



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION

RISK MANAGEMENT

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GREG BROCKMEYER
Director of Administration

DAN LOWNDES
Risk Manager

MEMORANDUM

TO: PERSONNEL & FINANCE COMMITTEE
FROM: DAN LOWNDES
DATE: SEPTEMBER 19, 2019
RE: REQUEST FOR APPROVAL TO PURCHASE LUNCH FOR A STAFF TRAINING

Risk Management, Employee Relations and the Office for Equity and Inclusion have worked together to arrange for an all-day training for all Dane County managers and department heads to be held on November 12, 2019. Please accept this as a request for an exception to 20.14 of the Dane County Ordinances that would allow us to purchase lunch for staff who attend this training. We have identified funds in the DOA budget that can be used for this purpose.

The training will focus on equity and inclusion. Risk Management has secured funding from our insurance company, WMMIC, to fund a keynote address by Alonzo Kelly, a best-selling author and radio host who has been recognized as one of the nation's leading experts on leadership development and strategic thinking. (www.alonzokelly.com) Other speakers will include Jon Anderson of Godfrey and Kahn (http://www.gklaw.com/people/Anderson_Jon.htm) and Remzy Bitar of Midwest Law & Litigation Group (<http://www.municipallawsc.com/remzy-d-bitar/>). They will present on recent developments in equity litigation and constitutional law.

Because this is being held at the Alliant Energy Center's Exhibition Hall, we would like to have a lunch catered by Centerplate. This is an annual training and, based upon past attendance, we anticipate that at least 185 of the 250 managers will be able to attend, but we will not know the actual attendance until closer to the event. The lowest cost lunch is \$15 (plus the cost of beverages) per person.

Thank you very much for your consideration.