

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**May 6, 2025**

**FROM**

**SHANNON D. DICUS, Sheriff/Coroner/Public Administrator**

**SUBJECT**

Travel Request for Inmate Welfare Committee Members to Attend the American Jail Association's 44th Annual Training Conference and Jail Expo

**RECOMMENDATION(S)**

Approve travel for two Inmate Welfare Committee members to attend the American Jail Association's 44th Annual Training Conference and Jail Expo in Fort Worth, Texas, from May 17, 2025, through May 21, 2025, at an estimated cost of \$4,882.

(Presenter: Dave Mascetti, Lieutenant, 387-0640)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The total estimated cost for the two Inmate Welfare Committee (IWC) members to attend this conference is \$4,882, as outlined in the table below, with an estimated cost of \$2,441 per traveler. The IWC members will be traveling on Friday, May 17, 2025, returning on May 21, 2025. Travel arrangements are aligned with travel management practices under County Policy No. 08-02. The travel expenses will be funded by the Sheriff/Coroner/Public Administrator's (Department) Inmate Welfare Fund (4420005167).

<b>Expense</b>	<b>Amount</b>
Registration: \$420 x 2 members	\$840
Lodging: \$956 x 2 members	\$1,912
Airfare and Transportation: \$750 x 2 members	\$1,500
Meals: (5 Breakfasts @ \$14 / 5 Lunches @ \$19 / 5 Dinners @ \$30) x 2 members	\$630
<b>Total Cost</b>	<b>\$4,882</b>

**BACKGROUND INFORMATION**

The Department requests approval for two IWC members to attend the American Jail Association's (AJA) 44th Annual Training Conference and Jail Expo in Fort Worth, Texas. This conference will discuss a variety of inmate programs and jail issues, which will allow IWC members to stay current on jail management matters, make informed decisions on future purchases to benefit inmates, and keep abreast of updates to correctional facilities standards. Committee members will bring back the knowledge learned at the conference to share with other IWC members and staff.

**Travel Request for Inmate Welfare Committee Members to Attend the American Jail Association's 44th Annual Training Conference and Jail Expo**

The IWC is comprised of seven citizens appointed by the Sheriff to oversee the use of Inmate Welfare Funds and act as an advisory panel for inmate educational and vocational programs.

Section 13.0618 of the County Code requires Board of Supervisors' approval of travel and expense reimbursement for members of all County boards, commissions, and committees.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Grace B. Parsons, Deputy County Counsel, 387-5455) on April 17, 2025; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on April 17, 2025; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on April 18, 2025.

**Travel Request for Inmate Welfare Committee Members to Attend the American Jail Association's 44th Annual Training Conference and Jail Expo**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Joe Baca, Jr.

Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 6, 2025



cc: File - Travel/Out of State

MBA 05/8/2025