

Meeting Date
July 25, 2017



AGENDA	
Section	Awards & Presentations
Item No.	<i>I.C</i>

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Employee Development Program
DEPT/OFFICE:	Office of Human Resources

Requested Action:

It is requested that the Brevard County Board of County Commissioners, recognize and present Professional Development Certificates to those employees who voluntarily attended the Employee Development Program and successfully completed and passed all three phases of the program during 2016 and 2017.

Summary Explanation & Background:

The Office of Human Resources presents a series of 20 classes, organized into three phases, representing 60 workshops a year. The Employee Development Program assists employees with their interpersonal and communication skills, prepares them for the Continuous Improvement team-building process, and guides them through our organizational philosophies and objectives. Workshop topics include:

<p>PHASE I</p> <ul style="list-style-type: none"> Time Management Skills Communicating for Results Conflict Resolution Skills Basic Writing Skills Advanced Writing Skills Civil Beginnings 	<p>PHASE II</p> <ul style="list-style-type: none"> Measuring Customer Satisfaction Motivational Skills for Supervisors The Leadership Challenge Continuous Improvement Awareness Team Building Dealing with Difficult People 	<p>PHASE III</p> <ul style="list-style-type: none"> Supervising in Today's Work Environment Grievance Handling Caring for Our Own, Managing Risk Effectively Our Hiring Process in an Equal Employment Environment Budget Training Managing Diversity Making Performance Evaluations Work The Role of Ethics in Public Government
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Since November of 2016 when the last certificates were awarded, 31 additional employees have completed all three phases of the Employee Development Program and passed the voluntary examinations, earning their Certificate of Professional Development. Of those 31, there were 17 who passed with Honors, meaning all three exams averaged over 90%. We'd like to recognize the following employees who passed with "HONORS."

Julie Adams	Titusville Library	Lucy Hamelers	Public Works
Jeanne Allen	Natural Resources	Tina Hare	Information Technology
Vivian Arzola	Information Technology	Lixin Huang	Information Technology
Radella Ashton	Public Works	Steven Kimball	Parks and Recreation/South Area
Cynthia Bagwell	Library Services	Steven McCall	Cape Canaveral Library
Greg Brost	Information Technology	Bach McClure	Natural Resources
Tina Chalfant	Cape Canaveral Library	Donna McPheters	South Mainland Library
Leanna Fitzgerald	Franklin DeGroodt Library	Carol Richardson	Solid Waste Management
Donald Gabbard	Eau Gallie Library		

In addition, the following employees have achieved their Certificate of Professional Development by successfully passing all three phases of the Employee Development Program.

Nicholas Alvarado	Public Works/Traffic Operations	Gilbert Donovan	Parks & Recreation/North Area
Vanessa Bethauser	Parks and Recreation/South Area	Denny Long	Planning & Development/Code Enforcement
Stephanie Boyle	Public Works	Rachel McNitt	Parks and Recreation/South Area
Addie Brooks	Dr. Martin Luther King Library	Kayla Stubblefield	Information Technology
Brian Campbell	Parks and Recreation/North Area	Henry Thibodeau	Parks and Recreation/South Area
Megan Collins	Utility Services	James Wilson	Parks and Recreation/South Area
Shane Custer	Parks and Recreation/South Area		
William Damoth	Parks and Recreation/South Area		

Clerk to the Board Instructions:

Exhibits Attached:

Contract /Agreement (If attached):	Reviewed by County Attorney	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
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Interim County Manager	Assistant County Manager	Department Director / Extension
Frank B. Abbate <i>[Signature]</i>	Assistant County Manager	Jerry Visco, Office of Human Resources Director <i>[Signature]</i>



Tammy Rowe, Clerk to the Board, 400 South Street • P.O., Box 999, Titusville, Florida 32781-0999

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July 26, 2017

MEMORANDUM

TO: Jerry Visco, Human Resources Director

RE: Item I.C., Employee Development Program Recognition and Presentation of Professional Development Certificates

The Board of County Commissioners, in regular session on July 25, 2017 recognized and presented Professional Development Certificates to Julie Adams, Titusville Library; Jeanne Allen, Natural Resources; Vivian Arzola, Information Technology; Radella Ashton, Public Works; Cynthia Bagwell, Library Services; Greg Brost, Information Technology; Tina Chalfant, Cape Canaveral Library; Leanna Fitzgerald, Franklin DeGroodt Library; Donald Gabbard, Eau Gallie Library; Lucy Hamelers, Public Works; Tina Hare, Information Technology; Lixin Huang, Information Technology; Steven Kimball, Parks and Recreation/South Area; Steven McCall, Cape Canaveral Library; Bach McClure, Natural Resources; Donna McPheters, South Mainland Library; and Carol Richardson, Solid Waste Management, who passed with honors; Nicholas Alvarado, Public Works/Traffic Operations; Vanessa Bethauser, Parks and Recreation/South Area; Stephanie Boyle, Public Works; Addie Brooks, Dr. Martin Luther King Library; Brian Campbell, Parks and Recreation/North Area; Megan Collins, Utility Services; Shane Custer, Parks and Recreation/South Area; William Damoth, Parks and Recreation/South Area; Gilbert Donovan, Parks and Recreation/North Area; Denny Long, Planning and Development/Code Enforcement; Rachel McNitt, Parks and Recreation/South Area; Kayla Stubblefield, Information Techonolgy; Henry Thibodeau, Parks and Recreation/South Area; and James Wilson, Parks and Recreation/South Area for successfully passing all three phases of the Professional Development Program.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

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