

December 2, 2008

## 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 EXECUTIVE DIRECTOR**

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**BACKGROUND:** The 2008 National Smart Start Conference is scheduled for May 6-9, 2008 in Greensboro, North Carolina. The conference addresses issues for staff, Commissioners, child care directors, local and state government officials, nonprofits and others involved in developing local early childhood initiatives and has proved to be a valuable resource of information for the Commission.

**CURRENT PROPOSAL:** The Commission is being asked to approve out-of-state travel for the Executive Director to attend this conference.

**RECOMMENDATION:** It is the recommendation of the Executive Director that the Commission approve out of state travel for the Executive Director to attend the Smart Start Conference in Greensboro, North Carolina May 6-9, 2008. Estimated cost for travel, conference registration and expenses is listed in the table below.

Travel Expense	Estimated Amount
Flight	\$500.00
Car	\$200.00
Conference Registration (early bird)	\$150.00
Hotel	\$550.00
Meals	\$350.00
<b>Total</b>	<b>\$1750.00</b>

**IMPACT ON COMMISSION RESOURCES:** The cost to the Commission is estimated above and will not be more than \$2000.00.

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

DC:bd