

TEXAS WORKFORCE COMMISSION
Interoffice Memorandum

To: Ruth R. Hughs, Chair, Commissioner Representing Employers
Julian Alvarez, Commissioner Representing Labor
Robert D. Thomas, Commissioner Representing the Public

From: Les Trobman, General Counsel

Date: February 5, 2019

Subject: Gifts of \$500 or more in value given to the Texas Workforce Commission

ACTION REQUESTED

Consideration and acknowledgment of gifts of \$500 or more in value given to the Texas Workforce Commission in accordance with Section 301.021 of the Labor Code and Chapter 575 of the Texas Government Code.

BACKGROUND

Section 301.021 of the Labor Code and Chapter 575 of the Texas Government Code give specific direction regarding the acceptance of donations or gifts to the Commission. Section 301.021 and Chapter 575 require acceptance or acknowledgment of the donation or gift in an open meeting and require that the name of the donor, the description of the donation or gift, and a statement of the purpose of the donation or gift be recorded in the minutes. Chapter 575 requires that the Commission acknowledge the acceptance of all donations or gifts of money or property with a value of \$500.00 or more in an open meeting no later than the 90th day after the date the gift is accepted.

The Executive Director's approval memorandum is attached as Exhibit A. The Resolution is attached as Exhibit B and includes a list of gifts and donations including all travel expenses paid for by a third party organization. This Resolution, with the attachment, will be recorded in the Commission minutes.

RECOMMENDATION

The Executive Director recommends the acknowledgement of gifts and donations of \$500 or more in value given to the Texas Workforce Commission in order to comply with Section 301.021 of the Labor Code and Chapter 575 of the Texas Government Code.

Attachments:

- Exhibit A - Executive Director's approval memorandum
- Exhibit B - Resolution

EXHIBIT A

TEXAS WORKFORCE COMMISSION
Interoffice Memorandum

To: Ed Serna, Interim Executive Director

Thru: Les Trobman, General Counsel

Date: January 28, 2019

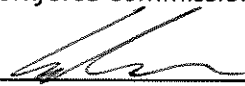
Subject: Gifts of \$500 or more in value given to the Texas Workforce Commission

Section 301.021 of the Labor Code and Chapter 575 of the Texas Government Code give specific direction regarding the acceptance of donations or gifts to the Commission. Section 301.021 and Chapter 575 require acceptance or acknowledgment of the donation or gift in an open meeting and require that the name of the donor, the description of the donation or gift, and a statement of the purpose of the donation or gift be recorded in the minutes. Chapter 575 requires that the Commission acknowledge the acceptance of all donations or gifts of money or property with a value of \$500.00 or more in an open meeting no later than the 90th day after the date the gift is accepted.

Documentation of all gifts and donations during the covered time period is attached as Exhibit A. Please note the gifts and donations with a value of \$500 or more will be presented to the Commission.

Prior to the Commission's consideration of the donation or gift, the agency is required by 40 Tex. Admin. Code § 800.9 to perform an inquiry and analysis of the donation or gift. Your signature below indicates the required inquiry and analysis has determined there is no detrimental effect to the Commission accepting the donation or gift. It is recommended you sign this form and accept the donation or gift.

I acknowledge that the required analysis and inquiry has been performed and determined there is no detrimental effect to accepting the donation or gift identified in Attachment A, on behalf of the Texas Workforce Commission.



Ed Serna
Interim Executive Director

1/28/19

Date

Attachments:
A - Gifts and Donations documentation

EXHIBIT B

A RESOLUTION OF THE TEXAS WORKFORCE COMMISSION
REGARDING ACKNOWLEDGMENT AND ACCEPTANCE OF GIFTS AND DONATIONS

WHEREAS, Section 301.021 of the Labor Code and Chapter 575 of the Government Code require that the Commission accept the gift or donation in an open meeting. The name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be reported in the public records of the Commission;

WHEREAS, Chapter 575 of the Government Code provides that a majority of the Commission must acknowledge the acceptance of all donations or gifts of money or property with a value of \$500.00 or more in an open meeting no later than the 90th day after the date the gift is accepted; and

WHEREAS, the gift has been reviewed by the Executive Director in accordance with 40 Tex. Admin. Code § 800.9.

WHEREAS, attached as "Attachment A" is a list of gifts with a value of \$500.00 or more, including a description and amount of each gift or donation, the donor's name, and a statement regarding the purpose of each gift or donation, in accordance with Section 575.004 of Chapter 575; and

NOW THEREFORE, based on these considerations and findings, the Commission acknowledges and accepts the gifts listed in the attached, in accordance with Chapter 575 of the Government Code.

Signed this 5th day of February, 2019, upon the affirmative vote of a majority of the Commission present and voting.

Ruth R. Hughs, Chair and Commissioner representing Employers

Julian Alvarez, Commissioner representing Labor

Robert D. Thomas, Commissioner representing the Public

Attachment A

ATTACHMENT A

	Reimbursing organization	TWC Staff	Date Range	Location	Purpose	Total	
1	Texas A&M University	Erin Wilder	10/23/18-10/27/18	Cedar Rapids, IA	To present with staff from A&M's Center for Disability and Development and attend the Division Career Development and Transition Conference	\$1,246.31	
						Reimbursed Expense	
						Description	
						Reimbursed Amount	
						Airfare	\$800.59
						Meals	\$107.72
						Lodging	\$158.00
						Event Registration	\$180.00
	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total	
2	National Association of State Workforce Agencies (NASWA)	Jeff Armstrong	10/9/18-10/11/18	Washington, DC	Attnd NLx Steering Committee meeting.	\$1,377.58	
						Reimbursed Expense	
						Description	
						Reimbursed Amount	
						Airfare	\$573.97
						Public Transportation	\$61.94
						Meals	\$79.25
						Lodging	\$641.42
						Parking	\$21.00
	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total	
3	University of Oklahoma-Autism Network	Jennifer Hines	11/13/18-11/14/18	Midwest City, Oklahoma	To present at the Oklahoma Statewide Autism Conference	\$ 719.43	
						Reimbursed Expense	
						Description	
						Reimbursed Amount	
						Airfare	\$ 350.00
						Rental Car	\$ 63.93
						Meals	\$ 76.00
						Lodging	\$ 208.00
						Parking	\$ 21.50