



MADISON COUNTY BOARD OF SUPERVISORS

Veterans Services

Mendal G Kemp, Veterans Service Officer

Gina Kelley, Assistant Veteran Service Officer

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February 11, 2020

To: Shelton Vance, County Administrator

From: Gina Kelley, County Veterans Service Officer
Mendal Kemp, County Veteran Service Officer

Subject: 2020 County Veterans Service Officers Training
IP Casino
850 Bayview Avenue
Biloxi, MS 39530
April 14-17, 2020

The MS State Veteran Affairs Board is providing training for the states County Veteran Service Officers (CVSO) in Biloxi, MS on April 14-17. CVSO's are required to participate once a year and pass a test. This session is particularly important since there are many rule changes and procedural changes that will be discussed by State and Federal VA instructors. We respectfully request Board Approval to attend this very important training. The cost of this training is within our approved 2020 Budget. There is no registration fee. Estimated cost is as follows:

Gina Kelley: Hotel -\$243 (\$81 x 3 nights)
Meals- \$153 (\$51 x 3 days)
Mileage-215 (0.580 x 368 miles)
Sub-Total- \$611

Mendal Kemp: Hotel-\$243 (\$81 x 3 nights)
Meals-\$153 (\$51 x 3 days)
Mileage-215 (0.580 x 368 miles)
Sub-Total-\$611

Total Cost: \$1,222.00 Your approval is greatly appreciated.

Attachment:



Mississippi VA

January 17, 2020

To: Mississippi County Veteran Service Officers

Re: April 14 – 17, 2020 CVSO Training

The Mississippi Code Section 35-3-21 requires that the County Veteran Service Officers in Mississippi attend at least one of the training sessions provided by MS Veterans Affairs and pass a written exam. Each person who attends the training is required to sign in each day to verify attendance.

There is a beginner session being offered on April 14th from 12 pm until 5 pm. If you have been certified less than 1 year, you are required to attend the beginner session along with the regular session. If you have been a CVSO for less than 2 years, you are strongly encouraged to attend the beginner session. It is optional for anyone who feels they need a refresher on the basics.

To register for both the beginner and regular session, you may register online at:
<https://www.eventbrite.com/e/msva-cvso-beginner-session-tickets-90331541071>

To register for the regular session only, you may register online at:
<https://www.eventbrite.com/e/msva-cvso-spring-conference-tickets-90013710431>

This year's Spring Training will be held at the IP Casino in Biloxi, MS. It is located at 850 Bayview Avenue, Biloxi, MS, 39530. Blocks of rooms have been reserved:

METHOD OF RESERVATION- Under the **group code S200252**, reservations will be made individually. We recommend making reservations online by going to www.ipbiloxi.com/groups. Or guests can call the hotel's Room Reservations Department directly at **888-946-2847**, press 1 for reservations, identify themselves with the group code, and present a credit card number to hold the reservation.

PAYMENT:

Attendees will be responsible for paying their own room, taxes, resort fees and incidental charges. Credit card will be charged at time of reservation for first night's room and tax. Checks cannot be accepted at check-in or check-out. A credit card is required at check-in.

If paying for room with check: When the reservation is made, it will be entered as non-guaranteed reservation. Payment for the full amount of room, tax and resort fee for all nights (provided at time of reservation) must be received within two weeks after making the reservation or two weeks prior to arrival (whichever date comes first) If payment is not received within two weeks after making the reservation or two weeks prior to arrival (whichever comes first) the reservation will be automatically cancelled. The hotel front desk does not accept checks **at check-in.**

The following information is REQUIRED and MUST BE INCLUDED when sending check as prepayment for room:

Name of Guest(s) on each reservation that the check amount is to cover

- Reservation Confirmation Number(s)
- Group/Convention Name
- Arrival Date for each reservation that check is to cover

Check-In:

Check in time begins at 4:00 pm and checkout time is by 11:00 am.

A credit card in the guest's name is required at check in for the \$100.00 security deposit. If DEBIT card is used for this, please note that banks put a "hold" on the \$100 funds for several days (usually 3-5).

*Once an agenda is finalized, I will email it out to everyone.

**If you are bringing a spouse or significant other and he or she would like to join you for the provided meals and social gatherings, there will be a fee associated with that in order to cover the cost of the additional person. Information will follow regarding meals provided and the cost associated with that.

I look forward to seeing each of you.

Sincerely,

Elizabeth Lancaster
Education Coordinator
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