



DIRECTOR– JOHN SCHLUETER
DIVISION ADMINISTRATOR – ANGELA VELASQUEZ
ADRC MANAGER – JENNIFER FISCHER

TO: Personnel and Finance Committee

CC: John Schlueter, Director DCDHS
Angela Velasquez Department of Aging Manager
Jennifer Fischer, ADRC Manager
Andrea Garn, ADRC Supervisor

FROM: Marie VandeBerg

DATE: June 22, 2026

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

In January 2026, I drove 192 miles, in February of 2026, I drove 128 miles, in March of 2026, I drove 56 miles during the course of performing my job duties.

Unfortunately, the ADRC is down four staff, including a Lead position. Due to increased workload from training new staff and due to being understaffed overall causing increased workloads, I was unable to complete my mileage and submit my mileage form to my supervisor until June 22th 2026. Given this is outside of the 60 day window, I am respectfully requesting this committee to authorize my mileage reimbursement (January \$139.20, February \$92.80, and March \$40.60 totaling \$272.60) for these miles driven.

My apologies for the late request. I will submit the mileage claim forms in a timely manner in the future.

Sincerely,

Marie VandeBerg
Aging & Disability Resource Center
Lead Information and Assistance Specialist