

## **Employee Advisory Committee**

### Meeting Minutes

*August 1, 2018*

*Present:*

Deborah Pedigo, Crystal Nicol, Jamie Robinson, Lisa Haaf, Elizabeth Tavenner, Tina Suarez, Donald Cox, Alex Owsiak, Susan Price, Judy Sokolowski, Megan Hesse, Cheryl Giles, Anita Perrow, Marilyn Dufurat, Angela Robinson

*Not Present:*

Randy Pinneta, Craig Tetrault, Martha Hailey, Gordon Torrence, Jennifer Frias, Mike Zuraf, Jake Kidd, Tom Daley, Brenda Schulte, Cathy Henderson, Pamela Timmons, Tracy Kenworthy, Kim Dickey, Susan Shannon, Kisha Williams

*Next meeting:*

September 5, 2018 at 8:45 a.m.

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**Call to Order** – 8:48 a.m.

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

- Attendance taken

#### **Approval of Minutes**

- July Meeting Minutes Approved

#### **Committee Reports**

- **Employee Survey** – Task groups will continue to meet monthly to work on resolving issues highlighted by the employee survey. There is a meeting to be held on September 20, 2018 for presentations on each group.
- **Sick Leave Bank** – No new applications

#### **Unfinished Business**

- **EAC Guidelines** - The EAC members went through the document and made minor edits. The subcommittee will meet again and will have updates at the next meeting.
  - A member suggested that the guidelines be part of the new hire packet. Beth Tavenner to check with HR to see if this is possible.
- **Watercooler “EAC Corner”/Departmental Communication** – Discuss what should be included in the new EAC Corner in the Watercooler. Members agreed that a list of active members by department should be included, as well as the updated discount brochure. Subsequent Watercooler submissions should include a monthly update.
- **Anonymous Submission** – A member suggested that employees have a chance to submit anonymous questions, concerns, etc. through iStafford, which can be addressed at EAC meetings. IT confirmed that the submissions through iStafford would not be anonymous. A suggestion for a physical box was made, among other ideas, which will be discussed with the Leadership Team.

#### **New Business**

- No new business to update at this time.

**Member Comments**

- Employee Comment – A member asked if a temporary policy change could be implemented to extend lunch breaks due to construction around the Courthouse area.

**Adjournment**

- Meeting was adjourned at 9:51 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