

## Joann Gilbride

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**From:** Joann Gilbride  
**Sent:** Tuesday, February 4, 2020 8:38 PM  
**To:** 'Boggs,Jennifer (DSHS)'  
**Cc:** Poole,Michael (DSHS); Bell,Michael (DSHS); Janna Benson-Caponera; Candy Blair; Taylor Burton; Amy L. Davis; Meredith Nurge; Aubrey Saylor; Janna Benson-Caponera; Samuel Grader; 'Michael.Bell@dshs.texas.gov'; Janice Nicholson  
**Subject:** RE: FY21 CRI Renewal Request Collin County Health Department  
**Attachments:** FY21CRI Budget Templates with Match CCHCS 2 4 2020.xls; FY2021 CRI Checklist and supporting docs CCHCS 2 4 2020.pdf  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ms. Boggs,

Please see the attached budget templates and documentation as requested for the FY2021 CRI grant renewal for Collin County. Please contact me directly if you have any questions regarding our submission.

Thank you,

Joann L. Gilbride, MBA  
Healthcare Coordinator  
Collin County Health Care Services  
825 N. McDonald #130  
McKinney, TX 75069  
P: 972-548-5503  
F: 972-548-4441

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**From:** Boggs,Jennifer (DSHS) [mailto:Jennifer.Boggs@dshs.texas.gov]  
**Sent:** Wednesday, January 22, 2020 2:07 PM  
**To:** Janna Benson-Caponera <jbenson-caponera@co.collin.tx.us>; Candy Blair <cblair@co.collin.tx.us>; Taylor Burton <tburton@co.collin.tx.us>; Amy L. Davis <aldavis@co.collin.tx.us>; Joann Gilbride <jgillbride@co.collin.tx.us>; Chris Hill <chill@co.collin.tx.us>; Meredith Nurge <mnurge@co.collin.tx.us>; Aubrey Saylor <asaylor@co.collin.tx.us>; Janna Benson-Caponera <jbenson-caponera@co.collin.tx.us>  
**Cc:** Poole,Michael (DSHS) <Michael.Poole@dshs.texas.gov>; Bell,Michael (DSHS) <Michael.Bell@dshs.texas.gov>  
**Subject:** FW: FY21 CRI Renewal Request Collin County Health Department  
**Importance:** High

\*\*\*\*\* **WARNING:** External Email. Do not click links or open attachments that are unsafe. \*\*\*\*\*

Please see the update highlighted below.

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**From:** Boggs,Jennifer (DSHS)  
**Sent:** Wednesday, January 22, 2020 10:20 AM  
**To:** [jbenson-caponera@co.collin.tx.us](mailto:jbenson-caponera@co.collin.tx.us); [cblair@co.collin.tx.us](mailto:cblair@co.collin.tx.us); [tburton@co.collin.tx.us](mailto:tburton@co.collin.tx.us); [aldavis@co.collin.tx.us](mailto:aldavis@co.collin.tx.us); [jgillbride@co.collin.tx.us](mailto:jgillbride@co.collin.tx.us); [Chill@co.collin.tx.us](mailto:Chill@co.collin.tx.us); [mnurge@co.collin.tx.us](mailto:mnurge@co.collin.tx.us); [asaylor@co.collin.tx.us](mailto:asaylor@co.collin.tx.us); [jbenson-caponera@co.collin.tx.us](mailto:jbenson-caponera@co.collin.tx.us)  
**Cc:** DSHS PHEP <[PHEP@dshs.texas.gov](mailto:PHEP@dshs.texas.gov)>  
**Subject:** FY21 CRI Renewal Request Collin County Health Department  
**Importance:** High

Dear Partner,

For Fiscal Year 2021 (FY21) contracts, the Department of State Health Services (DSHS), in collaboration with the Health and Human Services Commission (HHSC), requires all contracts and contract amendments to be **executed** before the contract start date. The CPS/CRI contract will start July 1, 2020. **Please read the following carefully.**

Please find attached a blank FY21 Budget Template and an FY21 Contract Renewal Checklist for your completion. Both documents should be completed and returned to Assigned Contract Manager (ACM) by **Tuesday, February 4, 2020.**

To ensure the contract amendment is executed before July 1, 2020, please complete the FY21 Budget Template **using the provided funding allocation** for FY21.

Funding for this contract is dependent on federal appropriations. **No work may begin and no charges may be incurred until the System Agency issues a written Notice to Proceed to the Grantee.** This Notice to Proceed may include an amended or ratified budget which will be incorporated into this contract by a subsequent amendment, as necessary.

The FY21 allocation dollar amount is **\$133,431.00** for Program ID: CPS/CRI.

- The FY21 Cities Readiness Initiative contract will be in effect from July 1, 2020 through June 30, 2021.
- Please find attached the FY21 Budget Template, including the Face Page and Contact Page, and the Contract Renewal Checklist.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY21 contractors are required to provide matching funds of 10% of the allocation amount.
- As a reminder, the budget templates are locked to prevent the deletion of formulas. Budgets will only be accepted on the new budget templates labeled FY2021 on the Face Page.
- Dollar amounts must be in whole numbers. Budgets using cents or with inadequate justifications will be returned for revision.
- Please limit full-time equivalent (FTE) effort to two decimal places.
- Please do not use formulas in the Excel cells.

Please complete the FY21 Budget Template and Contract Renewal Checklist and email to **Jennifer Boggs** at and [Jennifer.Boggs@dshs.texas.gov](mailto:Jennifer.Boggs@dshs.texas.gov) CC [Michael.Bell@dshs.texas.gov](mailto:Michael.Bell@dshs.texas.gov) by **Tuesday, February 5, 2020.** Please contact me with any questions.

Please contact me with any questions.

Thank you,

Jennifer Boggs, CTCM  
Contract Specialist V  
Contract Management Section (CMS)  
Department of State Health Services  
P.O. Box 149347  
Austin, TX 78714-9347  
(512)776-3967 (Direct)  
(512)776-7391 (Fax)  
[Jennifer.Boggs@dshs.texas.gov](mailto:Jennifer.Boggs@dshs.texas.gov)

## FY21 CONTRACT RENEWAL CHECKLIST

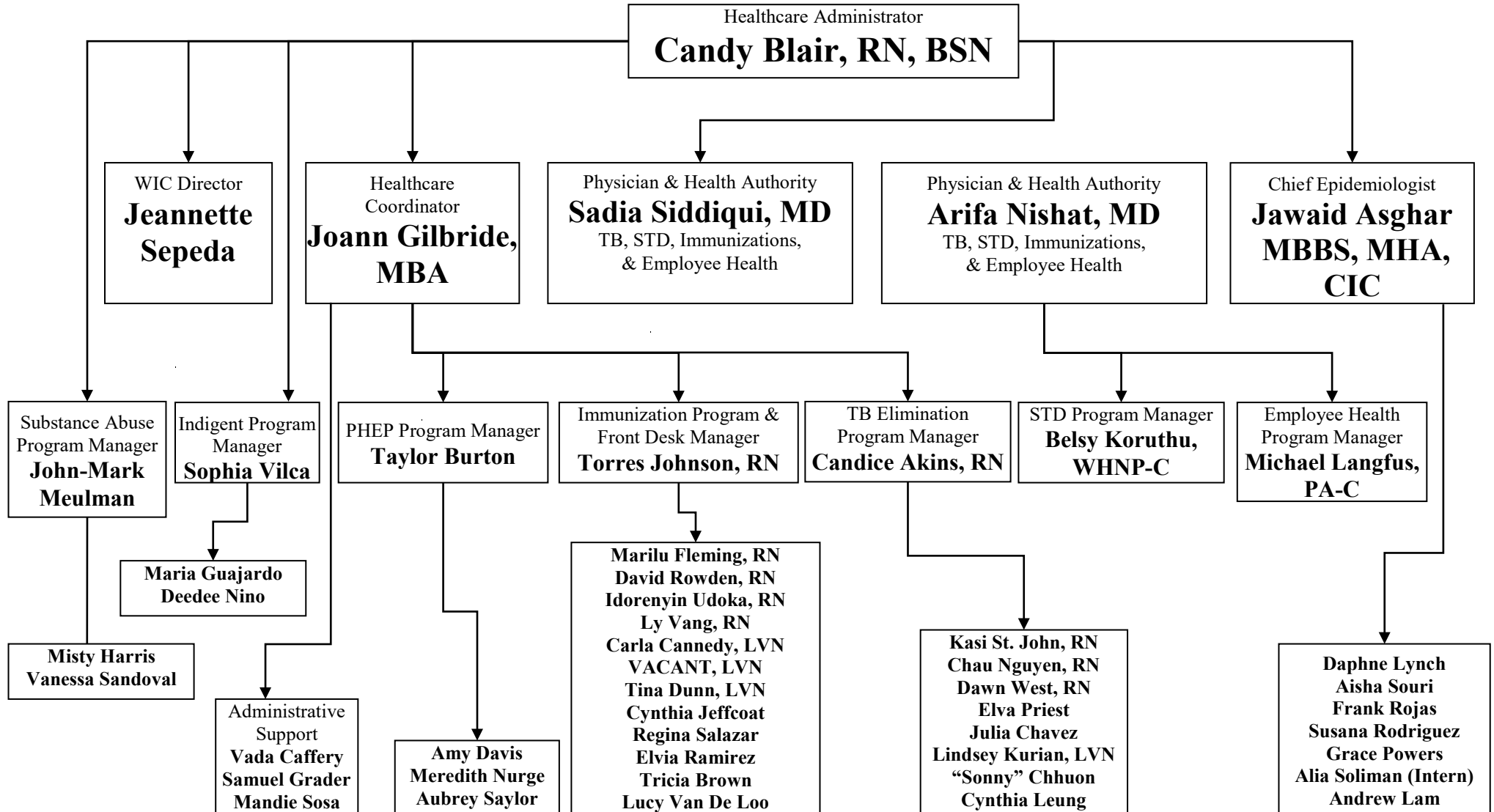
**Include checklist with renewal submission. Renewals not including checklist and ALL required documents on checklist will not be processed and will be returned for completion.**

<b>CONTRACTOR NAME:</b> COLLIN COUNTY HEALTH CARE SERVICES
<b>COMPLETED BY:</b> JOANN GILBRIDE, HEALTHCARE COORDINATOR

FORM	DESCRIPTION	X
1	Completed Checklist	X
2	Organizational Chart	X
3	Job Descriptions with salary ranges	X
4	Volunteer Job Descriptions, if applicable	N/A
5	Budget Templates	X
6	Quotes and/or Technical Specifications for items listed on the Equipment page, if \$5,000 or above.	X
7	Travel Policy that includes maximum limits for meal reimbursement, lodging, and mileage.	X
8	Indirect Rate Letter or Cost Allocation Plan, if applicable.	NA



# COLLIN COUNTY HEALTH CARE SERVICES ORGANIZATIONAL CHART



Revised 1/9/2020

## Collin County Job Description

### PHEP Specialist

<b>Department</b>	Health Care Services	<b>FLSA Status</b>	Non-Exempt
<b>Direct Supervisor</b>	Health Care Coordinator	<b>Grade</b>	536
<b>Supervises</b>	n/a	<b>Job Code</b>	100091

**Summary:** Under general supervision of the Health Care Coordinator, participates in project planning and coordination with public and private sector organizations for emergency preparedness, specifically with management of Medical Reserve Corps (MRC) volunteers or performing City Readiness Initiative (CRI) grant activities. Provides logistical support and assistance in PHEP planning, workshops, meetings, trainings, and exercises. Assists in the training of staff and other response volunteers to maintain readiness.

Job Functions by Assignment – City Readiness Initiative		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Plans and coordinates open (public) and private (closed) Points of Dispensing (POD) in preparation for a public emergency. Recruits local businesses, churches, schools, and local governments to become PODs and provides assistance to organization by assisting with plan design, training, and providing volunteers to staff POD in the event of an emergency. Conducts quarterly POD drills and prepares reports identifying issues in emergency plans and areas of needed improvement.	30%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	25%	Essential
Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	25%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	10%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
Identifies deliverables for grant funding and assists in the development of CRI grant budget. Ensures deliverables are met to ensure continuation of grant funding.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
<b>Other duties as assigned.</b>		

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Job Functions by Assignment – Medical Reserve Corps		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Manages and coordinates Medical Reserve Corps (MRC) volunteers through recruitment, registration, credential verification, training, deployment and placement. Develops and manages volunteer policies, procedures, and standards for service. Tracks volunteer activity, maintains accurate records, and provides timely statistical and activity reports on volunteer participation to Collin County and National Medical Reserve Corps.	30%	Essential
Develops and prepares for Medical Reserve Corps (MRC) events such as CPR training, public health fairs, and orientation. Responsible for MRC volunteer preparedness training to include coordinating and scheduling outside vendor training and activities, conducting exercises and drills for volunteers and staff, and organizing volunteer staff meetings. Offers skill-building exercises to assure competency of volunteers.	25%	Essential
Collaborates with community organizations and other MRC programs to design, implement, and recruit for volunteer service opportunities. Promotes MRC to the community via flyers, brochures, and other promotional documents. Creates and publishes quarterly volunteer newsletter and training schedule. Organizes and participates in volunteer recognition programs and special events. Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	20%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	10%	Essential
Conducts research on local public health issues, including those related to training, assessment, planning, infrastructure and bioterrorism. Compiles and evaluates findings from research efforts and writes and revises materials based on the specific findings. Assists with writing and updating plans.	5%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	5%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
<b>Other duties as assigned.</b>		

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Job Qualifications	
<b>Education</b>	High school diploma required. Bachelor's degree or higher education preferred or equivalent experience.
<b>Licenses/Certifications</b>	Valid Texas Driver's License required. CPR Instructor preferred. Completion of National Incident Management System (NIMS) 100, 200, 300, 400, 700, courses expected within 60 days of hiring depending on availability of classes.
<b>Experience</b>	Must have at least two years of related experience in management and/or implementing policies and procedures; Public administration or emergency management highly desirable.
<b>Reading</b>	Work requires the ability to read, explain, and apply core program standards based on federal and state laws, Centers for Disease Control Capability guidelines, State of Texas Counter Measure guidance, the Collin County Emergency Operations plan, technical manuals, grant requirements, and safety requirements.
<b>Writing</b>	Work requires the ability to communicate professionally through the use of emails, letters, notes, reports, and memos to include general correspondence. Ability to produce high quality, formal and technical documents with minimal supervision.
<b>Math</b>	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division as well as basic algebra and statistics. Knowledge of MS Excel formula functions preferred.
<b>Analytical Skills</b>	Work requires in-depth analysis in order to gather and interpret data in situations where problems are somewhat complex. Must be able to critically think, identify root problems, and respond appropriately with limited time and resources.
<b>Decision making</b>	Decisions made by the incumbent could impact others in their group or unit or the public. An error in judgment might result in major confusion or inconvenience, especially in a public health emergency, and have significant cost in time or money to the organization. Must have sound judgment and be trusted to work with minimal supervision.
<b>Job Complexity/Judgment</b>	Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of moderate judgment in applying policies and adapting standards in a non-emergency situation, and high levels of judgment in an emergency situation.
<b>Interpersonal Skills</b>	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county who belong to a professional or peer organization. Collaborates with city and county fire and law enforcement personnel, local, state and federal officials; emergency medical services, local hospital personnel, public and private agencies, Medical Reserve Corps, Commissioners Court, vendors, and the public. Public speaking required.
<b>Equipment &amp; Software Skills</b>	Work requires proficiency of using web browsers and intermediate to advance level of proficiency in Microsoft Office including Word, Excel, Adobe, PowerPoint, and Outlook. Experience with managing data, databases, data analysis, SharePoint, and Everbridge is highly desirable.
<b>Supervision</b>	Work involves instructing volunteers during drills and exercises and in the event of a public emergency. Work may be performed independently with only general direction; must keep supervisor and leadership informed of potential issues and is expected to follow chain of command.
<b>Budget Responsibilities</b>	Works in coordination with supervisor or designee to plan, submit, monitor, and manage the program's grant budget(s).
<b>Other</b>	The flexibility to work nights, weekends, and holidays as needed to meet training and outreach needs is required. Must be able to respond to public health emergencies on a 24/7/365 basis as needed.



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Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
<b>Must meet deadlines</b>	Perform effectively in environments with frequent workload changes, regular interruptions, and competing demands. Must be able to perform well under the pressure of meeting multiple deadlines and/or deadlines with little notice to prepare and produce required documentation. Effective time management and ability to consistently meet grant contract, county wide, and departmental due dates is required.
<b>Make immediate decisions</b>	Ability to make sound and immediate decisions to respond quickly in specific situations in line with county, department, and program standards.
<b>Respond to emergency and/or crisis</b>	Ability to recognize an emergency situation and take appropriate action following standard policies and past precedents. Normal workdays should not involve emergency or crisis, however, by the very nature of the job it is expected that the incumbent will be activated and respond to a public health emergency.
<b>Frequent shifts of attention</b>	Ability to switch from one task to another, sometimes without notice.
<b>Frequent interruptions</b>	Perform with frequent interruptions or distractions.
<b>Comprehend and follow instructions</b>	Ability to understand and follow a set of clear oral and written instructions pertaining to the position. Sets a positive example for team members in carrying out directives.
<b>Prioritization of tasks</b>	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
<b>Must speak in front of a group</b>	Ability to comfortably and effectively present information in front of a group during trainings, meetings, and exercises.
<b>Perform complex and varied tasks</b>	Performs a wide range of complex tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
<b>Compose original documents</b>	Memos, correspondence, training documents, technical reports, talking points, policies, procedures, reference materials, audit documentation, after action reports, etc.
<b>Complex work such as research, analysis, etc.</b>	Ability to perform complex professional-level work such as collecting and analyzing information and data, recognizing significant factors, relationships, and trends and the ability to make sound findings and recommendations based off analysis.
<b>Handle sensitive and confidential Information</b>	Requires a commitment to privacy and the ability to handle confidential information. Experience with HIPAA and/or DSHS Confidentiality and Security standards a plus.
<b>Problem-solving</b>	Problems encountered are common, somewhat repetitive, and generally solved by following clear directions and procedures. Must have the ability to apply critical thinking and judgment to form an effective and acceptable solution as problems arise. Seeks information and resources to solve problems independently when possible and asks for guidance from supervisor or others when additional direction is needed.

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Physical Demand Category			
<p><b>During typical work days:</b>  <b>Work:</b> Exerting up to 30 pounds of force or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Sedentary work involves sitting for extended periods of the time, but may involve walking or standing for long periods of time depending on the task. Sedentary work requires about 6 hours of sitting and may involve more than 2 hours of standing or walking in an 8-hour workday. Must be able to drive long distances to attend mandatory conferences and training.</p> <p><b>During Drills/Exercises/Events (a few times a year):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat.</p> <p><b>During Public Health or Other Emergencies (unpredictable):</b>  <b>Work:</b> Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat with little or no access to clean water supply, exposure to infectious diseases, and/or other hazardous conditions.</p>			
Physical Activities			
<b>Frequently</b> <i>More than half of the work day, most work days</i>	<b>Occasionally</b> <i>A few hours a day, a few days per week</i>	<b>Rarely</b> <i>Less than one hour, one or fewer days per week</i>	<b>Never</b> <i>Never occurs</i>
<b>Condition</b>	<b>Frequency</b>	<b>Examples (non-exhaustive list)</b>	
<b>Talking</b>	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
<b>Hearing</b>	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
<b>Seeing</b>	Frequently	Seeing the computer screen while performing job duties, reading paper documents, driving to and from off-site meetings and exercises, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing long distance, seeing small print, and seeing colors, seeing clearly at night.	
<b>Sitting</b>	Frequently	Requires physical ability to sit for long periods of time at a desk.	
<b>Walking</b>	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	
<b>Standing</b>	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	

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<b>Bending/twisting neck</b>	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercise, while reading documents and looking at computer monitors. Teaching CPR classes.
<b>Bending forwards/sideways at waist</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Squatting</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Climbing</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Kneeling</b>	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
<b>Crawling</b>	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
<b>Grasping</b>	Frequently	Writing with a pen/pencil, holding papers/files, holding the phone, holding equipment for drills and events.
<b>Foot controls</b>	Frequently	Traveling to attend conferences, meetings, or trainings.
<b>Fine hand movements - one hand</b>	Frequently	Using keyboard, writing, entering numbers on calculator or phone.
<b>Fine hand movements - both hands</b>	Frequently	Using keyboard.
<b>Pushing/pulling with one hand</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Pushing/pulling with both hands</b>	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
<b>Reaching above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Reaching below shoulder height</b>	Frequently	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
<b>Lifting items above shoulder height</b>	Frequently	Reaching files/supplies on top shelving.
<b>Lifting/moving items weighing 0-10 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
<b>Lifting/moving items weighing 11-25 pounds</b>	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
<b>Lifting/moving items weighing 26-50 pounds</b>	Frequently	Lifting, carrying, or moving equipment for drills.
<b>Lifting/moving items weighing 51-75 pounds</b>	Occasionally	Lifting, carrying, or moving equipment for drills or activation events.
<b>Lifting/moving items weighing 76-100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.

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<b>Lifting/moving items weighing over 100 pounds</b>	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.
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Environmental Factors	
Factor	Explanation
Noise	Moderate noise made by other co-workers, customers, phones, etc. Undetermined noise frequency associated with drills, events and emergencies. Undetermined weather conditions associated with activities could include extreme heat, dust, rain, wind, or cold

Equipment Used	
Description	Explanation
Office equipment	Computer, copier, printer, fax machine, scanner, and phone.
Drill/training equipment	Totes with medical and office supplies, radios, CPR manikins.
Vehicle	County vehicle to travel to off-site locations.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

**Department Head Name: (Printed)** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name: (Printed)** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name: (Printed)** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Collin County Compensation Plan  
2020**

<b>Non-Exempt Positions</b>					
<b><u>Job Title</u></b>	<b><u>Job Code</u></b>	<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
Chief Field Agent	100253	539	63,983	76,266	88,551
Financial Operations Supervisor	100314	539	63,983	76,266	88,551
Health Care Coordinator	100251	539	63,983	76,266	88,551
Nurse (RN)	100260	539	63,983	76,266	88,551
Program Coordinator	100340	539	63,983	76,266	88,551
Financial Analyst	100037	538	58,228	69,412	80,595
Functional Analyst	100043	538	58,228	69,412	80,595
PHEP Planner	100141	538	58,228	69,412	80,595
Probate Administrator	100372	538	58,228	69,412	80,595
Senior Benefits Representative	100369	538	58,228	69,412	80,595
Treasury Administrator	100316	538	58,228	69,412	80,595
Assistant WIC Program Supervisor	100211	537	53,097	63,316	73,535
CAD Operator	100142	537	53,097	63,316	73,535
Criminalist	100361	537	53,097	63,316	73,535
Environmental Construction Specialist	100147	537	53,097	63,316	73,535
Facilities Tech Coordinator	100095	537	53,097	63,316	73,535
Field Agent	100254	537	53,097	63,316	73,535
Fleet Analyst	100039	537	53,097	63,316	73,535
Food Service Supervisor	100238	537	53,097	63,316	73,535
Foreman	100250	537	53,097	63,316	73,535
Human Resources Generalist	100112	537	53,097	63,316	73,535
Indigent Eligibility Specialist	100152	537	53,097	63,316	73,535
Office Coordinator	100103	537	53,097	63,316	73,535
Shop Coordinator	100286	537	53,097	63,316	73,535
Veterans Service Officer	100291	537	53,097	63,316	73,535
Animal Control Supervisor	100293	536	48,591	57,930	67,267
Budget Technician	100312	536	48,591	57,930	67,267
Building Maintenance Technician II	100199	536	48,591	57,930	67,267
Election Supply Coordinator	100093	536	48,591	57,930	67,267
Equipment Technician	100201	536	48,591	57,930	67,267
Events Coordinator	100285	536	48,591	57,930	67,267
Farm Museum Coordinator	100341	536	48,591	57,930	67,267
GIS Coordinator	100097	536	48,591	57,930	67,267
Health Care Analyst	100257	536	48,591	57,930	67,267
Inspector	100113	536	48,591	57,930	67,267
JP Court Administrator	100032	536	48,591	57,930	67,267
Network Support Specialist	100279	536	48,591	57,930	67,267
PHEP Specialist	100091	536	48,591	57,930	67,267
Parts Specialist	100205	536	48,591	57,930	67,267



**FY2021**

**Cities Readiness Initiative**

**Applicant Information**

**Legal Name of Applicant Agency:**

**Mailing Address:**

COLLIN COUNTY

Street / PO Box: 825 N. MCDONALD STREET, SUITE #130

City: MCKINNEY

Zip: 75069

**Payee Name:**

Collin County-537-18-0141-00001

**Payee Mailing Address:**

Street / PO Box: 825 N. MCDONALD STREET, SUITE #130

City: MCKINNEY

Zip: 75069

**State of Texas Comptroller Vendor ID #** (9 digit + 3 digit mail code):

**DUNS #** (9 digits required for subrecipient contractors):

74873449

**Type of Entity (Choose one)**

City: ☐

County: ☒

Other Political Subdivision: ☐

Click on appropriate box

**Project Period**

Start Date: 7/1/2020

End Date: 6/30/2021

**Counties Served**

County(ies) Served:

COLLIN COUNTY

**Amount of Funding Allocated:**

\$133,431.00

## CONTACT PERSON INFORMATION

Legal Business Name: COLLIN COUNTY

*This form provides information about the appropriate contacts in the contractor's organization in addition to those on the FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the Contract Management Unit.*

Health Director/CEO CANDY BLAIR  
Phone: 972-548-5504 Ext:   
Fax: 972-548-4441  
E-mail: CBLAIR@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):

825 N. MCDONALD #130, MCKINNEY, TX 75069

B-13/FSR Rep: JANICE NICHOLSON  
Phone: 972-548-4732 Ext:   
Fax: 972-548-4751  
E-mail: JNICHOLSON@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):

2300 Bloomdale #4192, McKinney, TX 75071

PHEP (HAZARDS) Program Leader: TAYLOR BURTON  
Phone: 972-548-4464 Ext:   
Fax: 972-548-5590  
E-mail: TBURTON@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):

825 N. MCDONALD #130, MCKINNEY, TX 75069

SNS (CRI) Coordinator: AMY DAVIS  
Phone: 972-548-4473 Ext:   
Fax: 972-548-5590  
E-mail: ALDAVIS@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):

825 N. MCDONALD #130, MCKINNEY, TX 75069

Authorized Signatory for **DocuSign** CHRIS HILL  
Phone: 972-548-4623 Ext:   
Fax:   
E-mail: CHILL@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):

2300 Bloomdale #4192, McKinney, TX 75071

**Additional Authorized Signatory for  
DocuSign only if applicable  
(FFATA, Certs, etc)**

Phone:  Ext:   
Fax:   
E-mail:

**DocuSign "CC" Person** JANICE NICHOLSON  
Phone: 972-548-4732 Ext:   
Fax: 972-548-4751  
E-mail: JNICHOLSON@CO.COLLIN.TX.US

Emergency Contact JOANN GILBRIDE  
Cell Phone: 214-326-1758 Ext:   
Fax: 972-548-4441  
E-mail: JGILBRIDE@CO.COLLIN.TX.US

Mailing Address (street, city, county, state, & zip):

825 N. MCDONALD #130, MCKINNEY, TX 75069

## BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

COLLIN COUNTY

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding (Match) (5)	Other Funds (6)
A. Personnel	\$85,489	\$81,340			\$4,149	
B. Fringe Benefits	\$34,388	\$32,983			\$1,405	
C. Travel	\$5,076	\$5,076			\$0	
D. Equipment	\$9,681	\$9,681			\$0	
E. Supplies	\$1,521	\$1,521			\$0	
F. Contractual	\$0	\$0			\$0	
G. Other	\$10,619	\$2,830			\$7,789	
H. Total Direct Costs	\$146,774	\$133,431	\$0	\$0	\$13,343	\$0
I. Indirect Costs	\$0	\$0				
J. Total (Sum of H and I)	\$146,774	\$133,431	\$0	\$0	\$13,343	\$0
				Match Percentage	10.00%	

If the Contractor is using Indirect Costs as Match, then enter the amount in Line 16, Column H.



## PERSONNEL Budget Category Detail Form

**Legal Name of Respondent:**

**COLLIN COUNTY**

<b>PERSONNEL</b>	Vacant Y/N	Job Summary	FTEs	Certification or License <small>(Enter NA if not required)</small>	<u>Estimated Monthly Salary/Wage</u>	Number of Months	Salary/Wages Requested for Project
Name + Functional Title							
Aubrey Saylor, PHEP Specialist/MRC Coordinator	N	Coordinates volunteers for SNS and emergency preparedness activities	0.35	NA	\$5,318	12	\$22,336
Amy Davis, PHEP Specialist/CRI Coordinator	N	Performs SNS and emergency preparedness activities; assists with MRC	1.00	NA	\$4,917	12	\$59,004
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
<b>TOTAL FROM PERSONNEL SUPPLEMENTAL SHEETS</b>							\$0
					<b>SalaryWage Total</b>	\$81,340	

## FRINGE BENEFITS

**Itemize the elements of fringe benefits in the space below:**

FRINGE BENEFITS: FICA/Medicare (salary x 0.0765), Insurance Premiums (\$1200 for medical/dental/RX and \$4.95 for term life per month), Long Term Disability (salary x 0.0026), Short Term Disability \$2.10/month, Long Term Care \$30.08/month, Retirement (salary x 0.08), Supplement Death Benefit (salary x 0.0024), Unemployment Insurance (salary x 0.001)

<b>Total Number of FTEs:</b>	<b>1.35</b>		<b>Fringe Benefit Rate %</b>	<b>40.55%</b>
			<b>Fringe Benefits Total</b>	<b>\$32,983</b>

## TRAVEL Budget Category Detail Form

Legal Name of Respondent:

COLLIN COUNTY

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:	Travel Costs	
			Days & Employees		
Preparedness Coalition Symposium	Conference for public health and emergency preparedness professionals	TBD	4 days, 1 employee	Mileage	\$200
				Airfare	\$400
				Meals	\$200
				Lodging	\$600
				Other Costs	\$100
				<b>Total</b>	<b>\$1,500</b>
Region VI Talon MRC Meeting	Regional MRC Annual Meeting	TBD	4 days/1 Employee	Mileage	\$200
				Airfare	\$400
				Meals	\$200
				Lodging	\$600
				Other Costs	\$100
				<b>Total</b>	<b>\$1,500</b>
Texas Emergency Managmeent Conference	Conference for public health and emergency preparedness professionals	TBD	4 days/1 employee	Mileage	\$200
				Airfare	\$400
				Meals	\$200
				Lodging	\$600
				Other Costs	\$100
				<b>Total</b>	<b>\$1,500</b>
				Mileage	\$0
				Airfare	\$0
				Meals	\$0
				Lodging	\$0
				Other Costs	\$0
				<b>Total</b>	<b>\$0</b>
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0

**Total for Conference / Workshop Travel**

**\$4,500**

Revised: 3/25/2014

**Other / Local Travel Costs**

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
Out of office meetings, seminars, exercises, trainings, including day travel within DFW metroplex.	500	\$0.575	\$288		\$288
Short seminars, conferences, meetings within the state of Texas.	500	\$0.575	\$288		\$288
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

**Total for Other / Local Travel** **\$576****Other / Local Travel Costs:** **\$576****Conference / Workshop Travel Costs:** **\$4,500****Total Travel Costs:** **\$5,076**

Indicate Policy Used:

Respondent's Travel Policy State of Texas Travel Policy

# EQUIPMENT AND CONTROLLED ASSETS Budget Category

## Detail Form

Legal Name of Respondent:

COLLIN COUNTY

Itemize, describe and justify the list below. Attach complete specifications or a copy of the purchase order/quote.

Description of Item	Purpose & Justification	Number of Units	Cost Per Unit	Total Cost
Costs for Enclosed Cargo Trailer (\$6851), registration for trailer (appx. \$1030), and after market parts such as pad lock, appx 10 E-track clips, appx 10 E-track straps, 12V flood lights (\$1800), and other peripherals to customize the trailer for MRC use	To be used for Open and Closed POD drills and exercises with MRC volunteers and community stakeholders; will store the POD	1	\$9,681	\$9,681
	supplies such as cones, signage, tables, etc...and offer an efficient solution to transporting the POD			\$0
	supplies from one site to another			\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL FROM EQUIPMENT SUPPLEMENTAL BUDGET SHEETS				\$0

Total Amount Requested for Equipment:

**\$9,681**

## SUPPLIES Budget Category Detail Form

Legal Name of Respondent:

COLLIN COUNTY

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable**. Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.)

Description of Item Provide estimated quantity and cost	Purpose & Justification	Total Cost
Office Supplies	Clipboards, paper, writing utensils, labels, folders, binders, etc...to produce reports, documentation, and support grant functions.	\$200
Reflective Safety Vests/Deployment Supplies	<p>Designated reflective safety vests for Medical Reserve Corps members, to be worn at POD sites (drive-thru, outdoor or indoor location), real world events, or exercises and drills. Reflective safety vests will identify roles and specific skillset of volunteers at POD site locations or MRC events, as well as distinguish volunteers from public health emergency preparedness staff. The reflective safety vests will help identify volunteers stationed in various sections at a POD (i.e. Safety, Logistics, Screening, etc.), as well as distinguish our staff and volunteers from other jurisdictions. The reflective safety vests are essential for safety and traffic control at PODs and MRC events. Approximately \$20 each. Specifications: ANSI compliance preferred, breathable material with reflective tape.</p> <p>Deployment supplies are for the MRC members to be prepared for activation to an incident, event or POD site; these supplies include preparedness items and the necessary supplies to sustain activities (i.e., preparedness supplies, "go bag" supplies, blankets, first aid kits, totes, portable chargers, etc....)</p>	\$833

Alternate Dispensing Supplies	Gloves, masks, crowd control posts, signs, etc., as needed to support various deliverables, including Mass Prophylaxis operations and dispensing models other than open PODs. Also includes alpha or first responder POD planning not covered by POD supplies. Medical supplies and non-medical office-type supplies, specific quantities or items are not finalized at this time.	\$200
POD Supplies	Various medical and non-medical supplies for deployable POD kits. These include additional POD signage inside the POD, external signage and drive-thru items (such as cones, safety lights, and small barriers), replacement or existing expired POD supplies (such as hand sanitizer, hand held radios, batteries, bandages, scales, masks, PPE, storage containers and bags, training assets for drills, etc...), administrative supplies for drive-thru PODs (such as enclosed clipboards), and POD inventory supplies (such as inventory marking tools and supplies).	\$288
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Supplies:

**\$1,521**

## OTHER COSTS Budget Category Detail Form

Legal Name of Respondent:

COLLIN COUNTY

Description of Item Include quantity and cost/quantity	Purpose & Justification	Total Cost
ATT Wireless Cell Phone	Phone/data service (2 users, \$70/month, 12 months)	\$1,680
Facility Rental Fee	Facility rental fees associated with training classes/events (1 event at \$150 each event as one-time payment	\$150
Printing and Communication Materials	Printing for additional grant related activities, events and public education or other outreach brochures, flyers, postcards, coloring books, posters and other materials to educate the public about SNS and mass prophylaxis; printing of employee business cards, as needed.	\$150
Conference/Workshop Registration Fees	Registration fees for; registration for Texas Emergnecy Management Conference; registration for Preparedness Coalition and other conference/workshop fees relavent to the program	\$500
CPR Training Costs	Training for grant employees and MRC members to obtain essential CPR skills. This training will ensure responder safety and health at PODs, alternate dispensing locations, and other locations that may utilize the MRC volunteers. Training will prepare public health agency staff and MRC volunteers responding to an incident.	\$200

Online Training	Bloodborne pathogens, HIPPA and Confidentiality online training for PHEP staff and Medical Reserve Corps members. The bloodborne pathogens training is intended to educate about bloodborne diseases and proper PPE which during a large scale disaster or POD activation the MRC may be rendering medical care 10 modules @ \$15.00 = \$150. HIPPA and confidentiality training to assure compliance with Federal HIPPA regulations,PHEP staff and the MRC will be involved with patient data through screening forms at POD sites and at flu clinics. Modules will be purchased as needed.	\$150
	TOTAL FROM OTHER SUPPLEMENTAL BUDGET SHEETS	\$0

**\$2,830**



## PERSONNEL Budget Category Detail Form (Match)

Legal Name of Respondent:

COLLIN COUNTY

PERSONNEL							
Name + Functional Title	Vacant Y/N	Job Summary	FTEs	Certification or License (Enter NA if not required)	Estimated Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
MATCH - Janice Nicholson, Grant Accountant	N	Completes FSRs and maintains fiscal auditing documentation	0.05	NA	\$6,915	12	\$4,149
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
						<b>SalaryWage Total</b>	<b>\$4,149</b>

FRINGE BENEFITS	Itemize the elements of fringe benefits in the space below:
FRINGE BENEFITS: FICA/Medicare (salary x 0.0765), Insurance Premiums (\$1200 for medical/dental/RX and \$4.95 for term life per month), Long Term Disability (salary x 0.0026), Short Term Disability \$2.10/month, Long Term Care \$30.08/month, Retirement (salary x 0.08), Supplement Death Benefit (salary x 0.0024), Unemployment Insurance (salary x 0.001)	
	<b>Fringe Benefit Rate %</b> 33.87%
	<b>Fringe Benefits Total</b> \$1,405

## OTHER COSTS Budget Category Detail Form (Match)

Legal Name of Respondent:

COLLIN COUNTY

Description of Item [If applicable, include quantity and cost/quantity (i.e. # of units & cost/unit)]	Purpose & Justification	Total Cost
MATCH - Volunteer Activities	MRC volunteer training and events participation (25.10/hour - calculated from Independent Sector for 306 hours of service	\$7,789

Total Amount Requested for Other:

**\$7,789**



Salesperson: Jon Beatty

**NORTH TEXAS TRAILERS**

1030 N. McDonald Street

McKinney, TX 75069

**Quote #: 1580764327**

Quote Title: Collin County RF 716

Quote Date: 2/3/2020

Modified Date: 2/3/2020

Quote For:

Phone: 972-547-4040

Email:

Phone:

FOB: McKinney, TX

Email:

Qty	UOM	Description	Quote Price
1	EA	ROAD FORCE-ACG - Model# RF716T2	\$5,678.00
1	EA	Road Force	\$0.00
1	EA	Steel Frame	\$0.00
1	EA	Round Front	\$0.00
1	EA	Tag	\$0.00
1	EA	16ft Long	\$0.00
1	EA	Round Roof	\$0.00
1	EA	7ft Wide	\$0.00
1	EA	2-5/16in 14,000lb Coupler	\$0.00
16	FT	Crossmembers 16in On Center	\$0.00
16	FT	2in x 4in Tube Main Rails	\$0.00
16	FT	Hat Section Roof Bows 16in On Center	\$0.00
1	PR	1/4" Safety Chains w/ 1/4" Clevis Hook, Latch	\$0.00
16	FT	6'6" Approximate Inside Height	\$0.00
16	FT	70-1/2in Tube Posts	\$0.00
16	FT	Vertical Posts 16in On Center	\$0.00
1	EA	Sand Pad	\$0.00
1	EA	2,000lb Top Wind Tongue Jack	\$0.00
1	EA	Standard A-Frame Tongue	\$0.00
1	EA	ArmorTech on A-Frame and Rear End Rail	\$0.00
1	EA	Breakaway Kit Assembly w/Charger	\$0.00
2	EA	3.5K Spring Ele Brake Axle, 4in Drop,5b,EZ Lube	\$0.00
1	EA	Tandem Axle	\$0.00
4	EA	ST205/75R15C Radial 5B Silver Spoke Steel Wheel	\$0.00
1	EA	Medium Duty Rear Ramp Door-Deluxe Trim	\$0.00
1	EA	16in PlexCore Ramp Extension	\$0.00
1	EA	36 x 66 Side PT Door - RH Hinge	\$0.00
16	FT	3/4in PlexCore Decking	\$0.00
16	FT	3/8in PlexCore Sidewall Liner	\$0.00
4	EA	5,000lb Square D-Ring with Welded Plate	\$0.00
2	EA	12 Volt LED Dome Light (Requires 12v Wall Switch)	\$0.00

\*Note: Make to Order items with costing older than 90 days will be rejected.



Qty	UOM	Description	Quote Price
1	EA	License Plate Holder w/ Separate Light	\$0.00
1	PR	LED Fender Mount Clearance Lights	\$0.00
1	PR	LED Slim Line Red Lens Tail Lights	\$0.00
2	EA	LED Amber Lens Amber Clearance Lights	\$0.00
5	EA	LED Red Lens Red Clearance Lights	\$0.00
1	EA	12v Surface-Mount Switch	\$0.00
1	EA	Silver Cap	\$0.00
1	EA	Rear Corners and Header Covered w/Silverfrost Alum	\$0.00
1	EA	1-Piece Aluminum Roof	\$0.00
16	FT	Polar White .030 Aluminum Exterior	\$0.00
16	FT	Bonded Exterior Sidewalls	\$0.00
1	PR	ATP Fenders	\$0.00
1	EA	24in ATP Stoneguard	\$0.00
1	PR	Sidewall Flow-Thru Vents	\$0.00
1	EA	Spare ST205/75R15C Rad 5B Silver Spoke Steel Wheel	\$89.00
64	FT	Recessed Horizontal E-Track Notes: Two rows each wall. One row 24" from floor, one row 42" from floor	\$832.00
32	FT	Recessed Horizontal E-Track Notes: Two rows on floor. Spaced evenly 6" from wall	\$416.00
<b>Subtotal</b>			<b>\$7,015.00</b>
Qty	UOM	Dealer-Supplied Options	
1	EA	Buy Board Discount	(\$359.00)
1	EA	Buy Board Contract 599-19	\$0.00
1	EA	Prep, Temp Tag	\$45.00
<b>Misc Charges</b>			
Freight			\$150.00
<b>Total</b>			<b>\$6,851.00</b>

Pickup Location:

ROAD FORCE-ACG - Model# RF716T2

Quote good for 30 days

\*Note: Make to Order items with costing older than 90 days will be rejected.

<http://inventory.wellscargo.com/2019-wells-cargo-rf716t2-enclosed-cargo-trailer-0hwh.html>

# 2019 Wells Cargo RF716T2 Enclosed Cargo Trailer



## Details

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### ROAD FORCE

### WHEN YOU NEED A RELIABLE, EVERYDAY WORKHORSE!

---

Whatever the job. Wherever you go. Whenever duty calls. A Road Force® cargo trailer has the muscle to move! Designed and built by Wells Cargo®, the company that pioneered the cargo trailer industry over 65 years ago, the feature-rich Road Force® delivers a whole new level of value. From the rugged triple 16's (OC) tubular steel frame to the LED tail lights, the Road Force® is no stranger to quality. So for the price of an "ordinary" trailer, you can step up to the quality and value of the extraordinary Road Force®.

### FEATURES

- Entire Chassis Undercoated
- E-Z Lube® Hubs
- 1-Piece Aluminum Roof
- 3/4" PlexCore High-Performance Interior Decking

- Rear Ramp Door with Spring Assist
- 24" ATP Stoneguard
- 3/8" PlexCore High-Performance Interior Sidewalls
- Electric Brakes with Breakaway Kit
- .030 Aluminum Exterior Bonded (No Screws)
- 3-Year Limited Warranty
- ArmorTech on A-Frame and Rear End Rail
- Spring Axles
- 36" Side Entry Door with Flush Lock
- 12v LED Slim Line Tail Lights
- 15" Radial Tires
- Radius Front/Round Roof w/ Silver Cap
- ATP Jeep Fenders
- LED Heavy-Duty Oval Clearance Lights
- .080 Aluminum Top Wrap
- 16" OC Floor Crossmembers
- 16" OC Tube Vertical Posts
- 16" OC Tube Roof Bows

#### Standard Features Include:

- 2,000lb Top Wind Tongue Jack - Standard A-Frame Tongue - 3/4in PlexCore Decking - Sidewall Flow-Thru Vents - Breakaway Kit - 12v Surface-Mount Switch - 3/8in PlexCore Sidewall Liner - 12 Volt LED Dome Light (Requires 12v Wall Switch) - ArmorTech on A-Frame and Rear End Rail - 2-5/16in 10,000lb Coupler - Z Crossmembers 16in On Center - 3.5K Spring Ele Brake Axle, 4in Drop, 5b, EZ Lube - 72-3/4in Tube Posts - Polar White .030 Aluminum Exterior - Road Force - Steel Frame - Sand Pad - LED Fender Mount Clearance Lights - Hat Section Roof Bows 16in On Center - 2in x 4in Tube Main Rails - ST205/75R15C Radial 5B Silver Spoke Steel Wheel - 6'6" Approximate Inside Height - LED Slim Line Red Lens Tail Lights - LED Amber Lens Amber Clearance Lights - 36 x 66 Side PT Door - RH Hinge - LED Red Lens Red Clearance Lights - Round Front - Vertical Posts 16in On Center - Medium Duty Rear Ramp Door-Deluxe Trim - Tag - Round Roof - 1-Piece Aluminum Roof - 1/4" Safety Chains w/ 1/4" Clevis Hook, Latch - 7ft Wide - 24in ATP Stoneguard - Tandem Axle - ATP Fenders - 16ft Long - License Plate Holder w/ Separate Light - Bonded Exterior Sidewalls - Rear Corners and Header Covered w/Silverfrost Alum - Silver Cap

#### Optional Features Include:

- #Landscape Package

# Collin County Travel Policy

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## Table of Contents

	Page
1. Purpose .....	2
2. Scope.....	2
3. Definitions.....	2
4. General Policy Provisions.....	3
5. General Travel Guidelines.....	4
6. County Auditor Responsibility .....	4
7. County Official and Department Head Responsibility .....	4
8. Employee Responsibility .....	5
9. Transportation .....	6
9.1 Air Fare.....	6
9.2 Auto Rental .....	6
9.3 Use of Personal Vehicle for Travel or Business Purposes.....	6
9.4 Taxi and Other Transportation .....	7
10. Lodging.....	7
11. Travel Meals.....	8
12. Travel Advances .....	9
13. Miscellaneous .....	9
14. Not Reimbursable .....	10

# Collin County Travel Policy

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## 1. **Purpose**

Commissioners Court recognizes expenditure of public funds for travel is necessary to conduct County business. This policy establishes appropriate requirements, limitations, and guidelines for county employee business travel. The purpose of this policy is to:

- Establish the appropriate use of, and limitations on use of, public funds for travel by employees
- Ensure travel expenses of employees are for legitimate, reasonable business travel
- Provide an expectation to employees to be conscientious in their use of public funds for travel
- Require accountability for the use of public funds by County employees and officials

The County Auditor shall have the discretion to approve departures from this policy if such departure fulfills the purposes set out in this Section.

## 2. **Scope**

This policy applies to all employees whose travel expenses are paid from public funds controlled by the County or by County Officials. Travel expenses for non-county employees are not covered by this policy and travel parameters should be established before the expense is incurred on a case by case basis.

## 3. **Definitions**

As used in the policy, travel for **County business** shall pertain to either of the following:

- Business travel for the purpose of conducting official authorized County business.
- Professional/Educational Travel to attend meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the County.

For purposes of this policy, **employee** includes elected officials, appointed officials and paid employees of Collin County. This policy does not cover travel for volunteers, consultants, or other person representing the County on a business trip. Parameters for travel for others not covered by this policy must be established in advance of the travel on a case by case basis.

A **business meal** is a meal expense incurred by an employee for the employee and another person. The other person may be another employee or an outside person. The meal has to be incurred in conjunction with a business purpose related to County business. The business meal is not considered a travel meal under this policy.

A **travel meal** is a meal expense incurred by an employee for travel purposes. There are two types of travel meals:

- Day Travel Meal – a meal expense for any travel that does not include an overnight stay. The cost of day travel meals are normally paid through payroll and require employment taxes and withholdings to be taken from the reimbursement.
- Overnight Travel Meal – a meal expense for any travel that does include an overnight stay.



# Collin County Travel Policy

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## **4. General Policy Provisions**

Qualifying travel expenses will be paid or reimbursed for an employee traveling on County business, provided the employee keeps and submits invoices, receipts, and all other required documentation for those expenses. Meals during travel are paid on a per diem basis (fixed amount per day) and do not require receipts.

All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.

The policy covers items normally encountered as business or travel expense.

Travel expenses are not allowed for two or more county employees on the same receipt and travel voucher. Each employee must pay for their individual travel expenses. Exceptions can be made by the County Auditor if necessary.

Duplicate travel expense payments or reimbursements to an employee are prohibited. This includes payment or reimbursement for the trip by both the County and outside party.

If travel expenses of an employee are being paid by another source, the employee may claim reimbursement for travel expenses from the County for any expenses allowed under this policy that are not reimbursed by the other source, with proper documentation.

If travel expenses are paid from grant funds, the grantor may have specific requirements for travel expenses. The employee should check with the County Auditor's Office prior to travel. If the travel expenses allowed by this policy are greater than the expense reimbursement from the grant, the employee may submit the additional expenses separately for reimbursement if funds are available and budgeted in a budget that is available for use by the employee.

Travel outside of the continental United States requires prior approval of the Commissioners Court at least 30 days before the departure date of the trip.

Employees may, on occasion, combine personal and County travel on the same trip provided there is no additional cost to the County; personal travel is not reimbursed. An exception is allowed when a family member is formally representing Collin County and has been expressly invited for that purpose such as when an elected official is receiving an award from another organization or government; the invitation must be submitted to the County Auditor with the travel documentation.

If an employee is combining personal and business travel, the County will only pay for or reimburse expenses for the business travel portion of the trip. There should be no additional cost to the County for the personal travel. The County Auditor shall determine the cut off between personal and business travel. If there is any personal travel involved in a business trip, the employee, before they complete their travel plans, shall seek the opinion of the County Auditor as to the estimated cut off between personal and business expenses.

If a county vehicle is used for transportation, the employee must follow all other applicable County policies and procedures.

# Collin County Travel Policy

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## **5. General Travel Guidelines**

An estimate of the expected travel expenses must be completed in a format approved by the County Auditor and submitted to the Auditor's Office prior to travel. Travel estimates related to inmate transport are not required to be submitted to the Auditor's Office. The County Auditor shall determine if there are sufficient budgeted funds available for the trip; if there is not sufficient funding, the County Auditor will notify the department. Any travel without sufficient budgeted funding may only be reimbursed to the amount of available budget.

If an advance of estimated expenses for the trip is required, the request for an advance must be submitted in sufficient time to permit processing and approval of the advance. Sufficient time is determined by the County Auditor. An advance is dependent upon availability of budgeted funds. The County Auditor has the authority to refuse to issue an advance, in accordance with the Local Government Code.

The County Auditor shall establish deadlines for submitting travel documentation. Employees submitting travel documents after the established deadline risk being held personally liable for the expenses.

Travel should be scheduled well in advance when possible in order to take advantage of lower rates.

All records for travel and training using public funds are open to inspection under the Texas Open Records Act, unless otherwise prohibited by law.

Requisitions/Purchase orders are not required for any travel related expenses including registration.

## **6. County Auditor Responsibility**

The County Auditor shall be responsible for implementation and interpretation of this policy, as well as enforcement of the policy, in accordance with Local Government Code 112.002, 112.006, and 112.007.

The County Auditor shall issue, maintain, and update any accounting procedure, control, and form needed to ensure compliance with this policy.

The County Auditor shall notify the Commissioners Court whenever there is a change in the optional standard mileage rate set by the IRS; the rate will be used to reimburse employees for use of their personal vehicle as of the effective date of the IRS implementation.

## **7. County Official and Department Head Responsibility**

County officials and department heads are responsible for ensuring travel expenditures are valid and appropriate.

County officials and department heads should ensure budgeted travel funds are available before authorizing travel for their employees. If travel is authorized without budgeted funds available, the County official or department head may be held responsible for reimbursing the County for any amount not budgeted.

County officials and department heads are expected to send the fewest number of individuals required to a seminar, conference, or meeting, taking into consideration the objectives or needs of the department.

# Collin County Travel Policy

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If there are any questions regarding this policy, the County official or department head should seek County Auditor opinion prior to travel if unusual circumstances are involved or the policy does not provide clear guidance.

Any exceptions to this Policy must be approved by Commissioners Court prior to expenditure of public funds for travel.

## **8. Employee Responsibility**

Employees should use good judgment and be aware they are spending public funds. An employee on official county business should exercise the same care in incurring expenses and accomplishing official business that a prudent person would exercise if traveling for personal business. Excess costs, indirect routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official business are not considered as exercising prudence.

In accordance with this Policy and procedures established by the County Auditor, employees traveling on County business will be paid or reimbursed for reasonable expenses incurred if travel funds have been budgeted.

Employees traveling on official county business must submit all required receipts for audit and reimbursement or risk being held personally liable for their travel expenses.

Employees are personally responsible for any expense not allowed under this policy. If the disallowed expense has been charged on a County procurement card, the employee shall promptly reimburse the County for that charge in accordance with the Procurement Card Policy.

Any employee found to be submitting false travel claims is subject to disciplinary action, up to and including termination and possible prosecution.

When making travel arrangements, the employee must submit appropriate documentation to the County Auditor of any reasonable accommodations needed under the Americans with Disabilities Act. Reasonable accommodation requests should be coordinated with travel, transportation, lodging, meals, and conference officials, as necessary, to comply with the needs of the employee.

If a death, serious injury or grave illness occurs in an employee's immediate family, the employee is authorized to immediately return at county expense. When, during a period of official travel, an employee dies due to illness or injury not induced by personal misconduct, the county will pay all transportation expenses to return the employee. The employees' next of kin may travel at county expense to make necessary arrangements. Expenses will be reimbursed according to this County policy. If injured while traveling, the injury must be reported to the County Risk Manager.

# Collin County Travel Policy

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## **9. Transportation**

### **9.1 Air Fare**

Employees must use discretion to obtain the best airfare deal for the County. Employees may not incur higher airfare to obtain a personal benefit such as frequent flyer miles or other incentives.

Employees are required to travel by economy class or coach class, unless there are documented extenuating circumstances. The documentation must be submitted to the County Auditor with their travel documents.

The County will pay reasonable fees for luggage or other expenses when traveling by air.

### **9.2 Auto Rental**

Rental vehicles may be an authorized expense if determined by the department head or County official as necessary.

Employees are not permitted to purchase insurance in connection to rental car agreements. Collin County insurance policy provides vehicle insurance for all employees on travel status; employees will be held responsible for any purchase of rental car insurance.

Only County employees may be permitted to drive or be listed as drivers on a rental car paid by the County.

The employee should minimize the cost of fuel when renting a vehicle, taking into account the rental car company policy.

Receipts for the auto rental, fuel and other related expenses must be submitted.

### **9.3 Use of Personal Vehicle for Travel or Business Purposes**

The County will pay, when an employee provides their own transportation, the optional standard mileage rate used by the IRS to calculate the costs of operating a vehicle for business purposes, including travel for business purposes.

Miles claimed must be reasonable in relation to the location visited.

No other automobile expense will be paid for use of a personal vehicle other than the current mileage rate established by the IRS for business mileage. County officials and department heads may, only for use of their personal vehicle, choose to be paid less than the IRS optional mileage rate. All other employees must be reimbursed at the IRS optional mileage rate.

Mileage is paid based on IRS rules as detailed in the Travel Expenses and Transportation Expenses in IRS Publication 17. Mileage should be calculated on an exact mileage basis or using Google travel maps. If the employee is receiving an auto allowance no mileage is permitted within Collin County and travel outside the County must begin and end at the Collin County border. Details are summarized below with definitions of each of these locations. If an employee uses a personal vehicle for overnight travel for County business, the rules on the following table apply:

# Collin County Travel Policy

	From Your Home	From Your Primary Work Location	From A Temporary Work Location
To Your Home		No mileage allowed	Mileage allowed
To Your Primary Work Location	No mileage allowed		Mileage allowed
To A Temporary Work Location	Mileage allowed	Mileage allowed	Mileage allowed to a second temporary location

**Home Location:** The place where you reside. Transportation expenses between your home and your main or regular place of work are personal commuting expenses and are not reimbursed.

**Primary Work Location:** This is your principal place you work.

**Temporary Work Location:** This is for personal vehicle miles driven going from home or one work location to another in the course of your business day, when your job requires you to work in another location. It could be for business meetings or business luncheons in another location away from your primary work location; training or seminar away from your primary work location; or travel to the airport or parking at the airport for a business trip.

If traveling, incidental miles driven at the destination are submitted for payment with other travel expenses upon return. Incidental miles should be reasonable.

Personal vehicle travel exceeding 350 miles one-way (700 miles total) on official county business will be reimbursed at the lower of 1) the most appropriate airline rate plus the cost of a rental car, or 2) the calculated cost for total business miles driven.

A motor pool vehicle may be available for employees who prefer not to use their personal vehicle. Please refer to the Vehicle Usage and Take Home Vehicle Policy before utilizing a motor pool vehicle.

If two or more employees are traveling in the same private vehicle, only one mileage allowance will be paid or reimbursed.

Tolls from toll roads may be reimbursed if a receipt is provided or a printout of the NTTA statement identifying which tolls were for County business.

## **9.4 Taxi and Other Transportation**

Taxi, shuttle, or other transportation may be an authorized expense when necessary as determined by the department head or elected official.

Receipts for taxi, shuttle, or other transportation are required.

Tips for transportation are not part of the per diem and are reimbursable.

## **10. Lodging**

The actual cost of lodging, including hotel taxes, will be paid or reimbursed for a traveling employee on official county business.

# Collin County Travel Policy

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Accommodations should be the most reasonable available at the time of the stay.

The employee should always seek any discounts available.

The traveler must submit an itemized, detailed statement/receipt for lodging.

An employee may stay at the home of a friend or family, but there will be no payment or reimbursement for lodging.

The County will only pay or reimburse the single person cost of the lodging for the employee if there is only one employee staying in the room. If there are two or more employees staying in the room, the cost of the room should be paid by one employee and not allocated. If the expenses need to be allocated, the County Auditor will perform the allocation. If there is a cost for a non-employee lodger staying in the room with an employee, the County will only reimburse or pay the single room rate.

The County will not pay or reimburse the employee for additional lodging not considered a part of the business trip (i.e., personal trip or vacation).

If an employee has an emergency requiring a change in the length of the stay, resulting in additional charges, the additional charges, within reason, are allowable for payment or reimbursement.

## **11. Travel Meals and Incidentals**

Travel meals and incidentals will be paid or reimbursed based on per diem bases for overnight travel and an actual basis for day travel.

Travel meals may be paid or reimbursed for each day the employee is on travel status.

Travel meals purchased within Collin County borders for day travel meals (non-overnight) will not be paid or reimbursed except as needed for inmate transport.

The County will pay or reimburse travel meals for the employee only with the exception of Inmate Transport. A meal may be provided to an employee if the inmate requires a meal while being transported, even if the employee is in Collin County. The inmate transport employee's meal will not be subject to payroll taxation. Both meals will be reimbursed or paid.

A travel meal purchased by the employee for friends, family, other employees, or county officials will not be paid or reimbursed.

Meals provided by a third party may not be paid or reimbursed.

Meals for business meetings are not considered travel expenses and are not covered by this policy.

**Overnight Travel:** Employees will be paid or reimbursements on a per diem basis for meals and incidentals related to overnight travel. Incidentals include all taxes and tips related to travel. The per diem rate is **80%** of the rate established by the Governmental Services Administration (GSA) with the federal government and will vary by city or county and state. Per diem meals will not be paid or reimbursed to employees when meals are provided by a third party or conference. Meal payments for the first and last day of travel will be reduced to 75% of a full day meal reimbursement in accordance

# Collin County Travel Policy

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with GSA standards. Per diem will not be paid for the first day of a trip when an employee departs after 7:00pm. The County Auditor shall publish the GSA per diem allowable rate each year by January 1 on the intranet website.

Under very limited circumstances the County Auditor may reimburse an employee for amounts in excess of the meal and incidental amount if the employee provides written justification and detailed receipts to the County Auditor.

**Day Travel Meals:** An itemized receipt must be submitted to be reimbursed for a day travel meal. Incidentals should be itemized and submitted to the Auditor. Only one employee per receipt can be submitted. Per IRS regulations, the cost for meals incurred while attending an event not requiring an overnight stay is considered taxable income. Employees will be reimbursed through payroll for the exact cost of their meal in gross pay before payroll taxes and withholdings are deducted. Tips will generally be paid or reimbursed at 15%, with a maximum of 20% allowable; tips at fast food establishments are not reimbursed.

## **12. Travel Advances**

The County may provide advances for travel based on the estimated cost of the travel as provided by the department or employee.

An affidavit requesting a travel advance must be completed for each advance of funds and must be approved by the elected official or department head, or designee. The affidavit must be submitted according to the deadlines established by the County Auditor.

Travel advance limitations:

- Advances will not be provided for estimated expenditures less than \$100.
- Advances will not be provided for non-overnight travel expenses.
- Advances will not be provided after the travel is completed.
- Advances will not be disbursed when a traveler has a travel reimbursement request that is more than 30 days past due.
- Only one advance of funds shall be authorized for each scheduled travel.
- Advance must be returned within 10 business days if trip is cancelled.
- The employee is personally responsible for funds advanced. Any loss must be repaid.
- An advance may only be used for employee travel and not for travel of another person.

## **13. Miscellaneous**

Reimbursable miscellaneous expenses include:

- Internet connectivity charges for County-provided equipment.
- Charges for business-related telephone calls.
- Excess baggage charges will be paid or reimbursed only when transporting County materials.
- Charges for reasonable and actual expenses will be paid or reimbursed for laundry services necessary due to travel that exceeds one week.
- Tolls and parking fees.

Parking expense is permitted and reimbursable with proper documentation. If the parking cost is \$6 or less for the entire trip no receipt is required. If more than \$6 a receipt will be required for

## Collin County Travel Policy

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reimbursement; however, if a receipt is not given such as a parking meter a written explanation as to such must be provided.

### **14. Not Reimbursable**

Miscellaneous expenses while traveling that will not be reimbursed or paid include:

- Alcoholic drinks
- Pet care expenses
- Personal travel insurance
- Insurance coverage for privately owned vehicles
- Expenses for the repairs of privately owned vehicles
- Interest charges levied on overdue invoices or credit card statements
- Personal expenses, such as barbers, hairdressers, toiletry items, health club fees, prescriptions, and non-prescription medications
- Hotel pay-per-view video and mini-bar expenses
- Expenses related to lost or stolen items
- ATM fees
- Entertainment expenses, even if provided by the conference unless it involves a meal
- Use of a personal cell phone to make calls
- In general, personal expenses are not reimbursable, and are assumed to include any expenses which are not a necessary consequence of travel on behalf of the County
- Between meal snacks, gum, candy bars, etc., will not be paid or reimbursed by the county.