

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: 6/17/2024

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

From: Amos Morris, Executive Director, Milwaukee County Zoo

Subject: From the Executive Zoo Director, requesting authorization of the continued extension of Kimberly Graves TAHC to the position of Public Relations Manager from July 31, 2024, through December 31, 2024, or until it is filled

File Type: Action Report

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**REQUEST**

The Executive Zoo Director of the Milwaukee County Zoo is requesting an extension of Kimberly Graves' Temporary Assignment to a Higher Classification (TAHC) to the position of Public Relations Manager through December 31, 2024, or until it is filled. The request is being made to maintain consistent leadership prior to the permanent filling of the Public Relations Manager role and the position of Director of Marketing and Communications. Expected recruitment for the position will occur when the Director of Marketing and Communications is filled.

**POLICY**

Chapter 17.085 of the Milwaukee County Code of General Ordinances requires an extension of temporary assignment beyond 180 days be approved by the Milwaukee County Board of Supervisors.

Milwaukee County Code of General Ordinances:	Chapter 17.085
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**BACKGROUND**

The positions of Public Relations Manager and Director of Marketing and Communications became vacant in January and March, respectively, due to retirements. The Zoo is in the process of hiring a new Director of Marketing and Communications and once that position is filled, will begin recruiting for the Public Relations Manager. The Zoo anticipates filling this position in the fall but asks for the TAHC to be valid until the end of the year in case unforeseen delays occur.

**ALIGNMENT TO STRATEGIC PLAN**

3B: Enhance the County's fiscal health and sustainability

**FISCAL EFFECT**

The vacancies of the Director of Marketing and Communications and the Public Relations Manager more than offset the cost of this TAHC.

**TERMS**

The TAHC term dates are July 31, 2024 through December 31, 2024 or until it is filled.

**VIRTUAL MEETING INVITES**

Amos Morris, Executive Zoo Director will present, but please also include Vera Westphal, Deputy Zoo Director and Emily Salentine, Interim Marketing and Communications Director. Email addresses as follows:  
[Amos.Morris@milwaukeecountywi.gov](mailto:Amos.Morris@milwaukeecountywi.gov); [Vera.Westphal@milwaukeecountywi.gov](mailto:Vera.Westphal@milwaukeecountywi.gov);  
[Emily.Salentine@milwaukeecountywi.gov](mailto:Emily.Salentine@milwaukeecountywi.gov).

**PREPARED BY:**

Vera Westphal, Deputy Zoo Director

**APPROVED BY:**

Amos Morris, Executive Zoo Director *Amos D Morris, Jr.*

**ATTACHMENTS:**

Fiscal Note, Resolution

CC: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk  
David Crowley, County Executive  
Mary Jo Meyers, Chief of Staff, County Executive  
Margo Franklin, Chief Human Resources Officer  
Tony Maze, Director of Total Rewards  
Mary Polaris, HR Business Partner  
Vera Westphal, Deputy Zoo Director  
Emily Salentine, Interim Director Marketing and Communications