

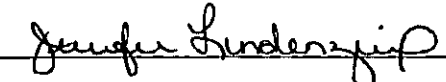
COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

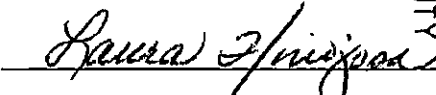
Certificate of Completion Awarded to


Karen Bunn
Upshur County, District Clerk

*For completing the required 20 Hours of Continuing Education for 2018 as
prescribed in Section 51.605 of the Texas Government Code.*

In Witness therefore, recognition is hereby made this January 2019.


Jennifer Lindenzweig, President


Laura Hinojosa, Vice President

FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:15
UPSHUR COUNTY, TX.
BY  DEPUTY


CERTIFICATE *of* COURSE COMPLETION

Public Information Act

I, **KAREN BUNN**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 3rd day of January, 2019.



FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:15
UPSHUR COUNTY, TX.
BY 
DEPUTY

NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 19-259054P

CERTIFICATE *of* COURSE COMPLETION

Open Meetings Act

I, **KAREN BUNN**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 3rd day of January, 2019.



FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:15
UPSHUR COUNTY, TX.
BY GR
DEPUTY

NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 19-259053M

CERTIFICATE *of* COURSE COMPLETION

Public Information Act


I, **Dustin Nicholson**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 3rd day of January, 2019.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 19-259074P

FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:15
UPSHUR COUNTY, TX.
BY 
DEPUTY

CERTIFICATE *of* COURSE COMPLETION

Open Meetings Act

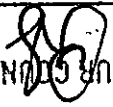
I, **Dustin Nicholson**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 3rd day of January, 2019.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 19-259067M

FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:15
UPSHUR COUNTY, TX.
BY: 
DEPUTY

CERTIFICATE *of* COURSE COMPLETION

Public Information Act

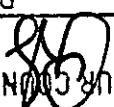
I, **Jay W Miller**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 3rd day of January, 2019.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 19-259075P

FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:15
UPSHUR COUNTY, TX.
BY 
DEPUTY

CERTIFICATE *of* COURSE COMPLETION

Open Meetings Act

I, Jay W Miller, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 3rd day of January, 2019.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 19-259063M

FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:15
UPSHUR COUNTY, TX.
BY _____
DEPUTY



LUANA HOWELL
TAX ASSESSOR-COLLECTOR
215 N Titus
Gilmer, TX 75644
903-843-3085 phone 903-843-3083 fax

January 4, 2019

Commissioner's Court

RE: Continuing Education hours

Dear Court:


My first year in office, I was aware that I am required to earn 20 CE hours, and my Chief Deputy is required to earn 10 hours annually; however, I was unaware that I needed to put them on record through court.

Please accept both 2017 and 2018 CE hours reports for Luana Howell and Fonda Leonard.

Sincerely,

A handwritten signature in cursive script that reads "Luana Howell".

Luana Howell, TAC

FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:15
UPSHUR COUNTY, TX.
BY  DEPUTY



**TAX ASSESSOR-COLLECTOR
CONTINUING EDUCATION TRANSCRIPT
Reporting Period: 1/1/2018 - 12/31/2018**

Hon. Luana Howell
Tax Assessor-Collector
Upshur County
215 N Titus St
Gilmer, TX 75644

ID: 240885
Phone: (903) 843-3085
Fax: (903) 843-3083
Enrollment Date: 01/01/2018

| <u>Date</u> | <u>Course</u> | <u>Units</u> |
|-------------|--|--------------|
| 01/01/2018 | Excess hours carried from 2017 | 10.00 |
| 04/09/2018 | Texas School Assessors Association Annual Conference | 9.75 |
| 05/07/2018 | Property Tax Law | 26.00 |
| 06/03/2018 | 84th Annual TACA Conference | 9.00 |
| 06/07/2018 | Customer Service to Build the Public Trust-at TACA Conferenc | 0.00 |
| 11/13/2018 | VG Young School for Tax Assessor-Collectors | 14.00 |

Total Hours for year: 68.75

You have met your continuing education requirements for the
period 1/1/2018 - 12/31/2018.

You may carry forward 10.00 hours to the next reporting period.

SB546 of the 83rd Regular Legislative Session requires a County Tax Assessor-Collector to successfully complete 20 hours of continuing education annually. Up to 10 additional hours, over the required 20, will be carried forward into the next reporting period. This transcript/certificate is evidence of compliance with Texas Property Tax Code Section 6.231(d,) and must be filed for record with Commissioners Court.

12/13/2018

Please contact the Tax Assessor-Collectors Association Director of Education
by email @ roving@brazoria-county.com with any questions.



Tax Assessor-Collector Association Professional County Collector Maintenance

Ms. Fonda Leonard
Chief Deputy
Upshur County
215 Titus St
Gilmer, TX 75644-1924

ID: 237851
Phone: (903) 843-3085
Fax: (903) 843-3083
Program Start: 01/01/2018
Program End: 12/31/2018

In order to retain this designation, the TACA Associate member must earn 10 Continuing Education Hours annually. A maximum of 5 hours may be carried forward if you earn more than the required 10.

| <u>Date</u> | <u>Course Title</u> | <u>Units</u> |
|-------------|--|--------------|
| 01/01/2018 | Excess hours carried from 2017 | 5.00 |
| 03/22/2018 | Bankruptcy for Beginners: A Lexicon | 3.50 |
| 04/09/2018 | Texas School Assessors Association Annual Conference | 9.75 |
| 06/03/2018 | 84th Annual TACA Conference | 11.50 |
| 06/07/2018 | Customer Service to Build the Public Trust-at TACA Conferenc | 0.00 |

Total Hours for Year: 29.75

**You have met your continuing education requirements for the
period ending 12/31/2018.**

You may carry forward 5.00 hours to the next reporting period.



TAX ASSESSOR-COLLECTOR
CONTINUING EDUCATION TRANSCRIPT
Reporting Period: 1/1/2017 - 12/31/2017

Hon. Luana Howell
Tax Assessor Collector
Upshur County
215 N Titus St
Gilmer, TX 75644

ID: 240885
Phone: (903) 843-3085
Fax: (903) 843-3083
Enrollment Date: 01/01/2017

| <u>Date</u> | <u>Course</u> | <u>Units</u> |
|-------------|---|--------------|
| 01/01/2017 | Completed Ethics for County Tax Assessor-Collector on 5/12/2016 | 0.00 |
| 01/01/2017 | Completed New Tax Assessor-Collector Orientation on 11/14/2016 | 0.00 |
| 01/01/2017 | Texas Open Meetings Act | 1.00 |
| 01/02/2017 | Property Tax Professional Ethics | 1.00 |
| 01/02/2017 | Property Tax Professionals Code of Ethics | 1.00 |
| 01/19/2017 | AG -Open Meetings Act | 1.00 |
| 01/20/2017 | AG -Public Information Act | 1.00 |
| 02/13/2017 | Intro to Property Tax Administration | 20.00 |
| 02/15/2017 | Intro to Property Tax Appraisal | 20.00 |
| 02/21/2017 | Customer Service | 1.00 |
| 02/21/2017 | Voter Registration & Chapter 19 Funds | 1.00 |
| 03/03/2017 | March ACT Webinar | 1.00 |
| 03/13/2017 | Property Tax Assessments and Collections | 26.00 |
| 03/31/2017 | FMLA: What Every Employer Needs to Know | 1.00 |
| 03/31/2017 | Accounting in the Tax Office | 2.00 |
| 03/31/2017 | FMLA: What Every Employer Needs to Know | 1.00 |
| 04/18/2017 | FLSA, USERRA, & Sexual Harassment | 1.00 |
| 04/18/2017 | Personnel Management in the Public Sector | 2.00 |
| 04/18/2017 | Manufactured Housing & Boat Titling and Registration | 1.00 |
| 06/04/2017 | Tax Assessor-Collector Association Conference | 14.25 |
| 09/07/2017 | 85th Legislative State Laws and Rules Update | 2.00 |
| 11/14/2017 | VG Young School for Tax Assessor-Collectors | 13.00 |

Total Hours for year: 111.25

SB546 of the 83rd Regular Legislative Session requires a County Tax Assessor-Collector to successfully complete 20 hours of continuing education annually. Up to 10 additional hours, over the required 20, will be carried forward into the next reporting period. This transcript/certificate is evidence of compliance with Texas Property Tax Code Section 6.231(d,) and must be filed for record with Commissioners Court.

12/13/2017

Please contact the Tax Assessor-Collectors Association Director of Education by email @ roving@brazoria-county.com with any questions.



**TAX ASSESSOR-COLLECTOR
CONTINUING EDUCATION TRANSCRIPT
Reporting Period: 1/1/2017 - 12/31/2017**

You have met your continuing education requirements for the
period 1/1/2017 - 12/31/2017.

You may carry forward 10.00 hours to the next reporting period.

SB546 of the 83rd Regular Legislative Session requires a County Tax Assessor-Collector to successfully complete 20 hours of continuing education annually. Up to 10 additional hours, over the required 20, will be carried forward into the next reporting period. This transcript/certificate is evidence of compliance with Texas Property Tax Code Section 6.231(d,) and must be filed for record with Commissioners Court.

12/13/2017

Please contact the Tax Assessor-Collectors Association Director of Education by email @ roving@brazoria-county.com with any questions.



Tax Assessor-Collector Association Professional County Collector Maintenance

Ms. Fonda Leonard
Chief Deputy
Upshur County
215 Titus St
Gilmer, TX 75644-1924

ID: 237851
Phone: (903) 843-3085
Fax: (903) 843-3083
Program Start: 01/01/2017
Program End: 12/31/2017

In order to retain this designation, the TACA Associate member must earn 10 Continuing Education Hours annually. A maximum of 5 hours may be carried forward if you earn more than the required 10.

| <u>Date</u> | <u>Course Title</u> | <u>Units</u> |
|-------------|---|--------------|
| 01/01/2017 | Excess hours carried from 2016 | 5.00 |
| 03/03/2017 | March ACT Webinar | 1.00 |
| 04/27/2017 | ACT Webinar: Leins Processing | 1.00 |
| 06/04/2017 | Tax Assessor-Collector Association Conference | 16.75 |
| 06/08/2017 | Budget Planning at TACA Conference | 0.00 |
| 06/21/2017 | 2017 ACT User Conference | 13.50 |
| 07/09/2017 | Motor Vehicle Sales Tax & Fee Collections | 1.00 |
| 07/18/2017 | FLSA, USERRA, & Sexual Harassment | 1.00 |
| 08/15/2017 | Trailer Titling and Travel Trailers Webinar | 1.00 |
| 09/07/2017 | 85th Legislative State Laws and Rules Update | 2.00 |

Total Hours for Year: 42.25

You have met your continuing education requirements for the period ending 12/31/2017.

You may carry forward 5.00 hours to the next reporting period.

FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:15
BY [Signature]
UPSHUR COUNTY, TX.
DEPUTY