

OPERATIONS COMMITTEE

DATE: Tuesday, February 7, 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, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. **Wellness Coordinator Update**
7. **Finance**
 - (a) Finance Department update
 - (b) Resolution – Amend 2023 UW Wood County Commission CIP
 - (c) Resolution – Amend 2022 Coroner Budget
 - (d) Resolution – Amend UW Extension Budget
 - (e) Resolution – Capital Projects Budget
 - (f) Resolution – Debt Issuance Fees
 - (g) Resolution – Training in Chicago
 - (h) Resolution – H&HS ARPA Generator Project
 - (i) Resolution – H&HS Year-end Budget
 - (j) Resolution – Amend 2023 Trans & Econ Develop Grants Carryover
 - (k) Resolution – Amend 2023 Trans & Econ Develop REDI Carryover
 - (l) Resolution – Amend 2022 Land Conserv 14 Mile Creek
 - (m) Resolution – Land Conserv DATCP NMP
 - (n) Resolution – Amend 2023 Parks CIP carryover
 - (o) Resolution – Amend 2022 Justice Coordinator Budget
 - (p) Resolution – Amend 2023 Information Tech CIP Budget
 - (q) Resolution – Amend 2022 PC Replacement Budget
 - (r) Resolution – Amend 2023 Maintenance CIP Budget
 - (s) Resolution – Amend 2022 EM BNI Budget
 - (t) Resolution – Amend 2022 EM Budget
 - (u) Resolution – Amend 2023 Communications CIP Budget
 - (v) Resolution – Amend 2023 Communications Radio Engineer Budget
8. **HR**
 - (a) Resolution- Amend 2022 Budget- Property & Liability Insurance
 - (b) Resolution- Workplace Violence Prevention Policy
 - (c) Request Grade increase for the Highway Engineer position
9. Comments from the Chair
10. Consider any agenda items for next meeting
11. Set next regular committee meeting date
12. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2487 648 0272

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m60746abc02b480bc65604d52f0ba83da>

Meeting number (access code): 2487 648 0272
Meeting password: 02072023

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Thursday, January 5, 2023
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Ed Newton, PaNyia Yang, Kimberly McGrath, Kelli Francis, Trent Miner, Heather Gehrt, Ryan Boeshaar, Marissa Kornack, Amy Kaup, Sue Smith, Kim Stimac, Mary Schlagenhaft, Kyle Theiler, Angel Meddaugh, Nick Flugaur, Travis Hofer

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

During public comments, Supervisor Clendenning stated that he would like to speak on the Marshfield Fairgrounds Discussion agenda item. The Committee decided to hear the comments during the respective agenda item.

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

Pliml gave a brief update on ARPA funds and stated that there would be an ARPA Adhoc Committee meeting scheduled before the end of the month.

County Clerk Miner presented a resolution to amend the 2022 Elections budget due to the purchase of upgraded accessible voting equipment.

Motion (Rozar/Pliml) to approve the resolution to amend the 2022 Elections budget. Motion carried unanimously.

Wellness Coordinator Boeshaar gave an update on Wellness Program activities.

Treasurer Gehrt provided an overview of the history of the Treasurer Coordinator position in her office, efficiencies and software that has been implemented to streamline processes, and explained to the Committee that she would like to eliminate the position because it is no longer justified. Eliminating the position will result in a permanent layoff of the employee currently holding the position and the action needs to be taken by the Committee.

Motion (Fischer/Pliml) to eliminate the Treasurer Coordinator position. Motion carried unanimously.

Finance Director Newton provided an update on Finance Department activities.

Deputy Finance Director Yang presented a resolution for Committed Funds. Wagner questioned if the funds can be used for anything other than what they are allocated for and Yang confirmed that they are committed to what they are budgeted for.

Motion (Rozar/Fischer) to approve the resolution for Committed Funds. Motion carried unanimously.

Newton asked the Committee for direction on how they would like to proceed with the \$25,000 budgeted in 2023 for the Marshfield Fairgrounds. Newton explained that when there was an active agreement with the City of Marshfield, the check for the funds was issued in January of each year, but that agreement has since ended. Discussion ensued. The consensus of the Committee was that the money is allocated, but won't be disbursed until there is an identified project.

Human Resources Director McGrath presented an updated draft revision of the Workplace Violence Prevention Policy, a memo regarding the policy from legal counsel, and a compilation of Department Head comments on the

policy. Discussion ensued at length. The Committee directed McGrath to bring back a finalized version of the policy to the February Committee meeting.

There were no comments from the chair.

Items for next agenda: Discussion American Rescue Plan Act
Workplace Violence Prevention Policy

The next regular Committee meeting is February 7, 2023 at 9:00 a.m.

Wagner declared the meeting adjourned at 9:40 a.m.

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



Wood County WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – February 2023

I'm feeling more "wordy", perhaps even a little "geeky" this month, so brace yourselves.....

- 2022, in the County Clerk's Office, by the numbers:

	<u>2021</u>	<u>2022</u>
Outgoing Mail Pieces Processed	136,594	127,808
DMV Titles & Renewals Processed	1,308	675
Marriage License Applications	385	420
Passport Applications Accepted	343	624
Timber Cutting Notices Processed	121	81
Elections Administered	2	4

Discussion on the numbers:

- Marriage Licenses – Pretty nice increase here. We have not seen an increase in many years. Too soon to tell if this is a fluke or we will continue to see over 400 per year.
- Passports – It seems we are finally crawling out of the COVID slump and people are starting to think about traveling more. The highest number we have ever done was in 2019, the year before COVID. That number was 752.
- DMV Services – This is almost 50% down from last year, as you can see. If we continue to see a decrease, I will have to make a decision on whether or not to offer this service in the future. There are expenses attached to this service (computer, scanner, communication line, etc.). I get the feeling now that the DMV is moving towards more online services, a lot more people will take advantage of that free service rather than come here and pay extra. I know I do.
- Timber Cutting Permits – This is a statutory requirement of my office. I would imagine the loss of local markets for wood have affected this. We never do a ton of these (usually around 100) but the drop was noticeable.

- The Spring Election is set, which is necessitated a primary election to be held on Tuesday, February 21st. We have primary contests for State Supreme Court, City of Marshfield Aldermanic District 10, Marshfield School District, Wisconsin Rapids School District, and Stevens Point School District.
- There will be 3 statewide constitutional amendment questions on the spring ballot in addition to 3 local referendums. All the local ones have to do with money. The City of Marshfield is looking to increase their allowable levy to fund public safety services. The School District of Auburndale is asking to exceed their revenue limits on a recurring basis, and the School District of Marshfield is looking to bond for almost \$100 million.
- As I mentioned last month, I have a Blood Drive scheduled for Friday, February 3rd in Room 114 of the Courthouse. It is always nice to see so many folks come out to give blood, with special "shout out" to Supervisor Hahn for always coming in to donate. I will also note that we have some milestone donators this time. They include:
 - Rock Larson – Veterans Service – 8 gallons (WOW!)
 - Heather Gehrt – Treasurer – 2 gallons
 - Vicki Stoflet – Child Support – 2 gallons
 - Angel Butler-Meddaugh – Human Resources – 1 gallon

Congrats and THANK YOU to them!!

- We conducted training on the new ExpressVote voting equipment on January 25th here at the Courthouse. We have over 70 folks from the municipalities participate and pick up their new machines. If you were in the courthouse around that time, you will have noted all the old Automarks lined up outside our office waiting to get picked up by the recycler. ES&S, our election system vendor, coordinates that pick up.
- By time you read this, I will have conducted 4 election trainings this past month, with 2 sessions on Saturday mornings. Two of them were the 3 hour chief election inspector baseline trainings, and two are for already certified chiefs and municipal clerks. For the baseline chief training I trained about 20 new chiefs. For the clerk/chief trainings, we will have over 90-100 folks combined at both sessions of that training, which is also about 3 hours in length. It takes a lot of prep work for those trainings, but I think the positive outcomes based on those trainings is invaluable.....and they are fun to do! Those two were on Wednesday, February 1st and Saturday, February 4th, both held at the Pittsville Community Hall.
- I am debating on whether to attend the annual Wisconsin County Constitutional Officers conference from Sunday, March 5 through Wednesday, March 8th. I don't usually find this particular conference valuable at all to my position, and certainly the education being offered by UWGB this year solidifies my thought, however it sounds like the Tuesday or Wednesday we will be meeting with the Elections Commission chair and staff. We have had some hiccups recently with them, so this might be worth the trip down, but certainly not overnight that I can see at this point. This conference comes at a horrible time for all county clerks, and usually does, in that the Elections Commission will be certifying the Spring Primary at about that time, which means we have to get ballots approved and sent to the printers so that we might be able to comply with statutes in getting absentee ballots out less than a week later. The timelines during these two elections is absolutely horrendous and throwing a mostly worthless conference in there does not help.
- Here is the "geeky" part of my report this month. Since I've been County Clerk, every other Spring Election, when we elect the most of our local municipal officials, I've kept track of how many of those seats are unopposed vs. opposed, and how many seats have nobody running in them and see what, if anything, it means. I am attached the 2023 version to this memo. A couple of surprises for me is that the opposed seats are more confined to certain municipalities than spread over a bunch of them. Also, the number of seats with no candidates dropped off significantly, which is a good sign. The municipalities that have a lot of competition within their boards include the Town of Saratoga, where the chair and both supervisors have competition, the Village of Port Edwards, where the President and all trustees have competition, the Town of Auburndale, where the entire board, minus the treasurer is contested, and the City of Wisconsin Rapids, where 3 out of the 4 alders are contested.
- As a heads up, we went into the red on the dog fund again this year by \$234.59. In talking to the Finance Dept., we will carry over this negative amount into 2023 and see where we end up at the end of this year. So long as we continue to launder \$12,500 through the dog fund to support the Humane Officer budget (\$10,000), with \$2,500 going to the South Wood County Humane Society, this is a problem that will continue. At this point, there does not seem to be the desire to change the contract, which is certainly within the policy makers authority. Just know that our revenues are impacted (\$1,000 per year).

April 4, 2023
Spring Election

<i>Muni</i>	<i>Total Contests/ Positions</i>	<i>Unopposed</i>	<i>Opposed</i>	<i>No Candidate Filing</i>	<i>Positions With No Candidate</i>
Arpin	5	5	0	0	
Auburndale	5	1	4	0	
Cameron	5	4	1	0	
Cary	3	2	1	0	
Cranmoor	5	5	0	0	
Dexter	6	5	1	0	
Grand Rapids	3	2	1	0	
Hansen	5	5	0	0	
Hiles	6	6	0	0	
Lincoln	4	4	0	0	
Marshfield	5	5	0	0	
Milladore	5	5	0	0	
Port Edwards	5	5	0	0	
Remington	5	5	0	0	
Richfield	3	2	0	1	Chairperson
Rock	5	5	0	0	
Rudolph	5	5	0	0	
Saratoga	6	3	3	0	
Seneca	3	3	0	0	
Sherry	5	5	0	0	
Sigel	5	5	0	0	
Wood	5	5	0	0	
Arpin	3	3	0	0	
Auburndale	6	5	0	1	Trustee
Biron	5	5	0	0	
Hewitt	3	3	0	0	
Milladore	4	4	0	0	
Port Edwards	4	0	4	0	
Rudolph	2	2	0	0	
Vesper	5	5	0	0	
Marshfield	5	3	1	1	Aldersperson, District 6
Nekoosa	4	4	0	0	
Pittsville	3	3	0	0	
Wisc Rapids	4	1	3	0	
Totals	152	130	19	3	

86%

13%

2%



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

January 31, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	January 2023	2023 Year-to-Date
Applications Received	131	131
Positions Filled	18	18
Promotions/Transfers	8	8
New Hire Orientations	12	162
Terminations, Voluntary	10*	10
Terminations, Involuntary	3	3
Retirements	2	2
Exit Interviews	1	1

*6 of these are casual positions

Human Resources Narrative

General Highlights

1. We received our 2022 Health Plan Cost vs Plan Funding report. Our loss ratio for the 2022 plan year was 99.65%, meaning the cost projections for the year were extremely accurate, coming in just slightly under budget, and our Health Plan remains in excellent shape going into 2023. This success is in large part due to the outstanding partnership we have with our dedicated team at The Horton Group.
2. Continued the process to review/revise our Workplace Violence Prevention Program in accordance to guidelines provided by County Mutual, best practices, and the feedback from Department Heads and the Operations Committee. The final draft will be presented to this Committee at their February meeting.
3. Began the process to identify additional opportunities for enhanced social media results, specifically related to recruitment. Scheduled and attended a conference call on January 23rd with Marathon County's Public Information & Communications Coordinator, Sarah Severson, regarding their social media strategy, applicable policies, and achieved results.

Meetings & Trainings

1. Attended the Operations Committee Meeting on January 5th.
2. Attended the Property & IT Committee Meeting on January 3rd.
3. Attended County Board on January 17th.

4. Held the monthly conference call with The Horton Group on January 24th to discuss various benefit topics.
5. Hosted the Heart of Wisconsin/Chamber of Commerce sponsored “Wisconsin Rapids HR Roundtable” on January 26th.
6. Held individual staff and team meetings to discuss and provide updates on the department’s identified 2023 goals.
7. Staff attended various meetings/trainings including:
 - a. Wellness Committee Meeting on January 10th
 - b. SPAHRA Board Meeting on January 10th
 - c. “Dealing with Enrollment Mistakes & Changes” webinar on January 19th
 - d. Von Briesen Breakfast Briefing: SECURE 2.0 Act and other Hot Topics in Employee Benefits Webinar through on January 24th
 - e. “How to Navigate Your Wage & Hour Questions” webinar on January 24th
 - f. “How Leaders Can be More Intentional with Employees” webinar on January 24th
 - g. “4 Simple Tools to Retain Your Key Employees” virtual event by the Chamber of Commerce on January 25th
 - h. “Understanding the Future of Workplace Culture” webinar on January 26th
 - i. Von Briesen Public Sector Town Hall: Wage and Hour Compliance for Public Employers on January 31st

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Reserve Spreadsheet and Health Fund Balance document.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.
7. Entered and updated various fields in HRMS including effective and termination dates for health insurance coverage, various open enrollment changes, and 2023 FSA/HSA enrollments.
8. Updated all employee’s 2023 rates of pay with benefit vendor, Mutual of Omaha.
9. Worked with Wellness Coordinator on an appeal related to the discounted rate for health insurance.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Conducted research on a recruitment texting platform, Emissary. IT Department currently reviewing the privacy policy and their User/Subscription Agreement to ensure it will integrate with our current system.
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 (including out-of-state) for applicants offered employment.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Circuit Court Branch I	Deputy Register in Probate	Position posted, interviews conducted, filled internally 3/1/2023.
Replacement	Circuit Court Branch I	Register in Probate	Position filled internally 3/1/2023.
Replacement	Circuit Court Branch I	Legal Administrative Assistant	Position filled internally 3/1/2023.
Replacement	Circuit Court Branch I	Legal Admin Assistant - Floater	Position posted, deadline 2/3/2023.
Replacement	Clerk of Courts	Court Clerk	Position posted, applications reviewed, interviews conducted 1/26 and 1/27/2023.
Replacement(s)	Dispatch	Dispatcher(s)	Position posted, assessment conducted at MSTC, interviews conducted. References completed, offer accepted, filled one position 2/6/2023. Offer pending on a 2 nd position 1/27/2023.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 4/10/2023.
Replacement	Edgewater	Certified Dietary Manager	Position posted, interviews conducted, offer accepted and withdrawn (anticipated start 2/6/2023). Reposted, deadline 2/27/2023.
New position	Health	Community Health Worker (Parents as Teachers)	Position posted, interviews conducted, references and background completed, offer extended and filled internally 2/1/2023.
Replacement	Health	Community Health Worker (PATCH)	Position posted, deadline 2/6/2023.
Replacement	Highway	Highway Engineer	Position posted, deadline 2/27/2023.
Replacement	Highway	Lead Mechanic	Position posted, interviews conducted, filled internally 1/16/2023.
Replacement	Highway	LTE Truck Operator	Position posted, deadline 3/13/2023.
Replacement	Highway	Summer Help	Position posted, deadline 3/13/2023.
Replacement	Highway	Mechanic II	Position posted, deadline 2/6/2023.
Replacement	Highway	Equipment Operator – Sced	Position posted, deadline 2/6/2023.
Replacements	Human Services	Case Manager/Social Worker - Initial Assessment (2)	Positions posted, deadline 1/31/2023.
Replacement	Human Services	Case Manager/Social Worker – Youth Justice	Position posted, interviews conducted, references/background conducted, offer extended and accepted, filled 1/9/2023.
Replacement	Human Services	Case Manager/Social Worker – Ongoing (Mfld)	Position posted, deadline 2/3/2023.

Replacement	Human Services	Reporting System Clerk	Position posted, interviews conducted, completed references/background, offer extended and accepted, filled 1/9/2023.
Replacement	Human Services	FSET Case Manager	Position posted, interviews conducted, completed references/background, offer extended and accepted, filled 1/30/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, deadline 2/6/2023.
Replacement	Human Services	Family Interaction Worker – Casual	Positions posted, deadline 2/13/2023.
Replacement	Human Services	Behavioral Health Outpatient Clinic Manager	Position posted, deadline 2/13/2023.
Replacement	Human Services (Norwood)	Accountant	Position posted, deadline 1/30/2023.
Replacement	Human Services	Crisis Interventionist – Casual	Position posted, deadline 2/20/2023.
Replacement	Human Services	Family Resource Coordinator-Marshfield	Position posted, deadline 2/13/2023.
New position	IT/Systems	Systems Technician Lead	Position posted, interviews conducted, filled internally 1/16/2023.
Replacement	IT/Systems	Systems Technician	Position posted, deadline 2/6/2023.
Replacement	Land Conservation	Conservation Administrative Specialist	Position posted, deadline 2/6/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Norwood	Receptionist (Casual)	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 1/16/2023.
Replacement	Parks & Forestry	LTE I & LTE II	Positions posted, interviews conducted, references completed, filled two positions on 1/16/2023. Deadline 2/6/2023.
Replacements	Parks & Forestry	Camp Rangers – Dexter and South Park	Positions posted, deadline 2/6/2023.
Replacement	Planning & Zoning	Program Assistant	Position posted, deadline 1/23/2023, applications being reviewed.
Replacements	Sheriff	Corrections Officer (3)	Positions posted, interviews conducted, references/backgrounds completed, offers extended and accepted. Positions filled 1/3, 1/16 and 1/30/2023.
Replacements – Establish Eligibility List	Sheriff	Correction Officers	Position posted, deadline 2/6/2023. Interviewed 1/26/2023, references and backgrounds currently being conducted.
Replacement	Sheriff	Administrative Assistant II	Position posted, interviews conducted, references and background conducted, offer extended and accepted, filled 2/6/2023.
Replacement	Sheriff	Jail Operations Lieutenant	Position filled internally 1/16/2023.
Replacement	Sheriff	Jail Sergeant	Position filled internally 1/23/2023.

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms, including the Workplace Violence Prevention Program.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Submitted renewal information for Norwood's Professional Liability insurance.
4. Attended Edgewater Haven Safety Committee meeting.

NEW Workers' Compensation Claims (6)

1. 12/22/22 – Parks – Employee was struck in the R eye by branch while clearing debris at Powers Bluff
2. 12/22/22 – Sheriff's – Employee injured R shoulder falling on South steps at Courthouse near Jail entrance
3. 12/27/22 – Highway – Employee strained lower back shoveling snow and ice on bridge deck
4. 12/31/22 – Edgewater – Employee strained L shoulder transferring resident with EZ lift
5. 1/5/23 – Human Services – Employee injured back/neck slipping on ice in Norwood parking lot
6. 1/9/23 – Highway – Employee sprained L ankle slipping while exiting equipment at Highway Shop

OPEN Workers' Compensation Claims (3)

1. 10/23/22 – Edgewater – Employee strained L shoulder while assisting resident
2. 11/11/22 – Sheriff's (Corrections) – Employee had potential bloodborne pathogen exposure when combative inmate spit into face and eyes
3. 12/20/22 – Sheriff's (Corrections) – Needlestick injury to employee's R thumb while removing items from lock box

CLOSED Workers' Compensation Claims (3)

1. 10/18/22 – Treasurer – Employee tripped on sidewalk in front of courthouse, facial cuts/abrasions and broken tooth
2. 11/7/22 – Norwood – Employee suffered needlestick injury to R middle finger while drawing labs on resident
3. 11/28/22 – Sheriff's (Corrections) – Employee was inadvertently tased while attempting to secure combative inmate

First Aid Injuries (8)

1. 12/22/22 – Human Services – Employee slipped on ice/snow at River Block
2. 12/30/22 – Norwood – Employee slipped on water in dish room and bruised L shin
3. 1/4/23 – Highway – Employee sprained R wrist when they slipped on ice while inspecting plow wing
4. 1/5/23 – Norwood – Employee injured back/neck while slipping on bedding in resident's room
5. 1/11/23 – Sheriff's – Employee slipped on ice in Jail parking lot while leaving building
6. 1/12/23 – Norwood – Employee cut R middle finger on sharp metal under desk
7. 1/14/23 – Sheriff's – Employee suffered R knee pain while taking uncooperative subject into custody
8. 1/14/23 – Sheriff's – Employee suffered R knee pain while taking uncooperative subject into custody

Property/Vehicle Damage Claims (1)

1. 1/1/23 – Sheriff's – Squad struck owl while on patrol (est. damage \$1,045.98)

Liability Claims

Numerous mailbox claims were received throughout the month. Per Highway Department policy, the maximum reimbursement for damages has increased to \$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. A hearing is tentatively scheduled for June 2023. Six Wood County employees are scheduled for depositions in March and April 2023.
2. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022.
3. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing is tentatively scheduled for July 19 & 20, 2023.

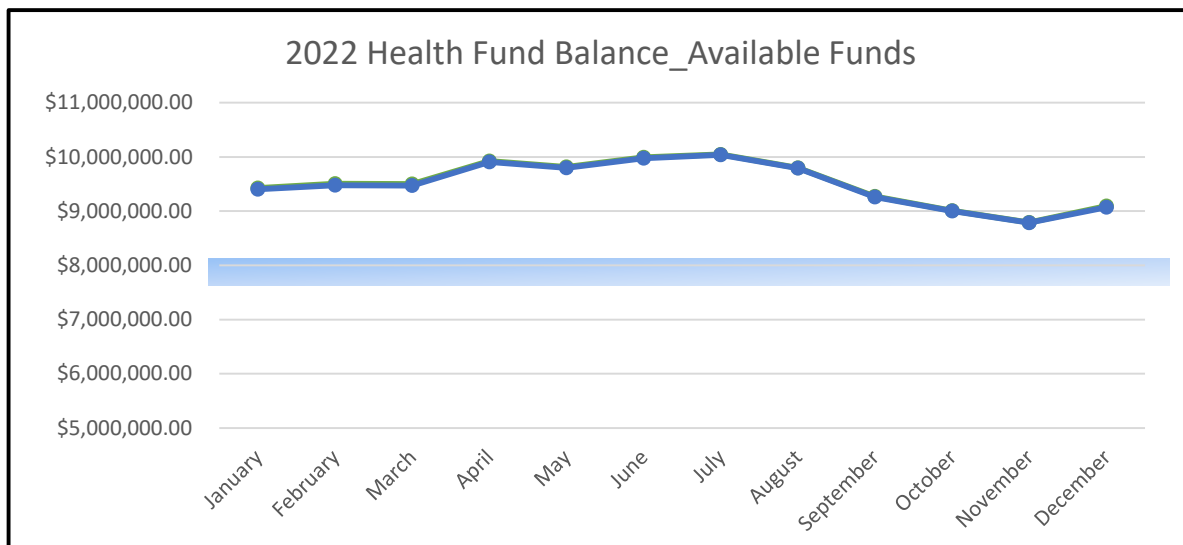
OPEN WRS/ETF Appeal (1)

1. 9/25/22- Former Humane Officer submitted an appeal to the Department of Employee Trust Funds to appeal the County's decision on her eligibility determination. Attended a meeting with Corporation Council to discuss on January 4th and 24th. Researched and developed applicable information and reports. Attended Pre-Hearing Conference on January 19th.

Other

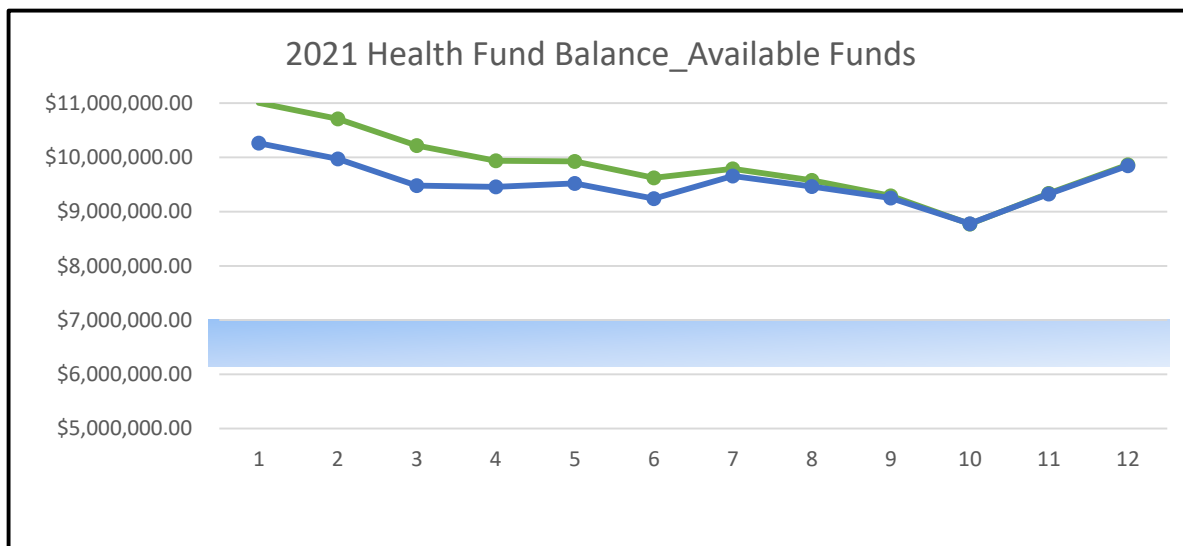
1. Conducted annual Form I-9 Audit.
2. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
3. Sent DOT Random 1st Quarter selection list to three departments for 10 randomly selected employees who hold a CDL license, due date March 6th.
4. Continued to track Civil Rights Training completion certificates (all employees must complete by December 31st). Seven certificates remain outstanding.
5. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
6. Reconciled and processed the December Unemployment Insurance payment.
7. Completed Workers Compensation account reconciliation and forwarded to Finance.
8. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
9. Facilitated New Hire Orientation on January 3rd, 9th, 16th, 23rd, and 30th.
10. Conducted an exit interview on January 4th.
11. Responded to multiple verifications of employment.
12. Replied to multiple requests from surrounding counties with varied information.
13. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2022		2021	
	Total	Available	Total	Available
January	\$ 9,425,257.81	\$ 9,402,815.78	\$ 11,005,587.80	\$ 10,261,473.82
February	\$ 9,507,106.04	\$ 9,474,416.97	\$ 10,710,181.62	\$ 9,972,678.38
March	\$ 9,499,684.04	\$ 9,470,991.36	\$ 10,216,683.96	\$ 9,478,341.34
April	\$ 9,925,297.90	\$ 9,903,866.81	\$ 9,935,399.73	\$ 9,457,063.69
May	\$ 9,815,542.94	\$ 9,799,681.50	\$ 9,923,879.65	\$ 9,518,856.96
June	\$ 9,989,672.54	\$ 9,974,919.91	\$ 9,623,261.99	\$ 9,238,695.09
July	\$ 10,045,869.34	\$ 10,037,583.16	\$ 9,786,923.19	\$ 9,658,473.47
August	\$ 9,794,557.38	\$ 9,791,325.99	\$ 9,575,356.85	\$ 9,462,636.66
September	\$ 9,267,809.81	\$ 9,258,972.98	\$ 9,293,544.53	\$ 9,250,358.73
October	\$ 9,007,743.08	\$ 8,999,741.52	\$ 8,772,668.55	\$ 8,777,240.31
November	\$ 8,790,578.59	\$ 8,786,619.80	\$ 9,336,398.97	\$ 9,327,803.05
December	\$ 9,090,545.69	\$ 9,070,891.67	\$ 9,862,291.34	\$ 9,844,864.57



2022 Total Balance - Green Line

2022 Available Funds - Blue Line



2021 Total Balance - Green Line

2021 Available Funds - Blue Line

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



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—FEBRUARY 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in January.
2. Attended PIT Committee meeting on January 3.
3. Attended Operations Committee meeting on January 5.
4. Worked with Josh from IT on January 9 at Marshfield City Hall to get my computer working so there are no surprises when I collect taxes at that location in July. There seemed to be issues with my computer being blocked from the servers in Wisconsin Rapids, but with the help of Jason and Phil, everything should be in good working order.
5. Attended County Board meeting on January 17.
6. Received all January settlement money due to the County by January 17.
7. Attended United Way Training for Board of Directors on January 31.
8. Sales tax came in for the month of December at \$556,325 which was about \$36,476 more than December 2021. For the year of 2022 total sales tax was \$7,712,092 which was about \$534,487 more than year 2021.
9. The office has begun title reports on delinquent 2019 taxes and has sent out over 60 requests for title reports on these properties. This number is down significantly over the delinquent 2018 taxes.
10. Had several talks with Finance, Clerk of Courts, and Corporation Counsel about reissuing a check that was previously unclaimed/returned over \$150,000 from Clerk of Courts. The funds were turned over to the Treasurer's Department in 2017 and a person has 10 years from the publication date to claim. I reached out to the son of the original claimant as the son was the one inquiring and I told him the procedures that would need to be gone through. Both of his parents would need to sign the paperwork and have it notarized, then returned to the Treasurer's office before the check would be reissued. To date, I have not been provided any mailing information on where to send these forms.
11. We had our first claim and payout since ACT 216 was established from the former owner of the property. The former owner has to fill out the claim form and a W-9 for taxing purposes as these funds are considered a "gain" from the sale of the property.
12. I will be unable to attend the February meeting, so if you need any additional information, please feel free to reach out to me before.



Wood County

WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – January 2023

- A lot of my time over the past month has been focused around helping employees begin the process of completing the three qualifying steps to enroll in the Wellness Program and earn the reduced health insurance rates in 2024. The on-site biometric screenings are in full swing as over 75 participants attended the first two screenings which were at the Courthouse and for the Highway Department. An additional 230 participants are signed up for upcoming screenings. I have planned for 2 back-up days to be available in March in case a screening needs to be cancelled.
- The 2022 wellness program payout report was finalized for the cash incentives earned. A total of 185 participants earned a cash incentive, which is 30 more than in 2021. 62 participants qualified for the Gold Package worth \$150, 53 participants qualified for the Silver Package worth \$100, and 70 participants qualified for the Bronze Package worth \$50. Additionally, a total of \$1,000 from the cash-prize drawing was also awarded to 14 participants.
- Participants can now registration for the quarter 1 Wellness Challenge set to begin this month. The 4-week challenge is titled “*Digital Overload*” and will emphasize learning more about how digital habits can affect our wellbeing and having participants work on developing new habits to replace and reduce screen time. A couple main areas of focus here are trying to improve our mental and social wellbeing. I received some great feedback from the Wellness Committee when introducing the idea and am looking forward to the challenge.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.
- In 2022, Adam had reached out to local fitness centers to discuss any options for employer-related discounts for Wood County employees. I am in the process of reaching out to these gyms to see if there will be any changes to the membership discount agreement. Once finalized I plan to share the list to employees.
- The Employee Wellness website pages were a bit outdated on both the external and internal intranet sites. I worked with the IT department to make the necessary edits and both pages are now up to date.

COUNTY BOARD CLAIMS

December-22

Dec-22

Paid January 2023

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PK HOTEL \$	TOTAL \$
Allen Breu	December-22	415.00	112.50		\$527.50
Thomas Buttke	Oct - Dec 22	1,100.00	503.75		\$1,603.75
William Clendenning	December-22	1,165.00	365.00		\$1,530.00
Adam Fischer	December-22	365.00	131.25		\$496.25
Jake Hahn	December-22	365.00	67.50		\$432.50
Brad Hamilton	December-22	350.00	17.50		\$367.50
John Hokamp	December-22	400.00	9.38		\$409.38
David La Fontaine	December-22	350.00	131.88		\$481.88
Bill Leichtnam	December-22	560.00	151.25		\$711.25
Jeff Penzcover	December-23	250.00			\$250.00
Lance Pliml	December-22	200.00	6.25		\$206.25
Dennis Polach	December-22	350.00			\$350.00
Donna Rozar	December-22	250.00	45.00		\$295.00
Laura Valenstein	December-22	395.00			\$395.00
William Voight	December-23	350.00	115.00		\$465.00
Ed Wagner	December-22	315.00	123.75		\$438.75
William Winch	December-22	400.00	68.75		\$468.75
Joe Zurfluh	December-22	430.00	34.38		\$464.38
Michael Feirer	Dec 22/Jan 23	100.00	44.54		\$144.54
Lee Garrels	December-22	150.00	71.25		\$221.25
Bev Ghiloni	Dec 22/Jan 23	100.00	12.80		\$112.80
Carmen Good	December-22	50.00	43.75		\$93.75
Andrea Halbersma	January-23	50.00	14.41		\$64.41
Thomas Heiser	Dec 22/Jan 23	100.00	12.80		\$112.80
David Laude	December-22	150.00			\$150.00
Robert Levendoske	December-22	180.00	131.25		\$311.25
Besty Mancl	22 and Jan 23	250.00			\$250.00
Thomas Mancuso	December 22	150.00	18.75		\$168.75
Michael Meyers	December-22	195.00	131.25		\$326.25
Lori Nordman	December-22	50.00			\$50.00
Linda Schmidt	October-22	50.00			\$50.00
Rebecca Spiros	December-22	100.00			\$100.00
		\$9,685.00	\$2,363.94	\$0.00	\$12,048.94

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JANUARY 2023

For the range of vouchers: 06220180 - 06220183 06230001 - 06230016

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06220180	CASTLEROCK VETERINARY CLINIC	CAT CLAIM OCT - DEC 2022	01/06/2023	\$268.00	P
06220181	WI DEPT OF ADMINISTRATION	2022 REPORT OF TAXES LIC FEES	01/09/2023	\$11,717.20	P
06220182	UNITED MAILING SERVICE	DEC 2022 MAIL FEES UNITED MAI	01/11/2023	\$1,190.88	P
06220183	WISCONSIN MEDIA	VAR ADS 12/1-12/31/2022	01/18/2023	\$475.29	P
06230001	WISCONSIN COUNTIES ASSOCIATION	2023 Dues	01/01/2023	\$11,312.00	P
06230002	QUADIENT LEASING USA INC	Mail Machine Lease	01/09/2023	\$1,552.86	P
06230004	ODP BUSINESS SOLUTIONS LLC (OFFICE DEPOT)	Office Supplies - Elections	01/11/2023	\$30.79	P
06230005	NORTH CENTRAL ITBEC	2023 ITBEC Dues	01/11/2023	\$1,955.00	P
06230006	WCCA (COUNTY CLERK'S ASSOC)	2023 WCCA Dues	01/16/2023	\$125.00	P
06230007	ELECTION SYSTEMS & SOFTWARE	Layout Chgs - Spring Primary	01/11/2023	\$1,624.04	P
06230008	US BANK		01/17/2023	\$1,200.00	P
06230009	AMAZON CAPITAL SERVICES	Office Supplies	01/16/2023	\$19.96	P
06230010	ELECTION SYSTEMS & SOFTWARE	Coding Ballots - Spring Primry	01/13/2023	\$76.70	P
06230011	ODP BUSINESS SOLUTIONS LLC (OFFICE DEPOT)	CREDIT - Shipping Costs	01/18/2023	(\$9.99)	P
06230012	OFFICE ENTERPRISES INC	Ink Tank - Mail Machine	01/25/2023	\$275.18	
06230013	VERIZON	Monthly Modem Fee	01/19/2023	\$220.80	
06230014	WI COUNTY CONSTITUTIONAL OFFICERS	WCCO Registration	01/30/2023	\$125.00	
06230015	UNITED PARCEL SERVICE	REPLENISH UPS JAN 23	01/31/2023	\$400.00	
06230016	ELECTION SYSTEMS & SOFTWARE	Audio Files - Spring Primary	01/24/2023	\$592.77	
Grand Total:				\$33,151.48	

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: JANUARY 2023

For the range of vouchers: 14230001 - 14230032

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14230001	UW - GREEN BAY	WGFOA DUES - NEWTON	01/04/2023	\$25.00	P
14230002	UW - GREEN BAY	WGFOA DUES - YANG	01/04/2023	\$25.00	P
14230003	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	01/12/2023	\$434.73	P
14230004	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	01/12/2023	\$15.21	P
14230005	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	01/12/2023	\$269.21	P
14230006	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	01/12/2023	\$338.62	P
14230007	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	01/12/2023	\$5,588.28	P
14230008	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	01/12/2023	\$2,890.03	P
14230009	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	01/12/2023	\$4,232.98	P
14230010	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	01/12/2023	\$20.00	P
14230011	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	01/12/2023	\$355.85	P
14230012	TRUNORTH DYNAMICS	SUPPORT SERVICES	01/05/2023	\$125.00	P
14230013	ARPIN PUBLIC LIBRARY	2023 1ST INSTALLMENT TAX AID	01/01/2023	\$27,842.00	P
14230014	CHARLES AND JOANNE LESTER LIBRARY	2023 1ST INSTALLMENT TAX AID	01/01/2023	\$52,819.00	P
14230015	GRANTON COMMUNITY LIBRARY	2023 LIBRARY REIMBURSEMENT	01/01/2023	\$132.80	P
14230016	LESTER PUBLIC LIBRARY OF ROME	2023 LIBRARY REIMBURSEMENT	01/01/2023	\$1,774.45	P
14230017	MARSHFIELD PUBLIC LIBRARY	2023 1ST INSTALLMENT TAX AID	01/01/2023	\$145,997.00	P
14230018	MCMILLAN MEMORIAL LIBRARY	2023 1ST INSTALLMENT TAX AID	01/01/2023	\$328,993.00	P
14230019	PITTSVILLE COMMUNITY LIBRARY	2023 1ST INSTALLMENT TAX AID	01/01/2023	\$23,947.50	P
14230020	UW - STEVENS POINT AT MARSHFIELD	2023 1ST INSTALLMENT TAX AID	01/01/2023	\$26,089.00	P
14230021	VESPER PUBLIC LIBRARY	2023 1ST INSTALLMENT TAX AID	01/01/2023	\$10,804.00	P
14230022	SOUTH CENTRAL LIBRARY SYSTEM	DELIVERY SERVICES	01/17/2023	\$14,793.00	P
14230023	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	01/26/2023	\$352.68	
14230024	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	01/26/2023	\$273.24	
14230025	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	01/26/2023	\$246.29	
14230026	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/VOL (SUPP) LIFE INS	01/26/2023	\$4,229.28	
14230027	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	01/26/2023	\$2,831.26	
14230028	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	01/26/2023	\$5,419.81	
14230029	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	01/26/2023	\$20.00	
14230030	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	01/26/2023	\$355.85	
14230031	UW - STEVENS POINT AT MARSHFIELD	REIMBURSE 2023 CIP PROJECT	01/19/2023	\$26,089.00	
14230032	UW - STEVENS POINT AT MARSHFIELD	REIMBURSE CHILLER CIP PROJECT	01/19/2023	\$86,132.00	

Grand Total:

\$773,461.07

Signatures

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

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

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JANUARY 2023

For the range of vouchers: 17220119 - 17220121 17230001 - 17230004

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17220119	WI DEPT OF WORKFORCE DEVELOPMENT	Dec 2022 Unemployment Charges	12/31/2022	\$1,243.99	P
17220120	WELD RILEY SC	Legal Fees	12/31/2022	\$180.00	P
17220121	US BANK	P Card Charges	12/31/2022	\$44.31	P
17230001	KEY BENEFIT CONCEPTS LLC	OPEB/GASB 75 Table 2021	01/03/2023	\$5,500.00	P
17230002	TRZINSKI KELLI	Tuition Assistance	01/20/2023	\$1,500.00	P
17230003	US BANK	P Card Charges	01/16/2023	\$358.00	P
17230004	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad 24	01/25/2023	\$1,045.98	P
Grand Total:				\$9,872.28	

Signatures

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

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

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: JANUARY 2023

For the range of vouchers: 23220072 - 23220073R 23230001 - 23230006

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23220072	SAFELITE FULFILLMENT INC	Vehicle Damage - Squad 32	12/29/2022	\$508.34	P
23220073	SAFELITE FULFILLMENT INC	BLS/CPR - Dispatch	12/30/2022	(Voided)	P
23220073R	MARSHFIELD CLINIC	BLS/CPR - Dispatch	12/30/2022	\$3.39	P
23230001	WI COUNTY MUTUAL INS CORP	Gen, Auto, NH Liability Prem	01/01/2023	\$233,297.50	P
23230002	WI COUNTY MUTUAL INS CORP	Deductible Fund Deposit	01/01/2023	\$72,699.00	P
23230003	AL'S AUTOGLASS LLC	Vehicle Damage - Parks	01/10/2023	\$240.00	P
23230004	AEGIS CORPORATION	Crime Policy 2023	01/01/2023	\$2,060.00	P
23230005	SAFELITE FULFILLMENT INC	Vehicle Damage - Squad 37	01/19/2023	\$413.77	P
23230006	JOHNSON INSURANCE	EPLI Renewal Premium	01/10/2023	\$14,437.00	P
Grand Total:				\$323,659.00	

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: JANUARY

For the range of vouchers: 28220296 - 28220297 28230001 - 28230022

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28220296	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/27/2022	\$87.99	P
28220297	NATIONAL PEN	OFFICE SUPPLIES	12/22/2022	\$697.90	P
28230001	CITY OF MARSHFIELD	DECEMBER SPECIAL CHARGES	01/04/2023	\$6,166.02	P
28230002	CITY OF NEKOOSA TREASURER	DECEMBER SPECIAL CHARGES	01/04/2023	\$294.14	P
28230003	CITY OF WISCONSIN RAPIDS	DECEMBER SPECIAL CHARGES	01/04/2023	\$1,263.09	P
28230004	PORT EDWARDS WATER UTILITY	TAX DEED UTILITIES	01/04/2023	\$32.85	P
28230005	PORT EDWARDS WATER UTILITY	TAX DEED UTILITIES	01/04/2023	\$32.85	P
28230006	SIMPLICITY CREDIT UNION	TAX OVERPAYMENT REFUND	01/04/2023	\$35.32	P
28230007	SIMPLICITY CREDIT UNION	TAX OVERPAYMENT REFUND	01/04/2023	\$17.68	P
28230008	STATE OF WISCONSIN TREASURER	4TH QTR PROBATE & BIRTH FEES	01/04/2023	\$30,885.74	P
28230009	TOWN OF CARY	DECEMBER SPECIAL CHARGES	01/04/2023	\$112.20	P
28230010	TOWN OF SARATOGA	DECEMBER SPECIAL CHARGES	01/04/2023	\$832.34	P
28230011	TOWN OF GRAND RAPIDS	DECEMBER SPECIAL CHARGES	01/04/2023	\$236.20	P
28230012	TOWN OF RICHFIELD	DECEMBER SPECIAL CHARGES	01/04/2023	\$588.51	P
28230013	TOWN OF ROCK TREAS LISA ANDERSON	DECEMBER SPECIAL CHARGES	01/04/2023	\$305.43	P
28230014	VILLAGE OF MILLADORE	DECEMBER SPECIAL CHARGES	01/04/2023	\$961.99	P
28230015	VILLAGE OF PORT EDWARDS TREAS	DECEMBER SPECIAL CHARGES	01/04/2023	\$167.61	P
28230016	WI DEPT OF ADMINISTRATION	DECEMBER WI LAND INFO	01/04/2023	\$5,033.00	P
28230017	STAPLES ADVANTAGE	OFFICE SUPPLIES	01/11/2023	\$66.99	P
28230018	WISCONSIN CO TREAS ASSN SEC TR	2023 WCTA DUES	01/11/2023	\$100.00	P
28230019	WI COUNTY CONSTITUTIONAL OFFICERS	2023 WCCO CONFERENCE	01/11/2023	\$125.00	P
28230020	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/18/2023	\$90.16	P
28230021	STATE OF WISCONSIN TREASURER	DEC CLERK OF COURTS REVENUE	01/18/2023	\$110,389.99	P
28230022	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	01/25/2023	\$2,054.00	
Grand Total:				\$160,577.00	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: JANUARY 2023

For the range of vouchers: 34220014 - 34220014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34220014	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	12/31/2022	\$6,252.50	P
Grand Total:				\$6,252.50	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: February 7, 2023
To: Operations Committee

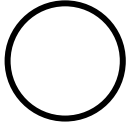
Subject: Finance Department Update
From: Ed Newton & PaNya Yang

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).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2024 – 2028 Capital Improvement Plan – 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).
- Print year-end W2's and various payroll tax filings (Weiler).
- Work with IT to resolve payroll/W2 issues (Weiler).
- Print special check run for Saratoga street property (Nelson).
- Print year-end 1099's and file reports (Nelson).
- Work with IT to resolve printing and 1099 issues (Nelson).
- Prepare monthly voucher reports for committee packets (Nelson).
- Work with departments regarding fixed assets (Yang).
- Work with departments regarding budget resolutions (Newton/Yang).

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton).
- Attend various committee meetings (Newton/Yang).
- Attend virtual GFOA/GASB training (Yang).
- Various discussion with Quarles and Baird regarding Highway ARPA concern (Newton).
- Various discussions and meetings with Human Resources (Newton).
- Various discussions – Treasurer (Newton/Yang).
- In person and virtual meetings with WIPFLI – leases/budget/audit/jail contract (Newton/Yang).
- Various discussions and meetings with Human Services/Edgewater/Norwood (Newton/Yang).
- Various discussions with Sheriff's Department (Newton/Yang).
- Various discussions with Health Department (Newton/Yang).
- Various discussions with Parks Department (Newton/Yang).
- Various discussions with Emergency Management (Yang).
- Various discussions with Clerk of Courts (Newton/Yang).
- Various discussions with Corporation Counsel regarding numerous matters (Newton/Nelson).



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

PY

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

INTENT & SYNOPSIS: To amend the 2023 UW-Wood County Commission Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2022:

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from previously approved capital project debt funds. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects UWSP Marshfield and Fund Balance Capital Project.

WHEREAS, the Operations Committee authorized several capital projects at a cost of \$102,000 for 2022, and

WHEREAS, only \$8,198 was actually expended in 2022 leaving an additional unappropriated funds of \$93,802, 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

THEREFORE BE IT RESOLVED, to amend the UW Wood County Commission Capital Projects budget (57640) for 2023 by appropriating \$93,802 of unexpended debt proceeds from the Capital Projects fund balance (34113) for the remaining UWSP-Marshfield projects 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 this budget change within 10 days.

()

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

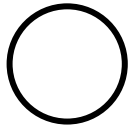
ADAM FISCHER

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION# _____

Introduced by Operations Committee
Page 1 of 1

EN

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

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

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

Function	Account Name	Debit	Credit
51231	Coroner		\$45,500
46221	Public Charges-Cremation	\$23,000	
46230	Death Certificates	\$22,500	

Source of Money: An increase in cremation and death certificates payments.

WHEREAS, revenue collected by the department will be higher than anticipated by 45,500 due to cremation and death certificates, and

WHEREAS, expenditures of the above function are anticipated to exceed the originally adopted budget by \$45,500, 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

THEREFORE BE IT RESOLVED, to amend the Wood County Coroner budget for 2022 by appropriating unanticipated revenue of \$23,000 from Cremation revenue (46221) and \$22,500 from Death Certificates revenue (46230) to Coroner expenditure function (51231), and

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

()

ED WAGNER (Chair)

LAURA VALENSTEIN

DONNA ROZAR

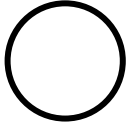
ADAM FISCHER

LANCE PLIML

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

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.

EN

INTENT & SYNOPSIS: To amend the 2022 budget for UW Extension - Projects (55660) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from UW-Extension's Project Revenue Clean Sweep and 4H Community Youth accounts. The adjustment to the budget is as follows:

Table with 5 columns: Name, NO, YES, A. Rows 1-19 listing board members like LaFontaine, D, Rozar, D, etc.

Table with 4 columns: Account, Account Name, Debit, Credit. Rows for 55660 UW Extension - Projects and 46772 UW Extension - Proj Revenue.

WHEREAS, the Wood County UW Extension incurred unanticipated expenditures in clean sweep and 4H Community Youth programs that were not anticipated during the 2022 budget; and

WHEREAS, the unanticipated revenues in UW-Extension's project revenue accounts are sufficient to cover the additional 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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2022 by transferring \$22,295 from UW Extension - Project Revenue (46772) to the UW Extension - Projects (55660) function, and

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

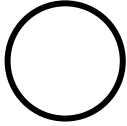
()

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
LAURA VALENSTEIN
ADAM FISCHER

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

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 Norwood and Edgewater Capital Projects budgets to include expenditures that were approved but not included in the 2022 budget:

FISCAL NOTE: No cost to Wood County. The source of the funding is from previously approved ARPA funds. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects - Edgewater (\$46,000), Capital Projects - Norwood (\$210,000), and ARPA Proceeds (\$256,000).

WHEREAS, the Finance Department presented to the Operations Committee an updated schedule of 2022 capital projects to be funded with both debt proceeds and ARPA funding at their November 2, 2021 meeting, and

WHEREAS, the Operations Committee approved the 2022 CIP schedule presented by the Finance Department at a total cost of \$4,510,200, and

WHEREAS, of the \$4,510,200 total cost, \$3,500,000 was approved with debt proceeds and the remainder \$1,010,200 was approved with ARPA funding, and

WHEREAS, due to time constraints, some portions of the approved expenditures for Norwood and Edgewater were not included in the 2022 budget process, and

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

THEREFORE BE IT RESOLVED, by appropriating \$256,000 of previously approved funds from ARPA Proceeds (43300) to the Edgewater Capital Projects budget (57412) for \$46,000 and Norwood Capital Projects budget (57420) for \$210,000, and

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

()

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

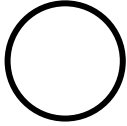
ADAM FISCHER

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

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 Debt Service budget for interest and issuance costs for Capital Projects that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding are transfers available and not anticipated to be spent in the Debt Service Principal and Capital Projects Paying Agent & Fiscal budgets. The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, D to Leichtnam, B)

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Debt Service Interest, Paying Agent - Debt Service, Debt Service Principal, and Paying Agent - Capital Projects.

WHEREAS the County issued debt in 2022 to fund 2023 jail, highway, other capital projects and any related professional fees incurred for the issuance of the debt, and

WHEREAS, debt interest and issuance fees were higher than anticipated due to the larger amount of debt borrowed because of the jail project, and

WHEREAS, there were debt interest costs of \$187,881 and debt issuance costs of \$137,716 that were not anticipated during the 2022 budget process, and

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

THEREFORE BE IT RESOLVED, to amend the 2022 Debt Service budget for the transfers of available appropriations out of Debt Service Principal (58140) of \$295,000 and \$30,957 from Paying Agent - Capital Projects (58295) to fund additional expenditures in Debt Service Interest (58240) of \$187,881 and Paying Agent - Debt Service (58295) of \$137,716, and

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

()

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

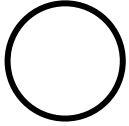
ADAM FISCHER

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

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

EN

INTENT & SYNOPSIS: To authorize out-of-state training and travel for the Finance Director.

FISCAL NOTE: \$1,000 for travel expenses and registration fee.

Source of Money: budget

WHEREAS, the Government Finance Officers Association is conducting an Intermediate Governmental Accounting for an understanding of the appropriate governmental accounting and financial reporting including new GASB pronouncements March 20 and March 21, and

WHEREAS, the training will give the Finance Director training of specialized rules, guidelines and practices applicable to Wood County finance, and

WHEREAS, the training and networking will provide opportunities to network with colleagues from across the country, and

WHEREAS, Wood County will have many opportunities to share knowledge and learn from others, and

WHEREAS, approval to attend this conference has been approved by the Operations Committee at their February 7, 2013 meeting, and

WHEREAS, the Wood County Operations Committee has authorized in-state travel when necessary, and

THEREFORE BE IT RESOLVED, that the Wood County Finance Department send the Finance Director to the Government Finance Officers Association Accounting Academy March 20 and March 21, in Chicago, IL in the amount not to exceed of \$1,000.

()

Ed Wagner, (Chair)

Donna Rozar

Lance Pliml

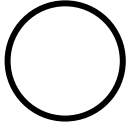
Laura Valenstein

Adam Fischer

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Health & Human Service Committee and Operations Committee
Page 1 of 2

MJS

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

INTENT & SYNOPSIS: To approve the use of American Rescue Plan Act (ARPA) funds for the additional expense for Capital Improvement Plan (CIP) 20-22-005 in the Human Services, Norwood Healthcare (NHC) 2022 Budget

FISCAL NOTE: \$30,000

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include ARPA Proceeds (\$30,000) and Capital Projects/NHC (\$30,000).

Table with 5 columns: NO, YES, A. Rows list names of board members from 1 to 19.

SOURCE OF MONEY: American Recue Plan Act fund (ARPA)

WHEREAS, the cost of the CIP 20-22-005, Generator Project came in over budget, and

WHEREAS, the completion of the project is necessary for the safety of the consumers of NHC, and

WHEREAS, on August 25, 2022 the Health and Human Services Committee unanimously approved sending the funding request to the ARPA Committee, and

WHEREAS, on September 6, 2022 the Wood County ARPA AD-HOC committee reviewed and approved funding this CIP expense overage with ARPA funds, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual cost will exceed the budget at a function level", and

THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors that \$30,000 of the American Rescue Plan Act fund be appropriated for the completion of the CIP 20-22-005 Generator Project.

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.

()

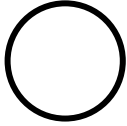
Adam Fischer, Chair
Donna Rozar, Vice-Chair
Tom Buttke
John Hokamp
Lee Thao

Lori Nordman
Dr. Kristen Iniguez
Rebecca Spiros, RN
Mary Jo Wheeler-Schueller

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by HEALTH & HUMAN SERVICES COMMITTEE & OPERATIONS COMMITTEE
Page 1 of 2

MJS

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 Human Services, Norwood Health Center and Edgewater Haven programs for transfer of available appropriations to functions where actual expenses are recorded.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed for transfers are available and are not anticipated to be spent in the appropriations to be transferred out, or are funded with additional unbudgeted/unexpected Funding.

Source of Money:

- 2022 PRF funding for Long Term Care (LTC) facilities
Additional Special Payment Awards for NHC
Covid-19 Emergency funding for FSET programs.

The adjustment to budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, Rozar, Buttke, Wagner, Fischer, Breu, Voight, Hahn, Winch, Thao, Penzkover, Valenstein, Hokamp, Polach, Clendenning, Pliml, Zurfluh, Hamilton, Leichtnam).

Table with 4 columns: ACCOUNT, ACCOUNT NAME, DEBIT, CREDIT. Lists various accounts like Edgewater/Admin, Human Services/FSET, Norwood Admissions, etc.

WHEREAS, the programs requiring transfers in Edgewater Administration (54219), Human Services Community Resources Division (54425) Norwood Crossroads (54324), Pathways (54325) and Admissions (54326) are in fact where the expenditures appropriated during the adoption of the 2022 budget will be recorded, and

WHEREAS, Edgewater Administration (43240), Community Resources (43561) and Norwood Administration (43561, 46531) have unbudgeted revenues to fund cost exceeding the budget at the function level, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual cost will exceed the budget at a function level", and

()

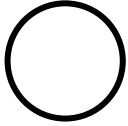
Adam Fischer, Chair
Donna Rozar, Vice Chair
Tom Buttke
John Hokamp
Lee Thao

Lori Nordman
Dr. Kristen Iniguez
Rebecca Spiros, RN
Mary Jo Wheeler-Schueller

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

County Clerk

County Board Chairman



ITEM# _____

DATE _____

RESOLUTION# _____ Effective Date: _____

Introduced by _____
Page 2 of 2 _____ Committee

THEREFORE BE IT RESOLVED, to amend the Wood County Budget for Norwood Health Centers (NHC) the transfers out of appropriations of \$23,000 from NHC Bridgeway (54317), \$170,000 from NHC Dietary (54350), \$30,000 from NHC Records (54363) and \$35,000 from NHC Administration (54365) and to reflect the use of additional \$130,000 unbudgeted Norwood revenue (43561) and \$297,000 unbudgeted Norwood revenue (46531) to NHC Admissions (54326) NHC Crossroads (54324) and NHC Pathways (54325) of \$685,000 and to reflect the use of additional \$126,000 unbudgeted Edgewater revenues (43240) for EW Administration Expenses (54219) and to reflect the use of additional \$119,000 unbudgeted Community Resources/FSET revenues (43561) for Community Resources/FSET expenses (54425), 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 _____

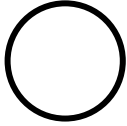
Lance Pliml _____

Laura Valenstein _____

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by CEED Committee and Operations Committee
Page 1 of 1

Committee

VSW

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

INTENT & SYNOPSIS: To amend the 2023 Transportation & Economic Development budget to include 2022 unspent funds for an Economic Development Grant project for the Village of Port Edwards that they were unable to complete in 2022.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unspent funds from the 2022 budget of the Planning & Zoning Department.

Table with 4 columns: ACCOUNT, ACCOUNT NAME, DEBIT, CREDIT. Rows include 56750 Trans & Ec Dev Grants \$10,000 and 34112 Fund Balance \$10,000.

Table with 5 columns: NO, YES, A. Rows list names of board members from 1 to 19.

Source of Money: Unspent 2022 budget funds

WHEREAS, the Conservation, Education and Economic Development Committee (CEED) approved a grant of \$15,000 to the Village of Port Edwards for a project for Kayak put-ins, and

WHEREAS, the Village of Port Edwards started the project in 2022, was unable to complete the project, and

WHEREAS, the CEED Committee released \$5,000 of the grant funds in 2022, the Village of Port Edwards requested \$10,000 of the grant funds be carried over to 2023, and

WHEREAS, the funds need to be moved into the 2023 budget, and

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

budget at the function level," and

THEREFORE BE IT RESOLVED, to amend the Transportation & Economic Development budget (56750) for 2023 by appropriating \$10,000 from Fund Balance (34112) with unexpended monies from the 2022 budget year, and

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

{ }

BILL LEICHTNAM (Chairman)

ED WAGNER (Chair)

TOM BUTTKE

DONNA ROZAR

JAKE HAHN

LANCE PLIML

LAURA VALENSTEIN

ADAM FISCHER

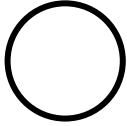
DAVE LAFONTAINE

LAURA VALENSTEIN

Adopted by the County Board of Wood County, this 14th day of February 20 23 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by CEED Committee and Operations Committee

Committee

VSW

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

INTENT & SYNOPSIS: To amend the 2023 Transportation & Economic Development budget for additional Rural Economic Development Plan (REDI) implementation expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unspent funds from the 2022 Transportation & Economic Development budget.

Table with 4 columns: ACCOUNT, ACCOUNT NAME, DEBIT, CREDIT. Rows include 34112 Fund Balance (\$49,082.00) and 56750 Trans & Ec Dev Grants (\$49,082.00).

Source of Money: Unspent 2022 budget funds allocated towards REDI implementation.

WHEREAS, the Transportation & Economic Development budget will close fiscal year 2022 with unexpended funds, and

WHEREAS, needed funds for implementation of Wood County's Rural Economic Development Plan (REDI) were not expended in 2022 due to anticipated projects being included under the County North Central Wisconsin Regional Plan Commission membership, deferral/delay of projects due to staff vacancies of economic development partner organizations, delay in release of Broadband Equity, Access, and Deployment (BEAD) Program grant funding opportunities. The REDI implementation projects will be funded and completed in 2023, 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

THEREFORE BE IT RESOLVED, to amend the Transportation & Economic Development Budget (56750) with a transfer of \$49,082.00 from fund balance (34112) reserved for implementation Wood County Rural Economic Development Plan (REDI), and

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

{ }

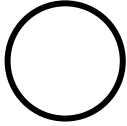
BILL LEICHTNAM (Chairman)
TOM BUTTKE
JAKE HAHN
LAURA VALENSTEIN
DAVE LAFONTAINE

ED WAGNER (Chair)
DONNA ROZAR
ADAM FISCHER
LANCE PLIML
LAURA VALENSTEIN

Adopted by the County Board of Wood County, this 14 day of February 20 23 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

CEED and Operations Committee

ITEM#

DATE February 14, 2023
Upon Passage and
Effective Date Publication

LAR

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 seek County Board approval to amend the 2022 Wood County 14-Mile Creek grant budget for unanticipated state aid monies and to appropriate those monies to 14-Mile Creek expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from the Wisconsin Department of Natural Resources. The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, Rozar, Buttke, Wagner, Fischer, Breu, Voight, Hahn, Winch, Thao, Penzkover, Valenstein, Hokamp, Polach, Clendenning, Pliml, Zurfluh, Hamilton, Leichtnam).

Table with 5 columns: Account, Account Name, Debit, Credit. Rows include 56129 14-Mile Creek (\$11,850) and 43586-000-482 State Aid (\$11,850).

WHEREAS, the Land & Water Conservation Department received additional grant funds in the amount of \$11,850 to disburse as cost-share assistance for the Serenity River TRM project, and

WHEREAS, additional funds were not expected to be obtained and therefore were not included in the budgeted amount, and

WHEREAS, the \$11,850 will have no impact on the county tax levy, and

THEREFORE BE IT RESOLVED, that the Wood County State Aid Land & Water Conservation Department revenue account (43586-000-482) be amended to accept \$11,850 of state aid monies and appropriate those monies to the 14-Mile Creek Grant budget expenditures (56129) for disbursing as cost-share assistance for the Serenity River TRM project, and

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

()

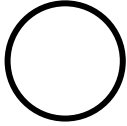
Bill Leichtnam
Dave LaFontaine
Tom Buttke
Jake Hahn
Laura Valenstein
Carmen Good - Citizen Member

Ed Wagner
Donna Rozar
Adam G. Fischer
Lance A. Pliml

Adopted by the County Board of Wood County, this day of 20 23 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by CEED and Operations Committee
Page 1 of 1

LAR

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

INTENT & SYNOPSIS: To seek County Board approval to amend the 2023 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) grant budget for unanticipated state aid monies and to appropriate those monies to the DATCP grant budget expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenue from the DATCP. The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, D through Leichtnam, B).

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include 56122 DATCP Grant (\$32,410) and 43586-001 State Aid (\$32,410).

WHEREAS, the Land & Water Conservation Department shall receive additional grant funds in the amount of \$32,410 to disburse as incentive payments for participants that complete a certified Nutrient Management plan, which meets NRCS standard 590, and

WHEREAS, additional funds were not expected to be obtained and therefore were not included in the 2023 budgeted amount, and

WHEREAS, the \$32,410 will have no impact on the county tax levy, and

THEREFORE BE IT RESOLVED, that the Wood County State Aid Land & Water Conservation Department account (43586-001) be amended to accept \$32,410 of state aid monies and appropriate those monies to the DATCP Grant budget expenditures (56122-001) for disbursing as incentive payments for participants that complete the certified nutrient management training program and submit a completed certified plan, and

BE IT FURTHER RESOLVED, that pursuant to §65.90 (5), Wisconsin Statutes, the County Clerk shall publish a Class I notice of this budget change within ten (10) days.

()

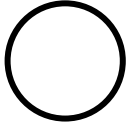
Bill Leichtnam (Chair)
Tom Buttke
Jake Hahn
Dave LaFontaine
Laura Valenstein
Carmen Good – Citizens Member

Ed Wagner (Chair)
Donna Rozar
Adam Fischer
Lance Pliml
Laura Valenstein

Adopted by the County Board of Wood County, this _____ day of _____ 20 23 .

County Clerk

County Board Chairman



SMG

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

INTENT & SYNOPSIS: To amend the 2023 Parks and Forestry Department budget to include 2022 unspent funds for playground equipment replacement and Dexter County Park swimming pond construction.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unspent funds from the 2022 budget of the Parks and Forestry Department. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43300	Proceeds from ARPA	\$150,000	
57521	Capital Projects – P&F		\$150,000

WHEREAS, the 2022 Parks and Forestry Department budget included ARPA funding of \$50,000 for playground upgrades and \$100,000 for construction of a swimming pond at Dexter County Park and;

WHEREAS, these projects were not completed in 2022, 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

THEREFORE, BE IT RESOLVED to amend the Parks & Forestry Capital Projects budget (57521) for 2023 by appropriating \$150,000 of unexpended proceeds in the ARPA fund (43300) for maintenance projects 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.

()

Jake Hahn (Chairman)

Ed Wagner (Chairman)

John Hokamp

Adam Fischer

Lee Thao

Lance Pliml

Al Breu

Laura Valenstein

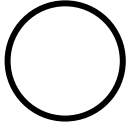
Dennis LaFontaine

Donna Rozar

Adopted by the County Board of Wood County, this _____ day of _____ 20 23 .

County Clerk

County Board Chairman



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

EN

INTENT & SYNOPSIS: To amend the 2022 budget for the Justice Coordinator Drug Court (51242) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$9,340 from available balance in contingency (51590) to Justice Coordinator Drug Court (51242). At the time of this request, the funds available in contingency are \$528,013. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51242	Justice Coordinator Drug Crt		\$9,340
51590	Contingency	\$9,340	

WHEREAS, Justice Coordinator Drug Court incurred a wage increase of approximately \$9,340 from the previous year that was not anticipated during the 2022 budget; and

WHEREAS, the Drug Court Program Specialist received a promotion, which included a wage increase, from the prior year that were to be offset from a reduction in hours and wages from the former Criminal Justice Coordinator who left prior to the budget year, 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

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

THEREFORE BE IT RESOLVED, to amend the Wood County Budget for 2022 to transfer \$9,340 from the Contingency Account (51590) to the Justice Coordinator (51242) function, and

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

()

Ed Wagner (Chair)

Bill Clendenning (Chair)

Adam Fischer

Bill Leichtnam

Donna Rozar

William Voight

Lance Pliml

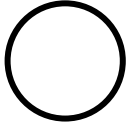
Joseph Zurfluh

Laura Valenstein

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Property & Info. Technology and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

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

PY

INTENT & SYNOPSIS: To amend the 2023 Information Technologies Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2022:

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from previously approved capital project debt and ARPA funds. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects IT, Fund Balance Capital Project, and ARPA Proceeds.

WHEREAS, the Property and Information Technology Committee authorized several capital projects at a cost of \$410,400 for 2022, and

WHEREAS, only \$249,419 was actually expended in 2022 leaving an additional unappropriated funds of \$160,981, 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

THEREFORE BE IT RESOLVED to amend the IT Capital Projects budget (57127) for 2023 by appropriating \$54,883 of unexpended debt proceeds from the Capital Projects fund balance (34112) and \$106,098 of unexpended funds from ARPA Proceeds (43300) for the remaining

information technology projects 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 this budget change within 10 days.

()

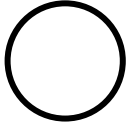
ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

ALLEN BREU (Chair)
DENNIS POLACH
BRAD HAMILTON
JEFF PENZKOVER
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Property & Info. Technology and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

AK

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 Information Technology, PC Replacement (51452) for expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the non-lapsing PC Replacement Designated Fund Balance. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include 33900 PC Replacement Designated Fund Balance and 51452 PC Replacement Budget.

WHEREAS, the aforementioned expenditures of approximately \$7,139 were not anticipated during the 2022 budget process; and

WHEREAS, the Wood County Executive Committee approved the establishment of a non-lapsing account to carry over any unexpended revenues and contributions to the PC Replacement; and

WHEREAS, the PC Replacement Designated Fund has sufficient funds; 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

THEREFORE BE IT RESOLVED to amend the PC Replacement (51452) budget for 2022 by transferring \$7,139 from PC Replacement Designated Fund Balance (33900) to PC Replacement (51452), and

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

{ }

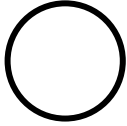
ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

ALLEN BREU (Chair)
DENNIS POLACH
BRAD HAMILTON
JEFF PENZKOVER
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

P.I.T. and Operations Committees

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

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 2023 Maintenance Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2022:

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from previously approved capital project debt and ARPA funds. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects (\$131,384), Fund Balance Capital Project (\$57,584), and ARPA Proceeds (\$73,800).

WHEREAS, the Wood County Board authorized a capital project to buildout an additional Circuit Court at a cost of \$750,000 for 2022, and

WHEREAS, the project, while started in 2022, will not be completed until 2023, 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

THEREFORE BE IT RESOLVED, to amend the Maintenance Department Capital Projects budget (57119) for 2023 by appropriating \$57,584 of unexpended debt proceeds from the Capital Projects fund balance (34113) and \$73,800 of unexpended ARPA Proceeds (43300) for the Maintenance Department project 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 this budget change within 10 days.

()

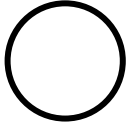
ALLEN BREU (Chair)
DENNIS POLACH
WILLIAM WINCH
BRAD HAMILTON
JEFF PENZKOVER

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Public Safety and Operations Committee
Page 1 of 1

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

INTENT & SYNOPSIS: To amend the 2022 budget for the Emergency Management – Building Number Identification (BNI) function (52530) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from Local Government Charges. The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, D to Leichtnam, B)

Table with 4 columns: Account, Account Name, Debit, Credit. Rows: 52530 Emergency Management BNI \$66,350; 47391 Local Government Chrgs BNI \$66,350

WHEREAS, the Emergency Management BNI budget incurred additional expenditures that were not anticipated during the original budget process due to large sign projects for Town of Port Edwards and Town of Saratoga, and

WHEREAS, the payments received from Local Government Charges will be sufficient to cover unanticipated expenditures, and

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

THEREFORE BE IT RESOLVED, to amend the Emergency Management BNI (52530) budget for 2022 by appropriating \$66,350 of unanticipated revenues from Local Government Charges BNI (47391), and

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

()

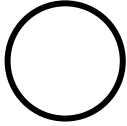
ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

JOSEPH H ZURFLUH (CHAIR)
WILLIAM VOIGHT
BRAD HAMILTON
DENNIS POLACH
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Public Safety and Operations Committee
Page 1 of 1

PY

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

INTENT & SYNOPSIS: To amend the 2022 budget for the Emergency Management Admin function (52520) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from State Aid. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Row 1: 52520 Emergency Management Admin \$6,400. Row 2: 43528 State Aid-Emergency Mgmt. \$6,400

WHEREAS the Emergency Management Admin budget incurred additional expenditures that were not anticipated during the original budget process due to the purchase of upgraded sheltering supplies and a reimbursable training exercise, and

WHEREAS, the payments received from the State Grants will be sufficient to cover unanticipated expenditures, and

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

THEREFORE BE IT RESOLVED, to amend the Emergency Management Admin (52520) budget for 2022 by appropriating \$6,400 of unanticipated revenues from State Aid Emergency Management (43528), and

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

()

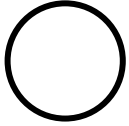
ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

JOSEPH H ZURFLUH (CHAIR)
WILLIAM VOIGHT
BRAD HAMILTON
DENNIS POLACH
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Public Safety and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

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 2023 Communications Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2022:

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from previously approved capital project debt funds. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects (\$40,000) and Fund Balance Capital Project (\$40,000).

WHEREAS, the Public Safety Committee authorized a capital project at a cost of \$40,000 for 2022, and

WHEREAS, HVAC equipment, while ordered in 2022, will not be delivered to the Communications Department until 2023, 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

THEREFORE BE IT RESOLVED, to amend the Communications Capital Projects budget (57210) for 2023 by appropriating \$40,000 of unexpended debt proceeds from the Capital Projects fund balance (34113) for the Communications Department project 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 this budget change within 10 days.

{ }

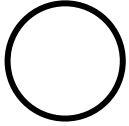
JOSEPH ZURFLUH (Chair)
DENNIS POLACH
WILLIAM WINCH
BRAD HAMILTON
WILLIAM VOIGHT

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Public Safety and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

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 2023 Radio Engineer budget to include 2022 unspent funds for equipment expenditures that were not able to be completed or obtained during the original budget process.

FISCAL NOTE: No cost to Wood County. The source of funding is unspent funds from the 2022 Radio Engineer budget. The monies will be expended in 2023. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Radio Engineer Police Radio Equip (\$74,624) and Fund Balance (\$74,624).

WHEREAS, the Radio Engineer budget will have unexpended funds from the 2022 budget year, and

WHEREAS, funds budgeted for equipment were not expended in 2022 due to delays in receiving orders and projects not being able to be completed, 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

THEREFORE BE IT RESOLVED, to amend the Radio Engineer

budget (52130) for 2023 by appropriating \$74,624 from Fund Balance (34300) with unspent monies from the 2022 budget year, and

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

()

JOSEPH ZURFLUH (Chair)

ED WAGNER (Chair)

DENNIS POLACH

DONNA ROZAR

WILLIAM WINCH

LANCE PLIML

BRAD HAMILTON

ADAM FISCHER

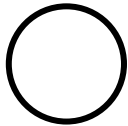
WILLIAM VOIGHT

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM#

DATE

February 14, 2023

Effective

Date

Upon passage and publication

Introduced by Operations Committee
Page 1 of 1

NF/EN

Motion: Adopted: Lost: Tabled: Absent:
Number of votes required: Majority Two-thirds
Reviewed by: PK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 budget for Property and Liability Insurance (51931) for higher than anticipated premium expenditures.

FISCAL NOTE: To transfer \$36,465 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 \$528,013. The adjustment to the budget is as follows:

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, D to Leichtnam, B)

Table with 4 columns: Account, Account Name, Debit, Credit. Rows for 51931 and 51590.

WHEREAS, the cost of insurance premiums were more than anticipated due to an increase in the 2022 Wood County ratable operating expenditures, and

WHEREAS, the County of Wood had an increase in assessed property values along with higher than anticipated claims over the past three years due to various jail, sheriff and highway claims, and

WHEREAS, the aforementioned premium expenditures of approximately \$36,465 were not anticipated during the 2022 budget process, and

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

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2022 to transfer \$36,465 from the Contingency Account (51590) to the Property and Liability Insurance (51931) function, and

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

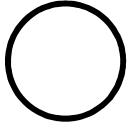
()

ED WAGNER (Chairman)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#

DATE February 14, 2023

Effective

Date

Upon passage and publication

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

INTENT & SYNOPSIS: To formally adopt the "Workplace Violence Prevention Program."

FISCAL NOTE: None

WHEREAS, Wood County strives to provide a safe and healthy workplace free from recognized hazards; and

WHEREAS, Wisconsin's Concealed Carry Law (CCL) authorizes the Wisconsin Department of Justice to issue licenses permitting qualified citizens to carry concealed weapons; and

WHEREAS, the CCL allows local governments to determine whether employees and the public may carry weapons in other local government buildings; and

WHEREAS, the CCL prohibits concealed carry weapon (CCW) licensees from carrying a firearm in certain government buildings, such as courthouse, jail, or sheriff's department; and

WHEREAS, the Operations Committee recommends that the County revise its current Workplace Violence Prevention Program regarding weapons in County buildings so that concealed weapons remain mostly prohibited but provides a process for employees to seek authority and approval to carry a concealed firearm in a non-prohibited County facility; and

WHEREAS, the Operations Committee does not wish to duplicate the CCW licensing process administered by the Wisconsin Department of Justice, but instead establish additional internal processes to ensure the safe administration of the Workplace Violence Prevention Program for those employees who wish to carry a concealed firearm in the course of their employment.

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors adopts the attached Workplace Violence Prevention Program.

()

ED WAGNER (Chairman)

DONNA ROZAR

LANCE PLIML

ADAM FISCHER

LAURA VALENSTEIN

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

County Clerk

County Board Chairman

DRAFT

WORKPLACE VIOLENCE PREVENTION PROGRAM



Revised 1/17/2023

Policy Statement

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

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

Definitions

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

Weapons and Concealed Carry

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

These prohibitions do not apply to law enforcement or approved Parks & Forestry personnel in the course of their duties.

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

Oleresin Capsicum (OC), commonly known as pepper spray, is allowed in non-restricted locations if the following conditions are met:

1. The employee is at least 18 years of age.
2. The spray is less than or equal to 10% O.C. concentration.
3. The canister is no greater than 2 ounces, and is not disguised as a common item such as lipstick or pens.
4. Department Head approval.

Exceptions:

- a) Possession, transport or use of small pocket knives or knives designed for general use (such as utility knives or box cutters) or the preparation of food is not prohibited, provided that such possession, transport, or use is not intended or likely to produce bodily harm and is not deemed by the County to be dangerous.
- b) Those employees who are permitted to carry in prohibited locations under the provisions of Wis. Stat. § 175.60(16)(b), which includes Judges, District Attorneys and Assistant District Attorneys, or any party whom a judge has approved in writing to carry a weapon.
- c) Those employees with a valid concealed carry weapon (CCW) permit who are approved to carry a handgun in non-restricted areas of the County. Approvals shall be evaluated on a case-by-case basis according to the **Approval Process** section below, and will be documented.

Approval Process

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

1. A valid CCW permit issued by the State of Wisconsin.
2. **A legally obtained firearm.**
3. Department Head approval.
 - a. If a Department Head requests to carry a concealed weapon under this process, the County's Administrative Coordinator will make the determination.
4. Demonstrated competency to Wood County Sheriff's Department personnel or other suitable educational alternative as determined by the County.
NOTE: Additional training, instruction, or practice is highly encouraged before attempting to demonstrate competency.

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

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

*An appropriate location must be a locked safe, cabinet, or drawer in which the employee is the sole person to have access. Prior to utilizing the storage location, the employee must seek and receive approval from their Department Head as to an acceptable and approved storage location

for their firearm. The County will not purchase or provide additional or special storage items or safes for this purpose.

The Safety/Risk Specialist in the Wood County Human Resources Department shall be responsible for maintaining all records related to the employee's eligibility to carry a concealed firearm and documentation of the approval process. Employees who are approved to carry a concealed weapon in the workplace will be required to re-certify or reconfirm their eligibility periodically. The right to carry may be revoked at any time if eligibility is determined to not be current.

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

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

Open Carry

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

Threats, Threatening / Violent Behavior

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

If an investigation substantiates that violation of this policy has occurred, the County will initiate a decisive and appropriate response, up to termination or legal action such as a restraining order. *This response will follow the current Employee Policy Handbook, any existing Labor Agreements, County policies/ordinances and/or any other guidelines established for employees, vendors, guests and visitors.*

Actions may include, but are not limited to:

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

Reporting Procedures

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

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

Alternative to Reporting Workplace Violence to Supervisor

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

False Reports

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

Restraining Orders

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

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

Responding to Acts of Violence

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

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

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

Incident Management

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

Crisis Intervention

County of Wood Crisis Intervention Referral Service

Referral Services

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

Employee Training

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



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

February 7, 2023

To: Operations Committee
From: Kimberly McGrath, Director of Human Resources
Subject: Grade Increase Request- Highway Engineer

The recommendation contained in this memo is being requested on behalf of the Wood County Highway Department due to recruitment and retention challenges of the Highway Engineer position over the past year. The engineering profession is experiencing labor shortages and increased local talent competition.

Background

The Highway Engineer was originally posted on 3/7/2022. One applicant applied, was interviewed and accepted the offer at Grade M, Step 11 (\$90,792) on 4/10/2022, with an anticipated start date of 6/6/2022. On 5/3/2022, the candidate withdrew his acceptance as he accepted a counter-offer from his current employer.

The position was then re-posted numerous times (5/3/2022, 7/27/2022, and 11/29/2022) with no applications received. The position has been posted on Cyber Recruiter, Job Net, Indeed, LinkedIn, Facebook, WiscJobs, and Handshake (UW system). Current 2023 hiring wage range is \$77,022- \$88,004.

Current

The position has been vacant since July 2022. The Highway Department will be faced with contracting out for the position very soon as the need for a Certified Engineer is extremely important at the start of the construction planning season. The position requires a Bachelor's Degree and PE certification.

Comparable data includes:

- Bureau of Labor Statistics indicates the mean salary for a Civil Engineer in Central WI is \$77,120 (BLS data is always one year behind).
- Portage County recently recruited and filled their Highway Engineer position in Nov 2022. 2023 total pay range is \$89,104 – \$107,631.
- Marathon County Deputy Highway Commissioner (PE) total pay range is \$84,656- 114,296.
- DOT Engineer postings for WI (Eau Claire, Madison, Wisc Rapids) all indicate the same pay ranges for an Advanced Engineer (PE required): \$82,597- \$93,350.

Request for a Grade Increase

Per the Wood County Wage Plan Policy, a position that is found to be below the competitive market rate based on market survey information, in conjunction with a history of at least 12 months of unsuccessful recruitment or retention, will be reviewed by the Operations Committee. The Highway Commissioner is requesting a grade increase to move the Highway Engineer position from Grade M to Grade N.

As the position is currently vacant, the request is to increase the wage grade immediately so the recruitment ads and job postings can be amended to show the new hiring wage range for the position. Per current policy, the Highway Department can hire up to Step 6 of the position's assigned wage grade, which would be \$81,972- \$93,683 if approved to move to Grade N. The total pay range is \$81,972- \$105,393.