



City of Coral Gables
CITY COMMISSION MEETING
September 23, 2014

ITEM TITLE:

Congratulations to Yolande Davis, Operational Services Coordinator, City Clerk's Office, recipient of the Employee of the Month Award for the month of September, 2014.

BRIEF HISTORY:

The nomination was submitted by Walter Foeman, City Clerk, City Clerk's Office, which provided the following:

"Yoli, since joining the City Clerk's office in May 15, 2006 has served in a capacity analogous to that of a quarterback – she energizes the Clerk's office with her team play – and that team play is seen in three distinct phases: preparation, making the call and execution.

Preparation: Preparation to do the job in my opinion is an act of faith in other people. It's about relinquishing power and control to them. It's about having faith in them to do the job. To this end, whether its handling a research request from City departments, from the public, pinch hitting over the counter on digital recordation of public records, or passport application requests, coming into the office two Saturdays per month to assist our passport agents, ensuring that departmental records liaisons are informed on records management guidelines, working with the City Clerk on an automated file code indexing system to standardize office equipment, supplies and file arrangement or preparation of draft legislation in final form before execution for the clerk's review, this employee meticulously preplans her every activity step associated with each task.

Making the call: a quarterback, in being a good team player, whether it's a personal or professional challenge does not endlessly weigh his/her options in the face of adversity. Instead, they understand when the time has come to frame a judgment call thereby committing to that decision. Such was the case during the citywide distribution of documents to board members, City employees and officials in connection with financial disclosure. As Yoli came in during weekends to ensure that said documents were prepared for the Clerk's review of same; and again during our preparation of our municipal election handbook, wherein deadline sensitivity was required. She has taken upon herself to apply for the records certification with ARMA (Association of Records Managers and Administrators) and will also be applying to the International Institute of Municipal Clerks for certification to become a Master Municipal Clerk beginning this year. This is truly an exceptional initiative to go over and above her normal job requirements to add value to the organization.

Finally, the art of execution – not surprisingly, this is an area where many people stumble...not Yoli. She consistently stays on top of the situation and make sure that the voice of the office represents a seamless process to our customer service delivery. The key is communication, so one has to practice it – albeit in e-mail, over the counter, during hallway conversations, small group meetings, big meetings, whatever.

In short, an indomitable spirit, with an infectious sense of humor, showcasing a magnetic quality for communicating with friends, colleagues and inquiring public alike, on any given day. This is why Yolande Davis is my choice for the employee of the month for the month of September.”

ATTACHMENT(S):

1. Employee of the Month Notification Letter