



EMPLOYEE RECOGNITION COMMITTEE

Duke Room
30 Duke Street, Prince Frederick, MD 20678

MINUTES – Open Meeting

The Employee Recognition Committee (ERC) conducted their hybrid virtual and in-person meeting on *Thursday, September 15, 2022.*

Present:	Lisa Tolomei	Wes LaPre	Taylor Smith
	Christine Lewis	Lorraine Joyner	Lori Cole
	Ashley Brown	Rachel Distel	
	Sharon Hudson	Amalia Pleake-Tamm	
Excused:	Jay Haines	Nicole Lowery	Tori Boschert
	Beth Rimmer	Robert Denton	Emily Matthews
	Virginia Bassett	Ashley Wilkerson	

Rachel made a motion to accept the agendas as presented. **Ashley** seconded.

Program Updates

1. **ERC Retreat:** The retreat is scheduled for next Wednesday, September 21, 2022, from 1-4 pm. **Taylor** will send out an email reminder.
2. **Anti-bullying Initiative:** We have not received any new updates regarding this.

Current Business

1. **Uniforms (Sharon):** will bring the samples for everyone to see, feel, etc. at the retreat or next month.
2. **Awards (Lorraine):** would like the group to vote on the EOM changes.
 - a. A meeting was held with Mark Willis and Linda Vassallo regarding ERC Awards. For the leadership award, the ERC would vet the original nomination and then have a proposal presented to Mark and Linda. For this award, the ERC needs to go to CMR to develop customized plaques. Projected launch for this new process by Jan 2023.

Mark and Linda vetoed the challenge coin for the life-saving award. The life-saving award will be discussed at the next award subcommittee meeting to finally determine whether we should move on from this idea. We can also look into the County's heroism awards and anything else the County offers regarding life-saving events.

3. **Back-up Positions:** Lisa asked if everyone has a back-up position and if everyone has something to do. The ERC Master SOP contains all current positions within this committee. This is located in the Q-Drive for anyone who needs to reference it.
4. **By-Law Amendments:** We are still waiting on legal to move forward with the new amendments to the ERC by-laws. We will continue to keep doing what we're doing.
5. **ERC Minutes & Agendas:** The ERC needs someone to keep up with the agenda and minutes. We also need someone to update the website with the Open Meeting Minutes and any schedule

changes. **Ashley** volunteered to upload them to the website. The agenda needs to be uploaded on the webpage at least 24 hours prior to each ERC meeting. **Taylor** volunteered to do the agenda and minutes.

6. Upcoming Events

- a. **Halloween Door Decorating Contests** – Employees decorate their offices for Halloween and Christmas. We get three outside judges. Cash prizes are given. HSN's are given to all participants. **Ashley** is ready to send it out whenever the flyer is ready. **Sharon** volunteered to take on this event. **Lori** will shadow this to see what it's all about.
 - b. **Tennison Cruise** – September 16th,
 - i. **Amalia** will be performing the check-in for the cruise.
 - ii. **Lori** will verify the number of passengers allowed on the cruise in case others show up without registering.
 - iii. **Ashley** has been sharing photos from the cruise on our ERC page, so for those on the cruise, be sure to send her pictures.
 - c. **Fall Feast** – **The Fall Feast is happening Saturday, October 22nd at Calvert Pines.** Todd is getting prices for crabs. We need ideas for entertainment, such as minute-to-win-it games. We do have a DJ who is very interactive.
 - d. **Holiday Luncheon** - **Lisa** reached out to Fernando about the Holiday Luncheon to confirm the date.
7. **ERC Webpage** (Ashley): **Ashley** has a lot of updates ready to go and an email ready to go out as well. **Rachel** has been assisting and has been a great asset.
8. **Service Awards**: Everyone is in agreement to keep the service awards on Employee Appreciation Day in the month of May. Chesapeake Lighthouse is possibly retiring, so **Christine** will reach out to this vendor to see if we will be able to use them next year or not.

Taylor motioned to move into the closed section. **Christine** seconded.

The next hybrid meeting is Thursday, October 13, 2022, at 1:00 p.m. on TEAMS and in-person at 30 Duke Street, Prince Frederick, MD 20678.

Minutes transcribed by **Taylor Smith**.

Signed



Date: October 3, 2022