

**EMPLOYEE ADVISORY COMMITTEE
REGULAR MEETING MINUTES
January 4, 2019**

Call to Order – 8:45am

Roll Call

Present: Megan Hesse, Deborah Pedigo, Cheryl Giles, Crystal Nicol, Judy Sokolowski, Elizabeth Tavenner, Kisha Williams, Tina Suarez, Gordon Torrence, Donald Cox, Alexander Owsiak, Pamela Timmons, Angela Robinson, Kelly Copley

Absent: Martha Hailey, Susan Shannon, Jamie Robinson, Lisa Haaf, Randy Pinneta, Kim Dickey, Craig Tetreault, Mike Zuraf, Cathy Henderson, Jennifer Frias, Susan Price, Jake Kidd, Tom Daley, Marilyn Dufat, Tracy Kenworthy

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

Approval of Minutes

- The minutes from the November and December meetings were unanimously approved.

Committee Reports

- Sick Leave Bank: No new applications
- Employee Survey: No update
- Performance Review/Evaluation: New evaluations are being used; evaluations will likely change next year due to the County's new talent management system, which will be implemented soon.
- EAC Guidelines: No update.

Unfinished Business

- EAC Guidelines/Bylaws: Draft Bylaws were presented to the Leadership Team; no update.
- Sick Leave Bank Update: The EAC requested a "holiday" which would waive the 8-hour donation to the Bank in 2019 for existing Sick Leave Bank members; the request was denied.
- Use or Lose Inquiry: The EAC requested employees be paid for unused annual leave, which was over the maximum carry-over (240 for FT employees); the request was denied.
- County email for employees: Supervisors can complete and submit Computer Access Forms to IT for all employees to have their own email addresses.
- Reorientation Program Inquiry: A PowerPoint presentation (mainly about benefits) could be put on iStafford under "Documents"; Elizabeth Tavenner (HR) will send information the end of the week.
- Bike Rack Inquiry: Employees requested a bike rack be installed at the Govt. Center for bicycles (to be used by anyone; employees & public). Judy Sokolowski will follow up on this request and provide information at the next meeting.
- Employee "dashboard" inquiry: The new talent management system will likely include this feature.

New Business

- None.

Member Comments

- None.

Adjournment

- The meeting adjourned at 9:05 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 2/6/19