



Legislation Details (With Text)

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**On agenda:**      **Final action:** 6/5/2002

**Enactment date:**      **Enactment #:**

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**Title:** Communication from Barbara parees, Director, Personnel and Civil Service, requesting permission for Melissa Swauger, a non-city employee, to attend the Grantee Symposium "Approaches to Skill Shortage in the 21st Century" in Washington, D.C. on May 7 to May 9, 2002. Cost not to exceed \$1,083.12 (Interim approval attached)

**Sponsors:**

**Indexes:** COMMUNICATION

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
6/5/2002	1	Committee on Finance & Budget	Permission Granted	Pass
5/28/2002	1	City Council	Read and referred	

Presented by Mr. Udin

Travel Request approval for Melissa Swauger, a non-City employee, to attend the Grantee Symposium, "Approaches to Skill Shortage In The 21<sup>st</sup> Century". The meeting will take place in Washington, D.C. on May 7, 2002-May 9, 2002. Interim Approval was received.

May 14, 2002

President and Members  
of City Council  
City-County Building  
Pittsburgh, PA 15219

Dear Council Members:

This letter is to request approval for Melissa Swauger, a non-City employee, to attend the Grantee Symposium, "Approaches to Skill Shortage In The 21<sup>st</sup> Century". The meeting will take place in Washington, D.C. on May 7, 2002-May 9, 2002. A copy of Interim Approval is attached.

The purpose of this meeting is to provide a common understanding of how to identify local area skill shortages and skill reductions, and to offer technical assistance to improve workforce systems. The City will draw down funds from the Grant.

I am requesting approval for reimbursement for this travel.

The total cost of attending this conference will not exceed the amount of \$1,083.12, chargeable to and payable from WIA/JTPA-1 Trust Fund, Index Code 260307, Account 566000, Fund 2300, Organization 109600, Sub-Class 600, Budget Year 2001. There will be no charge to the City's tax-based funding, all travel costs will be charged to the Grant.

Thank you for your attention to this matter.

Sincerely,

Barbara M. Parees  
Director

BMP/tmh  
Attachments

cc: Dana Deresh