

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

Honoree's Name: Melody Spencer  
First Name Middle Initial Last Name

Honoree's Job Title: Business System Administrator

Department: County Clerk Administration

Years of Service with the County: 4 months

Why the Honoree is receiving a GEM Award including dates:

I would like to recognize Melody for exceptional initiative and teamwork in establishing an innovative approach to TABC notices. She took the time to analyze the steps and developed a new template that cut the process in half. The notices now automatically populate to the template and all the information is generated to the spreadsheet, therefore, saving resources and hours.

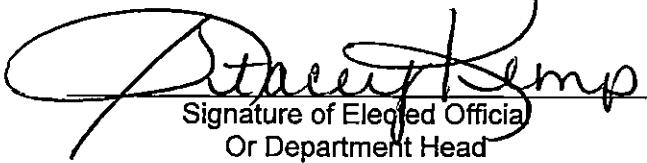
Melody also initiated Okta for the seven different County Clerk departments. This software provides the ability for employees to log onto any computer and have all the software and links needed to complete their tasks. The innovative thinking and due diligences has made the departments more efficient for the citizens of Collin County.

Keep up the great work!

I am so proud to have an employee like Melody on my team and the county is better for having her onboard as well.

Approved by elected official or department head on the

30th day of Sept, 2025



Signature of Elected Official  
Or Department Head



Stacey Kemp  
Printed Name