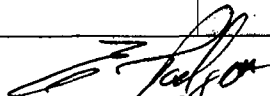


MANATEE COUNTY GOVERNMENT
AGENDA MEMORANDUM

SUBJECT	EMPLOYEE OF THE MONTH Cynthia (Cindy) Mozeleski	TYPE AGENDA ITEM	PRESENTATION
DATE REQUESTED	January 9, 2001	DATE SUBMITTED/REVISED	December 7, 2000
BRIEFINGS?/WHO?	NONE	CONSEQUENCES IF DEFERRED	LACK OF EMPLOYEE RECOGNITION
DEPARTMENT/DIVISION	HUMAN RESOURCES DEPARTMENT	AUTHORIZED BY	GARRY W. DYE, DIRECTOR
		TITLE	HUMAN RESOURCES DEPARTMENT <i>HW</i>
CONTACT PERSON	GARNET MCDONALD	PRESENTER/TITLE	BOARD OF COUNTY COMMISSIONERS
TELEPHONE/EXTENSION	EXT. 3564	TELEPHONE/EXTENSION	
ADMINISTRATIVE APPROVAL			

ACTION DESIRED

INDICATE WHETHER ¹REPORT or ²DISCUSSION, ³FORM OF MOTION, or ⁴OTHER ACTION REQUIRED:

Presentation of the January 2001 EMPLOYEE OF THE MONTH award to Cynthia Mozeleski, Administrative Assistant, Public Safety Department.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

Ordinance 97-28 - Ordinance providing that certain expenditures constitute valid and proper County purposes (1) Awards.
Resolution R-97-191 - Employee Recognition Program

BACKGROUND/DISCUSSION

- This award is presented monthly
- A designated parking space will be available to the "Employee of the Month"
- This employee will receive a \$50.00 cash award in an upcoming paycheck

HAS COUNTY ATTORNEY REVIEW BEEN REQUESTED? Indicate "NO" or "YES" as right. (If "NO," proceed to 1) below, and if "YES," proceed to 2) below)

1) IF "NO" TO ABOVE

A) PLEASE EXPLAIN BELOW: (see also following section 1B) re: contract, agreement, lease, etc.:

Unnecessary. No legal issue involved.

B) IF A CONTRACT, AGREEMENT, LEASE OR OTHER DOCUMENT WAS PREVIOUSLY APPROVED, STATE YEAR OR LAST USE, as right: N/A

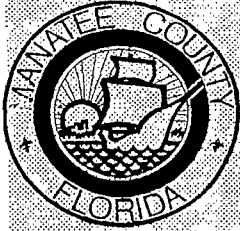
2) IF "YES" TO FIRST QUESTION IN THIS SECTION

A) HAS ENTIRE MATTER, OR ONLY A PORTION, BEEN REVIEWED? IF ONLY A PORTION, WHICH PORTION?

B) HAVE ALL COMMENTS/SUGGESTIONS RAISED BY COUNTY ATTORNEY BEEN ADDRESSED/INCORPORATED? IF NOT, COUNTY ATTORNEY MEMO RE THIS MATTER **MUST BE ATTACHED** (If comments were verbal, so dictate.)

APPROVED IN OPEN SESSION
JAN 09 2001
BOARD OF COUNTY COMMISSIONERS

ATTACHMENTS: (List in order as attached)	INSTRUCTIONS TO BOARD RECORDS:
"Employee of the Month" Nomination Form Copy of Certificate	None
COST: \$75.00	0010003700.549001 - Awards
COMMENTS: None	None



MANATEE COUNTY GOVERNMENT

"EMPLOYEE OF THE MONTH" NOMINATION FORM

RECEIVED

APR 07 2000

HUMAN RESOURCES

DATE: MARCH 17, 2000

(PLEASE PRINT)

NAME: CINDY MOZELESKI

DEPARTMENT: PUBLIC SAFETY

DIVISION: EMERGENCY MEDICAL SERVICE

JOB TITLE: ADMINISTRATIVE ASSISTANCE

DATE OF HIRE: 4/90

NOMINATED BY: MARK EDENFIELD, CHIEF

1. CHECK THE FOLLOWING SELECTED CRITERIA WHICH BEST DESCRIBES THE CHARACTERISTICS OF THE CANDIDATE'S PERFORMANCE:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Customer Service | <input type="checkbox"/> Dependability/Reliability | <input type="checkbox"/> Enthusiasm |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Leadership | <input checked="" type="checkbox"/> Creativity |
| <input checked="" type="checkbox"/> Initiative/Motivation | <input type="checkbox"/> Cost Savings | <input type="checkbox"/> Job Knowledge |
| <input type="checkbox"/> Commitment/Dedication | <input checked="" type="checkbox"/> Integrity/Honesty | <input checked="" type="checkbox"/> Consistent Quality |
| <input type="checkbox"/> Safety Conscious | <input type="checkbox"/> Productivity | <input type="checkbox"/> Adaptability |
| <input type="checkbox"/> Other _____ | | |

2. EXPLAIN WHY THIS EMPLOYEE DESERVES TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)

SEE ATTACHED

Employee of the Month
Nomination Form

3. HOW DOES THIS EMPLOYEE BEST EXEMPLIFY THE COUNTY'S MISSION STATEMENT:

Lined area for handwritten response to question 3.

MANATEE COUNTY
MISSION STATEMENT

TO SERVE WITH EXCELLENCE
BY USING RESOURCES RESPONSIBLY
TO PRESERVE AND ENHANCE
THE QUALITY OF LIFE
IN MANATEE COUNTY

4. ADDITIONAL COMMENTS:

Lined area for handwritten additional comments.

Mark Edensfeld
EMPLOYEE'S SUPERVISOR

DATE 3/17/00

Loren Windon
DEPARTMENT DIRECTOR

DATE 3-18-00

PLEASE SUBMIT YOUR NOMINATION TO THE DEPARTMENT OF HUMAN RESOURC

Cindy is a motivated employee who demands a high grade of quality from herself. She produces a level of work comparable to any tenured professional in her field. And through comprehensive editing of her work, she maintains an elevated level of professionalism expected by our customers.

She is an innovative person that considers creativity as the cornerstone of any worth while project. Her ability to enhance assignments in order to elevate its quality comes natural to Cindy. She understands that knowledge is power and strives to maintain a better awareness of new policies, union articles and any other directives which may have impact in her assigned area.

The Department of Public Safety is temporarily without their Fiscal Analyst and has not filled the position as of yet. During the vacancy of this position, Cindy has been instrumental in obtaining critical budget information and has closely policed the budget levels in the Division of EMS.

Cindy exemplify's the County's Mission Statement by understanding the importance of quality customer service and goes one step beyond to consider her peers as customers. She embraces a personal philosophy which sets her aside from many others; she recognizes the good in all people and assists them in developing their positive traits. She is polite, honest and above all possesses a distinguished level of integrity.

But most of all, she keeps me out of trouble by maintaining a tight vigilance in a very busy organization, Manatee County's Division of EMS.



Employee

O F T H E M O N T H

presented by
MANATEE COUNTY

and its citizens

to

Cynthia C. Mozeleski

In Recognition Of Your Outstanding Performance,
Productivity And Dedicated Service to
Manatee County Government.

Proclaimed and Presented
this 9th day of January, 2001

Chairman, Board of County Commissioners