

# TRAVEL APPROVAL FORM

Department: Precinct 1 - Road and Bridge

Event Name: Tobacco Settlement Permanent Trust (AAC

Location: Robert Bernstein Building Room K-100, 11

Event Dates: November 2nd, 2023

Purpose:  Required Continuing Education/Certification

Job Training

Other: Board Meeting

Name of Attendees:

Rick Bailey \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Court Decision: <small>This section to be completed by County Judge's Office</small>
COMMISSIONERS COURT
NOV 13 2023
<b>Approved</b>

## Required Documents Checklist:

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

### Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

### For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head: Rick Bailey

Approved in CC on 9/11/2023

## Keli Pack

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**Subject:** RE: Electronic Packet for the Tobacco Settlement Permanent Trust Account  
Administration Advisory Committee meeting

**Location:** Robert Bernstein Building Room K-100, 1100 West 49th St., Austin, TX 78756

**Start:** Thu 11/2/2023 3:00 PM  
**End:** Thu 11/2/2023 4:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** DSHS Tobacco

**Importance:** High

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***The AAC member attending meeting:*** ([View/vote in browser](#))

Good morning, Dear Tobacco Administration Advisory Committee (AAC) members.

Attached, please find an electronic packet for the Tobacco Settlement Permanent Trust Account Administration Advisory Committee meeting. Printed copies of the meeting packet will be available at the headquarters of the Texas Department of State Health Services.

**The Tobacco Administration Advisory Committee (AAC) meeting will be held on: Thursday, November 02, 2023 at 3:00 p.m.**

**Virtual Meeting:** To access Microsoft Teams virtual meeting, [click here to join the meeting](#) on the day and time of the meeting. Microsoft Teams desktop and mobile software for download is found on the [Download Microsoft Teams](#).

**Teleconference Access: 512-580-4366, Enter Conference ID: 518 870 847#**

**If attending in person:** The meeting will be held at the headquarters of the Texas Department of State Health Services located at 1100 West 49th Street, Austin, TX 78756. You will use the main entrance to the building, which faces West 49th Street, and stop at the security desk. Please bring your driver license or other form of photo ID to present to security staff. The meeting will be held at the Robert Bernstein building, Room K-100. There is very limited visitor parking directly in front of the building, please refer to the bottom left side of the attached DSHS map by locating the label 4.Visitor Parking. Additional parking is available on the top floor of the parking garage located next to the building.

**AAC Committee Members:** According to statute, the committee may act only on the affirmative votes of eight members. **Your participation is vital.** You are strongly encouraged to participate to ensure that we have a quorum. Please reply with your plans to attend the meeting in person or by the Microsoft Teams platform.

Additionally, the Tobacco Settlement Permanent Trust Account Investment Advisory Committee (IAC) meeting, is scheduled for the following day, Friday November 03, 2023, at 10:00 a.m.

Meeting location: 208 E 10th Street, Room 320, Austin, TX 78701.

We look forward to meeting with you all tomorrow at the AAC meeting!

Please feel free to contact me via email at [DSHSTobacco@dshs.texas.gov](mailto:DSHSTobacco@dshs.texas.gov), if you have any questions. In case you have difficulties accessing the meeting please call me at (512) 364-4028, or contact Ms. McHard at (469) 288-3019.

Many thanks.  
Amira

**Our office works remotely. I will be online and available Monday - Friday 7:30 am - 5:00 p.m.**

Amira Suton  
Tobacco Settlement Coordinator  
Tobacco Settlement Distribution Program  
Funds Coordination and Management Branch  
Office of the Chief Financial Officer  
Texas Department of State Health Services  
PO Box 149347 MC 4501  
Austin, TX 78714-9347  
[DSHSTobacco@dshs.texas.gov](mailto:DSHSTobacco@dshs.texas.gov)

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**Tobacco Settlement Permanent Trust Account  
Administration Advisory Committee**

**Meeting Agenda  
Thursday, November 02, 2023 3:00 p.m. CST**

**Meeting Location:** Department of State Health Services  
Robert Bernstein Building Room K-100, 1100 West 49<sup>th</sup> St., Austin, TX 78756

**Virtual Meeting:** To access Microsoft Teams virtual meeting, [click here to join the meeting](#) on the day and time of the meeting. Teams' desktop and mobile software for download is found on the [Download Microsoft Teams](#). Apple (iOS) and Android phones and tablets can use the Teams app (mobile). Please email [DSHSTobacco@dshs.texas.gov](mailto:DSHSTobacco@dshs.texas.gov) if you have any problems with the virtual meeting function.

**Teleconference Access:** 512-580-4366, Enter Conference ID: 518 870 847#

**Webcasting:** This meeting will be webcast. To access the webcast, go to [HHS Texas Live - Archived Meetings](#) on the day and time of the meeting. Please email [Webcasting@hhsc.state.tx.us](mailto:Webcasting@hhsc.state.tx.us) if you have any problems with the webcasting function.

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|---|------------------------|
| 1. Welcome and Logistics                          | Elaine McHard, DSHS    |
| 2. Call to Order                                  | R. King Hillier, Chair |
| 3. Roll Call                                      | Elaine McHard, DSHS    |
| 4. Introduction of New Members                    | R. King Hillier, Chair |
| 5. Approval of Meeting Minutes                    | R. King Hillier, Chair |
| 6. Review of 2023 Distribution                    | Elaine McHard, DSHS    |
| 7. Review of 2023 Audits                          | Elaine McHard, DSHS    |
| 8. Other Business                                 | Elaine McHard, DSHS    |
| a) Administration Advisory Committee Rules Review |                        |
| b) Investment Advisory Committee (IAC) meeting    |                        |
| c) DSHS Tobacco Settlement Website                |                        |
| d) Public Comments                                |                        |
| 9. Adjourn  | R. King Hillier, Chair |

*This meeting is open to the public. No reservations are required and there is no cost to attend this meeting. For additional information regarding this meeting, please contact Amira Sutton, Grant Specialist, Texas Department of State Health Services at [DSHSTobacco@dshs.texas.gov](mailto:DSHSTobacco@dshs.texas.gov).*

**Keli Pack**

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**From:** Drury Hotels <reply@email.druryhotels.com>  
**Sent:** Sunday, October 29, 2023 11:04 AM  
**To:** Keli Pack  
**Subject:** We're looking forward to seeing you at Drury Inn & Suites Austin North!

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rick, you could be earning points toward your next stay! **ENROLL NOW!**



**DRURY  
HOTELS.**

Hi, rick, we're excited to see you at:

## Drury Inn & Suites Austin North

6711 I 35 North Austin, TX 78752

CONFIRMATION # 2009171477

ARRIVAL 11/01/2023

DEPARTURE 11/03/2023

RESERVED FOR

rick bailey

YOUR ROOM

2 Room Suite with 1 King Bed



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