

**EMPLOYEE ADVISORY COMMITTEE
REGULAR MEETING MINUTES**

November 12, 2019

Call to Order – 8:45am

- Donna Krauss spoke about the County's new Vision and Values asked the EAC to help with removing BEST posters, etc., items from all departments and provide new Vision and Values posters throughout the organization in January. Donna will provide a template of areas to be covered.

Roll Call

- See attached attendance record.

Next Meeting

- December 4, 2019

Approval of Minutes

- The minutes from the October meeting were approved.

Committee Updates

- Sick Leave Bank [Judy S, Susan P, Beth T. Randy P]
 - No new applications
- Self-serve Café [Megan H., Susan P., Tracy K.]
 - Megan will email the draft proposal for the café to EAC members for approval to move forward with discussing with the Executive Leadership Team(ELT) at the upcoming joint meeting
 - The EAC must obtain approval from the ELT to move forward
 - Funds will be needed for a badge scanner and installation at the entrance door to the café area
 - Current food machines in the kitchen area could be moved to off-sites (Utilities/Public Works/RBoard)
- Retirement Gifts [Marilyn D., Barbara F.]
 - No update

New Business

- EAC & Leadership October Meeting
 - There was no meeting in October
- BEST Nest Renaming Survey Results
 - The survey results indicated a majority of responses requested the room remain as a meeting room. The EAC recommended the room be a meeting room with a conference table; the existing furniture would be removed; a Wi-Fi booster is needed
- Customer Service Training
 - Several EAC members attended the customer service training offered by Jeff Shover in Citizen Assistance; members reported the training was very thorough; all attendees were sent a survey link to evaluate the training
- Upcoming
 - Cornerstone
 - Everyone needs to logon by 11/13/19
 - Everyone needs to enter their 2019 key job duties and goals
 - Employee Meeting
 - December 2, 2019, at 8:30am and 3pm in Conference Room ABC

- The EAC meeting on December 4 will be open to all employees
- Vision & Values Subcommittee
 - Crystal Nicol, Tina Suarez

Unfinished Business

- EAC Lunch and Learn
 - No action taken
- Joint EAC & ELT Meeting
 - This breakfast meeting will be held Thursday, 11/21/19, at 8:30 AM at the Public Safety Building

Member Comments

Q: Why do employees get two floating holidays each year?

A: Several years ago, the BOS removed Columbus Day and Lee-Jackson Day as employee holidays to keep the County government open and allow the public to do business with the County on those days. To replace the “lost” holidays, the BOS provided employees with 2 floating holidays to use anytime they wish during the calendar year.

Adjournment

- The meeting adjourned at 9:38 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

EAC ROLL-CALL

Meeting Date 11/12/19

	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 /Debra Love 5/16/19		Commonwealth's Attorney's Office	
5	Crystal Nicol	x	Community Engagement	
6	Cheryl Giles Julia Holmes 9/4/19		County Administration	
7	Jamie Robinson	x	County Attorney	
8	Shyrah Moran		Economic Development	
9	Mary Ann Coulombe Renee Rosales 9/9/19		Finance	
10	Randy Pinneta		Fire and Rescue Department	
11	Elizabeth Tavenner		Human Resources	
12	Kim Dickey vacant 9/4/19		Human Resources	Alternate
13	Kisha Williams	x	Human Services	
14	Tina Suarez	x	Information Technology	
15	Gordon Torrence		Information Technology (GIS)	Alternate
16	Vacant		Landfill	
17	Donald Cox	x	Planning and Zoning	
18	Mike Zuraf	x	Planning and Zoning	Alternate
19	Craig Tetrault Charlene Polanosky 9/5/19		PRCF	Alternate
20	Judy Sokolowski	x	PRCF	
21	Vacant		Procurement	
22	Barbara Farnsworth		Public Works	
23	Julia Holmes N/A Jun 2019		Public Works	
24	Russell Aylor		Public Works	Alternate
25	Tara Gilgen 10/30/19		Public Works	Alternate
26	Pamela Timmons		R-Board	
27	Beth Hall	x	Sheriff's Office	
28	Angela Robinson served thru Jun '19		Social Services	
29	Jennifer Frias (Melissa Aylor sub 9/4)	x	Social Services	
30	Katie Bailey Melissa Caputo 10/8/19		Treasurer	Alternate
31	Susan Price	x	Treasurer	
32	Marilyn Duftrat		Victim Witness	Alternate
33	Tracy Kenworthy	x	Victim Witness	

x=Present

Minutes approved 12/4/19.