

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

Honoree's Name: Kileigh Even

Honoree's Job Title: Collections Compliance Coordinator/Caseworker

Department: CSCD

Years of Service with the County: 4

Why the Honoree is receiving a GEM Award including dates:

In order to become compliant with Office of Court Administration (OCA) rules and to increase Collin County District court cost collections, a position was created by CSCD in collaboration with the District Clerk's Office. Kileigh was promoted to the position on 11/12/12. She has taken the initiative to learn what is required by law to be in compliance by reading information she was initially given, researching information on the Internet, and working with staff from Court Collections Unit, District Clerk's Office, OCA, and CSCD. Kileigh has become a valuable liason between OCA and Collin County.

Accomplishments:

- Entered over 500 Felony Payment Agreements into RevQ (from dates ranging from June 2012 – December 2012);
- Manually made financial adjustments to over 4,000 cases for information that did not import from Odyssey into RevQ (has 742 cases remaining);
- Sent 169 1st delinquency letters, 170 2nd delinquency letters, and called each offender on each 2nd delinquency letter;
- Had reports configured and customized to meet the needs of her position (still working with RevQ on some);
- Submitted financial reports to OCA from December 2010 – December 2012.

Kileigh is highly motivated and continues to work to further develop this process.

Approved by elected official or department head on the 28th day of January, 2013



Signature of Elected Official
or Department Head

Bob Hughes

Printed Name