

Good Afternoon,

I am writing today to make you aware of some exciting changes within the Human Resources Department.

Most of you know by now that Debby has announced her official retirement date as June 6, 2019. Debby has been with the City for over twenty years and leaves behind an extremely positive imprint both within our department and within the organization. Debby is looking forward to spending time with her grandchildren and family, traveling and doing whatever she wants!

While we are all sad about Debby's departure, we are very thrilled to announce that Jay Ratchman will replace Debby as Deputy Director. As part of our department succession planning, we have been preparing Jay for this transition. Jay has obtained his Master's degree in organizational development and brings over 20 years of experience in the Human Resources Field. Jay is very excited and looking forward to working with all of you in his new role.

Also, as part of our succession plan, we are very excited to announce the internal promotion of Allison Keller to fill Jay's role as Human Resources Generalist for Library, Police, Fire and City Hall. Allison has a Bachelor's degree in Marketing Analytics, and has over 5 years of experience in Human Resources for Scheels. She joined the HR Team a year ago and has been involved in a number of Human Resources functions including most recently working with our Seasonal and Library recruitment. Allison is also very excited to begin working with her departments in the Generalist role.

We are looking forward to these transitions, changes and challenges and are very confident that Allison and Jay are both prepared to fill their new roles and as such made the decision to handle the promotions from within without a competitive process. Just as we challenge departments about whether to run a process or not, we too challenged ourselves about how best to fill our own positions. Because of our succession planning and development as well as our confidence in both Allison and Jay, we decided that we have what we believe to be top candidates to provide the service you all expect and balance the fit within our own team. Both will begin transitioning immediately with an official transition date of June 7, 2019.

Lastly, as many of you already know, Brian Margan joined our team in January of this year. Brian brings over 22 years of experience in safety management and over 12 years in public risk management. Brian has been a great addition to our team. Brian will work closely with Allison to take a more active role in safety programs and worker's compensation with the public safety departments.

Please help with welcoming Brian to the City, Jay and Allison in their new roles, and please take some time to reach out to Debby to thank her for her service, assistance and guidance. We are planning a formal farewell on her last day if you are able to stop to see her.

Thank you,

Sandy

