

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Hilari Monk

Honoree's Job Title: Administrative Secretary

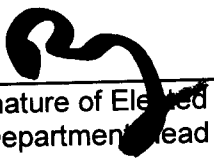
Department: Administrative Services

Years of Service with the County: 4.5 years

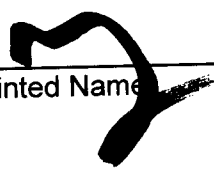
Why the Honoree is receiving a GEM Award including dates:

In the last few months, Hilari Monk went far beyond her normal workload, juggling multiple time-sensitive projects on time, without any impact on her regular tasks. Hilari dedicated a great deal of time and effort to ensure that the transition to new county leadership went smoothly in December and January. Her attention to detail made that transition much easier for the elected officials and our office staff. She was able to manage all the requests of the newly elected officials, and complete her other daily tasks in Administrative Services, including spending numerous hours making sure her workload processing hundreds of Wellness Program forms met deadlines so that employees' healthcare discounts were not affected, while handling additional tasks given her by the elected officials. She did all of this while also planning the annual volunteer banquet for over 200 volunteers.

Approved by elected official or department head on the 11 day of Feb, 2011



Signature of Elected Official
or Department Head



Printed Name