

McNamara Employee of the Year Selection Committee
Meeting Minutes – February 4, 2016

A meeting of the McNamara Employee of the Year Committee was scheduled for February 4, 2016 at 2:00pm in the Harvard Room on the 9th floor of City Hall 400 South Orange Avenue – Orlando, Florida.

MEMBERS PRESENT:

1. Elena Kennedy Kunneke (Recording Secretary)
2. Ana Palenzuela, Chair, Human Resources
3. April Michael EXO/Communications (substituting for Michele Brennan – Vac)
4. Barbara Elness – Human Resources (GUEST)
5. Bill Cail - OPD
6. Brenda Scott – FPR
7. Clyde Boutte – Venues
8. F.J. Flynn - EDV
9. Kathy Devault – Mayor's Office - EXO
10. Linda Pereira - Orlando Fire Department
11. Linda Rhinesmith – Housing (substituting for Tara Culver –MLOA)
12. Martin Carmody – Finance
13. Sandra Shook - Public Works

CALL TO ORDER

Meeting was called to order at 2:15pm

Prior to the meeting, the members rated each nominee using the established rating system prescribed in Policy & Procedure 808.41 and considering the information provided in the nomination packets including recommendation letters, supporting documents, and job descriptions. Using a round-robin format, the committee shared their individual ratings of the **13** nominees with the members of the Committee and they were recorded by Elena Kennedy Kunneke.

The votes were tallied by Elena Kennedy-Kunneke and double checked by Barbara Elness. The names below were announced to the attendees as the highest scores. All members were asked to keep silent until winners were announced on the city's in-house website – TEAMLINK.

The winners are:

Name	Title	Department
Adolfina Ortiz	Administrative Specialist	Venues
Manuel Soto	Emergency Manager	OFD
Michele Smith	Lieutenant	Orlando Police
Thomas Sweitzer	Tennis Center Manager	FPR

Adjournment The meeting was adjourned at 2:45pm

Ana Palenzuela, Chairman

Elena Kennedy Kunneke
Recording Secretary