



Dane County Child Support Agency

MEMO

To: Personnel & Finance Committee
Margaret Krohn, Dane County Controller's Office

From: Vue Yang *VY*
Legal Director
Dane County Child Support Agency

Date: January 27, 2022

Re: Reimbursement of October, 2021 Expenses – Exception to Dane County Ordinance Sec. 20.08

I am writing today to ask for an exception to County Ordinance section 20.08 to issue two reimbursement checks as follows:

\$216.80 to Brittney Baltus
\$238.96 to Lisa Bina

Both expense reimbursement requests were submitted timely to our office manager who handles payment of invoices (during the month of November). At that time the payment of bills fell behind due to the unexpected/unplanned absence of that staff member. That member is now back full time and getting caught up on payment of bills. This is the last of the 2021 invoices to be paid.

I am requesting this exception be granted in order to make these two employees whole for their out of pocket expenses related to work.

Thank you for your consideration.