

OPERATIONS COMMITTEE

DATE: Tuesday, June 6, 2023
TIME: 9:00 AM
LOCATION: Courthouse - Conference Room 114

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. Initial discussion regarding Everbridge (Critical event management platform) and possible funding sources.
7. **County Clerk**
 - (a) Resolution – Posting vs. Publishing of Notices
8. **Wellness Coordinator Update**
9. **Finance**
 - (a) Finance Department update
 - (b) Resolution – University Commission: UWSP-Marshfield
 - (c) CIP Discussion
 - (d) Debt Borrowing Discussion
10. **HR**
 - (a) 2024 Health Insurance Budget Presentation by Tim Deaton, The Horton Group
 - (b) Sick Time Policy Discussion (referral from HIRC) and Policy Revision
 - (c) PTO discussion
 - (d) Overtime/Compensatory Time Policy Revision
 - (e) Employee Policy Handbook- 2024 Revision
11. Comments from the Chair
12. Consider any agenda items for next meeting
13. Set next regular committee meeting date
14. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2483 248 2133

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mf06255de658f319a9a06298f2191e182>
Meeting number (access code): 2483 248 2133
Meeting password: 060623

OPERATIONS COMMITTEE MEETING MINUTES

DATE: Tuesday, May 2, 2023
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Jeff Penzkover, Jake Hahn, Brad Hamilton, Kimberly McGrath, Ed Newton, Ryan Boeshaar, Heather Gehrt, Sarah Christensen, Tony Bastien, Roland Hawk, Reuben Van Tassel, Tiffany Ringer, Marissa Kornack, Kim Stimac, Amy Kaup, Kelli Francis, PaNya Yang, Nick Flugaur, Jason DeMarco, Cheryl Krohn, John Peckham, Mary Schlagenhaft, Mary Solheim

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

There were no public comments.

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

Pliml gave a brief update on ARPA funds. He stated that recommendations have been made and will go forth to the County Board. An additional meeting on ARPA funds will occur later this month. Brief discussion ensued regarding additional State funds and grants.

Emergency Management Director Christensen and Dispatch Manager Bastien presented information to the Committee regarding Everbridge, a critical event management platform. Discussion ensued regarding the need for the platform and potential cost/funding sources. The consensus of the Committee was to have other committees discuss this as well.

Wellness Coordinator Boeshaar gave an update on Wellness Program activities.

Finance Director Newton provided an update on Finance Department activities.

Deputy Finance Director Yang presented a resolution for the ADRC to amend the 2022 budget for funds that were not spent in 2020/2021, but able to be spent in 2022.

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

Newton provided information to the Committee regarding CIP requests. Newton stated that current requests total \$6.1 million and that our borrowing limit for CIP is \$3.5 million. Newton provided the Committee with options that he is proposing to bring the request under the \$3.5 million limit. Discussion ensued at length. The CIP with proposed changes will be distributed to Department Heads and be brought back for further discussion.

Human Resources Director McGrath presented information regarding the current Sick Days Policy in the Employee Policy Handbook. McGrath stated that this is being brought to the Committee at the request of the Highway Infrastructure and Recreation Committee (HIRC). McGrath provided background information on the policy and explained that, per the policy, benefit time, including sick, cannot be used to exceed the employee's budgeted hours. Supervisor Hahn explained HIRC's request was to change the policy not for all employees, but only for Highway employees as they have unique positions that are called in on off-hours. Highway Commissioner Hawk explained the history of how Highway has allowed sick time to be used to exceed the employee's budgeted hours. Discussion ensued at length. McGrath will be bringing the policy to the next Department Head meeting for feedback and will bring information to the June Committee meeting.

Motion (Valenstein/Fischer) to allow a temporary past practice exception to the Sick Days policy for the Highway Department until a formal decision has been made. Motion carried unanimously.

Valenstein clarified that this motion only grants the exception going forward until a decision has been made and that nothing will be repaid from previous months.

Agenda items for next meeting: Employee Policy Handbook Review
UWSP at Marshfield HVAC
PTO vs. Sick/Vacation
Sick Days Policy

The next regular Committee meeting is June 6, 2023 at 9:00 a.m.

Chair Wagner declared the meeting adjourned at 10:25 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 – June 2023

- As I made the board aware, Program Assistant LaCinda Terry submitted her resignation to me at the beginning of May after over 19 years of service to the Wood County Clerk's office. It really was an honor and privilege to work with LaCinda and we will miss her! She had the inane ability to know what I was thinking or needing without me saying a word, and could finish my thoughts before I could. She will be a very hard act to follow! We had a farewell party on the Monday before she left.



Pictured L-R: Trent Miner, County Clerk; LaCinda Terry, Program Assistant; Sheri Evanson, Deputy County Clerk

- I believe it is incumbent on departments to reevaluate programs and services each time there is a vacancy and exercise due diligence before automatically rehiring. I had lengthy discussions with my deputy and a number of others about eliminating this part time position completely and running this office on just two people. When I took office 5 years ago, I made the decision to reduce the staff by 1 person. Since then, I have reduced the hours of the Admin/Program Assistant as well. In the end, I decided to rehire this position as I believe we are about as lean as we can get, staffing wise, while still providing statutory services required. Although we do offer services that are not statutory in nature, they do help reduce the tax levy support needed for this office and are a value to the community, however the number of employees would not be decreased by not offering them.
- After reviewing applications and conducting interviews, we made an offer, which was accepted right away. Katie DeKleyn will be starting in our office on Monday, June 12th. We are looking forward to having her and the new dynamic she will bring to our office. Make sure you stop and in and introduce yourself.
- This next item falls under, “when you have bad news, tell it early and often”. That line is a direct quote from former Finance Director Mike Martin, by the way. When an employee leaves, they are paid out for their unused vacation time. Since LaCinda was a long term employee with quite a large bank of vacation, this will be a hit to the budget that will most likely require a budget amendment with a transfer from contingency at the end of the year. Some of the cost will be

absorbed by the lower wage the new employee will be making. I've been in contact with the Finance Director on this as well. It is tough in a small, less than 3 FTE, department to absorb that large of a cost. It will be close though. I'll keep you updated.

- Destruction of old election materials has commenced. This will take some time as we are limited in how many 95 gallon rolling carts from Shred Safe we can use in any given month, so I anticipate this taking most of the summer to get through.
- I was able to register those that requested attendance at the WCA Conference in September and book the hotels at the Kalahari. It took most of the morning to get everything booked, credit card authorizations signed, and tax exempt forms submitted. So far, we have a total of 10 supervisors attending.
- I will be attending the annual County Clerk Summer Symposium in Wausau at the end of the month. It is always good to get together with the county clerks in the state and compare notes and learn new things. I will stay in a hotel one night and drive back and forth the other 3 days. These summer conferences are also a good way for the hosting county to show off what they have to offer. Former Clerk Cindy Cepress hosted the conference in Wood County at the Mead Inn back in 2015.
- I attended a district meeting of the county clerks in the area on May 9th in Green Lake County. This is a more informal gathering of a smaller group of clerks. The topics of conversation vary but one topic that came up is the new absentee envelopes being developed by the Elections Commission. They are a lot more colorful and there are more styles we will need to have on hand instead of just one style. It will hopefully help the voter know what requirements there are to voting absentee in different scenarios.
- We received word from the Wisconsin Elections Commission that Wood County was chosen for a federal audit of 2020 Cares Act grant funding we received. Recall, this was a \$10,000 grant that I applied for to help aid in the large increase in absentee envelopes we were forced to buy due to the pandemic. I submitted the requested information and hopefully that will last we hear of it.
- I am working on getting all the minutes that come out of committees to be somewhat, if not more, standardized in their presentation. This will involve me taking minutes for a couple of committees for a few months and coming up with some training for those scribes that take minutes. Meeting minutes are not transcripts of the entire meeting, but rather a record of actions taken. It is easy to overelaborate and I would like to move away from that method.
- The post office has announced that when we use our presort permit, we will be mandated to do our bulk mailings a different way, effective in 2024, through their website system they have in place. In the past, when we sent out bulk mailings like the directories, we would fill out a hard copy form and send it over to the post office. All of this must be done online now through their system. This will affect Extension and Land & Water Conservation as well because they also do bulk mailings using our permit. It will be bumpy to start out with, but with all "systems", I'm sure it will become second nature once we master it. We have reached out to those departments that do bulk mailing on our permit already, so they are in the loop.
- I have a resolution that I will be presenting relating to posting notices/proceedings versus publishing them. This has been allowed for a number of years and there are a lot of counties taking advantage of this. My publication budget accounts for \$15,000 of levy, of which a good portion of that could be cut back. Not all notices can be posted. There will be some that need to be published as a matter of law. Ultimately, this decision falls to the county board but my office is ready to move on this if that is the desire of the board.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

May 31, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	May 2023	2023 Year-to-Date
Applications Received	173	657
Positions Filled	17	81
Promotions/Transfers	3	25
New Hire Orientations	10	50
Terminations, Voluntary	5	46
Terminations, Involuntary	0	9
Retirements	3	10
Exit Interviews	4	18

Human Resources Narrative

General Highlights

1. Completed the Q1 2023 Wood County Core Value Awards process. To be nominated, a Wood County employee would have been witnessed exemplifying one or more of the six identified Wood County Core Values. A total of 20 nominations were received for the quarter, of which Department Heads reviewed and voted on at their Q2 Department Head meeting. The following employees were selected to receive a Core Values Award:

- Professionalism: Sara Luchini, Health
- Service: (TIE*) Jackie Kreuser, Clerk of Courts and Larry Shear, Norwood
- Compassion: Brooklynn Elliott, Human Services
- Diversity: Jim Kraft, Edgewater
- Initiative: Steve Budnik, Human Services

*Since there were no nominations for Integrity, Department Heads were able to award two awards for Service.

The program feedback received from employees has been outstanding! I have attached some of the recent comments to share with the committee which highlight how well received this program has been. Selected employees will receive their merit pay award on the June 1st payroll.

2. Reviewed applications and conducted interviews for the vacant Human Resources Coordinator position. We are so excited to have Melissa Schuerman joining our team in June. She will transfer to HR from Human Services, FSET team. We look forward to welcoming her to the team!

3. Continued to work through the Sick Days policy (referral from HIRC and as discussed by the Operations Committee at their May meeting) including gathering Department Head feedback. This topic, including the revised policy, will be an agenda item for the June Operations Committee meeting.
4. Began the process to identify policy changes and edits for the 2024 Employee Policy Handbook revision.
5. With regards to the former employee grievance in process, the decision was made to uphold the termination decision of the Highway Commissioner and the former employee was notified in writing. The former employee has not responded to indicate moving the appeal to the next stage in the process and the timeline to do so has passed. This matter is considered closed.

Meetings & Trainings

1. Attended the Operations Committee on May 2nd.
2. Attended the Childcare Roundtable hosted by the North Central Workforce Development Board on May 16th.
3. Attended County Board on May 23rd.
4. Attended the Q2 Department Head meeting at Powers Bluff Shelter Building on May 24th.
5. Met with a representative from Wisconsin Department of Financial Institutions (DFI) regarding the state's Edvest 529 College Savings Program.
6. Held the monthly conference call with The Horton Group on May 25th to discuss various benefit topics, including the 2024 renewal projections.
7. Held individual staff and team meetings to discuss and provide updates on the department's identified 2023 goals.
8. Staff attended various meetings, trainings, and webinars related to benefits, employment law, and compliance.

Benefits

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

Recruitment

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

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	Branch I	Judicial Assistant	Position posted, deadline 5/30/2023.
Replacement	Clerk of Courts	Court Clerk – Civil	Position posted, deadline 5/30/2023.
Replacement	County Clerk	Program Assistant	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 6/12/2023.
Replacement	Criminal Justice	Case Manager	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 5/30/2023.
Replacement(s)- Eligibility List	Dispatch	Dispatchers (3)	Position posted, interviews conducted, final candidates selected for all vacancies, references completed, positions filled. Eligibility list established.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 6/30/2023.
Replacement	Health	Community Health Worker (PATCH)	Position posted, interviews conducted, final candidate selected, references completed, verbal offer to be made by Health Dept. 5/23/2023.
Replacement	Highway	Highway Engineer	Position posted, deadline 6/12/2023.
Replacement	Highway	Truck Operator	Position posted, interviewing 5/31/2023.
Replacement	Human Resources	HR Coordinator	Position posted, interviews conducted, verbal offer extended to internal applicant, filled 6/19/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, deadline 6/12/23023.
Replacement	Human Services	Behavioral Health Outpatient Clinic Manager	Position posted, interviews conducted, verbal offer extended to internal applicant, filled 6/12/2023.
Replacements	Human Services	Support & Service Coordinator	Positions posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 5/22/2023.
Replacement	Human Services	Family Interaction Workers (2)	Position posted, one position filled 5/12/2023.
Replacement	Human Services	Crisis Interventionist (7 p.m. to 7 a.m.)	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 6/25/2023.
Replacement	Human Services	Crisis Interventionist (7 a.m. to 7 p.m.)	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 6/12/2023.
Replacement	Human Services	CCS Service Facilitator	Position posted, interviews conducted, verbal offer extended to internal applicant, filled 5/29/2023.
New Position	Human Services	Birth to Three Service Coordinator	Position posted, deadline 5/30/2023.

Replacement	Human Services	Kinship & Foster Care Coordinator	Position posted, interviews conducted, references/background being completed on final candidate.
Replacement	Human Services	Crisis Interventionists – Casual (2)	Position posted, one position filled 5/22/23, deadline 5/30/2023.
Replacement	Human Services	Community Resources Receptionist	Position posted, deadline 6/9/2023.
Replacement	Human Services	Residential Aides-Casual	Position posted, deadline 6/19/2023.
Replacement	Human Services	Accounting Clerk	Position posted, interviews conducted, references/background being completed on final candidate.
Replacement	Human Services	FSET Case Managers (2)	Position posted, one position filled 6/5/2023, interviewing for 2 nd position.
Replacement	Human Services	Case Mgr/SW – IA	Position posted, interviews conducted, references/background completed, filled 5/22/2023.
Replacement	Human Services	Support & Service Coordinator	Position posted, deadline 6/9/2023.
Replacement	Human Services	Child Care Certifier/ Volunteer Coordinator	Position posted, interviews conducted, references/background completed, verbal offer extended, filled 6/12/2023.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 6/12/2023.
Replacement	Human Services	Case Mgr/SW-YJ	Position posted, deadline 5/30/2023.
Replacement	Human Services	Executive Administrative Assistant	Position posted, deadline 5/30/2023.
Replacement	Human Services	EMH/APS Coordinator	Position posted, deadline 6/12/2023.
Replacement	Human Services	Admin Asst II – Marshfield Reception	Position posted, deadline 6/6/2023.
Replacement	IT/Systems	Services Support Analyst	Position posted, interviews conducted, verbal offer extended to internal applicant, filled 6/19/2023
New Position	Maintenance	Maintenance Supervisor	Position posted, second interviews being conducted 5/26 & 5/30/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Parks & Forestry	LTE I & LTE II	Positions posted, interviews conducted, references completed, multiple offers extended and accepted, eight positions filled. Filled ninth position 6/12/2023.
Replacement	Planning & Zoning	County Planner	Position posted, interviews conducted, final candidate selected, references completed, verbal offer to be made by P&Z 5/25/2023.
Replacement	Planning & Zoning	Code Technician	Position posted, interviews being conducted 6/15 & 6/16/2023.
Replacement	Sheriff	Correction Officers (3)	Position posted, interviews conducted, all positions filled 4/10 & 4/24 & 5/30/2023. Eligibility list to be established.
Replacement	Sheriff	Office Supervisor	Position posted, deadline 5/29/2023.

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Evaluated Emergency Management/Health Department functional exercise in Marshfield on May 1st.
4. Attended Norwood Safety Committee meeting.
5. Completed N95 fit testing for Highway staff on May 11th, and for Edgewater staff on May 25th.
6. Conducted CPR/AED class for 5 students on May 24th.

NEW Workers' Compensation Claims (5)

1. 4/29/23 – Norwood – Employee suffered broken R wrist/head injury when kicked by aggressive patient
2. 4/29/23 – Norwood – Employee was scratched on R forearm while responding to aggressive patient (late report)
3. 4/29/23 – Sheriff's (Corrections) – Clipper disinfectant splashed into R eye of employee while performing cleaning duties (late report)
4. 5/4/23 – Sheriff's (Corrections) – Employee was spit on by uncooperative inmate
5. 5/6/23 – Sheriff's – Employee had bloodborne pathogen exposure responding to assist call with WRPD

OPEN Workers' Compensation Claims (3)

1. 12/22/22 – Sheriff's – Employee injured R shoulder falling on South steps at Courthouse near Jail entrance (surgery required)
2. 12/31/22 – Edgewater – Employee strained L shoulder transferring resident with EZ lift
3. 4/8/23 – Edgewater – Employee suffered abdominal injury while lifting resident in bathroom

CLOSED Workers' Compensation Claims (2)

1. 1/5/23 – Human Services – Employee injured back/neck slipping on ice in Norwood parking lot
2. 3/10/23 – ROD – Employee slipped on ice in City of WR parking lot while coming in to work

First Aid Injuries (1)

1. 5/2/23 – Sheriff's (Corrections) – Employee suffered cut under L eye during POSC training

Property/Vehicle Damage Claims (4)

1. 12/22/22 – Parks – South Park toilet vault was damaged by falling tree(s) during snowstorm (actual damage \$7,759.00)
2. 5/3/23 – Sheriff's – Squad 48 was damaged during chase (est. damage \$6,229.46) – restitution will be sought.
3. 5/18/23 – Land Conservation – Van's windshield was damaged by rock while traveling to work site (actual damage \$118.00).
4. 5/24/23 – Sheriff's – Squad 31 struck a deer on N/B I-39 (est. damage \$6,291.55).

We have begun to receive invoices for the repair work on the River Block building to restore power from the outage that began on March 6, 2023. Currently, 4 invoices for a total of \$43,304.89 have been received. A claim has been filed with Wisconsin County Mutual Insurance Corporation (WCMIC).

UPDATE: The claim has been accepted by Hartford Steam Boiler, and will be paid under the County's equipment breakdown coverage.

OPEN EEOC/ERD Claims (2)

1. 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.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing is scheduled for July 19 & 20, 2023. A status call was held on May 1st with external counsel, HR/risk management, and our external claims representative.

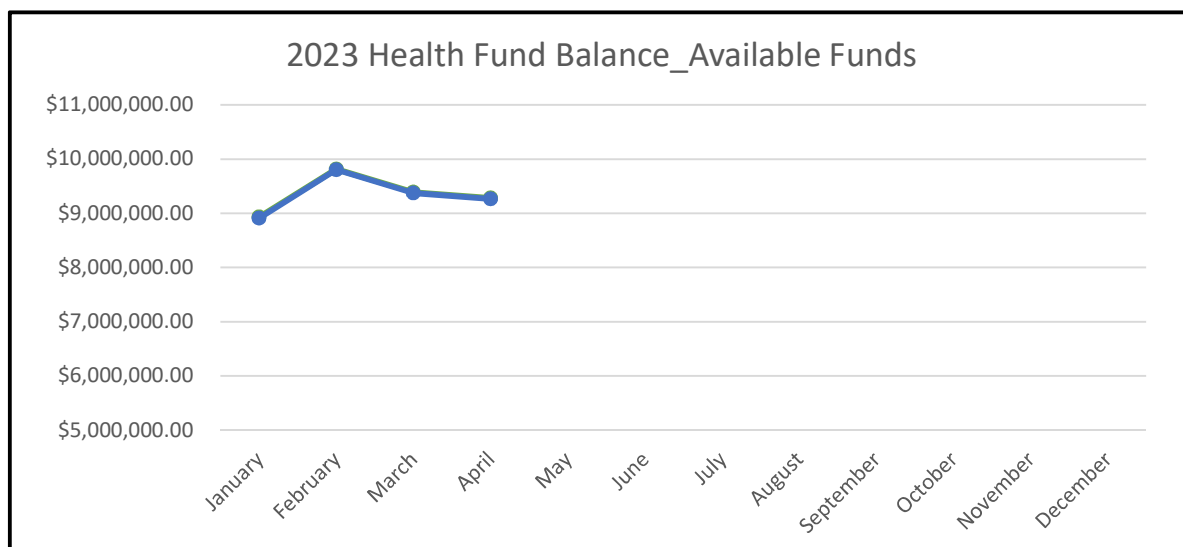
OPEN WRS/ETF Appeal (1)

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. The County has succeeded on its two motions for partial summary judgement. A case hearing is scheduled on July 18th to resolve the few remaining factual disputes.

Other

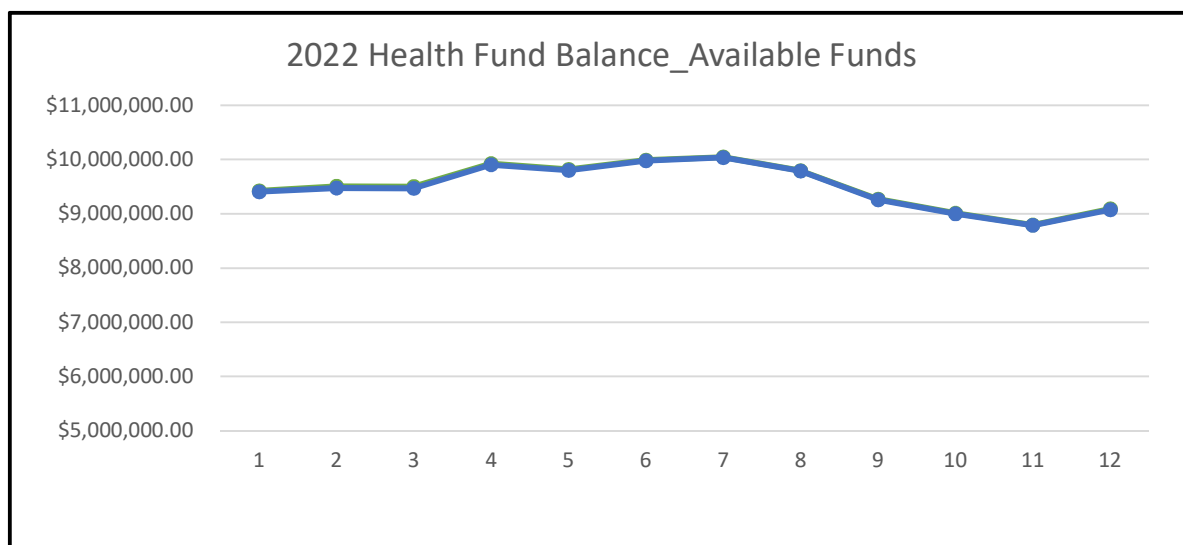
1. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
2. DOT Random 2nd Quarter selections made and distributed for 10 randomly selected employees who hold a CDL license, due June 12, 2023.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the April Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on May 8th, 15th, 22nd, and 30th.
7. Conducted exit interviews on May 9th, 15th, 16th, and 22nd.
8. Responded to multiple Open Records requests.
9. Responded to multiple verifications of employment.
10. Replied to multiple requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2023		2022	
	Total	Available	Total	Available
January	\$ 8,930,525.31	\$ 8,907,992.93	\$ 9,425,257.81	\$ 9,402,815.78
February	\$ 9,812,561.93	\$ 9,803,088.17	\$ 9,507,106.04	\$ 9,474,416.97
March	\$ 9,389,238.55	\$ 9,372,293.86	\$ 9,499,684.04	\$ 9,470,991.36
April	\$ 9,280,719.81	\$ 9,266,233.16	\$ 9,925,297.90	\$ 9,903,866.81
May			\$ 9,815,542.94	\$ 9,799,681.50
June			\$ 9,989,672.54	\$ 9,974,919.91
July			\$ 10,045,869.34	\$ 10,037,583.16
August			\$ 9,794,557.38	\$ 9,791,325.99
September			\$ 9,267,809.81	\$ 9,258,972.98
October			\$ 9,007,743.08	\$ 8,999,741.52
November			\$ 8,790,578.59	\$ 8,786,619.80
December			\$ 9,090,545.69	\$ 9,070,891.67



2023 Total Balance - Green Line

2023 Available Funds - Blue Line



2022 Total Balance - Green Line

2022 Available Funds - Blue Line

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



Core values feedback

It is a treat to work for Wood County and receive such an honorable award!



I APPRECIATE THE KIND WORDS AND LETTER. IT MEANS A LOT TO ME THAT SOMEONE KNOWS I AM TRYING MY HARDEST TO DO WELL AT WORK.



I'm very excited to see core values exhibited in others and supported through nominations; a nomination I appreciate very much. 😊



I appreciate the recognition and am flattered that someone took the time out of their busy day and made the effort to nominate me for this.



It's a privilege to work for Wood County. You cannot walk down any hallway, on any floor or pass any door without compassion spilling out from any and every employee. It's a very special place to work and I look forward to coming to work every day! We really are making a difference in people's lives and they, in turn, are making a real difference in mine!





Wood County WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—JUNE 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in May.
2. Attended WCTA District 6 meeting in Eau Claire on May 9. I have served my two years as chair and a new county will now take over duties.
3. Attended United Way Board of Directors meeting on May 10.
4. Met with the Auditors on site to go over our ACH procedures and other financial information on May 11.
5. Prepared 2nd installment settlement with the City of Wisconsin Rapids on May 11.
6. Staff prepared and mailed out over 180 notices before publication on delinquent 2020 real estate taxes. This gives the homeowner until May 31 to pay in full before their name is published in the newspaper on June 1, which starts the process for the county to be able to collect on the tax certificate.
7. Attended County Board meeting on May 23.
8. Attended Department Head meeting at Powers Bluff County Park on May 24.
9. Attended a meeting with Planning & Zoning and Kyle Kearns from the City of Wisconsin Rapids to discuss a property that may be taken back by tax deed in the near future on May 24.
10. Attended the Memorial Day celebration outside the courthouse on May 26 as family members had bricks dedicated.
11. I will be out of the office May 30-June 2 at the WCTA Summer Conference in Eau Claire. This is my district and so I will be assisting the host county with set up/organization/cleanup.



Wood County WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – May 2023

- The month of May has been very busy with telephonic and in-person health coaching. As of writing this, there have been 316 participants who have completed their coaching session and have qualified for the reduced health insurance rate for 2024. About 100 participants are scheduled to meet with me in June, and around 25 have not yet scheduled their session. The deadline to complete this third step is June 30, 2023.
- The 6-week step challenge for quarter 2 wraps up on Sunday, June 11. This has been a reoccurring challenge in past years as the participation is always very good. A new feature this year allowed participants to choose between two different step goals instead of just one. Below is a breakdown of the participation rates.
 - Total Participation = 149
 - Option 1 (50,000 steps per week) = 113 (76% of participants)
 - Option 2 (70,000 steps per week) = 36 (24% of participants)
- To help celebrate National Bike Month, the wellness committee and I invited employees to participate in bike to work week which ran from Monday, May 15 – Sunday, May 21. Information on bike safety tips and Wisconsin bike trails were shared with employees. In addition, employees could earn 50 wellness points for submitting a photo of their bike to work adventure. A photo submission of using a stationary or recumbent bike, or attending a cycling class was also accepted.
- I have been and will continue to promote the Managewell mobile app in communications in efforts to increase the number of participants who utilize the app. The mobile app gives participants quick and convenient access to their wellness portal and tracking their activities.
- 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.

COUNTY BOARD CLAIMS

April-23

Apr-23

Paid May 2023

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PK	HOTEL \$	TOTAL \$
Allen Breu	April-23	415.00	157.20			\$572.20
William Clendenning	April-23	715.00	473.57			\$1,188.57
Adam Fischer	April-23	465.00	248.90			\$713.90
Jake Hahn	April-23	465.00	94.32			\$559.32
Brad Hamilton	April-23	565.00	149.34	24.00		\$738.34
John Hokamp	April-23	350.00	9.83			\$359.82
David La Fontaine	April-23	350.00	139.52			\$489.51
Bill Leichtnam	April-23	415.00	134.93			\$549.93
Jeff Penzkover	April-23	250.00				\$250.00
Lance Pliml	April-23	900.00	192.57			\$1,092.57
Dennis Polach	March/April 23	650.00	29.02			\$679.02
Donna Rozar	April-23	300.00				\$300.00
Laura Valenstein	April-23	495.00				\$495.00
William Voight	April-23	350.00	120.52			\$470.52
William Winch	April-23	400.00	43.23			\$443.23
Joe Zurfluh	April-23	415.00	21.62			\$436.62
Carmen Good	May-23	50.00	45.85			\$95.85
Lori Nordman	April-23	100.00				\$100.00
Linda Schmidt	April-23	50.00	11.14			\$61.14
Rebecca Spiros	April-23	100.00				\$100.00
		\$7,800.00	\$1,871.56	\$24.00		\$9,695.54

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: MAY 2023

For the range of vouchers: 06230058 - 06230067

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06230058	STAPLES ADVANTAGE	Office Supplies	04/22/2023	\$20.49	P
06230059	VERIZON	Monthly Modem Fee	04/19/2023	\$218.46	P
06230060	UNITED MAILING SERVICE	MAIL FEES APRIL 1-30 2023 UM	05/08/2023	\$1,111.54	P
06230061	QUALITY PLUS PRINTING INC	Directory Printing	05/09/2023	\$1,887.77	P
06230062	POSTMASTER - WISCONSIN RAPIDS	WC DIRECTORY 2023 -2024	05/11/2023	\$249.11	P
06230063	WISCONSIN MEDIA	VAR ADS APRIL 2023	05/17/2023	\$4,576.86	P
06230064	US BANK	VISA CHARGES MAY 2023	05/17/2023	\$3,192.54	P
06230065	WISCONSIN COUNTY FOREST ASSOCIATION	County Forest Tour; LaFontaine	05/23/2023	\$70.00	P
06230066	VERIZON	Monthly Modem Fee	05/19/2023	\$218.40	
06230067	WI DEPT OF NATURAL RESOURCES	Fire Suppression Cost	05/23/2023	\$588.29	
Grand Total:				\$12,133.46	

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: MAY 2023

For the range of vouchers: 14230093 - 14230114

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14230093	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	05/04/2023	\$330.67	P
14230094	GFOA	ANNUAL MEMBERSHIP DUES	04/28/2023	\$640.00	P
14230095	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	05/04/2023	\$260.99	P
14230096	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	05/04/2023	\$272.45	P
14230097	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	05/04/2023	\$3,995.68	P
14230098	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	05/04/2023	\$2,817.96	P
14230099	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	05/04/2023	\$5,383.27	P
14230100	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	05/04/2023	\$20.00	P
14230101	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	05/04/2023	\$355.85	P
14230102	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	05/18/2023	\$328.26	P
14230103	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	05/18/2023	\$257.38	P
14230104	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	05/18/2023	\$264.17	P
14230105	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	05/18/2023	\$5,386.70	P
14230106	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	05/18/2023	\$2,818.53	P
14230107	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	05/18/2023	\$4,019.55	P
14230108	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	05/18/2023	\$20.00	P
14230109	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	05/18/2023	\$355.85	P
14230110	WIPFLI LLP	2022 AUDIT PROGRESS BILLING	05/11/2023	\$40,000.00	P
14230111	DELPHIA CONSULTING LLC	NW TIME CLOCK SUPPORT	04/26/2023	\$550.00	P
14230112	DELPHIA CONSULTING LLC	EW TIME CLOCK SUPPORT	04/26/2023	\$275.00	P
14230113	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/19/2023	\$19.39	P
14230114	WOLDEN TAMEKA	5/18/23 DIRECT DEPOSIT RETURN	05/19/2023	\$957.14	P
Grand Total:				\$69,328.84	

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: MAY 2022

For the range of vouchers: 17230039 - 17230047 23230027 - 23230030

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17230039	BAKKE NORMAN SC	Settlement Agreement	05/03/2023	\$500.00	P
17230040	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	05/01/2023	\$6,315.00	P
17230041	ASPIRUS OCCUPATIONAL HEALTH	Business Health Services	05/01/2023	\$240.00	P
17230042	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges Apr 2023	05/01/2023	\$1,525.25	P
17230043	PAUL GROSS JEWELERS INC	Recognition Program	05/16/2023	\$98.99	P
17230044	WELD RILEY SC	Legal Fees	05/16/2023	\$660.00	P
17230045	WELD RILEY SC	Salary Classification Reviews	05/15/2023	\$550.00	P
17230046	US BANK	P Card Charges	05/16/2023	\$260.00	P
17230047	TERESINSKI KARRIANN	Tuition Assistance	05/30/2023	\$1,500.00	
23230027	ASCENT CONSTRUCTION LLC	South Park Toilet Vault Repair	04/27/2023	\$7,759.00	P
23230028	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Premium	05/08/2023	\$11,239.00	P
23230029	WI COUNTY MUTUAL INS CORP	General & Auto Liab Premium	04/19/2023	\$214,481.50	P
23230030	SAFELITE FULFILLMENT INC	L&WC Van Windshield Repair	05/23/2023	\$118.00	
Grand Total:				\$245,246.74	

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: MAY 2023

For the range of vouchers: 28230109 - 28230125

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28230109	CITY OF MARSHFIELD	APRIL SPECIAL CHARGES	05/03/2023	\$289.69	P
28230110	CITY OF NEKOOSA TREASURER	APRIL SPECIAL CHARGES	05/03/2023	\$1,323.12	P
28230111	CITY OF WISCONSIN RAPIDS	APRIL SPECIAL CHARGES	05/03/2023	\$200.00	P
28230112	TOWN OF CARY	APRIL SPECIAL CHARGES	05/03/2023	\$224.54	P
28230113	TOWN OF PORT EDWARDS	APRIL SPECIAL CHARGES	05/03/2023	\$1,510.68	P
28230114	TOWN OF REMINGTON	APRIL SPECIAL CHARGES	05/03/2023	\$169.70	P
28230115	TOWN OF SARATOGA	APRIL SPECIAL CHARGES	05/03/2023	\$1,336.89	P
28230116	TOWN OF GRAND RAPIDS	APRIL SPECIAL CHARGES	05/03/2023	\$793.66	P
28230117	TOWN OF RICHFIELD	APRIL SPECIAL CHARGES	05/03/2023	\$699.40	P
28230118	TOWN OF ROCK TREAS LISA ANDERSON	APRIL SPECIAL CHARGES	05/03/2023	\$291.82	P
28230119	VILLAGE OF PORT EDWARDS TREAS	APRIL SPECIAL CHARGES	05/03/2023	\$1,203.92	P
28230120	JOHNSON ROBERT OR VEDA	TAX OVERPAYMENT REFUND	05/10/2023	\$12.48	P
28230121	WI DEPT OF ADMINISTRATION	APRIL WI LAND INFO	05/10/2023	\$4,977.00	P
28230122	BEAR GRAPHICS INC	SURVEY MAP BINDERS	05/17/2023	\$706.67	P
28230123	STATE OF WISCONSIN TREASURER	APRIL CLERK OF COURT REVENUE	05/17/2023	\$111,088.64	P
28230124	DQ FARMS LLC	TAX OVERPAYMENT REFUND	05/31/2023	\$242.92	P
28230125	STATE OF WISCONSIN	TAX OVERPAYMENT REFUND	05/31/2023	\$32.96	P
Grand Total:				\$125,104.09	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

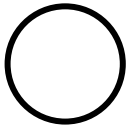
Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM# 1-
DATE June 19, 2023
Effective Date June 19, 2023

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

TDM

INTENT & SYNOPSIS: To allow for posting in lieu of publication for county notices as allowed pursuant to Wis. Stats. 985.

FISCAL NOTE: Savings in publication costs

WHEREAS, State Statutes have allowed for a legal posting option pursuant to Wis. Stats 985.02(2), and

WHEREAS, one option is to post notices at the Courthouse and on the county’s website, and

WHEREAS, this would save tax levy dollars in publication fees all while using the same medium and infrastructure currently in place.

THEREFORE BE IT RESOLVED, that Wood County not have an official paper and post notices, versus publishing them, where it is statutorily allowed by law.

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

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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



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: June 6, 2023
To: Operations Committee

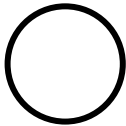
Subject: Finance Department Update
From: Ed Newton & PaNyia Yang

Departmental Activities and Projects - Ongoing/Upcoming

- 2022 Annual Audit and Reporting (Newton/Yang).
- 2022 Single Audit (Newton/Yang).
- 2022 Cost Allocation Plan planning and preparation (Newton/Yang).
- 2022 Form A preliminary/audited filing (Yang).
- Ongoing year-end/audit/single audit/discussions with WIPFLI (Newton/Yang).
- Ongoing consulting with CLA (Newton/Yang).
- Prepare/file quarterly ARPA report (Newton).
- Prepare/file quarterly Local Assistance and Tribal Consistency Fund (LATCF) report (Newton).
- Review departments budget to actuals expenditures (Newton/Yang).
- Assisting departments on various questions (Newton/Yang/Weiler/Nelson).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2024 – 2028 Capital Improvement Plan – CIP request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2024 CIP projects/Jail/cash expenditure timeline (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement/securitization/upcoming settlement information (Newton/Yang).
- Send out/follow up on various information for ACFR (Nelson).
- AP cross training (Nelson/Weiler).
- Assist HR with benefits duties (Weiler/Yang).
- Prepare monthly voucher reports for committee packets (Nelson).
- Work with various departments regarding year end audit information (Newton/Yang).
- Prepare/review various resolutions (Newton/Yang).
- GASB 96 review (Newton/Yang).

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend department head meeting (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Attend ARPA Ad Hoc meeting (Newton).
- Attend Mid-State Technical College Accounting Program Advisory Committee (Newton).
- Various discussion with Baird regarding 2023 Debt funding request (Newton/Yang).
- Various discussion with Venture Architect regarding jail project cash flow (Newton).
- Various discussions and meetings with Human Resources (Newton/Yang/Weiler).
- Various discussions and meetings with Human Services (Newton/Yang).
- Various discussions with Maintenance (Newton/Yang).
- WIPFLI audit on-site/virtual (Newton/Yang/Nelson/Weiler).



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#
DATE June 19, 2023
Effective Date Upon Publication & Passage

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No: Yes:

Number of votes required:

Majority

XTwo-thirds

Reviewed by: PAK, Corp Counsel

Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 budget for the University Commission: UW-Stevens Point at Marshfield (57640) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$16,556 from available balance in contingency (51590) to University Commission: UW-Stevens Point at Marshfield (57640). At the time of this request, the funds available in contingency are \$600,000. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
57640	University Commission:		
	UW-Stevens Point at Marshfield		\$16,556
51590	Contingency	\$16,556	

WHEREAS, the University Commission: UW-Stevens Point at Marshfield CIP costs were more than anticipated due to delays and rising costs; and

WHEREAS, the University Commission: UW-Stevens Point at Marshfield incurred higher than expected CIP Chiller cost of approximately \$16,556 that was not anticipated during 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 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 2023 to transfer \$16,556 from the Contingency Account (51590) to the University Commission: UW-Stevens Point at Marshfield (57640) 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.

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

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

County Clerk

County Board Chairman

PROJECTS BY FUNDING SOURCE
2024 CIP

Debt				Proposed	Proposed (Revised)	
Source	Department	Project #	Priority	2024	2024	Notes
Replace 200-Ton Chiller (Laird Building & Library)	UWSP-Marshfield	UW-24-001	Necessary	140,000		Tentative per Tony Andrews - Meeting 5/11/2023 to confirm projects and amounts
Replace roof over Laird stairwell (409 Area)	UWSP-Marshfield	UW-24-002	Necessary	82,500	50,000	Replace roof over Laird stairwell (409 Area) - UPDATED
Sidewalk and Driveway Repairs	UWSP-Marshfield	UW-24-003	Necessary	12,500	12,500	Sidewalk and driveway repair - UPDATED
				235,000	62,500	
6-New workstations	Dispatch	08-24-001	Necessary	105,633	105,633	The equipment needs to be designed specific to the demands of a 24/7/365 work space, different from that of the Monday-Friday, 8-4 variety. It needs to be more robust and offer multiple adjustments as it will be used by various staff members throughout the days, weeks, months and years.
Water Heater Update	Edgewater	12-24-001	Necessary	55,100	55,100	The purpose of this project is to replace two water heaters. One water heater is located on the 400 unit and the other on the 500 unit. Both pieces of equipment are past their useful life.
Heating System Loop	Edgewater	12-24-002	Necessary	44,550	44,550	To loop 400 and 500 boilers together for emergency connections. Replace 300 wall exit corridor heaters.
500 North Shower Room	Edgewater	12-24-003	Necessary	36,000	36,000	Remove flooring and tiles. Install new shower stall and fixtures to meet ADA requirements and replace flooring.
400 Roof Unit Main	Edgewater	12-24-004	Necessary	30,200	30,200	The purpose of this project is to replace the current HVAC and air make up unit. The current unit is over 50 years old.
400 Roof Unit South	Edgewater	12-24-005	Necessary	26,500	26,500	The purpose of this project is to replace the current HVAC and air make up unit. The current unit is over 50 years old.
400 Roof Unit North	Edgewater	12-24-006	Necessary	26,500	26,500	The purpose of this project is to replace the current HVAC and air make up unit. The current unit is over 50 years old.
Water Fountains	Edgewater	12-24-007	Desirable	14,000	-	To replace old water fountains with energy efficient equipment. The water fountains would also have bottle fillers.
				232,850	218,850	
Bituminous Overlays/Construction	Highway	16-24-001	Necessary	2,733,391	2,172,517	Bituminous Overlays/Construction
River Block Elevator Cylinders	Maintenance	19-24-006	Necessary	200,000	200,000	Original cylinders are beyond useful life and need to replace to ensure safe and reliable construction.
CH Remodel-Branch 1 Office/Jury RM/Other	Maintenance	19-24-007	Necessary	350,000	300,000	Current space is outdated and inefficient. Remodeling will include a secure hallway to allow jail inmates to bypass new public elevator for increase security.
				550,000	500,000	
Water Pipe Repl. Phase 1	Norwood	20-24-001	Necessary	50,000	50,000	Phase 1 of 4 to replace deteriorating galvanized water pipe with CPVC, PEX, or similar non-corrosive material. This portion will focus on main supply lines and those areas in most need at the time work begins.
Air Handlers Phase 2	Norwood	20-24-002	Necessary	50,000	50,000	Phase 2 of 2; Replace bearings, pulleys, louvers, valves, etc. in remaining units and rebuild roof-top exhaust fans in greatest need.
Dish Room Walls	Norwood	20-24-003	Necessary	10,000	10,000	Refinish/replace wall material. Current conditions are in poor condition and do not meet code.
Sidewalk / Pavement Replacement	Norwood	20-24-004	Necessary	65,000	65,000	Replace sections of deteriorating asphalt and concrete walkways in Park, by Bridgeway, East entrance, and along Chestnut Ave. Remove curbed area by Loading Dock and pave to allow room for delivery trucks. Needed to prevent trips/falls.
Wall padding for Adm. LRR	Norwood	20-24-005	Necessary	30,500	30,500	Add sealed custom-fit padding to walls and floor of security room on the hospital unit to ensure safety of patients.
Mesh fencing for Adm. Yard	Norwood	20-24-006	Necessary	25,000	25,000	Add a security fine-mesh material to the existing chain-link fence surrounding the hospital outdoor patient drop-off area to prevent climbing.
Admissions and CBRF Exterior Doors	Norwood	20-24-007	Necessary	20,000	20,000	Replace Admissions and CBRF Entrance frames and doors with alum. frame and fiberglass doors at . Current in poor cond.
Badge Access- (2) Crossroads, (2) Medical Rec. Hall,	Norwood	20-24-008	Desirable	13,000	-	Add badge access to ramp and stairs entrances on Crossroads and to Med. Rec. Hall doors in Middle Lobby and Hall by Ramp.
				263,500	250,500	
Powers Bluff Shop Construction	Parks	21-24-003	Necessary	50,000	50,000	Existing shop location is not conducive for future park operations and is in poor condition. Total cost is \$150,000. (Grants \$100,000 Debt \$50,000)
Powers Bluff Trailhead Shelter Building	Parks	21-24-004	Desirable	1,500,000	-	Build new trailhead shelter building. Total cost \$2,000,000 (Grants \$500,000 Debt \$1,500,000)
				1,550,000	50,000	
Officer Safety Bundle	Sheriff	25-24-002	Urgent	270,240	-	Tasers are aged past the expected service life, are out of warranty coverage, and are due for replacement. We deploy Tasers, body camera and squad cameras daily that are discontinued and EOL. This exposes the County to possible liability. The systems used utilize physical server storage space and require the burning of DVDs/thumb drives to disseminate the videos. This is costly and labor intensive. The use of removable storage drives to disseminate information is also a practice that is problematic with regard to cyber security of the County... (\$270,240 per year for 5 years. Total = \$1,351,200)
Courthouse Floor 3 Rewire	IT	27-24-001	Necessary	20,000	-	Courthouse Floor 3 Rewire
Server Infrastructure Replacement	IT	27-24-002	Necessary	140,000	140,000	Server Infrastructure Replacement
River Block UPS	IT	27-24-003	Necessary	15,000	-	River Block UPS
				175,000	140,000	
Debt Total		Total		6,115,614	3,500,000	

Tax Levy				Proposed	Proposed (Revised)	
Source	Department	Project #	Priority	2024	2023	Notes
Shop Equipment	Emergency Mgmt.	13-24-001	Necessary	15,000	15,000	Replacing and upgrading some outdated, non-working shop equipment. Purchasing some new equipment that would increase our income by not having to rent equipment to do the job (brush cutter and chipper). These purchases would end up paying for themselves by the fees that will be charged for the use of them.
Fleet Vehicle Replacement	Parks	21-24-001	Necessary	55,000	55,000	Annual vehicle replacement - total of 21 fleet vehicles-replacement is necessary.
Trailer Replacement	Parks	21-24-002	Necessary	15,000	15,000	Replace trailer that is more than 20 years old.
North Park 2nd Dump Station	Parks	21-24-005	Necessary	50,000	50,000	Install a 2nd camper dump station at the south end of the campground.
				120,000	120,000	
Vehicles	Sheriff	25-24-001	Urgent	363,890	363,890	Purchase new patrol vehicles to replace high mileage vehicles currently used on patrol. Patrol vehicles accumulate between 25,000 and 30,000 miles per year, per vehicle. Total expenditure includes change-over costs for vehicles (e.g. lights, guards, cages, radio equipment, computer equipment, graphics and title/licensing fees).
Tax Levy Total	Total			498,890	498,890	

Departmental Rent				Proposed	Proposed (Revised)	
Source	Department	Project #	Priority	2024	2023	Notes
Courthouse/Jail M.E.P. Updates	Maintenance	19-24-001	Urgent	50,000	50,000	
Courthouse Update and Repairs	Maintenance	19-24-002	Necessary	50,000	50,000	
River Block Update and Repairs	Maintenance	19-24-003	Necessary	125,000	125,000	
Security Updates	Maintenance	19-24-004	Necessary	25,000	25,000	
CH Heating System Design/Engineering	Maintenance	19-24-005	Necessary	125,000	125,000	
Departmental Rent Total	Total			375,000	375,000	

User Fees				Proposed	Proposed (Revised)	
Source	Department	Project #	Priority	2024	2023	Notes
Patrol Truck - Tandem Axle	Highway	16-24-002	Necessary	333,000	333,000	
Rubber Tire Excavator	Highway	16-24-003	Necessary	200,000	200,000	
Shop Supervisor Truck	Highway	16-24-004	Necessary	60,000	60,000	
Skid Steer and Attachments	Highway	16-24-005	Necessary	200,000	200,000	
Back Hoe Mower	Highway	16-24-006	Necessary	65,000	65,000	
Mastic Machine	Highway	16-24-007	Necessary	100,000	100,000	
Mower Tractor	Highway	16-24-008	Necessary	150,000	150,000	
User Fee Totals	Total			1,108,000	1,108,000	

State/Federal Grant				Proposed	Proposed (Revised)	
Source	Department	Project #	Priority	2024	2023	Notes
Powers Bluff Shop Construction	Parks	21-24-003	Necessary	100,000	100,000	Total cost is \$150,000. (Grants \$100,000 Debt \$50,000)
Powers Bluff Trailhead Shelter Building	Parks	21-24-004	Necessary	500,000	500,000	Total cost \$2,000,000 (Grants \$500,000 Debt \$1,500,000)
Bituminous Overlays/Construction	Highway	16-24-001	Necessary	1,116,609	1,116,609	
Bus Purchase	Human Services	40/24/001	Desirable	81,155	81,155	\$14,800 funded by other source
Grant Total	Total			1,797,764	1,797,764	

Other				Proposed	Proposed (Revised)	
Source	Department	Project #	Priority	2024	2023	Notes
Bus Purchase	Human Services	40-23-001	Desirable	66,400	66,400	\$59,200 funded by grant
Other Total	Total			66,400	66,400	
GRAND TOTAL				9,961,668	7,346,054	

Preliminary

Wood County
Future Financing Plan: 2023 - 2027 CIP With Jail



LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE	EXISTING MILL RATE (A)	Sale: September 2023		Sale: Before End of 2023		Sale: Before End of 2024		TOTAL		COMBINED FUTURE DEBT SERVICE (B)	TOTAL COMBINED DEBT SERVICE	COMBINED MILL RATE (A)	IMPACT OVER PRIOR YEAR	YEAR DUE
				Preliminary		Preliminary		Preliminary		Remaining Jail Financing						
				\$31,000,000		\$3,500,000	\$27,500,000	\$3,500,000	\$6,500,000	\$34,000,000						
				NANs (CIP & Jail)		G.O. Refunding Bonds*		G.O. Refunding Bonds*		Bonds						
				10/15/23	Dated: 12/15/23		Dated: 12/15/24									
				T/C= 3.75%	T/C= 4.00%	T/C= 4.75%	T/C= 4.00%	T/C= 4.50%								
2022	2023	\$7,974,514	\$1.22	\$193,750									\$7,974,514	\$1.22		2023
2023	2024	\$8,013,994	\$1.20	Assumes NAN principal and interest refinanced with G.O. Refunding Bonds on 12/15/2023 call date.	\$111,222	\$1,037,743			\$1,037,743		\$9,162,959		\$1.37	\$0.15	2024	
2024	2025	\$7,614,694	\$1.11		\$240,000	\$1,456,250		\$261,222	\$332,375	\$1,788,625		\$9,904,541		\$1.45	\$0.08	2025
2025	2026	\$7,615,944	\$1.09		\$236,000	\$1,399,125		\$234,000	\$363,000	\$1,762,125	\$340,000	\$10,188,069		\$1.45	\$0.00	2026
2026	2027	\$6,645,094	\$0.92		\$547,000	\$1,394,375		\$485,000	\$519,625	\$1,914,000	\$782,000	\$10,373,094		\$1.44	(\$0.01)	2027
2027	2028	\$6,056,294	\$0.82		\$550,400	\$1,689,625		\$485,800	\$519,050	\$2,208,675	\$1,226,600	\$10,527,769		\$1.43	(\$0.01)	2028
2028	2029	\$5,975,544	\$0.79		\$548,000	\$1,620,625		\$481,000	\$518,025	\$2,138,650	\$1,333,200	\$10,476,394		\$1.39	(\$0.04)	2029
2029	2030	\$5,693,094	\$0.73		\$550,000	\$1,754,000		\$480,800	\$516,550	\$2,270,550	\$1,334,200	\$10,328,644		\$1.33	(\$0.06)	2030
2030	2031	\$5,413,894	\$0.68		\$551,200	\$1,880,250		\$480,000	\$519,625	\$2,399,875	\$1,333,600	\$10,178,569		\$1.28	(\$0.05)	2031
2031	2032	\$5,361,144	\$0.66		\$551,600	\$1,749,375		\$483,600	\$517,025	\$2,266,400	\$1,331,400	\$9,994,144		\$1.23	(\$0.05)	2032
2032	2033	\$4,925,744	\$0.59		\$551,200	\$2,023,250		\$481,400	\$518,975	\$2,542,225	\$1,332,600	\$9,833,169		\$1.18	(\$0.05)	2033
2033	2034	\$5,118,344	\$0.60			\$2,282,875		\$483,600	\$520,250	\$2,803,125	\$1,332,000	\$9,737,069		\$1.14	(\$0.04)	2034
2034	2035	\$5,391,344	\$0.62			\$2,328,250			\$520,850	\$2,849,100	\$1,329,600	\$9,570,044		\$1.09	(\$0.05)	2035
2035	2036	\$5,506,144	\$0.61		\$2,068,875			\$520,775	\$2,589,650	\$885,400	\$8,981,194		\$1.00	(\$0.09)	2036	
2036	2037	\$5,111,344	\$0.56		\$2,269,000			\$520,025	\$2,789,025	\$442,000	\$8,342,369		\$0.91	(\$0.09)	2037	
2037	2038	\$4,621,356	\$0.49		\$2,607,250			\$518,600	\$3,125,850		\$7,747,206		\$0.82	(\$0.09)	2038	
2038	2039	\$4,239,250	\$0.44		\$2,826,500			\$521,500	\$3,348,000		\$7,587,250		\$0.78	(\$0.04)	2039	
2039	2040	\$3,657,950	\$0.37		\$3,031,500			\$523,500	\$3,555,000		\$7,212,950		\$0.73	(\$0.05)	2040	
2040	2041	\$3,087,263	\$0.30		\$3,322,250			\$524,600	\$3,846,850		\$6,934,113		\$0.68	(\$0.05)	2041	
2041	2042	\$428,450	\$0.04		\$5,594,000			\$524,800	\$6,118,800		\$6,547,250		\$0.63	(\$0.05)	2042	
2042	2043				\$5,551,750			\$524,100	\$6,075,850		\$6,075,850		\$0.57	(\$0.06)	2043	
2043	2044							\$522,500	\$522,500		\$522,500		\$0.05	(\$0.52)	2044	
		\$108,451,396			\$4,436,622	\$47,886,868	\$4,356,422	\$10,065,750	\$57,952,618	\$13,002,600	\$188,199,658					

*Would be preceded by Note Anticipation Note.

(A) Mill rate based on the 2022 Equalized Valuation (TID-OUT) of \$6,516,543,000 with annual growth of 2.50% thereafter.

(B) Includes hypothetical future CIP borrowings (2025-2027) of \$3,500,000 amortized over 10-years at a planning interest rate of 4.00%.

This information is provided for information purposes only. It does not recommend any future issuances and is not intended to be, and should not be regarded as, advice.

Wood County Jail

CASH FLOW FORECAST

Based on Project Cost of

\$98,564,780.00

36 month of construction starting in October

Thru Application No.

36

YEAR	MONTH (A)	ESTIMATE (B)	ESTIMATE ADJUSTMENT (C)	CHANGE ORDERS (D)	REVISED EST. TOTAL (B+C+D)	ACTUAL NET PAYMENTS (E)	CUMMULATIVE \$		CUMMULATIVE %	
							REVISED EST. \$ (F)	ACT. \$ (G)	EST. % (H)	ACT. % (I)
2023	Oct	\$1,182,289.00		\$0.00	\$1,182,289.00	\$0.00	\$1,182,289.00	\$0.00	1.2%	0.0%
	Nov	\$1,280,813.00		\$0.00	\$1,280,813.00	\$0.00	\$2,463,102.00	\$0.00	2.5%	0.0%
	Dec	\$1,576,385.00		\$0.00	\$1,576,385.00	\$0.00	\$4,039,487.00	\$0.00	4.1%	0.0%
	Jan	\$1,871,957.00		\$0.00	\$1,871,957.00	\$0.00	\$5,911,444.00	\$0.00	6.0%	0.0%
	Feb	\$1,970,481.00		\$0.00	\$1,970,481.00	\$0.00	\$7,881,925.00	\$0.00	8.0%	0.0%
	Mar	\$3,054,246.00		\$0.00	\$3,054,246.00	\$0.00	\$10,936,171.00	\$0.00	11.1%	0.0%
	Apr	\$2,364,578.00		\$0.00	\$2,364,578.00	\$0.00	\$13,300,749.00	\$0.00	13.5%	0.0%
	May	\$4,138,011.00		\$0.00	\$4,138,011.00	\$0.00	\$17,438,760.00	\$0.00	17.7%	0.0%
	Jun	\$3,842,439.00		\$0.00	\$3,842,439.00	\$0.00	\$21,281,199.00	\$0.00	21.6%	0.0%
	Jul	\$4,039,487.00		\$0.00	\$4,039,487.00	\$0.00	\$25,320,686.00	\$0.00	25.7%	0.0%
	Aug	\$6,108,492.00		\$0.00	\$6,108,492.00	\$0.00	\$31,429,178.00	\$0.00	31.9%	0.0%
	Sep	\$5,123,252.00		\$0.00	\$5,123,252.00	\$0.00	\$36,552,430.00	\$0.00	37.1%	0.0%
2024	Oct	\$6,995,209.00		\$0.00	\$6,995,209.00	\$0.00	\$43,547,639.00	\$0.00	44.2%	0.0%
	Nov	\$6,404,064.00		\$0.00	\$6,404,064.00	\$0.00	\$49,951,703.00	\$0.00	50.7%	0.0%
	Dec	\$5,123,252.00		\$0.00	\$5,123,252.00	\$0.00	\$55,074,955.00	\$0.00	55.9%	0.0%
	Jan	\$4,236,535.00		\$0.00	\$4,236,535.00	\$0.00	\$59,311,490.00	\$0.00	60.2%	0.0%
	Feb	\$5,714,396.00		\$0.00	\$5,714,396.00	\$0.00	\$65,025,886.00	\$0.00	66.0%	0.0%
	Mar	\$4,039,487.00		\$0.00	\$4,039,487.00	\$0.00	\$69,065,373.00	\$0.00	70.1%	0.0%
	Apr	\$4,138,011.00		\$0.00	\$4,138,011.00	\$0.00	\$73,203,384.00	\$0.00	74.3%	0.0%
	May	\$2,955,722.00		\$0.00	\$2,955,722.00	\$0.00	\$76,159,106.00	\$0.00	77.3%	0.0%
	Jun	\$2,857,198.00		\$0.00	\$2,857,198.00	\$0.00	\$79,016,304.00	\$0.00	80.2%	0.0%
	Jul	\$2,069,005.00		\$0.00	\$2,069,005.00	\$0.00	\$81,085,309.00	\$0.00	82.3%	0.0%
	Aug	\$2,266,054.00		\$0.00	\$2,266,054.00	\$0.00	\$83,351,363.00	\$0.00	84.6%	0.0%
	Sep	\$2,561,626.00		\$0.00	\$2,561,626.00	\$0.00	\$85,912,989.00	\$0.00	87.2%	0.0%
2025	Oct	\$2,463,102.00		\$0.00	\$2,463,102.00	\$0.00	\$88,376,091.00	\$0.00	89.7%	0.0%
	Nov	\$295,572.00		\$0.00	\$295,572.00	\$0.00	\$88,671,663.00	\$0.00	90.0%	0.0%
	Dec	\$492,620.00		\$0.00	\$492,620.00	\$0.00	\$89,164,283.00	\$0.00	90.5%	0.0%
	Jan	\$394,096.00		\$0.00	\$394,096.00	\$0.00	\$89,558,379.00	\$0.00	90.9%	0.0%
	Feb	\$394,096.00		\$0.00	\$394,096.00	\$0.00	\$89,952,475.00	\$0.00	91.3%	0.0%
	Mar	\$591,144.00		\$0.00	\$591,144.00	\$0.00	\$90,543,619.00	\$0.00	91.9%	0.0%
	Apr	\$689,668.00		\$0.00	\$689,668.00	\$0.00	\$91,233,287.00	\$0.00	92.6%	0.0%
	May	\$1,379,337.00		\$0.00	\$1,379,337.00	\$0.00	\$92,612,624.00	\$0.00	94.0%	0.0%
	June	\$1,182,289.00		\$0.00	\$1,182,289.00	\$0.00	\$93,794,913.00	\$0.00	95.2%	0.0%
	July	\$886,717.00		\$0.00	\$886,717.00	\$0.00	\$94,681,630.00	\$0.00	96.1%	0.0%
	August	\$1,379,337.00		\$0.00	\$1,379,337.00	\$0.00	\$96,060,967.00	\$0.00	97.5%	0.0%
	September	\$1,477,861.00		\$0.00	\$1,477,861.00	\$0.00	\$97,538,828.00	\$0.00	99.0%	0.0%
October	\$1,025,952.00		\$0.00	\$1,025,952.00	\$0.00	\$98,564,780.00	\$0.00	100.0%	0.0%	
TOTAL		\$98,564,780.00	\$0.00	\$0.00	\$98,564,780.00	\$0.00				
CONT.		\$0.00								
C.O. / REV.		\$0.00								
G. T.		\$98,564,780.00								

Wood County

Tentative Financing Timetable⁽¹⁾



July2023							August2023							September2023							October2023							November2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4	5						1	2											1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30				
30	31																																		

Monday, July 10, 2023	Official Statement Disclosure Questionnaire sent to the County for the preparation of the Preliminary Official Statement ("POS").
Monday, July 24, 2023	Requested information due to Baird from the County.
Thursday, July 27, 2023	Draft POS to Support Banker and Banker for review.
Tuesday, August 1, 2023	Operations Committee considers plan of finance and "Not to Exceed" Parameters Borrowing Resolutions for Anticipation Construction Note (NAN) and GO Refunding Bonds.
Thursday, August 3, 2023.....	Comments received from Support Banker and Banker. Updated Draft POS e-mailed to the County and Bond Counsel for review.
Thursday, August 10, 2023	Comments received from the County and Bond Counsel on the Draft POS.
Wednesday, August 16, 2023.....	County Board considers Parameters Resolutions for NAN and GO Refunding Bonds.
Week of August 21, 2023.....	NAN sale. Authorized Officer(s) sign Approving Certificate.
Thursday, August 24, 2023	Draft POS to Support Banker and Banker for review. Draft POS to Moody's Investors Service.
Thursday, August 31, 2023	Comments received from Support Banker and Banker. Updated Draft POS e-mailed to the County and Bond Counsel for review.
Thursday, September 7, 2023	Comments received from the County and Bond Counsel on the Draft POS. Updated Draft POS forwarded to the County, Banker and Moody's.
Week of September 11, 2023.....	Moody's rating due diligence call.
Thursday, September 14, 2023	NAN Closing.
Tuesday, September 26, 2023.....	Moody's rating report received.
October/Early November, 2023.....	GO Refunding Bonds sale when ready and timing is optimal. Authorized Officer(s) sign Approving Certificate.
To be determined, 2023	GO Refunding Bonds Closing.

**Authority for final sign-off of the NAN/Bond sales, within designated parameters, is delegated to County Finance Director or County Board Chair.*

⁽¹⁾Baird will be closed on Monday, September 4 in observance of Labor Day.

Wood County



Prepared for: Wood County



June 6, 2023

Agenda

Wood County Operations Committee – June 6, 2023



- **Medical Claims Update**
 - 2022 Medical Reserve Calculator
 - 2023 YTD Medical Reserve Calculator
 - Springbuk Claims Analytics Reporting
- **2024 Renewal Projection**
- **Alternate Stop Loss Level Options Analysis**
- **Plan Design Change Options & Financial Impact**

Wood County

Medical Loss Ratio Report, Paid 1/1/2022 - 12/31/2022

Report Parameters	
Medical Administrator	Anthem
Prescription Drug Administrator	IngenioRx
Reinsurance Carrier	Sun Life
Transplant Carrier	N/A
Specific Stop-Loss Deductible	\$100,000

2022 Funding Rates - Monthly			
Traditional PPO Plan		HDHP Plan	
Single	\$940.31	Single	\$720.90
Family	\$2,157.15	Family	\$1,653.81

Fixed Fees			
Administration Fee	\$55.52	PEPM	
Stop Loss Specific Premium	\$326.64	PEPM	
Stop Loss Agg Premium	\$3.94	PEPM	

Plan Experience

2022	Fixed Cost Analysis							Variable Cost Analysis					Total Cost	Enrollment					Funding & Loss Ratio	
Month	Medical Admin	Rx Admin	Stop Loss Prem	Network Cost Share	Retiree Prem Offset	Rx Rebate Offset	Total Fixed Costs	Medical Paid Claims	Prescription Drug Claims	Stop Loss Reimb	Rx Rebate True Up	Total Variable Cost	Total Plan Cost	PPO SGL	PPO FAM	HDHP SGL	HDHP FAM	Total Contracts	Monthly Funding	Monthly Loss Ratio
Jan 2022	\$26,891	\$540.10	\$160,661.88	\$11,490.15	-\$11,390.56	-\$19,522.94	\$168,669.74	\$818,283.81	\$96,628.92	-\$276,133.23	\$0.00	\$638,779.50	\$807,449.24	132	322	17	15	486	\$855,785.67	126.62%
Feb 2022	\$26,705	\$1,795.20	\$159,670.14	\$8,071.46	-\$11,390.56	-\$19,321.77	\$165,529.59	\$511,121.93	\$99,793.83	-\$21,701.16	-\$28,627.27	\$560,587.33	\$726,116.92	133	318	17	15	483	\$848,097.38	91.55%
Mar 2022	\$33,858	\$836.30	\$159,670.14	\$6,056.17	-\$11,390.56	-\$24,659.09	\$164,371.23	\$425,345.52	\$125,866.13	-\$37,320.45	-\$3,897.09	\$509,994.11	\$674,365.34	130	320	18	15	483	\$850,311.65	84.16%
Apr 2022	\$26,650	\$657.80	\$158,678.40	\$8,317.72	-\$15,857.00	-\$19,281.60	\$159,164.92	\$533,512.09	\$112,247.13	-\$376,650.12	-\$43,185.20	\$225,923.90	\$385,088.82	131	318	16	15	480	\$845,495.86	95.20%
May 2022	\$26,650	\$3,868.14	\$159,008.98	\$8,679.57	-\$11,390.46	-\$19,281.60	\$167,534.23	\$582,545.34	\$145,454.86	-\$7,807.31	\$0.00	\$720,192.89	\$887,727.12	132	319	17	13	481	\$846,006.60	105.85%
Jun 2022	\$27,038	\$495.00	\$160,992.46	\$6,812.02	-\$11,390.56	-\$19,562.79	\$164,384.37	\$704,811.27	\$155,333.13	-\$3,624.99	-\$48.87	\$856,470.54	\$1,020,354.91	135	320	18	14	487	\$853,359.39	120.06%
Jul 2022	\$20,385	\$628.10	\$162,975.94	\$9,619.43	-\$11,390.56	-\$14,587.00	\$167,630.68	\$445,313.27	\$137,382.94	\$0.00	-\$30,551.70	\$552,144.51	\$719,775.19	138	324	19	12	493	\$862,222.20	87.02%
Aug 2022	\$27,260	\$4,149.50	\$162,314.78	\$9,463.76	-\$10,173.72	-\$19,723.47	\$173,291.17	\$600,798.84	\$164,792.29	\$0.00	\$0.00	\$765,591.13	\$938,882.30	133	322	24	12	491	\$856,810.85	109.58%
Sep 2022	\$27,482	\$1,388.00	\$163,306.52	\$10,104.22	-\$9,232.60	-\$19,884.15	\$173,164.39	\$1,082,670.12	\$131,332.55	\$0.00	\$0.00	\$1,214,002.67	\$1,387,167.06	135	326	20	13	494	\$866,090.28	160.16%
Oct 2022	\$27,482	\$728.20	\$163,637.10	\$11,032.17	-\$11,114.03	-\$19,884.15	\$171,881.69	\$925,832.06	\$129,246.39	\$0.00	-\$40,090.50	\$1,014,987.95	\$1,186,869.64	134	328	21	12	495	\$868,531.36	141.27%
Nov 2022	\$27,482	\$3,629.60	\$163,637.10	\$13,270.87	-\$10,174.63	-\$19,884.15	\$177,961.19	\$770,806.28	\$162,313.19	-\$406,922.38	-\$2,183.72	\$524,013.37	\$701,974.56	135	328	20	12	495	\$868,750.77	127.89%
Dec 2022	\$27,760	\$935.80	\$165,290.00	\$16,418.20	-\$10,173.72	-\$20,085.00	\$180,145.28	\$1,229,075.92	\$144,966.65	-\$670,834.39	-\$58,366.89	\$644,841.29	\$824,986.57	136	330	22	12	500	\$875,447.18	177.53%
2022 Totals	\$325,644	\$19,651.74	\$1,939,843.44	\$119,335.74	-\$135,068.96	-\$235,677.71	\$2,033,728.48	\$8,630,116.45	\$1,605,358.01	-\$1,800,994.03	-\$206,951.24	\$8,227,529.19	\$10,261,257.67	1604	3875	229	160	5868	\$10,296,909.19	99.65%
% of Total Cost	3.17%	0.19%	18.90%	1.16%	-1.32%	-2.30%	19.82%	84.10%	15.64%	-17.55%	-2.02%	80.18%	100.00%							

Pending reimbursements as of 12/31/2022: \$32,206.47

Key Indicators

Average Single Enrollment	153
Average FAM Enrollment	336
Average Family Enrollment	489

Total Plan Costs	\$10,261,257.67
Plan Funding	\$10,296,909.19
Dollar Difference	\$35,651.52
Loss Ratio	99.65%

Fixed Costs per Employee per Year	\$4,158.95
Variable Costs per Employee per Year	\$16,825.21
Total Costs per Employee per Year	\$20,984.17

Wood County

Medical Loss Ratio Report, Paid 1/1/2023 - 12/31/2023

Report Parameters		2023 Funding Rates - Monthly				Fixed Fees			
Medical Administrator	Anthem	Traditional PPO Plan		HDHP Plan		Administration Fee		\$58.30	PEPM
Prescription Drug Administrator	CarelonRx	Single		Single		Stop Loss Specific Premium		\$343.97	PEPM
Reinsurance Carrier	Sun Life	Family		Family		Stop Loss Agg Premium		\$4.14	PEPM
Transplant Carrier	N/A								
Specific Stop-Loss Deductible	\$100,000								

Plan Experience

2023	Fixed Cost Analysis							Variable Cost Analysis					Total Cost	Enrollment					Funding & Loss Ratio	
Month	Medical Admin	Rx Admin	Stop Loss Prem	Network Cost Share	Retiree Prem Offset	Rx Rebate Offset	Total Fixed Costs	Medical Paid Claims	Prescription Drug Claims	Stop Loss Reimb	Rx Rebate True Up	Total Variable Cost	Total Plan Cost	PPO SGL	PPO FAM	HDHP SGL	HDHP FAM	Total Contracts	Monthly Funding	Monthly Loss Ratio
Jan 2023	\$29,147.22	\$726.55	\$173,706.89	\$8,470.52	-\$10,173.72	-\$29,131.87	\$172,745.59	\$746,397.89	\$126,397.47	-\$27,100.72	\$0.00	\$845,694.64	\$1,018,440.23	140	323	23	13	499	\$866,483.08	120.66%
Feb 2023	\$19,208.30	\$5,132.35	\$174,403.11	\$6,336.45	-\$9,233.41	-\$29,208.30	\$166,638.50	\$315,876.65	\$116,336.71	-\$746,697.87	\$0.00	-\$314,484.51	-\$147,846.01	139	325	23	14	501	\$871,510.88	68.71%
Mar 2023	\$29,091.70	\$858.55	\$173,706.89	\$12,638.67	-\$9,233.41	-\$29,091.70	\$177,970.70	\$1,267,938.08	\$136,282.58	\$0.00	\$0.00	\$1,404,220.66	\$1,582,191.36	139	327	20	13	499	\$872,008.67	181.44%
Apr 2023	\$28,625	\$955.55	\$170,922.01	\$13,292.79	-\$8,016.57	-\$28,625.30	\$177,153.78	\$621,635.97	\$133,759.99	\$0.00	-\$54,430.43	\$700,965.53	\$878,119.31	136	322	20	13	491	\$858,401.99	108.64%
May 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Jun 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Jul 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Aug 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Sep 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Oct 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Nov 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Dec 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
2023 Totals	\$106,073	\$7,673.00	\$692,738.90	\$40,738.43	-\$36,657.11	-\$116,057.17	\$694,508.57	\$2,951,848.59	\$512,776.75	-\$773,798.59	-\$54,430.43	\$2,636,396.32	\$3,330,904.89	554	1297	86	53	1990	\$3,468,404.62	96.04%
% of Total Cost	3.18%	0.23%	20.80%	1.22%	-1.10%	-3.48%	20.85%	88.62%	15.39%	-23.23%	-1.63%	79.15%	100.00%							

Pending reimbursements as of 3/31/2023: \$649,598.44

Key Indicators

Average Single Enrollment	160	Total Plan Costs	\$3,330,904.89	Fixed Costs per Employee per Year	\$4,187.99
Average FAM Enrollment	338	Plan Funding	\$3,468,404.62	Variable Costs per Employee per Year	\$15,897.87
Average Family Enrollment	498	Dollar Difference	\$137,499.73	Total Costs per Employee per Year	\$20,085.86
		Loss Ratio	96.04%		

Wood County

Paid Claim Comparison, 2022 and 2023

Claims by Month	2022	2023	Difference Between 2022 and 2023	2022 YTD	2023 YTD	Difference Between 2022 and 2023 YTD
January	\$914,913	\$872,795	-\$42,117	\$914,913	\$872,795	-\$42,117
February	\$610,916	\$432,213	-\$178,702	\$1,525,828	\$1,305,009	-\$220,820
March	\$551,212	\$1,404,221	\$853,009	\$2,077,040	\$2,709,229	\$632,189
April	\$645,759	\$755,396	\$109,637	\$2,722,799	\$3,464,625	\$741,826
May						
June						
July						
August						
September						
October						
November						
December						

Values based on medical and prescription drug plan paid claims incurred 1/1/2015 - 4/30/2023 and paid 1/1/2022 - 4/30/2023.

Wood County

Cost Overview

Insurance / Risk Advisory / Employee Benefits

HORTON

Medical Spend | Paid

85% of Total Spend

\$9,293,702

Claims: May 22 - Apr 23

Rx Spend | Paid

15% of Total Spend

\$1,683,462

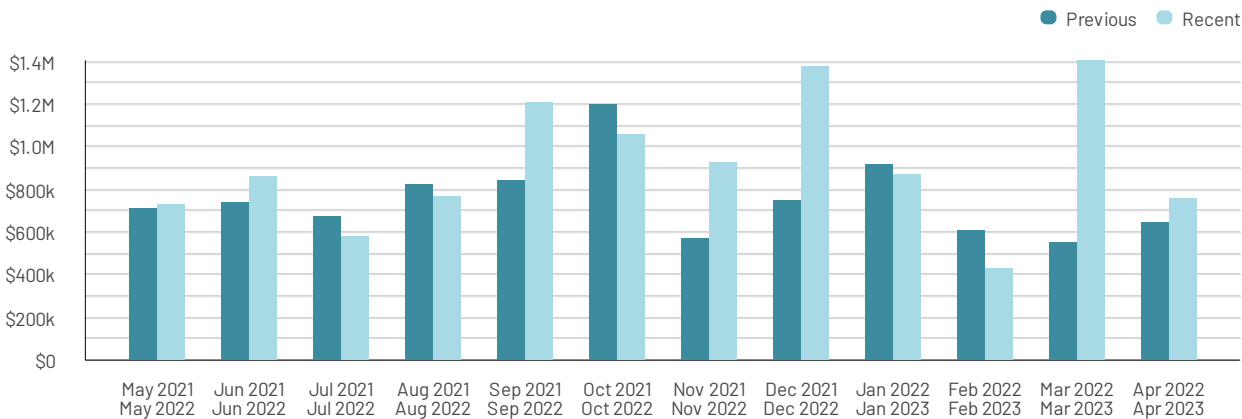
Claims: May 22 - Apr 23

Total Spend | Paid

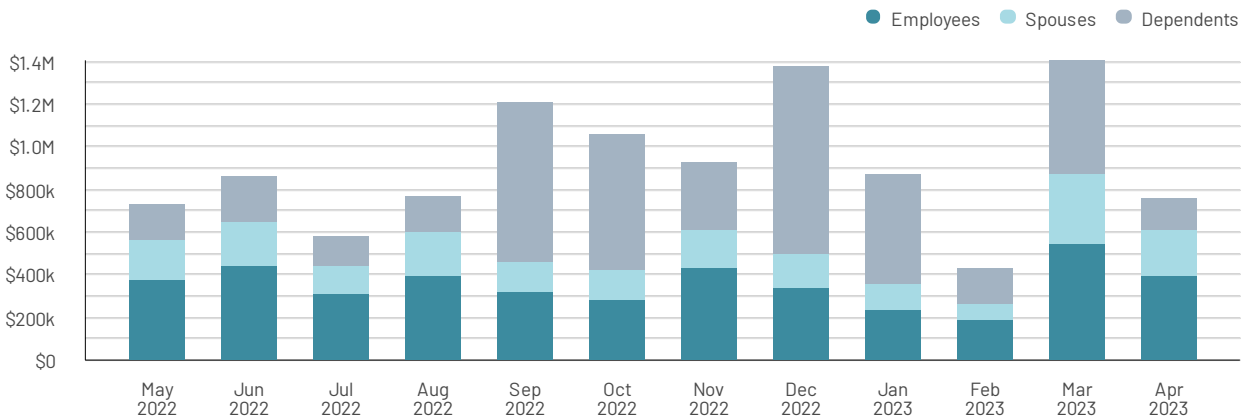
\$10,977,164

Claims: May 22 - Apr 23

Total Claims Spend - Recent vs Previous | Paid



Spend by Month | Paid



Wood County

Cost Overview

Insurance / Risk Advisory / Employee Benefits

HORTON

Unique Members Enrolled

1,542

Period: May 22 - Apr 23

Average Age

31

Period: May 22 - Apr 23 | Population: 1542

Turnover Rate

15.9%

Period: May 22 - Apr 23 | Population: 1542

Preventive Gaps in Care

Noncompliant Members

718 (47%)



Claims: May 22 - Apr 23 | Population: 1542

Chronic Condition Gaps In Care ⓘ

Noncompliant Members

125 (8%)

Savings Opportunity

\$315,434

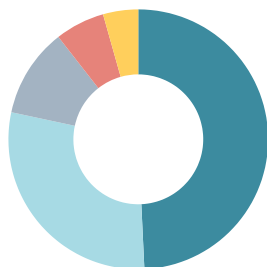


Claims: May 22 - Apr 23 | Population: 1542

Top 5 Conditions with Gaps | Spend

Total Spend

\$1,729,470

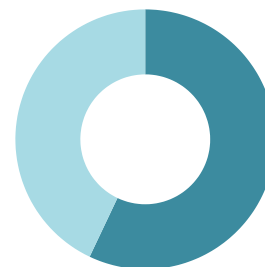


Claims: May 22 - Apr 23 | Population: 1542

Gaps In Care Compliance

Members with Chronic Conditions

291 (19%)



Claims: May 22 - Apr 23 | Population: 1542

Wood County

Cost Overview

Insurance / Risk Advisory / Employee Benefits

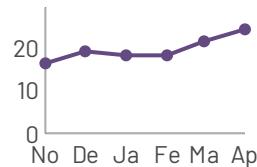
HORTON

Insight Avoidable ER

Care Efficiency | Non-Emergent Conditions

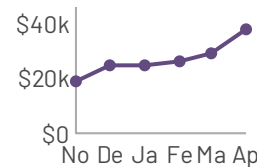
Members Identified

24



Savings Opportunity

\$37,896



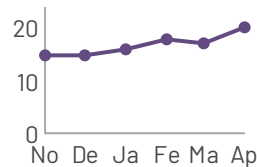
Claims: May 22 - Apr 23 | Population: 1542

Insight Avoidable ER

Care Efficiency | Top Low Acuity Visits

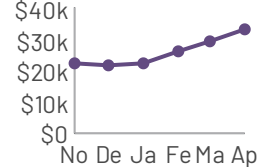
Members Identified

20



Savings Opportunity

\$33,931



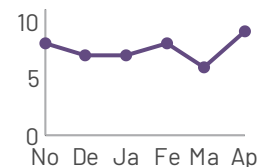
Claims: May 22 - Apr 23 | Population: 1542

Insight Avoidable ER

Care Efficiency | Primary Care Visit More Appropriate

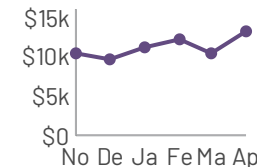
Members Identified

9



Savings Opportunity

\$13,252



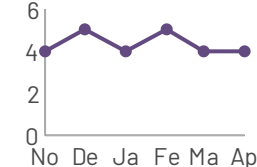
Claims: May 22 - Apr 23 | Population: 1542

Insight Avoidable ER

Care Efficiency | Chronic Disease Flareup Visits

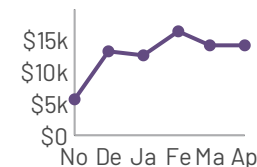
Members Identified

4



Savings Opportunity

\$13,963



Claims: May 22 - Apr 23 | Population: 1542

Wood County

2024 PEPM Renewal Projection

	Experience Period 5/1/2020 - 4/30/2021	Experience Period 5/1/2021 - 4/30/2022	Experience Period 5/1/2022 - 4/30/2023
(1) Group Specific Claims	\$7,793,432	\$9,056,533	\$10,577,300
(2) Stop Loss Reimbursements and Prescription Drug Rebate True Ups	(\$736,407)	(\$1,471,414)	(\$2,698,258)
(3) Claims with Catastrophic Removed	\$7,057,026	\$7,585,119	\$7,879,042
(4) Trend Adjustment (+8.00%)	1.08	1.08	1.08
(5) Adjusted Claims, Trended to Rating Period	\$7,621,588	\$8,191,929	\$8,509,366
(6) Plan/Network Change Adjustment	1.00	1.00	1.00
(7) Claims with Plan/Network Adjustment	\$7,621,588	\$8,191,929	\$8,509,366
(8) Employee Months (# of Employees * # months in experience period)	5963	5840	5926
(9) Projected PEPM Claim Rate	\$1,278.15	\$1,402.73	\$1,435.94
(10) Weight	10.00%	30.00%	60.00%
(11) Weighted PEPM Claim Rate	\$127.81	\$420.82	\$861.56
(12) Combined Projected PEPM Claim Rate	\$1,410.20		

Wood County

2024 PEPY Pre-Renewal Projection

2024 Claims Per Employee Per Year (PEPY)	\$16,922.34
Network Access Discount Share (2% of In-Network Savings)	\$230.83
Rx Admin Fees	\$41.77
CarelonRx Contractual Pricing Change	(\$300.00)
Stop Loss (+20% Spec, +5% Agg Estimated Increase)	\$5,005.33
Wellness Program Expenses	\$380.00
2024 Projected Total PEPY Plan Costs	\$22,280.27
2024 Projected Total PEPY Plan Costs minus EE Contribution	\$20,052.25
2024 Projected Expenses	\$9,986,018.26
2023 Budgeted	\$9,408,061.80
Projected 2024 Increase (%)	6.14%
Projected 2024 Increase (\$)	\$577,956

Wood County

Impact of Increase to Specific Deductible Based on 2022 Stop Loss High Cost Claimants

Specific Deductible Alternatives - Based on 1/1/2022 - 12/31/2022 Plan Year Large Claims					
Current Specific Deductible Level: \$100,000 2024 Projected Specific Stop Loss Premium Total: \$2,507,395 Uses May 2023 Premium	Carrier	Sun Life			
	Specific Deductible Level	\$115,000	\$125,000	\$150,000	\$175,000
	Change to Specific Premiums (Carrier Estimated Percentage)	-10.00%	-16.00%	-28.00%	-38.00%
	Annual Specific Stop Loss Premium (Projected)	\$2,256,655	\$2,106,211	\$1,805,324	\$1,554,585
	Stop Loss Specific Premium Savings from Increasing Specific Deductible Limit	\$250,739	\$401,183	\$702,070	\$952,810
	Additional Risk (Claims Under Specific - 2022 Plan Year)	\$107,447	\$177,447	\$326,491	\$446,728
	Premium Savings from Deductible Change	\$143,292	\$223,736	\$375,579	\$506,082

Wood County

PPO - Medical Plan Design Option Factors

	Estimated Potential Savings / % Total Plan Cost	Estimated Annual Savings
Deductible Changes (Currently \$500/\$1,500)		
To \$750 Single / \$2,250 Family	0.73%	\$75,000
To \$1,000 Single / \$3,000 Family	1.36%	\$140,000
Out of Pocket Maximum - Ded & Coins (Currently \$1,150/\$3,450)		
To \$1,500 Single / \$4,500 Family	0.58%	\$60,000
To \$2,000 Single / \$4,000 Family	1.05%	\$108,000
Coinsurance (90%)		
To 80%	0.24%	\$25,000
Increase PCP/SCP Copay (Currently \$25/50)		
To \$30/\$60	0.39%	\$40,000
Urgent Care Copay Change (Currently \$75)		
To \$100	0.11%	\$11,250
Emergency Room Copay (Currently \$250)		
To \$300	0.12%	\$12,500
To \$350	0.24%	\$25,000
Rx Deductible - Tier 2&3 (Currently \$100 EE /\$200 Fam)		
Increase to \$150 / \$300	0.07%	\$7,500
Increase to \$200 / \$400	0.14%	\$14,250
Rx Copays (Currently \$10 / \$30 / \$50)		
Increase Prescription Copays (\$10 / \$35 / \$60)	0.10%	\$9,750
Add Tier 4 Rx Copay (\$250)	0.07%	\$7,500

Wood County

HSA/HDHP - Medical Plan Design Option Factors

	Estimated Potential Savings / % Total Plan Cost	Estimated Annual Savings / Cost
Deductible Changes (Currently \$3,000/\$6,000)		
To \$3,500 Single / \$7,000 Family	0.05%	\$5,000
To \$4,000 Single / \$8,000 Family	0.08%	\$8,500
Out of Pocket Maximum (Currently \$4,000/\$8,000)		
To \$4,500 Single / \$9,000 Family	0.04%	\$4,000
To \$5,000 Single / \$10,000 Family	0.07%	\$7,000
To \$6,000 Single / \$12,000 Family	0.09%	\$9,500
Coinsurance Changes (Currently 90%)		
Decrease to 80%	0.02%	\$2,500

Notes

[illegible]





Sick Days Policy DRAFT

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

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



Sick Days Policy DRAFT

9. Employees who were hired before January 1, 2019 and have at least 15 years of consecutive service, and meet the other criteria, may have up to one hundred (100) accrued sick days deposited in the Wood County PEHP plan.
10. Unused sick days are lost upon resignation, termination, or death of an employee.
11. An employee will not be paid sick days for any illness or injury which arises from non-Wood County employment or as a result of contracted work.
12. An employee receiving Workers Compensation or Short or Long-Term Disability payments from a Wood County Third Party Administrator will not be allowed to receive sick day payments concurrently.
13. Catastrophic Sick Days Account (CSLA): After an employee has reached the maximum accumulation of one hundred (100) sick days, any additional sick days accumulated thereafter shall be placed in an individual CSLA. Sick days in the CSLA may only be used when an employee is absent from work because of illness or injury and the employee's regular sick days have been exhausted. Upon resignation, termination, or death of an employee, CSLA shall be forfeited.
14. Part-time employees who work over twenty (20) hours per week will be eligible for a pro-rated sick days benefit based on total hours of sick days for a full-time employee. Part-time employees working under twenty (20) hours per week, temporary employees, or seasonal employees will not be eligible for paid sick days. Such employees should be informed of their ineligibility at time of employment.

PTO VS TRADITIONAL VACATION/SICK LEAVE

A Paid Time Off policy (PTO) combines vacation, sick time, and personal time into a single bank for employees to use when they take paid time off from work. In essence, as opposed to having the employer differentiate between various benefits according to the employee's reason for not being at work, a PTO policy creates a pool of days that the employee uses at their own discretion. How the employee uses their PTO hours is up to them, whether it be saved for vacation, doctor's appointments, childcare, eldercare, or sick leave. The key is that the use of the paid time off is no longer the business of the employer (however, it is still subject to proper call-in/scheduling policies).



WOOD COUNTY OFFERS:

VACATION/SICK

2 to 5 WEEKS
VACATION

12 DAYS
SICK LEAVE

0 DAYS
PERSONAL

THE AVERAGE US EMPLOYER OFFERS:

VACATION/SICK

2 WEEKS
VACATION

8 DAYS
SICK LEAVE

2 DAYS
PERSONAL

PTO

10-17 DAYS
PAID TIME
OFF

Paid Holidays remain separate from PTO.



PROS

- Employees value the flexibility offered to them by a PTO policy. Rather than having to follow the guidelines of sick leave or vacation leave policies, it provides them the option to use their paid time off for when they most need it.
- When employees schedule their time off in advance through a PTO system, it assists with work coverage costs and planning.
- PTO gives the employer some control over unscheduled absences.
- Managers are not put in the position of having to police their employees' usage of their benefit, and employees are not put into disclosing what are sometimes very personal situations.
- Employees are much more likely to be transparent about their reason for absence.
- Employees (as well as HR) only need to track one bank of paid time off hours, as opposed to having to manage multiple separate tracking systems/balances.

CONS

- Employers who implement a PTO policy typically provide their employees fewer overall days off than they had previously.
- Employees also run the risk of not distinguishing PTO from vacation and begin treating paid time off as vacation time and come to work even when they are sick.
- In cases where vacation time is paid out at separation and sick leave is forfeited, a PTO plan runs the risk of employees banking up their unused PTO and costing the organization much more upon their separation than if they were to have banked up regular vacation time.
- The conversion process can be difficult to navigate through, especially for long term employees who have a large amount of banked sick time.





Overtime/Compensatory Time Policy (DRAFT)

Exempt Employees

An exempt employee required to work more than eight (8) hours per day shall receive compensatory time on a “straight time” basis (hour for hour), for any time worked over eight (8) hours per day. To qualify for compensatory time off, the work must involve a specific project or meeting that cannot be performed during normal work hours. Paid time off is not counted as hours worked for compensatory time purposes. Accrued compensatory time may be taken with approval of the supervisor. An exempt employee may accumulate up to eighty (80) hours of compensatory time. No compensatory time may be accrued beyond eighty (80) hours and no accrued compensatory time will be paid out, either at the time it is accrued or at termination. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

Non-exempt Employees

A non-exempt employee who works more than forty (40) hours in one (1) week will receive overtime pay, at the rate of one and one-half (1½) hours for every one (1) hour worked in excess of forty (40) hours. If there is a mutual agreement between the employee and the supervisor, the employee may take the overtime as “compensatory time earned” at the rate of one and one-half (1½) hours for each one (1) hour of overtime worked. To qualify for overtime or compensatory time off, the employee must have approval from their direct supervisor to work any additional hours beyond their normal or regular schedule.

Paid time off is not counted as hours worked for overtime/compensatory time purposes. The employee should attempt to schedule compensatory time off so it does not unduly disrupt the operations of the department, and with approval of the supervisor. A non-exempt employee may accumulate up to eighty (80) hours of compensatory time. Overtime hours worked after an accumulation of eighty (80) hours of compensatory time will be paid at the appropriate overtime rate. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head. Accrued compensatory time will be paid out at the time of termination for non-exempt employees.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

Part-time Employees

Part-time non-exempt employees must work over forty (40) hours a week to qualify for overtime pay or compensatory time off. Part-time exempt employees earn compensatory time off after eight (8) hours worked in a day. Work outside of a part-time employee’s “normally scheduled work week” does not automatically qualify for overtime pay or compensatory time earned. Overtime pay/compensatory time earned will be calculated based on the rates in the exempt/non-exempt employee guidelines.



Overtime/Compensatory Time Policy (DRAFT)

Compensatory Time Off Records

To ensure the accuracy of our payroll and attendance records, all compensatory time (both worked/earned and taken off) must be recorded on the timecard. Employees should talk to their supervisor, or contact Human Resources, with questions regarding compensatory time.

Straight Time for Sheriff Lieutenants

Sheriff's Department Lieutenants may be paid at the equivalent straight-time rate for hours worked in excess of their normal scheduled hours (over 8 or 12 hours per day), if assigned by a higher level of management to directly supervise on-duty, subordinate, non-exempt employees. Employees in this group may elect to receive compensatory time off, instead of straight-time pay, for the additional hours worked.

Human Services Exempt Staff On-Call Pay

Non-managerial, exempt staff assigned to after-hours (including evening, overnight, weekend, and holiday) on-call functions may be paid at one and a half times their regular hourly rate for responding to an after-hours call-in. This only applies to non-managerial, exempt staff scheduled to perform on-call functions within the Family Services Division or the Behavioral Health Division's Youth Extended Services Team. Employees in this group may elect to receive compensatory time off, instead of pay, at the higher conversion rate for the additional hours worked.

Crisis Intervention and Bridgeway Essential Duty Pay for Exempt Staff

Non-managerial, exempt Crisis Intervention and Bridgeway staff who voluntarily pick-up a shift designated as "Essential Duty" will be compensated at one and a half times their current rate. A shift may only be designated as an "Essential Duty" shift if the Emergency Mental Health Manager cannot fill it with existing regular crisis staff (without exceeding their normally scheduled hours) or using casual staff. This would only occur due to staff vacancies or other critical staffing related challenges.

In the event of an extreme staff shortage, in which a managerial staff needs to cover the crisis line, the manager may be paid at the equivalent straight-time rate for hours worked in excess of their normal scheduled hours. To be eligible to receive the straight-time pay, all coverage options must have been attempted and exhausted and must be approved in advance by the Human Services Director and Human Resources Director. Employees in this group may elect to receive compensatory time off, instead of straight-time pay, for the additional hours worked.

WOOD COUNTY EMPLOYEE POLICY HANDBOOK REVISIONS
2024 Edition

1. Employee Status Policy (pg 11)
 - Policy amended 3/2022
 - Revise the Temporary Increase in Duties section to indicate that in the event of a Department Head vacancy, the oversight committee shall determine the effective date and the rate of increase
2. Overtime/Compensatory Time Policy (pg 19)
 - Policy amended 10/2022, pending revision 6/2023
3. Wage Plan (pg 20)
 - Policy amended 7/2021
4. Recruitment & Retention Policy (pg 21)
 - Policy amended 7/2021
5. Telework Policy (pg 32)
 - Policy amended 7/2021
6. Cybersecurity Policy- Add following Computer Usage Policy (pg 40)
 - Policy effective 4/2022
7. Insurance (pg 46)
 - Policy amended 10/2020
 - Remove 60-day eligibility requirement for non-exempt employees
 - Remove majority of Insurance Benefit While on Approved Leave of Absence section stating that employees will pay 50% of the full premium
8. Group Term Life Insurance (pg 47)
 - Remove sentence relating to enrolling by the 5th month of employment (technically employees can enroll and make changes anytime)
9. Sick Days (pg 48)
 - Possible change pending Operations Committee decision 6/2023
10. Vacation (pg 49)
 - Add verbiage to the Vacation Donation section related to the Donated Bank of Hours

Other:

- Change “Benefits Administrator” to “Human Resources”
- Change “Payroll Administrator” to “Payroll”
- Change “Executive Committee” to “Operations Committee”
- Change to electronic version only, evolving document