



# COUNTY OF KENOSHA

## OFFICE OF THE COUNTY EXECUTIVE

Jim Kreuser, County Executive

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### APPOINTMENT 2017/18-5

#### RE: APPOINTMENT OF THE DIRECTOR OF THE KENOSHA COUNTY DIVISION OF PURCHASING SERVICES

TO THE HONORABLE KENOSHA COUNTY BOARD OF SUPERVISORS:

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

Matthew Fleming  
5616 35<sup>th</sup> Street  
Kenosha, WI 53144

to serve as the Director of the Kenosha County Division of Purchasing Services.

Mr. Fleming has held the position of Assistant Director of the Kenosha County Division of Purchasing Services since November 15, 2016. Prior to his employment with Kenosha County, Mr. Fleming was employed by Portage County as the Procurement Director from June, 2011 to November, 2017. As the Director of the Kenosha County Division of Purchasing Services, Mr. Fleming will receive \$90,000 as an annual salary.

Respectfully submitted this 27<sup>th</sup> day of April, 2017.

Jim Kreuser  
Kenosha County Executive

## **Matthew Fleming**

3101 Whiting Avenue D2, Stevens Point, WI 54481  
Home 815-975-7059, mlanefleming@gmail.com

- Summary** Professional Procurement Director with approximately fifteen years of experience in government purchasing. A successful track record utilizing sound procurement strategies for complex commodity purchases and contractual services, developing and directing procurement policies and procedures, increasing efficiency, reducing costs, and managing departmental staff.
- Skills**
- |                            |                        |                     |
|----------------------------|------------------------|---------------------|
| Official Sealed Bids       | Requests for Proposals | Contract Management |
| Efficiency Improvements    | Policy Development     | Cost Analysis       |
| Staff Supervision/Training | ERP Software           | Leadership          |
- Experience**
- Procurement Director – Portage County Wisconsin, Stevens Point, WI**  
June 2011 - Present  
Responsible for directing all aspects of the procurement process for the County including developing policies and procedures, staff management and training.
- Conduct high quality bids and proposals in accordance with Wisconsin State Statutes for various goods, services, and construction projects.
  - Administer the County procurement card program.
  - Responsible for the sale or transfer of surplus equipment and supplies.
  - Monitor procurement practices of all departments to ensure compliance with purchasing policies and procedures. Supervise Purchasing Department staff to ensure efficient daily operations of the department.
  - Draft and update policies for the continuous improvement of County purchasing practices.
- Senior Purchasing Agent – WI Dept of Transportation, Madison, WI**  
February 2010 - June 2011  
Responsible for large scale procurements of various complex commodities and services. Managed contract compliance and provided guidance and support to regional divisions.
- Managed contracts in compliance with State purchasing rules, regulations, statutes and WisDot policies and procedures. Monitored contractor performance, taking necessary actions to ensure compliance with contract requirements.
  - Developed high quality sealed bids and proposals in response to departmental needs in consultation with legal counsel, risk management and other experts as needed.
  - Analyzed bidder responses, qualifications, and compliance to terms, conditions and specifications. Coordinated and advised evaluation teams and negotiated contract awards.
- Contract Specialist – Rockford Park District, Rockford, IL**  
September 1999 - December 2008  
Responsible for the procurement of various goods and services, supply chain management, inventory control, vendor performance management, and budget compliance.
- Drafted specifications, terms, and conditions to produce bids and proposals for various services and commodities in accordance with the Illinois Park Code and best practices of the National Institute of Governmental Purchasing.
  - Completed cost analysis and evaluation of products and services and negotiated terms and pricing with vendors.
  - Supervised Central Stores Departmental (shipping, receiving, and inventory) employees. Provided training, mentoring and performance evaluations.
- Education**
- Wyoming Technical Institute – Laramie WY 1991**  
Associates Degree in Automotive Technology and Service Management
- National Institute of Governmental Purchasing**  
Over 120 hours of workshops, conferences and training