



## Agenda Submittal

**Agenda #:** 11 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Department of Child Support Services  
**File #:** 18-540 **Contact:** Pamela K. Posehn, 784-3606  
**Agenda date:** 8/7/2018 **Final action:** 8/7/2018  
**Title:** Adopt a resolution and plaque of appreciation for Patsy Honeycutt, Legal Secretary, upon her retirement from the Solano County Department of Child Support Services with over 37 years of dedicated service to Solano County  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
8/7/2018	1	Board of Supervisors	Adopted	

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Child Support Services recommends that the Board of Supervisors adopt a resolution and plaque of appreciation for Patsy Honeycutt, Legal Secretary, upon her retirement with over 37 years of dedicated service to Solano County.

### **SUMMARY:**

Patsy Honeycutt began her career with Solano County in December 1973 working as a Deputy Clerk for the Solano Superior Court and then promoted to an Accounting Supervisor. She left her employment with Solano County in June 1987 to become a small business owner.

Patsy Honeycutt returned to employment at Solano Superior Court in July 1994. She joined the District Attorney/Family Support Division, which later became the Department of Child Support Services, as a Legal Secretary in November 1995.

Patsy Honeycutt was responsible for sending the Summons and Complaint legal documents to the court for filing and preparing the service packets for the Process Server.

Patsy Honeycutt was nominated for Employee of the Year for the Department of Child Support Services in 2016. She provided valuable knowledge and support when the other Legal Secretaries were trained on the Summons and Complaint procedures in June 2016.

Patsy Honeycutt has consistently demonstrated professionalism, dependability, a strong work ethic and dedication to the families and children 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 to not approve the resolution and plaque of appreciation. This is not recommended as this is an opportunity to recognize Patsy Honeycutt's dedication and contributions to Solano County.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION