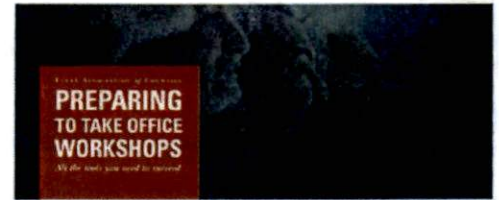


# Preparing to Take Office Workshops

December 6 - 15, 2022

Various Locations

For more information, contact [Rachel Kucera \(mailto:rachelk@county.org?subject=TAC%20Preparing%20to%20Take%20Office%20Workshops\)](mailto:rachelk@county.org?subject=TAC%20Preparing%20to%20Take%20Office%20Workshops) or [Megan West \(mailto:meganw@county.org?subject=TAC%20Preparing%20to%20Take%20Office%20Workshops\)](mailto:meganw@county.org?subject=TAC%20Preparing%20to%20Take%20Office%20Workshops) at (800) 456-5974.



<b>Dates</b>	<b>Locations</b>
Dec. 6	<b>Overton Hotel</b> 2322 Mac Davis Ln. Lubbock, TX 79401
Dec. 6	<b>Holiday Inn Tyler</b> 5701 S. Broadway Ave. Tyler, TX 75703
Dec. 8	<b>Odessa Marriott Hotel</b> 305 E. Fifth St. Odessa, TX 79761
Dec. 8	<b>Texas A&amp;M Hotel</b> 177 Joe Routh Blvd. College Station, TX 77840
Dec. 13	<b>Abilene Convention Center</b> 1100 N. Sixth St. Abilene, TX 79601
Dec. 13	<b>Omni Corpus Christi Hotel</b> 900 N. Shoreline Blvd. Corpus Christi, TX 78401
Dec. 15	<b>Hilton Waco</b> 113 S. University Parks Dr. Waco, TX 76701

Dec. 15

**The Bevy Hotel Boerne**  
101 Herff Rd.  
Boerne, TX 78006

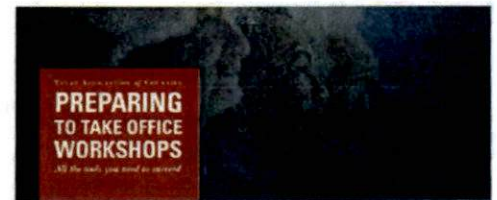
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# Preparing to Take Office Workshops

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## Agenda

- |                  |  |
|------------------|--|
| 8:30 a.m.        | <b>Registration &amp; Continental Breakfast</b>  |
| 9-9:30 a.m.      | <b>Welcome</b><br>"Life in the Fish Bowl — A Survival Guide for New Officials"<br>This realistic video demonstrates how easily an uninformed public official can get into trouble.<br><br><b>Introductions</b><br>Introduction to the Texas Association of Counties (TAC)<br>A brief overview of the history and structure of TAC.<br><br><b>TAC Services Overview</b> |
| 9:30-10 a.m.     | <b>Pitfalls &amp; Perils of Public Office</b><br>An overview of the legal requirements that shape how you can transact county business. Learn why hiring your relatives is prohibited, who you can and can't do business with, and other ways you can stay out of trouble.   |
| 10-10:15 a.m.    | <b>Break</b>   |
| 10:15-11:15 a.m. | <b>Management Challenges in HR</b><br>A discussion on the pitfalls that can occur in hiring, discipline and termination.   |
| 11:15-11:30 a.m. | <b>Peer-to-Peer Networking: What Are All These Different Associations and How Do They Relate to Me?</b><br>Learn about the association specific to your office and what it offers you, including orientation for newly elected officials and mandatory continuing education.   |

- 11:30 a.m.-12:30 p.m.      **Lunch** (*Provided*)
- 12:30-1 p.m.                **Checking All the Right Boxes**  
Take a deep dive into TAC's legal publications, education opportunities and planning calendars, as well as other materials that TAC provides to help you get started on the right foot.
- 1-2 p.m.                      **Open Government 101: Public Information Act and Open Meetings Act**  
Understand how being an elected official affects how you communicate about county business. A simple act, such as having coffee with two friends, may violate the law. This session helps you conduct the public's business without getting into trouble.
- 2-2:15 p.m.                 **Break**
- 2:15-2:45 p.m.             **Working With the Legislature**  
A discussion on the importance of being involved in the legislative process.
- 2:45-3:15 p.m.             **Working Effectively in County Government and the County Government System**  
Former county officials review the need for building relationships to make your job easier and more effective. Learn tips on dealing with the media, including social media. Take a look at the various county government offices and how each affects the others. See how they all must work together to get the job done.
- 3:15-3:45 p.m.             **Questions**  
An open discussion to answer your questions about holding office and county government.
- 3:45 p.m.                    **Adjourn**

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*\*Agenda subject to change. Check back later for updates to the topics and speakers as they are confirmed.*

TYLER COUNTY, TEXAS

MONTH OF \_\_\_\_\_, 20\_\_\_\_  
 TRAVEL RECORD AND CLAIM FOR REIMBURSEMENT

Date	Speedometer Beginning	Speedometer Ending	Area of Work	Purpose	Total Miles
12/6/22	- See Map -		Super Now Commissioners Workshop	Workshop	272
			Workshop		

Total Miles 272 @ 62.5 per mile: \$ 170.00

Itemize other allowable expenses:

\_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_

Total Expenses Claimed

\$ 170.00

I hereby certify that the mileage claimed is just and true and that all miles were traveled in performing duties as a county official/employee. I further state that no part of above claim has been paid and is allowed by the budget.

\_\_\_\_\_  
 Employee/Official Signature

\_\_\_\_\_  
 Employee/Official Printed Name

\_\_\_\_\_  
 (Official must sign for Employee)

\_\_\_\_\_  
 Office



- A** Woodville, TX, 75979
- B** Tyler, TX

2 hr 49 min , 136 miles  
Light traffic (Leave at 9:03 AM)  
Via US-69 N

136  
x 2  
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272 Miles  
x .625  
-----  
\$ 170.<sup>00</sup>

