



## **Winnebago County**

Office of the County Executive

*The Wave of the Future*

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### **AMENDED**

TO: Winnebago County Board of Supervisors

FROM: Jon Doemel, Winnebago County Executive

DATE: July 19, 2022

RE: County Executive Appointments

**LAND RECORDS COUNCIL** – Appointment of Supervisor Maribeth Gabert. Supervisor Gabert's term will expire on May 31, 2023.

**HUMAN RESOURCES DIRECTOR** – Mark Habeck (resume attached)

**DIRECTOR OF ADMINISTRATION** – Michael Collard (resume attached)

**PARK VIEW HEALTH CENTER ADMINISTRATOR – Linzi Gazga Parish (resume attached)**

Thank you in advance for your approval of these appointments.

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# MARK HABECK

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## EDUCATION

Sep 2007 – Dec 2007

### Northwestern University

- School of Police Staff and Command
- Recipient of Franklin M. Kreml Leadership Award presented to the student that demonstrates such integrity and dedication as gives promise of success in trusted positions of senior leadership in law enforcement.

Sep 1992 – May 1996

### University of Wisconsin – Oshkosh

- BA in Communication
- Recipient of Joseph B. Laine Outstanding Senior in Speech Communication award (1996) for academic excellence and achievement.
- Named Student Security Officer of the Year (1995)

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## PROFESSIONAL EXPERIENCE

Winnebago County

October 1996 - Present

Winnebago County Human Resources

April 2017 - Present

Acting Director of Human Resources (February 2022 - Present)

Human Resources Generalist (April 2017 - Present)

### Acting Director of Human Resources

- Drafted Request for Proposal (RFP) for a compensation study and worked with Purchasing Agent to send for proposals. Primary contact with selected vendor.
  - Led Human Resource team in collaborative effort to update Continuity of Operations (COOP) plan for department.
  - Participated in the last stage of changing to a new employee health clinic provider.
  - Conducted the annual reclassification request process for compensation schedule, including creating written recommendations to the Personnel and Finance Committee.
  - Currently developing the 2023 departmental budget.
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- Continued performing functions of Human Resource Generalist, including recruitment and hiring responsibilities while completing Acting Director duties.

#### Human Resource Generalist

- Provided excellent internal customer service to County departments. Led supervisors through the hiring process and assisted with addressing employee issues and concerns.
- Improved recruitment efforts via online recruitment sites and enhanced professional presence at job fairs.
- Participated and developed comparative spreadsheets for a work group, which evaluated potential revisions to County paid leave benefits.
- Assisted with effort to update all position descriptions, including creation of an FAQ document.
- Annually processed the majority of evaluations for merit raises.

#### **Winnebago County Sheriff's Office**

**Oct 1996 - April 2017**

Captain – Patrol (June 2016 – April 2017)

Captain – Administration (July 2013 – June 2016)

Captain – Corrections (Feb 2008 – July 2013)

Lieutenant – Corrections (July 2003 – Feb 2008)

Sergeant – Corrections (Aug 2002 – Jun 2003)

Deputy Sheriff – Patrol (Sep 1998 – Aug 2002)

Deputy Sheriff – Corrections (Jan 1997 – Sep 1998)

Control Module Booking Clerk – Corrections (Oct 1996 – Jan 1997)

#### Captain - Patrol

- Directed operations for all aspects of the Patrol Division and delivery of law enforcement services, including staff supervision, fleet management, budget development, and project management.
- Involved in the hiring process for new deputies, including interviewing and physical agility testing.
- Maintained confidential employee files and approved Family Medical Leave Requests.

#### Captain - Administration

- Directed operations of the Communication Division, including the 911 Emergency Communication Center, 800 MHz digitally trunked radio system, and coordinated multiple vendors to support such.
- Drafted, evaluated, selected, budgeted, negotiated contracts, and managed projects to include: a new 911 emergency telephone system, which resulted in a savings of \$100,000+ over 5 years.
- Agency representative on the team to develop a pay for performance evaluation system as facilitated by Human Resources.
- Member of the management team during collective bargaining negotiations.

- Handled employee performance and disciplinary matters, including conducting internal investigations and drafting and administering discipline and termination notifications.

#### Captain - Corrections

- Directed operations of the largest division of the Sheriff's Office, which included 80 sworn and 19 non-sworn employees. Staff members included non-represented salaried, non-represented hourly, Courthouse Association, and Deputies' Association employees.
- Administered multiple vendor contracts and RFP processes for: food, laundry, and commissary services; medical and mental health care and pharmacy needs; inmate phone service; day reporting services; and electronic monitoring equipment.
- Recognition as a *Patriotic Employer* by the National Committee for Employer Support of the Guard and Reserve (2004) due to nomination by active duty corrections officer serving in Iraq.
- Member of the management team during collective bargaining negotiations.
- Investigated confidential internal employee matters and issued appropriate discipline.
- Involved in hiring processes for deputies, civilian staff, and contract nursing staff.

#### **Appointed to Wisconsin DNA Taskforce**

**Oct 2009 – May 2010**

Served on a multi-jurisdictional committee under the appointment of the Badger State Sheriffs' Association, which provided a comprehensive report to the State Attorney General's Office and Wisconsin Department of Corrections with recommendations on ensuring compliance with court ordered DNA submissions.  
<http://cdm16119.contentdm.oclc.org/cdm/ref/collection/p267601coll4/id/2775>

#### **Winnebago County Dive Team**

**Oct 1999 – Oct 2008**

Team Leader (Sep 2004 – Oct 2008)  
 Team Member (Oct 1999 – Sep 2004)

- Coordinated training and worked in a team environment to provide underwater recovery services.

#### **Winnebago County Safe Streets Initiative**

**Nov 2004 – July 2013**

Founding member of Safe Streets committee which has implemented several programs such as the Drug Court and Safe Street Treatment Options Program (SSTOP).

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## **RELATED HUMAN RESOURCES TRAINING**

### **Professional seminars**

- Policy Handbook Updates and Conducting an Effective Employment Audit
- The Fair Labor Standards Act
- Proper HR Preparation and Preservation in a Litigious Era
- HR Workshop Series
- Whose Employee is it Anyway?
- Updates in Employment Law

### **Wisconsin Counties' Association**

- Workplace Issues
- Public Employment
- Labor Relations After Act 10

### **Other Training**

- Management Rights
- Hiring Psychologically Fit Staff
- Leaves of Absences
- Discipline and Discharge
- Effective Personnel Investigations
- Motivating Staff

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## **COMMUNITY INVOLVEMENT**

### **Oshkosh Mid-Morning Kiwanis**

- Kiwanis Vice President
- Kiwanis Board of Directors

**June 2011 – April 2017**

**October 2016 - April 2017**

**October 2013 - Sept. 2016**

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**MICHAEL J. COLLARD**

**Summary:** Senior manager with over 24 years' experience with four Wisconsin county governments. Strong commitment to organizational needs leading to a track record of specific accomplishments on a consistent basis.

**Acting Director of Finance**

**Winnebago County, Wisconsin**

***January 2022 to present***

Responsible for overall development, coordination and management of all financial and fiscal functions of the County, including accounting, budgeting, purchasing, investment, capital improvement planning, bonding, and internal auditing. Handled both Finance and Human Resources for about a month, and then another manager took over most Human Resource functions.

**Director of Human Resources**

**Winnebago County, Wisconsin**

***April 2013 to present***

Responsible for all aspects of the human resource and payroll functions for a \$186 million budget local government with about 950 FTE, 1100+ total employees. Duties include organizational development, workforce planning, development and implementation of policies, recruiting, employee discipline and termination, labor relations, compensation, performance evaluation, workers' compensation, safety, payroll, and employee benefits. Reports directly to elected County Executive; works very closely with county board, committees, and appointed and elected department heads.

**Human Resources Director**

**Sheboygan County, Wisconsin**

***December 2002 to April 2013***

Responsible for all aspects of the human resource function for a \$140 million budget local government with about 850 employees (1300 at peak). Duties include collective bargaining with 8 units, handling of grievances and arbitrations, developing and administering personnel policies, employee discipline, workforce planning, recruiting, job descriptions, compensation plans, performance evaluation systems, health and dental employee benefits, retirement benefits, section 125 and 129 plans, and 457(b) deferred compensation plans. Report to County Administrator and work very closely with county board committee.

**Administrative Coordinator and Finance Director**

**Marquette County, Wisconsin**

***October 2000 to December 2002***

Responsible for all aspects of general management of the operations of county government including budget, fiscal control, management policies, personnel, discipline, recruiting, labor negotiations, insurance, and benefits. Indirectly supervise all county departments not headed by elected officials. Managed transition to new financial and accounting software. Developed and implemented an entirely new county-wide budgeting system.

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**Corporation Counsel and Personnel Director**

**Adams County, Wisconsin**

***June 1998 to October 2000***

Responsible for all aspects of human resources function as well as drafting resolutions and ordinances and providing legal advice and representation to the County Board and all subunits of county government.

**Municipal Judge**

***Town of Rome***

Elected part-time, evening position

***October 1999 to December 2002***

**Law Practice**

Thirteen years of private law practice in Milwaukee, Wisconsin, with emphasis in civil litigation, employment discrimination, construction litigation, municipal law, contracts, professional malpractice, and equipment leasing.

LAW OFFICE OF MICHAEL J. COLLARD  
WHYTE HIRSCHBOECK DUDEK S.C.  
FRISCH DUDEK, LTD.

***October 1994 to June 1998***

***July 1993 to October 1994***

***October 1991 to July 1993***

(Merged to form Whyte Hirschboeck Dudek)

MINAHAN & PETERSON, S.C.

***July 1985 to October 1991***

(Firm disbanded in 1991)

HON. CORNELIA G. KENNEDY

***May 1983 to June 1985***

Law Clerk, U. S. Court of Appeals for the Sixth Circuit

**Education**

**UNIVERSITY OF NOTRE DAME LAW SCHOOL**

Juris Doctor 1983

**CASE WESTERN RESERVE UNIVERSITY**

Bachelor of Science in Physics 1980

# Linzi Gazga Parish

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**Objective:** To seek a position that will utilize the leadership skills, education, and experience that I have gained to effectively meet your business goals.

**Education:** **Fox Valley Technical College, Appleton, WI** 1/07- 5/10  
Degrees Achieved: Associates in Restaurant & Hotel Management  
Associates in Meeting & Event Management

**University of Wisconsin Oshkosh, Oshkosh, WI** 9/11-12/13  
Degree Achieved: Bachelor's Degree in Business Administration

**University of Wisconsin Madison, Madison, WI** 12/14-12/15  
Certification Achieved: Mastering Nursing Home Administration

**Fox Valley Technical College, Appleton, WI** 4/14- 4/14  
Certification Achieved: Certified Nursing Assistant

**Certifications:**  
Nursing Home Administrator 2015  
Certified Nursing Assistant 2014

**Experience:**  
**Christian Home and Rehabilitation Center** 06/21- Present  
**Executive Director- Health Dimensions Group (HDG)**  
**Executive Director- SSM Health Communities**

- Develops, monitors and implementation of Key Point Indicators (KPIs) in cooperation with key Department leaders.
- Supports and manages staff relations including performance reviews, coaching opportunities and corrective action, if necessary.
- Ensure compliance within state and federal CMS and DHS regulations for both Skilled Nursing and Assisted living communities
- Conduct monthly Quality Assurance Performance Improvement meetings to find opportunities in Quality, Financial, Sales/Marketing and Customer/ Employee Relations.
- Oversee the day to day operations of Accounts Payable, invoice and coding accuracy.
- Oversee the day to day scheduling, opening job requisitions to ensure adequate staffing levels.

**Responsible for all aspects of a 50 bed Skilled Nursing Center, 36 bed Memory Care Community Based Residential Facility and 30 bed Residential Community Apartment Complex.**

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**AA Management**

12/17- 05/2021

Administrator- Crossroads Care Center of Fond du Lac, LLC.

- Manage and maintain a budget within all departments, including staffing PPD.
- Review and approve referrals, keeping a positive relationship with referral sources
- Ensure facility is in compliance with state and federal regulations
- Maintain, create COVID-19 policy and procedures
- Improve CMI and Quality Measure ratings
- Ensure positive experience for all residents and staff members through development and customer service programs.

Responsible for all aspects of a 50-bed skilled nursing facility.

**Elite Senior Living**

5/16- 12/2017

Administrator- Fountain View Care Center, LLC.

- Responsible and ensures compliance with state and federal regulations including the three-phase integration of the new CMS policies.
- Ensures all financial aspects of the operation of the facility including cost control, payables, petty cash, and receivables are maintained in accordance with the policies and procedures.
- Obtains initial and periodic authorizations from payer sources as required to ensure payment for services rendered by the facility.
- Coordinates the employment hiring process including, but not limited to recruitment, interviews, background checks, reference checks and general orientation.
- Administers the timekeeping and payroll functions.
- Maintain employment records and administers benefits according to regulations.

Responsible for overall facility management, profitability, operations and direction in all aspects for a 85 bed skilled nursing home and 20 bed CBRF. Accountable, but not limited to, census development, management of account receivable and collects, resident/patient care, positive employee relations and positive return on investment.

**Crystal River- Waupaca**

2/15- 5/16

Administrator- Crossroads Care Center of Crystal River, LLC. (AA Management)

Administrator- Crystal River Nursing &amp; Rehabilitation Center (Extendicare)

- Responsible for employee recruitment and retention efforts.
- Integrates and maintains new policy and procedures including, state and federal compliance.
- Assists in pre-screening and coordinating new admissions internally.
- Plans, creates and conducts marketing and branding events.
- Maintain professional work relationships with other health care work professionals.
- Plans, develops and integrates customer service standards.

Responsible for overall facility management, profitability, operations and direction in all aspects for a 74-bed skilled nursing home.