

**Human Resources Department**

600 West Fourth Street  
Davenport, Iowa 52801-1030

Office: (563) 326-8767  
Fax: (563) 328-3285  
www.scottcountyiowa.com



Item 05  
08-25-15

---

**Date:** August 24, 2015

**To:** Dee Bruemmer, County Administrator

**From:** Mary J. Thee, Human Resources Director/Asst. County Administrator

**Subject:** Food Service Supervisor - Sheriff's Office

The Sheriff's office has requested the ability to overfill the Food Service Supervisor's position. The current incumbent has tendered her resignation effective December 31, 2015. The division has been understaffed this fiscal year in the part-time cook position as we've struggled to fill the position. It is requested that the position be filled November 30, 2015. This would permit the current incumbent to train and mentor the new individual, especially on the budget, food supplies and dietary needs. The current incumbent has been in the position for 19 years and in the kitchen for 28 years. The recruitment process is anticipated to be lengthy and will be started August 28<sup>th</sup>. We concur with the request in order to create a smooth transition in the Jail.

**Cc:** Sheriff Conard  
Chief Deputy Gibbs  
Captain Brundies