



## Agenda Submittal

**Agenda #:** 2 **Status:** Presentation  
**Type:** Presentation **Department:** Veteran Services Office  
**File #:** 20-725 **Contact:** Ted Puntillo, 784-6590  
**Agenda date:** 10/27/2020 **Final action:** 10/27/2020  
**Title:** Approve the Department of Veteran Services selection of Debby Brook as "Employee of the Month" for November 2020

**Governing body:** Board of Supervisors

**District:** All

**Attachments:**

Date	Ver.	Action By	Action	Result
10/27/2020	1	Board of Supervisors		
Published Notice Required?	Yes _____	No <u>X</u>		
Public Hearing Required?	Yes _____	No <u>X</u>		

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors approve the Department of Veteran Services selection of Debby Brook as the November 2020 "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 Veteran Services has been designated to select an employee for November 2020.

### **FINANCIAL IMPACT**

No financial impact is associated with this item. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2020/21 Adopted Budget.

### **DISCUSSION:**

To bestow the Board's "Employee of the Month" parking award, the Veteran Services staff was asked to nominate a member of the staff for the "Employee of the Month" designation, detailing the reason for the nomination, and to submit nominations to the Human Resources Director. The employee selected for November 2020 is Debby Brook.

Ms. Brook has worked in the Veteran Service Office (VSO) since 2012. She started as an Office Assistant and has since been promoted to Office Coordinator. In her current role, Ms. Brook supports the VSO team by coordinating all office activities, including, but not limited to bookkeeping, timekeeping, office supplies and training. Ms. Brook supports our local veterans by coordinating their office visits, greeting all walk-in traffic and

by answering more than 80 phone calls per day. Ms. Brook also manages the popular College Fee Waiver Program, generating more than 1,500 Fee Waivers per year. Working alongside Ms. Brook is an honor and a privilege for all VSO employees, our veteran community and everyone who is served by this office. She is a tremendous asset to the County and we are lucky to have her on the VSO team.

**ALTERNATIVES:**

The Board could elect to name someone else as the Employee of the Month or dissolve the award program; however, these alternatives are not consistent with the Board's "Employee of the Month" parking program or of the process for selection used within the Department of Veteran Services.

**OTHER AGENCY INVOLVEMENT:**

The County Administrator's Office helped coordinate this nomination and staff report.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION