



Agenda Submittal

Agenda #: 6 **Status:** Presentation
Type: Presentation **Department:** Public Defender
File #: 19-360 **Contact:** Elena D'Agustino, 784-6700
Agenda date: 5/7/2019 **Final action:** 5/7/2019
Title: Receive a presentation from the Solano County Public Defender's Office on the selection of Donna Coon for "Employee of the Month" for May 2019

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

Date	Ver.	Action By	Action	Result
5/7/2019	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 from the Solano County Public Defender's Office on the selection of Donna Coon as the May 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/DISCUSSION:

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 Solano County Public Defender's Office has selected Donna Coon as the deserving employee.

Ms. Coon started working for the County in the Public Defender's Office as a Legal Secretary in March 2003, and she promoted to Senior Legal Secretary two years later.

Ms. Coon is a vital member of the Public Defender team. As a Senior Legal Secretary in the Fairfield office, she is a critical part in maintaining the office's operations. Ms. Coon currently supports the attorneys in the Felony and Juvenile units, and also has the Veteran's Court assignment. She has worked in every capacity in the office and plays a key role in ensuring that new employees are trained correctly. Due to her vast experience, Ms. Coon is very versatile and an enormous asset to our office. Ms. Coon is extremely patient and compassionate when dealing with clients, parents and other members of the community. She is conscientious and careful, and her professionalism serves as a role model for others and reflects well on the Public Defender's Office and the County. Because of her abilities, her work ethic, and positive attitude, Ms. Coon is deserving of the "Employee of the Month" recognition.

FINANCIAL IMPACT:

The cost associated with preparing this agenda item is nominal and absorbed by the Department's FY2019/20 Adopted Budget.

ALTERNATIVES:

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

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION