

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Leia N. Gillespie
First Name Middle Initial Last Name

Honoree's Job Title: Office Administrator

Department: Admin Services

Years of Service with the County: 24

Why the Honoree is receiving a GEM Award including dates:

Leia has gone above and beyond this year in taking on additional duties for herself and her staff. She worked with HR to take on the tracking and interaction with employees for the wellness program. In addition, she worked with Development Services to work out a process where Admin Services staff is now scanning back files to assist the County in going paperless. She currently is working on a process to assist the ME with permit billing. Leia's willingness to take on additional duties is setting a higher work standard for her staff and others.

Approved by elected official or department head on the 26th day of June, 2017



Signature of Elected Official
Or Department Head

Bill Bilyeu

Printed Name