



Dane County Department of Human Services Behavioral Health Division

Director – John Schlueter
Division Administrator – Todd Campbell

MELISSA AGARD
DANE COUNTY EXECUTIVE

Memo

To: Personnel & Finance Committee

From: Heidi Stringer, Social Work Supervisor

cc: John Schlueter, Director
Todd Campbell, Division Administrator

Date: July 7, 2025

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

I am writing to request an exception to Co. Ord. 20.08 60 Day Reporting Deadline for the April 2025 claim of Lorena Raynor. The claim was originally submitted by Lorena on 5/2/2025. I approved and uploaded her April claim on 05/02/2025 for fiscal processing. Unfortunately her claim cannot be located. The error was identified on 7/1/2025 which exceeds the 60-day window. I am re-submitting her approved April mileage claim and respectfully requesting the committee to authorize payment to Lorena Raynor for \$280.70

Thank you all for your consideration of this request.