

MONTGOMERY COUNTY EMPLOYEES' COMMITTEE

January 18, 2018 – Meeting Minutes

The meeting was called to order at 2:35 p.m. by Chairman, Natalie Laurent, in the County Attorney's Office Law Library. Those in attendance were: Edlecia Arias (Tax Ofc.), Dana Cook (Tax Ofc.), Amy Crawson (Tax Ofc.), Charlotte Hatchley (Tax Ofc.), Tracy Hutchison (District Clerk), Shannon Jackson (Dist. Attorney), Natalie Laurent (Co. Attorney's), Alexa McKenzie (Tax Ofc.), Dianne Miller (Comm. Pct. 4), Taylor Nichols (Forensics), Heather Reyes (Forensics), Catherine St.Clair (Purchasing) and Terri Strozier (Conv. Ctr.).

MINUTES: Natalie Laurent made a motion to approve the minutes of the December 21, 2017 meeting, Tracy Hutchison seconded and all were in favor.

COMMITTEE REPORTS

Treasurer's Report – Tracy Hutchison presented the December & January report and reported a beginning balance of \$23,303 as of 12/21/17 with one deposits totaling \$250.25 and six debits totaling \$7,009.33 leaving a balance of \$16,543.92 with \$-0- held in reserves.

Secret Pal – Catherine St.Clair reported she's had an awesome response to the program with 66 participants, 33 new and 33 returning. She's working on new ways to have participants show their appreciation by sending a thank you card to her and she'll forward it to their Secret Pal. Catherine advised she'd also like to have an Outstanding Secret Pal award at the Christmas Luncheon, nomination letters would be submitted, judged and the winner would be presented with a gift basket with Catherine is working on compiling. The committee liked the idea.

Cards Sent to Employees – Terri Strozier reported she's received a great response regarding the card program with 16 cards being sent out since the 1st of the year.

Recognition Coordinator – Natalie Laurent reported the January and February Employee of the Month will be presented on February 27th in Commissioners Court.

OLD BUSINESS

Welcome Letter to new employees – Natalie reported nothings been done on this and possibly when we elect a new Recognition Coordinator, then they can create this and work with HR to get to new employees. She'd like to see this on colored paper with a piece of candy tied to it so that it will not get lost in all the new employee paperwork.

NEW BUSINESS

2018 Board Positions (Discuss & Vote) – Natalie passed out ballots for the following positions: Vice Chairman, Social Secretary & Recognition Coordinator. The ballots were tallied and the following 2018 officers are: Charlotte Hatchley – Vice Chairman; Dana Cook – Social Secretary; and Shannon Jackson – Recognition Coordinator. Natalie Laurent made a motion to approve the new officers, Catherine St.Clair seconded and all were in favor.

Create Social Media/Website Secretary – Natalie advised that Lori Bass has been taking care of this and would like to continue doing so, but the committee doesn't have a position for it. Natalie Laurent made a motion to create the Social Media/Website Secretary position and appoint Lori Bass in the position, Dana Cook seconded and all were in favor.

Service Awards – Terri Strozier reported the ceremony will be sometime this Spring, she's sent out request to both Spectrum Catering and All Star Catering for a quote on the refreshments and is working on determining how many pens will be needed so she can get a quote from the company that provides them. Once all quotes are in she advised she'll need to put it on the Commissioners Court agenda for approval before we can pick a date.

2018 Fundraisers – Natalie was approached to offer the Healthy Wage program, a healthy eating & walking program to the committee. She advised the Extension Service does the Walk Across Texas and that a lot of the county employees participate in this. She asked did the committee want to participate in something that most everyone is already doing through another program. The committee decided to forgo this.

Other fundraising discussion involved the Catfish Festival (October), a Garage Sale (Spring or Fall) and possibly sell cups again as everyone seemed to like these.

Door Prize Drawing – Dianne Miller (Comm. Pct. 4) won the door prize which was provided by Ruby Chandler (Library).

Next Meeting – The next meeting of the Employees' Committee will be Thursday, February 15, 2018 at 2:30 p.m. in the County Attorney Law Library.

The meeting adjourned at 3:35 p.m.

Recorded by:

Terri Strozier