



Health Department
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MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Bob Leischow, Health Commissioner
DATE: November 9, 2020
SUBJECT: Request to hire replacement WIC Support Staff

To support the request of the WIC Director and based on WIC Program needs, I am requesting approval to recruit and hire a full-time Support Staff for the Women, Infants, and Children (WIC) Program. A vacancy became available when the then Support Staff individual was hired into the Deputy Registrar position. The need for this position is based on increased clientele enrollment in the WIC Program and to assure the provision of client services is done so in an effective and efficient manner. This is a grant funded position and will continue to report to the WIC Director.

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

Thank you!