

February 11, 2025

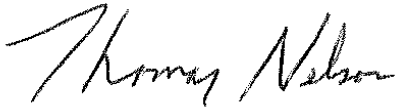
**TO THE HONORABLE OUTAGAMIE COUNTY BOARD OF SUPERVISORS
LADIES AND GENTLEMEN:**

With the retirement of John Rathman, the position of Health and Human Services Director is now vacant. A highly qualified candidate has been selected as his replacement, ensuring continued leadership and excellence in the department.

I am pleased to recommend Beth Roberts for the position of Director of Health and Human Services (HHS). With thirty-five years of experience working with individuals with developmental and other disabilities, Beth has demonstrated an unwavering commitment to improving the well-being of vulnerable populations. Her extensive background in service provision, advocacy, and program development makes her an exceptional candidate to lead HHS with expertise and compassion.

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

Sincerely,



Thomas Nelson
Outagamie County Executive

TN/av

Outagamie County Application for Executive Appointment

Name: Beth Roberts

Address: [Redacted]

Home Phone: [Redacted] Work Phone: [Redacted] Cell Phone: [Redacted]

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:
Aging and Disability Resource Director, Winnebago Co DHS
Long Term Support Manager, Winnebago Co DHS
I have had these positions since June 2016.

Previous Employer/Position:
Children's Long Term Support Supervisor, Winnebago Co DHS
Supported Living Supervisor, Winnebago Co DHS
Community Integration Specialist, State of WI, DHS
Program Administrator Principal, MN State DHS

Educational Background:
BS in Psychology & Sociology - UW Madison

Present and Previous Public Service Involvement: (other commissions, committees and years of involvement)
Long Term Support Policy Advisory Committee, Tri Chair
Wisconsin County Human Services Association, 5 years
City of Oshkosh DEI Committee, 2 years
Winnebago County DEI Committee, 1 year

Comments:
My resume covers all of my 36 years of Human Service related experience

Signature: Beth Roberts

Date Submitted: 2-5-25

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) <i>Roberts</i>	(FIRST) <i>Beth</i>	(MIDDLE) <i>Ann</i>	DAYTIME TELEPHONE NUMBER [REDACTED]
MAILING ADDRESS	STREET	CITY	STATE ZIP CODE
[REDACTED]			

POSITION OR CAPACITY WITH OUTAGAMIE COUNTY (now held or seeking):
Director of Health and Human Services

PRINCIPAL EMPLOYER(S) NAME
Winnebago County DHS, 220 Washington St Oshkosh

ADDRESS
54903

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.

Winnebago County

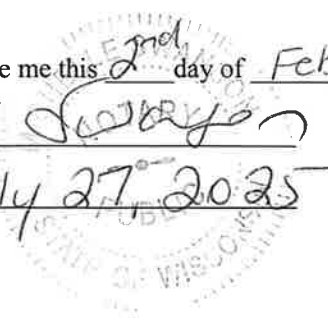
I, *Beth Roberts* currently serving or will be serving Outagamie County in the capacity of *Director, Health + Human Services* certify that I anticipate no income from any other source to be in conflict with the county ethics code nor do I have any holdings not disclosed which would be in conflict or 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.

Beth Roberts
 Signature

Subscribed and sworn to before me this *2nd* day of *February*, 20*25*.

mu cull
 Notary Public
 Commission Expires: *July 27, 2025*

Seal



Beth A Roberts

SUMMARY OF QUALIFICATIONS

- _ Thirty-five years of experience working with individuals with developmental or other disabilities
- _ Accomplished presenter for conferences, schools, county staff, and service providers
- _ Dedicated, highly motivated, and responsible
- _ Proven leader, mentor, and team player
- _ Licensed social worker

EDUCATION

UNIVERSITY OF WISCONSIN-MADISON

May 1989

B.S., Psychology and Sociology

PROFESSIONAL EXPERIENCE

WINNEBAGO COUNTY DEPARTMENT OF HUMAN SERVICES

Oshkosh, WI

Long Term Support Division Manager

June 2016 - Present

Serve as Aging and Disability Director. Develop and manage Long Term Support budget. Set up and oversee contracts with service provider agencies. Monitor grants for Older American Act funds. Assess needs for transportation, meals and caregiver support throughout the county. Allocate funds and develop resources to meet community needs. Manage ADRC Supervisor, Aging and Resource Supervisor, Homelessness Eviction and Loss Prevention Supervisor and three Family Support Team Supervisors. Serve on committee for Trauma Informed Care and Secondary Traumatic Stress. Assist with developing and coordinating agency training opportunities. Serve as LTS Policy Advisory Committee tri-chair.

WINNEBAGO COUNTY DEPARTMENT OF HUMAN SERVICES

Oshkosh, WI

Family Support Team Supervisor

Feb 2008 - June 2016

Supervise and assign referrals to seven case managers/service coordinators who provide support to children with disabilities. Serve as liaison with the Birth to Three Program. Monitor compliance with county, state and federal funding. Develop and collaborate with service provider agencies. Work cooperatively with school districts and community partners to help determine resources to support families.

WINNEBAGO COUNTY DEPARTMENT OF HUMAN SERVICES

Oshkosh, WI

Supported Living Team Supervisor

March 2003 - Feb. 2008

Supervise and assign referrals to case managers/service coordinators who provide support to adults with disabilities age 23-65. Serve as liaison with two contracted case management organizations. Oversee the coordination of the Adult Foster Family Care Program. Assure compliance with Chapter 55 standards and funding requirements, such as Medicaid Waiver programs. Supervise two Adult Home Consultants and coordinate home consultant services for Long Term Support and Behavioral Health consumers. Serve as lead for Long Term Care Functional Screens.

BUREAU OF DEVELOPMENTAL DISABILITIES, STATE OF WI

Regional position

Community Integration Specialist

Oct. 2000 - March 2003

Monitored MA Waiver services provided to people with developmental disabilities and brain injuries in six different counties, including conducting reviews of the people and doing record reviews. Provided training to county staff and service providers in areas such as Client Rights and Self Determination/advocacy. Provided resources and consultations to assure maximum community integration for people with disabilities. Assisted with revising MA Waivers Manual. Responded to Critical Incident Reports and provided technical assistance to counties.

MINNESOTA DEPT. OF HUMAN SERVICES

St. Paul, MN

State Program Administrator Principal

Feb. 2000 - Oct. 2000

Responded to the needs and requests of people with developmental disabilities and their advocates. Developed policies and provide

consultation for MR/RC waiver services. Monitored and allocated funds within a \$430 million budget to counties. Prepared reports for legislators. Provided technical assistance and training to counties. Communicated with HCFA (CMS) to assure compliance with federal regulations.

PACER CENTER

Minneapolis, MN

Intake Facilitator

Sept. 1998 – Feb. 2000

Conducted assessments and determined eligibility for children with severe emotional disturbances. Collaborated with families, service providers, and natural community supports to build support plans that addressed the child's strengths and needs. Provided referral and resource information to team members.

WINNEBAGO COUNTY DEPT. OF COMMUNITY PROGRAMS

Oshkosh, WI

Supported Living Team Coordinator

Aug. 1996 – Sept. 1998

Trained and supervised a team of five county case managers. Oversaw services, monitored support funding, and explored new resources for individuals with developmental disabilities. Provided self-determination training to individuals and support agencies. Assisted with conflict resolution.

Service Coordinator

Feb. 1993 – Aug. 1996

Conducted assessments, coordinated services, and provided ongoing service coordination for approximately fifty individuals with developmental disabilities. Assisted individuals and their families to identify support needs and develop individual service plans. Assisted individuals with accessing resources including applying for and monitoring waiver funding.

RESIDENTIAL CARE FOR THE DEVELOPMENTALLY DISABLED

Oshkosh, WI

Coordinating Manager

July 1989 – Feb. 1993

Hired, trained, and supervised approximately sixteen staff members who provided support to and facilitated community integration for individuals in a group home. Assisted in developing and implementing individual service plans. Assured compliance with OSHA and CBRF regulations.



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

1/31/2025

BETH ROBERTS



Dear Beth,

Congratulations on your selection for a Health and Human Services Director at Outagamie County in the Department of Health and Human Services. 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
- DOT BACKGROUND (Dept. of Transportation)
- PRE-EMPLOYMENT TESTING
- BOARD OF SUPERVIORS APPROVAL OF COUNTY EXECUTIVE APPOINTMENT ON FEBRUARY 11, 2025.

- **WAGE:** We are pleased to confirm the verbal offer of \$138,736.00 Annually (2025 base pay) which is Exempt. Within our 2025 Compensation Wage Schedule you will be Grade 195, Step 4. 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: Tuesday, March 11, 2025**
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.
- **SUPERVISOR's NAME: Thomas Nelson**
- **NEW HIRE ORIENTATION: TBD**
- **BENEFITS: You are Full-Time Benefit Eligible**
 - Available Benefits: You may be eligible for benefits such as Health, Dental, Vision, and Retirement. Additional benefits may also be available. Health, Dental, and Vision coverage begins on the first of the month following one full month of employment.
 - Details about the 2025 benefits are available in the NEOGOV 2025 Benefits portal within your Onboarding platform.
 - A detailed discussion about your benefits will take place on your first day during the afternoon session.
- **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 invitation to our Onboarding Platform, which will guide you through completing the required pre-employment documents electronically. These documents must be submitted no later than

Tuesday, March 4, 2025, via the NEOGOV Onboarding website. Failure to complete these documents by the deadline may result in a delay to your start date. We encourage you to begin working on this as soon as possible to ensure a smooth onboarding process. Please activate your link within 24 hours of receiving. If you have problems or miss the cut off please reach out.

• **ADDITIONAL REQUIREMENTS:**

- Please provide the following before your 1st day the following unless otherwise stated:
 - N/A

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 2025 Employee required pre-tax contribution rate for general employees is 6.95% 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 by Monday, February 3, 2025.

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.

Beth Roberts
Beth Roberts

2/3/25
Date

Sincerely,

Julie Micke

Julie Micke
Outagamie County HR Advisor – Talent Acquisition

Enclosures: Neogov Onboarding Tips and Tricks
Employee Handbook
2025 Benefits (documents)
I-9 Acceptable Documents

cc: Thomas Nelson
Valarie Wunderlich