CITY OF STOUGHTON, 207 S FORREST STREET STOUGHTON WI 53589

RESOLUTION OF THE COMMON COUNCIL

Authorizing and directing the proper city official(s) to approve the hiring of David Ehlinger as the Finance Director/Comptroller. The salary is set at $119,000 annually and this is an exempt position. The background check, drug screen and physical have all been successfully completed and the contingencies for hire have been removed.

Committee Action: Interview Panel I recommends approval (5 -0)
Interview Panel II recommends approval (3-0)
Approved and recommended to Council for confirmation by Mayor Swadley

Fiscal Impact: $119,000 Annual Salary based on 2080 hours

File Number:	R- -2022	**Date Introduced:**	February 8, 2022

WHEREAS, the Finance Director/Comptroller position was posted and the candidate pool was narrowed to two qualified candidates both with government experience. Following the first interview the pool was narrowed to one candidate; and

WHEREAS, The finalist was invited for a second interview. Following the interview the decision was unanimous that the finalist (David Ehlinger) be extended an offer for full time employment as the Finance Director/Comptroller with the following contingencies: Successful completion of a background check, drug screen and physical; and

WHEREAS, the contingences have been successfully met and Mr. Ehlinger has accepted the offer, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton to confirm the appointment and hiring of David Ehlinger as the City of Stoughton Finance Director/Comptroller starting on March 7, 2022 with annual salary at $119,000 plus benefits.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Timothy Swadley, Mayor Date

Council Action: _____ ☐ **Override** **Vote** ? - ?

January 5, 2022

Amy Jo Gillingham, Director of Human Resources/Risk Management
City of Stoughton
600 South Fourth Street
Stoughton, WI 53589

Subject: Director of Finance/Comptroller
Job Posting #207

Dear Amy Jo:

I was excited to see the job posting for the City of Stoughton's Director of Finance/Comptroller position, as I am looking for an opportunity that is closer to my home here in Stoughton.

I feel that my 20+ years of experience in governmental accounting at the Finance Director level would serve the city well. As part of the Executive Committee for the Wisconsin Government Finance Officers Association (WGFOA), I have been part of the team responsible for providing training to finance professionals in Wisconsin. This has allowed me to stay current on training for municipal governments. In addition, I have a strong network throughout the state that I can contact on multiple topics.

I have been keeping current on City activities with my subscription to the Stoughton Courier Hub. My wife was a member of the Stoughton Rotary Club for several years which also has allowed to keep us abreast of other activities in the city. With my sister-in-law living in the Town of Dunkirk as well as my wife having retired as a teacher from the Evansville Community School District, we have known for years the many wonderful aspects of the City of Stoughton!

A brief cover letter is simply the start of the conversation so that we can see how my employment with the City of Stoughton would be of mutual advantage to both of us.

I look forward to hearing from you soon.

Sincerely,

David P. Ehlinger, CPA
2301 Korgen Dr.
Stoughton, WI 53589
Cell 920-650-1226
Home dpe.cpa@gmail.com

207 - Director of Finance/Comptroller

Contact Information -- Person ID: 19557167

Name:	David P Ehlinger	Address:	2301 Korgen Dr Stoughton, Wisconsin 53589 US
Home Phone:	920-650-1226	Alternate Phone:	
Email:	dpe.cpa@gmail.com	Former Last Name:	
Month and Day of Birth:	07/24		

Personal Information

Driver's License:	Yes, Wisconsin , [redacted], Class Operator
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Minimum Compensation:	$53.85 per hour; $112,000.00 per year
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening

Objective

Education

College/University
UW-Whitewater
http://www.uww.edu/
8/1983 - 5/1988
Whitewater, Wisconsin

Did you graduate: Yes
Major/Minor: Accounting
Units Completed: 10 Semester
Degree Received: Bachelor's

Work Experience

Finance Director
7/2019 - Present

Dodge County
www.co.dodge.wi.gov
127 E Oak St
Juneau, Wisconsin 53039
920-386-3287

Hours worked per week: 50
Monthly Salary: $9,500.00
# of Employees Supervised: 6
Name of Supervisor: Jim Mielke - County Administrator
May we contact this employer? No

Duties
o Direct financial and accounting functions for entire county with up to $169 million in budgeted expenses
o Preparation of annual financial statements as well required federal and state reporting
o Administration of County self-insured funds and establish related rate proposals
o Coordination of external financial audit and Single Audit each year
o Key person in the creation of annual budget and tax levy in compliance with statutory, grant and donor restrictions
o Investment of available funds while maintaining safety and liquidity
o Create and monitor policies including fund balances, internal controls, debt levels, and cash management.
o County Auditor duties as defined in the Wisconsin Statutes
o Working with actuarial firms for annual studies related to pension, life insurance, and health insurance
o Assist with strategic planning in relation to short and long-term goals of organization

o Staff supervision, evaluation, and mentoring from general clerical to CPA level

Reason for Leaving
I am looking for an opportunity closer to home.

Financial Reporting Director
5/2018 - 7/2019

State of Wisconsin Department of Employee Trust Funds
www.etf.wi.gov
4822 Madison Yards Way
Madison, Wisconsin 53705
608-266-3285

Hours worked per week: 40
Monthly Salary: $7,909.00
# of Employees Supervised: 11
Name of Supervisor: Cindy Klimke - Chief Financial Officer
May we contact this employer? Yes

Duties
• Supervised staff in the preparation of the annual CAFR (Comprehensive Annual Financial Report) for the 8th largest public pension trust in the United States and the 25th largest public/public pension fund in the world
• Work directly with three actuarial firms in the preparation of nine annual actuarial studies related to pension, health, life, and disability benefits for approximately 633,000 covered lives and 1,500 employers
• Selected Contributions:
- Supervised team implementing publishing software allowing the annual CAFR to be published over 2 months earlier than the prior year
- Supervised team implementing GASB 74 related to OPEB benefits affecting approximately 740 employers

Reason for Leaving
This position was not the right fit for me.

Finance Director/Asst Director of Administration
6/2015 - 5/2018

Brown County
www.co.brown.wi.us
305 E Walnut St
Green Bay, Wisconsin 54301
920-448-4071

Hours worked per week: 40
Monthly Salary: $8,121.00
# of Employees Supervised: 5
Name of Supervisor: Chad Weininger - Director of Administration
May we contact this employer? Yes

Duties
• Direct financial and accounting functions for entire County with authorized annual expenditures exceeding $291 million for 32 departments with 1,613 FTEs (full-time equivalents)
• Direct reports include five individuals with CPA licenses and/or masters' degrees
• Selected Contributions:
- Implementation of Excel pivot tables integrated with ERP system for CAFR and annual budget preparation to streamline processing
- Continued maintenance of Moody's AAA bond rating through multiple bond issuances

Reason for Leaving
Family wanted to relocate to Madison area

Fiscal Operations Administrator--Courts
6/2012 - 6/2015

Milwaukee County
http://county.milwaukee.gov/MilwaukeeCounty7699.htm
901 N 9th Street
Milwaukee, Wisconsin 53233
414-278-4635

Hours worked per week: 40
Monthly Salary: $8,480.00
# of Employees Supervised: 6
Name of Supervisor: John Barrett - Clerk of Circuit Court
May we contact this employer? Yes

Duties
Milwaukee County, Milwaukee, WI
• Direct financial and accounting functions for Wisconsin Judicial District #1 (Milwaukee County)

with authorized annual expenditures of $46.9 million
• Direct supervision of 6 accounting staff, indirect supervision of 20 accounting/clerical staff
• Investment of excess funds to maximize return while adhering to statutory compliance, judicial orders, and County's investment policy.
• Creation of annual requested budget for department in compliance with all Milwaukee County directives and policies while maintaining sufficient funds for departmental operations (289 FTEs)
• Selected Contributions:
Implemented departmental Indirect Cost Allocation Plan as per OMB Circular A-87, which increased departmental revenue by $50,000 each year
Modified internal controls related to receivable collections, resulting in 13.1% increase in tax intercept revenue as compared to the prior year
Implemented monthly fiscal projections to monitor financial activity versus adopted budget

Reason for Leaving
Looking to return to the position of Finance Director

Finance Director
7/2001 - 6/2012

Jefferson County
www.jeffersoncountywi.gov
311 S. Center Avenue
Jefferson, Wisconsin 53549
920-674-7101

Hours worked per week: 40
Monthly Salary: $7,047.00
# of Employees Supervised: 14
Name of Supervisor: Gary Petre (retired) - County Administrator
May we contact this employer? Yes

Duties
• Direct financial and accounting functions for entire County with authorized annual expenditures up to $98 million
• Direct supervision of 6 accounting staff, ranging from clerical to CPA level
• Preparation of Basic Financial Statements, Comprehensive Annual Financial Report (CAFR), Single Audit, Department of Revenue Form A, and Indirect Cost Allocation Plan on an annual basis
• Administration of County self-insurance funds (health, dental, retiree benefits, workers compensation) and establish related rate proposals
• Creation of annual budget/tax levy for entire County in coordination with County Administrator in compliance with statutory restrictions and guidelines received from elected officials (up to 630 FTEs)
• Team member for investing surplus cash balances while maintaining liquidity
• Selected Contributions:
Creation of annual five-year fiscal projections to assist administration and elected officials in long-term planning
Team leader in project to convert payroll/human resources software
Analysis of Highway Department cost per lane mile study (pool of over 50% of over 50% of Wisconsin counties), ultimately resulting in departmental reorganization with 21% staff reduction
Implemented changes in employee health insurance coverage resulting in $6.3 million in savings over three years to the County with minimal cost increase to employees
Maintained Moody's bond rating of AA2 during entire tenure with County

Reason for Leaving
Ethics -- Will discuss in interview

Accounting Instructor
1/2006 - 6/2009

Madison Area Technical College
www.madisoncollege.edu
827 Banker Road
Fort Atkinson, Wisconsin 53538
920-568-7200

Hours worked per week: 10
Monthly Salary: $0.00
Name of Supervisor: Jeffrey Dodge - Regional Campus Manager-East
May we contact this employer? Yes

Duties
--Certified accounting instructor
--Degree classes taught included:
Accounting and Payroll Systems
Income Tax I

Applied Accounting

Reason for Leaving
Did not wish to continue to work a second job

Certificates and Licenses

Type: Certified Public Accountant

Number: 12837-1

Issued by: State of Wisconsin

Date Issued: 6 /1991 Date Expires: 12 /2023

Skills

Office Skills

Typing: 60
Data Entry: 0

Languages

English - Speak, Read, Write

Additional Information

Volunteer Experience

VITA (Volunteer Income Tax Assistance), 2002 - present
St. Mark's Episcopal Church Treasurer, April 2013 - April 2014

Professional Associations

Wisconsin Government Finance Officers Association (WGFOA)
Member, 2002 to present
Executive Board member, 2011 to present
Secretary, 2013 -- 2014
Treasurer, 2015 -- 2016
Vice President, 2017 -- 2018
President, 2019 -- 2020
Past President, 2021 - present

Government Finance Officers Association (GFOA)
Member 2006--2012, 2015 to present

References

Professional
Worzalla, Tammy
Assistant Finance Director
Jefferson County
311 S Center Avenue Room 109
Jefferson, Wisconsin 53549
920-674-8673
tammyw@jeffersoncountywi.gov

Professional
Dodge, Misty
Finance Director
5520 Lacy Rd
Fitchburg, Wisconsin 53711
608-270-4252
Misty.Dodge@fitchburgwi.gov

Professional
Olsen, Gary
Village Administrator
211 Grand Avenue
Rothschild, Wisconsin 54474

715-359-3660
golsen@rothschildwi.com

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
C-Stoughton cover letter 01-05-2022.pdf	C-Stoughton cover letter 01-05-2022.pdf	**Cover Letter**	Job Seeker
References, David P. Ehlinger CPA.pdf	References, David P. Ehlinger CPA.pdf	**References**	Job Seeker
Resume, David P Ehlinger, CPA.pdf	Resume, David P Ehlinger, CPA.pdf	**Resume**	Job Seeker

Agency-Wide Questions

1. Q: What is your gender?

A: [redacted]

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2. Q: What is your ethnicity

A: [redacted]N

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3. Q: Are you currently unemployed?

A: No

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4. Q: Have you been convicted as an adult for crimes (misdemeanors or felonies), ordinance violations, traffic violations etc? Please note a conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if The City Stoughton deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

A: No

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5. Q: If you answered yes to #4, please list ANY and ALL with dates (approximate dates may be listed), locations, charges, court and disposition of the cases.

A: Not applicable

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6. Q: Do you have any criminal charges (misdemeanors or felonies) pending against you? *Please note: A conviction or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances to the particular position or if the City of Stoughton deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

A: No

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7. Q: If you answered yes to #6, please list ANY and ALL with dates (approximate dates may be listed), locations, charges, court and disposition of the cases.

A: Not applicable

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8. Q: Are you a previous employee?

A: No

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9. Q: Please list any time peroids of past unemployed status or gaps in unemployment.

A: Last period of unemployment was in calendar year 2001.

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10. Q: Where did you hear about this job?

A: Friend / Family Member

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11. Q: If you answered "other" for question #10, please specify how you heard about this position.

A:

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12. Q: I authorize any person contacted to provide the City of Stoughton any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding misconduct. I agree to execute release authorization forms as required by the City of Stoughton to request employment records from my present and/or former employers(s). I release and hold harmless the City of Stoughton, their officers, agents, and employees, and the person(s) providing the information from any liability related to providing the information.

A: I AGREE

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13. Q: I understand that after receiving a conditional offer of employment, I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with the City of Stoughton. I consent freely and voluntarily to particip[ate in required drug tests and/or a pre-employment physical exam at a location selected by the City of Stoughton, and consent to the release of the test results to the City of Stoughton. I hereby release and hold harmless the City of Stoughton, their agents, officers and employees, and the laboratory, their employees, agents, and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests.

A: I AGREE

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14. Q: I authorize the City of Stoughton, it's officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the City of Stoughton, their officers, agents and employees and the person(s) providing the information from any liability related to the result of this check. I recognize that this information will be considered by the City of Stoughton only if it substantially relates to the position applied for.

A: I AGREE

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15. Q: If accepted for employment, I agree that my status as an employee depends on my successful performance. I understand that just as I am free to resign at any time, the City of Stoughton reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

A: I AGREE

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16. Q: I agree to use such personal protective equipment and devices as may be required by the City of Stoughton and to comply with safety rules and requirements. In addition, I understand that the City of Stoughton maintains a workplace free from drugs, harassment, and violence.

A: I AGREE

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17. Q: I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of the City of Stoughton has the authority to make assurances to the contrary.

A: I AGREE

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18. Q: I hereby certify that all statements made on or in connection with my application are true, complete, and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or if hired, dismissal.

A: I AGREE

David P. Ehlinger, CPA

2301 Korgen Dr., Stoughton, WI 53589 – (920) 650-1226
dpe.cpa@gmail.com -- www.linkedin.com/in/david-ehlinger-cpa-59b92477

Results-orientated financial professional with 30+ Years of managerial experience in for-profit, non-profit, and governmental settings as well as collegiate level instruction. This gives me the diverse background and experience to help your organization.

Strengths include financial statement preparation, budget preparation and analysis, staff development, cash management, internal controls and policy development, forecasting, and strategic planning for the short and long term.

Education and certifications

- Bachelor of Business Administration with a major in Accounting and a minor in Finance from the University of Wisconsin – Whitewater in Whitewater, WI
- Certified Public Accountant – State of Wisconsin, license # 12837

Professional Experience – Governmental Sector

- Finance Director — Dodge County, WI — 2019 – present
- Financial Reporting Director — State of WI – Dept. of Employee Trust Funds — 2018 – 2019
- Finance Director/Asst. Director of Admin. — Brown County, WI — 2015 – 2018
- Fiscal Operations Administrator – Courts — Milwaukee County, WI — 2012—2015
- Finance Director — Jefferson County, WI — 2001 – 2012
- Job duties for the above positions include:
    - Direct financial and accounting functions for entire county with up to $290 million in budgeted expenses
    - Preparation of annual financial statements as well required federal and state reporting
    - Administration of County self-insured funds and establish related rate proposals
    - Coordination of external financial audit and Single Audit each year
    - Key person in the creation of annual budget and tax levy in compliance with statutory, grant and donor restrictions
    - Investment of available funds while maintaining safety and liquidity
    - Create and monitor policies including fund balances, internal controls, debt levels, and cash management.
    - County Auditor duties as defined in the Wisconsin Statutes
    - Working with actuarial firms for annual studies related to pension, life insurance, and health insurance
    - Assist with strategic planning in relation to short and long-term goals of organization
    - Staff supervision, evaluation, and mentoring from general clerical to CPA level
- Selected contributions
    - Leading team for the migration to new Enterprise Resource Planning (ERP) systems
    - Developed funding source for unfunded sick bank hours in governmental funds

- Selected contributions (continued)
    - Implemented indirect cost allocation methodologies and reporting in order to increase governmental grants by over $100,000 each year
    - Continuously maintained Moody's bond rating at current levels
    - Implementation of Excel pivot tables integrated with ERP system to streamline the development of audited financial statements
    - Modified internal controls related to receivable collections which resulted in a 13.1% increase in tax intercept revenue compared to prior years
    - Creation of five-year fiscal projections in conjunction with annual budget creation
    - Highway lane mile study resulting in 21% staff reduction while still maintain services

Professional experience – Collegiate Instructor

- Madison Area Technical College Business Instructor 2006 – 2009
- Credit courses included Accounting and Payroll Systems, Income Tax I, and Applied Accounting

Professional experience – Private Sector

- 13 years with various automotive groups Office Manager or Controller 1988 - 2001
- Responsible for daily operations, staff supervision, cash flow, and financial statements
- Dealerships covered both domestic and foreign automotive franchises including the largest Dodge dealer in the State of Wisconsin

Volunteer experience

- Non-profit accounting for local parish
- Wisconsin Governmental Finance Officers Association (WGFOA)
    - Currently hold the position of Past President
    - Presenter at many conferences on a variety of topics
    - Part of the Executive Board for the creation of professional conferences to educate governmental finance professionals. Three conferences are held each year on various topics.
    - Active member since 2002, on Executive Board since 2011.
- Volunteer Income Tax Assistance (VITA)
    - The VITA service helps low-to moderate-income individuals, persons with disabilities, the elderly, and limited English-speaking individuals to file tax each year.
    - Senior volunteer since 2002

References – Will be provided upon request

Reference Listing
David P. Ehlinger, CPA

Tammy Worzalla
Assistant Finance Director, Jefferson County
311 S. Center Ave, Room 109
Jefferson, WI 53549
(920) 674-8673
tammyw@jeffersoncountywi.gov

Misty Dodge
Finance Director, City of Fitchburg
5520 Lacy Rd.
Fitchburg, WI 53711
(608) 270-4252
Misty.Dodge@fitchburgwi.gov

Gary Olsen
Village Administrator, Village of Rothschild
211 Grand Avenue
Rothschild, WI 54474
(715) 359-3660
golsen@rothschildwi.com