



## Agenda Submittal

**Agenda #:** 33 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Probation  
**File #:** 18-862 **Contact:** Christopher Hansen, 784-4803  
**Agenda date:** 12/11/2018 **Final action:** 12/11/2018  
**Title:** Adopt a resolution and plaque of appreciation honoring Migdalia (Maggie) I. Luna, Office Coordinator, upon her retirement from the Solano County Probation Department with over 27 years of dedicated public service  
**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 Probation Department recommends the Board of Supervisors adopt a resolution and plaque of appreciation honoring Migdalia (Maggie) I. Luna, Office Coordinator, upon her retirement from the Solano County Probation Department, with over 27 years of dedicated public service to Solano County.

### SUMMARY/DISCUSSION:

Ms. Luna started her career in Solano County as Transcriber Typist on March 13, 1991. She was promoted to Legal Procedures Clerk on June 19, 1994, and to an Administrative Assistant on May 21, 1995. The County conducted a county-wide classification study resulting in Ms. Luna's reclassification to an Office Assistant III position on April 4, 1994. The position was further reclassified to an Office Coordinator position on December 17, 2006 where she has remained until her retirement.

Ms. Luna has dedicated herself to serving in various administrative support roles in the Probation Department. She served as the Department's Training Coordinator for over 10 years to assist in the oversight of the Standards and Training for Corrections (STC) program. Ms. Luna's exemplary work and dedication to the Department's training program resulted in the Department consistently passing the State mandated training hours' requirement for Probation Officers, Supervisors, and Managers, and the STC annual audit. During her career, Ms. Luna provided administrative support for the Juvenile Justice Delinquency Prevention Commission (JJDP), and was commended for her professionalism and the great work that she did. In addition, Ms. Luna has served as the Department Coordinator for United Way Campaign, Relay for Life, Youth Agriculture Day Fundraising Challenge, and Solano and Contra Costa Food bank for over 12 years.

Ms. Luna has performed her duties throughout her years of service in an excellent, professional, compassionate, and responsible manner. She has always displayed a positive attitude and is always willing to help others. In her role as Office Coordinator, she displayed a commitment to the goal of the Solano County Probation Department which is to Reduce Recidivism through Positive Behavior Change.

**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 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 as this is an opportunity to recognize Maggie I. Luna's dedication and contributions to Solano County.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION