC/Appointing Authority Meeting Review**

- Overall, good session, presenters did a great job.

### **Personnel Board Meeting August 2021** – nothing reported

### **HR Update - Kimberly Crum, Director of Human Resources**

- EAC/AA meeting went very well; very impressed with presenters; very productive meeting
- Items from AA meeting HR will be working on – Discipline, training for supervisors, what discipline is or isn't, and attitude towards discipline. More to come in the near future
- Internal Recruitments –
  - New Wellness Technician, Nicki Lanauze, starts on 9/7/2021.
  - Finalizing position for HR Ambassador position this week, who will provide red carpet service to employees, retirees, new hires and applicants.
  - Finalizing selection of the HR Officer for Workforce Strategy, Human Resources Information Systems (HRIS) & Records Administration Centers of Excellence.
- Benefits –
  - Benefits Advisory Committee (BAC) scheduled for next week to go over the results of the Benefits Valuation Survey. We will subsequently schedule meetings with all subcommittees.
  - Responses for Voluntary Benefits are expected by end of month. Employees may select these benefits in OPUS during Annual Enrollment in November, to be effective January 1, 2022.
- Wellness -
  - Various virtual opportunities in July and August including COVID-19: Preparing for Return to School, COVID-19 Employees in a Heightened Emotional State, Building Immunity, Dementia Awareness, Cooking – Foods That Improve Immunity, Financially Fit Kids, Garden4Life: Pollinator Gardening, and Healthy Lifestyles presented by Moffitt Cancer Center.
  - The County hosted 6 of its 7 mammogram bus events, with one additional event at the STAR Center at the end of August. When complete, we will have provided over 100 screenings.

- Fit Kids, Garden4Life: Pollinator Gardening, and Healthy Lifestyles presented by Moffitt Cancer Center.
- We continue to remind employees of the new process for biometric screening in 2021. Helpful resources provided on the website with step-by-step instructions including a video demo, help guides, and FAQs. Additionally, supervisors will receive guidance on encouraging and assisting their staff. In September, employees will be able to attend live information sessions.
- In partnership with Wellness Champions, Wellness is coordinating onsite flu shot clinics at 8 County locations to be held in late September and early October. Vaccinations are at no cost to employees on the County plan. Employees not on the County plan are welcome to take advantage of the clinics as well.
- Five County locations host OneBlood Blood Drives, which are shared in *The Pen* and *To Your Health* newsletters.
- To provide as many opportunities as possible for employees who attest to tobacco use at Annual Enrollment, both virtual and onsite tobacco cessation programs are available.
- Classification & Compensation -
  - Preparing for pay range adjustments and implementation of the fiscal year '22 general increase.
  - Conducting positions audits as part of our project to examine over 300 BCC priority position audit requests.
- Communications -
  - The 2021 Employee Voice survey is in progress:
  - The survey closes on August 20.
  - As of August 16th, at 12 pm, 1892 employees completed the survey.
  - A reminder email will go out from Empact Solutions on August 19 to those who haven't taken the survey.
- We are doing extensive communications outreach regarding the biometric screening and health survey, with an emphasis on the new and improved process for the biometric screening. Resources are found online at [www.pinellascounty.org/hr/biometric](http://www.pinellascounty.org/hr/biometric) and include FAQs, cheat sheets, videos and help guides.
- Partnered with the Pinellas County Schools and hosted 4 high school student interns through the School's Summer Acceleration Program. The students contributed 560 hours in 7 weeks at South Cross Bayou Advanced Water Reclamation Facility.
- Human Resources Information System (HRIS) and Records Administration -
  - Ongoing participation as key stakeholders in the Oracle (OPUS) EBS 12.2 Upgrade Project, along with Communications staff.
  - The first upgrade has been rolled out and there have been no major problems encountered.
  - There is a dedicated SharePoint site with FAQs, user guides, videos and contact information for Change Champions who are available to answer questions.
- Organizational & Talent Development (OTD)
  - Business Writing is back on August 26th and September 14th (virtual instructor-led) to explore the golden rules of writing.
  - A CityWorks iPad Essentials learning opportunity starts next week, couple dozen at a time - touching up to 300 employees.
  - Exciting news on September 1st, our online learning portal ULearnIT, will be getting an update. Watch for upcoming communications to learn more.

- To date 67% have completed Voice Survey
  - Q.** Voluntary Insurance Benefits when will we know who was selected and the cost? **A.** Kimberly Crum we will see the information for the first time and the end of the month, participation from BAC will be requested to review the information, meet my end of August.
  - Q.** Healthcare package for sheriff retirees of 25 years of service benefits will remain the same as an active employee, is the county looking to implement something similar for employees of 30 years? **A.** Kimberly Crum many variables to consider; will research
  - Q.** Will benefits increase next year **A.** Kimberly Crum we do not know as of yet, more to come in the next 30-60 days.

### **2021 EAC Elections**

- Rep's up for re-election Henry, Randy, Leena, Chris, Clarethia, Maggie, and Lora. Article upcoming in the PEN. Discuss next meeting

### **HR Director Review Process**

- Kimberly Crum will be done later in the year. Lisa Arispe has to be done in person to eliminate discussion put thoughts down on the form and bring to meeting. Complete form and send it in instead of having an open discussion. For HR Director review per Personnel Board the EAC has an input how can we make the process smooth. How impactful is our combined statements compared to the other AA what weight does it have? Paul Rogers and William Schultz reps from United Personnel Board. This way we have the chance to reach out to our delegates plus put our personal beliefs down and complete form and send to Lisa and she will compile on one form and bring it to Board. Discussion ensued. Carole Sanzeri, county attorney office, stated as long as no changes are made to form.

### **Review/Discussion Personnel Rule 6**

- Sunshine law applies. See how the rules are affecting employees. Advocates use more often somethings need to be improved. Second look changes to some of the material. Date to meet and HR will provide a rep., established committee to review Rule 6. Send any concerns to Lisa Arispe. Rule violations, need to be clarified a lot of gray areas. Discussion ensued.

### **Legislative**

- 2022 Legislative Session will meet on September 9<sup>th</sup> from 9:00am to 12:00pm at the St. Petersburg College, Seminole Campus, Digitorium.
- Open for comment from public
- Charles Toney as applied to speak in regard to the FRS Senate Bill, with potential changes in eliminating the pension side of the pension side and keep investment side. Discussion ensued. Although, bill died and there was no companion House bill, we should be on alert.

### **Open/Round Table Discussion**

- Q.** Any plans for another shut-down due to the heighten COVID-19 numbers; employees are concerned. **A.** Kimberly Crum, last AA meeting significant discussion around it, AA consistent to treating people like adults, so they can make informed decisions for them and their families by following CDC guidelines.

Discussion ensued. Wastewater treatment facilities are being tested for COVID levels provides more accurate information. Disclosures about COVID positives and exposures, employees should be notified by email. Kimberly Crum close contacts notifications are made. Maria Roberts employees should take universal precautions, recognize potential risk, and follow CDC guidelines. HR available

and cross functional teams appointed by AA in place will discuss COVID and concerns. Information provides peace of mind; a simple email would work, Charles will send sample to HR. Is there any information on how COVID has affected Pinellas County Government? Maria Roberts some overall info is available, but not employee specific regarding testing. Wastewater testing since new Delta variant is very high. New employee (4 months) did not have enough time had to quarantine without pay. New employees should receive some COVID time until negative test. Kimberly Crum there has been no discussion on that. Mandatory quarantine for new employees should receive admin leave, would help with retention. Admin leave with pay 80 hours came from Federal monies that had to be spent in 2020. Kimberly Crum any recommendations? Yes, (1) to speak with County Administrator regarding potential funding to help new employees who may have to quarantine. (2) Clarify admin leave for new hires (employees who did not receive the 80 hours) because of pandemic? (3) Also, if your children get sick, and employee cannot come to work, and they did not receive the 80 COVID hours, yes (if documentation is provided).

September PEN – Randy

**Adjourned**

Katiah Fitzpatrick 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