

IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF JOHNSON COUNTY

**FY 2023**

On this the 28th day of November 2022, the Commissioners' Court, with the following members being present

- Roger Harmon - County Judge
- Rick Bailey - Commissioner Pct #1
- Kenny Howell - Commissioner Pct #2
- Mike White - Commissioner Pct #3
- Larry Woolley - Commissioner Pct #4

The following proceedings were had, to-wit:

THAT WHEREAS, theretofore, on September 6, 2022 the Court heard and approved the budget for the year 2023 for Johnson County, and

WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund. The transfer does not increase the total of the budget.

The following transfers to said budget are hereby authorized:

Department Name: JUV Truancy Case Manager Department #: 5900

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Office Supplies	0340-5900-53110-AJ	57.00
TOTAL TRANSFERRED FROM:		\$57.00

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Dues, Conferences & Training	0340-5900-54100-AJ	57.00
TOTAL TRANSFERRED TO:		\$57.00

**EXPLANATION:**


To cover conference cost

COMMISSIONERS COURT  
NOV 28 2022

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

**Approved**

BY:   
Roger Harmon, County Judge

Date received by the County Judge's Office: \_\_\_\_\_ Date Received by Budget Coordinator: \_\_\_\_\_

IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF JOHNSON COUNTY

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On this the 28th day of November 2022, the Commssioners' Court, with the following members being present

- Roger Harmon - County Judge
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The following proceedings were had, to-wit:

THAT WHEREAS, theretofore, on September 6, 2022 the Court heard and approved the budget for the year 2023 for Johnson County, and

WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund. The transfer does not increase the total of the budget.

The following transfers to said budget are hereby authorized:

Department Name: Jail Medical Department #: 5612

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Fees & Services	0100-5612-54000-LE	2,000.00
TOTAL TRANSFERRED FROM:		\$2,000.00


**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Postage	0100-5610-53100-LE	2,000.00
TOTAL TRANSFERRED TO:		\$2,000.00

EXPLANATION:  
To cover postage costs

Department Head: \_\_\_\_\_ Date: COMMISSIONERS COURT

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

BY:   
Roger Harmon, County Judge

**NOV 28 2022**  
**Approved**

Date received by the County Judge's Office: \_\_\_\_\_ Date Received by Budget Coordinator: \_\_\_\_\_

# Training / Seminar Approval Form

Department Name: Precinct 2 Road & Bridge FY 2023

Seminar Name: VGVI School for County Commissioners Court [Texas AgriLife]

Purpose: Continuing Education

Place: Bryan

Date: 02/21- 02/23/2023

**Who Will Be Attending:**

Commissioner Kenny Howell

CC: 11/28/2023

PO # 23-0208

Hotel Confirmation #3316799252

**This Training/ Seminar is necessary for the following reasons:**

- Required continuing education       Job training  
 Improve work performance       Required certification

**Attach Registration Form and Complete the following information:**

Amount of registration \$ 250.00      Date registration is due \_\_\_\_\_

- Return check to department head  
 Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:

Kenny Howell      Sent Request to CJO 11/14/2022

COMMISSIONERS COURT

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

NOV 28 2022

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: **Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_

# Order Confirmation

Texas Association of Counties  
P.O. Box 2131 Austin, Texas 78768

Order Number 239653  
Order Date 11/14/2022  
Bill To Hon. Kenny R. Howell  
Payment Method You will be billed for the balance due - Purchase Order Number 23-0208.  
Ship To Hon. Kenny R. Howell  
3425 County Road 920  
Crowley, TX 76036-5513

Item	Quantity	Price	Total
65th Annual V.G. Young Institute School for County CC When: 2/21/2023 - 2/23/2023 Where: Brazos County Expo Center 5827 Leonard Rd. Bryan, TX 77807 United States Registration Option: Registration - Elected Official or County Staff Program Items: • Welcome Reception and Aggie Prime Rib Dinner	1	250.00	250.00

**PO# 23-0208**

Item Total 250.00  
TRANSACTION GRAND TOTAL 250.00

A confirmation is being sent to: PCT2@johnsoncountytx.org  
Send another copy to

Send

To print a confirmation/invoice page, click on view registration below to be taken to the event registration summary page. If you would like to return to your account page, click on the Back to Account Page button below.

## Billed Event Registrations

1 2

Page 1 of 2, Items 1 to 5

Show all 7

Date	Event	Location	View registration	Full Name	Bal
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1 2

Page 1 of 2, Items 1 to 5

Show all 7



V.G. Young Institute of County Government  
 School for County Commissioners Courts Agenda  
 February 21-23, 2023 Brazos County Expo

Start	End				
<b>Tuesday, February 21, 2023</b>					
8:00 am	5:00 pm	Registration Opens			
8:00 am	12:00 pm	Early Bird Session –4 CEs <b>County Budgeting</b>			
8:00 am	12:00 noon	Exhibitor Show Set-Up			
1:00 pm	3:30 pm	Exhibitor Show Open			
<b>Tuesday, February 21, 2023</b>					
1:00 pm	1:15 pm	Opening General Session- Call to Order			
1:15 pm	2:00 pm	Keynote Address: 4.016 Leadership/ Team Building: 1.0 CE			
2:00 pm	2:50 pm	3.018 Environmental Issues Mr. Eric Magee, Allison Bass Magee, LLP			1.0 CE
2:50 pm	3:20 pm	Refreshment Break			
3:20 pm	5:05 pm	<b>CCAC Phase 2</b>  <b>2.001 County Judge</b> Hon. Kim Halfmann or Hon. Tramer Woytek <b>1.0 CE</b> 3:20-4:10 pm  <b>2.002 County Commissioner Panel</b> <b>1.0 CE</b> 4:15-5:05 pm	<b>CCAC Phase 3</b>  <b>4.003 County Investment Policies</b> Linda Patterson, Patterson Capital Management <b>1.0 CE</b> 3:20-4:10 pm  <b>4.004 County Purchasing</b> Phillip Arnold, Bickerstaff Heath Delgado Acosta <b>1.0 CE</b> 4:15-5:05 pm	<b>Rural Issues</b>  <b>Prescribed Fire Dilemmas</b> Mr. Heath Starns, Texas A&M AgriLife Research <b>1.0 CE</b> 3:20-4:10 pm  <b>Ag Laws Affecting Rural Counties</b> Mr. Jim Bradbury, James D Bradbury, PLLC <b>1.0 CE</b> 4:15-5:05 pm	<b>Commissioners Court Leadership Academy Alumni Session</b>  <b>Managing Change &amp; Transition</b> Dr. Tom Marrs, Texas A&M University <b>2.0 CE</b> 3:20-5:05 pm  (CCLA Alumni Only)
6:30 pm		Welcome Reception & Aggie Prime Rib Dinner – Brazos Expo Center			
<b>Wednesday, February 22, 2022</b>					
8:00 am	12:00 noon	Registration Open			
9:00 am	3:30 pm	Exhibitor Show Open			
8:00 am	8:50 am	3.003 Lawmaking: Legislative Updates Jim Allison – Allison Bass & Magee, LLP 1.0 CE			
8:50 am	9:40 am	4.011 Budgeting Panel – Auditor, Judge, & Commissioner 1.0 CE			
9:40 am	10:10 am	Refreshment Break			
10:10 am	11:00 am	4.023 Grantseeking Ms. Kalya Scott – Texas General Land Office			1.0 CE
11:00 am	11:50 pm	4.018 Emergency Management, Chief Nim Kidd, TDEM 1.0 CE			

Persons attending are eligible receive sixteen (16) hours of continuing education.



V.G. Young Institute of County Government  
 School for County Commissioners Courts Agenda  
 February 21-23, 2023 Brazos County Expo

11:50 pm	1:15 pm	<b>Lunch On Your Own</b>		
1:15 pm	5:00 pm	<b>CCAC Phase 2</b>	<b>Commissioner Session</b>	<b>Co. Judge Judicial Training</b>
		<p><b>2.004 District Clerk</b>  <i>Association President</i>  <b>1.0 CE</b>                  1:15-2:05 pm</p> <p><b>2.008 County Attorney</b>  <i>Mr. John Fleming, Nacogdoches Co.</i>  <b>1.0 CE</b>                  2:05-2:55 pm</p> <p>2:55-3:20 pm Refreshment Break</p> <p><b>2.011 Constable</b>  <i>Hon. Carlos Lopez, Travis County</i>  <b>1.0 CE</b>                  3:20-4:10 pm</p> <p><b>2.012 County Auditor</b>  <i>Hon. Melissa Jeter, Houston County</i>  <b>1.0 CE</b>                  4:10-5:00 pm</p>	<p><b>County Road Inventory Map &amp; Electric Vehicle Infrastructure Plan</b>  <i>Mr. Jason Ferrell, GIS Analyst TxDOT &amp; Mr. Michael Chamberlain, Director of Data Management, TxDOT</i>  <b>1.0 CE</b>                  1:15-2:05 pm</p> <p><b>The 5 Stage Model on How to Attract and Keep Public Works Employees</b>  <i>Mr. Ray Belk, TxITAP</i>  <b>1.0 CE</b>                  2:05-2:55 pm</p> <p>2:55-3:20 pm Refreshment Break</p> <p><b>TEEX</b>  <i>Bert Nitzke, TEEX</i>  <b>1.0 CE</b>                  3:20-4:10 pm</p> <p><b>County Vehicle Exemptions</b>  <i>Cpl Casey Jones, DPS &amp; Hon. Rick Bailey, Johnson County Commissioner</i>  <b>1.0 CE</b>                  4:10-5:00 pm</p>	

**Thursday, February 23, 2023**


8:00 am	11:30 am	<b>Registration Open</b>		
8:20 am	10:10 am	<b>CCAC Phase 2</b>	<b>CCAC Phase 3</b>	<b>Judges and Commissioners Administrative Training</b>
		<p><b>2.014 Extension Service</b>  <i>Dr. Jeff Ripley, Texas A&amp;M AgriLife Extension Service</i>  <b>1.0 CE</b>                  8:20-9:15 am</p> <p><b>2.018 District Judge</b>  <i>Hon. David Hilburn, Brazos County</i>  <b>1.0 CE</b>                  9:20-10:10 am</p>	<p><b>4.006 Fees and Revenues</b>  <i>Ms. Kristin Kubecka, Matagorda County</i>  <b>1.0 CE</b>                  8:20-9:15 am</p> <p><b>4.001 Bonds &amp; Certificates of Obligation</b>  <i>Gregory Miller, Bickerstaff Heath Delgado Acosta LLP</i>  <b>1.0 CE</b>                  9:20-10:10 am</p>	<p><b>3.007 Civil Rights Issues</b>  <i>Vanessa Gonzalez, Bickerstaff Heath Delgado &amp; Acosta</i>  <b>1.0 CE</b>                  8:20-9:15 am</p> <p><b>4.022 Cybersecurity</b>  <i>Robert Ruiz, Texas Association of Counties</i>  <b>1.0 CE</b>                  9:20-10:10 am</p>
10:10 am	10:20 am	<b>Break</b>		
10:20 am	11:10 am	<p style="text-align: center;"><b>County Considerations for Groundwater</b> Mr. Joel Pigg – Texas A&amp;M AgriLife Extension Service <b>1.0 CE</b></p>		
11:10 am	12:00 pm	<p style="text-align: center;"><b>First Amendment Audits</b> Mr. Thomas Kerss – Texas Association of Counties <b>1.0 CE</b></p>		


Persons attending are eligible receive sixteen (16) hours of continuing education.



**Your Stay**


[Edit Stay](#)

 Tue, Feb 21 – Thu, Feb 23, 2023 (2 nights)

 1 room for 1 adult



**Hilton College Station & Conference Center**

801 University Drive East College Station, Texas 77840-2116 USA 

[Hotel details >](#)

Update Your Room

Step 1 of 3

[Existing reservation ▲](#)

[Cancel changes](#)

Mon, Feb 20 – Thu, Feb 23, 2023, 1 room for 1 adult

Kenneth Howell

1 King Bed, Government, \$98.00 per night

Total for stay: \$340.31

**Your stay with Hilton Hotels & Resorts includes**

- ✓ Free parking
- ✓ Free WiFi
- ✓ Non-smoking rooms
- ✓ Airport shuttle
- ✓ On-site restaurant
- ✓ Outdoor pool
- ✓ Fitness center
- ✓ Pet-friendly rooms
- ✓ Business center

[Room Filters](#)

[Special Rates](#)



Hi, Kenny

### Hilton College Station & Conference Center

[Edit stay](#)

Tue, Feb 21 – Thu, Feb 23, 2023

1 room for 1 adult

Edit Payment and Guest Details

Step 3 of 3

[Existing reservation ▲](#)

[Cancel changes](#)

Mon, Feb 20 – Thu, Feb 23, 2023, 1 room for 1 adult

Kenneth Howell

1 King Bed, Government, \$98.00 per night

Total for stay: \$340.31

### Total for stay

**\$226.87**

[Show price details](#)

Total room charge

\$196.00

Total taxes

\$30.87

Earn a \$100 statement credit plus 75,000 points



Current Total: \$226.87

Statement Credit: - \$100.00

**Total after credit: \$126.87**

One-time statement credit will be applied approximately 8-12 weeks after first purchase. Terms and Conditions Apply.

[Learn More](#)

**i** You are updating your reservation.

All fields are required unless marked optional.

### Payment

9383 May 2025 Change card

### Guest information

Kenneth Howell

Hilton Honors #543415084



# Training / Seminar Approval Form

Department Name: Precinct 3

Seminar Name: V G Young 65th Annual School for County Commissioners Courts

Purpose: Required Continuing Education

Place: The Stella Hotel, Bryan, TX

Date: 2/21/2023 - 2/23/2023

Who Will Be Attending:

Mike White

\_\_\_\_\_

\_\_\_\_\_

**This Training/ Seminar is necessary for the following reasons:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Required continuing education | <input type="checkbox"/> Job training           |
| <input type="checkbox"/> Improve work performance                 | <input type="checkbox"/> Required certification |

**Attach Registration Form and Complete the following information:**

Amount of registration \$ 250.00 Date registration is due before 2/21/2023

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:



**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: NOV 28 2022

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: **Approved**

Please make checks payable to:

Texas Association Of Counties

P.O. Box 2711 San Antonio, TX 78299  
(800) 456-5974



V.G. YOUNG INSTITUTE OF COUNTY GOVERNMENT

### Meeting Confirmation / Invoice

**Mike White**

Johnson County, Commissioner, Pct 3  
10420 E FM 917  
Alvarado TX 76009

Member ID: 263511

Invoice Ref: 331390

**MEETING NAME:** 65th Annual V.G. Young Institute School for County CC  
**MEETING DATE:** Tuesday, February 21, 2023 through Thursday, February 23, 2023  
**MEETING LOCATION:** Brazos County Expo Center  
5827 Leonard Rd.  
Bryan, TX 77807

**CONTACT US:**

Received Date: 11-14-22

Approved By: [Signature]

**YOU ARE REGISTERED FOR THE FOLLOWING:**

Function(s)	Quantity	Rate	Amount
Registration - Select if you are an Elected Official.	1	\$250.00	\$250.00
Welcome Reception and Aggie Prime Rib Dinner	1	\$0.00	\$0.00
<b>Total:</b>			<b>\$250.00</b>

Payment: \$0.00

**Balance: \$250.00**

-----  
**PLEASE REMIT WITH PAYMENT**

Please make checks payable to: Texas Association Of Counties

**Invoice Ref: 331390**

**Balance: \$250.00**

Bill To ID: 263511

Mike White  
Johnson County, Commissioner, Pct 3  
10420 E FM 917  
Alvarado TX 76009

Amount Enclosed: \_\_\_\_\_

Texas Association Of Counties  
P.O. Box 2711  
San Antonio, TX 78299  
(800) 456-5974

002500010263511603313900TJOHN

# V.G. Young Institute of County Government School for Commissioners Courts

February 21 - 23, 2023

Brazos County Expo Center  
5827 Leonard Rd  
Bryan, TX 77807



V.G. YOUNG INSTITUTE OF  
COUNTY GOVERNMENT

**Registration**  
(<https://imis.county.org/imis/Event.aspx?EventKey=23AVGYCC>)

For more information, contact the V.G. Young Institute of County Government  
(<https://vgyi.tamu.edu/>) at (979) 845-4572.

## Tuesday, Feb. 21 - Early Bird

8 a.m.-noon                      **County Budgeting**

## Tuesday, Feb. 21

1-1:15 p.m.                      **Welcome / Introductory Remarks**

1:15-2 p.m.                      **Keynote - 4.016 Leadership & Teambuilding**

2-2:50 p.m.                      **3.018 Environmental Issues**

**CCAC 2                              CCAC 3                              Rural Issues                      CCLA Alumni**

3:20-4:10 p.m.                      **2.001 County Judge                      4.003 County Investment Policy                      Prescribed Fire Dilemmas                      CCLA Alumni Session**

4:15-5:05 p.m.                      **2.002 County Commissioner                      4.004 County Purchasing                      Ag Laws Affecting Rural Counties                      CCLA Alumni Session**

## Wednesday, Feb. 22

8-8:50 a.m.                      **3.003 Legislative Update**

8:50-9:40 a.m.	<b>4.011 Budgeting</b>		
9:40-10:10 a.m.	<b>Refreshment Break</b>		
10:10-11 a.m.	<b>4.023 Grantseeking</b>		
11-11:50 a.m.	<b>4.018 Emergency Management</b>		
11:50 a.m.-1:15 p.m.	<b>Lunch</b>		
	<b>CCAC 2</b>	<b>Commissioner</b>	<b>Judicial</b>
1:15-2:05 p.m.	<b>2.004 District Clerk</b>	<b>County Road Inventory Update</b>	
2:05-2:55 p.m.	<b>2.008 County Attorney</b>	<b>The 5 Stage Model on how to Attract &amp; Keep Public Works Employees</b>	
2:55-3:20 p.m.	<b>Refreshment Break</b>		
3:20-4:10 p.m.	<b>2.011 County Constable</b>	<b>TEEX</b>	
4:10-5 p.m.	<b>2.012 County Auditor</b>	<b>Commercial Vehicle Inspector- County Vehicle Exemption</b>	
<b>Thursday, Feb. 23</b>			
	<b>CCAC 2</b>	<b>CCAC 3</b>	<b>Admin Training</b>
8:20-9:15 a.m.	<b>2.014 Extension Service</b>	<b>4.006 Fees and Revenues</b>	<b>3.007 Civil Rights Issues</b>
9:20-10:10 a.m.	<b>2.018 District Judge</b>	<b>4.001 Bonds &amp; Certificates of Obligation</b>	<b>4.022 Cybersecurity</b>
10:20-11:10 a.m.	<b>County Considerations for Groundwater</b>		
11:10 a.m.-noon	<b>First Amendment Audits</b>		

*\*Agenda is subject to change. Please check back for updates.*



**Beth Behrmann**

---

**From:** Alissa Allen  
**Sent:** Thursday, November 10, 2022 9:50 AM  
**To:** Beth Behrmann  
**Cc:** Mike White  
**Subject:** FW: Reservation Confirmation #73365982 for The Stella Hotel, Autograph Collection

Hello,

Please see the attached hotel confirmation for your travel.

Thank you,

*Alissa Allen*

*Buyer - Johnson County Purchasing  
817-556-6382 Ext: 1453  
alallen@johnsoncountytexas.org*



**From:** Autograph Collection Reservations <reservations@res-marriott.com>  
**Sent:** Thursday, November 10, 2022 9:48 AM  
**To:** Purchasing <PUR@johnsoncountytexas.org>  
**Subject:** Reservation Confirmation #73365982 for The Stella Hotel, Autograph Collection

**\* External sender - use caution with links or attachments \***

**SUMMARY OF CHARGES | CONTACT US**

**Our Top Priority — Our Guests: COVID-19 update and cancellation policy.**

AUTOGRAPH  
COLLECTION  
HOTELS

## The Stella Hotel, Autograph Collection

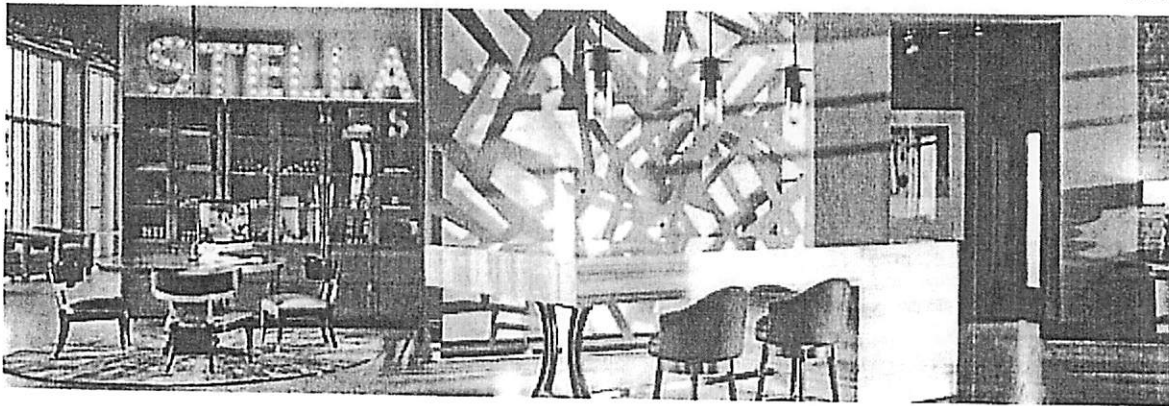
📍 4100 Lake Atlas Drive Bryan Texas 77807 USA ☎ +1-979-421-4000

Thank you for booking with us, Mike White.

### Craft your next story

Mon, Feb 20, 2023 – Thu, Feb 23, 2023

Confirmation Number: 73365982



Check-In: Monday, February 20, 2023 04:00 PM

Check-Out: Thursday, February 23, 2023 12:00 PM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Master Card

---

Total for Stay (all rooms)

340.31 USD

Room 1



---

Room Type >

Premium Queen, Guest room, 2 Queen



Guaranteed Requests:

None

[ALL REQUESTS >](#)

[Modify or Cancel Reservation](#)

## Important Information About Your Stay

-  In order to prepare for your upcoming stay, [learn more](#) about available services, opening hours, and COVID-19 policies.
-  Upon early departure, an Early Departure Charge of one night room and applicable tax may apply.

# Training / Seminar Approval Form

Department Name: Precinct 1

Seminar Name: 65th Annual VG Young Institute School for County CC

Purpose: Education, speaker

Place: Bryan

Date: February 20-23, 2023

Who Will Be Attending:

Rick Bailey

\_\_\_\_\_

\_\_\_\_\_

**This Training/ Seminar is necessary for the following reasons:**

- Required continuing education
- Job training
- Improve work performance
- Required certification

**Attach Registration Form and Complete the following information:**

Amount of registration \$300.00 Date registration is due 1/20/2023

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature: *Rick Bailey*

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

NOV 28 2022

**Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_



# Confirmation

do-not-reply@county.org  
To: Rick Bailey

Thu 11/10/2022 9:10 AM

**\* External sender - use caution with links or attachments \***

Dear Hon. Rick Bailey,

Thank you for your recent online submission. Here are confirmation details for your records.

**Order Number:** 239474

**Order Date:** Nov 10, 2022 9:09 AM

**Bill To:** Hon. Rick Bailey

**Order Total:** 300.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number .

Item	Price	Qty	Total
65th Annual V.G. Young Institute School for County CC - Hon. Rick Bailey <i>When:</i> Feb 21, 2023 - Feb 23, 2023 <i>Where:</i> Brazos County Expo Center 5827 Leonard Rd. Bryan, TX 77807 United States	300.00	1	300.00

*Registration option:* Feb 21, 2023 - Corporate Registration

*Program Items:*

- Feb 21, 2023 5:00 PM: Welcome Reception and Aggie Prime Rib Dinner

<b>Item Total</b>	300.00
<b>Item Grand Total</b>	300.00
<b>Transaction Grand Total</b>	300.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to RickBailey@johnsoncountytexas.org

# V.G. Young Institute of County Government School for Commissioners Courts

February 21 - 23, 2023

Brazos County Expo Center  
5827 Leonard Rd  
Bryan, TX 77807



V.G. YOUNG INSTITUTE OF  
COUNTY GOVERNMENT

**Registration**  
(<https://imis.county.org/imis/Event.aspx?EventKey=23AVGYCC>)

For more information, contact the V.G. Young Institute of County Government (<https://vgyi.tamu.edu/>) at (979) 845-4572.

## Tuesday, Feb. 21 - Early Bird

8 a.m.-noon County Budgeting

## Tuesday, Feb. 21

1-1:15 p.m. Welcome / Introductory Remarks

1:15-2 p.m. Keynote - 4.016 Leadership & Teambuilding

2-2:50 p.m. 3.018 Environmental Issues

CCAC 2

CCAC 3

Rural Issues

CCLA Alumni

3:20-4:10 p.m.

2.001 County Judge

4.003 County  
Investment Policy

Prescribed Fire  
Dilemmas

CCLA Alumni Session

4:15-5:05 p.m.

2.002 County  
Commissioner

4.004 County  
Purchasing

Ag Laws Affecting  
Rural Counties

CCLA Alumni Session

## Wednesday, Feb. 22

8-8:50 a.m. 3.003 Legislative Update

8:50-9:40 a.m. 4.011 Budgeting

9:40-10:10 a.m. Refreshment Break

10:10-11 a.m. 4.023 Grantseeking

11-11:50 a.m. 4.018 Emergency Management

11:50 a.m.-1:15 p.m.	Lunch		
	CCAC 2	Commissioner	Judicial
1:15-2:05 p.m.	2.004 District Clerk	County Road Inventory Update	
2:05-2:55 p.m.	2.008 County Attorney	The 5 Stage Model on how to Attract & Keep Public Works Employees	
2:55-3:20 p.m.	Refreshment Break		
3:20-4:10 p.m.	2.011 County Constable	TEEX	
4:10-5 p.m.	2.012 County Auditor	Commercial Vehicle Inspector- County Vehicle Exemption	

**Thursday, Feb. 23**

	CCAC 2	CCAC 3	Admin Training
8:20-9:15 a.m.	2.014 Extension Service	4.006 Fees and Revenues	3.007 Civil Rights Issues
9:20-10:10 a.m.	2.018 District Judge	4.001 Bonds & Certificates of Obligation	4.022 Cybersecurity
10:20-11:10 a.m.	County Considerations for Groundwater		
11:10 a.m.-noon	First Amendment Audits		

*\*Agenda is subject to change. Please check back for updates.*

**Registration**  
 (<https://imis.county.org/imis/Event.aspx?EventKey=23AVGYCC>)

# Your Feb-20-2023 Confirmation #86341051

Some content in this message has been blocked because the sender isn't in your Safe senders list. [I trust content from noreply@h4.hilton.com.](#) | [Show blocked content](#)

Homewood Suites by Hilton Confirmed <noreply@h4.hilton.com>  
To: Rick Bailey

Tue 11/15/2022 11:35 AM

**\* External sender - use caution with links or attachments \***

[Join Hilton Honors. Get instant benefits by joining - for free.](#)

## See you soon, Rick Bailey

Your reservation for Feb-20-2023 has been confirmed.  
Confirmation #86341051

### Homewood Suites by Hilton College Station

[Maps & Directions](#)

950 University Drive East  
College Station TX 77840 US  
[Maps & Directions >>](#)

[contact us](#) +19798460400

[View Booking Details](#)

[Add to Calendar](#)

### Your Room Information

<b>Guest Name:</b>	Rick Bailey
<b>Guests:</b>	1 Adult
<b>Rooms:</b>	1
<b>Room Plan:</b>	1BDRM SUITE/1 KING/NSMK

[Thank you for your interest in our new upgrade program. Follow this link to learn more.](#)

<b>Your Rate Information</b>	BEST AVAILABLE RATE
<hr/>	
<b>Rate per night</b>	
Feb-20-2023 - Feb-23-2023	129.00 USD
<b>Total for Stay per Room Rate</b>	<b>387.00 USD</b>
<b>Taxes</b>	60.95 USD
<hr/>	
<b>Total price for Stay</b>	<b>447.95 USD</b>

[Modify Your Reservation >>](#)

### What To Expect When You Arrive



#### Clean & Ready for You

We are creating an even cleaner stay for you from your guest room to public areas to food and



# Training / Seminar Approval Form

Department Name: County Judge's Office

Seminar Name: 65th Annual V.G. Young Institute School for County Commissioners Court

Purpose: Continuing Education

Place: Brazos County Expo Center, Bryan, TX

Date: February 21-23, 2023

**Who Will Be Attending:**

Christopher Boedeker - County Judge Elect

\_\_\_\_\_

\_\_\_\_\_

**This Training/ Seminar is necessary for the following reasons:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Required continuing education | <input type="checkbox"/> Job training           |
| <input type="checkbox"/> Improve work performance                 | <input type="checkbox"/> Required certification |

**Attach Registration Form and Complete the following information:**

Amount of registration \$250.00 Date registration is due \_\_\_\_\_

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

NOV 28 2022

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

**Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_

## Rachel Sitler

---

**From:** do-not-reply@county.org  
**Sent:** Thursday, November 10, 2022 9:17 AM  
**To:** Rachel Sitler  
**Subject:** Confirmation

**\* External sender - use caution with links or attachments \***

Dear Ms. Rachel Sitler,

Thank you for your recent online submission. Here are confirmation details for your records.

**Order Number:** 239484

**Order Date:** Nov 10, 2022 9:14 AM

**Bill To:** Ms. Rachel Lea Sitler

**Order Total:** 250.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number County Judge.

Item	Price	Qty	Total
65th Annual V.G. Young Institute School for County CC - Mr. Christopher Boedeker <i>When:</i> Feb 21, 2023 - Feb 23, 2023 <i>Where:</i> Brazos County Expo Center 5827 Leonard Rd. Bryan, TX 77807 United States	250.00	1	250.00

*Registration option:* Feb 21, 2023 - Registration - Select if you are an Elected Official.

*Program Items:*

- Feb 21, 2023 5:00 PM: Welcome Reception and Aggie Prime Rib Dinner

<b>Item Total</b>	250.00
<b>Item Grand Total</b>	250.00
<b>Transaction Grand Total</b>	250.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

# V.G. Young Institute of County Government School for Commissioners Courts

February 21 - 23, 2023

Brazos County Expo Center  
5827 Leonard Rd  
Bryan, TX 77807



V.G. YOUNG INSTITUTE OF  
COUNTY GOVERNMENT

**Registration**  
(<https://imis.county.org/imis/Event.aspx?EventKey=23AVGYCC>)

For more information, contact the V.G. Young Institute of County Government  
(<https://vgyi.tamu.edu/>) at (979) 845-4572.

## Tuesday, Feb. 21 - Early Bird

8 a.m.-noon                      **County Budgeting**

## Tuesday, Feb. 21

1-1:15 p.m.                      **Welcome / Introductory Remarks**

1:15-2 p.m.                      **Keynote - 4.016 Leadership & Teambuilding**

2-2:50 p.m.                      **3.018 Environmental Issues**

**CCAC 2                      CCAC 3                      Rural Issues                      CCLA Alumni**

3:20-4:10 p.m.                      **2.001 County Judge                      4.003 County Investment Policy                      Prescribed Fire Dilemmas                      CCLA Alumni Session**

4:15-5:05 p.m.                      **2.002 County Commissioner                      4.004 County Purchasing                      Ag Laws Affecting Rural Counties                      CCLA Alumni Session**

## Wednesday, Feb. 22

8-8:50 a.m.                      **3.003 Legislative Update**





## Thanks for booking with us, Christopher.

Join Marriott Bonvoy™ with one click and save your reservation to My Trips.

SAVE MY RESERVATION

**Already a Member? Sign in**

**The Stella Hotel, Autograph Collection**

**#73324566**

AUTOGRAPH  
COLLECTION®  
HOTELS

Mon Feb 20, 2023 – Thu Feb 23, 2023

TOTAL FOR STAY

**340.31** USD

STAY DETAILS >

Feedback

**MORE OPTIONS**

>

# Training / Seminar Approval Form

Department Name: JUSTICE OF THE PEACE - PRECINCT THREE

Seminar Name: FY 23 JUSTICE OF THE PEACE STAGE 1

Purpose: REQUIRED TRAINING FOR NEW JUDGE ELECT ANDREW NOLAN

Place: EMBASSAY SUITES SAN MARCOS - 1001 E. MCCARTY LN, SAN MARCOS, TEXAS 78666

Date: DECEMBER 11TH, 2022 TO DECEMBER 15TH, 2022

Who Will Be Attending:

JUDGE ELECT ANDREW NOLAN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This Training/ Seminar is necessary for the following reasons:**

- |  |  |
|--|--|
| <input type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> Job training |
| <input type="checkbox"/> Improve work performance      | <input type="checkbox"/> Required certification  |

**Attach Registration Form and Complete the following information:**

Amount of registration \$ 0 Date registration is due ASAP

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

NOV 28 2022

**Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_





# Texas Justice Court Training Center

## Texas State University

1701 Directors Blvd, Ste 530  
Austin, Texas 78744

Phone: (512) 347-9927  
Fax: (512) 347-9921

www.tjctc.org  
adw167@txstate.edu

**Invoice Number: 96373**

<b>Date:</b> 10/17/2022		<b>Bill To:</b> Andrew Nolan	<b>Address:</b> 206 N. Baugh St. Alvarado, TX 76009	
<b>Event Date:</b> 12/11/2022		<b>Event Location:</b> San Marcos	<b>Event:</b> FY_23 Justice of the Peace Stage I	
<b>Quantity</b>	<b>Registration Fee</b>	<b>Overhead Assessment</b>	<b>Total</b>	
1	\$0.00	\$0.00	\$0.00	
<b>Quantity</b>	<b>Lodging Fee</b>		<b>Total</b>	
4	\$55.00		\$220.00	
			<b>Invoice Total</b>	
			\$220.00	
<b>Make all checks payable to: Texas State University</b>				
We now accept Credit Card Payments. Use this button to pay with a credit card. <input type="button" value="Pay With a Credit Card"/>				

**Note:** Due to changes in our payment process we now require payment for lodging and registration fees before 2 weeks from an event start date.

For Office Use Only		
P.O. #	CHECK #	PAYMENT RECEIVED DATE

## **Stage I Seminar Information**

**The schedule for the Stage I program is as follows:**

- December 11<sup>th</sup> – Travel Day  
Registration from 3:00 to 5:00 p.m.  
*(If you will arrive after 5:00 p.m., you can register on Monday morning)*
- December 12<sup>th</sup> – Registration and breakfast from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- December 13<sup>th</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- December 14<sup>th</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- December 15<sup>th</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Optional Inquest Simulation from 12:00 – 1:00 p.m.

Stage I is located at the Embassy Suites San Marcos in San Marcos, TX. The address is:

1001 E McCarty Ln  
San Marcos, TX 78666

**There is no need to contact the hotel for room reservations as TJCTC makes the reservations for you. See Hotel Policies for more information.**



**To the newly elected or appointed Justices of the Peace:**

Hello from the Texas Justice Court Training Center! The Texas Justice Court Training Center is the entity in charge of providing judicial education to justices of the peace throughout the state. We are an educational endeavor of the Justices of the Peace & Constables Association and are affiliated with Texas State University. We work with Justices of the Peace who have been elected or appointed.

**What happens when I'm elected or appointed to Justice of the Peace?**

Newly elected and appointed justices of the peace are required to attend 80 hours of judicial education their first year in office. The annual 80 hours of education is broken into three stages. The dates for new judge training are listed below:

**FY22 Stage I:** December 11 - 15, 2022 at the Embassy Suites in San Marcos

**FY22 Stage II:** January 29 – February 2, 2023 at the Embassy Suites in San Marcos

**FY22 Stage III:** April 9 – 12, 2023 at the Embassy Suites in San Marcos

**What happens if I won't be sworn in until January 1, 2023?**

Once a Judge wins the November election, they become JP Elect and can attend training. Before the November election, unless you have been appointed, you are not eligible for training, even if you have no opponents. However, you can still register for Stage I and we will save your spot. You can also watch any of our online learning as it is open to the public.

**What is in this packet?**

In this packet, you will find a registration form and information regarding the Stage I and II agendas and TJCTC's hotel policies. Please review the hotel policies and contact April Williams at [adw167@txstate.edu](mailto:adw167@txstate.edu) or 512-347-9927 if you have any questions regarding your room reservations. \*Please note: TJCTC books your room for this event to ensure that you are given our preferred rate at the hotel.

**What other resources do we provide?**

Besides providing the new justice of the peace education, we also offer legal resources including webinars, publications, a legal question board, and legal phone calls during designated hours. For in-depth information on these resources, visit our website at [www.tjctc.org](http://www.tjctc.org). Also, visit [www.tjctc.org/jpresources](http://www.tjctc.org/jpresources) for flowcharts and mock trial videos.

**Now what?**

Register for new judge Stage I and II online.

If you have any registration questions, please contact April at [adw167@txstate.edu](mailto:adw167@txstate.edu) or Jessica at [jessforeman@txstate.edu](mailto:jessforeman@txstate.edu).

# Hotel & Travel Information

## ***How much do these programs cost?***

**Registration fee:** TJCTC charges for all three programs at once, due before Stage III. The fee includes a mandatory \$120 registration fee and an optional \$180 overhead assessment fee for a total of \$300. Therefore, you do not need to pay a registration fee now for Stage I or Stage II.

### **Hotel Room Cost:**

All room nights are a \$55 charge per night, regardless of location. This is a voluntary fee to cover the difference between the grant allowed GSA rate and the cost charged by the property. This cost allows education seminars to continue to be held in preferred locations throughout the state.

If you would like a hotel room at the Embassy Suites, choose that option on the online registration form.

If you would like a hotel room at the San Marcos Embassy Suites for Stage I, the voluntary cost will be \$220 (\$55/per night for 4 nights).

If you would like a hotel room at the San Marcos Embassy Suites for Stage II, the voluntary cost will be \$220 (\$55/per night for 4 nights).

You will pay this cost directly to TJCTC and TJCTC will book your hotel room. Do not call the hotel directly. TJCTC makes all reservations so we can guarantee the best rate.

If you would like to stay additional days, contact Loc at [loc.le@txstate.edu](mailto:loc.le@txstate.edu). Extra days will be at the attendee's expense and availability is not guaranteed.

## ***How do I pay for the hotel room?***

After you send in the registration form, your TJCTC profile will show an invoice. The hotel cost is included in the invoice to be printed and presented to your county auditor/treasurer for payment. You can turn this invoice in to your auditor for them to pay TJCTC directly, or you can pay by county or personal credit card.

## ***When I check-in to my hotel, what information do I need?***

- After you have registered, if you call the hotel, they may not have your name. This is because TJCTC sends the hotel the reservation list two weeks prior to the seminar so if you call before then, they will not have you in their reservation system. Instead, call (512) 347- 9927 for all reservation questions.
- Also, when checking-in, hotels require that you put a credit card down for incidental charges. We recommend using a credit card instead of a debit card as it may put a hold on your debit card and encumber funds.
- If you will be arriving past 6:00 p.m. on the travel day of the seminar, you must call to guarantee your room. Otherwise, your room will be released. Upon arrival, be prepared for the possibility of not being able to check into your room until mid-afternoon.



***Will there be materials?***

For Stage I & II, TJCTC will provide each attendee with a registration packet and handouts that will be covered during the seminar.

***What should I wear?***

Dress is business casual. Hotel meeting rooms are often cold so dress accordingly.

***Will meals be provided?***

The hotel will provide a hot breakfast each day in the hotel lobby. TJCTC will provide a lunch in the program space during each full day of courses, as well as breaks each day. TJCTC meals are for participants only. Additional guests can attend the Embassy Suites breakfast.

***How do I register?***

Registration is online, but in a different location than regular registration. [Click this link to register for Stages I and II or visit our webpage.](#) You may also visit our website and find the registration form under the drop-down menu of Justices of the Peace.

**REGISTER HERE NOW!**

# Training / Seminar Approval Form

Department Name: JUSTICE OF THE PEACE - PRECINCT THREE

Seminar Name: FY 23 JUSTICE OF THE PEACE STAGE 2

Purpose: REQUIRED TRAINING FOR NEW JUDGE ELECT ANDREW NOLAN

Place: EMBASSAY SUITES SAN MARCOS - 1001 E. MCCARTY LN, SAN MARCOS, TEXAS 78666

Date: JANUARY 29TH, 2022 TO FEBRUARY 2ND, 2022

Who Will Be Attending:

JUDGE ELECT ANDREW NOLAN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This Training/ Seminar is necessary for the following reasons:**

- |  |  |
|--|--|
| <input type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> Job training |
| <input type="checkbox"/> Improve work performance      | <input type="checkbox"/> Required certification  |

**Attach Registration Form and Complete the following information:**

Amount of registration \$ 0 Date registration is due ASAP

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: NOV 28 2022

**Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_



# Texas Justice Court Training Center

## Texas State University

1701 Directors Blvd, Ste 530  
Austin, Texas 78744

Phone: (512) 347-9927  
Fax: (512) 347-9921

www.tjctc.org  
adw167@txstate.edu

**Invoice Number:** 96374

Date: 10/17/2022	Bill To: Andrew Nolan	Address: 206 N. Baugh St. Alvarado, TX 76009	
Event Date: 1/30/2023	Event Location: San Marcos	Event: FY_23 Justice of the Peace Stage II	
<b>Quantity</b>	<b>Registration Fee</b>	<b>Overhead Assessment</b>	<b>Total</b>
1	\$0.00	\$0.00	\$0.00
<b>Quantity</b>	<b>Lodging Fee</b>		<b>Total</b>
4	\$55.00		\$220.00
<b>Invoice Total</b>			\$220.00
Make all checks payable to: <b>Texas State University</b>			
We now accept Credit Card Payments. Use this button to pay with a credit card. <input type="button" value="Pay With a Credit Card"/>			

**Note:** Due to changes in our payment process we now require payment for lodging and registration fees before 2 weeks from an event start date.

For Office Use Only		
P.O. #	CHECK #	PAYMENT RECEIVED DATE

## **Stage II Seminar Information**

The schedule for the Stage II program is as follows:

- January 29<sup>th</sup> – Travel Day  
Registration from 3:00 to 5:00 p.m.  
*(If you will arrive after 5:00 p.m., you can register on Monday morning)*
- January 30<sup>th</sup> – Registration and breakfast from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- January 31<sup>st</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- February 1<sup>st</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- February 2<sup>nd</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
*Seminar ends at 12:00 p.m.*

Stage II is located at the Embassy Suites San Marcos in San Marcos, TX. The address is:

1001 E McCarty Ln  
San Marcos, TX 78666

*There is no need to contact the hotel for room reservations as TJCTC makes the reservations for you. See Hotel Policies for more information.*

## **Stage III Seminar Information**

Stage III will be held April 9 – 12, 2023, in San Marcos. A detailed agenda and hotel information for this program will be provided at Stage II.





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**REGISTER HERE NOW!**

# Training / Seminar Approval Form

Department Name: JUSTICE OF THE PEACE PRECINCT THREE

Seminar Name: FY 23 EXPERIENCED COURT PERSONNEL SEMINAR

Purpose: CONTINUING TRAINING - EDUCATION FOR JUSTICE COURT CLERK

Place: OMNI CORPUS CHRISTI - 900 N SHORELINE BLVD., CORPUS CHRISTI, TEXAS 78401

Date: MAY 16TH, 2023 TO MAY 18TH, 2023

Who Will Be Attending:

CHRISTI McCLELLAND

**This Training/ Seminar is necessary for the following reasons:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Required continuing education | <input type="checkbox"/> Job training           |
| <input type="checkbox"/> Improve work performance                 | <input type="checkbox"/> Required certification |



**Attach Registration Form and Complete the following information:**

Amount of registration \$260.00 Date registration is due ASAP

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: NOV 28 2022

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_

**Approved**





# Texas Justice Court Training Center

## Texas State University

1701 Directors Blvd, Ste 530  
Austin, Texas 78744

Phone: (512) 347-9927  
Fax: (512) 347-9921

www.tjctc.org  
adw167@txstate.edu

**Invoice Number:** 63694

<b>Date:</b> 9/14/2022	<b>Bill To:</b> Christi McClelland	<b>Address:</b> 206 North Baugh Street Alvarado, TX 76009	
<b>Event Date:</b> 5/16/2023	<b>Event Location:</b> Corpus Christi	<b>Event:</b> FY_23 Experienced Court Personnel Seminar	
<b>Quantity</b>	<b>Registration Fee</b>	<b>Overhead Assessment</b>	<b>Total</b>
1	\$60.00	\$90.00	\$150.00
<b>Quantity</b>	<b>Lodging Fee</b>		<b>Total</b>
2	\$55.00		\$110.00
<b>Invoice Total</b>			\$260.00
<b>Make all checks payable to: Texas State University</b>			
We now accept Credit Card Payments. Use this button to pay with a credit card. <input type="button" value="Pay With a Credit Card"/>			

**Note:** Due to changes in our payment process we now require payment for lodging and registration fees before 2 weeks from an event start date.

For Office Use Only		
P.O. #	CHECK #	PAYMENT RECEIVED DATE

▼ **Corpus Christi: May 16-18, 2023**

Corpus Christi, TX - Omni Corpus Christi

May 16-18, 2023

May 16 - Registration and PM 1/2 day of classes (no meals provided)

May 17 - Full day of classes (breakfast and lunch provided)

May 18 - AM 1/2 day of classes (breakfast provided)

Registration cost: \$150. This cost includes a \$60 registration fee and a \$90 overhead assessment.

Hotel cost: \$55 per night for 2 nights totaling \$110.

# Court Personnel

## Experienced Clerk Seminars

Registration and Overhead Assessment Fees = \$150 (in-person) or \$50 (virtual)  
Lodging Fees for Single Occupancy = \$55 per night

**Galveston (16 hours) - The San Luis Resort**

- February 27 - March 1, 2023

**Virtual Criminal (12 hours) - Zoom**

- March 28-30, 2023 (10 AM - 3 PM each day)

**Denton (16 hours) - Embassy Suites Denton**

- April 4-6, 2023

**Virtual Civil (12 hours) - Zoom**

- April 25-27, 2022 (10 AM - 3 PM each day)

**Corpus Christi (16 hours) - Omni Corpus Christi**

- May 16-18, 2023

**San Antonio (16 hours) - Embassy Suites Landmark**

- June 12-14, 2023

## New Clerk Seminars

Registration and Overhead Assessment Fees = \$150 (in-person) or \$50 (virtual)  
Lodging Fees for Single Occupancy = \$55 per night

**Virtual New Clerks - Zoom**

- January 10-13, 2023 (10 AM - 3 PM each day)

**Austin (in-person) - Austin Marriott South**

- August 6 - 9, 2023

**Early Registration - September 14th**  
**Open Registration - September 19th**

# Court Personnel Experienced Clerk Schematic

<b>Day 1</b> 12:45 PM - 1 PM	Welcome and Orientation		
1 PM - 3 PM	Professionalism		
3 PM - 5 PM	Evictions Jeopardy*	ODL & DPS Driver History Reports**	Magistrate Duties for Clerks**
<b>Day 2</b> 8 AM - 10 AM	Back to Basics: Criminal Fundamentals**	Surprise! Our Court Does That Too?*	Pre-Judgment Civil Procedure*
10 AM - 12 PM	HR Issues: Management & Leadership	Juvenile Criminal Cases**	Writs From a Clerk's Perspective*
1 PM - 2 PM	Creating Civil Judgments and Orders*	Creating Criminal Judgments and Orders**	Exempt Property Hearings*
2 PM - 4 PM	Legalese to English: Working With Attorneys in Justice Court	Enforcing Criminal Judgments**	Garnishment and Receivership*
4 PM - 5 PM	Tricky Civil Cases	TJCTC Resources	Tricky Issues: Criminal Cases**
<b>Day 3</b> 8 AM - 10 AM	Mental Health Issues in the Courthouse		
10 AM - 12 PM	Resiliency & Gratitude		

\*Classes for the virtual civil seminar

\*\*Classes for the virtual criminal seminar



# Texas Justice Court Training Center

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[Texas State](#) > [Texas Justice Court Training Center](#) > [Log In](#)

## Class Selections & Handouts

Day	Class Time	Class
1	12:45 pm - 1:00 PM	Welcome and Orientation
1	1:00 PM - 3:00 PM	Professionalism
1	3:00 PM - 5:00 PM	Magistrate Duties for Clerks
2	8:00 AM - 10:00 AM	Surprise! Our Court Does That Too?
2	10:00 AM - 12:00 PM	HR Issues: Management & Leadership
2	1:00 PM - 2:00 PM	Creating Civil Judgments and Orders
2	2:00 PM - 4:00 PM	Garnishment and Receivership
2	4:00 PM - 5:00 PM	Tricky Civil Cases
3	8:00 AM - 10:00 AM	Mental Health Issues in the Courthouse
3	10:00 AM - 12:00 PM	Resiliency & Gratitude

[Back](#)

# Training / Seminar Approval Form

Department Name: JUSTICE OF THE PEACE PRECINCT THREE

Seminar Name: FY 23 EXPERIENCED COURT PERSONNEL SEMINAR

Purpose: CONTINUING TRAINING / EDUCATION FOR JUSTICE COURT CLERK

Place: EMBASSAY SUITES BY HILTON SAN ANTONIO LANDMARK - 5615 LANDMARK PKWY., SAN ANTONIO, TEXAS 78249

Date: JUNE 12TH, 2023 TO JUNE 14TH, 2023

Who Will Be Attending:

LISA RAYBURN

\_\_\_\_\_

\_\_\_\_\_

**This Training/ Seminar is necessary for the following reasons:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Required continuing education | <input type="checkbox"/> Job training           |
| <input type="checkbox"/> Improve work performance                 | <input type="checkbox"/> Required certification |


**Attach Registration Form and Complete the following information:**

Amount of registration \$260.00 Date registration is due \_\_\_\_\_

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:

 \_\_\_\_\_

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

NOV 28 2022

**Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_



# Texas Justice Court Training Center

Texas State University

1701 Directors Blvd, Ste 530  
Austin, Texas 78744

Phone: (512) 347-9927  
Fax: (512) 347-9921

www.tjctc.org  
adw167@txstate.edu

Invoice Number: 63701

Date: 9/20/2022	Bill To: Lisa Rayburn	Address: 206 North Baugh Street Alvarado, TX 76009	
Event Date: 6/12/2023	Event Location: San Antonio	Event: FY_23 Experienced Court Personnel Seminar	
Quantity	Registration Fee	Overhead Assessment	Total
1	\$60.00	\$90.00	\$150.00
Quantity	Lodging Fee	Total	
2	\$55.00	\$110.00	
<b>Invoice Total</b>			\$260.00

Make all checks payable to: **Texas State University**

We now accept Credit Card Payments. Use this button to pay with a credit card.

**Note: Due to changes in our payment process we now require payment for lodging and registration fees before 2 weeks from an event start date.**

### For Office Use Only

P.O. #	CHECK #	PAYMENT RECEIVED DATE

# Court Personnel

## Experienced Clerk Seminars

Registration and Overhead Assessment Fees = \$150 (in-person) or \$50 (virtual)  
Lodging Fees for Single Occupancy = \$55 per night

Galveston (16 hours) - The San Luis Resort

- February 27 - March 1, 2023

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- May 16-18, 2023

San Antonio (16 hours) - Embassy Suites Landmark

- June 12-14, 2023

## New Clerk Seminars

Registration and Overhead Assessment Fees = \$150 (in-person) or \$50 (virtual)  
Lodging Fees for Single Occupancy = \$55 per night

Virtual New Clerks - Zoom

- January 10-13, 2023 (10 AM - 3 PM each day)

Austin (in-person) - Austin Marriott South

- August 6 - 9, 2023

**Early Registration - September 14th**  
**Open Registration - September 19th**



# Court Personnel Experienced Clerk Schematic

<b>Day 1</b> 12:45 PM - 1 PM	Welcome and Orientation		
1 PM - 3 PM	Professionalism		
3 PM - 5 PM	Evictions Jeopardy*	ODL & DPS Driver History Reports**	Magistrate Duties for Clerks**
<b>Day 2</b> 8 AM - 10 AM	Back to Basics: Criminal Fundamentals**	Surprise! Our Court Does That Too?*	Pre-Judgment Civil Procedure*
10 AM - 12 PM	HR Issues: Management & Leadership	Juvenile Criminal Cases**	Writs From a Clerk's Perspective*
1 PM - 2 PM	Creating Civil Judgments and Orders*	Creating Criminal Judgments and Orders**	Exempt Property Hearings*
2 PM - 4 PM	Legalese to English: Working With Attorneys in Justice Court	Enforcing Criminal Judgments**	Garnishment and Receivership*
4 PM - 5 PM	Tricky Civil Cases	TJCTC Resources	Tricky Issues: Criminal Cases**
<b>Day 3</b> 8 AM - 10 AM	Mental Health Issues in the Courthouse		
10 AM - 12 PM	Resiliency & Gratitude		

\*Classes for the virtual civil seminar

\*\*Classes for the virtual criminal seminar

▼ **San Antonio: June 12-14, 2023**

San Antonio, TX - Embassy Suites Landmark

June 12-14, 2023

June 12 - Registration and PM 1/2 day of classes (no meals provided)

June 13 - Full day of classes (breakfast and lunch provided)

June 14 - AM 1/2 day of classes (breakfast provided)

Registration cost: \$150. This cost includes a \$60 registration fee and a \$90 overhead assessment.

Hotel cost: \$55 per night for 2 nights totaling \$110.



# Texas Justice Court Training Center

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[Constables](#)
[Court Personnel](#)
[Legal Resources](#)
[Online Learning](#)
[Contact Us](#)
[Log In](#)
[Handouts](#)

[Texas State](#) > [Texas Justice Court Training Center](#) > [Log In](#)

## Class Selections & Handouts

Day	Class Time	Class
1	12:45 pm - 1:00 PM	Welcome and Orientation
1	1:00 PM - 3:00 PM	Professionalism
1	3:00 PM - 5:00 PM	Magistrate Duties for Clerks
2	8:00 AM - 10:00 AM	Surprise! Our Court Does That Too?
2	10:00 AM - 12:00 PM	Writs From a Clerk's Perspective
2	1:00 PM - 2:00 PM	Creating Civil Judgments and Orders
2	2:00 PM - 4:00 PM	Garnishment and Receivership
2	4:00 PM - 5:00 PM	Tricky Civil Cases
3	8:00 AM - 10:00 AM	Mental Health Issues in the Courthouse
3	10:00 AM - 12:00 PM	Resiliency & Gratitude

# Training / Seminar Approval Form

Department Name: JP1

Seminar Name: Civil Trial: Advanced Skills and Practice with Baylor Law School

Purpose: Training

Place: Waco, TX

Date: 2/1/2023 - 2/3/2023

**Who Will Be Attending:**

Ronald McBroom

**This Training/ Seminar is necessary for the following reasons:**

- |  |  |
|--|--|
| <input type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> Job training |
| <input type="checkbox"/> Improve work performance      | <input type="checkbox"/> Required certification  |

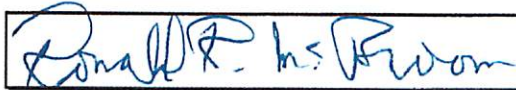
**Attach Registration Form and Complete the following information:**

Amount of registration \$185.00 Date registration is due ASAP

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:



**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: NOV 28 2022

**Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_





# Texas Justice Court Training Center

## Texas State University

1701 Directors Blvd, Ste 530  
Austin, Texas 78744

**Phone:** (512) 347-9927  
**Fax:** (512) 347-9921

[www.tjctc.org](http://www.tjctc.org)  
adw167@txstate.edu

**Invoice Number:** 65449

<b>Date:</b> 11/17/2022	<b>Bill To:</b> Ronald McBroom	<b>Address:</b> 226 Featherston St Cleburne, TX 76033	
<b>Event Date:</b> 2/2/2023	<b>Event Location:</b> Waco	<b>Event:</b> FY_23 The Civil Trial: Advanced Skills and Practice with Baylor Law School	
<b>Quantity</b>	<b>Registration Fee</b>	<b>Overhead Assessment</b>	<b>Total</b>
1	\$30.00	\$45.00	\$75.00
<b>Quantity</b>	<b>Lodging Fee</b>		<b>Total</b>
2	\$55.00		\$110.00
<b>Invoice Total</b>			<b>\$185.00</b>
Make all checks payable to: <b>Texas State University</b>			
We now accept Credit Card Payments. Use this button to pay with a credit card. <span style="border: 1px solid black; padding: 2px;">Pay With a Credit Card</span>			

**Note:** Due to changes in our payment process we now require payment for lodging and registration fees before 2 weeks from an event start date.

For Office Use Only		
P.O. #	CHECK #	PAYMENT RECEIVED DATE



4

## Edit/Cancel Registration

Edit Registrations	Seminar Date
<a href="#">FY 23 The Civil Trial: Advanced Skills and Practice with Baylor Law School</a>	02/02/2023

\*

Cancel Registrations	Seminar Date
<a href="#">FY 23 The Civil Trial: Advanced Skills and Practice with Baylor Law School</a>	02/02/2023

Please contact your Program Administrator to makes changes

Seminar Name	Seminar Date
FY_23 Justice of the Peace 20-Hour Seminar	11/27/2022

[Back](#)

**Civil Trial: Advanced Skills and Practice with Baylor Law School - February 1 - 3, 2023**

February 1 - 3, 2023 at the Hilton Waco. The program will be held at Baylor Law School. This program is for 2nd year and above judges.

---

**Agenda**

February 1st is the travel day. The program begins on Thursday, February 2nd and ends midday on Friday, February 3rd.

The 10-Hour program will include a range of topics including an interactive trial with Baylor Law professors and law students.

---

**Cost**

Registration cost: \$75. This cost includes a \$30 registration fee and a \$45 overhead assessment.

Hotel cost: \$110 (\$55 per night for 2 nights)

# Training / Seminar Approval Form

Department Name: District Clerk

Seminar Name: 2023 County & District Clerk's Association Winter Conference

Purpose: Required Training/Continuing Education

Place: Round Rock, Texas

Date: January 23-26, 2023

**Who Will Be Attending:**

David Lloyd

Christopher Taylor

**This Training/ Seminar is necessary for the following reasons:**

- |  |   |
|--|---|
| <input type="checkbox"/> Required continuing education | <input type="checkbox"/> Job training           |
| <input type="checkbox"/> Improve work performance      | <input type="checkbox"/> Required certification |

**Attach Registration Form and Complete the following information:**

Amount of registration \$200.00 Date registration is due 12/15/2022

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:



**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

NOV 28 2022

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

**Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_

Please make checks payable to:

Texas Association Of Counties

P.O. Box 2711 San Antonio, TX 78299  
(800) 456-5974



### Meeting Confirmation / Invoice

**Hon. David Lloyd**  
Johnson County, District Clerk  
PO Box 495  
Cleburne TX 76033-0495

Member ID: 191868  
Invoice Ref: 331271

**MEETING NAME:** 2023 County & District Clerks Association Winter Conference  
**MEETING DATE:** Monday, January 23, 2023 through Thursday, January 26, 2023  
**MEETING LOCATION:** Kalahari Resorts & Conventions  
3001 Kalahari Dr.  
Round Rock, TX 78665

**CONTACT US:**

**YOU ARE REGISTERED FOR THE FOLLOWING:**

<i>Function(s)</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
Registration	1	\$200.00	\$200.00
Pre-Conference Session	1	\$0.00	\$0.00
<b>Total:</b>			<b>\$200.00</b>
Payment:			\$0.00
<b>Balance:</b>			<b>\$200.00</b>

-----  
**PLEASE REMIT WITH PAYMENT**

Please make checks payable to: Texas Association Of Counties

**Invoice Ref: 331271**  
Bill To ID: 229332

**Balance: \$200.00**

Mr. Christopher Taylor  
Johnson County, Chief Deputy District Clerk  
PO Box 495  
Cleburne TX 76033-0495

Amount Enclosed: \_\_\_\_\_

Texas Association Of Counties  
P.O. Box 2711  
San Antonio, TX 78299  
(800) 456-5974

002000060229332503312714TJ0HN

Please make checks payable to:

Texas Association Of Counties

P.O. Box 2711 San Antonio, TX 78299  
(800) 456-5974



### Meeting Confirmation / Invoice

**Mr. Christopher Taylor**

Johnson County District Clerk, Chief Deputy  
PO Box 495  
Cleburne TX 76033-0495

Member ID: 229332

Invoice Ref: 331270

**MEETING NAME:** 2023 County & District Clerks Association Winter Conference

**MEETING DATE:** Monday, January 23, 2023 through Thursday, January 26, 2023

**MEETING LOCATION:** Kalahari Resorts & Conventions  
3001 Kalahari Dr.  
Round Rock, TX 78665

**CONTACT US:**

**YOU ARE REGISTERED FOR THE FOLLOWING:**

Function(s)	Quantity	Rate	Amount
Registration	1	\$200.00	\$200.00
Pre-Conference Session	1	\$0.00	\$0.00
<b>Total:</b>			<b>\$200.00</b>

Payment: \$0.00

**Balance: \$200.00**

-----  
**PLEASE REMIT WITH PAYMENT**

Please make checks payable to: Texas Association Of Counties

**Invoice Ref: 331270**

**Balance: \$200.00**

Bill To ID: 229332

Mr. Christopher Taylor  
Johnson County, Chief Deputy District Clerk  
PO Box 495  
Cleburne TX 76033-0495

Amount Enclosed: \_\_\_\_\_

Texas Association Of Counties  
P.O. Box 2711  
San Antonio, TX 78299  
(800) 456-5974

002000060229332503312701TJOHN

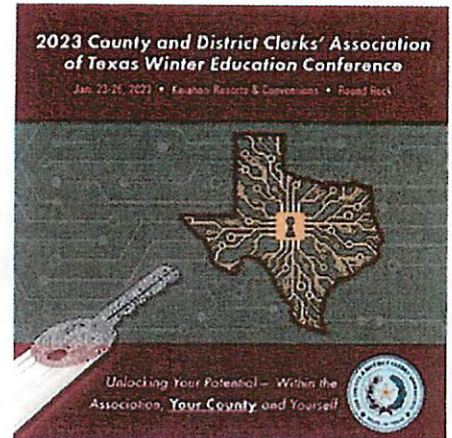


# 2023 County and District Clerks' Association of Texas Winter Conference

January 23 - 26, 2023

Kalahari Resorts & Conventions  
3001 Kalahari Dr.  
Round Rock, TX 78665

**Registration**  
(<https://imis.county.org/imis/Event.aspx?EventKey=23ACDCAT>)



Registration will open on **Tuesday, Oct. 25 at 8 a.m.**

For more information contact [Luz Hinojosa \(mailto:luzh@county.org\)](mailto:luzh@county.org) or [Sam Burke \(mailto:samb@county.org\)](mailto:samb@county.org) at (800) 456-5974.

## Monday, Jan. 23

10 a.m.-5 p.m.      **Registration and Information Desk Open**

9 a.m.-2 p.m.      **New Clerk Orientation**  
*Hon. Patti L. Henry, Chambers County District Clerk*

New clerks will hear from subject matter experts in human resources, media and statute interpretation.

9-10 a.m.      **HR – How Not to Get Sued/Hiring**  
*Ms. Cheraun Blankenship, Human Resources Consultant, Texas Association of Counties*  
*Hon. John Warren, Dallas County Clerk*

10-11 a.m.      **Registry of the Court**  
*Hon. Clarissa Webster, Ector County District Clerk*

11-11:15 a.m.      **Break**

11:15 a.m.-noon      **Media and Public Relations**  
*Mr. Cary Roberts, Principal, Vigil LLC*

- Noon-1 p.m.                      **Judicial Records**
- 1-2 p.m.                            **Working Lunch: How to Interpret Statutes**  
*Hon. John Warren, Dallas County Clerk*
- 2-5 p.m.                            **Clerk User Group Meeting – Clerk Networking by Case Management System (CMS)**  
Attendees will divide into groups based on their individual CMS interests. Join your fellow clerks for an interactive discussion of topics specific to each CMS system. A panel of seasoned clerks who use each CMS system will share their knowledge and experiences, and they will answer questions. Each CMS will provide sales and support staff to assist clerks.
- 5-7 p.m.                            **Committee Meetings**  
**(optional or to be held virtual)**
- Education Committee Meeting
  - Legislative Committee Meeting
  - Bylaws Committee Meeting
  - Banking and Finance Committee Meeting
  - Community Outreach Meeting

**Tuesday, Jan. 24**

- 8-8:30 a.m.                        **Exhibit Hall Open**
- 8 a.m.-5 p.m.                      **Registration and Information Desk Open**
- 8 a.m.-5 p.m.                      **Silent Auction and CDCAT Store**
- 8:30-9 a.m.                        **Welcome and Opening General Session**  
Presentation of Colors  
Invocation  
National Anthem  
Pledge of Allegiance/Texas Pledge
- 9-10 a.m.                            **Open Records, AG Certification**  
*Office of Attorney General Speaker*
- 10-10:30 a.m.                      **Refreshment Break With Vendors**
- 10:30-11:30 a.m.                    **How to Go Paperless**  
*Hon. John Warren, Dallas County Clerk*
- 11:30 a.m.-12:30 p.m.              **Ransom Attacks: Unlocking Digital Lockdowns**  
*Hon. Sharena Gilliland, Parker County Clerk*

12:30-2 p.m.	Lunch on Your Own
12:30-2 p.m.	Mentorship Lunch
2-3:30 p.m.	<b>Keynote: Improving Decision-Making</b> <i>Mr. Giani Cano, Motivational Speaker</i>
3:30-4 p.m.	Refreshment Break With Vendors
4-5 p.m.	<b>Skills With Others</b> <i>Ms. Charlene Bevill, Associate Professor of Communication and Head of Dept. of Communication, Hardin-Simmons University</i>

**Wednesday, Jan. 25**

**Breakout 1: County Clerks**

**Breakout 2: District Clerks**

9-10 a.m.	<b>E-Recording</b>	9-10:30 a.m.	<b>All Things Family</b> <i>Hon. Sara Kate Billingsley, 446th District Judge</i>
10-10:30 a.m.	<b>Refreshment Break With Vendors</b>	10:30-11 a.m.	<b>Refreshment Break With Vendors</b>
10:30 a.m.-noon	<b>Recording Vendors</b>	11 a.m.-noon	<b>The KEY to Assisting Self-Represented Litigants (Pro Se)</b> <i>Hon. Sara Kate Billingsley, 446th District Judge</i>
Noon-1:30 p.m.	<b>Lunch on Your Own</b>	Noon-1:30 p.m.	<b>Lunch on Your Own</b>
Noon-1:30 p.m.	<b>Elections Lunch</b>	Noon-1:30 p.m.	<b>Elections Lunch</b>
1:30-2:30 p.m.	<b>Commissioners Court</b>	1:30-2:15 p.m.	<b>Attorney General Child Support Division Updates</b> <i>Ms. Teresa Aguirre, Director, Office of the Attorney General</i>
2:30-3:30 p.m.	<b>Texas Alcoholic Beverage Commission (TABC)</b> <i>Ms. Nicolette Ross, Chief of Records, Fort Bend County</i>	2:15-3 p.m.	<b>Child Protective Services (CPS)</b>
3:30-4 p.m.	<b>Refreshment Break With Vendors</b>	3-3:30 p.m.	<b>Refreshment Break With Vendors</b>



4-5 p.m.	County Clerks Roundtable	3:30-4:30 p.m.	District Clerks Roundtable
		4:30-5:30 p.m.	Unusual Encounters in the Courthouse: Twilight Zone
6:30-10 p.m.	Banquet Dinner		

**Thursday, Jan. 26**

8:30-9 a.m.	Information Desk Open
8:30-9 a.m.	Coffee Break
9-10 a.m.	County Judges: Communication is KEY <i>Panel</i>
10-11 a.m.	Escheating
11-11:15 a.m.	Refreshment Break
11:15 a.m.-12:15 p.m.	The KEY to Preparing Your Budget <i>Mr. Nathan Craddock, County Auditor, Tom Green County</i>

*\*Agenda subject to change*

**Registration**  
**([https://imis.county.org/imis/Event.aspx?](https://imis.county.org/imis/Event.aspx?EventKey=23ACDCAT)  
**EventKey=23ACDCAT)****

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 11/17/2022 DEPARTMENT: District Clerk

PERSON SENDING REQUEST: Erica Mitchell

Person(s) Name Attending: 1. David Lloyd  
2. Christopher Taylor  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 2 (Please add any special requirements)

Hotel Name: Kalahari Resorts and Conventions

Hotel Address: 3001 Kalahari Blvd. City: Round Rock State: TX Zip: 78665

Hotel Telephone #: 1-877-525-2427

Function Attending: CDCAT Winter Education Conference

Date of Check in: 01/23/2023

Date of Check out: 01/26/2023



**Erica Mitchell**

---

**From:** do-not-reply@county.org  
**Sent:** Tuesday, November 8, 2022 3:17 PM  
**To:** Chris Taylor  
**Subject:** Hotel Information: 2023 County & District Clerks Association Winter Conference

**\* External sender - use caution with links or attachments \***

## Hotel Information

---

**Thank you for registering to attend the 2023 CDCAT Winter Education Conference in Round Rock!**

The conference, scheduled for January 23–26, will be at the Kalahari Resorts & Conventions.

The County and District Clerks' Association of Texas will have a block of rooms at this host hotel.

Visit the [Kalahari website](#) to make a reservation in the **County and District Clerks' Association** room block. *Please confirm your check-in and check-out dates for your stay.*

Direct link to reservations: <https://book.passkey.com/e/50373022>

If you have any questions, please email Sam Burke at [samb@county.org](mailto:samb@county.org) or Luz Hinojosa at [luzh@county.org](mailto:luzh@county.org), or contact them at (800) 456-5974.

If the host hotel is full and you would like to add your name to the waiting list, contact Sam Burke at [samb@county.org](mailto:samb@county.org) or (800) 456-5974. We recommend making a reservation at an overflow hotel ([listed here](#)), even if your name is on the waiting list.

*Association and conference management services provided by the Texas Association of Counties*

**Texas Association of Counties**

This email was sent to [chris@johnsoncountytexas.org](mailto:chris@johnsoncountytexas.org).

## Erica Mitchell

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**From:** Chris Taylor  
**Sent:** Thursday, November 17, 2022 3:44 PM  
**To:** Erica Mitchell  
**Subject:** CDCAT Winter Conference  
**Attachments:** 204 S Buffalo St to 204 S Buffalo St - Google Maps.pdf; Agenda - TAC - CDCAT Winter Conference.pdf; Chris CDCAT 2023 Winter Registration.pdf; David CDCAT 2023 Winter Registration.pdf; Hotel Information: 2023 County & District Clerks Association Winter Conference

Erica,

Please set this conference to be on the next commissioner's court consent agenda, and get with purchasing to book the rooms for David & Chris on January 23-26, 2023. I've attached the e-mail from the association with the hotel information, as well as the agenda, google map, and registration forms.

Thank you,

Chris Taylor  
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