

# **PANOLA COUNTY SHERIFF'S OFFICE**

Office: 903.693.0333  
Fax: 903.693.9366

314 W. Wellington  
Carthage, Texas 75633



**Sheriff Kevin Lake**

November 22, 2019


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 resignation of Luke Perkins, a Detention Officer for the Panola County Sheriff's Office effective November 25, 2019.

Sincerely,

*K. Lake* 

Kevin Lake  
Sheriff

KL/lw

CC: Jennifer Stacy  
Joni Reed

**Honesty, Integrity, Service**

December 2, 2019

FROM: Melanie Earle, Road and Bridge Warehouse Coordinator

TO: Joni Reed, County Treasurer

SUBJECT: EFFECTIVE DATE OF RESIGNATION:

Please be advised of the effective date of resignation of employment for Anson Jones, Operator, for Panola County Road & Bridge Department, Pct. 1, effective November 20, 2019 at 5:00 pm.

Melanie Earle

*Melanie Earle*

Road and Bridge

Warehouse Coordinator



## **County of Panola**

**MITCH NORTON  
CONSTABLE PRECINCTS 2 & 3  
ROOM 102 COURTHOUSE  
CARTHAGE, TEXAS 75633  
(903) 693-0385**

December 4, 2019

To: The Panola County Commissioners Court,

I, Mitch Norton, have served Panola County for many years. First as a Probation Officer, secondly as a Deputy Sheriff, and presently as Constable of Precinct 2 & 3. I would like to thank the Commissioners Court and the citizens of this county for allowing me the opportunity to serve them. I have greatly enjoyed this time. At this time I would like to tenure my retirement as of December 31, 2019. Thank you again for this opportunity I've had to serve Panola County.

I also request the retirement of my K-9 Deeogee on the same day for health reasons. I also request sole custody and care for him from that day on.

Sincerely,

Mitch Norton

Panola County Constable Precinct 2 & 3



Emmett & Miriam  
**McCoy**  
College of Business Administration

Texas Association of Counties  
**Certificate of Attendance**

This certifies that

**Joni Reed**

**MEMBER, COUNTY INVESTMENT ACADEMY**

Successfully completed 10 hours of investment education that satisfies Section 2256.008 of the Texas Public Funds Investment Act.

This and the ongoing commitment to continuing education provide maximum benefit to

**Panola County**

**Texas Public Funds Investment Conference**

November 7-8, 2019 • The Westin Houston Hotel • Houston

The County Investment Academy is a partnership between the Texas Association of Counties and the McCoy College of Business Administration at Texas State University.

*Larry Gallardo*

Hon. Larry Gallardo, President

*Susan M Redford*

Susan M. Redford, Executive Director



Adjustment Number	Budget Code	Description	Adjustment Date
BA0001081	2019 COUNTY BUDGET JAN...	646- STATEMENT OF FACTS	12/10/2019

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	646- STATEMENT OF FACTS	11,032.00	-1,000.00	10,032.00
December:					
<a href="#">100-646-54760</a>	STATEMENT OF FACTS	646- STATEMENT OF FACTS	10,000.00	1,000.00	11,000.00
December:					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001089	2019 COUNTY BUDGET JAN...	457- OFFICE SUPPLIES	12/10/2019

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-457-53100</a>	OFFICE SUPPLIES & REPAIRS	457- OFFICE SUPPLIES	5,500.00	2,000.00	7,500.00
December:					
<a href="#">100-457-54260</a>	TRAVEL	457- OFFICE SUPPLIES	2,000.00	-750.00	1,250.00
December:					
<a href="#">100-457-54270</a>	CONFERENCES AND DUES	457- OFFICE SUPPLIES	3,500.00	-1,250.00	2,250.00
December:					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001090	2019 COUNTY BUDGET JAN...	581-PARTS & GAS TO EQUIPMENT	12/10/2019

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-581-54540</a>	PARTS REPAIRS GAS AND TRAN	581-PARTS & GAS TO EQUIPMENT	19,240.00	-2,000.00	17,240.00
December:					
<a href="#">100-581-55270</a>	FURNITURE & EQUIPMENT	581-PARTS & GAS TO EQUIPMENT	10,000.00	2,000.00	12,000.00
December:					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001091	2019 COUNTY BUDGET JAN...	560-DRONE PURCHASE	12/10/2019

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-560-54540</a>	PARTS REPAIRS GAS AND TRAN	560-DRONE PURCHASE	203,000.00	-20,000.00	183,000.00
December:					
<a href="#">100-560-55270</a>	FURNITURE & EQUIPMENT	560-DRONE PURCHASE	181,354.00	20,000.00	201,354.00
December:					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001093	2019 COUNTY BUDGET JAN...	580-OFFICE SUPPLIES	12/10/2019

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-580-53100</a>	OFFICE SUPPLIES & REPAIRS	580-OFFICE SUPPLIES	2,000.00	705.00	2,705.00
December:					
<a href="#">100-580-54200</a>	COMMUNICATION TELEPHONE	580-OFFICE SUPPLIES	1,000.00	-705.00	295.00
December:					

**Budget Adjustment Register**

Packet: GLPKT14308 - 12-10-19 ADJ #22

December:	-705.00					
<a href="#">100-580-54200</a>		COMMUNICATION TELEPHONE	580-OFFICE SUPPLIES	1,000.00	-280.00	720.00
December:	-280.00					
<a href="#">100-580-55270</a>		FURNITURE & EQUIPMENT	580-OFFICE SUPPLIES	13,613.00	280.00	13,893.00
December:	280.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001094	2019 COUNTY BUDGET JAN...	477-OFFICE SUPPLIES	12/10/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-477-53100</a>	OFFICE SUPPLIES & REPAIRS	477-OFFICE SUPPLIES	7,000.00	50.00	7,050.00
December:	50.00				
<a href="#">100-477-54270</a>	CONFERENCES AND DUES	477-OFFICE SUPPLIES	5,000.00	-50.00	4,950.00
December:	-50.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001095	2019 COUNTY BUDGET JAN...	477-LAW BOOKS	12/10/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	477-LAW BOOKS	11,032.00	-2,000.00	9,032.00
December:	-2,000.00				
<a href="#">100-477-53120</a>	LAW BOOKS	477-LAW BOOKS	16,100.00	2,000.00	18,100.00
December:	2,000.00				

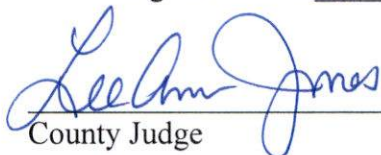
**Summary**

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2019	2019 COUNTY BUDGET JA	<a href="#">100-409-54080</a>	CONTINGENCY	11,032.00	-3,000.00	8,032.00
		<a href="#">100-457-53100</a>	OFFICE SUPPLIES & REPAIRS	5,500.00	2,000.00	7,500.00
		<a href="#">100-457-54260</a>	TRAVEL	2,000.00	-750.00	1,250.00
		<a href="#">100-457-54270</a>	CONFERENCES AND DUES	3,500.00	-1,250.00	2,250.00
		<a href="#">100-477-53100</a>	OFFICE SUPPLIES & REPAIRS	7,000.00	50.00	7,050.00
		<a href="#">100-477-53120</a>	LAW BOOKS	16,100.00	2,000.00	18,100.00
		<a href="#">100-477-54270</a>	CONFERENCES AND DUES	5,000.00	-50.00	4,950.00
		<a href="#">100-560-54540</a>	PARTS REPAIRS GAS AND TRANS. E	203,000.00	-20,000.00	183,000.00
		<a href="#">100-560-55270</a>	FURNITURE & EQUIPMENT	181,354.00	20,000.00	201,354.00
		<a href="#">100-580-53100</a>	OFFICE SUPPLIES & REPAIRS	2,000.00	705.00	2,705.00
		<a href="#">100-580-54200</a>	COMMUNICATION TELEPHONE	1,000.00	-985.00	15.00
		<a href="#">100-580-55270</a>	FURNITURE & EQUIPMENT	13,613.00	280.00	13,893.00
		<a href="#">100-581-54540</a>	PARTS REPAIRS GAS AND TRANS E	19,240.00	-2,000.00	17,240.00
		<a href="#">100-581-55270</a>	FURNITURE & EQUIPMENT	10,000.00	2,000.00	12,000.00
		<a href="#">100-646-54760</a>	STATEMENT OF FACTS	10,000.00	1,000.00	11,000.00
			<b>2019 Total:</b>	<b>490,339.00</b>	<b>0.00</b>	<b>490,339.00</b>
			<b>Grand Total:</b>	<b>490,339.00</b>	<b>0.00</b>	<b>490,339.00</b>


**PANOLA COUNTY**  
**2019**  
**BUDGET AMENDMENT #22**

We hereby amend the Panola County Budget for the Fiscal Year 2019 as set forth above according to the procedures outlined under Local Government Code, Chapter 111, Subchapter A Sections 111.010 (c), (d). A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2019.

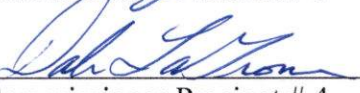
Signed on this 10<sup>th</sup> day of December, 2019.

  
\_\_\_\_\_  
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 10<sup>th</sup> day of December, 2019 as the same appears on file in the office of the County Clerk of Panola County.

  
\_\_\_\_\_  
County Clerk



December 10, 2019





**Liberty Mutual**  
SURETY

**OFFICIAL BOND AND OATH**

**Liberty Mutual Surety**  
Attention: LMS Claims  
P.O. Box 34526  
Seattle, WA 98124  
Phone: 206-473-6210  
Fax: 866-548-6837  
Email: HOSCL@libertymutual.com  
www.LibertyMutualSuretyClaims.com

OFFICE OF DISTRICT CLERK

KNOW ALL PERSONS BY THESE PRESENTS:

Bond Number: **999026518**

That we, Christina Chatman  
of 732 County Road 121, Carthage, TX 75633 as Principal, and, The  
Ohio Casualty Insurance Company a corporation duly licensed to do business in the State of Texas, as Surety, are held and firmly bound unto  
the Panola County and/or his/her  
successors in the penal sum of Five Thousand Dollars And Zero Cents  
(\$5,000.00), for the payment of which we hereby bind ourselves, our heirs, executors, administrators,  
successors and assigns, jointly and severally, firmly by these presents.

SIGNED, SEALED and DATED this 2nd day of December, 2019

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH,  
That whereas, the above bounden Principal was on the December 2, 2019, duly Appointed  
(elected/appointed) to the office of Assistant County Auditor  
Panola County in the State of Texas, for a term commencing on the 2nd day of December  
and ending August 31, 2020

NOW, THEREFORE, If the said Principal shall faithfully perform and discharge all the duties required of him/her by law as the aforesaid officer, and  
shall (conditions) "faithfully performance of the duties of county auditor"

then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that regardless of the number of years this bond may remain in force and the number of claims which may be made against  
this bond, the liability of the Surety shall not be cumulative and the aggregate liability of the Surety for any and all claims, suits, or actions under this  
bond shall not exceed the amount stated above. Any revision of the bond amount shall not be cumulative.

PROVIDED, FURTHER, that this bond may be canceled by the Surety by sending written notice to the party to whom this bond is payable stating that,  
not less than thirty (30) days thereafter, the Surety's liability hereunder shall terminate as to subsequent acts of the Principal.

Christina Chatman

BY: Christina Chatman  
Principal

The Ohio Casualty Insurance Company  
Surety

Countersigned  
BY: \_\_\_\_\_  
Texas Resident Agent

BY: Carrie Thomas  
Attorney-in-Fact  
Carrie Thomas



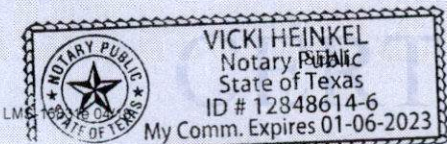
ACKNOWLEDGEMENT OF PRINCIPAL

THE STATE OF TEXAS  
County of Panola } ss

Before me, Vicki Heinkel, on this day, personally appeared, Christina Chatman  
known to me to be the person whose name is subscribed to the foregoing  
instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed. Given under my hand and seal  
of office, at Carthage, Texas, this the 2nd day of December,  
2019.

Vicki Heinkel  
Notary Public  
Panola County, Texas

A TRUE COPY  
of the original hereof, I certify  
Lindsey Smith  
DISTRICT COURT CLERK  
PANOLA COUNTY, TEXAS  
BY: Lindsey Smith  
DEPUTY CLERK



CERTIFIED COPY  
Page 1 of 1





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company  
**POWER OF ATTORNEY**

Principal: Christina Chatman  
Agency Name: Richard H. Thomas Inc. Bond Number: 999026518  
Obligee: Panola County  
Bond Amount: (\$5,000.00 ) Five Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Carrie Thomas in the city and state of Carthage, TX, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.



The Ohio Casualty Insurance Company  
By: *David M. Carey*  
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

STATE OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By: *Teresa Pastella*  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

**ARTICLE IV – OFFICERS: Section 12. Power of Attorney**

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 2nd day of December, 2019.



By: *Renee C. Llewellyn*  
Renee C. Llewellyn, Assistant Secretary



Liberty Mutual Surety: National Bond Center  
350 E. 96th Street  
Indianapolis, IN 46240  
(888) 844-2663 Fax: (866) 547-4883

### TRANSACTION REPORT

Preparer Name: Carrie Thomas Agency Name: Richard H. Thomas Inc.  
Preparer Email: carrie@pattersonins.com Agency Code: 973395

Principal: Christina Chatman Obligee: Panola County  
732 County Road 121 County Auditors Office Rm 213A  
Carthage, TX 75633 Carthage, TX 75633

Bond Information:  
Bond Number: 999026518 Effective Date: December 2, 2019  
Bond Amount: \$5,000.00 Expiration Date: August 31, 2020  
Renewal Type: Renewable (by new bond) Cancel Days: 30 Days  
Renewal Billing Method: Direct Bill Class Code: S108  
Renewal Term (Months): 24 Underwriting Paper: The Ohio Casualty Insurance Company  
Renew Automatically: Yes Bond Rating State: Texas  
Description of Bond: County Auditor

Invoiced To:  
Panola County  
110 S Sycamore St., Room 213A  
Carthage, TX 75633

Renewal Billing Information:  
Panola County  
110 S Sycamore St., Room 213A  
Carthage, TX 75633

Remarks:

Premium Information:  
Bond Premium: \$100.00  
Total Premium Due: \$100.00

This bond is a direct billed bond. It is the applicant's responsibility to ensure payment is received in full for this new business. Payment must be received within 20 days from the date this bond was issued. If payment is not received in full, this bond may be subject to cancellation. Bond(s) changes are available for your agency through <https://agents.libertymutualsurety.com>

Mail Payment To:  
Liberty Mutual Insurance Company  
25761 Network Place  
Chicago, IL 60673-1257



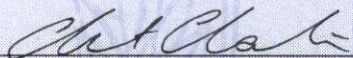
CERTIFIED COPY

**OATH OF OFFICE**  
**PANOLA COUNTY ASSISTANT AUDITOR**

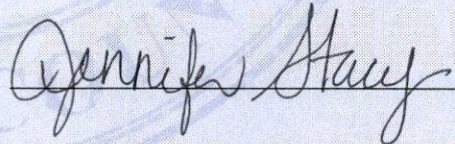
“I, Christina Chatman, do solemnly swear (or affirm), before the undersigned official and God the following:

1. That I will faithfully execute the duties of the office of County Auditor, of the County of Panola, State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution of the United States and this State;
2. That I have neither directly nor indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment, as a reward for the appointment to this office, so help me God.”

Signed this the 2nd day of December 2019.

  
\_\_\_\_\_  
Christina Chatman

Subscribed and sworn to before me this the 2nd day of December 2019 by Christina Chatman.

  
\_\_\_\_\_

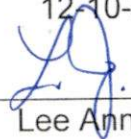


**CERTIFIED COPY**  
Page 4 Of 4



APPROVED

12-10-2019

  
Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME: William Magness

POSITION: Deputy

DEPARTMENT: PCSO

DATE: 25 Nov 19

CONFERENCE: CIT (48hr)

LOCATION: PCSO

DATES: Dec 2, 2019 to Dec 6, 2019

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 0

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?  
4 hrs

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

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

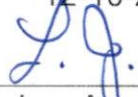
Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Required course for license

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

APPROVED

12-10-2019



Lee Ann Jones,  
County Judge

NAME:

Lee Ann Jones

POSITION:

County Judge

DEPARTMENT:

County Judge

DATE:

December 3, 2019

CONFERENCE:

Spring Judicial Session

LOCATION:

Lubbock, TX

DATES:

March 25, 2019 to March 27, 2019

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

4

Does the conference meet your educational requirements for the year?

Yes

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

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

5

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.)

---

---

---

---

---

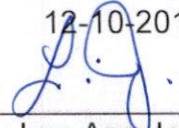
---

---

---

APPROVED

12-10-2019



Lee Ann Jones,  
County Judge

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

NAME: Sarah Fields  
POSITION: Lieutenant Criminal Investigator  
DEPARTMENT: Panola Co. Sheriff's Office  
DATE: December 2, 2019

CONFERENCE: Child Safety Review  
LOCATION: Austin, Texas  
DATES: Nov. 13, 2019 to Nov 15, 2019

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 3

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? \_\_\_\_\_

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

12-10-2019



Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

NAME: Terri Hudson

POSITION: Court reporter

DEPARTMENT: 123<sup>rd</sup> District Court

DATE: 11-19-2019

CONFERENCE: "English, Communications and Humor"

LOCATION: On-line

DATES: month of Nov. to \_\_\_\_\_

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 0

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?  
none

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.)

Texas court reporters are required to maintain continuing education credits. Seminars keep us informed as to changes in the law and procedures and also provide answers to ethical questions. We also learn ways to improve our speed, accuracy and technical performance/knowledge.