

STAFF REPORT

<b>BOARD MEETING DATE:</b>	January 7, 2025
----------------------------	-----------------

**CATEGORY:** Board Matters 4

**SUBJECT:** Adopt a resolution which recognizes Tim Lewis, IT Application Support Analyst I, of the Information Technology Department as Shasta County’s Employee of the Year for 2024.

**DEPARTMENT:** Support Services

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Monica Fugitt, Director of Support Services, (530) 225-5515

**STAFF REPORT APPROVED BY:** Monica Fugitt, Director of Support Services

<b>Vote Required?</b> Simple Majority Vote	<b>General Fund Impact?</b> No Additional General Fund Impact
---	--

**RECOMMENDATION**

Adopt a resolution which recognizes Tim Lewis, IT Application Support Analyst I, of the Information Technology Department as Shasta County’s Employee of the Year for 2024.

**DISCUSSION**

The Shasta County Employee Recognition Committee screens nominees for the Employee of the Month program. The Shasta County Employee Recognition Committee named Tim Lewis, IT Application Support Analyst I of the Shasta County Information Technology Department as the Employee of the Month for July 2024. The Employee Recognition Committee recommends that the Board of Supervisors adopt a resolution recognizing Tim Lewis, IT Application Support Analyst I, as the Shasta County Employee of the Year for 2024.

Timothy “Tim” Lewis has been employed with the Information Technology (IT) Department since August 2021. Tim has shown great flexibility since starting with the County as the original focus of his assignment has shifted and evolved to include Departments other than IT. Tim has been an outstanding asset to IT as he is meticulous, organized, and knowledgeable. As an IT Application Support Analyst I, Tim can analyze a system or process, provide options, make sound recommendations, and deliver solid solutions. Tim impresses those he works with through his ability to communicate effectively, both written and verbally, as well as his ability to provide valuable input. Tim takes initiative when he sees complications in IT programs, suggesting reports and ideas to help make the jobs easier for all employees he works with. Tim frequently works with vendors outside the County in a polite, well spoken, and humble manner that emphasizes his clear understanding of what is needed and professionalism that reflects positively on himself, his Department, and the County as a whole.

In the role of IT Application Support Analyst I, much of Tim’s work requires providing services to members of IT, as well as other Departments including the Public Defender’s Office. Tim is approachable and works hard to build relationships while establishing himself as a knowledgeable IT resource as he assimilates himself into processes and helps get projects back on track. Tim started working with the Public Defender’s Office in the middle of their transition to a new Case Management System and has made it his mission to learn the program inside and out. Tim even took classes to learn how to do computer coding to assist in report writing, going above and beyond what was asked for to create a program that would benefit the Department. When Tim learned that the new Case Management System did not have the ability to track subpoenas and assign cases, tasks critical for the Department, he created a mini-Case Management System from scratch. Tim continues to come up with ideas and suggestions on how to utilize the Case Management Systems for the Public Defender’s office and is always willing to assist via Teams, email, phone, and in person when necessary to complete the task.

Since being selected as employee of the month back in July, Tim has taken on the role of Lead Low-Code Application Developer in IT and has done so with excellence. Tim has served as a mentor to IT staff and other department staff who are learning to build low-code apps and complex automations using Microsoft provided tools, and he does so with great enthusiasm. In August the Information Technology Department onboarded a new low-code platform, OutSystems, and Tim had to learn an entirely new way of building low-code applications. He immersed himself in training and quickly got to work at applying the tools and concepts he was learning into building the first low-code application for HHSA, which IT hopes to release by March of this year. Tim continues to learn and apply himself to the tasks that are assigned to him and his contribution to the County is invaluable. IT is extremely glad to have him as a part of their team!

For the reasons stated above, the Employee Recognition Committee recommends Tim Lewis, IT Application Support Analyst I, of the Information Technology Department be selected as the Employee of the Year for 2024.

#### **ALTERNATIVES**

No alternatives are recommended.

#### **OTHER AGENCY INVOLVEMENT**

The Employee Recognition Program was developed and operates with significant input from, and involvement by, County departments and employee bargaining units. The Employee of the Month nomination is submitted by the Employee Recognition Committee made up of Monica Fugitt, Director of Support Services; Nicholas Frisbie, IT Supervisor; Captain Logan Stonehouse; Amber Macdonald, Administrative Analyst; and Sergeant Ken Koenen.

The Employee Recognition Program wishes to extend their thanks and appreciation to the following contributors: Shasta County United Public Employees of California (UPEC) – General Unit, Board of Supervisors, and Department Head Forum.

The Employee Recognition Program also wishes to extend their thanks and gratitude to the following businesses for their donations:

- Lake Shasta Caverns for their Family Pass to the caverns with a catamaran ride
- Mount Shasta Resort for their two rounds of golf with a golf cart
- Sheraton Redding Hotel for their two-night stay and dinner for two in Mosaic Restaurant
- Turtle Bay Exploration Park for their one-year Family-Level membership
- VSP for their Calvin Klein sunglasses and case.

#### **FISCAL IMPACT**

The cost of the Employee Recognition Program is nominal and is included in the Support Services Fiscal Year 2024-25 Budget.

#### **ATTACHMENTS:**

1: Resolution - EOY 2024