



Agenda Submittal

Agenda #: 6 **Status:** Presentation
Type: Presentation **Department:** Assessor/Recorder
File #: 19-20 **Contact:** Marc Tonnesen, 784-6210
Agenda date: 1/8/2019 **Final action:** 1/8/2019
Title: Receive a presentation from the Assessor/Recorder on the selection of Athena Couvillion for "Employee of the Month" for January 2019
Governing body: Board of Supervisors
District: All
Attachments: 1. Minute Order

Date	Ver.	Action By	Action	Result
1/8/2019	1	Board of Supervisors	Received	

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

DEPARTMENTAL RECOMMENDATION:

Staff recommends the Board receive a presentation by the Assessor/Recorder's Office on the selection of Athena Couvillion as the January 2019 "Employee of the Month" for the County Administration Center Parking Program; as such, the designation will make her eligible to use the parking space designated for this honor.

SUMMARY:

In December 2006 the Board of Supervisors approved an ongoing County Administration Center "Employee of the Month" Parking Program for County employees.

The month of January has been designated as the month for the Assessor/Recorder department to recognize one of our exemplary employees. Athena Couvillion was selected for this honor.

Athena Couvillion was chosen as employee of the month for the outstanding work, support and leadership she provides to the entire Assessor/Recorder's Department. In 2013, Athena was hired as an Office Assistant II to provide clerical support to the Assessor's Division. She quickly mastered her assigned tasks and was promoted to an Office Assistant III for the Recorder's Division in 2015. She was able to learn the Official Records process by indexing and verifying numerous documents on a daily basis. Recognizing her attention to detail and excellent work product, she was assigned the challenging task of handling the property tax exemptions application and processing for the Assessor's Division. She expanded her knowledge of complex property tax exemption programs and provided quality customer service to many churches, schools, and disabled veterans by assisting them with the exemptions application process. In May 2018, Athena was promoted to the Assessors Clerical Operations Supervisor position and has met the challenge of transitioning to a leadership role head on. During the transition and challenging times finding a qualified candidate to fill her old position, she not only continued to complete and meet exemptions work deadlines, but also learned to be an effective leader to the Assessor's Clerical team. Athena continues to grow her knowledge base of complex property tax and assessment processing and has immersed herself in growing as a leader within the Assessor/Recorder's office by attending the Solano County Leadership Academy. Athena Couvillion is an

asset to the Assessor/Recorder's Department and we acknowledge her exceptional work by choosing her as the January 2019 Solano County Employee of the Month.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board could elect to name someone else as the Employee of the Month; however, this alternative is not recommended as Athena Couvillion is deserving of the Board's "Employee of the Month Parking" program.

OTHER AGENCY INVOLVEMENT:

The County Administrator's Office concurs with Department's request.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION