

June 12, 2018 - Regular Meeting  
Agenda Item #5

Subject

Employee of the Month - Tina Neri

Briefings

None

Contact and/or Presenter Information

Contact: Tamie Langman, Human Resources, Ext. 3861

Presenter: Mike Gore, Utilities Director

Action Requested

Presentation of the June Employee of the Month awarded to Tina Neri, Business System Support Analyst III, Utilities Department.

Enabling/Regulating Authority

Manatee County Code § 2-2-3 - Awards and Incentives to Employees

Resolution R-09-020 - Performance Compensation Programs

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 in addition to one 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: [Neri\\_EOM.pdf](#)

Attachment: [Neri\\_EOM1.pdf](#)



MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

(PLEASE PRINT)

DATE: 9/25/17

[X] EMPLOYEE OF THE MONTH NOMINATION

NAME: Tina Neri
DEPARTMENT: Utilities DIVISION: Utilities Financial Services
JOB TITLE: Business System Support Analyst III DATE OF HIRE:
NOMINATED BY: Olga Wolanin PHONE#: X5416

SUBMITTED TO ERPC ELIGIBLE FOR CONSIDERATION FROM TO
Reviewed by Human Resources Date:

[ ] TEAM NOMINATION

NAME: DEPARTMENT:
NAME: DEPARTMENT:
NAME: DEPARTMENT:
NAME: DEPARTMENT:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

[ ] SAFETY NOMINATION

NAME:
DEPARTMENT: DIVISION:
JOB TITLE: DATE OF HIRE:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

[ ] HEROISM NOMINATION

NAME:
DEPARTMENT: DIVISION:
JOB TITLE: DATE OF HIRE:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

Nominated Employee(s): Tina Neri  
Type of Nomination: Employee of the month

**EMPLOYEE OF THE MONTH NOMINATION**

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:

This position provides operational and technical support for departmental IT business systems/electronics not supported by the Information Technology Services Department (ITSD).

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

Tina is very devoted employee. She is friendly, professional, knowledgeable and eager to help. We can count on Tina to resolve every IT problem that emerges. She doesn't forget and doesn't put our requests "on the back burner". Most IT issues are resolved the same day.

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

Tina was one of the key people during development of automated IT process for backflow prevention compliance. Creation of automated system simplified compliance enforcement process and greatly decreased staff requirement to run the program. Tina can think "outside the box", she comes up with creative ideas and ways to optimize the existing process. She worked closely with our section during current Banner update to ensure that all IT processes running smoothly. Because of her dedication and efforts, the program is now in the best shape since it was created in 1987.

4. HOW DOES THIS EMPLOYEE BEST EXEMPLIFY THE COUNTY'S MISSION STATEMENT: Manatee County Government is committed to providing quality service with an emphasis on Accountability, Civility and Ethics. Manatee County Government's mission is to provide efficient, effective, responsive government that is always mindful of our sensitive natural environment while achieving the Commission's vision for the County: a premier place in which to live and work and play.

Tina is a great example of the employee that lives by A.C.E. She takes pride in her work, makes well thought out decisions and accepts responsibilities for the actions she takes. Every IT problem, small or big, receives her undivided attention and stays high on her priority list until completely resolved. She is always pleasant and eager to help.

**SAFETY NOMINATION**

Achievements considered may include, but are not limited to, the following suggestions. Check the category(ies) that best describe the safety accomplishments of the nominee.

- |                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Safety meeting contribution                | <input type="checkbox"/> | Demonstration safety consciousness & initiative        |
| <input type="checkbox"/> | Response in an emergency                   | <input type="checkbox"/> | Consistent maintenance of safe work environment        |
| <input type="checkbox"/> | Coaching co-workers on safe work practices | <input type="checkbox"/> | Identifying, reporting and helping to correct a hazard |

1. Explain how employee(s) achieved, maintained or improved safe work environment. (BE AS SPECIFIC AS POSSIBLE. Use an additional sheet as necessary.)

Nominated Employee(s): Tina Neri  
Type of Nomination: Employee of the month

**TEAM NOMINATION**

Check the selected criteria that best describes the team's performance.

- |                          |                    |                          |                |                          |             |
|--------------------------|--------------------|--------------------------|----------------|--------------------------|-------------|
| <input type="checkbox"/> | Project            | <input type="checkbox"/> | Committee Work | <input type="checkbox"/> | Emergency   |
| <input type="checkbox"/> | Special Assignment | <input type="checkbox"/> | Cost Savings   | <input type="checkbox"/> | Promotional |
| <input type="checkbox"/> | Community Work     | <input type="checkbox"/> | Other          |                          |             |

1. Summarize the work efforts that justify this nomination.
  
  
  
  
  
  
  
  
  
  
2. How did the team of employees contribute to improving the quality of services to the County and its citizens? Explain how this effort was beyond the normal realm of duties and responsibilities of these individuals.

**HEROISM NOMINATION** Describe heroic act below or attach additional pages.

Nominated Employee(s): Tina Neri  
Type of Nomination: Employee of the month

ADDITIONAL COMMENTS:

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

<b>EMPLOYEE'S SUPERVISOR</b> Approved/Disapproved <i>Eileen Hansen</i>	Date: <i>9/28/17</i>
Supervisor's Comments: <i>See attached</i>	
<b>DEPARTMENT DIRECTOR</b> Approved/Disapproved <i>E. M. Langman</i>	Date: <i>10/10/17</i>
Department Director's Comments:	
<b>Reviewed by Risk Management (Safety Award):</b>	Date:

**\*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.**

## Olga Wolanin

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**From:** Eileen Hansen  
**Sent:** Thursday, September 28, 2017 9:52 AM  
**To:** Olga Wolanin  
**Cc:** Mark Simpson; Heather Dilldine  
**Subject:** Statement for EOM Nomination - Tina Neri  
**Attachments:** Employee of the Month Form\_9-17.pdf

**Importance:** High

Olga,  
I was delighted to receive your message letting me know that you intended to nominate Tina Neri for Employee of the Month. I know how busy your schedule is and really appreciate you taking the time and effort to recognize Tina's contributions. I also appreciate the opportunity to include a statement about Tina to be included in the nomination packet.

I have supervised Tina since she joined the Business Systems Support team in September, 2012. She came to us from the Mapping section of Utilities, as a Locator, and moved into the Communications Support Coordinator position. Her organizational skills and eagerness to learn everything about the Banner Customer Information System caused her to quickly outgrow that position. Within 14 months, she was promoted to a Business Systems Support Analyst I. Upon completing her BAS in Technology Management and graduating Summa Cum Laude in May of 2016, Tina was promoted once again to a BSSA III.

The value that Tina brings to the Business Systems Support team cannot be overstated. She is dedicated, resourceful, tenacious, enthusiastic, eager to learn and above all, her commitment to quality customer service is of the utmost importance. She is a natural leader, an exceptional communicator, and a role model to others on the team. She truly "thinks outside the box" and is always questioning why we do things a certain way, constantly seeking ways to streamline processes. She has a sincere and welcoming personality, and is someone who really cares about others. She is also fun to work with and helps to keep everyone's spirits up with her bubbly personality and easy laughter.

When it comes time to roll up the sleeves and get down to work, Tina is the first to raise her hand to take on extra tasks, stay late to help others, or work at the EOC to help with a disaster. She has completed Leadership Academy I and is currently enrolled in Leadership Academy II. She volunteers for United Way projects. She also has a very active family life, with a husband, two young children and two dogs, and she has managed to achieve a comfortable work/life balance.

Tina is an amazing person and I can't think of anyone who is more deserving of Employee of the Month. She exemplifies the A.C.E. philosophy and is a true representation of what a Manatee County employee should stand for.

Thank you again for the opportunity to contribute to this nomination.

Eileen

*Eileen Hansen*  
Business Systems Support Manager  
Manatee County Utilities Department  
4410 66th Street West Bradenton, FL 34210

## Olga Wolanin

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**From:** Brent Stufflebeam  
**Sent:** Thursday, September 28, 2017 10:10 AM  
**To:** Olga Wolanin  
**Subject:** Employee of the Month Recommendation for Tina Neri

Olga,

I would like to support Tina's nomination as Employee of the Month. Tina is always willing to assist with both small and large IT issues for the Cross Connection Control Program. She is very prompt with her resolutions and is willing to come up with new more efficient ideas with handling them. She is an important asset the Cross Connection Control Program with the ability to explain complicated IT jargon to the Program in comprehensible way.

Thank you,

**Brent Stufflebeam, E.I.**

Cross Connection Control Coordinator  
Manatee County Utilities – Water Compliance Division  
4520 66<sup>th</sup> St. W – Bradenton, FL 34210  
(941) 792-8811 Ext. 5267





## Janice Best

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**From:** Olga Wolanin  
**Sent:** Monday, October 02, 2017 8:18 AM  
**To:** Janice Best  
**Subject:** FW: EOM Nomination

Janice,  
Please attach Mark's email to Tina's EOM nomination.  
Thanks,

*Olga Wolanin*

Superintendent – Water Division Compliance  
Manatee County Utilities  
4520 66<sup>th</sup> St. W.  
Bradenton, FL 34210  
(941) 795-3416



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**From:** Mark Simpson  
**Sent:** Friday, September 29, 2017 5:03 PM  
**To:** Olga Wolanin <olga.wolanin@mymanatee.org>; Eileen Hansen <eileen.hansen@mymanatee.org>  
**Subject:** RE: EOM Nomination

Olga,

I fully support this nomination of Tina Neri for employee of the month. Tina has always been ready, willing and able to assist, not only with the backflow prevention program, but with any requests in the Department. She is gifted with the ability to develop solutions for a variety of issues that occur with the many software and hardware products in use by the UD, and I am unaware of any issue that she has been unable to resolve. She is responsive, thorough and timely, and maintains a friendly, courteous manner and an easy laugh that makes working with her a pleasure. She is a great asset for the UD, Manatee County and our customers.

Mark Simpson  
Water Division Manager  
4410 66<sup>th</sup> Street West  
Bradenton, FL 34210  
941-792-8811, x-5258

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**From:** Olga Wolanin  
**Sent:** Monday, September 25, 2017 9:40 AM  
**To:** Eileen Hansen

