



Agenda Submittal

Agenda #: 19 **Status:** Consent Calendar
Type: Resolution **Department:** Probation
File #: 20-301 **Contact:** Christopher Hansen, 784-4803
Agenda date: 4/28/2020 **Final action:** 4/28/2020
Title: Adopt a resolution and plaque of appreciation honoring Yolanda D. Garrett, Legal Procedures Clerk, upon her retirement from the Solano County Probation Department with over 21 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
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 adopt a resolution and plaque of appreciation honoring Yolanda D. Garrett, Legal Procedures Clerk, upon her retirement from the Solano County Probation Department, with over 21 years of dedicated public service to Solano County.

SUMMARY/DISCUSSION:

Ms. Garrett began her employment with the Solano County Probation Department as a Legal Procedures Clerk on August 24, 1998. Ms. Garrett began her career as one of the Adult Disposition Legal Procedures Clerks. Within her first year, Ms. Garrett was praised for surpassing the department quantity of processing standard of eighty cases per week. In June of 2001, Ms. Garrett was reassigned to the Adult Intake desk where she continued to excel. Within the first three months of her new assignment, she was acknowledged for personally setting up four hundred thirty-one new cases. Throughout the years, Ms. Garrett has continuously been praised by her supervisors for her excellent organizational skills and for her ability to consistently meet deadlines.

Ms. Garrett has been a part of numerous changes within the department and ultimately her work assignments. When she began her career with the Probation department, the Legal Procedures Clerks were using Dictaphones and typewriters. Throughout her career she has experienced many growing pains such as offices moves, implementation of a new electronic case management system, implementation of a new electronic file tracking and management system, numerous legislation changes affecting work processes, and the additions of the Center for Positive Change and the Youth Achievement Center, just to name a few. Through it all, Ms. Garrett has maintained a professional demeanor accepting every new challenge with a positive attitude. If the department were allowed only one word to describe Ms. Garrett, it would be "dependable"; this word is found in every one of Ms. Garrett's performance reviews over her more than twenty-one years as a Legal Procedures Clerk.

Ms. Garrett has always displayed a high level of professionalism in all her interactions. Ms. Garrett has

performed her duties throughout her years of service in a dependable and professional manner. As a Legal Procedures Clerk, she 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 Yolanda D. Garrett for over 21 years of dedicated service to the citizens of Solano County, 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 preparation and purchase of the resolution materials and plaque are included in the Board's FY2019/20 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 Yolanda D. Garrett's dedication and contributions to Solano County.

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION