

SUPPORT SERVICES
CLERK OF THE BOARD
AGENDA
JANUARY 22, 2019

Committee Members: Supervisors Loeb, Leggett, Sokol, Hyde, Magowan, Hogan, Wild, Driscoll, Dickinson

- I. Committee meeting called to order by Chairman
- II. Approval of minutes of prior Committee meeting.
- III. Action Agenda/New Business Items:
 - 1) Request to authorize out-of-State travel for Supervisor Simpson to attend the National Association of Counties Legislative Conference (NACo) in Washington, D.C. on March 2-6, 2019. NACo has agreed to waive the \$750 Conference registration fee because we are a new member - all costs associated are for travel to and from the Conference. Although Board resolution is required to authorize out-of-State travel, permission is requested to book the room and flight for this travel while conference rate rooms are available (*must be booked before January 31st*) and before flight prices increase.
Note: there is currently funding in the Board's travel budget; however, this expense was unanticipated and may cause a shortage.
- IV. Discussion Items:

None.
- V. Referrals/Pending Items:

None.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:

- 1) Resolution Request Form No. 15 - Requesting Approval for Out-of-State Travel
- 2) Authorization to Attend Meeting or Convention

RESOLUTION REQUEST FORM NO. 15

Requesting Approval for Out-of-State Travel*

**If the conference announcement or details are available in writing, please attach.*

DEPARTMENT NAME: BOARD OF SUPERVISORS

DATE: JANUARY 22, 2019

- (a) Dates of Travel: **March 1-6, 2019 (Conf. is 3/2-3/6, will be flying in on 3/1)**

- (b) Purpose (include complete name of any conference, school, etc.):
National Association of Counties Legislative Conference

- (c) City/Town & State:
Washington, D.C.

- (d) Employee(s) Traveling (include title(s):
Matthew Simpson, Supervisor - Town of Horicon

- (e) Is County paying the costs or is another Agency?
County

- (f) Mode of Transportation to be Use: **Mass Transportation**
(County Vehicle or Mass Transportation)

Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
 Out-of-State (Requires Board resolution)

The SUPPORT SERVICES COMMITTEE hereby authorizes MATTHEW SIMPSON
(Supervisory Committee) (Employee Name)

to attend THE NATIONAL ASSOCIATION OF COUNTIES LEGISLATIVE CONFERENCE
(Name of meeting or organization)

at WASHINGTON, D.C. on MARCH 2-6, 2019
(Address) (Dates)

Meeting/Convention Cost: \$0 Mode of transportation to be used: MASS TRANSP.
(County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

Notice of meeting or convention including cost. Total Cost of Travel \$ approx. \$1,525 plus tax/fees
(travel and meeting/convention cost)

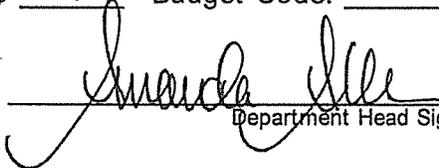
For Overnight Travel

Room rate \$ 255 GSA* Rate \$ 251

Funding in Budget? Y N

Meal costs - GSA* per diem rate \$ 71/day Budget Code: A.1010 444
* www.gsa.gov

Date: _____


Department Head Signature

Date: _____

County Administrator Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle. **REQUEST FOR USE OF FLEET VEHICLE**

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-State travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Clerk of the Board if credit card will be used.
6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.