

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

March 12, 2024

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Travel Request for Inmate Welfare Committee Members to Attend the American Jail Association's 43rd Annual Training Conference and Jail Expo

RECOMMENDATION(S)

Approve travel for three Inmate Welfare Committee members to attend the American Jail Association's 43rd Annual Training Conference and Jail Expo in Ft. Lauderdale, Florida, from May 18, 2024 through May 22, 2024, at an estimated cost of \$9,999.

(Presenter: Ernie Perez, Deputy Chief, 387-3760)

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 three Inmate Welfare Committee (IWC) members to attend this conference is \$9,999 as outlined in the table below, with an estimated cost of \$3,333 per traveler. The IWC members will be traveling on Friday, May 17, 2024, returning on May 22, 2024. Travel arrangements are aligned with travel management practices under County Policy No. 08-02, and actual airfare is anticipated to be less than the estimate. The travel expenses will be funded by the Sheriff/Coroner/Public Administrator's (Department) Inmate Welfare Fund (4420005167).

Expense	Amount
Registration: \$664 x 3 members	\$1,992
Lodging: \$1,333 x 3 members	\$3,999
Airfare and Transportation: \$1,000 x 3 members	\$3,000
Meals: (5 Breakfasts @ \$11 / 4 Lunches @ \$15 / 4 Dinners @ \$24) x 3 members	\$633
Other Costs (taxi and tips) \$125 x 3 members	\$375
Total Cost	\$9,999

BACKGROUND INFORMATION

The Department requests approval for three IWC members to attend the American Jail Association's (AJA) 43rd Annual Training Conference and Jail Expo in Ft. Lauderdale, Florida. The members have attended this training in the past, with the last one being in 2020 due to the COVID-19 pandemic. 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

**Travel Request for Inmate Welfare Committee Members to Attend the
American Jail Association's 43rd Annual Training Conference and Jail
Expo
March 12, 2024**

decisions on future purchases to benefit inmates, and keep abreast of inmate trends. Committee members will bring back the knowledge learned at the conference to share with other IWC members and staff.

The IWC is comprised of six 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. The upcoming AJA conference will bring together more than 900 participants from around the country and 200 companies showcasing products and services to improve inmate programs and the operation of jail facilities.

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 February 20, 2024; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on February 21, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on February 26, 2024.

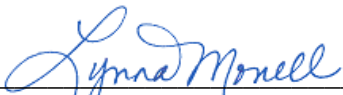
**Travel Request for Inmate Welfare Committee Members to Attend the
American Jail Association's 43rd Annual Training Conference and Jail
Expo
March 12, 2024**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 12, 2024



cc: File - Travel Requests/Out of State
JLL 03/19/2024