

# Pinellas County

315 Court Street  
Clearwater, Florida 33756



## Minutes - Final

Tuesday, February 26, 2019

11:30 AM

County Commission Conference Room, 5th Floor

## Board of County Commissioners - Work Session

*Karen Williams Seel, Chair*

*Pat Gerard, Vice-Chair*

*Dave Eggers*

*Charlie Justice*

*Janet C. Long*

*Kathleen Peters*

*Kenneth T. Welch*

**ROLL CALL - 11:44 A.M.**

Present: Karen Williams Seel, Chair; Pat Gerard, Vice-Chair; Dave Eggers; Charlie Justice; Janet C. Long; Kathleen Peters; and Kenneth T. Welch

Others Present: Barry A. Burton, County Administrator; Jewel White, County Attorney; and Teresa Adkins, Board Reporter

**1. BCC Coordination Discussion**

Welcome/Special Guest Speakers Sallie Parks and Steven M. Siebert

Chair Seel welcomed those in attendance and introduced former County Commissioners Sallie Parks and Steven M. Siebert who provided historical information, anecdotes, and insight from their years of service on the County Commission; whereupon, the members thanked them for their time and service.

Shared Office Duties

Chair Seel introduced her Executive Aide, Cyndi Simmons, who provided a handout titled *2019 BCC Executive Aide Responsibilities*.

Ms. Simmons noted her past working relationship with Ms. Parks and Mr. Siebert, relating that she has worked in the Commissioners' Office for 24 years; whereupon, she discussed changes that have taken place during her tenure. Referring to the board and committee appointment process, she expressed concerns that it has become cumbersome and overly time consuming; that it requires cross-training for transparency and transitional reasons; and that the Board approved a procedural document in 2013 that is not being followed.

Responding to query by Commissioner Justice, Ms. Simmons related that shared office duties were discussed at a previous staff meeting; that roles have been identified; and that no concerns have been received.

Boards and Committees

Executive Aide Whitney Creech provided background information pertaining to a procedure review conducted in 2012 involving various departments, indicating that the Board adopted Resolution No. 13-25 and an accompanying procedural document in early 2013. She discussed changes that have occurred since the implementation of the Granicus system in 2015, and reiterated concerns regarding training and time constraints.

Ms. Creech related that the BCC Agenda is a function of the County Administrator's Office; that departments prepare agenda packets routinely through the Legistar system and work with the Agenda Coordinator and County Attorney assigned to the department; and that Economic Development and Emergency Medical Services department liaisons currently handle the appointment process for their boards without involvement from the Executive Aides; whereupon, referring to a handout titled *Boards & Committees*, she recommended that the administrative process for board vacancies be moved from the County Commissioners' Office to the County Administrator's Office and summarized justification for the position.

Chair Seel related that with the members' concurrence, she would confer with Mr. Burton regarding possible actions to streamline the board appointment process; whereupon, Mr. Burton indicated that he would review and discuss the matter with each Commissioner on an individual basis.

#### BCC Discussion

Chair Seel extended birthday wishes to Office Specialist Dustin Guinta; whereupon, she requested that the next agenda item be discussed with only the Commissioners present.

Chair Seel reviewed factors that have contributed to salary differences among the Executive Aides, indicating that the members may wish to contract Human Resources regarding the setting of salaries. Discussion ensued, and the members each provided input regarding the role of their individual aide and how that role relates to the pay scale provided by Human Resources. The following concerns were noted:

- Inconsistent guidance from Human Resources
- Current pay scale differentials
- Lack of direction regarding pay scale expectations
- Maintaining an updated job description
- Varying job requirements from each Commissioner
- Varying job expectations from other Executive Aides
- Midterm adjustments and merit raises

Mr. Burton related that an issue regarding timecard access has been rectified, and Commissioner Peters provided input; whereupon, Chair Seel indicated that Mr. Burton will meet with the Commissioners on an individual basis to discuss their concerns; and that she will work with him on creating a policy.

Mr. Burton reminded the members that the upcoming Phase II Pay and Classification Study could impose changes to the current pay scale and any modifications that are made between now and implementation; whereupon, Commissioner Seel thanked the members for the thoughtful discussion.

**ADJOURNMENT - 1:05 P.M.**