

Kerran Vigroux, BS, MPH
Director of Health & Human Services
978.674.1050

Date: July 7, 2017
To: Kevin Murphy, City Manager
From: Kerran Vigroux, Director of Lowell Health and Human Services *KV*
Re.: Permission to attend an out of state workshop for:
Michael Hall, MOAPC Coalition Coordinator, Lowell Health and Human
Services and Daniel Witts, PFS Coordinator, Lowell Health and Human Services

Daniel Witts and Michael Hall are requesting permission to attend the New England Institute of Addiction Studies (NEIAS) 4 day training being offered in Waterville Valley, NH August 27 -31, 2017. The training is recommended and approved by the Massachusetts Department of Public Health, Bureau of Substance Abuse Services and will further develop Daniel and Michael's skills in substance misuse work as outlined in their respective grants (MOAPC- Massachusetts Opioid Abuse Prevention Collaborative; PFS- Partnerships for Success).

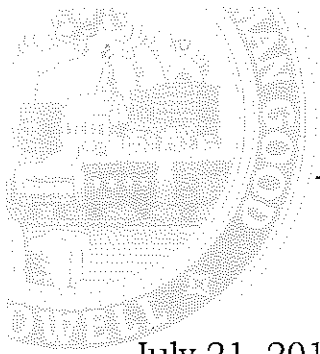
The training is specific to developing interventions and teams according to evidence-based approaches. Classes will provide the latest practices and assist in building greater networking opportunities with other communities local to Lowell. Credits will also be earned towards Daniel and Michael's Certified Prevention Specialist accreditation, which is part of the grants' deliverables.

The total cost is \$2550.84 (\$1,275.42 each). All fees and costs are grant funded with \$1,275.42 coming from the MOAPC grant and \$1,275.42 coming from the PFS grant. The cost breakdown is as follows:

Registration: \$635.00 per person
Mileage reimbursement: \$143.38 per person.
Hotel: \$497.04 (including taxes) per person / four nights.

Thank you in advance for your assistance.

Kerran Vigroux
Director of Lowell Health and Human Services



Kevin J. Murphy
City Manager

July 21, 2017

Mayor Edward J. Kennedy
and
Members of the City Council

REFERENCE: Out of State Travel Request
Department of Planning and Development

Dear Mayor Kennedy and Members of the City Council:

The Department of Planning and Development is requesting City Council approval for Christopher Samaras, Community Development Director, and Susan Murphy, Senior Program Manager, to attend the HOPWA Institute: Housing's Role in Ending the HIV Epidemic on August 9-11 in Tampa, Florida.

This course will provide an in-depth overview of the Housing Opportunities for Persons with Aids (HOPWA) program and its upcoming changes. HUD requires all HOPWA Grantees must send two (2) staff members to the HOPWA Institute.

All expenses will be paid entirely out of HOPWA grant. No City funds will be used for this travel.

Sincerely,

Kevin J. Murphy
City Manager

KJM/ns

cc: Diane Tradd, Assistant City Manager/DPD Director
Kevin Coughlin, Deputy Director
Christopher Samaras, Community Development Director
Susan Murphy, Senior Program Manager
Everlidis Desmond, Senior Finance Officer

William M. Taylor
Superintendent

Deborah Friedl
Deputy Superintendent

Raymond Kelly Richardson
Deputy Superintendent

To: Kevin Murphy
City Manager

From: William Taylor
Superintendent of Police

Date: July 19, 2017

Re: Out of State Travel

I respectfully request permission to send two members from the Lowell Police Department to the 2017 Harold Rogers Prescription Drug Monitoring Program (PDMP) National Meeting in Washington, DC. This is a mandatory meeting for grantees and will assist government agencies and partnering organizations to better understand PDMPs, their capabilities, interstate data sharing, and how we can collaborate to use PDMPs to most efficiently address the issues of prescription drug abuse and diversion. This travel will be paid for through the Prescription Drug Monitoring Grant.

I have supplied a breakdown of costs below. Thank you for your time in this matter.

Training: 2017 Harold Rogers PDMP National Meeting

Location: Washington, DC

Dates to Travel: September 6, 2017 through September 9, 2017

Hotel: \$231.00 per night/per person/plus tax

Conference Cost: \$0 per person

Airline Costs: \$450.00 per person/plus tax

Per Diem: \$50 per person/per day

Car Rental/Gas/Toll/Transportation: will return with receipts

Number of people: 2

William M. Taylor
Superintendent

Deborah Friedl
Deputy Superintendent

Raymond Kelly Richardson
Deputy Superintendent

To: Kevin Murphy
City Manager

From: William Taylor
Superintendent of Police

Date: July 17, 2017

Re: Out of State Travel

I respectfully request permission to send two members from the Lowell Police Department to the National Network to End Domestic Violence Safety Net's 5th Annual Technology Summit in San Francisco, CA. This summit will focus on the intersection of technology and domestic and sexual violence, stalking and trafficking. Participants will be given information to enhance services for survivors of violence and hold offenders accountable. This travel will be paid for through the Domestic Violence Grant.

I have supplied a breakdown of costs below. Thank you for your time in this matter.

Training: National Network to End Domestic Violence Safety Net's 5th Annual Technology

Location: San Francisco, CA

Dates to Travel: July 30, 2017 through August 3, 2017

Hotel: \$250.00 per night/per person/plus tax

Conference Cost: \$490.00 per person

Airline Costs: \$600.00 per person/plus tax

Per Diem: \$50 per person/per day

Car Rental/Gas/Toll/Transportation: will return with receipts

Number of people: 2

William M. Taylor
Superintendent

Deborah Friedl
Deputy Superintendent

Raymond Kelly Richardson
Deputy Superintendent

To: Kevin Murphy
City Manager

From: William Taylor
Superintendent of Police

Date: July 17, 2017

Re: Confidential/Past Out of State Travel

Mr. Manager, please review the following travel request. I would appreciate your permission to reimburse a member of the Lowell Police Department after traveling to Orlando, FL. This travel was needed to follow up on a potential lead regarding a 1982 arson homicide investigation.

Thank you for your time and consideration in this matter.

Purpose: Arson Homicide Investigation
Registration Fee: \$0 per person
Location: Orlando, FL
Dates of Travel: June 26, 2017 through June 28, 2017
Air Transportation: \$189.01 total
Hotel: \$203.02 total
Car Rental/Mileage/Gas: will return with receipts
Per Diem: \$50.00/per person / per day
Number of people: 1