



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 01-18-18

Staff Contact: Melanie Bruketta, HR Director

Agenda Title: Proclamation and presentation of the Employee-of-the-Quarter award. (Melanie Bruketta, HR Director, mbruketta@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, values and vision.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

No action-proclamation/presentation only

Board's Strategic Goal

Organizational Culture

Previous Action

On October 19, 2017 the Board of Supervisors presented the first Employee-of-the-Quarter award to Hans White, Senior Fleet Services Technician.

Background/Issues & Analysis

This program recognizes employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have displayed proficiency at assigned duties, promoted a pleasant working environment, who are dependable, innovative and/or who provide excellent customer service.

An employee can nominate a co-worker who he/she believes is a deserving recipient. The nominations are reviewed by a committee comprised of five employee representatives selected by the City Manager. The composition of the committee includes bargaining unit employees, a Court employee and an Unclassified employee. The committee met on January 4, 2018 and selected Kelly Hale, Environmental Control Foreman, to receive the award this quarter.

Applicable Statute, Code, Policy, Rule or Regulation

Employee-of-the-Quarter policy

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: 101-0600-413-14-22

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: A \$200.00 award is given to the employee selected as Employee-of-the-Quarter and a \$50.00 award is given to the employee(s) who nominates the selected employee.

Alternatives

N/A

Board Action Taken:

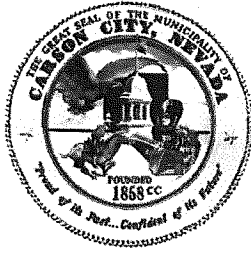
Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



RECEIVED

OCT 30 2017

Carson City
Human Resources

EMPLOYEE-OF-THE-QUARTER NOMINATION FORM

Do you have a co-worker that has displayed: proficiency at assigned duties, promoted a pleasant working environment, dependability, innovation in assigned duties, and/or excellence in customer service? If so, please take the time to nominate the employee for the "Employee-of-the-Quarter" award.

Criteria

Nominations may be made for outstanding performance and/or contributions to the team for activities such as, but not limited to, internal/external customer service, costs savings, productivity/work processes.

Nominating a Co-Worker

To nominate a co-worker, complete this form and submit to Human Resources. Submission can be made in person or by e-mail to: cchr@carson.org.

**Please review the deadlines in the Employee-of-the-Quarter policy.*

Nominee's Name

Kelly Hale

Nominee's significant contribution: (Please provide specific detailed example(s), please attach additional pages, if needed.)

Exceptional Customer Service - See attached pages including significant contributions and letter of support from Carson City School District.

Your Name

David Bruketta

Date

10/30/2017

Your Signature

10/30/2017

Department Director/Elected Official Name

Date

Department Director/
Elected Official

Signature

10/30/17



CARSON CITY NEVADA

Consolidated Municipality and State Capital

PUBLIC WORKS

October 30, 2017

To: Darren Schulz

From: David Bruketta

Regarding: Employee of the quarter nomination: Kelly Hale

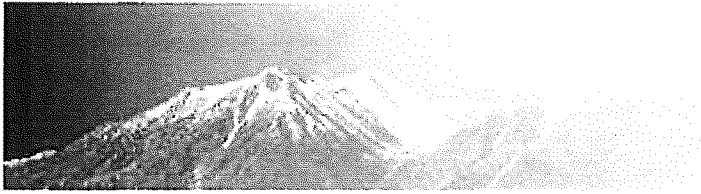
Nominee's significant contribution:

Earlier this year, The Nevada Division of Environmental Protection (NDEP), Bureau of Safe Drinking Water received grant funding from the Environmental Protection Agency to begin a voluntary testing program for lead found in the drinking water of Nevada's elementary schools. Many of these schools have old plumbing and fixtures that can potentially contribute to increased levels of lead in the drinking water within the schools. It has been well documented that elevated levels of lead can have deleterious effects on young children.

When the grant funding was provided to the Carson City School District (School District), Mark Korinek Director of Operations, reached out to Kelly Hale for assistance with the sampling program. Kelly worked closely with School District personnel in setting up their program and she came in early mornings, before the kids arrived to school, to help with the implementation of the program. While this program is independent of Carson City's drinking water quality, she viewed this as an opportunity to provide outstanding customer service. By using her extensive experience and knowledge in water quality sampling, she assisted the School District with the implement their program to help ensure the protection of Carson City's youth. This is just one of many times when she went up and beyond her required job duties to provide exceptional customer service.

Kelly serves as the Environmental Control Authority Foreman for Public Works. One important function of her position is evaluating the drinking water quality of the Carson City water supply and working closely with the water utility division and NDEP to ensure compliance with regulatory standards. Kelly holds a Grade IV Water Treatment Operator Certificate, which is well above the mandatory requirements of her position. She has over 10 years working with water quality rules and regulations.

Please see attached letter of recognition from the School District.



DEPARTMENT OF OPERATION SERVICES

P. O. Box 603
Richmond and Telegraph Street
Carson City, Nevada 89702

October 24, 2017

775.283.2175 Telephone
775.283.2191 Fax

David Bruketta
Utility Manager
Carson City Public Works

Dear David,

I wanted to take a moment and commend one of your teammates at Carson City Public Works, Kelly Hale, Environmental Control Foreman.

I first met Kelly last spring when we were both meeting with Jennifer Carr, Deputy Administrator of Nevada's Department of Environmental Protection, regarding a grant to pay for Lead water testing in Elementary schools. We talked about the process for taking and testing these samples and Kelly was on board with the project 100%. We decide it was best to start this project when school resumed in September.

Kelly contacted me in September and we worked out a schedule. Ms. Hale has diligently contacted my Lead Custodians on site directly and worked out an early morning time to sample water at each school. To ensure integrity with the sampling, she is actually collecting the sample and delivering them to the Bureau of Safe Drinking Water in Carson City for testing. This really shows her passion for her job and helping other people, especially young students.

We are truly grateful for Kelly's assistance and *can-do* attitude. She is definitely a valuable asset to Carson City Public Works, as well as the community and a really, nice person as well. Hats off to Kelly for her outstanding customer service and concern for the children of Carson City.

Sincerely,

Mark Korinek
Director of Operations
Carson City School District

PROCLAMATION

Recognizing Kelly Hale, Environmental Control Foreman, as the Employee-Of-The-Quarter

WHEREAS, Carson City's quality of life attracts talented and loyal employees;
and

WHEREAS, every day, Carson City employees put to use their broad array of skills and expertise with efficiency and integrity for the benefit of everyone in our City; and

WHEREAS, Carson City values its employees and acknowledges that recognizing employees for their hard work and dedication is critical to the future health and growth of our City; and

WHEREAS, we owe a substantial debt of gratitude to the Carson City employees and applaud those who go above and beyond in their loyalty and ability; and

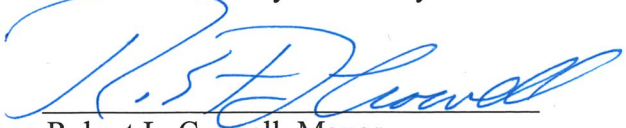
WHEREAS, Kelly Hale, Environmental Control Foreman, assisted the Carson City School District with the implementation of their safe drinking water testing program in the elementary schools by using her extensive knowledge and training in water sampling and in doing so, contributed to the fulfillment of the City's mission, values and vision; and

WHEREAS, it is an honor to be selected for this award by your co-workers and it speaks highly of your work performance and how it is perceived by others.

NOW, THEREFORE, I, Robert L. Crowell, Mayor of Carson City, Nevada, celebrate the special trust and confidence in the loyalty, integrity and ability of Kelly Hale, and do hereby proclaim her to be EMPLOYEE-OF-THE-QUARTER for Carson City and encourage everyone to join me in this special recognition.



Dated this 18th day of January 2018.


Robert L. Crowell, Mayor