

**BOARD OF COUNTY COMMISSION
AGENDA ITEM SUMMARY**

Meeting Date: 4/16/06- KW

Division County Attorney

Bulk Item: Yes No

Staff Contact Person: Suzanne Hutton

AGENDA ITEM WORDING:

Presentation of Employee Service Award for the month of February, 2008, to Debra Rainer, Paralegal, County Attorney's Office.

ITEM BACKGROUND:

Ms. Rainer was selected for the Employee Service Award for the month of February, 2008.

PREVIOUS RELEVANT BOCC ACTION:

N/A

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

N/A

TOTAL COST: _____

BUDGETED: N/A Yes ___ No ___

COST TO COUNTY: _____

SOURCE OF FUNDS: _____

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

APPROVED BY: County Atty OMB/Purchasing ___ Risk Management ___

DOCUMENTATION: Included Not Required _____

DISPOSITION: _____

AGENDA ITEM # _____

EMPLOYEE SERVICE AWARD
FEBRUARY, 2008
DEBRA RAINER

Tina Boan nominated Debra Rainer, Paralegal, County Attorney's Office, for employee of the month. The nomination was based on a call made by Ms. Boan to the County Attorney's office with a question regarding some very old ordinances. Within fifteen minutes of the request, Debra returned the call after taking it upon herself to begin researching the question. Debra communicated several times to ensure that the question was being thoroughly addressed and displayed an extremely cooperative attitude and a genuine concern regarding the project; she saved the budget office countless hours of work.

Debra is able to complete very diverse tasks, combining her paralegal and book-keeping knowledge for research and analysis. She often uses her own initiative and obtains attorney confirmation of her independent judgment in accomplishing those tasks. She is the office expert in locating appropriate records to address issues which unexpectedly recur, no small task since there have been substantial changes to the filing system and locations of files which were once housed in the County Attorney's Office.

During the past year, she kept a good attitude throughout a temporary move to the Harvey Government Center conference room which she shared with three other staff members, and a move of the entire office to new quarters, plus reorganization of the legal staff. She was resourceful in reconfiguring the office furniture and file cabinets to fit the new space and in shelving the books in a user-friendly manner.

Debra is a great asset to the County.