

## Memo for Planning Purposes – State Employee Recognition

Dear Cabinet Members,

The focus of this year's Public Service Recognition Week (PSRW) will be on the pandemic response and recovery over the past year, with an emphasis on cross-agency cooperation. We'd like to recognize as many groups of employees from as many departments as possible, from all over State government, and demonstrate how we've pulled together during this extraordinarily difficult time to serve Vermonters when they were most in need. To plan and deliver a virtual event, we need to know which agency/department efforts can best highlight the hard work and cross-agency/department collaboration that State employees have undertaken. So, I seek your input.

Please submit **at least** one pandemic related project/program undertaken, by **Wednesday, April 14**, to Human Resources Executive Staff Assistant [Catherine Russell](#). Ideally, you'll send several submissions to capture the excellent work of each of the Departments within your Agency.

Please include the following information (**see an example, below**-after my signature):

1. Project/program title(s);
2. Agencies/Departments involved in creation and delivery of the project(s);
3. A brief description of the project(s); and
4. The name of a lead contact person who can provide a detailed project overview.

Your Executive/Administrative Assistants and last year's PSRW Point Person will be aware of this request and can assist with reaching out to the project leaders for the descriptions, as needed.

The Secretary of Administration will select several projects, from the submitted suggestions, to be highlighted at the statewide virtual event.

Note for planning: Once the project/programs are selected for the event, DHR will be in touch with the lead contact person noted in your submission, to request information that will ultimately lead to the production of several short video recordings, each featuring one of you describing the initiative.

Public Service Recognition Week is typically the first week in May. Although the date for this year's event has not been finalized, the recognition ceremony will be a live Teams Event for all State of Vermont employees to attend in real time. We do not plan to specifically honor individuals or other teams for their outstanding 'normal business' work at this year's event. However, I encourage you to consider their achievements during your own virtual department ceremony, at a time that works best for you.

Thank you for continuing to lead your teams with excellence to provide service to all Vermonters.

Beth

***Example for illustrative purposes only:***

This example is from an AOA/DHR perspective based on work associated with the staffing component of this effort. An AHS/VDH submission will likely have a different point of view, lead contact person, and might include a broader description of the project and additional support departments (for example ADS, BGS) that I would be unaware of as an appointing authority. Multiple submissions from different agencies regarding the same initiative will be combined, if selected, to be vetted for inclusion of as many departments as possible.

1. Project/program title(s): *Dept. of Health vaccination clinics*
2. Agencies/Departments involved in creation and delivery of the project(s): *VDH, DPS, DHR, various departments whose employees redeployed (Atty General, AAFM, ACCD, DAIL, DCF, DVHA, DEC, DHR, AOE, AOT, BGS, DPS, ADS, AHS CO, VDH, VDOL, Lt. Gov, SOS)*
3. A brief description of the project(s): *Organized, supported, and staffed vaccination clinics for Vermonters in all areas of the State. 190 State employees from 18 agencies and departments offered to redeploy to help staff the clinics as vaccinators and Intake/Exit workers.*
4. The name of a lead contact person who can provide a detailed project overview: *Chris McConnell – DHR Director of Field Operations*

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