

Culver CITY

INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: 05/15/2024
TO: JOHN NACHBAR, CITY MANAGER
FROM: Tevis Barnes, Housing and Human Services Director
SUBJECT: **Outstanding Job Performance Recognition from the Housing and Human Services Department, Housing for Brenda Diaz, Housing Assistant**

BACKGROUND

Brenda Diaz, Housing Assistant, is being recognized by the Housing and Human Services Department for their Outstanding Job Performance.

Brenda oversees all homeless outreach calls and emails. These calls/emails are either dispatched to our homeless outreach contractor or the Mobile Crisis Team. Brenda receives over 50 requests for homeless outreach weekly. She has received and dispatched over 500 homeless outreach requests emails and calls.

Brenda has helped to organize and streamline the process for receiving and dispatching homeless requests and has developed a system of keeping records of the requests and the outcomes of each request.

Brenda assists in the implementation of the Motel Master Leasing and Nutrition Program and has helped to place over 30 unhoused neighbors into the motels which starts the process to healing and permanent housing.

Brenda has coordinated domestic violence training for our community partners in assisting the homeless.

Brenda in working with our homeless outreach contractor has helped to discover errors and provided solutions to provide a better provision of service to our unhoused. Brenda is thoughtful and well organized and dedicated to her work in helping the homeless.

AUTHORITY

According to Civil Service Rule 15.2 and 15.3, employees exemplifying outstanding job performance criteria may be recognized for their performance through the Outstanding Job Performance Recognition program. The program allows for single awards or a combination of any of the outlined recognition awards.

Outstanding Job Performance
Brenda Diaz, Housing and Human Services Department
May 15, 2024

RECOMMENDATION TO APPROVE

That the City Manager approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Brenda Diaz to receive a cash award of \$1,000.

Approved by,



John Nachbar, City Manager

05/20/2024

Date