



Travis County Commissioners Court Agenda Request

Meeting Date: December 4, 2012

Prepared By/Phone Number: David A. Salazar 854-4107

Elected/Appointed Official/Dept. Head: Sherri E. Fleming,
County Executive for Health and Human Services and Veterans Service

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and Take Appropriate Action on Request from Travis County Health and Human Services and Veterans Service to Pay a \$500 Invoice for Training Although Funds were not Encumbered Prior to Training Taking Place.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Parenting In Recovery (PIR) has made significant accomplishments during its five years in existence. The project has developed strong and effective community collaboration. It has designed and implemented a continuum of services that reduce risk factors associated with maternal drug dependence and has increased the ability of mothers to safely care for their children.

The Office of Children's Services (OCS), part of Travis County Health and Human Services and Veterans Service (TCHHSVS), arranged training on the Treatment of Co-Occurring Disorders for County staff and members of partner organizations involved in the Parenting in Recovery (PIR) project. Carlos Tirado, M.D., taught a three-hour workshop on 2/15/12. The course provided 69 attendees with information on suggested treatment methods for individuals with co-occurring substance dependence and mental health disorders. Participants learned how specific mental health diagnoses may require different substance dependence treatments. Dr. Tirado discussed current medications available for medically-assisted substance dependence treatment and their appropriate use, as well as the status of current research in the field.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

Funds for this training were not previously encumbered due to a miscommunication between County staff and staff paid by the PIR grant. The OCS director and grant staff have identified the best source of funds to make payment for these services and have forwarded this request for consideration and approval of payment to the Commissioner's Court.

STAFF RECOMMENDATIONS:

Staff seeks approval from the Court to make payment to the provider of this training.

ISSUES AND OPPORTUNITIES:

This training provided valuable information for the county staff and community partners involved in the PIR project.

FISCAL IMPACT AND SOURCE OF FUNDING:

The \$500 will come from the current OCS budget, cost center 1580190001, commitment item 512020. Approving this request will not increase the County Budget.

REQUIRED AUTHORIZATIONS:

Janice Cohoon, Financial Analyst, Travis County Auditor's Office
Diana Ramirez, Analyst, Planning and Budget Office
Mary Gerhardt, Assistant County Attorney



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
County Executive
for TCHHSVS
(512) 854-4100
Fax (512) 279-1608**

DATE: November 19, 2012

TO: Members of the Commissioners Court

FROM:

Sherri E. Fleming

Sherri E. Fleming

County Executive for Travis County Health and Human Services
and Veterans Service

SUBJECT: Training payment

Proposed Motion:

Consider and take appropriate action on the request of Travis County Health and Human Services and Veterans Service to pay a \$500 invoice for training although funds were not encumbered prior to the training taking place.

Summary and Staff Recommendations:

The Office of Children's Services (OCS) within Travis County Health and Human Services and Veterans Service (TCHHSVS) arranged a training on the Treatment of Co-Occurring Disorders for county staff and staff of partner organizations involved in the Parenting in Recovery (PIR) project. Carlos Tirado, M.D. taught the three-hour workshop on 2/15/12. The course provided the 69 attendees with information on suggested treatment methods for individuals with co-occurring substance dependence and mental health disorders. Participants learned how specific mental health diagnoses may require different substance dependence treatments. Dr. Tirado discussed what current medications are available for medically assisted substance dependence treatment and when these may be appropriate to use. He also discussed current research on the most effective treatments for dually diagnosed individuals.

The funds for this training were not encumbered beforehand due to a miscommunication between county staff and staff paid by the PIR grant. This oversight was not identified until the PIR semi-annual budget report was submitted to the funder. At that point, grant staff was asked to explore whether Dr. Tirado would agree to his services being provided pro bono. He requested that all possible payment options be pursued on his behalf. Grant staff attempted to identify available grant funds but the FY'12 grant had ended and the best option now is to pay for the training from the OCS General Fund budget. The OCS director has identified the funds and given approval to submit this request for payment to the Commissioner's Court.

Budgetary and Fiscal Impact:

The \$500 will come from the current OCS budget, cost center 1580190001, commitment item 512020.

Issues and Opportunities:

This training provided valuable information for the county staff and community partners involved in the PIR project.

Background:

PIR has made significant accomplishments during the five years it has been in existence. The project has developed a strong and effective community collaboration. It has designed and implemented a continuum of services that reduce the risk factors associated with maternal drug dependence, and has increased the ability of mothers to safely care for their children.

Cc: Andrea Colunga, Director, Office of Children's Services, TCHHSVS
Nicki Riley, Travis County Auditor
Jose Palacios, Chief Assistant County Auditor
Janice Cohoon, Financial Analyst, Travis County Auditor's Office
Mary Gerhardt, Assistant County Attorney
Leslie Browder, Executive Manager, Planning and Budget Office
Diana Ramirez, Analyst, Planning and Budget Office
Cyd Grimes, C.P.M., Travis County Purchasing Agent
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office



TRAVIS COUNTY Request for Payment

Upon completion please submit form and backup to
Auditor's Office. Upload spreadsheets can be emailed to AP@co.travis.tx.us

Request Date	Nov 19, 2012		<input type="checkbox"/> New (attach W9 form)
Reference Number			
Total Amount	\$500.00		
Vendor Number	New		
Vendor Name	Carlos Tirado, M.D.		

Dept Contact Name	John C. Bradshaw
Dept Contact Phone	854-4277

If you have multiple invoices or vendors, you must submit a separate form for each

Request Type and GL Account (select one)

<input type="radio"/> Subscription/Publication	512060	<input type="radio"/> Risk Mgmt Liab <small>(must be paid same wk)</small>	
<input type="radio"/> Notary Fee	511270	<input type="radio"/> Appraisal District Fees	
<input type="radio"/> Certifications/Memberships		<input type="radio"/> Court of Appeals Liab	251080
<input type="radio"/> Law Books	510020	<input type="radio"/> School District Liab	251480
<input type="radio"/> Interest on Judgements	519030	<input type="radio"/> Septic Fees Liab	241030
<input type="radio"/> Utilities		<input checked="" type="radio"/> Other	512020
<input type="radio"/> Court Related Fees		<input type="radio"/> Upload Spreadsheet <small>(non-medical)</small>	attached
<input type="radio"/> Restitution-Juveniles		<input type="radio"/> Foster Parent Reimbursement	
<input type="radio"/> Medical Svcs (juv & adult offenders)			

* If amounts must be split among multiple gl accounts, please note this in the comments section below

Cost Assignment (Fund and Grant only needed for liability payments)

Amount	Cost Center	Internal Order	WBS	Funds Reservation #	Fund	Grant
\$500.00	1580190001				0001	

Comments or special instructions

Treatment of Co-Occurring Disorders training for county staff and staff of partner organizations involved in the Parenting in Recovery project.

11/19/12

Authorized By:

Date:

I hereby certify that the goods or services for which payment is requested hereon have been purchased for governmental use and have been received. To my knowledge, funds are available and payment therefore is hereby requested.

Internal Use Only

Entered By:	
Date:	
Document #:	

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Carlos F Tirado MD

Business name, if different from above

Check appropriate box: Individual/
Sole proprietor Corporation Partnership Other ▶ ----- Exempt from backup
withholding

Address (number, street, and apt. or suite no.)
5002 Rollingwood Drive

City, state, and ZIP code
Austin, TX 78746

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
4	6	5	5	5	2	1	1	7

OR

Employer identification number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person ▶  Date ▶ **3/11/12**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Carlos F. Tirado, M.D., M.P.H., F.A.S.A.M.
5002 Rollingwood Drive
West Lake Hills, TX 78746

Parenting in Recovery Program
Attn: Chuck Roper

INVOICE DATE
3/11/12

TAX ID#: 465-55-2117

Invoice # **PIRCFT001**

Professional Services: **Inservice Training at Austin Recovery**

<u>Date</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
2/15/12	3 Hr Inservice on Treatment of Co-Occurring Disorders	3	\$ 500.00
	For professional services rendered		\$ 500.00
	Additional Charges		0.00
	Total amount of this bill		<u>\$ 500.00</u>
	Balance Due		\$ 500.00

Please mail payment to: 5002 Rollingwood Drive, West Lake Hills, TX 78746