

# Memorandum

**To:** Bryan Thiriot, Executive Director

**From:** Carrie Schonlaw, SSW  
Director of Aging & Human Services

**Date:** 3/3/2015

**Re:** Steering Committee approval to cover costs for County Council on Aging Coordinators to attend National Conference

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I am requesting approval from the Steering Committee to reimburse up to \$1,500 per county to cover registration and travel expenses for each of the County Council on Aging Coordinators to attend the National Association of Nutrition and Aging Service Provider's Conference in Louisville, Kentucky June 3-5<sup>th</sup>. We currently have funding in our aging administration budget to cover these costs. All five of the county coordinators have expressed interest in attending the conference; and 2 of the 5 coordinators have already received approval from their County to attend.

This is an excellent conference which will provide valuable information, training and resources to help enhance and improve services to seniors in our local communities. As the Director of Aging Services; I am unable to attend due to other obligations; but feel this is an excellent opportunity for the county coordinators to increase their knowledge and gain new skills. In addition, the State Nutrition Program Coordinator highly recommends this conference. Breakout sessions include topics on: Kitchen's Working Together to Reduce Costs, Optimizing health for Diverse Older Adults, working with staff and volunteers, fundraising and much more. There is also a free pre-conference intensive specifically for Nutrition and Senior Center Directors. In addition, because Five County is a member of NANASP we are able to receive a reduced conference rate for each participant.

Thank you for your consideration!