



GREG BROCKMEYER
Director of Administration

COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
Room 425 City-County Building
210 Martin Luther King Jr. Blvd.
Madison, WI 53703-3342

Phone: (608) 266-4941
Fax: (608) 266-4425 TTY WI Relay 711

Date: May 1, 2023

To: Dane County Board of Supervisors

From: Greg Brockmeyer
Director of Administration

Subject: Recruitment Process for the Director of the Department of Human Services

At the Health and Human Needs Committee meeting on April 27, 2023 there appeared to be some confusion on how the recruitment and appointment process for department heads is handled. As the person responsible for coordinating the hiring, I feel like I should provide the Board with some observations in hopes of clearing up any misperceptions. This memo has three key parts: Information regarding this recruitment, a review of Wisconsin Statutes with regard to Department Head Selection, and a Summary of Recent History on Department Head Selection

Part 1 - Background on this Recruitment Process

On Thursday April 13th at 9:00 AM I had a phone conversation with HHN Chair Wegleitner. I informed her that County Executive Parisi had selected Rep. Shelia Stubbs to be the next director of the department of Human Services pending confirmation by the Dane County Board of Supervisors. As has been my practice for the last seven appointments I have worked on, I asked the oversight chair who for this appointment is Supervisor Wegleitner, if she would be willing to sponsor the resolution so that we could post it to legistar later that day. Supervisor Wegleitner replied that she would not be able to sponsor as she had some serious concerns. I asked her what concerns she had and she replied that she seemed to remember that when Rep. Stubbs was the Chair of HHN that there were concerns from Human Services staff on how Rep. Stubbs treated them. She went on to say that she would be calling Lynn Green the director of Human Services at the time Rep. Stubbs was chair of HHN to ask her if she shared those same concerns regarding Rep. Stubbs' interaction with staff. Supervisor Wegleitner then asked who was on the hiring panel, who were the final four candidates and to send her the four applications for her to review. I thanked Supervisor Wegleitner for her time and asked that she call me back if and when she was willing to sponsor the resolution. Later that same day, I called Lynn Green and asked her if she had any concerns on how Rep. Stubbs treated Human Services staff while she was the Chair of HHN. Former Director Green told me that she did not remember any instances where Rep. Stubbs treated staff with anything less than respect.

I then called Chair Miles and informed him of the County Executives selection. He was surprised of the selection. I asked the Chair if he would be willing to sponsor the resolution just as I have done for every other appointment I have worked on. Chair Miles asked if Supervisor Wegleitner was willing to sponsor and I then told him that she

was not willing to at that time and needed to do some further research and consideration. He declined to sponsor the resolution.

On that same day at 5:17 PM I called Chair Miles again and asked him if he was willing to sponsor the resolution, otherwise I was going to ask another supervisor to sponsor so that we could get the resolution posted online for the board and community to review. Chair Miles told me that Supervisor Wegleitner told him she did not say she wouldn't sponsor and he then asked that I obtain her sponsorship before he would sign on to the resolution. He also asked if I could get the information that Supervisor Wegleitner requested to her by Monday. I told him that we were going through our normal process for releasing information and that we needed to comply with the open records law.

On April 13, 2023 at 10:07 AM I received the following email from Supervisor Wegleitner:

Hi Greg, Just to follow up on our conversation this morning. I'd like the list of final 4 candidates interviewed, their applications, rankings from hiring panel, references listed and notes from reference checks.

On April 13, 2023 at 10:50 AM I received the following email from Supervisor Wegleitner:

On second thought, please send me all 26 applications. Thanks.

On April 16 at 8:04 PM I received the following email from Supervisor Wegleitner:

Hi Greg, Please send the job posting and position description, as well. I know the Administration wants to move this along but supervisors really need this additional information on the appointment decision for the confirmation process.

On April 16 at 9:30 PM I received the following email from Supervisor Wegleitner:

Greg, I couldn't find the posting and PD online so if you could send it or tell me where to look, I'd appreciate it. I was not on HHN when Shawn Tessman was confirmed so not sure how much the committee was involved in the process or what info they sought. Thanks for your work in response to my requests.

On April 17 at 10:00 AM I received the following email from Supervisor Wegleitner:

Thanks, Greg. When should I expect to receive the rest of the information and documents requested?

On April 17 at 11:28 AM I received the following email from Supervisor Wegleitner:

Greg, In terms of priority, feel free to focus on the applications and scoring of the final 4 candidates first.

On April 18 at 12:14 PM I responded to Supervisor Wegleitner:

Hi Heidi, in a previous email I sent you the class specification and the job posting. Included in this email are the names and applications of the four finalists. The remaining applications are going through the redaction and open records evaluation process which is taking a considerable amount of staff time since there are over 280 pages that must be reviewed.

Additionally, you requested the rankings from the hiring panel, however I must inform you that the hiring of a department head is not a civil service hire and therefore the ranking does not exist. The Executive's Office completed the reference checks for the selected candidate, so I don't have that information either.

Our understanding is that you are now requesting the contract with Rep. Stubbs, the fiscal note and the resolution. This typically occurs when a supervisor agrees to sponsor and introduce a resolution. I have attached

those documents as well. Given that you now have this information, please let me know when I can proceed to enter this into legistar with you as the sponsor.

Again, I must apologize for the delay in getting you this information, in the last six department head hires that I have been involved with we haven't been asked for this amount of documentation. That is certainly not an excuse for the delay, but rather a request for your ongoing patience as staff process the remaining applications.

On April 18 at 12:33 PM I received the following email from Supervisor Wegleitner:

Hi Greg, Thank you for this. You can proceed to enter in legistar with me as sponsor.

On April 22 at 7:17 I received the following email from supervisor Wegleitner:

Hi Greg, On the Director appointment, can you please send the interview questions and responses /notes on Monday?

On April 25 at 11:51 AM Amy Utzig Director of Employee relations received the following email from Supervisor Wegleitner:

Hi Amy, Please send me the posting from the last time there was a posting for the Human Services Director when Shawn applied and was appointed in early 2019.

On April 25 at 2:24 PM I responded to Supervisor Wegleitner:

Hi Heidi - The recruitment that you reference in your email below was done by a recruiting firm and that document is no longer available.

On April 25 at 2:32 I received the following email from Supervisor Wegleitner:

Ok, thanks, Greg. What was the name of the recruiting firm? And, were they also used this time? If not, who was used?

On April 25 at 2:48 I received the following email from Supervisor Wegleitner:

Thanks, Greg. Can you please send the Slavin contract?

Part 2 – Review of Wisconsin Statutes

Wisconsin Statutes [Wis Stat 59.17 (1)(br)] provides that the County Executive shall appoint and supervise the heads of all County Departments except those elected by the people. Wisconsin statutes does not require a consistent manner for selecting Department Heads. As Department Heads are not civil service appointments, County Executives are free to devise a process for these appointments however they see fit. Indeed, as the recent history below shows, Dane County has used a variety of different processes and all of the nominees as a result of those processes have been confirmed by the County Board.

Similar to Wisconsin Senate's function with the Governor's Secretary-designees for state agencies, the County Board's role is to confirm the appointment. The County Board's satisfaction with the process used by the County Executive is beyond the scope of Wisconsin Statutes.

Part 3 – Recent History of Department Head Recruitments

Since becoming the Director of the Department of Administration, I have assisted the County Executive's Office with seven recruitments. They are as follows:

1) Corporation Counsel – November 2022

Under the direction of the County Executive, the Department of Administration's Employee Relations' Division posted the Corporation Counsel position to the recruitment website used for civil service appointments (NEOGOV). This positing was then shared with a number of partner organizations, including the Wisconsin Bar Association and ad was placed in the Wisconsin Lawyer publication and its website. The positing was available on 9/30/22 and ran until 11/11/22, for a total of six weeks. There were three finalists interviewed for the position. The County Executive selected Carlos Pabellon for the position. Carlos was confirmed to the position without the Board requesting any information on the other finalists or other documents related to the recruitment process.

2) Alliant Energy Center – Spring to Summer 2022

Under the direction of the County Executive, the Department of Administration engaged a consulting firm to assist with the recruitment of a Director for the Alliant Energy Center. Search Wide Global, an executive search firm that specializes in leadership recruitments in the Convention, Exhibition, and Entertainment industry was selected. Search Wide Global met with stakeholder groups, developed a recruitment profile, and created a brochure to advertise the opportunity. The position was announced on the Search Wide Global website. Search Wide Global then identified potential candidates and reached out to them and asked them to consider applying. From the Candidate pool that applied, Search Wide Global assisted the County Executive's office in selecting the finalists. There were four finalist for the position. The County Executive selected Adam Heffron for the position. Adam was confirmed to the position without the Board requesting any information on the other finalist or other documents related to the recruitment process.

3) Medical Examiner's Office – December 2021

After many years of leadership at the Dane County Medical Examiner's Office, Dr. Tranchida decided to scale back his role to a Deputy Medical Examiner. As a result, the County needed to choose a new Chief Medical Examiner. County Executive Parisi selected Chief Deputy Medical Examiner, Dr. Agnieszka Rogalska, to serve as the Chief Medical Examiner without establishing a formal process. Dr. Rogalska was confirmed to the Board without the Board requesting any information about the process.

4) Public Safety Communications – November 2020

After many years of services, John DeJung retired from leading Dane County Public Safety Communications (9-1-1). Under the direction of the County Executive, the Department of Administration's Employee Relations' Division posted the Public Safety Communications (9-1-1) Director position to the recruitment website used for civil service appointments (NEOGOV). The positing was available on 7/8/20 and ran until the needs were met. There were seven finalists interviewed for the position. The County Executive selected Luis Bixler for the position. Luis was confirmed to the position without the Board requesting any information on the other finalist or other documents related to the recruitment process.

5) Alliant Energy Center – May 2020

Under the direction of the County Executive, the Department of Administration's Employee Relations' Division posted the position of the Director of the Alliant Energy Center to the recruitment website used for civil service appointments (NEOGOV). The positing was available on 1/31/20 and ran until 2/14/20, for a total of two weeks. The County Executive selected Brent Kyzer-McHenry for the position. Brent was confirmed to the position

without the Board requesting any information on the other finalists or other documents related to the recruitment process.

6) Human Services – January 2019

After many years of service, Lynn Green retired from leading the Department of Human Services. Under the direction of the County Executive, the Department of Administration engaged a consulting firm to assist with the recruitment. Slavin Management Consultants was selected. Slavin Management Consultants met with stakeholder groups, developed a recruitment profile, and created a brochure to advertise the opportunity. Slavin posted the position on their website. After the recruitment period was over, Slavin presented a number of candidates for the County Executive's office to consider. The County Executive interviewed six individuals for the position and selected Shawn Tessmann. Shawn was confirmed to the position without the Board requesting any information on the other finalist or other documents related to the recruitment process.

7) Airport – September 2018

After many years of service, Brad Livingston retired from leading the Airport. Under the direction of the County Executive, the Department of Administration engaged a consulting firm to assist with the recruitment. ADK a consulting and executive search firm that specializes in leadership recruitments in the airline industry was selected. ADK met with stakeholder groups, developed a recruitment profile, and created a brochure to advertise the opportunity. The position was announced on the ADK website. ADK then identified potential candidates and reached out to them and asked them to consider applying. From the Candidate pool that applied, ADK assisted the County Executive's office in selecting the finalists. There were three finalist for the position. The County Executive selected Kim Jones for the position. Kim was confirmed to the position without the Board requesting any information on the other finalist or other documents related to the recruitment process.

As you can see from the recruitments that I have coordinated, we use a variety of recruitment strategies in order to attract a diverse pool of highly qualified applicants. The decision to use a recruitment firm or how long a position is posted really comes down to how successful we feel we will be in generating a significant number of candidates for the Executive to choose from. The Corporation Counsel position was posted for six weeks because after two weeks only one candidate had applied. Conversely, the Human Services director position was posted for two weeks without utilizing a recruitment firm and we garnered 25 applicants which is considered a very successful recruitment.

It is my hope that this memorandum was useful in addressing some of the questions that have been raised since the appointment of Rep. Stubbs has been made public. Please feel free to contact me if you have any additional questions on this matter.

Thank you.