



CITY ADMINISTRATIVE OFFICE

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January 30, 2013

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 West Greenfield Avenue
West Allis WI 53214

Dear Mayor Devine and Common Council Members:

This letter is to formally transmit to you the request of Sally Nusslock, Health Commissioner, to waive the residency requirement for Yvonne Duemke, the new Director of Community Health Services. Please see the attached January 2, 2013 memorandum from Ms. Nusslock for the specific details of this request.

The Administration & Finance Committee, at its meeting on Monday, January 28, 2013, unanimously approved Ms. Nusslock's request in this regard. The Committee based this residency exemption approval on the following three criteria:

1. Ms. Duemke's having more than 17 years of service with the City.
2. An excellent work record and commitment to her prior work for the City.
3. The fact that this is a specialized position with a limited pool of qualified candidates, and the recruitment did not result in any better qualified candidates.

If you have any questions, or desire further information or clarification, please feel free to contact me.

Sincerely,

Paul M. Ziehler,
City Administrative Officer
Clerk/Treasurer

PMZ:jfw
Attachment

cc: Audrey Key
Scott Post
Sally Nusslock
Yvonne Duemke

Memorandum



Public Health
Prevent. Promote. Protect.

West Allis Health Department

TO: Administration and Finance Committee

CC: Paul Ziehler, City Administrative Officer & City Clerk/Treasurer
Audrey Key, Human Resources Manager
Mark Wyss, Comptroller/Manager of Finance

FROM: Sally Nusslock, Health Commissioner *SN*

DATE: January 2, 2013

SUBJECT: Request from Health Commissioner to waive residency for the appointment of Director of Community Health Services

As you are aware the position of Director of Community Health Services has been vacant since my appointment to the Health Commissioner position. This position is a specialized public health nursing leadership position that is also the back up position for the Health Commissioner. Traditionally this position has been filled internally by the Assistant Director of Community Health Services. Unfortunately Shawne Johnson, the Assistant Director of Community Health Services has retired from the City so this is not an option available. The pool of people that have the necessary qualifications and experience required for this position is limited.

This fall the Human Resources Department conducted a recruitment for the position. We had several applications but none of the applicants met the job qualifications listed in the position description. I don't believe a second recruitment would bring in any additional candidates because of the residency requirement.

I do have an employee, Yvonne Duemke, Public Health Nurse II, who meets many of the requirements and who we have been mentoring to take on more leadership roles. She has been very involved in many of our community workgroups and has taken on the Lead Nurse role when Shawne and I were not here. In this Lead Nurse role Yvonne has demonstrated that she can effectively delegate responsibilities and respond to public health issues effectively. She has established great working relationships with the other employees at the Health Department and is well respected by her peers. Yvonne has been with the Department since 1995 and is an excellent employee. While Yvonne is not a resident of West Allis there has never been any question about her commitment to the Health Department and the residents of West Allis.

I believe Yvonne's situation is very similar to those employees who have been granted waivers. Therefore I am formally requesting a waiver of the residency requirement for Yvonne Duemke and appointing her Director of Community Health Services based on the following criteria:

1. Yvonne has 17 years of service with the City of West Allis.
2. She has an excellent work record and a commitment to the City
3. This is a specialized position with a limited pool of qualified candidates and our recruitment that did not yield better qualified individuals.

Please contact me if you have questions or need additional information.

Thank you!