



## Agenda Submittal

**Agenda #:** 26 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Health and Social Services  
**File #:** 18-828 **Contact:** Gerald Huber, 784-8400  
**Agenda date:** 12/11/2018 **Final action:** 12/11/2018  
**Title:** Adopt a resolution and plaque of appreciation honoring Diana Perry, Office Assistant III, upon her retirement from the Department of Health & Social Services, Special Investigations Bureau, with over 25 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
12/11/2018	1	Board of Supervisors	Adopted	

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Health and Social Services (H&SS) recommends that the Board of Supervisors adopt a resolution and plaque of appreciation honoring Diana Perry, Office Assistant III, upon her retirement from the Department of Health & Social Services, Special Investigations Bureau, with over 25 years of dedicated service to Solano County.

### **SUMMARY/ DISCUSSION:**

Diana Perry began her career with Solano County on January 5, 1993 in the District Attorney's Office, Criminal Bureau, as a Clerical Support Specialist. In August 1999, she was promoted to a Legal Secretary in the District Attorney's Office, Family Support Division. In April 2000, Ms. Perry was promoted to an Office Assistant III in the Department of Health and Social Services (H&SS) starting in the Employment and Eligibility Division before transferring to the Special Investigations Bureau (SIB) in February 2002.

Ms. Perry is a leader among her peers. She has efficiently managing her caseload and has consistently been the highest producer in the SIB clerical unit, producing quality work and continuously demonstrating her knowledge and understanding of the SIB clerical unit's processes and procedures. For several years Ms. Perry served as the SIB California Law Enforcement Telecommunications System (CLETS) operator, running checks and relaying information to the Welfare Fraud Investigators in the field. Ms. Perry also served on the H&SS Safety Committee.

Ms. Perry demonstrates professionalism, exceptional organizational skills and an outstanding work ethic. Ms. Perry handles a large number of phone calls from members of the public and is skilled at effectively addressing calls, answering questions and explaining matters to callers. Ms. Perry has been a great asset to Solano County H&SS and SIB.

### **FINANCIAL IMPACT:**

The cost associated with preparing the agenda item is nominal and absorbed by the Department's FY2018/19 Approved 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 not to adopt this resolution and plaque of appreciation. This is not recommended because this is an opportunity to recognize Ms. Perry for her dedication and service to Solano County.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION