



Dane County Department of Human Services
Division of Economic Assistance and Work Services

Director – Lynn Green
Division Administrator – Shawn Tessmann
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JOE PARISI
DANE COUNTY EXECUTIVE

MEMORANDUM

TO: Personnel and Finance Committee
FROM: Lynn Green
DATE: May 22, 2017
RE: Request for approval to purchase lunch and refreshments for a training program for Economic Assistance and Work Services (EAWS) staff

We have arranged for a half-day training program for Economic Assistance and Work Services (ESS and clerical) staff to be held at Olin Park on July 13, 2017, from 10:00 am-4:00 pm. We will complete a team building activity called True Colors. We will also review best practices for case comments and policy updates. We anticipate 210 staff from our eight-county income maintenance consortium.

We would like to provide a picnic lunch for staff prior to the training event. Estimated expenses: **\$1,050.**

Detail:

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|--|-----------|
| Picnic lunches(brats/burgers)for 210 @ \$3.75 per person | \$787.50. |
| Beverages for 210 @ \$1.25 | \$262.50. |

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase lunch and refreshments for our staff at this training event. We have identified funds in the Department's budget that can be used for this purpose.

Thank you very much for your consideration.

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