



JOE PARISI
DANE COUNTY EXECUTIVE

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

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

MEMO

TO: Personnel and Finance Committee

FROM: Liz Pankow, YJ Intake Supervisor

DATE: June 6th, 2022

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of 60 day window)

Social worker Simon Lo submitted his April, 2022 mileage to me (Liz Pankow) on June 28th, 2022, at which time I was on vacation and did not return until July 5th, 2022. I have attached the approved reimbursement form and respectfully requesting this committee to authorize payment for mileage as indicated on the form. Thank you for your consideration.

CC:
Shawn Tessmann, Director DCDHS
Martha Stacker, CYF Division Administrator
Simon Lo, Senior SW
Margaret Krohn