

MEMO

TO: Personnel and Finance Committee

FROM: Alexandra Reddeman

CC: Astra Iheukumere, Interim Director DCDHS

Todd Campbell, Administrator

Julie Meister, Manager

DATE: 1/7/2024

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

REASON:

Requesting processing of Employee Reimbursement for the 2024 Mental Health and Substance Use Recovery Conference that took place on October 17th and 18th of 2024 This request was submitted to A/P on 1/6/2025 and is late. The reason this request was submitted past the 60 day allotted time is due to an emergency medical leave/hospitalization by the employee.

Thank you for your consideration,

Alexandra Reddeman, CSW

Dane County CCS