

Employee Advisory Council (EAC) Meeting Summary

June 9, 2026

Purpose of Meeting

The Employee Advisory Council (EAC) met to discuss employee recognition, organizational culture, communication improvements, operational concerns, and upcoming engagement initiatives. The primary focus was redesigning the current employee recognition program following the pause of the "Above and Beyond" program.

Employee Recognition & Appreciation Program Redesign

The council discussed concerns that the existing "Above and Beyond" program had become ineffective, inconsistently applied, and susceptible to favoritism. Leadership emphasized the need for a program that promotes performance, engagement, fairness, and inclusivity.

Key Themes Identified

- Recognition programs can unintentionally become popularity contests.
- Employees in less visible roles may be overlooked despite strong performance.
- Recognition should reinforce organizational values and culture.
- Appreciation and formal recognition may need to be separated into different programs.

Concepts Discussed

Everyday Appreciation ("Kudos")

A no-cost peer appreciation program was discussed that would allow employees to recognize coworkers for day-to-day contributions.

Examples:

- Exceptional customer service
- Teamwork
- Helping coworkers

- Positive patient interactions
- Demonstrating organizational values

Potential features:

- Online submission form
- Newsletter recognition
- Website or intranet recognition
- Department meeting shout-outs

Formal Recognition Program

The council discussed replacing Above and Beyond with a more structured recognition model.

Ideas included:

- Point-based recognition system
- Punch card model
- Quarterly drawings
- PTO incentives
- Gift cards
- Tiered recognition levels
- Budgeted rewards

The council emphasized:

- Clear criteria
- Transparency
- Inclusion of all departments
- Fixed quarterly budgets
- Alignment with organizational values

Action Item

EAC members will research recognition programs and submit ideas through the EAC Teams chat by the end of the month.

Goal:

- Implement a new employee appreciation and recognition program by the end of June.

Organizational Culture & Employee Engagement

The council discussed concerns regarding workplace culture, employee morale, and organizational division following recent union activity and organizational changes.

Key Topics

Inclusion & Belonging

Discussion emphasized:

- Ensuring all employee groups feel valued.
- Avoiding recognition programs that unintentionally create division.
- Building stronger relationships across departments.

Anti-Bullying Initiative

October was selected as the organization's focus month for anti-bullying and workplace civility initiatives.

Planned components:

- HealthStream training module
- Anti-bullying awareness campaign
- Unity Day participation
- Blue and orange awareness activities
- Department discussions on respectful workplace behaviors

Unity Day

The council discussed incorporating Unity Day activities focused on:

- Inclusion
- Respect
- Embracing differences

- Positive workplace culture

Communication Improvements

Teams Communication Channel

To improve communication and reduce email overload, the council discussed utilizing Microsoft Teams more effectively.

Potential implementation:

- "General" channel
- "Announcements Only" channel
- Leadership updates
- Weather closures
- Organizational notices

Goal:

- Increase transparency and improve access to information.

Department Meeting Outreach

EAC members will begin attending department meetings throughout the organization.

Purpose:

- Share a unified EAC message.
- Increase visibility of the council.
- Gather employee feedback.
- Build relationships across departments.

Guidelines:

- Messaging will be standardized.
- No unapproved initiatives will be communicated.
- Focus will remain positive and solution-oriented.

EAC Membership Recruitment

The council discussed formalizing recruitment and retention processes for future EAC members.

Proposed Process

Modeled after Board of Director recruitment procedures:

1. Current EAC members nominate candidates.
2. Candidates receive:
 - Expectations
 - Responsibilities
 - Meeting requirements
 - Term information
3. Candidates choose whether to accept nomination.
4. New members join through a formal onboarding process.

Goal:

- Ensure engaged and committed participation.
- Promote continuity of the council.

Action Item:

- Molly will assist in drafting the recruitment process.

Operational Improvement Projects

Inventory Reuse Initiative

The council discussed launching an inventory tracking and reuse project.

Purpose:

- Reduce unnecessary purchases.
- Reuse existing furniture and equipment.
- Improve stewardship of organizational resources.

- Support nonprofit fiscal responsibility.

Next Steps:

- Explore inventory tracking options.
- Coordinate with leadership.
- Develop a process for identifying reusable items.

Grant Logistics & Implementation Planning

The council identified recurring challenges related to grant-funded purchases and project implementation.

Current concerns:

- Lack of planning for deliveries.
- Limited storage space.
- Assembly responsibilities falling on a small number of employees.
- Insufficient communication regarding grant timelines.

Proposed Solution

Create a pre-grant planning process that includes:

- Project lead assignment
- Logistics planning
- Storage planning
- Delivery coordination
- Implementation support team

Goal:

- Improve execution of grant-funded projects.
- Reduce administrative burden.
- Improve organizational planning.

Action Item:

- Leadership discussion regarding grant logistics planning and committee structure.

Policy & Handbook Review

The council briefly discussed the need for significant policy review and handbook updates.

Leadership plans to:

- Engage external legal expertise.
- Ensure labor-friendly and compliant policies.
- Modernize handbook language and expectations.

Employee Survey Concerns

The council acknowledged ongoing concerns regarding employee confidence in survey anonymity and identification.

Discussion deferred for future review due to competing priorities.

Upcoming Initiatives Timeline

June 2026

- Recognition program research
- EAC feedback collection
- Department meeting outreach begins
- Inventory project planning

End of June 2026

- New employee appreciation and recognition program finalized

September 2026

- Anti-bullying HealthStream training assigned

October 2026

- Anti-Bullying Prevention Month

- Unity Day activities
- Workplace civility campaign

Key Takeaway

The EAC continues to evolve beyond a traditional employee appreciation committee into a broader employee engagement and culture advisory group. Current priorities focus on recognition, communication, inclusion, operational efficiency, and strengthening organizational culture through actionable initiatives.