

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 08-11-2025

Meeting Date: \_\_\_\_\_

Submitted By: Kaylee Hill

Department: District Clerk

Signature of Elected Official/Department Head:  
Dean Sullivan

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>

<p>8/25/2025</p>

**Description:**

Acknowledge receipt of and record in the Minutes of Commissioners Court a certificate of completion presented to Dean Sullivan, Johnson County District Clerk, for Public Information Act training

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(May attach additional sheets if necessary)

**Person to Present:** \_\_\_\_\_

(Presenter must be present for the item unless the item is on the Consent Agenda)

**Supporting Documentation:** (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

**Estimated Length of Presentation:** \_\_\_\_\_ minutes

**Session Requested:** (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

County Attorney     IT     Purchasing     Auditor  
 Personnel     Public Works     Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**



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**Public Information Act Training Confirmation and Certificate**

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**From** Office of the Attorney General <noreply@texasattorneygeneral.gov>

**Date** Mon 8/4/2025 3:35 PM

**To** Dean A. Sullivan <dasullivan@johnsoncountytexas.org>

**CAUTION:** This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.

## CERTIFICATE *of* COURSE COMPLETION

### Public Information Act

I, **Dean Sullivan**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 4th of August, 2025.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.



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## Print this page for your records

*Although you should receive your certificate in a confirmation email as well, you should print this page for your records. All browsers are different, but you should be able to print from most browsers by holding down the Ctrl button and hitting the P button (Ctrl + P). Command/Apple + P for Mac operating systems.*

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