



## Dane County Department of Human Services Division of Children, Youth & Families

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Dane County Executive – Joe Parisi  
Director – Shawn Tessmann  
Division Administrator – Martha Stacker, PhD

1202 Northport Drive, Madison, WI 53704-2092  
PHONE: (608) 242-6200 FAX: (608) 242-6294

MEMO

To: Personnel and Finance Committee

CC: Lisa Martin Initial Assessment Supervisor  
Martha Stacker, Ph.D., Division Administrator  
Meg Krohn, Assistant Controller

From: Christina Fruin, Social Worker II

Date 8/30/2024

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

In September of 2021, I drove 164 miles during the course of performing my job duties for DCDHS CPS. I submitted my mileage on 11/12/2021 and the form was submitted by my supervisor on 11/13/2021. My mileage form can be found on the H Drive in batch 2108 F-K in the sent to controller folder. A screenshot of my form in the folder is included on the second page. The date lines up with Lisa's submitting the form and was two days before the 11/15/2021 deadline. I did speak with Meg Krohn and she noted that she was never sent the approval for the mileage to be reimbursed. It appears that I submitted the form within the given timeframe, as did my supervisor, and the error does not appear to be mine. Therefore, I am respectfully requesting this committee to authorize payment of \$91.84 for the miles driven.

Thank you for your consideration of this request,

Christina Fruin  
Initial Assessment Social Worker  
Dane County Department of Human Services  
2306 South Park Street.  
Madison, WI 53713  
[Fruin.Christina@danecounty.gov](mailto:Fruin.Christina@danecounty.gov)  
608-867-7742



	Name	Date modified	Type	Size
Access	ERAL CARLA.SEP21	10/4/2021 2:00 PM	Adobe Acrobat D...	1,414 KB
Items	Eral Mileage form for Schmit	10/5/2021 8:21 AM	Outlook Item	61 KB
Items	ERICKSON BONNIE.SEP21	10/6/2021 12:38 PM	Adobe Acrobat D...	1,424 KB
Items	FINK SARAH.SEPT 21 1	11/4/2021 5:19 PM	Adobe Acrobat D...	1,350 KB
VF Town Hall	FINK SARAH.SEPT21 2	11/4/2021 5:17 PM	Adobe Acrobat D...	1,271 KB
e Reimburse	FOERSTER ENGELEIN JENNIFER.SEP21	10/7/2021 11:42 AM	Adobe Acrobat D...	1,276 KB
SM-B21-113	FOLCO ELIZABETH.SEP21	10/15/2021 10:02 AM	Adobe Acrobat D...	1,386 KB
	FORD AALIYAH.SEP21	10/11/2021 10:05 AM	Adobe Acrobat D...	1,447 KB
Items	FRUIN CHRISTINA.SEPT 2021	11/13/2021 2:31 PM	Adobe Acrobat D...	1,394 KB
P	FURRER BRIANA.SEP21	10/6/2021 11:25 AM	Adobe Acrobat D...	1,410 KB
Items	FUSZARD ABBEY.SEP21	10/21/2021 1:22 PM	Adobe Acrobat D...	1,447 KB
Items	GARECHT MELISSA.SEP21	10/14/2021 8:16 AM	Adobe Acrobat D...	1,571 KB
risk (C: on LT	GAST MEAGHAN.SEP21	10/4/2021 7:42 PM	Adobe Acrobat D...	1,293 KB
	GEBRECHRISTOS SELAM.SEP21	10/5/2021 5:32 PM	Adobe Acrobat D...	1,454 KB
	GERKE SARA.SEP21	10/14/2021 2:25 PM	Adobe Acrobat D...	1,368 KB
	GRABER HANNAH.SEP21	10/1/2021 12:19 PM	Adobe Acrobat D...	1,576 KB
	GRAUME MEGAN.SEP21	11/15/2021 11:12 AM	Adobe Acrobat D...	1,464 KB
(daneco.us)[	HAGEN KARA.SEPT21	11/15/2021 12:49 PM	Adobe Acrobat D...	1,482 KB
(f)	HARSH AMY.SEP21	10/12/2021 8:53 AM	Adobe Acrobat D...	1,218 KB
(S:)	HAYDEN JENNIFER.SEP21	10/8/2021 2:19 PM	Adobe Acrobat D...	1,380 KB
	HOEPER NOAH.SEPT21	11/16/2021 9:44 AM	Adobe Acrobat D...	1,753 KB
	HOWARD ERIN.SEP21	10/12/2021 11:04 AM	Adobe Acrobat D...	1,436 KB
	HUBBARD MOYER SHARRON.SEP21	10/4/2021 8:23 AM	Adobe Acrobat D...	1,291 KB
	HUISHEERE WILLIAM.SEP21	10/8/2021 1:53 PM	Adobe Acrobat D...	1,427 KB
	KARLS SARAH.SEP21	10/6/2021 4:10 PM	Adobe Acrobat D...	1,254 KB
	KASEL SARAH.SEP21	10/11/2021 2:57 PM	Adobe Acrobat D...	1,489 KB
	KENNEDY PAIGE.SEPT21	10/20/2021 8:35 AM	Adobe Acrobat D...	1,390 KB