



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

MEMO

TO: Personnel and Finance Committee

CC: John Schlueter, Director DCDHS
Angela Velasquez, Division Administrator
Andrea Garn, ADRC Supervisor (Unit A)

FROM: Kate Kingree, I&A Specialist

DATE: 6/4/2026

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

In February, I drove 63 miles while performing my job duties.

Unfortunately, I inadvertently forgot to submit my mileage form to my supervisor on time. Given that this is outside the 60-day window, I request that this committee authorize payment (\$63.43) for these miles driven. My apologies for the oversight. I will submit the mileage claim forms soon. Thank you all for considering this request.

Kate Kingree, MPH
ADRC of Dane County