



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

Director – Lynn Green  
Division Administrator – Shawn Tessmann  
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**JOE PARISI**  
**DANE COUNTY EXECUTIVE**

### MEMORANDUM

TO: Personnel and Finance Committee  
FROM: Lynn Green  
DATE: August 24, 2017  
RE: Request for approval to purchase 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 staff to be held at the Alliant Energy Center on 10/24/2017 from 1-4:00 pm. We will complete training for FSET for all staff. We will provide a forum for the EBD and Leads Units that are spread across the Consortium to meet face to face and provide specifically tailored trainings to both Units. We will also review best practices for case work. We anticipate 175 staff from our eight county Capital Consortium to attend in order to provide uniform training and team building.

We would like to provide refreshments for staff during this training event. Estimated expenses: **\$1263.24.**

Detail: Snacks for 175 workers- (cookies, chips and salsa, popcorn)	\$623.45
Drinks for 175 workers - (lemonade, ice tea, water)	\$429.25
Alliant Energy Service Fee 20%	\$210.54

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

Thank you very much for your consideration.

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