

RANCHO SIMI RECREATION AND PARK DISTRICT

Interoffice Memorandum

DATE: April 5, 2007

TO: General Manager

FROM: Marketing and Community Outreach Specialist

SUBJECT: Presentation of the Employee of the Month for March 2007

EMPLOYEE OF THE MONTH FOR MARCH 2007

The District's employee of the month for March 2007 is Theresa Pennington. Theresa has worked for the District since May 23, 2005. She works in the Administration Department as the Business Supervisor. This is her first award for Employee of the Month.



NOMINATION NARRATION

The person who nominated Theresa had this to say about her, "The person I would like to nominate has worked for the District for almost two years and has proven to be the right person for the job. This person works quietly behind the scenes making sure the District's best interests are protected.

This person has implemented an effective system of collections that has resulted in restitution being collected from persons who have caused vandalism in the parks, car accident damage on District properties, and more. This person has actively implemented CLASS software, orchestrating training sessions, program updates, procedures, protocols and making sure the program is used effectively. This person researches legal claims against the District, offering solid reporting and research.

This person willingly takes on tasks and projects and completes them in a timely manner. She involves others during research and gains input and recommendations to ensure willing cooperation with the final results. A professional approach and thorough research and reporting help create efficiency and effectiveness.

On a more personal note, this person brings a great attitude to her position at the District. She can be counted on to be positive, focused, and an asset to this agency."

BOARD ACTION

Theresa has been invited to attend the April 5, 2007 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 cursive script that reads "Colleen Janssen".

Colleen Janssen
Marketing and Community Outreach Specialist