

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: June 22, 2022

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Guy Smith, Executive Director, Milwaukee County Parks

Subject: From Executive Director, Milwaukee County Parks, requesting a TAHC extension for Andrea Wallace

File Type: Action

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**REQUEST**

Milwaukee County Parks requests authorization to extend the Temporary Appointment to a Higher Classification (TAHC) for Ms. Wallace and approve back pay for this employee as the current TAHC expired on June 2, 2022.

**POLICY**

Wisconsin State Statutes:	
Milwaukee County Code of General Ordinances:	17.085. – Temporary assignments
Specific Adopted Budget:	2022

**BACKGROUND**

Andrea Wallace has been serving as Assistant Director of Recreation and Business Services since November of 2021. This role supports the Director in managing several Parks' business units, including of the Domes, community centers, aquatic programs, and facilities. Ms. Wallace's hands-on leadership and her consistent follow-through on issues that have arisen, adds great value to the operations and services that this role oversees.

Parks completed recruitment and selected a permanent replacement for the vacancy that created the need for this TAHC. As we continue to backfill the vacancies in Parks' senior leadership ranks, we kindly request that Ms. Wallace continue to serve in this role until a permanent replacement is selected.

Parks' Executive Director recommends approval of the retroactive extension of Andrea Wallace's Temporary Assignment to a Higher Classification (TAHC) to the position of Assistant Director of Recreation and Business Services until September 4, 2022, or until the position is permanently filled, whichever occurs first; approval of the back pay is also kindly requested since the current TAHC expired on June 2, 2022.

**ALIGNMENT TO STRATEGIC PLAN**

Milwaukee County Parks is a non-mandated service and provides services based on being able to obtain more than 50% of the budget through direct revenues. The continuation of this TAHC supports Parks' strategic plans and objectives while promoting the County's fiscal health and sustainability.

**FISCAL EFFECT**

Funding for the position is available through the remainder of 2022. Approval of the back pay is also kindly requested for this employee since the current TAHC expired on June 2, 2022.

**PREPARED BY:**

Mira Hayes, HR Business Partner, Human Resources

**APPROVED BY:**

Guy Smith, Parks Executive Director

**ATTACHMENTS:**

Resolution  
Fiscal Note

CC:

David Crowley, County Executive  
Mary Jo Meyers, Chief of Staff, County Executive's Office  
Sheldon Wasserman, Supervisor District 3, PEEC Chair  
Steven Shea, Supervisor District 8, PEEC Vice Chair  
Felicia Martin, Supervisor District 7, PEEC Member  
Juan Miguel Martinez, Supervisor District 12, PEEC Member  
Steve Taylor, Supervisor District 17, PEEC Member  
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Mgr, Office of the County Clerk  
Aaron Hertzberg, Director, Department of Administrative Services  
Joseph Lamers, Fiscal & Budget Director, DAS  
Vince Masterson, Fiscal & Strategic Asset Coordinator, DAS  
Pamela Bryant, Capital Finance Manager, Comptroller's Office  
Justin Rodriguez, Capital Finance Analyst, Comptroller's Office  
Kelsey Evans, Committee Coordinator, Office of the County Clerk  
Ciara Miller, Research & Policy Analyst, Office of the Comptroller  
Anthony Rux, Budget & Management Analyst, DAS-PSB