

**TFS Employee Advisory Council (EAC)
Meeting Minutes**

June 22, 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 March 2016 were approved as read.
- Business items (in summary) ongoing or resolved:

Idea/Concern	Solution/Action(s) to be Taken
Physical Fitness/Wellness Program	Remains in workgroup. Once the memo is approved by the council, the working group can approach agency leadership. Working group: Moore and Calvet in the lead, with Willingham, Karns, Kanclerz, Mizrany, Geesling, and Leathers.
EAC Awareness	Discussed providing Arbor Reader an article that describes our purpose, and on TFSWeb's EAC page adding a FAQ section, and summary of current business items. Acting communications team: Baker and Calvet.
Option to seek reimbursement for rebuilt boots.	Original item was declined by Executive Team because it opens up other issues, such as determining whether boots remain within expected safety standards. Kevin Pierce notes that a few companies rebuild boots to original specifications, else reject the rebuild order. He recommends we readdress this, and will provide more research/details where a compromise solution might gain Executive approval.
Digital signatures/e-signing	Tracked item. Update by Sotelo. An ongoing discussion within Accounting and Payroll. She will check back with Zamzow and DeWitt.

EAC Minutes, con't

Director's Awards Committee reps	Tracked item. Calvet and Lewis served on 2015 DAC, and will again on 2016 DAC. New reps are elected in 2017.
Election of Chair-elect	Tracked item. Scheduled for next meeting. Wegenhoft to send reminder.
Review of By-laws.	Standing business item. See new business items.

- New business items:

Idea/Concern	Solution/Action(s) to be Taken
Guidelines for EDM transition for employees	Mike Adams recommended that guidelines are needed for employees that get caught between old and new versions of EDM. This transition puts employees at a disadvantage for promotion when accomplishments become obsolete with new version. Also, a mechanism is needed to transfer credits. Leathers pointed out that this becomes an employee retention issue. Dixon is taking this item for action, with a response at the next meeting.
IA Personal Communications Improvement	Agency selectively considers smart phones where flip phones are currently issued. Recommended by Mike Adams. Fact finding team: Adams and Tice to research further.
Full reimbursement of certification costs incurred by non-association members	Jason Calvet sponsoring item proposed by another employee. Apparently certification requirements are found in some EDM, so why not full reimbursement. Wegenhoft to research Director's intent behind our policy, for any change from original intentions.
Travel Card policy	Mary Leathers sponsoring item proposed by another employee. Requesting a policy review for a more liberal approach to using department cards in non-emergency response situations. Item is already in appropriate channels with POC Dorothy Dockery. Accepted as a tracked item. Wegenhoft will follow up

EAC Minutes, con't

	periodically; anticipating a policy revision in near future.
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- Communications: see Arbor Reader article discussed above. Consider WEBEX; future business item.
- Next Meeting Date: TBD date/time/room in September at College Station.
- Next update to Executive Team in July 18 (tent).