

Date March 29, 2024,

To: Ramsey County Board of Commissioners
Cc: Johanna Berg, County Manager
Dr. Annie Porbeni, Chief Human Resources Officer

From: Kenny Cutler, Diversity, Inclusion & Organizational Development Specialist
HR Liaison to RC Achievement Award Committee

Subject: Achievement Award for Cyndy Melby, Ramsey County Attorney's Office

The Ramsey County Employee Achievement Award Selection Committee has selected the following employee to receive an Achievement Award. This is to advise you that in accordance with County Board Resolutions, **Cyndy Melby, Executive Assistant, Ramsey County Attorney's Office**, will receive an Employee Achievement Award. Presentation of the award will be made at the May 7th, 2024, meeting of the County Board.

Nomination Summary

Cyndy Melby has been approved by the Ramsey County Achievement Award Selection Committee for an Employee Achievement Award in the category of "Excellent Job Performance."

In her role supporting the Ramsey County Attorney's Office, Cyndy Sets up internal meetings, books meeting spaces, handles scheduling, plans the office's annual meeting and many other essential tasks.

She is known for going the extra mile and has earned a reputation for consistently doing her work quickly and effectively.

Cyndy has innovated by spearheading an internal survey to gauge morale, seek improvements and generally improve operations.

She continually checks in with staff to make sure morale stays high.

She is very welcoming to everyone she interacts with and strives to be the best at what she does.

Cyndy is known as someone who always completes her work with a positive attitude.

Her colleagues have praised Cyndy for her exceptional insight and knack for considering things others haven't thought of.

Cyndy is skilled at listening and offering great advice and solutions to problems.

In summary, the Achievement Award Selection Committee recommends that Cyndy Melby be awarded an Employee Achievement Award in the category of "Excellent Job Performance"

CC: Johanna Berg; Dr. Annie Porbeni

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