

## Training / Seminar Approval Form

Department Name: Purchasing

Seminar Name: ISM Rio Grande Valley Summer Session 2023

Purpose: Training

Place: South Padre Island

Date: 6/21/2023 - 6/23/2023

Who Will Be Attending:

Donna White

LibbyChandler

Kristi Shaw

\_\_\_\_\_

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

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

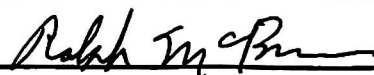
**Attach Registration Form and Complete the following information:**

Amount of registration \$ 1275.00 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:



COMMISSIONERS COURT

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

MAY 08 2023

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

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

**Approved**

ISM - RIO GRANDE VALLEY  
2108 Central Blvd.  
Brownsville, TX 78520  
www.ismrgv.org  
E-Mail: office@ismrgv.org

## INVOICE

No. SS 23-1964

DATE: March 28, 2023

TO: Johnson County  
Attn: Accounts Payable  
1102 E. Kilpatrick St. Ste B  
Cleburne, TX 76031

FOR: Registration Fee for **Summer Session 2023**: A Public Purchasing Seminar,  
June 21, 22, 23, 2023 - at the Holiday Inn Resort, South Padre Island, TX.

Participant's Name:	<u>Libby Chandler</u>	\$ <u>425.00</u>
	<u>Kristi Shaw</u>	\$ <u>425.00</u>
	<u>Donna White</u>	\$ <u>425.00</u>

TOTAL FEE \$ 1,275.00

Ref P.O. No.: 23-2325

**Method of Payment:**

Check: Remit to above address

Credit Card: \_\_\_\_\_ Visa/MC

# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For more information please contact:**  
Adrian Garcia at [office@ismrgv.org](mailto:office@ismrgv.org) or (956) 266-2606 or  
Melonie Perry at [melonie.perry@tasb.org](mailto:melonie.perry@tasb.org) or (512) 483-7127

# SUMMER SESSION 2022

## CLASS SCHEDULE WEDNESDAY—JUNE 22, 2022 WEDNESDAY—JUNE 22, 2022

8:00 – 1:00		SET-UP VENDOR EXHIBITS
10:00 – 1:00		REGISTRATION
10:00 – 12:00		VENDOR PURCHASING TRAINING: COMPLIANCE ISSUES <ul style="list-style-type: none"><li>• <i>Panel of Speakers</i></li></ul>
1:00 – 1:05		INTRODUCTION
1:05 – 2:00	W-1	UPDATE REPORT LEGISLATION CLASS: BILLS YOU SHOULD BE COMPLYING WITH <ul style="list-style-type: none"><li>• <i>Narita Holmes</i></li><li>• <i>Carol Cooper</i></li><li>• <i>Pamela Perkins</i></li><li>• <i>Diane Palmer Boeck</i></li></ul>
2:00 – 3:00	W-2a	FACILITATING THE RFP PROCESS <ul style="list-style-type: none"><li>• <i>Diane Palmer Boeck</i></li></ul>
3:00 – 3:15	W-2b	VENDOR PRESENTATIONS
3:15 – 4:00	W-3	A REPORT ON PURCHASES BY AN FORMER FBI AGENT <ul style="list-style-type: none"><li>• <i>Jorge Cisneros</i></li></ul>
4:00 – 5:00	W-4	PROCURING WITH ARPA FUNDING <ul style="list-style-type: none"><li>• <i>Eduardo Belmarez</i></li></ul>

# SUMMER SESSION 2022

## Class Schedule Thursday—June 23, 2022

TIME	CLASSROOM A		CLASSROOM B	
8:00 - 9:00	T-5A	<b>PURCHASING LAWS—101 FOR CITIES</b> * <i>Diane Palmer-Boeck</i> * <i>Carol Cooper</i>	T-5B	<b>PURCHASING LAWS—101 FOR COUNTIES</b> * <i>Narita Holmes</i> * <i>Eduardo Belmarez</i>
9:00 - 10:00	T-6A	<b>DEVELOPING A CONTRACT AND HOW TO MONITOR IT</b> * <i>Tom Hay</i>	T-6B	<b>ADMINISTRATION OF PURCHASE ORDERS</b> * <i>Narita Holmes</i>
10:00 - 11:00	T-7A	<b>DIR—PURCHASING METHODS FOR INFORMATION TECHNOLOGY</b> * <i>Tom Hay</i>	T-7B	<b>COOPS—USE THEM TO SAVE TIME AND MONEY</b> * <i>Phillip Vasquez</i>
11:00 - 12:00	T-8A	<b>WORKING WITH GRANTS</b> * <i>Diane Palmer Boeck</i>	T-8B	<b>CONTRUCTION PROCUREMENT FOR GOVERNMENTAL ENTITIES</b> * <i>Stephen Kendrick</i>
12:00 - 1:00	<b>LUNCH</b>			
1:00 - 2:00	T-9A	<b>ETHICS: BLACK &amp; WHITE &amp; GRAY ALL OVER</b> * <i>Mark Rogers</i>	T-9B	<b>THE TEN KEY ELEMENTS OF PURCHASING</b> * <i>Carol Cooper</i> * <i>Narita Holmes</i>
2:00 - 3:00	T-10A	<b>NEGOTIATIONS— THE ART OF COMPROMISE</b> * <i>Mark Rogers</i>	T-10B	<b>EVALUATIONS AND STEPS TO APPROVED SUCCESSFUL VENDOR</b> * <i>Jesus Amezcua</i>
3:00 - 4:00	T-11A	<b>PURCHASING AND MANAGING INVENTORY</b> * <i>Mark Rogers</i>	T-11B	<b>DO'S &amp; DON'TS OF PURCHASING BID-RIGGING AND OTHER ANTITRUST VIOLATIONS:</b> * <i>Nick Grimmer</i>
4:00 - 5:00	T-12A	<b>HOW OUR VALUES CHANGED DURING THE STORM (COVID)</b> * <i>Meliton Moya</i>	T-12B	<b>JOB ORDER CONTRACTING</b> * <i>Stephen Kendrick</i>

# SUMMER SESSION 2022

**CLASS SCHEDULE**  
**FRIDAY — JUNE 24, 2022**

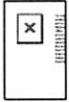
8:00 – 9:00	F-13a	<b>FEDS WANT JUSTIFICATIONS ON PURCHASES</b> <ul style="list-style-type: none"><li>• <i>Jesus Amezcua</i></li></ul>
9:00 – 10:00	F-13b	<b>HOW TO PLAN FOR INTERNET AND CELL SERVICE INTERRUPTIONS</b> <ul style="list-style-type: none"><li>• <i>Carol Cooper</i></li><li>• <i>Diane Palmer Boeck</i></li></ul>
10:00 – 11:00	F-14b	<b>HEADLINE NEWS ARTICLES</b> <ul style="list-style-type: none"><li>• <i>Panel of Speakers</i></li></ul>
11:00 – 12:00	F-15	<b>QUESTIONS &amp; ANSWERS SESSION</b> <ul style="list-style-type: none"><li>• <i>Carol Cooper</i></li><li>• <i>Jesus Amezcua</i></li><li>• <i>Narita Holmes</i></li><li>• <i>Diane Palmer Boeck</i></li><li>• <i>Phillip Vasquez</i></li><li>• <i>Stephen Kendricks</i></li><li>• <i>Eduardo Belmarez</i></li><li>• <i>Mark Rogers</i></li></ul>
12:00 – 1:00		<b>LUNCH</b>
1:00 – 3:00		<b>GROUP SESSIONS (OPTIONAL)</b>

**From:** Holiday Inn Hotels & Resorts <HolidayInn@tx.ihg.com>  
**Sent:** Tuesday, February 21, 2023 3:27 PM  
**To:** Purchasing  
**Subject:** Your Reservation Confirmation # 84031812 at Holiday Inn Resorts.

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

Thank you for booking with Holiday Inn Resorts.

[View with Images](#)



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## HOLIDAY INN RESORTS SOUTH PADRE ISLAND-BEACH FRONT

100 Padre Boulevard  
South Padre Island, TX United States 78597

Hotel Front Desk: 19564269066  
Email: [sales@holidayinnpadre.com](mailto:sales@holidayinnpadre.com)

Guest Name: KRISTI SHAW

Check In:	Check Out:	Rooms:
20 Jun 2023	— 23 Jun 2023	1
4:00 PM	11:00 AM	

[Modify Reservation](#)

[Customer Care](#)

[Property Overview](#)

[Download the IHG App](#)

[Ground Transportation](#)

[Cancel Reservation](#)

YOUR CONFIRMATION NUMBER IS: 84031812

## 2 QUEEN BEDS STANDARD POOL VIEW

Rate Type: [Summer Session 2023](#)

Number of Rooms: 1

Room Rate Per Night:

Tue 20 Jun 2023 - Fri 23 Jun 2023 \$175.00 (USD)

Total Taxes: \$89.25 (USD)



Earn points on your stay, redeem them for Rewards Nights, and get our best rates every time.

[Join IHG Rewards Now](#)

**Estimated Total Price:** \$614.25 (USD)

**Estimated Earnings:**  
5250 IHG REWARDS POINTS

[View More Reservation Details](#)



**Rate Description:** ANYONE CAN BOOK RESERVATIONS

## THINGS TO DO

Make the most of your stay, check out local information and nearby attractions.

[See What's Local](#)

## HOTEL INFORMATION:

Don't forget to take a look at the latest [Travel Advisories](#) before embarking on your trip.

## PLACES TO DINE

Explore South Padre Island dining and restaurants in the nearby area.

[See What's on the menu](#)

**Payment Card Authorization Form:** If this room is booked on behalf of another person, [please follow these instructions](#) to authorize payment.

**Pet Policy:** Service Animals permitted with proper certification

**Weapon Policy:** † This hotel does not allow any guns on its premises. This prohibition includes concealed and openly carried handguns.



**Terms and Conditions**

**Tax and Fee Details**

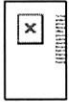
17% per night not included in rate effective 20 June, 2023 thru 23 June, 2023

**From:** Holiday Inn Hotels & Resorts <HolidayInn@tx.ihg.com>  
**Sent:** Tuesday, February 21, 2023 3:30 PM  
**To:** Purchasing  
**Subject:** Your Reservation Confirmation # 87458287 at Holiday Inn Resorts.

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

Thank you for booking with Holiday Inn Resorts.

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## HOLIDAY INN RESORTS SOUTH PADRE ISLAND-BEACH FRONT

100 Padre Boulevard  
South Padre Island, TX United States 78597

Hotel Front Desk: 19564269066  
Email: [sales@holidayinnpadre.com](mailto:sales@holidayinnpadre.com)

Guest Name: LIBBY CHANNDLER

<b>Check In:</b>	<b>Check Out:</b>	<b>Rooms:</b>
20 Jun 2023	— 23 Jun 2023	1
4:00 PM	11:00 AM	

[Modify Reservation](#)

[Customer Care](#)

[Property Overview](#)

[Download the IHG App](#)

[Ground Transportation](#)

[Cancel Reservation](#)

**YOUR CONFIRMATION NUMBER IS: 87458287**

## 2 QUEEN BEDS STANDARD POOL VIEW

Rate Type: [Summer Session 2023](#)

Number of Rooms: 1

Room Rate Per Night:

Tue 20 Jun 2023 - Fri 23 Jun 2023 \$175.00 (USD)

Total Taxes: \$89.25 (USD)



Earn points on your stay, redeem them for Rewards Nights, and get our best rates every time.

[Join IHG Rewards Now](#)



**Estimated Total Price:** \$614.25 (USD)

**Estimated Earnings:**  
5250 IHG REWARDS POINTS

[View More Reservation Details](#)



**Rate Description:** ANYONE CAN BOOK RESERVATIONS

## THINGS TO DO

Make the most of your stay, check out local information and nearby attractions.

[See What's Local](#)

## HOTEL INFORMATION:

Don't forget to take a look at the latest [Travel Advisories](#) before embarking on your trip.

## PLACES TO DINE

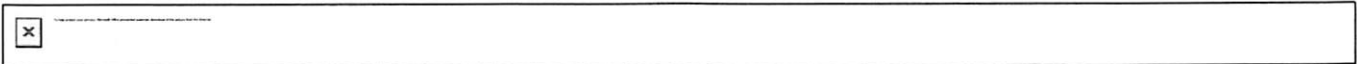
Explore South Padre Island dining and restaurants in the nearby area.

[See What's on the menu](#)

**Payment Card Authorization Form:** If this room is booked on behalf of another person, [please follow these instructions](#) to authorize payment.

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**Terms and Conditions**

**Tax and Fee Details**

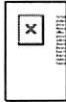
17% per night not included in rate effective 20 June, 2023 thru 23 June, 2023

**From:** Holiday Inn Hotels & Resorts <HolidayInn@tx.ihg.com>  
**Sent:** Tuesday, February 21, 2023 3:32 PM  
**To:** Purchasing  
**Subject:** Your Reservation Confirmation # 67406522 at Holiday Inn Resorts.

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

Thank you for booking with Holiday Inn Resorts.

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## HOLIDAY INN RESORTS SOUTH PADRE ISLAND-BEACH FRONT

100 Padre Boulevard  
South Padre Island, TX United States 78597

Hotel Front Desk: 19564269066  
Email: [sales@holidayinnpadre.com](mailto:sales@holidayinnpadre.com)

Guest Name: DONNA WHITE

<b>Check In:</b>	<b>Check Out:</b>	<b>Rooms:</b>
20 Jun 2023	— 23 Jun 2023	1
4:00 PM	11:00 AM	

[Modify Reservation](#)

[Customer Care](#)

[Property Overview](#)

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[Cancel Reservation](#)

YOUR CONFIRMATION NUMBER IS: 67406522

## 2 QUEEN BEDS STANDARD POOL VIEW

Rate Type: [Summer Session 2023](#)  
Number of Rooms: 1

Room Rate Per Night:  
Tue 20 Jun 2023 - Fri 23 Jun 2023 \$175.00 (USD)

Total Taxes: \$89.25 (USD)



Earn points on your stay, redeem them for Rewards Nights, and get our best rates every time.

[Join IHG Rewards Now](#)

**Estimated Total Price:** \$614.25 (USD)

**Estimated Earnings:**  
5250 IHG REWARDS POINTS

[View More Reservation Details](#)



**Rate Description:** ANYONE CAN BOOK RESERVATIONS

### THINGS TO DO

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[See What's Local](#)

### HOTEL INFORMATION:

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### PLACES TO DINE

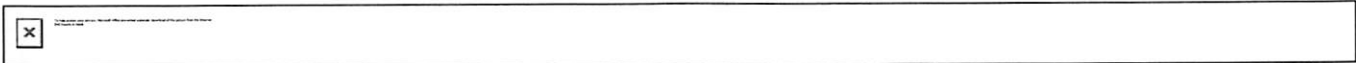
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**Terms and Conditions**

**Tax and Fee Details**

17% per night not included in rate effective 20 June, 2023 thru 23 June, 2023

**Subject:** FW: You're All Set: Reservation Confirmation #89348EE007449

**From:** La Quinta by Wyndham <laquinta@emails.wyndhamhotels.com>  
**Sent:** Friday, April 28, 2023 10:02 AM  
**To:** Purchasing <PUR@johnsoncountytexas.org>  
**Subject:** You're All Set: Reservation Confirmation #89348EE007449

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



Kristi Shaw  
GOLD Member: XXXXXX489H



**Your Reservation Is Confirmed, Kristi!**

### La Quinta Inn & Suites by Wyndham San Antonio The Dominion

25042 Ih-10 West, San Antonio, TX US (210) 564-6700

Confirmation Number: **89348EE007449**

**JUN 19** MON 2023 → **JUN 20** TUE 2023

[Hotel Details](#)

[Cancel](#)

[Modify](#)

[Directions](#)



#### Reservation Details

1 Room(s) / 1 Night(s)  
1 King Bed and 1 Full Bed, Deluxe  
Hearing Impaired Accessible Suite, Non-Smoking

#### Number of Guests

4 Adult(s) / 0 Child(ren)

**Check-In**  
3:00 p.m.

**Checkout**  
11:00 a.m.

**Room Description**

Free high-speed WiFi, free breakfast, sofa bed, mini-fridge, knock lights, microwave, AC, bathtub/shower, coffee maker, hair dryer, HDTV, bathroom amenities, alarm clock, desk, iron, pillow-top mattress, non-smoking

**Rate Details**

AARP Members: Save 10%	\$125.10 USD
Taxes & Fees	\$9.70 USD
<b>Total for Stay</b>	<b>\$134.80 USD</b>

**Deposit Policy**

Reservations must be guaranteed with a credit card

**Cancellation Policy**

Cancel before 6PM day of arrival to avoid a 1 night charge plus applicable tax.



Hotels have implemented additional processes to help protect the safety of guests and team members, including high cleaning standards. During this time, masks may be required based on local health department guidelines and certain services and amenities may be unavailable. Please contact the hotel directly at (210) 564-6700 with questions.



**You'll Earn 1,251 Wyndham Rewards Points<sup>1</sup> with This Stay**

Plus, as a GOLD member, you'll also get late checkout and preferred room choice, offered upon request and based on availability.<sup>2</sup>

**Stay 3 Nights, Earn 2 Free**

Earn 15,000 Wyndham Rewards bonus points—enough for 2 future free nights<sup>3</sup> at thousands of hotels—when you stay 3+ consecutive nights. Only staying 2 nights? You'll still earn 7,500 bonus points—enough for 1 future free night<sup>3</sup> at thousands of hotels.<sup>4</sup>

**BOOK NOW**

Book direct by May 14 and complete your stay by May 19, 2023.

Subject: FW: You're All Set: Reservation Confirmation #89348EE007450

**From:** La Quinta by Wyndham <laquinta@emails.wyndhamhotels.com>  
**Sent:** Friday, April 28, 2023 10:05 AM  
**To:** Purchasing <PUR@johnsoncountytexas.org>  
**Subject:** You're All Set: Reservation Confirmation #89348EE007450

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



Kristi Shaw  
GOLD Member: XXXXXX489H



Your Reservation Is Confirmed, Kristi!

## La Quinta Inn & Suites by Wyndham San Antonio The Dominion

25042 Ih-10 West, San Antonio, TX US (210) 564-6700

Confirmation Number: 89348EE007450



[Hotel Details](#)

[Cancel](#)

[Modify](#)

[Directions](#)



### Reservation Details

1 Room(s) / 1 Night(s)  
1 King Bed and 1 Full Bed, Deluxe  
Hearing Impaired Accessible Suite, Non-Smoking

### Number of Guests

4 Adult(s) / 0 Child(ren)

**Check-In**                      **Checkout**  
3:00 p.m.                      11:00 a.m.

**Room Description**

Free high-speed WiFi, free breakfast, sofa bed, mini-fridge, knock lights, microwave, AC, bathtub/shower, coffee maker, hair dryer, HDTV, bathroom amenities, alarm clock, desk, iron, pillow-top mattress, non-smoking

**Rate Details**

AARP Members: Save 10%	\$125.10 USD
Taxes & Fees	\$9.70 USD
<b>Total for Stay</b>	<b>\$134.80 USD</b>

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