



**JOE PARISI**  
**DANE COUNTY EXECUTIVE**

## **Dane County Department of Human Services** **Division of Children, Youth & Families**

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Director – Shawn Tessmann  
Division Administrator – Martha Stacker, Ph.D.

### *MEMO*

TO: Personnel & Finance Committee  
FROM: Heather Soehle, Ongoing CPS Social Worker, CYF  
DATE: 09/21/2021  
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 for employee expenses claimed outside of the 60 day window. I am requesting payment of \$366.24 for 654 miles driven while using my personal vehicle to perform the County's business.

In March of 2021 when staff received an email from Thomas Malone describing new updates related to mileage claims, I acknowledge there was an oversight on my part in fully understanding the new updates. Prior to March of 2021, I had not been having regular or ongoing contact with my client's in-person due to Covid19 and department policies which temporarily suspended in-person contacts. For months I was not driving on a regular basis for work and therefore did not need to submit mileage claims.

In April of 2021 when the protocols within my department changed allowing social worker's to resume in-person contacts with the families we work with, I had completely forgotten about the need to submit mileage. For the months of April, May and June, the demands of my job increased due to the growing needs of the families I work with, especially during this pandemic.

While I acknowledge this was an oversight on my part, the many demands of being a social worker often result in putting ourselves last and this added to the circumstances in which my mileage was not submitted on time. The combined total mileage driven in those three months (654 miles) was driven in my personal vehicle while conducting county business. I

am asking that an exception be made so that I may receive this mileage reimbursement of \$366.24. Please see the attached mileage forms for April 2021 (\$110.32), May 2021 (\$113.68), June 2021 (\$142.24).

Sincerely,

Heather Soehle  
CPS Ongoing Social Worker  
Dane County Department of Human Services  
1202 Northport Drive. Madison, WI 53704  
Phone # 608-242-6384 Fax # 608-242-6256  
Soehle.Heather@countyofdane.com