



Agenda Submittal

Agenda #: 1 **Status:** Presentation
Type: Miscellaneous **Department:** General Services
File #: 19-258 **Contact:** Megan Greve, 784-7900
Agenda date: 4/2/2019 **Final action:** 4/2/2019
Title: Receive a presentation from the Department of General Services on the selection of Michelle Offermann for the "Employee of the Month" Parking Program for April 2019

Governing body: Board of Supervisors
District: All
Attachments: 1. Minute Order

Date	Ver.	Action By	Action	Result
4/2/2019	1	Board of Supervisors	Received	

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

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board of Supervisors receive a presentation by the Department of General Services on the selection of Michelle Offermann as the April 2019 "Employee of the Month" for the County Administration Center Parking Program making her eligible to use the parking space designated for this program.

SUMMARY:

On September 13, 2005, the Board of Supervisors established the County Government Center "Employee of the Month" parking program for County employees. Each month a County department is designated to select one of its employees as "Employee of the Month." The Department of General Services has been designated to select an employee for April 2019.

FINANCIAL IMPACT:

The cost associated with preparing this agenda item is nominal and absorbed by the Department's FY2018/19 Adopted Budget.

DISCUSSION:

Ms. Offermann began her career with the County on October 15, 2013 as an Office Coordinator for General Services Fleet Operations. Ms. Offermann is an integral part of the Fleet Division. During her over 5 years tenure with General Services, Ms. Offermann has amassed significant institutional knowledge while assisting the Fleet Manager in day to day operations. She uses this knowledge to provide creative, and innovative solutions to support Fleet operations and its customers. Ms. Offermann assists the Fleet Division with various fiscal tasks such as budget preparation, invoice processing, and pool vehicle and fuel card billing. She is responsible for accident and vandalism reports, vehicle registration, transfers, and sales, automotive parts purchasing and inventory, fuel purchasing and inventory which consists of fuel site maintenance, repairs, and

troubleshooting, scheduling fuel storage tank testing, and monitoring fuel site locations. She is known by the Department's managers and co-workers as detail oriented and professional. She is very helpful in educating internal and external customers on Fleet processes.

Ms. Offermann is well-respected by her peers both inside and outside of the Department. Recently; upon the retirement of the former Fleet Manager, she has taken on additional tasks in support of the Division and Executive Management and she has done so with grace and professionalism. She is a loyal employee working in the best interest of the County who is an invaluable asset to the General Services Department and to the County organization.

As a valuable member of the General Services team, Ms. Offermann is commended and recognized for exemplifying the Department's core values of teamwork, flexibility, communication, professionalism and positive attitude. As such, she has been selected as the April 2019 "Employee of the Month."

ALTERNATIVES:

The Board could elect to name someone else as the "Employee of the Month"; however, this alternative is not recommended since Ms. Offermann is deserving of the Board of Supervisors; "Employee of the Month" Parking Program.

OTHER AGENCY INVOLVEMENT:

The County Administrator's Office concurs with the Department's recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION