



BOARD OF COUNTY COMMISSIONERS ESCAMBIA COUNTY, FLORIDA

MEETING DATE: 12/10/2020

ITEM ID: 2020-678

FROM: Janice Gilley, County Administrator

SUBJECT: Adoption/Ratification of Proclamations

DEPARTMENT: County Administration

ITEM TYPE: Proclamation

RECOMMENDATION/REQUIRED ACTION:

That the Board take the following action:

A. Adopt the Proclamation commending and congratulating Janice Costin, a Customer Service Technician, in the Building Services Department, on her selection as "Employee of the Month" for December, 2020; and

B. Ratify the Proclamation dated November 12, 2020, commending and congratulating James Brown on his retirement, effective November 12, 2020.

BACKGROUND SUMMARY:

On March 21, 2013, the Board approved the "Employee of the Month and Employee of the Year Awards Program." Each Department will submit one employee to be nominated as the "Employee of the Month." The County Administrator will then select one employee from the nominations. The employee who is selected will receive a check in the amount of \$250, a Proclamation, and a plaque that will hang in the lobby of the Ernie Lee Magaha Government Building for that month.

Various departments, outside agencies, special interest groups, civic and religious organizations in recognition of specific events, occasions, people, etc., request Proclamations.

Information provided on the Proclamation is furnished by the requesting party and placed in the proper acceptable format for BCC approval by the County Administration staff.

Board approval is required by Board Policy Section I, A (6).

FISCAL IMPACT: The Employee of the Month Award Program will cost \$250 per month; the Employee of the Year Award Program will cost \$500 per year. Funding is available through Fund 001, General Fund, Cost Center 150101, Object code 55201.

LEGAL CONSIDERATIONS/SIGN-OFF:

N/A

POLICY/REQUIREMENT FOR BOARD ACTION:

N/A

IMPLEMENTATION/COORDINATION:

The Human Resources Department and the County Administrator's Office will work together to coordinate this program.

ATTACHMENTS:

1. Janice Costin, EOM, December 2020
 2. James Brown, Retirement Proclamation
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