

November 27, 2018 - Regular Meeting
Agenda Item #6

Presented in Open Session 11/27/18,
Manatee County
Board of County Commissioners

Subject

Heroism Award - Kathy Clay

Briefings

None

Contact and/or Presenter Information

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

Presenter: John Barnott, Building & Development Services Director

Action Requested

Presentation of Heroism Award to Kathy Clay, Plans Examiner/Inspections Officer, Building & Development Services 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 in recognition of outstanding service achievement in the field of heroism. While conducting inspections on a home, Ms. Clay noticed that the newspaper was still in the driveway and the front door was partially open. While announcing her presence, she heard a faint voice coming from the back of the house saying "help me." After investigating, Ms. Clay found an elderly woman was trapped in her bathroom, located under the stairwell. The woman explained that after entering the bathroom, a folding card table and box had fallen against the bathroom door, trapping her inside. After removing the items blocking the doorway, Ms. Clay ensured that the woman did not need medical assistance. The elderly woman informed Ms. Clay that she had been trapped since the prior day. Had Ms. Clay not paid attention to her surroundings and taken the initiative to investigate further, the client could have been trapped for much longer and the situation could have become life threatening.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

N/A

Cost and Funds Source Account Number and Name

0010003700-549001 - Awards, Ad Valorem Tax

Amount and Frequency of Recurring Costs

0.00

Attachment: [Clay Heroism Nomination.pdf](#)



MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

(PLEASE PRINT)

DATE: 10-5-18

EMPLOYEE OF THE MONTH NOMINATION

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

Expiration (if applicable):
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: Sandra Clay
DEPARTMENT: Building & Development Services DIVISION: Building
JOB TITLE: Plans Examiner/Inspections Officer DATE OF HIRE: 10/16/2017
NOMINATED BY: C.J. Dupre', Building Official PHONE#: (941) 749-3072

Reviewed by Human Resources Date:

Nominated Employee(s): _____
Type of Nomination: _____

EMPLOYEE OF THE MONTH NOMINATION

1. **BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:**

2. **DESCRIBE IN DETAIL (INCLUDE EXAMPLES) OF EXEMPLARY CUSTOMER SERVICE GIVEN BY THIS NOMINEE.**

3. **GIVE EXAMPLES OF EXCEPTIONAL ACHIEVEMENTS. HOW DID THE EMPLOYEE'S ACCOMPLISHMENTS EXCEED THE NORMAL STANDARDS/EXPECTATIONS FOR THE JOB? HOW DID THE EMPLOYEE'S ACCOMPLISHMENTS RESULT IN A SPECIAL ACHIEVEMENT OF SIGNIFICANT IMPORTANCE TO THE COUNTY?**

4. **ACCOUNTABILITY, CIVILITY, AND ETHICS: GIVE SPECIFIC EXAMPLES OF HOW THE EMPLOYEE DEMONSTRATES EXCEPTIONAL LEADERSHIP SKILLS; SERVES AS A ROLE MODEL FOR OTHERS, DISPLAYING DESIRABLE QUALITIES/TRAITs SUCH AS VISION, INTEGRITY, HONESTY, DEDICATION, HIGH LEVEL OF WORK ETHICS, FAIRNESS, ASSERTIVENESS, AND HARD WORKING.**

ADDITIONAL EXAMPLES/JUSTIFICATION: SPECIFIC ACCOMPLISHMENTS, COMPLETED PROJECTS, ETC. (EXAMPLE: PROFESSIONAL DEVELOPMENT, VOLUNTEERISM, ETC.)

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.

- Safety meeting contribution
 Response in an emergency
 Coaching co-workers on safe work practices

- Demonstration safety consciousness & initiative
 Consistent maintenance of safe work environment
 Identifying, reporting and helping to correct a hazard

Nominated Employee(s): _____
Type of Nomination: _____

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

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.

On September 20, 2018 while on her way to a re-roof inspection, Ms. Clay noticed a new single entry door inspection in route. Since it was a quick inspection she decided to pick it up. When she walked up to the door she noticed the paper still in the driveway. The front door was open about 4 inches with a large cat sitting there. She knocked and announced Manatee County I'm here for an inspection. With no reply she announced it again in a louder voice. She heard a faint voice coming from the back of the house saying help me. She opened the door wider responding where are you? The voice said please help me I'm locked in the bathroom.

Ms. Clay hesitated not knowing what to expect. She started walking into the house following the voice and the cat who also led her to the bathroom located under the stairway. She found a folding card table and a box that had fallen against the bathroom door trapping the elderly lady inside. After removing the items from in front of the door she found a petite woman in what appeared to be her 70's. She had been trapped in the bathroom since the day before with no way to call for help and there was no window. Ms. Clay offered her assistance and asked if she needed an ambulance or medical assistance. She replied she was OK and was very grateful someone showed up to get her out. The front door was open because she let the cat out for a few minutes while she went to the bathroom before going to bed.

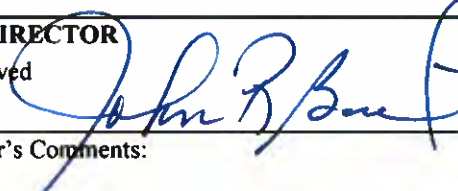
After completing the inspection, Ms. Clay again offered her assistance, but the woman again said she was fine.

Nominated Employee(s): Sandra Clay
Type of Nomination: Heroism Award

ADDITIONAL COMMENTS:

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

See attached documents.

EMPLOYEE'S SUPERVISOR Approved/Disapproved	C.J. Dupre'	Date:	09/24/2018
Supervisor's Comments: Very proud of Ms. Clay for going above and beyond in this act of heroism.			
DEPARTMENT DIRECTOR Approved/Disapproved		Date:	10-5-18
Department Director's Comments:			
Reviewed by Risk Management (Safety Award):	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.**

I would like to add to the nomination of Kathy Clay, Plans Review/Inspections officer. What a brave act by Kathy, not knowing what she could have faced by entering the home that day. Her bravery resulted in saving a life. There is no doubt, she did save the lady from a certain painful death. Kathy clearly demonstrates what's great about Manatee County staff from every department. I'm extremely proud she is a member of TEAM BADS.

John R. Barnott

Director, BADS

Carroll Dupre

From: Kathy Clay
Sent: Sunday, September 23, 2018 9:15 PM
To: Carroll Dupre
Subject: Rescue of woman

Hello CJ,

I am writing to tell you of an incident that occurred on September 20, 2018 at approximately 10:00 am. While on my way to a reroof inspection I noticed there was a new single entry door inspection located at [REDACTED], and since it was on my way and would only take a few minutes, I decided to stop there and go to the reroof immediately afterwards.

I parked in front of the 2 story home and while walking to the door I noticed the newspaper was still in the driveway. When I walked up to the door it was open about 4" and a large cat was sitting there. I knocked on the door and announced " Manatee County, I am here for an inspection of your new door". No reply. I said in a louder voice, "Hello! Is anyone here?". I heard a faint voice coming from the back of the house and I thought they said "help me". I pushed the door open a few more inches and noticed a lot of boxes and "stuff" all around. I said "hello, where are you?" The female voice said "please help me I am locked in the bathroom."

I hesitated a few seconds not knowing what to expect or if it was a set up. I started walking into the house, following the voice. The cat led me to a hallway where the bathroom was located under the stairway. I found a folded card table and a box had fallen against the door and she was unable to push the door open. It only took a few seconds to move them and free her.

The petite woman appeared to be in her 70's and was so thankful to be out of the room. I asked if she needed assistance or an ambulance. Can we call someone to come here to be with you? She said no, there wasn't anyone to call, she was fine just a bit shaken. She said it happened about 10pm the night before. That was 12 hours stuck in a room without a window and no way to call for help. She said the front door was open because as she was getting ready for bed she let the cat out and left the door cracked a little while she went to the bathroom.

I completed the inspection (approved) and again offered to get her some help but she said she was going to be fine.

Kathy Clay
941-465-1609
Building and Development Services

Sent from my iPad