



# ADMINISTRATION COMMITTEE

## Agenda Report

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**File #:** 2022-2320

**Agenda Date:** 6/8/2022

**Agenda Item No:** 4.

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**FROM:** James D. Herberg, General Manager  
Originator: Kelly A. Lore, Clerk of the Board

**SUBJECT:**

### **AWARD ACCEPTANCE PROTOCOLS**

### **GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 22-XX entitled, "A Resolution of the Board of Directors of the Orange County Sanitation District Establishing Award Acceptance Protocols, and Repealing Resolution No. OCSD 08-19".

### **BACKGROUND**

The Orange County Sanitation District (OC San) is nominated and wins awards on an ongoing and frequent basis. Since the Groundwater Replenishment System came online, and numerous prestigious awards were bestowed upon OC San, it was determined that protocols be established and adopted by the Board of Directors.

### **RELEVANT STANDARDS**

- Build brand, trust, and support with policy makers and community leaders
- Maintain collaborative and cooperative relationships with regulators, stakeholders, and neighboring communities

### **PROBLEM**

Adopt and maintain a consistent way to receive and accept awards that OC San wins should be approved by the Board of Directors. In general, there are three types of awards:

- Individual Awards recognizing an individual employee or small group of employees.
- Division or Departmental awards recognizing an entire division or department for outstanding achievements.
- Agency-wide awards recognizing the collective effort of the entire agency or in conjunction with another agency.

Each one of these awards carries with it the potential for positive publicity, awareness, and improved employee morale. The acceptance of these awards is an important part of these benefits.

## **PROPOSED SOLUTION**

It is proposed that awards should be accepted in the following ways:

Individual Awards - It will be up to the discretion of the department head to decide how best to call attention to the accomplishment. This may take place in a division or department staff meeting or some other similar sized gathering. The department head should also forward notification of the award to the General Manager's office for additional recognition and to Human Resources so that the award can be put in the employee's personnel file.

Division or Departmental Awards - Department heads should notify the General Manager and Assistant General Managers as soon as the award is announced. Depending on the scope and prestige of the award, the department head and General Manager's Office will decide who should accept the award and how it will be promoted to the Board of Directors, employees, and the general public. This may include a presentation at a Board meeting, press notifications, and other related ways to call attention to the accomplishment.

Agency Awards - On all major agency-wide awards, involved staff will notify the General Manager and Assistant General Managers who will then contact the Board Chair. The Board Chair will then decide if the Board Chair wants to accept the award on behalf of the agency or if another member(s) of the Board of Directors or a staff person is more appropriate to accept the award. Receipt of the award will be acknowledged at a future Board meeting and through notifications to the press and employees, as well as being included in OC San's annual report. The award will be displayed in a prominent public location at OC San to showcase agency accomplishments to the public on an ongoing basis.

## **TIMING CONCERNS**

N/A

## **PRIOR COMMITTEE/BOARD ACTIONS**

October 2008 - Adopted Resolution No. OCSD 08-19, "A Resolution of the Board of Directors of the Orange County Sanitation District establishing Award Acceptance Protocols".

## **ADDITIONAL INFORMATION**

N/A

## **CEQA**

N/A

**FINANCIAL CONSIDERATIONS**

N/A

**ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

- Draft Resolution No. OC SAN 22-XX