



BOARD OF SUPERVISORS County of Dane

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January 25, 2018

MEMORANDUM

TO: Personnel and Finance Committee
Meg Krohn, Deputy Controller

FROM: Karin Peterson Thurlow
Chief of Staff
Office of the County Board

SUBJECT: Purchase of Food for New County Board Member Orientation

The Dane County Board of Supervisors will be adding a minimum of six new Board members to the 2018-2020 Board, while at least 6 will be leaving. The new Supervisors will be attending a day and a half orientation regarding Dane County, its departments, and staff which includes the afternoon of April 12th, the day of a County Board meeting. The Board will gather one hour prior to the Board meeting to welcome the new Board members and allow them to meet Board staff and other supervisors.

We would like to provide a light meal of wraps/sandwiches and juice/soda for this gathering. We anticipate no more than 50 participants, all of which will be County Board Supervisors and staff.

By way of this memo, I am requesting approval of an exemption to Chapter 20 to allow the provision of meals within Dane County to county officials and staff, in connection with the New Supervisor orientation. The total cost will not exceed \$550.

Please let me know if you need additional information.