



Commissioners:
Terrell Martin, Chair
Patricia Ruiz-Cantu
Douglas Haag

Executive Director:
Paulina Gutiérrez

June 06, 2025

City of Milwaukee City Service Commission
ATT: Francis Bock, President
200 E. Wells Street Room 706
Milwaukee, WI 53202

Dear President Bock:

The City of Milwaukee Election Commission is respectfully requesting that the City Service Commission pass Mr. William Lewis, who currently serves as Early Voting Coordinator, from his probationary period effective June 17, 2025. We currently have an exigent need to fill a position for which Mr. Lewis is uniquely suited. Your approval of this request will allow us to consider Mr. Lewis for this similar opportunity within our office.

Since Mr. Lewis joined our department, we have been able to evaluate him against all the essential functions of the Early Voting Coordinator job, and we are confident about passing him from the probationary period early, with your permission.

This year, Milwaukee experienced historic voter turnout during the biggest election in Wisconsin history. Next year includes a Gubernatorial election, which we anticipate will be historic and mirror presidential voter turnout. It is critical that we address exigent staffing needs.

Mr. Lewis has excelled in every task and project that he has been assigned. After joining the department, Mr. Lewis immediately stepped in to plan In Person Absentee Voting (IPAV) for the Spring Primary Election. In order to coordinate IPAV as a new employee, Mr. Lewis demonstrated his ability to learn quickly and execute complex work in accordance with state laws. Mr. Lewis also continued on to successfully plan and execute IPAV ahead the April 1, 2025 Spring Election. Since the April election, Mr. Lewis has been leading multiple projects that will help our department make critical improvements. He is truly an asset to our team during these unprecedented times.

On behalf of our department and the voters we serve, thank you very much for considering this request. If you have any questions or need additional information, please don't hesitate to reach out to me.

Yours in service,

A handwritten signature in black ink, appearing to read "Paulina Gutierrez".

Paulina Gutierrez
Executive Director

Enclosures: Report on Probationary Service, Job Description