



Dane County Department of Human Services

Director – Lynn Green
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JOE PARISI
DANE COUNTY EXECUTIVE

TO: Personnel and Finance Committee

FROM: Lynn Green

DATE: February 3, 2016

RE: Request for approval to purchase refreshments for a
Capital Consortium Staff Meeting

Capital Consortium Economic Support Staff will be meeting for a half day training 3/10/16. Our consortium now comprises 8 counties and over 175 economic support related staff. In March we will be holding an all consortium meeting for staff. Meeting topics will include updates on the Consortium, upcoming program changes such as FoodShare on Demand and case processing reminders. Meeting as a group allows staff to come together for information sharing and a chance to know each other better. We anticipate approximately 170 staff from the eight counties.

We would like to provide refreshments for the staff during the event.
Estimated expenses: **\$1367.88.**

Detail:

Item	Cost per unit	Total cost per item
Iced Tea	\$26.95	\$188.65
Lemonade	\$26.95	\$188.65
Water	\$25.00	\$50.00
Cookies	\$23.95	\$335.30
Desserts	\$26.95	\$377.30
19% service charge		\$227.98
		\$1367.88

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase refreshments for our staff at this training event. We have identified funds in the Department's budget that can be used for this purpose.

Thank you very much for your consideration.