

Texas Forest Service Employee Advisory Council
Minutes From
February 26, 2004

Initial Organizational Meeting

Members Attending:

Eric Beckers	Nick Harrison	Sarah Brooks
Jill Lipsey	Sylvia Becerra	Debbie Allman
Paula Cadena	Daniel Duncum	Ronnie Hamm
Steve Anderson	Richard Dottellis	Donna Valentine
Linda Alford	Brad Moore	Bobby Weaver, Jr.

Members Absent with Notification:

Members Absent without Notification:

Jarrett Robinson

Ex-Officio Members Present:

Tom Owen	Don Cumbie	Tom Boggus
----------	------------	------------

Tom Owen, State Professional Development Coordinator, facilitated the initial organizational meeting of the TFS Employee Advisory Council (EAC), which was called to order at 9:00 a.m.

1. **Greeting and Welcome from TFS Director, Jim Hull:** Mr. Hull welcomed the elected EAC members and congratulated them on their selection. Mr. Hull emphasized the importance of their role in advising the Agency leadership.
2. **Mission & Roles:** Tom Owen made a short presentation on events that led to the creation of the EAC. He also discussed the mission and role of the EAC as defined by the EAC Steering Committee and approved by the Agency Executive Team.
3. **IS/IS NOT Exercise:** Council members took part in an exercise to define in more detail what the EAC "is" and what it "is not". (Attached)
4. **Bylaws Workshop:** Council members reviewed EAC bylaws. Several changes were recommended. These changes will be incorporated into the bylaws and approved at the next Council meeting.

5. **Election of Officers:** Daniel Duncum was elected as the Council Chair and Ronnie Hamm was elected as the Chair-elect.
6. **Designation of Council Member Terms:** Council Members drew numbers out of a hat to determine the terms of the initial council (either 3, 2, or 1 yr terms). The newly elected Chair and Chair-elect were designated for 3-yr terms.
7. **General Open Discussion:**
 - a. Council members discussed possible agenda items for the next EAC Meeting:
 - i. Survey of Organizational Excellence Results
 - ii. Internal Communication: How does the Agency want to receive communications?
 - iii. Pay Raise Process
 - iv. Holiday Pay Policy
 - v. Benefit Update/Forecast
 - vi. Compensation Plan
 - vii. Consistency of Policy Implementation
 - b. Other potential agenda items/issues will be solicited from employees via a communication from the EAC Chair (Daniel Duncum).
 - c. The Chair and Chair-elect will recommend an agenda listing from the topics presented for approval, via email, by the council.
8. **Action Items:** Correspondence from EAC Chair to employees announcing the EAC has met, a listing of reps, and request to submit input to their reps no later than 3/24/04 for consideration for the next meeting's agenda.
9. **Next Meeting Date:** The Council decided to meet once a quarter on the second Wednesday of the first month of the calendar quarter:
 - a. **April 14, 2004**—Lufkin, TX—9am-4pm
 - b. **Jul 14, 2004**—location TBD
 - c. **Oct 13, 2004**—location TBD
 - d. **January 12, 2005**—location TBD
10. The meeting was adjourned at 4pm.

IS/IS NOT Exercise

The EAC 'is':

Accountable
Issue Oriented
A communications vehicle
A communications link
Problem solving
A policy communicator/clarifier
Filter
Researcher/Fact finder
Provide the why to employees
Available and encouraged for all employees
Valued

The EAC "is not"

A Whining or complaint session
A Policy Interpreter
An approval authority
An Advocate/involved in
personnel matters
For Show