

**AGENDA  
OPERATIONS COMMITTEE**

**DATE:** Tuesday, April 7, 2026  
**TIME:** 10:00 AM  
**LOCATION:** Courthouse – Room 302

***Join by phone***

+1-408-418-9388 United States Toll  
Access code: 2488 011 4049

***Join by WebEx App or website***

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=macefb0b3851438601de58790963ce769>

Webinar number: 2488 011 4049

Webinar password: 040726

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
  - a. Review/approve minutes from March 3 & 17, 2026, committee meetings
  - b. Review monthly letters of comment from department heads.
  - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. **COUNTY CLERK**
  - a. 2027-2030 CIP Proposal
5. **WELLNESS COORDINATOR**
  - a. Monthly update
6. **FINANCE**
  - a. Motion to transfer from Drug Court State Aid to Drug Court budget
  - b. Resolutions
    - i. Amend 2025 Budget – Criminal Justice
    - ii. Amend 2025 Budget – Property & Liability Insurance
    - iii. Amend 2025 Budget – Health Fund
7. **HUMAN RESOURCES**
  - a. 2026 Wood County Employee Engagement Survey Results
8. Consider any agenda items for next meeting
9. Set next regular committee meeting date – Tuesday, May 5, 2026 – 10:00 AM
10. Adjourn

## MINUTES OPERATIONS COMMITTEE

**DATE:** Tuesday, March 3, 2026

**TIME:** 10:00 AM

**PLACE:** Courthouse – Rm 300

**MEMBERS PRESENT:** Laura Valenstein, Donna Rozar, Lance Pliml (WebEx), Jake Hahn, Joseph Zurfluh

**OTHERS PRESENT:** Trent Miner, County Clerk; See attached sign-in list

1. Chair Valenstein called the meeting to order at 10:00 AM.
2. There was no public comment.
3. Motion by Rozar/Hahn to approve the consent agenda. Motion carried unanimously.
4. Wellness Coordinator Peterson provided a monthly update on Wellness programming.
5. Finance Director Yang presented 5 resolutions, housekeeping of nature, to the committee, as follows:
  - Committed Funds Year End Balances
  - Amend 2025 Budget - Child Support-5 County
  - Amend 2025 Budget - Highway
  - Amend 2025 Budget - Debt Service
  - Amend 2026 Budget – Norwood Maintenance & Capital ProjectsMotion by Zurfluh/Rozar to approve the aforementioned resolutions and forward onto the county board for their consideration. Motion carried unanimously.
6. Yang presented two 2025 budget items that can be acted on at committee level, per policy, due to the low amounts being transferred. They include:
  - State Aid Courts (III) budget to Branch III budget (\$215)
  - State Aid Courts (IV) budget to Branch IV budget (\$700)Motion by Rozar/Hahn to approve the budget adjustments as presented. Motion carried unanimously.
7. McGrath a resolution setting the payrates for the Clerk of Courts and Sheriff for their next term of office. She provided the committee with up-to-date comparables and believes this resolution keeps these positions competitive and alleviates any compression within the departments. Motion by Rozar/Zurfluh to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.

8. Human Services Director Vruwink is requesting a short term policy adjustment whereby CLTS staff will be able to work extra hours, at straight time due to their exempt status, to clear a back log of cases that the state has mandated be cleared by May 31, 2026. They have hired additional staff, however recruitment was slow and the new hires will not be fully trained in time to clear the backlog. This extra amount of pay is reimbursable and will not add to the county levy. Motion by Hahn/Zurfluh to approve the policy adjustment as requested, with an end date of June 5, 2026 (end of payroll week). Motion carried unanimously.
9. The next meeting will be held on Tuesday, April 7, 2026, at 10:00 AM. The committee will need to meet prior to the county board meeting to act on a resolution creating a 0.5 FTE and budget amendment for Victim Witness.
10. Chair Valenstein adjourned the meeting at 10:14 AM.

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

**Operations Committee  
March 3, 2026**

NAME	REPRESENTING
Bill C. ...	WCB #15
PANYA yang	Finance
DARRIN STEINBACH	Finance
DENNIS POLACH	WCB - 14
Kim McGrath	HR
QUENTIN ELLIS	SHERIFF'S
CHARLIE HOOGESTEGGER	SHERIFF'S
Cheryl Krohn	Treasurer
Kimberly Stimac	Clerk of Courts
Brandon Vruwink	Human Services
Brent Vruwink	Child Support
Katie DeKleyn (Web Ex)	County Clerk
Brad Hamilton (Web Ex)	CB District 18
Amy Kaye (Web Ex)	IT
Mary Schlagenhaut (Web Ex)	Human Services
Katie Miloch (Web Ex)	Human Services
Tony Bastien (Web Ex)	Dispatch
Justin Cielewicz (Web Ex)	Edgewater Haven
Nick Flugaur (Web Ex)	HR
Tiffany Ringer (Web Ex)	Register of Deeds
Health Dept ?? (Web Ex)	
Shawn Becker (Web Ex)	Sheriff's Dept
Sarah Christensen (Web Ex)	Emergency Mgmt

## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, March 17, 2026  
**TIME:** 9:15 AM  
**PLACE:** Courthouse – County Board Room

MEMBERS PRESENT: Donna Rozar, Jake Hahn, Lance Pliml, Joseph Zurfluh

MEMBER EXCUSED: Laura Valenstein

OTHERS PRESENT: Trent Miner, County Clerk; others in the county board room

1. Vice Chair Rozar called the committee to order at 9:19 AM.
2. A resolution adding a 0.5 FTE and amending the budget for said position for Victim Witness was presented. Motion by Zurfluh/Hahn to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
3. Vice Chair Rozar declared the meeting adjourned at 9:20 AM.

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



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – April 2026

- I will be presenting our CIP for our election upgrade to you at this meeting. As you recall, this encompasses a cost share hardware purchase with our municipalities as well as server replacement. This will set the county up, tabulation-wise, for another estimated 15-20 years (based on the life of our current infrastructure), with the exception of the servers which should be replaced every 6-7 years.
- Our committee meeting coincides with the Spring Election Day, so another 14-minute meeting as we had in March would be extremely welcome and appreciated! 😊 This is the second election we (myself and the chief deputy) programmed. I am surprised by how in-depth and challenging the programming is and am thankful that my team is fully on board with this endeavor because with the time it takes, it really requires the whole team to keep everything moving. While the Chief Deputy and I work on the programming, ballot ordering and L&A testing, the Program Assistant is busy making sure to have all the forms, notices, supplies, and chain of custody documents ready and distributed for all the municipalities, as well as helping our normal customer traffic with passports and marriage licenses. She also helps out with the L&A testing. I would be remiss if I did not remind and mention we do this with less staff (2.80 FTE) than any other county in the state that does internal programming.
- One of my municipal clerks recently lost everything her and her husband owned in a house fire that completely destroyed their home. This included all of the election material that she had just picked up the day prior to the fire. I ordered new items that were owned by us, as well as replacement ballots, all of which were destroyed. I also stepped in to help the town out with their public testing and will be doing all of the reconciling of the Spring Election in the statewide system.
- I have been asked to present to the Wood County Unit of the Wisconsin Towns Association in April.
- Pursuant to county board rules, I will be setting up the initial meetings of the various committees in order to elect their leadership for the next two years once the organizational meeting is held and the county board chair selects the committee membership.
- Once April settles down a little bit, we will be right into the fall election cycle and working on getting the annual directory completed and printed as quickly as possible.
- I will be in the office on Good Friday in order to comply with state statutes in case anyone comes in to file a campaign registration statement with me to run as a registered write-in for a county board seat or multi-jurisdictional judge. The courthouse is closed but I will have a sign in the entryway to call my office if they are here for that reason and I will come out and collect their

- I conducted two election training sessions in March for my clerks and chief election inspectors. The sessions were held on Wednesday, March 25<sup>th</sup> and Saturday, March 28<sup>th</sup> in Pittsville at the Community Hall. My Wednesday session had 72 in attendance (see below) and Saturday had 30. A little lower than normal but in-person absentee voting was already going on and it was Spring Break for a number of school districts. We basically just reviewed current laws and expectations. This counts towards their recertification hours for the next term as well.



- The chief deputy attended this session with me, and I also took her to the public testing I did in the Town of Dexter. She has not been present for and never had been a part of a public test in a municipality so this was a great opportunity for her to see how the work we do putting everything together on the programming ends up looking on the municipal side, as well as how the actual public test process works and the paperwork trail that we produce verifying those test results.



# Wood County

WISCONSIN

Office of  
Finance Director

**PaNya Yang**  
Finance Director

**Date:** 3/31/2026  
**To:** Operations Committee  
**From:** PaNya Yang  
**Subject:** Monthly Letter of Comments

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## **DEPARTMENTAL ACTIVITIES**

### **Finance Department Updates**

#### 1. ARPA Funds

As of February 28, 2026, we have roughly \$3.45 million remaining – the majority being \$2.78 million of park improvements/building, \$505,000 for radio system updates, Land & Water Conservation of \$104,000 for various projects, and Planning & Zoning of \$60,600 for LiDAR. Funds must be expended by the end of 2026.

#### 2. Ongoing Audit Preparation

Preparations for our annual audit in four weeks are progressing smoothly. This year, we are resuming the preparation of the Schedule of Expenditures of Federal Awards (SEFA)\* internally. Wipfli took on the additional task after a transition in leadership 6 years ago. This has added to our billable costs. Since we used to handle this internally, I'm hoping that by doing the legwork ourselves, we can save some money on the final audit bill.

*\* The Schedule of Expenditures of Federal Awards (SEFA) is a mandatory financial report prepared by non-federal entities (states, local governments, non-profits) that spend \$1,000,000 or more in federal awards during a fiscal year. It acts as a comprehensive list of all federal assistance received, broken down by agency and program, ensuring compliance with the Single Audit Act.*

#### 3. 2025 Year-end Numbers

Not much has changed from my predictions since last month. The General Fund is still looking good – a positive \$190,000 or so. It can still fluctuate a little as we go through our audit in May and June. As of now, it's looking like there will be inter-fund transfers of around \$2.5 million or so from Human Services, Norwood, and Edgewater. I will have better numbers to present at May's committee meeting.

#### 4. 2027-2031 CIP Requests

CIP requests continue to come in. Some departments have already presented their requests to their oversight committees. If they haven't, then they should be presenting them to their oversight committee in April. We will hand out the CIP summary to the Operations Committee in May.

#### 5. GFOA's Certificate of Achievement Award

I'm thrilled to share that the GFOA has awarded our 2024 annual financial report the Certificate of Achievement for Excellence in Financial Reporting. This marks 24 consecutive years of receiving this honor! I am so proud of this track record. *The GFOA established the certificate program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal.*



# Wood County

WISCONSIN

Office of  
Finance Director

**PaNyia Yang**  
Finance Director

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## **AGENDA ITEMS**

### **Motion to Transfer From Drug Court - Court Fees & Costs to Drug Court Budget**

Criminal Justice's Drug Court Budget had additional operating expenditures not anticipated during the original budget process. This caused an overage in the overall budget of approximately \$210. The source of funding is unanticipated court fees & costs revenue that was received in excess of the original budgeted amount. Because the overage is the lesser of \$5,000 or 10% of the budgeted expenditure function, the Operations Committee is allowed to approve the budget amendment with a motion rather than a County Board resolution.

Therefore, I will be seeking a motion from the committee to approve the amendment of Criminal Justice's Drug Court (51242) 2025 budget by appropriating \$210 of unanticipated revenues from Drug Court – Court Fees & Costs (46146).

## **Resolutions**

### 1. Amend 2025 Budget – Criminal Justice

This resolution seeks to amend the 2025 Criminal Justice budget for unanticipated expenditures for wages and contractual services related to treatment-based programs of \$78,385. The source of funding is unanticipated revenue from Criminal Justice State Aid of \$76,109 and available contingency of \$2,276. To date, contingency has not been tapped into and the full \$600,000 is still available.

The Criminal Justice Department was without a department head for the first two months last year. Dillon Ksionek, Criminal Justice Coordinator, did a tremendous job all year long working through his department budgets and making sure that all grants were utilized/reported correctly and efficiently. He worked with a budget that wasn't his own and worked hard to honor the previous coordinator's vision for grants and programming. Thanks to his leadership and his staff, everything stayed on track almost entirely.

### 2. Amend 2025 Budget – Property & Liability

This resolution seeks to amend the 2025 Property & Liability budget for higher than anticipated deductible expenditures of \$400,902. The source of funding will be unanticipated insurance recovery revenue of \$337,796 and available contingency of \$63,106.

### 3. Amend 2025 Budget – Employee Health Fund

This resolution is to amend the Health Fund budget for 2025. Health claims expenses were over budget by \$1,708,694, but other line items were underspent. So, the net amount over budget is \$1,453,778. A total of \$480,809 of unanticipated revenue was received from Health Fund Departmental Charges, Stop Loss Reimbursement, Unrealized gain on investment, and Investment interest. The remaining \$972,969 will be appropriated from the employee health fund cash reserves. The fund balance is \$8,799,432.78 before the 2025 net loss consideration.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

March 31, 2026

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – March 2026

### Human Resources Activity

	March 2026	2026 Year-to Date
Applications Received	204	390
Positions Filled	19	32
Promotions/Transfers	1	4
New Hire Orientations	11	23
Terminations, Voluntary	12*	26
Terminations, Involuntary	0	1
Retirements	0	2
Turnover Rate	1.58%	4.08%
Exit Interviews	8	13

\*Three of these are casual

### Human Resources Narrative

#### General Highlights

1. We concluded our Employee Engagement Survey project this month. All eligible departments received their respective reports/results including a Department Executive Summary, Department Results spreadsheet, Supervisor Tool, and Action Planning Guide. Departments were encouraged to share their departmental reports with their team(s) and work towards actionable goals to increase engagement. The comprehensive organization-wide report will be shared with the Operations Committee at their April meeting. We sincerely appreciate the support of all Wood County staff and leadership who participated in the survey process and are thankful for the collaboration with the Workforce Development Department at Mid-State Technical College on working through our first-ever Wood County Employee Engagement Survey.

#### Meetings & Trainings

1. Attended the Operations Committee meeting on March 3<sup>rd</sup>.
2. Attended County Board on March 17<sup>th</sup> (Asst HR Director).
3. Attended Health & Human Services Committee on March 26<sup>th</sup>.
4. Attended the monthly conference call with The Horton Group on March 24<sup>th</sup> to discuss various benefit topics.

5. Held individual staff and team meetings to discuss and provide updates on the department's identified 2026 goals.
6. Team members attended various webinars related to benefits, employment law, and compliance.

**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, and stop loss admin fees.
3. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
4. Processed COBRA notifications for dependents on the health plan reaching age 26.

**Recruitment**

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Assisted multiple departments with interviews and selection process.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continue to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Continually looking into different options to ensure we are reaching out to interested candidates in a timely manner. Currently running an Indeed campaign for three positions in Human Services.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations 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.**

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Child Support	Case Worker	Position posted; filled internally 4/13/26
Replacement	Child Support	Intake Worker	Position posted; deadline 4/6/26
Replacement	Corporation Counsel	Legal Admin Assistant – PT 70%	Position posted; interviews conducted, references completed, offer extended and accepted, filled 3/30/26
Replacement/ Eligibility List	Dispatch	Dispatcher	Position posted; interviews conducted, references completed, offer extended and accepted, filled 4/13/26. Eligibility list established.
New Position	Victim Witness/ District Attorney	VW Program Asst (50%)	Position posted; deadline 4/6/26
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 6/8/26
Replacement	Health	Director-Health Officer	Position posted; interview conducted, filled internally 3/15/27

Replacement	Highway	Mechanic II	Position posted; interviews conducted, references/DL checked, offer extended and accepted, filled 4/6/26
Replacements	Highway	Truck Operators (2)	Position posted; interviews conducted, DL & references checked, offer extended and accepted, filled 3/9/26 and 4/6/26
Replacement	Highway	Engineering Intern	Position posted; deadline 4/13/26
Replacement(s)	Highway	LTE Truck Operators	Position posted; deadline 4/13/26
Replacement(s)	Highway	Summer Help	Position posted; deadline 4/13/26
Replacement	Highway	LTE Mechanic	Position posted; deadline 3/30/26
Replacements	Human Services	Mental Health/SUD Therapist (2)	Positions posted; interviews conducted, references completed, offer extended and accepted for one vacancy, filled 4/20/26. 2 <sup>nd</sup> vacancy posted, deadline 5/11/26
Replacement	Human Services	Family Interaction Worker	Position posted; deadline 5/4/26
Replacement	Human Services	Mental Health Case Mgr (CCS Service Facilitator)	Position posted; deadline 5/11/26
New positions (3)	Human Services	CLTS Support & Service Coordinators (I & II)	Positions posted; deadline 3/30/26, one position filled 2/23/26
Replacement	Human Services	Mental Health Case Mgr (EMH/APS Coordinator)	Position posted; deadline 4/13/26
Replacement	Human Services	Case Mgr/SW – IA	Position posted; deadline 4/6/26
Replacement	Human Services	Case Mgr/SW – Ongoing	Position posted; deadline 4/20/26
Replacement	Human Services	Admin Asst II – CCS/CSP	Position posted; interviews being conducted
Replacement	Human Services	Admin Asst II – FS/Payroll	Position posted; interviews being conducted
Replacement	Human Services	Birth to Three Coordinator	Position posted; deadline 4/20/26
New Position	Maintenance	Maintenance Technician (moved from Building Automation Specialist)	Position posted; 2 <sup>nd</sup> interviews conducted on 3/25/26
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, and LPN	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding; deadline 4/20/2026
Replacement	Norwood	Food Services Supervisor	Position posted; deadline 5/11/26
Replacement	Parks	Summer Help	Position posted; deadline 4/13/26
Replacement	Parks	Camp Ranger – CERA Park	Position posted; interviews conducted, references/DL check completed, offer extended and accepted, filled, start TBD
Replacement	Parks	Program Assistant	Position posted; deadline 3/30/26
Replacements	Sheriff	PT Deputy Sheriff	Position posted; interviews conducted, references checked, offer and acceptance received for five vacancies, filled 3/10/26
Replacement	Sheriff	Deputy Sheriff – Establish Eligibility List	Position posted; offer extended, start date is delayed. Eligibility list established.
Replacements	Sheriff	Correction Officers	Position posted; deadline 4/6/26. Interviews conducted, references completed, offer and acceptance received for two vacancies, filled 3/2/26 and 3/23/26

## Safety/Risk Management

1. Managed open claims with Aegis/Charles Taylor throughout the month.
2. Corresponded with various insurers regarding claims and pending litigation.
3. Conducted N95 fit testing for 28 students/staff at Edgewater Haven on March 13<sup>th</sup>, 17 staff on March 17<sup>th</sup>, and 19 staff on March 18<sup>th</sup>. This is part of the facility's annual fit testing schedule.
4. Attended Edgewater Safety Committee on March 4<sup>th</sup>, Norwood Safety Committee on March 10<sup>th</sup>, and Highway Safety Committee on March 30<sup>th</sup>.

### NEW Workers' Compensation Claims (1)

1. 3/15/26 – Sheriff's – Employee injured L arm after slipping on ice while assisting citizen on roadside

### OPEN Workers' Compensation Claims (5)

1. 2/12/25 – EM – Employee slipped on ice, fell on L side hauling debris to bin at EM Shop (surgery required)
2. 7/13/25 – Health – Employee injured L knee after falling at work-related conference
3. 12/26/25 – Edgewater – Employee injured R side of body slipping on ice while leaving work
4. 1/20/26 – Sheriff's (Corrections) – Employee injured L knee while responding to emergency in Jail (surgery required)
5. 2/6/26 – Norwood – Employee strained lower back while transferring resident

### CLOSED Workers' Compensation Claims (4)

1. 10/27/25 – Edgewater Haven – Employee strained R bicep/arm while lifting resident
2. 1/5/26 – Human Services – Employee was involved in MVC with private vehicle while returning from home visit
3. 1/29/26 – Norwood – Employee strained lower back while providing care to resident
4. 2/11/26 – Highway – Employee cut R thumb while trying to loosen brushing blade

### First Aid Injuries (4)

1. 2/26/26 – Highway – Employee experienced low back pain after lifting rumble strips into trailer
2. 3/15/26 – Highway – Employee twisted R knee/ankle after slipping on roadside ice while plowing
3. 3/17/26 – Human Services – Employee slipped on ice in River Block parking lot
4. 3/20/26 – Highway – Employee strained R pectoral muscle moving pallet of salt with pallet jack

### Property/Vehicle Damage Claims (4)

1. 3/3/26 – Sheriff's – Squad struck raccoons while responding emergently (actual damage \$2,570.88)
2. 3/6/26 – Sheriff's – Deer ran into side of squad while traveling on local road (actual damage \$350.00)
3. 3/16/26 – Sheriff's – Squad sustained paint/body damage from snow removal during winter storm (est. damage \$7,819.20)
4. 3/24/26 – Sheriff's – Squad struck deer while on routine patrol (est. damage \$349.85)

### Liability Claims

Claims for mailbox damage were received and investigated from plowing operations on March 15<sup>th</sup> and 16<sup>th</sup>.

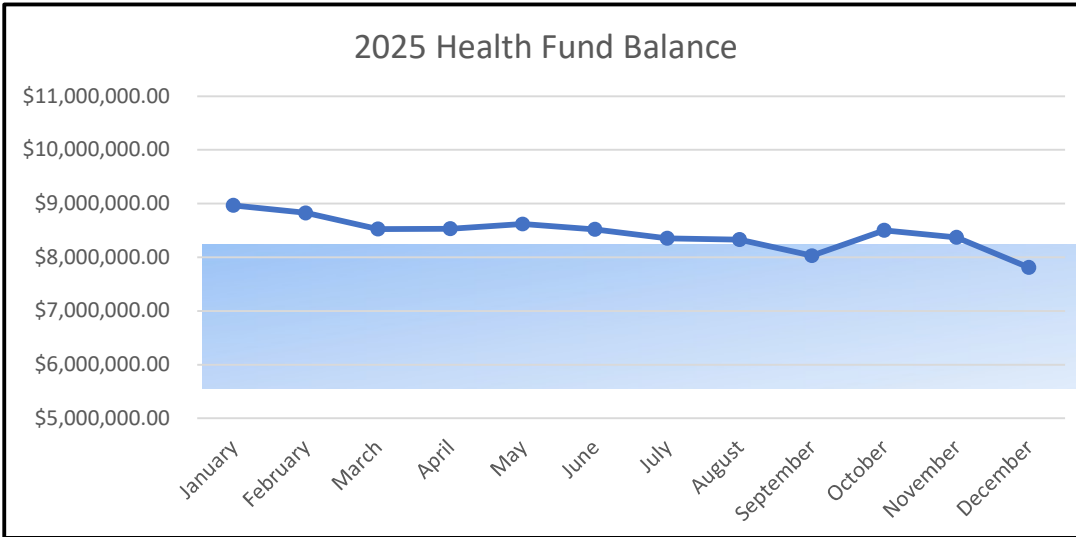
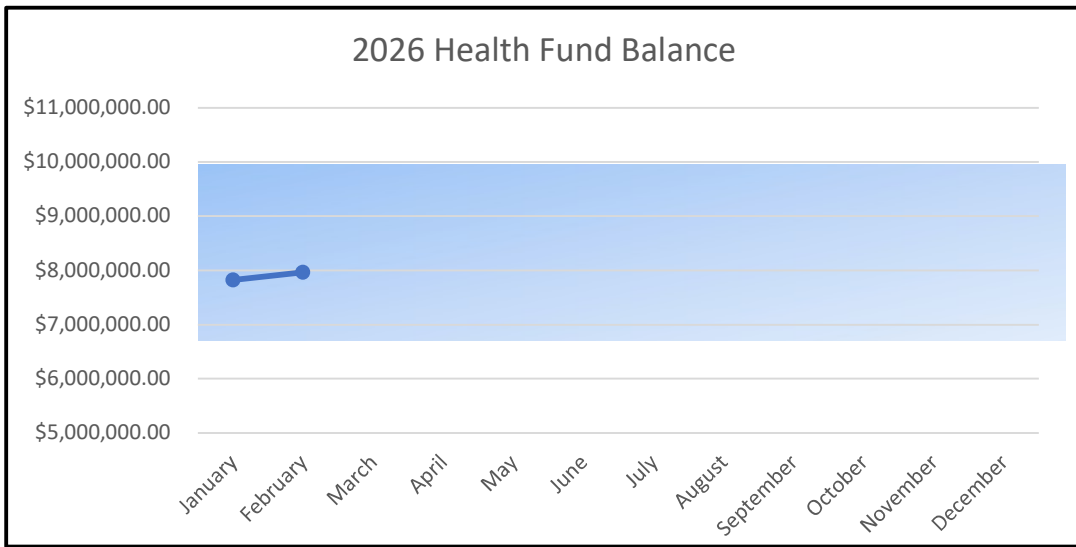
### OPEN EEOC/ERD Claims (1)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on creed/religion. 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. No recent activity.

## Other

1. Created and distributed the quarterly employee newsletter, County Connection.
2. Created and distributed the Monthly Manager Resource, titled "My Employee Resigned- Now What?" to all Wood County managers and supervisors.
3. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on March 2<sup>nd</sup>, 9<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>.
7. Conducted exit interviews on March 3<sup>rd</sup>, 4<sup>th</sup>, 9<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup>.
8. Responded to multiple verifications of employment.
9. Replied to requests from surrounding counties with varied information.
10. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

	2026 Health Fund Balance	2025 Health Fund Balance
January	\$ 7,823,335.02	\$ 8,964,253.00
February	\$ 7,964,930.05	\$ 8,825,436.93
March		\$ 8,523,449.03
April		\$ 8,528,653.07
May		\$ 8,616,729.58
June		\$ 8,518,696.37
July		\$ 8,352,009.13
August		\$ 8,328,467.11
September		\$ 8,030,198.08
October		\$ 8,500,559.51
November		\$ 8,365,945.25
December		\$ 7,806,444.21



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



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

### LETTER OF COMMENTS—APRIL 2026

1. Attended Wisconsin Counties Association weekly calls on Mondays in March.
2. Attended a follow up virtual meeting with cashVest March 11.
3. Participated in a virtual United Way Board of Directors meeting on March 11.
4. Participated in a virtual meeting with State Local Finance and others on March 12.
5. Paid the State taxes for charitable/penal owed by March 15. We do not always have charges every year
6. Attended Wood County Board meeting virtually on March 17.
7. Participated in Zoom Meeting with Catalis, our tax software system, and VPS our credit card side vendor to discuss things that went wrong this year on March 18.
8. Participated in a Zoom Meeting with PMA, one of our investment agencies, to see a new product they have come up with regarding cash flow and maximizing investments on March 20.
9. Attended WCA in the Board room with Andy Phillips on the topic of Removing Elected Officials from Office on March 25.
10. Participated in a Zoom Meeting with WCA General Government & Finance Steering Committee on March 26.
11. For the month of March, as some of you may know, I have been working from home except for March 24 & 25. I slipped and fell on the ice on 02/28 at home and broke my fibula bone in my right ankle and tore the ligament. This resulted in pins, screws, and plates in the ankle and non-weight bearing for 6 weeks and unable to drive. 😞 If you need to get a hold of me, please email me or call the office to get my phone number. I hope to be back in the office full-time during the week of April 13. I am 3 weeks down, 3 more to go!!!





# Wood County

## WISCONSIN

Employee Wellness

*Riley Peterson*

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### Letter of Comments – March 2026

- The deadline for the first two qualifying activities (biometrics and health assessment) is March 31, 2026. These are the first two steps participants need to complete to enroll in the Wellness Program and earn the 2027 health insurance premium discount rate, if applicable. As of writing this, there are 470 people who completed biometrics.
- The 2026 onsite biometric screenings wrapped up this month. In total, we had 292 participants complete their biometric component by attending one of the 8 onsite screenings at the various county locations. This continues to be the preferred option to complete biometrics (62% chose this option). Thank you to all those involved that helped me with location/room access, and to ensure the rooms had the necessary equipment that was needed for successful screenings.
- Health coaching has been in progress for those who have completed the first 2 qualifying activities this year. As a reminder, health coaching is the third and final step to becoming eligible for any Wellness Program incentives. As of writing this, I have spoken with 81 people in March to review their biometric results and discuss any wellness goals they may have. Health coaching will continue in the upcoming months.
- I have opened the schedule for Body composition testing via InBody, which will take place in April. These assessments measure body composition (body fat, muscle mass, water weight, bone mass, etc..) all in under 5 minutes. Signups are currently open and I will continue to send out communications promoting this service.
- The weekly occurrence of working with new hires and/or employees who have previously not enrolled in the Wellness Program continues. I've been working with them to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.

**COUNTY BOARD CLAIMS**

**Feb-26**

Paid March 2026

<b>District #</b>		<b>MONTH</b>	<b>PER DIEM</b>	<b>MILEAGE</b>	<b>Other Expense s</b>	<b>TOTAL</b>
1	Wayne Schulz Jr	February-26	\$ 300.00	\$ 106.58	\$ -	\$ 406.58
2	Donna Rozar	February-26	\$ 515.00	\$ 362.50	\$ 40.00	\$ 917.50
3	Thomas Buttke	February-26	\$ -	\$ -	\$ -	\$ -
4	Russell Perlock	February-26	\$ 350.00	\$ 203.00	\$ -	\$ 553.00
5	Timothy Hovendick	February-26	\$ 350.00	\$ 50.75	\$ -	\$ 400.75
6	Allen Breu	February-26	\$ 315.00	\$ 87.00	\$ -	\$ 402.00
7	William Voight	February-26	\$ 350.00	\$ 134.85	\$ -	\$ 484.85
8	Jake Hahn	February-26	\$ 315.00	\$ 78.30	\$ -	\$ 393.30
9	Scott Brehm	February-26	\$ 400.00	\$ 198.65	\$ -	\$ 598.65
10	Lee Thao	Nov 25 - Feb 2	\$ 1,200.00	\$ 111.64	\$ -	\$ 1,311.64
11	Jeff Penzkover	February-26	\$ 450.00	\$ 218.95	\$ 40.00	\$ 708.95
12	Laura Valenstein	February-26	\$ 495.00	\$ -	\$ -	\$ 495.00
13	John Hokamp	February-26	\$ 300.00	\$ 53.65	\$ -	\$ 353.65
14	Dennis Polach	February-26	\$ 300.00	\$ -	\$ -	\$ 300.00
15	William Clendenning	February-26	\$ 665.00	\$ 419.05	\$ -	\$ 1,084.05
16	Lance Pliml	February-26	\$ 800.00	\$ 116.00	\$ -	\$ 916.00
17	Joseph Zurfluh	February-26	\$ 340.00	\$ 23.93	\$ -	\$ 363.93
18	Brad Hamilton	February-26	\$ 500.00	\$ 221.85	\$ -	\$ 721.85
19	Bill Leichtnam	February-26	\$ 480.00	\$ 104.40	\$ -	\$ 584.40
	Michael Feirer	February-26	\$ 50.00	\$ 92.80		\$ 142.80
	Lee Garrels	February-26	\$ 100.00	\$ 49.30	\$ -	\$ 149.30
	Bev Ghiloni	February-26	\$ 50.00	\$ 7.25	\$ -	\$ 57.25
	Thomas Heiser	February-26	\$ 65.00	\$ 7.25	\$ -	\$ 72.25
	Leslie Kronstedt	February-26	\$ 50.00	\$ 52.20	\$ -	\$ 102.20
	David Laude	February-26	\$ 100.00	\$ -	\$ -	\$ 100.00
	Robert Levendoske	February-26	\$ 100.00	\$ 101.50	\$ -	\$ 201.50
	Michael Meyers	February-26	\$ 130.00	\$ 101.50	\$ -	\$ 231.50
	Marie Topping	February-26	\$ 50.00	\$ -	\$ -	\$ 50.00
			\$ 9,120.00	\$ 2,902.90	\$ 80.00	\$ 12,102.90

Chair

## Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: March 2026

For the range of vouchers: 06260026 - 06260038

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06260026	VERIZON	Monthly Modem Fee	02/19/2026	\$16.81	P
06260027	GANNETT WISCONSIN LOCALIQ	Various Ads	02/28/2026	\$1,579.92	P
06260028	UNITED MAILING SERVICE	Monthly Mail Fees	03/06/2026	\$1,113.49	P
06260029	CASTLEROCK VETERINARY CLINIC	Animal Claim	01/27/2026	\$445.80	P
06260030	CASTLEROCK VETERINARY CLINIC	Animal Claim	01/27/2026	\$118.15	P
06260031	GANNETT WISCONSIN LOCALIQ	Various Ads	02/28/2026	\$42.00	P
06260032	ELECTION SYSTEMS & SOFTWARE	Spring Test Deck	02/27/2026	\$181.82	P
06260033	AMAZON CAPITAL SERVICES	Office Supplies	03/06/2026	\$87.31	P
06260034	OFFICE ENTERPRISES INC	Mail Supplies	03/20/2026	\$81.16	
06260035	ELECTION SYSTEMS & SOFTWARE	Ballots - Spring Election	03/24/2026	\$10,919.32	
06260036	ELECTION SYSTEMS & SOFTWARE	Replacement Drives - Dexter	03/12/2026	\$403.91	
06260037	ELECTION SYSTEMS & SOFTWARE	Replacement Ballots - Dexter	03/12/2026	\$304.95	
06260038	US BANK	VISA Charges	03/24/2026	\$294.33	
<b>Grand Total:</b>				<b>\$15,588.97</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: MARCH 2026

For the range of vouchers: 14260044 - 14260055

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14260044	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	02/26/2026	\$12.83	P
14260045	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	03/05/2026	\$761.54	P
14260046	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	03/05/2026	\$6,681.87	P
14260047	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/05/2026	\$3,781.75	P
14260048	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/05/2026	\$4,180.16	P
14260049	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	03/05/2026	\$355.85	P
14260050	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/17/2026	\$20.47	P
14260051	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	03/19/2026	\$761.54	P
14260052	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	03/19/2026	\$6,721.27	P
14260053	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/19/2026	\$3,796.84	P
14260054	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/19/2026	\$4,237.48	P
14260055	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	03/19/2026	\$355.85	P
<b>Grand Total:</b>				<b>\$31,667.45</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: MARCH 2026

For the range of vouchers: 17260021 - 17260026 23260004 - 23260007

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17260021	ASPIRUS OCCUPATIONAL HEALTH	Adviosr/Mileage/HRA/Bios/Labs	03/02/2026	\$18,145.00	P
17260022	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	02/26/2026	\$123.00	P
17260023	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	03/02/2026	\$570.50	P
17260024	ASPIRUS OCCUPATIONAL HEALTH	Audiogram Screenings	03/18/2026	\$1,254.00	P
17260025	NORTHWOODS LASER & EMBROIDERY	Service Recognition Program	03/17/2026	\$94.00	P
17260026	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	02/18/2026	\$550.00	P
23260004	TJ'S AUTO & COLLISION REPAIR	Black Squad #20	03/25/2026	\$350.00	P
23260005	TJ'S AUTO & COLLISION REPAIR	Grey Squad #57	03/25/2026	\$1,698.25	P
23260006	TJ'S AUTO & COLLISION REPAIR	Black Squad #7	03/23/2026	\$2,570.88	P
23260007	WI COUNTY MUTUAL INS CORP	Additional Ins. Endorsements	03/25/2026	\$175.00	P
<b>Grand Total:</b>				<b>\$25,530.63</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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# Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: MARCH 2026

For the range of vouchers: 28260040 - 28260061

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28260040	CITY OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/04/2026	\$3,881.02	P
28260041	CITY OF NEKOOSA TREASURER	FEBRUARY SPECIAL CHARGES	03/04/2026	\$7,828.54	P
28260042	TOWN OF CARY	FEBRUARY SPECIAL CHARGES	03/04/2026	\$142.41	P
28260043	TOWN OF PORT EDWARDS	FEBRUARY SPECIAL CHARGES	03/04/2026	\$1,517.20	P
28260044	TOWN OF REMINGTON	FEBRUARY SPECIAL CHARGES	03/04/2026	\$614.29	P
28260045	TOWN OF SARATOGA	FEBRUARY SPECIAL CHARGES	03/04/2026	\$5,706.62	P
28260046	TOWN OF GRAND RAPIDS	FEBRUARY SPECIAL CHARGES	03/04/2026	\$4,358.47	P
28260047	TOWN OF LINCOLN	FEBRUARY SPECIAL CHARGES	03/04/2026	\$936.20	P
28260048	TOWN OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/04/2026	\$1,027.52	P
28260049	TOWN OF RICHFIELD	FEBRUARY SPECIAL CHARGES	03/04/2026	\$2,421.58	P
28260050	VILLAGE OF VESPER	FEBRUARY SPECIAL CHARGES	03/04/2026	\$277.80	P
28260051	VILLAGE OF HEWITT	FEBRUARY SPECIAL CHARGES	03/04/2026	\$681.75	P
28260052	VILLAGE OF PORT EDWARDS TREAS	FEBRUARY SPECIAL CHARGES	03/04/2026	\$3,031.32	P
28260053	WI DEPT OF ADMINISTRATION	FEBRUARY WI LAND INFO	03/04/2026	\$5,117.00	P
28260054	AVENUE RAPIDS LLC	TITLE REPORTS TY 2022	03/11/2026	\$3,080.00	P
28260055	BEIGHLEY JANICE	TAX OVERPAYMENT REFUND	03/11/2026	\$80.75	P
28260056	FREDRICK JEROME	TAX OVERPAYMENT REFUND	03/11/2026	\$41.26	P
28260057	GILDENZOPH AMY	TAX OVERPAYMENT REFUND	03/11/2026	\$28.74	P
28260058	MOORE JERRY	TAX OVERPAYMENT REFUND	03/11/2026	\$7.06	P
28260059	PUMPER JOHN	TAX INTEREST REFUND	03/24/2026	\$6.11	P
28260060	STATE OF WISCONSIN TREASURER	FEBRUARY COC REVENUE	03/24/2026	\$130,977.54	P
28260061	WEBER HARRY OR DIANE	TAX INTEREST REFUND	03/24/2026	\$12.67	P
<b>Grand Total:</b>				<b>\$171,775.85</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2027-2031**

<b>#1</b>	Department #	Year	Project #	
<b>PROJECT #</b>	06	27	-001	0627-001
<b>PROJECT NAME:</b>	Election System Upgrades			
<b>START DATE:</b>	4/1/2027			
<b>END DATE:</b>	12/31/2027			

TOTAL PROJECT COSTS: \$ 449,326

<b>#2</b>	DEPARTMENT	06	County Clerk
	CONTACT PERSON	Trent Miner	
	TYPE	Equipment-Network Infrastructure	
	USEFUL LIFE	10- 20	
	CATEGORY	Other	
	PRIORITY	Urgent	

**PROJECT DESCRIPTION:**

There are two parts to this project. The replacement tabulators and the servers. This project will replace our outdated servers needed for modeming and upgrade our tabulation hardware (DS200 to DS300) to meet the new EAC Voluntary Voting Systems Guidelines (VVSG) 2.0. Our current tabulation hardware in some parts of the county is going to be 20 years old and is unable to be upgraded any further. Some tabulators are able to be upgraded but we are not able to have both types of systems and keep our modeming capability. Some of our DS200s are starting to go down on election days when heavily used because of their age.

**PROJECT ALTERNATIVES:**

Other than dropping our modem capabilities and having some of our municipalities go back to the unreliable method of handcounting, there is no alternative. Regardless, the servers are at the end of life.

**RELATIONSHIP TO OTHER PROJECTS:**

N/A

**PROJECT JUSTIFICATION** Priority from Above **Urgent**

With elections becoming more and more scrutinized, Wood County must stay ahead of the curve and provide our residents with the most secure and accurate technology needed to administer elections. We have done great things in the past to get us to this point and our election night reporting is the envy of the state. We need to take this next step to enhance our election security and position ourselves for the next 15-20 years, minus the servers which need to be replaced every 6-7 years.

**Expenditure Schedule**

PRIOR TOTAL	2027	2028	2029	2030	2031	TOTAL	FUTURE TOTAL
	Planning/Design					-	
	Land Improvement					-	
	Construction/Maintenance					-	
	Equip/Vehicles/Furniture					-	
	Other	449,326				449,326	
		\$ 449,326	\$ -	\$ -	\$ -	\$ -	\$ 449,326

**Funding Sources**

PRIOR TOTAL	2027	2028	2029	2030	2031	TOTAL	FUTURE TOTAL
	Tax Levy					-	
	Debt	182,733				182,733	
	State/Federal Grant					-	
	Departmental Rent					-	
	User Fees					-	
	Donations & Contributions	39,000				39,000	
	Other	227,593				227,593	
		\$ 449,326	\$ -	\$ -	\$ -	\$ -	\$ 449,326

**OPERATIONAL IMPACT/OTHER**

As mentioned previously, the majority of this cost will set the county up for a generation of elections. The DS300s should last just as long as the DS200s. We will have to replace servers every 6-7 years, which is a normal life for a server.

**Operating Budget Impact**

PRIOR TOTAL	2027	2028	2029	2030	2031	TOTAL	FUTURE TOTAL
	Salaries & Fringes					-	
	Professional Services					-	
	Supplies/Materials					-	
	Depreciation					-	
	Other (Insurance, Utilities)					-	
	Principal & Interest					-	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## 2027 CIP

<i>ITEM</i>	<i>QTY</i>	<i>BASE COST</i>	<i>EXTENDED COST</i>
EVS System	1	\$ 50,378.00	\$ 50,378.00
DS300	42	\$ 7,700.00	\$ 323,400.00
Modem	2	\$ 330.00	\$ 660.00
		Subtotal	\$ 374,438.00
		Add 20%	\$ 74,887.60
		Grand Total	\$ 449,325.60
		Funds Applied	\$ (227,593.00)
		Muni Contribution	\$ (39,000.00)
		Total Request	\$ 182,732.60



**RESOLUTION#**

DATE April 21, 2026

Effective  
Date

Upon passage & posting

Page 1 of 2

Introduced by Judicial and Legislative & Operations Committee

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

**INTENT & SYNOPSIS:** To amend the 2025 Criminal Justice (51240) budget for additional expenditures not anticipated during the original budget process:

**FISCAL NOTE:** The source of funding is unanticipated revenues from Criminal Justice-State Aid and available contingency funds. At the time of this request, the funds available in contingency are \$600,000. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51240	Criminal Justice		\$78,385
43515	C. Justice-State Aid	\$76,109	
51590	Contingency	\$2,276	

**WHEREAS,** Criminal Justice incurred unanticipated expenditures for wages and contractual services related to treatment-based programs in 2025, and this was primarily due to several initiatives to increase jail programming late in 2024. Being that changes were made so late in the year, these efforts were not all reflected in the initial Criminal Justice Budget for 2025, and

**WHEREAS,** Criminal Justice received unanticipated revenues from state aid to cover \$76,109 of the overage in expenditures, and this was due to extra grant dollars being obtained late in the year (2024) to finance several initiatives to increase jail programming. Thus, these efforts were also not reflected in the initial Criminal Justice Budget for 2025, and

**WHEREAS,** \$2,276 not covered with additional state aid is requested to be covered with available contingency funds, and

**WHEREAS,** Rule 5.03 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, and

Adopted by the County Board of Wood County, April 21, 2026

County Clerk

County Board Chairman

**NOW THEREFORE BE IT RESOLVED**, to amend the 2025 Criminal Justice (51240) budget for \$78,385 by appropriating \$76,109 of unanticipated revenues from Criminal Justice-State Aid (43515) and \$2,276 from Contingency (51590), and

**BE IT FURTHER RESOLVED**, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post notice of this budget change within 15 days.



**RESOLUTION#**

DATE 4/21/26  
 Effective Date UPON PASSAGE & POSTING

Page 1 of 1

Introduced by Operations Committee

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

**INTENT & SYNOPSIS:** To amend the 2025 budget for Property and Liability Insurance (51931) for higher than anticipated deductible expenses.

**FISCAL NOTE:** The source of funding is unanticipated revenues from Insurance Recoveries (48440) and transfers of \$63,106 from available balance in contingency (51590) to the Property and Liability Insurance budget (51931). At the time of this request the funds available in contingency are \$600,000. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51931	Property & Liability Insurance		\$400,902
48440	Insurance Recoveries	\$337,796	
51590	Contingency	\$63,106	

		NO	YES	A
1	Schulz, W			
2	Rozar, D			
3	Buttke, T			
4	Perlock, R			
5	Hovendick, T			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Brehm, S			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**WHEREAS,** Property Insurance deductible costs were greater than anticipated during the 2025 budget process due to a larger amount of claims than usual, and

**WHEREAS,** the County has already recovered \$337,796 from repairs already made in 2025, and

**WHEREAS,** Rule 5.03 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, and

**WHEREAS,** the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures.

**NOW THEREFORE BE IT RESOLVED,** to amend the Property & Liability (51931) 2025 budget of \$400,902 with unanticipated revenues from Insurance Recoveries (48440) of \$337,796 and with a transfer from the contingency fund (51590) of \$63,106 to fund the unanticipated expenditures, and

**BE IT FURTHER RESOLVED,** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a notice of this budget change within 15 days.

Adopted by the County Board of Wood County, April 21, 2026

County Clerk

County Board Chairman



**RESOLUTION#**

DATE April 21, 2026

Effective  
Date

Upon passage and posting

Page 1 of 2

Introduced by Operations Committee

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

**INTENT & SYNOPSIS:** To amend the 2025 Employee Health Fund (51430) budget for additional expenditures that were not anticipated during the original budget process.

**FISCAL NOTE:** No cost to Wood County. The source of the funding is unanticipated revenues and use of cash reserves in the Employee Health retained earnings account. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
47410	Health Fund Dept Charges	\$242,068	
48440	Health Fund Stop Loss Reimb.	\$121,648	
48113	Unrealized Gain/Loss on Invest.	\$ 94,677	
48114	Investment Interest	\$ 22,416	
33990	EE Health Retained Earnings	\$972,969	
51430	EE Health Fund		\$1,453,778

**WHEREAS**, Health Fund expenses were approximately \$1,453,778 higher than anticipated during the original 2025 budget process, and

**WHEREAS**, additional revenue totaling \$480,809 was received from Health Fund Departmental Charges, Stop Loss Reimbursement, Unrealized Gain/Loss on Investment, and Investment Interest, and

**WHEREAS**, the balance of the health fund reserve is \$8,799,433 prior to the closing of the 2025 net loss, and

**WHEREAS**, rule 5.03 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 2025 Health Fund (51430) budget for \$1,453,778 by appropriating \$972,969 from Employee Health Retained Earnings (33990) and appropriating unanticipated revenues of \$242,068 from Health Fund Departmental Charges (47410), \$121,648 from Health

Adopted by the County Board of Wood County, April 21, 2026

County Clerk

County Board Chairman

Fund Stop Loss Reimbursement (48440), \$94,677 from Unrealized Gain/Loss on Investment (48113), and \$22,416 from Investment Interest (48114), and

**BE IT FURTHER RESOLVED**, that pursuant to Wis Stats 65.90(5) the County Clerk is directed to post a notice of this budget change within 15 days.

# Wood County Employee Engagement & Retention Survey

## County Board Overview

### Purpose

Wood County conducted its first employee engagement survey in January 2026 to better understand employee sentiment and day-to-day experiences. Results will be used to support continuous improvement by reinforcing what is working well and identifying where systems, processes, communication, or support may need strengthening.

### Participation

- **Surveys distributed:** 680
- **Completed surveys (n):** 460
- **Response rate:** 68%

### How to read this summary

Results are grouped into five categories (indices). Each category combines several related survey items. Category results are shown using (1) a mean on a 1–5 agreement scale and (2) an average Percent Agree (responses of 4–5).

### County-wide category results

Category	What it measures	County Mean (1–5)	Avg % Agree (4–5)
Purpose & Public Service	mission connection, service motivation	4.23	82.0%
Overall Engagement	overall engagement across all items	3.83	69.0%
Job Demands & Resources	workload/time, tools/resources, ability to do meaningful work	3.80	69.3%
Retention & Satisfaction	satisfaction and intent to stay	3.72	65.0%
Culture & Leadership	leadership communication, problem-solving, culture	3.66	61.7%

### High-level takeaways

- **Strength:** Purpose & Public Service is the highest-rated category (4.23 mean; 82% Agree).
- **Opportunity:** Culture & Leadership is the lowest-rated category (3.66 mean; 61.7% Agree).
- **Additional focus areas:** Retention & Satisfaction (65% Agree) and Job Demands & Resources (69.3% Agree) indicate actionable opportunities.

### Survey distribution

The County’s leadership team received an organizational overview and summary; department heads received unit summaries focused on top strengths and opportunities. To protect confidentiality, small groups are combined or suppressed when response counts are low. Results will be used to guide continuous improvement by identifying themes that can be addressed countywide and by supporting department-level follow-up where experiences differ across units. Progress will be tracked by documenting actions taken and revisiting key themes in future survey cycles.

# Wood County Employee Engagement & Retention Survey

## Question-to-Category Crosswalk

**How to use this crosswalk:** Each survey item maps to one primary category (index). All items are also included in the Overall Engagement Index (OEI).

Item #	Survey question (item text)	Primary category (index)
1	I am interested in impacting public programs that are beneficial for society.	Purpose & Public Service
2	I consider public service my civic duty.	Purpose & Public Service
3	Serving citizens is one of the most important things I can do.	Purpose & Public Service
4	I am motivated by compassion to help others.	Purpose & Public Service
5	It is important for me to contribute to the common good.	Purpose & Public Service
6	Wood County leadership has communicated a vision that motivates me.	Culture & Leadership
7	When problems arise, Wood County handles them well.	Culture & Leadership
8	My colleagues and I work well as a team.	Culture & Leadership
9	Wood County fosters a culture of community support.	Culture & Leadership
10	I feel like I fit in here.	Culture & Leadership
11	I have an adequate amount of time to complete my workload.	Job Demands & Resources
12	My responsibilities keep me focused and engaged to the end of the workday.	Job Demands & Resources
13	Administrative tasks do not interfere with the meaningful part of my work.	Job Demands & Resources
14	My workload is reasonable.	Job Demands & Resources
15	I receive the support I need from my supervisor.	Job Demands & Resources
16	I have enough autonomy in how I do my work.	Job Demands & Resources
17	I receive adequate training to do my job well.	Job Demands & Resources
18	I feel appreciated when I do a good job.	Job Demands & Resources
19	I can rely on my coworkers when things get tough.	Job Demands & Resources
20	I have opportunities to develop professionally.	Retention & Satisfaction
21	I feel valued as an employee of the county.	Retention & Satisfaction
22	I believe the work I do contributes to the success of the county.	Retention & Satisfaction
23	I am likely to still be working here a year from now.	Retention & Satisfaction
24	I would recommend the County as a great place to work.	Retention & Satisfaction
25	I see opportunities for advancement in the county organization.	Retention & Satisfaction
26	I receive information that impacts my role and responsibilities.	Retention & Satisfaction
27	Overall, I am satisfied with my job.	Retention & Satisfaction

## Wood County Employee Engagement Survey Results 2026

Item	Org Mean	Org % Favorable (4-5)
1. I am interested in impacting public programs that are beneficial for society.	4.20	80.8
2. I consider public service my civic duty.	3.96	71.2
3. Serving citizens is one of the most important things I can do.	4.11	77.3
4. I am motivated by compassion to help others.	4.43	89.3
5. It is important for me to contribute to the common good.	4.45	91.7
6. Wood County leadership has communicated a vision that motivates me.	3.37	49.8
7. When problems arise, Wood County handles them well.	3.19	43.7
8. My colleagues and I work well as a team.	4.23	82.8
9. Wood County fosters a culture of community support.	3.62	61.1
10. I feel like I fit in here.	3.90	71.5
11. I have an adequate amount of time to complete my workload.	3.59	62.4
12. My responsibilities keep me focused and engaged to the end of the workday.	4.22	85.9
13. Administrative tasks do not interfere with the meaningful part of my work.	3.42	55.2
14. My workload is reasonable.	3.59	63.4
15. I receive the support I need from my supervisor.	3.77	67.0
16. I have enough autonomy in how I do my work.	4.17	83.0
17. I receive adequate training to do my job well.	3.83	69.6
18. I feel appreciated when I do a good job.	3.53	58.2
19. I can rely on my coworkers when things get tough.	4.13	79.1
20. I have opportunities to develop professionally.	3.60	61.3
21. I feel valued as an employee of the county.	3.37	53.3
22. I believe the work I do contributes to the success of the county.	4.17	83.3
23. I am likely to still be working here a year from now.	4.07	76.7
24. I would recommend the county as a great place to work.	3.68	62.6
25. I see opportunities for advancement in the county organization.	3.28	47.2
26. I receive information that impacts my role and responsibilities.	3.72	65.4
27. Overall, I am satisfied with my job.	3.85	70.8

### Data Interpretation Notes:

All survey questions use a 1–5 scale of 5 = Strongly Agree; 4 = Agree; 3 = Neutral; 2 = Disagree; 1 = Strongly Disagree

#### Organizational Mean

The organizational mean calculates the average agreement on that single question (1–5).

How to interpret a mean score:

- 4.0–5.0  Generally positive (agreement is the norm)
- 3.5–3.99  Mixed-to-positive (improvement possible)
- 3.0–3.49  Mixed / neutral leaning (often a warning zone)
- < 3.0  Generally negative (disagreement is common)

#### Organizational % Favorable (4–5)

Percent of survey takers in the organization who answered Agree (4) or Strongly Agree (5) with a statement.

# Wood County Employee Engagement & Retention Survey

## Organizational Overview + Appendix: Highest-Variance Items

### Organizational Overview

#### About the survey

Employees responded to statements using a 5-point agreement scale. Results are summarized as Percent Agree (4–5) and compared to County overall for context. Minimum response rules are applied where needed to protect confidentiality.

**Surveys distributed:** 680 | **Completed surveys (n):** 460 | **Response rate:** 68%

**How to read this:** Results are shown as the percent who Agree (rated 4–5 on a 5-point scale). Higher % Agree indicates more positive perceptions.

#### What you need to know

Overall, Wood County employees report strong alignment with public service purpose and generally positive perceptions of coworker support and teamwork. The clearest organization-wide opportunities center on how the County handles problems, leadership vision/communication, workload/time, recognition, and career growth/advancement.

#### County-wide strengths (highest agreement)

1. It is important for me to contribute to the common good. — 91.7% Agree
2. I am motivated by compassion to help others. — 89.3% Agree
3. My responsibilities keep me focused and engaged to the end of the workday. — 85.9% Agree
4. I believe the work I do contributes to the success of the county. — 83.3% Agree
5. I have enough autonomy in how I do my work. — 83.0% Agree

#### County-wide opportunities (lowest agreement)

6. When problems arise, Wood County handles them well. — 43.7% Agree
7. I see opportunities for advancement in the county organization. — 47.2% Agree
8. Wood County leadership has communicated a vision that motivates me. — 49.8% Agree
9. I feel valued as an employee of the county. — 53.3% Agree
10. Administrative tasks do not interfere with the meaningful part of my work. — 55.2% Agree

#### Where experiences differ most across departments (high-variance topics)

The items below show the greatest variation across departments with adequate sample size ( $n \geq 10$ ). This appendix lists which departments report the highest and lowest outcomes for each item.

- Supervisor support
- Leadership vision/communication
- Feeling appreciated/recognized
- How problems are handled
- Adequate time to complete workload

## Appendix: Highest-Variance Items — Highest vs Lowest Departments

Tables below show the departments with the highest and lowest outcomes on each high-variance item. To keep comparisons stable, results are shown for departments with n ≥ 10 only. N=number of survey takers. Percent Agree reflects responses of 4–5.

### Supervisor support

Item: I receive the support I need from my supervisor.

#### Higher outcomes (Top 3)

Department	n	Mean (1–5)	% Agree (4–5)
Sheriff	62	4.11	80.6
Health	37	4.08	78.4
Human Services	143	4.06	76.2

#### Lower outcomes (Bottom 3)

Department	n	Mean (1–5)	% Agree (4–5)
Edgewater	37	2.51	16.2
Norwood	49	2.94	44.9
Highway	22	3.09	45.5

### Leadership vision/communication

Item: Wood County leadership has communicated a vision that motivates me.

#### Higher outcomes (Top 3)

Department	n	Mean (1–5)	% Agree (4–5)
Health	37	3.86	78.4
Human Services	143	3.71	64.3
Sheriff	62	3.23	40.3

#### Lower outcomes (Bottom 3)

Department	n	Mean (1–5)	% Agree (4–5)
Highway	22	2.41	18.2
Dispatch	16	2.75	18.8
Norwood	49	2.82	28.6

### Feeling appreciated/recognized

Item: I feel appreciated when I do a good job.

#### Higher outcomes (Top 3)

Department	n	Mean (1–5)	% Agree (4–5)
Health	37	4.03	83.8
Human Services	143	3.85	70.6
Sheriff	62	3.42	53.2

### Lower outcomes (Bottom 3)

Department	n	Mean (1-5)	% Agree (4-5)
Edgewater	37	2.59	21.6
Norwood	49	2.65	28.6
Dispatch	16	3.06	31.2

### How problems are handled

Item: When problems arise, Wood County handles them well.

### Higher outcomes (Top 3)

Department	n	Mean (1-5)	% Agree (4-5)
Health	37	3.84	70.3
Human Services	143	3.44	53.8
Sheriff	62	3.23	40.3

### Lower outcomes (Bottom 3)

Department	n	Mean (1-5)	% Agree (4-5)
Edgewater	37	2.7	21.6
Highway	22	2.41	22.7
Norwood	49	2.49	24.5

### Adequate time to complete workload

Item: I have an adequate amount of time to complete my workload.

### Higher outcomes (Top 3)

Department	n	Mean (1-5)	% Agree (4-5)
Dispatch	16	3.88	75.0
Human Services	143	3.68	66.4
Health	37	3.65	64.9

### Lower outcomes (Bottom 3)

Department	n	Mean (1-5)	% Agree (4-5)
Edgewater	37	2.86	21.6
Highway	22	2.64	22.7
Sheriff	62	3.53	61.3

## Data Definitions for Survey Results:

### Response Count

#### Responses (n)





- **What it is:** The number of employees in the department who completed the survey.
- **How to use it:**
  - Higher n = more stable results.
  - Lower n = results are more sensitive to a few responses.
- **Caution:** For small departments/sub-units, do not over-interpret small differences.

### Scale Basics

#### All survey questions use a 1–5 scale

- 5 = Strongly Agree
- 4 = Agree
- 3 = Neutral
- 2 = Disagree
- 1 = Strongly Disagree

#### How to interpret a mean score:

- 4.0–5.0  Generally positive (agreement is the norm)
- 3.5–3.99  Mixed-to-positive (improvement possible)
- 3.0–3.49  Mixed / neutral leaning (often a warning zone)
- < 3.0  Generally negative (disagreement is common)

#### % Favorable (≥4)

- **What it is:** Percent of respondents whose **section average is 4.0 or higher**.
- **What it means:** How broadly positive the section is across employees.
- **How to use it:** Great for leadership messaging and tracking improvement over time.

# Wood County Employee Engagement Survey

## Department-Level Executive Summary

### Introduction

Wood County conducted its first employee engagement survey in January 2026 to better understand employee sentiment and day-to-day experiences. Results will be used to support continuous improvement by reinforcing what is working well and identifying where systems, processes, communication, or support may need strengthening.

### Participation

**Surveys distributed:** 680 | **Completed surveys (n):** 460 | **Response rate:** 68%

### Survey Overview and Departmental Results

Employees responded to statements using a 5-point agreement scale. Departmental results are summarized using the Organizational Engagement Index (OEI), which reflects the average response across items. The overall OEI is **3.83**. The chart below lists departmental response rates (n), OEI means, and the difference from the county mean. Detailed departmental engagement results are provided in Appendix A.

### Department-Level Organizational Engagement Index Comparison

Department	n	OEI	Difference from County Mean
Child Support	6	4.09	+0.26
Circuit Court	4	3.74	-0.09
Clerk of Courts	8	3.72	-0.11
Corporation Counsel	3	3.62	-0.21
County Clerk	3	4.46	+0.63
Criminal Justice	5	4.17	+0.34
Dispatch	16	3.73	-0.10
District Attorney	9	3.48	-0.35
Edgewater	37	3.45	-0.38
Emergency Management	6	4.09	+0.26
Finance	4	4.12	+0.29
Health	37	4.01	+0.17
Highway	22	3.20	-0.63
Human Resources	6	4.54	+0.71
Human Services	143	4.07	+0.24
IT	9	4.15	+0.32
Land & Water Conservation	5	4.22	+0.39
Maintenance	5	3.84	+0.01
Norwood	49	3.40	-0.43
Parks & Forestry	7	4.11	+0.27
Planning & Zoning	4	3.51	-0.32
Register of Deeds	1	3.89	+0.06
Sheriff	62	3.77	-0.06
Treasurer	3	4.10	+0.27

<b>Department</b>	<b>n</b>	<b>OEI</b>	<b>Difference from County Average</b>
UW Extension	1	3.33	-0.50
Veterans	5	4.00	+0.17

## **Departments with No Responses**

- Communications
- Coroner

These departments did not have any survey responses during this cycle.

## **Interpretation Guidance**

- The OEI provides a high-level measure of employee engagement and should be interpreted alongside department size.
- Larger departments provide more stable indicators of workforce experience.
- Departments with small response counts may show greater variability and should not be compared directly to larger departments.
- Results are presented for full transparency across all departments.

## **Key Observations**

- Engagement levels vary across departments, with most clustering around the organizational average.
- Human Services and Health perform above the county average among larger departments, indicating relatively stronger engagement levels.
- Highway and Norwood show the largest negative differences from the organizational average.
- Several departments with higher relative scores have small response counts, which may increase variability and should not be compared directly to larger departments.

## **In Summary**

Overall, Wood County’s workforce demonstrates generally stable engagement levels. While there is variation across departments, several large service areas are performing well, and there are clear internal examples of effective workplace practices that can be leveraged across the organization.

## Appendix A: Department Index Results

This appendix provides mean scores by department across the five key indices. The indices are described below. The county mean for each item is also listed.

Category	What it measures	County Mean (1-5)
Public Service Motivation (PSMI)	mission connection, service motivation	4.23
Organizational Culture & Leadership (OCI)	leadership communication, problem-solving, culture	3.66
Job Demands & Resources (JDRI)	workload/time, tools/resources, ability to do meaningful work	3.80
Retention & Satisfaction (RSI)	satisfaction and intent to stay	3.72
Overall Engagement (OEI)	overall engagement across all items	3.83

Each index groups related survey items to reflect key aspects of the employee experience. The departmental mean for each index item is listed below.

Department	PSMI	OCI	JDRI	RSI	OEI
Child Support	4.03	3.77	4.12	4.67	4.12
Circuit Court	4.45	3.25	4.19	3.62	3.88
Clerk of Courts	4.12	3.50	3.97	3.38	3.75
Corporation Counsel	3.87	3.80	3.08	3.58	3.61
County Clerk	4.60	4.53	4.67	4.17	4.50
Criminal Justice	4.60	3.88	4.10	4.40	4.24
Dispatch	4.14	3.53	3.72	3.50	3.74
District Attorney	4.07	3.22	3.25	3.56	3.54
Edgewater	4.25	3.34	3.14	3.16	3.50
Emergency Management	4.57	4.03	3.92	3.83	4.11
Finance	3.35	4.00	4.19	4.56	3.99
Health	4.16	4.01	3.74	4.11	4.02
Highway	3.73	2.97	3.00	3.07	3.21
Human Resources	4.43	4.37	4.54	4.62	4.48
Human Services	4.42	3.94	3.86	4.07	4.09
IT	4.04	4.04	3.81	4.50	4.09
Land & Water Conservation	4.12	4.24	4.25	4.15	4.19
Maintenance	3.72	3.92	4.05	3.85	3.88
Norwood	4.09	3.02	3.60	3.35	3.52
Parks & Forestry	4.03	3.94	4.25	4.25	4.10
Planning & Zoning	3.75	3.20	3.81	3.56	3.57
Register of Deeds	5.00	2.20	4.00	4.00	3.78
Sheriff	4.22	3.56	3.62	3.83	3.82
Treasurer	4.53	3.73	4.33	3.86	4.12
UW Extension	3.40	3.20	4.00	4.00	3.61
Veterans	4.60	4.08	3.25	4.55	4.14

**Note:** The Communications and Coroner departments did not have any survey responses during this cycle.