

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS
Todd Campbell, Administrator
Chloe Moore, Manager

FROM: Debie Evans (on behalf of Heidi Veloon)

DATE: 2/12/24

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

Reason: Requesting on behalf of Heidi Veloon as her supervisor. Heidi's October mileage form was missed and was not submitted during the transition of unit supervisors.

Thank you for your consideration,

Debie Evans
CCS/CLTS Supervisor