

**TEXAS WORKFORCE COMMISSION**  
**Interoffice Memorandum**

**To:** Ruth R. Hughs, Chair, Commissioner Representing  
Employers Julian Alvarez, Commissioner Representing Labor  
Vacant, Commissioner Representing the Public

**From:** Les Trobman, General Counsel

**Date:** May 14, 2019

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

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**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:** Edward Serna, Interim Executive Director  
**Thru:** Les Trobman, General Counsel  
**Date:** April 26, 2019  
**Subject:** Gifts of \$500 or more in value given to the Texas Workforce Commission

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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.*

  
\_\_\_\_\_  
Edward Serna  
Interim Executive Director

4/26/19  
\_\_\_\_\_  
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 21st day of May, 2019, upon the affirmative vote of a majority of the Commission present and voting.

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*Ruth R. Hughs, Chair and Commissioner representing Employers*

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*Julian Alvarez, Commissioner representing Labor*

Attachment A

ATTACHMENT A

TEXAS WORKFORCE COMMISSION  
 Gifts/Donations - 1st Quarter - ATTACHMENT A

	Reimbursing organization	TWC Staff	Date Range	Location	Purpose	Total
1	ACF's Office of Planning, Research, and Evaluation (OPRE)	Patricia Martinez	01/14/19-01/16/19	Washington, DC	To attend and present at the ACF's Office of Planning, Research, and Evaluation (OPRE) event: Next Steps for Employment and Training Research Roundtable	\$1,024.94
						<b>Reimbursed Expense</b>
						<b>Description</b>
						<b>Reimbursed Amount</b>
						Airfare
						\$357.96
						Public Transportation
						\$36.86
						Meals
						\$190.00
						Lodging
						\$416.12
						Parking
						\$24.00
	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
2	Texas Education Agency	Allison Wilson	01/28/19-01/31/19	Philadelphia, PA	To attend the ECDatworks Annual Winter Meeting for the meeting of national ECDW grantees at the request of Howard Morrison, TEA.	\$1,191.07
						<b>Reimbursed Expense</b>
						<b>Description</b>
						<b>Reimbursed Amount</b>
						Airfare
						\$322.00
						Public Transportation
						\$41.18
						Meals
						\$38.92
						Lodging
						\$788.97
	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
3	US Customer Harvesters	Stacey Wire	01/29/19-01/30/19	Amarillo, TX	To speak at US Custom Harvesters Convention to educate employers about the H-2A program.	\$692.63
						<b>Reimbursed Expense</b>
						<b>Description</b>
						<b>Reimbursed Amount</b>
						Airfare
						\$640.00
						Meals
						\$36.63
						Parking
						\$16.00
	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
4	National Skills Coalition	Anson Green	02/05/19-02/07/19	Washington, DC	To serve as a panelist for the National Skills Coalition that hosts a Skills Summit each year that brings in more than 350 adult education and workforce advocates to Washington DC for two days of policy briefings and a day of Congressional visits.	\$ 587.20
						<b>Reimbursed Expense</b>
						<b>Description</b>
						<b>Reimbursed Amount</b>
						Airfare
						\$ 484.00
						Public Transportation
						\$ 46.44
						Mileage
						\$ 12.76
						Parking
						\$ 36.00
						Other-WIFI
						\$ 8.00

Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
National Skills Coalition	Adam Leonard	2/05/19-2/07/19	Washington, DC	To attend the National Skills Summit and Workforce Data preconference event held by the National Skills Coalition	\$600.00
				<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
				Event Registration	\$600.00
Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
5 Kansas Adult Education Association	Anson Green	2/19/19-2/20/19	Wichita, KS	To Present at the 2019 Kansas Adult Education Conference	\$ 934.63
				<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
				Airfare	\$ 641.36
				Public Transportation	\$ 50.21
				Mileage	\$ 12.76
				Meals	\$ 90.18
				Lodging	\$ 108.12
				Parking	\$ 24.00
				Other	\$ 8.00
Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
6 National Mobility Equipment Dealers Association	Michelle Szumski	3/4/19-3/8/19	Lubbock, TX	Panel participant and attendee.	\$696.00
				<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
				Lodging	\$696.00
Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
7 US Department of Education	Anson Green	3/13/19-3/14/19	Washington, DC	To participate at the US Department of Education Division of Adult Education and Literacy, Office of Career, Technical, and Adult Education-Ability to Benefit	\$ 552.11
				<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
				Airfare	\$ 358.01
				Public Transportation	\$ 55.19
				Meals	\$ 86.91
				Parking	\$ 36.00
				Other-WIFI	\$ 16.00