



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

Angela Curro
District No. 4

Ignacio Velazquez
District No. 5

Item Number: 1.3

MEETING DATE: 09/09/2025

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Elvia Barocio

DEPT HEAD/DIRECTOR: Esperanza Colio Warren

SUBJECT:

COUNTY ADMINISTRATIVE OFFICE - E. COLIO WARREN

Authorize one (1) Administration employee, Executive Assistant to CAO/Risk, to travel out of state to Denver, Colorado, to attend the National Safety Council (NSC) Safety Congress and Expo. taking place September 14, 2025, through September 18, 2025. Cost for conference registration fees, airfare, lodging, and per diem to be sponsored by Trindel Insurance Fund with the approximate total cost of \$3,010.00.

SBC FILE NUMBER: 119

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

The NSC Safety Congress & Expo will be held in Denver, Colorado, this year, and we would like to request the opportunity to send our employee, Cassandra Vargas-Becerra, Executive Assistant to CAO, who has recently assumed responsibility for safety and risk training within the County.

This conference offers a range of professional development seminars designed to enhance their knowledge and provide valuable insights into current best practices for workplace safety and risk management. Participation will directly support our efforts to reduce risk exposure and foster a safer, more compliant working environment for all County employees. In addition, San Benito's participation at the conference fulfills membership requirements with Trindel and assists in successful compliance with our annual audit that Trindel rates the County on for training.

Trindel Insurance Fund, our risk management provider, will be sponsoring and directly paying registration fees, flights, and accommodations. The registration fee is \$1,088. Estimated hotel accommodations range from \$1,000.00 to \$1,200.00, and round-trip flights are approximately \$400. Trindel will be reimbursing the county for the per diem cost of approximately \$322.00. Giving a total estimate of about \$3,010.

Therefore, we are respectfully requesting the Board's approval to support this professional development opportunity.

FISCAL IMPACT:

Trindel Insurance Fund, our risk management provider, will be sponsoring and directly paying registration fees, flights, and accommodations. The registration fee is \$1,088. Estimated hotel accommodations range from \$1,000.00 to \$1,200.00, and round-trip flights are approximately \$400. Trindel will be reimbursing the county for the per diem cost of approximately \$322. Giving a total estimate of about \$3,010. There will be zero fiscal impact to the County as Trindel will be sponsoring all costs.

STAFF RECOMMENDATION:

Authorize one (1) Administration employee, Executive Assistant to CAO/Risk, to travel out of state to Denver, Colorado, to attend the National Safety Council (NSC) Safety Congress and Expo. taking place September 14, 2025, through September 18, 2025. Cost for conference registration fees, airfare, lodging, and per diem to be sponsored by Trindel Insurance Fund with the approximate total cost of \$3,010.00.

ATTACHMENTS:

[Board Agenda Fact Sheet - Executive Assistant Travels](#)
[NSC Safety Congress & Expo Information](#)