



Agenda Submittal

Agenda #: 14 **Status:** Consent Calendar
Type: Miscellaneous **Department:** Assessor/Recorder
File #: 18-801 **Contact:** Marc Tonnesen, 784-6200
Agenda date: 11/13/2018 **Final action:** 11/13/2018
Title: Approve a plaque of appreciation honoring Avis Gildon, Clerical Operations Supervisor, upon her retirement from the Solano County Department of the Assessor/Recorder with over 15 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
11/13/2018	1	Board of Supervisors	Approved	

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

DEPARTMENTAL RECOMMENDATION:

The Department of the Assessor/Recorder recommends that the Board of Supervisors approve a plaque of appreciation honoring Avis Gildon, Clerical Operations Supervisor, upon her retirement with over 15 years of dedicated public service to Solano County.

SUMMARY:

Avis Gildon began her career with the Solano County Department of the Assessor/Recorder in March 2003 working as an Office Assistant I in our Vital Record Unit issuing birth, death and marriage certificates. In short order, she was soon promoted to Office Assistant III in the Examining Unit, where she learned the skill of examining and recording documents, interpreting and explaining government codes, regulations and policies, which proved incredibly valuable to the department in the upcoming years. She was later certified by the California Recorder's Association.

Avis Gildon was promoted to Clerical Operations Supervisor in March of 2011 supervising the Examining, Indexing and Customer Service Units. She provided training and support to staff, implemented work procedures and evaluated the work of those units. Her leadership skills were obvious, especially during the implementation of electronic recording and her integrity throughout her career earned great respect from staff on all levels.

Avis Gildon has always been committed to providing the best customer service to Solano County residents and was often complimented for her compassion and professionalism from customers as well as employees. Her motto, "treat people how you want to be treated," set an example for her coworkers, and she frequently went above and beyond what was required. Avis had an excellent rapport with the business community and her calm demeanor was always appreciated by her coworkers and those she helped daily. Avis Gildon has always been a guiding light for the department and her laughter and wisdom will be missed. We wish her luck and success in her retirement and hope her many grandchildren bring her joy for years to come.

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 the preparation and purchase of the plaque are included in the Board's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board could choose to not approve the plaque of appreciation. This is not recommended as this is an opportunity to recognize Avis Gildon's dedication and contributions to Solano County.

OTHER AGENCY INVOLVEMENT:

There is no other agency involvement.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION