

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

**Call to Order** – 8:45am

**Roll Call**

- See attached attendance record.

**Next Meeting**

- August 7, 2019 at 8:45am

**Approval of Minutes**

- The minutes were approved as amended.

**Committee Updates**

- Sick Leave Bank [Judy S, Susan P, Beth T. Randy P]: no new applicants

**New Business**

- **Update on Executive Leadership Team (ELT) & EAC Subcommittee Meeting**
  - Building Air Quality Testing: Mike Morris, Director of PRCF, will provide more info (he was out of town)
  - Insurance Question: An employee asked if the County would provide health insurance coverage for domestic partners; Fred Presley, Deputy County Administrator, will follow up.
  - Retirement Gifts, Sick Leave Bank “holiday”: Fred Presley will follow up.
  - Citizens’ Academy to be revamped by Jeff Shover; possibly reach out to HOA’s? Email suggestions to Megan Hesse.
  - Can employees purchase leave? No.
  - Book club: a list of books will be provided by the ELT.
  - Sick leave bank donation holiday 2020; Fred Presley will follow up.
  - Cafeteria style employee lunches - Self Serve Café; suggestion was made for an EAC subcommittee to gather more information and provide it to Megan Hesse to present it to the ELT.
  - On-site ATM
- **Move July Meeting or Cancel**

After discussion, Mike Zuraf motioned, and Beth Tavenner seconded, to cancel the July meeting; motion carried unanimously. The next meeting will be held August 7.
- **Working Agreement**

Suggested for the EAC to hold each other accountable; Megan Hesse may present this to the EAC at the next meeting.

- **New Onboarding Session**  
Ten EAC members plan to attend the training on 6/19; location TBA.
- **MAD Awards**  
Held Friday, 6/7, at Rowser. Great event with many employees being honored.
- **EAC to host Lunch & Learn**  
Megan Hesse asked for suggested topics: charter, bylaws, overview of what happens on the EAC?
- **Employee Quarterly Meetings**  
Two employee meetings scheduled on 6/24 with Tom Foley, who will provide an update on the security plan with Mike Smith.
- **Service Awards**  
To be held in September.
- **Renaming BestNest**  
A suggestion was made to hold an employee contest to rename it.
- **Open Meeting**  
The EAC will offer “open” meetings each quarter, wherein the first 15 minutes of the meeting will be open to all employees. The first open meeting will occur in September. Employees will be encouraged to sign up if they wish to attend to give the EAC an idea of the number of people expected.

#### **Unfinished Business**

- EAC Bylaws: Members have volunteered to serve on a subcommittee; the full EAC will review bylaws before they are submitted to the ELT
- Book Club
- Building air quality
- Retirement gifts
- Insurance Question
- Citizens’ Academy Revamp
- Self-serve café for employees
- On-site ATM; possible location in the lobby overflow area on the other side of the steps?

#### **Member Comments**

- None

#### **Adjournment**

- The meeting adjourned at 9:25 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](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 6/6/19

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

**x=present**

*Minutes approved 8/7/19*