



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 04-19-18

Staff Contact: Melanie Bruketta, HR Director

Agenda Title: Proclamation and presentation of the Employee-of-the-Quarter award. (Melanie Bruketta, HR Director, mbruketta@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, values and vision.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

No action-proclamation/presentation only

Board's Strategic Goal

Organizational Culture

Previous Action

On January 18, 2018 the Board of Supervisors presented the Employee-of-the-Quarter award to Kelly Hale, Environmental Control Foreman.

Background/Issues & Analysis

This program recognizes employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have displayed proficiency at assigned duties, promoted a pleasant working environment, who are dependable, innovative and/or who provide excellent customer service.

An employee can nominate a co-worker who he/she believes is a deserving recipient. The nominations are reviewed by a committee comprised of five employee representatives selected by the City Manager. The composition of the committee includes bargaining unit employees, a Court employee and an Unclassified employee. The committee met on April 4, 2018 and selected Buffy Okuma, Deputy District Attorney, to receive the award this quarter.

Applicable Statute, Code, Policy, Rule or Regulation

Employee-of-the-Quarter policy

Financial Information

Is there a fiscal impact? ☒ Yes ☐ No

If yes, account name/number: 101-0600-413-14-22

Is it currently budgeted? ☒ Yes ☐ No

Explanation of Fiscal Impact: A \$200.00 award is given to the employee selected as Employee-of-the-Quarter and a \$50.00 award is given to the employee(s) who nominates the selected employee.

Alternatives

N/A

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



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EMPLOYEE-OF-THE-QUARTER NOMINATION FORM

Do you have a co-worker that has displayed: proficiency at assigned duties, promoted a pleasant working environment, dependability, innovation in assigned duties, and/or excellence in customer service? If so, please take the time to nominate the employee for the "Employee-of-the-Quarter" award.

Criteria

Nominations may be made for outstanding performance and/or contributions to the team for activities such as, but not limited to, internal/external customer service, costs savings, productivity/work processes.

Nominating a Co-Worker

To nominate a co-worker, complete this form and submit to Human Resources. Submission can be made in person or by e-mail to: cchr@carson.org.

**Please review the deadlines in the Employee-of-the-Quarter policy.*

Nominee's Name

Buffy Okuma

Nominee's significant contribution: (Please provide specific detailed example(s), please attach additional pages, if needed.)

Buffy Okuma is a Deputy District Attorney with the Carson City District Attorney's Office. She is assigned to our Juvenile Division and she handles a full calendar of cases involving juvenile delinquency and child welfare. Having worked in this area for some time, Buffy has been able to identify certain challenges that make it difficult to effectively serve the children and families involved in her cases and she is always one to advocate for improvement. Recently, Buffy recognized a need to reach out to the community to bring a group of stakeholders together to discuss youth and family needs and the resources available to them. She identified areas where resources were lacking and she scheduled a meeting where various stakeholders could participate in a round-table discussion to improve services. See Attachments

Your Name

Kristin Luis

Date

03/29/2018

Your Signature

Kristin N. Luis

Department Director/Elected Official Name

Jason Woodbury

Date

03/29/2018

Department Director/
Elected Official

Signature

J. Woodbury

EMPLOYEE OF THE QUARTER NOMINATION ATTACHMENT

On February 1 - 2, 2018, the first Youth and Family Symposium was held in Carson City. The Symposium created an opportunity for various stakeholders, including social workers from the Division of Child and Family Services; probation officers from the Carson City Department of Juvenile Services; educators from the local schools, including Superintendent, Richards Stokes; law enforcement officers from the Nevada Department of Public Safety and the Carson City Sheriff's Office, including Sheriff Furlong; counselors from local counseling agencies, and leaders from local non-profit providers to engage in a panel discussion and educate each other on the services they provide. Attached is a copy of the packed Symposium agenda that Buffy created and successfully lead.

As a result of the panel discussion, participants developed a better understanding of each other's roles and responsibilities and they were able to identify problems that weren't being addressed sufficiently and where service gaps needed to be filled. Panel participants developed both short and long term plans to address the service gaps and improve collaboration to better serve our children and families and strengthen our collective commitment to our community. The panel members all agreed that the Symposium was a valuable opportunity and expressed a willingness to meet again at a future symposium.

JASON D. WOODBURY
District Attorney



KRISTIN LUIS
ASSISTANT DISTRICT
ATTORNEY

YOUTH AND FAMILY SYMPOSIUM AGENDA

DATE/TIME

Panel Presentations: February 1, 2018, 8:30 AM – 4:30 PM
Review and Discussions: February 2, 2018, 8:30 AM – 12:30 PM

LOCATION

Legislative Counsel Bureau
401 South Carson Street, Room 1214
Carson City, NV 89701

Day 1: Panel Presentations

8:30 a.m. – 8:45 a.m.	Sign-in/Registration
8:45 a.m. – 9:00 a.m.	Welcome and Introductions
9:00 a.m. – 10:15 a.m.	Panel #1: Child Welfare
	• State of Nevada Division of Child and Family Services (DCFS)
	• CASA of Carson City
10:15 a.m. – 10:30 a.m.	Break
10:30 a.m. – 11:00 a.m.	Panel #2: Juvenile Delinquency
	• Carson City Department of Juvenile Services
11:00 a.m. – 12:15 p.m.	Panel #3: Education
	• Carson City School District
12:15 p.m. – 1:00 p.m.	Lunch – Sandwiches, Chips, Drinks will be provided, or lunch on your own.
1:00 p.m. – 2:00 p.m.	Panel #4: Counseling
	• Children and Family Counseling
	• Family Wellness Center
	• Serenity Mental Health
	• Sierra Counseling and Neurotherapy
	• Westside Center for Counseling and Therapy
	• National Alliance on Mental Illness
2:00 p.m. – 3:00 p.m.	Panel #5: Law Enforcement
	• Carson City Sheriff's Office
	• State of Nevada, Department of Public Safety, Investigations Division (SafeVoice Nevada)
3:00 p.m. – 3:15 p.m.	Break

3:15 p.m. – 4:15 p.m.	Panel #6: Community Resources
	• Apostolic Revival Center
	• Boys & Girls Clubs of Western Nevada
	• Food for Thought
	• Friends In Service Helping
	• Partnership Carson City
	• Ron Wood Family Resource Center
	• Silver State Health Insurance Exchange/NV Health Link
4:15 p.m. – 4:30 p.m.	First Day Wrap-Up and Closing

Day 2: Review and Discussions

8:30 a.m.– 9:00 a.m.	Registration and Opening
9:00 a.m. – 10:00 a.m.	Follow-up of Day 1/Questions and Answers
10:00 a.m. – 10:15 a.m.	Break
10:15 a.m. – 11:30 a.m.	Identify Service and System Challenges and Solutions
11:30 a.m. – 12:00 p.m.	Develop Community Strategic Plan
12:00 p.m. – 12:30 p.m.	Thank You and Closing

Presenters: Please bring your PowerPoint Presentation on a USB Flash Drive.

If you would like to provide handouts or pamphlets, please bring enough copies for 60 people.

Please contact Emily Nunez at enunez@carson.org or (775) 887-2070 if you have any questions.

Officials discuss improving child, family services at Carson City meeting

February 2, 2018

A gathering of professionals working in child and family services in Carson City agreed on a strategic plan to help streamline existing services and come up with ways to fill in gaps.

The goals include creating task forces to look into bringing needed facilities to Carson City, including a drop-in center for homeless teens, a residential treatment center for kids with mental health problems, and transitional housing for children aging out of the foster care system.

Children now go to facilities in the area outside Carson City and sometimes as far away as Utah and Texas. Other teenagers end up in detention for weeks, even as long as a couple of months.

Another focus was on how to bring mental health services to elementary school age children and how to come together as a unified voice to advocate before the Nevada Legislature, the Board of Supervisors, and Medicaid.

"We're not going to solve everything today. We have a lot of cross partnership, it's just not complete. We want to earthquake-proof our bridges," said Buffy Jo Okuma, Carson City deputy district attorney. "We'll work on a strategic plan for the next two months, next six months and next year."

The Youth and Family Services Symposium hosted by the Carson City District Attorney's office brought together more than 100 representatives from Carson City School District, Sheriff's Office, and Department of Juvenile Services, as well as the Nevada Division of Child and Family Services (DCFS) and local service providers such as Ron Wood Family Resource Center and Food For Thought.

The first day on Thursday featured a full-day of presentations from those agencies and groups on what they do. The event concluded Friday morning with a discussion of what's missing and an agreement on about a dozen actions to take in the next 12 months.

The items include a commitment from each group to post events, meetings and organizational information on Partnership Carson City's web site in order to create a single repository for information. Another was to develop a list of meetings and groups at which DCFS could give a presentation on foster homes to try to address a shortage of homes here.

The groups also agreed to launch a monthly meeting in which caseloads would be discussed in order to better organize services to individual children and families and make sure none fell through the cracks.

For younger school children, the group committed to working with the school district on bringing services such as those provided by Ron Wood on site at schools or on providing transportation for kids to get help off site.

The year-long goals include preparing to advocate as a community in the next legislative session and to plan for next year's symposium.

At the end, District Attorney Jason Woodbury thanked everyone for participating and said the event's ultimate success depends on everyone doing their part going forward.

"I think it did go well," said Okuma. "I had confidence it would because people who work here for kids and families are so committed."

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PROCLAMATION

Recognizing Buffy Okuma, Deputy District Attorney, as the Employee-Of-The-Quarter

WHEREAS, Carson City's quality of life attracts talented and loyal employees; and

WHEREAS, every day, Carson City employees put to use their broad array of skills and expertise with efficiency and integrity for the benefit of everyone in our City; and

WHEREAS, Carson City values its employees and acknowledges that recognizing employees for their hard work and dedication is critical to the future health and growth of our City; and

WHEREAS, we owe a substantial debt of gratitude to the Carson City employees and applaud those who go above and beyond in their loyalty and ability; and

WHEREAS, Buffy Okuma, Deputy District Attorney, created a Youth and Family Symposium where social workers, educators, probation officers, law enforcement, counselors, and members of non-profit organizations developed short and long term plans to address service gaps and improve collaboration to better serve the children and families in the community, and in doing so, contributed to the fulfillment of the City's mission, values and vision; and

WHEREAS, it is an honor to be selected for this award by your co-workers and it speaks highly of your work performance and how it is perceived by others.

NOW, THEREFORE, I, Robert L. Crowell, Mayor of Carson City, Nevada, celebrate the special trust and confidence in the loyalty, integrity and ability of Buffy Okuma, and do hereby proclaim her to be EMPLOYEE-OF-THE-QUARTER for Carson City and encourage everyone to join me in this special recognition.



Dated this 19th day of April 2018.

Robert L. Crowell, Mayor