



Travis County Commissioners Court Agenda Request

Meeting Date: October 7, 2014

Prepared By/Phone Number: Kristine Nilson, 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 Emerge 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 Amanda Miller. The amount of this request is for \$120, as stated in policy §10.0196, is for 80% of the tuition/fees paid (80% of \$150) 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

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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.



4-H CAPITAL AmeriCorps Project – Travis County
 1600-B Smith Road, Austin, Texas 78721
 (512) 854-9600 phone | (512) 854-9611 fax



MEMORANDUM OF REQUEST FOR LEADERSHIP TRAINING

September 10th, 2014

Commissioner's Court;

My name is Amanda Miller and I am a Social Services Program Specialist Associate (AmeriCorps Project Coordinator) with the Travis County CAPITAL Project at Texas A&M AgriLife Extension Service – Travis County. I am writing to request funding to attend the 2014 Leadership Austin Emerge Program, commencing September 26th, 2014 and ending December 11th, 2014. The curriculum of the Emerge Program covers a wide range of topics including focusing on exploring leadership concepts, utilizing practical tools and creating a personal framework for being a more effective civic leader. The total cost of the program is \$660. Leadership Austin provides limited scholarship opportunities for their program, and I was elected to receive a \$500 scholarship.

Leadership Austin is a 501(c)3 founded by the Greater Austin Chamber of Commerce in 1979, with the following mission -

Leadership Austin offers emerging and community leaders a unique opportunity to be a part of a group that has come together to develop their personal and professional leadership skills, learn about the issues affecting Greater Austin through open and balanced civic discussion, and build relationships with others who seek to grow as leaders and find solutions to the issues facing our region.

The Emerge Program ... helps young professionals identify their leadership style and develop the skills all high-impact leaders possess. Emerge participants will strengthen and increase their network and circle of influence in order to collaborate and benefit Greater Austin. The program is the beginning of the path toward investing in learning more about your personal leadership style for greater success.

As a Project Coordinator who mentors AmeriCorps members in their professional development, my participation in the Emerge Program will provide a direct benefit to my organization by allowing me the opportunity to network with a diverse group of professionals from across Travis County. Members of this program come from government, the nonprofit sector and private industries, and the contacts I make will enrich my ability to help our AmeriCorps members develop their own career paths. As the Outreach coordinator for our organization, this opportunity will allow me to engage fully in civic projects happening in the greater Austin area, and bring this knowledge back to my organization for greater future outreach and volunteerism efforts. Personally, this program is a major step in my professional development as a community leader, as I plan to continue on the career path of social services and nonprofit management. The Emerge program will help me build my professional network and fill in the leadership training that I need to advance to the next steps of my career.

For the reasons outlined above, I am requesting program tuition reimbursement of \$120 (30% of my total cost), as well as the ability to count the mandatory retreat on September 26th from 8:00am – 5:00pm as allowable hours for work. All other classes occur in the evenings, after the work day has ended.

Thank you for your consideration,

Amanda Miller
 AmeriCorps Project Coordinator
 (512) 854-3191
 amanda.miller@co.travis.tx.us



Kristine Nilsen

From: Amanda Miller
Sent: Thursday, September 25, 2014 9:22 AM
To: Kristine Nilsen
Subject: FW: Emerge Application Update

From: Christopher Kennedy [<mailto:ckennedy@leadershipaustin.org>]
Sent: Thursday, September 04, 2014 4:22 PM
To: Amanda Miller
Subject: Emerge Application Update

Dear Amanda,

Congratulations! On behalf of the Board of Directors, I am pleased to inform you that you have been selected to participate in the 2014 Leadership Austin Emerge Program. We had a 15% increase in applications from last year and the panel of community leaders had a difficult challenge in selecting the 55 participants. You are now a part of Leadership Austin's 36-year history of preparing talented leaders to serve Greater Austin.

Our team is hard at work to ensure that this year's experience will be outstanding. The curriculum will focus on exploring leadership concepts, utilizing practical tools and creating a personal framework for being a more effective civic leader.

As indicated on the application, the program starts with a **mandatory retreat** on September 26, 2014 from 8:00 am to 5:00 pm. If you cannot attend please call Julie Smith (512-499-0435, ext. 114) immediately so an alternate may be selected. You are expected to attend all seven sessions (Sept 26, Oct 9, Oct 23, Nov 6, Nov 20, Dec 4 and Dec 11).

To confirm your place in the class, we ask that you:

- Read the [program guidelines and attendance policy](#)
- Complete the [commitment form](#)
- Pay your Emerge tuition of \$650 via check, [online](#), or by contacting Jeff Olmeda, jolmeda@leadershipaustin.org, to set up a payment plan.

Please submit your online commitment form and tuition payment no later than Friday September 12. Once we receive these documents, you will receive a separate email containing additional information about the September Retreat.

If you have questions, please give us a call at 512-499-0435. Congratulations again, and welcome to Leadership Austin!

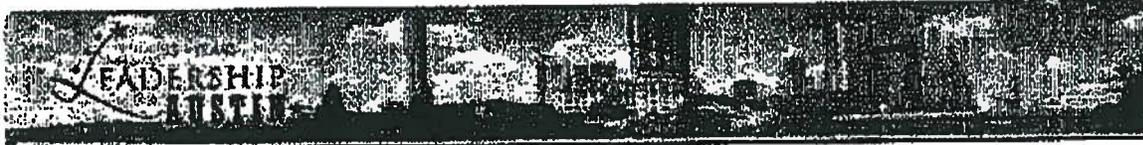
Sincerely,

Christopher Kennedy
Chief Executive Officer
ckennedy@leadershipaustin.org

Amanda Miller

From: Leadership Austin <info@leadershipaustin.org>
Sent: Thursday, September 11, 2014 7:18 AM
To: Amanda Miller
Subject: Leadership Austin Donation Confirmation

Is this email not displaying correctly? [View it in your browser.](#)



Amanda,

Thank you for your \$650.00 donation toward Leadership Austin's Emerge 2014-15 campaign. This message is to confirm that we received your contribution on 09/11/2014 and will follow up shortly with an official acknowledgement letter via postal mail.

In the meantime, please contact us at info@leadershipaustin.org or (512) 499-0435 if you have any questions.

Sincerely,
Leadership Austin

Leadership Austin: 1809 Shoal Creek Blvd Ste 202, Austin, TX 78701 | Tax ID: 74-2987483
Contact: (512) 499-0435 | info@leadershipaustin.org | www.leadershipaustin.org
Socialize: [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#) | [Blog](#) | [Subscribe to Emails](#)

You are receiving this email because of your interest or participation in Leadership Austin.

Kristine Nilsen

From: Amanda Miller
Sent: Thursday, September 25, 2014 9:23 AM
To: Kristine Nilsen
Subject: FW: Emerge Scholarship

From: Julie Smith [<mailto:jsmith@leadershipaustin.org>]
Sent: Friday, September 19, 2014 12:07 PM
To: Amanda Miller
Cc: Jeff Olmeda
Subject: Emerge Scholarship

Hi Amanda,
Happy Friday! I'm excited to let you know that you have been chosen to receive a \$500 scholarship from the Yellow Cab Cares fund. Congratulations!

I'm copying my colleague Jeff who will reimburse \$500 back to you.

Have a great weekend, and I look forward to seeing you soon!

Julie

Julie Smith
Leadership Programs Manager
(512) 499-0435, x114
www.leadershipaustin.org



Amanda Miller

From: Jeff Olmeda <jolmeda@leadershipaustin.org>
Sent: Monday, September 22, 2014 2:08 PM
To: Amanda Miller
Subject: Leadership Austin Customer Refund Notification

REFUND CONFIRMATION

Order Information

Merchant: Leadership Austin
Description: PARTIAL REFUND: Received tuition assistance -- Paid to: Leadership Austin Donation
ID: 55692 Campaign Name: Emerge 2014-15 EMAIL: amanda.miller@co.travis.tx.us
NEON Account ID: 23344

Billing Information

Amanda Miller
78748
amanda.miller@co.travis.tx.us

Shipping Information

Total: US \$500.00

MasterCard

Date/Time: 22-Sep-2014 14:07:56 CDT
Transaction ID: 6517777058

[Type text]



To: Travis County Commissioner's Court
CC: Sherril Fleming

From: Lydia Domaruk
County Extension Agent - Urban Youth Development
HHSVS / Travis County 4-H CAPITAL Project
Texas A&M AgriLife Extension Service

September 11, 2014

To whomever it may concern,

I am writing this letter in support of Amanda Miller's request for tuition reimbursement and paid training time for the Leadership Austin Program. We currently do not have training funds available in our budget to cover these costs. I support her participation in the Leadership Austin Emerge Program and feel that her participation will not only be of great benefit to our organization, but her own professional development.

Sincerely,

A handwritten signature in black ink, appearing to read "Lydia Domaruk".

Lydia Domaruk
1600 Smith Rd.
Austin, TX 78723
(512) 854-9609
LRDomaruk@ag.tamu.edu

Texas A&M AgriLife Extension Service – Travis County



September 24, 2014

To whom it may concern:

I am writing in support of Amanda Müller's participation in the Leadership Austin Emerge program. I believe this curriculum is particularly relevant to her work for Travis County in that it will provide her with essential tools and skills to be a successful leader in her current and future positions. I support the use of Leadership training funds to cover 80% of her out-of-pocket costs (\$120). It is my understanding that this program will require attendance during regular work hours for the first day, September 26th 8:00am – 5:00pm, but that the remainder of the program is conducted after work hours.

Rebecca Sandman
by *[Signature]*

Texas A&M AgriLife Extension Service
1600-B Smith Road | Austin, Texas 78721

Tel. 512.854.9500 | Fax. 512.854.9511 | AgriLifeExtension.tamu.edu

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, religion, national origin, age, disability, genetic information, or veteran status. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating