

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : February 15, 2012

TO : Chairman Lee Holloway, County Board of Supervisors

FROM : Kerry Mitchell, Director of Human Resources *K. Mitchell*

SUBJECT : Proposed Resolution Regarding Extension of Kim Brook's
TAHC Assignment – DHHS-Behavioral Health Division

Issue

A request is being made to seek a retroactive extension of the Temporary Assignment to a Higher Classification (TAHC) for Ms. Kim Brooks, who previously served in the position of Information and Outreach Coordinator until December 9, 2011.

Background

Ms. Brooks served in a TAHC for the position of Information and Outreach Coordinator since May 3, 2011, per the approval of the Interim Director of Human Resources at that time. Due to the transition within the Behavioral Health Division's (BHD) human resources area, this TAHC was inadvertently never requested for additional extensions, which is why we are returning to the Board now to rectify the situation.

Recommendation

Ms. Brooks assisted with many key functions, including production of the BHD employee newsletter, within the Administrator's Office at BHD for a significant amount of time. I am asking that the attached resolution be referred to the Personnel Committee and the County Board for approval to retro-actively extend Ms. Brooks' TAHC.

Attachments

Cc: County Executive Chris Abele
George Aldrich, Chief of Staff, County Executive's Office
Terry Cooley, Chief of Staff, County Board of Supervisors
Supervisor Joe Sanfelippo, Chairman, Personnel Committee
Rick Ceschin, Senior Research Analyst, County Board
Jodi Mapp, Committee Clerk
Héctor Colón, Director, Department of Health and Human Services
Paula Lucey, Administrator, Behavioral Health Division
Araceli Garcia, BHD, HR
Alex Kotze, DHHS, Budget Manager
Antoinette Thomas-Bailey, Fiscal & Management Analyst, DAS.