

Employee Advisory Committee

Meeting Minutes

November 6, 2018

Present: Megan Hesse, Deborah Pedigo, Crystal Nicol, Jamie Robinson, Lisa Haaf, Tina Suarez, Judy Sokolowski, Elizabeth Tavenner, Kisha Williams, Angela Robinson, Tracy Kenworthy, Donald Cox

Not Present: Martha Hailey, Craig Tetreault, Susan Shannon, Brenda Shulte, Cathy Henderson, Cheryl Giles, Randy Pinneta, Gordon Torrence, Alexander Owskiak, Pamela Timmons, Marilyn Dufurat, Mike Zuraf, Susan Price, Jake Kidd, Tom Daley

TBD

Next meeting:

Call to Order – 8:47 a.m.

Roll Call of Members

- Attendance taken

Approval of Minutes

- October Meeting Minutes Approved

Committee Reports

- **Sick Leave Bank** – There is one approved application to report.

Unfinished Business

- **EAC Guidelines** – Will receive update from the Leadership Team on November 19th, 2018.
- **Anonymous Submissions** – The subcommittee created an initial overview document to state the purpose, location, rules, and interoffice procedures. The submission box will be specific to EAC-related items and will have clearly defined guidelines for submissions. The box will be checked by the Chairman monthly, who will then bring the suggestions to the EAC meetings.
- **Sick Leave Bank**– A waiver to leave the Sick Leave Bank has been drafted and is under review. Elizabeth Tavenner will ask about the Sick Leave Bank Holiday (waiving 8 hours for existing members) and provide more information at the next meeting.
- **Use or Lose Inquiry** – Per HR, no reimbursement for Use or Lose.
- **County Email For Employees** – The proposal for all full-time and part-time County employees to receive an email address is being presented to the Leadership team on November 19, 2018.
- **Reorientation Program Inquiry** – The onboarding committee is developing a program for all new County employees. Elizabeth Tavenner suggested that we try to establish what the EAC wants the reorientation program to look like. EAC members suggested the idea of a PowerPoint presentation and making it accessible to all employees.
- **Bike Rack Inquiry** – No information to report at this time. This will be discussed at the next meeting.

- **Employee “Dashboard” Inquiry** – Tina Suarez stated software would need to be purchased to get the employee dashboard. The EAC will continue to monitor the outcome of software ideas from the Innovation Committee to see if this is an option for developing a solution related to this topic.
- **Smoking Containers** – A member confirmed that the containers must stay where they are.
- **Leave Donations Inquiry** – A representative stated when donating leave to fellow employees in need, annual leave has to be used instead of sick leave. Is it possible to choose which type of leave to donate? Per the policy, annual leave has to be used for donations, not sick leave.
- **Stand Up Desks Inquiry** – A representative asked if all employees will be issued stand up desks if requested. Tina came back and stated that this is up the Department Head.

New Business

- **Elections** – The following officers were elected: Tina Suarez, Vice-Chair; and Judy Sokolowski, Secretary. Nominations for Chairman were Megan Hesse, Jake Kidd, and Randy Panetta; however, a vote was not taken, as two of the nominees were absent. (The EAC will hold a special meeting in December to vote on a new Chairman so the new Chair will start in Jan 2019.)

Members Comments

- None.

Adjournment

- Meeting was adjourned at 9:25 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