



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

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MEMORANDUM

To: Lassen County Board of Supervisors

From: Michelle Latimer, Program Coordinator

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