

County of Sonoma Agenda Item Summary Report

Clerk of the Board Use Only
 Meeting Date _____ Held Until _____
 Agenda Item No. _____ Agenda Item No. _____

Department: General Services

() 4/5 Vote Required

Contact:

Phone:

Board Date:

Deadline for Board Action:

Jon E. Martens

(707) 565-2164

8/4/2009

8/4/2009

Agenda Short Title:

Resolution Commending General Services' Administrative Aide Cynthia Lewis

Requested Board Action:

Adopt a resolution commending Cynthia Lewis, Administrative Aide, for 30½ years of service with the County of Sonoma

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

ADD'L FUNDS REQUIRING BOARD APPROVAL

Estimated Cost \$-0-

Contingencies \$
(Fund Name:)

Amount Budgeted \$-0-

Unanticipated Revenue \$
(Source:)

Other Avail Approp \$
(Explain Below)

Other Transfer(s) \$
(Source:)

Additional Requested: \$-0-

Additional Funds Requested: \$

Explanation (if required):

Prior Board Action(s):

None.

Alternatives – Results of Non-Approval:

N/A

Background

Administrative Aide, Cynthia Lewis more commonly known as Cindy Lewis, was hired as an Extra Help Nursing Assistant in 1978. Over the last 30 years, Cindy has worked her way up the ladder in the Community Hospital Medical Unit, ISD's Communications Division, and finally, to the position of Administrative Aide for General Services Facilities Operations in 2007.

Cindy has seen many changes in office technology during her tenure with the County. In Facilities Operations, she oversaw the development of the County's state of the art automated work order system ("SOMAX"). Her legacy as a natural organizer, mentor to our division's interns, and her wealth of knowledge and experience has been a great resource for our division. Due, in part, to Cindy's efforts above, many counties are now only beginning to catch up to the level of service that Sonoma County Facilities Operations has been providing for a number of years.

Cindy has also improved Facilities Operations office procedures that have allowed greater ability for departments to get goods and services quickly. She oversaw the development of the County's Parking Ordinance, the Internship Program at Facilities Operations, and the County's Identification Badge System. These contributions and her customer service approach for the public over the years has helped make Facilities Operations the organization it is today.

On July 13, 2009, after 30½ years of service, Cindy Lewis retired from the County. On behalf of the General Services Department, Facilities Operations Division and the County, we wish Cindy the best for her future retirement.

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Attachments:

Resolution

On File With Clerk:

CLERK OF THE BOARD USE ONLY

Board Action if Other than ("Requested")	Vote: