



# Dane County Department of Human Services Division of Economic Assistance and Work Services

Director – Lynn Green  
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JOE PARISI  
DANE COUNTY EXECUTIVE

## MEMORANDUM

TO: Personnel and Finance Committee

FROM: Lynn Green

DATE: 2/27/15

RE: Request for approval to purchase lunch and refreshments for a training program for Economic Assistance and Work Services (EAWS) staff

We have arranged for a half-day training program for Wisconsin Works (W-2) and EAWS Support staff 4/8/15. The subject of the training is Dealing with Challenging Customers. The presenter is Michael McCafferty. Michael has over 16 years of experience as a consultant, counselor and trainer to diverse workplaces in a variety of organizational settings.

We anticipate 32 staff from our W-2 and Support Staff Units.

We would like to provide a box lunch for staff prior to the training event. Estimated expenses: **\$254.40.**

Detail:

32 x \$6.95	\$222.40
32 x \$1.00	\$ 32.00
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Total	\$254.40

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase lunch and 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.

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