

**TFS Employee Advisory Council (EAC)**

**Meeting Minutes**

December 17, 2015

Room 1164, College Station HQ

NOTE: The EAC reviews/approves 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 9:00 a.m. Chair Josh Mizrany and Secretary John Wegenhoft opened the council meeting. Several members conference-called in.
* This was the fourth meeting of the EAC 2015.
* The minutes from the meeting held in September, 2015 were approved as read.
* Business items (in summary) ongoing or resolved:

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| **Idea/Concern** | **Solution/Action(s) to be Taken** |
| Earlier item: Locating TFS Task Books. Re-introduced as: Centrally stored professional development plans (EDM). Now closed but tracked as an item of interest. | Wegenhoft, representing the ED Office, discussed the status of the new EDM responsibilities for his office. In simple terms, Sherri Noack maintains an FTP file for final versions of current EDM. She accepts updates only from contacts identified in a guidance email sent from Robby DeWitt that established the original requirement. Presently, the library is partially populated. Wegenhoft will periodically review its status. Leathers offered that we should propose policy/procedures for use of EDM. After discussion, the council decided to wait and see if a problem can be clearly identified before this is becomes a business item again. |
| Agency item: Internal Communications review. | The sub-committee action team recommended that this item be deferred until after the results of the 2016 SEE are published. The item remains in sub-committee, with a proposal to establish a standing sub-committee. The Council’s action team is Mizrany, Sotelo, Coker and Dixon, and the council elected Mary Leathers as team chair. |
| Physical Fitness/Wellness Program | Discuss several ideas for implementing a program for the agency. First, a program package is needed that includes justification for a fitness/wellness program. Once the package is approved by the council, the working group can approach agency leadership. Working group: Mizrany, Calvet, Willingham, and others include Steven Moore, Jared Karns, and Luke Kanclerz. |
| EAC 2016 Elections | The Secretary reported that there are sufficient numbers of candidates to fulfill all open positions for next year’s council. Ballots go out on January 4. |
| EAC representation on the Director’s Awards Committee | Wegenhoft briefed that next year’s Awards Committee will be ran by the Director’s Office. The EAC will still hold two positions each year, representing Regions B and C.  |
| Departing Members | These members attended their last meeting: Gretchen Riley, Kevin Matthews, Gerry Haverland, Josh Mizrany (Chair), and Rich Gray. Thanks for your support to TFS and the EAC! |
| Review of By-laws.  | Standing business item. See new business items. |

* New business items:

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| **Idea/Concern** | **Solution/Action(s) to be Taken** |
| Revising our ideas form with admin fields or developing an admin cover letter for improved tracking of business items. Sponsored by Leathers. | Wegenhoft provides a couple of options to review during the next meeting. |
| Option to seek reimbursement for rebuilt boots. Sponsored by Josh Mizrany. | Sotelo researches the issue for discussion at the next meeting. |

* Communications: no new guidance.
* Next Meeting Date: TBD date/time in February in College Station, Rm 1164 (t).