

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

**To:** Bryan Daniel, Commissioner Representing the Public  
Julian Alvarez, Commissioner Representing Labor  
Aaron Demerson, Commissioner Representing Employers

**From:** Les Trobman, General Counsel

**Date:** January 13, 2020

**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, Executive Director

**Thru:** Les Trobman, General Counsel

**Date:** January 13, 2020

**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  
Executive Director

01/15/2020  
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 January, 2020, upon the affirmative vote of a majority of the Commission present and voting.

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*Bryan Daniel, Chair and Commissioner representing the Public*

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*Julian Alvarez, Commissioner representing Labor*

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*Aaron Demerson, Commissioner representing Employers*

Attachment A

	Reimbursing organization	TWC Staff	Date Range	Location	Purpose	Total	
1	Results for America	Courtney Arbour	10/2/19-10/4/19	Washington, DC	To participate in the Results for America Summit	\$ 958.78	
						<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
						Airfare	\$ 426.96
						Public Transportation	\$ 19.34
						Lodging	\$ 480.00
						Parking	\$ 32.48
2	Results for America	Jennifer Troke	10/2/19-10/5/19	Washington, DC	The Summit will bring together federal, state and local policymakers, philanthropists, social entrepreneurs and academics who are focused on accelerating economic mobility.	\$ 1,125.48	
						<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
						Airfare	\$ 370.00
						Public Transportation	\$ 17.48
						Lodging	\$ 646.00
						Parking	\$ 32.00
						Baggage Fee	\$ 60.00
3	BUILD Initiative	Reagan Miller	11/18/19-11/21/19	Philadelphia, PA	To participate in the BUILD state Partner Meeting that seeks to advance action by cross-sector state teams that lead to equitable access to state programs, services and initiatives that benefit young children, their families and communities.	\$ 1,224.74	
						<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
						Airfare	\$ 500.00
						Public Transportation	\$ 21.43
						Meals	\$ 68.87
						Lodging	\$ 591.44
						Parking	\$ 43.00
4	Texas Education Agency	Karen Killian	11/19/19-11/23/19	Nashville, TN	To attend the National Association for the Education of Young Children in Nashville, TN.	\$ 1,522.17	
						<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
						Airfare	\$ 326.96
						Public Transportation	\$ 9.58
						Meals	\$ 206.43
						Lodging	\$ 979.20
5	National Veterans Training Institute	Jennifer Jensen	12/2/19-12/5/19	Dallas, TX	NVTI Training	\$ 1,127.56	
						<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
						Airfare	\$ 589.56
						Meals	\$ 28.00
						Lodging	\$ 450.00
						Baggage Fee	\$ 60.00
6	National Veterans Training Institute	Josue Silguero	12/2/19-12/5/19	Dallas, TX	NVTI Course	\$ 575.05	
						<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
						Airfare	\$ 499.95
						Meals	\$ 15.10
						Baggage Fee	\$ 60.00