



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Suzanne Sherman, City Manager  
**THRU:** Laura Clawson, Human Resources Director  
**DATE:** July 11, 2024  
**RE:** Consideration of travel and training for Human Resources

### SUMMARY:

The following travel requests were not included in the September 20, 2023 approved travel and training spreadsheet for the Human Resources Department.

The Human Resources Department is requesting approval for HR Director, Laura Clawson and Benefits Manager, Alisha Stroup to attend the annual HR Florida Conference in Orlando from August 25-28, 2024.

The conference typically costs \$1,400 per attendee, however, through the South Brevard Chapter of Society for Human Resources Management (SBSHRM), they will receive a discounted rate of \$800 per attendee.

Attendance at this conference provides staff with the opportunity to obtain continuing education credits for maintenance and development of certifications; and also provides education that is beneficial to the department and City. The conference covers topics to include, benefits and wellness, legal updates, compensation, mental health awareness, as well as new regulations and professional development.

The total estimated cost for the conference is \$2,361 and funding is available within the Human Resources Travel & Per Diem (4001) and Travel & Education Cost (5501) accounts.

### REQUESTING DEPARTMENTS:

Human Resources

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**FISCAL IMPACT:**

Estimated cost from 001-2510-513.4001 will be \$761.00 and total cost from 001-2510-513.5501 will be \$1,600.

**STAFF RECOMMENDATION:**

Motion to approve travel as noted above.

**ATTACHMENTS:**

1. Clawson Travel Request
2. Stroup Travel Request