

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Lawana Downs

Honoree's Job Title: Administrative Secretary

Department: Sheriff's Office

Years of Service with the County: 12

Why the Honoree is receiving a GEM Award including dates:

Lawana Downs was instrumental in my FY18 budget preparation and deserves a GEM Award.

She accepted extra duties, all the while handling her normal day-to-day tasks. For example, Lawana worked tirelessly day-in and day-out, assisted with worksheet preparation and maintained her normal workload.

Lawana Downs deserves a GEM Award!

Approved by elected official or department head on the **29th** day of **August, 2017**.



**Signature of Elected Official
Or Department Head**

Jim Skinner, Sheriff
Printed Name

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