

## Board of County Commissioners Agenda Request

**Date of Meeting:** March 5, 2024  
**Date Submitted:** February 21, 2024  
**To:** Honorable Chairman and Members of the Board  
**From:** Edward J. Dixon, County Administrator  
**Subject:** Approval to Confirm the Director of Human Resources

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### **Statement of Issue:**

This agenda item seeks retroactive confirmation from the Board for the employment of Dr. Lisa L. Burroughs as the Director of Human Resources.

### **Background:**

The County Administrator has the authority to select, employ, and supervise all personnel and to fill all vacancies, positions or employment under the jurisdiction of the Board. However, Section 2.83(11), Powers and Duties, of the Gadsden County Code of Ordinance and Florida Statutes 125.74(k), require the Board of County Commissioners to confirm Department heads employed by the Administrator.

### **Analysis:**

Subsequent to the resignation of Mrs. Rebecca Maas, Director of Human Resources, the County posted a job announcement in December 2023 and conducted interviews to fill the vacancy. The interview committee selected Dr. Burroughs as the top candidate for the role.

Dr. Burroughs earned her Doctor of Education degree in Organizational Leadership with a specialization in Human Resource Development from Nova Southeastern University. She has over 20 years of experience in developing and implementing human resource programs and services in the public and private sector. She served as President and CEO of The Burroughs Group Ltd, headquartered in Kigali Rwanda. Prior to relocating to East Africa, Dr. Burroughs served as the Chief Equity and Inclusion Officer with Jefferson County Commission in Birmingham, Alabama, and Chief Human Resources Officer for formerly known as Bainbridge State College and Middle Georgia State University under the University System of Georgia. She has partnered with senior and executive leadership to successfully identify appropriate strategies for implementation in support of the organizations' strategic plans and restructured organizations to work more effectively.

In order to be in compliance with the County's Code of Ordinance and the Florida Statutes the County Administrator requests the retroactive confirmation of Dr. Lisa L. Burroughs.

**Fiscal Impact:**

The fiscal impact will be the salary and benefits of the Director of Human Resources as negotiated by the County Administrator.

**Options:**

1. Approve the County Administrator's recommendation to confirm the employment of Dr. Lisa L. Burroughs as the Director of Human Resources.
2. Do not approve.
3. Board direction.

**County Administrator's Recommendation:**

Option 1.

**Attachments:**

1. Dr. Lisa L. Burroughs's resume

# Dr. Lisa L. Burroughs

llburroughs83@gmail.com | +1 470 774 7048 | www.linkedin.com/in/drlisalburroughs

## EXECUTIVE PROFILE

Highly accomplished human resources executive with over 20 years of experience in developing and implementing human resource programs and services. Proven ability to provide transformational leadership and administer day-to-day operations of human resources teams. Demonstrated success in leading large-scale strategic initiatives and promoting a positive work environment. Exceptional communication, interpersonal, and leadership skills. Core competencies:

*Leadership and Team Management • Analytical Thinking and Problem Solving • Diversity, Equity and Inclusion • Strategic Planning and Implementation • Recruitment and Retention • Talent Management • Change Management • Policy Development • Compensation & Benefits • Human Resource Management • Legal Compliance • Human Resources Audits • HRIS/Technology • Budget Management • Communication and Interpersonal Skills • Project Management • Critical Thinking • Program Management • Analytical Skills*

## PROFESSIONAL EXPERIENCE

**President/Chief Executive Officer**, *The Burroughs Group Ltd*, Kigali, Rwanda and Nairobi, Kenya, Remote, 2021- present

- Provide strategic HR leadership and oversee cross-organizational initiatives.
- Lead global teams responsible for people strategy, recruitment, talent sourcing, employee compensation, total rewards, onboarding, performance measurement, organizational design, training, employee engagement, and HR operations.
- Advise and counsel C-Suite members, the board, investors, and other advisors on matters related to Human Resources strategy.
- Create and implement compensation strategies based on market research and surveys to attract and retain top talent.
- Drive workforce planning initiatives to support the company's expansion goals.
- Ensure compliance with HR best practices and employment policies.
- Apply exceptional problem-solving and analytical skills to address HR challenges.
- Uphold the highest level of integrity in all HR operations.

**Chief Equity & Inclusion Officer**, *Jefferson County Commission*, Birmingham, AL, 2017- 2021

- Advised 2,500 employees on federal, state, and local employment laws, reducing unresolved complaints by 40%.
- Developed policies and created DEIB programs, fostering a more inclusive workplace culture.
- Collaborated with executive leadership in multiple departments to develop strategic direction and change management solutions.
- Generated market data-driven metrics reports, communicating departmental analyses and results.
- Rebranded the Affirmative Action Office to the *Equity and Inclusion Division*, enhancing visibility.
- Expanded the staff and transitioned to the Business Partner model, improving HR service delivery.
- Streamlined investigation process and implemented a case management system for complaint tracking and data reporting.

**Chief Human Resources Officer**, *University System of Georgia*, Atlanta GA, 2009 – 2016

- Aligned HR policies and programs with institutional goals, increasing operational efficiency.
- Championed diversity and inclusion, leading to a more inclusive campus culture.
- Upgraded talent and offered value-added services, transforming HR into a consultative department.
- Redesigned recruitment and hiring policies, reducing time-to-fill positions by 25%.

- Spearheaded a comprehensive classification and compensation study, resulting in a new classification system, updated job descriptions, and wage survey data collection.
- Coordinated DEIB conferences and events, promoting diversity and inclusion across the institution.
- Served in various roles including AA/EEO Officer, Ethics Officer, and Title IX Deputy Coordinator ensuring compliance with all regulatory requirements.

**President/HR Consultant, Burroughs Consulting Group, Atlanta, GA, 2004-2009**

- Provided HR Development services to diverse client-organizations, focusing on organizational development, training, talent management, and performance improvement.
- Achieved a 99% success rate in mediating internal problems and conflicts, improving workplace harmony.
- Implemented talent management strategies, resulting in a 15% increase in employee retention.
- Designed mentoring programs to improve retention efforts and succession planning.
- Conducted training needs assessments and designing/implementing policies and training programs.

**Adjunct Faculty, Nova Southeastern University, Ft. Lauderdale, FL, 2004-2009**

- Taught organizational change and development concepts in site-based and remote Advanced HRD/OD courses at the doctoral level to cohorts in the (USA, China, Iraq, and Jamaica).
- Facilitated integration of organization and adult learning theories, best practices, and leadership strategies in real-world HRD/OD proposals
- Led discussions and research projects for diverse students.

**Manager, Equal Employment Division, Georgia Commission on Equal Opportunity, Atlanta, GA, 1995-2003**

- Managed a team investigating employment discrimination complaints and enforced compliance with state and federal laws
- Conducted conciliation and mediation conferences with a 90% settlement success rate
- Designed training programs and policies to increase performance and eliminate investigation backlogs
- Provided effective written communications and change management strategies
- Implemented job satisfaction surveys, mentoring programs, and leadership development plans

**EDUCATION**

**Doctor of Education in Org. Leadership/Human Resource Development**, Nova Southeastern University, Ft. Lauderdale, FL

**Master of Science in Administration**, Central Michigan University, East Point, GA at Fort McPherson

**Bachelor of Criminal Justice & Bachelor of Science in Psychology**, Florida Agricultural & Mechanical University, Tallahassee, FL

**CERTIFICATIONS/TRAINING**

- Certified Affirmative Action Professional, American Association for Access, Equity and Diversity
- Conflict Resolution and Mediation in Higher Education Training, Summer Institute
- Crisis Management Training, University of Findlay/FEMA
- Title IX Coordinator and Administrator Certification Training, Association of Title IX Administrators
- National Certified Investigator/Inspector Training, Eastern Kentucky University

- Certified Mediator Training, Settlement Institute

#### **COMPUTER/HRIS SKILLS**

Microsoft Office Applications | PeopleSoft | ADP | Adobe | Visio | HireTouch | Capital Impact | Kronos | DocuSign | WorkDay

#### **PROFESSIONAL AFFILIATIONS**

- Practicing Member of the Institute of Human Resource Management (IHRM) – Nairobi Kenya
- National Member of the Society for Human Resource Management (SHRM) - USA
- Former President of the Southern Crescent SHRM Chapter, Clayton County, GA - Chapter received Superior Merit Award

#### **AVAILABLE FOR RELOCATION/TRAVEL**

Willing to relocate as necessary for career opportunities and advancement. Open to exploring new locations and regions to contribute expertise and leadership to organizations seeking top-tier human resources professionals. Willing to travel up to 30%.