

**EMPLOYEE ADVISORY COMMITTEE
REGULAR MEETING MINUTES
February 6, 2019**

Call to Order – 8:45am

Roll Call

Present: Megan Hesse, Deborah Pedigo, Judy Sokolowski, Elizabeth Tavenner, Gordon Torrence, Donald Cox, Alexander Owsiak, Angela Robinson, Mike Zuraf, Susan Price, Jake Kidd, Marilyn Dufurat

Absent: Martha Hailey, Susan Shannon, Jamie Robinson, Lisa Haaf, Randy Pinneta, Kim Dickey, Craig Tetreault, Cathy Henderson, Jennifer Frias, Tom Daley, Tracy Kenworthy, Pamela Timmons

Next meeting: February 6, 2019 at 8:45am

Approval of Minutes

- The minutes from the January meeting were unanimously approved.

Committee Reports

- Sick Leave Bank: No new applications
- Employee Survey: No update; invite Donna Krauss to attend next month's meeting and provide an update

New Business

- Subcommittees
 - The Sick Leave Bank is the only subcommittee at this time; members serve 2 years
- Compensation Study
 - Consultants are providing findings to the leadership team.
- County Policy Revisions (Human Resources)
 - Beth Tavenner will ask if a consultant could be hired for this task? EAC will also ask at joint Leadership meeting.
- EAC Watercooler Corner
 - Discussed possible topics: "Did you know?"; "Provide your feedback"; include a suggestion link in the article
- Topics for EAC Leadership/Leadership Meeting
 - What can the EAC work on?
 - How can we work with employee task forces?
 - Has anyone submitted an idea for using the innovation funds? If not what is Plan B for the funding? How long is the funding valid?
 - Invite Donna Krauss and Shannon Wagner to next meeting.
 - What was the response rate for JDQ's?
 - How did the evaluation process go this year? What was the return rate? Any comments or concerns?
 - When will findings of the Compensation Study be implemented?

- When will it be finalized? How will results communicated?
- Have consultants and/or leadership/HR begun the process for the follow-up employee survey?
- Can a consultant be hired to updated the Personnel Policy Manual?
- EAC wants to know more about the Cornerstone talent management system and seems to get information the same time as everyone else. Is this committee still relevant? Members discussed needing clarity in purpose to proceed.

Unfinished Business

- EAC Guidelines/Bylaws: Will be discussed at next meeting with Leadership Team
- Reorientation/Onboarding Program Inquiry: A PowerPoint presentation (mainly about benefits) will be posted on iStafford
- Bike Rack Inquiry: EAC's request and purchase information sent to PRCF staff for evaluation/action; awaiting answer; Judy Sokolowski will follow up.
- Employee "dashboard" (Cornerstone Software): Tina Suarez said HR started administrator training for the software; a list of widgets for the dashboard can be brought to the next meeting.

Member Comments

- Budget for FY20 will likely be approved in April.

Adjournment

- The meeting adjourned at 9:20 a.m.

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

MINUTES APPROVED 3/6/19