



## Dane County Department of Human Services

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Director – John Schlueter  
Prevention & Early Intervention – Connie Bettin  
1202 Northport Drive, Madison, WI 53704-2092  
PHONE: 608-242-6200 FAX: 608-242-6294

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### INTEROFFICE MEMORANDUM

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**TO:** PERSONNEL AND FINANCE COMMITTEE

**FROM:** EMILY STOCKBRIDGE / DAVID MARSHALL

**SUBJECT:** REIMBERSEMENT FOR BETH ANDERSON; EXCEPTION TO COUNTY ORD. 20.08

**DATE:** 12/19/2025 (REVISED 1/9/26 TO INCLUDE LETTER HEAD & CORRECT TO LINE)

**CC:** JOHN SCHLEUTER, CONNIE BETTIN, MARYKAY WILLS, KOZUE BUSH

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We are writing today to ask for an exception to Co. Ord. 20.08 to issue a \$61.35 check for BETH ANDERSON to reimburse her for her social work license AND \$150 to reimburse BETH ANDERSON for a training she registered and paid for which occurred on May 5-8 2025.

Beth paid for both her license in January 2025 and training in May 2025 however there was some confusion and missed steps with all the submission and processing of all the forms and it was recently discovered that she was not reimbursed.

Included is Beth's 2025 social work reimbursement request, the receipts, and associated conference and training request forms. Please let us know if you have any questions.

Thanks for your time and attention to this matter,

Emily Stockbridge (Supervisor)

David Marshall (Community Programs Coordinator)

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