



## Travis County Commissioners Court Agenda Request

**Meeting Date:** September 23, 2014

**Prepared By/Phone Number:** Kristine Nilsen, 854-4820

**Elected/Appointed Official/Dept. Head:** Leroy Nellis, Acting County Executive for Planning and Budget, 854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, Travis County Judge

### AGENDA LANGUAGE:

Approve tuition/fees award for one (1) Travis County employee to participate in the Leadership Austin Essential Class program, in accordance with Chapter 10.0191 – 10.0195 of Travis County Code.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Travis County Policies, Procedures, and Regulations Manual, Chapter 10.0191, Leadership Training-Funding Guidelines, provides financial assistance for county employees who are accepted in leadership training that will ultimately benefit Travis County as a whole.

### STAFF RECOMMENDATIONS:

Staff has reviewed the submitted documentation and recommends reimbursement to Kimberly Williams. The amount of this request for \$800; as stated in policy §10.0196, is for 80% of the tuition/fees (80% of \$3,250) up to a maximum award of \$800.

### ISSUES AND OPPORTUNITIES:

NA

### FISCAL IMPACT AND SOURCE OF FUNDING:

Funds are available in the budgeted line item for Professional Development, Training and Seminars account, funds center 1110030001 and commitment item 512050.

### REQUIRED AUTHORIZATIONS:

Kim Austin-Smith, Human Resources Management Department, 854-4707

Debbie Maynor, Human Resources Management Department, 854-9170 *DM*

Leroy Nellis, Planning and Budget Office, 854-9106

County Auditor's Office 854-9125

County Treasurer's Office 854-9365

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



## Rosemary Lehmburg ★ Travis County District Attorney

P.O. Box 1748 Austin, Texas 78767 • Telephone: 512-854-9400 • Fax: 512-854-9695

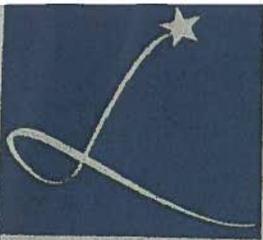
### Memorandum of Request for Funding for Leadership Austin

I was recently accepted into Leadership Austin, and I am writing to request funding for Leadership Austin. I have tried to answer all the question per the policy is in the Blue Book, Ch. 10 for all employees § 10.0191 - § 10.0195 below.

- (1) My name is Kimberly A. Williams, and I work at the Travis County District Attorney's Office in the criminal side of the Family Justice Division.
- (2) The name of the program is Leadership Austin Essential Class
- (3) Regarding the program curriculum – per the Leadership Austin website, “The Essential class is an opportunity for those connected in the community to better understand their leadership style, learn about the issues affecting Greater Austin, and develop lasting relationships that result in innovative and collaborative problem solving for our community. The Essential class integrates three elements into an intensive nine-month curriculum that includes an in-depth exploration of the issues that will impact Greater Austin; an opportunity for experienced leaders to hone their leadership competencies and to translate them from civic to business environments; and the opportunity to benefit from the diversity of classmates’ experience and to extend their connections to better serve their civic and professional goals.”
- (4) Leadership Austin costs \$3,250.
- (5) Regarding a comprehensive explanation of the benefits my attendance would have for Travis County – per the Leadership Austin website, “Essential class participants reflect the diversity of Greater Austin, ensuring different experiences and points of view are brought to the program. By focusing on regional issues, deepening leadership skills, and building relationships with others equally committed to their community, alumni are poised to have increased impact through their civic engagement.” The duty of an Assistant District Attorney is to see that justice is done. Assistant District Attorneys have a lot of discretion and have to make difficult decisions every day. Becoming a better leader, having a better understanding the diversity of Austin, seeing different perspectives, learning about regional issues, and developing a large network of Austin contacts would make me a better Assistant District Attorney by having a better understanding of what justice is and provide me with more information before making the tough decisions I have to make every day. That would be beneficial to Travis County.
- (6) Regarding my supervisor and elected or appointed official's Statement of Support, see my attached PDF form that includes the signature of John Neal, First Assistant of the Travis County District Attorney's Office.
- (7) Regarding my supervisor's approval if requested attendance is during regular work hours, see the same attached PDF form.

Sincerely,

Kimberly Williams  
Assistant District Attorney



## Class of 2015 Commitment

Leadership Austin will not publically announce the Class of 2015 until after the opening retreat so that all applicants can be notified and we see the full attendance at the retreat. You are free to tell your immediate network, but we ask that you do not post on social media or make broad public announcements until after the opening retreat.

I will participate in all aspects of the 2015 Leadership Austin Essential Class that requires:

- Attendance at the entire September Opening Retreat.
- Attendance at monthly Essential @lass days and corresponding project team meetings.
- Attendance at the entire May Closing Retreat.
- Discuss with my employer any specific objectives they may have for me beyond the professional development and community benefits of participating in the Essential Class.
- Support from my employer to attend each session, without interruption.

I have enclosed:

- This signed commitment form.
- My tuition for \$3,250; or, signed Payment Plan. Please note that your Payment Plan will be mailed to you after you have spoken with Jeff Olmeda.

I, the undersigned, hereby indemnify, release, and hold Leadership Austin harmless from and against all claims for bodily injuries or damage to property in connection with my participation in Leadership Austin programs, whether or not caused by any negligent act or omission of Leadership Austin or its employees or volunteers. I understand that photos will be taken throughout the year, and I release the use of my likeness and mention of my participation in Leadership Austin for press releases, the website, or other purposes deemed appropriate by Leadership Austin staff.

Kimberly A. Williams

Participant Signature

8-10-14

Date

John G. Neal

Employer Signature/Title/Organization

8/11/14

Date

First Assistant District Attorney  
Travis County District Attorney's Office



Presenting Sponsor



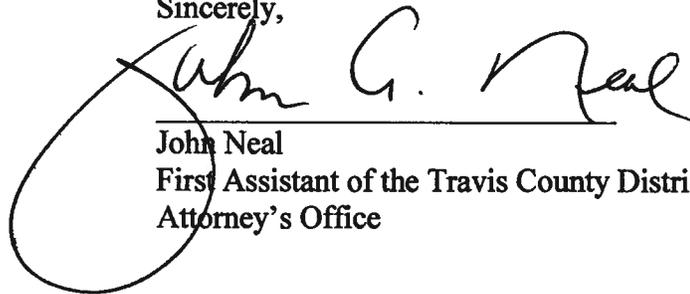
## Rosemary Lehmberg ★ Travis County District Attorney

P.O. Box 1748 Austin, Texas 78767 • Telephone: 512-854-9400 • Fax: 512-854-9695

### Letter of Support of Kimberly Williams's Participation in Leadership Austin

I support the participation of Kimberly Williams in the Leadership Austin program. I believe this curriculum is particularly relevant to her work for Travis County as one of the attorneys at the Travis County District Attorney's Office. I support the use of Leadership training funds for this program under Blue Book, Ch. 10 for all employees § 10.0191 - § 10.0195. It is my understanding that this program will require attendance during regular work hours.

Sincerely,



John Neal  
First Assistant of the Travis County District  
Attorney's Office



enter name, id or email

SEARCH

Full search | Advanced Search

Welcome Jeff Olmeda !

Friday, September 5, 2014

Acti Theme | Support Center | Logout

### Pledge Payment Summary (55493)

1 of 2

Pledge Payment Info Edit Delete Split Donation Add Match Pledge Add Soft Credit

Mark as Reviewed

Menu

|                      |                                |                              |                            |                   |
|----------------------|--------------------------------|------------------------------|----------------------------|-------------------|
| Amount:              | \$3,250.00                     | SUCCEED                      | Date:                      | 08/11/2014        |
| Purpose:             |                                |                              | Campaign:                  | Essential 2014-15 |
| Fund:                | Program Tuition                |                              | Social Fundraiser:         |                   |
| Anonymous:           | No                             |                              | Solicitor:                 |                   |
| Source:              |                                |                              | Solicitation:              |                   |
| Donor Name:          |                                |                              | Tender:                    | Check             |
| Batch Number:        |                                |                              |                            |                   |
| Pledge:              | \$3,250.00                     | Un-Link Donation from Pledge |                            |                   |
| General Attributes : |                                |                              |                            |                   |
| Donation             |                                |                              |                            |                   |
| Legacy ID:           |                                |                              |                            |                   |
| Created:             | 8/11/14 1:46 PM by Jeff Olmeda |                              | Donor Note:                |                   |
| Last Updated:        | 8/11/14 1:47 PM by Jeff Olmeda |                              | Social Fundraiser Comment: |                   |

#### Donor Info

|          |                                      |             |                         |
|----------|--------------------------------------|-------------|-------------------------|
| Name:    | Ms. Kimberly Allison Williams (7873) | Salutation: |                         |
| URL:     |                                      | Email:      | kimawilliams@[REDACTED] |
| Address: | [REDACTED]                           | Phone1:     | [REDACTED]              |
| :        |                                      | Phone2:     | [REDACTED]              |
| :        |                                      | Phone3:     | [REDACTED]              |
| :        |                                      | Fax:        |                         |
| City:    | Austin                               | State:      | TX                      |
| Zip:     | 78746                                | Country:    | United States           |

#### Payment Information

|              |                                |          |                |                                |
|--------------|--------------------------------|----------|----------------|--------------------------------|
| Method:      | Check [Edit]                   | Received | Note:          | Check date: 08/11/2014         |
| Amount:      | \$3,250.00                     |          |                |                                |
| Institution: |                                |          | Routing #:     |                                |
| Account #:   |                                |          | Account Owner: | Kimberly Allison Williams      |
| Check #:     | 594                            |          | Deposited:     | 2014-08-11                     |
| Created:     | 8/11/14 1:47 PM by Jeff Olmeda |          | Last Updated:  | 8/11/14 1:47 PM by Jeff Olmeda |