

**MINUTES**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**Thursday, September 20, 2016**  
**HR Conference Room**  
**10:00 a.m.**

**MEMBERS PRESENT:**

Regina Ybanez, Lynn Laughon, David Moore, Mary D'Etorre, Richard Garcia, Lori Thomas, Danylle Williams-Manser, Kim Applebury, Ilda Cardenas, Monique Valencia, Monica Acuña, Harry Joel, Timothy Juntilla

**MEMBERS ABSENT:**

Samuel Chavez, Alva Acosta

**Welcome:** Introductions around the room

**MINUTES:**

David motioned to approve the minutes. Timothy seconded the motion.

**Selection Process:**

Monica requested changes to the selection process, letters B and C.

Mary motioned to approve letter C, Lynn seconded the motion.

David motioned to approve letter B with changes, Kim seconded the motion.

**Vice-Chair:**

Lynn nominated Mary. David seconded the nomination and all were in favor.

**Committee Secretary:**

David nominated Lori. Richard seconded the nomination and all were in favor.

**Discussion:**

Suggestions for changing the surprise element of the award were made.

Danylle recommended a rubric be created so the committee may have a guide to help with selecting an employee of the month.

The committee will look over the nomination form during the next meeting and make changes if necessary.

**VOTING:**

Dan Tufnell was selected as the Employee of the Month for October 2016.

Next Regular meeting: October 18, 2016.

Adjourned at 10:58 a.m.

Submitted by: Monica Acuña