



**OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF LASSEN**

**Michelle Latimer
Program Coordinator**

**Government Center Building
2950 Riverside Drive, Suite 102
Susanville, California 96130**

**(530) 251-8284
FAX: (530) 251-2692**

mlatimer@co.lassen.ca.us

February 22, 2019

MEMORANDUM

To: Lassen County Board of Supervisors

From: Michelle Latimer, Program Coordinator

A handwritten signature in dark ink, appearing to be "ML", is written over the "From:" line.

Re: Child Advocacy Center Staff Training – Washington, D.C. (CAC/MDIT)

The California Office of Emergency Services (Cal OES) has offered an opportunity for the staff of the Lassen County Child Advocacy Center (CAC) to attend the National Conference on Child Abuse and Neglect. The conference will be held in Washington, D.C. from April 22nd through April 27th, 2019.

All costs associated with the training and travel will be 100% reimbursed by the KC Cal OES Grant. Expenses for the event were included in the budget and approved by the Board of Supervisors on February 19, 2019, for the grant period of April 1, 2019 through March 31, 2020.

The District Attorney has authorized CAC staff Krystle Hollandsworth, MDIT Coordinator and Michelle Latimer, DA Program Coordinator to attend the event. However, the cost of the trip for Krystle Hollandsworth exceeds the department heads' authority to sign and required approval from the county CAO, which was received. We submit the Travel Authorization, for your approval and signature. Thank you for your consideration.

END MEMO

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 it 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:		Krystle Hollandsworth			BARGAINING UNIT:		UPEC/LCEA	
DEPARTMENT:		Lassen County District Attorney's Office						
FUND	108	B/U	0438	ACCOUNT	3002901			

TRAVEL DETAILS			
DATES: 4/22/2019 through : 4/27/2019		TIME DEPARTED: Morning <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
FROM: Susanville (City)		TO: Washington, DC (City)	
TIME RETURNED: Evening <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.			
MODE OF TRAVEL (Select from list): AIR		NATURE OF BUSINESS: National Conference on Child Abuse & Neglect	

Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions																																			
Registration	-																																					
Reimbursable miles x \$0.580	-																																					
Secondary Transportation	1,117.56																																					
Lodging: Number of Days 5 @ \$ 145.23 per day	726.11																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Date:</th> <th>4/22/19</th> <th>4/23/19</th> <th>4/24/19</th> <th>4/25/19</th> <th>4/26/19</th> <th>4/27/19</th> </tr> <tr> <td>Breakfast @ \$ 18</td> <td>0.00</td> <td>18.00</td> <td>18.00</td> <td>18.00</td> <td>18.00</td> <td>0.00</td> </tr> <tr> <td>Lunch @ \$19</td> <td>0.00</td> <td>19.00</td> <td>19.00</td> <td>19.00</td> <td>19.00</td> <td>0.00</td> </tr> <tr> <td>Dinner @ \$34</td> <td>34.00</td> <td>34.00</td> <td>34.00</td> <td>34.00</td> <td>34.00</td> <td>34.00</td> </tr> <tr> <td>TOTALS</td> <td>34.00</td> <td>71.00</td> <td>71.00</td> <td>71.00</td> <td>71.00</td> <td>34.00</td> </tr> </table>	Date:	4/22/19	4/23/19	4/24/19	4/25/19	4/26/19	4/27/19	Breakfast @ \$ 18	0.00	18.00	18.00	18.00	18.00	0.00	Lunch @ \$19	0.00	19.00	19.00	19.00	19.00	0.00	Dinner @ \$34	34.00	34.00	34.00	34.00	34.00	34.00	TOTALS	34.00	71.00	71.00	71.00	71.00	34.00	352.00		
Date:	4/22/19	4/23/19	4/24/19	4/25/19	4/26/19	4/27/19																																
Breakfast @ \$ 18	0.00	18.00	18.00	18.00	18.00	0.00																																
Lunch @ \$19	0.00	19.00	19.00	19.00	19.00	0.00																																
Dinner @ \$34	34.00	34.00	34.00	34.00	34.00	34.00																																
TOTALS	34.00	71.00	71.00	71.00	71.00	34.00																																
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.																																						
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> Incidentals Allowable at \$6.00 a day X 6 days = 30.00 </div>																																						
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> Shuttle from hotel to airport 61.82 </div>																																						
TOTAL ESTIMATED COST OF TRAVEL \$ 2,287.49																																						
TOTAL ACTUAL EXPENSE		-																																				
TRAVEL ADVANCE TO EMPLOYEE		-																																				
AMERICAN EXPRESS CHARGES		-																																				
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).
Department Head	Date approved	
Fiscal Officer (if necessary)	Date approved	
Director	Date approved	
CAO (if necessary)	Date approved by Board (if necessary)	



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 \$1500. The CAO shall authorize any travel between \$1500 - \$2000. The Board of Supervisors shall authorize any travel over \$2000.

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

COUNTY OF LASSEN

DEPARTMENT / AGENCY District Attorney				NAME OF FUND Child Advocacy Center/MDIT		
FUND 108	B/U 0438	COST CENTER	ACCOUNT 3002901	EXPENDITURE AMOUNT \$412.00	PO/ENC. NO.	LIQ. AMOUNT
PROGRAM NAME				WORK ORDER NO.		
VENDOR NUMBER 14957				CONTRACT NUMBER		
NAME AND ADDRESS OF VENDOR Please check if this is an address change. [] Krystle Hollandsworth				I hereby certify that the articles or services described by the invoice attached were necessary for use by the department. <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> DEPARTMENT HEAD BY  (DESIGNATED AUTHORIZED SIGNATURE ON FILE) </div> <div style="width: 35%; text-align: right;"> 2/8/2019 (DATE) </div> </div>		
The undersigned, under penalty of perjury, states that the above claim and the items as herein set out are true and correct; that no part has been heretofore paid, and that the amount therein is justly due, that the same is presented within one year after the last item hereof has accrued, and if made by a county officer, that said claim does not constitute a violation of any provisions of Article Four, Chapter One, Division Four of Title One of the Government Code (Conflict of Interest).  SIGNATURE OF CLAIMANT				<div style="border: 1px solid black; padding: 5px;"> DEPARTMENT USE <input type="checkbox"/> Mail to Payee <input checked="" type="checkbox"/> Return to Department <input type="checkbox"/> Other : _____ </div>		AUDITOR USE ONLY
ATTACH INVOICE. ENTER EXPLANATORY REMARKS BELOW. (ORIGINAL AND DUPLICATE , IF COPY IS REQUIRED TO BE SENT WITH PAYMENT)						

Per Diem and Incidentals for the National Conference on Child abuse and Neglect
for 6 days, 04/22/2019 - 04/23/2019
Incidentals: \$30.00
Per Diem: \$ 382.00

Michelle Latimer

From: Diana Wemple
Sent: Thursday, January 31, 2019 3:13 PM
To: Michelle Latimer; Lori Pearce
Cc: Krystle Hollandsworth; Emily Wilder
Subject: RE: Per Diem Rates
Attachments: 01-P01 Travel.pdf

Hi Michelle, the GSA.Gov per diem rates for these areas can be used for County staff traveling, be sure to attach the GSA report, showing the per diem rate for the area, to the travel. Remember that SPD officers are not County staff and cannot receive an advance or per diem, but must turn in actual receipts after the fact. The cleanest way to handle this would be to coordinate with the City and have them handle the payments for the officers and then bill the program for reimbursement rather than paying the officers directly. Also, be sure to follow the Travel Policy for approval.

Diana

From: Michelle Latimer <MLatimer@co.lassen.ca.us>
Sent: Thursday, January 24, 2019 8:25 AM
To: Diana Wemple <DWemple@co.lassen.ca.us>; Lori Pearce <LPearce@co.lassen.ca.us>
Cc: Krystle Hollandsworth <khollandsworth@co.lassen.ca.us>
Subject: FW: Per Diem Rates

Hi Diana & Lori,
Krystle and I are preparing the grant application for year 2 of funding from CalOES for the Child Advocacy Center. We were wondering if the county would approve the per diem rates established in the gsa.gov website for out of state travel (Krystle and I are going to Washington DC in April) and we have officers from SPD going to Santa Cruz for training in August. Both areas have higher established per diem and incidental rates than the county minimum. Of course, the additional cost would be written in and covered by the grant, and would not result in an increase to the DA budget. Please see the email link below. Could you let us know asap? We have to complete the budget for review by Cal OES before the 5th.
Thanks for your help,
Michelle

From: Krystle Hollandsworth <khollandsworth@co.lassen.ca.us>
Sent: Wednesday, January 23, 2019 4:08 PM
To: Michelle Latimer <MLatimer@co.lassen.ca.us>
Subject: Per Diem Rates

Here is the website I was talking about. Let me know what Diana says.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Krystle Hollandsworth
MDIT Coordinator
Mikailia Child Advocacy Center
Lassen County District Attorney's Office
2950 Riverside Drive, Suite 102



U.S. General Services Administration

Travel Resources

Per Diem	Meals & IE	Airfares	Hotels	POV Mileage
----------	------------	----------	--------	-------------

Meals & Incidental Expenses					
This table lists the six M&IE tiers in the lower 48 continental United States. Use the Per Diem rates tab above to look up a travel location and find its total M&IE. Locate that amount in the first "Total" column of the table below. The corresponding row provides specific meal breakdowns for the tier. The portion of the M&IE rate provided for incidental expenses is currently \$5 for all tiers.					
M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$55	\$13	\$14	\$23	\$5	\$41.25
\$56	\$13	\$15	\$23	\$5	\$42.00
\$61	\$14	\$16	\$26	\$5	\$45.75
\$66	\$16	\$17	\$28	\$5	\$49.50
\$71	\$17	\$18	\$31	\$5	\$53.25
\$76	\$18	\$19	\$34	\$5	\$57.00

Refer to the breakdown of meals and incidental expenses (M&IE) for full details on current federal allowances in the continental United States.



Plan and Book

Research and prepare for government travel.

Per Diem, Meals & Incidental Expenses (M&IE)
 Passenger Transportation (Airfare rates, POV rates, etc.)
 Lodging
 Conferences/Meetings
 Travel Charge Card
 State Tax Exemption



Training

Onsite and online travel and relocation classes.

Online Training
 Instructor-Led Training (ILT)
 Frequently Asked Questions



Services for Government Agencies

Programs providing commercial travel services.

Travel Services Solutions (TSS Schedule 599)
 E-Gov Travel Service (ETS)



Your search for Washington, District of Columbia

Using rates for Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) including District of Columbia:

Daily Per Diem Rates:

April Lodging: \$251

April M&IE: \$76

Estimated Per Diem Total:

\$1673

Breakdown:

Date	Max. Lodging	M&IE	Total
First Day (04/22/19)	\$251	\$57*	\$308
April Rate	\$251	\$76	\$327
Last Day (04/27/19)	-	\$57*	\$57

*The first and last calendar dates of M&IE are calculated at 75%

Additional Terms and Conditions:

Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

Unless otherwise specified, the per diem locality is defined as *"all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."*

Per diem localities with county definitions shall include *"all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."*

When a military installation or Government - related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and / or counties, even though part(s) of such activities may be located outside the defined per diem locality.



21st National Conference on Child Abuse and Neglect

April 24-26, 2019

Washington Wardman Park Marriott
Washington, DC

Agenda at a Glance

April 24, 2019

Day 1

- | | |
|----------------|---|
| 1:00 – 2:00 pm | Opening Plenary |
| 2:00 – 2:15 pm | Break |
| 2:15 – 3:45 pm | 40 and 90 minute Concurrent Sessions including: <ul style="list-style-type: none">• 2:15 – 2:55 pm Showcase Workshops and Spotlight Sessions• 2:55 – 3:05 pm Break• 3:05 – 3:45 pm Showcase Workshops and Spotlight Sessions• 2:15 – 3:45 pm Master Session, Workshops, Skills Seminars, and Policy Forums |
| 2:15 – 5:30 pm | 3 Hour Concurrent Sessions including: <ul style="list-style-type: none">• Policy Forum and Skills Seminars |
| 3:45 – 4:00 pm | Break |
| 4:00 – 5:30 pm | 40 and 90 minute Concurrent Sessions including: <ul style="list-style-type: none">• 4:00 – 4:40 pm Showcase Workshops and Spotlight Sessions• 4:40 – 4:50 pm Break• 4:50 – 5:30 pm Showcase Workshops and Spotlight Sessions• 4:00 – 5:30 pm Master Session, Workshops, Skills Seminars, and Policy Forums |

April 25, 2019

Day 2

- | | |
|-----------------|---|
| 9:00 – 10:30 am | 40 and 90 minute Concurrent Sessions including: <ul style="list-style-type: none">• 9:00 – 9:40 am Showcase Workshops and Spotlight Sessions• 9:40 – 9:50 am Break• 9:50 – 10:30 am Showcase Workshops and Spotlight Sessions• 9:00 – 10:30 am Master Session, Workshops, Skills Seminars, and Policy Forums |
|-----------------|---|

10:30 – 11:30 am	Poster Session and Exhibit Hall
11:30 am – 12:30 pm	Plenary Session
12:30 – 1:30 pm	Lunch
1:30 – 3:00 pm	40 and 90 minute Concurrent Sessions including: <ul style="list-style-type: none"> • 1:30 – 2:10 pm Showcase Workshops and Spotlight Sessions • 2:10 – 2:20 pm Break • 2:20 – 3:00 pm Showcase Workshops and Spotlight Sessions • 1:30 – 3:00 pm Master Session, Workshops, Skills Seminars, and Policy Forums
1:30 – 5:30 pm	3 Hour Concurrent Sessions including: <ul style="list-style-type: none"> • Policy Forum and Skills Seminars
3:00 – 4:00 PM	Poster Session and Exhibit Hall
4:00 - 5:30 pm	40 and 90 minute Concurrent Sessions including: <ul style="list-style-type: none"> • 4:00 – 4:40 pm Showcase Workshops and Spotlight Sessions • 4:40 – 4:50 pm Break • 4:50 – 5:30 pm Showcase Workshops and Spotlight Sessions • 4:00 – 5:30 pm Master Session, Workshops, Skills Seminars, and Policy Forums

April 26, 2019

Day 3

9:00 – 10:30 am	40 and 90 minute Concurrent Sessions including: <ul style="list-style-type: none"> • 9:00 – 9:40 am Showcase Workshops and Spotlight Sessions • 9:40 – 9:50 am Break • 9:50 – 10:30 am Showcase Workshops and Spotlight Sessions • 9:00 – 10:30 am Master Session, Workshops, Skills Seminars, and Policy Forums
10:30 – 11:30 am	Poster Session and Exhibit Hall
11:30 am – 12:30 pm	Plenary Session
12:30 – 1:30 pm	Lunch
1:30 – 3:00 pm	40 and 90 minute Concurrent Sessions including: <ul style="list-style-type: none"> • 1:30 – 2:10 pm Showcase Workshops and Spotlight Sessions • 2:10 – 2:20 pm Break • 2:20 – 3:00 pm Showcase Workshops and Spotlight Sessions • 1:30 – 3:00 pm Workshops, Skills Seminars, and Policy Forums
3:00 – 3:15 PM	Break
3:15 – 4:45 pm	40 and 90 minute Concurrent Sessions including: <ul style="list-style-type: none"> • 3:15 – 3:55 pm Showcase Workshops and Spotlight Sessions • 3:55 – 4:05 pm Break • 4:05 – 4:45 pm Showcase Workshops and Spotlight Sessions • 3:15 – 4:45 pm Workshops, Skills Seminars, and Policy Forums

Michelle Latimer

From: Hall, Dennis@CalOES <Dennis.Hall@CalOES.ca.gov>
Sent: Wednesday, December 12, 2018 11:20 AM
To: Hall, Dennis@CalOES; shamilton@mail.cho.org; jcheng@chori.org; spo@chori.org; tkask@chori.org; lfsdv@lassenfamilyservices.org; lfsfin@lassenfamilyservices.org; Ericka.danczak@ssa.ocgov.com; dorthe.Lee@ssa.ocgov.com; Jill.Bright@ssa.ocgov.com; Brian.Satterfield@ssa.ocgov.com; Frank.Zuniga@ssa.ocgov.com; jdietz@rchsd.org; kcain@rchsd.org; dhamann@rchsd.org; mariob@standffov.org; reinasb@standffov.org; kristy@tahoesafealliance.org; nawolfe@LLU.edu; KLWilliams@LLU.edu; linda@childrensfund.org; cid@childrensfund.org; mfleming@co.humboldt.ca.us; cdillingham@co.humboldt.ca.us; jguzzi@co.humboldt.ca.us; rdavis@co.humboldt.ca.us; Brittany.Gordon@fosterfamily.org; William.Mashingaidze@fosterfamily.org; Stacey Montgomery; Diana Wemple; Michelle Latimer; Allison.Haley@countyofnapa.org; Nikki.Lundeen@countyofnapa.org; Yuka.Kamiishi@countyofnapa.org; David.Hill@countyofnapa.org; lisa@solanocouragecenter.org; nicoles@napanews.org; Hayley@solanocouragecenter.org; christina@solanotrc.org; christina@solanotrc.org; ColemanMF@natividad.com; Jennifer@natividadfoundation.org; lori@natividadfoundation.org; mcfarlinl@co.monterey.ca.us; cnwalsh@rchsd.org; nratnayake@rchsd.org; dhamann@rchsd.org; srouse@rchsd.org; mnhogan@rchsd.org; mnorton@rchsd.org; c.shacklefor@ruhealth.org; F.drewette@ruhealth.org; lfraser@cfslo.org; fiscalmanager@linkslo.org; lkrieg@co.tuolumne.ca.us; dbautista@co.tuolumne.ca.us; gcmartin@co.tuolumne.ca.us; popadie@sutterhealth.org; cslette@casadn.org; steve@humboldtcasa.org; jwright@redwoodcapitalbank.com; lfsed@lassenfamilyservices.org; lfsfin2@lassenfamilyservices.org; lfs casa@lassenfamilyservices.org; lfsdv@lassenfamilyservices.org; kim@sbcasa.org; james.burge@cox.net; joy@sbcasa.org; Tristin@sbcasa.org; sspringfield@siskiyocasa.org; tj@sisqlaw.com; cocasa@sonomacasa.org; milliegilson@sonomacasa.org; tfauver@yolocasa.org; consultkara@gmail.com; ccullins@teachinc.org; bkresge@teachinc.org; esther@casasanbenito.org; vewesterdale@gmail.com; rmarta@emc.org; aperez@emc.org; jthoresen@emc.org; ghepner@swcasa.org; bcarroll@swcasa.org; nawolfe@LLU.edu; KLWilliams@LLU.edu; beth@childrensfund.org; linda@childrensfund.org; cid@childrensfund.org; sgonzalez@fsaca.org; rteichert@fsaca.org; Debbie.rosales@fsaca.org; Susana.campuzano@fsaca.org; brandip@tapestryfs.org; nicolej@tapestryfs.org; postaward@chori.org
Subject: National Conference on Child Abuse and Neglect, April 24-26, 2019 Washington, DC

Hello Subrecipients: Here is information on a conference next year in Washington, DC that may appeal to you.

<http://www.nccan21.com/about.html>

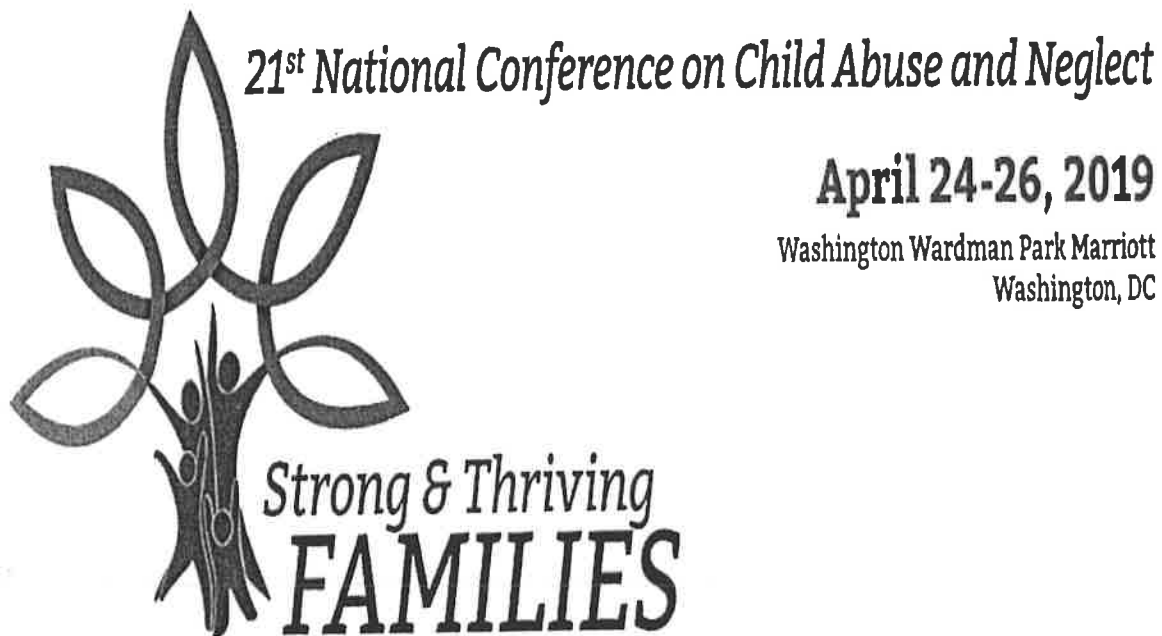
Thank you, Dennis

Dennis Hall
Program Specialist
Children's Unit
Building E
Human Trafficking & Children's Division
Victim Services & Public Safety Branch

California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655
<http://www.caloes.ca.gov/home>
Dennis.Hall@caloes.ca.gov
916-845-8219

From: 21st National Conference on Child Abuse & Neglect (NCCAN) [<mailto:NCCAN@impaqint.com>]
Sent:

Email not displaying correctly? [View it in your browser.](#)



DEADLINE FOR SUBMISSION: July 3, 2018

The Children's Bureau's Office on Child Abuse and Neglect (CB/OCAN) is committed to offering a program featuring a cadre of compelling and thought-provoking speakers. We welcome the submission of abstracts that address a wide range of topics of interest and importance to those engaged in promoting the well-being of children and families.

The 21st NCCAN will offer diverse sessions addressing current approaches, policies, strategies, programs, and practices aimed at ensuring that we are a nation of *Strong and Thriving Families*. To review the full Call for Abstracts, including: guidelines for participation, online submission requirements, and selection process, please visit the conference website. The deadline to submit abstracts is **July 3, 2018**.

The abstract selection includes a peer review process, and we encourage those who are interested in applying to be a peer reviewer to submit their application on the conference website. The review process will take place from Monday, July 9 through Monday, July 23, 2018. At the conclusion of this process, all reviews must be complete and scores submitted. Each reviewer will be assigned to review up to 10 abstracts. Even if you are submitting an abstract, you are eligible to review other submissions.

Please send an email to NCCAN@impaqint.com if you have any questions.



21st National Conference on Child Abuse and Neglect
April 24-26, 2019 • Washington, DC • Washington Marriott Wardman Park
NCCAN@impaqint.com

Questions?

Please visit the FAQ page on the NCCAN website.

If you do not find the answer to your questions, please email us at NCCAN@impaqint.com.

[Unsubscribe](#) | [Update Preferences](#)

Registrant Information

Registration Category	General Participant
First Name	Krystle
Last Name	Hollandsworth
Organization	Mikailia Child Advocacy Center
Job Title	MDIT Coordinator
State/Territory	California
Country	United States of America
Mobile Phone	5302376068
Email	khollandsworth@co.lassen.ca.us
Primary Field of Practice	Other
Primary Field of Practice Other	Child Advocacy Center
Registration Role	Project Director
Registration Package	Full Conference
2:15 pm - 2:55 pm	Handle With Care
3:05 pm - 3:45 pm	Advocacy Lessons from the Wizard of Oz: Educating Decision Makers About Policies Linked with Reductions in Child Maltreatment
4:00 pm - 4:40 pm	Differences in Services Receipt of Victims and Nonvictims and a Special Focus on Victims of Sex Abuse
4:50 pm - 5:30 pm	Dissemination and Outreach Core: A Multi-Disciplinary Model That Aligns Prevention, Service, and Research Priorities to Improve Outcomes in Child Welfare
9:00 am - 10:30 am	Understanding Indian Child Welfare: How Tribes are Building Strong Programs to Keep Native Families Together
1:30 pm - 2:10 pm	A Trauma-Informed Workforce: The Key to a Greater Professional Quality of Life and Supportive Organizational Culture
2:20 pm - 3:00 pm	Peer Support for Families with Substance Use Disorders and Child Welfare Involvement: Promoting Family Recovery and Well-Being
4:00 pm - 5:30 pm	Helping Youth Thrive: Build Your Capacity to Promote the Well-Being of Adolescents
9:00 am - 10:30 am	Connecting Survivors to Services: The Use of a Broadcast and Social Media Campaign to Raise Awareness of Human Trafficking
1:30 pm - 3:00 pm	From the Ground Up: Building a Prevention Program

3:15 pm - 3:55 pm Workforce development through a data-informed agency change initiative

4:05 pm - 4:45 pm Pier to Pier: How Two Coastal States Developed Technical Assistance Approaches

Emergency Contact Name Derek Hollandsworth

Emergency Contact Phone 5303001145

Emergency Contact Relationship Spouse

Terms and Conditions I have read and reviewed the Terms and Conditions



Copyright© 2017 | MYConference Suite Registration | D.E. Systems | All Right Reserved.



Thank you Michelle! Your reservation with SuperShuttle has been saved.

Ride from DCA		Confirmation # 8068256
Pick-Up Location Washington Reagan National Airport (DCA) Drop-Off Location 2860 Woodley Rd NW, Washington, DC, US 20008 Flight Arrival Time Mon, Apr 22, 2019 10:05 PM Ride Type Premium Sedan - Curbside Pickup		
Ride to DCA		Confirmation # 8068255
Pick-Up Location 2660 Woodley Rd NW, Washington, DC, US 20008 Drop-Off Location DCA Flight Date & Time Sat, Apr 27, 2019 2:35 PM Pick-Up Time Sat, Apr 27, 2019 12:42 PM Ride Type Premium Sedan		
Passenger/Payment		Total \$117.74 USD
Passengers 2	Wheelchair No	
Payment Type ****5551Visa		
Price Details		
From DCA		\$44.00 USD
Gratuity		\$7.92 USD
Airport Entry Fee		\$4.00 USD
To DCA		\$49.00 USD
Gratuity		\$8.82 USD
Airport Entry Fee		\$4.00 USD
Total Round-Trip Cost		\$117.74 USD

HOLLANDSWORTH

Michelle Latimer

From: ExecuCar <info@t.execucar.com>
Sent: Thursday, February 07, 2019 4:40 PM
To: Michelle Latimer
Subject: ExecuCar Booking Confirmation #8068256, #8068255

[View this email in your browser.](#)



Thank you Michelle Latimer!

\$117.74 Total Charge

Payment Method: Credit Card 5551

Confirmation # 8068256

Pickup Date & Time:

Monday, April 22, 2019 10:05PM

- DCA Washington National
- Marriott Wardman Park 2660 Woodley Rd NW
Washington, DC 20008

MV \$55.92 Manage Trip

Special Instructions

If you've purchased Will Call service, please collect your luggage and call 443-573-3482. A Customer Service Representative will notify your driver and provide further instructions on where to meet the vehicle. For Meet & Greet service, please collect your luggage. Your driver will meet you at the baggage carousel designated for your flight with a sign displaying your name.

Fare Details

Fare: \$44.00

Tip: \$7.92

Company or Booking Fees: \$4.00

Trip Details

Provider Booking ID: /

Reservation Description: Premium Sedan - Curbside Pickup

Accessible Vehicle Booked? No

Passenger Count: 2

Passenger Name: Michelle Latimer

Phone: 530-251-8284

Bag(s): 2

Flight Details: Monday, April 22, 2019 10:05PM, Domestic Flight - WN #0983

Confirmation # 8068255

Pickup Date & Time:

Saturday, April 27, 2019 12:42PM - 12:57PM

● Marriott Wardman Park 2660 Woodley Rd NW
Washington, DC 20008

● DCA - Washington National

KH ✓ \$61.82 [Manage Trip](#)

Fare Details

Fare: \$49.00

Tip: \$8.82

Company or Booking Fees: \$4.00

Trip Details

Reservation Description: Premium Sedan

Accessible Vehicle Booked? No

Passenger Count: 2

Passenger Name: Michelle Latimer

Phone: 530-251-8284

Bag(s): 2

Flight Details: Saturday, April 27, 2019 02:35PM, Domestic Flight - WN #4403

We value your safety. Please wear your seatbelt during your ride with us.

[Cancel](#) your reservation.
[Review](#) our change/cancellation policies.

Edit trip

Locate ride

Book hotel

Airport rides made simple.



[Reserve a car](#)

[Locations](#)

[Help Center](#)



Please do not reply to this email.

SuperShuttle International
14500 N. Northsight Blvd., Ste. 329, Scottsdale, AZ 85260
All rights reserved. 2019 [Privacy](#) | [Terms](#)

Michelle Latimer

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Thursday, February 07, 2019 4:21 PM
To: Michelle Latimer
Subject: Michelle Latimer's 04/22 Wash. D.C. (Reagan) trip (OXC7JC): Your reservation is confirmed.

Here's your itinerary and other important travel information.
[View our mobile site](#) | [View in browser](#)

Southwest

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



Hello friends,

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!

APRIL 22 - APRIL 27

RNO ✈ DCA

Reno/Tahoe to Wash. D.C. (Reagan)

Confirmation # **OXC7JC**

Confirmation date: 02/07/2019

PASSENGER **Michelle Latimer**

RAPID REWARDS # 20691598830

TICKET # 5262437194626

EXPIRATION¹ February 8, 2020

EST. POINTS EARNED 9,930

PASSENGER **Krystle Hollandsworth**

RAPID REWARDS # [Join](#) or [Log in](#)

TICKET # 5262437194625

EXPIRATION¹ February 8, 2020

EST. POINTS EARNED 9,930

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Monday, 04/22/2019 Est. Travel Time: 9h 50m [Anytime](#)

FLIGHT
1698

DEPARTS
RNO 09:15AM
Reno/Tahoe



ARRIVES
MDW 04:40PM
Chicago (Midway)

Stop: ✕✕Change planes

Stop: Las Vegas no plane change

FLIGHT
0983

DEPARTS
MDW 07:25PM
Chicago (Midway)



ARRIVES
DCA 10:05PM
Wash. D.C. (Reagan)

Flight 2: Saturday, 04/27/2019 Est. Travel Time: 8h 55m Anytime

FLIGHT
4403

DEPARTS
DCA 02:35PM
Wash. D.C. (Reagan)



ARRIVES
MDW 03:35PM
Chicago (Midway)

Stop: ✕✕Change planes

FLIGHT
4786

DEPARTS
MDW 06:20PM
Chicago (Midway)



ARRIVES
RNO 08:30PM
Reno/Tahoe

Payment information

Total cost

Air - OXC7JC

Base Fare	\$	1,985.80
U.S. Transportation Tax	\$	148.92
U.S. 9/11 Security Fee	\$	22.40
U.S. Flight Segment Tax	\$	42.00
U.S. Passenger Facility Chg	\$	36.00
Total	\$	2,235.12

Payment

Visa ending in 5551
Date: February 7, 2019
Payment Amount: \$1,117.56

Visa ending in 5551
Date: February 7, 2019

Payment Amount: \$1,117.56

HOLLANOSWORTH

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket numbers: 5262437194626, 5262437194625

Prepare for takeoff



24 hours before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our No Show Policy.

[See more travel tips](#)



Don't miss out on automatic check-in

EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)



Save up to 35%

on base rates and earn up to 2,400 Rapid Rewards® points. Terms apply.

Hertz

[Book car >](#)



Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in Washington D.C..

[Book hotel >](#)



Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Prepare now >](#)

5262437194626: NONTRANSFERABLE -BG WN RNO WN X/CHI WN WAS496.45WN X/CHI WN RNO496.45USD992.90END ZP
RNO4.20LAS4.20MDW4.20DCA4.20MDW4.20 XF RNO4.5MDW4.5DCA4.5MDW4.5
5262437194625: NONTRANSFERABLE -BG WN RNO WN X/CHI WN WAS496.45WN X/CHI WN RNO496.45USD992.90END ZP
RNO4.20LAS4.20MDW4.20DCA4.20MDW4.20 XF RNO4.5MDW4.5DCA4.5MDW4.5

YL YL|YL YL
YL YL|YL YL

No Show Policy: you must notify Southwest® at least ten (10) minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away® fare segment at least 10 minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select® and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Prohibition on Multiple/Conflicting Reservations: to promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

Need help?

Contact us

Customer service | FAQs

Connect with us



Get the mobile app

• All travel involving funds from this Confirmation Number must be completed by the expiration date.

This is a post-only mailing from Southwest Airlines®. Please do not attempt to respond to this message. Your privacy is important to us. Please read our privacy policy.

See Southwest Airlines Co. Notice of Incorporation

Cualquier información publicitaria, promocional o de mercadotecnia contenida en este correo electrónico sólo será efectiva y únicamente será aplicable en los Estados Unidos de América.

Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

© Copyright 2019 Southwest Airlines Co. All Rights Reserved.

Michelle Latimer

From: The Washington Marriott Wardman Park Hotel Team
<groupcampaigns@pkghlrss.com>
Sent: Wednesday, January 30, 2019 11:24 AM
To: Michelle Latimer
Subject: The Washington Marriott Wardman Park Hotel Reservation Update Confirmation



Marriott
WASHINGTON
WARDMAN PARK

Washington Marriott Wardman Park Hotel

2660 Woodley Road, NW
Washington, DC 20008 US
Phone: +1(202) 328-2000 Fax: 202 387 5386



Reservation for Michelle Latimer

Online Confirmation Number: 32LKSFCX
Marriott Confirmation Number: 82233093
Check-in: Apr 22, 2019 (Check-in time: 4:00 PM)
Check-out: Apr 27, 2019 (Check-out time: 12:00 PM)

[Modify or Cancel reservation](#)



[View Hotel Website](#)



[Maps & Transportation](#)

Reservation Confirmation

Dear Michelle Latimer,

We look forward to welcoming you to Washington Marriott Wardman Park Hotel for 21st NATIONAL CONFERENCE ON CHILD ABUSE AND NEGLECT. The below confirms recent changes made to your reservation.

Washington Marriott Wardman Park Hotel

Planning Your Trip

- On-site parking, fee: 45 USD daily
- Valet parking, fee: 50 USD daily
- Rollaway Bed Permitted (1) in king bed types only : \$25.00 per stay
- [Visit Washington area](#)

Reservation Details

Confirmation number: 32LKSF CX

Your hotel: Washington Marriott Wardman Park Hotel

Check-in: Apr 22, 2019 (Check-in time: 4:00 PM)

Check-out: Apr 27, 2019 (Check-out time: 12:00 PM)

Room type: Standard Guest Room

Number of rooms: 1

Guests per room: 2

Guest name: Michelle Latimer

Reservation confirmed: Jan 7, 2019

Guarantee method: Credit Card

Summary of Room Charges	Cost per night per room (USD)
Apr 22, 2019 - Apr 27, 2019	253.00
Estimated taxes and fees	Room Rates shown do not include 14.80% City Tax (subject to change).
Total for stay (for all rooms) not including applicable taxes/fees	1,265.00
Washington Marriott Wardman Park Hotel will make every effort to accommodate the below requests, however they are not guaranteed.	
<ul style="list-style-type: none">++1/30 : Arrival date status is :: Arrival date changed. --++1/30 Departure date status is :: Departure date changed. --	

+ 37.44 a day

290.44 x 5

1,452.22

726.11 per person
Hollandsworth

Canceling your Reservation

Cancellation policy is 72 hours prior to arrival in order to avoid one nights room and tax to the method of payment on file with the reservation.

You may modify or cancel your reservation [here](#) or call 1-877-212-5752 in the US and Canada. Elsewhere, call 1-202-328-2000. Contact us if you have any questions about your reservation.

Mobile Check in/ Mobile Check out

For your convenience we have Mobile Check-In and Check- Out available for Marriott Rewards members. With the Marriott Mobile App Marriott Rewards members can check in to their upcoming reservation up to 24 hours in advance, select an estimated arrival time, receive room-ready alert notification from the hotel, and check out on their mobile device. Marriott Rewards members also receive free Wi-Fi with every stay with us.

If you would like to become a Marriott Rewards member, please join now by visiting marriottrewards.com to enjoy complimentary benefits.

Travel Alerts

Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy.

[Learn More](#)

Internet Privacy, Authenticity

Your privacy is important to us. [Please visit our Internet Privacy Statement for full details.](#) This email confirmation is an auto-generated message. Replies to automated messages are not monitored.

This email was sent by Passkey International, Inc.

On behalf of:

Washington Marriott Wardman Park Hotel