

Employee Advisory Committee

Meeting Minutes

May 2, 2018

Present: Megan Hesse, Deborah Pedigo, Cheryl Giles, Crystal Nicol, Jamie Robinson, Lisa Haaf, Anita Perrow, Randy Pinneta, Elizabeth Tavenner, Tina Suarez, Gordon Torrence, Judy Sokolowski, Donald Cox, Angela Robinson, Alexander Owsiak, Angela Robinson, Susan Price, Jake Kidd, Tracy Kenworthy

Not Present: Martha Hailey, Susan Shannon, Kim Dickey, Kisha Williams, Mike Zuraf, Brenda Schulte, Pamela Timmons, Gail Horton-Larkin, Cathy Henderson, Tom Daley, Marilyn Dufrot
June 6, 2018

Next meeting: ABC Conference Room at 8:45 a.m.

Call to Order – 8:46 a.m.

Roll Call of Members

- Attendance taken

Approval of Minutes

- April Meeting Minutes Approved

Committee Reports

- **Sick Leave Bank** – No new developments to report.
- **Employee Survey** – Task groups are making progress with developing solutions to areas needing improvements outlined in the employee survey. Each task group has been documenting meeting discussions and will be posting minutes on iStafford eventually.
- **Performance Review/Evaluation Update** – Employee and manager training for the revised performance review has been scheduled for the month of May. A training manual is currently being developed for employees and supervisors. Staff will be notified when the training manual is available.

Unfinished Business

- **Employee Discounts** – It was noted that PRCF cannot offer discounts to county employees for summer camps due to operating costs of each camp. All day camps offer financial aid for qualifying applicants. The duration for day camps is nine weeks and is staffed with one counselor for every ten campers.

Current discounts available for county employees include

- 15% Discount for Verizon cellular service
- Discount for YMCA membership
- 10% Discount at Poncho Villa
- 15% Discount for AT&T cellular service.

Two EAC members volunteered to contact various businesses to inquire if they would like to offer discounts to county employees.

- **Workplace Bullying** – A representative reported the anti-harassment policy does not reference the word “bully/bullying”. However the language used within the policy substitutes “bullying” with “harassment” which share similar definitions.
- **Employee Birthday Recognition** – Representatives are reviewing the possibility of employees receiving computer pop-up style birthday recognition.
- **EAC Guidelines** – A subcommittee was formed to revise the EAC guidelines in order to improve the committee’s effectiveness. Subcommittee volunteers include Susan Price, Megan Hesse and Jake Kidd.

New Business

- No new business was presented at this meeting.

Member Comments

- A suggestion was made to include EAC meeting minutes in the Watercooler once a month to keep employees informed of what is being discussed.
- A suggestion was made to create a survey for employee opinions of the EAC.
- A member presented the idea of a “Stafford app” for smartphones to help circulate county-employee news and updates.

Adjournment

- Meeting was adjourned at 9:50 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 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