



Dane County Department of Human Services Division of Economic Assistance and Work Services

Director – Lynn Green
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**JOE PARISI
DANE COUNTY EXECUTIVE**

MEMORANDUM

TO: Personnel and Finance Committee
FROM: Lynn Green
DATE: August 3, 2016
RE: Request for approval to purchase lunch and refreshments for a training program for Economic Assistance and Work Services (EAWS) staff

We have arranged for a half-day training program for Economic Assistance and Work Services (ESS, clerical and W2) staff to be held at Olin Park on September 15th from 10:00 am-3:30 pm. Customer Service and Call Center Training will be provided in addition to Team Building exercises. We anticipate 210 staff from our eight-county income maintenance consortium.

We would like to provide a picnic lunch for staff prior to the training event. Estimated expenses: **\$945**.

Detail:

Picnic lunches(brats/burgers)for 210 @ \$3.50 per person	\$735.
Beverages for 210 @ \$1.00	\$210.

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase lunch and refreshments for our staff at this training event. We have identified funds in the Department's Capital Consortium budget that can be used for this purpose.

Thank you very much for your consideration.

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