



Agenda Submittal

Agenda #: 3 **Status:** Presentation
Type: Miscellaneous **Department:** County Administrator
File #: 17-388 **Contact:** Nancy Huston, 784-6100
Agenda date: 6/6/2017 **Final action:** 6/6/2017
Title: Receive a presentation from the County Administrator's Office on the selection of Sandy Hoffert for "Employee of the Month" for June 2017

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

| Date | Ver. | Action By | Action | Result |
|----------|------|----------------------|----------|--------|
| 6/6/2017 | 1 | Board of Supervisors | Received | |

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board receive a presentation by the County Administrator's Office on the selection of Sandy Hoffert as the June 2017 "Employee of the Month" making her eligible to use the parking space designated for this program.

SUMMARY:

On September 13, 2005, the Board of Supervisors established the County Government Center "Employee of the Month" parking program for County employees. Each month a County department is designated to select one of its employees as "Employee of the Month".

FINANCIAL IMPACT:

There is no financial impact associated with this item.

DISCUSSION:

Sandy Hoffert has been with the County since November 2, 1998. On November 2, 1998, she started her position of Clerk with the County Administrator's Office where she worked until April 4, 1999 when she was reclassified to an Office Assistant I and then in November 10, 2002 she was promoted to Office Assistant II. She has been working in the County Administrator's Office for over 18 years.

Sandy Hoffert was selected by her department colleagues based on tenure with the County Administrator's Office and for her role as the "face and voice" for the 6th floor and the County, while manning the receptionist desk. She is pleasant, understanding and patiently listens in order to assist clients, constituents, visitors and guests, helping to get them connected with people, places and paperwork. Sandy has a very good sense of humor and keeps a candy jar for everyone who stops in. She provides quality customer service at all times while working at the receptionist desk. It is recommended that Sandy Hoffert be honored as "Employee of the

Month” for June 2017.

ALTERNATIVES:

The Board could elect to name someone else as the “Employee of the Month” or dissolve the award program; however, these alternatives are not consistent with the Board’s “Employee of the Month Parking” program or of the process for selection used within Human Resources.

OTHER AGENCY INVOLVEMENT:

There is no other agency involvement.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION