

# Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Lisa Johnston  
First Name Middle Initial Last Name

Honoree's Job Title: Office Coordinator

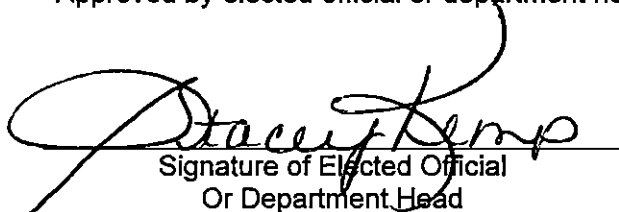
Department: County Clerk Administration

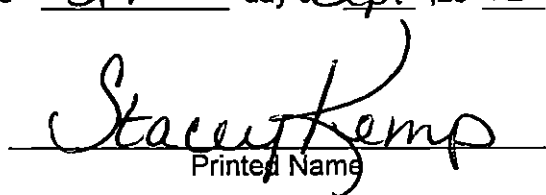
Years of Service with the County: 1 year, 7 months

Why the Honoree is receiving a GEM Award including dates:

I would like to recognize and commend Lisa Johnston for outstanding initiative and dedication in overhauling several areas in the Administration Department. Due to her diligent efforts, the Court Registry files and accounts have been 100% accounted for. She reviewed all files and accounts to ensure everything was accounted for and provided a plan to ensure all monies were properly invested. She established procedures and training for her staff to ensure they understand the duties and responsibilities of all files. She continuously communicates with several banks in Collin County to ensure all investments are getting the best rate for the customers. Lisa worked closely with IT and other departments to develop a new report that would make it more efficient to tract investments to ensuring 100% accountability. Lisa also enlisted the assistance of IT and the Business Systems Administrator to improve the flow of the TABC notices. Due to their diligent work in automating the process, it has improved the overall efficiency by 75%. To ensure the new guidelines and processes are met, Lisa conducted training for her entire staff. As a result, every member of her team now understands their role and responsibility in maintaining the systems. I am so proud to have an employee like Lisa on my team and the county is better for having her on-board as well. Great job!

Approved by elected official or department head on the 29<sup>th</sup> day of Sept, 2025

  
Signature of Elected Official  
Or Department Head

  
Printed Name