



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: May 21, 2018
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 and clerical) staff to be held at Olin Park on July 12, 2018, from 10:00 am-4:00 pm. We will complete a Mindfulness team building activity in order to promote stress reduction in personal and professional settings. We have created a training to outline common errors in case work and best practices to use in order to maximize correct benefit issuance. We will also present First Contact Resolution to the Consortium, a revamped approach of the one touch philosophy our Consortium utilizes. 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: **\$1,071.**

Detail:

Picnic lunches (brats/burgers) for 210 @ \$3.85 per person	\$808.50
Beverages for 210 @ \$1.25	\$262.50

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 budget that can be used for this purpose.

Thank you very much for your consideration.

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Stoughton, WI 53589
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