# Collin County
# **G**oing the **E**xtra **M**ile (**GEM**) Recognition Form

Honoree's Name: Sheila (First Name) | (Middle Initial) | Yurkus (Last Name)

Honoree's Job Title: Deputy Clerk II

Department: Collin County Clerk- Probate

Years of Service with the County: 10 months

Why the Honoree is receiving a GEM Award including dates:

I would like to recognize Sheila Yurkus for her fantastic job creating probate/mental health's first quality control position from scratch. Sheila provides detailed statistical information and audit spreadsheets daily. She is very thorough and has a great attention to detail. Sheila consistently sets priorities and uses her time wisely. She is extremely organized and when the opportunity presents itself, she is able to provide viable solutions to solve issues, including our numerous backlog of case files.

Sheila has been instrumental in taking on a massive initiative to help alleviate Probate's numerous boxes of case files. Sheila thoroughly verified each document met the one-year retention for destruction span and assured that all documents are available in electronic format in Odyssey. In May, she successfully sent for destruction 18 boxes worth of case file documents. Sheila has also labeled, indexed and sent 30 boxes of Mental Health case files down to Records. That's 48 boxes of documents that are no longer in our office! I am so proud to have an employee like Sheila on my team and the County is better for having her on board as well. Great work, Sheila!!

Approved by elected official or department head on the 29th day of Sept. ,2026

Stacey Kemp
Signature of Elected Official
Or Department Head

Stacey Kemp
Printed Name