



January 2010

Dear Correctional Administrator:

As we prepare for the 35<sup>th</sup> Annual Conference of the Maryland Correctional Administrators Association, it is also time for each of you to select that “Employee of the Year” to be honored from your facility.

The Executive Board has voted to allow the following grants for this year’s awards:

Each Local Detention Center (23)	~	1 Grant
State Division of Correction	~	2 Grants
Dismas House of Baltimore	~	1 Grant
Patuxent Institution	~	1 Grant

These grants include a two-night stay (Sunday, June 6, 2010 and Monday, June 7, 2010) at the Clarion Resort Fontainebleau Hotel, a full conference registration to include his/her ticket for the Awards Banquet and Feast Buffet and an award to be presented at the Awards Banquet. The Conference Committee will make the Employee of the Year’s reservations as they receive the submissions. An informational letter will be sent to each Administrator to be distributed to his/her “Employee of the Year” as they deem appropriate when we have received all submissions and final arrangements have been done.

Any “Employee of the Year” wishing to stay at the Clarion other than the nights specified will be responsible for payment at the time of checkout. To avoid duplicate reservations, the employee will need to contact Cindy Reisberg at 410-456-4365, who will make those arrangements with the Hotel.

This year each “Employee of the Year” may bring one (1) guest to the Awards Banquet on Sunday at no cost; however should the Employee of the Year wish to bring more than one (1) guest to the Awards Banquet on Sunday, the cost for those tickets are \$42.00 per ticket. Additionally, should the “Employee of the Year” wish to bring a guest(s) to the Feast Buffet on Monday, the cost will be \$42.00 per guest.

Any facility submitting more than one “Employee of the Year” to be recognized will be responsible for the entire cost associated with that individual’s registration, award and tickets and will need to make his/her room reservations at the Clarion. When returning your submissions, please indicate which employee is being paid for by MCAA and which employee is being paid for by your individual agency.

If your agency plans to have an “Employee of the Year” honored at the Conference, please submit the following information **NO LATER THAN APRIL 1<sup>st</sup>** via email to Cindy Reisberg, [CAReisberg@comcast.net](mailto:CAReisberg@comcast.net)

- ✳ Employee of the Year Submission Form(s)
- ✳ Employee of the Year Write-Up that is submitted by the Warden/Administrator. Please limit your write-up to one (1) page. That submission will then be placed in the program just like it is received – it will not be retyped for the program.
- ✳ Photograph of the Employee of the Year to be used in the Power Point Presentation shown at the Awards Banquet.

Should you have any questions, please contact us at [MGreenwood@qac.org](mailto:MGreenwood@qac.org), [Reecetd@co.cal.md.us](mailto:Reecetd@co.cal.md.us) or [CAReisberg@comcast.net](mailto:CAReisberg@comcast.net).

Bo Greenwood  
Conference Co-Chairman

T.D. Reece  
Conference Co-Chairman



## EMPLOYEE OF THE YEAR SUBMISSION FORM

(If your agency is submitting more than one employee, please fill out a separate form for each employee.)

NAME OF EMPLOYEE OF THE YEAR	
TITLE / RANK	
AGENCY	
PAID FOR BY:	MCAA _____ / AGENCY _____
SPECIAL ROOMING REQUESTS TO INCLUDE ADDITIONAL NIGHT(S) STAY	<p style="text-align: center;">(IF REQUESTING ADDITIONAL NIGHT STAY – ATTACH THE CLARION RESERVATION FORM WITH THIS FORM, WHICH IS AVAILABLE ON THE MCAA WEBSITE)</p> <p style="text-align: center;">DATES REQUESTED _____</p>
GUEST(s) FOR AWARDS BANQUET (SUNDAY)	<p style="text-align: center;">YES _____ HOW MANY _____ / NO _____</p> <p style="text-align: center;">PAYMENT ENCLOSED FOR ADDITIONAL TICKETS?</p> <p style="text-align: center;">IF YES – AMOUNT: _____</p> <p style="text-align: center;">(MAKE CHECKS PAYABLE TO MCAA)</p>
GUEST(s) FOR FEAST BUFFET (MONDAY)	<p style="text-align: center;">YES _____ HOW MANY _____ / NO _____</p> <p style="text-align: center;">PAYMENT ENCLOSED FOR ADDITIONAL TICKETS?</p> <p style="text-align: center;">IF YES – AMOUNT: _____</p> <p style="text-align: center;">(MAKE CHECKS PAYABLE TO MCAA)</p>