

**EMPLOYEE ADVISORY COMMITTEE
REGULAR MEETING MINUTES**

January 14, 2020

Call to Order – 8:45am

Roll Call

- See attached attendance record.

Next Meeting: 2/5/20, ABC Room

Approval of Minutes

- Julia Holmes motioned, and Crystal Nichol seconded, to approve the minutes from the December meeting. The motion passed 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.]
 - Donna Krauss is working with Procurement on this project; after approval, she will meet with the EAC Subcommittee and create a marketing plan.
- Retirement Gifts [Marilyn D., Barbara F.]
 - This issue will be presented to the Executive Leadership Team at the next joint meeting; we were unable to meet with them this month and are hopeful to meet with them by the end of February.
- Vision and Values New Signage Campaign [Crystal N, Tina S.]
 - This team has not met yet; Donna Krauss sent an outline of all off-site County offices; all EAC members are expected to participate in this project.

New Business

- EAC & Leadership Joint Meeting
 - We were unable to meet in January and are hopeful to meet in February.
- New Officer Elections
 - After discussion, the Chair position remained open and will be voted on at the February meeting. Megan Hesse will email all EAC members to seek a new Chair and announce participation on the Vision and Values team. Megan volunteered to serve as Chair for another year if no one else was willing to serve.
 - Julia Holmes volunteered to be Vice-Chair. Crystal Nichol motioned, and Megan Hesse seconded, to elect Julia Holmes as Vice-Chair. Motion carried unanimously.
 - Tina Suarez volunteered to be Secretary. Judy Sokolowski motioned, and Isaiah Lee seconded, to elect Tina Suarez as Secretary. Motion carried unanimously.
- 2020 Sick Leave Bank Subcommittee Appointments

- Tracy Kenworthy, Beth Hall, Isaiah Lee
- Upcoming
 - Quarterly Employee Meeting on 3/4/20 at 9am and 3pm; ABC Room
 - County Holiday 1/20/10

Unfinished Business

- None.

Member Comments

- Think about suggestions for our working agreement for meetings and bring them to the February meeting.
- EAC meeting spaces have been booked for 2020.
- Today is the last day for Windows 7.

Adjournment

- The meeting adjourned at 9:15 AM.

DRAFT

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 1/14/20

	EAC Rep	Present	Department	
1	Martha Hailey		Circuit Court	
2	Megan Hesse	x	Commissioner of Revenue	
3	Isaiah Lee	x	Commissioner of Revenue	Alternate
4	Debra Love		Commonwealth's Attorney's Office	
5	Crystal Nicol	x	Community Engagement	
6	Julia Holmes	x	County Administration	
7	Jamie Robinson	x	County Attorney	
8	Shyrah Moran		Economic Development	
9	Renee Rosales	x	Finance	
10	Randy Pinneta		Fire and Rescue Department	
11	Elizabeth Tavenner		Human Resources	
12	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	Donald Cox		Planning and Zoning	
17	Mike Zuraf	x	Planning and Zoning	Alternate
18	Charlene Polanosky	x	PRCF	Alternate
19	Judy Sokolowski	x	PRCF	
20	Barbara Farnsworth		Public Works	
21	Russell Aylor	x	Public Works	Alternate
22	Tara Gilgen		Public Works	Alternate
23	Pamela Timmons		R-Board	
24	Beth Hall	x	Sheriff's Office	
25	Jennifer Frias	x	Social Services	
26	Melissa Caputo		Treasurer	Alternate
27	Susan Price	x	Treasurer	
28	Marilyn Duftrat		Victim Witness	Alternate
29	Tracy Kenworthy	x	Victim Witness	

x=Present

The meeting adjourned at 9:15am.

Minutes approved 2/5/20.