



JOE PARISI
DANE COUNTY EXECUTIVE

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

1227 N. Sherman Avenue
Madison, WI 53704

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

MEMO

TO: Dane County Personnel and Finance Committee

FROM: Kristen Barge, Senior Social Worker
DCDHS Youth Justice Ongoing, NET Unit

DATE: August 26, 2022

RE: January and April 2022 Mileage

The purpose of this memo is to request reimbursement for mileage I incurred as a DCDHS Social Worker during the months of January and April this year 2022. Earlier this month I received an email that the mileage form I submitted for January (signed and submitted in April) had not yet been processed and that I needed to write and submit a memo about it. In my 29+ years with DCDHS I had never missed a mileage deadline so hopefully this memo will provide the information needed to remedy the situation. I am not sure why the January mileage issue was not brought to my attention before now, but in the process I also discovered that I had totally missed submitting a mileage form for April so have attached it here as well in the email sent to Meg Krohn with the Controller's office. I apologize for both mileage forms being late. Hopefully both can be approved at your next meeting.

Social workers are generally very busy with many demands on our time including writing and filing court reports, attending court hearings, meeting with clients at various locations and entering case notes on a timely basis. Our priority is to always get our required work done but sometimes things like completing forms for ourselves for mileage reimbursement take a backseat to court and other requirements which are higher priorities.

Thank you in advance for your consideration of this request for reimbursement.

Cc: Astra Iheukumere, DCDHS Interim Director
Martha Stacker, DCDHS CYF Administrator
Bethany Matson, DCDHS Youth Justice Supervisor