



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION

RISK MANAGEMENT

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GREG BROCKMEYER
Director of Administration

DAN LOWNDES
Risk Manager

MEMORANDUM

TO: PERSONNEL & FINANCE COMMITTEE
FROM: DAN LOWNDES
DATE: OCTOBER 18, 2023
RE: REQUEST FOR APPROVAL TO PURCHASE LUNCH FOR A STAFF TRAINING

Risk Management, Employee Relations and the Office for Equity and Inclusion have worked together to arrange for an all-day training for all Dane County managers and department heads to be held on October 26, 2023.

Please accept this as a request for an exception to 20.14 of the Dane County Ordinances that would allow us to purchase lunch for staff who attend this training. We have identified funds in the DOA budget that can be used for this purpose.

This year, we are offering the meeting in person and by Zoom. We anticipate that, of our 250 managers, approximately 100 will be able to attend in person, 100 by Zoom and the remainder will watch a recording.

Because this is being held at the Alliant Energy Center's Exposition Hall, if we provide lunch, it must be catered which will be approximately \$1,995 plus a 21% service charge.

Thank you very much for your consideration.