

# RANCHO SIMI RECREATION AND PARK DISTRICT

## Interoffice Memorandum

DATE: March 6, 2008

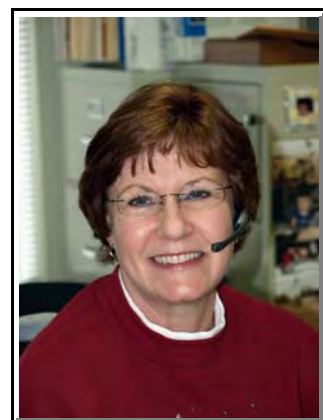
TO: General Manager

FROM: Marketing and Community Outreach Specialist

SUBJECT: Presentation of the Employee of the Month for February 2008

### **EMPLOYEE OF THE MONTH FOR FEBRUARY 2008**

The District's employee of the month for February 2008 is Debbi Clarke. Debbi has worked full time for the District since July 7, 2000, having worked part time for many years prior to her full time status. Debbi is the Receptionist/Clerk and works in the Recreation Department. This is her fourth award for Employee of the Month; the previous awards were, October 2000, August 2003, and January 2005.



### **NOMINATION NARRATION**

The person who nominated Debbi had this to say about her, "This person I am nominating is one of the District's 'front line' employees who deals with the public on a daily basis both in person and on the phone. She is professional, has a very pleasant attitude and is great to work with. She is always willing to help when called upon. She is very committed to the District and goes above and beyond to serve the community in an effective and fair manner.

She has the difficult task of keeping track of the special details and circumstances that arise related to the After School Club Program and handles the matters with professionalism and efficiency. On a day to day basis this person is working hard to serve both the District and the community and deserves to be recognized for all of her efforts!"

### **BOARD ACTION**

Debbi has been invited to attend the March 6, 2008 board meeting to receive a plaque from the board chair. She is also eligible for one day off with pay sometime in the next 60 days.

A handwritten signature in black ink that reads "Colleen Janssen". The signature is written in a cursive, flowing style.

Colleen Janssen  
Marketing and Community Outreach Specialist