



Department of Administration
Budget and Management Division

Cavalier Johnson
Mayor

Preston Cole
Administration Director

Nik Kovac
Budget and Management Director

January 30, 2024

Board of City Service Commission
Department of Employee Relations
200 East Wells Street, Room 706
Milwaukee, WI 53202

Re: Request for retroactive and extended temporary appointment – Andrea Fowler

Dear Board of City Service Commissioners,

I respectfully request the retroactive and extended temporary appointment of Andrea Fowler to the position of Chief of Staff from January 8, 2023 through July 20, 2024.

Ms. Fowler was identified and selected by the Mayor's Office to be co-chair of the City's Republican National Convention (RNC) Planning Committee. She is performing these higher-level, time-sensitive functions in addition to those of her regular duties as ARPA Director and has been doing so since early 2023. Ms. Fowler will continue to perform these functions through the end of the RNC in July.

Please do not hesitate to reach out to me with any questions you have relative to this request.

Respectfully,

Nik Kovac
Budget Director
City of Milwaukee

NKawc

Personnel Issues\BMD Current Employees\Fowler, Andrea\Fowler - Temp Appt Letter.docx





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



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

APPLICANT NAME (last, first, middle)	DATE
Fowler (Peot), Andrea	1/30/2024
POSITION TITLE	PAY RANGE
Chief of Staff	1MX
	RATE OF PAY
	\$5039.77

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.

Temporary Appointment Applicant Signature

1/30/24
Date Signed

Witness Name (Print)

Witness Signature

1/30/24

ANDREA FOWLER PEOT

EXPERIENCE

Marquette University Law School, Milwaukee, WI

August, 2022 – present

Adjunct Professor of Natural Resources Law

- Teaches Natural Resources Law Workshop at Marquette Law School (Fall 2022).

City of Milwaukee, Milwaukee, WI

August, 2015 – present

Co-Chair, City of Milwaukee Republican National Convention Executive Steering Committee (June, 2022 – present)

- Oversees the City of Milwaukee's strategic administrative planning process for hosting the 2024 Republican National Convention.
- Responsible for contracting portfolio of approximately 200 intergovernmental agreements.
- Responsible for \$50-\$75 million federal security grant expenditure and compliance.
- Establishes and represents City of Milwaukee in collaborative relationships with the City of Chicago (hosting 2024 DNC), Wisconsin Emergency Management, and the U.S. Department of Justice – Bureau of Justice Assistance.

American Rescue Plan Act Director (June, 2022 – present)

- Actively manages budgeting, compliance, U.S. Department of Treasury reporting, and contracting for nearly \$450 million in federal grant funding to the City of Milwaukee through the American Rescue Plan Act.

Assistant City Attorney (August, 2025 – June, 2022)

- Litigates and advises senior elected officials on large federal grant compliance, environmental claims, and complex procurement.
- Experienced in legal writing, legal communication with lay audience, litigation and complex contract negotiation.

Key accomplishments relevant to this position:

- Lead grant compliance and procurement attorney for the City's \$394.2 million ARPA award, and for the City's \$102 million CARES Act grant.
- Lead attorney for City of Milwaukee procurement, contract and federal grant compliance for the 2020 Democratic National Convention, including service and commodity procurement under the federal uniform guidance, substantial insurance portfolio procurement, liaison to the U.S. Department of Justice, and federal audit support, resulting in clean audit with no audit findings.

Quarles & Brady LLP, Milwaukee, WI

January, 2011 – July, 2015

Attorney

- Litigated disputes on a broad range of commercial law matters, with particular emphasis on intellectual property, unfair competition, and municipal construction.
- First- and second-chair jury trial experience.
- Highly skilled in complex brief writing, managing electronic discovery, and depositions.

Events Coordinator

- Organized and implemented a three-year series of instate fundraisers for former United States Senator Russ Feingold's successful third term reelection campaign.

EDUCATION

University of Notre Dame Law School, Notre Dame, Indiana

Awarded May, 2010

Juris Doctorate, *Cum Laude*

- Emphasis on environmental law and policy.

University of Notre Dame Graduate School, Notre Dame, Indiana

Awarded May, 2010

Master of Science, *Biology - Emphasis Stream Ecology and Invasive Species*

- Researched the impact of large woody debris on brook trout diet in the Upper Peninsula of Michigan, and published in leading journal on the effectiveness of federal law at preventing invasive species importation and spread.

University of Wisconsin, Madison, Wisconsin

Awarded December, 2002

Bachelor of Science, *Biological Aspects of Conservation and political Science*

- Two years of summer research at UW Madison's Trout Lake Long Term Ecological Research station.
- *Phi Beta Kappa*

PUBLICATIONS

Fowler, A.J., D.M. Lodge and J. Hsia. 2007. Failure of the Lacey Act to protect US ecosystems against animal invasions. *Frontiers in Ecology and the Environment* 5:353-359.

BAR ADMISSIONS

- State Bar of Wisconsin - 2010
 - U.S. District Court, Eastern District of Wisconsin - 2012
 - U.S. District Court, Western District of Wisconsin - 2012
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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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS				
DEPARTMENT/DIVISION DOA/Budget Division	LAST NAME Fowler (Peot)	FIRST NAME Andrea	INITIAL	
AUTHORIZED POSITION TITLE Chief Of Staff	PAY RANGE 1MX	F&P COMMITTEE APPROVAL DATE ARP	REQUISITION # ARP	
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #		
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 01/08/2023	ANTICIPATED EXPIRATION DATE 07/20/2024	T.A. RATE OF PAY \$5039.77	
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: The City of Milwaukee will be hosting the 2024 Republican National Convention and their is a critical need for assistance in coordination of this event.				
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: Ms. Peot was identified by the Mayor's Office based upon her previous experience handling affairs of a national convention, ability to manage compliance and project planning.				
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
<u>TRAINING AND EDUCATION:</u> Cornell Univ - Bachelor's of Science UW-Madison - Bachelor's of Science Univ of Notre Dame - Master's of Sci Notre Dame Law School - JD		<u>WORK EXPERIENCE:</u> Fundraising Events Coordinator - 2002- 2004 Assistant City Attorney 2015 - 2022 ARAP Director - 2022 - current		<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DOA - Budget and Policy Div	CURRENT POSITION TITLE: ARPA Director	EMPLOYEE ID NUMBER: 026086	
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.) <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 Nik Kovac	SIGNATURE 	TITLE Budget Director	DATE 2-1-24	
APPROVING OFFICER Nik Kovac	SIGNATURE 	TITLE Budget Director	DATE 2-1-24	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE	