

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

Honoree's Name: Valerie McCutchen

Honoree's Job Title: Civil/Family Lead Clerk

Department: District Clerks Office

Years of Service with the County: 7Y

Why the Honoree is receiving a GEM Award including dates:

Valerie was instrumental in keeping the District Clerk's Office running during the Covid Pandemic. She came to work every day ready for a new challenge. She helped in all Areas of the office. Valerie helped clerks and supervisors working at home complete their day-to-day tasks. Valerie often had to stay with a Civil/Family Clerk until a Protective Order was Complete. She found new projects for the clerks working from home to complete. She managed the updating of several office policies. Valerie goes the extra mile for the DC Office.

Approved by elected official or department head on the 16th day of September, 2020

  
\_\_\_\_\_  
Signature of Elected Official  
or Department Head

Lynne Finley \_\_\_\_\_  
Printed Name

John H. Morris