

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: 9/28/2021

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

From: Amos Morris, Executive Director, Milwaukee County Zoo

Subject: Authorization of the continued extension of Cheyenne Gillis' TAHC to the position of Group Sales Coordinator from October 11, 2021 through January 11, 2022 or until it is filled.

File Type: Action Report

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**REQUEST**

The Director of the Milwaukee County Zoological Gardens is requesting an extension of Cheyenne Gillis' Temporary Assignment to a Higher Classification (TAHC) to the position of Group Sales Coordinator through January 11, 2022. The request is being made to maintain consistent leadership prior to the permanent filling of the Group Sales Coordinator position. Expected recruitment for the position is December of 2021.

**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.

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

The Group Sales Coordinator position became vacant in April of 2021 due to a retirement. The Zoo will be recruiting for the position and expects to fill it permanently no later than the end of January 2022.

**ALIGNMENT TO STRATEGIC PLAN**

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

**FISCAL EFFECT**

The Zoo has kept one position vacant in the Groups Sales area since the position became available due to the retirement, therefore there has been no fiscal effect to the Zoo budget.

**TERMS**

The TAHC term dates are October 11, 2021 through January 11, 2022.

**VIRTUAL MEETING INVITES**

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

**PREPARED BY:**

Laura Pedriani, Communications and Marketing Director  
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  
Dean Legler, Director, Compensation  
Mary Polaris, HR Business Partner  
Vera Westphal, Deputy Zoo Director  
Laura Pedriani, Director Marketing and Communications