

**EMPLOYEE ADVISORY COMMITTEE  
REGULAR MEETING MINUTES**

December 4, 2019

**Call to Order** – 8:45am

**Roll Call**

- See attached attendance record.

**Next Meeting:** 1/14/20, ABC Room

**Approval of Minutes**

- Randy Pinetta motioned, and Shyra Moran seconded, to approve the minutes from the November meeting. The motion passed unanimously.

**Committee Updates**

- Sick Leave Bank [Judy S, Susan P, Beth T. Randy P]
  - No new applicants
- Self-serve Café' [Megan H., Susan P., Tracy K.]
  - The Executive Leadership Team approved moving forward with the self-serve café. Donna Krauss would like to meet with the EAC subcommittee before the EAC Leadership meets with the Leadership Team. Donna will develop an implementation and marketing plan for the café by the end of January.
- Retirement Gifts [Marilyn D., Barbara F.]
  - The subcommittee contacted four jurisdictions and private sector businesses and obtained the following information: Prince William County does nothing for retiring employees; Fredericksburg provides a \$300-\$350 engraved watch and is revising their policy; Spotsylvania does nothing; Mary Washington Hospital's departments provide retirement gifts/celebrations; Geico provides service recognition, awards, and a catalog from which their employees can choose a gift. Intuit does nothing for retiring employees; however, they provide a various benefits to their employees for mental/physical/emotional support.

The subcommittee recommended the County provide a monetary gift or a gift the retiring employee can choose from a specific catalog. Gifts would be based on the employee's years of service. The County could provide the funds for retirement gifts in a designated account. For instance: 15-19 years of service, \$300; 20-24 years of service, \$400; 25+ years of service, \$500.

- Vision and Values New Signage Campaign [Crystal N, Tina S.]
  - This team plans to meet in January for the first time. Crystal asked members to remind all employees to read the Watercooler, as it contains important announcements and other valuable information.

**New Business**

- EAC & Leadership Joint Meeting
  - No date set in December.
- New Officer Elections in January

- All three positions (Chair, Vice Chair, and Secretary) will be available for new officers to fill.
- Upcoming
  - Cornerstone
    - Watch emails for important dates.
  - Employee Holiday Lunch
    - Wednesday, 12/18/19, from Noon-2PM at The Rowser Building.

**Unfinished Business**

- Best Nest
  - The new name will be the “Vision and Values Den”; the room will be repainted and contain an 8-10 person conference table and smart board.

**Member Comments**

- Christmas ornaments have arrived.
- Windows10 will be installed on all computers by 1/10/20.
- The new Courthouse Road/I95 Interchange will open to the public on 12/7/19.

**Adjournment**

- The meeting adjourned at 9:30am.

**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](mailto: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 12/4/19

	EAC Rep	Present	Department	
1	Martha Hailey		Circuit Court	
2	Megan Hesse	x	Commissioner of Revenue	
3	<del>Susan Shannon</del> Isaiah Lee 12/6/19		Commissioner of Revenue	Alternate
4	<del>Deborah Pedigo</del> /Debra Love 5/16/19	x	Commonwealth's Attorney's Office	
5	Crystal Nicol	x	Community Engagement	
6	<del>Cheryl Giles</del> Julia Holmes 9/4/19	x	County Administration	
7	Jamie Robinson	x	County Attorney	
8	Shyrah Moran	x	Economic Development	
9	<del>Mary Ann Coulombe</del> Renee Rosales 9/9/19	x	Finance	
10	Randy Pinneta	x	Fire and Rescue Department	
11	Elizabeth Tavenner	x	Human Resources	
12	<del>Kim Dickey</del> vacant 9/4/19		Human Resources	Alternate
13	Kisha Williams	x	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		Planning and Zoning	Alternate
19	<del>Craig Tetrault</del> Charlene Polanosky 9/5/19		PRCF	Alternate
20	Judy Sokolowski	x	PRCF	
21	Vacant		Procurement	
22	Barbara Farnsworth	x	Public Works	
23	<del>Julia Holmes</del> N/A Jun 2019		Public Works	
24	Russell Aylor		Public Works	Alternate
25	Tara Gilgen 10/30/19		Public Works	Alternate
26	Pamela Timmons		R-Board	
27	Beth Hall		Sheriff's Office	
28	<del>Angela Robinson served thru Jun '19</del>		Social Services	
29	Jennifer Frias (Melissa Aylor sub 9/4)	x	Social Services	
30	<del>Katie Bailey</del> Melissa Caputo 10/8/19		Treasurer	Alternate
31	Susan Price	x	Treasurer	
32	Marilyn Dufprat	x	Victim Witness	Alternate
33	Tracy Kenworthy		Victim Witness	

**x=Present**

*Minutes approved 1/14/20.*