



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

Present: Lauren Barrett Virginia Bassett (2:18 p.m.) Ashleigh Goedeke
 Sharon Hudson (2:25) Jennifer Jackson Tom Jones
 Lorraine Joyner Wes LaPre Emily Matthews
 Lisa Tolomei Kerry White Kay Zinn

Excused: Andrew Jackson Anita Maher

Lorraine Joyner, Chair, called the meeting to order at 2:05 p.m.

General Business & Administrative Matters

1. Determination of Quorum: We have a quorum.
2. Review Agendas: **Tom** moved and **Wes** seconded to approve agendas as submitted, all in favor.
3. Review February Minutes: **Jen** motioned, **Ashleigh** seconded, to accept the minutes as submitted, all in favor.
4. Chair's Comments: **Lorraine**:
 - a) The chair asked that everyone be as responsive and timely as possible when asked to proofread for others. Delay in response results in multiple edits and editing documents that are uploaded to the ERC webpages is a 23-step process.

Ongoing Business

1) **Morale Building Initiatives**

- a) **"Hey, Someone Noticed"** – **Anita** currently has 3 to send out. There are 6 Starbucks cards, 3 Wawa Cards, and 1 Sweet Frog card remaining. Expenditures need to be checked to see how much we have spent since July 1, 2018. At the October 2018 ERC Meeting, the group agreed to an internal cap of \$1,500 per Fiscal Year. We need to determine how much has been spent on gift cards since July 1, 2018. These expenditures come out of the ERC checking account.
- b) **"It's Your Day"** – Andrew is assuming responsibility for the selection process for this program and the monthly birthday drawings.
- c) **Monthly Birthday Drawing** – Tom offered to help with delivery whenever it is needed. As of this meeting date, Andrew had not been able to connect with the February winner. Tom arranged to meet the winner and deliver the prizes.

- i) **Lauren** will look into creating a new report for the drawings.
 - ii) Calvert Marine Museum claims they are not on the eligibility list for luncheon prizes. **Wes** will double-check what filters are being used currently. **Wes** and **Kerry** noted that they chose to be excluded from anything that is selected via Cognos
 - iii) Report. Library has never been included on the eligibility list.
- d) **Website – Lisa** will be purging redundant information items off S-drive that formerly provided the means to access nomination forms and scholarship applications. The ERC webpage is sufficient. She will also archive outdated files and work on organizing Q and S drive folders. Remember to include Lisa on any program updates, flyer publications, etc.
- i) **Lisa** and Caitlin are scheduled to meet in May to ensure records are in TRIM. We have by-laws, resolution, and a committee for 35 years proclamation.
- 2) **Tennison Cruise – Sharon** will send out flyer.
- a) Event is scheduled for July 20th; rain date is August 10th.
 - b) No kids and bring own drink/snacks.
 - c) Jennifer and Sharon will coordinate.
 - d) Considering Tennison shirts.
- 3) **Annual Scholarship Program – BOCC presentation: April 30, 2019**
- a) Wes will present the awards.
 - b) Judges panel is: Barbara Warner, Kathy Wrublewski, Anita, Sharon, and Wes.
 - c) Accept/Collect applications in sealed envelopes - non-involved third party: Leza Hepler on Mon, Apr 1st (No Foolin’).
 - d) Leza Hepler will prepare redacted packets for judges and recruit someone to double check her work to make sure all identifying references have been redacted.
- 4) **Summer Luncheon – August 6th.**
- a) Will have a photo booth. **Sharon** has already gathered some props.
 - b) **Lorraine** will bring the debrief from last year’s summer luncheon.
 - c) One important concern is the *music*. Wes volunteered to coordinate if he is given advance notice.
 - d) **Ethics: Lisa** stated, *It is okay to solicit gifts from local businesses and restaurants as long as they are for the benefit of ALL employees. We cannot solicit donations for items for the ERC only.*
 - e) **Lauren** to check that CMM is on eligible list for prizes.

New Business

- a) ERC Members event
 - i) **Wes** generously offered to have the potluck at his house. He has a pool!
 - ii) Will select a date and discuss details at the April meeting.
 - iii) What would we like to do? Picnic with BYOB @ someone's house, retreat, luncheon, bowling? Play pickle ball? Anita offered to bring a game.

Public Comment

None.

Recess, Subject to Motion of Privilege for Closed Meeting at 2:50 p.m.

Three 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 3:45 p.m., all in favor.

The next meeting is Thursday, April 11, 2019, at County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

Adopted on the 11th day of April 2019 – minutes transcribed by Virginia Bassett.

Signed  Date: April 11, 2019