

## **Employee Advisory Committee**

### Meeting Minutes

*September 5, 2018*

*Present:* Susan Shannon, Deborah Pedigo, Crystal Niclol, Jamie Robinson, Lisa Haaf, Anita Perrow, Tina Suarez, Judy Sokolowski, Mike Zuraf, Donald Cox, Susan Price, Jake Kidd, Tom Daley

*Not Present:* Martha Hailey, Megan Hesse, Cheryl Giles, Randy Pinneta, Kim Dickey, Elizabeth Tavenner, Kisha Williams, Gordon Torrence, Craig Tetreault, Brenda Shulte, Alexander Owsiak, Pamela Timmons, Cathy Henderson, Angela Robinson, Jennifer Frias, Marilyn Dufurat, Tracy Kenworthy  
October 3, 2018

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

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**Call to Order** – 8:47 a.m.

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

- Attendance taken

#### **Approval of Minutes**

- August Meeting Minutes Approved

#### **Committee Reports**

- **Employee Survey** – Task groups will meet with the leadership team September 20 to present recommendations
- **Sick Leave Bank** – No new applications to report.

#### **Unfinished Business**

- **EAC Charter** – The subcommittee has completed rough draft and is currently working on the finalized version which will be submitted prior to the October meeting.
- **Anonymous submissions** – The EAC discussed ideas for employees to submit suggestions or questions under the cover of anonymity. The prevailing ideas are an employee suggestion box to be handled exclusively by the EAC representative and inter-office mail without disclosing the sender.
- **General EAC Communication** – The committee discussed methods for representatives to communicate with their respective departments more effectively. It was noted that not all county employees are given email addresses, which restricts communication through email. It was suggested that all full time and regular part time employees are issued an email address by HR during orientation.
- **Extended Lunch Breaks** – Due to the excessive road construction underway around the government center, employees have asked for extended lunch breaks to compensate for any delays during break times. It was agreed unanimously that such a decision should rest with the supervisor or director of each department.

#### **New Business**

- **Special Election** – A special election was held for the Vice Chair position due to Anita Perrow retiring this month. Tracy Kenworthy was nominated and elected as the new Vice Chair beginning in October and ending in December.

- **Sick Leave Bank Issues** – Member suggested a way to inform employees about the sick leave bank and encourage them to sign up. It was noted that many employees are unaware of what the SLB is; it was also noted the sign-up window was small and poorly advertised. It was suggested that employees should be able to sign up for the sick leave bank during orientation and given a periodic reminder by HR prior to the employee's one-year anniversary. This would give the employee notice to ensure they have the required eight sick leave donation hours.
- **Reorientation Program** – The idea of a non-mandatory orientation or onboarding program was presented in order to refresh current employees, and giving them an updated awareness of the organization and benefits.
- **New/Updated Employee Site** – It was suggested iStafford to be equipped with a dashboard feature custom to each employee. The employee should be able to see what they are currently enrolled in and what is available to them.
- **Use or Lose Annual Leave** – A representative presented a question for an employee regarding the annual leave "use or lose" policy. The employee asked if it would be possible to be reimbursed monetarily for all annual hours over the limit instead of losing them altogether.
- **Bike Rack** – A representative requested the installation of a bike rack at the government center on behalf of an employee.

## Adjournment

- Meeting was adjourned at 9:40 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