



Agenda Submittal

Agenda #: 18 **Status:** Consent Calendar
Type: Miscellaneous **Department:** Probation
File #: 20-300 **Contact:** Christopher Hansen, 784-4803
Agenda date: 4/28/2020 **Final action:** 4/28/2020
Title: Approve a plaque of appreciation honoring Maria I. McGrane, Legal Procedures Clerk, upon her retirement from the Solano County Probation Department with 14 years of dedicated public service
Governing body: Board of Supervisors
District: All
Attachments: 1. Minute Order

Date	Ver.	Action By	Action	Result
4/28/2020	1	Board of Supervisors		

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

DEPARTMENTAL RECOMMENDATION:

The Probation Department recommends the Board of Supervisors approve a plaque of appreciation honoring Maria I. McGrane, Legal Procedures Clerk, upon her retirement from the Solano County Probation Department, with 14 years of dedicated public service to Solano County.

SUMMARY/DISCUSSION:

Maria McGrane began her employment with the Solano County Probation Department as a Legal Procedures Clerk-Entry on July 17, 2006. Ms. McGrane began her career as one of the Adult Intake Legal Procedures Clerks, where she quickly proved to be a fast learner in the numerous software applications used by the Probation department and played a valuable role in updating procedure manuals to be used throughout the clerical unit. Ms. McGrane was promoted to Legal Procedures Clerk-Journey on October 21, 2007, and she was assigned as the primary Adult Court Processing Clerk, responsible for checking in and distributing all incoming mail throughout the department.

Ms. McGrane has continuously displayed a pleasant and cheerful disposition, and she has never been seen with anything other than a smile on her face and a positive attitude. Some comments shared by Ms. McGrane's co-workers over the years have been: "Maria does her job extremely well and always exhibits a friendly demeanor", "Maria pays special attention to detail", "Maria does a good job and is accurate in court processing", "Maria is helpful and professional", "Maria is cheerful and I appreciate her positive attitude", "Maria exceeds the expectations of the department", "Maria is quick to respond to all requests by fellow employees and outside agencies."

Ms. McGrane has always displayed a high level of professionalism in all her interactions. Ms. McGrane has performed her duties throughout her years of service in a caring, compassionate, and responsible manner. As a Legal Procedures Clerk, Ms. McGrane has displayed a commitment to the goal of the Solano County Probation Department which is to Reduce Recidivism through Positive Behavior Change. Therefore, the Probation Department recommends that the Solano County Board of Supervisors hereby honor and recognize

Maria I. McGrane for her 14 years of dedicated service to the citizens of Solano County, approve a plaque of appreciation and wish her success in her future endeavors and a long, happy, and well-deserved retirement.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget. The costs associated with the purchase of the plaque are included in the Board's FY2019/20 Adopted Budget.

ALTERNATIVES:

The Board could choose not to approve the plaque of appreciation honoring Ms. McGrane. This is not recommended as this is an opportunity to recognize Maria I. McGrane's dedication and contributions to Solano County.

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION