

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Cynthia Lopez
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: County Clerk Administration

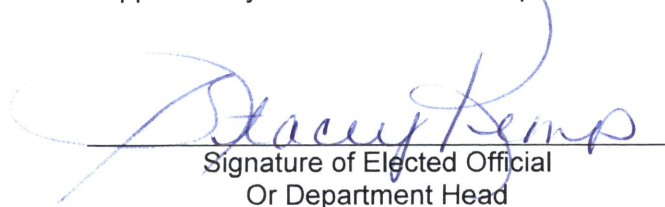
Years of Service with the County: 4 years 7 months

Why the Honoree is receiving a GEM Award including dates:

Between COVID and helping cover for a vacant position, Cynthia has gone above and beyond in her job duties. She has picked up much of the extra work especially regarding Commissioners Court meetings. The meetings have been lengthy due to COVID program updates and discussions. A few courts before and after Budget Workshop have lasted from 1:30 to after 5:00 p.m. Cynthia has never complained, and her minutes are always completed on time.

The County Clerk's Office is open to the public, so Cynthia has made sure the office is stocked with masks, hand sanitizer and disinfectants. The new protocol has a County Clerk employee at the security desk in the lobby signing in and assisting customers prior to having them come into the office. Cynthia makes sure there is an ample supply of forms, sign-in sheets and any necessary supplies available for customers. She has also become the back up for our receptionist because other employees are needed to assist in Land and Vitals and to staff the desk in the lobby. Cynthia's dedication, hard work, and positive attitude have been an asset during these last several months.

Approved by elected official or department head on the 23rd day of Sept, 20 20


Signature of Elected Official
Or Department Head

Stacey Kemp, County Clerk
Printed Name