

Employee Advisory Committee

Meeting Minutes

October 3, 2018

Present:

Megan Hesse, Deborah Pedigo, Cheryl Giles, Crystal Nicloll, Jamie Robinson, Lisa Haaf, Tina Suarez, Randy Pinneta, Judy Sokolowski, Elizabeth Tavenner, Kisha Williams, Gordon Torrence, Alexander Owsiak, Pamela Timmons, Angela Robinson, Marilyn Dufurat, Tracy Kenworthy, Mike Zuraf, Donald Cox, Susan Price, Jake Kidd, Tom Daley

Not Present:

Martha Hailey, Craig Tetreault, Susan Shannon, Brenda Shulte, Cathy Henderson,

T.B.D.

Next meeting:

Call to Order – 8:47 a.m.

Roll Call of Members

- Attendance taken

Approval of Minutes

- September Meeting Minutes Approved

Committee Reports

- **Sick Leave Bank** – No new applications to report.

Unfinished Business

- **EAC Guidelines** – Draft submitted to the Leadership Team for review. The Leadership Team suggested the EAC charter will need by-laws in order for the charter to be effective. A subcommittee was formed to develop these by-laws and includes Cheryl Giles, Pamela Timmons and Jake Kidd.
- **Anonymous Submissions** – The EAC voted on whether to move forward with an anonymous suggestion box for ideas and concerns that the EAC can address. The outcome of the vote was 13 to 6 in favor of proceeding with the suggestion box. The box will be specific to EAC related items and will have clearly defined guidelines for submissions. A subcommittee was formed and will include Crystal Nicol, Tracy Kenworthy and Gordon Torrence.
- **Sick Leave Bank**– No information to report at this time.
- **Use or Lose Inquiry** – No update to report at this time.
- **County Email For Employees** – The EAC continued to discuss the fact that not all full time and regular part time employees have email addresses. It was suggested that employees be given a county email address during orientation. Employee email addresses do have a cost and will have to be budgeted into the general fund. This item will be presented to the Leadership Team at the next joint meeting.
- **Reorientation Program Inquiry** – It was noted that the Leadership Team has created an onboarding committee to develop a program similar to a reorientation class. It was discussed that many employees do not know what benefits and programs are available to

them. This discussion also included the fact that many employees know very little about the retirement process. Beth Tavenner will reach out to the onboarding committee for more information.

- **Bike Rack Inquiry** – No information to report at this time.
- **Employee “Dashboard” Inquiry** – The innovation committee is in the process of developing a solution relating to this topic. The EAC will table this item until the innovation committee has a completed product. Tina Suarez will provide an update on potential security issues at the next meeting.

New Business

- **A Request From Budget** – A request was made for one or two EAC rep’s to attend a budget meeting. This is temporarily on hold, until further information can be gathered.
- **Leadership Team Update** –The Leadership Team is working on the Board’s strategic plan. They will be working on the vision and values in October.
- **Smoking Signs** – A representative suggested the smoking areas are too close to the County Administration entrance and should be moved further away from the building. A member confirmed that the signs must stay where they are.
- **Taskforce Discussions** – An open discussion was initiated on the taskforce presentations.

Members Comments

- **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? Elizabeth Tavenner will follow up with this item.
- **Stand Up Desks Inquiry** – A representative asked if all employees will be issued stand up desks if requested. Tina will follow-up with this item.

Adjournment

- Meeting was adjourned at 10:00 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