

MONTGOMERY COUNTY EMPLOYEES' COMMITTEE

January 12, 2023 – Meeting Minutes

The meeting was called to order at 1:02 p.m. by Chairman, Scott Spencer (MCSO). Those in attendance were: Alicia Martinez (Extension), Karen Hoadley (OHSEM), Norma Weaver (Purchasing), Jamie Meinkowsky (Co. Judge), Ashley Wiley (MCSO), Sonya Sanford (Dist. Clerk), Raye Morello (Library), Mandy Pyle (HR), Brian Luly (Const. Pct. 1), Ken Washington (Const. Pct. 3), Kimberly Sutton (Co. Judge) & Jenni Adams (Conv. Center).

MINUTES: Minutes from November 2022 were read; motion to approve by Jamie, seconded by Alicia Martinez.

COMMITTEE REPORTS

Treasurer Report – Previous balance from November is \$16,426.95; available balance is \$15,342.63. We will work on getting the updated balance/spreadsheet from Tracy (former Chairman) & transition to getting Norma on the bank account as well as additional signatories.

Secret Pal – Just got kicked off. We have 41 participants this year which is similar to last year.

OLD BUSINESS

Christmas Luncheon – Total invoice from Spectrum is \$9220. Tracy had written a check with board members approval for \$2220. Discussion during this meeting as to how much to pay from the Non-Departmental Budget that was approved by Commissioners Court during the last budget session. Motion was made by Scott to go ahead & pay the remaining \$7,000 out of the non-departmental budget. Motion was seconded by Norma. Jamie will get with the Budget Office to be submitted & paid.

Christmas Contest Prizes – Gift cards have not been purchased. Jenni will get Jamie the list of winners & she will purchase the gift cards. Jenni submitted a receipt to get reimbursed for the \$35 spent on doing the survey (could only get 100 responses for free, we had over 800 that voted).

NEW BUSINESS

Regular monthly meetings, executive special meetings, meeting calendar & minutes – As of now we have changed the monthly meetings to the 2nd Thursday of each month. Per the bylaws, we can only have an executive special meeting during a regular business meeting where the executive board would step out; we cannot do special meetings via Zoom.

Budget – Non-departmental budget for Service Awards Ceremony was \$10,500. Jamie spoke with the Budget Office during the last budget hearings & the Employees Committee was given an additional \$7,000 to put towards any event needs such as the County Christmas Luncheon and/or Service Awards.

Bank Account – Minutes have been approved from the November 2022 meeting. New chairman of the Employees Committee is Scott Spencer. We will have Chairman Scott Spencer, Vice Chairman Jamie Meinkowsky, & Treasurer Norma Weaver added as signatories on the Montgomery County Employees Committee account. Jamie will also look into the credit card swiper machines that were used during the Catfish Festival to find out what we need to do for that in the future.

Social Media Presence & Log-In Info (Facebook, Committee Email, & IT Drive) – Jamie will work on updating access to board members for all of these items.

Employee committee records & contact related to committee business – We will be able to keep a running list/spreadsheet of contacts so it is available for whoever is holding those positions can access. This will also help with any board member transitions in the future. Things stored there will include any vendors such as contacts for Service Pins, Fundraisers, Forms for Board Positions, etc.

GOALS

Discuss & update Mission Statement & Employee Committee Purpose – Please bring any ideas for this to the next meeting to be discussed.

Increase participation & employee engagement – Try to make sure everyone knows about the meetings, events, etc. & knows they are welcome to participate & attend. This will be done via emails, facebook, the website & even putting flyers in the interoffice mail boxes.

Discuss with County Attorney – Update By-Laws & job duties. County Attorney has suggested creating a 501(c)3. Scott will compile information & reach out to some of his contacts & bring it to the meeting for discussion. Jamie will speak with someone from the County Attorney's office & try to set up a meeting regarding both of these issues.

Fundraising – Bring any ideas to the committee meetings. We will also confirm with the County Attorney how many fundraisers we are allowed to have each year & if becoming a 501(c)3 will affect this.

Old & New Programs

Transitions related to change in committee officers – this was discussed in previous sections.

Card Requests – We are wanting to bring this back. Please let the committee know if you are interested in assisting with this. There is a box of cards in the employee committee things, but we have not done this in a couple of years.

Employee of the Month program & associated awards & applications – We will look into making changes to the application to make it more user friendly & highlight those employees to who go above & beyond. Discussion was made to change the selection process. A motion was made by Jamie to create a Recognition Subcommittee that will be composed of 3-5 people who will go through the monthly applications & bring their choices to the committee & decision will be made as a committee; the subcommittee will also send a letter of recognition to all of the nominated employees and/or their supervisors even if they are not selected for that month. Motion was seconded by Jenni. All attendees were asked if there were any volunteers for the subcommittee. 5 volunteered; the Recognition Subcommittee will be Jamie Meinkowsky, Kimberly Sutton, Karen Hoadley, Raye Morello, & Ken Washington.

Mother's Day/Father's Day Auction Fundraiser – We will need to get log in information from former chairman, Tracy. We will get the info & update the flyer & begin accepting donations.

Surveys (Halloween & Christmas Contests) – There is no specific sign in. Whoever is in charge of doing the surveys will be in charge of this.

Communicator (Newsletter) – Has not been updated since 2018-2019. Discussion on whether to bring it back or not was had. No decision was made.

Scholarships & Applications – Jamie & Scott will work on updated scholarship application. Jenni will assist as needed. Scott made a motion for the Recognition Subcommittee to work on the scholarship applications as they do the Employee of the Month. Motion was seconded by Jamie.

Events for Employees – We will be looking at bringing this back. Events included could be for employees in need; adopting a family for Christmas; volunteering at the Montgomery County Food Bank; etc.

Door Prize Drawings at Meetings – Discussion on whether to keep having people sign up for bringing door prizes to committee meetings. Everyone was in agreement to keep doing this. Sign-up sheet was passed around, all slots were filled.

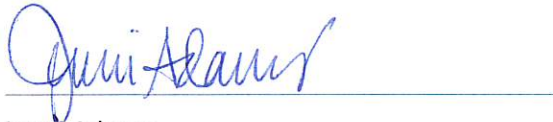
Miscellaneous: Attendees were asked if there were any other topics that needed to be brought up. None were.

Door Prize – Brought by Jamie (Chick-Fil-A Gift Card) won by Ken.

Next Meeting – The next meeting of the Employees' Committee will be held Thursday, February 9, 2023 at 1:00 p.m. in the County Judge's Office (conference room).

The meeting adjourned at 2:25 p.m.

Recorded by:



Jenni Adams
Recording Secretary

