

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SHASTA
RECOGNIZING STACEY RICHARDSON, OFFICE ASSISTANT III
OF THE SHASTA COUNTY HEALTH AND HUMAN SERVICES AGENCY,
AS JULY 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 Stacey Richardson, Office Assistant III, of the Shasta County Health and Human Services Agency, is hereby named Shasta County Employee of the Month for July 2018; and

BE IT FURTHER RESOLVED that HHSA, Regional Services is in the process of updating the setup of the General Assistance System program. Ms. Richardson has reviewed all reports to make sure all information and formatting is accurate and correct on each form. Ms. Richardson is in constant contact with IT to coordinate this information, and assist in a successful update of the General Assistance System program.

Ms. Richardson is helping to cross train other co-workers, completed step by step procedures and put the procedures in a computer file that everyone has access to so all co-workers have a clearer idea of client/staff communications and needed documents.

Ms. Richardson has assisted in streamlining the tracking of the inquiring, return, or walk in clients. She improved this process by taking information that was being tracked in many ways, and combined the information to be tracked and communicated electronically. Ms. Richardson created a tracking log and a reception log. She also created a formula to add client's information from the reception log to the tracking log. This allows the processing of paperwork to be quicker, with increased accuracy, and clients receive information faster.

Ms. Richardson is overseeing the Cascade building's Resource Room. She is training our Extra Help and Work Experience (WEX) workers and they find it much easier to work in the Resource Room, which now focuses on the customers. There is a new job board, along with other updates completed, that allow customers ready access to information.

Ms. Richardson exemplifies the best qualities in public service.

DULY PASSED AND ADOPTED this 17th day of July, 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