



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION

RISK MANAGEMENT

Room 425 City-County Building
210 Martin Luther King Jr. Blvd.
Madison, WI 53703-3342
608/266-4134
FAX 608/283-2973 TTY 608/266-4941

GREG BROCKMEYER
Director of Administration

DAN LOWNDES
Risk Manager

MEMORANDUM

TO: PERSONNEL & FINANCE COMMITTEE
FROM: DAN LOWNDES
DATE: SEPTEMBER 28, 2022
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 October 25, 2022. 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.

This year, we are offering the meeting in person and by Zoom. We anticipate that, of our 250 managers, approximately 110 will be able to attend in person, 110 by Zoom and the remainder will watch a recording. Because this is being held at the Alliant Energy Center's Exposition Hall, if we provide lunch, it must be catered by Blue Plate, and Blue Plate has quoted us \$2,401.68 (see attached) for the lowest cost lunch.

Thank you very much for your consideration.