



## Agenda Submittal

**Agenda #:** 17 **Status:** Consent Calendar  
**Type:** Miscellaneous **Department:** Probation  
**File #:** 18-706 **Contact:** Christopher Hansen, 784-4803  
**Agenda date:** 10/23/2018 **Final action:** 10/23/2018  
**Title:** Approve a plaque of appreciation honoring Carolyn L. Adams, Collections Officer, upon her retirement from the Probation Department with over 14 years of dedicated public service to Solano County  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. Minute Order

Date	Ver.	Action By	Action	Result
10/23/2018	1	Board of Supervisors	Approved	

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

### DEPARTMENTAL RECOMMENDATION:

The Probation Department recommends that the Board of Supervisors approve a plaque of appreciation honoring Carolyn L. Adams, Collections Officer, upon her retirement from Probation Department with over 14 years of dedicated public service to Solano County.

### SUMMARY/DISCUSSION:

Carolyn Adams started her career with the Solano County Probation on April 12, 2004, as a Collections Officer. Ms. Adams was assigned to the Billing and Collections Unit, and was responsible for collecting, monitoring, and pursuing victim restitution, adult supervision fees, fines, Public Defender fees, and jurisdictional transfer cases (1203.9 PC). She worked closely with the Accounting staff on processing accounts, providing account updates, inquiries, and guidance on application of payments from clients. She collaborated with representatives from other county agencies on the collection and case status of jurisdictional transfer cases. Ms. Adams collected an average of \$220,000 per year in victim restitution, fines, and fees.

Throughout her career with Solano County, Ms. Adams demonstrated her dedication for her work; she pursued collections with flexibility, openness, and within established policies and procedures. She provided payment options based on the client's financial capability and conducted assessments to determine their ability to pay. She treated her clients with courtesy and respect.

Ms. Adams professionalism and compassion for helping clients, the citizens of Solano County, and her co-workers will be greatly missed. We wish her much success in her retirement.

### FINANCIAL IMPACT:

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

**ALTERNATIVES:**

The Board of Supervisors could choose not to approve a plaque honoring Ms. Adams for her 14 years of service; however, this alternative is not recommended, as it would be contrary to Solano County's Employee Recognition Policy.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION