



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

Director – Lynn Green
Division Administrator – Shawn Tessmann
Job Center, 1819 Aberg Avenue, Madison, WI 53704
PHONE: (608) 242-7400 FAX (608) 242-7410

JOE PARISI
DANE COUNTY EXECUTIVE
EAW

MEMORANDUM

TO: Personnel and Finance Committee
FROM: Lynn Green
DATE: February 6, 2018
RE: Request for approval to purchase refreshments for a training program for Economic Assistance and Work Services (EAWS) staff

We have arranged for a half-day training program for Economic Assistance and Work Services staff to be held at the Alliant Energy Center on 4/12/2018 from 1:00 to 4:00 PM. We will complete training for Case Comments for all staff. We have created a training to outline common errors in case work and best practices to use in order to maximize correct benefit issuance. We will also review QC errors for case work with staff. We anticipate 175 staff from our eight county income maintenance consortium to attend in order to provide cross agency training and team building.

We would like to provide refreshments for staff during the training event. Estimated expenses: **\$1,263.24.**

Detail: Snacks for 175 workers- (cookies, kettle chips, popcorn)	\$623.45
Drinks for 175 workers - (lemonade, ice tea, water)	\$429.25
20% Catering Fee	\$210.54

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.

JOB CENTER
1819 Aberg Ave., Suite D
Madison, WI 53704-4258
(608) 242-7400
(608) 242-7410 FAX

SOUTH MADISON OFFICE
2322 S. Park St.
Madison, WI 53713-1918
(608) 261-9900
(608) 261-9914 FAX

STOUGHTON OFFICE
125 Veterans Rd.
Stoughton, WI 53589
(608) 873-5636
(608) 873-9752 FAX

SUN PRAIRIE OFFICE
1460 W. Main St.
Sun Prairie, WI 53590-1890
(608) 837-7380
(608) 837-4399 FAX