

**PUBLIC NOTICE CALLED MEETING OF THE BREWSTER COUNTY
COMMISSIONERS COURT
FRIDAY, OCTOBER 23, 2015 AT 1:00 P.M.**

Judge Cano called the meeting to order at 1:03 P.M. and the following Elected Officials were present:

<i>Eleazar Cano</i>	<i>County Judge</i>
<i>Luc Novovitch</i>	<i>Commissioner Pct. 1</i>
<i>Huge Garrett</i>	<i>Commissioner Pct. 2</i>
<i>Ruben Ortega</i>	<i>Commissioner Pct. 3</i>
<i>Mike "Coach" Pallanez</i>	<i>Commissioner Pct. 4</i>

1. Purchasing Policy Workshop / Discussion and appropriate action

Judge Cano explained to those present that in February of 2015, there was a purchasing policy drafted by Treasurer Staton, presented to Commissioner's Court and formally adopted as the Counties official purchasing policy. With the addition of Treva Watson as the Brewster County Auditor, Judge Cano decided that it was a good time to review, update and implement the revised policy. Judge Cano revisited the reason for adopting the policy in February, citing the need for better internal control mechanisms, identified by external auditors, Treasurer Stanton and Judge Cano. Judge Cano gave Assistant Treasurer Hatem Merhi the opportunity to provide a presentation on the purchasing policy process.

Merhi provided a power point presentation of the process and then handed out a policy procedure along with terms and conditions and a detailed example of the Purchase Order request. Several questions were asked and answered to determine the best for all departments. Consensus was arrived at that Road and Bridge will need to have a blank PO in order to complete the tasks needed for the County.

Judge Cano asked County Auditor Watson to provide her opinion on the current purchasing policy. Auditor Watson stated that she would like to make some revisions and modifications to the policy. Auditor Watson stated that Nectar Computers will be the pilot vendor until all the details are arrived at for all departments. Auditor Watson stated that if anything is needed from Nectar Computers, departments needed to call the Auditor's Office. The Auditor will provide a PO number to the department personnel. The departmental representative will call Nectar and provide them with the PO number, along with the requested service. No purchase orders will be needed for any food purchases for the jail, stated Watson. Commissioner Novovitch asked if contracted vendors are exempt from purchase orders. Auditor Watson answered by stating, no.

Superintendent Frenchie Causey asked if there was a minimum on the purchase order. The response was that as stated in the original policy, anything over \$500 required a purchase order. Auditor Watson then explained the difference between a purchase order and a requisition.

Commissioner Ortega asked Auditor Watson if she needed to hold off on revising the policy until the external audit is completed. Auditor Watson responded that she believed that it was best to revise the policy as soon as possible, as this would help with future audits. Commissioner Pallanez stated that the policy needs to be the same for all departments along with the terms and conditions.

Judge Cano recommended that the Court re-visit the purchasing policy and procedure the first meeting in November.

Commissioner Ortega moved to adjourn. Commissioner Novovitch seconded the motion, and the motion passed unanimously.



Eleazar Cano, County Judge

ATTEST:


Berta Rios-Martinez, County Clerk