

Meeting Date
July 21, 2015



AGENDA	
Section	Personal Appearance
Item No.	I.B.

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 the first half of 2015.

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 Time Management Skills Communicating for Results Conflict Resolution Skills Basic Writing Skills Advanced Writing Skills Civil Beginnings</p>	<p>PHASE II Measuring Customer Satisfaction Motivational Skills for Supervisors The Leadership Challenge Continuous Improvement Awareness Team Building Dealing with Difficult People</p>	<p>PHASE III 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</p>
---	--	---

Since January of 2015 when the last certificates were awarded, 21 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 21, there were 11 who passed with Honors, meaning all three exams averaged over 90%. We'd like to recognize the following employees who passed with "HONORS."

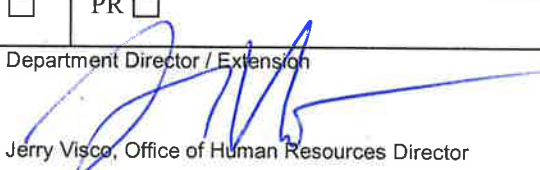
Owen Callard	Utility Services	Robert Shepherd	Utility Services
Mark Farias	Utility Services	Michael Sweeney	Public Works/Surveying & Mapping
Scott Hauge	Library Services/Suntree-Viera	Sandra Urban	Housing and Human Services
Miranda Jenne	Solid Waste Management	Tracey Wehking	Library Services/ Cape Canaveral Library
Sheryl Leffingwell	Parks & Recreation/South Area	Terry Williamson	Natural Resources
Heather Palmer	Library Services/DeGroodt Library		

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

Penny Christian	Emergency Management	Terrance Linkehoker	Utility Services
Sherry Collett	Central Services/Purchasing	Brenda Reilly	Library Services/West Melbourne Library
Michael Devlin	Utility Services	Mary Williams	Parks & Recreation/Administration
Patrick Golyer	Utility Services	Scott Wilson	Solid Waste Management
Gwendolyn Harris	Library Services/Martin Luther King Library	Jessica Young	Parks & 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"/>
County Manager	Assistant County Manager	Department Director / Extension					
	Frank Abbate	 Jerry Visco, Office of Human Resources Director					
Stockton Whitten	Assistant County Manager						



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

Telephone: (321) 637-2001
Fax: (321) 264-6972

July 22, 2015

MEMORANDUM

TO: Jerry Visco, Human Resources Director

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

The Board of County Commissioners, in regular session on July 21, 2015, recognized and presented Professional Development Certificates to Owen Callard, Utility Services; Mark Farias, Utility Services; Scott Hauge, Library Services/Suntree-Viera; Miranda Jenne, Solid Waste Management; Sheryl Leffingwell, Parks & Recreation/South Area; Heather Palmer, Library Services/DeGroodt Library; Robert Shepherd, Utility Services; Michael Sweeney, Public Works/Surveying & Mapping; Sandra Urban, Housing and Human Services; Tracey Wehking, Library Services/Cape Canaveral Library; Terry Williamson, Natural Resources passed with honors; and Penny Christian, Emergency Management; Sherry Collett, Central Services/Purchasing; Michael Devlin, Utility Services; Patrick Golyer, Utility Services; Gwendolyn Harris, Library Services/Martin Luther King Library; Terrance Linkenhoker, Utility Services; Brenda Reilly, Library Services/West Melbourne Library; Mary Williams, Parks & Recreation/Administration; Scott Wilson, Solid Waste Management; and Jessica Young, Parks & 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 Etheridge, Deputy Clerk

/dt