

## NAVAJO COUNTY AGENDA ITEM REQUEST FORM

<b>Meeting Date: March 24, 2015</b>	<b>Time Needed: 5 Minutes</b>										
<b>Requesting Department: Employee Recognition</b>	<b>Presenter(s) Name: Shirley Hunt</b>										
<b>Motion before the Board: Presentation Only</b>											
<b>Recommendation:</b> (who, what, where, when, how, etc.)											
<p><b>Background:</b> (why should it be done, what will happen if not approved, etc. include resolution)                  The Care Committee is presenting the Employee Recognition Awards for two individuals as March monthly recognition award recipients. The recipients are:</p> <p>Sierra Justman – Human Resources Specialist – BOS/Administration                  Marla Queiruga – Lead Dispatch/Communication Specialist - Sheriff</p>											
<b>Fiscal Impact:</b> (what will it cost, where funds will come from, is it budgeted, etc.)											
<b>Reviewed and approved by:</b>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 15%;">County Manager</td> <td style="text-align: center; width: 15%;">County Attorney</td> <td style="text-align: center; width: 15%;">Human Resources</td> <td style="text-align: center; width: 15%;">Finance</td> <td style="text-align: center; width: 15%;">IT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	County Manager	County Attorney	Human Resources	Finance	IT	<input type="checkbox"/>				
County Manager	County Attorney	Human Resources	Finance	IT							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<b>Board Action Taken</b> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action <input type="checkbox"/> Continued <input type="checkbox"/> Continued to: _____											
Approved with changes as follows: _____											
<b>Clerk's Notes</b>											
<b>Date:</b>	<b>Initial:</b>										

**REMINDER:** Email this coversheet and all backup documentation to **BOS.Clerk** by **Noon the Tuesday** before the BOS meeting.