

## Training / Seminar Approval Form

**Department Name:** Public Works

**Seminar Name:** North and East Texas County Judges and Commissioners Association 2023 Annual Conference

**Purpose:** Demonstrate new leaderships skills gained through educational sessions & understand duties of other county offices.

**Place:** Galveston Island Convention Center

**Date:** July 17-20, 2023

**Who Will Be Attending:**

Jennifer VanderLaan

\_\_\_\_\_

\_\_\_\_\_

**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:** *J. VanderLaan*

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

COMMISSIONERS COURT

JUL 10 2023

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

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

**Approved**

Please make checks payable to:

# North & East County Judges AND Commissioners Association

P.O. Box 2131 Austin, TX 78768  
(800) 456-5974



## Meeting Confirmation / Invoice

**Ms. Jennifer VanderLaan**

Johnson County Public Works, Director, C.F.M.  
2 N Mill St  
Cleburne TX 76033-5500

Member ID: 265610

Invoice Ref: 342699

**MEETING NAME:** 2023 North and East CJCA Conference  
**MEETING DATE:** Monday, July 17, 2023 through Thursday, July 20, 2023  
**MEETING LOCATION:** Galveston Island Convention Center  
5600 Seawall Blvd  
Galveston, TX 77551

**CONTACT US:**

**YOU ARE REGISTERED FOR THE FOLLOWING:**

Function(s)	Quantity	Rate	Amount
County Staff Registration	1	\$250.00	\$250.00
		<b>Total:</b>	<b>\$250.00</b>

Payment: \$0.00

**Balance: \$250.00**

**PLEASE REMIT WITH PAYMENT**

Please make checks payable to: North & East County Judges AND Commissioners Association

**Invoice Ref: 342699**

**Balance: \$250.00**

Bill To ID: 265610

Ms. Jennifer VanderLaan  
Johnson County Public Works, Director, C.F.M.  
2 N Mill St  
Cleburne TX 76033-5500

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

North & East County Judges AND Commissioners Association  
P.O. Box 2131  
Austin, TX 78768  
(800) 456-5974

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# North and East Texas County Judges and Commissioners Association

July 17 - 20, 2023

Galveston Island Convention Center  
5600 Seawall Blvd  
Galveston, TX 77551

**Registration**  
(<https://imis.county.org/iMIS/NorthAndEastEvents/Registration.aspx?EventKey=23ANECJC>)

For more information, contact [Michele Ewerz \(mailto:michelee@county.org\)](mailto:michelee@county.org) or [Jackie Boone \(mailto:jackieb@county.org\)](mailto:jackieb@county.org) at (800) 456-5974.



## Monday, July 17

- |  |  |
|--|--|
| 9 a.m.-5 p.m.  | Registration and Information Desk Open           |
| <b>Early Bird Session – County Administrative Training: County Budgeting</b> |  |
| 9 a.m.   | Coffee Break                                     |
| 9:30-10:30 a.m.  | Calendars: Budgeting, Property Tax and Grievance |
| 10:30-11:30 a.m.   | Calculating Tax Rates and What They Mean         |
| 11:30 a.m.-12:30 p.m.  | Provided Lunch for Early Bird Session            |
| 12:30-1:30 p.m.  | Advertisements and Public Notices                |
| 1:30-2:30 p.m.   | Procedures to Adopt Budget and Tax Rate          |

**2-5:30 p.m. Refreshments in the Exhibit Hall**

**3-5 p.m. Committee Meetings:**

**Resolutions Committee**

**Nominations Committee**

**Site Selection Committee**

**5:30 p.m. President-s Welcome Dinner**

**Tuesday, July 18**

**7:30 a.m.-5 p.m. Registration and Information Desk Open**

**7:30 a.m.-3:45 p.m. Exhibit Hall Open**

**7:30 a.m. Breakfast in the Exhibit Hall**

**Opening General Session**

**8-8:50 a.m. Opening Ceremonies**

**8:50-9:40 a.m. Keynote Session: A Different Kind of Career: Under Cover in the CIA**

**9:40-10:40 a.m. Refreshment Break in the Exhibit Hall**  
*Sponsored by: Texas A&M AgriLife Extension Service Professional Associations*

**10-4 p.m. Spouse Event**

**10:40-11:30 a.m. 3.013 Working With the Legislature**

**11:30 a.m.-1 p.m. Lunch on Your Own**

11:30 a.m.-1 p.m. **Past Presidents- Luncheon (by invitation only)**  
*Sponsored by: Allison, Bass & Magee, LLP*

**Commissioners Education Session**

1-1:50 p.m. **3.019 Subdivision Regulations**

1:50-2:40 p.m. **TBD**

2:40-3:35 p.m. **Refreshment Break in the Exhibit Hall**

3:35-4:25 p.m. **Road Use Agreements**

4:25-5:15 p.m. **3.016 County Roads: Road and Bridge Maintenance and Repair**

5:15 p.m. **Commissioners Recess**

**Judicial Education Session**

1-2 p.m. **Original Civil Filings**

2-3 p.m. **Mental Health Diversion**

3-3:30 p.m. **Refreshment Break**

3:30-4:30 p.m. **DWI Docket Management**

4:30-5:30 p.m. **DWI Sentencing & Pretrial Practices**

5:30 p.m. **Judges Recess**

6-10 p.m. **Host Court Night**  
*Coordinated and sponsored by: Galveston County Commissioners Court*

**Wednesday, July 19**

<b>7:30 a.m.</b>	<b>Breakfast in the Exhibit Hall</b>
<b>7:30-10:30 a.m.</b>	<b>Exhibit Hall Open</b>
<b>7:30 a.m.-3 p.m.</b>	<b>Registration and Information Desk Open</b>
<b>8-8:30 a.m.</b>	<b>Association Business Meeting</b>
<b>General Session</b>	
<b>8:30-9:20 a.m.</b>	<b>4.025 Tax Abatement and Economic Development Agreements</b>
<b>9:20-10:20 a.m.</b>	<b>Refreshment Break in the Exhibit Hall</b>
<b>10:20-11:10 a.m.</b>	<b>3.004 Regulations and Legal Issues: Solid Waste Ordinance</b>
<b>11:15 a.m.-12:45 p.m.</b>	<b>President-s Luncheon and Installation of Officers</b>
<b>1 p.m.</b>	<b>Domino Tournament</b>
<b>1 p.m.</b>	<b>Cornhole Tournament</b>
<b>1:30 p.m. &amp; 2:30 p.m.</b>	<b>Dolphin Tour</b>
<b>1:30 p.m.</b>	<b>Fishing Excursion</b>
<b>Commissioners Court Advanced Curriculum Session</b>	
<b>1-1:50 p.m.</b>	<b>2.007 County Sheriff</b>
<b>1:50-2 p.m.</b>	<b>Refreshment Break</b>
<b>2-2:50 p.m.</b>	<b>2.017 County Court at Law Judge</b>
<b>2:50 p.m.</b>	<b>Recess</b>

**Thursday, July 20**

7:30 a.m.-noon                    **Registration and Information Desk Open**

8-9 a.m.                            **Inspirational Breakfast**

**General Session**

9:30-10:20 a.m.                **3.008 Physical and Mental Health Issues**

10:20-11:10 a.m.               **3.018 Interlocal Agreements**

11:10-11:25 a.m.               **Refreshment Break**

11:25-12:15 p.m.               **4.017 Communications: Broadband**

12:15 p.m.                        **Closing Ceremonies**

12:30 p.m.                        **Adjourn**

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*Note: Agenda is subject to change.*

**Registration**  
**([https://imis.county.org/iMIS/NorthAndEastEvents/Registration.aspx?](https://imis.county.org/iMIS/NorthAndEastEvents/Registration.aspx?EventKey=23ANECJC)  
[EventKey=23ANECJC](https://imis.county.org/iMIS/NorthAndEastEvents/Registration.aspx?EventKey=23ANECJC))**

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: 6/23/2023 DEPARTMENT: Public Works

PERSON SENDING REQUEST: Julie Edmiston

Person(s) Name Attending: 1. Jennifer VanderLaan  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 1 (Please add any special requirements)

Hotel Name: Holiday Inn Resort

Hotel Address: 5002 Seawall Blvd City: Galveston State: Tx Zip: 77551

Hotel Telephone #: \_\_\_\_\_

Function Attending: North & East Tx County Judges and commissioners Asso.

Date of Check in: 7/17/2023

Date of Check out: 7/20/2023