



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, June 13, 2019*, at the County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

Present: Virginia Bassett Ashleigh Goedeke Jennifer Jackson
Lorraine Joyner Lauren Kreamer Wes LaPre
Anita Maher Emily Matthews Lisa Tolomei

Excused Sharon Hudson Andrew Jackson Tom Jones
Kerry White Kay Zinn

Lorraine Joyner, Chair, called the meeting to order at 2:07 p.m.

General Business & Administrative Matters

1. Determination of Quorum: We have a quorum.
2. Review Agendas: **Anita** motioned and **Virginia** seconded to approve the June 13, 2019, agendas as submitted, all in favor.
3. Review May Minutes: **Lisa** motioned, **Anita** seconded, to accept the May 9, 2019 minutes as amended, all in favor.
4. Chair asked Lisa to share inspiring morale building activity: **Lisa**:
 - a) At a recent training, the trainer presented the idea of a “pass-it-on” item (beanie baby, small trophy, cornucopia, goody bag, etc.). The group discussed several possibilities. Previously a ceramic “bluebird of happiness” circulated throughout the county in this manner.

Ongoing Business

1) **Morale Building Initiatives**

- a) **“Hey, Someone Noticed”** – Nominations have been steady **and Anita** has enough gift cards.
- b) **“It’s Your Day”/Monthly Birthday Drawing**
 - i) Nola Formy-Duval from P&R - **“It’s Your Day”**
 - ii) Margaret Moore from CMM – **June Birthday Drawing**.

2) **Tennison Cruise – Sharon & Jen.**

- a) Event is scheduled for **July 20th**; rain date is **August 10th**.
- b) RSVP list filled in one day; Jen created a waitlist.
- c) Send out reminder email the Monday prior to cruise. (**Jennifer**)
- d) Consider adding a second cruise because of the interest
 - i) Check to see if we can use rain date; get more information regarding the possibility of adding a second date (**Jennifer**).

- e) **Add to SOP** that ERC Member should be present and attend the cruise (**Jennifer**).
- f) Considering purchasing inexpensive souvenir items for participants.

3) Standard Operating Procedures (SOPs)

- a) 38 things on the list; will finalize one or two at a time: “Eating an elephant one bite at a time.”
The following are currently in the works:
 - i) Monthly Birthday Drawing/It’s Your Day – COMPLETED. (**Lorraine/Andrew**)
 - ii) Scholarship Program is drafted but needs to be blessed (**Lorraine**)
 - iii) Summer Luncheon review existing task list (**Anita**)
 - iv) Service Awards – create draft from existing documents (**Anita**)
 - v) Tennison Cruise (**Jennifer**)

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

- a) **Sharon** has photo booth props including kayak.
- b) **Jen** will advertise the event – send email **July 8th** and to do RSVPs. **Wes** reminded everyone *to – use the BCC*: field when sending an all-CCG email. Executive Admins to collect the names of the employees in their division
 - i) **July 26th – Friday** RSVP deadline.
 - ii) **July 30th or 31st – Tuesday/Wednesday** Call Todd with head county (**Lorraine**).
- c) **Jen** knows how Sharon does the count of the carry out list from the RSVP list.
- d) **Carry-outs** will get 2 cookies; cake is for attendees.
- e) **Lorraine** gave out letters ready (to solicit for donations) and provided the **SOP** as well as debrief from last year’s luncheon.
- f) Discussed placement of drink table along the wall.
- g) **Get okay from** Terry to give five (5) employees a Day Off With Pay (**Lorraine**)
- h) Ask Dean to help with the solicitation of door prizes (**Lorraine**)
- i) **Provide** list of businesses/organizations that donated for the holiday luncheon (**Lorraine**).
- j) **ALL** Winners will be highlighted and listed on poster.
- k) Wes will coordinate the *music*.
- l) Revise Summer Luncheon Task List to show who volunteered for various jobs (**Lorraine**).
- m) **Anita** will handle the desserts like last year.
- n) **Emily** will coordinate door prizes.
- o) The group discussed the policy on inviting retirees. Several members expressed the opinion that it an “employee” luncheon and that we make more work for ourselves by adding this task. Lorraine encouraged the group to make a decision rather than contacting alumni to research historical practices.

Motion: **Wes** motioned, **Lauren** seconded, Discontinue the practice of inviting retirees to employee luncheons and revise the SOPs to reflect this change in policy, all in favor.

- p) Lisa reminded everyone of the Ethics Commission finding on soliciting door prizes from local businesses. It is okay to solicit gifts from local businesses and restaurants as long as every CCG

employee has an equal opportunity to win them.

5) Annual ERC Retreat @ Wes' House, June 6th was a success!

Thank you, Wes, for hosting this event!!!

New Business

None.

Public Comment

None.

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

Three items to be discussed: §3-305(b)(3) Personnel matters, and (3) 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, July 11, 2019, at County Services Plaza, 150 Main Street, Suite 102, Prince Frederick, Maryland.

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

Signed  Date: July 11, 2019