



BOARD OF SUPERVISORS County of Dane

ROOM 106B, CITY-COUNTY BUILDING
210 MARTIN LUTHER KING, JR. BOULEVARD
MADISON, WISCONSIN 53703-3342
608/266-5758 • FAX 266-4361 • TDD 266-4121



April 16, 2015

MEMORANDUM

TO: Personnel and Finance Committee
Meg Krohn, Deputy Controller

FROM: Karin Peterson Thurlow
Office of the County Board

SUBJECT: Purchase of Food for Department Head Training

Department heads and key managers will attend a full day of training on either May 7th or May 14th regarding creating equitable and inclusive organizations. The YWCA will lead these training sessions, one of which will be held at the YWCA's training site on Latham Drive and the other at the Alliant Energy Center. As part of this day-long training, we would like to be able to provide refreshments and lunch. Approximately 75 people are expected to be in attendance in total over the course of the two days.

Funds to cover the cost of the purchase would come from funds budgeted for equity initiatives. The estimated cost would be approximately \$1,000.

By way of this memo, I am requesting approval of an exception to Chapter 20 to allow the provision of meals within Dane County to county officials and staff in connection with training in creating equitable and inclusive organizations.

Please let me know if you need additional information.