



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION

DIVISION OF INFORMATION MANAGEMENT

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Greg Brockmeyer
DIRECTOR OF ADMINISTRATION

Sam Olson
CHIEF INFORMATION OFFICER

To: Personal & Finance Committee

From: Sam Olson, DCIM Chief Information Officer

Date: April 21, 2025

Subject: Request for exception to Ch 20.09 (reimbursement of expenses incurred in connection with attendance at any conference)

On February 28th the sole public member of the Land Information Council (LIC) assigned a designee to attend the WI Land Information Association (WLIA) Annual conference. A member of the Land Information Office (LIO) charged the registration fees of \$290 and hotel fees of \$98 on their Dane County procurement card in the same manner as has been done in the past for Dane County employees but did not fully understand that the procurement rules were different for a public member.

In discussing the matter with the Dane County Board Office as well as Corporation Counsel, it was determined that under Ch 20.09 this designee assigned by a member of the LIC was not considered a volunteer and a standard conference & training form signed by the Dane County Chair wouldn't suffice for procurement authority. Corporation Counsel determined the best course of action to provide procurement authority for these charges already spent on a Dane County procurement card would be requesting an exception for reimbursement under Ch 20.21.

Thank you for your consideration.