

From: [Lisa Nelson](#)
To: [Andy Todd](#)
Subject: RE: Borad Member - Off Boarding
Date: Monday, October 12, 2026 12:29:00 PM

Thank you!!

From: Andy Todd <andy.todd@co.trempealeau.wi.us>
Sent: Monday, October 12, 2026 12:23 PM
To: Lisa Nelson <lisa.nelson@co.trempealeau.wi.us>
Subject: RE: Borad Member - Off Boarding

Oct 5th 2026

Andy Todd
County Board Chair
Trempealeau County
God Bless

From: Lisa Nelson <lisa.nelson@co.trempealeau.wi.us>
Sent: Monday, October 12, 2026 12:10 PM
To: Andy Todd <andy.todd@co.trempealeau.wi.us>
Subject: RE: Borad Member - Off Boarding

I need to enter a specific date. Can you provide when he gave notice, so I enter the date in our systems correctly? I want to make sure the records are accurate and if he submits for reimbursements on any expenses he incurred, it doesn't get hung up for him.

Thanks!

From: Andy Todd <andy.todd@co.trempealeau.wi.us>
Sent: Monday, October 12, 2026 12:07 PM
To: Lisa Nelson <lisa.nelson@co.trempealeau.wi.us>
Subject: RE: Borad Member - Off Boarding

Yes he Has resigned. Thanks for letting me know

Andy Todd
County Board Chair
Trempealeau County
God Bless

From: Lisa Nelson <lisa.nelson@co.trempealeau.wi.us>
Sent: Monday, October 12, 2026 11:51 AM
To: Andy Todd <andy.todd@co.trempealeau.wi.us>
Subject: Borad Member - Off Boarding

Hello Chair Todd,

Someone mentioned to me that a board member (Scott Leonard) has resigned from the board. Whenever that happens HR needs notification from the board chair, so we can offboard the individual. Please confirm if this is accurate and provide the effective date of resignation, so we can process the change.

Thank you,

Lisa Nelson

Human Resources Manager | Trempealeau County Human Resources

18600 Hobson Street Whitehall, WI 54773

Phone: (715) 538-1899 | Fax: 715.538.4776 | Email: lisa.nelson@co.trempealeau.wi.us

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