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Equity and Inclusion for Everyone and Every Community

**Memo**

DATE: August 25, 2025

TO: Personnel & Finance Committee

FROM: Wesley Sparkman

RE: Request exception to Chapter 20 Food Purchase for County Workers

The Tamara D. Grigsby Office for Equity & Inclusion requests an exception to County Ordinance Chapter 20. On October 14, the Office will be training on the application of civil rights on employment, contracting, and service delivery. The training intends to educate, motivate and transform department employees. The conference/training will include an update from Corp Counsel on relevant case law, and provide innovative methods to promote a welcoming Dane County.

The Department was able to secure a free conference space at Epic Systems, and to fit the day's schedule and momentum, its strongly suggested to stay on site and use their catering services. I request permission to provide food to the county workers and community partners for this training, it is anticipated that the total cost will not exceed \$450, within Dane County (Co. Ord. 20.14(3)). Please let me know if you need additional information.