

**NOTICE OF MEETING - COMMISSIONER'S COURT
RAINS COUNTY, TEXAS**

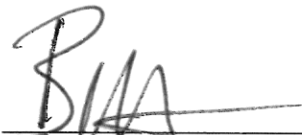
- hotel occupancy tax funding, §551.072, (Real Property), §551.073
(Prospective Gifts), §551.074 (Personnel Matters), §551.075
(Investments), and §551.076 (Security Devices / Audits).

ADJOURN TO REGULAR SESSION

**VI. TAKE ANY ACTION ON ANY ITEM DISCUSS IN EXECUTIVE SESSION AS
NEEDED**

Commissioners may discuss items on the agenda or suggest items for future agendas. Proposed agenda items may only be discussed by Commissioners if the Commissioners do so to propose that those items be placed on a future agenda). Items not appearing on the agenda may not be deliberated and no votes may be taken during this portion of the agenda. In response to comments from the public, Council may seek a statement of specific factual information or a recitation of existing policy from County Staff pursuant to Section §551.042 of the Texas Open Meetings Act.

Adjourn



Brent D. Hilliard, Rains County Judge

Brandi Anderson

Emory, Texas 75440
susitnapearl@gmail.com
817 946 8122

I am a compassionate and driven individual, excellent in fast paced environments and work well under pressure in both team and independent settings. I value communication and integrity.

Work Experience

Pearson Vue Test Site Manager / Outreach Administrator

Church on the Rock- Lubbock Dream Center - Lubbock, TX
November 2022 to March 2024

Effectively coordinate all GED testing for Lubbock County, Maintain a clean and highly organized testing center, Conduct all tester check ins, Ensure all tests are administered in a timely and efficient manner, Communicate with the Pearson Vue team to ensure all policies and procedures are followed without waiver, Ensure safety of GED candidates at all times, Coordinate outreach events, Financial assistance, Coordinate and oversee the food outreach program feeding over 80 families per week.

Data Entry Specialist

Women's Protective Services - Lubbock, TX
March 2020 to November 2022

Ensure that all client data is entered into both house databases correctly and efficiently, Collaboration with all office staff to ensure full understanding of client paperwork and service entry, Maintain multiple client tracking spreadsheets, Complete and submit all grant summaries and documentation monthly, quarterly, and annually for multiple grants, Ensure that all paperwork is filed correctly and with exceptional organization, Follow up with all clients with new and changing information needed for paperwork and house databases, Train all new staff on both house databases, filing system, and paperwork, Assist in troubleshooting with the IT coordinator, All other duties as assigned by the supervisor.

Crisis Intervention Specialist

Women's Protective Services of Lubbock - Lubbock, TX
August 2017 to March 2020

Screen incoming crisis calls, Coordinate incoming client intake and assessment, Assist all resident clients with any needs, Maintain open communication with all departments within the office, Ensure a calm and safe environment, Monitor surveillance cameras at all times, Perform informal counseling to resident and non-resident clients when applicable, Carry out any other duties as seen fit by direct supervisor.

Office Manager

Wellness 1:17 Chiropractic - Lubbock, TX
January 2017 to August 2018

Maintain clean and functioning office space, Handle all accounts receivable, Assist with patient treatments and in office care, Organize and manage all marketing events and community outreach programs.

- Time & Attendance
- Payroll
- New Hire Onboarding
- Terminations
- Sick Leave Pool Administrator
- Workers' Comp
- FMLA
- ✓• Benefits Admin
- W-2's & 1099's
- ✓• Retirement
- 941's
- ✓• Unemployment
- Credit Cards
- Fuelman
- Notary
- Employee Directory
- Website Maint.
- Cybersecurity & AI Training
- County Calendar
- Manage 457b plan
- Wellness Coordinator
- Open Enrollment
- ✓• Personnel Policy
- Employment/Income Verifications

RESOLUTION #IV.B.7.092426

**RESOLUTION OF THE RAINS COUNTY COMMISSIONERS COURT
REGARDING TRANSFER AND HUMAN RESOURCE COORDINATOR
APPOINTMENT**

WHEREAS, the Rains County Commissioners Court finds it necessary and in the best interest of Rains County to provide for the continued operation of the Human Resource Department; and

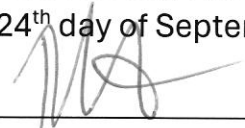
WHEREAS, Stacy Parker's last day of employment with Rains County will be September 25, 2026; and

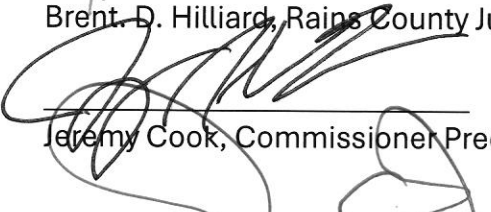
WHEREAS, the Court desires to transfer Brandi Bradley to the Human Resource Department for training and to provide for an orderly transition of Human Resource Coordinator duties;

NOW, THEREFORE, BE IT RESOLVED that the Rains County Commissioners' Court hereby approves the transfer of Brandi Bradley to the Human Resource Department for training purposes.

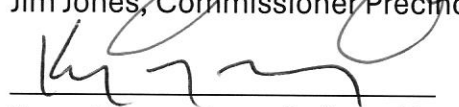
BE IT FURTHER RESOLVED that, effective upon the conclusion of Stacy Parker's employment on September 25, 2026, Brandi Bradley shall replace Stacy Parker as Human Resource Coordinator for Rains County.

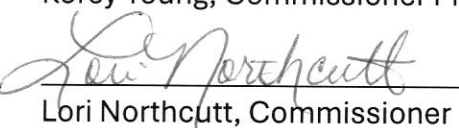
PASSED AND APPROVED by the Rains County Commissioners Court on this the 24th day of September 2026.



Brent D. Hilliard, Rains County Judge

Jeremy Cook, Commissioner Precinct 1

Jim Jones, Commissioner Precinct 2

Korey Young, Commissioner Precinct 3

Lori Northcutt, Commissioner Precinct 4