



Dane County
Department of Human Services

Director – Lynn Green
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JOE PARISI
DANE COUNTY EXECUTIVE

MEMORANDUM

DATE: March 22, 2018

TO: Personnel and Finance Committee

FROM: Lynn Green

RE: Request to purchase refreshments for a training program for the Children Youth and Families & Adult Community Services Divisions and BPHCC

The Department has arranged a one day Trauma Informed Care Training for all Children, Youth and Families Division staff and Social Workers from the Adult Services Division and Badger Prairie Health Care Center. The training will be on April 13, 2018 from 7:45am-4:30pm at American Family Insurance. We are expecting up to 300 staff to attend this training.

DCDHS social workers work daily with consumers who face serious challenges which include mental health/health care, poverty, disabilities, discrimination, racial disparities, abuse, addiction, bullying, trauma, and other barriers. Social Workers perform a vital role in helping those in need access viable services and resources. This training will focus on how our staff can recognize and have a better understanding of the affects of secondary trauma in their personal and professional lives. They will also learn about adverse childhood experiences and how those can dramatically impact the consumers they serve. The training will identify the critical role of the public service worker in combatting adverse childhood experiences.

We would like to provide refreshments for staff during the training event.
Estimated expenses: \$4,825

Detail: State Rate for Catering-

Breakfast- 250 x \$7= \$1750 (regular coffee, decaf, hot tea, orange juice and assorted pastries).

Lunch- Mexican Taqueria -270 x \$10= \$2,700 (taco bar with lemonade, fruit, or water).

40 vegetarian

15 Gluten Free

Afternoon break 125 X \$3= \$375 (soda and popcorn).

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.