

**EMPLOYEE ADVISORY COMMITTEE
REGULAR MEETING MINUTES
August 7, 2019**

Call to Order – 8:45am

Roll Call

- See attached attendance record.

Next Meeting

- September 4 at 8:45am

Approval of Minutes

- The minutes from the June meeting were approved (July meeting was canceled).

Committee Updates

- Sick Leave Bank [Judy S, Susan P, Beth T. Randy P]: one new applicant was approved and will return to work soon

New Business

- EAC Bylaws & Charter
After review and discussion, the EAC added a “Member Comments” under section 6.1 of the Bylaws. The following motions were made and passed:
 - Judy Sokolowski motioned, and Shyra Moran seconded, to approve the Bylaws as amended. Motion passed unanimously.
 - Tina Suarez motioned, and Shyra Moran seconded, to approve the Charter. Motion carried unanimously,
- Leadership/EAC Meeting
There was no meeting in July; next meeting is schedule for 8/27
- Working Agreement
 - Katie Bailey led the EAC in discussing and establishing a working agreement, which will be followed for each meeting. This document will be presented at the next meeting.
- Onboarding PowerPoint Presentation
 - Available on iStafford; send suggestions to Donna Krauss and the Onboarding Team; anyone can attend the onboarding sessions and share the information with their department.
- New Policy Committee
 - Opportunity open for all employees to join this committee to review/rewrite County policies; contact Andrea Light in Budget if interested.
- FOIA Basics
 - Rysheda McClendon provided a document containing basic information about FOIA and suggested using the phone more often; contact Madison Bonney at x8532 in the County Attorney’s Office regarding FOIA questions.

- Upcoming:
 - EAC Open meeting 9/4/19; Megan Hesse will announce in the *Watercooler*.
 - EAC Lunch & Learn in October
 - Employee Picnic Saturday, 9/21/19 at Pratt Park
 - Ice Cream Social 8/8/19 from 2-3pm in the ABC Conference Room
 - Use or Lose Paddle Friday, 8/6/19
 - Last day to sign up for Day of Action is 8/9/19 (to be held 9/20/19)
 - Next quarterly employee meeting is 9/23/19 at 8:30am and 3:00pm in the ABC Conference Room
 - Service Awards will be held in September; date, time, and location TBD
- Best Buds Mentoring Program
 - Training to be held 8/15/19 at Stafford Hospital; background checks will be done on those who want to participate; meet with children Tuesday or Thursday every other week; Stephanie Beamer in Human Services is the contact person.
- Sign up for the Econ Dev e-newsletter @ www.tourstaffordva.com
- Contest to Rename the Best Nest
 - After discussion, the EAC decided renaming the room was not an issue.

Unfinished Business

- Book Club; recommended books:
 - *Art of Possibility* (Zander)
 - *Daring Greatly/Gifts of Imperfection/Dare to Lead* (all by Brene Brown)
 - *Eleven Rings* (Phil Jackson Hugh Delehanty)
 - *Turn the Ship Around* (Marquet)
 - *Five Dysfunctions of a Team* (Lencioni)
 - *Good to Great* (Collins)
 - *Drive* (Pink)
 - *FISH!* (Lundin)
 - *Who Moved My Cheese?* (Johnson)
 - *Start With Why* (Sinek)
 - *Please Understand Me – Explanation of Myers Briggs Personality Test* (Kiersey and Bates)
 - *Wooden on Leadership* (Wooden & Jamison)

Each department is free to lead their own book clubs.

- Building Air quality
 - Performed on an as needed basis; the last one was done about 10 years ago; construction has been ongoing at the Government Center, and no evidence of mold has been found.
- Retirement Gifts
 - Traditional gifts will continue to be given, and departments can collect donations from fellow employees for alternative gifts. A subcommittee (Barbara Farnsworth and Marilyn Dufrat) will research other localities' practices. The EAC suggested we check to see what other retirement gifts are available from the vendor we usually purchase the lamp/chair
- Sick Leave Bank Donation Holiday: pending
- Insurance Question:
 - Would the County consider allowing domestic partners on family insurance same as the federal government? Pending

- Self-Serve Employee Café
 - EAC subcommittee was formed to research: Megan Hesse, Marilyn Dufurat, Susan Price
- On-site ATM: pending

Member Comments

- Departments/work groups should come up with their own safety plan.
- When employee meetings with the County Administrator are recorded for iStafford, please include the Q&A sessions.
- The County Administrator/employee meetings are scheduled in the morning & afternoon on the same day; could meetings be staggered if people are in meetings all day or on vacation?

Adjournment

- The meeting adjourned at 9:40 AM.

EAC Active Department listing:

These departments are actively involved with appointed members. If you don't see your department listed and would like to participate, speak with your department director and then email mhesse@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) Economic Development
- 7) Finance
- 8) Fire and Rescue
- 9) Human Resources
- 10) Human Services
- 11) Information Technology
- 12) Parks, Recreation and Community Facilities
- 13) Planning and Zoning
- 14) Public Works
- 15) R-Board
- 16) Sheriff's Office
- 17) Treasurer
- 18) Utilities
- 19) Victim Witness

EAC ROLL-CALL

Meeting Date 8/7/19

	EAC Rep	Present	Department	
1	Martha Hailey		Circuit Court	
2	Megan Hesse	x	Commissioner of Revenue	
3	Susan Shannon		Commissioner of Revenue	Alternate
4	Deborah Pedigo /Debra Love 5/16/19		Commonwealth's Attorney's Office	
5	Crystal Nicol		Community Engagement	
6	Cheryl Giles		County Administration	
7	Jamie Robinson	x	County Attorney	
8	Shyrah Moran	x	Economic Development	
9	Mary Ann Coulombe		Finance	
10	Randy Pinneta		Fire and Rescue Department	
11	Elizabeth Tavenner	x	Human Resources	
12	Kim Dickey		Human Resources	Alternate
13	Kisha Williams		Human Services	
14	Tina Suarez	x	Information Technology	
15	Gordon Torrence		Information Technology (GIS)	Alternate
16	Vacant		Landfill	
17	Donald Cox	x	Planning and Zoning	
18	Mike Zuraf	x	Planning and Zoning	Alternate
19	Craig Tetrault		PRCF	Alternate
20	Judy Sokolowski	x	PRCF	
21	Vacant		Procurement	
22	Barbara Farnsworth	x	Public Works	
23	<i>Vacant</i>		Public Works	
24	Russell Aylor	x	Public Works	Alternate
25	Pamela Timmons	x	R-Board	
26	Beth Hall	x	Sheriff's Office	
27	<i>Angela Robinson served thru Jun '19</i>		Social Services	
28	Jennifer Frias	x	Social Services	
29	Katie Bailey	x	Treasurer	Alternate
30	Susan Price	x	Treasurer	
31	Marilyn Duftrat	x	Victim Witness	Alternate
32	Tracy Kenworthy		Victim Witness	

x=present

Minutes approved 9/4/19