

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: High Performance Leadership Payable

Background: Professional Development Academy is requesting payment of \$7,500.00 for tuition to a High Performance Leadership Academy.

Requested Action: Approve the payable to Professional Development Academy in the amount of \$7,500.00.

ATTACHMENTS : Payable and Invoice

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: February 4, 2026

Action taken:

Follow-up:

UMATILLA COUNTY PAYMENT REQUEST

PEID - AC	18519	Call Finance for PEID #
NAME	GOVERNMENT EXECUTIVE MEDIA GROUP	
ADDRESS	ATTN: PROFESSIONAL DEVELOPMENT ACADEMY	
ADDRESS	PO BOX 21665	
Y, STATE, ZIP	NEW YORK NY 10087-1665	

<u>AUTHORIZATION-APPROVAL</u>		
DEPARTMENT	SIGNATURE	DATE PAID
CFO		
BOARD		
SUBMITTED	1/27/2026	RETURN - HOLD

\$7,500.00 PAGE TOTAL

Office Use: Pretravel Auth rec: Contract Reviewed: Routine:

Office Use: Tax ID Reviewed: Quotes: Bids:



INVOICE

Invoice #: 143982

Date: 9/23/2025

Professional Development Academy
A Government Executive Media Group Company
600 New Hampshire Avenue NW, LN
Washington DC 20037
United States

Bill To
Umatilla County
45496 Mission Road
Pendleton OR 97801

CLASS INFO	PO/IO NUMBER	PAYMENT TERMS	DU DATE
09-15-25 HPL NACo		Net 30	10/23/2025

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
5	High Performance Leadership - Tuition	\$2,995.00	\$14,975.00
5	High Performance Leadership - Tuition Member Discount	\$-1,000.00	\$-5,000.00
5	High Performance Leadership - 10 Year Anniversary Discount	\$-495.00	\$-2,475.00
INVOICE TOTAL			\$7,500.00

PAYMENT AND CREDITS APPLIED	\$0.00
TOTAL DUE	\$7,500.00

Instructions for Remittance

Check by Mail:

Government Executive Media Group
Attn: Professional Development Academy
PO Box 21665
New York, NY 10087-1665

Wire Payment Instructions:

Bank: J.P. Morgan Chase
Routing: 021000021
Account: 781373730
SWIFT Code: CHASUS33

Credit Card:

Invoice Date: 9/23/2025

Terms: Net 30

Due Date: 10/23/2025