

Texas Dispute Resolution System™

Domestic Relations Office

Texas Rural Mediation Services™



Dispute Resolution Training Institute™

Office of Dispute Resolution

MEMO

To: Judge Curtis Parrish; Commissioner Mike Dalby, Precinct 1; Commissioner Jason Corley, Precinct 2; Commissioner Cary Shaw, Precinct 3; Commissioner Jordan Rackler, Precinct 4

From: D. Gene Valentini

Date: October 15, 2025

Re: Agenda Item for October 27, 2025: Consider authorizing purchase of food and beverages with County credit cards for the Office of Dispute Resolution training sessions, workshops, and meetings.

Executive Summary

The Lubbock County Employee Handbook prohibits the purchase of meals with County credit cards, “except group meals purchased for County sponsored trainings or meetings which are authorized by the Commissioners’ Court.” The Office of Dispute Resolution seeks to simplify the authorization process and be proactive by requesting approval for the categories of meals and refreshments needed by the Department.

For Fiscal Year 2026, the Office of Dispute Resolution plans to have approximately 10 to 15 training sessions, workshops, and meetings. Our goal is to continue both virtual and in-person trainings during Fiscal Year 2026. Historically, meals and refreshments have been provided for participants of in-person trainings, thus we are submitting our annual request to purchase these meals and refreshments on County credit cards. Prepaid registration fees cover these costs.