

## MEMORANDUM

DATE: July 20, 2026

TO: Personell and Finance Committee

FROM: Erika Serate

SUBJECT: **Request for Exception to Ch. 20 (Employee expenses claimed outside of the 60-day window)**

Personnel and Finance – Request for Exception to Co. ordinance 20.08 60 Day Reporting Deadline – Public Health. Erika Serate, month of April.

Hello, I was approved to attend the Cultivating Connection conference on April 13 and 14. I ride alongside my coworker Caroline Samuel. Unfortunately, I have been dealing with many personal issues (divorce, child custody, withhold of my personal documentation from 3rd party) schoolwork and being too busy at work that I ended up submitting my claims to the clerk late and causes me to miss the deadline. The claim was for a total of \$151.10.

Please accept my apologies for being late, I am usually a very responsible person but right now having too much on my plate makes me miss this important deadline. From now on I will keep this in mind to avoid a second time.

I really appreciate your help and understanding.

Sincerely,

Erika Serate  
Bilingual Public Health Nurse

