

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No. _____

Adopt a resolution commending *Lori Chappell, Executive Assistant* for District 4 Supervisor Jane Parker, for her dedicated service of twelve years to the County of Monterey.)
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WHEREAS, *Lori Chappell* has been employed by Monterey County for nearly 12 years, starting in January 2009 as Executive Assistant to Monterey County Supervisor Jane Parker, who was elected to represent District 4 in June 2008 and will retire at the end of 2020; and

WHEREAS, *Lori Chappell* participated as an equal team member in establishing the new District 4 office, assisting Supervisor Parker, Chief of Staff Kristi Markey and Policy Analyst Wendy Root Askew, to develop a strategic plan and operating systems that would address key needs for the residents of District 4; and

WHEREAS, *Lori Chappell* designed, established and maintained protocols for the daily functioning of the District 4 office, all without the benefit of any pre-existing handbook or guidelines for board offices, and no staff directory or clear support systems, often running the office in the absence of her co-workers as they attended meetings and engaged the community; and

WHEREAS, *Lori Chappell* proactively took on tasks beyond her job description, raising the visibility and professionalism of the position, assisting in a variety of projects for all staff in the office, drafting guidelines for Board resolutions, introducing modern technology and techniques in office management; and

WHEREAS, during her years of service, *Lori Chappell* balanced multiple competing tasks, including maintaining the complex and busy meeting calendar for the Supervisor, responding to inquiries from the public on a wide range issues in a professional and level-headed manner, maintaining contact lists and issuing the monthly Parker Report newsletter to thousands of members of the public, engaging staff from all departments on behalf of the Supervisor, earning the respect and appreciation of her coworkers and the residents of Monterey County as a friendly, steady, guiding force in the District 4 office;

NOW, THEREFORE, BE IT RESOLVED that the Monterey County Board of Supervisors, on behalf of the County and all the citizens thereof, hereby acknowledges *Lori Chappell's* contributions to the welfare of the residents of the County and wishes her success, good health, and happiness in all future endeavors.

PASSED AND ADOPTED on this 28th day of July 2020, upon motion of Supervisor _____, seconded by Supervisor _____, by the following vote, to-wit:

AYES:
NOES:
ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original resolution of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book _____ for the meeting on _____.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____