

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SHASTA
RECOGNIZING DEBORAH SMITH, PERSONNEL ASSISTANT
OF THE SHASTA COUNTY HEALTH AND HUMAN SERVICES AGENCY,
AS MAY 2018 EMPLOYEE OF THE MONTH**

WHEREAS, the Shasta County Board of Supervisors has adopted the Shasta County Employee Recognition Program to identify exceptional employees who deserve to be recognized and honored for their contribution to County service; and

WHEREAS, such recognition is given to the employee meeting the criteria of the program, namely exceptional customer service, professionalism, high ethical standards, initiative, innovation, teamwork, productivity, and service as a role model for other public employees; and

WHEREAS, the Shasta County Employee Recognition Committee has considered all current nominations for the Shasta County Employee of the Month;

NOW, THEREFORE, BE IT RESOLVED that Deborah Smith, Personnel Assistant, of the Shasta County Health and Human Services Agency, is hereby named Shasta County Employee of the Month for May 2018; and

BE IT FURTHER RESOLVED Ms. Smith created the project of auditing the employee database and taking inventory of past employee evaluations. The auditing of the employee database causes this resource to be efficient and has assisted in keeping the database useful and accurate for department use.

Ms. Smith offers to assist other Personnel Assistants as needed with Department Action Notices. This notice displays a list of upcoming employee evaluations. Department Action Notices are an integral function of many jobs within HHSA, are vital in communicating evaluations due to HHSA Department Heads, and must be sent and finalized at departmental meetings. This assistance, given when needed, has aided in keeping this communication current to HHSA Department Heads.

Ms. Smith inspires others in their role to be conscious of their time spent on a daily basis.

DULY PASSED AND ADOPTED this 1st day of May, 2018, by the Board of Supervisors of the County of Shasta by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSE:

LES BAUGH, CHAIRMAN
Board of Supervisors
County of Shasta
State of California

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Supervisors

By _____
Deputy