



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

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JOE PARISI
DANE COUNTY EXECUTIVE

Director—Lynn Green

MEMORANDUM

TO: Personnel and Finance Committee

FROM: Lynn Green

DATE: March 18, 2016

RE: Request for approval to purchase lunch and refreshments for a management training program

We have arranged a half-day training program for Human Services managers and supervisors to be held at the Lussier Center on April 26th from 7:45 am to 12:30 pm. Content of this program will focus on understanding disparities in our community and how we can work to eliminate them. Training will be provided by Colleen Butler, YWCA Madison Racial Justice Director. We anticipate attendance of 50-55 managers and supervisors.

We would like to provide coffee and light refreshments in the morning followed by a sandwich buffet at noon. **Estimated expenses: \$792.**

Detail:

Coffee and light morning refreshments	\$ 125.
Sandwich buffet for 55 @ \$9.50 per person (plus 10% facility fee and \$12.50 pick-up charge)	587.
Cookies, drinks	80.

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase lunch and 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.