



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

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Dane County Executive – Melissa Agard  
Director – John Schleuter  
Division Administrator – Connie Bettin, LCSW  
1202 Northport Drive, Madison, WI 53704-2092  
PHONE: (608) 242-6200 FAX: (608) 242-6294

March 10, 2026

**to:** Personnel and Finance Committee  
**from:** DAVID MARSHALL  
**subject:** Reimbursement for NICOLE VERHAGEN; Exception to County Ord. 20.08  
**date:** 03/10/2026  
**CC:** JOHN SCHLEUTER, Connie Bettin, Kozue Bush, Fabiola Hamdan

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I am writing today to ask for an exception to Co. Ord. 20.08 to issue a \$148.40 check for Nicole Verhagen for mileage from a training she went to last year. Nicole submitted all her documentation and everything was approved and signed but it was mistakenly not submitted. I understand this will be taken from our 2026 training funds.

Please find all the required documents attached.

Thanks for your time and attention to this matter,

David Marshall  
PEI Facilities and Operations Coordinator