



# Employee Recognition Committee

## **MEETING NOTICE**

The Employee Recognition Committee held its monthly meeting Thursday, Jan. 8, 2026, at 1 p.m. in the Fishing Creek & Hall Creek conference rooms at the CAB building at 150 Main Street in Prince Frederick, MD, and via Microsoft Teams.

Members:	Brianna Cusick	Present	Laura Kent	Present
	Nola Formy-Duval	Present	Lisa Kreps	Present
	Sarah Frey	Present	James Lee	Present
	Nicole Herrington	Present	Christine Lewis	Present
	Robert Henning	Present	Wes LaPre	Present
	Sharon Hudson	Absent	Shari Moran	Present
	Amy Ihde	Present	Emily Shrieves	Present
	Izumi Kawakami	Present	Erin Ward	Present
	Kelly Holzberger	Absent	Alice Merkel	Absent

## **OPEN MINUTES**

### **General Business & Administrative Matters**

1. The meeting was called to order at 1:06 p.m. by Nicole Herrington.
2. A quorum was determined by Nicole Herrington.
3. A motion to approve the current agenda was made by Izumi Kawakami, seconded by Lisa Kreps. The agenda was approved.
4. Approval of the December meeting minutes was made by Wes LaPre, seconded by Emily Shrieves.

### **Treasurer's Report Presented by Christine Lewis**

1. PNC Bank balance: \$17,444.12
2. ERC budget is \$15,000; \$14,055 has been spent (93.7%)
3. Need to transfer from PNC to Shore United bank.
4. Motion to accept the treasurer's report as presented, approved by Sarah Frey and seconded by Emily Shrieves.
5. Suggestion to create a process for banking transparency and awareness (system of checks & balances for all purchases and deposits) presented by Nicole Herrington, to be determined at a future meeting.

### **Presentation and discussions led by Linda Turner, County Administrator**

1. Thank you to ERC committee for your participation and efforts to help support employee morale.
2. Employee of the Month (EOM), Employee of the Year (EOY), Scholarship, Holiday Luncheon, Employee Appreciation Day/Service Awards, Holiday Decorating Contest programs should definitely continue.
3. Team Excellence Award and Pride & Quality Awards - up to ERC if they wish to continue with these programs.
4. Standard Operating Procedures (SOPs) are needed for all programs.
5. Manage gift card giving and reporting-audit report to track.

6. Suggestion: Birthday program – ERC designee could send a Happy Birthday email to the CCG employee.
7. Suggestion: Service Awards – present at BOCC hearing room on a rotating basis.
8. 'Lunch with Linda' – Linda Turner could meet with CCG departments during lunch hour on a rotating basis, quarterly.

## **Old Business**

### **1. Program Updates**

#### **a. Employee of the Month (EOM) report by Nicole Herrington**

- i. Update application process. Revamp at February ERC meeting.
- ii. January EOM on hold. EOM winners from January to June will be paid out of ERC budget. Will perform a budget adjustment as necessary.
- iii. Creation of subcommittee to revamp: Wes LaPre, Lisa Kreps, Brianna Cusick.

#### **b. Employee Recognition Committee (ERC) Intranet Page report**

- i. Izumi Kawakami unable to access page to edit as "Under Construction," will work on getting editing access.

#### **c. Hey, Someone Noticed (HSN) report by James Lee**

- i. All caught up, has 4 gift cards left. Will need more. Will send the extra cards to Christine Lewis to hold for now. James will write up what his process is for HSN to develop an SOP.

#### **d. "It's Your Day" and Birthday Awards report by Sharon Hudson (absent, no report)**

- i. Program to be put on hold, needs SOP.
- ii. Amy Ihde will reach out to MACO (Maryland Association of Counties) to research how other counties run this program.

### **2. Previous Month's Action Items**

#### **a. Vending Machine Contract Updates**

- i. Jan.9 meeting with Procurement. General Services to be in charge of future RFQs.

#### **b. Moving PNC money to Shore United**

- i. Nicole Herrington, Christine Lewis and Emily Shrieves met with Finance & Budget.

## **New Business**

### **1. Holiday décor contest**

- a. 2025 winners have been paid.
- b. Needs SOP, needs voting panel. Ask public to vote?
- c. Subcommittee created to develop SOP: Shari Moran, Laura Kent, Nola Formy-Duval.

### **2. FY26 remaining initiatives**

- a. Develop SOPs for all active ERC programs, creating subcommittees as needed for this task.
- b. ERC to fund Service Awards and Scholarships only – motion presented by Emily Shrieves and seconded by Shari Moran for FY27

- c. Scholarships – need timeline by end of month.
  - d. Employee Appreciation Day
    - i. Survey CCG employees on feedback
    - ii. Subcommittee created to develop survey: Sarah Frey, Izumi Kawakami, Emily Shrieves
3. **Holiday Luncheon debrief** – push to next month’s meeting.
4. **Executive Board Elections for term Feb 1, 2026-Jan. 31, 2027**
- a. Slate of nominations:
    - i. Chair: Nicole Herrington
    - ii. Vice Chair: Emily Shrieves
    - iii. Treasurer: Christine Lewis
    - iv. Secretary: Sarah Frey
    - v. At Large: Izumi Kawakami
      - 1. Position needs to be defined.
  - b. Motion to approve slate of nominations as presented, by Lisa Kreps and seconded by Emily Shrieves.
5. **Nominations and Election of Awards Coordinator:** Lisa Kreps.
- a. Motion to approve presented by Emily Shrieves and seconded by Izumi Kawakami.

**Announcements**

- 1. Monthly Meetings
  - a. All future meeting will be in-person for better collaboration and participation. If you have issues with your supervisor/Department Head for allowing time to the ERC, please reach out to the board.
- 2. Executive Board
  - a. Executive board will also meet monthly to prepare agenda.
- 3. Quarterly meetings with County Administrator Linda Turner.

**Public Comment**

- 1. No public comment

**Adjournment**

At 2:28 p.m. a motion to adjourn was made by Izumi Kawakami and seconded by Lisa Kreps. Motion carried unanimously.

The next regular meeting is scheduled for Thursday, \_\_\_\_\_, 2026, at 1 p.m.

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 2026

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Meeting minutes respectfully submitted by Sarah Frey, Secretary on Jan. 13, 2026