



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 Administrative Services Committee. Employees selected for the recognition will receive a \$100 gift card.

Nominee (Employee) Information

Name Nikki Perez Masini

Department Public Defender Position Office Manager

Nominator Information

Name Bob Thompson Date 10/03/2022

Department Public Defender Position Dept. Head

Email rthompson@gmail.com Phone 815-973-3777

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:

Nikki is universally acknowledged by all key internal stakeholders within the court system as indispensable. Her efficiency dealing with the State's Attorney's Office on Discovery and Order reviews is unmatched. She assists the Clerk's office in correcting the dockets where necessary and she coordinates with Security and the County Jail on a regular basis to keep inmates and our out of custody clients safe and informed. The judges within the criminal system have always counted on Nikki to help prepare orders that make the system move more efficiently and to assist clients with addiction issues with getting to treatment.

Our external stakeholders, our clients, oftentimes prefer to speak with Nikki for their case information because she is compassionate and understanding about their needs. Nikki understands the social needs of our clients and respects where they've come from in poverty and she is an excellent counselor to our clients facing problems with addiction.

Our previous office manager retired 8 years ago when Nikki served as her full-time assistant. Since that time Nikki has taken over all duties and her previous position was never replaced. This efficiency and excellence in service has saved Lee County hundreds of thousands of dollars and her commitment to county services is exceptional!