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**COUNTY OF DANE**  
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Date: October 15, 2018

To: Personnel and Finance Committee

From: Greg Brockmeyer  
Director of Administration

Subject: Request to Waive DCO 20.14 – Expense Account Ordinance

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The Department of Administration requests an exception to Dane County Ordinance 20.14 in order to provide lunch and refreshments to staff attending an upcoming training event.

Dane County Risk Management, working with the Office for Equity and Inclusion, has arranged an all-day training session to be held on November 20, 2018. The training session will be offered to managers and supervisors in all county departments. The training event features Dr. Angela Rose Black, CEO of Mindfulness for the People LLC, and will focus on how county managers can respond to issues of implicit bias in a mindful and culturally sensitive manner.

Risk Management would like to offer lunch to individuals attending this training. The event is being held at the Alliant Energy Center and lunch would be provided by Centerplate. The Department is estimating that approximately 150 managers would attend the training event for an estimated cost of \$3,400. The Department has identified funds in its budget in order to support this expense.

Please contact me if there are any questions with this request.

