



Agenda Submittal

**Agenda #:** 4 **Status:** Presentation  
**Type:** Resolution-Presentation **Department:** Department of Child Support Services  
**File #:** 18-777 **Contact:** Pamela K. Posehn, 784-3606  
**Agenda date:** 12/11/2018 **Final action:** 12/11/2018  
**Title:** Adopt and present a resolution and plaque of appreciation honoring Sandra Lee, Supervising Child Support Specialist, upon her retirement from the Solano County Department of Child Support Services with over 30 years of dedicated public service (Chair Vasquez)  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
12/11/2018	1	Board of Supervisors	Adopted	

Published Notice Required? Yes \_\_\_ No X  
Public Hearing Required? Yes \_\_\_ No X

**DEPARTMENTAL RECOMMENDATION:**

The Department of Child Support Services recommends that the Board of Supervisors adopt a resolution and plaque of appreciation honoring Sandra Lee, Supervising Child Support Specialist, upon her retirement with over 30 years of dedicated public service.

**SUMMARY/DISCUSSION:**

Sandra Lee began her career with Solano County on March 7, 1988 as a Records Clerk with the District Attorney/Family Support Division, which later became the Department of Child Support Services. Sandra Lee was promoted on January 1, 1989 to Client Services Specialist, then to Fiscal Clerk, then to Family Support Officer, then to Senior Family Support Officer, and ultimately to Supervising Child Support Specialist on January 4, 2004 where she remained until her retirement.

Sandra Lee represented the Department of Child Support Services on the Solano Partnership against Violence Advisory Board. Sandra Lee demonstrated her ability to participate nationally in her role as Interstate Coordinator and as the National Interstate Case Reconciliation Project lead. Sandra Lee was instrumental in the successful conversion to California Child Support Automation System - Child Support Enforcement (CCSAS-CSE) by designing a more efficient mail room process and using document imaging, she assisted the department's effort to eliminate paper files and the need for off-site file storage.

Sandra Lee was a valuable member of the department supervisory team, providing input in operational decisions and planning. Sandra Lee understood and embraced the importance of "team" with her staff and her peers. Sandra Lee received the Department of Child Support Services 2018 People's Choice Award for her generous contributions to her peers and the department. Sandra Lee has consistently demonstrated professionalism, integrity and dedication to the children and families of Solano County.

**FINANCIAL IMPACT:**

The cost associated with preparing the agenda item is nominal and absorbed by the department's FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the resolution materials and plaque are included in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board could choose not to adopt this resolution and plaque of appreciation. This is not recommended as this is an opportunity to recognize Sandra Lee's dedication and contributions to Solano County.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**