**COUNTY OF GLENN**

**AGENDA ITEM TRANSMITTAL**

<table>
<thead>
<tr>
<th>MEETING DATE: February 16, 2016</th>
<th>BRIEF SUBJECT/ISSUE DESCRIPTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting Department(s):</td>
<td>Present County Service Pin to Sendy Ibanez and Jennifer Kline in recognition of 10 years of service with the County of Glenn.</td>
</tr>
<tr>
<td>Personnel</td>
<td>Present County Service Pin to Debbie LaGrande in recognition of 20 years of service with the County of Glenn.</td>
</tr>
<tr>
<td>Contact: Linda Durrer, Director of Personnel</td>
<td>Present County Service Pin to Lisa Teeter in recognition of 30 years of service with the County of Glenn.</td>
</tr>
<tr>
<td>Phone: 934-6451</td>
<td></td>
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**AGENDA PLACEMENT**

<table>
<thead>
<tr>
<th>APPOINTMENT – APEARANCES by: (Specify Name &amp; Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy Ibanez, Administrative Assistant</td>
</tr>
<tr>
<td>Jennifer Kline, Office Technician II</td>
</tr>
<tr>
<td>Debbie LaGrande, Assistant Clerk/Recorder</td>
</tr>
<tr>
<td>Lisa Teeter, Supervising Office Technician</td>
</tr>
</tbody>
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Required 5 Minutes

- Business – No
- Consent
- Correspondence
- Reports & Notices

**AFFECTED DEPARTMENT(S)**

- Receive Concurrence

**ATTACHMENTS**

- □ Board Report
- □ Letters
- □ Minute Order
- □ Contract
- □ Transfer
- □ Grant App.
- □ Resolution
- □ Ordinance
- □ Proclamation
- □ Policy Update
- □ Code Update
- □ Other

**LEGAL/PERSONNEL/FISCAL**

- □ County Counsel
- □ Personnel
- □ Finance

**CLERK INSTRUCTIONS**

- □ Return Minute Order
- □ Return Certified Copy Of:
  - □ Other:

**PUBLIC HEARINGS & COMMITTEE VACANCIES**

- □ Published
- □ Affidavit on File w/Clerk
- □ Affected Parties Notified

**LEGISLATION**

<table>
<thead>
<tr>
<th>Public Hearings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ State</td>
</tr>
<tr>
<td>□ Federal</td>
</tr>
</tbody>
</table>

Bill#: ______

- □ Latest Version of Bill
- □ Draft Letter Attached
- □ List of Supporters/Opposers
- □ Statement of Relevance to County Interests
- □ Description Attached

- □ General Fund Impact
- □ Other: ______
- □ Budgeted
- □ Transfer Attached
- □ 4/5ths Vote Required
- □ Contingency Request

**FUNDING SOURCE/IMPACT**

**CONTRACTS, LEASES & AGREEMENTS**

- □ New
- □ Renewal
- □ Amendment
- □ Insurance Certificate
- □ Contract Report

Date of Original Contract: Contract No.: Fiscal Year:

**RECOMMENDED ACTION/MOTION:**

Present County Service Pin to Sendy Ibanez and Jennifer Kline in recognition of 10 years of service with the County of Glenn.

Present County Service Pin to Debbie LaGrande in recognition of 20 years of service with the County of Glenn.

Present County Service Pin to Lisa Teeter in recognition of 30 years of service with the County of Glenn.

**Reviewed By (if applicable):**

- Linda Durrer
- Personnel Director

**Department of Finance**

**cc:**