



## Agenda Submittal

**Agenda #:** 9 **Status:** Consent Calendar  
**Type:** Miscellaneous **Department:** Auditor-Controller  
**File #:** 20-531 **Contact:** Phyllis Taynton, 784-6288  
**Agenda date:** 7/28/2020 **Final action:** 7/28/2020  
**Title:** Accept the Auditor-Controller's Office selection of Debby Doolittle for "Employee of the Month Parking" for August 2020

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

Date	Ver.	Action By	Action	Result
7/28/2020	1	Board of Supervisors		

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

### DEPARTMENTAL RECOMMENDATION:

The Auditor-Controller's Office (ACO) recommends the Board of Supervisors accept the selection of Debby Doolittle as the August 2020 "Employee of the Month" 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 ACO has been designated to select an employee for August 2020.

The Auditor-Controller's staff submitted nominations for the "Employee of the Month" parking award. The names of the nominees were tallied and the nominees were presented to the managers for final selection. The Department has selected Debby Doolittle, Payroll Officer, as the deserving employee.

Ms. Doolittle began her career with the Solano County Auditor-Controller's Office in June 2002 as an Accounting Clerk I in the Payroll Division. She was then promoted to Accounting Clerk II in December 2002, Accounting Technician in February 2004 and Payroll Officer in October 2013. Ms. Doolittle is responsible for ensuring the accuracy of biweekly payroll for over 3000 county employees and special districts, while also ensuring compliance with State, Federal laws, and numerous Memoranda of Understanding, and the Personnel and Salary Resolution.

Ms. Doolittle was nominated by her coworkers who had the following comments. "I nominate Debby for her continuous hard work and ability to juggle payroll with all its complexities. Her dedication to the Auditor-Controller's Office and the County as a whole is evident every day. As Payroll Officer Debby faces many ongoing challenges and manages to tackle them without complaint or discouragement. She supports and encourages her staff and leads by example, in turn this promotes teamwork. She has the attitude that we can

do whatever task we are assigned which her team embodies.”

“I think the current pandemic has spoken volumes to how valuable Ms. Doolittle is. While the Federal, State, and Local Governments were figuring out how to confront this new problem Ms. Doolittle was continually coordinating with various departments to develop proper VTI codes, PeopleSoft entries, and FAQ’s. Her processes make sense, were put into production, and continue to be used. She is almost incapable of not fully committing herself to a task and succeeding at it.” All in all, Ms. Doolittle should be the Employee of the Month for 2020 because she is the best representative for ACO. Please join the ACO in congratulating Ms. Doolittle on Employee of the Month.

**FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department’s FY2020/21 Preliminary Budget.

**ALTERNATIVES:**

The Board of Supervisors could elect to name someone else as the “Employee of the Month”; however, this alternative is not recommended as Debby Doolittle is deserving of the Board’s “Employee of the Month” parking program.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION