



OUTAGAMIE COUNTY EXECUTIVE
Thomas M. Nelson
320 South Walnut St.
Appleton, WI 54911
920.832.1684
thomas.nelson@outagamie.org

May 14, 2024

To the Honorable Outagamie County Board of Supervisors

Ladies & Gentlemen:

Due to the vacancy of the Outagamie County Information Technology Director position, extensive interviews of highly qualified candidates have taken place over the last several weeks. With the assistance of the County Board Chair Dan Gabrielson, Human Resources Deputy Director Cindy Golden, Corporation Counsel Kyle Sargent, and Executive Operations Anne Van, it is with extreme pleasure that I nominate Darren Koutnik for appointment as Information Technology Director.

Please find supporting documents enclosed for your reference. Your support in confirming this appointment is appreciated. Thank you.

Sincerely,

Thomas Nelson

Outagamie County Application for Executive Appointment

Name: Darren Koutnik

Address: [REDACTED]

Home Phone: [REDACTED] Work Phone: () Cell Phone: ()

E-Mail Address: [REDACTED]

Would you like agendas and minutes emailed to you? Yes X No

Do you want your email address given to the general public? Yes No X

Present Employer/Position:

~~Tax~~ Tax preparer at Electronic Filing Center until 5/10/24.

Previous Employer/Position:

Chief Technology Officer of Proceed.App

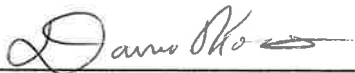
Educational Background:

Bachelor of Business Administration - UW Eau Claire
Master of Business Administration - UW Oshkosh

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement)

NA

Comments:

Signature: 

Date Submitted: 4/27/24

OUTAGAMIE COUNTY DISCLOSURE
IN COMPLIANCE WITH RESOLUTION 46—1974 AND ORDINANCE C-2010-11
AND CHAPTER 2, SECTION 2-424 – 2-426 OF THE OUTAGAMIE COUNTY
CODE OF ORDINANCES

The purpose of this Disclosure Statement is to make full disclosure of all potential or actual conflicts of interest. Conflicts of interest occur when the personal interests, financial or otherwise, of a person actually or potentially interfere with the person's professional obligations to and/or the best interests of Outagamie County.

NAME (LAST) <u>Koutnik</u>	(FIRST) <u>Darren</u>	(MIDDLE) <u>Benjamin</u>	DAYTIME TELEPHONE NUMBER
MAILING ADDRESS 	STREET 	CITY 	STATE
ZIP CODE 			

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking): <u>IT Director (seeking)</u>

PRINCIPAL EMPLOYER(S) NAME <u>NA</u>
ADDRESS

SOURCE OF INCOME IN EXCESS OF \$1,200 PER YEAR (List all sources or anticipated in excess of \$1,200/year). List any interest in any business, contract, lease or item of value, the nature and extent of such interest, holding or employment which may involve a conflict of interest or potential conflict or ethics problem in conducting county business. <u>Electronic Filing Center - employed from 1/15/24 to 5/10/24. Expected starting date with Outagamie County on 5/20/24.</u>
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State of Wisconsin, County of Outagamie

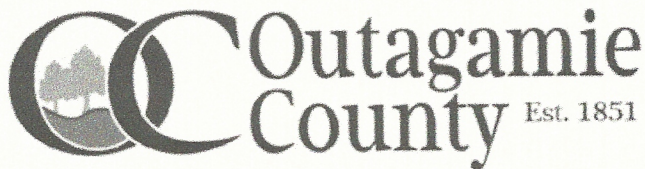
I, Darren B Koutnik currently serving or will be serving Outagamie County in the capacity of IT Director certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or a potential conflict of interest or violation of the Outagamie County Code of Ordinances, Chapter 2, Section 2-424 – Section 2-426, Resolution 46—1974 and Ordinance C-2010-11.

Darren Koutnik Darren Koutnik
Signature

Subscribed and sworn to before me this 27th day of April, 2024.

Melissa Johnson
Notary Public
Commission Expires: 02/04/2026





HUMAN RESOURCES DEPARTMENT
320 SOUTH WALNUT STREET, APPLETON WI 54911
PHONE (920) 832-1668 FAX (920) 832-1534
HRMail@outagamie.org

4/19/2024

DARREN KOUTNIK

Dear Darren,

Congratulations on your selection for a Full Time Information Technology Director position at Outagamie County in the IT Department . We are pleased to have you joining our staff and hope you are equally excited about this opportunity. Please review ALL of the following:

This job is contingent upon successful completion of the following marked items:

- | | | |
|--|--|--|
| ☐ POPE SCREEN | ☒ BACKGROUND CHECK | ☐ PRE-EMPLOYMENT DRUG TEST |
| ☒ BID-CAREGIVER CHECK | ☐ FINGERPRINTING | ☐ DEPARTMENT OF TRANSPORTATION BACKGROUND CHECK |
| ☒ SHERIFF PRE-EMPLOYMENT TESTING | | |
| ☒ BOARD OF SUPERVIORS APPROVAL OF COUNTY EXECUTIVE APPOINTMENT | | |

- **WAGE:** We are pleased to confirm the verbal offer of \$65.48 per hour (2024 base pay). Within our 2024 Exempt Compensation Wage Schedule you will be Grade 190, Step 6. Direct Deposit of employee payroll is required for all new employees. The account may be at any financial institution in the United States.
 - You are paid Bi-Weekly
- **HIRE DATE:** Monday, May 20, 2024
- **ORIENTATION INFORMATION:** Please report on Monday, May 20, 2024 in the County Board Room on the 2nd Floor at [320 S Walnut St, Appleton, WI 54911] at **8:00 AM until approximately 11:00 AM.**
 - Please plan to arrive early.
 - Parking is available in the large lot in front of the County Administration building.
 - All visitors must enter through the secured entrance and proceed through security so please allow extra time. Follow the signs to New Hire Orientation in the County Administration Building.

Documentation that establishes both your identity and your eligibility to work in the United States in order to complete the required I-9 Form are attached to the offer. Please see the attached document.

After orientation, please report to the IT Office.

- **BENEFITS:** You are Full-Time Benefit Eligible
 - **Benefits that may be available are:** Health, Dental, Vision, and Retirement. Employee may be eligible for other benefits. Health, Dental, Vision starts the first of the month following one full month of employment.

- **VACATION:** You will also be granted three (3) weeks of vacation upon hire. You will then earn additional vacation beginning after 8 years of employment as part of the standard vacation accrual schedule.
- **ONBOARDING:** You should have received an email invite to our Onboarding Platform to assist you in completing the required pre-employment documents electronically. **These documents must be completed by May 13, 2024** through the NEOGOV Onboarding website or your start date may be delayed. Please begin working on this as soon as possible.

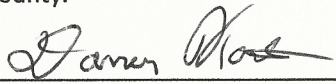
Pursuant to Wisconsin Law, Employees that will be working 1200 hours annually or more will be considered a participating employee for the Wisconsin Retirement System. This will become effective immediately upon hire. The 2024 Employee required pre-tax contribution rate for general employees is 6.9% per paycheck.

Your employment with Outagamie County is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or Outagamie County with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Outagamie County shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of Outagamie County employees.

I have read and accept the above offer. I agree and understand that I have been provided a copy of the Outagamie County Employee Handbook. It is my responsibility to review the handbook and adhere to the policies and procedures of Outagamie County.

Please sign and return a copy of this offer letter to Julie Micke-HR Advisor –Talent Acquisition ASAP.

I hope that your employment with us will be a long and rewarding one that will be of mutual benefit to both you and Outagamie County.



Darren Koutnik

4/20/2024
Date

Sincerely,

Julie Micke

Julie Micke
Outagamie County HR Advisor- Recruiting Acquisition

Enclosures: Neogov Onboarding Tips and Tricks
I-9 Acceptable Documents
Employee Handbook
2024 Benefits (documents)

cc: Cindy Golden

OUTAGAMIE COUNTY VALUES:

INVESTED IN SERVING - BETTER TOGETHER - CREATE PROGRESS - SUPPORT THROUGH COMPASSION

DARREN KOUTNIK

PROFESSIONAL EXPERIENCE

I have over 25 years of experience as a software developer, enterprise architect, and IT team leader. I am skilled in planning and leading transformational projects, including Continuous Delivery and DevOpsSec efforts. I have performed as a solution architect for business specific process needs. Certified as an Agile Scrum Product Owner, I have proven the ability to lead large software engineering and IT teams requiring people management, budget management, and vendor relationship management.

Notable Recent Achievements

- Provided strategic research and design of insurance support applications, enterprise call center applications, electronic signatures, electronic document delivery, and customer service on-line collaboration tools for the organization.
- Performed the role of IT Lead on many large-scale enterprise projects by developing project work plans, identifying resource needs, and estimating hours and timelines. Managed projects resources to ensure completion of tasks as well as identifying and mitigating risks.
- Developed the business case and long-range plan for a \$5 million corporate technology decommission program. Provided ongoing analysis and resource management tasks for the program.
- Performed active IT architecture governance role on the IT Steering Committee for a \$60 million corporate IT modernization program.
- Researched and analyzed technology trends. Defined technology strategies and standards. Provided consulting to developers on application design and coding. Led infrastructure research and implementation projects.
- Managed an ongoing continuous improvement effort for the entire IT division by setting goals, analyzing cost saving ideas, and tracking monthly progress.
- Designed and planned test data management strategies for software applications. Developed test data creation processes for sensitive and Personally Identifiable Information (PII) utilizing Informatica data tools.

May 2019 –October 2023

Proceed.app

Appleton, WI

Chief Technology Officer \ Co-Founder

Research, choose, and implement integrated development tools. Perform Java, Java Script, HTML, and SQL development. Utilize AWS Cloud services to manage servers and databases. Meet with customers and leads to determine product improvements and system design changes.

April 2014 –May 2019

Thrivent Financial

Appleton, WI

Product Owner \ IT Manager

Certified Agile Product Owner and manager for a team that supports Java software development tools, testing tools, and web content management tools. Key skills include soliciting needs from corporate stakeholders and leading the support team through work prioritization, system design, and planning. Performed research and developed implementation strategies for Enterprise Release Management (ERM), Continuous Integration & Continuous Delivery

(CI/CD), and DevOpsSec technologies.

November 2000 – April 2014

Thrivent Financial

Appleton, WI

Principal Architect \ Leader of Application Architecture

Directly managed a team of application architects. Provided architectural leadership on large, corporately sponsored projects including business case development, hour and time-line estimates, key IT resource identification, software selection, system design, and software development guidance.

January 2000 - November 2000

American Express Property Casualty

Green Bay, WI

Systems Architect

- Led the design and implementation of an online insurance sales website with integration to legacy systems.
- Researched and consulted on information technology.
- Designed, coded, and implemented a customer e-Mail capture system.
- Provided guidance on the selection of transaction processing software for the organization.

January 1993 – January 2000

Aid Association for Lutherans

Appleton, WI

Lead Analyst

- Designed, developed, and maintained Java, COBOL, PowerBuilder, and Visual Basic programs. Researched and implemented client server and middleware technology. Created client server design and coding standards.
- Designed and developed a rules-based policy pages system for a new annuity product in four months.
- Designed and developed a letter writing system. Managed all internal and external IT resources to deliver the solution in less than twelve months to satisfy a year 2000 deadline.
- Performed the role of DB2 Subject Matter Expert by consulting programmers, developing standards, and providing training on DB2 and SQL programming.
- Promotions: Senior Programmer – November 1993, Application Systems Specialist – May 1995, Application Systems Analyst – March 1997, Client / Server Analyst – December 1997, Lead Analyst – October 1999.

EDUCATION

University of Wisconsin – Eau Claire
Eau Claire, WI

Bachelor of Business Administration/Management Information Systems
1992

University of Wisconsin - Oshkosh
Oshkosh, WI

Master of Business Administration
1999

OTHER QUALIFICATIONS

- Scrum Alliance - Certified Scrum Product Owner certification
 - AWS Certified Cloud Practitioner
 - Former Treasurer and Board of Directors member of Rebuilding Together Fox Valley non-profit organization.
-

EMPLOYMENT APPLICATION



Outagamie County
320 S. Walnut Street

Appleton, Wisconsin - 54911
<http://www.outagamie.org> (<http://www.outagamie.org>)
Koutnik, Darren, B
Information Technology Director with Outagamie County

Received: 2/10/24, 9:58 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience☐ Training☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

Information Technology Director with Outagamie County

Job Number:

2402835

NAME: (Last, First, Middle)

Koutnik, Darren, B

PERSON ID:

ADDRESS: (Street, City, State, Zip Code)

HOME PHONE:

EMAIL ADDRESS:

NOTIFICATION PREFERENCE:

Email

DRIVER'S LICENSE:

Yes

State: WI Number: _____

LEGAL RIGHT TO WORK IN THE UNITED STATES?:

☒ Yes ☐ No

HIGHEST LEVEL OF EDUCATION:

Master's Degree

PREFERENCES

MINIMUM COMPENSATION:

\$60.00/hr \$110,000.00/yr

SHIFTS YOU WILL ACCEPT:

Day

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

OBJECTIVE:

To find fulfillment in managing IT personnel and assets.

EDUCATION

DATES:

from September/1995 to December/1999

SCHOOL NAME:

University of Wisconsin - Oshkosh

LOCATION: (City, State)

Oshkosh, WI

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR/MINOR:

Master of Business Administration

DATES:

from September/1987 to December/1992

SCHOOL NAME:

University of Wisconsin - Eau Claire

LOCATION: (City, State)

Eau Claire, WI

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR/MINOR:

Bachelor of Business Administration

WORK EXPERIENCE

DATES: from May/2019 to October/2023	EMPLOYER: Proceed.app	POSITION TITLE: Chief Technology Officer \ Co-founfer
ADDRESS: (Street, City, State, Zip Code): [REDACTED]		COMPANY URL: [REDACTED]
PHONE NUMBER: [REDACTED]	SUPERVISOR: Darren Koutnik - Co-founfer	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,000.00	# OF EMPLOYEES SUPERVISED: 3
DUTIES: Proceed.app choose, and implement integrated development tools. Perform Java, Java Script, HTML, and SQL development. Utilize AWS Cloud services to manage servers and databases. Meet with customers and leads to determine product improvements and system design changes.		
REASON FOR LEAVING: Sold my shares of the company to find a more fulfilling IT leadership position		
DATES: from April/2014 to May/2019	EMPLOYER: Thrivent Financial	POSITION TITLE: Product Owner \ Manager of CI \ CD Team
ADDRESS: (Street, City, State, Zip Code): PO Box 8072 Appleton, WI 54912		COMPANY URL: [REDACTED]
PHONE NUMBER: [REDACTED]	SUPERVISOR: Steve Schilhabel - Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$120,000.00	# OF EMPLOYEES SUPERVISED: 12
DUTIES: Certified Agile Product Owner and manager for a team that supports Java software development tools, testing tools, and web content management tools. Key skills include soliciting needs from corporate stakeholders and leading the support team through work prioritization, system design, and planning. Performed research and developed implementation strategies for Enterprise Release Management (ERM), Continuous Integration & Continuous Delivery (CI/CD), and DevOpsSec technologies.		
REASON FOR LEAVING: to start my own business		
DATES: from November/2000 to April/2014	EMPLOYER: Thrivent Financial	POSITION TITLE: Principal Architect \ Director of IT Architecture
ADDRESS: (Street, City, State, Zip Code): See above Appleton, WI		
SUPERVISOR: Ming Fen - VP of IT Architecture and Engineering	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No	
HOURS PER WEEK: 40	SALARY: \$140,000.00	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Principal Architect \ Leader of IT Architecture Directly managed a team of architects. Provided architectural leadership on large, corporately sponsored projects including business case development, hour and time-line estimates, key IT resource identification, software selection, system design, and software development guidance.		
REASON FOR LEAVING: Position change within company.		
DATES: from January/1993 to November/2000	EMPLOYER: Thrivent Financial	POSITION TITLE: Programmer \ Lead Analyst
ADDRESS: (Street, City, State, Zip Code): See above Appleton, WI		
SUPERVISOR: Tom Mertes - Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No	

HOURS PER WEEK: 40	SALARY: \$60,000.00
DUTIES: * Designed, developed, and maintained Java, COBOL, PowerBuilder, and Visual Basic programs. Researched and implemented client server and middleware technology. Created client server design and coding standards. * Designed and developed a rules-based policy pages system for a new annuity product in four months. * Designed and developed a letter writing system. Managed all internal and external IT resources to deliver the solution in less than twelve months to satisfy a year 2000 deadline. * Performed the role of DB2 Subject Matter Expert by consulting programmers, developing standards, and providing training on DB2 and SQL programming.	
REASON FOR LEAVING: Promotion within company	

CERTIFICATES AND LICENSES			
TYPE: Scrum Alliance - Certified Scrum Product Owner			
DATE ISSUED: April 2014	EXPIRATION DATE: No expiration	NUMBER:	ISSUING AGENCY:
TYPE: AWS Certified Cloud Practitioner			
DATE ISSUED: August 2019	EXPIRATION DATE: No expiration	NUMBER:	ISSUING AGENCY:

SKILLS
OFFICE SKILLS: Nothing Entered For This Section
OTHER SKILLS: Nothing Entered For This Section
LANGUAGE(S): Nothing Entered For This Section
SUPPLEMENTAL INFORMATION Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Professional	NAME: Steve Schilhabel	POSITION: Director Information Technology Infrastructure
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Shari Steeno	POSITION: Vice President, Enterprise Technology Solutions at Thrivent
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Pete Koel	POSITION: Director, Information Systems

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

PHONE NUMBER:

Agency - Wide Questions

1. **Are you currently employed by Outagamie County?**
No
2. **Have you ever been employed by Outagamie County?**
No
3. **How did you FIRST learn about this opportunity?**
Indeed.com
4. **If you selected "Other", how did you hear about this opening?**
Indeed
5. **Do you have any relatives working at Outagamie County?**
No
6. **If you answered "Yes" to the relative question, please provide their name, department and relationship to you.**
7. **Are you over the age of 18?**
Yes
8. **A conviction may be relevant if substantially related to the job, but it will not necessarily disqualify an applicant from possible employment. Have you ever been convicted of a crime other than a minor traffic violation?**
No
9. **If you answered "Yes" for the conviction question, please explain the nature of the conviction(s) and the date(s).**
10. **If you selected "Yes" to the question you have worked at Outagamie County previously please give dates of employment and list the department (s) you worked in. Human Resources will verify the re-employment status.**
NA
11. **If referred by an Outagamie County employee, what is the employee's name?**
12. **Outagamie County does require every applicant to provide at least three references. These references should be persons not related to you whom you have worked with and know your work. Please ensure you have listed three references.**
References provided
13. **Why have you chosen to apply for this position?**
Looking for fulfilling employment as an IT leader in the Fox Valley area.
14. **Which Department do you currently work in?**
NA
15. **How long in current job?**
NA
16. **Considering the duties and qualifications of the position you are applying for, explain how your skills, education, and previous work experience qualifies you for this opportunity.**
I am a highly experienced IT Leader with qualifications in all aspects described for this position.
17. **Have you previously retired under the Wisconsin Retirement System (WRS)? If so, have you confirmed with WRS your eligibility to work?**
NA
18. **Are you currently employed by Outagamie County? Please note that all applicants currently not employed by OC must apply via www.outagamie.org**
No

Job Specific Supplemental Questions

1. **You do agree to submit a Resume and Cover Letter for this role?**
Yes

By clicking on the "Accept & Submit" button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Outagamie County and will not be returned. I understand Outagamie County may contact prior employers and other