



**HIDALGO COUNTY, TEXAS  
NON-TRAVEL MEALS, REFRESHMENTS,  
AND RELATED EXPENSE CLAIM**

**DEPARTMENT INFORMATION**

Department: Civil Service  
 Department Contact Name: Hermelinda Solis  
 Contact Phone Number: 956-318-2660

**EVENT INFORMATION**

Date: 7/28/2016 Start Time: 6:03 PM End Time: 7:25 PM  
 Duration: 1:22 Location: 100 E. Cano, Edinburg, TX 78539

Purpose of Event:  
 Meeting  Training  Other: \_\_\_\_\_  
 (Please explain.)

Attendees: (Please attach sign-in sheet)  
 County Employees 2 + Non-County Employees 3 = Total 5

Meals: (Meals may not exceed \$10.00 per person including taxes and gratuity or \$250.00 per event.)  
 Breakfast \_\_\_\_\_ + Lunch \_\_\_\_\_ + Dinner \_\_\_\_\_ = Total 0  
 Refreshments: \_\_\_\_\_ (Refreshments may not exceed \$3.00 per person or \$125.00 per event.)  
 Related Expenses: \_\_\_\_\_ (Related expenses may not exceed \$25.00 per event.)

	<b>ACTUAL</b>	<b>ALLOWABLE</b>
Meals Expense:	\$ 32.95	\$ -
Refreshments Expense:	\$ 6.45	\$ -
Related Expenses:	\$ -	\$ -
<b>Total Event Expenses:</b>	<b>\$ 39.40</b>	<b>\$ -</b>

(Please attach original receipts.)

**FUNDING**

Purchase Order Number: 746665 Account Number: 6-1100-415-50-125-037-0630

**APPROVAL**

I, the undersigned, certify to the best of my knowledge, that the expenditures incurred were for official County business, have been expressly authorized by the Purchasing Department, and are in compliance with the Policy on Non-Travel Meals, Refreshments, and Related Expenses.

Monica Badillo  
 Name of Approving County Official/Department Head  
 (Please Print)

Monica Badillo  
 Signature of Approving County Official/Department Head

8/21/16  
 Date

**Invoice:**

Date Order Placed: 7/27/2016  
Delivery Date Time: **7/28/2016 2:45 PM**  
Deliver To: No Address  
No Address  
Driver's Name:  
Delivery Instructions:  
Customer PO #: 746665  
Ordered By: \*, Hermalinda 318-2660



**Invoice Number: 1607289023170012**

Questions or Comments  
1-888-735-1514  
www.jasonsdeli.com

Hidalgo County Health Department (CN: 2034)  
Attn: \*, Hermalinda  
Administration Department  
1304 S. 25th  
Edinburg, T  
same  
, TX

Jason's Deli - North McAllen  
4100 N 2nd St  
McAllen, TX 78504  
956-664-2199

**Customer Name: Hidalgo County Health Department**

Menu Items Purchased:

Quantity	Item	Description	Each	Amount
5	CPP TK BOX (5 CPP BOX	TCCP Turkey Box (5 CPP BOX TK)	6.59	32.95
	Options:	Multi Grain Wheat; CHIC		
3	CAN SODA (3 Can Soda)	Bulk Can Soda (3 Can Soda)	1.29	3.87
	Options:	Sprite Can		
2	CAN SODA (2 Can Soda)	Bulk Can Soda (2 Can Soda)	1.29	2.58
	Options:	Coke Can		

\*\*\* Item list continued on next page \*\*\*

Subtotal	<b>\$39.40</b>
Tax	\$0.00
Delivery Fee	\$0.00
<b>Order Total</b>	<b>\$39.40</b>
Added Tip	
<b>Grand Total</b>	

Please initial tip \_\_\_\_\_

PO 746665  
6100415-50125-037-0-630  
INVOICE RECEIVED BY: *Meli* 7/28/16  
PAID BY: *Monica* on 7/28/16

Customer Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Thank you for being a Jason's Deli Customer

Due upon receipt --- Please detach and return

Payment Method:

Corporate Account

**Charged Amount Due** \$39.40

Site: Jason's Deli - North McAllen  
Date: 7/28/2016  
Invoice #: 1607289023170012  
Customer PO #: 746665  
Customer Account No.2034

**Please pay from this invoice.**  
Send your payment to: Jason's Deli  
6000 S. Staples Ste. 300  
Corpus Christi, Tx 78413

**Invoice:**

Date Order Placed: 7/27/2016  
 Delivery Date Time: **7/28/2016** **2:45 PM**  
 Deliver To: No Address  
 No Address  
 Driver's Name:  
 Delivery Instructions:  
 Customer PO #: 746665  
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**Customer Name: Hidalgo County Health Department**

Menu Items Purchased (Continued):

<u>Quantity</u>	<u>Item</u>	<u>Description</u>	<u>Each</u>	<u>Amount</u>
1	Utensils (1 Utensils)	Plates, Forks, Napkins (1 Utensils)	0.00	0.00
	Options:	No Plates Forks & Napkins		



HIDALGO COUNTY, TEXAS CIVIL SERVICE COMMISSION  
**NOTICE**

NOTICE, IS HEREBY GIVEN IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE, THAT A MEETING OF THE HIDALGO COUNTY, TEXAS CIVIL SERVICE COMMISSION WILL BE HELD ON THURSDAY, JULY 28, 2016, AT 5:30 P.M., AT THE HIDALGO COUNTY COMMISSIONERS COURTROOM, LOCATED AT 100 E. CANO, EDINBURG, TEXAS. DISCUSSION AND POSSIBLE ACTION RELATING TO THE FOLLOWING BUSINESS WILL BE TRANSACTED.

At anytime during the course of this meeting, the Board may retire to Executive Session under Texas Government Code, Section 551.071 (2) to confer with its legal counsel on any subject matter in this agenda in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. At anytime during the course of this meeting, the Board may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code;

**Hidalgo County  
Civil Service  
Commission**

**COMMISSIONERS**

Michelle "Mickie" Rabinovich

Aurora Villarreal Zamora

Jaime Ortiz

Mercedes S. Espinosa

Civil Service Attorney

ESPINOSA LAW FIRM, P.L.L.C.

4300 N. McColl Road  
McAllen, Texas 78504

Phone: 956-686-6490

Fax: 956-686-6491

[www.espinosalawfirm.com](http://www.espinosalawfirm.com)

**AGENDA**

- ITEM 1. Call to order;
- ITEM 2. Public Comments;
- ITEM 3. Approval of minutes of May 12, 2016;
- ITEM 4. Discussion, consideration and/or possible action without hearing, consolidation, hearing setting, action on motion for continuance, and/or hearing on the following complaints/grievances;
- |               |                  |
|---------------|------------------|
| 0416-FM-C-005 | 0616-PCT#1-C-008 |
| 0516-S-D-006  | 0616-DD#1-C-009  |
- ITEM 5. Adjournment to closed session pursuant to Texas Government Code (551.074) for discussion and/or hearing on one or more of the complaints/grievances listed in Item 4;
- ITEM 6. Reconvene in open session;
- ITEM 7. Additional discussion and/or possible action on complaints/grievances listed on item 4;
- ITEM 8. Adjourn;



# HIDALGO COUNTY, TEXAS

## Civil Service Meeting

**Hidalgo County  
Civil Service  
Commission**

held on:

July 28, 2016  
(month, date, year)

### COMMISSIONERS

Michelle "Mickie" Rabinovich

Chairperson

Michelle Rabinovich

Aurora Villarreal Zamora

Vice-Chairperson

Aurora Villarreal

Jaime Ortiz

Commissioner

Jaime Ortiz

Mercedes S. Espinosa

Attorney

Mercedes S. Espinosa

Civil Service Attorney

County Operations  
Administrator  
Executive

Assistant II

Nereida Garza Raul Silguero Jr.

ESPINOSA LAW FIRM, P.L.L.C.  
4300 N. McColl Road  
McAllen, Texas 78504

Phone: 956-686-6490

Fax: 956-686-6491

Court Reporter

Hermelinda Solis

www.espinosalawfirm.com