



Joe Parisi – County Executive

The Tamara D. Grigsby

Office for Equity & Inclusion

Wesley N. Sparkman – Director

TO: Personnel and Finance Committee

FROM: Wesley Sparkman / Director

DATE: April 19, 2019

SUBJECT: Request for Approval for an Exception to Section 20.06 of the Expense Account Ordinance

At the March 2019 Personnel and Finance Committee meeting OEI requested that an exception be made to Section 20.06 of the Expense Account Ordinance in order to permit OEI staff to participate at various functions hosted by diverse community organizations as a part of OEI's outreach effort. The request was tabled and OEI was asked to provide examples and a dollar amount to be allocated for such outreach functions during the year.

Examples of the programs that OEI sponsors include but is not limited to:

- Hmong Gala support the Hmong Language And Culture Enrichment Program
- Madison Area Links - Annual Scholarship and Community Reception Program
- Omega School Prom /Graduate Ceremony
- Urban League Gaming and Coding Day for Middle and High School Youth
- Back to School free Haircutz for students K-12

As part of the Department's outreach, recruitment and community engagement efforts, the Office for Equity and Inclusion (OEI) is often invited to participate and support various speaking events, workshops, public announcement events, luncheons, community meetings, conferences, award/recognition ceremonies banquets and seminars. In many instances, functions such as these, serve meals/food at the events as part of their program, workshop, or seminar. The cost to participate at events varies from organization to organization throughout the County fiscal year depending on the event. OEI requests that a maximum per person per event limit of \$50 with an annual maximum of \$1,200 for all events.

We respectfully request that an exception be made to Section 20.06 of the Expense Account Ordinance in order to permit OEI staff to participate at various functions hosted by diverse community organizations as a part of OEI's outreach effort. We are unable to identify all request for County participation/support as they are received at various intervals throughout the year; therefore, we would like blanket approval allowing our staff to purchase tickets or sponsor functions to represent the County at various community engagement functions throughout the year. We are also requesting permission to utilize a procurement card, when possible, for these purchases. We have identified funds in the Department's budget that can be used for this purpose.

Thank you very much for your consideration.