



Dane County Department of Human Services

Dane County Executive – Joe Parisi
Interim Director – Astra Iheukumere

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TO: Dane County Board, Personnel & Finance Committee

FROM:  Michele Dickinson, Planning & Evaluation Manager, Dane County Department of Human Services

DATE: Thursday, September 28, 2023

SUBJECT: Request County Ordinance 20.14(3) Exception

The purpose of this memo is to acquire a Co. Ord. Ch. 20.14(3) exception for food purchase approval for a leadership team retreat for the Dane County Department of Human Services (DCDHS).

Dane County Ordinance Chapter 20.14(3) provides the rules and regulations for employee expense reimbursement. Per Ch. 20.14(3) "At the discretion of the department head, meals and beverages may be provided at department sponsored trainings with a maximum all-inclusive cost of \$10.00 per person."¹

Page 2 paragraph 5 of the EMPLOYEE EXPENSE REIMBURSEMENT AND FOOD PURCHASES report states:

Allowable purchases -purchases can be paid using County procurement card

- Department sponsored training event with an all-inclusive meal cost of \$10.00 or less.
- Group is comprised of 50% or more attendees that are not County employees.

Unallowable purchases – must request an exception from Personnel & Finance Committee before proceeding.²

The DCDHS Division Administrators, Interim Director Astra Iheukumere, Interim Co-Deputy Gloria Reyes, Planning & Evaluation Manager Michele Dickinson, and Communications Manager Tanya Buckingham will be holding a retreat at the Warner Park Community Center on October 19, 2023 from 9:00am-5:00pm. The venue requires any meals to be catered by an establishment on their approved vendor list and the average cost of each meal is \$15 which does not include venue service fee, taxes and gratuity. We expect the total meal cost to be around, or under, \$350.

¹ <https://www.countyofdane.com/documents/pdf/ordinances/Chapter-20---Full.pdf>

² <https://admin.countyofdane.com/documents/pdf/IC/Meal-Mileage.pdf>

Request Exception for Ch. 20.14(3)

There are 13 attendees expected at the M-Team Retreat with only 1 of them not being a Dane County Employee. In alignment with DCDHS strategic priority 2, to “create, strengthen, and support an organizational culture that exemplifies our core values in which employees feel empowered, respected, and valued”, this retreat will provide DCDHS leaders an opportunity to build our team’s culture. Over the course of this day we will build our team culture by understanding how we work together and how we show up as a leadership team. We will build some skills in authentic inquiry and discuss how ideas are created and problems are solved. We will use these skills to solve some of our self-identified team challenges. This work will enable our team to more effectively collaborate together in alignment with our core values.

We request an exception to Co. Ord. Ch. 20.14(3) to allow us to provide lunch during this retreat to express gratitude towards our team and all their hard work. Thank you for your consideration.