



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, February 14, 2019*, at the County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

Present:	Virginia Bassett	Sharon Hudson	Ashleigh Goedeke
	Andrew Jackson	Jennifer Jackson	Tom Jones
	Lorraine Joyner	Anita Maher	Emily Matthews
	Lisa Tolomei	Kerry White	Kay Zinn

Visiting: Lauren Barrett

Excused: Wes LaPre

Term Exp: Stacy Clas

Lorraine Joyner, Chair, called the meeting to order at 2:06 p.m.

General Business & Administrative Matters

1. Determination of Quorum: We have a quorum.
2. Review Agendas: **Anita** moved and **Jennifer** seconded to approve agendas as submitted, all in favor.
3. Review January Minutes: **Lisa** motioned, **Kerry** seconded, to accept the minutes as submitted, all in favor.
4. Chair's Comments: **Lorraine**:
 - a. Lorraine welcomed Lauren Barrett visiting meeting as an unofficial member and newly appointed member Ashleigh Goedeke.
 - b. Lorraine reminded members of the importance of having another set of eyes on any document that will be distributed countywide. She suggested having two or three other members proofread documents, flyers, etc. prior to sending them out. Lorraine expressed gratitude for Shannon (P&R) notifying her about wrong information on the Team Excellence flyer. It saved the ERC a lot of embarrassment.
 - c. Lorraine applauded the success of the Annual Service Awards. She noted that the ERC team works amazingly well together. Commissioner Tim Hutchins remarks were "off the cuff" but very appropriate and meaningful. He indicated he was impressed with the event.

Ongoing Business

1) Moral Building Initiatives

- a) *"Hey, Someone Noticed"* – **Anita** currently has 7 nominations that need to be processed. She hopes to get caught up in the next week or two.
- b) *"It's Your Day"* – Andrew will coordinate the monthly drawing for this and the Birthday

programs. Lorraine will make sure he has the information he needs to take over this task.

- c) **Monthly Birthday Drawing** – Andrew picked up the movie passes for the February winner, but he will need the tax exempt card in order to submit the request next month.
- d) **Website** – Please check the website periodically to make sure everything is up-do-date.
- e) **Corn Hole Tournament** –
 - i) Next year purchase gift cards ahead of time and present them to the winners at the luncheon.
 - ii) Consider adding a LOSERS' BRACKET so teams aren't discouraged by the repeat winners.

2) **Tennison Cruise** –

- a) Event is scheduled for July 20th; rain date is July 27th.
- b) No kids and bring own drink/snacks.
- c) Jennifer and Sharon will coordinate

3) **Annual Scholarship Program** –

- a) Members selected the following essay topic:
“What is the hardest part of being a teenager? What is the best part? What advice about navigating the teen years would you give a younger sibling or friend (assuming they would listen to you)?”
- b) Virginia is updating the graduation dates information: still needs Senior Awards Ceremony dates for Calvert and Northern.
- c) The timeline has been updated and Lorraine secured a slot on the April 30th BOCC agenda for the presentation.
- d) Judge panel is: Barbara Warner, Kathy Wrublewski, Anita, Sharon, and Wes.
- e) Clarified that **Cheerleading** is a sport; may still need to discuss whether fall and spring cheerleading counts as two separate activities. It was noted last year that participants do have to try out for each season.
- f) Application will instruct applicants to check all applicable boxes but will note that applicants can only win **one** award.
- g) Applicant may be a dependent or a county employee. Members agreed that anyone who is eligible to apply for an in-house position is eligible to apply for the employee scholarship, including seasonal employees who are not actively working at the time the scholarship is announced.

4) **Annual Service Awards – February 5, 2019 - Debrief**

- a) Kay provided cost analysis for Service Awards. Total cost was \$10,906.
- b) Overall, went very well, very smoothly, ended 3:30 p.m.
- c) Might want to move staging area to back wall so recipients can walk up the center aisle so the person handing certificates to Commissioner President won't have to crane neck and look around the corner to see who is next in line.

- d) Cheese, crackers, cookies, mints and fruit went well. Next year no chip mix or donut holes – keep it simple. Four pizzas for ERC members’ lunch should be sufficient.
- e) EOY should be offered opportunity to speak at the awards.
- f) Complaint from a recipient who has not yet received their certificate because a “helpful” co-worker offered to take it to her.
- g) Ideas for further improvement would be:
 - i) Music volume control;
 - ii) Check-in table employing name tags color-coordinated according to number of years of service. Lisa will come up with a plan to implement the check-in process. Perhaps provide ERC presenters with an annotated program so they are not calling the names of people who are not there.
 - iii) Better tape needed to prevent pens & coins falling off frames.

Anita motioned, **Emily** seconded that only *ERC members will deliver certificates and/or awards to those who were not in attendance*, all in favor.

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, March 14, 2019, at County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

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

Signed  Date: March 14, 2019