



## Agenda Submittal

**Agenda #:** 16 **Status:** Consent Calendar  
**Type:** Miscellaneous **Department:** Resource Management  
**File #:** 18-821 **Contact:** Sarah Pappakostas, 784-6061  
**Agenda date:** 12/4/2018 **Final action:** 12/4/2018  
**Title:** Approve a plaque of appreciation honoring Cathy Gilmore, Office Assistant II, upon her retirement from the Department of Resource Management with over 17 years of dedicated public service to Solano County  
**Governing body:** Board of Supervisors  
**District:** District 3  
**Attachments:** 1. Minute Order

Date	Ver.	Action By	Action	Result
12/4/2018	1	Board of Supervisors	Approved	

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

### DEPARTMENTAL RECOMMENDATION:

The Department of Resource Management recommends that the Board of Supervisors approve a plaque of appreciation honoring Cathy Gilmore, Office Assistant II, upon her retirement from the Department of Resource Management with over 17 years of dedicated public service to Solano County.

### SUMMARY/DISCUSSION:

Cathy Gilmore will be retiring on December 12, 2018 as an Office Assistant II with the Department of Resource Management after 17 years of excellent service to Solano County and its residents. Cathy began her career with the County on April 2, 2001 as an Office Assistant II with Health and Social Services. After transferring to the Sheriff's Department, then Human Resources, Cathy joined Resource Management in April 4, 2006, where she spent the next twelve years.

During her career, Ms. Gilmore provided administrative support to all divisions of Resource Management. Ms. Gilmore's knowledge and experience helped her provide excellent customer service to the public and her coworkers. She routinely interacted with the public at the reception desk and over the telephone, and supported the Department by handling large mailings, public records requests, filing and scanning, office supply orders, and customer complaint intake and routing.

While Ms. Gilmore will be missed, we are glad she will have all the time necessary to pursue her interests, including spending time with her grandson, finding new hiking trails, attending Oakland A's games, traveling, and performing event planning activities. We wish her all the best in her retirement from County service and with her new adventures in this next chapter of her life.

### FINANCIAL IMPACT:

The costs associated with preparing the agenda item are nominal and absorbed in 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 may choose not to approve a plaque of appreciation. This is not recommended as it is an opportunity to acknowledge Ms. Gilmore's dedicated service to Solano County.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION