



Dane County Department of Human Services Division of Housing Access & Affordability

Dane County Executive – Joe Parisi
Interim Director – Astra Iheukumere
Division Administrator – Casey Slaughter Becker

210 Martin Luther King Jr. Blvd., Room 421, Madison, WI 53703

MEMO

To: Personnel & Finance Committee

CC: Meg Krohn, Dane County Department of Administration
Astra Iheukumere, Dane County Department of Human Services
Casey Slaughter Becker, DCDHS - HAA Division Administrator

From: Joanna Cervantes, HAA Human Services Manager
(on behalf of Cynthia Brandon Grady)

Date: February 17, 2025

RE: Request to Exception to County Ordinance 20.08 – Employee Expenses Claimed Outside of 60 Day Window.

This memo is to request an exception to Chapter 20.08 for employee expenses claimed outside of the 60-day window. Specifically, I am seeking reimbursement for Cynthia Brandon Grady expenses, who submitted their reimbursement claims on time and were inadvertently placed in the incorrect approval folder. Recently, I learned that their expenses were not processed; and given that we are outside the 60-day window, I am writing to this committee on behalf of Mrs. Brandon Grady to seek an exception so the expenses can be reimbursed.

My apologies for the oversight in submitting these expense claims. I have saved the correct location where the expense reports must be submitted for future submissions.

Thank you for your consideration of the exception request.

Sincerely,

Joanna Cervantes

Joanna Cervantes
HAA Human Services Manager