



## Dane County Department of Human Services Division of Prevention & Early Intervention

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Dane County Executive – Joe Parisi  
Director – Shawn Tessmann  
Division Administrator – Connie Bettin, LCSW

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November 19, 2021

### MEMORANDUM

TO: Personnel and Finance Committee

FROM: Sarah Lawton

RE: Request for approval to purchase refreshments for a training session for Children's Out of Home Care (OHC) staff

On 10/15/2021 the OHC unit participated in an in-person training session with regard to the support of foster parents around Transracial Parenting.

Food and beverages were provided for the staff and the trainer, which included 15 persons and a total cost of \$207.52. This exceeded the maximum cost allowable without an exception being granted to Section 20.14 of the Expense Account Ordinance.

I apologize for not submitting this request in advance of the training and respectfully request that you grant an exception to this ordinance to allow for payment to be made.

Thank you for your consideration.