



COUNTY OF KENOSHA

OFFICE OF THE COUNTY EXECUTIVE

Jim Kreuser, County Executive

1010 – 56th Street, Third Floor

Kenosha, Wisconsin 53140

(262) 653-2600

Fax: (262) 653-2817

APPOINTMENT 2018/19-17

RE: PRINGLE NATURE CENTER BOARD

TO THE HONORABLE KENOSHA COUNTY BOARD OF SUPERVISORS:

Placing special trust in her judgment and based upon her qualifications, I hereby submit to the Honorable Kenosha County Board of Supervisors for its review and approval the name of

The Honorable Monica Yuhas
Kenosha County Board Supervisor
11626 47th Avenue
Pleasant Prairie, WI 53158

to serve a three-year term, as the Kenosha County liaison, on the Pringle Nature Center Board beginning immediately upon confirmation of the County Board and continuing until the 31st day of July, 2021 or until a successor is appointed by the County Executive and confirmed by the Kenosha County Board of Supervisors.

Supervisor Yuhas will serve without pay.

Supervisor Yuhas will be succeeding Leah Blough.

Respectfully submitted this 12th day of July, 2018.

Jim Kreuser

Kenosha County Executive

COUNTY OF KENOSHA
OFFICE OF THE COUNTY EXECUTIVE
JIM KREUSER

APPOINTMENT PROFILE
KENOSHA COUNTY COMMISSIONS, COMMITTEES, & BOARDS

(Please type or print)

Name: Monica Marie Yuhas
First Middle Last

Residence Address: 11626 47TH Avenue, Pleasant Prairie, WI 53158

Previous Address if above less than 5 years: _____

Occupation: Village of Pleasant Prairie Engineering Secretary
Company Title

Business Address: 9915 39TH Avenue, Pleasant Prairie, WI 53158

Telephone Number: Residence 262.496.3914 Business _____

Daytime Telephone Number: 262.496.3914

Mailing Address Preference: Business () Residence (☒)

Email Address: monica.yuhase@kenoshacounty.org

Do you or have you done business with any part of Kenosha County Government in the past 5 years? Yes () No (☒)

If yes, please attach a detailed document.

Affiliations: List affiliations in all service groups, public service organizations, social or charitable groups, labor, business or professional organization, and indicate if it was a board or staff affiliation.

Southern Lakes Credit Union - Board Member, Pleasant Prairie Woman's Club, -
Past President, Pleasant Prairie Fire & Rescue Association, Treasurer, Pleasant
Prairie Historical Society Member, Pleasant Prairie Police Officers Appreciation Association -
Member

Special Interests: Indicate organizations or activities in which you have a special interest but may not have been actively involved.

Shalom Center, Women & Children Horizons, KABA, Wisconsin
Credit Union League, NCUA, GFWC-WI, GFWC
Pringle Nature Center

*If more space is needed, please attach another sheet.

Kenosha County Commissions, Committees, & Boards
Appointment Profile - Page 2

Governmental Services: List services with any governmental unit.

Kenosha County Board - Supervisor District 18

Additional Information: List any qualifications or expertise you possess that would benefit the Board, Committee, Commission, etc.

I served for seven years on the Park Commission for the Village of Pleasant Prairie. Worked on the Master Park Plan and the Open Space Plan for Parks located in the Village. As a commission member on the Park Commission.

Conflict Of Interest: It would be inappropriate for you, as a current or prospective appointee, to have a member of your immediate family directly involved with any action that may come under the inquiry or advice of the appointed board, commission, or committee. A committee member declared in conflict would be prohibited from voting on any motion where "direct involvement" had been declared and may result in embarrassment to you and/or Kenosha County.

Monica Marie Yukas
Signature of Nominee

July 1, 2018
Date

Please Return To: Kenosha County Executive
1010 - 56th Street
Kenosha, WI 53140

(For Office Use Only)

Appointed To: _____
Commission/Committee/Board

Term: Beginning _____ Ending _____

Confirmed by the Kenosha County Board on: _____

New Appointment _____ Reappointment _____

Previous Terms: _____

MONICA M. YUHAS

11626 47th Avenue, Pleasant Prairie, WI 53158

262.496.3914

myuhas2@wi.rr.com

OBJECTIVE

Hard-working, multi-tasking office professional with outstanding telephone, scheduling, documentation and office software skills. Detail oriented and driven with expertise in problem solving and managing daily office functions. Areas of strength include:

- Excellent communication skills
- Experienced in Munis, Trakit, Bluebeam, Adobe Acrobat software programs
- Advanced clerical knowledge
- Proficient in Microsoft Office Suite
- Types 45-50 WPM
- Strong Finance background
- Knowledge of Village Ordinances
- Project planning
- Attention to detail
- Critical thinking Strategies
- Highly Organizational Skills
- Knowledge of Wisconsin State Statutes
- Accurate and detailed
- Maintains high level of confidentiality
- Professional and courteous manner

EDUCATION

2003	<i>Gateway Technical College</i>	Kenosha, Wisconsin
Certificates of Completion in Microsoft Word, Excel and Power Point		
1986 – 1988	<i>University of Wisconsin Parkside</i>	Kenosha, Wisconsin
1986	<i>George Nelson Tremper High School</i>	Kenosha, Wisconsin

COMPUTER SKILLS

- Proficient in Microsoft Word, Excel, Outlook, PowerPoint, and OneNote
- Proficient in Munis, Village Budget Software, TrakiT, Adobe Acrobat, Bluebeam and GIS

PROFESSIONAL EXPERIENCE

Engineering Staff Secretary (Secretary II) **January 2015 - Present**

Village of Pleasant Prairie, 9915 39th Avenue, Pleasant Prairie, WI 53158 262.925.6778

- Prepare general correspondence to property owners, developers, and other governmental agencies
 - Maintain multiple calendars for Village Engineer, Assistant Engineer
 - Working in Microsoft Office (Word, Excel, Outlook, PowerPoint, OneNote and Publisher) on a daily basis
 - Enter permits into TrakiT and follow the permit from application status to issue status
 - Use Munis to enter requisitions for processing as well as budget entry, budget transfers and amendments, purchase card statements and payroll hours
 - Prepare Village Board presentation overview slides using PowerPoint for Department agenda items
 - Process weekly time sheets for Engineer and Assistant Engineer and balance with Finance Department for internal and external billing
 - Proficient in Bluebeam and Adobe Acrobat for generating Village Board packets and editing documents
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- Create Waiver of Liability and Indemnification Agreement documents to be signed and recorded with Kenosha County
- Proofread and edit memorandums and correspondence
- Work collaboratively with department Engineers and other village departments
- Process all invoices and maintain financial records for projects and contracts
- Receipt in on a daily basis mail, contracts and checks for projects
- Provide information regarding municipal water, sanitary sewer, grading information, storm sewer and street improvements from engineering documents to the public and contractors
- Knowledge of Village Ordinances and Wisconsin State Statutes
- Maintain high level of confidentiality
- Registered Notary in the state of Wisconsin
- Works successfully in a fast paced environment

Clerical Secretary

February 2014 – December 2014

Village of Pleasant Prairie, 9915 39th Avenue, Pleasant Prairie, WI 53158 262.925-6717

- Maintained multiple calendars for Community Development Director, Village Engineer and Assistant Village Engineer
- Worked in Microsoft Office (Word, Excel, Outlook, and PowerPoint) on a daily basis
- Interacted with residents and contractors at the front counter when inquiring, submitting or picking up a permit
- Used Munis to enter requisitions for processing as well as budget entry, budget transfers and amendments, purchase card statements and payroll hours
- Prepared Village Board presentation overview slides using PowerPoint for Department agenda items
- Processed weekly time sheets for Engineer and Assistant Engineer and balance with Finance Department for internal and external billing
- Proficient in Adobe Acrobat for generating Village Board packets and editing documents
- Proofread and edit memorandums and correspondence
- Work collaboratively with other departments and agencies
- Processed all invoices and maintain financial records for projects and contracts
- Receipted in on a daily basis mail, contracts and payments for projects
- Maintained high level of confidentiality
- Registered Notary in the state of Wisconsin
- Worked successfully in a fast paced environment

Scott Olson, CPA, LLC

January 2007 – January 2014

Scott Olson, CPA, LLC 6003 7th Avenue, Kenosha, WI 53153 262.925.7017

- Managed multiple calendars through efficient scheduling of internal and external meetings
- Handled sensitive and confidential information with tact, diplomacy, discretion and good judgment
- Executed time sensitive payables, receivables, monthly retainers, and
- Ability to pro-actively seek creative solutions to issues or problems when a clear path to resolution is not always evident
- Possesses intermediate office skills, scanning, data entry alphanumeric, customer service, copying
- Able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands
- Prepared, recorded and proofread correspondence, invoices, financial statements, engagement letters, compilation letters and all tax returns
- Corresponded with Internal Revenue Service and Departments of Revenue
- Maintained confidential client files, including cataloging and record keeping
- Effectively purge all files and implemented file storage system and retrieval

- Determined and launched office procedures and provided staff training
- Completed monthly bank reconciliations in QuickBooks with company disbursements
- Managed employee records including time sheets and expense reports
- Prepared Power of Attorney documents on a needed basis as well as Notary duties

COMMUNITY INVOLVEMENT

Kenosha County Board Supervisor, District 18

2018 - Present

Pleasant Prairie Police Officers Appreciation Association

Volunteer 2017 – Present

Pleasant Prairie Fire and Rescue Association

Board of Director, Treasurer 2016- Present

Pleasant Prairie Woman's Club

Club Past President, 2018 – Present

Club President, 2016 – 2018

Club President Elect, 2014 – 2016

Club Treasurer, 2010 - 2014

Southern Lakes Credit Union

Board of Director, Secretary 2016 – Present

Pleasant Prairie Historical Society Member

2011 – Present

League of Wisconsin Municipalities

Board of Director, 2013 - 2014

Village of Pleasant Prairie Village Trustee

2007 – 2014

Park Commission, 2007 – 2014

Community Development Authority, 2008 - 2014

REFERENCES

1. Daniel Heyden, CPA, Partner
VBL & Associates
262.658.3313
dheyden@vblsc.com
 2. Jasleen Singh, CPA
Haran & Associates Ltd.
262.331.3536
jksingh06@outlook.com
 3. Daniel Bandi, Sergeant
Kenosha Police Department
262.620.2522
daniel_bandi@yahoo.com
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