



DIRECTOR– JOHN SCHLUETER
DIVISION ADMINISTRATOR – ANGELA VELASQUEZ
ADRC MANAGER – JENNIFER FISCHER

11/14/2025

To: Personnel and Finance Committee

From: Kayla Stevens of the ADRC

Regarding: August Mileage 2025

I was late submitting my mileage for the past month due to work schedule and prioritizing case work notes over mileage. I generally do try my best to get this in on time and would appreciate an exception this time if possible. The amount is \$107.10 Thank you for your consideration.

Sincerely,

Kayla Stevens

I&A Specialist