

## Employee Advisory Committee

### Meeting Minutes

April 11, 2018

*Present:* Megan Hesse, Deborah Pedigo, Cheryl Giles, Jamie Robinson, Anita Perrow, Randy Pinneta, Elizabeth Tavenner, Tina Suarez, Gordon Torrence, Judy Sokolowski, Angela Robinson, Susan Price, Jake Kidd, Tom Daley, Tracy Kenworthy

*Not Present:* Martha Hailey, Susan Shannon, Crystal Nicol, Lisa Haaf, Iris Franklin, Kim Dickey, Kisha Williams, Mike Zuraf, Donald Cox, Brenda Schulte, Alex Owsiak, Pamela Timmons, Gail Horton-Larkin, Cathy Henderson, Marilyn Dufrat

*Next meeting:*

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**Call to Order** – 8:48 a.m.

#### **Roll Call of Members**

- Attendance taken

#### **Approval of Minutes**

- March Meeting Minutes Approved

#### **Committee Reports**

- **Sick Leave Bank** – One application has been approved, a new application is pending.
- **Employee Survey** – Task groups are now meeting on a regular basis to develop solutions to issues highlighted by the survey. Meeting minutes will soon be available on iStafford giving employees the opportunity to review the progress. Each task group is aiming for a September completion date to present the solutions to the leadership team.
- **Performance Review/Evaluation Update** – A joint committee was previously formed with members from the Leadership Team and EAC representatives to develop a revision for the employee performance review. The joint committee has completed the revision and will present the finalized draft to county leadership for approval in May. Randy Pinneta introduced the revised draft to the EAC during the meeting.

Revisions to the employee performance review include the following:

- The review/evaluation will consist of three pages.
- The review/evaluation will be divided into four groups instead of five (Administrative, Executive, Operations and Professional/Supervisor)
- The review/evaluation is designed to be user friendly and encourages communication between employee and supervisor
- The review/evaluation will have a manual and training will be provided in group sessions. Training will be mandatory for managers/supervisors and optional, though recommended, for employees. Training sessions will be recorded and available on iStafford for offsite employees.
- The review/evaluation process will continue to take place in January; an optional midyear review will also be available and recommended.

#### **Unfinished Business**

- **Status of Policies** – Not available at this time.
- **Concealed Weapons** – The topic of county employees being allowed to carry concealed weapons while performing work in the field was discussed by representatives present

during the meeting. It was noted that a protocol does exist for employees encountering threatening situations while in the field and is available through Carol Atkinson. The discussion concluded with all present representatives agreeing the EAC will not advocate for employees to carry concealed weapons.

- **EAC Guidelines** – The EAC has been asked to revise its operational guidelines in an effort to align committee activities with the mutual goals of the Leadership Team. A subcommittee will be formed to develop the revision in conjunction with group discussions at subsequent EAC meetings.
- **Birthday Recognition** – Due to the conclusion of birthday cards being distributed to employees the EAC was asked to develop an alternative way to recognize employees on their birthday. The idea of an emoji popup was presented; Tina Suarez volunteered to check with the IT department to see if the idea is possible. Many representatives present shared the viewpoint that birthday recognition should be an internal decision made by each department.

### **New Business**

- **Employee Discounts** – A representative presented a question regarding the absence of employee discounts for Parks & Rec/Community Facilities summer camps. Several representatives highlighted the lack of discount related incentives offered to county employees in regarding PRCF events and programs. The discussion also included the need for conveying incentives and discounts that are currently available to employees.
- **Workplace Bullying** – The subject of workplace bullying was presented and discussed by representatives. It was noted that the Anti-Harassment Policy in the employee handbook includes language regarding the topic. A representative will examine the policy and follow up at the next meeting.

### **Adjournment**

- Meeting was adjourned at 9:53 a.m.

### **EAC Active Department listing:**

The following departments are actively involved and have members appointed. If you don't see your department listed, and you are interested in participating, speak with your department director and then email [jrobinson@staffordcountyva.gov](mailto:jrobinson@staffordcountyva.gov) of your desire to represent your department. We strongly encourage all departments to participate.

- 1) Circuit Court
- 2) Commissioner of Revenue
- 3) Commonwealth Attorney
- 4) County Administration
- 5) County Attorney
- 6) Finance
- 7) Fire and Rescue
- 8) Human Resource
- 9) Human Services
- 10) Information technology
- 11) Parks, Recreation and Community Facilities
- 12) Planning and Zoning
- 13) Public Works

- 14) R-Board
- 15) Sheriff's Office
- 16) Treasurer
- 17) Utilities
- 18) Victim Witness