

March 23, 2005

## STAFF REPORT

**MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION**

**FROM: DEB COULTER, EXECUTIVE DIRECTOR**

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF OUT-OF-STATE TRAVEL FOR COMMISSION STAFF**

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**BACKGROUND:** The Bright Futures Screening program run by the Commission has been awarded an Act of Caring Award by the National Association of Counties. The association is hosting an awards ceremony on April 13<sup>th</sup> in Washington DC and has invited commission staff to attend the ceremony and accept the award. The association will be inviting our state US senator and our county members in the House of Representatives. The National Association of Counties recognizes 18 counties in 6 categories; Sutter County was one of only four California counties that received an award.

**CURRENT PROPOSAL:** The Commission is being asked to approve out-of-state travel for the Executive Director, Secretary and Bright Futures Outreach Coordinator to attend this event.

**RECOMMENDATION:** It is the recommendation of the Executive Director that the Commission approve out of state travel for the Commission staff to attend the awards ceremony in Washington DC.

**IMPACT ON COMMISSION RESOURCES:** The maximum cost to the Commission will be \$3400.00 (Flights \$1077.00, hotel accommodations \$1746.00, Meals-at the county reimbursement rate \$423.00).

**POLICY ACTION REQUESTED:** Approval of this request.

DC:bd