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 20**th; rain date is **August 10**th.
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 6**th – 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 26**th – Friday RSVP deadline.
      ii) **July 30**th 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 [Signature] Date: August 8, 2019