



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

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September 12, 2023

To the Honorable Outagamie County Board of Supervisors

Ladies & Gentlemen:

It is with great pleasure that I nominate Adam Westbrook for appointment as Human Resources Director.

Mr. Westbrook comes to us with extensive human resources experience specifically with labor relations. He is a dedicated public servant and I am confident he'll be a terrific addition to the organization.

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

Sincerely,

Thomas Nelson

cc: Adam Westbrook

**Outagamie County Application for Executive Appointment**

Name: Adam Westbrook

Address: [REDACTED]

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

E-Mail Address: [REDACTED]

Would you like agendas and minutes emailed to you? Yes \_\_\_ No ✓

Do you want your email address given to the general public? Yes \_\_\_ No ✓

Present Employer/Position: City of Sheboygan - Dir. of HR & labor relations

Previous Employer/Position: CESA 6 - Dir of HR & Legal Affairs  
City of Neenah - City Attorney

Educational Background: Marquette Law school - J.D.  
UW Eau Claire - BA political sci & music  
Kaukauna High School

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

Comments:

Signature: 

Date Submitted: 9-1-23

**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)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
Westbrook	Adam	James	[REDACTED]	
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
[REDACTED]				

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):

Dir. of Human Resources

PRINCIPAL EMPLOYER(S) NAME

Outagamie County

ADDRESS

320 S Walnut St Appleton WI 54911

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.

N/A

state of Wisconsin County of Outagamie

I, Adam Westbrook currently serving or will be serving Outagamie County in the capacity of HR 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.

[Signature]  
 Signature

Subscribed and sworn to before me this 15<sup>th</sup> day of September, 2023.

[Signature]  
 Notary Public  
 Commission Expires: 02/04/2024



August 5, 2023

Outagamie County  
320 S. Walnut Street  
Appleton, WI 54911

Dear Members of the Selection Committee,

It is with great enthusiasm that I submit my application materials for the Human Resources Director position. I believe that I am uniquely qualified to begin the job with a complete understanding of the requirements, and a passion for handling the HR and labor relation needs of a forward-thinking county. For 5 years I had the honor of serving as the Deputy City Attorney and City Attorney for the City of Neenah, and for the past 8 months have been the Director of HR and Labor Relations Attorney for the City of Sheboygan. Through these experiences and my education, I know I possess the skills you are looking for in this position, have what it takes to be an effective public servant, and I am confident that I can be an asset to Outagamie County as your next Director of Human Resources.

During my time working in government, I have been directly responsible for many of the tasks that you now seek a director for. I was the lead negotiator for both the City of Neenah and now the City of Sheboygan in contract negotiations with police, fire, and transit unions. I also represented the City's in all arbitration and grievance matters. I have been and currently am responsible for drafting all City policies and working with the Senior Leadership Teams on their implementation. I have planned and administered benefit plans for both fully insured and self-insured organizations. I have years of experience as the lead in all employee investigations of discrimination or other policy violations. I was the City of Neenah's ADA compliance officer and currently handle any complex FMLA matters. I provide regular training to City staff on issues ranging from supervision, discipline, and investigations, to diversity, equity and inclusion. I am a member of NPELRA, WPELRA and SHRM along with several Bar organizations. I have experience redesigning and implementing new evaluation and feedback tools, implementing new hiring practices and procedures, and developing new initiatives to enhance employee engagement.

The Fox Valley is my home, and Outagamie County is my "stomping grounds" having been raised in Kaukauna. The core values of your organization are exactly the values that I align with. Investing in the community, which I have shown in my entire career in public service. Promoting collaboration, which I demonstrate through my transparency and honesty. Encouraging growth, which I promote by encouraging my team to embrace failure as signs of taking chances. And most importantly, supporting through compassion, which has been my mission my entire life. Being able to use my skills and education as an attorney and an HR Professional to work for a forward-thinking community with such a strong value system would be a dream come true.

I appreciate the opportunity to be considered for this position and look forward to hearing from you.

Sincerely,

Adam James Westbrook

**Adam James Westbrook, J.D.**

**LEGAL EXPERIENCE**

**City of Sheboygan, Sheboygan, Wisconsin**

**Dir. of HR and Labor Relations Attorney, January 2023- Present**

Develop and administer all Human Resources functions for the City. Drive City-wide culture and employee initiatives. Areas of responsibility include strategic planning, recruitment, team culture, policy development, benefit administration, compensation, labor relations, safety and worker's compensation, implementation and maintenance of merit system, and employee training and development. Additionally, I act as Counsel for all labor negotiations and grievances, and represent the City as counsel for employment law matters.

**CESA 6, Oshkosh, Wisconsin**

**Ex. Dir. of HR and Legal Affairs, July 2022 – January 2023**

Managed all activities of the Human Resources Department including recruitment, employee relations, EEOC, development and training, compensation plans, benefits and insurance, workplace policies, workers compensation, FMLA administration, and the Agency's Safety and Wellness committee. Supervised a staff of four including 2 HR generalists, 1 Recruiter, and 1 Benefit Specialist.

**City of Neenah, Neenah, Wisconsin**

**City Attorney, January 2021 – July 2022**

**Deputy City Attorney, May 2018 - January 2021**

Chief Legal Officer for the City of Neenah, elected officials, and staff. Acted as Human Resources Department Head back up in their absence. Acted as lead negotiator for the City on union contracts with both Police and Fire unions. Conducted personnel complaints and investigated reports of employee misconduct. Drafted internal policies, ordinances, and resolutions for the City. Represented the City in front of Boards and at Court Hearings. Facilitated ADA complaints and compliance and developed appropriate accommodations. Negotiated and drafted contracts with those wishing to do business with the City. Participated on the team to create an open-range pay plan and annual benefit selection.

**Milwaukee County District Attorney's Office, Milwaukee, Wisconsin**

**Post-Conviction/Charging Attorney, September 2017 – May 2018**

Worked with the homicide and sensitive crime units handling post-conviction motion briefs and responses. Handled misdemeanor and felony charging and helped facilitate the early intervention/diversion program for Milwaukee County. Interacted with police, public defenders, victims and defendants on a daily basis when making charging and program decisions.

**PROFESSIONAL MEMBERSHIPS AND LEADERSHIP**

**2022 Vice Chair of Diversity, Equity, and Inclusion**, Young Lawyers Division - American Bar Association

**SHRM Member**

**NPELRA Member**

**WPELRA Member**

**Board Member**, St. Vincent DePaul of Neenah/Menasha

**Bar Membership:** American Bar Association, National LGBT Bar Association, Wisconsin Bar, LGBT Bar of Wisconsin.

**Bar Admittance:** State of Wisconsin, Eastern District of Wisconsin

**EDUCATION**

**Marquette University Law School, Milwaukee, Wisconsin**

**Juris Doctor**, May 2017

**University of Wisconsin Eau Claire, Eau Claire, Wisconsin**

**Bachelor of Arts in Political Science and Music minor**, May 2014



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

8/29/2023

Adam Westbrook  
Human Resources Director Offer Letter

Dear Adam,

Congratulations on your selection for the Human Resources Director position at Outagamie County. We are pleased to have you joining our team at the County 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:

BACKGROUND CHECK

BOARD OF SUPERVIORS APPROVAL OF COUNTY EXECUTIVE APPOINTMENT

- **WAGE:** We are pleased to offer you an annual salary of \$125,216 (2023 base pay). Within our 2023 Exempt Compensation Wage Schedule you will be Grade 17, Step 10. Direct Deposit of employee payroll is required for all new employees. The account may be at any financial institution in the United States.
  - Also, as part of our 2023 budget, there will be a \$1000 recruitment/retention payment made to eligible employees active on the payroll as of December 1, 2023.
- **VACATION:** Three weeks upon hire, with additional weeks determined by the normal vacation schedule outlined in the Employee Handbook. You are also able to earn additional compensatory time for hours worked over 45 in workweek.
- **HIRE DATE:** Sunday, September 24, 2023, pending appointment confirmation by the Board of Supervisors at the September 12, 2023 meeting.
- **ORIENTATION INFORMATION:** Please report on your first day at 7:30 AM. You will attend new hire orientation from 8:00 AM until 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.

**\*\*\*Upon arrival on your first day, please call Anne Van at 920-832-2219 and she will escort you to the department.**

- **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 1<sup>st</sup> of the month following 30 days of employment.
  
- **ONBOARDING:** Following your confirmed appointment by the Board of Supervisors, you will receive an email invite to our Onboarding Platform to assist you in completing the required pre-employment documents electronically. **These documents must be completed by the week before your start date** 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 2023 Employee required pre-tax contribution rate is 6.8% 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 [anne.van@outagamie.org](mailto:anne.van@outagamie.org) no later than end of day on Thursday August 31, 2023 so we can continue the process of appointment accordingly.**

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.

  
\_\_\_\_\_  
Adam Westbrook

8-29-23  
Date

Sincerely,

Thomas Nelson  
Outagamie County Executive