

2011 National Payroll Week Local Government Outreach Chapter Contest

Chapter Name: Washington Metropolitan Area Chapter of the American Payroll Association
(WMAC-APA)

Submitted By: Carrie Louise Hovell, CPP, WMAC National Promotions Chair

Entry Questions:

1. Town of Purcellville – Presentation of the Proclamation
Town of Round Hill – Presentation of the Proclamation
Town of Leesburg – Presentation of the Proclamation
Fairfax County – Presentation of the Proclamation
Loudoun County – Presentation of the Proclamation
2. For each Town and County, the WMAC-APA was invited to attend the monthly Town Council or Board of Supervisors meeting to receive the proclamations. These presentations were organized by the clerks to the administrative entity with Carrie Louise Hovell, CPP. We wanted to be able to attend as many as possible so we worked with each location to schedule them separately. The clerks were extremely helpful and we were able to attend three presentations in July and one in September during NPW.
3. The WMAC-APA requested 44 proclamations throughout the District of Columbia, State of Maryland and Commonwealth of Virginia. As of September 8, 2011, we received 32 proclamations.
4. The following Proclamations have been received:
 - a. District of Columbia – Signed by Vincent C Gray, Mayor
 - b. Commonwealth of Virginia – Signed by Robert F McDonnell, Governor
 - c. Arlington County, Virginia – Signed by Christopher Zimmerman, Chairman
 - d. Fairfax County, Virginia – Signed by Sharon Bulova, Chairman
 - e. Fauquier County, Virginia – Raymond E Graham, Chairman
 - f. Frederick County, Virginia – Signed by Richard C Shickle, Chairman
 - g. Loudoun County, Virginia – Signed by Scott York, Chairman
 - h. Prince William County, Virginia – Signed by Corey A Stewart, Chairman
 - i. City of Alexandria, Virginia – Signed by William D Euille, Mayor
 - j. City of Fairfax, Virginia – Robert F Lederer, Mayor
 - k. City of Fredericksburg, Virginia – Signed by Thomas J Tomzak, MD, Mayor
 - l. City of Manassas Park, Virginia – Signed by Frank Jones, Mayor
 - m. City of Winchester, Virginia – Elizabeth A Minor, Mayor
 - n. Town of Dumfries, Virginia – Signed by Fred E Yohey, Jr, Mayor
 - o. Town of Hamilton, Virginia – Signed by Gregory K Wilmoth, Mayor

- p. Town of Herndon, Virginia – Signed by Steve DeBenedittis, Mayor
 - q. Town of Leesburg, Virginia – Signed by Kristen C Umstattd, Mayor
 - r. Town of Occoquan, Virginia – Signed by Earnest W Porta, Jr, Mayor
 - s. Town of Purcellville, Virginia – Signed by Robert W Lazaro, Jr, Mayor
 - t. Town of Round Hill, Virginia – Signed by Scott T Ramsey, Mayor
 - u. Town of Vienna, Virginia – Signed by M. Jane Seeman, Mayor
 - v. Town of Warrenton, Virginia – Kenneth L McLawhon, Town Manager
 - w. State of Maryland – Martin O’Malley, Governor
 - x. Allegany County, Maryland – Signed by Michael W McKay, President
 - y. Carroll County, Maryland – Signed by Doug Howard, President
 - z. Frederick County, Maryland – Signed by Blaine R Young, President
 - aa. Garrett County, Maryland – Signed by Gregan T Crawford, Chairman
 - bb. Howard County, Maryland – Signed by Jennifer Terrasa, Vice Chair
 - cc. Montgomery County, Maryland – Signed by Valerie Ervin, President
 - dd. Prince George’s County, Maryland – Ingrid M Turner, Esq., Chairwoman
 - ee. Saint Mary’s County, Maryland – Francis Jack Russell, President
 - ff. Washington County, Maryland – Signed by Terry L Baker, President
5. Most proclamations were mailed to our chapter due to time constraints for their meetings. However, we were able to attend five presentations.
- a. Town of Purcellville, Virginia – Town Council Meeting on July, 12, 2011 at 7:00pm for ten minutes
 - b. Town of Round Hill, Virginia – Town Council Meeting on July 21, 2011 at 7:00pm for two hours
 - c. Town of Leesburg, Virginia – Town Council Meeting on July 26, 2011 at 7:00pm for ten minutes
 - d. Fairfax County, Virginia – Board of Supervisor’s Office, Private Ceremony on August 16, 2011 at 12:00pm for 20 minutes
 - e. Loudoun County, Virginia – Board of Supervisors’ Meeting on September 6, 2011 at 6:00pm for 30 minutes
6. The following were in attendance of each event:
- a. Town of Purcellville, Virginia – Linda Dailey, CPP, President-Elect; Maureen Reed Brown, CPP, Past President and Founder of Chapter; Vivian Hoffmaster, CPP, Secretary, and Carrie Louise Hovell, CPP, National Promotions Chair. There were about 35 people in total attendance of this town council meeting.
 - b. Town of Round Hill, Virginia – Carrie Louise Hovell, CPP. There were 15 people in total attendance of the town council meeting. I attended the meeting to help the council determine if the proclamation should be approved. It was then signed and presented immediately at that meeting.
 - c. Town of Leesburg, Virginia – Maureen Reed Brown, CPP, Past President and Founder of Chapter; Vivian Hoffmaster, CPP, Secretary, and Carrie Louise Hovell, CPP, National Promotions Chair. There were about 50 people in total attendance of this town council meeting.

- d. Fairfax County, Virginia – Sharon Bulova, Chairman of the Board of Supervisors; Cathy Spage, HR Director; Kathy Mehraban, CPP, Director of Payroll; Anna Grabowska, CPP, Government Liaison Officer; Fairfax County Government Payroll Team – Karen Conquest, Milley Mundy, Cynthia Mosley, Maureen Dent, Ingrid Abou-Rejaili, Aretha Walker, Sue Floyd, Wessam Shammout, Lisa Coyle, Sue Garner, Merin Kuriakose, and Linda Dailey, CPP, President-Elect. There were a total of 16 people in attendance.
 - e. Loudoun County, Virginia – Michele Eure, President; Maureen Reed Brown, CPP, Past President and Founder of Chapter; Vivian Hoffmaster, CPP, Secretary, and Carrie Louise Hovell, CPP, National Promotions Chair. There were about 60 people in total attendance of the Board of Supervisors' meeting.
7. No outside promotion was done on the event. We invited members of the WMAC-APA to attend but mostly the members of the board were involved. We did not contact any newspapers, etc. Also as proclamations were received, they were scanned and added to our website for members to see. We thought it was important they saw who was in support of National Payroll Week.
8. For the WMAC-APA, our NPW events were a great success because the National Promotions Committee was able to let more communities know about National Payroll Week and earn their support for 2011. After receiving the proclamations, the committee chair mailed a handwritten thank you card from the chapter to let the government entity know how important it was for us to receive a proclamation from them. As for our goal for 2011, we had only received one proclamation in 2010 so our goal for 2011 was to reach out to the areas our chapter had members and see who would respond. After a few started to ask questions and why we wanted the proclamations, our goal changed. We wanted to receive a proclamation from over 50% - 22 of the government entities we contacted. And we did reach that goal by receiving from 72.7% of the government entities we contacted. We learned it was important to contact them no later than May and continue to follow-up until we received an answer. Even if that answer could be a no. So the goals for the committee and chapter were more than achieved for 2011.

Pictures from our events:

Fairfax County, Virginia – Presentation

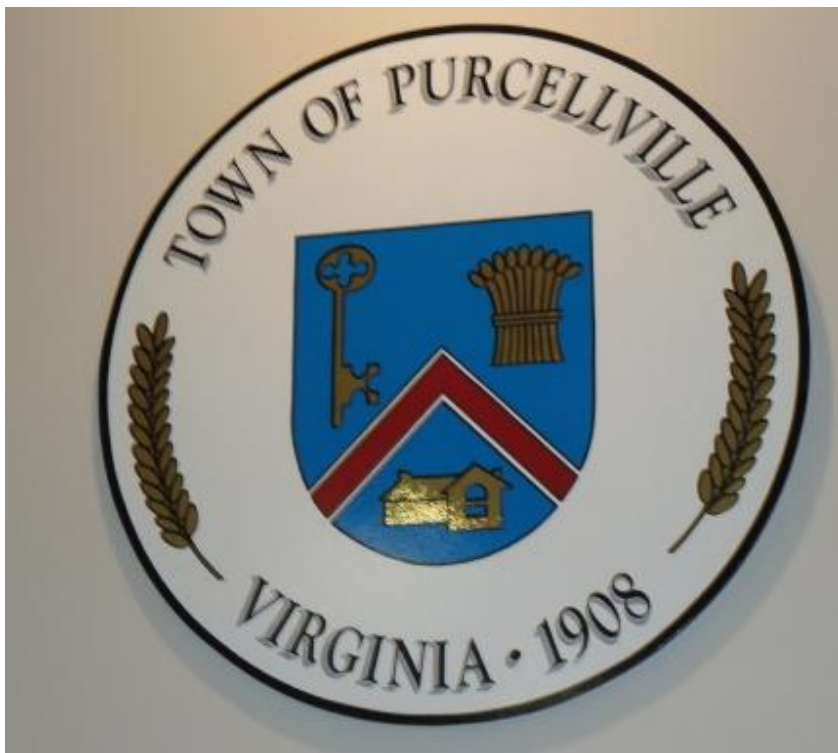


Town of Leesburg, Virginia – Presentation





Town of Purcellville, Virginia





Loudoun County, Virginia

