

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

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

**From:** Les Trobman, General Counsel

**Date:** July 23, 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 Texas Labor Code and Chapter 575 of the Texas Government Code.

**BACKGROUND**

Section 301.021 of the Texas 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 Interim 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 Interim 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 Texas Labor Code and Chapter 575 of the Texas Government Code.

**Attachments:**

Exhibit A – Interim 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:** July 12, 2019

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

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Section 301.021 of the Texas 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

7/12/19  
\_\_\_\_\_  
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 Texas Labor Code and Chapter 575 of the Texas 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 Texas 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 Interim 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 Texas Government Code.

Signed this 23rd day of July, 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 - 3rd Quarter 2019 - ATTACHMENT A

	Reimbursing organization	TWC Staff	Date Range	Location	Purpose	Total
1	Annie E. Casey Foundation	Jason Vaden	4/28/19-4/30/19	Baltimore, MD	Attending the Annie E. Casey Foundation's Convening on improving education and career outcomes for Youth and Young Adults.	\$981.51
					<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
					Airfare	\$538.98
					Public Transportation	\$46.43
					Meals	\$75.00
					Lodging	\$321.10

	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
2	Texas Education Agency	Lauren Hargrove	5/6/19-5/9/19	Charlotte, NC	To participate in the National Technical Assistance Center on Transition Capacity Building Institute Conference.	\$1,653.11
					<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
					Airfare	\$998.10
					Public Transportation	\$83.24
					Mileage	\$13.92
					Meals	\$86.74
					Lodging	\$439.11
					Parking	\$32.00

	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
3	Center for Law and Social Policy (CLASP)	Reagan Miller	5/15/19 - 5/17/19	Washington, DC	To attend the CCBDG State Administrators Meeting hosted by CLASP and NWLC.	\$774.54
					<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
					Airfare	\$651.50
					Meals	\$62.77
					Public Transportation	\$60.27

	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
4	BUILD Initiative	Courtney Arbour	5/20/2019 - 5/23/2019	Memphis, TN	To attend and participate in the BUILD State Partners Meeting. All expenses paid by BUILD.	\$500.73
					<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
					Airfare	\$ 365.50
					Public Transportation	\$ 43.85
					Meals	\$ 34.22
					Parking	\$ 57.16

TEXAS WORKFORCE COMMISSION  
 Gifts/Donations - 3rd Quarter 2019 - ATTACHMENT A

	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
5	Center for Law and Social Policy (CLASP)	Courtney Arbour	5/15/2019 - 5/17/2019	Washington, DC	To attend the CCBDBG State Administrators Meeting hosted by CLASP and NWLC.	\$728.22
						<b>Reimbursed Expense</b>
						<b>Description</b>
						Airfare \$ 651.50
						Meals \$ 52.72
						Parking \$ 24.00

	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
6	Annie E. Casey Foundation	Ann Savino	4/28/2019 - 4/30/2019	Baltimore, MD	To attend Annie E. Casey Foundation Convention on improving education and career outcomes for Youth and Young Adults	\$752.06
						<b>Reimbursed Expense</b>
						<b>Description</b>
						Airfare \$ 331.96
						Lodging \$ 321.10
						Meals \$ 75.00
						Parking \$ 24.00

	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
7	BUILD Initiative QRIS National Learning Network	Courtney Arbour	6/23/2019 - 6/27/2019	New Orleans, LA	To attend the Think Tank Pre-Conference In-Person meeting and the QRIS BUILD Conference	\$1,478.83
						<b>Reimbursed Expense</b>
						<b>Description</b>
						Airfare \$ 538.68
						Public Transportation \$ 36.00
						Lodging \$ 322.00
						Parking \$ 32.15
						Event Registration \$ 550.00

	Reimbursing Organization	TWC Staff	Date Range	Location	Purpose	Total
8	BUILD Initiative QRIS National Learning Network	Reagan Miller	6/23/2019 - 6/27/2019	New Orleans, LA	To attend the Think Tank Pre-Conference In-Person meeting and the QRIS BUILD Conference	\$1,261.99
						<b>Reimbursed Expense</b>
						<b>Description</b>
						Airfare \$ 389.99
						Lodging \$ 322.00
						Event Registration \$ 550.00