

STATE OF CALIFORNIA



## MEMO

**To : ALL BOARD MEMBERS**

**Date: June 6, 2016**

**From : WILLIAM G. BRENNAN**

**Subject: CONSIDERATION OF NOMINEE FOR THE SOLON C. SOTERAS EMPLOYEE RECOGNITION AWARD RECIPIENT AS RECOMMENDED BY THE BOARD DEVELOPMENT COMMITTEE**

The Board Development Committee is recommending to the Board at its June 28, 2016, meeting that Holly Victor receive the Solon C. Soteras Employee Recognition Award for a job well done.

Holly is being recognized for her all around support of Board operations. She is currently assigned to the Board's legal division where she is responsible for processing all documents related to protests. In addition to this role, she also provides clerical support to the Board's mediation program. Holly is great with answering the phones and is able to screen mediation calls and route them accordingly.

Holly is learning the intricacies of state travel regulations and meeting planning and preparation. She is the current Chair for the United Way campaign and was in charge of the annual holiday food drive.

Holly is one of the Board's newest team members with only 18 months of service but in that short time has proved herself to be a valuable employee.

In summary her outstanding performance has contributed greatly to Board's operations.

The Board's approval of Holly for the Employee Recognition Award includes a check for \$250.00, a certificate of appreciation from Jean Shiomoto, Director of DMV, and certificate of recognition and appreciation from the New Motor Vehicle Board.

I believe the Employee Recognition Award is highly warranted, and recommend that the Board ratify the Committee's selection.