



LASSEN COUNTY

Health and Social Services Department

- HSS Administration**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8128
- Public Guardian/Administrator**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8337
- Housing & Grants**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8309
- Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251 - 8108
- Public Health**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8183
- Community Social Services**
1400 Chestnut Street, Ste A
Susanville, CA 96130
- LassenWORKS**
1616 Chestnut Street
Susanville, CA 96130
(530) 251 - 8152
- Child & Family Services**
1600 Chestnut Street
Susanville, CA 96130
(530) 251 - 8277
- Adult Services**
1400 Chestnut Street, Ste B
Susanville, CA 96130
(530) 251 - 8158
- Family Solutions/Wraparound**
1400 Chestnut Street, Ste C
Susanville, California 96130
(530) 251 - 8340

Mailing Address:
PO Box 1180
Susanville, California 96130

Date: June 23, 2026

To: Gary Bridges, Chairman
Lassen County Board of Supervisors

From: Natalie Ruegger, Director of Public Health
Lassen County Health and Social Services

Subject: Request for travel authorization for three Public Health staff to attend the American Public Health Association (APHA) 2026 Annual Conference

Background:

Lassen County Public Health respectfully requests your approval of the travel authorization(s) for three Public Health employees to attend the American Public Health Association (APHA) 2026 Annual Conference in San Antonio, Texas from November 1-4, 2026.

The APHA Annual Conference is the largest public health conference in the United States, in which approximately 11,000 public health professionals, policymakers, researchers, and leaders attend. This conference is an opportunity for public health staff to learn about emerging public health issues, evidence-based practices, and innovative strategies to improve rural population health.

Attendance in this event will enhance Lassen County's public health workforce by developing skills and understanding in disciplines such as communicable disease prevention, emergency preparedness, funding opportunities, and innovative solutions for rural health challenges.

This training is approved through the California Department of Public Health's (CDPH) Career Ladder grant.

Fiscal Impact:

This Agreement will be paid from the Public Health Fund/Budgets No. 110/0731.

Action Requested:

- 1) Authorize the training expenditures for three public health employees' travel authorizations for the American Public Health Association (APHA) 2026 Annual Conference.

**LASSEN COUNTY
TRAVEL AUTHORIZATION AND REPORT**

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at *L: Policies and Procedures*.

Incomplete Travel Authorizations and claim forms will be returned to the department.

Once a Travel Authorization Form has been signed by the appropriate authority is should not be changed - enter actual expense in the Actual column.

Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

EMPLOYEE NAME:		PUBLIC HEALTH EMPLOYEE			BARGAINING UNIT: MID-MANAGEMENT	
DEPARTMENT:		Public Health				
FUND	110	B/U	0731	ACCOUNT	Career Ladder	

TRAVEL DETAILS						
DATES: 10/31/2026 through : 11/5/2026		TIME DEPARTED: 2:00 AM		<input checked="" type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	
FROM: Susanville (City)		TO: San Antonio, TX (City)		TIME RETURNED: 4:00 PM		<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.
MODE OF TRAVEL (Select from list): PRIVATE CAR + FLIGHT			NATURE OF BUSINESS: APHA Annual Conference			

							Estimated or Actuals	CalCard Charges	Amendments	Checklist	
Registration							770.00			<input type="checkbox"/> Agenda	
Reimbursable miles 153.40 x \$0.725							111.22			<input type="checkbox"/> Map	
Secondary Transportation							782.41				
Lodging: Number of Days 5 @ \$ 280.00 per day							1,664.70				
Date:	10/31/26	11/1/26	11/2/26	11/3/26	11/4/26	11/5/26			Receipts:		
Breakfast @ \$ 16.00	16.00	16.00	16.00	16.00	16.00	16.00			<input checked="" type="checkbox"/>	Hotel	
Lunch @ \$19.00	19.00	19.00	19.00	19.00	19.00	19.00			<input checked="" type="checkbox"/>	Flight	
Dinner @ \$28.00	28.00	28.00	28.00	28.00	28.00	28.00			<input checked="" type="checkbox"/>	Parking	
TOTALS	63.00	63.00	63.00	63.00	63.00	35.00	350.00			<input type="checkbox"/>	Extras
Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.										<input checked="" type="checkbox"/>	Ride Share /Cab
Ride Share Costs:							60.90				
Parking Fees:							132.00				
Incidentals:											
Memo:							TOTAL ESTIMATED COST OF TRAVEL \$ 3,871.23				
							TOTAL CAL-CARD 3,410.01	-			
							TRAVEL ADVANCE TO EMPLOYEE 461.22	-			
								-			
							NET DUE TO EMPLOYEE	-			

Department Head Authorization for Travel (payment will not be made without proper authorization)		The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest).
	Date approved <u>6/16/2026</u>	
Fiscal Officer (if necessary)	Date approved _____	
Director	Date approved _____	
CAO (if necessary)	Date approved by Board (if necessary) _____	
		<u>6/16/2026</u> Signature of Claimant Date

Per Lassen County Travel Policy #01-P01 all travel outside of the county must be authorized in advance.

Department Heads shall authorize travel up to \$2500. The CAO shall authorize any travel between \$2500 - \$3500. The Board of Supervisors shall authorize any travel over \$3500.

All travel requests by members of boards and commissions must be authorized in advance by the Board of Supervisors and/or the CAO.

APHA 2026

ANNUAL MEETING & EXPO

Together We Thrive: Health Across the Lifespan

San Antonio | November 1-4, 2026

As the largest public health gathering of the year, APHA's Annual Meeting and Expo convenes approximately 11,000 public health professionals and partners from around the world. Join us for this can't miss opportunity to make lasting connections and learn from exhibitors, peers and today's leaders. Together, let's ensure health for all across the lifespan.

[Register](#)

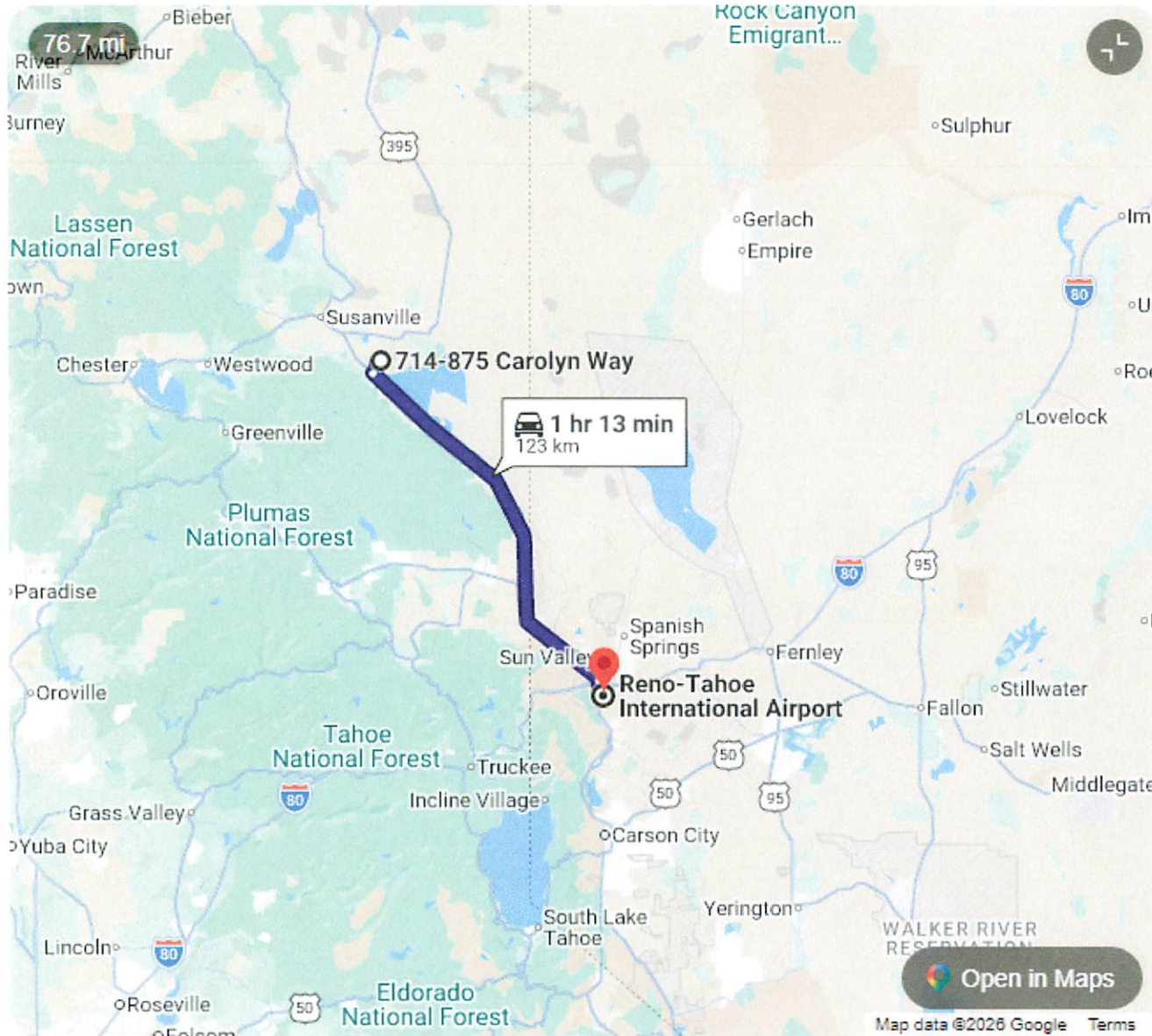
Membership 790
Registration 795
Lodging \$280 x 4
Airfare 309 / 309
Per Diem
Mikege



Parking

We use cookies to improve your experience and for advertising. By clicking 'Accept', you agree to our use of cookies. View our privacy policy at www.apha.org/privacy.

[Accept](#)



1h 13m (76.7 mi)

via US-395 S

⚠ This route includes a highway.

Directions

Get Real-Time Parking Updates



Short-Term Garage

Available

1st Level

Available

30 min

\$2

1st Hour

\$3

Each Additional Hour

\$3

Daily Rate

\$36

7'7" Clearance.

Limit two hours or less when near capacity.

Long-Term Garage

RES*

2nd Level and Roof

Available

30 min

\$2

1st Hour

\$3

Each Additional Hour

\$3

Daily Rate

\$22

8'2" Clearance.

When lot is full, system switches to reservation only or 'RES'

Larrisa Raymond

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Friday, June 12, 2026 4:30 PM
To: Larrisa Raymond
Subject: You're going to San Antonio on 10/31 (BW9ELC)!

This Message Is From an External Sender
This message came from outside your organization.

Here's your itinerary & receipt. See ya soon!
[View in web browser](#)

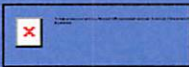


[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Travel notice

Do you have a REAL ID? Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Starting February 1, 2026, Passengers who do not have their REAL ID or another TSA acceptable form of ID can pay a \$45 fee to use TSA ConfirmID as an alternative identity verification option. Learn more at <https://www.tsa.gov/tsaconfirm-id>.



Hi Larrisa,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

OCTOBER 31 - NOVEMBER 5

RNO SAT

Reno/Tahoe to San Antonio

Confirmation # **BW9ELC**

Confirmation date: 06/12/2026

PASSENGER Larrisa Raymond
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262169966479

SEATS
RNO - LAS
LAS - SAT

[Modify seat](#)
02F - Extra Legroom
02F - Extra Legroom

EST. POINTS EARNED 0

SAT - LAS

02F - Extra Legroom

LAS - RNO

02F - Extra Legroom

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Saturday, 10/31/2026 Est. Travel Time: 4h 40m [Choice Extra](#)

FLIGHT
WN #3582

DEPARTS
RNO 05:30AM
Reno/tahoe



ARRIVES
LAS 06:50AM
Las Vegas

Stop:  Change planes

FLIGHT
WN #4050

DEPARTS
LAS 07:35AM
Las Vegas



ARRIVES
SAT 12:10PM
San Antonio

Flight 2: Thursday, 11/05/2026 Est. Travel Time: 5h 50m [Choice Extra](#)

FLIGHT
WN #2299

DEPARTS
SAT 10:00AM
San Antonio



ARRIVES
LAS 10:55AM
Las Vegas

Stop:  Change planes

FLIGHT
WN #0450

DEPARTS
LAS 12:20PM
Las Vegas



ARRIVES
RNO 01:50PM
Reno/tahoe

Payment information

Total cost

Air - BW9ELC		
Base Fare	\$	680.94
U.S. Transportation Tax	\$	51.07
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	21.20
U.S. Passenger Facility Chg	\$	18.00

Payment

June 12, 2026
Payment Amount **\$782.41**
 Visa ending in 2306

Larrisa Raymond

From: APHA Annual Meeting Housing Center <aphahousing@spargoinc.com>
Sent: Friday, June 12, 2026 4:01 PM
To: Larrisa Raymond
Subject: Hotel Reservation Confirmation - APHA 2026 Annual Meeting and Expo

This Message Is From an External Sender
This message came from outside your organization.

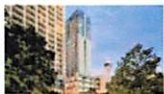


Here are the details of your hotel reservation:

Name: Larrisa Raymond
Organization: Lassen County Health and Social Services
Address: P.O Box 1180
1445 Paul Bunyan Road
Susanville, CA 96130
Phone: 775-686-9553
Email: lraymond@co.lassen.ca.us

• [Change/Cancel Hotel Reservation](#)

Not yet registered for the meeting? [Click here](#) to begin the registration process.



Reservation ID: 37X8PR9

Grand Hyatt San Antonio
600 East Market Street
San Antonio, TX 78205
Phone: +1 210-224-1234

**APHA 2026 Annual Meeting and Expo
Housing Center Information**
1881 Campus Commons Drive, Suite 350
Reston, VA 20191
Phone: 571-549-4524
Additional Phone: 866-871-5085
Email: aphahousing@spargoinc.com

Housing Center Hours
Monday - Friday, 8:30 AM - 5:00 PM Eastern Time
Closed on weekends and U.S. holidays

Check-in: Sat, Oct 31, 2026
Check-out: Thu, Nov 5, 2026

Keep Up With the Latest



Room Type/Rate: Standard Single (1 Person, 1 Bed) - \$280.00
Occupancy Tax: 16.75%
Hotel Tax: 1.25%
Hotel Fee: \$2.54 per night
Smoking Room: No
Room Preferences: King Bed
Additional Information: Hotel will authorize credit card upon check in for entire stay's room and tax plus \$60/night incidental hold.
Reservation Guarantee: VISA *****2306
Expires: Apr 2030
Larrisa Raymond

Hotel / Airline
Loyalty Card

Larrisa Raymond: 591728784K

Please note: Room types are not guaranteed. Room rates are per night and do not include taxes and fees which are subject to change. Hotel may charge an additional fee for more than two (2) occupants per room. **Your estimated total is \$1,664.70 including room rate, taxes, and fees.**

Cancellations/Changes

You may cancel or modify an existing hotel reservation either in writing to [APHA 2026 Annual Meeting Housing Center](#) or online until **Thursday, October 1, 2026 at 11:59 p.m. Eastern Time.**

Written requests should be sent to the APHA Housing Center and will be acknowledged within 72 hours. To cancel or modify a hotel reservation online, you will need your reservation ID and the email address you used to make your reservation. Online requests are acknowledged with an immediate email confirmation.

Between **October 2 and October 12**, all hotel reservations will be transferred from the APHA Housing Center to the individual hotels; you may not cancel or modify your reservation during this time.

Starting on **Monday, October 12, 2026**, you must contact your hotel directly to modify your reservation.

All cancellations must be made at least 72 hours (3 working days) prior to the scheduled arrival date or a cancellation fee equivalent to one night's room rate and tax will be charged to the credit card on file.

Please note: Cancelling your hotel reservation does not automatically cancel your meeting registration. To cancel your meeting registration, please [login](#) to your registration online to submit your cancellation.

Important MS Outlook Calendar Reminder



If you set up an Outlook appointment for your hotel reservation, you must manually update it with any revisions that may have been made online.

Special Assistance

All official APHA 2026 Annual Meeting and Expo hotels comply with the Americans with Disabilities Act. If you require special assistance, please contact the APHA 2026 Annual Meeting and Expo Registration and Housing Center at aphahousing@spargoinc.com; or 571-549-4524 or 866-871-5085.

We look forward to seeing you at APHA 2026 Annual Meeting and Expo!

This confirmation was generated on Jun 12, 2026 at 07:00 PM

Nov 5, 2026

Please note: Room types are not guaranteed. Room rates are per night and do not include taxes and fees which are subject to change. Hotel may charge an additional fee for more than two (2) occupants per room.

The estimated total for your hotel is \$1,664.70 including room rate, taxes and fees.

Name	Larrisa Raymond
Company/Organization	Lassen County Health and Social Services
Address	P.O Box 1180 1445 Paul Bunyan Road Susanville, CA 96130
Phone	775-686-9553
Email Address	lraymond@co.lassen.ca.us
Additional Guests	<i>Not Specified</i>
Preferences	King Bed
Loyalty Program Information	Larrisa Raymond:591728784K

Payment Guarantee

Get a ride

- San Antonio International Airport (SAT)
- Grand Hyatt San Antonio River Walk +
- 🕒 Pickup: Jul 11, 6:00 PM
- 👤 For me

Benefits of reserving a ride

- 📅 Choose your pickup time up to 30 days in advance
- ⌚ Extra wait time included to meet your ride
- 🗑️ Cancel at no charge up to 60 minutes in advance

See terms

Choose a ride



Premier 4
Elevated rides with highly-rated drivers

\$34.97



UberX 4
Affordable rides all to yourself

\$34.95



Comfort Electric 4
Newer electric vehicles with extra legroom

\$54.98



Comfort 4
Newer cars with extra legroom

\$45.98

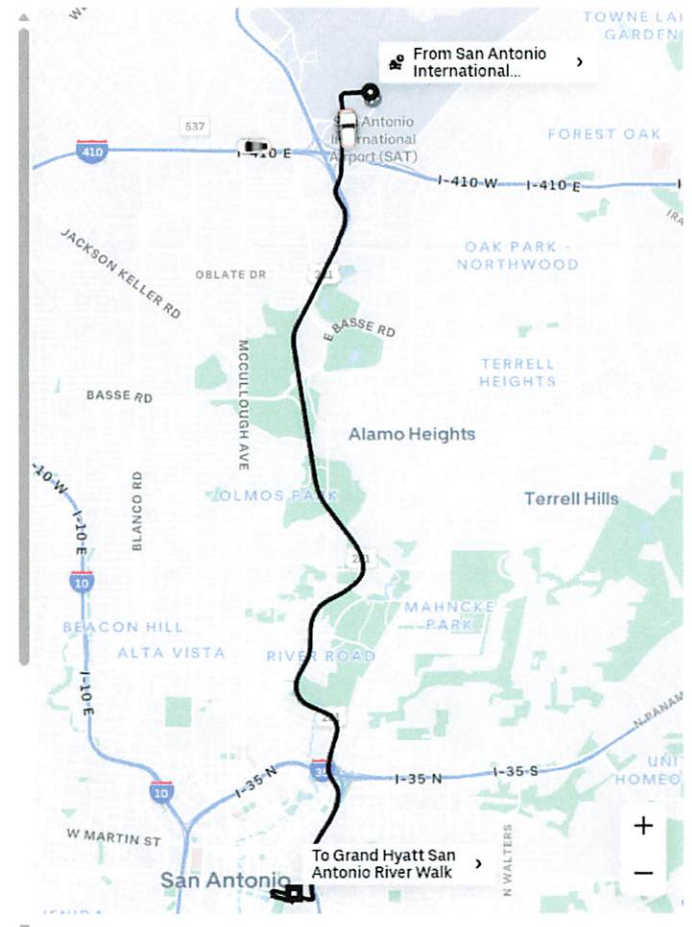


UberXL 6
Affordable rides for groups up to 6

\$45.97

+ Add payment method

Reserve ride



Get a ride

- Grand Hyatt San Antonio River Walk
- San Antonio International Airport (...)
- 🕒 Pickup: Jul 9, 8:00 AM
- 👤 For me

Airline

🔍 Search by airline name

Benefits of reserving a ride

- 🕒 Choose your pickup time up to 30 days in advance
- ⌚ Extra wait time included to meet your ride
- 🚫 Cancel at no charge up to 60 minutes in advance

📄 See terms

Choose a ride



Premier 4

Elevated rides with highly-rated drivers

\$33.97



UberX 4

Affordable rides all to yourself

\$20.95



Comfort Electric 4

Newer electric vehicles with extra legroom

\$29.98



Comfort 4

Newer cars with extra legroom

\$29.98



UberXL 6

Affordable rides for groups up to 6

\$28.98

+ Add payment method

Reserve ride

