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Structure EAC Ad Hoc Committees

BACKGROUND

The Employee Advisory Committee (EAC) is a statutory body entrusted with the responsibility of serving *“as the medium to provide a continuous and meaningful exchange of ideas and practical solutions on personnel matters”* on behalf of classified employees with the Hillsborough County government. In an effort to fulfill this mandate, two Ad Hoc Committees have been created to provide all appointing authorities with an avenue to share and exchange ideas or concerns:

COMMITTEES

Process and Rules Ad Hoc Committee - The PR Committee is tasked with reviewing HR processes and Civil Service Rules which provide the structure for employer interaction with employees on such varying issues as:

- Recruitment & Appointment
- Compensation
- Attendance & Leaves of Absence
- Performance Management
- Grievances, and Discipline

Innovations and Trends Ad Hoc Committee – The IT Committee will review and report on innovations and trends in personnel management to address issues such as:

- Employee Engagement
- Recruitment & Retention
- Benefits and Compensation
- Workplace Safety
- Enterprise-level collaboration and learning; facilitating cross-agency learning
- Use of online, digital technology

STRUCTURE

Each Ad Hoc Committee is delegated information-gathering and fact-finding authority. However, ultimate decision-making authority shall reside with the EAC.

An elected member of the EAC shall serve as the Chair of each Ad Hoc Committee. The Chair shall be designated by a majority of the members of the EAC for a 12-month term. Each Ad Hoc Committee may designate an additional Co-Chair to serve during the same term. The Chair and Co-Chair shall:

- a. Preside at all meetings of the Committee.
- b. Ensure that all meetings are conducted in a timely manner.

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- c. Ensure that all meetings are conducted in accordance with the Charge of the Committee; and
- d. Notice meetings

Each Ad Hoc Committee shall also designate a Secretary who shall:

- a. Monitor attendance;
- b. Prepare the minutes of the Committee's meetings; and
- c. Keep a minute book containing meeting minutes and attendance records.

Participation on each Ad Hoc Committee shall be open to all Appointing Authorities including classified and unclassified employees, regardless of their current membership on the EAC. Participation may be limited to one employee per Appointing Authority. The term of each member shall not exceed 12 months beginning on October 1st and ending on September 30th of the following year, except in 2018 when Committee members shall serve from the adoption of this structure until September 30, 2018. Each member may reapply for an additional term.

Alternates: A member may, with notice to an Officer of the Committee, send an alternate to any meeting which the member cannot attend. The alternate shall be an employee from the same Appointing Authority the Committee member represents. The alternate shall have full voting rights for the member, and the member shall be considered to have attended the meeting.

The Chair shall call Committee meetings. Committee meetings shall be held no less than once per quarter and no more than eleven per year. Special meetings may be called as needed by the Chair or by a majority of the Committee members. Other individuals may attend by invitation of the Committee or upon request. Notice of regular and special meetings must be given at least ten days before the meeting by the Chair or by the Committee. If a member misses fifty (50) percent of the regular Committee meetings in one year, such member will automatically be removed.

The presence of more than one-half (1/2) of the members of the Committee as determined by a call of the roll shall constitute a quorum for the transaction of business. The Committee at any meeting at which a quorum, as herein defined, is not present shall consider no business.

Meetings of the Committee shall be presided over by the Chair or, in his or her absence, the Vice Chair or, in his or her absence, the most senior member present.

Each Committee member shall have one vote. Each act or decision done or made by simple majority of the Committee members present and voting at a meeting duly held at which a quorum is present shall be the act of the Committee.

The Committee shall be authorized to meet by telephone conference or through other electronic communications media as long as all members can simultaneously hear each other and participate during the meeting. Participation electronically shall be equivalent to presence in person at the meeting for purposes of determining if a quorum is present.

Electronic meetings of the Committee shall be subject to the following:

1. A majority of the Committee members shall have access to the appropriate electronic meeting media, as verified by their response to a call for any particular meeting.
2. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
3. The Committee may vote electronically provided Committee members receive prior notice of the vote and all voting Committee members are canvassed simultaneously. An affirmative vote of a simple majority of the voting Committee members shall be required to pass a motion. On each electronic vote, each voting Committee member shall have the option of voting for or against the motion, to abstain, or to hold for discussion at the next regularly scheduled meeting. Actions shall be confirmed at the next regular meeting of the Committee.

The Chair of each Committee shall report the progress and activity of the Committee to the full EAC on a monthly basis.

Upon request of the EAC, the Ad Committees may perform special projects to promote the overall mandate of the EAC.

I hereby attest that the Committee Structure outlined herein was adopted by the Hillsborough County Advisory Committee.

Signature: _____

Date: _____

Print: _____

Title: _____