

Secretary's Directive



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Secretary

Title: Building Employee Spirit as a Team (BEST) Committee	Secretary's Directive Number: DPSCS.050.0046 Revised
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: Executive Directive Number ADM.050.0046 Dated June 17, 2014
Related ACA Standards: N/A	Responsible Authority: Director — Office of Communications
Related MCCS Standards: N/A	Effective Date: November 13, 2015 Number of Pages: 8

.01 Purpose.

This directive establishes the Building Employee Spirit as a Team (BEST) Committee for the Department of Public Safety and Correctional Services (Department) and defines BEST Committee organization and responsibilities.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. The Department is committed to protecting the public, employees, and individuals under the authority of the Department.
- B. The Department recognizes employees to be the greatest resource and the importance of individual and collective activities that promote and maintain employee morale.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
 - (1) "Benevolent act" means a charitable action taken by the BEST Committee resulting from:
 - (a) Personal loss, such as the death of an employee or employee's immediate family member; or
 - (b) Other personal hardship, such as fire, or flood.
 - (2) "Employee" means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position regardless of job title or classification.

- (3) "Immediate family" means a spouse, parent, or child.

.05 Responsibility.

A. The Director — Communications has administrative oversight for the BEST Committee.

B. BEST Committee Membership.

- (1) Any employee may request to be a BEST Committee member.
- (2) Membership, to the degree possible, should consist of individuals representing as many Department units as possible.
- (3) Membership requires approval of the requesting employee's appointing authority.
- (4) A written request for membership shall be submitted through the employee's appointing authority to the Chair of the BEST Committee.
- (5) Upon receipt of a request to become a BEST Committee member, the Chair, or a designee, shall:
 - (a) Notify the individual requesting Best Committee membership of acceptance; and
 - (b) Include the new member's name in the list of BEST Committee members.

C. BEST Committee Executive Board.

- (1) The Best Committee Executive Board (Board) consists of BEST Committee members who are elected by the BEST Committee.
- (2) The Board consists of the following positions:
 - (a) Chair;
 - (b) Vice Chair;
 - (c) Secretary; and
 - (d) Treasurer.
- (3) Election of Board members:
 - (a) Shall be conducted during the November monthly meeting of the BEST Committee.
 - (b) Permits nominations to be made in person at the meeting or in writing for consideration at the meeting.
 - (c) Requires voting by sealed ballot that:
 - (i) Is limited to one vote per member for each Board position;

- (ii) Is submitted personally during the meeting or by absentee ballot received by the date of the meeting; and
- (iii) Is collected and delivered to the Deputy Secretary for Administration, or a designee, by a BEST Committee member who is not a candidate for a Board position.
- (d) Requires that all sealed ballots shall be delivered to the Deputy Secretary for Administration, or a designee, for counting.
- (e) Is decided by a majority of the votes received for the member nominated to a Board position.
- (f) If voting results in a tie, requires the Deputy Secretary for Administration to determine which candidate is elected.
- (g) Is for two years beginning January 1 of the calendar year immediately following election of the individual to the Board.
- (h) Provides that if a Board member vacates a Board position before the end of the term:
 - (i) Nominations will be accepted for a replacement to be voted on at the next monthly meeting, or if necessary a special meeting;
 - (ii) Election will be by majority vote of the BEST Committee members present at the meeting; and
 - (iii) The elected replacement shall serve the remaining portion of the vacating Board member's term.

D. Board Responsibilities.

- (1) The Chair shall:
 - (a) Schedule monthly meetings and special meetings as necessary;
 - (b) Preside over scheduled meetings;
 - (c) Review and approve meeting minutes;
 - (d) Review and, if appropriate, obtain authorization from the Deputy Secretary for Administration, or a designee, for expenditures from the BEST Committee account; and
 - (e) Prepare and present the Deputy Secretary for Administration with an annual report in January of each calendar year for Best Committee activities during the preceding calendar year that describes:
 - (i) BEST Committee activities;
 - (ii) Beginning and ending BEST Committee account balances;

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- (iii) The amount of funding received;
 - (iv) The total amount of expenditures;
 - (v) The amount of expenditures awarded to employees;
 - (vi) The total number of awards to employees; and
 - (vii) A list of all employee awards indicating for each award the employee's name, classification, and work assignment.
- (2) The Vice Chair shall:
- (a) Act as the Chair in the Chair's absence;
 - (b) Arrange for delivery of approved awards to the appropriate employee; and
 - (c) Perform other Best Committee tasks as directed by the Chair.
- (3) The Secretary shall:
- (a) Prepare minutes of each monthly and special BEST Committee meeting;
 - (b) Forward meeting minutes to the Chair for approval;
 - (c) Distribute approved meeting minutes to Best Committee members;
 - (d) Maintain records related to Best Committee activities;
 - (e) Assist with preparing the annual report to the Secretary required under §.05D(1)(e) of this directive; and
 - (f) Perform other Best Committee tasks as directed by the Chair.
- (4) The Treasurer shall:
- (a) Maintain records to account for all funds received and disbursed by the Best Committee;
 - (b) Report at each monthly meeting funds received and expended and account balance for the preceding month;
 - (c) Balance the Best Committee bank account each month;
 - (d) Assist the Chair with preparing the financial portion of the annual report required under §.05D(1)(e) of this directive; and
 - (e) Perform other Best Committee tasks as directed by the Chair.
- (5) The Board shall prepare and maintain guidelines necessary to perform administrative responsibilities established under this directive.

E. Best Committee Monthly Operating Budget.

- (1) The Board shall ensure that the BEST Committee maintains a minimum monthly BEST Fund account balance of \$1,500.
- (2) A maximum of \$500 per month may be disbursed for expenses that are not related to benevolent acts.
- (3) The BEST Committee, with the approval of the Deputy Secretary for Administration, shall establish and maintain a checking account with a financial institution approved to do business with the Department.
- (4) Accounting for BEST Committee funds shall be in accord with established best practices for financial and accounting procedures.
- (5) The BEST Committee account is subject to audit by the Department or, if appropriate, an independent State agency.
- (6) Interest earned on BEST Committee funds shall be deposited in the BEST Committee account.

F. BEST Committee Income Sources. The BEST Committee may accept funds resulting from:

- (1) Unsolicited employee contributions;
- (2) Requests for donations from employees; or
- (3) BEST Committee fundraising activities that have been approved by the Secretary of Public Safety and Corrections according to established procedures.

G. Requesting Assistance from the BEST Committee.

- (1) A benevolent request shall be in writing on a form or in a format approved by the BEST Committee that, at a minimum, provides:
 - (a) The following for the individual making the request:
 - (i) E-mail address;
 - (ii) Name; and
 - (iii) Telephone number;
 - (b) The following information for the employee receiving the award:
 - (i) Name;
 - (ii) Employment classification;
 - (iii) Department work assignment;

- (iv) Home address (street number and name, city, state, and zip code);
 - (v) Home telephone; and
 - (vi) Work telephone;
 - (c) A description of the personal loss or hardship;
 - (d) If the request is based on a death, the:
 - (i) Name of the deceased; and
 - (ii) The relationship of the deceased to the employee; and
 - (e) Other information that the Board may request to facilitate a decision.
- (2) A non-benevolent request shall be in writing on a form or in a format approved by the BEST Committee that, at a minimum, provides:
- (a) The following for the employee making the request:
 - (i) E-mail address;
 - (ii) Name; and
 - (iii) Telephone number;
 - (b) A description of the purpose of the award;
 - (c) The amount requested; and
 - (d) Other information that the Board may request to facilitate a decision.

H. BEST Committee Expenditures.

- (1) All decisions on requests for an award shall be made by the Board within 30 work days of the date the request and all required information was received by the Board.
- (2) BEST Committee funds may be used in connection with a:
 - (a) Benevolent act, which is limited to a maximum of:
 - (i) \$100 per event; or
 - (ii) \$150 per event if more than one family member is involved in the same event.
 - (b) Non-benevolent act, which is limited to a maximum of \$500 per incident such as a plaque, engraving, document preparation, framing, and supporting special events.

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- (3) Decisions for expenditures require:
 - (a) For a benevolent act, approval by the Chair based on:
 - (i) Sufficient documentation; and
 - (ii) Availability of funds in the BEST Fund account.
 - (b) For a non-benevolent act:
 - (i) A unanimous recommendation by the Board based on sufficient documentation;
 - (ii) Approval of the Board's recommendation by the Deputy Secretary for Administration, or a designee; and
 - (iii) Availability of funds in the BEST Fund account.

I. Termination of BEST Committee Membership.

- (1) A BEST Committee member may voluntarily withdraw from BEST Committee membership by advising the Board in writing.
- (2) A BEST Committee member shall be removed from BEST Committee membership if the member's appointing authority:
 - (a) Withdraws approval for the individual to participate as a member; and
 - (b) Notifies the Board in writing.
- (3) A BEST Committee member may be removed from membership by a majority vote of BEST Committee members present at a scheduled meeting if the member did not:
 - (a) Attend two consecutive scheduled meetings and was not excused from attending those meetings by a Board member; or
 - (b) Attend a total of four meetings in a calendar year and was not excused from attending those meetings by a Board member.
- (4) If a BEST Committee member is removed from membership under §.05I(3) of this directive, the Chair, or a designee, shall notify, in writing, the
 - (a) The member; and
 - (b) The member's appointing authority.
- (5) Regardless of the reason for an individual leaving BEST Committee membership, the Board may request that the individual's appointing authority approve a replacement for the individual.

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.06 Attachment(s).

There are no attachments to this directive.

.07 History.

- A. This directive replaces Executive Directive ADM.050.0046 dated June 17, 2014.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

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