

**TFS Employee Advisory Council (EAC)**

**Meeting Minutes**

March 3, 2015

TFS HQ, Room 1164, College Station

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 10:00 a.m. Chair Josh Mizrany and Secretary John Wegenhoft opened the council meeting. The meeting included two members in conference call.
* This was the first meeting of the EAC 2015. Wegenhoft provided a new-member orientation and discussed the basic procedures, purpose of the Council, and on behalf of the Director explained the important role the Council has for the Agency.
* The minutes from the meeting held on November 12, 2014 were approved as read by all present, with one minor edit.
* Business items (in summary) ongoing or resolved:

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| **Idea/Concern** | **Solution/Action(s) to be Taken** |
| Request for an online application where controlled burns can be reported. Relevant information from a variety of external sources included. | Action team is Kevin Matthews (Stafford departed the EAC) and his SME contact is Curt Stripling. Kevin will provide an update at the next meeting. |
| Earlier item: Locating TFS Task Books. Re-introduced as: Centrally stored professional development plans (EDM). Reintroduced by EAC member Rich Gray. | The Council continued discussion on the need for common access/procedures to EDM storage. The action team has developed a proposal requesting a policy change, which the Council approved for presentation to the Executive Team. Gray, (Dunivan departed the EAC), Riley and Mizrany form the team. Council approved the plan to take the issue to the Executive Team at their next meeting. |
| Concern for quality of food provided at academies. Presented by EAC member Mike Dunivan. | The Council’s action team Mizrany (Stafford departed the EAC). In previous meetings, the Council decided to return to this topic after the Bastrop academy this fall. After discussing the issue, the EAC decided the matter is being appropriately addressed in command channels and no longer a matter for the council. The council voted to close the item. |
| Agency item: Internal Communications review. Presented by ex officio John Wegenhoft. | The Council recently moved this issue to a sub-committee action team. After looking first from a policy perspective, the Council now feels that operational-level communication at all levels and across the agency needs re-assessment. The Council’s action team is Mizrany, Sotelo, Coker and Dixon, and added Mary Leathers. The team proposes surveying the agency for employee views on internal communications. The team will provide an update at the next meeting. |
| Review of By-laws.  | Wegenhoft redesigned the voting scheme for 2015 and gained AD FIAD approval to implement it over the year-end break. The accepted solution was a simpler format than last viewed by the 2014 Council. |
| Eligibility requirements for employees to take classes during working hours – recommender sees the policy as too restrictive. Sponsored by Riley. | Dixon reviewed AP 10.17 Employees Registering as Students and his proposal to modify current policy was approved. Business item was voted closed. |

* New business items:

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| **Idea/Concern** | **Solution/Action(s) to be Taken** |
| The Council reviewed two uniforms related proposals. The first item involved badges for the Honor Guard and Class A uniform policy. The second item concerned cold weather gear/uniforms. | The Council declined both items. The first was referred back after discussion over who is in the Honor Guard’s chain of command when addressing uniform policy. The second item was deemed a safety concern, and the Council recommended that the issue go to the SEAC. |

* Communications: reaffirmed our intent to use Arbor Reader. Agreed to study the new TFS website once it is online; we will review it for the effectiveness of our EAC’s “presence” in the new format.
* Next Meeting Date: June 9, 10 a.m. **in LUFKIN**, if feasible. Building/room tbd.