



Dane County Department of Human Services

Director – John Schlueter
Prevention & Early Intervention – Connie Bettin

1202 Northport Drive, Madison, WI 53704-2092
PHONE: 608-242-6200 FAX: 608-242-6294

TO: Dane County Personnel and Finance Committee

Cc: Connie Bettin, PEI Division Administrator
Jennifer Edds, PEI Social Work Supervisor

FROM: Marykay Wills, LCSW – PEI Human Services Manager

DATE: January 5, 2026

SUBJECT: Reimbursement for Jennifer Edds – Request for Exemption to County Ordinance 20.8

I am writing to request an exemption to County Board Ordinance 20.8 in order to issue reimbursement to Social Work Supervisor Jennifer Edds for an approved training expense. The total cost of the phased training sessions is \$547.00. The receipts from the vendor, credit card receipts from Ms. Edds, and the required Dane County employee reimbursement form are included with this request. Jennifer and I made an error in the timing of the reimbursement documents and appreciate your consideration of this request for an exception.