

## Donation

Date 3-21-16

The undersigned has secured a contribution from Donald Fry to Panola County for use in the Panola County Road and Bridge Fund. This contribution consists of:

\$ ~~0~~ and/or

material of the following type and amount approximately 16 yards

This donation is to be used as needed by the Panola County Road and Bridge Department to improve Panola County road number       , or if no road is indicated, then it is to be used to improve any Panola County road as seen fit by the Department. This donation must be accepted by the Panola County Commissioners' Court according to Local Govt. Code sec. 81.032 and Transportation Code sec. 252.214 and any money will be held by the Panola County Treasurer pending approval of deposit in the Road and Bridge Fund. Any material will not be used prior to the approval of the Court.

I acknowledge that this is intended as a donation and that no person or corporation has been promised any other benefit because of the donation, nor have been induced or coerced in any way by any official or employee of Panola County. I further certify that this donation was given freely and voluntarily.

Don R. Langley, Jr. Commissioner, Precinct# 3

Sworn and subscribed to this 28th day of march, 20 16.

Vicki Heinkel, Notary Public, State of Texas, My commission expires

January 6, 2019

(Panola County Commissioners' Court use only)

This item was accepted / ~~disapproved~~ (strike one) at a meeting of the Panola County Commissioners' Court on this 28th day of march, 20 16.

County Judge Lee Ann Jones



## Donation

Date 3-22-16

The undersigned has secured a contribution from Memorial to Panola County for use in the Panola County Road and Bridge Fund. This contribution consists of:

\$ & and/or

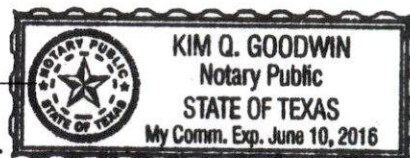
material of the following type and amount 120 tons SB-3

This donation is to be used as needed by the Panola County Road and Bridge Department to improve Panola County road number 432, or if no road is indicated, then it is to be used to improve any Panola County road as seen fit by the Department. This donation must be accepted by the Panola County Commissioners' Court according to Local Govt. Code sec. 81.032 and Transportation Code sec. 252.214 and any money will be held by the Panola County Treasurer pending approval of deposit in the Road and Bridge Fund. Any material will not be used prior to the approval of the Court.

I acknowledge that this is intended as a donation and that no person or corporation has been promised any other benefit because of the donation, nor have been induced or coerced in any way by any official or employee of Panola County. I further certify that this donation was given freely and voluntarily.

Dale Larson Commissioner, Precinct# 4

Sworn and subscribed to this 22nd day of March, 20 16.



Kim Q Goodwin, Notary Public, State of Texas, My commission expires June 10, 2016

(Panola County Commissioners' Court use only)

This item was accepted ~~disapproved~~ (strike one) at a meeting of the Panola County Commissioners' Court on this 28th day of March, 20 16.

County Judge Lee Ann Jones



**FISCAL YEAR 2015**  
**PANOLA COUNTY CRIMINAL DISTRICT ATTORNEY**  
**AMD#2 MARCH 10, 2016**

**Fund: 835 - STATE LONGEVITY PAY SUPPL**

**REVENUES**

835-330-51401

**STATE LONGEVITY FUNDS**

(2,077)

**EXPENDITURES**


835-715-51020

**APPOINTED OFFICIALS**

(2,077)

**Fund 835 Total:** (2,077)

I hereby approve the above describe budgets and ask the  
Commissioners Court to please record it at the next scheduled  
Commissioners Court meeting.

  
\_\_\_\_\_  
DANNY BUCK DAVIDSON

3/10/16  
\_\_\_\_\_  
DATE

VOL.

98 PAGE 0014

## COMMERCIAL BAT CONTROL

"Bat Proofing since 1981"

**Client: Panola County. Carthage Texas**

**Location of work: New Jail building**

**Date: March 16, 2016**

We would like to thank you for requesting a bat-proofing proposal to exclude bats from their current roosting areas. Our special custom-made bat excluders were developed by our family and have been used for over 30 years.

Our firm has inspected the flashings around the top portion of the walls for the structure. Any areas large enough for bats to enter the walls will be sealed off with NP1 and/or expandable sealants. Larger openings will be sealed with quarter-inch hardware cloth which also assists in alleviating potential bat odors by allowing the areas to ventilate. The areas that are being used by bats to enter the structure will have our "**Hanks EX-100 Bat Excluders**" installed to allow the bats to exit at night safely. These excluders are custom made on site to fit the openings used by bats. In our experience, they are 100% effective in excluding the entire colony within one to two nights, depending on the weather. Any proposal pricing and all work provided by Commercial Bat Control is confidential, exclusive, and is not to be copied nor tampered with.

All of our bat exclusion work is covered by this **FIVE** year guarantee. If bats regain entry into any of the areas we worked on, during the **five** year guarantee, we will return to fix the problem at **NO** cost to you. Weather related issues, building expansion, and remodeling is not covered by this guarantee. Any areas tampered with or modified, in any way, will VOID this guarantee. We can schedule work to begin when this contract is signed and/or a purchase order is issued and faxed back to us at the number listed below.

**PROPOSAL CONTRACT: \$ 9850.00**

Approval or Purchase Order Number:

Date: 3-17-16



County Judge

4906 El Gusto  
San Antonio, TX 78233

PHONE (210) 656-8344  
FAX (210) 599-8800  
E-MAIL batspecialist@aol.com  
WEB SITE texasbatcontrol.com

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## COMMERCIAL BAT CONTROL

"Bat Proofing since 1981"

Panola County  
State of Texas  
Carthage, Texas 75633

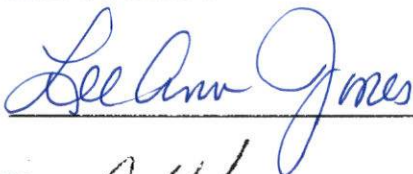
RE: Bat odor contract work for the New Jail Building

March 22, 2016

Commercial Bat Control will be inspecting the interior walls of the attic space for bat droppings and location of old bat odor. We will be cutting a small opening in the sheetrock wall at the location where the bats were roosting. After the openings are made we will be using a bore camera to inspect the wall to see where if any bat droppings are inside the framing. If any bat droppings are found, we will remove the droppings with a vacuum system. Once that is completed we will be using an atomizer to apply a deodorizer inside the walls to help kill any odor left over from the bats. We have found that this has worked very well in the past with bat odor inside walls. Please be aware that this work does not carry any guarantee to completely eliminate the bat odors. Below is the cost to have this work started and completed by us within about a week. Once this work is done, an invoice will be made for the previous bat exclusion work and this odor work.

Proposal Cost: \$6425.00

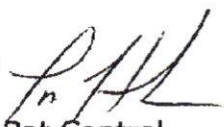
Approval: \_\_\_\_\_



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

3-24-16

Thanks you, \_\_\_\_\_



Commercial Bat Control

4906 El Gusto  
San Antonio, TX 78233

PHONE (210) 656-8344  
FAX (210) 599-8800  
E-MAIL batspecialist@aol.com  
WEB SITE texasbatcontrol.com

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VOL.

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# **CERTIFICATE OF LIABILITY INSURANCE**

 DATE (MM/DD/YYYY)  
 4/22/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HELEN R. SMITH, INSURANCE AGENT P O BOX 870612 MESQUITE, TX 75187-0612		<b>CONTACT NAME:</b> HELEN R. SMITH <b>PHONE (A/C No. Ext.):</b> 972-279-0516 <b>E-MAIL ADDRESS:</b> babci2@hotmail.com <b>FAX (A/C No.):</b>	
<b>INSURED</b> HANKS SERVICES & COMMERCIAL BAT CONTROL 4906 EL GUSTO SAN ANTONIO, TX 78233		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> GEMINI INSURANCE COMPANY <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**
**CERTIFICATE NUMBER:**
**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED?	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	LGL0002640-01	4/22/2015	4/22/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/PROP AGG \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTIONS</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE GENERAL LIABILITY POLICY INCLUDES A BLANKET ADDITIONAL INSURED ENDORSEMENT INCLUDING BOTH ONGOING AND COMPLETED OPERATIONS ON A PRIMARY & NON-CONTRIBUTORY BASIS WITH A WAIVER OF SUBROGATION WHEN REQUIRED IN WRITING AS PER ENDORSEMENT CG 78 27 02 13.

**CERTIFICATE HOLDER**
**CANCELLATION**

FOR INSURANCE INFORMATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Helen R Smith

**CERTIFICATE OF INTERESTED PARTIES****FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

Certificate Number:  
2016-37517

Date Filed:  
04/08/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Commercial Bat Control  
 San Antonio, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Panola County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

#2016-35

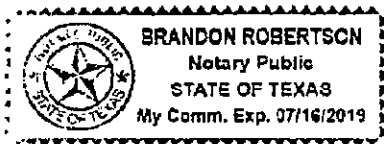
Bat Control & Clean up

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Hanks, Travis	San Antonio, TX United States	X	

5 Check only if there is NO Interested Party. ☐

**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



*[Signature]*  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Travis Hanks, this the 8 day of April, 2016, to certify which, witness my hand and seal of office.

*[Signature]*  
 Signature of officer administering oath

Brandon Robertson  
 Printed name of officer administering oath

Personal Banker  
 Title of officer administering oath



**PANOLA COUNTY 2015 BUDGET AMENDMENT #31**  
**March 28, 2016**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
<b>GENERAL FUND</b>		
<b>HEALTH AND PAUPERS CARE</b>		
<a href="#"><u>100-646-54600</u></a>	INDIGENT HEALTH CARE	(10,000)
<a href="#"><u>100-646-54890</u></a>	ATTORNEY FEES	10,000
<b>GRAND TOTAL GENERAL FUND</b>		<u><u>0</u></u>

**PANOLA COUNTY  
2015  
BUDGET AMENDMENT #31**

We hereby amend the Panola County Budget for the Fiscal Year 2015 as set forth above according to the procedures outlined under Vernons Texas Codes Annotated Local Government Code, Chapter 111, Subchapter A Sections 111.010 (d), 111.0106, 111.0107, 111.0108. A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2015.

Signed on this 28th day of march, 2016.

Absent  
County Judge

Ronnie T. B.  
Commissioner Precinct # 1

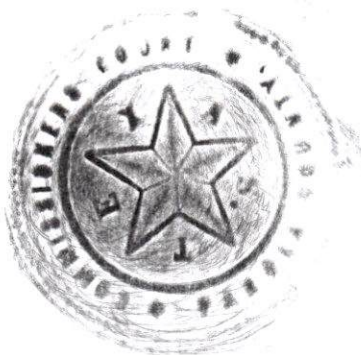
John Hudgins  
Commissioner Precinct # 2

Frank Longley, Jr.  
Commissioner Precinct # 3

Dale LaGrone  
Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 28 day of April March, 2016 as the same appears on file in the office of the County Clerk of Panola County.

Baulex Davis  
County Clerk





# **PANOLA COUNTY 2016 BUDGET AMENDMENT #3**

**March 28, 2016**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	
<b>GENERAL FUND</b>			
<b>EXPENDITURES</b>			
<b>COUNTY JUDGE</b>			
<a href="#">100-400-54270</a>	CONFERENCES AND DUES	2,000	
			2,000
<b>COUNTY CLERK</b>			
<a href="#">100-403-54270</a>	CONFERENCES AND DUES	1,500	
<a href="#">100-403-55270</a>	FURNITURE & EQUIPMENT	(1,500)	
			0
<b>MISCELLANEOUS &amp; NON-DEPARTMENTAL</b>			
<a href="#">100-409-54080</a>	CONTINGENCY	(86,850)	
<a href="#">100-409-54150</a>	PROFESSIONAL SERVICES	75,000	
			(11,850)
<b>BUILDING &amp; MAINTENANCE</b>			
<a href="#">100-510-54150</a>	PROFESSIONAL SERVICES	9,850	
			9,850
<b>CONSTABLE PCT. 2 &amp; 3</b>			
<a href="#">100-581-54200</a>	COMMUNICATION TELEPHONE	1,000	
<a href="#">100-581-55270</a>	FURNITURE & EQUIPMENT	(1,000)	
			0
<b>GRAND TOTAL GENERAL FUND</b>			0
<b>ROAD &amp; BRIDGE FUND</b>			
<b>EXPENDITURES</b>			
<b>PCT.4</b>			
<a href="#">200-624-54080</a>	CONTINGENCY	(120,000)	
<a href="#">200-624-55280</a>	ROAD OIL PRE MIX & GRAVEL	120,000	
			0
<b>GRAND TOTAL ROAD &amp; BRIDGE FUND</b>			0
<b>FM &amp; LATERAL ROAD FUND</b>			
<b>EXPENDITURES</b>			
<a href="#">300-629-53570</a>	PARTS AND REPAIRS	20,000	
<a href="#">300-629-54080</a>	CONTINGENCY	(20,000)	
			0
<b>GRAND TOTAL FM &amp; LATERAL ROAD FUND</b>			0

**PANOLA COUNTY  
2016  
BUDGET AMENDMENT #3**

We hereby amend the Panola County Budget for the Fiscal Year 2016 as set forth above according to the procedures outlined under Vernons Texas Codes Annotated Local Government Code, Chapter 111, Subchapter A Sections 111.010 (d), 111.0106, 111.0107, 111.0108. A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2016.

Signed on this 28th day of march, 2016.

Absent  
County Judge

[Signature]  
Commissioner Precinct # 1

[Signature]  
Commissioner Precinct # 2

[Signature]  
Commissioner Precinct # 3

[Signature]  
Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 28 day of April March, 2016 as the same appears on file in the office of the County

Clerk of Panola County.

[Signature]  
County Clerk



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

NAME: Debbie Crawford  
POSITION: Tax Assessor/Collector  
DEPARTMENT: Panola County Tax Office  
DATE: 3-14-16

CONFERENCE: Taca Conference  
LOCATION: Waco TX  
DATES: 6-12-16 to 6-16-16

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 4

Does the conference meet your educational requirements for the year? yes

If not, how much of your requirements will be met by this conference? \_\_\_\_\_

How much of your requirements have been met already, not counting this conference? \_\_\_\_\_

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

My time goes from August to August each  
year and this conference will finish up my  
hours before August. It is always a learning  
experience when I attend the conferences.

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

Lee Ann Jones  
County Judge

NAME: Debbie Crawford  
POSITION: Tax Assessor-Collector  
DEPARTMENT: Tax Office  
DATE: 3-22-16

CONFERENCE: Class Property Tax Assessment TNT  
LOCATION: Conroe  
DATES: 4-11-16 to 4-14-16

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 3

Does the conference meet your educational requirements for the year? YES & NO

If not, how much of your requirements will be met by this conference? \_\_\_\_\_

How much of your requirements have been met already, not counting this conference? \_\_\_\_\_

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

this class is calculating tax rates  
Have been informed that there is  
new information this year

*Lee Ann Jones*Lee Ann Jones,  
County JudgePANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

NAME: Holly Gibbs  
POSITION: Tax Assessor-Collector  
DEPARTMENT: Tax Office  
DATE: 3-22-16

Class  
CONFERENCE: Property Tax Assessment TNT  
LOCATION: Conroe  
DATES: 4-11-16 to 4-14-16

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 3Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? \_\_\_\_\_

How much of your requirements have been met already, not counting this conference? \_\_\_\_\_

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? \_\_\_\_\_

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

this class is on calculating tax rates  
Have been informed that there is  
new information this year

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

03-28-2016

Lee Ann Jones,  
County Judge

NAME:

Lora J. Taylor

POSITION:

JUDGE

DEPARTMENT:

JUSTICE OF THE PEACE

DATE:

3/10/2016

CONFERENCE:

20 Hour School

LOCATION:

Rockwall

DATES:

5-15-2016

to

5-18-2016

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

3

Does the conference meet your educational requirements for the year?

No

If not, how much of your requirements will be met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference?

Do you have sufficient funds in your budget for this conference?

Yes

Write a short statement explaining the public purpose that will be met by your Attendance at this conference: (continue on back if necessary)

20 Hour Mandatory School

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Garrett Wallace

POSITION:

Detention Officer

DEPARTMENT:

Panola Co. Detention Center

DATE:

March 17, 2014

CONFERENCE:

Use of Force in Jail Setting

LOCATION:

online

DATES:

February 9, 2016 to

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

0

Does the conference meet your educational requirements for the year?

If not, how much of your requirements will be met by this conference?

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference?

Do you have sufficient funds in your budget for this conference?

Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

03-28-2016

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

*Lee Ann Jones*  
Lee Ann Jones,  
County Judge

NAME: James G. Young  
POSITION: Veterans Service Officer  
DEPARTMENT: Veterans Service Office  
DATE: March 21, 2016

CONFERENCE: Community Veterans Engagement Board Meeting  
LOCATION: Overton Brooks VA Medical Center, Shreveport, LA  
DATES: March 31, 2016 12 to 2 p.m.

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1/2

Does the conference meet your educational requirements for the year? N/A

If not, how much of your requirements will be met by this conference? N/A

How much of your requirements have been met already, not counting this conference? N/A

How many days have you been away from your job this year for conferences, not counting this conference? 1/2 day

Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

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PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

APPROVED

03-28-2016

Lee Ann Jones,  
County Judge

NAME:

Sidney Burns

POSITION:

County Auditor

DEPARTMENT:

County Auditor

DATE:

3-23-16

CONFERENCE:

County Auditor's Institute

LOCATION:

Austin, Texas

DATES:

5-3-16

to

5-6-16

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

4

Does the conference meet your educational requirements for the year?

No

If not, how much of your requirements will be met by this conference?

21

How much of your requirements have been met already, not counting this conference?

-0-

How many days have you been away from your job this year for conferences, not counting this conference?

0

Do you have sufficient funds in your budget for this conference?

Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Provides annual updates on items  
affecting the duties of County Auditor

# 58<sup>th</sup> County Auditors Institute

May 3-6, 2016 | DoubleTree Hotel North | Austin, Texas

## Monday, May 2, 2016

4:00 – 7:00 p.m.	EARLY CHECK-IN for New County Auditors Training and the County Auditors Institute	DoubleTree Hotel Lobby
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## Tuesday, May 3, 2016

10:30 a.m. – 1:00 p.m.	CHECK-IN	DoubleTree Hotel Lobby
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1:00 – 1:50 p.m.	<u>OPTIONAL SESSIONS</u>	
	DeZavala	Phoenix Ballroom South and Central
	OS – I A Ethics & Values for Texas CPAs & Accounting Professionals*	OS – I B Ethics for Everyone Else Marya Crigler, Travis County Appraisal District
1:50 – 2:00 p.m.	BREAK	
2:00 – 2:50 p.m.	OS – II A Ethics & Values for Texas CPAs & Accounting Professionals (cont.)	OS – II B 1099 vs W-2 Steve O'Brien, IRS
2:50 – 3:10 p.m.	REFRESHMENT BREAK	
3:10 – 4:00 p.m.	OS – III A Ethics & Values for Texas CPAs & Accounting Professionals (cont.)	OS – III B Dedicated Funds: <i>That's SO Special!</i> Paul Miles, Texas Association of Counties
4:00 – 4:10 p.m.	BREAK	
4:10 – 5:00 p.m.	OS – IV A Ethics & Values for Texas CPAs & Accounting Professionals (cont.)	OS – IV B Implementing a Fraud Prevention Program Cecily Raiborn, Texas State University – San Marcos

\* 4-hours TSBPA ethics session is available for an additional fee.



sponsored by  
Lyndon B. Johnson School of Public Affairs, The University of Texas at Austin  
in cooperation with  
Texas Association of County Auditors



Wednesday, May 4, 2016

7:30 a.m.	<b>BREAKFAST WITH THE EXHIBITORS</b> <i>Hot breakfast provided by the LBJ School of Public Affairs</i>			Pre-Function Area
8:30 – 8:50 a.m.	<b><u>WELCOME REMARKS</u></b>			Phoenix Ballroom
8:50 – 9:40 a.m.	<b>Motivate Your Team and Yourself</b> <i>Kent Hutchison, CJ Baxter Group</i>			
9:40 – 10:30 a.m.	<b>Payroll Audits</b> <i>John Reynolds, Retired</i>			
10:30 – 10:50 a.m.	<b>BREAK</b>			
10:50 – 11:45 a.m.	<b>County Area/Regional Meetings</b>			
11:45 a.m. – 1:00 p.m.	<b>LUNCH ON YOUR OWN</b>			
<b><u>CONCURRENT</u></b> <b><u>SESSIONS</u></b>	<i>Phoenix Ballroom South</i>	<i>Phoenix Ballroom Central</i>	<i>Phoenix Ballroom North</i>	
1:00 – 1:50 p.m.	<b>I A</b> <b>Business Writing Skill</b> <i>Jen Cooper, LBJ School of Public Affairs</i>	<b>I B</b> <b>Interviewer Techniques/Skills</b> <i>Ed Martin, Sage Investigations</i>	<b>I C</b> <b>Understanding Appraised Value and Exemptions</b> <i>Marya Crigler, Travis County Appraisal District</i>	
1:50 – 2:00 p.m.	<b>BREAK</b>			
2:00 – 2:50 p.m.	<b>II A</b> <b>Business Writing Skill – REPEAT</b> <i>Jen Cooper, LBJ School of Public Affairs</i>	<b>II B</b> <b>Auditing Registry Accounts</b> <i>Timothy Moron, Dallas County Auditors Office</i>	<b>II C</b> <b>What Controls Should You Have for ProCards</b> <i>Gilbert Jalomo, Fort Bend County Purchasing Agent</i>	
2:50 – 3:10 p.m.	<b>REFRESHMENT BREAK</b>			
3:10 – 4:00 p.m.	<b>III A</b> <b>Responsibility of Fiscal Officer for Juvenile or Adult Probation</b> <i>James Williams, Director of Probation and Community Services, TJJD</i>	<b>III B</b> <b>Common Investment Mistakes</b> <i>Ken Couch, PFM Asset Management LLC</i>	<b>III C</b> <b>Purchasing Policy – What Should It Include?</b> <i>Gilbert Jalomo, Fort Bend County Purchasing Agent</i>	
4:00 – 4:10 p.m.	<b>BREAK</b>			
4:10 – 5:00 p.m.	<b>IV A</b> <b>GASB</b> <i>Michael Granoff, LBJ School of Public Affairs</i>	<b>IV</b> <b>Common Investment Mistakes - REPEAT</b> <i>Ken Couch, PFM Asset Management LLC</i>	<b>IV C</b> <b>What Controls Should You Have for ProCards REPEAT</b> <i>Gilbert Jalomo, Fort Bend County Purchasing Agent</i>	

**Thursday, May 5, 2016**

7:30 a.m.	<b>BREAKFAST WITH THE EXHIBITORS</b> <i>Hot breakfast provided by the LBJ School of Public Affairs</i>	Pre-Function Area
8:30 – 10:10 a.m.	<b>You <u>Can</u> Handle the Truth: <i>Truth in Taxation and Tax Rate Calculation &amp; Adoption</i></b> <i>Debbie Wheeler, Perdue, Branden, Fielder, Collins &amp; Mott</i>	Phoenix Ballroom
10:10 – 10:30 a.m.	<b>BREAK</b>	
10:30 – 11:20 a.m.	<b>Economic Outlook</b> <i>Sandy Leeds, McCombs School of Business, The University of Texas at Austin</i>	Phoenix Ballroom
11:20 a.m. – 12:10 p.m.	<b>FUN-damentals of Budget Prep</b> <i>Wally Hardgrove, Budget and Fiscal Policy Office of El Paso</i>	
12:10 – 1:30 p.m.	<b>LUNCH ON YOUR OWN</b>	
1:30 – 3:10 p.m.	<b>Common Sense Presentation</b>	Phoenix Ballroom
3:10 – 3:40 p.m.	<b>REFRESHMENT BREAK</b>	
3:40 – 4:30 p.m.	<b>County Population Size Roundtable Sessions</b>	
4:30 p.m.	<b>ADJOURN – DINNER ON YOUR OWN</b>	

**Friday, May 6, 2016**

7:30 a.m.	<b>BREAKFAST WITH THE EXHIBITORS</b> <i>Hot breakfast provided by the LBJ School of Public Affairs</i>	Pre-Function Area/ Phoenix North
8:30 – 9:20 a.m.	<b>Grant Policy &amp; Procedures - FEMA</b> <i>Paula Kay Logan, Texas Division of Emergency Management</i>	Phoenix Central and South
9:20 – 10:10 a.m.	<b>How to Work with Difficult People</b> <i>Suzynn Skaggs, Solara Consulting</i>	
10:10 – 10:30 a.m.	<b>BREAK</b>	
10:30 – 11:20 a.m.	<b>The Great Ones: <i>Habits of Highly Successful County Auditors</i></b> <i>Ed Dion, Rick Dollahan, Virginia Porter, Deborah Stevens, and James Wells</i> <i>Facilitator: Dr. Barry Bales</i>	Phoenix Central and South
11:20 – 11:30 a.m.	<b>Closing Remarks</b>	
11:30 a.m.	<b>ADJOURN THE 58<sup>TH</sup> COUNTY AUDITORS INSTITUTE</b>	

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## County Auditors Institute

One registrant per form, please.

Date(s): May 3 - May 6, 2016

Registration Fee: \$295 - \$395

Credit Hours: 21

Please enter your registration information below:

(\* indicates a required field)

Please select which courses you wish to attend. The cost for both courses is \$395.

- ☒ County Auditor's Institute - \$295  
May 3-6, 2016
- ☐ New County Auditor's Training and County Auditor's Institute - \$395  
May 3-6, 2016
- ☐ County Auditor's Institute (For non-county employees) - \$395  
May 3-6, 2016

Vendor I.D. for processing purchase order: #37217217217072

Warrant to be deposited in local funds.

First Name\*

Last Name\*

Title

Organization\*

Address\*

City\*

State\*  ▼

ZIP Code\*

Phone\*  (ex. 512-555-1212)

Fax

Email Address\*

Purchase Order #  
(OPTIONAL/NOT  
REQUIRED)

If you have special accommodation needs due to a disability please contact us at 512-471-0820.

We will mail an invoice to the registrant at the address provided when registering. We do not need to receive payment prior to the event and we ask that you not bring payment with you to the event.

Payments can be mailed to the following address:

The University of Texas at Austin  
Lyndon B. Johnson School of Public Affairs  
Office of Conferences and Training  
P.O. Box Y  
Austin, TX 78713-8925

Please call 512-471-0820 with any payment questions.

TX Payee ID# 37217217217

FEI # 17460002037

To ensure proper credit when paying via direct deposit. PLEASE notify this office that you are paying via direct deposit BEFORE you process payment. Thank you.

#### **Cancellation Policy**

If you need to cancel your registration, your written cancellation notice must be received before **March 22, 2016** in order for you to receive a full refund. Thereafter, cancellation notices received after **March 22, 2016** and before **April 19, 2016** will be charged a \$65 administrative fee. If cancellation occurs between **April 19, 2016** and the start of the class, you will be responsible for 50% of the original fee. If we do not receive written notice of cancellation prior to the event, you will be responsible for the full registration fee. You may send a substitute to the class. Cancellation notices should be emailed to [lbjpd@uts.cc.utexas.edu](mailto:lbjpd@uts.cc.utexas.edu). Phone messages do not serve as official cancellation notices.

#### **Notice Concerning Your Information**

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also gives you the right to request a copy of that information; and to have The University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas 78713 (email: [cfo@www.utexas.edu](mailto:cfo@www.utexas.edu)).

**I have read, understand, and will comply with the above cancellation policy**