



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, July 11, 2019*, at the County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

Present: Virginia Bassett Ashleigh Goedeke Andrew Jackson
Jennifer Jackson Tom Jones Lorraine Joyner
Lauren Kreamer Wes LaPre Emily Matthews
Lisa Tolomei Kay Zinn

Excused Sharon Hudson Anita Maher Kerry White

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** motioned and **Lisa** seconded to approve the July 11 2019, agendas as amended, all in favor.
3. Review June Minutes: **Lisa** motioned, **Ashleigh** seconded, to accept the June 13, 2019, Open Meeting Minutes as submitted. **Lisa** motioned, **Lauren** seconded, to accept the June 13, 2019 Closed Meeting Minutes as amended, all in favor.
4. Chair asked Vice Chair: **Tom** to deliver “Chair’s Comments:”
 - a) Tom commended the members for their all-hands-on-deck mentality, for consistently striving for excellence, and for the positive results they have produced.

Ongoing Business

1) **Morale Building Initiatives**

- a) **“Hey, Someone Noticed”** – It is a good time to promote HSN as we are at the beginning of a new Fiscal Year and starting over with the \$1500 cap. **Lisa** will work with Anita to do this at an appropriate time.
- b) **“It’s Your Day”/Monthly Birthday Drawing**
 - i) Linda M. Roberts from CR OOA - **“It’s Your Day”**
 - ii) Kristy Longfellow from State’s Attorney’s Office – **July Birthday Drawing**.
 - iii) CMM – June’s recipient – still need to get card to her. **Tom** offered assistance if needed.
 - iv) **Emily** needs written documentation in order to cut the check for the birthday winner. When Andrew sends the announcement to Lorraine, she will forward it to **Emily** to indicate her approval.

2) **Tennison Cruise –Jen.**

- a) Event is scheduled for **July 20th**; rain date is **August 10th**.
- b) Jen has 10 on waitlist and Andrew knows of 7 in his office that would like to go if another date were made available.
- c) Consider adding a second cruise because of the interest. Jen said **Sharon** would be the one to inquire about the possibility of a second cruise.
- d) **Include in SOP** that at least two ERC members should attend the cruise (**Jennifer**).
- e) **Lorraine** contacted/ordered from Tennison mini-journals as souvenirs for participants.

3) Standard Operating Procedures (SOPs)

- a) The following are currently in the works:
 - i) Scholarship Program (**Lorraine**)
 - ii) Summer Luncheon (**Anita**)
 - iii) Service Awards (**Anita**)
 - iv) Tennison Cruise (**Jennifer**)

4) Summer Luncheon – August 6th – Todd partnering with Gateway.

- a) **Tom** and crew will be there at 8:30 a.m.; rest of us should plan to arrive at 9:00 or 9:30 (28-30 tables this year).
- b) **Need to recruit outside volunteers: Sharon** to get some P&R; Transportation – Christine; **Kay** to check with Leza; **Jen** to ask her department; and **Lisa** to ask Scarlett in P&Z.
- c) **Jen** advertised the event awaiting RSVPs.
 - i) **July 26th – Friday** RSVP deadline.
 - ii) **July 30th or 31st – Tuesday/Wednesday** Call Todd with head county (**Lorraine**).
- d) **Lorraine** received permission from Terry to give five (5) employees a Day Off *with* Pay.
- e) **Tom** has the chains to hang the signs. **Emily** will create the signs; has banners (use glossy board): Drinks, Carry-out, Desserts, Photo Booth; Prizes, Food, and Check-In. Table signs size approximately 18x24.
- f) **Wes** will coordinate the *music*. **Tom** believes the speaker setup should be good. Comcast said Internet should be good. Wes has music on his iPhone and will bring in a cord and plug.
- g) Revise Summer Luncheon Task List to show who volunteered for various jobs (**Lorraine**).
- h) Need 15-18 cases of water (ran out last time).
- i) **Lisa will** coordinate getting an official Ethics Commission ruling to all Department Heads to make it clear it is okay for the ERC to solicit gifts from local businesses, restaurants, and county departments as long as **every CCG employee has an equal opportunity to win them**.

New Business

None.

Public Comment

None.

Recess, Subject to Motion of Privilege for Closed Meeting at 3:18 p.m.

Eight items to be discussed: §3-305(b)(4) Personnel matters, and (4) Investment of Public Funds.

Adjournment

There being no further business, **Lorraine** motioned, and **Jen** seconded, to adjourn at 3:18 p.m., all in favor.

The next meeting is Thursday, August 8, 2019, at County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

Adopted on the 8th day of August 2019 – minutes transcribed by Virginia Bassett.

Signed  Date: August 8, 2019