

**EMPLOYEE ADVISORY COMMITTEE  
REGULAR MEETING MINUTES  
May 1, 2019**

**Call to Order** – 8:45am

**Roll Call**

See attached attendance record.

Next Meeting: June 5, 2019 at 8:45am

**Approval of Minutes**

- Tina Suarez motioned, and Deborah Pedigo motioned, to approve the minutes from the April meeting. Motion carried unanimously.

**Committee Updates**

- Sick Leave Bank [Judy S, Susan P, Beth T. Randy P]: one new applicant was approved

**New Business**

- **Update on Leadership & EAC Meeting**

Megan Hesse shared information about the recent meeting with the leadership subcommittee, including:

- Building Air Quality Testing: Mike Morris, Director of PRCF, will check when the last test was performed at the Government Center and set up a re-test , if needed.
- Insurance Question: An employee asked if the County would provide health insurance coverage for domestic partners; Fred Presley, Deputy County Administrator, will look into this matter.
- Retirement Gifts, Sick Leave Bank “holiday”: Fred Presley will check with HR on these items and advise.
- Community Engagement is working on a consolidated activities calendar
- A new employee survey will be done in Fall 2019.
- The Citizens’ Academy program is being revamped; suggestions? This is open to the public and employees if anyone would like to attend.
- MAD nominations are due 5/15 via iStafford

**Unfinished Business**

- EAC Bylaws  
The EAC will review and amend at the next meeting and incorporate the LT’s recommendations; Megan Hesse will provide the EAC with the LT’s recommendations.

- Employee Recommendations
  - Starting a Book Club  
The Treasurer's Office is working on the infrastructure of a club, and the LT is creating a reading list.
  - Cafeteria-style Employee Lunches  
The LT suggested Lunch and Learn events, which could be sponsored by the Wellness and Activities Committees. Katie Bailey explained the original request was for a self-serve kiosk that could be placed in the kitchen area of the Government Center where employees could purchase various types of food items and pay with their personal credit/debit cards. Katie will research the kiosks and provide more information.

**Member Comments**

- The EAC Roster has been updated and is posted on iStafford.
- The Activities Committee is hosting the Spring Fling at the Government Center on 5/15, featuring food from Panda Express and a raffle.
- The Treasurer's Office requested an on-site ATM.
- Can employees purchase leave? (The EAC Chair will check with HR and provide information.)

**Adjournment**

- The meeting adjourned at 9:24 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 5/1/19

	EAC Rep	Present	Department	
1	Martha Hailey		Circuit Court	
2	Megan Hesse	x	Commissioner of Revenue	
3	Susan Shannon		Commissioner of Revenue	Alternate
4	Deborah Pedigo	x	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	x	Finance	
10	Vacant		Procurement	
11	Randy Pinneta		Fire and Rescue Department	
12	Kim Dickey		Human Resources	Alternate
13	Elizabeth Tavenner		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	Julia Holmes	x	Public Works	
23	Pamela Timmons	x	R-Board	
24	Beth Hall		Sheriff's Office	
25	Angela Robinson		Social Services	
26	Jennifer Frias		Social Services	Alternate
27	Susan Price		Treasurer	
28	Katie Bailey	x	Treasurer	Alternate
29	Russell Aylor		Public Works	Alternate
30	Barbara Farnsworth	x	Public Works	
31	Marilyn Duftrat		Victim Witness	Alternate
32	Tracy Kenworthy		Victim Witness	

**x=present**

***Minutes approved 6/6/19.***