



**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 21, 2017

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 4/4/2017. Our consortium now comprises 8 counties and over 175 economic support related staff. In April we will be holding our consortium wide meeting for ESS staff. Our planned topics include policy updates and information regarding the Nurse Family Partnership Program, team building activities and designated break out sessions for Lead Workers, EBD Staff, Child Care staff and Family ESS. Holding a face to face meeting with all consortium staff allows us to share information consistently and help staff work together as a team. We anticipate approximately 160 staff from the eight counties.

We would like to provide refreshments for the staff during the event.

Estimated expenses: **\$1,266.96**

Detail:	Item	Cost per Unit	Total Cost
	Trail Mix	\$18.95	\$94.75
	Popcorn	\$10.95	\$54.75
	Gourmet Cookies	\$23.95	\$479.00
	Water	\$25.00	\$50.00
	Iced Tea	\$26.95	\$188.65
	Lemonade	\$26.95	\$188.65
	Service Charge	20%	\$211.16
	Total		\$1,266.96

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 partner county and 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.