

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: April 16, 2008

Division: Community Services

Bulk Item: Yes No

Department: Extension Services

Staff Contact Person/Phone #: Deb Barsell/x4500

AGENDA ITEM WORDING: Presentation of Employee Service Award for the month of December 2007, to Dawn Thomas, Extension Coordinator, Extension Services, Community Services Division.

ITEM BACKGROUND: Ms. Thomas was chosen for the Employee Service Award in December 2007 based the nomination submitted by the Extension Services Director and the Community Services Division Director.

PREVIOUS RELEVANT BOCC ACTION: NA

CONTRACT/AGREEMENT CHANGES: NA

STAFF RECOMMENDATIONS: Approval

TOTAL COST: _____

BUDGETED: Yes No

COST TO COUNTY: _____

SOURCE OF FUNDS: _____

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** _____ **Year** _____

APPROVED BY: County Atty n/a OMB/Purchasing n/a Risk Management n/a

DOCUMENTATION: Included Not Required _____

DISPOSITION: _____

AGENDA ITEM # _____

**EMPLOYEE SERVICE AWARD
DECEMBER 2007**

DAWN THOMAS

Dawn Thomas has been a valued employee of Monroe County for 6 years, beginning as a Legal Assistant with the County Attorney's Office and moving her way up to Paralegal. After 4 years with the County Attorney's Office, Dawn worked in the Social Services Department for a brief time until she was hired by the Extension Services in 2006. As Extension Coordinator, Dawn is responsible for managing the daily administration and budgeting activities related to the County and the University of Florida as well as developing and managing the Extension Services website. Some of these tasks were new for Dawn, and she quickly and expertly learned her job and taught herself how to use web management and desktop publishing programs with minimal assistance.

When a subordinate position was vacated by the incumbent in May 2007, Dawn - after less than 9 months in her supervisory position - stepped up and tackled the top priority duties of the vacant position. For nearly a year, she has deftly covered the duties of two positions with no additional salary. With Dawn's enthusiastic team spirit, Extension Services was able to successfully organize and conduct our ninth annual Tropical Fruit Fiesta last June. In a similar manner, she helped with the logistics for this year's Seafood Festival held in January.

Despite the numerous added duties, Dawn regularly meets deadlines. She rarely is away from the office and is truly dedicated and committed to her job. She is an outstanding employee. We are proud to recognize Dawn Thomas here today as the recipient of the December 2007 Employee Service Award. Thank you, Dawn.