

Collin County Going the **Extra Mile (GEM)** Recognition Form

Honoree's Name: Lisa Robnett
First Name Middle Initial Last Name

Honoree's Job Title: ERMS Specialist

Department: IT/Records

Years of Service with the County: 17 years

Why the Honoree is receiving a GEM Award including dates:

Lisa demonstrates the technical skills and knowledge that are needed to perform her job duties, but in addition to that, she is always volunteering to help others within our office. Whether someone is on vacation, or additional tasks are identified, Lisa can be counted on to begin pitching in without even being asked! We were originally supposed to be relocating our warehouse to another location and we are not just an office to move, but an entire records warehouse that holds over 5000 boxes and historical books. We ultimately were going to be moving half of our inventory to an offsite vendor for storage prior to scanning and I had identified a full list of tasks that needed to be done on those boxes first such as weighing them, labeling them as to which type of box they were and where they were going, splitting these inventories, identifying best practices for packaging and about a million other things it seemed. Within a day of identifying these items, Lisa had already checked on scales we needed to order and had sent me a breakdown to review of boxes of all the various types so that I could better plan this movement with best records practices being followed. This breakdown she started became a main focal guide for me to work with our outsource vendor to schedule movement. This allowed me to keep an updated overview in real time of the entire Records inventory as we worked with the vendor. In addition to this huge help to me, she also took it upon herself to go through the entire office to document all items in every office/cubicle/room in our warehouse and provide me an equipment/furniture list for me to use to determine what would happen to each item. This was a tremendous help to me to work off of. These may seem like small things to do,

but the point is, they are not part of her normal tasks and she took the initiative to help me with things that she knew I would need but I was busy with the planning and coordination portions. That is just the type of person and employee that Lisa is and I am fortunate to have her on my team!

Approved by elected official or department head on the

8th day of Sep, 20 26

Caren R. Skipworth

Signature of Elected Official
Or Department Head

Printed Name