

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

Call to Order – 8:45am

Roll Call

Present: Megan Hesse, Susan Shannon, Deborah Pedigo, Cheryl Giles, Kelly Copley, Randy Pinnetta, Elizabeth Tavenner, Tina Suarez, Gordon Torrence, Judy Sokolowski, Mike Zuraf, Alexander Owsiak, Susan Price, Russell Aylor, Barbara Farnsworth, Marilyn Duftrat, Tom Dailey

Absent: Martha Hailey, Jamie Robinson, Lisa Haaf, Kim Dickey, Kisha Williams, Craig Tetreault, Donald Cox, Pamela Timmons, Cathy Henderson, Angela Robinson, Jennifer Frias, Jake Kidd, Tracy Kenworthy

Next meeting: April 3, 2019 at 8:45am

Approval of Minutes

- The minutes from the February meeting were unanimously approved.

Committee Updates

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

New Business

- **Presentations from Donna Krauss and Shannon Wagner**

Compensation Study

- Details are being analyzed
- Some job titles and job descriptions might change
- Stafford's compensation structure is 8-9% below market overall
- There is a 2-year implementation plan; cost is approx. \$2M
- Four departments need the most money for implementation: Fire & Rescue, Sheriff's Office, PRCF, Social Services
- Market study will address positions below market; not everyone will see a pay increase
- Goal is to notify each individual employee how he/she will be affected
- Plan is to look at the market yearly
- Pay scales will be broadened and changed; positions may be added; job descriptions may change
- HR is meeting with department directors to discuss impacts on each department
- Employee meeting with Tom Foley set for 3/27/19
- Intent is to share data with employees April/May timeframe
- Donna Krauss will ask if there will be an increase in Anthem payments employees pay
- 2.5% pay increase for all employees to be implemented 7/1/19
- Public hearing for FY20 Budget set for 4/2/19; BOS to vote on budget 4/16/19

Taskforce Groups

- Taskforces have concluded; recommendations & reports are on iStafford (go to Departments, County Admin, Employee Climate Survey)

- Next employee survey October 2019; similar approach to implement and share results; may do taskforces again

Onboarding (Orientation)

- New process beginning in April 2019 will reduce the 2-day training to a ½ day at the end of each month to address benefits, sign forms, set up emails, etc.; the “organizational” piece will be presented separately
- A seamless, six-part PPT presentation is being developed to incorporate the organizational piece of onboarding, which will include County Administration, BOS, Communications, FOIA, Customer Service, and Employee Engagement. This PPT will be available to all employees on iStafford

HR’s Cornerstone Software

- Web-based program; employees will have a username/password to access; HR is working on implementation with the vendor
- 3 modules to be phased in (each module takes 8-12 weeks to implement)
 - Performance Management with online evaluations
 - Learning Management; enhances HR’s ability to deliver training
 - Succession Planning will include career ladders (this piece is still being designed)
- HR is discussing how to share/train employees how to use the new software

- **Discuss Leadership Meeting**

Megan Hesse shared information about the recent meeting with the leadership subcommittee.

- **Master EAC Topic List**

Megan Hesse, Chair, will create and maintain a master topics list, separate from the agenda, with a list of topics, questions, actions, and dates.

- **Year-at-a-Glance Calendar**

The Leadership Team is working on this calendar, which will combine all activities of all committees, which will be posted on iStafford.

- **Frequency of EAC Meetings**

The EAC decided to continue with monthly meetings.

- **Open part of EAC Meetings to All Employees**

After discussion, Susan Shannon motioned and Randy Pineta seconded to open the EAC meetings during the first 15 minutes of the meeting to employee comments on a quarterly basis.

- **JDQs**

Ninety percent of employees responded to the survey. However, this number may actually be higher, as multiple employees with the same time/job duties could be submitted by their supervisor as one position.

Unfinished Business

N/A

Member Comments

- Could a caterer come to the Government Center's kitchen/lunch room area for employees to purchase lunch (soup/sandwiches)? The Chair will seek an answer from Procurement staff.
- Could a meditation/mindfulness seminar be held for employees as part of the Wellness program?
- Could a book club for skills development/leadership be formed? (The Chair will put this item in the Watercooler.)
- More Lunch & Learn sessions were requested for training and local events.
- Tom Daily introduced new members, Russell Aylor and Barbara Farnsworth, who are replacing Tom Daily and Jake Kidd on the EAC.

Adjournment

- The meeting adjourned at 10:04 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

MINUTES APPROVED 4/3/19