

Employee Advisory Committee

Meeting Minutes

March 7, 2018

Present:

Megan Hesse, Deborah Pedigo, Cheryl Giles, Jamie Robinson, Lisa Haaf, Anita Perrow, Kisha Williams, Tina Suarez, Gordon Torrence, Judy Sokolowski, Alexander Owsiak, Angela Robinson, Angela Robinson, Susan Price, Jake Kidd, Tom Daley, Tracy Kenworthy

Not Present:

Martha Hailey, Susan Shannon, Crystal Nicol, Iris Franklin, Randy Pinneta, Kim Dickey, Elizabeth Tavenner, Mike Zuraf, Brenda Schulte, Pamela Timmons, Gail Horton-Larkin, Cathy Henderson,
April 11th 8:45 a.m. –Activities Room

Next meeting:

Call to Order – 8:47 a.m.

Roll Call of Members

- Attendance taken

Approval of Minutes

- February Meeting Minutes Approved

Committee Reports

- **Sick Leave Bank** – One application for the sick leave bank has been approved and one application is pending.
- **Employee Survey** – Eight task groups have been formed with volunteers; enrollment is still open for any employee who would like join. To volunteer for a task group, please email Donna Krauss. Task group activities will be posted on iStafford with regular updates.
- **Performance Review/Evaluation Update:** Revisions to performance review/evaluation have been accepted by County Leadership, and is now in the process of being formatted.

Unfinished Business

- **Pet Insurance** – Department of Human Resources declined to pursue pet insurance as an option for employees.

New Business

- **EAC Reviewed Policies** – The Leadership Team has requested a list of policies the EAC has reviewed in the past. While recalling EAC reviewed policies, members concluded that all policies relating to employees should be reviewed and updated. During this discussion it was agreed that a policy review should be performed by a third party.
- **Concealed Carry Policy Review** – An EAC representative proposed a review of the current concealed carry policy. The representative suggested a county employee should have the option to carry a concealed firearm for protection when working offsite.
- **Newsletter** – Donna Krauss requested the EAC to consider a proposed idea of producing a newsletter. The (EAC) newsletter would replace the current newsletter (“The Watercooler”). After a brief discussion, members agreed that producing a newsletter was

- not within the scope of the EAC's guidelines, and would be time consuming and labor intensive to EAC volunteers.
- **Birthday Suggestions** – The EAC was requested to brainstorm ideas regarding employee birthdays. Members concluded birthday recognition should be organized at the departmental level.
 - **EAC Operational Guidelines** – Members reviewed the EAC Operational Guidelines and were previously informed that the EAC was restricted from making any amendments. Members agreed the EAC should have the opportunity to review the Operational Guidelines and request changes if deemed necessary.
 - **EAC Meeting Attendance** – The topic of EAC meeting attendance was presented and discussed. The discussion concluded that if an EAC representative is having difficulties attending the monthly meetings then the EAC chair is to contact the member's department director.
 - **Communication with Leadership Team** – A motion was introduced proposing direct communication with the EAC and the Leadership Team. The motion was 2nd and passed with a unanimous vote.

Adjournment

- Meeting was adjourned at 9:20a.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