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COUNTY JUDGES AND  
COMMISSIONERS  
ASSOCIATION OF TEXAS

# MEMO

To: **Hon. Aubrey DeCordova**  
**Tom Green Co. Commissioner**

From: **Mary Manning**

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Client #: **310.03** Date: **January 30, 2008**

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Re: **Continuing Education & Advanced Curriculum**

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Urgent       For Review       Please Comment       Please Reply       Please Recycle

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Dear Commissioner DeCordova,

Attached please find your Continuing Education Transcript showing continuing education hours earned in 2007. If you attended conferences in 2007 which are not reflected in this transcript, please let me know; the 2007 year has not yet been closed out. As you are aware, county commissioners are statutorily required to complete 16 continuing education hours each calendar year, and can carry forward not more than eight hours that are completed in excess of the required 16 hours.

Your Commissioners Court Advanced Curriculum Transcript is also attached. This program is a voluntary, 64-credit advanced course on county government. Remember that a course will only be counted once, so if you repeat a course you have taken at a past conference, you will not receive additional credit for that course. The requirements for completing this program are as follows:

Phase I – 16 credits  
Phase II – 16 credits  
Phase III – 32 credits

If you have further questions, please feel free to call.

*Mary Manning*

# COUNTY JUDGES AND COMMISSIONERS ASSOCIATION OF TEXAS

## County Commissioner Continuing Education Transcript

Reporting Period: 1/1/2007 - 12/31/2007

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Hon. Aubrey DeCordova  
Tom Green County Commissioner, Pct. 2  
113 West Beauregard Avenue  
San Angelo, TX 76903

Term:  
1/1/2007 - 12/31/2010

Phone: (325) 659-6512  
FAX:

SSN: 9269

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2/2/2007 LBJ / Governing Texas Counties	20.00
3/23/2007 West Texas Conference	6.00
9/27/2007 CJCA State Conference	10.00

**Total Hours Earned for the Year      36.00**

***You have met your 2007 County Commissioner Statutory Continuing Education requirement.***

***You will carry forward 8 hours to the next reporting period.***

See Statute: Section 81.0025 Continuing Education, Local Government Code

Because continuing education sponsors are not required by law to report attendance to the Association, this transcript may not be a complete list of continuing education hours earned by the commissioner for this calendar year.

# COUNTY JUDGES AND COMMISSIONERS ASSOCIATION OF TEXAS

## COMMISSIONERS COURT ADVANCED CURRICULUM TRANSCRIPT

**Name:** Hon. Aubrey DeCordova  
**County:** Tom Green County  
**Office:** Commissioner, Precinct 2

**SSN:** 9269  
**Term:** 1/1/2007 - 12/31/2010  
**Enrollment:** 1/1/2007

Course ID	Course Title	Credits Earned	Date
Phase I		Required: 16	Credits earned to date: 16
1.001	Governing Texas Counties	16	2/2/2007
Phase III		Required: 32	Credits earned to date: 11
3.003	Law Making	1	9/27/2007
3.004	Regulations and Legal Issues	1	9/27/2007
3.005	Justice System	1	9/27/2007
3.011	Councils of Governments	1	3/23/2007
3.013	Working With the Legislature	1	9/27/2007
3.016	County Roads	1	9/27/2007
3.018	Environmental Issues	1	9/27/2007
3.019	Subdivision Regulations	1	9/27/2007
4.005	Purchasing Applications	1	3/23/2007
4.008	County Tax Rate	1	3/23/2007
4.019	Voting Machine Issues	1	9/27/2007

**Total Credits Earned: 27**

### CCAC Program Status

	Required	Earned	Status
Phase I	16	16	Completed
Phase II	16	0	16 credits needed
Phase III	32	11	21 credits needed
	64	27	

# COUNTY JUDGES AND COMMISSIONERS ASSOCIATION OF TEXAS

## COMMISSIONERS COURT ADVANCED CURRICULUM LIST OF COURSES NOT YET TAKEN

**Name:** Hon. Aubrey DeCordova  
**County:** Tom Green County  
**Office:** Commissioner, Precinct 2

**SSN:** 9269  
**Term:** 1/1/2007 - 12/31/2010  
**Enrollment:** 1/1/2007

The following is a list of CCAC courses that you have not yet attended. Please use this list to choose the appropriate courses to attend in order to complete a phase.

Course ID	Course Title
<b>Phase II</b>	<b>Required: 16                      Credits earned: 0                      Credits needed: 16</b>
2.001	County Judge
2.002	County Commissioner
2.003	County Clerk
2.004	District Clerk
2.005	County Treasurer
2.006	County Tax Assessor-Collector
2.007	County Sheriff
2.008	County Attorney
2.009	District Attorney
2.010	Justice of the Peace
2.011	Constable
2.012	County Auditor
2.013	County Health Officer
2.014	Extension Service
2.015	Juvenile Probation Officer
2.016	Community Supervision and Corrections Department
2.017	County Court at Law Judge
2.018	District Judge
<b>Phase III</b>	<b>Required: 32                      Credits earned: 11                      Credits needed: 21</b>
3.001	Open Meetings Act
3.002	Commissions and Committees
3.006	Personnel Policies
3.007	Civil Rights Issues
3.008	Physical and Mental Health Issues
3.009	Juvenile Justice System

- 3.010 Building Better Relations
  - 3.012 Interlocal Agreements
  - 3.014 Specialized Districts
  - 3.015 Effective Meetings - Parliamentary Procedure
  - 4.001 Bonds and Certificates of Obligation
  - 4.002 Personnel Policy: Payroll
  - 4.003 County Investment Policies
  - 4.004 County Purchasing
  - 4.006 Fees and Revenues
  - 4.007 Basic Taxation
  - 4.009 Financial Accounting: Basics
  - 4.010 Financial Accounting: Investments
  - 4.011 Budgeting
  - 4.012 Personnel: County Retirement
  - 4.013 Risk Management: Safety Issues
  - 4.014 Ethics
  - 4.015 Records Management
  - 4.016 Leadership - Team Building
  - 4.017 Phones - Communications
  - 4.018 Terrorism Prevention
  - 4.020 Negotiating Technology Contracts
  - 4.021 Strategic Planning
  - 4.022 Internet
  - 4.023 Grantseeking
  - 4.024 Redistricting
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<b>CCAC Program Status</b>
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	Required	Earned	Status
Phase I	16	16	Completed
Phase II	16	0	16 credits needed
Phase III	32	11	21 credits needed
	64	27	