



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

Director – Lynn Green
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**JOE PARISI
DANE COUNTY EXECUTIVE**

MEMORANDUM

TO: Personnel and Finance Committee
FROM: Lynn Green
DATE: October 29, 2014
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 Support Specialist (ESS) staff to be held at the East Side Businessman's club on November 13th from 12:00-4:00 pm. The subject of the training is Working Through Change. The presenter is Sue Beck-Riekkoff, MS –Director, Workplace Services from Impact. She specializes in organizational change, communication, and leadership. We anticipate 150 staff from our seven-county income maintenance consortium.

We would like to provide a box lunch for staff prior to the training event. Estimated expenses: **\$1,446.**

Detail:

Box lunches for 150 @ \$8.14 per person	\$1,221.
Beverages for 150 @ \$1.50	\$225.

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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