

## Preparedness is Key for Hurricane Season



Florida's peak months for hurricanes are traditionally August, September and October. Are you ready?

Personal preparedness is essential because employees work before, during and after a disaster. Employees who feel fully prepared and ready to put their emergency plans into place feel more comfortable about the safety of their families and properties. They are then able to serve our citizens. If you need help putting together a plan, Emergency Management is here to help you.

### Preparing for Emergencies

Emergency Management offers a number of videos to help you prepare for emergencies and disasters such as hurricanes:

- [Personal Preparedness Playlist](#) - Each video is approximately one minute and covers a popular topic such as evacuation zones, preparing your pet, prescription medications, special needs registration, when to call 9-1-1, and what to do if you see a power line down.
- [Hurricane Season 2022 Preview](#) - Bobby Deskins, the Chief Meteorologist for Channel 10 WTSP in Tampa/St. Petersburg, previews the 2022 hurricane season and shares preparedness tips for you and your family.
- [Support in Disasters](#) - Pinellas County Human Resources provides an overview of the programs and resources available to employees during disasters and instructions on how to participate. The programs include childcare, host homes and discounted lodging. Watch this video and access links with more information at [Emergency Planning Resources](#).

### Coping During Stressful Times Webinar

Serving the public during times of disasters can cause stress. Learn how to develop coping skills and support each other during a crisis. Register now Emergency Management's [Coping During Stressful Times](#) webinar on Wednesday, August 31, from 12:00 to 1:00.

### Emergency Resources

Here are the top resources you need this hurricane season:

- [Pinellas County Emergency Management](#)
- [All Hazards Preparedness Guide](#) (English, Spanish and Vietnamese)
- [Alert Pinellas](#) (sign up for emergency notifications)
- [Storm Tools](#) (check your evacuation zone and access other useful tools)
- [Special Needs Registration](#)

### Ready Pinellas App

If you don't already have it, download the updated Ready Pinellas mobile app which provides emergency preparedness information, tips, and convenient checklists. App users can build a personal emergency plan using a supply checklist, home inventory tool and emergency contacts list. As a storm approaches, Ready Pinellas will provide real-time storm updates and guidance. Download the free app in the Apple App Store or Google Play store. For more information, visit [Ready Pinellas](#).

## INSIDE

- [Page 2](#) AskHR, From Kimberly Crum, Career Fair
- [Page 3](#) Your Total Rewards
- [Page 4](#) 2022 Art Show, New Deadline to Complete Biometric Screening & Health Assessment
- [Page 5](#) Utilities Programs, Public Works Videos
- [Page 6](#) County Motor Pool Goes Electric, Supervisor of Elections: Answering the Call of Duty
- [Page 7](#) Your Learning Opportunities
- [Page 8](#) Big Brothers Big Sisters, Tax Collector Offices Support Donate Life, Employee Spotlight
- [Page 9](#) Protect Your Child's Identity, Blood Drives, Record Keeper
- [Page 10](#) Welcome Aboard, Find it Fast: HR From A to Z
- [Page 11](#) Promotions
- [Page 12](#) Service Anniversaries
- [Page 13](#) Retirements, REPCO, Retirement Planning
- [Page 14](#) Blast from the Past: 50th Anniversary
- [Page 15](#) The Pen Extra



**Q. How do I request employment or income verification for a loan I've applied for?**

**A.** For employment verification (without salary information), the requester/lender may contact Human Resources by phone at (727) 464-3367, option 2, or by

email at [AskHR](mailto:AskHR). For income verification, the requester/lender should fax or email the payroll contact associated with the employee's department. Also, you can authorize who may review your employment and/or income information in the OPUS Employee Self-Service area by selecting Employment Verification. Use the Employment Verification function to release your employment information and/or salary information to a specific organization. Select the items you want to release and enter the email address for the recipient.

**Q. I have outside employment. What should I do?**

**A.** While many employees know that it is important that their outside employment is approved in advance by their Appointing Authority (AA), and that outside employment must comply with all laws, rules, and policies, it is also important to note that this is not where the responsibility ends for those that have secondary jobs outside of the County. Don't forget that you may also need to periodically renew the approval that you received from your AA under certain circumstances. Check with your AA to determine if (and how often) outside employment must be reviewed/re-approved. Reporting and renewing approval for outside employment as required is an important and sometimes overlooked step.

Read the [Outside or Non-County Employment Policy](#) and the [Request for Outside Employment or Enterprise](#) online.

The Pen

**Help Us Recruit Your Next Co-Worker: Trades Career Fair**



Human Resources is coordinating a Pinellas County Trades Career Fair on August 30 from 3 – 6 p.m. at the Florida Botanical Gardens located at 12520 Ulmerton Road in Largo.

The event focuses on trades and field related roles that are currently open. Candidates will have the opportunity to talk to hiring managers about their skills and learn about positions within Administrative Services, Airport, Fleet, Parks, Public Works, Solid Waste and Utilities. The County will also have computers available for applicants to complete online applications.

Here's how to help spread the word:

- Share the link ([www.pinellascounty.org/hr/career-fair](http://www.pinellascounty.org/hr/career-fair)) with your friends, family and anyone who you would like to work with. With our [Employee Referral Program](#), you can earn a day off with pay.
- Follow Pinellas County careers on social media and forward posts about the career fair to your network. [Facebook](#), [Instagram](#), [LinkedIn](#), [Twitter](#).

**From Kimberly Crum, HR Director**



*Kimberly R. Crum  
Director of Human Resources*

This month, I accepted the invitation of Henry Gomez, Water/Wastewater Operator and EAC Representative, to tour several County facilities. I would like to thank Paul Sacco, Solid Waste Director, and the Solid Waste team for making me feel welcome.



I was impressed by the size and scope of our landfill and related operations. It really is its own city. I met staff at each location who were totally keyed in to both the technical aspects of their jobs and how their operations serve our community. What a home run!

The Administration tour highlights included a focus on collateral material for recycling efforts as well as the opportunity to meet employees who handle support functions like ordering supplies, including large scale construction items and massive amounts of chemicals, and paying bills for the entire operation. Then on to the Maintenance operation, where I met the team responsible for upkeep of their small city. The hot topic of the day was a long-awaited road construction project on premises.

Unfortunately, I was unable to tour the Waste-to-Energy Plant but heard all about the operation. Our facility burns an incredible volume of trash, converting it into electricity which is sold to Duke Energy — enough to power 40,000 homes. Additionally, staff goes to great lengths to ensure nothing of value goes to waste: the use of ash from the burning of trash to cover the landfill, yard clippings turned to mulch for use in our parks, and the Swap Shop filled with paint and household chemicals that residents can pick up for free.

Finally, I was able to tour the water treatment facility filtration, tanks, lab and pond that ensure that all the chemical processes involved do not have a negative effect on the environment. Thank you to everyone who provided information during my visit and to all of our Solid Waste employees for their incredible work!

Have you done your biometric screening yet? I completed mine last week using the Quest online scheduler. I chose a convenient place, early appointment and was done in less than 10 minutes. And it didn't hurt a bit. Remember, knowing your numbers allows you to address items early, before they become full-blown disease and result in disruption at work, at home and more invasive and costly treatments. I encourage you to make your visit now, before the end of the year rush. The new deadline for [biometric screening and health assessment](#) is December 20, 2022.

For those with children (or grandchildren) headed back to school, I wish you a successful transition and a year of growth and learning.

# YOUR TOTAL REWARDS

Health • Wellness • Retirement • Compensation

The Know Your Benefits Series features benefits programs you need to know and understand so you can make the right choices for you and your family.



## Pre-Authorization: How to Plan for Your Scan

Our Cigna onsite representatives are an enhanced part of our benefits program, offering on-the-spot support to assist with complex situations like pre-authorizations for advanced imaging, procedures and/or medications. Pre-authorization protects the member from unnecessary tests, cost, radiation and surprise medical bills. When your doctor reviews your benefits to see what your coverage is for various treatments, they will submit a pre-authorization request to Cigna, and with that request, they should supply any information that supports the request. You may want to remind your doctor that you transitioned to Cigna just a few months ago, so for ongoing conditions that started prior to January 1, your doctor should provide any documentation that will support the request.

When your authorization is approved, typically within 5-7 business days, your provider will be notified. You will also receive a letter, but the quickest way to find out if your approval is in is to follow up with your doctor regularly. Once you have your approval, you can go to [MyCigna.com](http://MyCigna.com) and do a search and compare to make sure you are getting a provider/facility that is in network, with manageable costs. If you need assistance with this, give Candi a call – her contact information is found in the last paragraph below. Also note, if you have an immediate need, your provider should request an urgent review, which can take up to 48 hours.

If you find that your request was denied, there are ways to facilitate getting the denial overturned. First, you'll want to start with your doctor and find out why it was denied. Most of the time, it's a matter of missing information, and once your doctor has followed up, the request may be approved. Your provider can appeal the denial, and they can also speak with Cigna's medical director. This conversation is called a peer-to-peer, and it is a good way for your doctor to make your case for you.

If the denial is not overturned, you'll want to talk to your doctor to understand the reasons behind it, and discuss the options available to you for treatment. Important points to remember:

- The clock on the review process doesn't start until your provider submits the request complete with documentation. If it isn't a complete request, it will add delays.
- For conditions requiring immediate attention, urgent care centers and emergency rooms can provide treatment without needing to submit a request for authorization.
- If your provider is in-network, they are responsible for submitting the request, providing any needed documentation, following up, and keeping you informed.
- If your provider is out of network, the responsibility for submitting the request is yours, but your provider should be able to help guide you.
- To get the most out of your benefits and keep costs down, it's a good idea to stay in-network!

Your health and wellbeing are important to us, and we want to make sure you get the care you need. We are excited to have our [Cigna onsite representatives](#) here to help, and encourage you to call **Candi Turner** with any medical, dental or pharmacy claims or concerns. She can be reached at [PinellasClaims@cigna.com](mailto:PinellasClaims@cigna.com) (remember to use your personal email address) or at (727) 464-4555, option 1.

## 2022 Benefits Partners

### DENTAL

#### Cigna

(800) 862-3557

[www.myCigna.com](http://www.myCigna.com)

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

#### Cigna

(800) 862-3557

[www.myCigna.com](http://www.myCigna.com)

### FLEXIBLE SPENDING ACCOUNT (FSA) TASC

(800) 422-4661

[www.TASOnline.com](http://www.TASOnline.com)

### HEALTH SAVINGS ACCOUNT (HSA) HSA Bank

(800) 357-6246

[www.HSABank.com](http://www.HSABank.com)

### LIFE INSURANCE

#### Securian Financial

[www.securian.com](http://www.securian.com)

### MEDICAL/BEHAVIORAL/MENTAL HEALTH

#### Cigna

(800) 862-3557

[www.myCigna.com](http://www.myCigna.com)

### PRESCRIPTION

#### Express Scripts

(866) 544-9221

[www.express-scripts.com](http://www.express-scripts.com)

### VISION

#### EyeMed

(866) 939-3633

[www.EyeMed.com](http://www.EyeMed.com)

### VOLUNTARY BENEFITS

#### Aflac

(800) 433-3036

[www.Aflac.com](http://www.Aflac.com)

## Take Care of Yourself



In the [August To Your Health newsletter](#), you will find:

- Biometric Screening & Health Assessment FAQs
- Wellness Activities for You
- Kids in the Kitchen
- Group Fitness Classes

## Registration for the 2022 Virtual Art Show is Open

- The Art Show is open to all employees, retirees, volunteers and interns – plus your family members. Register by September 30, 2022.
- You can enter a photograph, painting, sculpture, drawing, craft, jewelry, woodcarving, mixed media, etc. For more info, see the [Art Show Guide](#).
- See [last year's winners](#).
- Winners are eligible for cash prizes totaling \$3,450 provided by the National Arts Program. Entrants are limited to one cash prize.



- Each artist receives a Certificate of Participation in The National Arts Program.
- The Art Show will be judged by art professionals, and prizes awarded by classification as shown below.
- The show will be virtual again this year. Artwork will not need to be framed since it will be displayed in digital format.
- Register now at [www.pinellascounty.org/hr/artshow](http://www.pinellascounty.org/hr/artshow).

## Meet This Year's Judges

### Jonathan Barnes

Academic Department Chair of the Fine Arts/ Humanities, St. Petersburg College



Jonathan Barnes was born in Kissimmee, FL. From the age of three, Jonathan and his parents sailed the coasts of Florida, as well as the Caribbean. He studied Graphic Design and the University of Central Florida, and in 2002 graduated with a BA degree in Graphic Design from UCF.

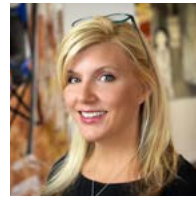
Discovering that working in clay was much more rewarding to him than Graphic Design, Jonathan entered the graduate program at the University of Mississippi in Oxford, MS. During his time in Mississippi, he had the opportunity to be a part of a study abroad program to Shigaraki, Japan, through the University of Georgia, as well as numerous national juried and invitational shows.

After completing his MFA in Ceramics from the University of Mississippi, he returned to Florida to be a resident artist at the St. Petersburg Clay Company. After his residency he began working at St. Petersburg College and in 2012 became the Academic Department Chair of the Fine Arts/ Humanities department at the Clearwater Campus. In addition to his administrative duties, Jonathan teaches Ceramics, Printmaking and Art Appreciation at St. Petersburg College, and well as maintains an active studio art practice. He is a member of the Tampa Tour De Clay group.

Jonathan and his family live and work in Clearwater. He fires his work in a wood-fired soda kiln located at Hidden Lake Pottery.

### Amanda Cooper

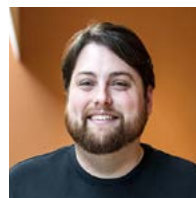
Chief Curator, Morean Arts Center



A fifth-generation Floridian and native of St. Petersburg, Amanda Cooper received a BA in Art History from the University of Florida in 1997. Since 1999, she has worked as Curator of Exhibitions (now Chief Curator) at the Morean Arts Center in St. Petersburg, organizing over 400 exhibitions, including works in all media by students, established and emerging artists and children. She has also served as juror for various art exhibitions including Dunedin Art Harvest, the Scholastic Art and Writing Awards exhibition, Gasparilla Festival of the Arts, FolkFest St. Pete, Melbourne Arts Festival, ArtFest Fort Myers, Ocala Arts Festival and the Pinellas Association of Visual Artists Cool Art Show. She has served on art panels for Pinellas County and the State of Florida, awarding several public art projects and individual artist grants, and has been a member of the steering committee for the SHINE Mural Festival since 2015. She lives in St. Pete with her husband, three children, and two cats.

### Ryan Slobig

Writer, James Museum of Western and Wildlife Art



Ryan is a researcher and writer for the James Museum of Western and Wildlife Art's curatorial department. He studied art and history at Emmanuel College in Boston. At the James, Ryan lectures on the museum's collection and special exhibitions, and aids in their implementation through research and digital media.

**December 20, 2022:  
New Deadline to Complete  
Biometric Screening & Health  
Assessment and Save \$500**

To save \$500 on your medical premium in 2023, complete your biometric screening and health assessment by December 20, 2022. The new date will allow for processing prior to year end.

Visit our [biometric webpage](#) for details. Access step-by-step instructions in the [Quest Help Guide](#) or the [Physician Results Form Help Guide](#).

## Summer Internship & Externship Programs

For six weeks this summer, Utilities continued its partnership with Pinellas County Schools and the Pinellas Education Foundation to host four high school interns at the South Cross Bayou Advanced Water Reclamation Facility.

This program allows those students, usually juniors and seniors, to get firsthand experience by shadowing our staff while performing some hands-on science experiments. Over the last three years, our team has hosted 17 students, including one who we recently hired as an Operator Trainee. Thank you to our Utilities team for educating the next generation of great minds in the County!



Intern Merric Grego

## Utilities Participated in the Summer Career Acceleration Program

As a junior at Seminole High School, Michael Piotrski, 16, has always dreamed of getting a job in a field that can be useful to his community. Recently, a summer program allowed him to work at the South Cross Bayou water plant in Pinellas County. Now, he has a clearer view of his future.

"I hope to do something in this field," said Piotrski. "It's a really cool plant."

Piotrski got the help he needed from the Summer Career Acceleration Program, an initiative by the Pinellas Education Foundation and the Pinellas County school district to help students in the county's 17 high schools develop skills for the work world. The six-week program, in its third year, is open to students 16 to 18 years old who are entering 12th grade and are likely to need to work upon high school graduation.

Each intern works at least 20 hours a week. They are paid \$12 an hour and a stipend over their internship. Beginning June 6, a total of 216 students participated at 30 local businesses and nonprofits in Pinellas, according

to Nicole Gonzalez, assistant director of communications at the Pinellas Education Foundation.

Gonzalez said the initiative consolidates efforts to help motivate and guide students as they prepare for the future. This year, the program operates with a \$90,000 Bank of America grant.

"It's a big program that involves all kinds of industries," said Gonzalez. "We want to see our students succeed, and this program gives them real life experiences."

Before stepping into an internship, each student participates in workshops on topics such as job interviews, personal finance and career exploration. This year's program included students like Madison Leiner, Olivia McGlone and Alexander Chheng, all 17 years old and interns at the water plant. By the end of the program, each student will be equipped with a resume and a head start that will set them up for long-term success.

"The great thing about these internship programs is also that, as a student, it gives you an opportunity to meet and to explore your capabilities," said Shea Dunifon, education coordinator for Pinellas County Utilities. "For us, it is an opportunity to see if the student has the right personality, interest and aptitude."

Seminole High teacher Jerry Cantrell said the program helps students find pathways to their goals.

"Now more than ever it's especially important because the world is changing," Cantrell said. "If we talk about sustainability or climate change we know there will be many jobs in high demand."

Seminole High graduate Merric Grego, 19, was part of last summer's program, completing his internship at South Cross Bayou. His supervisors at the water plant were impressed with his performance and commitment, and he was hired five months ago to be an entry level operator.

"My future was very uncertain after coming out of high school, but luckily I heard about this program," said Grego, who also mentors students.

"I'm very happy," he said. "And since then I haven't looked back."

## Discovering Public Works Through Video

Building bridges, clearing waterways and paving the way toward a better community – that's just a snapshot of what our Public Works team does every day behind the scenes. In the newest edition of [Discovering Pinellas: Public Works](#), viewers get a first-hand look at big projects happening around Pinellas County and the dedicated staff who helps manage and maintain our infrastructure. Visit [Doing Things! TV](#) for more employee videos.

## County Motor Pool Goes Electric

by Don Moore, Fleet Management Division Manager

The future of local transport is electric and County government is in step with the times. Fleet Management is proud to announce the addition of two 2022 Chevrolet Bolt electric sedans to its motor pool.

Traditionally, the motor pool relied upon a steady stream of usable surplus vehicles. These pool vehicles, typically at the end of their service lives, historically provided for the temporary transportation requirements of County employees. The electric sedans are the first factory new vehicles purchased for the motor pool in over 40 years, reflecting Fleet Management's commitment to the total electrification of the 663-unit County light vehicle fleet by the end of this decade.



The Pen

The electric sedans are available for short term rental from the Fleet Central Garage service office on Ulmerton Road. The sedans were purchased to allow County departments the opportunity to apply this new technology in their daily operations. Also the vehicles will provide Fleet staff with the opportunity to gauge operating and maintenance costs, which are projected to be significantly less than conventional fossil fueled vehicles. Current direction of the Board of County Commissioners is to procure electric vehicles whenever commercially available as replacements for existing fossil fueled vehicles that reach the end of their service lives.

The new sedans are eerily quiet in operation and amazingly responsive. They even have a battery capacity gauge that operates in the same manner as the fuel gauge in the typical fossil fueled vehicle. According to Fleet Manager Don Moore, the greatest challenge is for employees to recognize an electric vehicle does not have to be at full charge each day, but rather at a sufficient state of charge for the day's planned travel. Charging overnight from a 120 volt outlet will generally restore sufficient charge for local travel with weekend charging sufficient to bring the vehicle battery to full capacity. More rapid charging is possible from a 240 volt outlet where available.

## Supervisor of Elections: Answering the Call of Duty

The success of the 2020 election cycle was due in large part to employees across Pinellas County who helped the Supervisor of Elections team by serving as poll workers. Now, with the 2022 election cycle upon us, **please consider serving as a Pinellas County Supervisor of Elections poll worker for the 2022 General Election on November 8.**



- If you would like to serve as a poll worker, please:
  - Notify your supervisor of your interest
  - To apply, use the Poll Worker Application.
  - Include in the comment section that you are a County employee
- Once you've done this, Supervisor of Elections staff will contact you to schedule a training class and confirm your polling place assignment.
- Employees who serve as poll workers will be paid their salary and overtime, as applicable.
- If you have any questions, please contact the Poll Worker Department at (727) 464-6110 or email [pollworker@votepinellas.gov](mailto:pollworker@votepinellas.gov).
- The Supervisor of Elections thanks Appointing Authorities for their support in granting employees an opportunity to serve as poll workers.
- Our Republic is dependent upon community-oriented people like you serving as poll workers to help voters exercise their constitutional rights.

### HR: Here to Help You

#### PHONE

Call the HR main line at **(727) 464-3367:**

- **Press 1 for Benefits, Wellness or Retirement,** or
- **Press 2 for all other inquiries** and one of our team of HR Representatives will assist you.

#### EMAIL

Email us at [AskHR@pinellascounty.org](mailto:AskHR@pinellascounty.org), and one of our team will help you. For benefits inquiries, please email at [employee.benefits@pinellascounty.org](mailto:employee.benefits@pinellascounty.org)

#### SURVEY

Providing excellent customer service is our priority. After getting assistance from one of our staff or our website, please take a brief Customer Satisfaction Survey at [www.pinellascounty.org/hr/survey](http://www.pinellascounty.org/hr/survey).

**Human Resources**  
*Helping U Succeed*

# Your Learning Opportunities

Learn Today. Be Ready for Tomorrow.

Pinellas County supports a learning culture for all employees. For more information, visit [www.pinellascounty.org/hr/learning](http://www.pinellascounty.org/hr/learning) or call the Human Resources Organizational & Talent Development (OTD) team at 464-3367, option 2.

## Become an Inclusive Leader

An [article from McKinsey & Company](#) notes that workplace changes introduced in response to COVID-19 provide an opportunity for organizations to introduce new habits. Thoughtful action now can help teams build new habits, strengthen connections, and encourage the growth of inclusive cultures that will better realize the full potential of all employees.

Inclusion is defined as the degree to which organizations embrace all employees and enable them to make meaningful contributions. One thing is undisputed: People want to be part of a more inclusive culture wherever they work. An inclusive work environment doesn't just happen; it requires sustained effort.

### Why be an inclusive leader?

- Inclusive leaders help their organizations in many ways, including:
- Giving a voice to everyone on the team
- Increasing employee happiness by making them feel valued
- Helping their team adapt to changes quickly
- Increasing efficiency by utilizing everyone's best abilities

Inclusive leaders work to get everyone on the team involved. They like hearing new ideas from different people and are willing to try them. This makes for a more enjoyable workplace, as every team member feels more valued and feel like they are part of the team. Diverse workplaces can lead to better outcomes, but only if there are inclusive leaders to encourage and implement best practices.

### What can leaders do to help foster an inclusive culture?

Leaders must first demonstrate inclusive behaviors, always remembering that not all employees have the same perspectives, experiences, or opportunities as others within the organization. To be inclusive, leaders must seek out and embrace these diverse perspectives. Inclusive environments are created by the behavior of individuals — leaders and peers — who make deliberate decisions and take deliberate actions mindful of inclusion as a daily practice.

### How to be an inclusive leader

A [career guide in Indeed](#) shares how to be an inclusive leader and improve your organization, starting with these simple steps:

**Create a supportive environment** - Inclusive leaders create supportive environments where each member of the team feels supported. To do this, you should engage in active



listening and encourage your team to share their current struggles. Creating a warm environment for your team helps them feel more at ease with their leader and like they are included in a group.

**Diversify the team** - A big part of inclusive leadership is having a diverse team. To get a diverse team, you need to actively strive for it. If you look around you and everyone on the team is from

the same background or has a similar way of thinking, then you need to do some work. You can do this by encouraging those already on your team to think differently and to share their opinions.

**Establish clear communication** – Ensure there is an effective communication process in place so that everyone involved finds out information at the same time. You can start by talking to your team members and learning their preferred method of communication. By brainstorming ideas together, you can figure out a process in which you can quickly give out information to those who need it.

**Encourage collaboration** - You need to actively encourage everyone to share their ideas and to work together. A good way to start doing this is by asking for some help on something you're working on. Pick out a teammate and ask them to collaborate with you on the task, explaining the benefits for both of you. If you lead by example and encourage team collaboration, others begin to follow.

**Educate yourself** – Leaders read! To become a more inclusive leader, you need to regularly educate yourself. Always be on the lookout for new information that can make you a better leader. As you learn more about the best ways to be an inclusive leader, you can keep putting those lessons into practice.

**Have the right attitude** - The attitude of the leader impacts those around them. An inclusive leader needs to show up every day with an attitude that is positive and energetic. If the inclusive leader can remain positive and encouraging, the rest of the team will do so as well. Also, inclusive leaders need to remain humble. If someone knows a better way of doing things, embrace it. The point of gathering a team of diverse individuals is because the leader doesn't know everything and wants to learn.

Building a culture of inclusion isn't like turning on a light switch. It takes deliberate actions, starting with you demonstrating inclusive leadership behaviors. If you do your part and follow these steps, you won't just be talking the talk, you'll be walking the walk — and inspiring others to follow suit. That's what inclusive leadership is all about.

Continued on [page 8](#)

*Inclusive Leader continued from [page 7](#).*

Learn more about becoming an inclusive leader by attending these classes:

- [Collaborates](#)
- [Instills Trust](#)
- [Perspective](#)

Visiting our online learning portal [ULearnIT](#) is also a great place to find courses on just about any topic.

Need additional information? Contact the Human Resources Organizational & Talent Development team: email [learning@pinellascounty.org](mailto:learning@pinellascounty.org).

## Featured Courses

Look for an email each week with upcoming featured courses. You can bookmark the list of current [Featured Courses](#) in SharePoint for easy reference. We offer over 100 in-house courses which you may take with supervisor approval.

## Mentor with Big Brothers Big Sisters

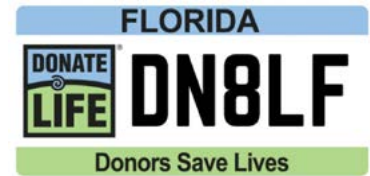
Would you like to improve lives by becoming a mentor with the Big Brothers Big Sisters School-to-Work Program.



- No experience is needed. You just need to be passionate about mentoring a high school student.
- All full-time employees under the County Administrator are permitted 90 minutes of paid administrative leave per week for approved mentoring initiatives. You may resume in-person mentoring.
- Employees are encouraged to [register](#) to attend the School-to-Work Orientation Session on Tuesday, August 30 at 7:45 a.m.

The Pen

## Pinellas County Tax Collector Offices Create a Buzz for Donate Life



This August, Pinellas County Tax Collector offices raise funds and awareness for a life-saving cause – Donate Life Florida.

If you've ever visited the Pinellas County Tax Collector's Office for driver license-related services, chances are you've been asked if you'd like to register as an organ donor. Answering "Yes" to that question could save up to 8 lives and enhance over 75 more through organ and tissue donation. Donate Life Florida is a non-profit organization dedicated to motivating Floridians to designate themselves as organ, tissue, and eye donors.

To help increase awareness and encourage drivers to join the cause throughout the month, Tax Collector employees will help build a buzz about becoming an organ donor by wearing Donate Life T-Shirts on designated days, collecting donations for the cause, and highlighting the Donate Life specialty license plate.

"Our offices have been working with Donate Life for many years

and we are proud to continue our partnership with such a vital organization," Pinellas County Tax Collector, Charles W. Thomas said. "This cause means a lot to us, and we are happy to do our part to help all the families waiting for that critical donation call."

According to Donate Life, nearly 120,000 men, women, and children are waiting for lifesaving organ transplants. More than 5,000 of those patients are listed at Florida transplant centers.

For more information about Donate Life Florida, visit [donatelifeflorida.org](http://donatelifeflorida.org). More info about the Pinellas County Tax Collector's Office can be found at [pinellastaxcollector.gov](http://pinellastaxcollector.gov) or on their Facebook, Instagram, and Twitter pages, @PinellasTC.

## Employee Spotlight:



**David McCraney**

**Position:** HR Training Specialist

**Department:** Pinellas County Tax Collector's Office Human Resources

**How long with Pinellas County?** 7 years

**How long in current position?** 3 years

**Describe job in 25 words or less:** As a Training Specialist, I develop and deliver both technical and leadership training for our organization.

**Best part of job:** Interacting with everyone in the organization, mentoring trainees, and working with the best team in the history of teams.

**Most challenging part of the job:** Delivering curriculum on a regular basis but keeping it fresh for our customers (trainees).

**Most memorable moment?** Helping develop and facilitate our Supervisor Series training program.

**What do you do in your free time?** I love working in the yard, doing crossword puzzles, watching football, and hanging out with my wife, kids, and grandkids.

# Protect Your Child’s Identity

Whether it’s registering your child for school, signing up for a sports team, or at the doctor’s office, there are times when parents are asked to provide their children’s personal information. Protecting our children is a priority and that includes their identity. Identity theft is not something that just happens to adults. Child identity theft occurs when someone uses a child’s personal information, such as their Social Security number, name, and date of birth, to obtain services, benefits or to commit fraud. Often child identity theft is not discovered until years later, when the child applies for a driver’s license, a job, college, or credit card.

Help safeguard your child’s personal information with these helpful tips.

- To give kids an extra line of defense against identity theft, in 2014 the Keeping IDs Safe (KIDS) Act was established. The act made it possible for a parent or legal guardian in the state of Florida to place a security freeze on the credit report of a child under the age of 16. There is no cost to place a credit freeze.
- Be cautious when providing your child’s personal identifying information. Question why they need the information, what they will do with it and how they plan to keep it safe.
- Identity theft is a family matter. It’s important to teach your kids about identity theft and the dangers of sharing and posting personal information online.
- To help reduce the risk for theft, keep personal documents, such as Social Security cards, birth certificates and passports of all family members at home in a safe place.

- Shred forms, documents, or mail with personal or financial information before disposal.

Children are particularly at risk for identity theft because they have no established credit history, which allows criminals to create fraudulent identities using the stolen information. If your child identity has been stolen, here are some steps you can take:

- Contact your local law enforcement and get a police report.
- Contact the fraud departments of companies where accounts were opened in your child’s name. Ask them to close the account and send you a letter of confirmation.
- Contact the three nationwide credit bureaus (Equifax, Experian, and TransUnion) to report the fraudulent activity.
- Contact the Federal Trade Commission (FTC) to get an identity theft recovery plan at [www.identitytheft.gov](http://www.identitytheft.gov).



For more consumer tips, to check the complaint history of a business or to file a complaint, contact Pinellas County Consumer Protection at (727) 464-6200 or visit [www.pinellascounty.org/consumer](http://www.pinellascounty.org/consumer).

The Pen

## Upcoming Blood Drives

Did you know that one blood donation can save up to three lives? You can donate whole blood, red blood cells, platelets or plasma. Please consider donating! Walk-ins are welcome or [schedule an appointment](#).

### Utilities

14 S. Ft. Harrison Avenue, Clearwater  
**August 31, 11:00 a.m. to 4:00 p.m.**

### Airport

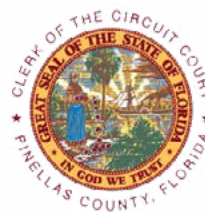
14700 Terminal Boulevard, Clearwater  
 (In front of the terminal main entrance)  
**September 15, 9:00 a.m. to 2:30 p.m.**

### STAR Center

7887 Bryan Dairy Road, Largo  
**September 20, 9:00 a.m. to 1:30 p.m.**

### Tax Collector (South County)

2500 34th Street North, St. Petersburg  
**September 21, 11:00 a.m. to 1:30 p.m.**



## THE RECORD KEEPER

### Court File Imaging Requests in Gimmal

Requests for imaging of court files should be submitted through the Image Requests tab in Gimmal now that the software has been launched. Your request should include a full case number and a list of docket line items that need to be scanned so the Records Management imaging team can quickly fulfill your request. The Gimmal User Guide contains step-by-step instructions for submitting an image request to Records Management.

If you need a copy of the guide or if you do not have access to Gimmal, please have your Gatekeeper or supervisor email a request to: [clkgimmal@mypinellasclerk.org](mailto:clkgimmal@mypinellasclerk.org)



# Welcome Aboard

New employees listed are for July 2022.

## Board of County Commissioners

### Administrative Services

Denis Culhane.....Procurement Analyst Assistant  
 Rickey Houston.....Procurement Analyst Coordinator  
 James McLane.....Procurement Analyst Assistant  
 Jason O'Toole .....Procurement Analyst Coordinator  
 Erik Sapp.....Craftworker 1

### Animal Services

Brittany Antaya..... Animal Services Representative  
 Sean Farrington ..... Grant Worker A  
 Stephanie Nikodem ..... Animal Control Officer 1

### Building & Development Review Services

Laura Heagy..... Environmental Specialist 1  
 Mitchell Whitehall .....Building Inspector 1

### County Administration

Michelle Chapman.....Administrative Support Specialist 1

### Economic Development

Daniel Dorian..... Business Assistant specialist 1

### Housing & Community Development

Molly Cord ..... Principal Planner  
 Laura King .....Community Development Specialist 2  
 Gibrana Eugene-Fagan ....Community Development Specialist 2

### Human Services

Yashira Gonzalez .....Justice Program Analyst

### Office of Management & Budget

Daniel Schoel .....Project Coordinator-Administrative

### Parks and Conservation Resources

Bruce Andrews.....Office Specialist 1  
 Briana Daily.....Park Ranger 1  
 Joshua Deese.....Park Ranger 1  
 Eric Mickelsen ..... Lifeguard  
 Elias Spruce ..... Lifeguard  
 Christina Worden..... Project Management Specialist 1

### Public Works

Dale Baldwin..... Maintenance 1  
 Logan Dilworth.....Survey & Mapping Assistant  
 Travis Faulk ..... Mosquito Control Technician 1  
 Michelle Leon Tepetate .....Environmental Specialist 1  
 Marcus McSwain..... Maintenance 2  
 Dearies Pittman..... Maintenance 1  
 Seth Schafer..... Maintenance 1

### Safety & Emergency Services

Christopher Jordan..... Contract Administration Coordinator  
 Michelle Slawinski ..... Data Analyst

### Solid Waste

Steven Berenguer..... Solid Waste Program Assistant

### Utilities

John Bacon ..... Utilities Maintenance Specialist 3  
 Jeffrey Campbell .....Engineer 2  
 James Gaskins ..... Electronic Equipment Technician 2  
 Kamerin Larkins ..... Utilities Maintenance Specialist 2  
 Jeremy Morris ..... Electronic Equipment Technician 2  
 Franklin Roberson..... Utilities Maintenance Specialist 2  
 Jason Vanleuven..... Electronic/Mechanical Technician 1

## Clerk of the Circuit Court

Keith Ash.....Fiscal Records Specialist  
 Cory Dennington .....Records Specialist 1  
 David Garcia .....Fiscal Records Specialist  
 Graham Hastings.....Fiscal Records Specialist  
 Julia Henry.....Fiscal Records Specialist  
 Charlene Hooker .....Fiscal Records Specialist  
 Samantha Moore.....Fiscal Records Specialist

## Human Resources

Melissa Kracher ..... HR Consultant

## Property Appraiser's Office

Ian Brennan ..... PAO Appraiser 2  
 Ivan Morley ..... Computer System Specialist  
 Edith Murphy ..... Property Records Assistant

## Supervisor of Elections

Sarah Lopez..... Administrative Support Specialist 1  
 Luis Palau ..... Administrative Support Specialist 1



New Employee Orientation, August 2022

## Find it Fast: HR from A to Z



Our [A to Z Index](#) was viewed 23,000 times last year!

- Find what you need on the Human Resources website quickly and easily. Access the A to Z link on the blue menu bar from any Human Resources web page.
- New items are added to the listing frequently. Let us know if you have items to add by emailing [AskHR@pinellascounty.org](mailto:AskHR@pinellascounty.org).

## Promotions

*Promotions listed are for July 2022.*

### Board of County Commissioners

#### Administrative Services

Lance Byrne ..... Trades/Field Services Supervisor  
 Jane Gardner ..... Purchasing Systems Coordinator  
 Gayle May ..... Procurement Analyst Coordinator  
 Clint McWilliams ..... Development Project Manager 2  
 Lori Patrick ..... Administrative Support Specialist 1

#### Convention and Visitors Bureau

Caleb Peterson ..... Senior CVB Sales Representative

#### County Administration

Annissa Kwaak ..... Project Coordinator-Administrative  
 Amanda Smith ..... Project Coordinator-Administrative

#### Human Services

Maggie Miles ..... Grant Worker A EEO3

#### Safety and Emergency Services

Melissa Mustian ..... Ambulance Billing Analyst

#### Parks and Conservation Resources

Randy Goggin ..... Park Ranger 2  
 Michael Polizzi ..... Project Management Specialist 1

#### Public Works

Emma Dontis ..... Environmental Specialist 3  
 Mary Johnson ..... Engineering Technician 2  
 Daniel Torres ..... Engineering Specialist 2  
 Omar Tucker ..... Mosquito Control Technician 1

#### Solid Waste

Deronda Greenamyre ..... Solid Waste Program Assistant

#### Utilities

Michael Blood ..... Meter Reader 2  
 Jesse Fisher ..... Utilities Maintenance Specialist 3  
 Yoshio Renteria ..... Utilities Maintenance Specialist 1  
 Gregory Taylor ..... Utilities Maintenance Worker

### Business Technology Services

Teresa Adkins ..... Program Coordinator, BTS-OTI  
 Kate Groom ..... Management Analyst, Senior  
 Dan Schutzsmith ..... BTS Team Leader

### Clerk of the Circuit Court

Erin Brickfield ..... Finance Operations Specialist  
 Tia Brown ..... Court Clerk 1  
 Carlos Cespedes ..... Records Specialist Supervisor  
 Robin Contois ..... Records Specialist, Senior  
 Adelia Jackson ..... Court Clerk 1  
 Lawrence Judd ..... Records Specialist 2  
 Stephen Kaczmarek ..... Records Specialist, Senior  
 Nicole Mahaney ..... Fiscal Records Specialist  
 Lori Mahoney ..... Finance Operations Analyst  
 Marija Odak ..... Fiscal Records Specialist, Senior  
 Jillian Prieto ..... Finance Operations Analyst  
 Adriana Rubin ..... Jury Coordinator  
 Guillermo Santana ..... Fiscal Records Specialist  
 Shane Scott ..... Records Specialist, Senior  
 Virginia Stewart ..... Fiscal Records Specialist  
 Mariah Valentin ..... Fiscal Records Specialist  
 Eva Wigal ..... Finance Operations Analyst

### Property Appraiser's Office

Megan Frazer ..... GIS Cadastralist 1

### Pinellas Planning Council

Marguerite Green ..... Accounting Services Coordinator

### Tax Collector's Office

Stephanie Bennett ..... Tax Collector Asst. Branch Manager  
 Daniel Monefeldt ..... Manager, Tax Collector  
 Carly Roe ..... Tax Collector Asst. Branch Manager  
 Carolyn Sanders ..... Security Analyst

The Pen

# Service Anniversaries

Service anniversaries listed are for August 2022.

## 30 YEARS



Roxan Reznor  
Business Technology Services

## 25 YEARS



Lisa Carter  
Solid Waste



Christy Pemberton  
County Attorney

## Unavailable for Photo

### 30 Years

Jeremiah Nugent  
Administrative Services

### 25 Years

Steve Kardos  
Administrative Services

### 20 Years

William Adkins  
Utilities

Janice Deweese  
Clerk of the Circuit Court

Stephen Fravel  
Safety and Emergency Services

Marjorie Maxey  
Clerk of the Circuit Court

John Milvid  
Clerk of the Circuit Court

Deniesha Mitchell  
Safety and Emergency Services

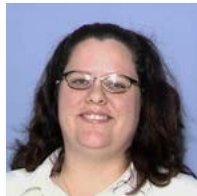
## 20 YEARS



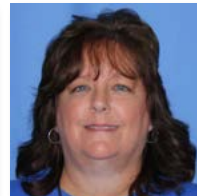
Gary Brown  
Animal Services



Amanda Coffey  
County Attorney



Jennifer Deller  
Clerk of the Circuit Court



Lee McKinnon  
Tax Collector's Office

## 3 TO 15 YEARS

### 15 Years

Kevin Connelly ..... Human Resources  
Neil Morrison ..... Business Technology Services

### 10 Years

Adam Crittenden ..... Public Works  
Bill Gorman ..... Parks and Conservation Resources  
Jason Miller ..... Parks and Conservation Resources  
Dana Parkes ..... Clerk of the Circuit Court  
Keri Vizandiou ..... Human Services  
Jesse Walker ..... Public Works

### 5 Years

Erick Clayton ..... Utilities  
Jason Cleland ..... Utilities  
Terese Fisher Cocks ..... Business Technology Services  
Michael Harrington ..... Public Works  
Kelly Meek ..... Administrative Services  
Carola Santiago ..... Property Appraiser's Office  
Jeffrey Shue ..... Clerk of the Circuit Court  
Thomas Sterrett ..... Administrative Services

### 3 Years

Victoria Ballard ..... Safety and Emergency Services  
Jarret Battyanyi ..... Clerk of the Circuit Court  
Vanessa Boback ..... Animal Services  
Marcelo Bueno ..... Administrative Services  
Joseph Burch ..... Animal Services  
George Conner ..... Utilities  
Scott Craig ..... Airport  
David Farley ..... Public Works  
Catriona Freeman ..... Utilities  
Jane Gardner ..... Administrative Services  
Lamore Henry-Wright ..... Utilities  
Stacy Hipps ..... Administrative Services  
Niva Lopez ..... Utilities  
Virgie Madrigal ..... Supervisor of Elections  
Clint McWilliams ..... Building & Development Review Services  
Michelle Newton ..... Human Services  
Melissa Pena ..... Administrative Services  
Donald Robinson ..... Public Works  
Dwayne Tuttle ..... Tax Collector's Office  
Angel Warf ..... Public Works  
Cally Wharry ..... Public Works  
Melissa Wolf ..... Property Appraiser's Office  
Michael Wonderly ..... Tax Collector's Office

# Retirements

Retirements listed are for July 2022.

## Over 33 Years



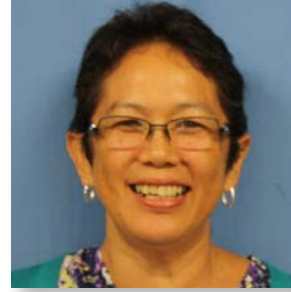
David Sadowsky  
Senior Assistant,  
County Attorney

## Over 25 Years



William Brush Jr.  
Building Plans Examiner,  
Building & Development  
Review Services

## Over 20 Years



Angela Powell  
Executive Assistant 2,  
County Administration

## Retirees Unavailable for Photo

### Over 21 Years

Cheryl Stromal, *Records Specialist 1,  
Clerk of the Circuit Court*

### Over 10 Years

Herlinda Lockheart, *Records Specialist 2,  
Clerk of the Circuit Court*

## REPCO News

The next REPCO lunch meeting will be September 12, 2022 at Applebee's Restaurant located at 5110 East Bay Drive. The meeting will begin at noon. Attendees should arrive early to order lunch prior to start of the meeting.

## Retirement Planning

- See [Retiree Benefits: What Happens When I Retire?](#)
- Visit the FRS website at [www.myfrs.com](http://www.myfrs.com) which includes valuable resources such as:
  - [Financial Planning Workshops](#)
  - [Retirement Checklist for Pension Plan](#)
  - [Retirement Checklist for Investment Plan](#)
  - [Comparing the Pension and Investment Plans](#)
- Call the MyFRS Financial Guidance Line at (866) 446-9377 to speak with a certified financial planner from Monday through Friday 8 a.m. to 5 p.m., or [email](#) your question. Experts can provide a personalized retirement estimate, and answers questions on retirement planning, FRS plan options, and managing your finances.
- Sign up for a Pinellas County course on Getting Ready for Retirement or Passport to Retirement. See the [Learning Catalog](#). To enroll, log into OPUS and select PIN OLM Learner.
- Please [schedule an appointment](#) (NEW) with Benefits approximately 1 to 3 months prior to your effective date of retirement to complete paperwork such as:
  - FRS Service Retirement
  - DROP enrollment or DROP termination
  - Retiree insurance enrollment
- For questions, contact Benefits at [employee.benefits@pinellascounty.org](mailto:employee.benefits@pinellascounty.org) or call (727) 464-3367, **option 1**.



# Blast from the Past: Pen 50th Anniversary Celebration Continues

We are celebrating the 50th anniversary of our employee newsletter. Here are some tidbits from the January 1973 issue. ....



The Pen

**JAN 1973 Hats Off to E.A.C.**

As Robert Collins, Chairman of E.A.C., reflects, "The Council feels that through its effort, employee fringe benefits have been upgraded and the employees are appreciative of it." Collins also brought out the fact the Council did not concentrate on any one individual's problems, but instead worked for the overall benefits of all employees. As Collins looked through the minutes of the past meetings, he recalled the following projects advocated during 1970-72:

- Discounts on tires and other items
- Service Award Program
- Safe Driver Award Program
- Conversion of sick leave to vacation time
- Change of dress code allowing pants-suits,
- Overtime and stand-by pay rates change
- Placement service of County Home personnel
- Tool allowance for mechanics
- **Employee newspaper "Pinellas Pen"** (*emphasis added*)

Chairman Collins and Council members work in constant cooperation with the Personnel Board and the Personnel Department in a consolidated joint effort to give you the best benefits possible.



**ADVISORY COUNCIL IN ACTION:** (Clockwise): Warren Pannone, (Motor Pool); Robert Watson, (Park); Stan Larsen, Group Account Executive of Wittner & Co.; Robert Collins, Chairman; Ted Wittner, President, Wittner & Co.; Vern Wilson, Director of Personnel, photographed during an Advisory Council discussion of the continued improvement of employee benefits under County Group Life Insurance Plan.

TODAY: The [Employees' Advisory Council](#) continues to work closely with the Personnel Board and Human Resources for the overall benefit of employees. The EAC Council meets monthly. Members are elected to two-year terms by their fellow employees.

**JAN 1973 21 Years of Service: A Monument of Accomplishments**

August 27, 1951, Clare R. Merchant was employed as custodian at Fort De Soto Park. Soon after, he moved his family to Mullet Key. On the island he operated and maintained the electrical generating plant, cut the grass, fogged for mosquitoes, repaired equipment and buildings, hauled garbage and cleaned restrooms — seven days a week.

By 1961, the complement at the park totaled 8 employees. Since then, it has grown to a crew of 75. Merchant is now retiring from his position as Supervisor of Fort De Soto Park.



TODAY: [Fort De Soto Park](#) is a gem. Its annual attendance averages more than 2.7 million visitors. It was named *America's Top Beach* for 2009 by TripAdvisor.

**JAN 1973 Courthouse with a Heart**

The new Public Service and Information Department is proud to announce that its first project, the collection of toys and clothing for needy children, was an outstanding success.

TODAY: County employees help the community in many ways including the annual Bike Drive, holiday collections, and the Tax Collector's community charity which is selected by employees and supported all year long.

# The Pen Extra

Your Source for Employee Info

Employee and family news including kudos, weddings, births, graduations, memorials, and classified ads. Send your news to [employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org) or call (727) 464-3367.

## Gone but not Forgotten

The Pen is saddened to report the passing of the following retirees:



**Earl H. Chancey**, 79, of Pinellas Park, passed away on August 2, 2022. Chancey retired in 2004 as a Land Survey Technician 3 with Highway after 42 years of service with Pinellas County Government. [View his obituary.](#)



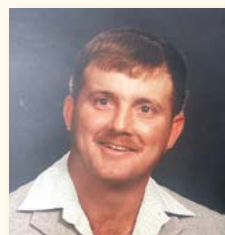
**Ruby M. McKenzie**, 77, of Hudson, passed away on August 15, 2022. McKenzie retired in 2019 as a Manager of Purchasing Support with Purchasing after 19 years of service with Pinellas County Government. [View her obituary.](#)



**James E. McKillen**, 83, of Hudson, passed away on August 13, 2022. Wright retired in 2001 as a Facility Manager with General Services after more than 28 years of service with Pinellas County Government. [View his obituary.](#)



**Sigfredo (Sig) Ruiz Muniz**, 59, passed away on June 8, 2022. He left Pinellas County in 2013 as the Utilities Budget & Finance Manager after 7 years of service. [View his obituary.](#)



**John "Mike" Wright**, 63, of Largo, passed away on August 9, 2022. Wright retired in 2018 as a Utilities Maintenance Specialist 3 after 31 years of service with Pinellas County Government. [View his obituary.](#)

## Congratulations



Raven Spindler, granddaughter of **Stephanie French Karr** (Clerk's Accounting) and her late husband Charles French, graduated from Dunedin High School in May. She has always made Nana and Grandpa proud. She plans on attending the Aveda Institute in the Fall. She made her debut in The Pen in 2004.



Alexis Tran, daughter of **Robert Tran**, Senior Manager with Ken Burke, Clerk of the Circuit Court and Comptroller. Alexis graduated Salutatorian from Sickles High School in Tampa with a 7.9 GPA. She is currently attending the University of Florida, dual majoring in Biology and Business Administration.

# *Gone but not Forgotten*

The Pen is saddened to report the passing of the following volunteer:



**Jack Pope**, 79, of Clearwater, passed away on August 6, 2022. Jack was a Courthouse Ambassador who volunteered at the Pinellas County Courthouse information desk over the past 7 years. Jack will be missed by many for his jovial personality and dedication to the volunteer position which he immensely enjoyed.

## **Classified Ads**

Available for **FREE** but must be able to pick up from a downtown Clearwater location. All in excellent condition except for chairs that might need re-upholstering.

- Metal & Glass Table with 4 chairs - 42 inches in diameter
- Metal and Glass Shelf - 76 inches high by 37 1/2 inches wide by 19 inches deep

First contact/first served can take table & chairs or shelf OR both items.

Call (727) 432-7686.



## **Want to Get Rid of Stuff?**

Advertise here for free if you'd like to give away, donate, or sell something.

All County employees, active or retired, permanent or temporary, may submit ads. Only personal items can be advertised—business or commercial ads or ads providing services will not be published. To submit an ad, complete The *Pen* Submission Form. Questions? Contact: [Employee.Communications@pinellascounty.org](mailto:Employee.Communications@pinellascounty.org).

Submissions to the *Pen* are due on the first of the month.