

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

May 5, 2026

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Travel Request for Inmate Welfare Committee Members to Attend the American Jail Association's 45th Annual Training Conference and Jail Expo

RECOMMENDATION(S)

Approve travel for two Inmate Welfare Committee members to attend the American Jail Association's 45th Annual Training Conference and Jail Expo in Milwaukee, Wisconsin, from May 16, 2026 through May 20, 2026, at an estimated cost of \$4,956.

(Presenter: Carolina Mendoza, Chief Deputy Director, 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 \$4,956 as outlined in the table below, with an estimated cost of \$2,478 per traveler. The IWC members will be traveling on Saturday, May 16, 2026, returning on Wednesday, May 20, 2026. 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).

Category	Expense	Amount
Registration	\$485 x 2 members	\$970
Lodging	\$298.29 x 4 nights x 2 members	\$2,386*
Airfare	\$391.40 x 2 members	\$783*
Meals	4 Breakfasts @ \$20 x 2 members 4 Lunches @ \$22 x 2 members 4 Dinners @ \$33 x 2 members	\$600
Contingency		\$217
	Total Cost	\$4,956

*Rounded amount

BACKGROUND INFORMATION

The Department requests approval for two IWC members to attend the American Jail Association's 45th Annual Training Conference and Jail Expo in Milwaukee, Wisconsin. 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

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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 seven citizens appointed by the Sheriff/Coroner/Public Administrator to oversee the use of Inmate Welfare Funds and act as an advisory panel for inmate educational and vocational programs. County Code section 13.0618 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 13, 2026; and County Finance and Administration (Erika Rodarte, Administrative Analyst, 387-4919) on April 14, 2026.

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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 5, 2026



cc: File - Travel/OutOfState
MBA 05/15/2026