

**EMPLOYEE ADVISORY COMMITTEE
REGULAR MEETING MINUTES**

October 8, 2019

Call to Order – 8:45am

Roll Call

- See attached attendance record.

Next Meeting

- November 6, 2019

Approval of Minutes

- The minutes from the September meeting were approved.

Committee Updates

- Sick Leave Bank [Judy S, Susan P, Beth T. Randy P]
 - No new applicants
- Self-serve Café' [Megan H., Susan P., Tracy K.]
 - Tracy Kenworthy said Trolley House in Richmond can customize a menu, which rotates every 6 weeks; items range from 85 cents to \$5. The subcommittee is setting up an appointment to visit a local site this vendor services. The subcommittee can do a presentation to the Leadership Team.
- Retirement Gifts [Marilyn D., Barbara F.]
 - The Committee was asked to check with the private sector and obtain information about what they do, and then put together a sample of what we would like to do.

New Business

- EAC & Leadership September Meeting
 - B.E.S.T Nest Rename – a survey will be done by Communications Team
 - New Vision & Values Posters – requested volunteers to go to departments to remove BEST posters and replace them with new V&V posters
 - Joint EAC & ELT Meeting – 11/21/19, 8:30 am; Public Safety Building; send agenda items to the EAC leadership or Donna Krauss
 - Bike Rack – has been installed
 - After Hours Security – EAC requested deputies be present after hours at the Government Center; the County is redoing its security plan and is reviewing this request.
 - Employee Meetings Recorded – meetings and Q&A session are recorded and available on iStafford
 - Vision & Values presentations were recorded and are available on iStafford
- Employee Training Options – Katie Bailey will meet with Department Heads on training needs; let your supervisor or Katie know what training is needed so that it can be implemented through Cornerstone
- Upcoming:

- Wellness Fair – 10/8 from 11am-1pm at Courthouse Community Center
- Cyber Security Lunch & Learn – 10/9 in IT Training Room
- ICMA Representatives – 10/22
- United Way Spirit Week – 10/28-10/31
- Employee Meeting – 12/2 at 8:30am and 3pm
- Service Awards – TBD
- Christmas ornaments are available for ordering; contact Megan Hesse or Katie Bailey to order; money due when employees pick up their orders

Unfinished Business

- EAC to host a Lunch & Learn in October; who would like to help? Randy Pinneta offered to help
- By-laws & Charter – approved

Member Comments

- Can we extend use/lose until the end of October next year or move the use/lose date to 12/31?

Adjournment

- The meeting adjourned at 9:06am.

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 10/8/19

	EAC Rep	Present	Department	
1	Martha Hailey		Circuit Court	
2	Megan Hesse	x	Commissioner of Revenue	
3	Susan Shannon	x	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	x	County Administration	
7	Jamie Robinson		County Attorney	
8	Shyrah Moran		Economic Development	
9	Mary Ann Coulombe Renee Rosales 9/9/19	x	Finance	
10	Randy Pinneta	x	Fire and Rescue Department	
11	Elizabeth Tavenner		Human Resources	
12	Kim Dickey vacant 9/4/19		Human Resources	Alternate
13	Kisha Williams		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	x	PRCF	Alternate
20	Judy Sokolowski	x	PRCF	
21	Vacant		Procurement	
22	Barbara Farnsworth	x	Public Works	
23	Julia Holmes N/A Jun 2019		Public Works	
24	Russell Aylor	x	Public Works	Alternate
25	Pamela Timmons		R-Board	
26	Beth Hall		Sheriff's Office	
27	Angela Robinson served thru Jun '19		Social Services	
28	Jennifer Frias (Melissa Aylor sub 9/4)	x	Social Services	
29	Katie Bailey Melissa Caputo 10/8/19	x	Treasurer	Alternate
30	Susan Price		Treasurer	
31	Marilyn Dufurat		Victim Witness	Alternate
32	Tracy Kenworthy	x	Victim Witness	

x=Present

Minutes approved 11/12/19