

OPERATIONS COMMITTEE

DATE: Tuesday, December 6, 2022
TIME: 9:00 AM
LOCATION: Courthouse - Conference Room 114

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. **Wellness Coordinator Update**
7. **Treasurer**
 - (a) Resolution to sell tax deed property.
8. **Finance**
 - (a) Finance Department update
 - (b) Resolution – Health Department
 - (i) Adams-Juneau
 - (ii) Grants
 - (iii) Healthy Smiles
 - (iv) Health
 - (c) Resolution - Highway
9. **HR**
 - (a) Discuss and review draft of Workplace Violence Prevention Policy
 - (b) Update on 2023 Anthem/Aspirus contract negotiations
10. Comments from the Chair
11. Consider any agenda items for next meeting
12. Set next regular committee meeting date
13. The Committee may go into closed session pursuant to 19.85(1)(c) Wis. Stats to discuss annual evaluations of Department Heads that report to the Committee.
14. Return to open session
15. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2483 333 2657

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m63f2020e7f3f5c259ee18cbbf1ed3203>
Meeting number (access code): 2483 333 2657
Meeting password: 120622

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, November 1, 2022
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Ed Wagner, Lance Pliml, Laura Valenstein, Donna Rozar (via Webex)

EXCUSED: Adam Fischer

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Jeff Penzkover, Ed Newton, PaNyia Yang, Kim McGrath, Kelli Francis, Adam Fandre, Heather Gehrt, Sue Smith, Amy Kaup, Reuben Van Tassel, Nick Flugaur, Trent Miner, Mary Schlagenhaft, Roland Hawk, Kyle Theiler, Marissa Kornack, Shane Wucherpennig, Tim Deaton (The Horton Group)

The meeting was called to order by Chair Wagner at 9:00 a.m.

There were no public comments.

Motion (Pliml/Valenstein) to approve the consent agenda. Motion carried unanimously.

Pliml gave a brief update on ARPA funds. Pliml stated that a presentation on childcare was given to the APRA Adhoc Committee on October 31st. Brief discussion ensued.

Wellness Coordinator Fandre provided an update on the Wellness Program.

Treasurer Gehrt stated that she had signed up for, and since accepted, the Local Assistance & Tribal Consistency Funds (LATCF). Gehrt explained that the County received \$50,000 in 2022 and the County will receive another \$50,000 in 2023. She further explained that the funds can be used for essentially anything other than lobbying. Brief discussion ensued. Wagner stated that it should be placed on the next agenda so that ideas can be brought back on what to spend the funds on.

Gehrt stated that the opioid payments were received. Pliml stated that the vast majority of counties are going to opt for securitization. Health Director Smith stated that there is an opioid task force that has been established that will work together to develop an opioid abatement plan.

Finance Director Newton provided an update on Finance Department activities.

Newton provided a brief budget overview to the Committee.

Newton shared that the Moody's rating call went well and that there was no change to the County's rating.

Human Resources Director McGrath presented a resolution to amend the Property & Liability Deductibles budget for an additional \$50,000 due to larger than expected claims in 2022.

Motion (Rozar/Pliml) to approve the resolution to amend the Property & Liability Deductibles budget. Motion carried unanimously.

McGrath stated that there have been discussions at various committee meetings and other internal discussions in regards to the Workplace Violence Prevention Policy and how it relates to concealed carry. McGrath stated that, since this is a Handbook policy, it falls under the provisions of this Committee so she is bringing it to their attention. Discussion ensued. The consensus of the Committee was for McGrath to bring a draft policy to the next Committee meeting for further discussion.

McGrath explained that Anthem and Aspirus have both sent communication indicating that they have not come to a 2023 contract agreement. Tim Deaton of The Horton Group explained that most of the time these things get resolved, but he is working with McGrath to have viable options ready in case Anthem and Aspirus do not reach

not agreement. McGrath stated that Human Resources will be sending out a communication this week to employees letting them know that the County is aware of the issue, is working on it, and that there will be no increase to premiums in 2023 regardless of what the outcome is.

Wagner stated that he has the materials for the Department Head evaluations that the Committee needs to complete. The consensus of the Committee was to complete the evaluations at the next regular Committee meeting.

Items for next agenda: Local Assistance & Tribal Consistency Funds (LATCF) Spending Ideas
Workplace Violence Prevention Policy
Department Head Evaluations

The next regular Committee meeting is December 6, 2022 at 9:00 a.m.

Wagner declared the meeting adjourned at 9:48 a.m.

Minutes recorded and prepared by Kelli Francis. Minutes in draft form until approved at the next meeting.

MINUTES
ANNUAL COUNTY BUDGET HEARING
& OPERATIONS COMMITTEE MEETING

DATE: Tuesday, November 15, 2022
TIME: 9:00 a.m.
LOCATION: Courthouse – County Board Room

Members present: Ed Wagner, Donna Rozar, Lance Pliml, Laura Valenstein, Adam Fischer

Others present: Trent Miner, County Clerk; Ed Newton, Finance Director; PaNya Yang, Deputy Finance Director; Other County Board Supervisors, Staff and Public in the County Board Room

1. Chairman Wagner called the Operations Committee meeting to order at 9:06 AM.
2. Finance Director Newton, Deputy Finance Director Yang, and Chairman Wagner presented a PowerPoint presentation outlining the 2023 budget, comparing previous years with this year, the revenue/expenditure highlights, and the budget assumptions used during the process.
3. Chairman Wagner opened the floor for public comment from both supervisors and the public. Compliments of the Finance Dept. were heard during public comment.
4. Chair Wagner closed the public hearing.
5. Motion by Fischer/Rozar to approve both the levy resolution and the budget resolution and to forward them onto the county board for their consideration. Motion carried unanimously.
6. Motion by Fischer/Valenstein to adjourn. Motion carried unanimously at 9:27 AM.

Minutes taken by Trent Miner, County Clerk and are in draft form until approved at the next meeting

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Monday, November 21, 2022
TIME: 1:00 p.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Ed Wagner, Lance Pliml, Adam Fischer (via Webex), Donna Rozar (via Webex)

EXCUSED: Laura Valenstein

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Kimberly McGrath, Kelli Francis, Ed Newton, Kathy Alft, Heather Gehrt, Amy Kaup, Jodi Pingel, Trent Miner, PaNyia Yang, Tim Deaton (The Horton Group), Brenda Nickel (The Horton Group), Jen Madsen (Security Health Plan), Alex Yohnk (Security Health Plan)

The meeting was called to order by Chair Wagner at 1:00 p.m.

There were no public comments.

Chair Wagner explained that the purpose of the meeting is to discuss the Third Party Administrator (TPA) of the County's health plan. Human Resources Director McGrath explained that Anthem and Aspirus are still not reaching an agreement. McGrath stated that decisions need to be made on how long we wait to see if an agreement is made or if we look at moving to a different TPA.

Tim Deaton, The Horton Group, explained that there is an Aspirus board meeting this evening and that there could be something that comes out of it, but it isn't certain. Mr. Deaton explained that he secured commitments from other vendors, including Auxiant/WPS, Security Health Plan, and Aspirus Arise, that they can have our group moved over with no lapse in care if they have a decision from us this week. Mr. Deaton further explained that Auxiant/WPS would be the best option for the County based on a variety of factors. He stated that, regardless if the County stays with Anthem or moves to another TPA, the estimated impact to the health fund will be around \$400,000. Discussion ensued.

Motion (Pliml/Rozar) to allow the Human Resources Director to have the latitude to be able to choose the better of the two options, whether it be staying with Anthem or moving to Auxiant/WPS.

Wagner declared the meeting adjourned at 1:13 p.m.

Minutes recorded and prepared by Kelli Francis. Minutes in draft form until approved at the next meeting.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – December 2022

- Election night went smoothly here at the courthouse, however, due to staff illness, I had to bring in an extra staff member to help out. The good news is that it did not cost the county a penny. The bad news is that I, personally, will be paying for it for a LONG time. We were fortunate that my lovely and gracious bride came in and helped us out that night.
- I also mentioned at the county board meeting, the turnout for the November election was nothing to write home about, to be honest. We ended up with a 76.26% turnout. In 2018 we had 81.76%; in 2014 it was 73.74%; in 2010 it was 65.48%. The top municipality percentage turnouts were: #1 – Town of Hiles with 95.92%. #2 – Town of Hansen with 87.26%. #3 – Town of Sigel with 85.74%.
- Two municipalities will be moving to appointed clerks and treasurers in April after passage of referendums in November. The residents of the Town of Cary and the Town of Richfield voted to join 10 other Wood County municipalities that have gone in this direction in the past years. It is always the hope that this will provide stability to those offices. Time will tell.
- There was a possibility that we might have a statewide recount for the Secretary of State position, however once the final county certified, the aggrieved candidate conceded the race. The difference between the votes was about 0.29%, which is within the recount range, but higher than the 0.25% that would have had the counties pay for the recount. With around a 7,700 vote spread, there was no way they could have overcome that deficit.
- After each November election the Wisconsin Elections Commission, requires an audit of optical scan reporting units. There is a minimum requirement set forth in federal law, but this year WEC doubled that number. In all, Wood County had 6 reporting units chosen. I usually coordinate with the municipalities to come in to do these, as it is ultimately their responsibility, however 5 of the 6 have 400 ballots or less, so I decided that we would do them, with their permission. My deputy and I took care of doing the audit of those 5. The audit consist of hand counting 4 races in each reporting unit chosen and comparing that to the results tape from election night. There is some financial remuneration that comes with doing this, so that will be welcome. The results of the audit were exactly the same as the election night reporting. My thanks to Supervisor Clendenning for coming and witnessing the process at one of the sessions. I truly appreciated his interest and participation in the process!
- I worked with Maintenance and IT to adjust the camera for WebEx in Room 114. A HUGE thank you to both Reuben in Maintenance and Josh Wolf in IT. All three of us brainstormed to come up with what we think is a better configuration than we had with the original placement. Josh did a great job in making that room much more “video-friendly” for WebEx. In addition, we now have a portable unit in Room 115, so we could use that room for meetings now as well. It is a great upgrade to our capabilities.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

November 30, 2022

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – November 2022

Human Resources Activity

	November 2022	2022 Year-to-Date
Applications Received	148	1,262
Positions Filled	15	179
Promotions/Transfers	1	46
New Hire Orientations	11	138
Terminations, Voluntary	11	145
Terminations, Involuntary	0	22
Retirements	0	16
Exit Interviews	6	52

Human Resources Narrative

General Highlights

1. Successfully completed the first iteration of Wood County Core Value Awards! For the 3rd quarter of 2022, we received a total of 25 nominations. To be nominated, a Wood County employee would have been witnessed exemplifying one or more of the six identified Wood County Core Values. All nominations were read by Department Heads who then voted on at their Q4 Department Head meeting to select the successful award recipients. Merit pay awards will be paid to those employees on the December 1st payroll. The Quarter 3 Core Value Award recipients are:
 - Integrity: Laura Clark, Clerk of Courts
 - Professionalism: Pamela Ashbeck, Human Services
 - Service: Brandon Dammann, Highway
 - Compassion: Sara McCormick, Sheriff's Department
 - Diversity: Benjamin Maassen, Human Services
 - Initiative: Jeff Mrozek, Emergency Management
2. The Annual Open Enrollment process for 2023 benefit elections is coming to a close. Over 600 benefit eligible employees were required to submit a completed benefit election form on or before November 4th. Human Resources reviewed, approved, and filed all open enrollment forms upon receipt. Benefit elections were updated in HRMS and applicable vendor portals with employee changes for the 2023 plan year. Worked with Wellness Coordinator to determine eligibility for the 2023 discounted health insurance premiums.

3. While the last month held a bit of uncertainty related to our Health Insurance Third Party Administrator, Anthem, and local health care organization Aspirus, with regards to 2023 contract negotiations, we are happy to announce that both entities came to an agreement late in the day on November 22nd and Aspirus will continue to be an in-network provider under Anthem's plan.
4. Annual Performance Evaluations continue to arrive to Human Resources with a deadline of December 9th. All departments and committees were provided with the information for evaluations that are outstanding. Evaluations are tracked in HRMS and filed in personnel files once received. Towards the end of December, Human Resources will provide information to Finance for 2023 step increases, which are effective January 1, 2023. The 2023 wages plans have been communicated to all employees and are available on the HR Intranet.
5. Continued preparations for the 2022 Leadership Retreat to be held at the Nepco Shelter Building on December 13th. As of current, we are anticipating 60-70 departmental leaders (supervisors, managers, and Department Heads) to attend the training event. Todd Kuckkahn, Executive Coach, Leadership Consultant, and Certified speaker with The John Maxwell Team, will be presenting "The 21 Irrefutable Laws of Leadership" based on the best-selling book by John Maxwell.
6. Continued the process to review/revise our Workplace Violence Prevention Policy in accordance to guidelines provided by County Mutual and best practices. This was also a discussion item at the Q4 Department Head Meeting.
7. Assisted the Public Safety Committee with the early stages of recruiting for the Dispatch Manager vacancy. Qualified candidates will be routed to the Committee for review, once the position closes on Nov 30th. It is the intent of HR and the Committee to fill the position on or before February 3rd when the current Dispatch Manager retires.

Meetings & Trainings

1. Attended the Operations Committee Meetings on November 1st and 21st.
2. Attended the J&L Committee Meeting on November 4th.
3. Attended the Property & IT Committee Meeting on November 7th.
4. Attended SHRM's Workplace Culture Virtual Retreat on November 10th.
5. Attended the Public Safety Committee Meeting on November 14th.
6. Attended County Board on November 15th.
7. Attended the Q4 Department Head Meeting on November 16th.
8. Participated in a call with Aspirus' Interim Executive Director on November 17th related to the 2023 contract negotiations between Aspirus and Anthem.
9. Held the monthly conference call with The Horton Group on November 22nd to discuss various benefit topics.
10. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2022 goals.
11. Staff attended various meetings/trainings including:
 - a. SPAHRA Board meeting on November 1st
 - b. BHCG webinar "Employers as Health Care Change Agents – The Time is Now" on November 2nd
 - c. SPAHRA Monthly Meeting "HR Issues for the New Normal" with Jennifer Mirus on November 9th
 - d. Cyber Recruiter Q4 2022 User meeting on November 10th
 - e. Ruderware's Annual Employment & Benefits Conference on November 10th
 - f. von Briesen Public Sector Town Hall: Walking the Tightrope of Employee Medical Issues webinar on November 15th
 - g. SPAHRA committee meeting on November 17th
 - h. Mineral Events webinar "Employer Healthcare Benefits in a Post-Roe v. Wade World" on November 17th

- i. Assurex Global webinar “Prescription Drug Reporting: Final Review Before December Reporting Deadline” on November 17th
- j. SPAHRA November Roundtable Discussion on November 30th

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Reserve Spreadsheet and Health Fund Balance document.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Working with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
6. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations (including out-of-state) for applicants offered employment.

The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Circuit Court Branch I	Legal Admin Assistant - Floater	Position posted, applications reviewed, interviews scheduled 11/18 through 11/22/2022.
Replacement	Clerk of Courts	Court Clerk-Civil	Position posted, applications reviewed, interviews scheduled week of 11/28/2022.
Eligibility List/ Replacement	Dispatch	Dispatcher(s)	Assessment conducted at MSTC 11/17/2022. Interviews scheduled for 12/14/2022.
Replacement	Dispatch	Dispatch Manager	Position posted, deadline 11/30/2022.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 12/7/2022.
Replacement	Health	WIC Health Educator/ Nutritionist	Position posted, interview scheduled 11/29/2022, deadline 12/6/2022.
Replacement	Highway	Highway Engineer	Position posted, deadline 12/31/2022.
Replacement	Highway	Shop Superintendent	Position posted, applications reviewed, interviews scheduled 11/28 & 11/29/2022.

Replacement	Highway	Mechanic I	Position posted, applications reviewed, interviews conducted, checking references/DL on final candidate 11/21/2022.
Replacements	Human Services	Family Interaction Workers (2 positions- located in Marshfield)	Positions posted. Deadline 11/28/2022.
Replacement	Human Services	Outpatient Clinic Manager	Position posted, deadline 12/21/2022.
Replacement	Human Services	Social Work Supervisor – Ongoing	Position posted, interviews conducted, references, background conducted, offer accepted, filled 11/28/2022.
Replacement	Human Services	Community Treatment Teams Service Facilitator	Interviews held, final internal candidate selected. Filled 11/21/2022.
Replacement	Human Services	Case Manager/Social Worker – Ongoing	Positions posted, deadline 11/28/2022.
Replacement	Human Services	Family Resource Coordinator	Position posted, interviews conducted, final candidate selected, background and references, offer accepted, filled 10/31/2022.
Replacement	Human Services	Crisis Interventionist (7 a.m. to 7 p.m.) – (2)	Positions posted, interviews conducted, final candidates selected, background and references, offers accepted, both filled 12/5/2022.
Replacement	Human Services	Income Maintenance Consortium Administrator	Position posted, interviews conducted, filled internally 11/28/2022.
Replacement	Human Services	Youth Extended Services (YES) Coach	Position posted, interviews conducted, final candidate selected, references/background being completed on final candidate as of 11/16/2022.
Replacements	Human Services	Case Manager/Social Worker - Initial Assessment (2)	Positions posted, interviews conducted, one final candidate selected, references/background being completed on final candidate as of 11/14/2022.
Replacement	Human Services	Crisis Interventionist (Casual)	Position posted, deadline 11/18/2022.
Replacement	Human Services	Community Resources Supervisor	Position posted, deadline 12/5/2022.
Replacement	Human Services	Case Manager/Social Worker – Youth Justice	Position posted, deadline 12/5/2022.
Replacements	IT/Systems	IT Interns	Position posted, interviews conducted, references/background completed. Both positions filled 11/28/2022.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant/Cas Rec	Ongoing recruitment by Norwood.
Replacement	Norwood	Psychiatrist	Position posted, deadline 12/5/2022.
Replacement	Norwood	Full-time Cook (1)	Position posted, filled 11/25/2022.
Replacement	Parks & Forestry	Medical 1 st Responder	Position posted, applications reviewed, interviews conducted, final candidate selected, offer pending as of 11/21/2022.
Replacement	Parks & Forestry	Parks Maintenance Worker	Position posted, deadline 11/28/2022.
Replacements- Establish Eligibility List	Sheriff	Corrections Officer (3)	Position posted, interviews conducted, two positions filled (11/7/2022 & 11/21/2022). Established eligibility list.

Replacement	Sheriff	Part-time Deputies	Position posted, applications reviewed, interviews scheduled for 11/29/2022.
-------------	---------	--------------------	--

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms, including the Workplace Violence Prevention Program.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Attended Highway, Edgewater Haven, and Norwood Safety Committee meetings.
4. Completed and submitted various items for 2023 Property, Liability and Worker's Compensation Insurance policies.
5. Conducted N95 fit testing for Edgewater Haven on November 4th.

NEW Workers' Compensation Claims (3)

1. 11/7/22 – Norwood – Employee suffered needlestick injury to R middle finger while drawing labs on resident
2. 11/11/22 – Sheriff's (Corrections) – Employee had potential bloodborne pathogen exposure when combative inmate spit into face and eyes
3. 11/28/22 – Sheriff's (Corrections) – Employee was inadvertently tased while attempting to secure combative inmate

OPEN Workers' Compensation Claims (5)

1. 10/11/22 – Human Services – Employee strained lower back while picking up items for recycling
2. 10/14/22 – Sheriff's (Corrections) – Employee strained L side of lower back while attempting to restrain uncooperative inmate
3. 10/18/22 – Treasurer – Employee tripped on sidewalk in front of courthouse, facial cuts/abrasions and broken tooth
4. 10/18/22 – Highway – Employee had tip of R index finger amputated in pinch point while reattaching box hinges
5. 10/23/22 – Edgewater – Employee strained L shoulder while assisting resident

CLOSED Workers' Compensation Claims (1)

1. 10/6/22 – Highway – Employee caught L middle finger in tailgate chain while working at Smith Pit

First Aid Injuries (3)

1. 11/10/22 – Sheriff's – Employee injured L thumb during K9 training
2. 11/10/22 – Highway – Employee slipped while climbing into equipment due to mud on boots
3. 11/28/22 – Sheriff's (Corrections) – Employee injured R hand/thumb while attempting to secure combative inmate

Property/Vehicle Damage Claims (2)

1. 9/21/22 – Sheriff's – Squad damaged by hail at private residence (est. damage \$3,055.00)
2. 10/10/22 – Sheriff's – Squad struck deer on County roadway (est. damage \$9,294.27)

OPEN EEOC/ERD Claims (3)

1. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of Probable Cause on July 1, 2021. A hearing is tentatively scheduled for June 2023.
2. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb

Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022.

3. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing is tentatively scheduled for July 19 & 20, 2023.

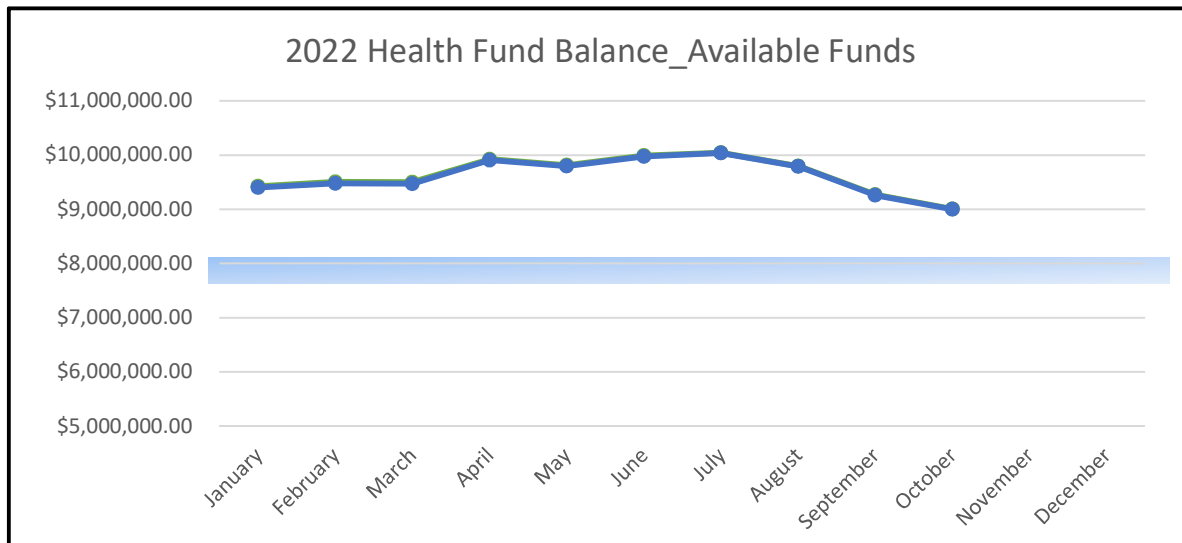
OPEN WRS/ETF Appeal (1)

1. 9/25/22- Former Humane Officer submitted an appeal to the Department of Employee Trust Funds to appeal the County's decision on her eligibility determination. Participated in a call with Corp Counsel and ETF on November 22, 2022. The appeal will be referred to the Division of Hearing and Appeals.

Other

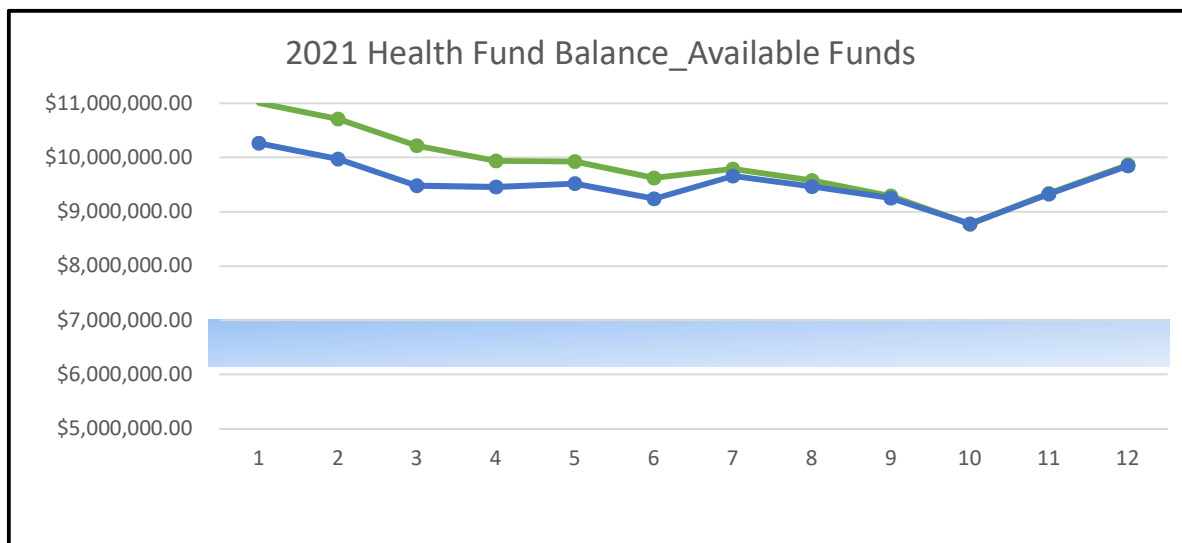
1. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
2. Continued to receive and track Civil Rights Training completion certificates (all employees must complete by December 31st).
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the October Unemployment Insurance payment.
5. Completed Workers Compensation account reconciliation and forwarded to Finance.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on November 7th, 14th, 21st, and 28th.
8. Conducted exit interviews on October 28th, November 6th, 15th, 21st, 22nd, and 30th.
9. Responded to multiple verifications of employment.
10. Replied to multiple requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2022		2021	
	Total	Available	Total	Available
January	\$ 9,425,257.81	\$ 9,402,815.78	\$ 11,005,587.80	\$ 10,261,473.82
February	\$ 9,507,106.04	\$ 9,474,416.97	\$ 10,710,181.62	\$ 9,972,678.38
March	\$ 9,499,684.04	\$ 9,470,991.36	\$ 10,216,683.96	\$ 9,478,341.34
April	\$ 9,925,297.90	\$ 9,903,866.81	\$ 9,935,399.73	\$ 9,457,063.69
May	\$ 9,815,542.94	\$ 9,799,681.50	\$ 9,923,879.65	\$ 9,518,856.96
June	\$ 9,989,672.54	\$ 9,974,919.91	\$ 9,623,261.99	\$ 9,238,695.09
July	\$ 10,045,869.34	\$ 10,037,583.16	\$ 9,786,923.19	\$ 9,658,473.47
August	\$ 9,794,557.38	\$ 9,791,325.99	\$ 9,575,356.85	\$ 9,462,636.66
September	\$ 9,267,809.81	\$ 9,258,972.98	\$ 9,293,544.53	\$ 9,250,358.73
October	\$ 9,007,743.08	\$ 8,999,741.52	\$ 8,772,668.55	\$ 8,777,240.31
November			\$ 9,336,398.97	\$ 9,327,803.05
December			\$ 9,862,291.34	\$ 9,844,864.57



2021 Total Balance - Green Line

2021 Available Funds - Blue Line



2021 Total Balance - Green Line

2021 Available Funds - Blue Line

For further information on HR activities, please contact the HR department.



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—DECEMBER 2022

1. Participated in Wisconsin Counties Associations Webinars on Mondays in November.
2. Attended Operations Committee meeting on November 1.
3. Held a virtual training session with staff and Chris Markworth from IT regarding how to use Laserfiche on November 8. This will allow staff to find the scanned historical tax roll data that was previously held in the vault on paper copies.
4. Attended County Board on November 15.
5. Attended Department Head Meeting at River Block on November 16.
6. Attended Operations Committee meeting on November 21.
7. Had a meeting with representatives from Schwab regarding the general operating account for the County and the services that they could provide on November 22.
8. As municipalities finish up their public budget hearings and submit their tax rate calculation sheets, I've been checking them for accuracy and entering them into the tax program to begin printing tax bills on December 1. The reason we don't start printing tax bills until December 1 is to have a clean cutoff date for ownership changes through November.
9. In order to try to keep tax payers from falling further behind before the new tax bills come out, 585 delinquent notices were mailed out this month totaling \$1,758,845.56 for 2019-2021 taxes owed. This is a little over a million dollar reduction as to what was delinquent at this time last year for 2018-2020 taxes owed and 688 delinquent notices.
10. Completed all employees' annual reviews that are due in December on November 29 and submitted to Human Resources.
11. Sales tax came in for the month of October at \$707,941 which puts us with two months left of the year tracking about \$709,000 behind were we finished last year. To date we have received \$6,467,640.
12. We received another opioid settlement payment in the amount of \$263,073.50.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – November 2022

- Feedback received from those who have attended the flu shot clinics has been very positive. Human Services nursing staff, as always, do a wonderful job administering the vaccines and the Health Department has been equally as helpful preparing the vaccines before each clinic. Final flu shot numbers will be communicated with you next month.
- The quarter 4 wellness challenge, *30 Ways to Wellness*, officially began on November 28. As usual, this focuses primarily on the “high risk” areas associated with data collected from biometric screenings, the health assessment, and health coaching appointments. This challenge encourages participants to try new wellness habits each week focusing on areas such as nutrition, stress, exercise, and mental well-being.
- Follow-up health coaching continues to go over very well. During these meetings I touch-base with participants on the goals they set earlier in the year, assess progress, discuss ways to overcome challenges they are facing, and set new goals if needed. Participants continue to do well working towards their goals. These appointments will continue to be held through the end of the year with most of them taking place telephonically.
- I am continuing to monitor the various activities offered through the Wellness Program and send appropriate communication and reminders when needed. Similarly, I continue to assist employees in navigating the wellness portal and answering any questions that arise. Engagement from the new hires that I meet with on a regular basis continues to be very positive.
- Planning, programming, and implementation for 2023 has begun to pick up with a primary focus on getting dates/times reserved for biometric screenings set to take place between January and March. Additionally, an employee feedback survey is being created to get a better idea of what participants would like the Wellness Program to focus on and how it can be tailored to meet these interests. This will be a heavy focus of the next Wellness Committee meeting.

COUNTY BOARD CLAIMS

October-22

Oct-22

Paid Nov 2022

CLAIMANT	MONTH		PER DIEM \$	MILEAGE \$	EALS/PK	TOTAL \$
				HOTEL \$		
Allen Breu	October-22		465.00	112.50		\$577.50
Tom Buttke	Sept & Oct 22		700.00	271.25		\$971.25
William Clendenning	October-22		915.00	375.63		\$1,290.63
Adam Fischer	October-22		465.00	218.75		\$683.75
Jake Hahn	October-22		465.00	130.63		\$595.63
Brad Hamilton	October-22		565.00	106.88	12.00	\$683.88
John Hokamp	October-22		450.00	33.13		\$483.13
David La Fontaine	October-22		500.00	232.50		\$732.50
Bill Leichtnam	October-22		645.00	176.25		\$821.25
Jeff Penzkover	October-22		300.00	47.50		\$347.50
Lance Pliml	October-22		900.00	82.50		\$1,085.00
Lee Thao	September-22		350.00	5.00		\$355.00
Laura Valenstein	October-22		495.00	0.00		\$495.00
Bill Voight	October-22		350.00	106.25		\$456.25
Ed Wagner	October-22		315.00	123.75		\$438.75
William Winch	Sept & Oct 22		800.00	142.50		\$942.50
Joe Zurfluh	October-22		465.00	33.75		\$498.75
						\$0.00
Rebecca Spiros	October-22		100.00	38.50		\$138.50
			\$ 9,245.00	\$ 2,237.27	\$ 12.00	\$11,596.77

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: NOVEMBER 2022

For the range of vouchers: 06220160 - 06220171

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06220160	WISCONSIN COUNTIES UTILITY TAX ASSOCIATION	Membership Dues	10/26/2022	\$634.86	P
06220161	STAPLES ADVANTAGE	Office Supplies	10/26/2022	\$32.84	P
06220162	STAPLES ADVANTAGE	Office Supplies - Dogs	10/26/2022	\$13.86	P
06220163	VERIZON	Monthly Modem Fee	11/04/2022	\$218.46	P
06220164	NATIONAL ASSN OF COUNTIES	Membership Dues	10/15/2022	\$1,495.00	P
06220165	ELECTION SYSTEMS & SOFTWARE	Ballots - General Election	10/29/2022	\$15,550.14	P
06220166	UNITED MAILING SERVICE	MAIL FEES OCT 1-31, 2022 UMS	11/10/2022	\$1,401.20	P
06220167	CEPRESS CINDY	Canvass Brd - General Election	11/15/2022	\$100.00	P
06220168	HOKS DAVID E	Canvass Brd - General Election	11/15/2022	\$100.00	P
06220169	WISCONSIN MEDIA	VAR ADS 10/1 - 10/31 2022 GANN	11/16/2022	\$1,209.87	P
06220170	AEGIS CORPORATION	Position Schedule Bond - 2023	11/18/2022	\$1,505.00	P
06220171	VERIZON	Monthly Modem Fee	11/19/2022	\$218.60	
Grand Total:				\$22,479.83	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: NOVEMBER 2022

For the range of vouchers: 14220264 - 14220284

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14220264	AMAZON CAPITAL SERVICES	6MM BINDING COILS	10/26/2022	\$12.99	P
14220265	AMAZON CAPITAL SERVICES	ANIT FATIGUE MAT	10/27/2022	\$21.15	P
14220266	AMT	GARNISHMENT PAYMENT	11/03/2022	\$276.00	P
14220267	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	11/03/2022	\$108.67	P
14220268	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	11/03/2022	\$258.12	P
14220269	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	11/03/2022	\$256.97	P
14220270	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/03/2022	\$4,046.49	P
14220271	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/03/2022	\$2,632.10	P
14220272	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	11/03/2022	\$4,908.64	P
14220273	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	11/03/2022	\$20.00	P
14220274	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	11/03/2022	\$355.85	P
14220275	BECKER TAMERA	11/3/22 DIRECT DEPOSIT RETURN	11/03/2022	\$733.07	P
14220276	AMT	GARNISHMENT PAYMENT	11/17/2022	\$276.00	P
14220277	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	11/17/2022	\$147.48	P
14220278	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	11/17/2022	\$254.38	P
14220279	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/17/2022	\$4,083.48	P
14220280	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/17/2022	\$2,667.16	P
14220281	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	11/17/2022	\$5,108.84	P
14220282	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	11/17/2022	\$20.00	P
14220283	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	11/17/2022	\$355.85	P
14220284	ALBRECHT SARA	GARNISHMENT REPAYMENT	11/17/2022	\$272.14	P
Grand Total:				\$26,815.38	

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: NOVEMBER 2022

For the range of vouchers: 17220096 - 17220108

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17220096	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	10/26/2022	\$106.00	P
17220097	MARSHFIELD AREA CHAMBER OF COM	Recognition Program	10/27/2022	\$100.00	P
17220098	WI DEPT OF WORKFORCE DEVELOPMENT	Oct 2022 Unemployment Charges	11/01/2022	\$641.89	P
17220099	WELD RILEY SC	Legal Fees	11/07/2022	\$580.00	P
17220100	CHAMBER OF COMMERCE	Recognition Program	11/15/2022	\$205.00	P
17220101	STAPLES ADVANTAGE	Office Supplies	05/17/2022	\$29.98	P
17220102	STAPLES ADVANTAGE	Office Supplies	05/17/2022	\$51.90	P
17220103	STAPLES ADVANTAGE	Leadership Retreat Supplies	11/18/2022	\$89.60	P
17220104	STAPLES ADVANTAGE	Office Supplies	11/18/2022	\$21.42	P
17220105	AMAZON CAPITAL SERVICES	Office Supplies	11/16/2022	\$10.99	P
17220106	AMAZON CAPITAL SERVICES	Office Supplies	11/09/2022	\$23.29	P
17220107	WI DEPT OF ADMINISTRATION	WiscJobs Announcement - HY/HS	11/02/2022	\$350.00	P
17220108	US BANK	P Card Charges	11/16/2022	\$600.00	P
Grand Total:				\$2,810.07	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: NOVEMBER 2022

For the range of vouchers: 23220056 - 23220061

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23220056	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad 14	11/01/2022	\$9,007.90	P
23220057	HAZARD SKATE AND SPORTS	PPE	11/01/2022	\$299.14	P
23220058	AEGIS CORPORATION	NW Resident Fund Surety Fund	11/16/2022	\$600.00	P
23220059	AEGIS CORPORATION	EW Resident Fund Surety Bond	11/08/2022	\$300.00	P
23220060	RELEASE GUARD	Underground Storage Tank Liab	11/07/2022	\$1,426.00	P
23220061	RELEASE GUARD	Aboveground Storage Tank Liab	11/21/2022	\$2,101.00	P
Grand Total:				\$13,734.04	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: NOVEMBER 2022

For the range of vouchers: 28220249 - 28220270

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28220249	CITY OF NEKOOSA TREASURER	OCTOBER SPECIAL CHARGES	11/02/2022	\$71.80	P
28220250	CITY OF WISCONSIN RAPIDS	OCTOBER SPECIAL CHARGES	11/02/2022	\$4,360.14	P
28220251	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/02/2022	\$433.24	P
28220252	TOWN OF CARY	OCTOBER SPECIAL CHARGES	11/02/2022	\$511.12	P
28220253	TOWN OF PORT EDWARDS	OCTOBER SPECIAL CHARGES	11/02/2022	\$226.63	P
28220254	TOWN OF REMINGTON	OCTOBER SPECIAL CHARGES	11/02/2022	\$156.96	P
28220255	TOWN OF SARATOGA	OCTOBER SPECIAL CHARGES	11/02/2022	\$345.31	P
28220256	TOWN OF GRAND RAPIDS	OCTOBER SPECIAL CHARGES	11/02/2022	\$603.34	P
28220257	TOWN OF LINCOLN	OCTOBER SPECIAL CHARGES	11/02/2022	\$604.94	P
28220258	VILLAGE OF PORT EDWARDS TREAS	OCTOBER SPECIAL CHARGES	11/02/2022	\$1,040.58	P
28220259	VILLAGE OF RUDOLPH	OCTOBER SPECIAL CHARGES	11/02/2022	\$991.58	P
28220260	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	11/02/2022	\$60.00	P
28220261	FAGBEMI SETH & OLUBUKOLA	TAX OVERPAYMENT REFUND	11/09/2022	\$112.04	P
28220262	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/09/2022	\$12.49	P
28220263	WI DEPT OF ADMINISTRATION	OCTOBER WI LAND INFO	11/09/2022	\$6,370.00	P
28220264	BARTH JEFFREY OR LISA	TAX OVERPAYMENT REFUND	11/16/2022	\$2,850.45	P
28220265	HEARTLAND BUSINESS SYSTEMS LLC	TAX ROLL SCANNING	11/16/2022	\$5,752.20	P
28220266	HEISER ROBERT	TAX OVERPAYMENT REFUND	11/16/2022	\$261.71	P
28220267	STATE OF WISCONSIN TREASURER	OCT CLERK OF COURTS REVENUE	11/16/2022	\$138,472.62	P
28220268	US BANK	WCTA HOTEL & OFFICE SUPPLIES	11/22/2022	\$369.43	P
28220269	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/29/2022	\$24.24	
28220270	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/29/2022	\$56.56	
Grand Total:				\$163,687.38	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: NOVEMBER 2022

For the range of vouchers: 34220011 - 34220012

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34220011	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	11/01/2022	\$5,367.50	P
34220012	ASPIRUS OCCUPATIONAL HEALTH	Ergonomic Assessment	11/01/2022	\$360.00	P
Grand Total:				\$5,727.50	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

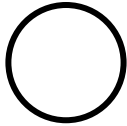
Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE December 20, 2022
Effective Date December 20, 2022

Committee

CAK

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

INTENT & SYNOPSIS: To accept offer of sale of tax deed property.

FISCAL NOTE:	Offered Amount	\$5,000.00
	R.E. Taxes	(1,820.60)
	Tax Deed Expense	(118.00)
	GAIN	\$3,061.40

WHEREAS, during the sealed bid process no offer was received on the below mentioned property, and,

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

WHEREAS, proceeds will be distributed in accordance with Act 216, and,

WHEREAS, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:

THEREFORE BE IT RESOLVED, that the following offer be accepted

Village of Port Edwards

27-00058 That part of the Lot 1 of Wood County Certified Survey Map No. 1902 (recorded in Volume 7 of Survey Maps at Page 102 as Document No. 577478) being part of the NW ¼ of the Fractional SW ¼ of Section 35, Township 22 North, Range 5 East, Village of Port Edwards, Wood County, Wisconsin, described as follows to wit: Commencing at the NE corner of said

Lot 1; thence South 207.56 feet; thence West 728.53 feet; thence South 171.41 feet; thence West to the West line of said Lot 1; thence North along said West line 0° 19’ 38” E 234.05 feet; thence North 44° 37’ 03” E 207.54 feet to the North line of Lot 1; thence East to the point of beginning. Except highway.

OFFERED AMOUNT
\$5,000.00

APPRAISED AMOUNT
\$7,500.00

Property is a vacant lot located on the corner of Letendre & Port Road, Village of Port Edwards.

{ }

ED WAGNER, CHAIR	
DONNA ROZAR, VICE CHAIR	
ADAM FISCHER	
LANCE PLIML	
LAURA VALENSTEIN	

Adopted by the County Board of Wood County, this day of 20 .

County Clerk

County Board Chairman



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: December 6, 2022
To: Operations Committee

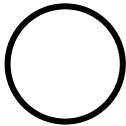
Subject: Finance Department Update
From: Ed Newton & PaNyia Yang

Departmental Activities and Projects - Ongoing/Upcoming

- 2022 Annual Audit and Reporting (Newton/Yang).
- 2022 Single Audit (Newton/Yang).
- 2022 Cost Allocation Plan planning and preparation (Newton/Yang).
- 2022 Form A preliminary/audited filing (Yang).
- Ongoing year-end/audit/single audit/budget discussions with WIPFLI (Newton/Yang).
- Ongoing consulting with CLA (Newton/Yang).
- Prepare/file quarterly ARPA report (Newton).
- Prepare/file quarterly Local Assistance and Tribal Consistency Fund (LATCF) report (Newton).
- Review departments budget to actuals expenditures (Newton/Yang).
- Assisting departments on various questions (Newton/Yang).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2023 – 2027 Capital Improvement Plan – request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2023 CIP projects/Jail/cash expenditure timeline (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Conduct departmental annual performance reviews (Newton/Yang).
- Opioid settlement/securitization information (Newton/Yang).
- Notify departments of year-end fixed asset procedures (Yang).
- Notify departments of year-end budget review guidelines (Yang).
- Notify various department of 2023 CIP (ARPA-Debt) GL accounts (Yang).
- Preparation for year-end W2's and various payroll tax filings (Weiler).
- Preparation for implementation of 2023 COLA, WRS and step increase in payroll system (Weiler).
- Preparation of year-end 1099 filings and 2023 AP setup/rollforward (Nelson).

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend and present at Annual Budget meeting (Newton/Yang).
- Discussion with OC chair regarding annual budget presentation (Newton/Yang).
- Attend County Board meeting (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Various discussions and meeting with Human Resources (Newton).
- Various discussions – Treasurer (Newton).
- Various discussion with WIPFLI – budget/audit (Newton/Yang).
- Discussion with Quarles & Brady and Baird regarding 2023 debt funding (Newton/Yang).
- Discussion with Baird regarding Opioid securitization (Newton/Yang).
- Document review regarding Debt Refunding Bond (Newton/Yang).
- Various department budget and Questica questions (Newton/Yang).
- Various discussions and meetings with Human Services (Newton/Yang).
- Attend quarterly department head meeting (Newton).
- Departmental tour of Norwood (Newton/Yang/Nelson/Weiler).



RESOLUTION#

Introduced by
Page 1 of 1

Health & Human Services Committee; Operations Committee

ITEM#

DATE

December 20, 2022

Effective Date

Upon Passage & Publication

Motion:	Adopted:	
1 st	Lost:	
2 nd	Tabled:	
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>EN</u> , Finance Dir.		

INTENT & SYNOPSIS: To amend the 2022 ADAMS-JUNEAU budget for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54132	Adams-Juneau Environmental Health Program		63,000
44100	Licensing Revenue	41,000	
34210	Fund Balance	22,000	

WHEREAS, expenditures of the above functions are anticipated to exceed the originally adopted budget by \$63,000, and

WHEREAS, expenditure increase is a direct result of personnel costs associated with employees passing their Registered Sanitarian exams and increased travel for inspections and licensing activity, unanticipated during the 2022 budget process, and

WHEREAS, expenditure increase also includes payback of Juneau County nitrate lab investment, and

WHEREAS, revenues generated by the department will be higher than anticipated by \$41,000 due to additional licensure fee collections, and

WHEREAS, there is sufficient amount in the Health Department Adams-Juneau carryover account to additionally cover unanticipated expenditures, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will

exceed the budget at the function level”,

NOW THEREFORE BE IT RESOLVED, to amend the Wood County ADAMS-JUNEAU (54132) budget for 2022 by appropriating \$41,000 of unanticipated revenue from licensing fees into the Licenses/Permits revenue account (44100) and transferring \$22,000 from Fund Balance (34210) into the Adams-Juneau Environmental Health Program (54132) function, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

OPERATIONS COMMITTEE

Ed Wagner (CHAIR)

Donna Rozar

Adam Fischer

Lance Pliml

Laura Valenstein

HEALTH & HUMAN SERVICES COMMITTEE

Adam Fischer (CHAIR)

Donna Rozar

John Hokamp

Lee Thao

Tom Buttke

Kristen Iniguez, DO

Rebecca Spiros, RN

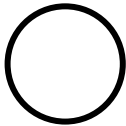
Lori Nordman

Mary Jo Wheeler-Schueller

_____ 20 _____

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Health & Human Services Committee; Operations Committee

ITEM#
DATE
Effective Date

December 20, 2022
Upon Passage & Publication

Motion:	Adopted:	
1 st	Lost:	
2 nd	Tabled:	
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>EN</u> , Finance Dir.		

INTENT & SYNOPSIS: To amend the 2022 GRANTS budget for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54128	Consolidated Contract Programs		4,793
43557	State Grants	1,493	
34210	Fund Balance	3,300	

Source of Money: Department of Health Services (DHS)

WHEREAS expenditures of the above functions are anticipated to exceed the originally adopted budget by \$4,793, and

WHEREAS expenditures include response and recovery efforts from the COVID-19 pandemic, and

WHEREAS revenues generated by the department will be higher than anticipated by \$1,493 due to additional DHS funding, and

WHEREAS there is sufficient amount in the Health Department GRANTS carryover account to additionally cover unanticipated expenditures, and

WHEREAS rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”,

NOW THEREFORE BE IT RESOLVED to amend the Wood County GRANTS budget (54128) for 2022 by appropriating \$1,493 of unanticipated revenue from the Department of Health Services into the state grant revenue account (43557) and transferring \$3,300 from Fund Balance (34210) into the Consolidated Contract (54128) function, and

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

OPERATIONS COMMITTEE

Ed Wagner (CHAIR)

Donna Rozar

Adam Fischer

Lance Pliml

Laura Valenstein

HEALTH & HUMAN SERVICES COMMITTEE

Adam Fischer (CHAIR)

Donna Rozar

John Hokamp

Lee Thao

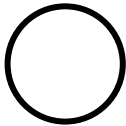
Tom Buttke

Kristen Iniguez, DO

Rebecca Spiros, RN

Lori Nordman

Mary Jo Wheeler-Schueller



RESOLUTION#

Introduced by
Page 1 of 1

Health & Human Services Committee; Operations Committee

ITEM#
DATE
Effective Date

December 20, 2022
Upon Passage & Publication

Motion:	Adopted:	
1 st	Lost:	
2 nd	Tabled:	
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>EN</u> , Finance Dir.		

SS

INTENT & SYNOPSIS: To amend the 2022 HEALTHY SMILES budget for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54130	Healthy Smiles for Wood County		10,000
46510	Medicaid Revenue	10,000	

WHEREAS expenditures of the above functions are anticipated to exceed the originally adopted budget by \$10,000, and

WHEREAS expenditures were greater than anticipated during the 2022 budget due to uncertainties with returning to school clinics following the COVID pandemic, and

WHEREAS unanticipated expenditures include both personnel and program supply expense, and

WHEREAS Medicaid (MA) revenues generated by the department will be higher than anticipated by \$10,000 due to increased MA reimbursement rates, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”,

NOW THEREFORE BE IT RESOLVED, to amend the Wood County HEALTHY SMILES budget (54130) for 2022 by appropriating \$10,000 of

unanticipated MA revenue to public charges grant revenue account (46510),

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

OPERATIONS COMMITTEE

Ed Wagner (CHAIR)

Donna Rozar

Adam Fischer

Lance Pliml

Laura Valenstein

HEALTH & HUMAN SERVICES COMMITTEE

Adam Fischer (CHAIR)

Donna Rozar

John Hokamp

Lee Thao

Tom Buttke

Kristen Iniguez, DO

Rebecca Spiros, RN

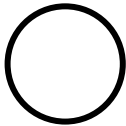
Lori Nordman

Mary Jo Wheeler-Schueller

_____ 20 ____.

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Health & Human Services Committee; Operations Committee

ITEM#
DATE
Effective Date

December 20, 2022
Upon Passage & Publication

Motion:	Adopted:	
1 st	Lost:	
2 nd	Tabled:	
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>EN</u> , Finance Dir.		

INTENT & SYNOPSIS: To amend the 2022 HEALTH budget for additional revenue and expenditures unanticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54121	Public Health		43,000
43243	Federal Grants	43,000	

Source of Money: USDA

WHEREAS revenues generated by the department will be higher than anticipated by \$43,000 due to USDA grant funding, and

WHEREAS expenditures are being increased by the same amount as the additional funding, and

WHEREAS expenditures include implementation of a Regional Farmers Market Program funded by the USDA and unanticipated during the original budget process, and

WHEREAS rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”,

THEREFORE BE IT RESOLVED to amend the Wood County Public Health (54121) budget for 2022 by appropriating \$43,000 of unanticipated revenue from the USDA into the federal grant revenue account (43243),

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

OPERATIONS COMMITTEE

Ed Wagner (CHAIR)

Donna Rozar

Adam Fischer

Lance Pliml

Laura Valenstein

HEALTH & HUMAN SERVICES COMMITTEE

Adam Fischer (CHAIR)

Donna Rozar

John Hokamp

Lee Thao

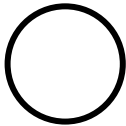
Tom Buttke

Kristen Iniguez, DO

Rebecca Spiros, RN

Lori Nordman

Mary Jo Wheeler-Schueller



RESOLUTION#

Introduced by
Page 1 of 2

Highway Infrastructure and Recreation and Operations

ITEM#

DATE

December 20, 2022

Effective Date

Upon Passage & Publication

Committee

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

jbp

INTENT & SYNOPSIS: To amend the 2022 budget of various Highway functions listed below for additional expenditures of \$1,742,683 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County.

Source of Money: Available appropriations in revenues in excess of budget of \$1,742,683.

The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
1614-47470	Dept Charges-Highway	529,464	
1670-47230	State Charges	19,034	
1671-47330	Local Gov Chgs-Transp	803,229	
1660-47333	Local Gov Chgs-Bridges	56,546	
1672-47300	Local Gov Chgs	334,410	
1624-53260	Hwy-Bituminous Ops-Machinery		27,355
1614-53266	Hwy-Bituminous Ops-Production		336,579
1617-53313	Hwy-Maintenance Gang		135,310
1618-53314	Hwy-Maint Gang-Materials		30,220
1670-53320	Hwy-Maint STHS		19,034
1671-53330	Hwy-Local Roads		803,229
1660-53341	Hwy-County-Aid Bridge Construction		56,546
1672-53490	Hwy-State & Local Other Services		334,410

WHEREAS, final funding of expenditures for bituminous operations-machinery, bituminous operations-production, highway maintenance-gang, highway maintenance–gang materials, highway state roads, highway local roads, highway county-aid bridge construction, and highway state and local other services are able to be funded by higher than anticipated revenues, and

WHEREAS, Rule 26 of the Wood County Board of Supervisors states than “an amendment to the budget is required any time the actual costs will exceed the budget at the function level,” and

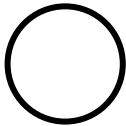
THEREFORE, BE IT RESOLVED, to amend the Wood County Highway budget for 2022 by appropriating unanticipated revenues of \$1,742,683, and

{ }	
ED WAGNER (Chair)	JAKE HAHN (Chair)
DONNA ROZAR	AL BREU
ADAM FISCHER	JOHN HOKAMP
LANCE PLIML	DAVE LAFONTAINE
LAURA VALENSTEIN	LEE THAO

Adopted by the County Board of Wood County, this day of 20 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 2 of 2

Highway Infrastructure and Recreation and Operations

ITEM#

DATE

December 20, 2022

Effective Date

Upon Passage & Publication

Committee

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class I notice of this budget change within 10 days.

{ }

Adopted by the County Board of Wood County, this _____ day of _____ 20 ____ .

County Clerk

County Board Chairman

DRAFT

VIOLENCE IN THE WORKPLACE PREVENTION PROGRAM



Revised 11/08/2022

Policy Statement

Wood County is committed to providing a safe and healthy working environment for employees and members of the general public.

Wood County does not tolerate acts of bullying or workplace violence committed by or against employees and strictly prohibits employees from making threats, possession without authority, use, or threat of use of any weapon in the workplace, or engaging in violent acts and intimidation.

Definitions

1. Employee refers to all regular full-time, regular part-time, casual, seasonal employees, temporary employees, authorized volunteers, and elected and appointed officials of Wood County.
2. Workplace means all County-owned or leased property, including vehicles and equipment, and any other location where County employees are performing work in an official capacity for the County.
3. Violence/threats include, but are not limited to: striking, pushing, kicking, throwing things, abusing/destroying property, oral or written physical threats of violence, stalking, bullying, or harassment.
4. Weapons: all firearms; compressed gas-operated weapons; any electric weapons as defined in Wis. Stat. § 941.295(4), bows of legal hunting strength, knives (other than small pocket knives), explosives, or any other device which, in the manner it is used or intended to be used, is likely to produce bodily harm; or any device which the County deems dangerous.

Weapons and Concealed Carry

County employees, board members, elected or appointed officials, or approved contractors may not possess, transport, or use a weapon of any kind while conducting County business, operating a County-owned vehicle or while attending a County-sponsored event, unless explicitly authorized and approved.

This prohibition does not apply to law enforcement personnel in the course of their duties.

Per Wis. Stat. § 175.60(15m)(b), legally owned firearms or other weapons may be stored in employees' personal vehicles while on County premises or while conducting County business. This includes travel while working on behalf of the County.

Exceptions:

- a) Possession, transport or use of small pocket knives or knives designed for general use (such as utility knives or box cutters) or the preparation of food is not prohibited, provided that such possession, transport, or use is not intended or likely to produce bodily harm and is not deemed by the County to be dangerous.
- b) Those employees who are permitted to carry in prohibited locations under the provisions of Wis. Stat. § 175.60(16)(b), which includes Judges, District Attorneys and Assistant District Attorneys, or any party whom a judge has approved in writing to carry a weapon.

- c) Those employees with a valid concealed carry weapon (CCW) permit who are approved to carry a handgun in non-restricted areas of the County. Approvals shall be evaluated on a case-by-case basis according to the **Approval Process** section below, and will be documented.

Approval Process

Those individuals requesting to carry a concealed firearm must have documentation of **all** the following prior to bringing a firearm into any County facility:

1. A valid CCW permit issued by the State of Wisconsin.
2. A legally purchased and registered firearm.
3. Department head approval.
4. Demonstrated competency to Wood County Sheriff's Department personnel or other suitable educational alternative as determined by the County.

NOTE: Additional training, instruction, or practice is highly encouraged before attempting to demonstrate competency.

Those approved CCW holders will also be subject to the following conditions:

1. The employee must abide by all requirements of the Wisconsin CCW Permit, including carrying their permit and valid photo ID with them at all times, and presenting these documents to law enforcement upon request.
2. The employee's weapon must be concealed on his or her person at all times, and carried in a holster or other appropriate carrying device unless the employee is lawfully using the weapon; or if the weapon is secured and locked in an appropriate location.
3. The employee is solely responsible for maintaining control of their weapon at all times.
4. The employee may not carry a concealed weapon in any area, building, or vehicle, whether public or private where doing so is posted as prohibited or over the objection of the owner. This includes those locations listed in Wis. Stat. § 175.60(16)(a), which include the County Courthouse and the secure portion of Norwood Health Center.
5. If the employee stores a weapon in a county vehicle, the employee must secure the weapon with a suitable trigger lock, barrel lock, or by enclosure in a locked case, and place the encased or secured weapon out of plain view and lock the vehicle.

Nothing in this written program shall be construed to support or permit intimidating, threatening, or violent behavior related to the possession of a concealed weapon. These types of behavior may include intentionally displaying a concealed weapon, referring to a concealed weapon, or referring to a weapon not on the employee's person with the intent to implicitly or explicitly intimidate or threaten another person. However, the mere carrying of a concealed weapon by a licensed and approved employee does not constitute an intimidating, threatening, or violent act.

Employees who are approved to carry a concealed weapon in the workplace will be required to re-certify or reconfirm their eligibility periodically. The right to carry may be revoked at any time if eligibility is determined to not be current.

If the employee's CCW permit is revoked or suspended for any reason, the employee must notify Human Resources by the next business day and may not carry a weapon until proof of reinstatement is provided.

Open Carry

No employee, other than a law enforcement officer, may openly carry a weapon in the course of their employment.

Threats, Threatening / Violent Behavior

Any person who makes serious threats, exhibits threatening behavior, or engages in violent acts at any County facility shall be removed from the premises by law enforcement as quickly as safety permits, and shall remain off County premises pending the outcome of an investigation.

If an investigation substantiates that violation of this policy has occurred, the County will initiate a decisive and appropriate response, up to termination or legal action such as a restraining order.

This response will follow the current Employee Policy Handbook, any existing Labor Agreements, County policies/ordinances and/or any other guidelines established for employees, vendors, guests and visitors.

Actions may include, but are not limited to:

1. Reassignment of job duties, suspension, or termination of employment if offender is a County employee.
2. Referral to an Employee Assistance Program (EAP), as appropriate.
3. Legal response to include criminal charges, if warranted.

Reporting Procedures

Employees are responsible for notifying their supervisor of any threat or incident of workplace violence, which they have witnessed, experienced, become aware of, or in any way have knowledge of. Reporting may be verbal or written, depending on the situation. When reporting a threat of violence, employees should be as specific and detailed as possible.

All reports will be investigated and information will be kept confidential to the extent possible.

Alternative to Reporting Workplace Violence to Supervisor

If an employee is not comfortable reporting incidents of workplace violence to their supervisor, the employee may instead report it to their Department Head, a supervisory employee in any other County department including the Sheriff's Department, or to the Human Resources Department.

False Reports

Allegations or reports of workplace threats will be taken seriously. Employees intentionally making false or misleading reports will be subject to discipline according to the Employee Policy Handbook.

Restraining Orders

All employees who have a restraining order against another person(s), which identifies County facilities/locations as protected sites, must provide a copy of the petition and court order to the Human Resources Department.

A copy of any valid temporary or permanent restraining order, will be provided by the Human Resources Director to the appropriate Department Head, the Sheriff's Department, and any individuals deemed essential for notification (i.e. support staff, co-workers). Due to the sensitivity of information requested, confidentiality procedures will be followed to recognize the privacy of the reporting person or persons. It will always be the responsibility of the reporting person or persons to request any restriction pertaining to the disclosure of information.

Responding to Acts of Violence

When an actual or attempted suicide, homicide, or other act of violence occurs on County premises, the immediate responsibility of all County personnel is to contact law enforcement (9-911 from County phones) as soon as safe to initiate emergency response.

After such report, notifications are made to the appropriate departments per emergency notification procedures.

The Sheriff's Department will handle matters relating to any law enforcement-related or jail incidents.

Incident Management

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of our workforce, initial counseling and support services will be provided to employees and their immediate family members, as appropriate. As the crisis passes and support systems are put into place for individuals affected by the incident, Wood County will make every effort to return to normal business operations.

Crisis Intervention

County of Wood Crisis Intervention Referral Service

Referral Services

- Police and Emergency Services – 911
- Wood County Human Services River Block – 421-8800
- Wood County Crisis Intervention and Referral Service
 - South Wood County – 421-2345
 - North Wood County – 384-5555

Employee Training

Employee training on this written program will be included as part of the required Annual Safety Training.

Excerpt from Department Head Meeting Minutes, November 16, 2022

Agenda Item #7: Workplace Violence Prevention Program (McGrath) – Kim shared the draft policy that was recently put together. Will be presented to Operations Committee at their December meeting- looking for feedback from the group on the proposed policy/procedure specifically related to allowing concealed carry in County facilities, excluding the Courthouse and the secure areas of Norwood Health Center. Extensive conversation occurred on the draft policy. Open questions for consideration:

- a. If weapons are stored/secured in County facilities, who approves the storage location?
- b. If related to safety, there needs to be discussion about security at River Block.
- c. Can we consider non-lethal alternatives?
- d. Do we notify all Department Heads of those who are approved to carry a CCW? How often?
- e. How would you notify people in other facilities that you are an approved CCW holder?
- f. What is an approved “appropriate location” for storage?
- g. Who gives the Department Head approval if/when the Department Head is requesting?
- h. What does the communication look like for employees who carry at other departments/facilities?