



Dane County Department of Human Services Behavioral Health Division

Interim Director – Astra Iheukumere
Division Administrator – Todd Campbell

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JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS
Todd Campbell, BH Division Administrator

FROM: Heidi Stringer, Children's Behavioral Health Supervisor

DATE: October 30, 2023

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of the 60 day window)

The purpose of this memo is to request an exception to Chapter 20.08 for employee expenses claimed outside of the 60 day window. Eva Zealy submitted mileage claims for the months of July and August 2023. Regrettably, the approved mileage forms were misfiled and later discovered outside of the 60 day reporting period. I am respectfully requesting the committee to authorize payment to Eva Zealy for \$209.60 submitted

Thank you all for your consideration of this request.

A handwritten signature in black ink, appearing to read "Heidi Stringer". The signature is fluid and cursive, with a long horizontal stroke at the end.