

# MEMO

To: Judge Curtis Parrish; Commissioner Terence Kovar, Precinct 1; Commissioner Jason Corley, Precinct 2; Commissioner Gilbert Flores, Precinct 3; Commissioner Chad Seay, Precinct 4

From: D. Gene Valentini

Date: September 8, 2022

Re: Agenda Item for October 10, 2022: Consider authorizing purchase of food and beverages with County credit cards for the Office of Dispute Resolution training sessions, workshops, and meetings.

## Executive Summary

Section 9.06 of 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.” Our goal is to simplify the authorization process and be proactive by requesting approval for the *categories* of meals and refreshments needed by the Department each year.

For Fiscal Year 2023, the Office of Dispute Resolution plans to have approximately 7 in-person training sessions, workshops, and meetings. Our goal is to continue in-person trainings in Fiscal Year 2023, pending the status of the pandemic. Historically, meals and refreshments have been provided for participants, thus we are submitting our annual request to purchase the meals and refreshments on County credit cards. Prepaid registration fees cover these costs.