

Board of County Commissioners

2019 BCC Executive Aide Responsibilities

BOARDS, COUNCILS AND COMMITTEES APPOINTMENTS (Courtney V. and Whitney C.)

Commissioners make citizen appointments to approximately 35 Boards. Citizens are appointed by an individual Commissioner, by the BCC as a whole, or by the BCC Chairman, as described under DETAILS for the Board in Granicus Boards.

Coordination with the respective departmental/agency staff person throughout the process; from press release (if applicable) to the appointment of the citizens. The departmental/agency staff person approves the Press Release, along with the assistant county attorney, reviews the submitted applications to screen for eligibility, completes the Worksheet/Ballot form, attends the BCC meeting if able. The Commission Aide generates the agenda item in Legistar. After the Commissioners approve an appointment(s), the Commission Aide contacts the department staff and the citizen to let them know of the decision. The Commission Aide also contacts those applicants not appointed, by email. Commission Aide is responsible for updating the information in Granicus Boards, and archiving applications.

BUDGET – (Darlina H.)

Contact: Cecilia McCorkell
Pinellas County Office of Management and Budget,
(727) 464-3539
cmccorkell@pinellascounty.org.

BUDGET INFORMATION (INDIVIDUAL OFFICES)

Each office should use their own program number when paying invoices and doing travel.

Budget Codes:

<u>Program Name</u>	<u>Fund</u>	<u>Program #</u>	<u>Center #</u>
Dist. 1 Long	0001	1181	111011
Dist. 2 Gerard	0001	1181	111012
Dist. 3 Justice	0001	1181	111013
Dist. 4 Eggers	0001	1181	111014
Dist. 5 Seel	0001	1181	111015
Dist. 6 Peters	0001	1181	111016
Dist. 7 Welch	0001	1181	111017

Board of County Commissioners

Partial list of Expenditure Account Numbers:

Account	Description
5110001	Executive Salaries
5150001	One Time COLA Wage Disbursement
5210001	FICA Taxes
5220001	Retirement Contributions
5230001	Hlth,Life,Dntl,Std,Ltd
5400001	Travel and Per Diem
5400100	Transportation (Airfare, Taxi, Bus, Train, Shuttle, Rental Car, Etc.)
5400105	Mileage - Local
5400110	Mileage – Out of Town
5400205	Meals – Taxable (When meals are claimed and there is no overnight travel)
5400200	Meals/Per Diem
5400300	Hotels/Motels/Lodging
5400900	Travel – Other (Parking Fees, Tolls, Gas for Rental Car, Service Charges for Airfare, Baggage Fees, etc. – anything that is not covered by the other accounts)
5410001	Communication Svcs
5420001	Freight
5420002	Postage
5440001	Rentals and Leases
5460001	Repair&Maint Svcs
5470001	Printing & Binding
5490002	Notaries
5490060	Incentive Awards – plaques, refreshments, etc.
5496502	Intgv Sv-BTS-PC Lease
5496551	Intgv Sv-Risk Financing
5550001	Training (Registration)
5510001	Office Supplies

Example of Account String:

Fund	0001	General Fund
Center	111011	District 1
Account	5510001	Office Supplies
Program	1181	BCC

Board of County Commissioners

CATS (COUNTY ASSIGNMENT TRACKING SYSTEM) ITEMS - ADDRESSED TO ENTIRE BOARD - (Chairman's Office and Dustin)

Per the established protocol by the Commissioners, whenever there is correspondence (electronic and physical) that is sent to ALL of the Commissioners, the Chairman's office is responsible for responding on behalf of the BCC and putting any needed items into CATS. The Commissioners decided to do this in order to prevent somebody from receiving 7 responses acknowledging a communication and to prevent 7 CATS items dealing with the same topic. However, this does not prevent you or your commissioner from responding to a person, should you find it necessary. This means that generally, you do not need to respond to any messages that are sent to all the Commissioners unless you specifically choose to do so. When the Chairman's office does respond, they are careful to avoid expressing any opinions that are not explicitly shared by all the Commissioners. Mostly the responses consist of an acknowledgment of the message and any factual information or referrals to resources. The email can blind carbon copy the BCC ASSISTANTS.

In the case of zoning and land use cases, most which come before the BCC are quasi-judicial (the ones that are not are the exception rather than the rule). In these cases, all of the Commissioners (and the Aides) are prohibited from having *ex parte* communications with anybody. If a response is given, communications about these cases, it is simply an acknowledgement of the message and letting the person know their comments were forwarded to Board Records for inclusion in the public record for that hearing item.

CERTIFICATES - (Individual Offices)

Certificate template can be found in the Sharepoint Shared Resources.

CHAIR'S OFFICE

- Chair facilitates all actions that are on behalf of the entire BCC
- Responds to correspondence received by all Commissioners
- Pre-approve Proclamations
- Prepare blurbs for Presentations and Proclamations if originated in the Chair's office
- Prepare appointments by the Chair
- Sign letter to the Clergy
- If Chair is unable to attend an event, refer invite to the Vice-Chair, etc. (Protocol: Chair, Vice-Chair, District Commissioner, etc.)
- Request for presentations: Approval from Chair office and coordinate with Agenda Coordinator to place on BCC calendar
- Update signature styles for the BCC, send to County Attorney and County Admin. (Done yearly)
- Notify staff on upcoming or last minute agenda Items

Board of County Commissioners

CLERGY – (Courtney V.)

Coordinate, contact and schedule Clergy for the BCC meeting. Prepare and send confirmation and thank you letters to the attendees. List is available on-line under Clergy and should be current and kept updated. A copy should be forwarded to Jo Lupo, Agenda Coordinator.

DISASTER SURVEY COORDINATOR – (Whitney C.)

Coordinate and ensure completion of Employee Disaster Survey annually for BCC staff. CD will be provided from Emergency Management with up-to-date information which should be kept under lock and key for use during an emergency.

Forward to BCC ASSISTANTS any relevant EOC Flash Reports & SitRep on specific disaster events.

Contact: Stephanie Hendrix
Emergency Management Coordinator
Pinellas County Emergency Management
(727) 464-3811

EMERGENCY MONITOR – (Dustin G.)

Responsible for making sure all employees are safely out of the building in the event of an emergency or an emergency test. Fire/Emergency Evacuation Plan book should be kept updated by BCC staff designee.

Contact: James Abaka
Risk Management
(727) 464-5028
(727) 742-1947 - Mobile

FACILITY MANAGEMENT – (Dustin G. and Cyndi S.)

Contact: Larry Markunas (issues with temperature on the floor)
(727) 464-3916

Work orders are completed in Maximo System for maintenance requests. Contact the BTS Help Desk (supportctr@pinellascounty.org) to provide Icon on your computer desktop in order to facilitate maintenance requests. Contact Number: (727) 453-4357.

The Cleaning Crew cleans offices from 5:30 - 10:30 pm. If services are needed during the day, contact Stuart Lewis at (727) 364-8315. His hours are from 7:30 am to 4:00 pm.

FARM SHARE COORDINATOR – (Courtney V. and Whitney C.)

Coordinate BCC Farm Share events. Date should be approved by the Chair, if the Chair wishes to participate.

Board of County Commissioners

HUMAN RESOURCES – (Darlina H.)

Darlina will be the point person for any questions you may have pertaining to HR issues.

INVENTORY (Kim G.)

Keep track of all tagged office equipment. Dawn Powell, Clerks Office, Fixed Assets will contact via e-mail with notification when our inventory is due to be performed. She will provide a list of guidelines for conducting the inventory. You will have to run the departmental Inventory Report in OPUS to get list of inventoried items for the BCC in order to conduct the inventory. Upon completion, return signed paperwork to Clerk Finance Fixed Assets (ClerkFinanceDivisionFixedAssetsGroup@pinellascounty.org) and keep a copy for the BCC file.

Contact: Dawn Powell

Finance Operations Supervisor
Fixed Assets, Finance Division
Office of Ken Burke, Clerk of the Court and Comptroller
Pinellas County, Florida
14 S Ft Harrison Avenue, 3rd Floor Clearwater FL 33756
Phone 727 464-8331 Fax 727 464-8370
dpowell@mypinellasclerk.org ~ www.mypinellasclerk.org

Custodian Authorization Form for inventory should be updated yearly and forwarded with the inventory to Clerk Finance Fixed Assets for the Chair and Vice Chair for BCC and Executive Assistants for respective offices.

Surplus Items (computers/printers): Complete the form found on-line at <http://intranet/facility/pdf/fatf.pdf> when sending items to surplus. Contact Joe Passaretti (jpassaretti@co.pinellas.fl.us) with BTS to pick up. Have him sign as the Transporting signature and make a copy for our records.

MAIL/FAXES (Dustin G. and Ashley O.)

This is a good task for new 5th floor staff. It is a good opportunity to learn about the types of things received by the County Commission.

Sort and open general mail. There will be items that come from the cities that will have to be scanned and forwarded to Board Records and copy BCC. Handbook with samples of incoming mail and who to distribute them to should be kept updated by BCC staff designee.

MEDIA SIGN IN – (Front Desk)

Keep appropriate documentation and information for both.

Board of County Commissioners

When the media is here, send an e-mail to all Executive Aides and County Administrator.

Provide access to the media and public who request to view information on the computer in the media room. Jump drive for access to the computer is located in the front office.

OFFICE SUPPLY/PRINTING & ENGRAVING (Whitney C.)

Office supply orders can be purchased from Office Depot and Staples, per the Purchasing Dept protocol. General office purchases and individual Commissioner purchases are purchased on PCard. Website: www.business.officedepot.com or www.StaplesAdvantage.com. **Free delivery on all orders.**

Name plates, name plate holder and name badges (magnetic) can be purchased through the Clerk's Print Shop. There is no specific companies to obtain date stamps, etc. One possible vendor is Pinellas Rubber Stamp & Engraving (727) 545-0575 – date stamps, etc. (Note: Clerk's mailroom will deliver and pickup from company). Use Pcard for purchase.

County Admin manages the 2 Pinellas plaques in the 5th floor lobby area.

OPUS (PERSONNEL) SUPPORT (Darlina H.)

Point of contact for all OPUS issues.

PARKING ASSIGNMENT – (Darlina H.)

Allocation Parking Space Contact: Rebecca Lishefski, Real Property Division, (727) 464-4097. Contact Larry Markunas, Facility Management for transponders, (727) 464-3916.

Parking space inventory should be kept up-to-date.

PAYROLL TIMECARDS (Individual Offices)

Payroll is processed in OPUS. Contact Darlina Herring if you have questions or need assistance.

Executive Aides are to set up for an approval rule in Outlook. See Finance Payroll instructions in OPUS folder on Sharepoint.

Contact: Donna M. Morahan
Finance Operations Supervisor-Payroll
Clerk's Finance Division
Office of Ken Burke, Clerk of the Circuit Court and Comptroller
Pinellas County, Florida
14 S. Fort Harrison Ave., 3rd Floor, Clearwater, FL 33756
Office (727) 464-8342 | Fax (727) 464-8360
dmorahan@mypinellasclerk.org | www.mypinellasclerk.org

Board of County Commissioners

P-CARD (Individual Offices)

P-Card statements are received from Bank of America through the mail. These expenses are to be processed through OPUS iExpense for Individual PCards. Keep copy for your records.

Contact:

Sheri Bowers

Finance Operations Technician

Finance Division/Fixed Assets

Office of Ken Burke, Clerk of the Circuit Court and Comptroller

Pinellas County, Florida

Office (727) 464-8356 | sbowers@mypinellasclerk.org | www.mypinellasclerk.org

PROCLAMATIONS (Dustin G.)

Draft final proclamation and framing of Proclamation.

Proclamations presented before the BCC **require Chair's approval**. Proclamation template can be found in Sharepoint.

If the proclamation is originated from an individual office, the respective Executive Aide is responsible for drafting and printing. If the proclamation is originated from County Administrator office, they are responsible.

PUBLIC RECORDS REQUEST (Doyle W.)

Review and confirm request with the requester. Copy Jewel White, County Attorney. Compile records request. There is a charge per page if records are copied.

PURCHASING – (Kim G.)

Submit requisitions for fiscal year (Oct 1 – Sept 30) for printers and copiers per the FLASH instructions. Requisitions must be requested via OPUS, through the “PIN Requisitioner – Cnty Commission” responsibility. For any questions, contact Heather Fawley, Purchasing Specialist, X34101, hfawley@pinellascounty.org.

The charges for the HP printers in each of the Commissioners’ offices are charged to their “account number” – example: District 1 account number is 111011. The charges for central copier at the front desk will be charged to the Chair’s Office account number due to the minimal cost.

Contact: Sharon Beacht, Procurement Analyst (AKA Buyer) Purchasing, X43146,

Desktop Printers (Individual Offices) - Your desktop printers are maintained by DEX -Ecotype Industries (Tonertype). Contact Number for toner and repairs: 888-916-1300.

District 1

Model #: HP4200n

District 2

Model #: HP4200n

District 3

Model #: HP M604

Board of County Commissioners

Serial #: USDNS20815 Cost Center: 111011 District 4 Model #: HP M604 Serial #: CNDCK4S0LY Cost Center 11014	Serial #: SDNM13229 Cost Center 11012 District 5 Model #: HP4200n Serial #: USDNM13233 Cost Center 11015	Serial #: CNBCHBROKJ Cost Center 11013 District 6 Model #: HP4050 Serial #: USBB242245 Cost Center 11016
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District 7 Model #: HP M604 Serial #: CNBCHBROK6 Cost Center 11017	District 7 General Copier Model #: HP4200n Serial #: USDNL12811 Cost Center 11017
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Copier – Bizhub C454E - Charges are divided equally with center number (Districts 1, 2, 3, 4, 5, 6, and 7) for the Konica Minolta Bizhub Copier only.

Bizhub Copier is maintained by Konica Minolta Business Solutions USA. See FLASH #700.

Equipment #	9357-0695
Serial #	A5C0011008787
Make/Model	Bizhub C454E
Contact Name	Beth Swain
	Office (813) 249-0101
	Cell (727) 458-8461
Information Updated:	4/11/2016

All service calls and supplies should be noted in the file for our records.

RECORDS MANAGEMENT (Individual Offices)

Prepare files for storage by ordering empty boxes and inputting information using the Oracle Records Management system online. New box storage pickup is every 2nd and 4th Tuesdays.

In preparation for storage of records into the Oracle database, if your records are not immediately ready for pickup, email Gabe Serrano, gserrano@mypinellasclerk.org. The moment you begin keying information into the database, the boxes are automatically scheduled for pickup once you have clicked the save button. As a reminder, pickup will coincide with the 2nd and 4th Friday of each month.

Contact Information:

Michele Koehler

Departmental Training Specialist

Records Management

Office of Ken Burke, Clerk of the Circuit Court and Comptroller

Pinellas County, Florida

509 East Avenue, Clearwater, FL 33756

Board of County Commissioners

Direct (727) 453-3038 | Office (727) 464-5555 | Fax (727) 464-5556
mkoehler@mypinellasclerk.org | www.mypinellasclerk.org

RECYCLING COORDINATOR – (Cyndi S. and Dustin G.)

Contact: Solid Waste, (727) 464-7545. Contact Solid Waste for additional blue bins if needed.

STATIONERY (Individual Offices)

Each office is responsible for ordering stationery for their Commissioner. When ordering from the Clerk's print shop, use the budget codes for your District: Fund/Center/Account/Program.

Paste the hyperlink (<https://printingservices.co.pinellas.fl.us>) to register with the Clerk's Printing Services Ordering System so that you may be able to order stationery for your office. Once you have registered, you will need to contact Ruth Ann Morton at 453-6580 to finish the registration process.

Contact Ruth Ann Morton with questions regarding ordering from the Clerk's Print Shop.

Username: cmmpc plus Executive Aides 2 digit number.

TELEPHONE OPERATIONS COORDINATOR – (Dustin and Doyle)

Coordinate, as needed, with BTS/Telephones.

TRAVEL REIMBURSEMENT (Individual Offices & Whitney for assistance)

Travel expenses are processed through OPUS iExpense. All expenses related to a conference or trip are to be a line item in the Report. Some charges will have a negative entry. Traveler should retain copy of receipts and attach to the iExpense reports, including the conference brochure and hotel receipt. Meals are reimbursed at per diem rates. No meal receipts are needed.

Contact:
Clerk Finance Tonya Wright or Linda Truslow

WELLNESS CHAMPION – (Dustin G. and Ashley O.)

Update staff with news and/or information and attend Wellness Champion meetings. Encourage good health and fitness.