

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Daniel R. Larocque
Deputy Superintendent

OIC
ICK
1/2/2020

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: January 2, 2020

Re: Out of State Travel

I respectfully request your permission to send two members of the Lowell Police Department to attend the DEA Narcotics School. I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: DEA Narcotics School

Location: Bedford, NH

Dates to Travel: January 27, - January 31, 2020

Flight: \$0

Hotel: \$0

Conference Cost: \$0

Mileage/Fuel/Toll/Parking: Will submit receipts upon return

Car Rental: \$0

Per Diem: \$0

Number of people: 1

Director of Health & Human Services
978.674.1050

Date: January 7th, 2020
To: Eileen Donoghue, City Manager *(Emond OK)*
From: JoAnn Keegan, Interim Director of Health and Human Services

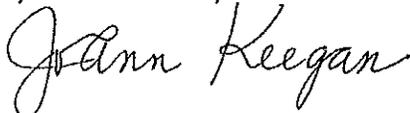
**Regarding: Permission to attend out of state workshop for:
Lainnie Emond, Substance Abuse Coordinator, Health
Department**

Lainnie Emond is requesting permission to attend the five-day Community Anti-Drug Coalitions of America (CADCA) 30th Annual National Leadership Forum. The Forum is being held Monday February 3rd through Friday February 7th in National Harbor, Maryland.

The CADCA Forum identifies itself as "the largest training event for community-based substance use and misuse prevention leaders". The Forum will address the latest science, news, and trends pertaining to substance misuse prevention, and will provide Lainnie the opportunity to network with leaders in the prevention field who work throughout the county. Lainnie will learn about the latest evidence based practices and strategies, which she will then bring back to Lowell as a means to expand upon the current substance misuse prevention efforts.

The Tewksbury Police Department Substance Abuse Prevention Collaboration (SAPC) grant will cover all expenses as Lainnie is a member of the Tewksbury SAPC Coalition. There will be no cost to the City of Lowell for Lainnie to attend the Forum.

Thank you in advance,



JoAnn Keegan
Interim Director of Health and Human Services

Director of Health & Human Services
978.674.1050

Gaylord National Hotel & Convention Center
201 Waterfront St., National Harbor, MD 20745

CADCA 30th Annual National Leadership Forum AGENDA

Monday, February 3

7 am - 6 pm	Registration Open
8:45 am - 4:15 pm	SAMHSA's Prevention Day
4:30 - 5:30 pm	"Where Culture Meets Prevention" An Intertribal Exhibition
5:30 - 7 pm	Opening Reception / Exhibits Open / Coalition Ideas Fair
8 - 9:30 pm	Youth Meet-n-Greet (<i>Open to All Youth</i>)

Tuesday, February 4

7 am - 6 pm	Registration Open
7:30 - 8:15 am	Continental Breakfast / Coalition Ideas Fair
7:30 am - 3:45 pm	Exhibits Open
8:30 - 10:30 am	National Leadership Plenary
10:30 - 11 am	Networking Refreshment Break
11 am - 12:15 pm	Adult & Youth Training Sessions
12:15 - 1:30 pm	Lunch Break
1:45 - 3 pm	Adult & Youth Training Sessions
3 - 3:30 pm	Networking Refreshment Break
3:30 - 4:45 pm	Adult & Youth Training Sessions
5 - 6 pm	State & Territory Meetings
7:30 - 9 pm	National Coalition Academy Graduation

Wednesday, February 5

7 am - 2 pm	Registration Open
7:30 - 8:15 am	Continental Breakfast / Coalitions Ideas Fair
7:30 am - noon	Exhibits Open
8:30 - 10:45 am	Capitol Hill Day Plenary & Legislative Update
11:30 am - 12:30 pm	Congressional Rally
1 - 2:15 pm	Adult Training Sessions
1 - 5 pm	Capitol Hill Day Appointments

Director of Health & Human Services
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8 - 9:30 pm Youth Dance (*Open to All Youth*)

Thursday, February 6

7 am - noon Registration Open
7:30 - 8:45 am Membership Breakfast (*Open to All*)
8 - 11 am Exhibits Open
9 - 10:15 am Adult & Youth Training Sessions
10:15 - 10:45 am Networking Refreshment Break
10:45 am - noon Adult & Youth Training Sessions
12:20 - 2:20 pm National Leadership Awards Lunch
2:45 - 4 pm Adult & Youth Training Sessions

Friday, February 7

8:30 am - noon DFC New Applicant Workshop*

All Forum events will take place at the Gaylord National Hotel and Convention Center unless otherwise noted.