



**Request for MCDA Board of Commissioner Action
From the Department of Community Planning & Economic Development**

Date: April 30, 2004

To: MCDA Board of Commissioners

Prepared by: Sandy Kunick, Human Resources Administrator,
Phone 612-673-5114

**Presenter in
Committee:** Chuck Lutz

Approved by: Chuck Lutz, Deputy CPED Director _____

Subject: Certificate of Appreciation

RECOMMENDATION:

It is recommended that the MCDA Board formally recognize the service and achievements of **Virginia Parent** by adopting the attached Resolution authorizing the award of Certificate of Appreciation.

Background/Supporting Information

A "Certificate of Appreciation" award is presented by the MCDA to a valued employee.

We wish to honor **Virginia Parent**, who is retiring from the MCDA, after 14 ½ years of loyal service.

RESOLUTION

of the

MINNEAPOLIS COMMUNITY DEVELOPMENT AGENCY

By _____

Whereas, the MCDA wishes to formally recognize the achievements of one long-term employee and his dedicated service to the Agency; and

Whereas, there is currently one individual to be so honored, as noted below:

Virginia Parent

Now, Therefore, Be It Resolved By the Board of Commissioners of the Minneapolis Community Development Agency:

That the Commissioners recognize this dedicated employee by extending their gratitude through a "Certificate of Appreciation" signed by the CPED Director and members of the MCDA Board of Commissioners.

RECORD OF COMMISSIONER VOTE													
Commissioner	Aye	Nay	NV	Abs	Ovrd	Sust	Commissioner	Aye	Nay	NV	Abs	Ovrd	Sust
Benson							Ostrow						
Colvin Roy							Samuels						
Johnson							Schiff						
Johnson Lee							Zerby						
Lane							Zimmermann						
Lilligren							Goodman, chair						
Niziolek													
Vote: NV - Not Voting			Abs - Absent			Ovrd - Vote to Override			Sust - Vote to Sustain				

ADOPTED _____

Chairperson

APPROVED
NOT APPROVED
VETOED _____

Mayor

EMPLOYEE PROFILE

Virginia Parent

A "Certificate of Appreciation" award is presented by the MCDA to a valued employee.

We wish to honor Virginia Parent who is retiring from the MCDA after 14 ½ years of service.

In 1989 Virginia began working at the MCDA as the MCDA Board Coordinator and remained in that position during her entire tenure with MCDA. Although Virginia stayed in the same position, her position and responsibility changed dramatically over the years.

As Board Coordinator, Virginia was responsible for coordinating reports and agendas for Commissioner consideration and approval. She provided to the Commissioners paperwork for committees in a timely and consistent manner. She maintained complete and accurate records of approved documents, resolutions, and minutes. From the early computer era, Virginia devised a system to maintain all MCDA records in electronic format to provide a searchable database and electronic document retrieval for use by Project Coordinators and all MCDA employees, which was a valued reference tool.

Virginia is recognized for her "can-do" approach, and superior customer service (all mingled with a great sense of humor). But most of all she is recognized as a coworker and friend who always goes the extra mile in search of a solution to help achieve completion of projects to benefit the City of Minneapolis.

The City of Minneapolis, its residents and the MCDA staff would like to thank you, Virginia, for your loyal service over these 14 ½ years.