

Memorandum

Hidalgo County Elections Department

To: Martha Salazar
From: Yvonne Ramón
CC: Letty Chavez
Date: December 2, 2019
Re: Non-Travel Meals, Refreshments, and related Expenses Claims

This memo is an update to the one sent to you on January 30, 2014.

As previously approved by Commissioners Court on February 11, 2019, we request the following:

Every year before the elections are held, the Elections Department conducts multiple trainings/meetings with entities, poll workers, election judges, elected officials, department heads, party chairs, the County Election Board and the Elections Commission Board. We offer coffee and bottled waters at these meetings. These meetings are scheduled throughout the year and our department purchases various items in advance since we are not able to foresee when these meetings will be held. We purchase coffee, stirrers, sugar, creamer, water bottles, coffee filters, coffee cups, paper plates and sometimes sweet bread. We are not able to provide an exact number of meetings or attendees because we can't predict the number of elections or runoff elections we will be contracted to administer. Therefore, it is not possible for our office to follow the M.1 "Non-Travel Meals, Refreshments, and Related Expenses Claim" policy. At this time, we respectfully request to be exempt for the forthcoming years.

Respectfully,

Yvonne Ramón
Elections Administrator

Hidalgo County Elections Department Pre-Determined Elections/Meetings/Trainings Scheduled for 2020

2020 Elections Pre-Primary Party Meeting/ 20-40 people

2020 Local May Entity Meeting/50-60 people

2020 Elections Commission Board Meeting – 25 people

2020 Operations Action Force Meeting – 70 people

2020 Local Entities Law Enforcement Meeting – 70 people

2020 Primary Poll Worker Training/ 800 – 1,000 people

2020 March Primary

- Ballot Board/30-40 people

2020 March Primary Runoff

- Ballot Board/30- 40 people

2020 May Poll Worker Training 150-200 people

2020 May Local Entity Election

- Ballot Board/30 - 40 people

2020 County Elections Board Meeting – 25 people

2020 November General Election Poll Worker Training 300 + people

2020 November Entity Meeting/ 50-60 people

2020 November Election

- Ballot Board/30 - 40 people

2020 November Runoff Election

- Ballot Board/30 - 40 people

These numbers do not reflect the continuous meetings we have with law enforcement agencies such as the FBI, Attorney General, Texas Rangers, as well as continuous meetings with political subdivision entities.

Thank you,

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Memorandum

To: Martha Salazar
From: Yvonne Ramón
Date: 12/11/19
Re: Staples PO#807130-805894

The following is in regards to PO#807130 and PO#805894, which is being questioned by the auditor's due to the Hidalgo County Procedures manual (non travel meals, refreshment, and related expresses). The purchase order was for coffee, sugar, coffee creamer, paper plates and coffee cups in which we utilize when we have meeting/trainings with entities, poll workers, judges, elected officials, department heads, party chairs, the County Election Board and the Elections Commission Board. The items ordered are for future meetings that are held within the year.

Respectfully,

Yvonne Ramón
Elections Administrator