



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

PAGE 1 OF 17

DATE: 09/17/2024

SUBJECT: **CONSIDERATION OF OUT-OF-STATE TRAVEL REQUESTS**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the following out-of-state travel requests.

**BACKGROUND**

**AgriLife Extension**

**International Plant Propagator's Society-Southern Region of North America, October 26-30, 2024, Tulsa, Oklahoma, Laura Miller, \$1,690.25**

At this conference, the attendee will be presenting the International Report. In addition, the attendee will be participating in board meetings, educational sessions, and tours.

**Commissioner, Precinct 1**

**NACo Corporate Premier and Leadership Meeting, September 23-27, 2024, San Diego, California, for Commissioner Roy C. Brooks, \$733.00**

The NACo's Corporate Premier Event brings together county officials across the nation to focus on pressing issues facing counties and residents.

\* Note: Lodging expenditures will be paid by NACo.

**Community Development**

**National Community Development Association (NCDA) – Region VI Annual Conference, October 22-25, 2024, Lafayette, Louisiana, for James McClinton, \$1,536.31**

NCDA provides the attendee the knowledge to stay up to date will the latest regulatory and administrative guidelines set for by the U.S. Department of Housing and Urban Development. The attendee will also attend courses for Advanced Community Development Block Grant (CDBG) training and learn requirements for underwriting CDBG projects.

SUBMITTED BY:	Administrator's Office	PREPARED BY: APPROVED BY:	Desirae S. Arebalo
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COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 09/17/2024 PAGE 2 OF 17

**Criminal District Attorney**

**Law Enforcement and Law Services Video Association International Inc. (LEVA), October 26 – November 2, 2024, Indianapolis, Indiana, for Mark Porter and Rhona Wedderien, \$5,948.18**

LEVA training will include methods of evidence recovery, updates to software, and advanced techniques utilized by law enforcement agencies. The attendee must complete 80 hours of continuing education every three years as part of their certification requirements. In addition, Mark Porter serves on the Board of Directors for the LEVA organization.

\* Note: LEVA will reimburse for one (1) night of Mark Porter lodging as part of serving on their board.

**HIV Administrative Agency**

**Cicatelli Associates, Inc (CAI) Trauma Informed Care Collaborative, November 12-14, 2024, New York City, New York, for Lonnetta Wilson and Kaitlyn Malec, \$0.00\***

The attendees will network with colleagues across the nation to discuss different challenges and solutions that jurisdictions have experienced. In addition, this collaborative will provide the best practices to establish and create a trauma-informed culture in Tarrant County.

\* Note: All travel expenditures will be paid by CAI's Technical Assistance Provider-Innovation Network.

**Medical Examiner's Office**

**Association of Forensic Quality Assurance Managers (AFQAM) Training Conference, September 30 – October 4, 2024, Daytona Beach, Florida, for Barbara McCarty, \$2,049.75**

AFQAM annual training conference discusses various topics from forensic laboratories, accrediting bodies, and proficiency test providers. In-person breakout sessions, provides the attendee the opportunity to network and work in small groups with other Quality Managers to gain knowledge on tools that can be used for risk management and improvement for Forensic Quality Assurance.



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**Purchasing**

**National Procurement Institutes 56<sup>th</sup> Annual Conference, October 12-17, 2024, Denver, Colorado, for Allan Tucker, \$1,936.00**

The Purchasing Department is a recipient of NPI's Achievement of Excellence in Procurement (AEP) award. The institution provides valuable insight and education to individuals in the field of procurement. The attendee will have the opportunity to network with peers and earn continuing education credit.

**FISCAL IMPACT**

**AgriLife Extension**

588261/10000-2024/5710100000 = \$1,690.25

**Commissioner, Precinct 1**

588261/26100-2024/6110100000 = \$733.00

**Community Development**

588261/IO#502294/H0042-2025/5520010100 = \$425.00  
588291/IO#502294/H0042-2025/5520010100 = \$1,111.31

**Criminal District Attorney**

588261/D8700-2024/451030000 = \$5,948.18

**HIV Administrative Agency**

All travel expenditures will be paid by CAI's Technical Assistance Provider-Innovation Network.

**Medical Examiner's Office**

588261/10000-2024/2310100000 = \$2,049.75

**Purchasing**

576285/10000-2024/1830100000 = \$1,936.00



# TARRANT COUNTY TRAVEL REQUEST

<b>DEPARTMENT</b> NAME (If applicable, list additional names)	
Texas A&M AgriLife Extension Service	Laura Miller
<b>CONFERENCE NAME</b> (Acronyms should not be used. Please provide the full name of the conference/seminar.)	
International Plant Propagator's Society - Southern Region of North America	
Destination: Tulsa, OK	Departure: 10/26/24 Return: 10/30/24

<b>GSA RATE</b> (Additional line provided if travel occurs over a two-month period.)	
<b>GSA Lodging Rate</b>	<b>Date Range for GSA Lodging Rate</b>
\$107.00	-
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**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

~~\*Updated form to show GSA lodging rate of \$107 per Tarrant County Administrator's Office on 9/13/24~~

The hotel was chosen by IPPS Organization, members had to choose from one of the two rates. Laura will be presenting the Internation Report at the meeting and participating in board meetings, educational sessions and tours.

TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Laura Miller	\$107.00	4	10/26/24 - 10/29/24	\$428.00
				-	
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$575.00	\$575.00
Transportation:	\$407.36	\$407.36
Other (specify):	Hotel taxes: \$87.89; Parking \$84; Meal Per Diem \$108.00	\$279.89
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$1690.25</b>

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

10000-2024-588261-5710100000

Requested By: Laura Miller Department Head/Elected Official: Anthony Davis



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Commissioner, Pct 1	Roy Brooks

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
National Association of Counties Corporate Premier and Leadership Meeting

Destination: San Diego, California	Departure: 9/23/24	Return: 9/27/24
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GSA RATE (Additional line provided if travel occurs over a two-month period.)	
GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 194.00	9/23/24 - 9/27/24

**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

NACo's Corporate Premier Event brings together senior leaders from NACo's Corporate Partners and county leaders from across the country for an intimate networking opportunity. Over the course of three days, attendees will have a chance to build relationships and learn more about the latest challenges and opportunities facing county governments.

**\*\*NACo will pay for lodging\*\***

### TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging				-	
				-	
				-	
				-	

**Total Cost for Lodging for the Trip**

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 0.00
Transportation:		\$ 400.00
Other (specify):	Per Diem	\$333.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$733.00</b>

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

GL# 588261 Fund# 26100-2024 Cost Center# 6110100000

Requested By: *Roy Brooks* Department Head/Elected Official: \_\_\_\_\_

# TARRANT COUNTY TRAVEL REQUEST



DEPARTMENT	NAME (If applicable, list additional names)
Community Development	James A. McClinton

**CONFERENCE NAME** (Acronyms should not be used. Please provide the full name of the conference/seminar.)  
 National Community Development Association (NCDA) - Region VI annual conference.

Destination: Lafayette Louisiana	Departure: 10/22/24	Return: 10/25/24
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**GSA RATE** (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 110.00	10/22/24 - 10/25/24

**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

To attend the NCDA Region VI annual conference and obtain CDBG training and requirements for underwriting CDBG projects held in Lafayette, Louisiana scheduled for October 21-25, 2024.

The attendee is requesting to stay at the host hotel, the nightly lodging rate before taxes and fees is \$110.00

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	James A. McClinton	\$ 127.19	3	10/22/24 - 10/25/24	\$ 381.57
				-	
				-	
				-	

**Total Cost for Lodging for the Trip:**

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	NCDA Registration	\$ 425.00
Transportation:	American Airlines Flight	\$ 491.74
Other (specify):	Per Diem	\$ 238.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 1,536.31</b>

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

H0042-2025/5520010100/IO#502294/588291-\$1,111.31  
 H0042-2025/5520010100/IO#502294/588261-\$ 425.00

Requested By: James A. McClinton Department Head/Elected Official: \_\_\_\_\_

# TARRANT COUNTY TRAVEL REQUEST



DEPARTMENT	NAME (If applicable, list additional names)
Criminal District Attorney	Rhona Wedderien, Mark Porter

**CONFERENCE NAME** (Acronyms should not be used. Please provide the full name of the conference/seminar.)  
 Law Enforcement & Law Services Video Association International Inc

Destination: Indianapolls, IN	Departure: 10/26/24	Return: 11/2/24
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**GSA RATE** (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 133.00	10/26/24 - 11/2/24

**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

The law Enforcement & Emergency Service Video Association International, INC (LEVA) is hosting the 35th Annual Digital Multimedia Evidence Training Symposium in October 2024. LEVA requires 80 hours of continuing education every three years as part of their certification requirements. Classes will include Photogrammetry in Forensic Video Analysis, AI Detection in Justice and Public Safety, Mastering Crime Lines, Case studies in Forensic Video Analysis, 3D Modeling and Animation, AL for Video and Forensics, Proprietary Video Evidence, and Presenting Demonstrative Evidence in Court. Mark Porter serves on the Board of Directors for the LEVA organization. LEVA will Reimburse Tarrant County for one night of Mark Porter lodging as part of serving on their board. The nightly lodging rate before taxes and fees is \$133.00.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Mark Porter	\$ 148.59	7 Nights	10/26/24 - 11/2/24	\$ 1,040.13
	Rhona Wedderien	\$148.59	5 nights	10/27/24 - 11/1/24	\$ 778.05
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$1,818.18</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Rhonda - \$895.00 Porter - \$995.00	\$1,890.00
Transportation:	Airfare \$500.00/Transportation \$100.00 (x2)	\$1,200.00
Other (specify):	Rhonda - \$440.00 Porter - \$600.00	\$1,040.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$5,948.18</b>

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

588261/D8700-2024/4510300000

Requested By: Mark Porter Department Head/Elected Official: [Signature]

# TARRANT COUNTY TRAVEL REQUEST



**DEPARTMENT NAME** (If applicable, list additional names)

HIV Administrative Agency | Lonnetta Wilson, Kaitlyn Malec

**CONFERENCE NAME** (Acronyms should not be used. Please provide the full name of the conference/seminar.)

Cicatelli Associates, Inc (CAI) Trauma Informed Care Collaborative

Destination: New York City, NY | Departure: 11/12/24 | Return: 11/14/24

**GSA RATE** (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate

**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

Tarrant County HIV Administrative Agency has participated in a two-year collaborative with Cicatelli Associates Inc. (CAI) and our EHE-funded subrecipients. This learning community focuses on implementing a trauma-informed care (TIC) framework that is beneficial to the Tarrant County HIV Ryan White grants program for several key reasons:

1. Enhanced Patient-Centered Care
2. Improved Health Outcomes
3. Staff Wellness and Retention
4. Comprehensive and Integrated Services
5. Building a Trauma-Informed Community

TIC learning collaborative would not only improve the quality of care and outcomes for people living with HIV in Tarrant County but also support staff well-being and strengthen community partnerships.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Lonnetta Wilson	\$ 0.00	2	11/12/24 - 11/14/24	\$ 0.00
	Kaitlyn Malec	\$ 0.00	2	11/12/24 - 11/14/24	\$ 0.00
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 0.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 0.00
Transportation:		\$ 0.00
Other (specify):		\$ 0.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 0.00</b>

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

\*All travel expenses will be covered by Technical Assistance Provider - Innovation Network. (TAP-in)

Requested By: Dulce Lozano (Aug 29, 2024 12:39 CDT) Department Head/Elected Official: Lisa McKemie-Muttiah (Aug 29, 2024 15:09 CDT)

# TARRANT COUNTY TRAVEL REQUEST



DEPARTMENT	NAME (If applicable, list additional names)
Medical Examiner	Barbara McCarty

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Association of Forensic Quality Assurance Managers Training Conference

Destination: Daytona Beach, FL	Departure: 9/30/24	Return: 10/4/24
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GSA RATE (Additional line provided if travel occurs over a two-month period.)	
GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 125.00	9/30/24 - 9/30/24
\$ 116.00	10/1/24 - 10/4/24

**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

The Association of Forensic Quality Assurance Managers (AFQAM) is an established, professional organization consisting of Forensic Quality Managers throughout the U.S. AFQAM supports and promotes standardized practices and professionalism in quality management within the forensic community. AFQAM hosts an annual training conference which includes presentations and discussions from Quality Managers from various forensic laboratories, accrediting bodies, and proficiency test providers. In-person breakout sessions are held on one day of the training conference and typically involve smaller group discussions, tools that can be used for risk management and continuous improvement, and practical exercises. The training conference is a great learning resource and is also a means to exchange information with others in quality management roles.

TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Barbara McCarty	\$ 125.00	1	9/30/24 - 10/1/24	\$ 125.00
	Barbara McCarty	\$ 116.00	3	10/1/24 - 10/4/24	\$ 348.00
				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	425.00 (member registration)	\$ 425.00
Transportation:	800 (round trip flight)	\$ 800.00
Other (specify):	Meal Per Diem 51.75 (1st travel day/80.00/60.00 (last travel day)	\$ 351.75
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 2,049.75</b>

**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

588261/10000-2024/231010000

Requested By Barbara McCarty Department Head/Elected Official: [Signature]

# TARRANT COUNTY TRAVEL REQUEST



DEPARTMENT	NAME (If applicable, list additional names)
Purchasing	Allan Tucker

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
National Procurement Institutes 56th Annual Conference

Destination: Denver, CO	Departure: 10/12/24	Return: 10/17/24
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**GSA RATE (Additional line provided if travel occurs over a two-month period.)**

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 215.00	10/12/24 - 10/17/24

**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

The Tarrant County purchasing department has been a recipient of NPI's Achievement of Excellence in Procurement (AEP) award for 27 consecutive years. The institution provides valuable insight and education to individuals in the field of procurement. Attending this conference will help develop my skills in leadership and networking with peers. It is also an opportunity for me to earn up to 18.75 CEUs toward continuing education certification. The purchasing department will be acknowledged for receiving the AEP award however there is no option for virtual attendance.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Allan Tucker	\$ 176.00	5	10/12/24 - 10/17/24	\$ 880.00
				-	
				-	
				-	

**Total Cost for Lodging for the Trip**

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Member Rate	\$ 825.00
Transportation:	Flight	\$ 233.00
Other (specify):		

**TOTAL FOR ALL TRAVEL EXPENDITURES** \$ 1,936.00

**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

576285 / 1830100000 / 10000-2024

Requested By: *Allan Tucker* Department Head/Elected Official: *Michael...*