

Collin County
Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Johnniena Means

Honoree's Job Title: Caseworker

Department: CSCD

Years of Service with the County: 12

Why the Honoree is receiving a GEM Award including dates:

Assisting new hire with training 10/3-10/6/17

Johnniena consistently goes above and beyond in being a team player. She is usually one of the first to volunteer for additional tasks and most recently came to the supervisors and volunteered to train a new hire while the new hire's supervisor was out of the office. Some of the skills Johnniena worked on with the new hire included documenting Progress Reports and other chrono entries, looking up warrants and how to view Odyssey, running daily reports, checking criminal histories, how to work expiration listings and send letters, how to prepare Early Term Reviews, running end of month reports, how to do a Casefile Review, how to prepare a Notice of Violation, e-file and document, and how to request offense reports. Johnniena took time out of her busy days to teach and mentor the new hire. This is just one example of the outstanding leadership Johnniena demonstrates in the Indirect Unit, and her willingness to help is greatly appreciated.

Approved by elected official or department head on the 10th day of Oct., 2017



Signature of Elected Official
or Department Head

Yoon Kim

Printed Name