



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

**JOE PARISI
DANE COUNTY EXECUTIVE**

Director – Shawn Tessmann
Division Administrator – Martha Stacker, Ph.D.

MEMO

TO: Personnel & Finance committee
FROM: Cheryl Bradley
DATE: October 12, 2020
RE: Exception to Chapter 20, Sec. 20.08.

I'm a social worker with the Youth Justice unit. I have been employed with Dane County since September 2008 and traditionally, I always completed my mileage on a monthly basis. I never got behind until the start of COVID-19 and the change to working from home. The shift in work environment changed some of my daily/ monthly routines and this was clearly one of them. I also took on a new role of processing all the gift card requests for the Youth Justice department and have had this extra responsibility since March 2020.

I apologize for missing this important update. I received email updates regarding the requirement of submitting your mileage within 60 days but for some reason, it didn't register and I sent my July 2020 mileage claim to my supervisor on October 5, 2020. I am now aware I missed the deadline and I respectfully ask for an exception on this one occasion.

I won't allow this mistake to occur again and am currently working on getting all my claims submitted. Again, I apologize for this error and I genuinely appreciate your willingness to consider making an exception to Sec. 20.08.

Thank you,

Cheryl Bradley
Senior Social Worker
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