

# Collin County

## Going the Extra Mile (GEM) Recognition Form

Honoree's Name: \_\_Lisa Zoski\_\_

Honoree's Job Title: \_\_Office Administrator\_\_

Department: \_\_IT\_\_

Years of Service with the County: \_17\_

Why the Honoree is receiving a GEM Award including dates:

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Lisa, in her role as office administrator, has many tasks that are cumbersome and not necessarily desirable to do. Travel is one in which requires a lot of manual paper work and planning and when you multiply the level of effort by the large amount of travel required by the IT department, this consumes significant amount of her time. Lisa created a new time (and paper) saving process by which employees would submit their travel correspondence with a standard naming convention to an IT travel mailbox eliminating the time it takes to sort through the paperwork to match up documents with trips. She is always upbeat and even when saddled with numerous trips at one time, gets the job done with a great attitude. Sure, there are times where she may come chasing after us for receipts but in the end, she keeps us in line and in the green with the auditors. In addition to travel, and her daily management duties, Lisa also recently volunteered to take the P-Card spreadsheet off the department heads (Caren's) workload to reconcile all pcard transactions/receipts against our bank statements. This too can be a very cumbersome process because of the large number of departmental P-Cards multiplied by all of the small purchases IT makes on behalf of other county departments add up to hundreds of transactions every month.

Lisa always keeps us laughing and the IT work environment lively, making us all look forward to coming to work each day. We all greatly appreciate the contribution she makes to both the IT department and the county.

Approved by elected official or department head on the 4 day of Aug., 2017

Caren R. Skipworth  
Signature of Elected Official  
or Department Head

Caren R. Skipworth  
Printed Name