



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/16/2022

SUBJECT: **APPROVAL OF AN EXCEPTION TO THE TRAVEL POLICY –
HIV ADMINISTRATIVE AGENCY/PLANNING COUNCIL**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve an exception to the County's Travel Policy for HIV Administrative Agency/Planning Council.

BACKGROUND

HIV Administrative Agency/Planning Council is requesting the Commissioners Court approve an exception to the travel policy, allowing the use of grant funds to send two (2) HIV Planning Council members to the Positive Living 24 Conference on September 9-11, 2022 in Fort Walton Beach, Florida. Attendance has been approved by the granting agency.

Due to HIPAA, the names of the attendees will not be disclosed on travel documentation and Commissioner Court Communication. With the Courts approval, the travel documentation will reflect "Planning Council Member 1" and "Planning Council Member 2". Attendee-specific identifying information will be kept on file at the HIV Administrative Agency.

FISCAL IMPACT

HIV Administrative Agency/ 588291/Grant-2004/E0028-2023/1131000000 = \$3,670.00
Planning Council

SUBMITTED BY: Administrator's Office

PREPARED BY: Teresa Ralls
APPROVED BY: