**TFS Employee Advisory Council (EAC)**

**Meeting Minutes**

September 28, 2016

Room 1164, College Station HQ

NOTE: The EAC provides a final review of these minutes at its next meeting. The Chair provides a first review to permit timely distribution to all employees.

* The meeting was called to order at 10:00 a.m. Chair Mary Leathers and Secretary John Wegenhoft opened the council meeting.
* The minutes from the meeting held in June 2016 were approved as read.
* Business items (in summary) ongoing or resolved:

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| **Idea/Concern** | | **Solution/Action(s) to be Taken** |
| Item #15-1 Physical Fitness/Wellness Program | | Remains in workgroup. Karns to coordinate with IR to build a test site for demonstrating the program concept to the ETeam. WG is coordinating with the Director’s Office for a future update. Working group: Moore and Calvet in the lead, with Willingham, Karns, Kanclerz, Mizrany, Geesling, and Leathers. |
| Item #16-1 IA Personal Communications Improvement | Adams further defined the issue as: the Agency selectively considers smart phones where flip phones are currently issued. He presented the findings of a recent survey of employee use of agency issued phones. Calvet noted two issues: one technical and one operational. Recommended that an issue paper be developed for senior leadership. Working group: Adams, Tice, and Calvet. | |
| Item #16-2 Full reimbursement of certification costs incurred by non-association members | Calvet to research the facts and documents and prepare a staff package to route to HR for review/comment. Package used as response to ETeam/Bill Oates request for information, last July. Working group: Calvet and Dixon. | |
| Item #16-4 Guidelines for EDM transition for employees | | Dixon reports that no policy exists for standardization. Discussed the need for communication with the chain of command as EDM go through cycles of revision. Adams, Willingham, and Leathers gave examples of consequences of EDM update transitions and differences in standards for promotion across the agency; Chair asked members to do own research with employees for Dixon. Dixon to look at the circumstances. Working group: Dixon, Adams, Willingham, and Leathers. |
| Item #16-5 Option to seek reimbursement for rebuilt boots | | Pierce reports that several companies state that their rebuilds are to like-new standards. He is working to get statements from these companies to back up this claim that WFF boots are rebuilt to NFPA standards. Council tabled this item until these statements are provided. Working group: Kevin Pierce and Mary Leathers. |
| Reoccurring item: Election of Chair-elect | | Reoccurring item: Council selected Leathers as Chair-elect for 2017, concurrent with her current role as Chair. Also voted to establish a Vice Chair, selecting Calvet. Need a change to by-laws; action officer is Wegenhoft. |
| Tracked item #\_\_ Digital signatures/e-signing | Use of digital signatures for common business actions. Tabled for appropriate response by FIAD; POC is Sotelo. | |
| Tracked item #\_\_ EDM library. | Establishment of an EDM library. POC is Wegenhoft. | |
| Tracked item #16-3 Review of travel card policy | Item is already in appropriate channels with POC Dorothy Dockery. Accepted as a tracked item in June. Wegenhoft will follow up periodically; anticipating a policy revision in near future. | |
| Sub-committee: EAC Awareness | | Baker reports good feedback from the ArborReader article (the interview format was a good approach). Recommends a quarterly article in ArborReader. Calvet offered the idea of EAC emails to all employees, discussing topics such as our upcoming elections and on the policy on time set aside for employee physical training. Employee PT time could be tied to promoting of the Wellness Program. Acting communications team: Baker and Calvet. |
| Sub-committee: Director’s Awards Committee representatives | | Reoccurring item: Calvet and Lewis served on 2015 DAC, and will again on 2016 DAC. New representatives are elected in 2017. |
| Standing item: Review of By-laws. | | Wegenhoft to review current by-laws for updating. Note addition of Vice Chair. |

* New business items:

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| **Idea/Concern** | **Solution/Action(s) to be Taken** |
| Policy to require formal exit interviews of departing employees. In September, the Council did not formally decide to accept as a business item or if it is in appropriate channels. | Daniel Lewis discussed the value of having a formal exit interview policy/procedure by the agency. Bill Dixon discussed the pros/cons, and explained why a voluntary approach provides data that is more reliable. Dixon to look into ideas on how this might be done, and by who (maybe peers, mentors, or HR). |
| Notice of upcoming new member elections. | Report by Wegenhoft. |

* Communications: See sub-committee notes. Consider WEBEX; future business item.
* Next Meeting Date: TBD date/time/room in December at College Station.
* Next update to Executive Team TBD.