



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Manager's Office

DATE: November 19, 2001

BOARD MEETING DATE: December 4, 2001

TO: Honorable Board of Supervisors
FROM: John Maltbie, County Manager
SUBJECT: Employee of the Month for December 2001

Recommendation

Honor Pat Black as Employee of the Month for December 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 Pat Black, Administrative Assistant II in the Employee and Public Services Department be the December Employee of the Month.

Discussion

A County employee since February 1996 Pat has been functioning as the County's Nonprofit Coordinator since May 1998. In this position Pat is responsible for ensuring that nonprofit agencies receive needed services that enable them to save money and reduce costs. To this end, nonprofit agencies participate in several County programs, including:

- Individual and Organizational Development Training Programs (computer technology, career development, leadership, etc.).

- Purchasing Vendor Agreement Program (substantial savings on purchases).
- Advertising for Jobs (in the County's weekly bulletin and on the website).
- Recycled Computer Equipment (donations to nonprofits).

Additionally, Pat takes the lead in organizing and coordinating two major events for the County, Heartwalk and Second Harvest Food Drive. She also assists others in planning events, such as the Charitable Contributions Campaign, Child Abuse Prevention Awareness Month activities, the County Employee Picnic, San Mateo County State Fair Exhibition and Special Olympics.

Pat approaches her job with dedication, enthusiasm and a heartfelt commitment to the community. This is not just a job for Pat, it is a way of life. Her commitment also extends to her personal life, where she routinely volunteers to help raise money or perform services for needed causes such as:

- Susan G. Koman Fund – Run for the Cure
- Tour de Peninsula – Parks Foundation
- Earth Day 2001 – Coyote Point Park
- American Heart Association
- Sor Juana Ines
- Redwood City Farmer's Market
- Kiwanis
- Coastal Cleanup – Redwood Creek
- Run for the Far Side – SF Hall of Science
- Redwood City Skate Park Advisory Committee

Representatives of nonprofit agencies and County employees praise Pat for her performance. To cite just 2 examples:

"We couldn't have the project as well with the generous contribution of your time and support. It is through the collaborative efforts such as this that we are able to provide assistance to the communities we serve."

"Thank you for your help getting started the Nonprofit purchasing program. The County purchasing program represented 33% savings for 3 years. That's a huge savings that will allow us to focus more of our resources into building strong kids, strong families and strong communities."

Our County is fortunate to have Pat Black as one of its outstanding employees.