

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

Honoree's Name: Amelia Melvin

Honoree's Job Title: DISTRICT CLERK LEAD FINANCIAL

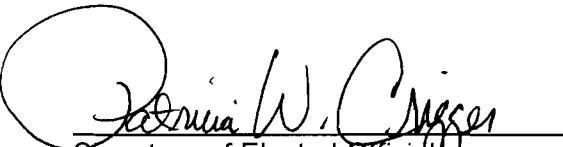
Department: District Clerk

Years of Service with the County: 2

Why the Honoree is receiving a GEM Award including dates:

Ame accepted the position of Lead Clerk – Financials at the end of June 2011. With some training from Jessie Westmoreland, she has taken on the challenging task of cleaning up the 5 separate accounts and bookkeeping of the District Clerk's Office that were left in disarray from December of 2010 until the time she was appointed. She has balanced 4 out of the 5 accounts, and I believe will soon have the last account in hand. She is conscientious, smart, and determined to excel in her position. She has been an asset to our office.

Approved by elected official or department head on the 21st day of October, 2011.



Signature of Elected Official
or Department Head

PATRICIA W. CRIGGER

Printed Name