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.


   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 [Signature] Date: June 13, 2019