



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 20-912

Board Meeting Date: 12/8/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Michael P. Callagy, County Manager
Subject: Employee of the Month for December 2020

RECOMMENDATION:

Honor Tracy Choi as Employee of the Month for December 2020 and authorize the President of the Board to sign the commendation.

BACKGROUND:

The Employee of the Month program was established in December 1984 to recognize and honor County employees who consistently demonstrate an outstanding level of performance.

Our Employee of the Month for December 2020 is Tracy Choi, a Housing and Community Development Supervisor in the Department of Housing.

DISCUSSION:

Traci has been working for the County over 4 years. In December 2019, Tracy was promoted to Housing and Community Development Supervisor. In her first year as Supervisor, Tracy was thrust into high-pressure COVID-19 response work requiring thoughtful planning on short timelines and provided steady leadership in the face of a constantly evolving SOW. Tracy's deep knowledge of affordable housing development and homeless services enabled her to offer creative solutions for unprecedented housing issues resulting from COVID-19. She has done a remarkable job incorporating new federal funding (Cares Act) into our existing allocation structure.

The amount of funding the County has received was in excess of the normal annual entitlement from Housing and Urban Development (HUD) and Emergency Solutions Grant (ESG) passed through from the State. With the level of funding coming into the Department, a flurry of additional responsibilities accompanied it, specifically, revisions to the Annual Action Plan for the federal funds, Board resolutions and applications to the State for the ESG, and planning specific to the use of the Cares Act funds.

Additionally, Tracy coordinated efforts for two State funding programs, Housing for a Healthy

California (HHC) and HomeKey, resulting in almost \$20 million in funding for HHC and another \$33 million for HomeKey to fund the purchase of two hotels for use as supportive housing for those affected by the pandemic. She brings steady leadership, creative ideas, and a willingness to tackle new problems to her work each day to the benefit of the County and her staff.

Our County is fortunate to have Tracy Choi as an outstanding employee.