



## Dane County Department of Human Services Division of Children, Youth & Families

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**JOE PARISI**  
**DANE COUNTY EXECUTIVE**

Director – Shawn Tessmann  
Division Administrator – Connie Bettin

### *MEMO*

TO: Personnel & Finance Committee

FROM: Dave Marshall, Community Programs Coordinator

DATE: 10/20/2020

RE: Requesting Exception to Chapter 20 – Employee Expenses Claimed Outside of 60 Day Window

The purpose of this memo is to request an exception to Chapter 20 for employee expenses claimed outside of the 60 day window.

Sharon Mason-Boersma is a retired JFF community social worker who we asked to return in an LTE capacity to help us cover our JFF office in Stoughton over the spring and summer until we got a new social worker hired. She was a Human Services employee who went above and beyond for Community Programs, and made a positive difference for countless families – and who also helped us train the new JFF worker.

Sharon incurred a number of reimbursable expenses while working as an LTE from late March through mid-June for clients and families in need. Normally these purchases would be made by an employee with their P-card. However, since Sharon was an LTE employee, she was not issued a P-card. She incurred these expenses in order to provide timely assistance to families.

I would like to request that Sharon be able to be reimbursed for her expenses she incurred during this time period. All expenses were for clients – and we'll reimburse her from a fund specifically for that purpose.

#### Attachments

1. SMB Reimbursement Form – County completed form
2. SMB Reimb – summary of expenses