



Health Department
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MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Bob Leischow, Health Commissioner
DATE: August 18, 2020
SUBJECT: Request to Fill Vacancy

Due to the current Deputy Registrar retiring on September 1, 2020 and to support Vital Records requirements, I am requesting approval to fill this position. This is an essential position that has primary responsibility to fulfill the Vital Records needs of the community.

This role is required per State Statute and is critical to assure timely and effective response to those who are seeking birth and death records on a routine basis. Revenues generated through the provision of this service supports this position.

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

Thank you!