



Agenda Submittal

Agenda #: 2 **Status:** Presentation
Type: Presentation **Department:** Assessor/Recorder
File #: 20-12 **Contact:** Marc Tonnesen, 784-6210
Agenda date: 1/7/2020 **Final action:** 1/7/2020
Title: Receive a presentation from the Assessor/Recorder on the selection of Christy Saetern as "Employee of the Month" for January 2020

Governing body: Board of Supervisors
District: All
Attachments: 1. Minute Order

Date	Ver.	Action By	Action	Result
1/7/2020	1	Board of Supervisors		

Published Notice Required? Yes _____ No X
Public Hearing Required? Yes _____ No X

DEPARTMENTAL RECOMMENDATION:

Staff recommends the Board receive a presentation by the Assessor/Recorder’s Office on the selection of Christy Saetern as the January 2020 “Employee of the Month” for the County Administration Center Parking Program, making her eligible to use the parking space designated for this honor.

SUMMARY/DISCUSSION:

In December 2006 the Board of Supervisors approved an ongoing County Administration Center “Employee of the Month” Parking Program for County employees.

The month of January has been designated as the month for the Assessor/Recorder department to recognize one of our exemplary employees. Christy Saetern was selected for this honor.

Christy Saetern has worked for Solano County since August 16, 2006 starting in the Cordelia Library. She transferred to the Assessor/Recorder’s Office in September of 2016 promoting to an Office Assistant III as an Indexer/Verifier. Ms. Saetern was chosen as employee of the month for her efficiency in indexing and verifying as well as her positive attitude and support in the several units of the Assessor Recorder’s Office during staffing transitions. At one point, she completed all indexing and verifying for several months. She then assisted in training a new employee to index and verify. Ms. Saetern assists the Vital Record Unit by indexing and verifying vital records as well as updating amended records. She assists the Examiners with recording documents. Ms. Saetern has kept up with copy requests, the returned mail log and collects and distributes incoming mail all while keeping the indexing and verifying current. She patiently assists difficult phone customers, keeping a professional tone in her voice. We appreciate her teamwork!

FINANCIAL IMPACT:

No financial impact is associated with this item. The costs associated with preparing the agenda item are nominal and absorbed by the department’s FY2019/20 Adopted Budget.

ALTERNATIVES:

The Board could elect to name someone else as the Employee of the Month; however, this alternative is not recommended as Christy Saetern is deserving of the Board's "Employee of the Month Parking" program.

OTHER AGENCY INVOLVEMENT:

The County Administrator's Office concurs with Department's request.

CAO RECOMMENDATION:

APPROVE DEPARTMENT RECOMMENDATION