



HIDALGO COUNTY, TEXAS
HOTEL, CAR RENTAL, AND SEMINAR REGISTRATION

DEPARTMENT: WIC
DEPARTURE DATE: 1/11/2008 RETURN DATE: 1/11/2008
TO CITY: Edinburg STATE: Texas
NAME OF EMPLOYEES: See list
ATTENDING SEMINAR:

SEMINAR REGISTRATION

TITLE OF WORKSHOP/CONFERENCE: Solving Performance And Conduct P.O. 596093
SPONSORED BY: Border Vision Consulting
REGISTRATION CHECK PAYABLE TO: Border Vision Consulting
REGISTRATION ADDRESS: 205 W. Iris V-238546
Mcallen, Tex. 78501
REGISTRATION COST PER EMPLOYEE: \$125.00
NUMBER OF EMPLOYEES ATTENDING: 26 GENERAL LEDGER ACCOUNT NUMBER 8.1292.441.00.350.001.8.584
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending) . . . . . A. \$ 3,250.00

HOTEL

NAME OF HOTEL: CONFIRMATION NUMBER(S):
ADDRESS OF HOTEL:
HOTEL PHONE NUMBER:
DAILY ROOM RATE:
TAX RATE:
NUMBER OF ROOMS: NAME OF HOTEL CONTACT PERSON:
NUMBER OF DAYS: GENERAL LEDGER ACCOUNT NUMBER: 8.1292.441.00.350.001.8.583
TOTAL CHECK AMOUNT FOR HOTEL(Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) . . . . . B. #VALUE!

CAR RENTAL

NAME OF CAR RENTAL COMPANY:
ADDRESS OF CAR RENTAL COMPANY:
PHONE NUMBER OF CAR RENTAL COMPANY: CONFIRMATION NO.:
DAILY CAR RATE: \$ -
NUMBER OF DAYS: 0
GENERAL LEDGER ACCOUNT NUMBER:
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) . . . . . C. \$ -

Please indicate below how Hidalgo County will benefit from this trip: TOTAL (A +B + C) #VALUE!
Understand the performance management process.

I hereby certify that information and estimates provided on this form are true and as accurate as possible. The funds will be used solely for Official County travel.
DEPARTMENT HEAD APPROVAL (Signature) DEPARTMENT CONTACT PERSON MARGARITA GONZALEZ, Administrative Tech. PHONE #

**List of Supervisors  
Attending Seminar  
Solving Performance And Conduct**

1. Anabelle Ramirez
2. Cynthia Casas
3. Rosa Sepulveda
4. Norma Flores
5. Cristine Contreras
6. Diane Reyes
7. Ryan Rios
8. Dora Trevino
9. Carmen Pena
10. Claudia de la Rosa
11. Teresa Sanchez
12. Veroncia Riojas
13. San Juanita Alcantar
14. Elma Garza
15. Melissa Gonzalez
16. Sulema Cano
17. Linda Trevino
18. Gloria Vela
19. Joanna Rodriguez
20. Cruz Alcantar
21. Michelle Flores
22. Cindy Hoots
23. Fred Martinez
24. Larry Hinojosa
25. Emily Flores
26. Adabel Hinojosa





**Friday, January 11, 2008 8am – 5pm**  
**Monte Cristo Country Club / Edinburg, TX**  
 2½ miles W. of Hwy 281

## Solving Performance and Conduct Training

Border Visions Consulting Group, L.L.C., will offer supervisors better tools and tactics for managing employee performance, developing proper responsibilities and options, including appraising performance, administering discipline, or taking formal action on performance. The performance appraisal is one of the most significant opportunities a manager will have to help employees close the gap between actual performance and the performance needed to meet - and exceed - individual and departmental objectives. Done correctly, performance appraisals provide your employees with valuable developmental feedback, and it's an opportunity to receive an honest assessment of how you're doing as a manager.

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  - Understand the performance planning and appraisal method adopted by your agency.
  - Learn about rating scale appraisal problems and how to avoid/minimize them
  - Learn how to document objectively and accurately data/information about actual employee work performance levels in comparison with established standard/levels of performance.
  - Learn how to improve communication provide feedback about performance to Employees
  - Plan and conduct the annual appraisal interview/meeting
  - Learn how to address and deal with performance problems

## SOLVING PERFORMANCE AND CONDUCT TRAINING

(Please print and use a separate form for each attendee. Send Registration Form to: Border Visions Consulting Group, L.L.C. Fax Number: (956) 627-0973; Mailing Address: 205 W. Iris, McAllen, TX 78501)

First Name Anabelle Last Ramirez MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
 Business Telephone (956) 381-4646 Fax No. (956) 380-4056

Do you require a reasonable accomodation due to a disability, in order for you to attend this program?  
 \_\_\_\_\_ Yes  No Describe accommodation requested. \_\_\_\_\_

\*\*\*\*\*  
 Seminar Fee: \$125.00 per attendee Payment Option: \_\_\_\_\_ Check  Purchase Order   
*Includes Lunch*

Who should attend?  
 This program is recommended for all staff. Supervisors and managers may find the process useful in improving performance and employee conduct.

**Agenda**  
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First Name Cynthia Last Casas MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
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First Name Rosa Last Sepulveda MI \_\_\_\_\_  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
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First Name Norma Last Flores MI   
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
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First Name Cristina Last Contreras MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
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First Name Diana Last Reyes Title MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
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First Name Ryan Last Rios MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
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First Name Dora Last Trevino MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
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First Name Carmen Last Pena MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
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First Name Claudia Last De La Rosa Title MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
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 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
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 Do you require a reasonable accomodation due to a disability, in order for you to attend this program?  
 Yes  No Describe accommodation requested. \_\_\_\_\_

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 Seminar Fee: \$125.00 per attendee Payment Option:  Check  Purchase Order   
*Includes Lunch*

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**Friday, January 11, 2008 8am – 5pm**  
**Monte Cristo Country Club / Edinburg, TX**  
 2½ miles W. of Hwy 281

## Solving Performance and Conduct Training

Border Visions Consulting Group, L.L.C., will offer supervisors better tools and tactics for managing employee performance, developing proper responsibilities and options, including appraising performance, administering discipline, or taking formal action on performance. The performance appraisal is one of the most significant opportunities a manager will have to help employees close the gap between actual performance and the performance needed to meet - and exceed - individual and departmental objectives. Done correctly, performance appraisals provide your employees with valuable developmental feedback, and it's an opportunity to receive an honest assessment of how you're doing as a manager.

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## SOLVING PERFORMANCE AND CONDUCT TRAINING

(Please print and use a separate form for each attendee. Send Registration Form to: Border Visions Consulting Group, L.L.C. Fax Number: (956) 627-0973; Mailing Address: 205 W. Iris, McAllen, TX 78501)

First Name San Juanita Last Alcantar MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
 Business Telephone (956 ) 381-4646 Fax No. ( 956 ) 380-4056  
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First Name Elma Last Garza MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
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First Name Melissa Last Gonzalez MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
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First Name Sulema Last Cano MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
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First Name Linda Last Trevino First Name MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
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First Name Gloria Last Vela MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
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First Name Joanna Last Rodriguez MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
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First Name Cruz Last Alcantar MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
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First Name Mitchelle Last Flores MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
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First Name Cindy Last Hoots MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
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First Name Fred Last Martinez MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
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First Name Larry Last Hinojosa MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
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First Name Emily Last Flores MI \_\_\_\_\_  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
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#### Agenda

8:00 am Registration  
 8:30 am - 5:00 Seminar  
 12:00 pm - 1:00 Lunch

**Friday, January 11, 2008 8am – 5pm**  
**Monte Cristo Country Club / Edinburg, TX**  
 2½ miles W. of Hwy 281

## Solving Performance and Conduct Training

Border Visions Consulting Group, L.L.C., will offer supervisors better tools and tactics for managing employee performance, developing proper responsibilities and options, including appraising performance, administering discipline, or taking formal action on performance. The performance appraisal is one of the most significant opportunities a manager will have to help employees close the gap between actual performance and the performance needed to meet - and exceed - individual and departmental objectives. Done correctly, performance appraisals provide your employees with valuable developmental feedback, and it's an opportunity to receive an honest assessment of how you're doing as a manager.

### OBJECTIVES

- Understand the performance management process: Stages, objectives, benefits
- Understand the performance planning and appraisal method adopted by your agency.
- Learn about rating scale appraisal problems and how to avoid/minimize them
- Learn how to document objectively and accurately data/information about actual employee work performance levels in comparison with established standard/levels of performance.
- Learn how to improve communication provide feedback about performance to Employees
- Plan and conduct the annual appraisal interview/ meeting
- Learn how to address and deal with performance problems

## SOLVING PERFORMANCE AND CONDUCT TRAINING

(Please print and use a separate form for each attendee. Send Registration Form to: Border Visions Consulting Group, L.L.C. Fax Number: (956) 627-0973; Mailing Address: 205 W. Iris, McAllen, TX 78501)

First Name Adabel Last Hinojosa MI MI  
 Title Clinic Supervisor Business Organization Hidalgo County WIC Program  
 Address 3105 W. University  
 City Edinburg, State Tx Zip 78539 E-mail \_\_\_\_\_  
 Business Telephone (956 ) 381-4646 Fax No. (956) 380-4056  
 Do you require a reasonable accomodation due to a disability, in order for you to attend this program?  
 Yes  No  Describe accomodation requested. \_\_\_\_\_

\*\*\*\*\*  
 Seminar Fee: \$125.00 per attendee Payment Option:  Check  Purchase Order   
*Includes Lunch*

**Who should attend?**  
 This program is recommended for all staff. Supervisors and managers may find the process useful in improving performance and employee conduct.

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# Purchase Order COUNTY OF HIDALGO

PO#: 596093

DATE: 12/17/07

Page No 1 Of 1

VENDOR: 238546                      REQ:00123262  
FAX (956) 687-6655              Email:  
Phone: (956) 630-6775  
BORDER VISIONS CONSULTING GROUP LLC  
205 W IRIS  
MCALLEN TX 78501

BUYER: WIC1  
SHIP TO: W.I.C. PROGRAM  
3105 W. UNIVERSITY DR  
EDINBURG TX 78539

CONTACT: Norma Longoria  
SITE: W.I.C. PROGRAM

Special Instructions:

**VENDOR NOTES**

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
27	EACH	DO NOT DUPLICATE ORDER  REGISTRATION FOR SOLVING PERFORMRANCE AND CONDUCT ON JAN. 11, 2008 @ Monte Cristo Country Club in Edinburg, Texas from 8:00-5:00 pm ATTENDING WILL BE: ANABELLE RAMIREZ, CYNTHIA CASAS, ROSA SEPULVEDA, NORMA FLORES, CRISTINE CONTRERAS, DIANE REYES, RYAN RIOS, DORA TREVINO, CARMEN PENA, CLAUDIA DE LA ROSA, TERESA SANCHEZ, VERONICA RIOJAS, SAN JUANITA ALCANTAR, ELMA GARZA, MELISSA GONZALEZ, SULEMA CNAO, LINDA TREVINO, GLORIA VELA, JOANNA RODRIGUEZ, CRUZ ALCANTAR, MICHELLE FLORES, CINDY HOOTS, FRED MARTINEZ, LARRY HINOJOSA, EMILY FLORES, ADABEL HINOJOSA.	125.00	3,375.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		3,375.00
		***** For Hidalgo County use only 7-1292-441-00-350-001-8-584		
		3,375.00		
		Approved _____		

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COUNTY AUDITOR  
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Authorized by: Martha L. Salazar