

**EMPLOYEE ADVISORY COMMITTEE
REGULAR MEETING MINUTES**

September 4, 2019

This meeting was open to all employees

Call to Order – 8:45am

Roll Call

- See attached attendance record for members; one guest attended.

Next Meeting

- October 2, 2019

Approval of Minutes

- Shyra Moran motioned, and Pamela Timmons seconded, to approve the minutes from the August meeting. Motion carried unanimously.

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.]
 - Change from August meeting: Tracy Kenworthy will serve on this committee instead of Marilyn Dufurat
 - Subcommittee is exploring four options; they will meet again on 9/30/19 to create a proposal to present to the EAC for review before presenting to the Leadership Team subcommittee.
- Alternate Retirement Gifts [Marilyn D., Barbara F.]
 - Spotsylvania and Prince William County do nothing for retiring employees; Fredericksburg presents an engraved watch valued at \$300
 - EAC discussed how Stafford departments recognize employee retirements; departments do different things for retirees

New Business

- EAC & Leadership August Meeting
 - The EAC's Charter and Bylaws will go to the full Leadership Team this morning
 - Employee meetings will be recorded to include questions and answers; the County Administrator (or speaker) will repeat an employee's question before answering it to protect the employee and to ensure everyone hears the question.
 - County Administration will try to schedule employee meetings on more than one day to provide employees with more options to attend
 - Issue with DSS not receiving emails; IT provides an email list of new employees to Communications each month, so new employees may miss The Watercooler in the interim
 - The next employee survey will be done in October 2020 to allow more time to implement the changes and recommendations from the task force groups
- Stafford County Christmas Ornament
 - Has been finalized; look for more information in an upcoming issue of The Watercooler; emails will be sent to previous buyers
- Cornerstone Update
 - This HR software is expected to go live in October; 2019 performance evaluations will be done in this software; training will be provided

- Upcoming:
 - 9/11 Remembrance; 9am at Government Center
 - Employee Picnic; 9/21 at Pratt Park; volunteers can bring their children who can receive community service hours for helping with the event
 - Employee Meeting; 9/23
 - Vision & Values Tour Kickoff; 9/25; UMW Stafford Campus; 8:30am & 3pm; all employees strongly encouraged to attend
 - Service Awards; September TBD
 - Best Buds; still need people at these elementary schools: one at Conway and one at Hartwood

Unfinished Business

- EAC to host a Lunch & Learn in October; who would like to help?

Member Comments

- General software training is needed for new employees and is not being provided; new employees are “on their own” to learn systems such as H.T.E./Naviline.

Adjournment

- The meeting adjourned at 9:27am.

Minutes approved 10/8/19

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 9/4/19

	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	x	County Administration	
7	Jamie Robinson	x	County Attorney	
8	Shyrah Moran	x	Economic Development	
9	Mary Ann Coulombe	x	Finance	
10	Randy Pinneta	x	Fire and Rescue Department	
11	Elizabeth Tavenner	x	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		Planning and Zoning	Alternate
19	Craig Tetrault vacant 8/2/19		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	x	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 vacant 9/4/19		Treasurer	Alternate
30	Susan Price		Treasurer	
31	Marilyn Duftrat	x	Victim Witness	Alternate
32	Tracy Kenworthy		Victim Witness	

x=Present