



Department of  
Community Wellness and Safety

**Mayor Cavalier Johnson**  
Mayor

**Karin Tyler**  
Community Wellness & Safety Director

June 25, 2026

City Service Commissioners  
200 E. Wells Street Room 706  
Milwaukee, WI 53202

Re: Request for Retroactive Temporary Appointments

Dear City Service Commissioners:

I respectfully request approval of a retroactive temporary appointment for Yasmine Morton within the Department of Community Wellness and Safety. Following the resignation of the former Community Wellness and Safety Director in February 2026, it became necessary to quickly realign responsibilities to ensure continuity of leadership and operations while the Mayor's Office conducted the recruitment and appointment process for a new Director.

As a result, I assumed the responsibilities of the Director of Community Wellness and Safety. To ensure the Department's day-to-day operations continued without disruption, the duties of the Operations Manager position needed to be reassigned. The Operations Manager plays a critical role in overseeing administrative and operational functions, including budget and financial management, data and evaluation activities, and procurement.

Given her education, experience, and demonstrated ability to manage complex programs and grant-funded initiatives, Yasmine Morton, ReCAST Program Manager, was the most qualified individual to assume the responsibilities of the Operations Manager position on a temporary basis. Since February 15, 2026, Ms. Morton has successfully performed duties beyond the scope of her regular position and has provided valuable leadership and operational support during a critical period for the Department.


Without Ms. Morton's willingness and ability to assume these additional responsibilities, the Department would have faced significant operational challenges and potential delays in carrying out key functions. Accordingly, I respectfully request approval of the following retroactive temporary appointment:

- Yasmine Morton to Operations Manager, retroactive to February 15, 2026, through December 31, 2026.

Additionally, I have begun working with the Department of Employee Relations and the Budget Office to evaluate the Department's organizational structure and staffing needs to ensure it is appropriately staffed and positioned to effectively support its operational, administrative, and programmatic responsibilities moving forward.

Thank you for your consideration of this request. Please feel free to contact me if additional information is needed.

Respectfully,

DocuSigned by:  
  
472D00B79430446...

Karin Tyler  
Director  
Department of Community Wellness & Safety  
City of Milwaukee



Department of Employee Relations  
 200 E. Wells Street, Room 706  
 Milwaukee, WI 53202-3554



R. 07.08.19

## NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes      No      If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes      No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) No      Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER	SIGNATURE <i>Karin Tyler</i>	TITLE	DATE
APPROVING OFFICER	SIGNATURE <i>Karin Tyler</i>	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



## TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

**SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY**

<b>APPLICANT NAME (last, first, middle)</b>	<b>DATE</b>	
Morton, Yasmine	6/3/2026	
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Office of Violence Prevention Operations Manager	1HX	\$3707.80

**SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING**

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

*Yasmine M. Morton*  
 Temporary Appointment Applicant Signature

7/16/26  
 Date Signed

*Karen Tyler*  
 Witness Name (Print)

*Karen Tyler*  
 Witness Signature

# JOB DESCRIPTION

FOR DER USE ONLY	
<b>Vacancy No.</b>	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 05/27/22		<b>2. Present Incumbent:</b> Vacant		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b> Karin Tyler		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Health			<b>Bureau:</b> <b>Division:</b>		<b>Unit:</b> <b>Section:</b>
<b>6. Work Location:</b>			<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> Hours: 40/week / Days: M-F
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Management If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Office of Violence Prevention Operation Manager			<b>Pay Range</b>	<b>Job Code</b>
	<b>Underfill Title (if applicable):</b>			1HX	NEW
	<b>Requested Title (if applicable):</b> Operations Manager			1HX	
<b>Recommended Title (DER Use Only):</b>			<b>Approved by:</b>  <b>Date:</b>		

**11. BASIC FUNCTION OF POSITION:**

Serve as the chief advisor to the Director of the Department of Community Wellness and Safety (DCWS) on strategic planning and budgeting, grant funding allocation, data and evaluation, and general business operations. The Operations Manager serves as a member of the DCWS administrative management team and reports to the Director of the Department of Community Wellness and Safety. This position provides direction for administrative services including the supervision of staff involved in the preparation of budget and finance documents, data and evaluation, grants management, buildings and grounds services, procurement, and accounting within the DCWS and works collaboratively with other city departments to ensure the operational needs are met.

**11. DESCRIPTION OF JOB** (Check if description applies to **Official Title**  or **Underfill Title** ):

**A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:** (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
30%	• Collaborates with the DCWS Director to develop workforce planning strategies that effectively leverage budget dollars and help drive efficiency.
30%	• Develops and monitors the annual budget, in consultation with the DCWS Director and the City Budget Office. Ensures regular reporting of grant funding allocations and outcomes • Supervise Grant Manager, Fiscal Coordinator, and Data and Research Coordinator
20%	• Oversee and monitor departmental compliance with city, state, and federal grant requirements. • Oversee development and implementation of performance measurement tools to track outcomes • Attend and participate in meetings and committees on behalf of the DCWS Director
10%	• Appear before the Common Council as a representative of the DCWS
5%	• Assist in hiring process and training of new staff

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5%	• Other duties as assigned, including responding to an emergency or broad impact event.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Karin Tyler – Director

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.)

Works autonomously with limited direction

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **0**.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
<b>Number Supervised</b>	<b>Job Title</b>
	<b>Extent of Supervision Exercised</b> <i>(Select those that apply from list above, a - h)</i>

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

- i. Education and Experience:  
Bachelor Degree in Business, Accounting, Public Administration, or related field. At least 3 years of management experience with increasing responsibility. Experience in grant writing and grant management and compliance. Master’s degree is preferred. Note: equivalent combination of education and experience may be considered.
- ii. Knowledge, Skills and Abilities:  
Ability to read, analyze and interpret financial reports, legal documents and government regulations. Ability to respond to inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches/presentations and articles for publication. Ability to effectively present information to top management, public groups and/or Council members. Ability to work with mathematical advanced mathematical concepts. Strong ability to define problems, collect data, establish facts and draw valid conclusions. Intermediate to advanced Microsoft Excel skills.
- iii. Certifications, Licenses, Registrations:  
Valid driver’s license is required at the time of hire and throughout employment.
- iv. Other Requirements:

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b>
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<input type="checkbox"/>	This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input type="checkbox"/>	<b>Hand tools (please list):</b>		
<input checked="" type="checkbox"/>	<b>Office Machines (check all that apply):</b> <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input type="checkbox"/>	<b>Other (please list):</b>		

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

This position has significant fiscal responsibility, for a complex business unit. Business unit receives multiple sources of grant funding, which requires diligence with respect to maintaining compliance with the appropriate application of grant funded dollars. This position also has significant contract management responsibility, including significant risk mitigation for the organization.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

**M. I believe that the statements made above in describing this job are complete and accurate**

DocuSigned by:

Karin Tyler

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*Signature of Department Head or Designated Representative*

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*

# YASMINE M. MORTON



## PROFESSIONAL SUMMARY

Strategic and results-driven public sector leader with 10+ years of experience in operations management, behavioral health, child welfare, and community-based programming. Proven expertise in multimillion-dollar budget oversight, cross-sector collaboration, staff supervision, and grant management. Passionate about advancing equitable systems that promote community wellness and safety.

## CORE COMPETENCIES

Operations Management | Program Development | Budget Oversight (\$6M+)  
Grant Administration | Team Leadership | Community Partnerships  
Policy Compliance | Data Analysis | Crisis Intervention  
Strategic Planning | Performance Management

## PROFESSIONAL EXPERIENCE

### City of Milwaukee – Department of Community Wellness & Safety

Department of Community Wellness & Safety | Milwaukee, WI

#### Interim Operations Manager | February 2026 – Present

- Provide strategic oversight of departmental operations, administrative workflows, and organizational systems to ensure the effective and efficient execution of the Department of Community Wellness & Safety’s mission and priorities.
- Serve as an official representative of the Department before the Common Council, governmental bodies, community stakeholders, and partner organizations, including acting on behalf of the Director of the Department of Community Wellness & Safety as designated.
- Lead and support talent acquisition initiatives, including workforce planning, recruitment, onboarding, professional development, and the successful integration of new personnel into the Department.
- Direct and supervise departmental staff, fostering a culture of accountability, collaboration, professional excellence, and continuous improvement while ensuring alignment with organizational goals and performance expectations.
- Provide executive oversight of grant administration and compliance, including funding strategy, contract management, reporting requirements, fiscal accountability, and performance monitoring to maximize programmatic impact.
- Exercise fiscal stewardship through the review and authorization of departmental expenditures, ensuring compliance with applicable policies, budgetary constraints, and strategic funding priorities

#### ReCAST Program Manager | October 2024 – February 2026

- Manage \$1,000,000+ ReCAST federal grant budget ensuring fiscal compliance
- Create, fund, and monitor subawards under federal grant guidelines
- Supervise program coordinators and support staff development
- Design and implement citywide health and violence prevention programming
- Review monthly Project activity reports received from subawards

#### ReCAST Program Coordinator | October 2023 – October 2024

- Develop and sustain partnerships with community-based organizations
- Design and implement citywide health and violence prevention programming
- Analyze community behavioral trends to guide data-driven programming

## YASMINE M. MORTON



- Manage Administrative tasks related to program implementation including documentation, logistics, and program monitoring

### **Amri Counseling Services | Milwaukee, WI**

**Licensed Professional Counselor – IT** | April 2019 – October 2023

- Provide individual, couple, family, and group psychotherapy
- Develop treatment plans and maintain clinical documentation
- Conduct assessments and urine screens
- Participate in interdisciplinary care coordination

### **WellPoint Care Network**

Partnership with Division of Milwaukee Child Protective Services

June 2014 – November 2022

**Ongoing Supervisor** | March 2020 – November 2022

- Supervised case management team and supported professional development
- Led interviewing, hiring, onboarding, and performance management
- Managed child welfare program budget and monthly fiscal reporting
- Reviewed and approved court documentation
- Conducted weekly supervision to achieve agency performance goals
- Maintained stakeholder and judicial partnerships
- Provided crisis management oversight

**Internal Case Auditor** | July 2019 – March 2020

- Conducted comprehensive case file audits aligned with state standards
- Produced compliance reports and corrective action plans

**Ongoing Case Manager**

- Developed permanency and reunification plans
- Conducted home visits and attended court proceedings
- Maintained 100% performance outcomes
- Coordinated services with families and providers

### **Atach'd to Tomorrow's Generation LLC**

**Program Director** | September 2017 – March 2019

- Directed hiring and staff supervision
- Managed operational budgets
- Designed and facilitated empowerment programming for teen girls
- Implemented structured life skills programming

### **Children's Pantry Family Resource Center | Milwaukee, WI**

**Accounts Receivable / Director** | December 2012 – Present

- Oversee office operations and policy development
- Manage state educational programming
- Supervise staff and scheduling
- Administer billing, contracts, and financial documentation

## **EDUCATION**

Master of Science in Education – Professional Counseling

Concordia University | Mequon, WI | 2019

**YASMINE M. MORTON**



Bachelor of Science in Criminal Justice  
Marian University | Fond du Lac, WI | 2013

**HONORS & CERTIFICATIONS**

McNair Scholar  
Dean's List  
Marian University Faculty/Staff Scholarship Recipient  
DCF Breaking Barriers Certificate Recipient

**VOLUNTEER & LEADERSHIP**

Washington Park Partners – Community Member (2013–Present)  
Quality Parenting Initiative – Committee Member (2015)  
Aspiring Women of Color – Planning Committee Member (2018–2023)  
Moo'd Lactation Partners – Director of Maternal Health and Funding Development 2024 – Present

Alpha Kappa Alpha Sorority Incorporated | Graduate Chapter Member | 2026

- Serve on committees supporting community engagement, scholarship programs, and fundraising initiatives.
- Collaborate with members to plan events and implement service projects benefiting local communities.
- Contributed to community outreach programs focused on education, health, and civic engagement.