



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 9

DATE: 10/15/2024

SUBJECT: **Consideration of Out-Of-State Travel Requests**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider the following out-of-state travel requests.

BACKGROUND

Medical Examiner

- A. Society of Forensic Toxicologists Annual Meeting (SOFT), October 26 – November 1, 2024, St. Louis, Missouri, for Robert Johnson, Kei Osawa, Aria McCall, Leanne Hazard, Connie Lewis, and Melissa Rodriguez, \$6,738.92**

The Society of Forensic Toxicologists annual meeting provides educational opportunities for forensic toxicologists in the areas of postmortem and human performance toxicology. The Forensic Toxicology laboratory at the Medical Examiner's office supports the County in both areas by analyzing postmortem cases for pathologists and human performance cases for police agencies throughout the County. Workshops and scientific presentations provide training on current analytical methodologies and drug trends to prepare toxicologist for this work.

* Note: Connie, Melissa, Aria and Robert will self-pay for lodging, airfare, and per-diem.

- B. Laboratory Photography for Forensic Professional by Ron Smith & Associates, Inc., December 8-14, 2024, Minneapolis, Minnesota, for Holly J. Mayo, \$2,749.00**

This conference provides the attendee with hand-on exercises using a variety of photography equipment to improve their photographic evidence and latent print impression skills in the laboratory environment. The attendee will attend a 40-hour IAI (International Association for Identification) accredited course to apply for the IAI Certification.

SUBMITTED BY: Administrator's Office

PREPARED BY: Desirae S. Arebalo
APPROVED BY:



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 10/15/2024 PAGE 2 OF 9

Probate Court No. 1

**National College of Probate Judges Fall Conference,
November 12-16, 2024, Gulf Shores, Alabama, for Judge
Christopher W. Ponder, \$1,596.50**

This conference brings knowledgeable presenters on a variety of probate related topics and offers judges continuing legal education credit hours. The varies topics this conference covers are elder fraud and abuse, estate planning for cyber property, guardianship monitoring protocols, special needs trusts, and judicial ethics.

FISCAL IMPACT

Medical Examiner

A. 588261/10000-2025/2310100000 = \$6,738.92

B. 588261/10000-2025/2310100000 = \$2,749.00

Probate Court No. 1

588261/24200-2024/4230100000 = \$1,596.50



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)				
Medical Examiner	Robert Johnson, Kei Osawa, Aria McCall, Leanne Hazard, Connie Lewis, Melissa Rodriguez				
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Society of Forensic Toxicologists Annual Meeting (SOFT)					
Destination: St. Louis, MO		Departure: 10/26/24		Return: 11/1/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 150.00		10/26/24 - 11/1/24			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
The Society of Forensic Toxicologists annual meeting provides educational opportunities for forensic toxicologists in the areas of postmortem and human performance toxicology. The Forensic Toxicology Laboratory at the Medical Examiner's office supports the County in both areas by analyzing postmortem cases to aid pathologists in the determination of cause and manner of death, and human performance cases for the District Attorney's Office and police agencies throughout Tarrant County. Workshops and scientific presentations provide training on current analytical methodologies and drug trends to prepare toxicologists for this work. Testimony training is also available to better support the TCDA. In addition, participants present research, attend committee meetings, board meetings, and participate in other educational activities while attending the in-person annual meeting. Please see attached documents for explanations and breakdowns of cost.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Kei Osawa	\$ 150.00	6	10/26/24 - 11/1/24	\$ 900.00
	Leanne Hazard	\$ 150.00	6	10/26/24 - 11/1/24	\$ 900.00
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Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	SOFT Registration Cost Breakdown Attached				\$ 3,295.00
Transportation:	Round-trip flights for Kei Osawa & Leanne Hazard				\$ 525.92
Other (specify):	GSA Per Diem- 64.50 first/last day, \$86 full days (Kei Osawa&Leanne Hazard)				\$ 1,118.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 6,738.92
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261 / 10000-2025/ 2310100000					

Requested By: Robert Johnson

Department Head/Elected Official: [Signature]

RV 02/21/2024

Your search for St. Louis, Missouri (St. Louis / St. Louis City / St. Charles including St. Louis)

Estimated per diem total: \$1459 (Max lodging total + M&IE total)

Lodging breakdown: October 26, 2024 - November 01, 2024

Date	Daily Rate	# of Nights	Total
October	\$150	6	\$900
November	\$150	0	\$0

Max lodging total: **\$900**

Meals & incidental expenses breakdown: October 26, 2024 - November 01, 2024

Days, Month	Daily Rate	# of Days	Total
First day (10/26/24)*	\$64.50	1	\$64.50
Full day (Oct)	\$86	5	\$430
Last day (11/01/24)*	\$64.50	1	\$64.50

*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$559**

County Funded Travel Expenditures				
Name of Employee	Hotel GSA Rate \$150 - 6 nights	Round-Trip Airfare	Per Diem	Registration Cost
Leanne Hazard presenting at SOFT	\$ 900.00	\$ 251.96	\$ 559.00	\$ 749.00
Kei Osawa presenting at SOFT	\$ 900.00	\$ 273.96	\$ 559.00	\$ 599.00
Connie Lewis (hotel, flight, per diem is self funded)	\$ -	\$ -	\$ -	\$ 749.00
Melissa Rodriguez (hotel, flight, per diem is self funded)	\$ -	\$ -	\$ -	\$ 599.00
Aria McCall (hotel, flight, per diem is self funded)	\$ -	\$ -	\$ -	\$ 599.00
Robert Johnson (hotel, flight, per diem, registration is self funded)	\$ -	\$ -	\$ -	\$ -
Totals of County Funded Travel Expenditures:	\$ 1,800.00	\$ 525.92	\$ 1,118.00	\$ 3,295.00

Total Cost of County Funded Travel to SOFT:	\$ 6,738.92
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TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Medical Examiner		Holly J. Mayo			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Laboratory Photography for Forensic Professional by Ron Smith & Associates, Inc.					
Destination: Minneapolis, MN		Departure: 12/08/24		Return: 12/14/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 148.00		12/08/24 - 12/14/24			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
This conference provides the attendee with hand-on exercises using a variety of photography equipment to improve their photographic evidence and latent print impression skills in the laboratory environment. The attendee will attend a 40-hour IAI (International Association for Identification) accredited course to apply for the IAI Certification.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Holly J. Mayo	\$ 148.00	6	12/08/24 - 12/14/24	\$ 888.00
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Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	Registration				\$ 650.00
Transportation:	Roud-trip flight				\$ 613.00
Other (specify):	Per diem - (First/Last day \$69, Full day \$92)				\$ 598.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 2,749.00
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/ 10000-2025/ 2310100000					

Requested By: Holly J. Mayo
Digitally signed by Holly J. Mayo
Date: 2024.09.24 15:14:11 -05'00'

Department Head/Elected Official: Kendall Von Crowns
Digitally signed by Kendall Von Crowns
Date: 2024.09.25 07:14:00 -05'00'

Your search for Minneapolis, Minnesota (Hennepin / Ramsey including Minneapolis / St. Paul)

Estimated per diem total: \$1486 (Max lodging total + M&IE total)

Lodging breakdown: December 08, 2024 - December 14, 2024

Date	Daily Rate	# of Nights	Total
December	\$148	6	\$888

Max lodging total: \$888

Meals & incidental expenses breakdown: December 08, 2024 - December 14, 2024

Days, Month	Daily Rate	# of Days	Total
First day (12/08/24)*	\$69	1	\$69
Full day (Dec)	\$92	5	\$460
Last day (12/14/24)*	\$69	1	\$69

*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: \$598



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Probate Court No. 1		Christopher W. Ponder			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
National College of Probate Judges Fall Conference					
Destination: Gulf Shores, AL		Departure: 11/12/24		Return: 11/16/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$134.00		11/12/2024 - 11/16/2024			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
Conference of probate judges presenting sessions on elder fraud and abuse, estate planning for cyber property, guardianship monitoring protocols, special needs trusts, and judicial ethics.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Christopher Ponder	\$134.00	4	11/12/24 - 11/16/24	\$536.00
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Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:					\$ 500.00
Transportation:	Flight				\$ 250.00
Other (specify):	per-diem				\$ 310.50
TOTAL FOR ALL TRAVEL EXPENDITURES					\$1,5896.50
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261-24200-2024-4230100000					

Requested By: Christopher W. Ponder Department Head/Elected Official: Christopher W. Ponder

Your search for Gulf Shores, Alabama (Baldwin including Gulf Shores)

Estimated per diem total: \$869 (Max lodging total + M&IE total)

Lodging breakdown: November 12, 2024 - November 16, 2024

Date	Daily Rate	# of Nights	Total
November	\$134	4	\$536

Max lodging total: **\$536**

Meals & incidental expenses breakdown: November 12, 2024 - November 16, 2024

Days, Month	Daily Rate	# of Days	Total
First day (11/12/24)*	\$55.50	1	\$55.50
Full day (Nov)	\$74	3	\$222
Last day (11/16/24)*	\$55.50	1	\$55.50

*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$333**