



Health Department  
health@westalliswi.gov  
414.302.8600

## MEMORANDUM

**TO:** Rebecca Grill, City Administrator  
**FROM:** Bob Leischow, Health Commissioner  
**DATE:** August 9, 2020  
**SUBJECT:** Request to Fill Vacancy

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To support the request and recommendation of the WIC Director and WIC Program needs, I am requesting approval to fill two vacant Women, Infants and Children (WIC) Program positions for Community Health Nutritionist. This is an essential position that has primary responsibility to complete nutrition assessment and education along with referrals and breastfeeding education and support to the WIC population. It is a direct report to the WIC Program Director and both are grant funded.

We have had one position vacancy with the promotion of Becky Litwaitis to Project Nutritionist in February and recently Calli Bemis submitted her resignation to take another position effective August 22, 2020.

This role is critical to assure success in implementing the WIC Program within West Allis and the various municipalities supported by the services provided. Increased community need due to COVID-19 has resulted in serving 103% of contracted caseload. These positions are grant funded and have been accounted for in the current WIC budget.

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

Thank you!