

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Stephanie First Name Holton Middle Initial Last Name

Honoree's Job Title: Deputy Clerk II

Department: County Clerk Mental Commitments

Years of Service with the County: 3 years

Why the Honoree is receiving a GEM Award including dates:

In March/April 2020, as the pandemic began, the Probate and Mental Health offices had to reduce our in office staff 50 percent. When reviewing who had at home capabilities, Stephanie stated that she would stay in the office. As of that time, Stephanie has been a constant in the Mental Health department. She was here every day. She created a positive atmosphere in the middle of some chaos. She was able to manage the constantly changing policies without issue. She was able to adapt to those changing policies quickly and accurately. She was able to deal with the public without fear which enabled each citizen that made an appointment and passed through our doors to have the opportunity to engage with a live person during a moment of crisis. Stephanie handled all in office duties and all court duties as the Mental Health court did not, at any time, stop conducting hearings. Stephanie had constant contact with the supervisor and the other mental health clerk that was working from home. The Mental office continued to conduct business seamlessly. She consistently suggested different ways to re-imagine our processes to get all persons included in our court hearings the information they needed in a socially distanced way. She suggested that all attorneys be securely emailed all documentation for hearings so they would not be required to come into the office. We began to send more documents through queues so the Judge could also remain distanced. Stephanie has proven to be an invaluable asset to our office. For these reasons, I believe she has earned a GEM award.

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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