



AGENDA ITEM MEMORADUM

Town Clerk

Department

June White

Department Director

by: JBJ

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Jan 10, 2012	Dec 30 th
<input type="checkbox"/> Jan 17, 2012 SPECIAL COMMISSION MEETING	Jan 6
<input type="checkbox"/> Jan 24, 2012	Jan 13
<input type="checkbox"/> Feb 14, 2012	Feb 3
<input type="checkbox"/> Feb 28, 2012	Feb 17

***Subject to Change**

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Employee of the Quarter – 4th Quarter 2011 (July, August, September 2011)

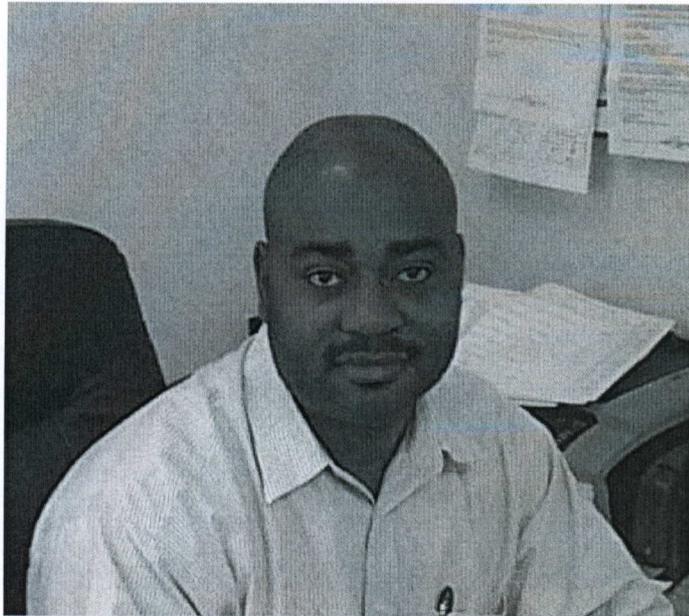
EXPLANATION: The Employee of the Quarter was previously awarded to employees for outstanding performance on a quarterly basis. In 2007 the Commission granted a \$25 check along with one paid day off. The Employee of the Quarter Award had not been utilized for the past couple of years and we would like to reinstate the award as a way to publicly recognize employee performance. Several employees were nominated for the quarter ending September 30 and the senior management team selected Ed Saint-Jean as most deserving of the Award.

RECOMMENDATION: Approve Ed Saint-Jean as Employee of the 4th Quarter, FY 2011.

EXHIBITS: 1- LBTS Award- Employee of the Quarter

Reviewed by Town Attorney
 Yes No

Town Manager Initials CW



Leadership

Brilliance

Teamwork

Service

LBTS Award

Employee of the Quarter
4th Quarter FY 2011

Edner Saint-Jean

Town of Lauderdale-By-The-Sea Finance Department employee, Edner Saint-Jean has been selected for Employee of the Quarter for the Fourth Quarter of 2011.

Edner started working for the Town in August of 2007 as an Accounting Specialist primarily responsible for Accounts Payable. In recognition of his work ethic and attention to detail, in 2008 Edner was promoted to Accountant I. Edner is the most tenured member of the Finance Department and his historical knowledge is an invaluable asset to the Town. Edner is patient, good-natured, and willing to work hard. His accomplishments during the past few months include training a new employee in processing Accounts Payable, assisting in the preparation of the fiscal 2012 budget, assisting in the resolution of the issues identified during the fiscal 2010 audit, compiling documents for the 2011 year-end financial audit, and helping the new Finance Director get oriented to the role.