

PANOLA COUNTY SHERIFF'S OFFICE

Office 903 693 0333
Fax 903.693.9366



314 W Wellington
Carthage, Texas 75633

Sheriff Kevin Lake

October 10, 2017

The Honorable LeeAnn Jones
Panola County Judge
110 S. Sycamore
Carthage, Texas 75633

Dear Judge Jones,

Please add the following items to the next scheduled meeting of the Panola County Commissioner's Court:

Please record the change in assignment for Calahan Malone from Detention Corporal to Patrol Deputy for the Panola County Sheriff's Office at a pay rate of \$20.86 per hour effective October 17, 2017.

Please record the change in status of Jacob Samford to Detention Corporal for the Panola County Sheriff's Office at a pay rate of \$16.59 per hour effective October 17, 2017.

Sincerely,

A handwritten signature in black ink that reads "K Lake".

Kevin Lake
Sheriff

KL/lw
CC: Sidney Burns
Joni Reed

Honesty, Integrity, Service

MEMORANDUM

TO: All County Employees
FROM: LeeAnn Jones, County Judge
DATE: October 31, 2017
RE: **REVISION TO PANOLA COUNTY POLICY MANUAL**

Attached you will find a revision to Panola County's Policy on Separation From Employment

This revision was approved by the Panola County Commissioners' Court while meeting in Regular Session on Tuesday, October 31, 2017.

The attached Page 34 and 35 of Section 8.03 replaces the current pages in the same section in your policy manual

If you have any questions, please feel free to contact my office


LeeAnn Jones
County Judge

LAJ vh
Attachment

discipline process, it has the right to use any appropriate method of discipline, alone or in conjunction with other disciplinary actions, including immediate termination of employment.

In the event of dismissal, the employee will be provided with such notice and rights to be heard as are required by law.

8.02 DISPUTE RESOLUTION / GRIEVANCES

Panola County wishes to prevent circumstances that lead to grievances and encourages its employees to work out problems informally and as expeditiously as possible. When a dispute occurs, it is to be resolved promptly. Employees will not face adverse consequences for filing a grievance. Grievances may be filed alleging unfair treatment, discrimination, improper application of regulations and benefits of employment, and for improper working conditions.

Informal grievance by attempting to resolve the problem through an informal meeting with the supervisor is the first step in the process. If this attempt to resolve the problem fails, a more formal grievance, in writing, should be filed. This formal grievance, signed by the employee, is presented to his/her supervisor within two weeks of the occurrence giving rise to the grievance. If the grievance alleges discrimination because of race, creed, religion, color, sex, age, national origin, disability, military status, sexual orientation or any other classification protected by law then a copy of the formal grievance should be forwarded to a member of the Equal Employment Opportunity Panel. The employee should include a statement regarding what action they are requesting be taken as a result of the grievance.

The Department Head will initiate an appropriate investigation and will take steps to resolve the grievance or contact a member of the Equal Employment Opportunity Panel, if appropriate. All documentation should be held by the Department Head or the Equal Employment Opportunity Panel. The Department Head or the EEO Panel will provide the grievant with a written decision regarding the resolution of the grievance.

8.03 SEPARATION FROM EMPLOYMENT

Separation usually results from resignation, retirement, layoff, termination, or death. If the reason is resignation, an employee is requested to give notice in writing at least two weeks before the last day of work. For separation due to retirement, more notice is requested. Layoff may occur if a position is eliminated or when there is a lack of funding or work.

Termination can occur for any reason, however *Panola County* intends to work with employees, where possible, to avoid involuntary separation.

If an employee resigns employment, orally or in writing, such resignation is accepted immediately by *Panola County*.

Payment for the employee separated because of resignation, retirement, layoff, termination/involuntary separation, or death will be made on the next scheduled payday. The final check will include vacation and compensatory leave time, as appropriate.

8.04 INSURANCE CONTINUATION AFTER SEPARATION

Panola County complies with the Consolidated Omnibus Reconciliation Act of 1985 (COBRA). For information regarding COBRA rights, see the County Treasurer.

SECTION 9 MISCELLANEOUS

9.01 INCLEMENT WEATHER

Each Elected Official or Department Head will decide whether to close his or her office in case of inclement weather. Each Elected Official or Department Head will decide the opening time(s) and will notify employees. Different arrival times may be assigned due to an employee's home location. If sudden inclement weather develops during the day, each Department Head will close as he/she sees fit. Individual employees may be allowed to leave due to their home location. When an office is officially closed due to inclement weather, affected employees will be paid for the days or times the office is closed if the employee was scheduled to work.

Sheriff's Office and Road and Bridge employees will follow their supervisor's directions.

9.02 REQUEST FOR CONFERENCE ATTENDANCE

All employees, including elected officials, who are requesting to attend a work-related conference will complete the "Request for Conference Attendance Form" and submit same to the Commissioners Court for approval before the conference date. Forms are available at the County Auditor's office.

9.03 TRAVEL, LODGING AND MEAL REIMBURSEMENT

Request for reimbursement and accounting of travel advances will be made on a "Travel

PANOLA COUNTY SHERIFF'S OFFICE

Office: 903 693 0333
Fax: 903 693.9366



314 W Wellington
Carthage, Texas 75633

Sheriff Kevin Lake

October 23, 2017

The Honorable LeeAnn Jones
Panola County Judge
110 S. Sycamore
Carthage, Texas 75633

Dear Judge Jones,

Please add the following items to the next scheduled meeting of the Panola County Commissioner's Court:

Please record the employment of Maria Sabedra as a Communications Officer for the Panola County Sheriff's Office at a pay rate of \$14.99 per hour effective October 25, 2017.

Please record the employment of Hannaⁿ Smith as a Communications Officer for the Panola County Sheriff's Office at a pay rate of \$14.99 per hour effective October 27, 2017.

Sincerely,

A handwritten signature in black ink that reads 'K. Lake'.

Kevin Lake
Sheriff

KL/lw
CC: Sidney Burns
Joni Reed

Honesty, Integrity, Service

Donation

Date October 16, 2017

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

\$ N/A and/or

material of the following type and amount 1500 yards of dirt

This donation is to be used as needed by the Panola County Road and Bridge Department to improve Panola County road number Pct #2 Pit, 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.

John Hodday Commissioner, Precinct# 2

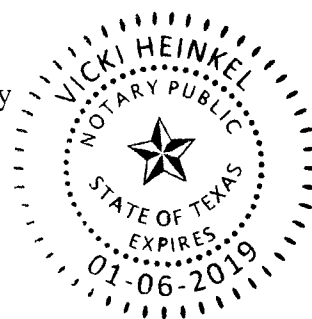
Sworn and subscribed to this 17th day of October, 20 17.

Vicki Heinkel, Notary Public, State of Texas, My commission expires 1-6-2019

(Panola County Commissioners' Court use only)

This item was accepted / ~~disapproved~~ (strike one) at a meeting of the Panola County Commissioners' Court on this 31st day of October, 20 17.

County Judge Lee Ann Jones



NOTICE OF PROPOSED INSTALLATION
PIPELINE AND/OR UTILITY LINES

TO: THE PANOLA COUNTY COMMISSIONER'S COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT, CARTHAGE, TEXAS

Formal notice is hereby given that:

Crossfire LLC proposes to place a
(COMPANY NAME)

6" line within the Right-of-Way
(PIPE SIZE)

of County Road: 456 as follows:
(NUMBER OF ROAD)

The proposed pipeline will cross under the indicated roads on the attached sheet.
Installation shall be made by boring a total length of 200 ft line in Panola County.

The location and description of the proposed line and appurtenances is more fully shown
by the copies of the drawings attached to this notice. The line will be constructed and
maintained on the County Right-of-Way as directed by the County Commissioners in
accordance with current Panola County Specifications

Construction of this line will begin on or after the 23 day of
October, 2017.

FIRM: Crossfire LLC
BY: Treas. Murphy
TITLE: Project Manager
ADDRESS: 3466 SW Loop Carthage,
TX 75633
PHONE: (903) 690-0205

APPROVAL

October 31, 2017

TO Crossfire, LLC
Attn Trevor Murphy
3466 SW Loop
Carthage, TX 75633

RE: **CR #456**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **6" line** within the right-of-way of County Road **#456** as shown by accompanying drawings and notice except as noted below.

It is expressly understood that the County Commissioners' Court does not purpose hereby, to grant any right, claim, title or easement in or upon this county road. It is further understood that in the future should for any reason the county need to work, improve, relocate, widen, increase, add to, or in any manner change the structure of this right-of-way, any required relocation of said lines shall be at the sole expense of owner.

All work on the county right-of-way shall be performed in accordance with the county instructions. The installations shall not damage any part of the road and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Special specifications for placing this line are as follows:

- 1 All lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or barrow ditch.
- 2 All excavation within the right-of-way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material shall be removed from the right-of-way and the excavation finished flush with surrounding natural ground.
- 3 Lines crossing under surfaced roads and under surfacing cross roads within the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line. Gravity from sewer lines under roadways shall be cast iron pipe.
- 4 All lines, where practicable, shall be located to cross roadbed at approximately right angles thereto. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same.

- 5 Parallel line will be installed as near the right-of-way lines as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Panola County Commissioners' Court
- 6 Operations along roadbeds shall be performed in such manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a direct result of this installation will be borne by the owner of this line
- 7 Barricades, warning signs, lights, and flag man(men) when necessary shall be provided by the contractor or owner. One-half (1/2) of the traveled portion of the road must be open at all times.

Approved: 
COUNTY JUDGE

COMMISSIONERS

Precinct #1 Ronnie LaGrone
Precinct #2 John Gradberg
Precinct #3 Craig M Lawless
Precinct #4 Dale LaGrone

SPECIAL SPECIFICATIONS FOR PIPELINES CROSSING IN BORED HOLES AND PLACED PARALLEL TO COUNTY ROADS


GENERAL NOTE: The construction of this project shall follow "The Panola County Road and Bridge Department Standard Specifications" with respect to barricades, flagmen, flares, warning signs, and all responsibility for complaints or damage suits by traveling public and adjacent property owners.

1. Exaction material shall not be placed on road shoulders or traffic lanes or in ditches where drainage would be impaired. When excavation is permitted near the roadway, where, in the opinion of the County, the support of the oil road structure is endangered, sheeting, cribbing, other measures shall be taken to prevent damage to the roadway or the creation of traffic hazard.
2. All excavations shall be backfilled in a neat and workmanlike manner and all disturbed areas shall be restored to a condition comparable to the original condition. Backfill material shall be consolidated to a density comparable to that of the adjacent undisturbed material, replacing all of the excavated material except that displaced by pipe. The degree of compaction shall be such as to prevent future settlement. Excess material displaced by the pipe shall be removed from the right-of-way or otherwise disposed of to the satisfaction of the county's representative. Pipe laying operation shall not be carried on when soil conditions are such that construction equipment will cause rutting. Backfill operations shall be kept within one mile of trenching and/or pipe laying operations.
3. Sod and/or other erosion control measures removed or disturbed by the installation shall be replaced. This shall include keeping separate and replacing existing topsoil, importing sod or seeding or a combination of these methods together with fertilizer and water as necessary to re-establish vegetative cover in a healthy and growing condition.
4. The pipe or, if encased, the encasement pipe shall completely fit the bored hole.
5. All private and commercial access driveways disturbed by pipe laying shall be restored to a condition comparable to that which existed prior to these operations. Special care shall be taken to compact backfill and base material to prevent future settlement. All work shall be complete to the owner's satisfaction. All public access driveways with paved surfaces shall be crossed by the bored hole method. Crossings of dirt or gravel public access driveways may be made as specified for private and commercial access driveways except that provisions shall be made for uninterrupted flow of traffic.

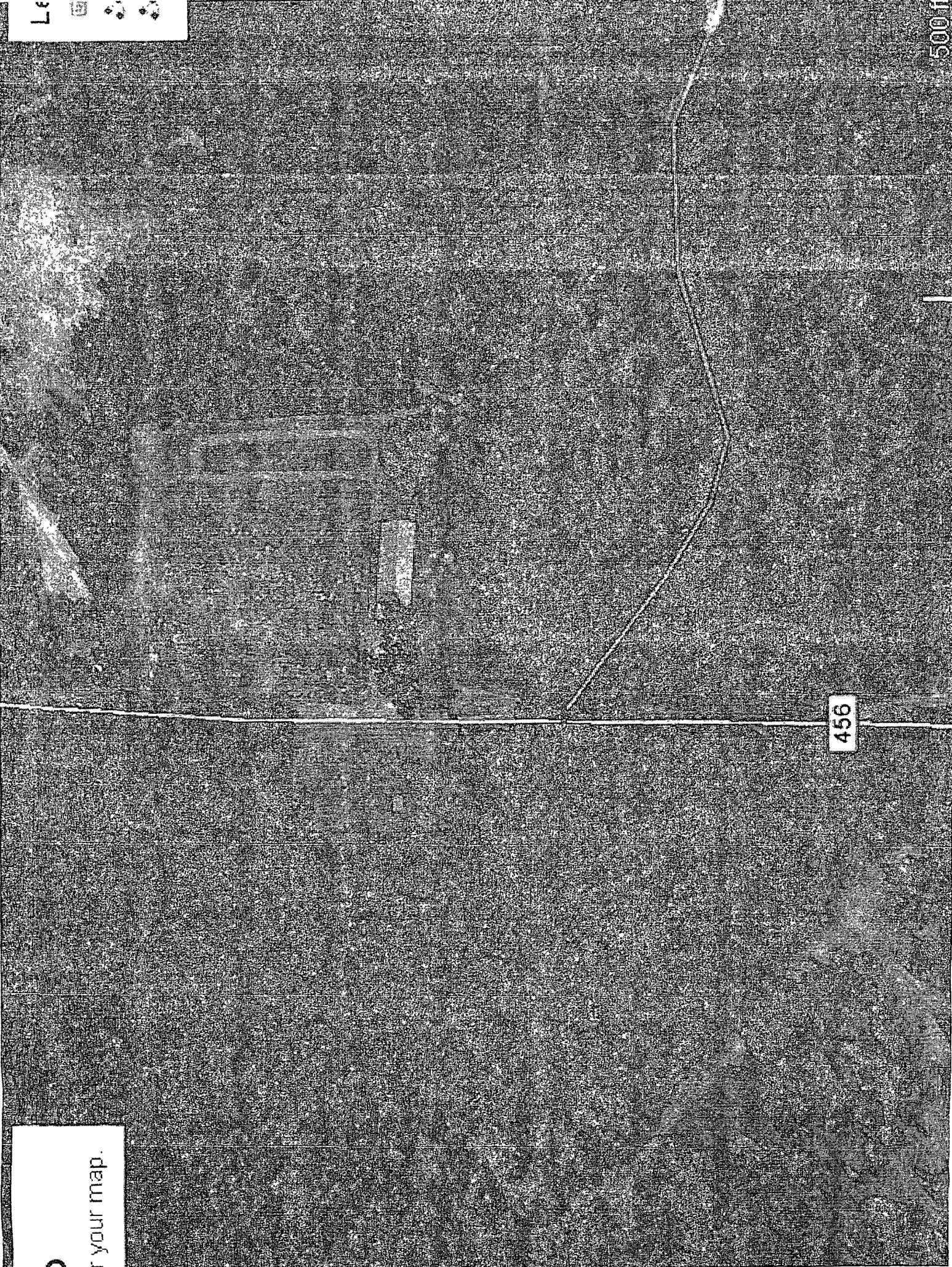
6. No trees or shrubbery shall be cut or trimmed without the approval of the Panola County Road and Bridge Department.
7. Regulations and ordinances of incorporated cities shall be compiled with, if within the City limits.

Commissioners:

- Precinct #1 - Ronnie LaGrone
- Precinct #2 - John W. Gradberg
- Precinct #3 - Craig M. Lawless
- Precinct #4 - Dale LaGrone

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456



NOTICE OF PROPOSED INSTALLATION
PIPELINE AND/OR UTILITY LINES

TO: THE PANOLA COUNTY COMMISSIONERS COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT, CARTHAGE TEXAS

Formal notice is hereby given that:

BRAMMER ENGINEERING INC / HYDROUNNELLC proposes to place a
(COMPANY NAME)

10 INCH FRESH WATER line within the Right-of-Way
(PIPE SIZE)

of County Road: as follows:

455/468
(NUMBER OF ROAD)

The proposed pipeline will cross under the indicated roads on the attached sheet.
Installation shall be made by boring a total length of line in Panola County.

2 MILES

The location and description of the proposed line and appurtenances is more fully shown by the copies of the drawings attached to this notice. The line will be constructed and maintained on the County Right-of-Way as directed by the County Commissioners in accordance with current Panola County Specifications.

Construction of this line will begin on or after the 15th day of

November, 2017.

FIRM: Brammer Engineering, Inc
BY: Chris Agmon
TITLE: Senior Landman
318-560-2133

APPROVAL

October 31, 2017

TO: Brammer Engineering, Inc
Attn: Chris Aymond
400 Texas Street, Suite 600
Shreveport, LA 71101

RE: **CR #455 & 465**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **10" fresh water line** within the right-of-way of County Road **#455 & 465** as shown by accompanying drawings and notice except as noted below

It is expressly understood that the County Commissioners' Court does not purpose hereby, to grant any right, claim, title or easement in or upon this county road. It is further understood that in the future should for any reason the county need to work, improve, relocate, widen, increase, add to, or in any manner change the structure of this right-of-way, any required relocation of said lines shall be at the sole expense of owner

All work on the county right-of-way shall be performed in accordance with the county instructions. The installations shall not damage any part of the road and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Special specifications for placing this line are as follows:

- 1 All lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or barrow ditch
- 2 All excavation within the right-of-way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material shall be removed from the right-of-way and the excavation finished flush with surrounding natural ground
- 3 Lines crossing under surfaced roads and under surfacing cross roads within the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line. Gravity from sewer lines under roadways shall be cast iron pipe
- 4 All lines, where practicable, shall be located to cross roadbed at approximately right angles thereto. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same
- 5 Parallel line will be installed as near the right-of-way lines as is possible and

no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Panola County Commissioners' Court

- 6 Operations along roadbeds shall be performed in such manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a direct result of this installation will be borne by the owner of this line
- 7 Barricades, warning signs, lights, and flag man(men) when necessary shall be provided by the contractor or owner. One-half (1/2) of the traveled portion of the road must be open at all times

Approved 
COUNTY JUDGE

COMMISSIONERS

Precinct #1 Ronnie LaGrone
Precinct #2 John Gradberg
Precinct #3 Craig M Lawless
Precinct #4 Dale LaGrone

FM 3359/CR 455

10 inch transfer line route

12' Crossing

Vic Tee 1

Pond#2

Vic Tee 3

Pond#1

NO PUMP (Moving Fill Pump As Needed)

Culvert 12' Crossing

12' Crossing

Culvert 12'

Culvert Vic Tee 5

Chevron: Curtis Kirby

18' Crossing Vic Tee 2

Legend

- Chevron Curtis Kirby
- Crossing
- Culvert
- Curtis Kirby Location
- Dual Filter Pod
- Fill Line
- Fill Line
- NO PUMP (Moving Fill Pump As Needed)
- Pond
- Pond
- Socagee Creek Bridge/Bottom
- Vic Tee
- Vic Tee 2

Google Earth

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10m

CR 455/PR 465

10 inch transfer line route

Legend

- Chevron: Curtis Kirby
- Crossing
- Culvert
- Curtis Kirby Location
- Dual Filter Pod
- Fill Line
- Fill Line
- NO PUMP: (Moving Fill Pump As Needed)
- Pond
- Pond
- Socagee Creek Bridge/Bottom
- Vic Tee
- Vic Tee 2

NO PUMP (Moving Fill Pump As Needed)

1446 Pond: MAY NOT USE (IBD)

Gox Pond

Vic Tee 4
Culvert

Holmes Pond
NO PUMP (Moving Fill Pump As Needed)

12' Crossing

12' Crossing

2000 ft



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**PANOLA COUNTY INVESTMENT REPORT
SEPTEMBER 30, 2017**

INVESTMENTS AS OF JUNE 30, 2017	56,100,000 00		
		Investments	Maturity
			Int Rate
Beginning Balance 07/01/2017	56,100,000 00		
Matured 07/06/2017 (Purchased on 04/07/2017)	(10,100,000 00)		
Matured 07/06/2017 (Purchased on 04/07/2017)	(12,500,000 00)		
Purchase of CD No 21304402354 on 07/06/2017	10,200,000 00		10/5/2017
Retiree Health Benefit Trust	10,200,000 00		1 010%
Purchase of CD No 21304402355 on 07/06/2017	10,800,000 00		10/5/2017
Retiree Health Benefit Trust			1 010%
General	6,000,000 00		
Law Library	14,000 00		
Courthouse Security	57,000 00		
CC Records Preservation	122,000 00		
Archive	3,000 00		
Justice Court Technology	23,000 00		
Road & Bridge	2,700,000 00		
FM & Lateral Road	628,000 00		
Hot Check Fee	6,000 00		
Sheriff's State Forfeiture	15,000 00		
Child Protective Services	22,000 00		
Health Fund	1,020,000 00		
Airport	10,000 00		
Road Bond 1971	69,000 00		
Permanent Improvement	56,000 00		
Jail Improvements	55,000 00		
Matured 08/17/2017 (Purchased on 05/17/2017)	(6,200,000 00)		
Matured 08/17/2017 (Purchased on 05/17/2017)	(9,800,000 00)		
Purchase of CD No 21304402368 on 08/17/2017	9,900,000 00		11/16/2017
Retiree Health Benefit Trust	9,900,000 00		0 973%
Purchase of CD No 21304402369 on 08/17/2017	7,000,000 00		11/16/2017
Retiree Health Benefit Trust			0 973%
General	3,062,000 00		
Law Library	15,000 00		
Courthouse Security	56,000 00		
Records Management	3,000 00		
CC Records Preservation	119,000 00		
Archive	21,000 00		
Justice Court Technology	19,000 00		
Road & Bridge	1,833,000 00		
FM & Lateral Road	624,000 00		
Hot Check Fee	4,000 00		
Sheriff's State Forfeiture	7,000 00		
Child Protective Services	18,000 00		
Health Fund	1,021,000 00		
Airport	13,000 00		
Road Bond 1971	72,000 00		
Permanent Improvement	57,000 00		
Jail Improvements	56,000 00		
Matured 09/14/2017 (Purchased on 06/14/2017)	(10,300,000 00)		
Matured 09/14/2017 (Purchased on 06/14/2017)	(200,000 00)		
Matured 09/14/2017 (Purchased on 06/14/2017)	(7,000,000 00)		
Purchase of CD No 21304402372 on 09/14/2017	10,300,000 00		12/14/2017
Retiree Health Benefit Trust	10,300,000 00		1 020%
Purchase of CD No 21304402373 on 09/14/2017	200,000 00		12/14/2017
Retiree Health Benefit Trust			1 020%
Panola Juvenile Probation	10,000 00		
Title IV-E	70,000 00		
Local Match Juvenile Probation	120,000 00		
Purchase of CD No 21304402374 on 09/14/2017	6,900,000 00		12/14/2017
Retiree Health Benefit Trust			1 020%
General	2,902,000 00		
Law Library	16,000 00		
Courthouse Security	55,000 00		
Records Management	4,000 00		
CC Records Preservation	124,000 00		
Archive	19,000 00		
Justice Court Technology	22,000 00		
Road & Bridge	1,790,000 00		
FM & Lateral Road	623,000 00		
Hot Check Fee	3,000 00		
Sheriff's State Forfeiture	5,000 00		
DA State Forfeiture	3,000 00		
Child Protective Services	23,000 00		
Health Fund	1,121,000 00		
Airport	8,000 00		
Road Bond 1971	73,000 00		
Permanent Improvement	55,000 00		
Jail Improvements	54,000 00		
INVESTMENTS AS OF SEPTEMBER 30, 2017	55,300,000 00		

THE MARKET VALUE OF ALL INVESTMENTS IS THE SAME AS CARRYING VALUE

To the best of our knowledge and belief, the transactions reflected in this investment report are in compliance with the investment policy of PANOLA COUNTY and conform to the requirements of the PUBLIC FUNDS INVESTMENT ACT

Lee Ann Jones

 Panola County Judge
 10-31-17

 Date

Sidney Buss

 Panola County Auditor
 10-31-17

 Date

Jim W. Reed

 Panola County Treasurer
 10-31-17

 Date



PANOLA COUNTY 2017 BUDGET AMENDMENT #16
October 31, 2017

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	
GENERAL FUND			
EXPENDITURES			
COUNTY JUDGE			
<u>100-400-54270</u>	CONFERENCES AND DUES	<u>750</u>	750
COUNTY CLERK			
<u>100-403-53100</u>	OFFICE SUPPLIES & REPAIRS	200	
<u>100-403-55270</u>	FURNITURE & EQUIPMENT	<u>(200)</u>	0
MISCELLANEOUS & NON-DEPARTMENTAL			
<u>100-409-54071</u>	ECONOMIC DEVELOPMENT MATCH (ETEDD)	267	
<u>100-409-54080</u>	CONTINGENCY	(8,017)	
<u>100-409-54150</u>	PROFESSIONAL SERVICES	<u>7,000</u>	(750)
CRIMINAL DISTRICT ATTORNEY			
<u>100-477-53120</u>	LAW BOOKS	7,000	
<u>100-477-54150</u>	PROFESSIONAL SERVICES	<u>(7,000)</u>	0
BUILDING MAINTENANCE			
<u>100-510-53350</u>	OPERATING SUPPLIES	3,000	
<u>100-510-53560</u>	REPAIR AND MAINTENANCE SUPPLIES	<u>(3,000)</u>	0
SHERIFF			
<u>100-560-53920</u>	UNIFORMS	3,000	
<u>100-560-54540</u>	PARTS REPAIRS GAS AND TRANS	<u>(3,000)</u>	0
GRAND TOTAL GENERAL FUND			<u><u>0</u></u>

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
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**COUNTY CLERK RECORDS PRESERVATION
REVENUE**

<u>170-340-44001</u>	FEES OF OFFICE C/C	24,000	
<u>170-360-41001</u>	INTEREST EARNINGS	1,000	
			25,000

EXPENDITURES

<u>170-670-54031</u>	DIGITIZING REAL PROPERTY INSTRUME	25,000	
			25,000

GRAND TOTAL COUNTY CLERK RECORDS PRESERVATION

25,000

**ARCHIVE FEES
REVENUES**

<u>175-340-44001</u>	FEES OF OFFICE C/C	16,000	
<u>175-360-41001</u>	INTEREST EARNINGS	313	
			16,313

EXPENDITURES

<u>175-660-54061</u>	DIGITIZING	16,313	
			16,313

GRAND TOTAL ARCHIVE

16,313

**ROAD & BRIDGE
EXPENDITURES
PCT.3**

<u>200-623-53570</u>	PARTS AND REPAIRS	15,000	
<u>200-623-55280</u>	ROAD OIL PRE MIX & GRAVEL	(15,000)	
			0

PCT.4

<u>200-624-53560</u>	REPAIR AND MAINTENANCE SUPPLIES	25,000	
<u>200-624-55270</u>	FURNITURE & EQUIPMENT	(25,000)	
			0

GRAND TOTAL ROAD & BRIDGE FUND

0

FM & LATERAL ROAD FUND

<u>300-629-54430</u>	UTILITIES	3,000	
<u>300-629-55300</u>	BRIDGE CONSTRUCTION	(3,000)	
			0

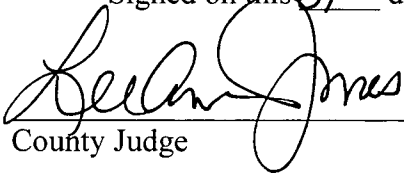
FM & LATERAL ROAD FUND

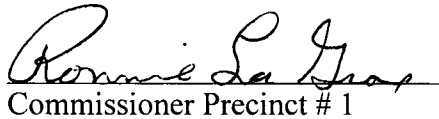
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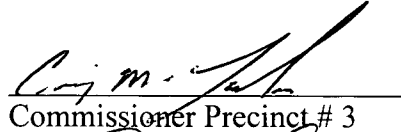
**PANOLA COUNTY
2017
BUDGET AMENDMENT #16**

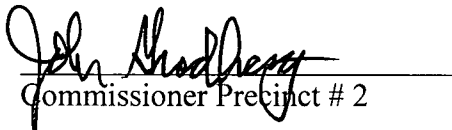
We hereby amend the Panola County Budget for the Fiscal Year 2017 as set forth above according to the procedures outlined under Vernons Texas Codes Annotated Local Government Code, Chapter 111, Subchapter A Sections 111.010 (d), 111.0106, 111.0107, 111.0108. A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2017.

Signed on this 31st day of October, 2017.


County Judge

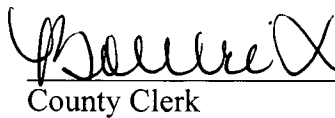

Commissioner Precinct # 1

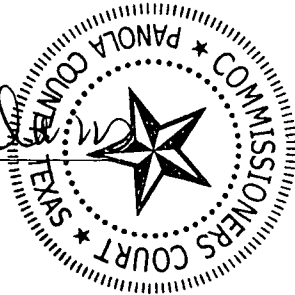

Commissioner Precinct # 3


Commissioner Precinct # 2


Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 31st day of October, 2017 as the same appears on file in the office of the County Clerk of Panola County.


County Clerk



PANOLA COUNTY, TEXAS

INVITATION TO BID

RETURN BID TO:

COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

1:30 P.M. TUESDAY NOVEMBER 28, 2017

MARK ENVELOPE

“BID, PANOLA COUNTY TOWING”

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this invitation to Bid and specifications should be directed to John DePresca, Chief Deputy, at (903) 693-0333.

SIGNATURE OF BIDDER

INSTRUCTIONS/TERMS OF CONTRACT

By order of the Commissioners Court of Panola County, Texas, sealed bids will be received for:

BID, PANOLA COUNTY TOWING

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633**

Not later **than 1:30 P.M., TUESDAY, NOVEMBER 28, 2017**

MARK ENVELOPES:

“BID, PANOLA COUNTY TOWING”

**ALL BIDS MUST BE RECEIVED IN THE COUNTY JUDGE’S OFFICE
BEFORE OPENING DATE AND TIME**

SIGNATURE OF BIDDER

BID, PANOLA COUNTY TOWING

PANOLA COUNTY IS CURRENTLY ACCEPTING BIDS FOR **TOWING VEHICLES** FOR THE PANOLA COUNTY SHERIFF'S OFFICE. THE BIDS SHOULD MEET THE FOLLOWING SPECIFICATIONS:

Definitions: Law Enforcement Tow—A non-consensual tow requested by a peace officer at a crime scene, arrest, traffic hazard, recovered stolen vehicle or abandoned vehicle. Does NOT include vehicles involved in a traffic collision.

County Vehicle tow—A tow requested by a peace officer to remove a county or DPS vehicle unable to move under its own power.

SPECIFICATIONS:

1. All trucks and vehicle storage facility shall be in compliance with rules set by the Texas Department of Licensing and Regulation.
2. Successful bidder shall have at least 2 trucks located in Panola County. One for light/medium duty towing and one for heavy duty towing, must be radio equipped and be available to respond to calls 24 hours a day.
3. Company shall provide no more than 2 telephone numbers to the PCSO and the truck shall be in service and responding within 30 minutes.
4. The business office and storage yard shall be located in Panola County and unless otherwise directed the vehicle shall be brought to the storage yard.
5. The storage yard shall be readily accessible to the public, free of hazards in public access areas, and shall display a sign identifying the facility by name and a 24 hour telephone number.

QUESTIONS CONCERNING THIS BID SHOULD BE DIRECTED TO JOHN DEPRESCA, CHIEF DEPUTY, AT 903-693-0333.

SIGNATURE OF BIDDER _____

BID FORM AND CONTRACT

BID, PANOLA COUNTY TOWING

TO THE COMMISSIONERS COURT OF PANOLA COUNTY, TEXAS FOR
FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS
IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisement, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids.

Law Enforcement Tows/County Vehicle Tows within Panola County
Light \$ _____ Medium \$ _____ Heavy \$ _____

Law Enforcement Tows/County Vehicle Tows within 25 miles of Panola County
Light \$ _____ Medium \$ _____ Heavy \$ _____

Storage Fee (after 24 hours) under 25 feet in length \$ _____ per day

Storage Fee (after 24 hours) over 25 feet in length \$ _____ per day

ANY NOTIFICATION FEES SHOULD NOT BE INCLUDED IN THE BID

LOWEST DOLLAR BID WILL BE CALCULATED AND AWARDED BASED ON
THE AVERAGE FEE CHARGED FOR TOWING ONLY. STORAGE FEES WILL
NOT BE INCLUDED IN THE AVERAGE.

SIGNATURE OF BIDDER _____

SIGNATURE

COMPANY NAME

ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

DATE

ACCEPTED:

COUNTY JUDGE

DATE

INVITATION TO BID
INSTRUCTIONS / TERMS OF CONTRACT

FUNDING: Funds for payment have been provided through the Panola County Budget adopted by the Commissioners Court for **January 1, 2018 thru December 31, 2018.**

LATE BIDS: Bids received in the County Judge's Office after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

ALTERING BIDS: Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

WITHDRAWAL OF BID: A bid may not be withdrawn or canceled by the bidder without the permission of the county for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submittal of their bid.

SALES TAX: Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales taxes.

BID AWARD: Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of the county.

CONTRACT: This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County. No different or additional terms will become a part of this contract with the exception of Change Orders.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Panola County Judge.

IF DURING THE life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Panola County.

DELIVERY: All delivery fees and freight or handling charges shall be as stated on the bid and contract forms section and if not so stated no such costs, fee or charge will be paid.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

ETHICS: The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County.

SIGNATURE OF BIDDER

EXCEPTIONS / SUBSTITUTIONS: All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners Court reserves the right to accept any and all or none of the exceptions(s) / substitution(s) deemed to be in the best interest of the county.

DESCRIPTIONS: Any reference to model and/or make/manufacturer used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

ADDENDA: Any interpretations, corrections or changes in this "Invitation To Bid and Specifications" will be made by addenda. Sole issuing authority of addenda shall be vested in Panola. Addenda will be mailed to all who are known to have received a copy of this Invitation To Bid. Bidders shall acknowledge receipt of all addenda.

BIDS MUST COMPLY with all federal, state, county and local laws concerning these types of service.

DESIGN, STRENGTH, QUALITY of materials must conform to the highest standards of manufacturing practice.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics;
5. Be otherwise qualified and eligible to receive an award.

Panola County may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

REFERENCES: Panola County may request bidder to supply a list of at least three (3) references where like services/products have been supplied by their firm.

BIDDER SHALL PROVIDE with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

SIGNATURE OF BIDDER

SUCCESSFUL BIDDER SHALL defend, indemnify and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which ;may result from bid award. Successful bidder indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment with costs which may be obtained against Panola County growing out of such injury or damages.

WAGES: Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State Law.

TERMINATION OF CONTRACT: This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to next lowest and best bidder as it deems to be in the best interest of the county.

TERMINATION FOR DEFAULT: Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. Meet schedules;
2. Defaults in the payment of any fees; or
3. Otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any of all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;

2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

SIGNATURE OF BIDDER

In the event the successful bidder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept or observed, Panola County shall give the successful bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees that Panola County shall not be liable to prosecution for damages in the event that the county declares the bidder in default.

NOTICE: Any notice provided by this bid (or required by Law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

PATENTS / COPYRIGHTS: The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

CONTRACT ADMINISTRATOR: Under this contract, Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

PURCHASE ORDER: A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

INVOICES shall show (a) name and address of successful bidder, (b) Panola County Purchase Order number, and (c) descriptive information as to the item(s) delivered.

PAYMENT will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act, Article 601f V.T.C.S. Successful bidder is required to pay subcontractors within ten (10) days.

ITEMS supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the County. If item is not picked up within one (1) week after notification, the item will become a donation to the County for disposition.

SAMPLES: When requested, samples shall be furnished free of expense to Panola County.

SIGNATURE OF BIDDER

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

REMEDIES: The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

ASSIGNMENT: The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to **John DePresca, Chief Deputy, Panola County Sheriff's Office at (903)693-0333.**

SIGNATURE OF BIDDER



BOBBIE DAVIS
COUNTY CLERK
PANOLA COUNTY

October 25, 2017

Honorable Judge LeeAnn Jones
Commissioners' Court
Panola County
110 South Sycamore
Carthage TX 75633

Judge Jones and Commissioners,

This is a request to approve an increase in estimated contract costs for digitization and preservation of County records in the net amount of \$41,312.97 resulting from updated estimates of the quantity of pages and documents required to be processed by the vendor.

Pursuant to the terms of the Agreement for Information Technology Products and Services effective September 1, 2016, between the County and Conduent Government Records Services, Inc. (formerly Government Records Services, Inc.), and pursuant to Commissioners Court approval, the County entered into a Sales Order dated November 28, 2016 for a land archival project, and a Task Order dated June 26, 2017 for an onsite scanning and indexing project. Both of these orders provide that the quantity of pages and documents included in the orders are estimates only and that the County would be billed based on the exact number of pages and documents processed.

Attached is summary provided by the vendor of the updated cost estimates. The original cost estimated under the Task Order was \$97,109. This estimate has been updated to be \$77,580, for an overage amount of \$19,529 which can be applied to the Sales Order. The original amount for the Sales Order was \$171,115. The vendor has advised that the quantity of documents to be processed was significantly underestimated in determining the original estimated cost. The updated estimate of documents to be processed results in a total cost under the Sales Order of \$231,956.97, for an increase of \$60,841.97.

Applying the overage under the Task Order to this increase results in a net increase of \$41,312.97. Since the Sales Order and Task Order require payment by the County based on the actual number of pages and documents processed, no further purchasing action is required for the Commissioners Court to approve payment of this updated cost estimate. This is still an estimated cost and may vary based on the actual number of pages and documents ultimately processed. The final quantity and cost will be verified upon completion of the project.

Thank you for your consideration and support.

Sincerely,

A handwritten signature in cursive script that reads "Bobbie Davis".

Bobbie Davis
Panola County Clerk

attachment

RE: Panola County Projects

RE: Panola County Projects

From: Rountree, Cindy

Sent: Fri, Oct 13, 2017 at 12:42 pm

To: b.davis@co.panola.tx.us

Bobbie,

Again, apologies for the delay as I got side-tracked, but no excuse. The good news is: It's Friday!

The current SO#10679 total will be roughly \$77,580. The original estimated amount on this order was \$97,109.76.

Original amount	\$97,109
Actual est amt	<u>\$77,580</u>
Excess	\$19,529 – this can be applied to the overage of SO#10441.

The previous SO#10441 totaling \$171,115.00 is in final review. The final totals are as follows:

Scan onsite	167,504	\$0.18	\$30,150.72
Split pages	166	\$0.10	\$16.60
DM Pages	4821	\$0.25	\$1,205.25
Index typed	89,271	\$2.00	\$178,542
Index HW	1764	\$3.00	\$5,292
Tag & Load	167,504	\$0.10	<u>\$16,750.40</u>
Total			231,956.97

Original number I gave was \$238,798.52, so I was able to shave off another \$6,841.55

So where we stand is this:

SO#	SO Amount	Actual amount
10441	\$171,115.00	\$231,956.97
10679	<u>\$ 97,109.00</u>	<u>\$ 77,580.00</u>
Total	\$268,224.00	\$309,536.97

The difference is \$41,312.97, which is far better than the original overage of \$70,000 that we discussed.

To reiterate the discrepancy, Mike estimated 3 pages per document on SO#10441, when actually it was closer to 1.7 pages per document in this timeframe.

I hope you have a great weekend and please email or call me if you need to discuss further.

Kind regards,
Cindy

Cindy Rountree, PMP
SBU Manager II, Transaction Processing Capabilities
Constituent and Government Software Solutions (CGSS)

CONDUENT
8600 Harry Hines Blvd
Suite 300

PANOLA COUNTY, TEXAS
REQUEST FOR PROPOSALS (RFP)
FOR
JUSTICE OF THE PEACE COURTS 1 AND 2
COLLECTION SERVICES

PROPOSAL DUE DATE:
November 28, 2017 AT 1:30 P.M. (CST)

VENDOR ACKNOWLEDGEMENT
FORM

JUSTICE OF THE PEACE COURTS 1 AND 2
COLLECTION SERVICES

The undersigned hereby certifies that she/he understands the Request for Proposal, has read the document in its entirety and that the prices contained in this Proposal have been carefully reviewed and are submitted as correct. Vendor further certifies and agrees to furnish any or all products/services upon which prices are extended at the price offered, and upon conditions contained in the Request for Proposal.

The following information must be filled out in its entirety for the proposal to be considered.

Company Name _____

Federal Tax Identification Number _____

Address of Principal Place of Business

Phone/Fax of Principal Place of Business

Phone Fax

Phone Fax Address, Phone and Fax of Majority Owner Principal Place of Business

Phone Fax

Name of Authorized Representative:

Printed Name

Signature Date

E-Mail Address of Representative: _____

PLEASE INCLUDE THIS COMPLETED PAGE AS THE FIRST PAGE OF YOUR
SUBMITTAL

REQUEST FOR PROPOSAL CHECKLIST
JUSTICE OF THE PEACE COURTS 1 AND 2
COLLECTION SERVICES

Please ensure that you complete and return the following documents and information to the address shown in Section B of the Request for Proposal before the deadline. Late submittals will not be accepted

1. _____ One (1) ORIGINAL copy and four (4) COPIES of the Proposal packaged in a sealed container/envelope clearly marked with the RFP number, title, due date/time, and company name and address on the outside of the container
2. _____ Vendor Acknowledgement Form. This document MUST be completed in blue or black ink or typewritten. Signatures must be original, in blue or black ink, and by hand
3. _____ Copy of your current Certificate of Insurance which meets the requirements specified in Appendix A to this RFP
4. _____ Complete responses requested in RFP under Section K, Response Format and Preparation Instructions
5. _____ Provide financial reports as outlined in Section L, Right of the County to Request Further Documentation
6. _____ Provide five (5) references

FAILURE TO PROVIDE ANY OF THE ABOVE MAY RESULT IN YOUR PROPOSAL BEING DEEMED NON-RESPONSIVE

PLEASE INCLUDE THIS COMPLETED PAGE AS THE SECOND PAGE OF YOUR SUBMITTAL

REQUEST FOR PROPOSAL CHECKLIST
JUSTICE OF THE PEACE COURTS 1 AND 2
COLLECTION SERVICES

A. INTENT

Panola County, Texas, hereinafter referred to as "the County", is soliciting proposals for County Court collection services. It is the County's desire to contract with one company to collect fees for violations filed in the Panola County Justice of the Peace Courts 1 and 2 (collectively, the "Courts") that are past due and/or in warrant status.

The collection services will not include legal representation or litigation.

The selected Offeror shall be responsible for ensuring the compatibility of its software systems with the NetData system used by the County for the management of court accounting and for any costs associated establishing compatibility.

The Offeror submitting the successful proposal must clearly demonstrate its ability to provide consistent and timely efforts in collections.

B. PROPOSAL SUBMISSION PROCESS, DUE DATE, AND REQUIRED DOCUMENTS

One (1) original and four (4) copies of the response, including all required forms and applicable supporting documentation, are required. The original must be clearly marked "ORIGINAL" and the copies must be clearly marked "COPY".

Proposals are due no later than November 28, 2017 at 1:30 P M, Central Standard Time. Offerors must submit the original and four (4) copies of their sealed proposal to

JUSTICE OF THE PEACE COURTS 1 & 2 COLLECTION SERVICES
RFP Proposal Review
C/O Lee Ann Jones, County Judge
Panola County Courthouse
110 S. Sycamore, Room 216-A.

The outside of the sealed envelope or container must state:

RFP FOR JUSTICE OF THE PEACE COURTS 1 & 2 COLLECTION SERVICES

Responses received later than the above date and time will be rejected and returned unopened. Timely proposals will be opened on the date specified in the RFP and will be kept secret during the process of negotiations. All proposals that have been submitted shall be open to public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals marked "confidential" by the proper responding party.

C. CLARIFICATION OF REQUIREMENTS

All requests for additional information or clarification concerning this Request for Proposals must be submitted, in writing, no later than 9:00 A.M. on November 17, 2017 and shall be emailed to Lee Ann Jones, County Judge, at leeann.jones@co.panola.tx.us. Responses will be posted on the County's website. www.co.panola.tx.us

It is the intent and purpose of the County that this RFP permits competitive proposals. It is the Offeror's responsibility to advise the County Judge of Panola County if any language, requirements, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source.

D. CONTRACT TERM

The initial contract shall be for a two (2) year period. Thereafter, this agreement shall automatically renew for successive periods of one (1) year each under the terms and conditions stated herein, unless either party gives prior notice of termination. A notice to terminate this agreement under this section shall be given in writing at least 60 days prior to the expiration of the current term.

E. TERMINATION

The successful Offeror will be awarded a contract on an exclusive basis. The County has the option to terminate the contract during the first six (6) months of the contract without prior notice if the successful Offeror does not perform the contract to the County's satisfaction. Thereafter, either party may terminate the contract by giving the other party thirty (30) days prior written notice. Upon termination, the successful Offeror shall have an additional thirty (30) days to collect the then outstanding billings. The successful Offeror may not assign the contract to any other party without the prior written consent of the County.

Panola County is operated and funded on an January 1 to December 31 basis. The County reserves the right to terminate, without liability to the County, any contract (or renewal option) for which funding has not been appropriated by the Panola County Commissioners Court.

F. QUALIFICATIONS OF OFFEROR

By submitting a proposal, the Offeror certifies that they are duly qualified, capable, and otherwise bondable business entity that is not in receivership or contemplates same,

nor has filed for bankruptcy. The Offeror must not be indebted to the County and shall not owe any back taxes to the County. The Offeror warrants that they are familiar with all laws, regulations, and customs applicable to the type of business required herein

The contract will be awarded by the County to a responsible Offeror only. In order to qualify as responsible, an Offeror must meet the following qualifications as they relate to this request for proposals:

- Have adequate technical and financial resources for performance
- Have the necessary experience, organization, and technical skill in the field of County court collection service accounts.
- Have a satisfactory record of performance in County collection programs
- Have a minimum of five (5) years of collection experience in the county court service industry for counties that are similarly sized as, or larger than, the County
- Must be able to provide collection and financial reports on a monthly basis.
- Must have implemented and must maintain reasonable procedures, including taking any appropriate corrective action, to protect from unlawful use or disclosure any "sensitive personal information," as that term is defined in Section 521.002(a)(2) of the Texas Business and Commerce Code as may be amended from time to time, collected or maintained by the Offeror in carrying out its obligations under the contract

G. EXCEPTIONS

Any exceptions to the requirements stated herein must be stated, in writing, in the Offeror's response. Explanation must be made for each item for which exception is taken, giving in detail the extent of the exception, and the reason for which it is taken, in order for consideration to be given to the proposal.

H. SELECTION AND AWARD PROCESS

1. Responses to this RFP will be reviewed by the County. A short list of firms will be identified and may be interviewed by the County.
2. Selection shall be based on the evaluation factors published in this RFP. After the County makes its initial selection, it shall proceed to negotiate a contract at a fair and reasonable price.
3. If the County is unable to negotiate a satisfactory contract with the most highly qualified person or firm, the County shall formally end negotiations with that person or firm and begin negotiations with the second most highly qualified person or firm.
4. Negotiations shall be undertaken in this sequence until a contract is made. The County may allow proposal revisions after submission in order to obtain the best final proposal. Following the interviews and negotiations, the Commissioners Court will make the final selection of the contractor based on whether the qualified Offeror's proposal is determined to be the most advantageous to the County, considering the evaluation factors set forth in this RFP.

- 5 No individual County employee or any County Department has the authority to legally and/or financially commit the County to any contract or agreement for goods or services
- 6 The County anticipates that the schedule for selection will be as stated below. The County may amend the schedule from time to time without providing notice.

Date	Event
November 5, 2017 November 12, 2017	Notice of Request for Proposal published in newspapers
November 17, 2017 9 00 A M	Due date for questions
November 21, 2017	Response to proposer questions posted to County website www.co.panola.tx.us
November 28, 2017 1 30 P M	Due date for proposals/Opening at Commissioners Court
December 12, 2017	Earliest date of recommendation to Panola County Commissioners Court for approval.

I. COLLECTION SERVICES

1 Nature of Services Required

- a. The County wishes to select through this RFP a vendor to provide collection services for debts and accounts such as unpaid fines, fees, court costs, forfeited bonds, and restitution ordered paid by the Courts, which are past due by more than 60 days (hereafter, the "Debt" or "Debts") The contract resulting from this RFP will be made and implemented in accordance with Article 103.0031 of the Texas Code of Criminal Procedure
- b. The County reserves the right to retain delinquent accounts for internal collection efforts at its discretion
- c. The Courts will provide files of cases relating to defendants owing Debts to the County electronically to the successful vendor (hereinafter referred to in this section as "Contractor"). This information can include, but is not

limited to the following

- i. Defendant's name, personal identifiers and driver license number, last known residential address, last known telephone number, citation number, alleged offense committed, offense date, amount of fine, amount paid (if any), amount due, and if applicable, date of warrant and amount of warrant fine
 - ii. County will provide current file layouts. Electronic transfer of data must include the Contractor having a PC that enables Panola County to E- mail an attachment or upload on the Internet via secure FTP. The Contractor must be able to receive and return files back and forth between County and Contractor
 - iii. It will be the Contractor's responsibility to assure compatibility of County's data files and transmittal medium to the Contractor's computer system. The Contractor shall bear all costs, if necessary, for data conversion to make the County's computer system compatible with that of the Contractor's and any incidental costs related to the data transfer
- IV **The Contractor must have implemented and must maintain reasonable procedures, including taking any appropriate corrective action, to protect from unlawful use or disclosure any "sensitive personal information," as that term is defined in Section 521.002(a)(2) of the Texas Business and Commerce Code as may be amended from time to time, collected or maintained by the Offeror in carrying out its obligations under the contract. The Contractor shall provide any and all notifications required of a person who conducts business in the State of Texas and owns or licenses computerized data that includes sensitive personal information, as stated in Section 521.053 of the Texas Business and Commerce Code, as may be amended from time to time. The Contractor shall notify the County of any "breach of system security," as that term is defined at Section 521.053(a) of the Texas Business and Commerce Code within 24 hours of learning of a reasonable possibility that there exists a breach of system security, regardless of whether such breach has been confirmed.**
- d. The County will supply the Contractor with two separate listings. They shall be known as the History File and the Collect and Warrant File
 - i. The History File shall be provided one time only. This file will contain the entire backlog of cases associated with those Debts that the County has been unable to collect, but intends for the Contractor to attempt to collect on behalf of the County. The approximate number of cases that will be included in the History File is 3,187.
 - ii. The Collect and Warrant File shall be issued on a regular or as needed basis and shall contain those cases for which a Debt is owed by a defendant to the County ("Outstanding Cases") The approximate number of new Outstanding Cases that arise each

month is approximately 349

- e Contractor agrees to perform the following
 - i. Contractor will become familiar with the legal distinctions of each type of case handled by the Courts and will develop a series of contacts with each defendant that do not violate the defendant's statutory and constitutional rights.
 - ii Contractor will attempt to contact the defendant named in any Outstanding Case submitted for collection service at least eight (8) times in a 180-day period through a rotating telephone and letter cycle. Voice/telephone contact attempts shall be limited to between the hours of 8:00 A.M. and 9 00 P M , Monday through Saturday No Sunday contacts will be attempted
 - iii. Contractor will submit written scripts for telephone contacts and written communications for approval by the County for each type of Court case that gives rise to the Debts. The Contractor shall pay all costs related to the telephone contact and written communications.
 - iv. Contractor will instruct all defendants to forward monies directly to the appropriate Justice of the Peace Court Should the Contractor receive a payment from a defendant, the Contractor shall forward payment directly to the County in the form of the original negotiable instrument received.
 - v Contractor shall use due diligence, reasonable and ethical methods, and employ lawful means to effect collection on the County's outstanding cases including adherence to all Federal and state laws governing collections
 - vi Contractor will guarantee that every defendant will be dealt with in a professional and courteous manner
 - vii Contractor shall provide the County with all information developed by the Contractor regarding the defendant or his or her whereabouts within 5 days of receiving payment from the County for the Contractors collection efforts.
 - viii Contractor will guarantee that a full-time customer service representative will be assigned to the Panola County and available to address day-to-day issues.
- f Additional written and/or telephone contacts may be made at the choice of the Contractor within the hours stipulated in c.ii above
- g All information supplied by the County to the Contractor shall be kept confidential and not disclosed to parties other than the Contractor's employees on a need- to-know basis for the purpose of contract performance and to the defendant Contractor shall not disclose social security number, driver's license number or any other information deemed confidential by the County to anyone other than the defendant County will notify Contractor of

information deemed confidential, as appropriate.

- h Both the County and the Contractor will jointly review the appropriate cases for which payment is due to the Contractor on a monthly basis
 - i The Contractor will be paid a collection fee in accordance with Article 103 0031 of the Texas Code of Criminal Procedure, as amended.
 - ii Contractor will not be entitled to reimbursement for expenses incurred under the Contract
 - iii The County shall not be liable under the contract for any services which are unsatisfactory or which the County has not approved.

2 Fee for Services

The Contractor's compensation shall be 30% of the Debt collected ("Allowable Collection Fee"), which amount shall be added to the original Debt For all cases referred by the County to the Contractor, for which the County is paid, Contractor shall receive the Allowable Collection fee in proportion to the amount recovered, consistent with Article 103.0031(e) of the Texas Code of Criminal Procedure

J. EVALUATION FACTORS

1 Completeness

Each response will be reviewed before the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order

2 Evaluation Process

The County may appoint a selection committee to formally evaluate each response. The evaluation process will objectively grade the responses on their merit and responsiveness Responses will be evaluated based on the material and substantiating evidence presented in the response, and not on the basis of what could be inferred

The evaluation process will include verification of references, verification of project team resumes, confirmation of financial stability, and may also request additional information as determined by the County in its sole discretion.

After the formal evaluations, the County may conduct oral interviews to address specific issues with selected Offerors.

Final selection will be made in accordance with Chapter 262, Texas Local Government Code The Offeror that is deemed to be the most highly qualified person or firm shall be recommended to the Panola County Commissioners Court for consideration The selected contractor or firm will be notified by Panola County upon selection of the

proposal by the Panola County Commissioners Court

K. RESPONSE FORMAT AND PREPARATION INSTRUCTIONS

Offerors shall use the prescribed format outlined in this RFP to clearly describe their proposal

Each response will be reviewed to determine if it is complete before evaluation. The County reserves the right to eliminate from further consideration any response that is deemed to be unresponsive to this RFP. The intent of the County is that all responses follow the same format in order to evaluate each response fairly

In order to simplify the review process and obtain the maximum degree of comparison, proposals are to be outlined in the manner described below. Be specific about the Offeror's collection expertise in the sections that follow. Each page of the proposal shall be numbered and shall have the name of the Offeror indicated clearly at the upper right corner

1. Offeror Qualifications

- a) Experience in the area of court collections as it applies to the collection of outstanding cases. Specifically list public sector court clients that the Offeror has represented in the past five (5) years and include what type of collections was carried out for them
- b) Experience in Texas courts. List references from current and previous clients in Texas courts. Preferably County Courts. NOTE. All references requested in this proposal shall include the name of client, name of contact person, physical address, telephone and fax numbers, and the email address of the contact person
- c) Experience in receiving/transmitting data electronically.
- d) Experience and stability of key staff. State the location of the office, as well as, the number of professional staff employed at that office that will have primary responsibility for the service.

2. Collection Procedures

- a) Provide a summary of collection activities and techniques proposed to collect the County's outstanding cases and warrants
- b) Provide detailed explanation of collection methodology including timetable of your work plan and expected rate of recovery.
- c) Describe the methodology for handling customer questions/problems
- d) Describe the methodology for handling non-English speaking debtors
- e) Provide examples of correspondence that will be used for collecting delinquent fines
- f) Describe the adequacy of your telephone resources. Provide examples of

telephone scripts that will be used for collecting delinquent fines.

3 Collection Staffing & Systems

- a) Identify and describe the qualification and length of service of the lead staff that will be assigned to coordinate and resolve all business matters between the County and the Offeror
- b) Identify and describe the qualification and length of service of the lead staff that will be assigned to oversee and manage the collection activities for the County
- c) Describe the qualification and number of collection staff that will be assigned to the collection activities for the County.
- d) Describe experience working and interfacing with any clients using NetData software for County court operations
- e) Provide a brief description of the computer system used and its update capabilities Describe the adequacy of your data processing resources.
- f) Describe the methodology and procedure for data transfers Identify the form and frequency of electronic data transfers both to and from your company
- g) Describe the type of access that will be made available to the County for on-line inquiry
- h) Describe the ability to maintain records of placements, collections, recovery and producing reports, and billing for an unlimited number of clients and debtors, and describe back-up capabilities
- i) Describe the record retention capabilities and practices

4 Monthly Activity Reports

The successful Offeror shall maintain and make available for inspection, audit and/or reproduction by authorized representatives of the County or any external auditor representing the County, the books, documents, and other relevant information pertaining to the collections carried out for the County and the expenses of this contract

The Offeror should acknowledge the need for a cooperative effort and open communication between the successful Offeror and the County. The successful Offeror will be required to provide monthly collection activity reports to the County.

Please provide the following:

- a) Examples of reports used to document collection results.
- b) Examples of monthly reports that will be provided to the County.
- c) Frequency of reporting and the content of data transmitted to the County
- d) Flexibility in meeting the County's reporting needs.

L. RIGHT OF THE COUNTY TO REQUEST FURTHER DOCUMENTATION

The County reserves the right to request additional documentation that it deems appropriate and necessary for the review and award process during both the initial proposal review process and the negotiation/award phase.

Offerors must submit financial statements. Financial statements shall be composed of a balance sheet, income statement, and appropriate supporting schedules, such as note disclosures or cash flows, as of the end of the company's most recent fiscal year. Financial statements are to be audited, reviewed, or compiled by an independent Certified Public Accountant. Pro-forma financial statements will not be accepted by the County.

All financial statements are considered confidential information and will be returned to the proposer upon request.

M. RIGHT OF THE COUNTY TO CANCEL REQUEST FOR PROPOSALS, ELECT NOT TO AWARD, REJECT PROPOSALS, AND WAIVE INFORMALITIES OR IRREGULARITIES

The County expressly reserves the right to cancel this RFP at any time, to elect not to award any or all of the contracts cited in this RFP, to reject any or all proposals, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.

N. EQUAL OPPORTUNITY IN COUNTY BUSINESS CONTRACTING

Race, religion, sex, color, ethnicity, and national origin will not be used as criteria in the County's business contracting practices. Every effort will be made to ensure that all persons regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the County.

O. EXAMINATION OF DOCUMENTS AND REQUIREMENTS

Each Offeror shall carefully examine all RFP documents and thoroughly familiarize itself with all requirements prior to submitting a proposal to ensure that the proposal meets the intent of this RFP.

Before submitting a proposal, each Offeror shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of this RFP. Failure to make such investigations and examinations shall not relieve the Offeror from obligation to comply, in every detail, with all provisions and requirements of the Request for Proposal.

P. PROPOSAL COPIES

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all electronic media, reports, charts, and other documentation submitted by Offerors shall become the property of the County when received.

Q. PROPOSAL PREPARATION COSTS

All of Offeror's costs related to the preparation and submission of a proposal shall be paid by the Offeror

R. TRADE SECRETS, CONFIDENTIAL INFORMATION AND THE TEXAS PUBLIC INFORMATION ACT

If you consider any portion of your proposal to be privileged or confidential by statute or judicial decision, including trade secrets and commercial or financial information, clearly identify those portions

Proposals will be opened in a manner that avoids disclosure of the contents to competing Offerors and keeps the proposals secret during negotiations. All proposals are open for public inspection after the contract is awarded, but trade secrets and confidential information in the proposals are not open for inspection

The County will honor your notations of trade secrets and confidential information and decline to release such information initially, but please note that the final determination of whether a particular portion of your proposal is in fact a trade secret or commercial or financial information that may be withheld from public inspection will be made by the Texas Attorney General or a court of competent jurisdiction. In the event a public information request is received for a portion of your proposal that you have marked as being confidential information, you will be notified of such request and you will be required to justify your legal position in writing to the Texas Attorney General pursuant to Section 552.305 of the Government Code. In the event that it is determined by opinion or order of the Texas Attorney General or a court of competent jurisdiction that such information is in fact not privileged and confidential, then such information will be made available to the requester

Marking your entire proposal CONFIDENTIAL/PROPRIETARY is not in conformance with the Texas Open Records Act

S. CONFLICT OF INTEREST

The Offeror shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the County

By signing and submitting the Proposal, the Offeror certifies and represents to the County the Offeror has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this Request for Proposal

Each Offeror is advised to determine if it is required under Chapter 176 of the Texas Local Government Code to file a completed Conflict of Interest Questionnaire with the County. If so, the Conflict of Interest Questionnaire (Form (CIQ)) should be completed and submitted with the Offeror's proposal

The Offeror selected to provide services under this RFP shall provide the County with a completed Certificate of Interested Parties (Form 1295) as required by Section 2252 908 of the Texas Government Code, and which is available at <https://www.ethcis.state.tx.us/tec/1295-Info.htm>, before the award of a contract is made.

T. ANTI-LOBBYING PROVISION

During the period between proposal submission date and the contract award, Offerors, including their agents and representatives, shall not directly discuss or promote their proposal with any member of the Panola County Commissioners Court or County Staff except in the course of County-sponsored inquiries, briefings, interviews, or presentations, unless requested by the County.

This provision is not meant to preclude Offerors from discussing other matters with County Commissioners or County Staff. This policy is intended to create a level playing field for all potential Offerors, assure that contract decisions are made in public, and to protect the integrity of the RFP process. Violation of this provision may result in rejection of the Offeror's proposal.

U. AUTHORIZATION TO BIND SUBMITTER OF PROPOSAL

Proposals must show vendor name and address of Offeror. The original proposal must be manually signed by an officer of the company having the authority to bind the submitter to its provisions. The person signing proposal must indicate his or her title or **AUTHORITY TO BIND THEIR FIRM IN A CONTRACT**. Failure to manually sign the proposal will disqualify the proposal from being accepted by the County.

V. COUNTY DISCLAIMER OF LIABILITY AND OFFEROR'S WAIVER OF CLAIMS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the County is seeking a solution, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. Sealed proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award.

The proposal evaluation criteria should be viewed as standards that measure how well an Offeror's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference (before proposals are accepted), or meetings with Offerors (after receipt of all proposals).

A Purchase Order/Contract will be awarded to a qualified Offeror submitting the best proposal. The County reserves the right to select, and subsequently recommend for an award, the proposed service which best meets its required needs, quality levels, and budget constraints.

The final selection and award of a contract can only be authorized by the Panola County Commissioners Court.

The Offeror, by submitting a proposal in response to this Request for Proposals, irrevocably waives any and all claims or potential claims against the County arising from or relating to this Request for Proposals, the County's evaluation of proposals, and the County's award of a contract under this Request for Proposals.

APPENDIX A

PANOLA COUNTY CONTRACTOR INSURANCE REQUIREMENTS

Contractors providing goods, materials and services for Panola County, Texas shall, during the term of the contract with the County or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

- 1 Name the County, its officers, agents and employees as additional insured as to all applicable coverage with the exception of workers compensation insurance
- 2 Provide for at least thirty (30) days prior written notice to the County for cancellation, non-renewal, or material change of the insurance
- 3 Provide for a waiver of subrogation against the County for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance

Insurance Company Qualification All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service

Certificate of Insurance A certificate of insurance evidencing the required insurance shall be submitted by the successful Offeror prior to contract execution. If the contract is renewed or extended by the County a certificate of insurance shall also be provided to the County prior to the date the contract is renewed or extended All coverage amounts listed shall be in United States dollars The insurance required for this contract is as follows

General Liability insurance for Personal Injury (including death) and Property Damage with a minimum of \$1 million per occurrence and \$2 million aggregate, including Advertising Injury, Products/ Completed Operations Coverage; Damage to Premises Rented minimum of \$50,000 per occurrence

Professional Liability Insurance with a minimum of \$1 million per occurrence and \$2 million aggregate.

Workers Compensation insurance as required by state law

Business Automobile Liability Insurance covering all owned, non-owned, and hired vehicles with a minimum combine single limit of \$500,000 per occurrence for bodily injury and property damage.

Notices

The Contractor shall notify the County in the event of any change in coverage and shall give such notices not less than 30 days prior the change, which notice must be accompanied by a replacement CERTIFICATE OF INSURANCE. All copies of the Certificates of Insurance shall reference the project name or RFP number for which the insurance is being supplied.

All notices shall be given to the County at the following address:

**Lee Ann Jones, County Judge
Panola County Courthouse
110 S. Sycamore, Room 216-A.**

APPROVED
10-31-2017


Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE
AT A CONFERENCE**

NAME: Joni Reed
POSITION: Treasurer
DEPARTMENT: Treasurer's Office
DATE: October 31, 2017

CONFERENCE: TAC Healthy County Boot Camp
LOCATION: Mineral Wells, Texas
DATES: January 31, 2018 to February 2, 2018

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 3

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

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

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

How many days have you been away from your job this year for conferences, not counting this conference? none

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 conference helps promote a healthy lifestyle I will receive and share tips, strategies, and
resources to help county employees lead healthier lives

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

10-31-2017


Lee Ann Jones,
County Judge

NAME: Bobbie Davis

POSITION: County Clerk

DEPARTMENT: County Clerk's Office

DATE: October 16, 2017

CONFERENCE: Region VI Fall Meeting

LOCATION: Kilgore, Texas

DATES: Nov. 9, 2017 8:00A to Nov. 9, 2017 3:00P

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1

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

If not, how much of your requirements will be met by this conference? 5.45 hours

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

32.30 hours

How many days have you been away from your job this year for conferences, not counting this conference? 9 Days

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

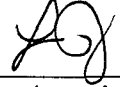
Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

I will learn how to be an effective leader
in public service, and how to work with
State Government.

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE
AT A CONFERENCE

APPROVED

10-31-2017



Lee Ann Jones,
County Judge

NAME: Debra Johnson

POSITION: District Clerk

DEPARTMENT: District Clerk

DATE: 10/11/17

CONFERENCE: Region VI Fall Meeting

LOCATION: Kilgore TX

DATES: 11/9/17 to 11/9/17

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: _____

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

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

How much of your requirements have been met already, not counting this conference? 20hrs.

How many days have you been away from your job this year for conferences, not counting this conference? 11

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.)

Gain knowledge from topics presented

It's Fall Retreat Time!

You are invited to attend the
COUNTY AND DISTRICT CLERK'S REGION VI FALL MEETING
IN THE PINEY WOODS OF EAST TEXAS!

Thursday, November 9, 2017

8:00 AM – 3:00 PM



Registration Fee: \$30.00

*Breakfast, lunch and snacks provided
Agenda will be released once approved.*

Mail or Email Registration Forms to:
CDCAT – Region VI
c/o Terri Willard, Rusk County District Clerk
PO Box 1687
Henderson, TX 75653-1687
twillard@co.rusk.tx.us




**The Evening Before Dinner will be at
The Back Porch in Kilgore, TX. This spe-
cial evening is sponsored by IDocket and
Kofile. Look for separate dinner invita-
tion with complete information.**

*If you plan on attending the Evening Before Dinner, you
may want to choose a hotel in Kilgore. There are no rooms
blocked. It is your preference for hotel accommodations.*

APPROVED

10-31-2017



Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Calahan Malone

POSITION: Deputy

DEPARTMENT: Panola County Sheriff's Office

DATE: 10-16-17

CONFERENCE: Interacting with Deaf Drivers

LOCATION: Carthage P.D.

DATES: 10-17-17 to 10-17-17

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

Does the conference meet your educational requirements for the year? no

If not, how much of your requirements will be met by this conference? 4

How much of your requirements have been met already, not counting this conference?
6

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

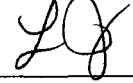
Do you have sufficient funds in your budget for this conference? yes

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

Required training

APPROVED

10-31-2017



Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Alan Smith

POSITION: Deputy

DEPARTMENT: Panola County Sheriff's

DATE: 10-16-17

CONFERENCE: Legal Updates

LOCATION: Carthage P.D.

DATES: 10-17-17 to 10-17-17

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

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

If not, how much of your requirements will be met by this conference? 4

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

6

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.)

Required training

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE
AT A CONFERENCE

APPROVED

10-31-2017



Lee Ann Jones,
County Judge

NAME:

Lee Ann Jones

POSITION:

County Judge

DEPARTMENT:

County Judge

DATE:

10-19-17

CONFERENCE:

Leadership 254

LOCATION:

Austin, TX

DATES:

10-22-17 to 10-25-17

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 3

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? _____

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.)

APPROVED

10-31-2017



Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Joyce Wilder

POSITION: Detention Corporal

DEPARTMENT: Panola Co. Sheriff's Office

DATE: 10/24/17

CONFERENCE: State + Federal Updates

LOCATION: Kilgore

DATES: 9/11/17 to 9/11/17

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1

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.)

Required Training

APPROVED

10-31-2017



Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: William Magness

POSITION: Reserve Deputy

DEPARTMENT: Panola Co. Sheriff's Office

DATE: 10/24/17

CONFERENCE: State + Federal Updates

LOCATION: Henderson P.D.

DATES: 9/14/17 to 9/14/17

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1

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.)

Required Training

