COUNTY DEPARTMENT AGENDA REQUEST

Department:	Board of Commissioners	Presenter(s):	Tony Parrott / Carol Chandler
Meeting Date:	Thursday, May 13, 2010	Type of Request:	Presentation/Recognition

Wording for the Agenda:

Recognition of Lisa Quick for completing the Masters Education Management Development Certification Program through the Association of County Clerks' Program and provided by the University of Georgia Institute of Government.

Background/History/Details:

The University of Georgia offers certification programs for County and City Clerks in Georgia. There is a core program required by law, and a Certified County Clerks Program. The highest level attainable is the Masters Education Management Development Certification Program (MEMDC) which consists of the following ten courses: The Role of the Manager, Communication and Coaching Skills, Performance Evaluations, Conflict Management and Creative Problem Solving, Continuous Improvement and Productivity, Ethics and the Public Servant, Managing Power Efficiently, Advanced Change Management, Effective Public Presentations I, and Effective Public Presentations II.

Each participant must complete a project with an analytical report of the project. The projects facilitate the application of the skills the participants have learned through the series of classes. Examples of projects may include interaction among staff and elected officials, employee morale, improving work procedures, scheduling, employee training, creative problem solving, development of guidelines for improved intergovernmental relations, and improved performance evaluation systems. The project must be something the individual has been personally responsible for and the written report must be submitted within six months of completion of the course work.

Lisa is the Administrative Manager for the Water System and has been allowed to participate in the Clerk's Certification Program. She obtained her certification in February 2010.

What action are you seeking from the Board of Commissioners?

Recognition of Lisa Quick for completing the Masters Education Management Development Certification Program offered through the Association of County Clerk's program and provided by the University of Georgia Institute of Government.

If this item requires funding, please describe:

Not Applicable.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes: