

39.

FILED FOR RECORD
CLERK OF COURT
2007 SEP 18 AM 8:38
DEB
COUNTY CLERK
EL PASO, TEXAS

September 17, 2007

Honorable Delia Briones
County Clerk
500 E. San Antonio, 1st Floor
El Paso, Texas 79901

Dear Ms. Briones:

I would appreciate your assistance with the following posting for the Commissioners Court Agenda on **Monday, September 24, 2007**:

TRAVEL / TRAINING REQUESTS:

Please place the following item(s) on the agenda:

- a). Approve and authorize payment to: **CAREER TRACK** in the amount of **\$99.00**. Registration fee for one (1) employee in the County Attorney's Office to attend the "*Mistake Free Grammar and Proofreading*" to be held in El Paso, Texas on November 2, 2007. Funds available from account **CACOMM-6705**.

Sincerely,

Gabriella Edwards
Trial Team Chief

El Paso County Travel Justification Form

Name: Carinda Delacruz Supervisor: [Signature] Date: 9-13-07
Dept: FV unit Job Title: Secretary I Rosa Ramirez
Travel Funding Source: _____ County _____ Grant _____ Other _____
Will any funds be reimbursed by another entity? NO
Travel Account No.: _____ Balance Remaining for FY: _____

Purpose: (check one)

- ☐ **Statutorily Required Training to Hold Elective Office**
Statute Reference: _____
My elective office requires _____ number of training hours per _____ months. I
have already fulfilled _____ of these hours for this time period.
Estimated hours to be obtained from this course? _____.
- ☐ **Professional or Technical Training to Maintain License/Certification**
(peace officers, attorneys, CPAs, technical certifications, etc.)
- ☒ **Additional Professional or Technical Training NOT Required to Maintain License/Certification**
- ☐ **Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy**
Entity Name: _____
Purpose of Visit: _____
- ☐ **Travel for Program Revenue Enhancement/Sales Opportunity**
Explain: _____
- ☐ **Program Development Training**
Explain: _____
- ☐ **Travel to Professional, County, or Elected Officials' Organization Meeting/Convention**
(County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.)
Organization Name: _____
- ☐ **Human Resources/Management/Personal Development Training**
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
- ☒ **Other: Grammar & Proofreading**

A one-day workshop ...

Mistake-free Grammar & Proofreading

Get a firm grip on grammar rules,
learn to proofread with perfection—
and enjoy yourself in the process.

Coming soon to your area
(see page 7 or visit our Web site at www.careertrack.com)



Gail never goofed on grammar ...

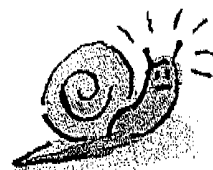
She carefully considered every comma, painstakingly placed apostrophes,
and diligently looked up difficult words.

She was definitely dependable ...

Her boss could bank on mistake-free memos ... letter-perfect reports ...
and impeccable proposals.

But, boy, was she S-L-O-W ...

Gail would sweat over every sentence, pore over grammar guides
to get everything right, and stay late to proof her projects. (What
a toll it took on Gail!)



Until Gail got a grand idea ...

She went to Mistake-free Grammar & Proofreading and brushed up on her business English.
Now Gail has all of those writing rules and regs down pat. She has more confidence
in her writing skills — and turns out twice the work in half the time!

Coming to your area in 2007

ARIZONA

Flagstaff — October 9
Phoenix — October 10
Scottsdale — October 12
Tucson — October 11

CALIFORNIA

Concord — October 19
Fresno — October 22
Sacramento — October 18

San Francisco — October 24
San Jose — October 23

NEVADA

Reno — October 17

NEW MEXICO

Albuquerque — October 31
Farmington — October 30
Las Cruces — November 1

TEXAS

Austin — October 18
Beaumont — October 2
College Station — October 1
Corpus Christi — October 16
El Paso — November 2
Galveston — October 3
Houston — October 4
McAllen — October 15
San Antonio — October 17



Want to learn how you, too, can benefit from this
one-day training? Take a look inside ...

Register Today!



ONLINE

www.careertrack.com

Enroll online! Enter Event # from the schedule.



PHONE

1-800-556-3009

Customer Service Center
open 7 a.m. - 7 p.m. CST,
Monday through Friday



FAX registration form to:

913-967-8847

24 hours a day, 7 days a week



MAIL registration form to:

CareerTrack

P.O. Box 219468

Kansas City, MO 64121-9468

ARIZONA

Flagstaff - October 9

Event #61450

Days Inn

1000 West Hwy. 66

Phoenix - October 10

Event #61451

Sheraton Crescent Hotel

2620 West Dunlap Ave.

Scottsdale - October 12

Event #61453

Orange Tree Golf Resort

10601 North 56th Street

Tucson - October 11

Event #61452

Embassy Suites Hotel Airport

7051 South Tucson Blvd.

CALIFORNIA

Concord - October 19

Event #61591

Centre Concord

5298 Clayton Rd.

Fresno - October 22

Event #61586

Ramada Inn University

324 East Shaw

Sacramento - October 18

Event #61590

Clarion Hotel Mansion Inn

700 16th Street

San Francisco - October 24

Event #61588

Cathedral Hill Hotel

1101 Van Ness Ave.

San Jose - October 23

Event #61587

Holiday Inn

1740 North 1st Street

NEVADA

Reno - October 17

Event #61589

The Sands Regency Casino Hotel

345 North Arlington Ave.

NEW MEXICO

Albuquerque - October 31

Event #61447

Country Inn and Suites

7620 Pan American Freeway NE

Farmington - October 30

Event #61446

Courtyard by Marriott

560 Scott Ave.

Las Cruces - November 1

Event #61448

SpringHill Suites

1611 Hickory Loop

TEXAS

Austin - October 18

Event #61369

Clarion Inn and Suites

Conference Center

2200 South IH-35

Beaumont - October 2

Event #61371

MCM Elegante Hotel

and Conference Center

2355 IH-10 South

College Station - October 1

Event #61370

Holiday Inn Aggieland

2500 Earl Rudder Freeway South

Corpus Christi - October 16

Event #61367

Holiday Inn Emerald Beach

1102 South Shoreline Blvd.

El Paso - November 2

Event #61449

Currey Adkins

200 South Alto Mesa

Galveston - October 3

Event #61372

The Victorian Resort

and Conference Center

6300 Seawall Blvd.

Houston - October 4

Event #61373

Norris Conference Center

9990 Richmond Ave.

McAllen - October 15

Event #61366

Holiday Inn Express Airport

1921 South 10th Street

San Antonio - October 17

Event #61368

Norris Conference Center

4522 Fredericksburg Rd.

☒ **YES!** Please register me today for the one-day *Mistake-Free Grammar & Proofreading* workshop indicated in Section 5 for only \$99 per person. Group Discounts available; see page 6 for details.

Business Writing for Results (see page 5 for more information)

☐ Please send _____ copies of item #12121CD to my organization's address for \$89.95 each, plus my state's applicable tax and \$8.95 for shipping. **Questions? Call 1-800-556-3009.**

IMPORTANT! Please fill in VIP number as it appears on the address label.

ID#
213801

VIP

3 ORGANIZATION INFORMATION

Organization: El Paso County Attorney's Office

Address: 500 E. San Antonio, Rm. 503

City: El Paso State: TX ZIP: 79901

Telephone: 915 546 2050 Fax: 915 546 2133

Approving Mgr's Name: Mr. Gabriella Edwards

Job Title: Trial Team Chief

E-mail Address: _____

☐ BUSINESS ☐ HOME

☒ **EXPRESS SEMINAR ENROLLMENT**

☐ Please e-mail or fax my confirmation to me within 48 hours.

My e-mail address or fax number is: _____

5 NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. Rosa Ramirez Event #
Job Title Secretary I
E-mail Address _____ ☐ BUSINESS ☐ HOME

#2 Attendee's Name
Mr. _____ Event #
Job Title _____ ☐ BUSINESS ☐ HOME
E-mail Address _____

6 METHOD OF PAYMENT (Payment is due before the program.)

Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (5.92%), and West Virginia (6%).

Total amount due: \$ _____

☒ Check # _____ (payable to CareerTrack) is enclosed

☒ Bill my organization. Attn: Lori Lopez

☐ Purchase order # _____ is enclosed.

(Attach purchase order to completed registration form.)

☐ Charge to: ☐ AMEX ☐ DISCOVER ☐ MC ☐ VISA

MO. YR. EXPIRATION DATE

CARD NUMBER

Card Holder's Name

Tax-Exempt #

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Notes: If you've already registered by phone, fax, or online, please do not return this form.

Copyright 2007

Cesar O. Nava

From: Lori Lopez [Lori.Lopez@ca.epcounty.com]
Sent: Monday, September 17, 2007 11:13 AM
To: Patricia Pietzyk
Subject: Agenda Item[Scanned for Viruses]
Attachments: Agenda-backup.RosaRamirez.pdf; Agenda.CareerTrack-RosaRamirez.doc

Pat.

Please post for commissioners court on Monday, September 24, 2007

RE: Registration Fee-Careertrack (Rosa Ramirez)

Thank you.

Lori Lopez
Executive Assistant
El Paso County Attorney's Office
500 E. San Antonio, Room 503
(915) 546-2053
(915) 546-2133 fax
Lori.Lopez@ca.epcounty.com

9/18/2007