

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Shanna Portee

Honoree's Job Title: Deputy Clerk I County Court at Law

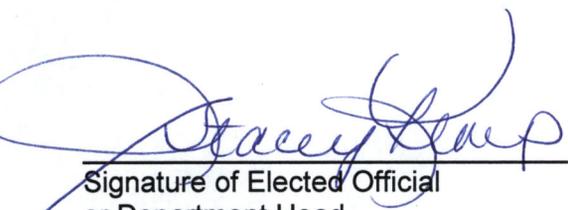
Department: County Clerk County Court at Law

Years of Service with the County: 2+

Why the Honoree is receiving a GEM Award including dates:

On February 16, 2016 the Criminal Front Counter and Intake Clerks were directed to complete a project with a deadline of March 11, 2016. The goal was to be no more than one week behind on quality control of all documents filed and recorded in their office. A total of 6,919 "reviewed by quality control" events were added into Odyssey. Shanna reviewed 750 more documents than her co-workers. She entered a total of 1,929 quality control events in Odyssey. Of those 1,929 documents, many contained three or four pages per event, which meant Shanna reviewed over 5,787 documents. Shanna embraced the challenge, and because of her effort, team encouragement, dedication and willingness to go above and beyond, the Criminal Front Counter and Intake Clerks were able to reach their goal more than a week before their March 11 deadline. While each clerk worked diligently to meet this goal, Shanna's efforts were exceptional. For this reason, I would like to nominate Shanna Portee for the GEM Award.

Approved by elected official or department head on the 12th day of April, 2016


Signature of Elected Official
or Department Head

Stacey Kemp, Collin County Clerk
Printed Name