



**KRISTEN E. KUBECKA**  
**COUNTY AUDITOR**  
MATAGORDA COUNTY  
2200 SEVENTH STREET, ROOM 208  
BAY CITY, TEXAS 77414  
[kkubecka@co.matagorda.tx.us](mailto:kkubecka@co.matagorda.tx.us)  
(979) 241-0120

**INTERNAL MEMORANDUM**

**TO:** All County Department Heads  
**FROM:** Kristen Kubecka, County Auditor *Kristen Kubecka*  
**DATE:** March 31, 2020  
**SUBJECT:** Auditor's Department COVID-19 Mitigation Efforts

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Governor Greg Abbott's executive order GA-08 related to COVID-19 preparedness and mitigation states:

"For offices and workplaces that remain open, employees should practice good hygiene and, where feasible, work from home in order to achieve optimum isolation from COVID-19."

The Matagorda County Auditor's Office is capable of working from home and will therefore be initiating offsite business continuation procedures. Effective Tuesday, March 31, 2020 the following preparedness and mitigation efforts will be in place until further notice:

- All auditor staff will work offsite remotely. Onsite work only by request on a case-by-case basis.
- Continue dropping off purchase requisitions, purchase orders, and invoices in the department baskets located on the second floor at the County Office Building for processing as usual.
- You may also submit purchase requisitions via email to [dritchardson@co.matagorda.tx.us](mailto:dritchardson@co.matagorda.tx.us)
- Budget adjustment requests should be emailed to [klewis@co.matagorda.tx.us](mailto:klewis@co.matagorda.tx.us) for processing as usual.

Please keep in mind, these actions are **directly** in line with not only Governor Abbott's executive order, but the guidelines from the President of the United States and the Center for Disease Control and Prevention. I expect the above mitigation efforts not to cause any business interruptions for other County departments.

Should you have any questions please do not hesitate to contact me directly at 979-241-1768.