



EMPLOYEE RECOGNITION COMMITTEE

County Services Plaza, 150 Main Street, Suite 102
Prince Frederick, Maryland 20678

MINUTES – Open Meeting

The Employee Recognition Committee (ERC) conducted their open meeting on *Thursday, January 10, 2018*, at the County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

Present: Virginia Bassett Sharon Hudson Tom Jones
Lorraine Joyner Wes LaPre Anita Maher
Emily Matthews Lisa Tolomei Kerry White – 3:00 pm
Kay Zinn

Excused Stacy Clas Jennifer Jackson

Resigned: Pete Carlson

Lorraine Joyner, Chair, called the meeting to order at 2:09p.m.

General Business & Administrative Matters

1. Determination of Quorum: We have quorum.
2. Review Agendas: **Lorraine** moved and **Lisa** seconded to approve agendas as submitted, all in favor.
3. Review December Minutes: **Sharon** motioned, **Anita** seconded, to accept the minutes as submitted, all in favor.
4. Chair's Comments: **Lorraine**:
 - a. Lorraine created and ERC Fact Sheet for the new commissioners. Be aware that meetings are much more formal under Tim Hutchins leadership.
 - b. Lorraine suggested that when you present an award, if you have the opportunity before the meeting, introduce yourself to President Hutchins so that he can identify a name with a face.
 - c. Lorraine applauded the success of the Holiday Luncheon. She noted how our team works amazingly well together. The photo booth was an unqualified success! The dollar value of donated door prizes was unprecedented. Volunteer labor is a tremendous help especially when we are down several members.
 - d. Pete introduced Lauren Barrett. She is interested in replacing Pete as the Human Resources representative on the ERC.

Recess, Subject to Motion of Privilege for Closed Meeting at 2:10 p.m.

Two items to be discussed: §3-305(b)(1) Personnel matters, and (5) Investment of Public Funds.

Returned to open session at 3:40 p.m.

Pending Business

1) **Moral Building Initiatives**

- a) **“Hey, Someone Noticed”** – **Anita** is processing 7 more HSN nominations along with the 13 for helping with the Holiday Luncheon.
- b) **“It’s Your Day”** – Terry approved continuation of the program in 2019.
- c) **Monthly Birthday Drawing** – Lorraine coordinates this program, but would love to recruit one of our new members to take it over.
- d) **Website** – Please check the website periodically to make sure everything is up-do-date.
- e) **Corn Hole Tournament** – Picture of winning team was provided to CMR for inclusion in the Cavalier. Lisa advised discussion about the dollar amount for lunch gift cards needed to be conducted during closed session.

2) **Holiday Decorating Contest** – Discussion was deferred with the understanding that we will need to recruit someone to coordinate these two programs in 2019.

3) **Annual Service Awards – February 5, 2019: Anita**

- a) Discussed how to handle retirees? Group reached consensus and decided that even though employees retire in previous calendar year, they **will** receive the cash awards or gift item if they have reached one of the recognized milestones. The award will be purchased and their names will be listed in the program regardless of whether or not, the employee attends the ceremony.
- b) Boutonnieres and corsages for the 25-year milestones and up as well as the EOY – about 15 total. **Anita** will give **Sharon** numbers of males and females.
- c) Need to provide lunch for ERC members working event.
- d) Will serve light refreshments: water, crackers, cheese, & cookies. (9-10 cases water)
- e) Napkins leftover, check on small plates, table clothes – **Anita**
- f) Serving plates - **Sharon**
- g) Color coding name tags: i.e. yellow - 5 years; blue - 10 years; etc. - **Lisa**
- h) **Anita** has signs to section off people.
- i) Awardees may arrive 1:30 p.m.

New Business

None.

Public Comment

None.

Recess, Subject to Motion of Privilege for Closed Meeting at 3:10 p.m.

Two items to be discussed: §3-305(b)(1) Personnel matters, and (5) Investment of Public Funds.

Adjournment

There being no further business, **Kerry** motioned, and **Tom** seconded, to adjourn at 4:06 p.m., all in favor.

The next meeting is Thursday, February 14, 2019, at County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

Adopted on the 14th day of February 2019 – minutes transcribed by Virginia Bassett.

Signed  Date: February 7, 2019