



MEMORANDUM

TO: City of Menasha Common Council

From: Nancy McKenney, RDH, MS, Public Health Director

Date: September 3, 2015

RE: Request to Approve Todd Drew, RS Environmental Attendance at the Integrated Foodborne Outbreak Response and Management (InFORM) Conference if Funding Application from the National Environmental Health Association (NEHA) is Approved

Background

The purpose of this memo is to request permission for Todd Drew to attend the InFORM conference, if the application for funding to the National Environmental Health Association (NEHA) is approved.

The conference is sponsored by Centers for Disease Control and Prevention, United States Drug Administration, Association of Public Health Laboratories, and Food and Drug Administration. It brings together laboratorians, epidemiologists, and environmental health specialists involved with foodborne and enteric disease outbreak response. The conference will be held in Phoenix, AZ from November 17-20, 2015.

Travel funding will cover coach airfare, hotel, government meal per diem, and ground transportation. The application for funding is due September 30, 2015.

ANALYSIS

Approving this request to apply for funding will leverage NEHA funds to assist the City in maintaining a well-prepared workforce. This approval provides a professional development opportunity for the Environmental Health Sanitarian

FISCAL IMPACT

Wage and benefits would be paid by the City. Conference expenses would be paid by NEHA (registration (\$175), airfare (\$550), lodging (\$115/night), food (government per diem), and ground transportation).

RECOMMENDATION

The Public Health Director recommends that Todd Drew, Registered Sanitarian be approved to attend the InFORM conference, if funding is approved by the NEHA.