

October 8, 2013 - Regular Meeting
Agenda Item #3

Subject

Employee of the Month - Jeanne Watkins

Briefings

None

Contact and/or Presenter Information

Contact: Tamie Langman, ERC Program Coordinator, Ext. 3861

Presenter: Cheri Coryea, Neighborhood Services Director

Action Requested

Presentation of the October Employee of the Month awarded to Jeanne Watkins, Compliance Coordinator, Neighborhood Services.

Enabling/Regulating Authority

Ordinance 97-28-Ordinance providing that certain expenditures constitute valid and proper County purposes (1) awards.

Resolution R-09-020 - Performance Incentive 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 \$100.00 cash award and a paid day off.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

None

Cost and Funds Source Account Number and Name

\$125.00 0010003700-549001-Awards, Ad Valorem Tax

Amount and Frequency of Recurring Costs

None

Attachment: [jeanne.pdf](#)

Attachment: [Watkins_Nomination09272013103148.pdf](#)



SUBMITTED TO ERPC 4/1/13 ELIGIBLE FOR CONSIDERATION FROM 5/13 TO 10/13



MANATEE COUNTY GOVERNMENT

"EMPLOYEE OF THE MONTH" NOMINATION FORM

DATE: 3/18/13

(PLEASE PRINT)

NAME: Jeanne Watkins

DEPARTMENT: Neighborhood Services

DIVISION: Administration

JOB TITLE: Compliance Coordinator

DATE OF HIRE: 5/15/1978

NOMINATED BY: Ava Ehde

PHONE#: 6301

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:

Creates administrative compliance system for all departmental functions related to Federal, State, and local regulations, guidelines and requirements. Manages multiple comprehensive databases. Prepares, updates and maintains pertinent records and reports. Compliance monitoring.

2. DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.

Jeanne Watkins is a giving, patient, and helpful employee with an excellent work ethic. She is our department "go to" person for answers, including grants, who to call, and proper procedures. Jeanne is always willing to help anyone in need and will do everything in her power to facilitate projects, special events off-site, and help any employee or citizen personally. She is extraordinarily reliable and she has a "can do" attitude, which sets an amazing example for others.

3. SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)

Jeanne willingly jumps into any "gap" offering assistance and follow through that best represents the County. She is proactive, seeking out those needing help on a regular basis. She is a truly a woman of her word and a stellar example to other employees. Her thirty plus years as a Manatee employee are hallmarked by patience and integrity.

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

Jeanne exemplifies the County's Mission Statement with her professional commitment to providing quality service delivered with patience, kindness and efficiency. Her effectiveness and responsiveness to the community and making this the best County ever is stellar. Her personal and professional work ethic are daily examples for all employees.

5. ADDITIONAL COMMENTS:

NOTE: ADDITIONAL DOCUMENTATION AND/OR COMMENDATIONS MAY BE ATTACHED (UP TO 10 PAGES).

I have had the good fortune to have benefitted daily from Jeanne's guidance, help, mentoring and overall support since meeting her two years ago. She is always willing to step in to offer help and assistance even when it takes her out of her comfort zone. She has been helping the library in a variety of ways, but some of the best examples are her work supporting our former and new administrative specialist position, on the system-wide library grants committee and most recently organizing a sell out library foundation author luncheon. This luncheon will prove to be a money maker for the first time in years and it is in no small part to Jeanne's hard work organizing the ticket sales, room set up, and event itself. Jeanne is never one to shine her own light, but these are examples of additional work, not within her own duties.

Jeanne is the person every division of Neighborhood Services calls with questions, help, editing, organizing and help with databases, forms, etc.. She helps interpret County policy, assists with Board documents, acts as intermediary with HR, and Federal, State and County regulations.

It is with great pleasure we nominate her for this award of which she is so richly deserving! -Ava Ehde

EMPLOYEE'S SUPERVISOR Approved/Disapproved	Date:
Supervisor's Comments:	
DEPARTMENT DIRECTOR Approved/Disapproved	Date:
Department Director's Comments:	
Reviewed by Human Resources:	Date:

Cheri R. Long 3/28/13

see attached from members of all department Divisions

ML 4/1/13

DEPARTMENT DIRECTOR - NOTE:

Please notify Tamie Langman, Human Resources Department of any change in status regarding the nominated employee.

**PLEASE SUBMIT YOUR NOMINATION TO THE HUMAN RESOURCES DEPT.
ATTN: Tamie Langman, ERC Coordinator.**

DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.

Jeanne has worked for many department directors and under various county administrators, all the while exuding the same traits as described throughout this nomination.

SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)

Jeanne knows what you are thinking and what you need before you have time to fully write it out and then she creates it to allow you to begin. She is our Insurance Liaison and is the reason why for the years 2010 and 2011 our department had all employees in the Best Plan. Her appropriately timed emails of encouragement to complete your Qualifying Events kept everyone on target to meet their deadlines.

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

She, in most instances, is the employee who trains or learns a new procedure, software or required function all on her own the moment the information is delivered. Many times she will then teach other staff or talk them through the new procedure.

-Cheri Coryea
Neighborhood Services Director



Jeanne Watkin's Nomination for Employee of the Month

Luz McQuiston to: Ava Ehde

Cc: Cheri Coryea

03/14/2013 09:59 AM

Good Morning Ava,

I would like to take a few minutes of your time to let you know we are very fortunate to have Jeanne Watkins, in the Neighborhood Services Department. Jeanne is very approachable, and never hesitates to assist anyone in any way she can. She always goes over and beyond in her service to this office and will gladly walk you through any department's processes if need be. Jeanne's infinite experience, and high level of detail that she provides to our Department in each task that is assigned to her is priceless. She definitely should be recognized by this organization for her great attitude and excellent work ethic.

Luz McQuiston, Senior Fiscal Analyst

Neighborhood Services Department || Administration Division

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www.mymanatee.org/neighborhood



March 14, 2013

I would like to offer my strong support for the selection of Jeanne Watkins as a Manatee County Employee of the Month.

I have worked with Jeanne for over 13 years, both in the Community Services Department and now in Neighborhood Services. During those 13 years, I have never known Jeanne to be other than helpful, patient, and extremely knowledgeable in all aspects of her responsibilities.

Since becoming the Administrative Coordinator of our Department, she has taken on the task of keeping all of our Federal and State reports organized and on time! What a task. There are quarterly reports, semi-annual reports and annual reports, labor reports, accomplishment reports, activity set-ups and close outs, and, agency monitoring just to name a few. With each new grant program comes new and different reporting requirements and systems. Without fail, Jeanne has kept us in compliance. This task in itself could be a full time job. There is no way that I could do my job in implementing all of these grant programs without Jeanne's assistance and support.

Every year, I have issues with the insurance qualifying paperwork. Every year, as I show up in her office in frustration, she greets me with a smile and tells me not to worry, we can fix it. And she does.

Jeanne has been a steadfast and loyal employee of Manatee County for over 30 years. She is one of the most reliable and patient individuals I have had the pleasure of knowing and working with. In addition to the reasons stated above, Jeanne makes sure that all of us are kept up-to-date with administrative requirements of the Department and County, ie, training, agenda preparation, "how do I do this", "who do I call". She is always one of the first in the Department to volunteer to help anyone in any other Division with their special events. The CRA Fall Festivals, Community Development Block Grant community meetings, library author luncheons, to name a few.

Jeanne is a quiet hardworking individual and deserves the recognition as an outstanding and exemplary employee of Manatee County.

Sincerely,

Suzie Dobbs
Community Development Manager
Neighborhood Services Department

Jeanne Watkins has a wealth of knowledge about Manatee County and she uses that knowledge to benefit all. Whenever I am looking for information, research, procedures, policies, historical knowledge, assistance with insurance, and payroll Jeanne seems to be the name that immediately pops in my mind and true to form she is always willing to help. She has tremendous talents to make everything look professional and her attention to detail is something I truly appreciate. She always makes our department shine. I feel very fortunate to have her as my coworker.

Debbie Deleon

March 19, 2013

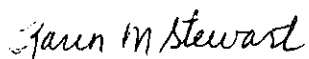
To Whom It May Concern,

It is my pleasure to recommend Jeanne Watkins for Employee of the Month for Manatee County. I would like to highlight the following points that make Ms. Watkins the ideal candidate for consideration:

- Jeanne is dedicated, committed, reliable, and always seeks the best for the Neighborhood Services Team (NSD).
- Jeanne has excellent customer service skills and utilizes them with internal and external customers. She is friendly, efficient, and thorough.
- Jeanne is the "go to" person in NSD, she possesses strong institutional and departmental knowledge and is always willing to help with any project.
- Jeanne is a versatile TEAM leader; she works across programs and divisions with ease and brings her skills and knowledge to bear with neighborhood planning, community development, libraries, and economic development.
- Jeanne is caring, compassionate, and concerned for her team members. She is a good friend to all.

In closing, I would like to say that Jeanne Watkins exemplifies the ACE philosophy and serves as a role model and mentor to all who know her.

Sincerely,



Karen M. Stewart
Economic Development Program Manager