



Human Services Department

ELDERLY AND VETERANS SERVICES DIVISION

2995 North Dixie Highway • Oakland Park, Florida 33334 • 954-357-6622 • FAX 954-357-8815

MEMORANDUM

TO: Susan Friend, Director
Accounting Division

FROM: Andrea Busada, Director
Elderly and Veterans Services Division

DATE: June 17, 2014

SUBJECT: Request for Agenda Item, Travel for six or more employees

I am writing to request the Accounting Division's assistance in submitting an Agenda Item to send seven (7) Human Services Department employees to a conference.

Attached please find the Travel Request and Voucher Forms and supporting documentation for these seven (7) Human Services Department employees who will be attending the Florida Alcohol and Drug Abuse Association (FADAA)/Florida Council for Community Mental Health (FCCMH) Annual Conference for Substance Use Disorders and Mental Health, August 6-8, 2014 in Orlando Florida:

- Jasmine Bascombe, Clinical Director, Broward Addiction Recovery Center
- William Card, Quality Assurance Coordinator, Behavioral Health Section, Elderly and Veterans Services Division
- Malena Castillo, Substance Abuse Specialist II, Behavioral Health Section, Elderly and Veterans Service Division
- Patrick Cavanaugh, Public Education Coordinator, Behavioral Health Section, Elderly and Veterans Service Division
- Janet Downie, Substance Abuse Specialist II, Behavioral Health Section, Elderly and Veterans Service Division
- Maria Martinez, Substance Abuse Specialist II, Behavioral Health Section, Elderly and Veterans Service Division
- Stephanie Wilmot, Substance Abuse Specialist II, Behavioral Health Section, Elderly and Veterans Service Division

They are attending the conference in their role as direct service providers to individuals with mental health and substance abuse/misuse issues. They will learn and apply the latest technology, research and trends to the mental health and substance abuse services they provide to residents of Broward County. They will also earn CEU's to be

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applied to the maintenance of their individual licenses/certifications. Both FADAA and FCCMH are board-approved CEU Providers.

Please feel free to contact me at abusada@broward.org or 954-357-8818 with any questions or concerns. Thank you for your assistance in this matter.

C: Michael Elwell, Director, Human Services Department
Paul Faulk, Director, Broward Addiction and Recovery Center
Teresa Anderson, Special Projects Coordinator III, Human Services Department
Patricia Bailey, Division Administrative Assistant, Broward Addiction Recovery Center