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OFFICE OF THE MAYOR

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TO: Human Resources & Information Technology Committee
FROM: Mayor Jacob A. Woodford
DATE: March 18, 2021
RE: Interim Human Resources Director Appointment

Human Resources Director Matz has announced her retirement from the City of Appleton, effective April 2, 2021. Director Matz has dedicated 24 years of her career to the City and identifying a successor will require the full attention of the Mayor's office and City leadership.

The City has recently resumed the search for a new Health Officer in preparation for Health Officer Eggebrecht's retirement in June. That search is anticipated to proceed over the next few months with a goal to complete the process on, or about, the date of Director Eggebrecht's retirement.

Given these two senior leadership transitions, our approach will be to appoint an Interim Director of Human Resources to ensure appropriate attention is given to each of these important searches.

Deputy Human Resources Director Jay Ratchman joined the City of Appleton in 2004 and has demonstrated his capability in the Human Resources field through collaboration across all City departments as well as leadership within his own department. Given his depth of experience and commitment to the City of Appleton, I am pleased to appoint Mr. Ratchman as Interim Director of Human Resources. He will serve in this capacity until our search is concluded and a new Director is named.

The Human Resources Director search is expected to begin on June 15, 2021.