

# CYCLE OF PERSONAL OWNERSHIP

FEBRUARY 2021 WINNERS



CHELAN COUNTY

# JENNY CONRAD

This Cycle of Personal Ownership recognition is for the unselfishness and hard-working actions of Jenny Conrad. Jenny joined the District in January of 2020, just two short months before Covid stay-at-home orders were issued. But even with the added difficulties of the pandemic, Jenny has been deeply committed to providing safety expertise, guidance, and support to all employees during these unprecedented times. The most recent challenge asked of Jenny, was to assist with creating educational content regarding Covid-19 vaccinations after it was determined that the monthly safety meetings would be the most effective way to reach the vast District audience. Jenny worked diligently to not only learn and gather the appropriate facts, myths, statistics, and data from reputable resources, but she also worked meticulously to compile and format the information into a high-quality video. The effort and time dedicated to creation of the Covid Vaccine information video is nothing short of an outstanding achievement, all the while, Jenny managed to never miss a beat in her day-to-day duties and responsibilities.

# JENNIFER DIXON

In Q4 2020, the District's State Accountability Audit was performed remotely with no auditors on site. They had a very robust audit plan reviewing Accounts Payable, Accounts Receivable, Payroll, contract compliance and Treasury activities. This approach became challenging with the volume of information that needed to be sent to the auditors electronically. Jennifer was able to effectively provide information electronically and answer questions in a collaborative manner for leave usage, accruals and cash outs. While the State typically thanks all District staff at the conclusion of their audit, they provided a special thanks to Jennifer during their management presentation for providing extremely detailed and well-organized documentation, and responses to their inquiries. This is very unusual for their office. The success of these audits lie in the departments being audited with the people, the processes and controls in place on a daily basis. Jennifer is control minded, competent, detailed, responsive and thorough in her approach which creates a smooth and most importantly, successful audit, resulting in NO recommendations for the District. Her skilled ability to pull together complex information and make it easy for the auditors to follow is crucial to the success of the audit. I want to congratulate Jennifer on her commendation by the State and I sincerely appreciate all her efforts during the audit especially given additional workload at year end.