



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, May 9, 2019*, at the County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

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

Excused Lauren Barrett Ashleigh Goedeke Wes LaPre

Lorraine Joyner, Chair, called the meeting to order at 2:03 p.m.

General Business & Administrative Matters

1. Determination of Quorum: We have a quorum.
2. Review Agendas: **Tom** motioned and **Sharon** seconded to approve the May 9, 2019, agendas as submitted, all in favor.
3. Review April Minutes: **Sharon** motioned, **Anita** seconded, to accept the April 11, 2019 minutes as submitted, all in favor.
4. Chair's Comments: **Lorraine**:
 - a) Lorraine highlighted and commended the ERC team for the many improvements to processes and activities that have been made in the last two years.

Ongoing Business

1) **Morale Building Initiatives**

- a) **"Hey, Someone Noticed"** – **Anita** received 16 nominations over the past month and has enough gift cards.
- b) **"It's Your Day"/Monthly Birthday Drawing** – Patrick St. Marie from TS - **"It's Your Day"** and Jamie Angus from HR - **Monthly Birthday Drawing**.
- c) **Website** – Remember to include Lisa on any program updates, flyer publications, etc.

2) **Tennison Cruise** – **Sharon** said flyer is ready on Q Drive.

- a) Event is scheduled for **July 20th**; rain date is **August 10th**.
- b) No kids and bring own drink/snacks.
- c) Considering purchasing inexpensive souvenir items for participants.

3) Standard Operating Procedures (SOPs) – Wes

a) Wes has given Lorraine list. Discussion is deferred to next meeting.

4) Annual ERC Retreat Day @ Wes' House, June 6th 5-8 p.m., 830 Monarch Lane, Huntingtown.

- a) **Jennifer** and **Ashleigh** sent around sign-up list for food items.
- b) **Emily** reported expenditures for the October 2016 Luncheon Retreat. Group paid \$330 dollars for the food supplied by the Chesapeake Hills Golf Course Club House.
- c) **Kay** will pick up 50 pieces of chicken from Chaptico Market.
- d) **Lorraine** will invite alumni.

5) Summer Luncheon – August 6th.

- a) **Sharon** has photo booth props including kayak.
- b) **Lorraine** provided the SOP as well as debrief from last year's luncheon.
- c) Expected luncheon cost: price at \$13.00 per person with no additional costs or hidden fees. Compare budget - **Lorraine**.
- d) Discussed placement of drink table along the wall.
- e) **ALL** Winners will be highlighted and listed on poster.
- f) Wes will coordinate the *music*.
- g) Reminder about ethical issues related to solicitation of door prizes: **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.*

New Business

None.

Public Comment

None.

Recess, Subject to Motion of Privilege for Closed Meeting at 2:14 p.m.

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

Adjournment

There being no further business, **Kerry** motioned, and **Tom** seconded, to adjourn at 3:41 p.m., all in favor.

The next meeting is Thursday, June 13, 2019, at County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

Adopted on the 13th day of June 2019 – minutes transcribed by Virginia Bassett.

Signed  Date: June 13, 2019