



Dane County Department of Human Services Behavioral Health Division

Interim Director – Astra Iheukumere
Division Administrator – Todd Campbell

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JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS
Todd Campbell, BH Division Administrator

FROM: Heidi Stringer, Behavioral Health Social Work Supervisor

DATE: July 23, 2024

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of the 60 day window)

The purpose of this memo is to request an exception to Chapter 20.08 for employee expenses claimed outside of the 60 day window. Nani Gebrechristos submitted mileage claims for the months of March 2024 on May 6, 2024. Regrettably, it was later discovered that the mileage form was not correctly saved and filed with the Account Clerk for processing, causing it to be submitted outside of the 60 day reporting period. I am respectfully requesting the committee to authorize payment to Nani Gebrechristos for \$221.10.

Thank you all for your consideration of this request.

A handwritten signature in black ink, appearing to read "Heidi Stringer". The signature is written in a cursive, flowing style.