

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

Honoree's Name: _Lera Miller_____

Honoree's Job Title: _Buyer I_____

Department: _Purchasing_____

Years of Service with the County: _1

Why the Honoree is receiving a GEM Award including dates:

Lera has very recently been promoted to a Buyer I. She joined Collin County Purchasing just over a year ago in the role of Buyer Assistant, which she actively embraced. She fulfilled her duties with speed and accuracy, gained the trust and confidence of her coworkers, and constantly sought additional work with progressively challenging tasks.

Lera is tasked with renewing Interlocal Agreements (ILAs) with other entities as part of her regular assignments. These ILAs have been long established in most cases, and the renewal is a simple amendment. Lera decided to review each contract and the most recent amendments instead of just copying language from a previous amendment. Due to her diligence, she was able to find areas in the ILAs that needed to be rewritten for easier management of these agreements. She was able to do this thorough review, and still complete her ILAs in a timely manner and without any gaps.

Lera played a key role in the planning and execution of the events held for Purchasing Month. Lera went above and beyond with her creative ideas and by spending her time and resources outside of the office in order to execute two events flawlessly. Because of her inputs, the Purchasing Department received several compliments on how fun the events were, and how well they ran.

Lera's efforts "behind the scenes" really allowed the Department to be able to successfully outreach and share critical information related to purchasing to both our internal customers and our vendors. Lera has also been a key team member in helping her coworkers. She quickly gained the trust of the buyers by proving her ability to produce quality, accurate work in a timely manner. She actively sought out progressively more complex tasks by constantly asking team members and management for additional jobs. Lera never sat idle in her position, if she ever experienced downtime, she would treat it as an opportunity to work with the buying team in order to learn new tasks and grow in her knowledge of procurement rules and procedures.

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Approved by elected official or department head on the 15 day of August, 2023

DocuSigned by:

Michelle Charnoski

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Signature of Elected Official
or Department Head

Michelle Charnoski, NIGP-CPP, CPPB

Purchasing Agent

Printed Name