

Unified Personnel Board  
Pinellas County  
August 5, 2021 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:32 PM on this date in the Magnolia Room at the Pinellas County Extension Office, 12520 Ulmerton Road, Largo, Florida.

Present

Joan M. Vecchioli, Chair  
Ricardo Davis, Vice-Chair  
Jeffery Kronschnabl  
Peggy O'Shea  
Kenneth Peluso  
Paul Rogers

Not Present

William A. Schulz II

Others Present

Kimberly Crum, Director of Human Resources (HR)  
Jennifer Monroe Moore, Ogletree, Deakins, et. al, P.C., Board Counsel  
Shirley Westfall, Board Reporter, Deputy Clerk  
Other interested individuals

*All documents provided to the Clerk's Office have been made a part of the record.*

**CALL TO ORDER**

Chair Vecchioli called the meeting to order at 6:32 PM; whereupon, she led the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

There were no citizens to be heard.

**EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE**

EAC Chair Lisa Arispe presented the following updates:

- An EAC meeting with the Appointing Authorities was held.
- An EAC Delegate meeting was held; it included a discussion on the importance of the Employee Voice Survey and its anonymity, as well as the goal of 85% participation.
- A committee has been formed to discuss Personnel Rule 6 on discipline.

Responding to query by Mr. Peluso, Ms. Crum indicated that in the last survey employee participation was 84%.

Ms. Arispe thanked Chair Vecchioli for attending the joint EAC and Appointing Authorities meeting, and Chair Vecchioli invited the Board to observe the joint meetings, indicating that topics discussed at the last one included benefits, remote work, paid parental leave, merit raises, pay increases, and the advocate program; and that staff seems to appreciate the UPB and its process.

## **CONSENT AGENDA**

Upon motion by Mr. Peluso, seconded by Ms. O'Shea and carried unanimously, the minutes of the regular meeting held on June 3, 2021 were approved.

## **NEW BUSINESS**

Chair Vecchioli discussed the schedule and goals for the upcoming UPB workshop with the Appointing Authorities and requested input from the Board on the agenda items. Following discussion, it was the consensus of the members that the workshop will be held on September 22, 2021, 2:00 – 5:00 PM, in the Clerk's Conference Room, 315 Court Street, 4th Floor, Clearwater; and that the agenda will include the following items:

- Introduction of the attendees (30 minutes)
- Appointing Authorities expectations of the Board
- Evaluation process of the HR Director (45 minutes)
- Goals for the HR Director and the HR Department (45 minutes)
- Personnel rules for exempt employees (30 minutes)

During discussion and in response to queries and concerns by the members, Attorney Moore related that the decision-making process for hiring an Interim HR Director is governed by the Special Act, noting that the members could develop procedures for further guidance on the matter, and Chair Vecchioli recommended that the topic be added under the exempt agenda item or possibly be discussed at a later date. The Chair also indicated that the current guidelines for the HR Director evaluation will be used as a

baseline for the discussion at the workshop, and Ms. Arispe responded to the Chair's queries regarding the EAC evaluation process.

Referring to the agenda packet, Chair Vecchioli indicated that Ms. Crum has developed a list of proposed HR Director goals, stating that they were based on current projects and requests made by the Appointing Authorities and the EAC; and that she feels confident that they outline the desired directives.

Chair Vecchioli related that the 2019 HR Director goals were also included in the agenda packet; that the Board may review the documents and provide recommendations at the next meeting; and that those HR goals approved at the next meeting will be presented at the workshop for discussion; whereupon, she responded to queries by Mr. Peluso.

## **INFORMATIONAL ITEMS**

### Human Resources Update

Ms. Crum referred to the HR update document provided in the agenda packet and highlighted the following items:

- The Oracle EBS 12.2 upgrade was successfully launched on July 26, setting a platform for building an integrated system, which will provide customer support to employees from hire to retire.
- Recruiting for three positions in the HR Department:
  - HR Officer for Workforce Strategy and HR Information Systems and Records Administration Centers of Excellence
  - Wellness Technician
  - HR Ambassador
- The Four Pillars of Wellness classes participation has increased, and recent employee offerings include seminars and mobile mammography.
- Employee Voice Survey has been dispersed and an excellent job has been done in regard to communication to drive participation, but there is concern that the results may be impacted by the effects of the COVID-19 pandemic.
- Virtual Education Fair was conducted with ten colleges, and 38 individuals were interested in the tuition reimbursement program.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum indicated that the document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been made a part of the record.

Responding to a query by Mr. Peluso, Ms. Crum noted that prior to her arrival and at the start of the pandemic, the decision was made that HR would not track employee COVID cases.

Reduction in Force – Safety and Emergency Services

Referring to a notice of July 12, 2021, included in the agenda packet, Ms. Crum indicated that the Director of Safety and Emergency Services James Fogarty is in attendance to answer any questions.

Findings and Decision – Derrick Clark and Dieldra Gardner

Ms. Crum indicated that the agenda packet includes the signed copies of the appeals documents titled *Findings and Decision* in the matters of Derrick Clark and Dieldra Gardner.

Other Informational Items

Ms. Crum indicated that the agenda packet includes the EAC Representative meeting minutes of April 21 and May 19, 2021, and the EAC Delegate meeting minutes of May 27, 2021.

**ADJOURNMENT**

There being no further business, Chair Vecchioli adjourned the meeting at 7:18 PM.