



## **Dane County Department of Human Services**

**Director – John Schlueter**  
**Children, Youth, and Families Division – Dr. Martha Stacker**

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

### *MEMO*

TO: Personnel & Finance Committee

FROM: Angela Sadler, LCSW

DATE: 12/3/2025

RE: Payment of mileage- late request

This memo is to request late mileage payments to CYF Social Worker Akiko Shinozaki (Pasewald). Akiko turned these mileage requests in to me, her direct Supervisor, on 11/14/2025. She forgot to turn them in earlier in the year when due. Please see attached signed mileage for months of February, April, May, and June 2025 totaling \$487.20. Akiko apologizes for the late mileage submission and I will be ensuring she submits reimbursement timely moving forward.

Sincerely,

*Angela Sadler, LCSW*

Angela Sadler, LCSW  
Social Work Supervisor, CYF Division DCDHS  
(608)692-6782