

April 1, 2016

MEMORANDUM

To: LIDS Technicians and LIDS Advisory Committee members

From: Robyn M. de Socio, Executive Secretary

Re: Reimbursement for the 2016 LIDS Conference

The Compensation Board has approved the LIDS Conference as a reimbursable expense. Mileage to attend the training and dinner on the evenings approved for overnight stay will be reimbursed for LIDS Technicians and one backup attendee as well as LIDS Advisory Committee members. The mileage reimbursement rate is \$.246 per mile. The meal reimbursement rate for dinner is twenty three (\$23.00) dollars per dinner plus five (\$5) dollars per travel day for incidentals. Lunch will be provided at the hotel on day one of the conference, and breakfast and lunch will be provided on day two.

The reimbursement will be handled via the COIN (Constitutional Officers Information Network) system as an additional allowance under the Reimbursement Processing Menu. Please enter the name of the meeting (**LUC**) on the line provided; enter the number of people that attended the meeting; enter the amount for dinner to be reimbursed; enter the number of miles traveled on the line provided; and enter "P" for personal car or "G" for government owned vehicle, whichever was used to attend the training. **Please note that this expense must be claimed within 60 days of the event.** Any other expenditure will be your responsibility. If you have questions, please contact Kari Bullock at (804) 371-4299, and also distribute this information to the individual responsible for entering your monthly expenses into the COIN system.

C: Anne Wilmoth, Chief Information Officer
Kari L. Bullock, Sr. LIDS Analyst
Charlene Rollins, Customer Service Manager
Joan Bailey, Sr. Fiscal Technician, Sheriffs/Regional Jails Programs

LOCAL INMATE DATABASE SYSTEM (LIDS)
 2016 CONFERENCE AGENDA
 MAY 25-26, 2016

DAY ONE

TIME	TOPIC	SPEAKER
8:15-9:15 a.m.	Registration	Debbie Hamlet/Karen Day/ Karin Lipscomb/Kathryn Monday
9:15-9:30	Welcome	Anne Wilmoth
9:30-9:45	LIDS Overview	Anne Wilmoth
9:45-10:45	Top 10 Most FAQ	Anne Wilmoth/Kari Bullock
10:45--11:00	BREAK	
11:00-11:15	JailTechs.com	Mike Price
11:15-11:30	New Laws	Joanna Laws
11:30-12:00	Mental Health & Jails	Victoria Cochran
12:00-1:15	LUNCH	

CONCURRENT SESSIONS

1:15-2:30	Audit Prep	Oliver Bradshaw
	Recon-Batch	Claudia Wilson/ Jessica Lucy
2:30-2:45	BREAK	
2:45-4:00	Holding for Locality	Kari Bullock
	Recon-Online	Marie Woolridge/Jane Eagle
4:00-4:15	BREAK	
4:15-4:30	Wrapup	Anne and Kari

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DAY TWO

TIME	TOPIC	SPEAKER
6:00-9:00	Breakfast	

CONCURRENT SESSIONS

9:00-10:15	Holding for Locality	Kari Bullock
	Time Comp and DOC Updates	Wendy Brown
10:15-11:30 a.m.	Time Comp and DOC Updates	Wendy Brown
	Audit Prep	Oliver Bradshaw
11:30-11:45 a.m.	BREAK	
11:45--1:00	Wrap up Lunch and Raffle	
1:00	ADJOURN	