

SAN MATEO COUNTY
Inter-Departmental Correspondence

DATE: April 26, 2001

TO: Honorable Board of Supervisors

FROM: John Maltbie, County Manager

SUBJECT: Employee of the Month for May 2001

RECOMMENDATION

Honor Veena Kumar as Employee of the Month for May 2001 and authorize the President of the Board to sign the commendation.

BACKGROUND

In September 1984, you approved a resolution establishing an Employee of the Month program and in December 1984, you honored the first San Mateo County Employee of the Month

The Selection Committee has reviewed the nominations and recommends that Veena Kumar, Administrative Secretary II in the Human Services Agency be the May Employee of the Month

DISCUSSION

A County employee for over 10 years, Veena has many responsibilities as an Administrative Secretary II. In her position, she performs the full range of secretarial and office administrative services, including receiving and screening visitors and telephone calls, researching and compiling informational materials, typing drafts and a wide variety of documents, minutes and instructions, initiating correspondence, scheduling and arranging meetings and organizing files.

Veena was nominated for Employee of the Month because of the many superlative comments about her in the San Mateo County Cares Surveys. Comments include "Veena Kumar is a delight to work with!", "Veena is knowledgeable in many areas and if she doesn't know the answer she will research it and call you back with the information," and lastly "Veena truly brightens the days of those she comes in contact with "

Many times Veena is the first contact that people have with the Human Services Agency and her professionalism is reflected on the whole Agency. Her outstanding ability to help people, both co-workers and clients, is exceptional and has been the source of positive feedback. It has been said that she is always willing to help, no matter what the task.

Our County is fortunate to have Veena Kumar as one of its outstanding employees.