

OPERATIONS COMMITTEE

DATE: Tuesday, May 2, 2023
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, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. Initial discussion regarding Everbridge (Critical event management platform) and possible funding sources.
7. **Wellness Coordinator Update**
8. **Finance**
 - (a) Finance Department update
 - (b) Resolution - ADRC
 - (c) CIP Discussion
9. **HR**
 - (a) Sick Time Policy Discussion (referral from HIRC)
10. Comments from the Chair
11. Consider any agenda items for next meeting
12. Set next regular committee meeting date
13. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2480 463 8685

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m5275152af7a4f6860d550b6942765201>
Meeting number (access code): 2480 463 8685
Meeting password: 050223

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, April 4, 2023
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Ed Newton, Heather Gehrt, Trent Miner, Sue Smith, Rock Larson, Amy Kaup, Ryan Boeshaar, Kelli Francis, PaNya Yang, Jason DeMarco, Mary Solheim

The meeting was called to order by Chair Wagner at 9:01 a.m.

There were no public comments.

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

Pliml gave a brief update on ARPA funds. He stated that there are currently about \$18 million in requests for the \$10 million remaining. A meeting will be scheduled in the days following the County Board meeting.

Wellness Coordinator Boeshaar gave an update on Wellness Program activities. Brief discussion ensued.

Finance Director Newton provided an update on Finance Department activities.

Newton asked the committee to start thinking about 2023 debt financing due to the need to borrow additional funds for CIP. Discussion ensued regarding the estimated cost for the remaining portion of the jail and shared revenue.

Newton stated that \$50,000 was received for LATCF (Local Assistance and Tribal Consistency Fund) and an additional \$50,000 is expected this year. Newton explained that the guidelines are very lax and the funds can be used for almost anything. Discussion ensued. The consensus of the Committee was to not utilize the funds yet.

Veterans Service Officer Larson presented a resolution to amend the 2023 Wood County Veterans Department budget for unanticipated state grant monies.

Motion (Pliml/Fischer) to approve the resolution to amend the 2023 Veterans Department budget. Motion carried unanimously.

Finance Director Newton explained that the resolution to amend the 2022 Health Fund is not needed and could be pulled out. There is no deficiency in the Health Fund budget.

Pliml stated that he asked HR Director McGrath to attend the HIRC meeting this morning rather than Operations as there was a sick time policy discussion on their agenda. Brief discussion ensued regarding Highway department wages.

There were no agenda items requested for the next meeting.

The next regular Committee meeting is May 2, 2023 at 9:00 a.m.

Motion (Pliml/Fischer) to adjourn the meeting at 9:39 a.m. Motion carried unanimously.

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 – May 2023

- Election Day came and went without any major issues. County wide total turnout was 54.20% which was VERY high. We have not even hit that percentage when the Spring Election is combined with the Presidential Preference Primary. The top municipal turnouts were:
 - Town of Hiles – 66%
 - Town of Auburndale – 62.40%
 - Village of Hewitt – 61.79%Honorable mention goes to the City of Marshfield for their turnout of 59.26% in the Wood County portion of the city.
- Rep. Scott Krug, chair of the Assembly Campaign & Elections Committee was in my office on election night to witness election results coming in. He was interested in how we post them as quickly and as accurately as we do. After showing him our processes, he stated our office is the “gold standard” in how it all works and comes together seamlessly. With the exception of one of our hand count municipalities, we had all our municipalities in by close to 9:00 PM. It should also be noted that those election night numbers did not change after the canvass. That goes to show how secure and accurate our system is.
- There was a couple of close races that were in recount range. One was the Marshfield School District, where out of over 8,000 votes cast, the difference between the one that got on the board and the one that was eliminated (it was a vote for 2) was 15 votes. I had numerous inquiries on the recount process from the aggrieved candidate and those that supported her. I was happy to answer those questions, even though I do not have jurisdiction to conduct that recount. Ultimately, she decided not to proceed. The other race was the 10th Aldermanic District in Marshfield. Out of about 500 votes cast, the difference was 2. The aggrieved candidate did petition for the recount. I went up to Marshfield with the ballots and poll book copies and it took only about 2 hours to do the recount and the results remained the same as election night. One thing that I find upsetting was that the petitioner was not there to witness the recount process. It is not just a matter of counting the ballots. That is the easiest and fastest part of the process. It is all the other reconciling that is done BEFORE the ballots are counted that takes time.
- Work continues on the annual directory. I expect we will go to print in the beginning of May.
- I worked with Corporation Counsel Kastenzholz to move forward to destroy election material from the November 2020 election and subsequent elections. As you will recall, there were a number of notices filed with me claiming that lawsuits were eminent and that I was required to keep all the materials for those elections. Normal destruction of these documents, for races with federal offices on them is 22 months. No suits have been filed to date. It is becoming a challenge to keep on storing these items, especially since we do not have the room we once did when our office was on the 2nd floor when we had the vault. Anyway, Corp Counsel Kastenzholz drafted a letter expressing our intention of destroying these documents in accordance with state statutes, on May 1st.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

April 28, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – April 2023

Human Resources Activity

	April 2023	2023 Year-to-Date
Applications Received	117	484
Positions Filled	16	64
Promotions/Transfers	6	22
New Hire Orientations	11	40
Terminations, Voluntary	5	41
Terminations, Involuntary	0	9
Retirements	2	7
Exit Interviews	8	14

Human Resources Narrative

General Highlights

1. With the departure of our Benefits Administrator earlier this month, we restructured a couple of positions within our department to balance out our responsibilities and roles. We currently have a vacancy for a Human Resources Coordinator; the position is posted until May 8th. As part of our restructure, Kelli Francis was promoted to Assistant Human Resources Director, effective May 1st. Kelli has done a tremendous job of building relationships with our internal and external partners as well as growing her skills and HR knowledge over the years. If the chance presents, please congratulate her on this well-deserved promotion!
2. With the Highway Department Sick Days proposal (as presented to their oversight committee earlier this month), conducted research on other counties' time off policies and had conversations with other departments related to our current sick time policy. This topic will be an agenda item for the May Operations Committee meeting.
3. Risk Management has started to receive invoices for repair work for the power restoration at River Block that occurred starting on March 6th. Currently, 4 invoices totaling \$43,304.89 have been received, with more expected before permanent repairs are completed. A property damage claim will be filed with Wisconsin County Mutual, with the County's responsibility being the \$25,000 deductible.
4. With regards to the current grievance in process, the Highway Commissioner has upheld the termination and the former employee filed a timely grievance at the next level. I met with the former employee on April 26th and will render a decision within 10 working days.

Meetings & Trainings

1. Attended the PIT Meeting on April 3rd to discuss the Maintenance Supervisor position.
2. Attended the HIRC Meeting on April 4th to discuss the Sick Days Policy proposal.
3. Attended County Board on April 18th.
4. Met with representatives from The Advantage Group to discuss voluntary benefit offerings on April 13th.
5. Met with our account representative from Nationwide on April 18th to discuss implications of The SECURE 2.0 Act on the County's Deferred Compensation Plan.
6. Held the monthly conference call with The Horton Group on April 25th to discuss various benefit topics.
7. Held individual staff and team meetings to discuss and provide updates on the department's identified 2023 goals.
8. Staff attended various meetings, trainings, and 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, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
5. 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. Assisted Dispatch with multiple applicant interviews regarding their current vacancies.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. 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. 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.
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.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
New position & Replacement	Clerk of Courts	Court Clerk – Branch 4 Court Clerk – Vacancy	Positions posted, interviews conducted, references complete, offer accepted for one Court Clerk position filled, 5/8/2023.
Replacement	Criminal Justice	Case Manager	Position posted, deadline 5/1/2023.
Replacement(s)- Eligibility List	Dispatch	Dispatchers (3)	Position posted, interviews conducted, final candidate selected for one vacancy, references

			being conducted. Will select two more candidates, then establish eligibility list.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 6/30/2023.
Replacement	Edgewater	Nursing Home Administrator	Position posted, interviews conducted, references & background completed, offer extended and accepted, filled 7/24/2023.
Replacement	Health	Community Health Worker (PATCH)	Position posted, interviewing 5/3/2023.
Replacement	Highway	Highway Engineer	Position posted, deadline 5/8/2023.
Replacement	Highway	LTE Truck Operator	Position posted, deadline 5/15/2023, interviews conducted, completed references/DL check, one position filled 5/3/2023.
Replacement	Highway	Summer Help	Position posted, deadline 5/15/2023.
New Position	Highway	Crusher Operator	Position posted, interviews conducted, references/DL check completed, offer extended and accepted, filled 5/8/2023.
Replacement	Highway	Night Watch Person/Truck Operator	Position posted, filled internally 4/17/2023.
Replacement	Highway	Truck Operator	Position posted, deadline 5/15/2023.
Replacement	Human Resources	HR Coordinator	Position posted, deadline 5/8/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, interviews conducted, references/background/DL check on final candidate.
Replacement	Human Services	Behavioral Health Outpatient Clinic Manager	Position posted, deadline 5/22/2023.
Replacements	Human Services	Support & Service Coordinator (2)	Positions posted, deadline 5/1/2023.
Replacement	Human Services	Family Interaction Workers (2)	Position posted, deadline 5/8/2023.
Replacement	Human Services	Administrative Assistant - CCS/CSP	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 4/10/2023.
Replacement	Human Services	Crisis Interventionist (7 p.m. to 7 a.m.)	Position posted, deadline 5/8/2023.
Replacement	Human Services	Crisis Interventionist (7 a.m. to 7 p.m.)	Position posted, deadline 5/8/2023.
Replacement	Human Services	Transportation Program Assistant	Position posted, interviews conducted, filled internally 5/1/2023.
Replacement	Human Services	CCS Service Facilitator	Position posted, deadline 5/8/2023.
Replacement	Human Services	Case Manager/SW – Initial Assessment (2)	Positions posted, interviews conducted, references/background completed, both filled externally and internally on 4/24/2023.
Replacement	Human Services	Economic Support Specialist	Position posted, filled internally 4/24/2023.
New Position	Human Services	Birth to Three Service Coordinator	Position posted, deadline 5/1/2023.

Replacement	Human Services	Kinship & Foster Care Coordinator	Position posted, deadline 5/1/2023.
Replacement	Human Services	Crisis Interventionists – Casual	Position posted, deadline 5/8/2023.
Replacement	Human Services	Community Resources Receptionist	Position posted, deadline 5/2/2023.
Replacement	Human Services	Residential Aides-Casual	Position posted, deadline 5/15/2023.
Replacement	IT/Systems	Services Support Analyst	Position posted, deadline 5/1/2023.
Replacement	Maintenance	Maintenance Tech II	Position posted, interviews completed, references conducted, offer extended and accepted, filled 4/17/2023.
New Position	Maintenance	Maintenance Supervisor	Position posted, deadline 5/15/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Norwood	Cook – Full-Time	Ongoing recruitment by Norwood.
Replacement	Parks & Forestry	LTE I & LTE II	Positions posted, interviews conducted, references completed, multiple offers extended and accepted, eight positions filled. Looking to fill one more position, deadline 5/15/2023.
Replacement	Planning & Zoning	County Planner	Position posted, deadline 4/24/2023.
Replacement	Planning & Zoning	Code Technician	Position posted, deadline 4/24/2023.
Replacements – Establish Eligibility List	Sheriff	Correction Officers	Position posted, deadline 5/15/2023.
Replacement	Sheriff	Correction Officers (2)	Position posted, interviews conducted, both positions filled 4/10 & 4/24/2023.

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Attended Norwood Safety Committee meeting.
4. Conducted respiratory fit testing for Edgewater Haven staff on 4/12 and 4/14.
5. Conducted HeartSaver CPR/AED/First Aid for Parks Department on 4/20 and 4/27.
6. Conducted CPR/AED Skills Testing for Edgewater Haven staff on 4/17, 4/24, and 4/25.

NEW Workers' Compensation Claims (1)

1. 4/8/23 – Edgewater – Employee suffered abdominal injury while lifting resident in bathroom

OPEN Workers' Compensation Claims (4)

1. 12/22/22 – Sheriff's – Employee injured R shoulder falling on South steps at Courthouse near Jail entrance (surgery required)
2. 12/31/22 – Edgewater – Employee strained L shoulder transferring resident with EZ lift
3. 1/5/23 – Human Services – Employee injured back/neck slipping on ice in Norwood parking lot
4. 3/10/23 – ROD – Employee slipped on ice in City of WR parking lot while coming in to work

CLOSED Workers' Compensation Claims (2)

1. 2/15/23 – Sheriff's (Corrections) – Combative inmate spit on L arm and in L eye of employee while CO was conducting cell checks
2. 2/19/23 – Sheriff's (Corrections) – Combative inmate spit into face/mouth of employee while items were being removed from cell (late report)

First Aid Injuries (3)

1. 4/10/23 – Highway – Employee cut L hand on fence post while removing snow fence from field
2. 4/11/23 – Highway – Employee struck in the face removing snow fence post, suffered forehead laceration and chipped tooth
3. 4/18/23 – Highway – Employee strained R elbow while changing bars at asphalt plant

Property/Vehicle Damage Claims (1)

1. 4/13/23 – Sheriff's – Squad 30 windshield replacement due to stone chip (actual cost \$508.34)

Liability Claims (1)

1. 3/27/23 – Highway – Claimant damaged both R-side tires when they drove through hot mastic during road patching activities (actual damage \$496.51)

Various mailbox claims were received throughout the month. Per Highway Department policy, the maximum reimbursement for damages is \$100.

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. Nuisance settlement accepted by Complainant; settlement agreement signed and check has been mailed. Complainant has agreed to withdraw complaint and the hearing that was scheduled for June 2023 has been cancelled. This claim is now considered closed and will be removed from future reports.
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 scheduled for July 19 & 20, 2023.

OPEN WRS/ETF Appeal (1)

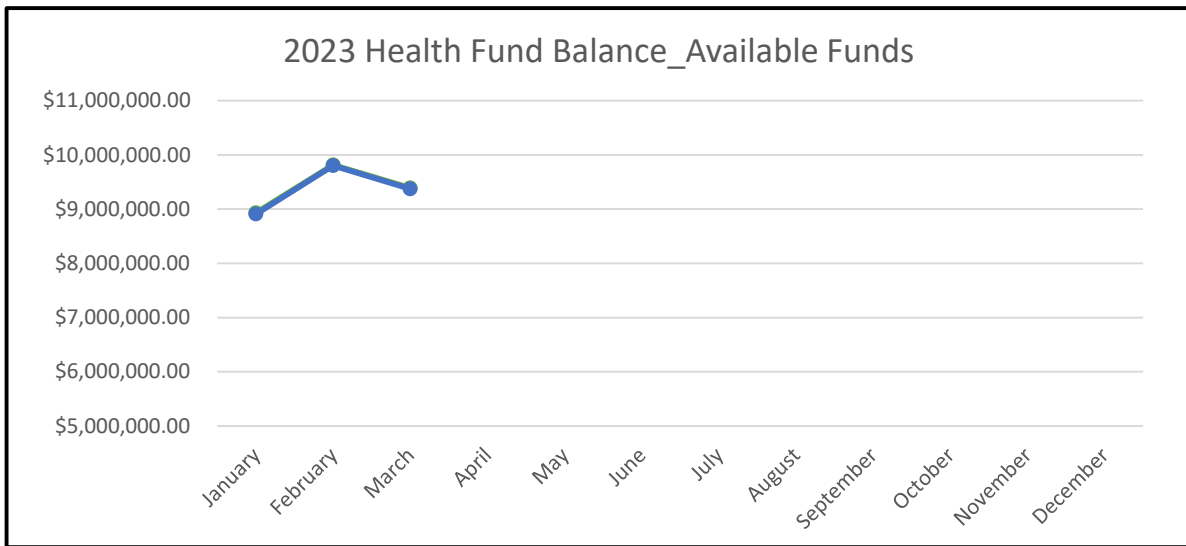
1. 9/25/22- Former Humane Officer submitted an appeal to the Department of Employee Trust Funds to appeal the County's decision on her eligibility determination. Corp Counsel filed a motion for Partial Summary Judgment on March 14, 2023.

Other

1. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
2. DOT Random 2nd Quarter selections made and distributed for 10 randomly selected employees who hold a CDL license, due June 12, 2023.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.

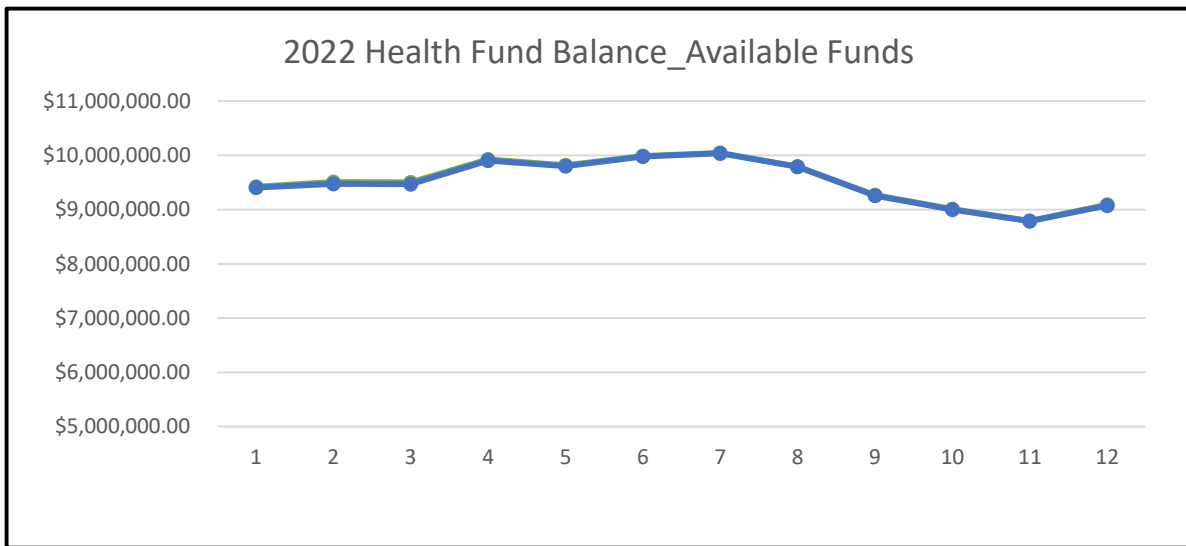
4. Reconciled and processed the March Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on April 3rd, 10th, 17th, and 24th.
7. Conducted exit interviews on April 21st and 27th.
8. Responded to multiple Open Records requests.
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	2023		2022	
	Total	Available	Total	Available
January	\$ 8,930,525.31	\$ 8,907,992.93	\$ 9,425,257.81	\$ 9,402,815.78
February	\$ 9,812,561.93	\$ 9,803,088.17	\$ 9,507,106.04	\$ 9,474,416.97
March	\$ 9,389,238.55	\$ 9,372,293.86	\$ 9,499,684.04	\$ 9,470,991.36
April			\$ 9,925,297.90	\$ 9,903,866.81
May			\$ 9,815,542.94	\$ 9,799,681.50
June			\$ 9,989,672.54	\$ 9,974,919.91
July			\$ 10,045,869.34	\$ 10,037,583.16
August			\$ 9,794,557.38	\$ 9,791,325.99
September			\$ 9,267,809.81	\$ 9,258,972.98
October			\$ 9,007,743.08	\$ 8,999,741.52
November			\$ 8,790,578.59	\$ 8,786,619.80
December			\$ 9,090,545.69	\$ 9,070,891.67



2023 Total Balance - Green Line

2023 Available Funds - Blue Line



2022 Total Balance - Green Line

2022 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—MAY 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in April.
2. Attended United Way Finance Committee meeting on April 3.
3. Paid out bonding interest due on April 3 and received an e-mail on April 4 wondering what the overpayment was for because we didn't send them the amount that they were expecting. I had to share with the representative the information on the CUSIPs they were missing. This gets to be very frustrating and time consuming arguing with this company. Baird did reach out to me with other options, and for a fee, there is a 3rd party that would take care of the payments. To me, the payments are not the issue here as I always match to Baird, it is the company either not getting informed of the new debt or the information not getting to the correct people.
4. Attended Operations Committee meeting on April 4.
5. Paid out Lottery Credit payments to School Districts and Municipalities on April 17.
6. Recognized all the Municipal Treasurers via e-mail with a copy of the Proclamation by the Governor's office regarding April 16-22, as Municipal Treasurers Appreciation Week.
7. Attended County Board meeting on April 18.
8. Attended Jail Construction Adhoc Committee meeting on April 18.
9. Attended the Wisconsin Counties Association Personnel, Finance and County Organization Steering Committee meeting in Wisconsin Dells on April 19.
10. Attended the ARPA Funding Adhoc Committee meeting on April 20.
11. Presented at the Wisconsin Towns Association meeting regarding the Treasurer's Office on April 21.
12. I will be out of the office April 25-May 2, 2023.



Wood County WISCONSIN

Letter of Comments – April 2023

- Telephonic and in-person health coaching has been in full swing and will continue until the end of June. This is the third and final step to enrolling in the wellness program and qualifying for the reduced health insurance rate for 2024. I have already met with 168 participants to go over their most recent biometric results and yearly health and wellbeing goals. There are an additional 200 participants who have scheduled an appointment with me. I plan to add more coaching dates/times for June in the next coming weeks. The table below is a 3-year comparison of the three qualifying activities.

Annual Report of Qualifying Activities			
	<u>2021</u>	<u>2022</u>	<u>2023</u>
Biometric Screening	465	449	448
Health Assessment	460	446	446
Health Coaching	450	450	154*

*Deadline for health coaching is June 30, 2023

- Registration is now open for the quarter 2 wellness challenge which will run from Monday, May 1 – Sunday, June 11. As May is national physical fitness & sports month, I brought back the very popular step challenge from previous years. A new feature this year allows participants to choose between two different weekly step goals instead of just one. Participants are encouraged to sign up for the goal that will be challenging for them, but also realistic and attainable to achieve. An “*activities to steps conversion chart*” will also be promoted to incorporate a wide variety of physical activities participants can do.
- April’s Lunch & Learn on www.managewell.com was titled “*Alcohol Intake and our Health*”. Participants learned more about the negative effects of alcohol and were provided with helpful resources and strategies to help reduce alcohol intake. This was a very well received activity based on feedback from the wellness committee and when mentioned in some of my health coaching sessions.
- The wellness bulletin boards around the Wood County locations have been updated with new wellness material for quarter 2. The topics selected correlate well with the time of the year and include: healthy eating, gardening, nutrition & hydration tips for fitness event preparation, and the benefits of walking.

COUNTY BOARD CLAIMS

March-23

Mar-23

Paid April 2023

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Allen Breu	March-23	315.00	78.60		\$393.60
Thomas Buttke	Jan - March 23	1,000.00	243.66		\$1,243.66
William Clendenning	March-23	865.00	347.15		\$1,212.15
Adam Fischer	March-23	365.00	160.48		\$525.48
Jake Hahn	March-23	465.00	112.66		\$577.66
Brad Hamilton	March-23	500.00	106.77	12.00	\$618.77
John Hokamp	March-23	300.00	51.09		\$351.09
David La Fontaine	March-23	300.00	139.52		\$439.52
Bill Leichtnam	March-23	495.00	157.20		\$652.20
Jeff Penzkover	March-23	300.00	49.78		\$349.78
Lance Pliml	March-23	1,050.00	55.02		\$1,105.02
Donna Rozar	March-23	250.00		90.00	\$340.00
Lee Thao	February-23	300.00	3.28		\$303.28
Laura Valenstein	March-23	430.00	70.74		\$500.74
William Voight	March-23	350.00	90.39		\$440.39
Ed Wagner	Feb&March23	730.00	259.38		\$989.38
William Winch	March-23	350.00	14.41		\$364.41
Joe Zurfluh	March-23	365.00	28.82		\$393.82
Rebecca Spiros	March-23	50.00			\$50.00
		\$8,780.00	\$1,968.95	\$102.00	\$10,850.95

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: APRIL 2023

For the range of vouchers: 06230049 - 06230057

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06230049	PITTSVILLE RECORD THE	Election Ad - Spring Election	04/01/2023	\$720.00	P
06230050	QUADIENT LEASING USA INC	Lease Pymt - Mail Machine	03/30/2023	\$1,552.86	P
06230051	UNITED MAILING SERVICE	MAIL FEES MARCH 1-31 2023 UMS	04/10/2023	\$1,349.83	P
06230052	SOUTH WOOD COUNTY HUMANE SOCIETY	CAT QUARANTINE-SPAZZ APR 23	04/11/2023	\$300.00	P
06230053	HOKS DAVID E	Canvass Brd - Spring Election	04/11/2023	\$100.00	P
06230054	CEPRESS CINDY	Canvass Brd - Spring Election	04/11/2023	\$100.00	P
06230055	WISCONSIN MEDIA	VAR ADS MARCH 1 - 31 2023 GANN	04/14/2023	\$1,427.43	P
06230056	ELECTION SYSTEMS & SOFTWARE	Yearly Mtnce/Licensing	04/20/2023	\$8,893.50	
06230057	US BANK	VISA CHARGES	04/26/2023	(\$75.00)	
Grand Total:				\$14,368.62	

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: APRIL 2023

For the range of vouchers: 14230072 - 14230092

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14230072	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/27/2023	\$6.91	P
14230073	AMAZON CAPITAL SERVICES	BUSINESS PRIME MEMBERSHIP	04/05/2023	\$1,299.00	P
14230074	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	04/06/2023	\$332.47	P
14230075	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	04/06/2023	\$258.10	P
14230076	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	04/06/2023	\$246.95	P
14230077	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	04/06/2023	\$5,042.72	P
14230078	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/06/2023	\$2,910.40	P
14230079	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/VOL (SUPP) LIFE INS	04/06/2023	\$4,248.74	P
14230080	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	04/06/2023	\$20.00	P
14230081	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	04/06/2023	\$355.85	P
14230082	DELPHIA CONSULTING LLC	TIMESTAR SUPPORT RENEWAL	04/06/2023	\$8,931.67	P
14230083	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	04/20/2023	\$359.86	P
14230084	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	04/20/2023	\$258.07	P
14230085	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	04/20/2023	\$281.66	P
14230086	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/20/2023	\$2,794.69	P
14230087	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	04/20/2023	\$5,243.87	P
14230088	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	04/20/2023	\$4,048.24	P
14230089	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	04/20/2023	\$20.00	P
14230090	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	04/20/2023	\$355.85	P
14230091	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	2ND QTR 2023 TAX LEVY	04/10/2023	\$49,569.50	P
14230092	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/19/2023	\$27.35	
Grand Total:				\$86,611.90	

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: APRIL 2023

For the range of vouchers: 17230025 - 17230038 23230022 - 23230026

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17230025	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	02/28/2023	\$161.00	P
17230026	WI DEPT OF WORKFORCE DEVELOPMENT	Mar 2023 Unemployment Charges	04/01/2023	\$310.58	P
17230027	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	04/01/2023	\$18,212.50	P
17230028	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	04/13/2023	\$91.00	P
17230029	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	03/31/2023	\$91.00	P
17230030	WELD RILEY SC	Legal Fees	04/10/2023	\$580.00	P
17230031	WELLNESS COUNCIL OF AMERICA	Corporate Membership Dues	04/11/2023	\$450.00	P
17230032	AMAZON CAPITAL SERVICES	Recognition & Office Supplies	03/30/2023	\$22.98	P
17230033	WI DEPT OF ADMINISTRATION	WiscJobs Post - EW Admin	04/12/2023	\$175.00	P
17230034	ASPIRUS OCCUPATIONAL HEALTH	Business Health Services	04/03/2023	\$289.50	P
17230035	SBLENDORIO SERENA	Settlement Agreement	04/26/2023	\$2,500.00	P
17230036	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	01/01/2023	\$700.00	P
17230037	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	03/22/2023	\$900.00	P
17230038	US BANK	P Card Charges	04/16/2023	\$340.00	P
23230022	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad 29	04/04/2023	\$2,956.78	P
23230023	WI COUNTY MUTUAL INS CORP	Addtl Insured Endorsements	03/28/2023	\$225.00	P
23230024	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	04/11/2023	\$1,495.00	P
23230025	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	04/11/2023	\$7,000.00	P
23230026	SAFELITE FULFILLMENT INC	Vehicle Damage - Squad 30	04/13/2023	\$508.34	P
Grand Total:				\$37,008.68	

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: APRIL 2023

For the range of vouchers: 28230082 - 28230108

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28230082	CITY OF MARSHFIELD	MARCH SPECIAL CHARGES	04/05/2023	\$935.52	P
28230083	CITY OF NEKOOSA TREASURER	MARCH SPECIAL CHARGES	04/05/2023	\$6,712.41	P
28230084	CITY OF WISCONSIN RAPIDS	MARCH SPECIAL CHARGES	04/05/2023	\$2,611.70	P
28230085	GOWEY ABSTRACT	TAX OVERPAYMENT REFUND	04/05/2023	\$10.07	P
28230086	MANZ DUSTIN	STALE DATE CHECK REISSUE	04/05/2023	\$362.80	P
28230087	PORT EDWARDS WATER UTILITY	TAX DEED UTILITIES	04/05/2023	\$65.70	P
28230088	STATE OF WISCONSIN TREASURER	1ST QTR PROBATE & BIRTH FEES	04/05/2023	\$36,546.06	P
28230089	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/05/2023	\$64.21	P
28230090	TOWN OF CARY	MARCH SPECIAL CHARGES	04/05/2023	\$110.09	P
28230091	TOWN OF PORT EDWARDS	MARCH SPECIAL CHARGES	04/05/2023	\$1,266.36	P
28230092	TOWN OF REMINGTON	MARCH SPECIAL CHARGES	04/05/2023	\$415.10	P
28230093	TOWN OF SARATOGA	MARCH SPECIAL CHARGES	04/05/2023	\$3,398.93	P
28230094	TOWN OF GRAND RAPIDS	MARCH SPECIAL CHARGES	04/05/2023	\$3,575.52	P
28230095	TOWN OF LINCOLN	MARCH SPECIAL CHARGES	04/05/2023	\$836.48	P
28230096	TOWN OF MARSHFIELD	MARCH SPECIAL CHARGES	04/05/2023	\$238.68	P
28230097	TOWN OF RICHFIELD	MARCH SPECIAL CHARGES	04/05/2023	\$559.76	P
28230098	TOWN OF ROCK TREAS LISA ANDERSON	MARCH SPECIAL CHARGES	04/05/2023	\$286.15	P
28230099	VILLAGE OF AUBURNDALE TR D MARTH	MARCH SPECIAL CHARGES	04/05/2023	\$314.16	P
28230100	VILLAGE OF VESPER	MARCH SPECIAL CHARGES	04/05/2023	\$1,018.90	P
28230101	VILLAGE OF BIRON	MARCH SPECIAL CHARGES	04/05/2023	\$2,360.92	P
28230102	VILLAGE OF HEWITT	MARCH SPECIAL CHARGES	04/05/2023	\$288.76	P
28230103	VILLAGE OF PORT EDWARDS TREAS	MARCH SPECIAL CHARGES	04/05/2023	\$2,516.16	P
28230104	WI DEPT OF ADMINISTRATION	MARCH WI LAND INFO	04/05/2023	\$5,313.00	P
28230105	LUCHAU MILTON AND JUDITH	REISSUE COC CHK 14C-013768	04/12/2023	\$156,785.84	P
28230106	STATE OF WISCONSIN TREASURER	MARCH CLERK OF COURTS REVENUE	04/19/2023	\$197,806.68	P
28230107	BEAVER CREEK NURSERY & LANDSCAPING LLC	TAX DEED SNOW REMOVAL	04/26/2023	\$240.00	P
28230108	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/26/2023	\$39.06	P
Grand Total:				\$424,679.02	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Mass Notification

Keep Everyone Informed Before, During, and After a Critical Event



Keep your people safe and business running – with the industry leader in Critical Event Management









Critical events happen every day: severe weather, workplace violence, active assailants, operational disruptions, IT and power outages.

Everbridge Mass Notification enables you to connect and inform your entire organization in an emergency – within seconds. Facilitate two-way communication and mobilize your response team. Know your people are safe and your operations, supply chains and brand reputation are protected.

Reach the right people, with the right message, at the right time

Broadcast to virtually any communication device and channel. Deliver spoken alerts with text-to-speech technology. Send notifications to individuals and groups using lists or geo-fencing. Virtually draw boundaries around a critical event and trigger automated alerts when a device enters the area. Send messages globally with multi-lingual support.

Send notifications and collect responses

-  Text
-  Email
-  Mobile App Notification
-  Voice Call
-  Slack & MS Teams
-  Desktop Alerts
-  Social
-  Digital Signage

Mass Notification

Keep Everyone Informed Before, During, and After a Critical Event

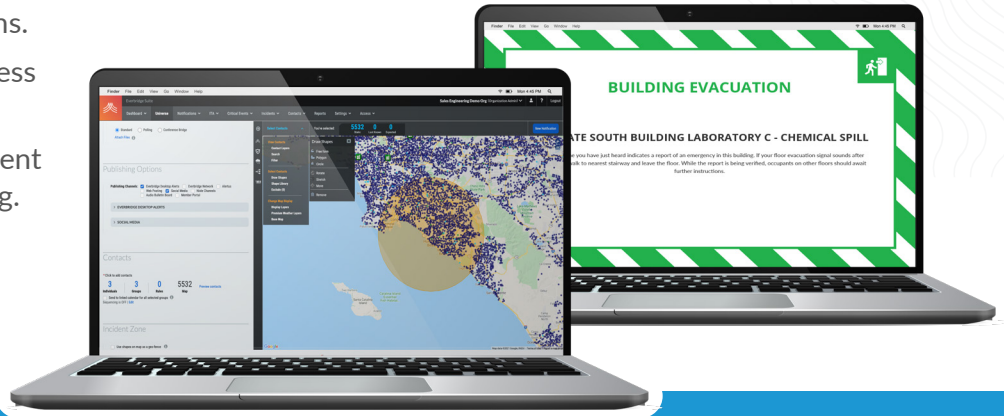


Manage everything in one simple, intuitive and automated platform

- + Send your message in seconds with one-page notification creation and one-click sending.
- + Eliminate errors with pre-configured templates and guided workflows.
- + Mobilize a coordinated response while securing all their communications.
- + Easily integrate with your business systems to access contact data.
- + Access full statistics for post-event analysis and regulatory reporting.
- + Run notification reporting and send follow-up notifications.

Secure, reliable, and market-leading

Communicate quickly and reliably during emergencies with a platform that is trusted by millions in 200+ territories and countries. Access secure collaboration and know your data is protected with 325+ security controls. Securely store your data in your country of preference.



500+ MILLION CONTACTS
MANAGED

5+ BILLION MESSAGES
SENT PER YEAR

200+ SUPPORTED COUNTRIES
AND TERRITORIES

99.99% UPTIME

200+ THOUSAND SMS
SENT PER MINUTE

LVL 3 CERTIFIED DHS
TELECOM SERVICE

100+ MODALITIES

ABOUT GOVSMART: GovSmart - Intelligent IT Solutions for Government!

GovSmart is an information technology solution provider serving Federal Government customers and prime contractors for more than twelve years. Government entities in the Department of Defense, Civilian, and Intelligence agencies have recognized and appreciated GovSmart's expertise in solution design, procurement, and implementation in support of their missions.

With its SBA HUBZone socioeconomic designation, three OMB-authorized Best-In-Class GWACs (NASA SEWP V, NIH CIO-CS, and GSA Schedule 70), and extensive manufacturer certifications, GovSmart is prepared to meet all your Information Technology needs.

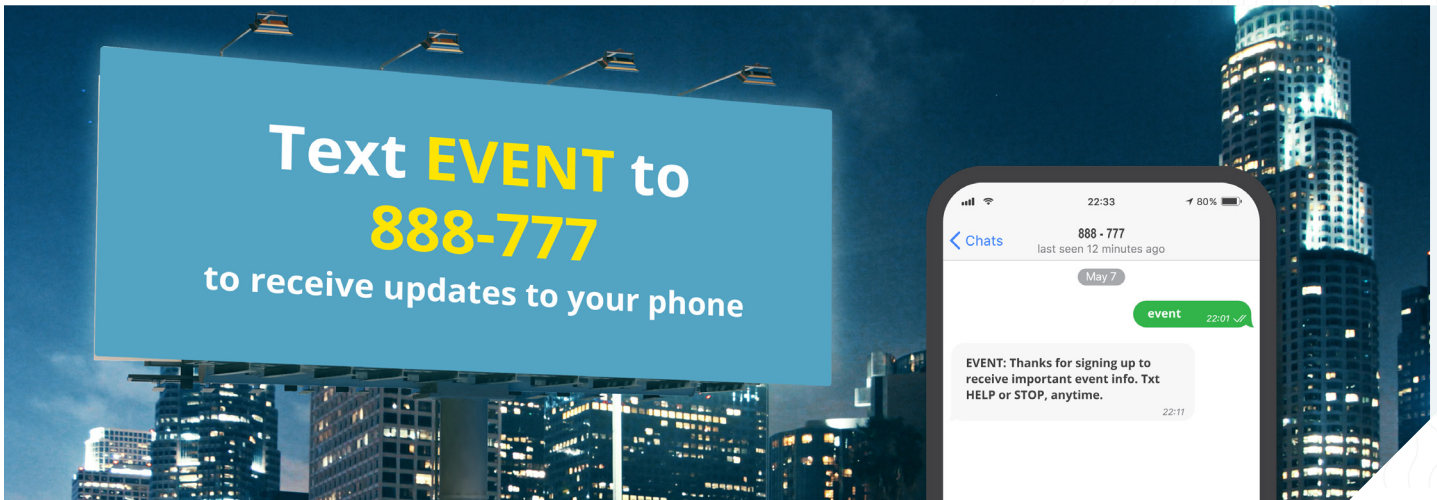


Let's Chat

Do you have any questions? Would like to know more about **Everbridge Critical Event Management**? Get in touch at sales@govsmart.com or just call us at **+1-434-326-5656** to learn more.

Community Engagement®

Keep More Residents and Visitors Aware and Prepared



An Active, Engaged Community

Building community resilience is about building relationships with the public and strengthening community lifelines before incidents occur. Everbridge Community Engagement makes it easier than ever for public officials to connect with residents and visitors.

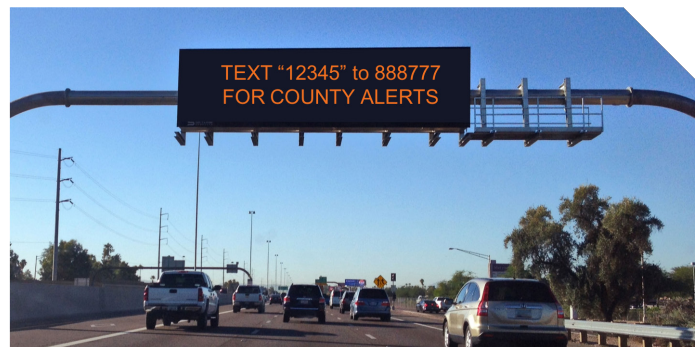
Residents and visitors can text a zip code or keyword of interest, opting in to receive relevant and timely texts, emails, or social notifications.

“With March For Our Lives demonstrators coming to DC from all around the country, we needed a way to quickly reach everyone in the case of an emergency. Using an event keyword made it easy for attendees to sign up. The ability to push notifications directly to thousands of mobile phones allowed us to send important event, safety, and transit information before, during, and after the rally.”

- **Dr. Chris Rodriguez**, Director, District of Columbia Homeland Security and Emergency Management Agency (HSEMA)

An Easy Way to Connect With the Community

- + One step text message opt-in.
- + Quick SMS sign-up, public officials can easily publicize and grow their opt-in subscriber lists.
- + Communicate with specific languages in your area with multiple languages support.

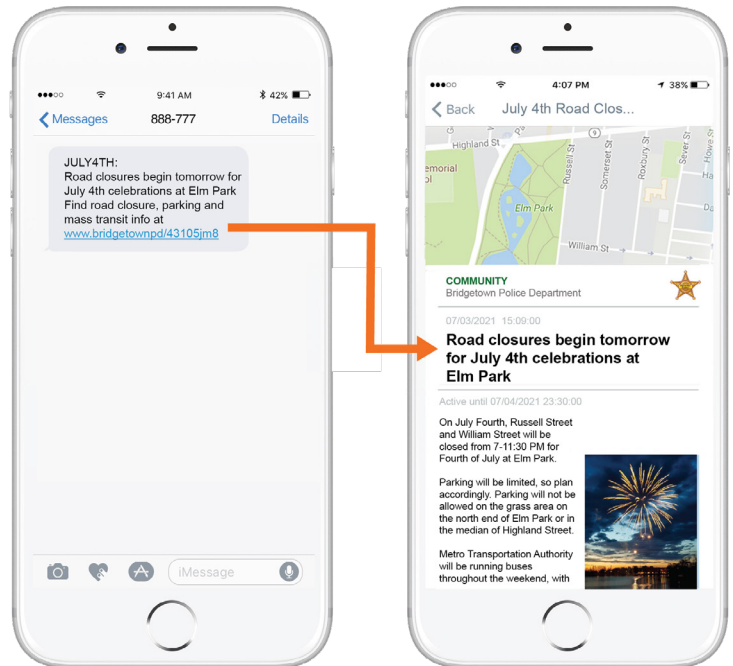


Los hispanohablantes que trabajan o viven en Malibú

Envíe un mensaje de texto con la palabra **“MalibuAlerta”** al **888-777**

Targeted, Timely, Helpful Communications

- + Target by event keywords and zip codes
- + Reliable delivery of text messages through true SMS
- + Send rich information, including links to photos, attachments, and more information
- + Publish and distribute information at scale with the push of one button:
 - + Text
 - + Email
 - + Mobile App
 - + Everbridge Network
 - + Webpage
 - + Facebook
 - + Google Alerts
 - + Google Map
 - + Ring Communities
 - + Other 3rd Party Integration



Trusted by thousands of public officials across the US for unlimited types of events:

Severe Weather Awareness | Street Closures | Sports Events | Music Festivals | Beach Alerts | Park Information |
Missing Person | Parades | Public Health | ...and so much more



Let's Chat

Do you have questions? Would you like to know more about Critical Event Management?
Get in touch or just call us at +1-818-230-9700 to learn more.

ABOUT EVERBRIDGE

Everbridge, Inc. (NASDAQ: EVBG) is a global software company that provides enterprise software applications that automate and accelerate organizations' operational response to critical events in order to Keep People Safe and Organizations Running™. Everbridge serves 8 of the 10 largest U.S. cities, 9 of the 10 largest U.S.-based investment banks, 47 of the 50 busiest North American airports, and 9 of the 10 largest U.S.-based health care providers. Everbridge is based in Boston with additional offices in 25 cities around the globe.

For more information visit www.everbridge.com, read the company [blog](#), and follow us on [LinkedIn](#) and [Twitter](#).



VISIT WWW.EVERBRIDGE.COM
CALL +1-818-230-9700

Resident Connection



Extend your Community Lifelines by maximizing the Whole Community approach to emergency communications. When life safety communications matter most, reach your residents and businesses across landline, VoIP, and mobile phone numbers.



Deliver a Whole Community approach to emergency communications

Public safety and emergency management agencies need ways to maximize their reach when delivering life safety messages to their communities.

What is the challenge?

- + Landline emergency telephone databases have lost over 50% of residents due to mobile phone adoption.
- + Jurisdictions may struggle to drive subscriptions to resident notifications or see low opt-in and adoption rates.

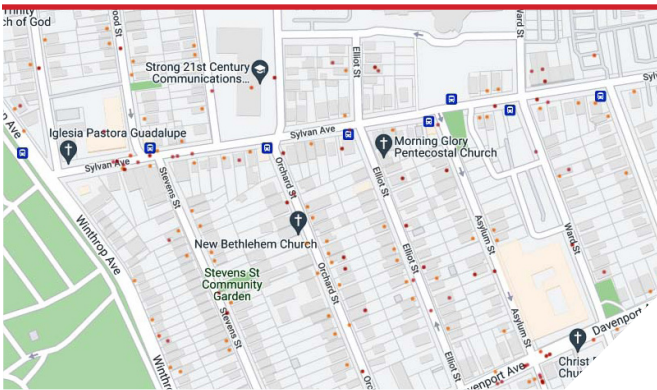
Everbridge's **Resident Connection** provides public authorities with direct access to the largest localized database of US residential and business phone numbers for official life safety communications. The solution provides additional contact to your current Everbridge opt-in subscriber database to ensure maximum reach.

Resident Connection utilizes Everbridge's National Life Safety Database, which contains over **265 million** landlines, VoIP, **AND mobile phones** in the United States.

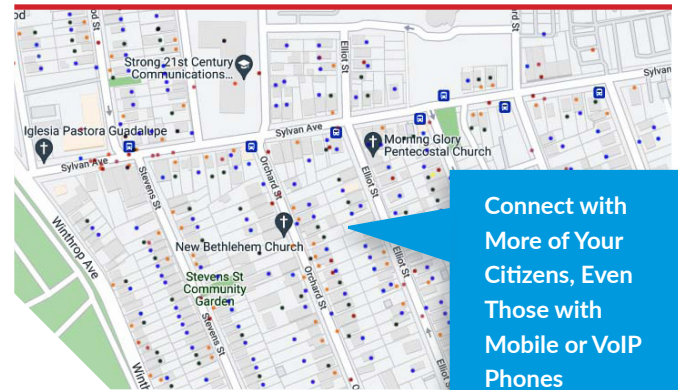
Enhancing your emergency communications by adding Resident Connection to your current opt-in subscriber database creates a more informed and aware community during public safety emergencies.

See How Resident Connection Increases Your Reach:

BEFORE RESIDENT CONNECTION



AFTER RESIDENT CONNECTION



Connect with More of Your Citizens, Even Those with Mobile or VoIP Phones

FEATURES AND CAPABILITIES

Expand Your Reach to More Residents and Businesses Instantly:

- + Resident Connection is an automated data feed added to an existing Everbridge account.
- + Geo-target communities for distribution of emergency communications and instantly know who, and how many residents you can notify.

Reach More by Landline, VoIP and Mobile Phones:

- + Reach beyond your opt-in and 911 databases.
- + Notify the right people for both emergency and non-emergency public safety communications
- + Leverage pre-loaded jurisdiction boundaries and POI data

- + Enable inclusions and exclusions area for targeted communications
- + Visualize selected contacts on a map before sending out communications

Get Reliable, Accurate and Secure Information for your Internal Stakeholders:

- + System safeguards built in to prevent non-emergency messages to be sent through channels that are only for "Imminent Threat to Life"
- + Contact database is refreshed monthly, for the most up to date contact information
- + Data is secure, protected and complies with FCC guidelines for usage



Let's Chat

Do you have questions? Would you like to know more about Critical Event Management? Get in touch or just call us at +1-818-230-9700 to learn more.

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For more information visit www.everbridge.com, read the company blog, and follow us on LinkedIn and Twitter.

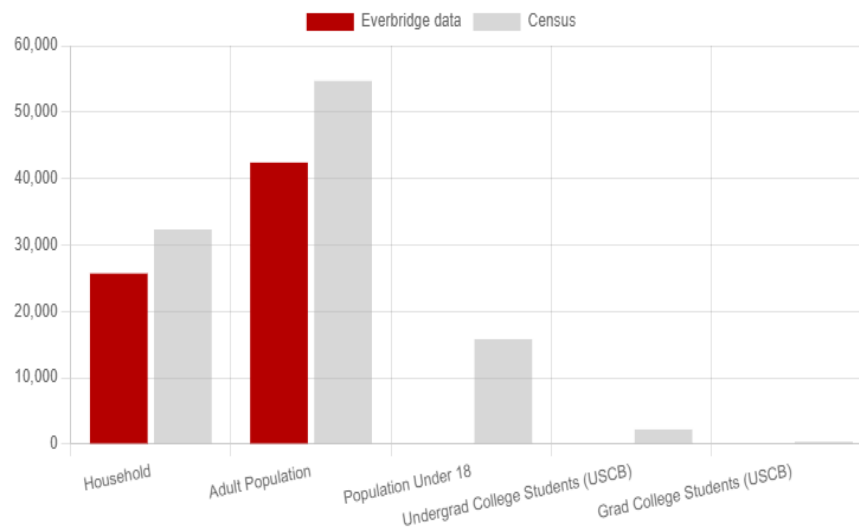


Census Data

Population	73,112
Population Under 18 (USCB)	15,817
Undergrad College Students (USCB)	2,226
Grad College Students (USCB)	368
% of Adult Population	75 %
HouseHolds	32,332

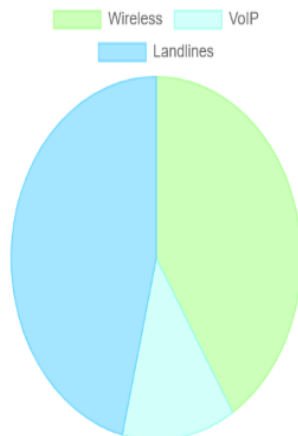
Everbridge Data

Resident Unique Contacts	42,398
Businesses Unique Contacts	5,161
Total Unique Contacts	47,559
% Residents of Adult Population	78 %
HouseHolds	25,701



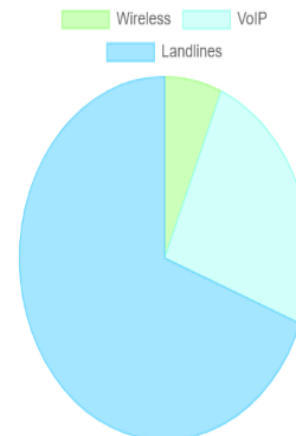
Resident contacts by type

Wireless	24,795	41 %
VoIP	7,580	13 %
Landlines	27,856	46 %
Total:	60,231	



Businesses contacts by type

Wireless	406	6 %
VoIP	1,560	24 %
Landlines	4,404	69 %
Total:	6,370	





Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: May 2, 2023
To: Operations Committee

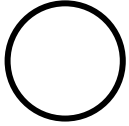
Subject: Finance Department Update
From: Ed Newton & PaNya Yang

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/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/Weiler/Nelson).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2024 – 2028 Capital Improvement Plan – CIP request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2024 CIP projects/Jail/cash expenditure timeline (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement/securitization/upcoming settlement information (Newton/Yang).
- Send out/follow up on various information for ACFR (Nelson).
- AP cross training (Nelson/Weiler).
- Assist HR with benefits duties (Weiler/Yang).
- Prepare monthly voucher reports for committee packets (Nelson).
- CIP input reporting (Nelson).
- Follow up on IRS 1099 notifications (Nelson).
- Work with various departments regarding year end audit information (Newton/Yang).
- Prepare/review various resolutions (Newton/Yang).

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Attend ARPA Ad Hoc meeting (Newton).
- Various discussion with Baird regarding 2023 Debt funding request (Newton/Yang).
- Various discussions and meetings with Human Resources (Newton/Yang/Wagner).
- Various discussions and meetings with Human Services (Newton/Yang).
- Various discussions with Branch I (Newton/Yang).
- Various discussions with Parks (Newton/Yang).
- Various discussions with Sheriff's department (Newton).
- Various discussions with Child Support (Yang/Newton).



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE May 16, 2023
Effective Date May 16, 2023

PY

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 budget for Aging & Disability Resource Center function (54611) 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 available cash reserves in the ADRC fund balance. The adjustment to the budget is as follows:

Table with columns: Account, Account Name, Debit, Credit. Rows: 54611 ADRC Contributions \$31,962; 34112 Fund Balance-Assigned ADRC \$31,962

Table with columns: NO, YES, A. Rows 1-19 listing names: LaFontaine, D; Rozar, D; Buttke, T; Wagner, E; Fischer, A; Breu, A; Voight, W; Hahn, J; Winch, W; Thao, L; Penzkover, J; Valenstein, L; Hokamp, J; Polach, D; Clendenning, B; Pliml, L; Zurfluh, J; Hamilton, B; Leichtnam, B

WHEREAS, the Aging & Disability Resource Center expended the full amount received from Wood County for 2022 and an additional \$31,962 from previous years' surplus, and

WHEREAS, the additional \$31,962 in expenditures were not anticipated or budgeted for, and

WHEREAS, the Aging & Disability Resource Center fund balance has sufficient funds to cover the 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, and

NOW, THEREFORE BE IT RESOLVED, to amend the Wood County ADRC (54611) 2022 budget with a transfer of \$31,962 from the Aging & Disability Resource Center fund balance (34112) to fund unanticipated

expenditures, 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 the budget change within 10 days.

()

Ed Wagner (Chair)

Adam Fischer

Lance Pliml

Donna Rozar

Laura Valenstein

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

County Clerk

County Board Chairman



Sick Days Policy

We understand that occasionally a serious health condition of an employee or their immediate family may cause missed time at work. Wood County provides regular full and part-time employees with up to twelve (12) sick days per year to use in those cases.

1. Sick days may be used when an employee must be absent from work because of:
 - Illness or injury of the employee.
 - Serious illness or injury of an employee's immediate family where the immediate family member requires the constant care and attention of the employee. Immediate family for sick day purposes includes spouse, child, parent, and stepparent.
 - Contact with or exposure to a contagious disease causing the employee's presence to be a risk to fellow workers.
 - Validated reasonable medical or dental attention that cannot be scheduled during non-working hours
2. Each employee (except casuals) shall receive one (1) day of credit for each full calendar month actually worked. Number of hours accrued are based on employment type not hours actually worked.
3. Sick days shall accrue to a maximum of one hundred (100) days.
4. Wood County may require an employee to submit a medical statement to verify the need for sick days. The Department Head or Human Resources may require an employee to provide a medical release to return to work.
5. Sick days shall be granted in no less than one-quarter (1/4) hour units.
6. If using sick time for a partial day, the total amount of sick time and regular hours worked must equal the number of budgeted hours. Sick time may only be used to cover regularly scheduled hours, up to a maximum of the employee's daily or weekly budgeted hours.
7. A full-time employee in his/her introductory period shall accrue sick days during the first six (6) months of service, but shall only be allowed to use three (3) sick days during those first six (6) months.
8. Employees who were hired before January 1, 2019 and have at least 15 years of consecutive service, and meet the other criteria, may have up to one hundred (100) accrued sick days deposited in the Wood County PEHP plan.
9. Unused sick days are lost upon resignation, termination, or death of an employee.



Sick Days Policy

10. An employee will not be paid sick days for any illness or injury which arises from non-Wood County employment or as a result of contracted work.
11. An employee receiving Workers Compensation or Short or Long-Term Disability payments from a Wood County Third Party Administrator will not be allowed to receive sick day payments concurrently.
12. Catastrophic Sick Days Account (CSLA): After an employee has reached the maximum accumulation of one hundred (100) sick days, any additional sick days accumulated thereafter shall be placed in an individual CSLA. Sick days in the CSLA may only be used when an employee is absent from work because of illness or injury and the employee's regular sick days have been exhausted. Upon resignation, termination, or death of an employee, CSLA shall be forfeited.
13. Part-time employees who work over twenty (20) hours per week will be eligible for a pro-rated sick days benefit based on total hours of sick days for a full-time employee. Part-time employees working under twenty (20) hours per week, temporary employees, or seasonal employees will not be eligible for paid sick days. Such employees should be informed of their ineligibility at time of employment.



Sick Days Policy FAQs for Employees

Policy

Per Wood County's Sick Days Policy, sick days may be used when an employee must be absent from work because of:

1. Illness or injury of the employee.
2. Serious illness or injury of an employee's immediate family where the immediate family member requires the constant care and attention of the employee. Immediate family for sick time purposes includes spouse, child, parent, and stepparent.
3. Contact with or exposure to a contagious disease causing the employee's presence to be a risk to fellow workers.
4. Validated reasonable medical or dental attention that cannot be scheduled during non-working hours.

Frequently Asked Questions

Note: Medical appointments, for the purposes of this document, includes the following types of appointments: medical, lab/testing/vaccinations, dental, vision, chiropractic (non-massage), and mental health therapy.

Can employees use sick time to attend a medical appointment?

Yes. However, employees should make every effort to schedule their appointments during non-work time. When/if unable to schedule outside of their normal work hours, employees may use sick time for work time missed, only including the duration of the medical/dental appointment and the drive time between the medical or care facility and the employee's assigned work location.

Can employees use sick time to take their minor child to a medical appointment?

Yes. However, employees should make every effort to schedule appointments for their minor children during non-work time. Minor children are those whom the employee is legally responsible to be present at the appointment to provide medical consent. In most cases, this is children under the age of 18. When/if the employee is unable to schedule the child's appointment outside of their normal work hours, employees may use sick time for work time missed, only including the duration of the appointment and the drive time to/from the medical or care facility, the child's location (school, daycare, etc), and the employee's assigned work location.

An employee needs to travel out of town for their appointment, can they use sick time for the time spent traveling?

Travel time to and from an appointment may be claimed as sick time. All efforts should be made to see a provider in their local area, however, we understand that some specialty physicians can be difficult to find locally. Remember, only the time spent traveling and at the actual appointment may be used for sick time. Any time spent outside of that (ie: eating lunch, running personal errands, etc.) should be applied to vacation or comp time.



Sick Days Policy FAQs for Employees

Can employees use sick time to accompany their spouse or adult child (over the age of 18) to a medical appointment?

Generally, no. However, if their spouse/child requires care because they are unable to care for themselves (ie: the spouse/child is having a procedure in which they will be unable to drive themselves), they may be able to use sick time. **Note: if the employee is the legal guardian of the adult child, they may use sick time.*

Can employees use sick time to take their parent/stepparent to a medical appointment?

Generally, no. However, if their parent/stepparent requires care because they are unable to care for themselves (ie: the parent is having a procedure in which they will be unable to drive themselves), they may be able to use sick time. If an employee has a parent with significant health issues and they are acting as a primary caretaker, it is likely that the employee would be covered under FMLA. Contact Human Resources in this case so that FMLA paperwork can be provided.

Can employees use sick time to care for a grandchild that is sick?

No. Only immediate family members are covered under the sick days policy. As a reminder, immediate family members are defined under this policy as spouse, child, parent, or stepparent. Employees are eligible to take vacation or comp time to care for a sick grandchild if department staffing allows. **Note: if a grandparent has custody and is the legal guardian of the child, they may use sick time.*

Can employees use sick time for a “mental health day”?

If an employee is experiencing significant mental health challenges that impact their ability to report to work, or remain at work if already there, they may use sick time. However, it is expected that they are working with a counselor/mental health professional on that day. Generally, employees may use sick time to attend a mental health appointment (such as with a counselor, therapist, etc.) and for any time away from work that the provider recommends. As a reminder, if an employee is struggling with their mental health, EAP is available to all employees completely free of charge and confidential. EAP can be reached at 800-540-3758 or eap@ascension.org.

Can supervisors request a doctor’s note from an employee that calls in sick?

Supervisors may require an employee to submit a medical statement to verify the need for sick days. Generally, if an employee calls in sick for three continuous days, a medical statement should be requested and Human Resources should be contacted so FMLA paperwork can be sent to the employee. It may also be necessary to obtain a release to return to work from the employee at that point.

If an employee is in their introductory period (first six months) how many sick days can they use?

An employee may only be allowed to use three sick days in their first six months. If an employee has used all three sick days in their first six months, contact Human Resources for guidance.



Sick Days Policy FAQs for Employees

Can an employee use sick time for the care of a sick pet?

No. While we all love our pets dearly and treat them as members of our families, vacation or comp time should be used for the care of a sick pet or any veterinary appointments.

Can an employee use sick time if their child's daycare provider is closed?

No. Employees may only use sick time in the event that their child is sick.

Can an employee use sick time during a pre-scheduled vacation day off?

Generally, no. If an employee has an appointment scheduled on a vacation day off or the employee unexpectedly falls ill on a prescheduled vacation, the employee is unable to change the type of time off applied. If extenuating circumstances exist, the employee's supervisor may approve the use of sick time.

Can an employee use sick time for the death of a family member or friend?

Generally, no. However, if the employee is struggling and having mental health challenges due to the death, they should be working with a counselor/mental health professional and can apply for FMLA which may allow them to use sick time for attending appointments and grieving. In this case, please reach out to Human Resources so that FMLA paperwork can be sent. Remember that Wood County offers Bereavement Leave for the death of family members. Refer to the Bereavement Leave Policy in the Employee Policy Handbook for additional information.

Can an employee exceed their regular hours by using sick time?

No. Employees may not use sick time to exceed their regularly scheduled number of hours. Non-exempt employees cannot exceed their daily or weekly budgeted hours with the use of sick time. Exempt employees cannot exceed their daily budgeted hours with the use of sick time.

Example 1: A non-exempt part-time 80% employee is budgeted for 32 hours per week. The employee calls in sick on Monday, but then works extra hours on Tuesday, Wednesday, Thursday, and Friday to catch up on work they missed on Monday. They normally work 7 hours on Monday, so they recorded 7 hours as sick time. The rest of the week, they worked 7 hour days to catch up on work they weren't able to do on Monday. This would put their total weekly hours at 35, above the budgeted amount. They would need to decrease their sick time on Monday from 7 hours to 4 hours so that they did not exceed their budgeted 32 hours.

Example 2: A full-time exempt employee normally works 7:45 a.m. to 4:30 p.m. The employee has a medical appointment scheduled and arrives late to work at 9:00 a.m. Although the employee was 1 hour and 15 minutes later to work than they normally would be, they will only record 30 minutes of sick time because they cannot exceed their budgeted 8 hours per day due to the use of sick time.

**There may be some exceptions to this for positions with departments that have 24/7 operations. Contact the Department Head or Human Resources for further guidance.*



Sick Days Policy FAQs for Employees

Can an employee use sick time and apply for Short-Term Disability benefits concurrently?

Yes, however, employees who are actively receiving Short-Term Disability benefits can only use 1/3 of their normal weekly hours in paid time based on their employment type. The Short-Term disability benefit is 2/3 of the employee's base wages. For example, a full-time 2080 employee working 40 hours per week can use 13 hours of sick, vacation, comp, or floating holiday if available. A part-time 50% employee can use 5.6 hours of paid time weekly to offset the hours not paid by Short-Term disability. Please contact Human Resources with any questions related to disability benefits or filing a disability claim.

Can an employee use sick time to recover from a work-related injury?

Similar to Short-Term Disability benefits, Worker's Compensation lost-time benefit is 2/3 of employee wages. If the employee prefers to receive a full paycheck, they may be approved to use sick time in lieu of receiving lost-time wages. The same reporting requirements remain in place regardless of the type of compensation received. An employee may elect to supplement lost-time benefits with accrued leave, but this will change the way the benefits are calculated, and in most cases will reduce the employee's lost-time payments under worker's compensation. Please contact Safety & Risk Management for details on the appropriate use of sick time during lost-time injuries or illnesses.

Can supervisors ask an employee their reason for the need of sick time?

Yes. Even if not originally offered by the employee, supervisors may request the reason sick time is needed for the purpose of confirming eligibility under the policy.

When can sick time be used in regards to COVID?

See the "COVID Scenarios for Returning to Work" document on the Human Resources Intranet for specific scenarios and the applicability of sick time.

Additional or clarifying questions may be directed to Human Resources at 715-421-8457 or hr@woodcountywi.gov.

Proposed Policy

Highway employees may elect to use their approved sick time to cover regular scheduled hours, up to a maximum of the employee’s daily budgeted hours, and the employee may charge their hours worked, to include overtime hours.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5						2 OT Hours	
6							
7		8 regular hours	8 regular hours	8 regular hours	6 sick hours	8 regular hours	
8							
9							
10							
11							2 regular hours
12							
1							
2							
3			6 regular hours converted for sick time taken later in the week				
4							
5							
6							
7							
8							
9			1 OT				
10							
Total Hours		8 regular	14 regular 10T	8 regular	6 sick 2 regular	2 OT 8 regular	

Hours Types
Regular
40
Sick
6
Overtime
3

1. Employee worked 40 regular hours, 3 OT hours, and also was eligible to take 8 sick hours.
2. Hours that would have been overtime on Tuesday were converted to regular time because of the sick time taken on Thursday
3. Employees may only receive time and half pay for regular scheduled hours worked in excess of 40 hours. Sick time may not count for hours worked.
4. Hours worked on weekend at overtime pay, do not count towards hours worked in a week.
5. Sick time may only be used for cases described in the Wood County Employee Policy Handbook.

Justification:

- The Highway Department is continually having difficulty getting employees to come in outside of normal business hours, by allowing sick time to be taken in excess of policy it gives employees incentive to come in by allowing them to exceed 40 hours worked.
- An alternative to the above policy would be paying overtime daily for any hours worded outside of normal business hours. If this was our policy last year Highway would have paid out \$37,183.95 for 962.75 hours of overtime that was paid at straight time.
- Last year Highway paid \$6,747.66 in wages for 257 hours of sick time that exceeded current policy.
- Allowing this use will cut down on abuse of sick time.

Current Policy

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5						2 OT Hours	
6							
7		8 regular hours	8 regular hours	8 regular hours		8 regular hours	
8							
9							
10							
11							
12							
1					2 regular hours		
2							
3			6 regular hours converted for sick time taken later in the week				
4							
5							
6							
7							
8							
9			1 OT				
10							
Total Hours		8 regular	14 regular 1OT	8 regular	2 Regular	2 OT 8 regular	

Hours Types
Regular
40
Sick
0
Overtime
3

Current policy does not encourage an employee to work hours outside of normal business hours so below the effect of current policy. The only savings with current policy is the 3 hours of OT paid above.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
5									
6									
7		8 regular hours	8 regular hours	8 regular hours	6 sick hours	8 regular hours			
8									
9									
10									
11									
12									
1					2 regular hours				
2									
3									
Total Hours		8 regular	8 regular	8 regular	6 sick 2 Regular	8 regular			

Hours Types
Regular
34
Sick
6
Overtime
0