

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Diana Howard

Honoree's Job Title: Administrative Secretary

Department: Development Services

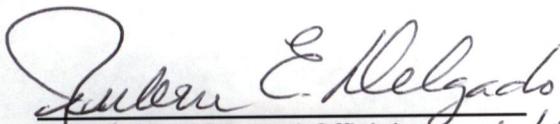
Years of Service with the County: 18

Why the Honoree is receiving a GEM Award including dates:

During our move to the JJAEP building (January 2013 – March 2013) Diana acted as a move coordinator for Development Services. Diana worked closely with purchasing, IT, fellow employees and move contractors to make our transition seamless. She never got behind in her normal duties. She organized the pre move activities that included organization and cleaning of all development service areas and also helped Engineering and Special Projects. She worked with records to have boxes delivered for retention and shredding. She organized the records retention, shredding and trash pickups. She performed the IT and furniture inventory for development services. She attended all move meetings and organized the furniture and IT component moves with the respective departments. Diane personally checked each employee's office to ensure all items were marked for pick up. She also made sure the new offices had the appropriate data and power hookups to accommodate the employees existing furniture. If new drops were needed she worked with IT/facilities to have them installed. She created furniture location drawings for each employee office so that the move contractors knew where to place the furniture. She was the point of contact on the day of the move for the movers. She personally ensured that all furniture and IT components were placed where the employee had indicated.

The move was a labor intensive project but you would have never known it. Diana always had a smile on her face and continuously took on more responsibilities. She is an treasured asset to our department.

Approved by elected official or department head on the 8th day of April, 2013



Signature of Elected Official

4/8/2013

Ruben E. Delgado

Printed Name or Department Head