



**EMPLOYEE SPOTLIGHT PROGRAM
Nomination Form**

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The *Employee Spotlight Program* highlights the contributions of employees who have gone above and beyond the everyday scope of their responsibilities, or those who have particularly excelled in the execution of job duty. The *Spotlight* recognition will be awarded Quarterly. Nomination forms will be accepted through 4:30 p.m. of the Friday prior to Board Committee Week during the months of January, April, July, and October.

Nominations will be accepted by the County Administrator, and will be reviewed by the County Services Committee. Employees selected for the recognition will receive a \$100 gift card.

Nominee (Employee) Information

Name Jodi Monk

Department Probation & Court Services Position Secretary

Nominator Information

Name Staci Stewart Date 08/09/2023

Department Probation & Court Services Position Director

Email sstewart@countyoflee.org Phone 815 284 5247x2703

Describe in detail below the nominee's contribution that led to this nomination. (Attach additional document if needed). Areas of consideration are:

- Impact: Service, dedication, professionalism, and compassion in dealing with internal or external stakeholders (co-workers and community); inspiring an overall sense of belonging that leads to a welcoming employment environment.
- Effectiveness: Promotion of County core values and purpose including character, collaboration, respect, and service to the community.
- Innovation: Contribution toward more efficient or productive operations including money-saving ideas, exceptional fiscal responsibility, and improving service quality.

Description:

Jodi Monk is a 16 year veteran employee of the Lee County Probation & Court Services Department who goes above and beyond each day in the detailed work she performs for the Department. Not only is she responsible for managing the 350+ individuals who enter the Probation & Court Services Department each month, but she also is a learner of statistical information, enters all client data into the management informaton system and can single handedly manage a felony pretrial day where over 50 people come through our doors. In addition to the daily responsibilities already mentioned, Jodi is responsible for the preparation of monthly claims, oversees caseload distribution and does this as the lone secretarial position in a department of ten full time employees and three part time employees. A part time secretarial position was eliminated many years ago and she had continued to maintain these duties entirely by herself. Most recently, the attribute that standsout the most about Jodi is her genuine care and concern for others that goes beyond her work. When a ride did not show up for an out of town juvenile at the end of the day, instead of leaving, she opted to wait outside of the Courts Building with the juvenile until his ride arrived 25 minutes later. This clearly imposed on her personal time, but that is no concern to her because of her patience and desire to help others. This is just a small example of the dedication Jodi gives each day to the people of Lee County.