

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD Meeting held Wednesday, February 20, 2008, at 6:15 p.m. in the Planning Commission Boardroom, 18<sup>th</sup> Floor, 601 E. Kennedy Boulevard, Tampa, Florida.

I. MEETING CALLED TO ORDER

The February 20, 2008, Civil Service Board Meeting was called to order by Chairman Kavouklis. Mr. Dane Petersen presided as Acting Director of the Civil Service Office.

A. FLAG SALUTE

Everyone stood and recited the Pledge to the Flag.

B. ROLL CALL

The following members were present:

- Mr. David Agliano
- Ms. Christine Bruno
- Ms. Victoria Butler \*Arrived Late
- Mr. Chris Kavouklis
- Mr. Rob Mitchell
- Ms. Pat Spencer

A quorum was present.

Ms. Leona LaRoche was present as Secretary Ex Officio, representative for the Clerk of Circuit Court.

The following Deputies to the Board were present:

- Mr. Don Welch, Aviation Authority
- Mr. Brian Brereton, Clerk of Circuit Court
- Mr. George Williams, County Administrator
- Ms. Michele Hamilton, Sheriff's Office

II. AUDIENCE PARTICIPATION OPPORTUNITY

III. OLD BUSINESS

Approval of Minutes of January 16, 2008, Business Meeting

- Motion: Ms. Spencer
- Second: Mr. Agliano

The motion was approved by the Board to approve the January 16, 2008, Business Meeting Minutes as presented.

IV. APPEARANCES AND REPORTSReport from Employee Advisory Committee (EAC)

Chairman Alarcon presented the January 2008, EAC Minutes, and gave a summary of the February meeting. Some topics of discussion were how the different agencies handle transitional duty, and how the performance evaluation is used with conditional probation after a promotion.

Motion: Mr. Agliano

Second: Mr. Mitchell

The motion was approved by the Board to incorporate the January 10, 2008, EAC Minutes into the February 20, 2008, Civil Service Board Minutes.

IV. APPEARANCES AND REPORTS

Report from Employee Advisory Committee (EAC) (Continued)

V. NEW BUSINESS

RATIFICATION AGENDA

V.A. CLASSIFICATION AND COMPENSATION

1. RATIFICATION ACTIONS

CLASSIFICATION ACTIONS TAKEN SINCE CIVIL SERVICE BOARD MEETING HELD JANUARY 16, 2008.

A. ARTS COUNCIL

Establish one position, number 14019, as a Public Relations/Information Specialist II, Class Code A1373, Pay Grade AH, FLSA: Non-exempt, effective January 14, 2008.

B. AVIATION AUTHORITY

(1) Reclassify one encumbered position (Dan Noettl), number 10532, from Project Manager III, Class Code R1382, Pay Grade RU, FLSA: Exempt, to General Manager IV, Class Code R1369, Pay Grade RX, FLSA: Exempt, effective January 25, 2008.

POSITION PURPOSE: To perform supervisory, managerial, and administrative duties in the Development Program Services Department of the Aviation Authority with responsibility for coordinating activities related to the grants application and administration process, and management of the capital improvement program budgeting, administration, and records management processes.

(2) Reclassify one encumbered position (Karen Kelley), number 11983, from Project Manager I, Class Code R1380, Pay Grade RQ, FLSA: Exempt, to General Manager I, Class Code R1366, Pay Grade RQ, FLSA: Exempt, effective January 28, 2008.

POSITION PURPOSE: To perform supervisory and project management duties in the Development Program Services Department of the Aviation Authority.

(3) Reclassify one encumbered position (Richard Park), number 00425, from Project Manager III, Class Code R1382, Pay Grade RU, FLSA: Exempt, to General Manager III, Class Code R1368, Pay Grade RU, FLSA: Exempt, effective January 28, 2008.

POSITION PURPOSE: To perform supervisory, project management, and administrative duties in the Development Program Services Department of the Aviation Authority.

V.A. CLASSIFICATION AND COMPENSATION/RATIFICATION ACTIONS (Cont.)B. AVIATION AUTHORITY (Continued)

(4) Reclassify one encumbered position, (Stan Kwiatkowski), number 12389, from General Manager II, Class Code R1367, Pay Grade RS, FLSA: Exempt, to Project Manager II, Class Code R1381, Pay Grade RS, FLSA: Exempt, effective January 28, 2008.

POSITION PURPOSE: To perform project management and related administrative duties in the Development Program Services Department of the Aviation Authority.

C. CIVIL SERVICE BOARD

Reclassify one vacant position, number 00493, from Chief Personnel Analyst, Class Code A1301, Pay Grade AQ, FLSA: Exempt, to Senior Personnel Assistant, Class Code A1307, Pay Grade AK, FLSA: Non-Exempt, effective January 17, 2008.

D. CLERK OF CIRCUIT COURT

(1) Reclassify one vacant position, number 12468, from Statistical Clerk, Class Code A0142, Pay Grade AG, FLSA: Non-Exempt to Court Clerk II, Class Code A2310, Pay Grade AI, FLSA: Non-Exempt, effective January 18, 2008.

(2) Reclassify three encumbered positions (Terri V. Robinson, Rebecca Jones and Catherine I. Watson), numbered 01199, 01200 and 13350, from Accounting Clerk II, Class Code A0914, Pay Grade AH, FLSA: Non-Exempt to Court Clerk II, Class Code A2310, Pay Grade AI, FLSA: Non-Exempt, effective January 28, 2008.

E. COUNTY ADMINISTRATOR(1) ANIMAL SERVICES

Establish one position, number 13517 as Senior Animal Care Assistant, Class Code C2423, Pay Grade CG, FLSA: Non-Exempt, effective January 18, 2008.

(2) FLEET MANAGEMENT

Reclassify one encumbered (Avery Reeves) position number 02946, from Accountant II, Class Code A0904, Pay Grade AO, FLSA: Exempt to Accountant III, Class Code A0906, Pay Grade AS, FLSA: Exempt, effective February 12, 2008.

POSITION PURPOSE: To perform duties managing Fleet Management Department's internal accounting systems.

E. COUNTY ADMINISTRATOR (Continued)

(3) HEALTH & SOCIAL SERVICES

Reclassify one vacant position, number 03191 from Senior Social Worker, Class Code A3517, Pay Grade AO, FLSA: Non-Exempt, to Social Worker, Class Code A3515, Pay Grade AM, FLSA: Non-Exempt, effective February 1, 2008.

(4) REAL ESTATE

Reclassify one encumbered (Donald C. Wooten), position number 05505, from Senior Engineering Technician, Class Code A1743, Pay Grade AN, FLSA: Non-Exempt to Engineering Technician III, Class Code C1742, Pay Grade CK, FLSA: Non-Exempt, effective February 4, 2008.

(5) WATER RESOURCE SERVICES

(a) Reclassify and transfer from the Water Resource Department to the Procurement Department, one vacant position, number 11105 from Senior Engineering Specialist, Class Code A1752, Pay Grade AT, FLSA: Non-Exempt to Senior Procurement Analyst, Class Code A0702, Pay Grade AQ, FLSA: Exempt, effective February 11, 2008. (Index Code WAE01019, Fund Code 40-040-001).

(b) Reclassify and transfer from the Water Resource Department to the Procurement Department one vacant position, number 05878 from Reclaimed Water Distribution Specialist II, Class Code C1698, Pay Grade CH, FLSA: Non-Exempt to Senior Procurement Analyst, Class Code A0702, Pay Grade AQ, FLSA: Exempt, effective February 11, 2008. (Index Code WAE01019, Fund Code 40-040-001).

F. ENVIRONMENTAL PROTECTION COMMISSION

(1) Reclassify one encumbered position (Mike Thompson), number 06469, from Environmental Supervisor, Class Code A1908, Pay Grade AQ, FLSA: Exempt, to General Manager II, Class Code A1367, Pay Grade AS, FLSA: Exempt, effective November 19, 2007. The effective date for conditional probation is January 18, 2008.

POSITION PURPOSE: Performs supervisory and managerial duties in the EPC Wetlands Environmental Assessment Program with responsibility for planning and coordinating activities related to the review of land development plans to ensure compliance with environmental codes and regulations.

V.A. CLASSIFICATION AND COMPENSATION/RATIFICATION ACTIONS (Cont.)F. ENVIRONMENTAL PROTECTION COMMISSION (Continued)

(2) Reclassify one encumbered position (Laura Thorne), number 06535, from Environmental Scientist I, Class Code A1914, Pay Grade AL, FLSA: Exempt to Environmental Scientist II, Class Code A1912, Pay Grade AO, FLSA: Exempt, effective January 31, 2008.

POSITION PURPOSE: Performs professional level scientific and database management duties in the EPC Environmental Resources Management Division with responsibility for managing Pollution Recovery Fund environmental projects and daily operations related to the Habitat Restoration Program.

G. PROPERTY APPRAISER

Reclassify one vacant position, numbered 06647, from Appraisal Manager, Class Code N1161, Pay Grade NO, FLSA: Non-Exempt to Appraiser, Class Code N1197, Pay Grade NK, FLSA: Non-Exempt, effective January 22, 2008.

H. TAMPA SPORTS AUTHORITY

Reclassify one encumbered (Suzanne H. Vila) position, number 09938 from Accounting Clerk II, Class Code A0914, Pay Grade AH, FLSA: Non-Exempt to Accounting Clerk III, Class Code A0916, Pay Grade AJ, FLSA: Non-Exempt, effective December 31, 2007. The effective date for conditional probation is January 28, 2008.

Motion: Ms. Bruno

Second: Ms. Swanson

The motion was approved by the Board to ratify the above classification actions.

V.A. 2. FOR BOARD REVIEW AND FINAL ACTIONa. Classification Actions

None.

b. Compensation Actions

None.

V.A. 3. ABOLISHMENT OF POSITIONSPlanning and Growth Management Department

<u>TITLE</u>	<u>POSITION NUMBER</u>
SENIOR PLANNER	13432
SENIOR PLANNER	13433

Mr. Dane Petersen, Civil Service staff, presented this item. The Planning and Growth Management Department has requested the deletion of two limited duration Senior Planner positions, numbered 13432 and 13433, due to their expiration date. Civil Service Law 9.6 states that a position in the classified service may not be abolished without the approval of the Civil Service Board.

Motion: Ms. Spencer

Second: Mr. Mitchell

The motion was approved by the Board to delete two limited duration Senior Planner positions, numbered 13432 and 13433, due to their expiration date.

**V.B. UNCLASSIFIED POSITIONS FOR INFORMATION ONLY****1. CHILDREN'S BOARD**

(a) Reclassify one vacant position, number 10802, from Classified Programmer/Analyst, Class Code A0514, Pay Grade AQ, FLSA: Exempt to Unclassified Web Application Developer, Class Code U8525, Pay Grade 99, FLSA: Exempt, effective February 18, 2008.

(b) Reclassify one encumbered (Stanley Wilson) position, number 00454, from Classified Software Specialist II, Class Code A0574, Pay Grade AS, FLSA: Exempt to Unclassified Network Engineer, Class Code U8524, Pay Grade 99, FLSA: Exempt, effective February 18, 2008.

(c) Reclassify one encumbered (Angela Young) position, number 00455, from Classified Computer Graphics Designer, Class Code A3832, Pay Grade AM, FLSA: Non-Exempt to Unclassified Information & Technology Specialist, Class Code U8523, Pay Grade 99, FLSA: Exempt, effective February 18, 2008.

**2. CLERK OF CIRCUIT COURT**

Retitle one encumbered (Audrey L. Colston) position number 12644 from Unclassified Director of Domestic Violence, Indigency Screening and Collections, Code U8567, Pay Grade YT, FLSA: Exempt, to Unclassified Director of Indigency Screening, Class Code U8607, Pay Grade YT, FLSA: Exempt, effective January 7, 2008.

**3. COUNTY ADMINISTRATOR - COMMUNICATION DEPARTMENT**

Reclassify one encumbered (William J. Puz) position, number 10701, from Classified Community Relations Coordinator, Class Code A1379, Pay Grade AP, FLSA: Exempt to Unclassified Manager, Public Relations, Class Code U8391, Pay Grade XG, FLSA: Exempt, effective January 11, 2008.

**REGULAR AGENDA****V.C. TEMPORARY EXTENSIONS FOR BOARD APPROVAL**

None.

**V.D. RECRUITING, TESTING, AND CERTIFICATION**

Mr. Kurt Wilkening, Civil Service staff, presented the following items:

**1. Participation In Community Outreach Activities - January.**

None.

V.D. RECRUITING, TESTING, AND CERTIFICATION (Continued)2. Recruiting, Testing, and Certification (RTC) Activity through January 31, 2008.

During the month of January 2008, the Recruiting, Testing, and Certification Department received 7,628 employment applications, issued 58 recruitment bulletins, administered 1,099 performance and written examinations, and evaluated 6,529 applicant's training and experience. The overall workload during January 2007 was substantially higher than from the prior month. Last month was an all time record in each area. The hiring freeze is still in affect.

3. Reduction-In-Force (RIF).

None.

V.E. BOARD REVIEW AND FINAL ACTION POLICY AND RULES

Ms. Terrell Mathis, Civil Service staff, presented the six Extension of Medical Leave of Absence Requests. Written justification for the requests was received from the agency/department.

1. EXTENSION OF MEDICAL LEAVE OF ABSENCECounty AdministratorChildren's Services

Approve the request to extend the medical leave of absence in the case of Jacquelin Cross for a period not to exceed May 22, 2008. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

Motion: Mr. Mitchell

Second: Ms. Spencer

The motion was approved by the Board to extend the medical leave of Jacquelin Cross for a period not to exceed May 22, 2008.

2. EXTENSION OF MEDICAL LEAVE OF ABSENCECounty AdministratorChildren's Services

Approve the request to extend the medical leave of absence in the case of Barbara Valles for a period not to exceed June 18, 2008. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

Motion: Mr. Agliano

Second: Ms. Bruno

V.E. BOARD REVIEW AND FINAL ACTION POLICY AND RULES (Continued)2. EXTENSION OF MEDICAL LEAVE OF ABSENCE/Valles (Continued)

The motion was approved by the Board to extend the medical leave of absence in the case of Barbara Valles for a period not to exceed June 18, 2008.

3. EXTENSION OF MEDICAL LEAVE OF ABSENCECounty AdministratorPublic Works

Approve the request to extend the medical leave of absence in the case of Kevin Jackson for a period not to exceed February 18, 2009. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

Motion: Mr. Mitchell

Second: Ms. Swanson

The motion was approved by the Board to extend the medical leave of absence in the case of Kevin Jackson for a period not to exceed February 18, 2009.

4. EXTENSION OF MEDICAL LEAVE OF ABSENCECounty AdministratorPublic Works

Approve the request to extend the medical leave of absence in the case of Johnny Sanders for a period not to exceed August 23, 2008. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

Motion: Ms. Spencer

Second: Mr. Mitchell

The motion was approved by the Board to extend the medical leave of absence in the case of Johnny Sanders for a period not to exceed August 23, 2008.

V.E. BOARD REVIEW AND FINAL ACTION POLICY AND RULES (Continued)5. EXTENSION OF MEDICAL LEAVE OF ABSENCECounty AdministratorSolid Waste

Approve the request to extend the medical leave of absence in the case of Clayton Banks through December 22, 2007.

Mr. Doug DeArmond, representative from Solid Waste, explained the lateness of the request. Mr. DeArmond said administrative steps have been taken to avoid any such requests in the future.

Motion: Mr. Mitchell

Second: Ms. Spencer

The motion was approved by the Board to extend the medical leave of absence in the case of Clayton Banks through December 22, 2007.

6. EXTENSION OF MEDICAL LEAVE OF ABSENCEAviation Authority

Approve the request to extend the medical leave of absence in the case of Angel Santiago for a period not to exceed April 14, 2009. This leave may be terminated earlier by action of the Appointing Authority notwithstanding the established expiration date.

Motion: Ms. Swanson

Second: Mr. Mitchell

The motion was approved by the Board to extend the medical leave of absence in the case of Angel Santiago for a period not to exceed April 14, 2009.

V.F. ADMINISTRATIVE1. Goals and Objectives for FY 2008A. Work Measure - FY 2008

Mr. Dane Petersen, Civil Service staff, gave a summary of the Work Measure - FY 2008, which lists the measurements the Civil Service Office currently uses to evaluate progress towards established objectives.

V.F. ADMINISTRATIVE

1. Goals and Objectives for FY 2008/Work Measure - FY 2008 (Cont.)

V.F. ADMINISTRATIVE

1. Goals and Objectives for FY 2008/Work Measure - FY 2008 (Cont.)

B. Recommended Goals for FY 2008

This item presents recommended goals for Fiscal Year 2008, and the status of each recommendation.

V.F. ADMINISTRATIVE

1. Goals and Objectives for FY 2008/Work Measure - FY 2008 (Cont.)

B. Recommended Goals for FY 2008 (Continued)

V.F. ADMINISTRATIVE

1. Goals and Objectives for FY 2008/Work Measure - FY 2008 (Cont.)

B. Recommended Goals for FY 2008 (Continued)

V.F. ADMINISTRATIVE

1. Goals and Objectives for FY 2008/Work Measure - FY 2008 (Cont.)

B. Recommended Goals for FY 2008 (Continued)

V.F. ADMINISTRATIVE (Continued)2. Budget Re-Submission - FY 2009

Mr. Dane Petersen, Civil Service staff, presented this item. The two goals of this agenda item are to update the Board on recent events that negatively impact future Hillsborough County government funding and to provide an update to the Board's budget outlook for the next fiscal year (FY 2009). While the Civil Service Board's budget could not be reduced, due to its statutory funding formula, the Board voted in June of 2007, to return, unspent, to the general fund at the end of both FY 2008 and FY 2009, two percent or more of its budget funds. On January 29, 2008, the voters of Florida approved an amendment to the State constitution that will result in a \$69,000,000 to \$75,000,000 decrease in the FY 2009 ad valorem tax revenue. The Civil Service Office is realizing tangible increases in efficiency resulting from several process changes implemented over the last few years, such as the on-line job application. The County's fiscal year begins October 1 and ends on the following September 30, 2008. FY 2009 will begin on October 1, 2008, and end on September 30, 2009. The Board of County Commissioners (BOCC) requires funded entities to submit two year budget requests. The County Administrator set March 21, 2008, as the deadline for submission of revised FY 2009 budget requests. Staff initially estimated that the Board's FY 2009 by-law minimum funding would be \$3,289,500. The result of the Clerk's most recent analysis defines the Board's minimum funding for FY 2009 at \$3,335,150, a positive difference of \$45,650. These are unsure times for organizations funded by tax revenue and little information is being provided to staff on projected FY 2009 funding shortfalls. At the same time, staff is being asked to submit a FY 2009 budget by March 21, 2008. It is staff's intent to comply with the deadline and request FY 2009 funding at the statutory minimum amount of \$3,335,150. The proposed budget will be presented for approval at the March 19, 2008, Civil Service Board Business Meeting.

\*\*Ms. Butler has joined the meeting.

Mr. Kavouklis asked if there will be any cuts in the Civil Service Office. Mr. Petersen said the five vacant positions will be kept vacant for now.

V.F. ADMINISTRATIVE (Continued)

2. Budget Re-Submission - FY 2009 (Continued)

V.F. ADMINISTRATIVE (Continued)

2. Budget Re-Submission - FY 2009 (Continued)

V.F. ADMINISTRATIVE (Continued)

2. Budget Re-Submission - FY 2009 (Continued)

V.F. ADMINISTRATIVE (Continued)

3. The next Employee Advisory Committee (EAC) Meeting will be held Thursday, March 13, 2008, at 2:30 p.m., at the Tampa Port Authority, 1st Floor, Channelside Drive.

Ms. Swanson will attend the July meeting, and Ms. Butler will attend the August meeting.

4. The March Civil Service Board Business Meeting is scheduled to be held on Wednesday, March 19, 2008 at 6:15 p.m. in the Planning Commission Boardroom, 18<sup>th</sup> Floor, 601 East Kennedy Boulevard, Tampa, Florida.

5. Director's Comments

None.

VI. REPORT FROM GENERAL COUNSEL/DOCKET

Pete Zinober, Civil Service Board Counsel, presented the docket, referencing an amended docketed dated February 20, 2008. There are no new developments in either the Baker or Vogler cases. The Civil Service and Sheriff's Office briefs have been filed in the Daniel Brock case. Now will be waiting for the Second District Court of Appeal to see if an oral argument will be scheduled. The Howard Matthews evidentiary hearing is set for March 5<sup>th</sup> at 6:00 p.m. Sharon Hecker's appeal is set for evidentiary hearing on April 8<sup>th</sup>, with a Motion to Increase the Time Allotted to Hear Appeals, CBR 15.8e, to be heard tonight immediately following the business meeting. The Judith Cole Motion for Summary Judgment hearing is scheduled for March 19<sup>th</sup>, as well as the Lamont Stuckey hearing. The Christian Moberg case is set for a Pre-Hearing Conference on February 26<sup>th</sup>, a Summary Judgment was not filed in this case. The Board will be hearing the John Fernandez Motion for Summary Judgment case immediately following the business meeting. The Motion for Summary Judgment is due on February 26, 2008, in the Donald Wooten demotion.

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

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VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

VI. REPORT FROM GENERAL COUNSEL/DOCKET (Continued)

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

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Chris Kavouklis, Chairman  
Hillsborough County Civil Service Board

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Leona LaRoche  
Deputy Clerk, Clerk of Circuit Court