



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

DATE: March 2, 2004

BOARD MEETING DATE: March 16, 2004

TO: Honorable Board of Supervisors
FROM: John Maltbie, County Manager
SUBJECT: Employee of the Month for March 2004

Recommendation

Honor Linda Robelet as Employee of the Month for March 2004 and authorize the President of the Board to sign the commendation.

Background

The Employee of the Month program was established in December 1984 to recognize and honor County employees who consistently demonstrate an outstanding level of performance.

Our Employee of the Month for March 2004 is Linda Robelet, Administrative Secretary III at the San Mateo Medical Center.

Discussion

Linda Robelet has been an employee of the County for the last 13 years working as an administrative secretary first at Crystal Springs and currently at the Medical Center.

In years fraught with constant regulatory visits, Linda was the primary administrative support responsible for the Plans of Corrections required after a visit from CMS or OBRA. These plans require exact coordination among multiple departments and a fast turnaround time (usually 10-15 days) and can range from 15-80 pages of text. Linda worked tirelessly through many evenings and weekends to complete these plans in an exacting and professional manner.

Linda also was the primary administrative coordinator for the Burlingame Healthcare Center workplan. This large project involved multiple departments countywide. All departments sent their information to Linda for collation into one large document. She worked closely with all department managers to make this

workplan a reality in very short timeframe. She has been assigned this same role for the Women and Children's Services workplan since she did such an outstanding job on the workplan for Burlingame!

Linda has stepped in on many occasions to assist with projects such as the preparation of the Hospital Board Reports, Medical Center goals, organizational charts, and phone book listings. She readily assists in interviewing and orienting new secretarial personnel and assists others when needed.

Most recently, she has taken on the responsibility of the coordination and typing of all hospital policies prior to the JCAHO visit this year. As always, she meets this challenge with strong organizational skills, good ideas and an excellent attitude.

Linda is a great example of an employee who works diligently on projects without asking for anything extra or seeking praise. Her attitude is always professional, pleasant and helpful. She takes pride in her work and truly exemplifies the values of the Medical Center and the County.

Our County is fortunate to have Linda Robelet as one of its outstanding employees.

Vision Alignment

This item keeps the commitment of responsive, effective and collaborative government through goal number 21: County employees understand, support and integrate the County vision and goals into their delivery of services.