

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

Honoree's Name: Mandie Sosa

Honoree's Job Title: Administrative Secretary

Department: Collin County Health Care Services

Years of Service with the County: 11 years

Why the Honoree is receiving a GEM Award including dates:

Mandie has excelled as the Health Care Services department has grown dramatically in the last year. When the department added approximately 30 new employees for the COVID-19 response and new DIS Program and when there was a vacancy of another administrative employee, she completed the work generated by these changes as the program was completely restructured in addition to her existing duties. These departmental changes resulted in Mandie tracking grant time sheets, onboarding new employees, purchasing supplies for a much larger department, working with Purchasing to develop contracts that were completely new to Collin County, managing dozens of mobile devices for the department, and training many new staff on admin program tasks. Mandie has truly stepped up this year when Health Care Services' needed assistance. The department was able to expand to meet the needs of Collin County residents in large part because of her hard work.

Approved by elected official or department head on the 29th day of September, 2022

Candy Blair

Signature of Elected Official or Department Head