



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

Director – Lynn Green  
Division Administrator – Shawn Tessmann  
Job Center, 1819 Aberg Avenue, Madison, WI 53704  
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**JOE PARISI**  
**DANE COUNTY EXECUTIVE**

### **MEMORANDUM**

TO: Personnel and Finance Committee  
FROM: Lynn Green  
DATE: August 28, 2018  
RE: Request for approval to purchase 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 staff to be held at the Sheraton Hotel on 10/04/2018 from 1:00 -to 4:00 pm. The purpose of the event is to review child care program policy and system changes resulting from the latest Child Care Block Grant. The staff that work with elderly, blind and disabled clients will have a session on WisPACT Trusts and medical expense policy. The afternoon will begin with Consortium updates and upcoming State initiatives from Division Administrator, Shawn Tessmann. These events encourage consistency and team building across our eight county Consortium. We anticipate 175 staff will attend.

We would like to provide refreshments during the training event.  
Estimated expenses: **\$1,350.00**

Detail: Snacks for 175 workers- (cookies, kettle chips, popcorn)	\$680.00
Drinks for 175 workers - (lemonade, ice tea, water)	\$425.00
22% Catering Fee	\$245.00

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

Thank you for your consideration.

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