



## Dane County Department of Human Services

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Director – Shawn Tessmann

**JOE PARISI**  
**DANE COUNTY EXECUTIVE**

### MEMORANDUM

DATE: June 24, 2019

TO: Personnel and Finance

FROM: Shawn Tessmann, Director  
Dane Co. Dept of Human Services *Shawn Tessmann*

RE: Request to purchase lunch for a training program for the Children Youth and Family Division, Peer Support Group

The CYF Division has arranged a 3 day Critical Incident Individual and Group Response training for staff that has volunteered to be in the Peer to Peer Support Group. These are staff that has volunteered to be members of a group that other staff can access when they are impacted by critical incidents, ongoing work-related stress or other concerns.

This 3 day training is a very intensive training which will be provided by Kristen Strother, who is the Clinical Director of Traumatic Incident Resource, Inc. and an EMT-B with the Twin Lakes Volunteer Fire Department. Kristen has her Master's Degree in Social Work and is the Health and Safety Manager at the Milwaukee Fire Department. She has provided mental health support and crisis intervention to first responders for 20 years in Southeastern Wisconsin. Kristen is an approved instructor with the International Critical Incident Stress Foundation and the National Council for Behavioral Health. This a program licensed by the International Critical Incident Stress Foundation( ICISF.org) The individual and group components are taught over a three day period.

This training is scheduled for July 22-July 24<sup>th</sup>, 2019 at the Northport Office. We currently have 36 staff who have volunteered to be part of this Peer Support Group. 25 staff will be participating in the July 22-24<sup>th</sup> training and we are hoping to schedule a second training before the end of the year.

We would like to provide lunch for staff during this training event. Estimated expenses for the 3 day lunch and drinks will be \$800 dollars.

Each meal at Subway is \$6.99x25 \$174.75  
Each meal includes a 6-inch sub, a cookie, and a bag of chips.

Panera: Boxed Lunch – choice of basic sandwich or salad Sandwich meal:

- Chips
- Pickle
- Cookie

Salad meal:

- Baguette

- Cookie

9.39x25=234.75

Qdoba Box Burrito Lunch – choice of grilled chicken, grilled steak, or vegetarian Burrito

Chips & Salsa

Cookie or Brownie

9.50x25=\$237.50

Woodmans cost for beverages: Dt. Coke 24 cans \$6.99

Iced Tea 3 – 12 packs Iced tea (\$3.33 for Brisk) \$9.99

Lemonade 3 – 12 packs (\$4.89 each) \$14.67

TOTAL: \$31.65

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 at this training. We have identified funds in the Department's budget that can be used for this purpose.