

# MEMORANDUM

September 5, 2023

TO: Greg Higginbotham, Madison County Administrator  
FROM: Mendal Kemp, Madison County Veterans Service Officer  
SUBJECT: Fall 2023 County Veteran Service Officer Training  
Camp Shelby, Hattiesburg, Mississippi  
October 18-20, 2023

The Mississippi Code 35-3-21 requires the County Veteran Service Officers (CVSOs) in Mississippi to attend training provided by the MS State Veteran Affairs Board and pass a written exam each year. Training for FY 2024 will be held at Camp Shelby October 18-20, 2023. Casey Davis, CVSO and I must attend this training in order to maintain our Accreditation/Certification and to better serve the Veterans of Madison County. The cost of this training is within our approved FY 2024 Budget. Estimated cost is as follows:

Mendal Kemp – Camp Shelby Lodging - \$126.00 (\$42.00 X 3 nights); Meals \$138.00 (\$46.00 X 3 Days); Mileage \$187.00 (300 miles X .625); Sub-Total \$451.00

Casey Davis – Hotel - \$345.00 (\$115.00 X 3 nights); Meals \$138.00 (\$46.00 X 3 Days); Mileage \$187.00 (300 miles X .625); Sub-Total \$670.00

Total cost to the County: \$1,121.00

Your approval is greatly appreciated.