

TITUS COUNTY
BUDGET AMENDMENT

NUMBER

2023-03

DATE 10-24-2022`

FYE 9/30/2023

Training for New County Clerk - Approved 9-26-2022

ACCOUNT DESCRIPTION	ACCOUNT NUMBER	CURRENT BUDGET AMOUNT	AMOUNT OF AMENDMENT	ENDING BUDGET AMOUNT	REASON FOR ADMENDMENT
County Clerk - R&M Fund:					
Newly Elected Official Training	043-403-102	-	7,725	7,725	Commissioners' Court approved an additional position for the newly elected clerk on September 26, 2022 for the period of October 1, 2022 through December 31, 2022. The goal of this position is to allow one-to-one hands-on training for the new clerk. This increase in cost is to be paid by the County Clerk R&M Fund which meets the requirements for these funds. This budget amendment reflects the salary and related benefits for this position.
FICA	043-403-201	1,048	479	1,527	
Medicare	043-403-202	245	113	358	
Retirement	043-403-203	2,246	1,027	3,273	
Hospital Insurance	043-403-222	-	2,907	2,907	
Dental	043-403-223	-	48	48	
Use Fund Bal - Co Clerk R&M		247,917	(12,299)	235,618	

Barbara Sherbet

APPROVED IN COMMISSIONER'S COURT

J. Newman, B. Sherbet

REQUESTED BY

10/24/2022

DATE APPROVED IN COMMISSIONERS COURT

Barbara Sherbet

COUNTY AUDITOR

TITUS COUNTY
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Barbara Shurbet

APPROVED IN COMMISSIONER'S COURT

10-24-22

DATE APPROVED IN COMMISSIONERS COURT

B. Shurbet

Agenda Item # 16

REQUESTED BY

Vote Fitch/Parchman - all voted yes.

Barbara Shurbet

COUNTY AUDITOR

TRIAL BALANCE SHEET - COUNTY CLERK R&M FUND
SEPTEMBER

YEAR-TO-DATE

ASSETS:

2022 043-103-101 CASH IN BANK	247,916.97	
2022 043-115-142 A/R R&M FEES	.00	

TOTAL ASSETS	247,916.97	247,916.97

LIABILITIES:

2022 043-201-000 VOUCHERS PAYABLE	.00	
2022 043-202-050 ACCOUNTS PAYABLE	.00	
2022 043-202-100 SALARIES PAYABLE	.00	
2022 043-243-000 ENCUMBRANCES	.00	
2022 043-244-000 RESERVE FOR ENCUMBRANCES	.00	

TOTAL LIABILITIES	.00	

FUND EQUITY:

FUND BALANCE	217,142.14-	
REALIZED REVENUE	66,968.92-	
LESS EXPENDITURES	36,194.09	

TOTAL FUND EQUITY	247,916.97-	

TOTAL LIABILITIES/FUND EQUITY		247,916.97-
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Barbara Shurbet

From: Barbara Shurbet <bshurbet@co.titus.tx.us>
Sent: Tuesday, September 27, 2022 11:26 AM
To: 'Joan Newman'
Subject: Training Position for Leslie Brosnan

Hello Joan: Based on our conversation, I have calculated the cost to the County for Leslie to work from October 1 through December 31 in your office while training to take over as the county clerk on January 1.

Based on the current rate of \$ 14.83 per hour at 40 hours per week for 13 weeks, the total gross wage would be \$ 7,711.60 plus benefits.

I hope this provides the information that you need. If I can assist you in any way, please let me know.

Thank you.

NOTICE OF MEETING OF THE
COMMISSIONERS' COURT OF TITUS COUNTY, TEXAS

Brian Lee, County Judge - 903-466-6666
Jeff Parchman, Pct. 1 - 903-573-3030 John Fitch, Pct. 2 - 903-563-2867
Dana Applewhite, Pct. 3 - 903-563-3173 Jimmy Parker, Pct. 4 - 903-573-6202

Notice is hereby given that a Special Meeting of the Commissioners' Court of Titus County, Texas, will be held on the 26th day of September 2022 at 9:00 o'clock a.m., in the Titus County Courthouse, County Courtroom, 100 West First Street, Room 205, Mt. Pleasant, Texas 75455, at which time the following subjects will be discussed not necessarily in the order presented:

INVOCATION

PLEDGE OF ALLEGIANCE

1. Public Comments and/or Requests for Information on Non-Agenda Items in Accordance With Section 551.042, Texas Open Meetings Act

2. Consider and Possibly Approve Minutes from September 12th, 2022 Regular Meeting of the Commissioners' Court

3. Consider and Possibly Approve Minutes from September 21st, 2022 Special Meeting of the Commissioners' Court *2/4*

4. Report From Commissioners Regarding Road Work Status *email to Ren Fisher asking for copy of contract*

5. Discuss employee benefits cafeteria plan and January 2023 renewal with possible action *effective 1-1-23 For 5 years Cafeteria plan Ren Fisher w/ Colonial*

6. Consider and Possibly Approve the Bradley Estates Subdivision *2/1 pending water from TEL-540*

7. Consider and Possibly Approve the Piney Woods Estates Section 1 Subdivision *2/4 Roberta Figueroa CL4690*

8. Presentation from Sheriff Ingram regarding jail population and future expansion *5 year, renewable w/ CPT*

9. Consider and Possibly Approve jail meal contract for the Sheriff's Office *entire packet goes to Joyce*

10. Consider and Possibly Approve bid(s) pertaining to Fuel - Diesel & Gas *2/4 Email to jacksonoil@sbcglobal.net per their website*

11. Discuss handicap upgrades for Main Courthouse with possible action *2/4*

12. Consider and Possibly Approve an additional position for the Clerk's Office to allow training of the newly elected County Clerk, *lost figures - starting Oct 1. Approve position of actual ants at next court. Joan will prepare letter for next mtg \$ @ 14.83*

13. Consider and Possibly Approve renewal of lease at 312 N. Riddle with Workforce Solutions Northeast Texas commencing March 1, 2023 through February 28, 2024 *2/3 email to sheryl - RE: 1020R*

14. Consider and Possibly Approve medical, dental and vision employee benefit rates through TAC that will take effect January 1, 2023 *3/4 to Judge - Kent Cooper - Wellness sponsor. Savings \$186,000 of bud get \$.*

15. Consider and Possibly Approve a contract with the Attorney General's Office and TALX Corporation, who acquired Appriss, Inc., the vendor that provides the Statewide Automated Victim Notification Services (SAVNS) for the year beginning September 1, 2022 *2/3*

16. Approve Oral and Written Reports of County Officials - *2/2 to Joyce*

17. Consider and Possibly Approve Treasurer's Report *3/2*

18. Approve Budget Amendments 2022-030 + 2022-031 *4/2 to Navette Joyce*

19. Sign Pay Orders and Approve Payments *need 9-26-22 4/2 to Linda for Joyce*

20. Closing Comments by County Judge and Commissioners, if any

ADJOURN

Commissioners' Court of Titus County, Texas

Brian Lee
County Judge

FILED SEP 22 2022
7:22 SEP 22 AM 9:21
COUNTY CLERK
DEPUTY

Barbara Shurbet

From: Barbara Shurbet <bshurbet@co.titus.tx.us>
Sent: Wednesday, September 28, 2022 12:28 PM
To: 'Joan Newman'
Subject: Use of Records Management Funds for Training of Incoming County Clerk on Records Management Requirements

Good Morning, Joan: Thank you for suggesting that commissioners consider using the records management funds to pay for the training for the county clerk from the period 10-1-2022 through 12-31-2022. I have reviewed the SPECIAL & DEDICATED FUNDS research tool published by TAC and do not find any reason why this would not meet the requirements as long as it is approved by commissioners.

Further, the cash balance in Fund 043 – County Clerk R&M Fund as of 9-15-2022 was \$ 242,706.42.

Based on this information, I believe that your suggestion will work for Titus County.

Thank you for diligently working to make the best use of the resources available.

Joan Newman

100 West First Street
Ste 204
Mt. Pleasant, TX 75455
Titus County

Phone: 903-577-6796
Fax: 903-572-5078
Email: jnewman@co.titus.tx.us
Website: <http://tituscounty.com>

Titus County Clerk

September 27, 2022

Barbara Shurbert
Titus County Auditor
Titus County, Texas

Ms. Shurbert:

Regarding the hourly rate for Leslie Brosnan, it was my understanding that she would continue employment from September 1, 2022 until September 30, 2022 at the current rate she is being paid of \$14.83 per hour.

Thank you for your consideration in the matter. If you have any further questions for me, please feel free to call me at any time.

Respectfully submitted,



Joan Newman
Titus County Clerk
Titus County, Texas

Joan Newman

100 West First Street
Ste 204
Mt. Pleasant, TX 75455
Titus County

Phone: 903-577-6796
Fax: 903-572-5078
Email: jnewman@co.titus.tx.us
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Titus County Clerk

September 27, 2022

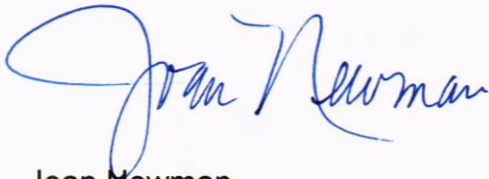
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Joan Newman
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