

## STAFF REPORT

**BOARD MEETING DATE:** December 5, 2023

**CATEGORY:** Board Matters {{item.number}}

**SUBJECT:** Adopt a resolution which recognizes Department of Support Services Chief Fiscal Officer Kristen Racki as Shasta County's Employee of the Month for December 2023.

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

### **RECOMMENDATION**

Adopt a resolution which recognizes Department of Support Services Chief Fiscal Officer Kristen Racki as Shasta County's Employee of the Month for December 2023.

### **DISCUSSION**

The Shasta County Employee Recognition Committee screens nominees for the Employee of the Month program. The Employee Recognition Committee recommends that the Board of Supervisors adopt a resolution recognizing Kristen Racki, Chief Fiscal Officer, as the Shasta County Employee of the Month for December 2023.

Kristen in the capacity of Chief Fiscal Officer for the Department of Support Services, provides support to both staff within the department as well as to other County Departments. Within Support Services, she assists employees with fiscal transactions, contract tracking, and IT/Facilities requests. She is a great communicator and helps to ensure that staff have the support they need and are clear on project timelines. Kristen is an organized and attentive employee who ensures timely completion of projects and tasks.

Kristen always communicates clearly and professionally. She has the opportunity in her role as CFO to communicate with various departments as it relates to their Risk Management rates and works closely with Auditor and CAO staff as needed through various fiscal processes such as Budget, Year End, Mid-Year and Rate Development. She is organized and prepared when working with other Departments, meets her deadlines, effectively communicates any questions, or concerns, and collaborates with others as needed to find solutions. Kristen promptly and accurately provides information to other Departments when there are changes that affect the entire County, such as when new rates were implemented for Risk Management and the Mail Room. She works well with all County staff and is considered an honest and open employee. She is very dedicated, hard-working, and understands how to ask for help when it is needed.

This past year has been full of change and full of projects which have placed high demands upon Kristen's workload. Most notably, Kristen oversaw the creation of the new mail services internal services fund in Fiscal Year 2023-24. In doing so, she created a new Budget, fund/cost centers/project/activity codes, established rates for the year to ensure cost recovery, transferred over postage, and worked with staff to ensure all equipment, assets and accounts are transferred to Support Services. During this same time period, carpet was replaced within the department and several staff transitioned from HHSA to Support Services. Kristen played a large role in facilitation with IT and Facilities, making sure equipment and furniture was moved/removed and rearranged properly, and all staff needs were met. Additionally, Kristen is a key member of our bargaining team, and costs out each proposal exchanged. Given the nature of negotiations in that it moves quickly, coupled with the fact that we were bargaining with multiple groups simultaneously, this created some demanding turnaround timeframes for Kristen, all whilst juggling the typical day to day or recurring fiscal tasks. Kristen has well exceeded expectations as it relates to the quantity of work she has been juggling over the

past year.

Kristen displays outstanding work ethic, excellence in her quality of work and knowledge, and always has a positive attitude. She collaborates and works well with others both within and outside of the office, has great attention to detail and technical expertise, and a genuine interest and desire to do her best in service of Shasta County and its employees. Kristen is well respected both by the staff who have worked under her leadership, and by other managers in the office. She is a role model for other employees both in Support Services and across the County.

For the reasons stated above, the Employee Recognition Committee recommends Kristen Racki, Department of Support Services' Chief Fiscal Officer, be selected as the Employee of the Month for December 2023.

#### **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; Jared Biddle, Administrative Analyst; and Sergeant Ken Koenen.

The Employee Recognition Program wishes to extend their thanks and appreciation to the following contributors: Shasta County Sheriff's Administrative Association (SAA), Teamsters (Trades & Craft Unit) Local #137, United Public Employees of California (UPEC) – General Unit, Board of Supervisors, and Department Head Forum.

#### **FISCAL IMPACT**

The cost of the Employee Recognition Program is nominal and is included in the Support Services Fiscal Year 2023-24 Adopted Budget.

#### **ATTACHMENTS:**

1: Resolution-EOM December 2023