

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: April 19, 2024

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

From: Donna Brown-Martin, Director, Department of Transportation

Subject: From the Director, Department of Transportation and the Airport Director, Department of Transportation, requesting a Temporary Assignment to a Higher Classification (TAHC) extension for Reynaldo Cortez.

File Type: Action Report

**REQUEST**

A request from the Milwaukee County Department of Transportation Airport Division requesting the continued extension of Mr. Reynaldo Cortez Temporary Assignment to a Higher Classification (TAHC) to the position of Facilities Supervisor from January 22, 2024, through February 10, 2024.

**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 Ordinance:	Chapter 17.085
Specific Adopted Budget:	2024

**BACKGROUND**

Reynaldo Cortez had been filling the role of Facilities Supervisor on a TAHC since July 24, 2023, and the TAHC expires on January 21, 2024. This role is responsible for overseeing the housekeeping staff and housekeeping contractor maintaining the cleanliness of the airport facilities. It is a critical role that needed to be filled until a permanent replacement was found.

Related File No's:	Not Applicable
Associated File No's (Including Transfer Packets):	Not Applicable
Previous Action Date(s):	Not Applicable

**ALIGNMENT TO STRATEGIC PLAN**

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

**FISCAL EFFECT**

Funding of the TAHC is available in the 2024 budget and has a zero net tax levy impact. Backpay is requested since the current TAHC expires prior to County Board approval.

**ATTACHMENTS:**

- Resolution
- Fiscal Note
- TAHC Form

**VIRTUAL MEETING INVITES:**

Donna Brown-Martin, Director, Department of Transportation  
Brian Dranzik, Airport Director, MCDOT – Airport Division.  
Ryan Donnelly, Airport Maintenance Manager, MCDOT - Airport Division.

**PREPARED BY:**

Ryan Donnelly, Airport Maintenance Manager, MCDOT - Airport Division.

**APPROVED BY:**



Donna Brown-Martin, Director, Department of Transportation

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk