

AGENDA ITEM # X-B

Memorandum

To: ^{1ST} Bryan Thiriot, Executive Director
From: Carrie Schonlaw, SSW ^{CS}
Director of Aging & Human Services
Date: 2/27/2014
Re: Steering Committee approval to reimburse travel expenses for County Council on Aging Coordinators

I am requesting approval from the Steering Committee to reimburse up to \$500 per county to cover registration and partial travel expenses for each of the County Council on Aging Coordinator in the Five County area to attend the National Association of Nutrition and Aging Service Providers Conference in San Antonio Texas May 28-30th. We currently have some additional funding in our Area Agency Administration budget to cover these costs.

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. I regret that I am not able to attend due to other obligations; but feel this is an excellent opportunity for the county coordinators. Breakout sessions include topics on: integrating services to better connect seniors to resources, Public/Private Partnerships, dietary guidelines, calculating meal costs and self-assessment tools, grant writing and much more. There is also a free pre-conference intensive specifically for Nutrition and Senior Center Directors. A copy of the conference flyer is attached.

At this time, 2 of the 5 County Council on Aging Coordinators have received approval from their County Commissioner(s) to attend the conference. The \$500 would cover the cost of the registration and alleviate some of the travel expenses for the individual counties. In addition, because Five County is a member of NANASP we are able to receive a reduced conference rate for each participant.

Thanks for your consideration!



2014 Annual Training Conference
May 28-30, 2014 | San Antonio, TX
www.nanasp.org

Hotel Information

The Westin Riverwalk
 420 West Market Street | San Antonio, TX 78205
 210-224-6500 | 888-627-8396
www.westinriverwalksanantonio.com

For reservations, contact the Westin Riverwalk Hotel at **888-627-8396**. Be sure to mention that you are with the NANASP Conference to receive the special rate of **\$159.00** per night plus tax for single/double occupancy.

Registration Fees

\$299 for Members/\$399 for Non Members
 Send 2, Get the 3rd One Free!
 Registration Deadline: May 15, 2014

A limited number of scholarship are available, for more information visit www.nanasp.org

Star Awards Nominations

Give your colleagues and/or your agency's new program innovation the recognition they deserve -- nominate them for a NANASP Star Award (or Rising Star or Shining Star Award to be recognized at the Annual Conference . Please contact Pam Carlson at pcarlson@nanasp.org for a nomination form.

2014 Schedule of Events

Wednesday, May 28, 2014

8:00-1:00 • Directors Training Pre-Session
 10:00-1:00 • Alicia Trevino Senior
 One Stop Center Site Tour



3:00-4:15 • Opening
 KickOff/Washington Update
Robert Blancato,
NANASP Executive Director

4:30-5:30 • Concurrent Breakout Sessions
 5:30-7:00 • Opening Reception/Star Awards

Thursday, May 29, 2014

8:00-9:00 • Vendor Breakfast/Roundtables

9:15-10:30 • Keynote Address
Kathy Greenlee, Administration
for Community Living and
Assistant Secretary for Aging



11:00-12:15 • Concurrent
 Breakout Sessions
 12:15-1:30 • Vendor Lunch
 1:45-5:15 • Concurrent Breakout Sessions

Friday, May 30, 2014

8:30-9:30 • Senior Centers as Part of the Health
 Care Delivery System General Session
 9:45-11:30 • Best Practices Showcase/NANASP
 Annual Meeting/Brunch

Session Topics

Integrating Services in Nutrition Programs to Better Connect Seniors to Resources • Arts and Aging in an Urban Context • Public/Private Partnerships • Update on the New Dietary Guidelines • Calculating the True Cost of a Meal • Collecting and Using Nutrition Program Data Effectively • Senior Center Self Assessment Tools • Effectively using Social Media to Increase ROI • Opportunities in Grant Writing and more!

For more information, visit www.nanasp.org or call 202.682.6899

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
OUT OF STATE TRAVEL AUTHORIZATION REQUEST**

Employee Name: Doni Pack

Date: 2/13/2014

Pursuant to the Five County Association of Governments personnel policies and procedures, I am requesting authorization to travel out of state for the following purposes:

PURPOSE OF TRAVEL:

Mutual Self-Help Program required USDA Section 502 Loan Packaging Certification. This certification is required in order to process applications for the Mutual Self-Help Program. The certification course is offered approximately quarterly, with the next training being held March 25-27, 2014. Travel will need to be on March 24th and March 28th as the training is a full three days. The location is Memphis, TN at The Hotel Memphis.

PLEASE ATTACH SUPPORTING DOCUMENTATION

Estimated Travel Costs:

Airfare/Surface Transportation (approx.) : \$897.50

Lodging 4 Nights @ \$99.00 : \$396.00

Per Diem 5 Days @ \$35.00 : \$175.00

Registration Fees 3 Days : \$400.00

Other Costs: : \$88.16

Explanation of other costs:

Hotel fees and taxes: \$ 63.16, State Travel Fee \$25

TOTAL ESTIMATED TRAVEL COSTS: : \$1,956.66

Source of travel funds: Mutual Self-Help Program Training/Travel Funds

Budget line item: 44

CFO Signature:  Date: 2/13/14

Executive Director Signature:  Date: 13 Feb 14

AGENDA

Day 1

- 8:30 AM Welcome
- 10:00 Overview of 502 Mortgage
- 10:40 Intake and Application Processing
- 11:30 Lunch (on your own)
- 1:00 PM Overview (Jeopardy)
- 1:45 Borrower Eligibility: Annual Income and Adjusted Income
- 3:00 Intake Scenarios
- 3:25 Repayment Income
- 4:00 Homework - Adjourn

Day 2

- 8:30 AM Overview of Day 1 and Homework Review
- 9:00 Borrower Assets
- 9:15 Borrower Credit
- 10:15 Credit Exercises and Review
- 11:00 Repayment Ability
- 11:30 Lunch (on your own)
- 1:00 PM Repayment Exercise/Loan Package through Stage 1 – Preliminary Eligibility
- 2:45 Loan Package Stage 1 Review
- 3:15 Subsidy Recapture
- 3:30 Interactive Review
- 4:00 PM Adjourn

Day 3

- 8:30 AM Review of Day 2
- 8:45 Property Requirements
- 9:30 Loan Packaging - Stage 2
- 10:15 Submitting the Loan Docket
- 11:30 Escrow Accounts, Insurance and Closing
- 12:00 PM Lunch (on your own)
- 1:00 Loan Packaging - Stage 3
- 1:50 Practice Test and Review
- 3:15 Next Steps, Questions and Evaluation
- 4:00 PM Adjourn