



Bob Leischow
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MEMORANDUM

TO: Rebecca Grill
FROM: Bob Leischow
DATE: 10/7/2020
SUBJECT: Request to hire Public Health Nurse

The workforce reduction process has resulted in a consolidation of two Public Health Nurse's in to one Public Health Nurse position. One PHN has already retired and another plans to retire January 4, 2021. To assure a seamless transition of duties and responsibilities, I am seeking approval to hire a Public Health Nurse prior to January 4, 2021 to allow for cross-training. Nurse #1 retired September 4, 2020 so there are budgeted and unexpended funds to support this new recruit.

Thank you for your consideration. Please let me know of any questions.