

AGENDA OPERATIONS COMMITTEE

DATE: Tuesday, October 3, 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. **Wellness Coordinator Update**
7. **Treasurer**
 - a. Resolutions to sell tax deed properties (4).
8. **Finance**
 - a. Finance Department update
9. **Human Resources**
 - a. Friday Closure/Early Closure Department Poll Results
 - b. Dietary Aide Wages (referral from HHSC)
 - c. Holiday Benefit hours (referral from HIRC)
10. Comments from the Chair
11. Consider any agenda items for next meeting
12. Set next regular committee meeting date
13. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2481 731 5810

Join by WebEx App or Web

<https://woodcountyiwi.webex.com/woodcountyiwi/j.php?MTID=mf75af28483a1b0b92431b24853bae7d1>
Meeting number (access code): 2481 731 5810
Meeting password: 100323

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, September 12, 2023

TIME: 9:00 AM

PLACE: Courthouse – Room 114

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

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

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Fischer/Pliml to approve the consent agenda. Motion carried unanimously.
4. Pliml provided an ARPA update and indicated that once the county budget is done, the ARPA Committee will review all the requests and move forward.
5. Finance Director Newton provided a brief synopsis of the county budget.
6. County Clerk Miner presented the 2024 County Clerk budgets, reviewed variances, and answered questions. Motion by Valenstein/Pliml to approve the County Clerk budgets as presented. Motion carried unanimously.
7. Wellness Coordinator Boeshaar highlighted items on his report.
8. Boeshaar presented a newly updated Wellness Program Policy document for review. This document clarified the policy and actual practice. Motion by Rozar/Valenstein to approve the updated policy with the change from Executive Committee to Operations Committee reference in the document. Motion carried unanimously.
9. Treasurer Gehrt presented a resolution to deed a recent tax deeded property back to the former owner due to the filing of bankruptcy. Motion by Fischer/Pliml to approve the resolution and forward to the county board for their consideration. Motion carried unanimously.
10. Gehrt presented the 2024 County Treasurers budgets, reviewed variances, and answered questions. Motion by Pliml/Fischer to approve the County Treasurer budgets as presented. Motion carried unanimously.
11. Gehrt provided information regarding a parcel of land the county owns next to the Domtar property in the Village of Port Edwards. The parcel holds a statue of John Alexander and is of historical significance in the village and to Domtar. Domtar wishes

to survey the county land to carve out a section that would include the statue. Motion by Fischer/Pliml to allow the survey at Domtar's cost. Motion carried unanimously.

12. Newton provided a Finance Dept. update.
13. Newton presented a resolution to amend the 2023 DATCP budget within Land & Water Conservation for carryover funding from 2022. Motion by Fischer/Valenstein to approve the resolution and forward to the county board for their consideration. Motion carried unanimously.
14. Newton presented the 2024 Finance budget, reviewed variances, and answered questions. Motion by Valenstein/Pliml to approve the Finance budget as presented. Motion carried unanimously. Rozar excused at 10:00 AM.
15. Human Resources Director McGrath reviewed the county's current policy in regards to post-offer, pre-employment drug testing and the issues being faced by the current method of conducting those tests, as well as a department head survey taken regarding same. Motion by Fischer/Valenstein to move to a 4-panel, rapid test for the post-offer, pre-employment drug testing. Motion carried unanimously.
16. McGrath brought forward a referral by the HIRC Committee on holiday pay. Highway Commission Hawk stated that past practice has been to allow Highway Dept. employees to claim 10 hours of holiday pay while the highway department was working 4-10 hour days during the summer months. McGrath noted current county policy allows for only 10 holidays per year with a total of no more than 80 hours regardless of employee status. The committee requested more information regarding the various scenarios in the county a decision might affect.
17. McGrath presented the results from the recently conducted employee benefits survey.
18. McGrath presented the 2024 Human Resources budgets, reviewed variances, and answered questions. Motion by Pliml/Fischer to approve the Human Resources budgets as presented. Motion carried unanimously.
19. Items to be considered for next meeting:
 - a. Holiday Benefit hours
 - b. Limited Friday hours
20. The next regular meeting will be held on Tuesday, October 3rd at 9:00 AM.
21. The chair declared the meeting adjourned at 10:45 AM.

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

Operations Committee
September 12, 2023

NAME		REPRESENTING
Bill Clendinning		WC Dist 15
Jeff Furkovich		WCB #11
Kim McChrath		HR
Ed Newton		Finance
Mark Young		PD/MTA
Dennis Polach		WCB-14
Heather Gehrt		Treasurer
Roland Hawk		Hwy Dept.
Jason DeMarco		IT
Amy Kamp		IT
Nicole Gessert		Mtnce
Ryan Boeshaar		Wellness
Victoria Wilson		Planning + Zoning
Kathy Aft		Health
Pamela Yang		Finance
Nick Flugaur		HR
Mary Schlegenhart		Human Services
Melissa Schuerman		HR
Kelli Francis		HR
Mary Solheim		Human Services
Sarah Christensen		Emergency Mgmt

MINUTES OPERATIONS COMMITTEE

DATE: Thursday, September 21, 2023

TIME: 9:00 AM

PLACE: Courthouse – Room 114

MEMBERS PRESENT: Ed Wagner, Lance Pliml, Laura Valenstein, Adam Fischer (via WebEx), Donna Rozar (joins via WebEx at 9:12 AM, exits 9:57 AM)

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

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Finance Director Newton provided an overview of the 2024 budget to date, reviewed historical rates and levies, and answered questions in that regard.
4. The Highway CIP budget overage was reviewed and discussed. This item was held open based on further budget discussions, but HIRC Chair Hahn was advised to prioritize projects and review estimates on other projects to ascertain further savings.
5. Parks & Forestry Director Schooley reviewed the overage in the Parks & Forestry budget. The overage is attributed, in part, to an additional FTE in the maintenance staff. Some of this may be mitigated through a decrease in office staff hours.
6. Emergency Management Director Christensen reviewed the overage in her budgets. This is attributable to the Everbridge subscription. If the county does not renew this subscription, those dollars would not be expended. She also reviewed the step increases within her department and was advised to follow proper HR policy procedures when advancing more than one step. She was also advised to review the job descriptions of the Work Relief workers.
7. Sheriff Becker and Chief Deputy Ellis reviewed the overages within the various budgets of the Sheriff's Dept. These are attributable to the staffing of the new jail facility and officer safety needs. There will be savings starting in 2025 due to the fact they should not need to transport or house prisoners out of county. The committee reviewed the plans for the officer safety component.
8. Supervisor Hamilton and Susan Feith, representing the Wood County Library Board, thanked the committee for the 100% reimbursement rate given to the libraries for the past 2 budget cycles.

9. Supervisor Hamilton and Finance Director Newton reviewed the recent events and expenditures at the Marshfield Fairgrounds. After discussion, the consensus of the committee was to leave \$25,000 in the 2024 budget for Fairground improvement.
10. Dr. Tony Andrews, Campus Executive for UWSP at Marshfield reviewed the 2024 budget proposal.
11. CEED Committee Chair Leichtnam, along with committee members Hahn and Valenstein, reviewed the Economic Development budget and the grants approved by the CEED Committee. Concerns were expressed by the types of projects approved to receive economic development grants. Pliml has had a conversation with WCA General Counsel Andy Phillips who also expressed some legal concerns as well. Leichtnam indicated the CEED Committee is working on coming up with parameters and definitions for future grant processes. Consensus of the Operations Committee was to refer this budget back to the CEED Committee with a \$400,000 cap as well as better filter mechanisms for awarding of grant dollars.
12. The chair declared the meeting adjourned at 11:41 AM.

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

September 21, 2023

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Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – October 2023

- I attended the WCA Conference, which coincides with the fall meeting of the Wisconsin County Clerks Association. The clerks had productive meetings and educational opportunities, both in our group and in the concurrent workshops offered by WCA. Next year we are in La Crosse.
- October is a busy month with lots of training happening. I was asked to do some training in Portage County and in Marathon County, which I said I would do. I am also doing trainings in Wood County. Here is a schedule of what trainings I am doing and where I will be. All are Wisconsin Elections Commissions sanctioned trainings that I do on their behalf as a certified trainer, and as such, are open for anyone statewide. They are 3 hours long.
 - Monday, October 9th – Chief Election Inspector Training – Stevens Point
 - Wednesday, October 11th – Chief Election Inspector Training – Stevens Point
 - Saturday, October 21st – Municipal Clerk Core Training – Town of Marathon, Marathon County
 - Tuesday, October 24th – Municipal Clerk Core Training – Courthouse
 - Wednesday, October 25th – Chief Election Inspector Training – Courthouse
 - Thursday, October 26th – Chief Election Inspector Training – Marshfield
 - Saturday, October 28th – Chief Election Inspector Training – Pittsville
 - Saturday, November 4th – Municipal Clerk Core Training – Town of Ringle, Marathon County

I am also going to plan on a couple of tabletop exercises for our muni clerks and chief election inspectors on Election Security either later in the year or beginning of next year as well as some other basic trainings with just my clerks and chief election inspectors. I will probably have at least 3 new municipal clerks before the November 2024 election (that I know of) so will do more clerk core trainings early in 2024. Recall, these are statutorily mandated trainings they must do before conducting an election.

- I am a little bit worried about meeting our budget for marriage licenses. I budget for 340 licenses per year, but right now, I am only a little bit cautiously optimistic that we will hit that. Last year, as a comparison, we hit 420, the year before that, it was 385. Hopefully we see a large October wedding splurge. Even if we do not hit our goal, the passport revenue will save the day, I believe. Our vehicle transactions are continually going down. Next year I will make a decision on whether to keep doing that service, or just dropping it. With the ability for people to do many of those transactions online, our transaction numbers continue to drop. We will see how this year ends.
- We have done a mailing to all the local high schools offering our passport services to students with upcoming summer trips overseas to let them know we can take care of all of their passport needs right here at the Courthouse. Because of the long timeframe it takes to get passports back (almost 4 months), it is best to get a jump on them sooner rather than later.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

September 29, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	September 2023	2023 Year-to-Date
Applications Received	105	1,080
Positions Filled	12	140
Promotions/Transfers	1	41
New Hire Orientations	12	100
Terminations, Voluntary	3	74
Terminations, Involuntary	0	18
Retirements	1	15
Exit Interviews	2	35

Human Resources Narrative

General Highlights

1. Began the initial preparations for the 2023 Leadership Retreat to be held at Mid-State Technical College on November 29th. The leadership topics to be presented this year are Emotional Intelligence (EQ) and Team Building. We are anticipating approximately 50 attendees (all Wood County Department Heads and departmental supervisors have been invited and encouraged to attend). We are excited for another successful leadership event!
2. Began the Open Enrollment process for 2024 benefit elections including finalizing the Benefit Guide, the Open Enrollment presentation slides, and premium amounts. Again this year we are pleased to offer an electronic Benefit Election process through Employee Self Service (ESS). Open Enrollment meetings are scheduled to be held the week of October 9th with both in-person and virtual attendance options. All benefit eligible employees are encouraged to attend a meeting. Employees may earn Wellness points for their attendance by logging into the ManageWell portal and completing the required information. All benefit eligible employees must complete and return an enrollment form by November 10th.
3. Continued discussions and planning related to the upcoming implementation of Act 4 in January. This act provides the opportunity for Corrections Officers (Jailers) to opt-in to WRS Protective Status. Andy Phillips, Attolles Law/WCA, created and provided opt in/out forms to all counties with the intent of standardizing the process for the Corrections Officers and HR departments across the state. We are working to schedule in-person informational sessions with the impacted staff in November.

4. Following the direction/approval of the committee, we implemented the 4-panel rapid post-offer, pre-employment drug testing procedure this month. As of current, the new process seems to be going smoothly with test results being received in about 30 minutes!
5. Finalized the Human Resources/Risk Management budget for 2023 and presented to the Operations Committee on September 12th.

Meetings & Trainings

1. Attended the Operations Committee on September 12th.
2. Attended the Wisconsin Association of County Personnel Directors (WACPD) fall conference in La Crosse on September 7-8th. Topics included Clear Conversations, ADA/FMLA/Worker's Compensation, Legal Update & Open Records Requests, Culturally Intelligent Leadership, and an Act 4 Update.
3. Attended the Steven's Point Area Human Resource Association's August membership meeting on September 13th where the topic presented was "Building Trust in Teams".
4. Attended Project SEARCH as a member of the Business Advisory Council on September 13th.
5. Met with staff from the Health Department on September 18th to learn and receive the outcomes and recommendations from the UW-Madison UniverCITY graduate students/interns that recently completed an equity project for Wood County.
6. Attended County Board on September 20th.
7. Attended von Briesen's September Breakfast Briefing webinar on September 21st titled "Unreasonable Refusal to Rehire".
8. Attended the HR Roundtable hosted by the Heart of Wisconsin Chamber of Commerce on September 21st.
9. Held the monthly conference call with The Horton Group on September 26th to discuss various benefit topics.
10. Held individual staff and team meetings to discuss and provide updates on the department's identified 2023 goals.
11. Staff attended various webinars related to benefits, employment law, and compliance.

Benefits

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

Recruitment

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Attended the 2023 Portage County Business Council Job Fair on Wednesday, September 6th. Turnout was positive with leads made for Correction Officers and Human Service positions.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted.
5. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
6. Communicated with multiple applicants, employees, and supervisors regarding varying positions.

7. 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, including sponsoring three Human Service positions on Indeed for two weeks.
8. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

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

Refilled Position	Department	Position	Status
Replacements/ Eligibility List	Dispatch	Dispatchers (3 vacancies), Establish eligibility list	Position posted, testing conducted, interviews conducted 9/13/2023, sit-ins scheduled.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 10/23/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, deadline 10/16/23023.
Replacement	Human Services	Support & Service Coordinator	Position posted, deadline 9/25/2023.
Replacement	Human Services	AODA Counselor	Position posted, deadline 10/2/2023.
Replacement	Human Services	Economic Support Specialist	Position posted, interviews conducted, references & background completed, offer extended and accepted, filled 9/18/2023.
Replacement	Human Services	Crisis Interventionist (7 pm to 7 am)	Position posted, deadline 10/2/2023.
Replacement	Human Services	Crisis Interventionist (50%)	Position posted, deadline 10/2/2023.
Replacement	Human Services	Crisis Interventionist (7 am to 7 pm)	Position posted, deadline 10/2/2023.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 10/2/2023.
Replacement	Human Services	Accounting Assistant	Position posted, interviews conducted, references & background completed, offer extended and accepted, filled 9/18/2023.
Replacement	Human Services	FSET Case Manager	Position posted, deadline 9/25/2023.
Replacement	Human Services	Crisis Interventionists – Casual (2)	Position posted, deadline 10/30/2023.
Replacement	Human Services	Economic Support Specialist	Position posted, deadline 9/25/2023.
Replacement	IT	Project Coordinator/ Systems Analyst	Position posted, 1 st & 2nd interviews scheduled. Final candidate selected, background & references completed, offer extended and accepted, filled 10/23/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Parks	Program Assistant	Position posted, deadline 9/25/2023.
Replacement	Sheriff	Correction Officers	Position posted, deadline 9/25/2023. Casual Corrections Officer hired 9/13/2023.
Replacement	Sheriff	PT Deputies	Position posted, deadline 10/31/2023.

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. Corresponded with various insurers regarding claims.
4. Attended Edgewater Haven Safety Committee meeting on 9/6/23.
5. Conducted N95 fit testing for 3 Edgewater Haven staff on 9/6/23.
6. Fulfilled Allium Data's information request regarding property, liability, Worker's Compensation and benefit premiums on 9/13/23.
7. Assisted in the assessment and restoration of services to the River Block building as a result of an external power surge on 9/25/23 and 9/26/23.
8. Evaluated On-Scene Security/Traffic Control for Emergency Management full-scale exercise at ERCO on 9/26/23.

NEW Workers' Compensation Claims (3)

1. 9/7/23 – Edgewater – Employee injured L ankle walking in kitchen
2. 9/11/23 – Norwood – Employee was involved in MVC in County vehicle in the City of Marshfield
3. 9/20/23 – Norwood – Employee was bitten on R upper arm while restraining patient

OPEN Workers' Compensation Claims (3)

1. 4/29/23 – Sheriff's (Corrections) – Clipper disinfectant splashed into R eye of employee while performing cleaning duties (late report)
2. 6/9/23 – Sheriff's (Corrections) – Employee injured R thumb while restraining combative inmate
3. 8/8/23 – Human Services – Employee suffered head injury when hit on top of head by bus speaker that became dislodged

CLOSED Workers' Compensation Claims (2)

1. 6/20/23 – Norwood – Employee had scabies exposure from resident (late report)
2. 7/26/23 – Highway – Employee cut 2 fingers on L hand while changing cutting edge in Shop

First Aid Injuries (3)

1. 8/30/23 – Sheriff's – Employee injured lower body falling through floor while investigating potential crime
2. 8/31/23 – Sheriff's (Corrections) – Employee injured L wrist while restraining combative inmate
3. 9/5/23 – Highway – Employee cut top of L hand on screw while removing concrete forms

Property/Vehicle Damage Claims (3)

1. 9/11/23 – Norwood – Vehicle was struck from behind while stopped at intersection in Marshfield (est. damage \$1,698.00)
2. 9/13/23 – Sheriff's – Jail Transport van struck turkey while transporting inmate to medical appointment (est. damage \$1,331.99)
3. The claim for the March 2023 power loss at River Block has been accepted by Hartford Steam Boiler, and will be paid under the County's equipment breakdown coverage. As of 8/30/23, a total of \$65,003.34 in damages and business losses has been submitted. Less the County's deductible, we received a settlement payment of \$39,589.09. The claim will be reopened when permanent restoration work is completed and invoiced. Timeframe for this is unknown at this time.

Liability Claims (1)

Concurrent claims were filed with two of the County's insurers for the incident involving resident funds at Norwood Health Center. Total damages are unknown at this time and both claims remain in the determination stage.

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. No recent activity.
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 was held on July 19 & 20, 2023. Our post-hearing brief was submitted on September 6, 2023. Our response post-hearing brief was submitted on September 26th. Currently awaiting a ruling from the assigned judge.

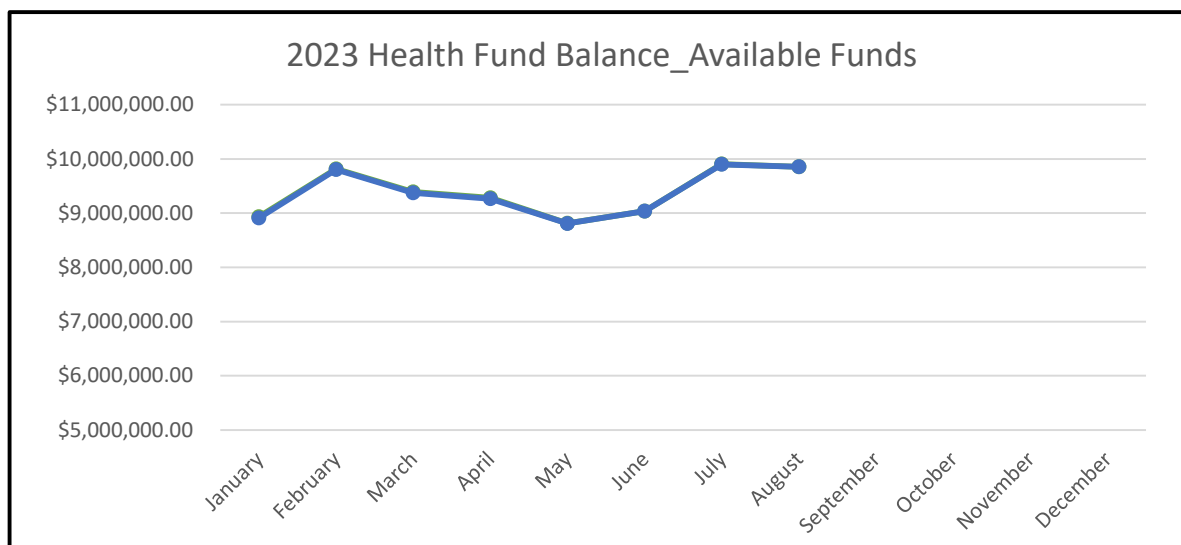
OPEN WRS/ETF Appeal (1)

1. 9/25/22- Former Humane Officer submitted an appeal to the Department of Employee Trust Funds (ETF) to appeal the County's decision on her eligibility determination. A case hearing was held on July 18th in which both the County and the appellant agreed the amended effective date for becoming a participating employee was January 1, 2018; the final decision and order was received on 8/17/23 confirming such and all changes related to wages and hours have been submitted. On 9/20/23 we were notified that the appellant submitted a Petition for Judicial Review to ETF with regards to WRS effective date and the date of becoming an eligible participating employee.

Other

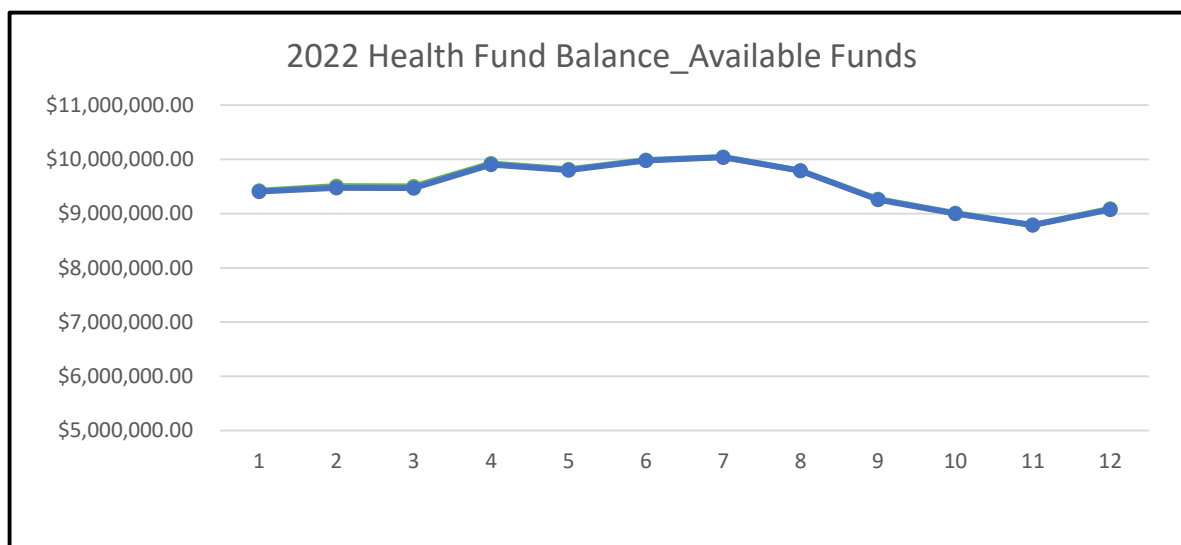
1. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
2. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
3. Reconciled and processed the August Unemployment Insurance payment.
4. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
5. Facilitated New Hire Orientation on September 5th, 11th, and 18th.
6. Conducted exit interviews on September 7th, 26th, and 28th.
7. Responded to multiple verifications of employment.
8. Replied to requests from surrounding counties with varied information.
9. 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	\$ 8,812,064.51	\$ 8,809,711.19	\$ 9,815,542.94	\$ 9,799,681.50
June	\$ 9,038,126.24	\$ 9,035,294.50	\$ 9,989,672.54	\$ 9,974,919.91
July	\$ 9,903,399.31	\$ 9,897,749.54	\$ 10,045,869.34	\$ 10,037,583.16
August	\$ 9,856,996.38	\$ 9,855,472.13	\$ 9,794,557.38	\$ 9,791,325.99
September			\$ 9,267,809.81	\$ 9,258,972.98
October			\$ 9,007,743.08	\$ 8,999,741.52
November			\$ 8,790,578.59	\$ 8,786,619.80
December			\$ 9,090,545.69	\$ 9,070,891.67



2023 Total Balance - Green Line

2023 Available Funds - Blue Line



2022 Total Balance - Green Line

2022 Available Funds - Blue Line

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



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—OCTOBER 2023

1. Issued just over 1,000 tax certificates in the amount of around \$1,687,000.00 on September 1 for those people who did not pay current year taxes in full. This is a bit more than we issued the previous year.
2. Attended Wisconsin Counties Association weekly calls on Mondays in September.
3. Attended the Operations Committee meeting on September 12.
4. Attended Rural Housing Board of Directors meeting in Warrens on September 11.
5. Attended County Board meeting on September 20.
6. Held tax deed sale with 1 vacant lot and 3 houses. Sealed bids were due back by September 22.
7. Opened sealed bids for tax deed properties on September 25.
8. Held the United Way Employee Campaign Donation Drive September 11-22.
9. Worked with WI Investment Series Co-Op (WISC) setting up new accounts for the incoming funds from bonding.
10. Set up the wire to pay the bonding principal and interest payment on September 29.



Wood County WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – September 2023

- I have started to plan for follow-up health coaching that will start in October and will run through the end of the year. This is a great opportunity for employees to evaluate their wellness goals that were discussed during the initial coaching session, and make any changes or additions based on what they are focusing on improving. Communication on this activity will be sent out soon.
- InBody body composition testing is in full swing and being held at the various Wood County locations. As a reminder, the InBody is a piece of equipment that quickly measures a person's body composition. This includes weight, BMI, body fat mass and percentage, and skeletal muscle mass. As of now there are 28 people signed up to participate.
- The 2023 flu shot clinics are expected to be held in October and November. The flu shots will be available to all Wood County employees and any dependents (12 years and older) on health insurance. I am working with the nursing staff on necessary supplies and scheduling dates in which the nursing staff are available to administer the vaccines. More details to follow in the next coming months as we await the arrival of the vaccines.
- I am also in the beginning phases of planning the Quarter 4 Wellness Challenge. After discussing with the wellness committee, we have decided that a physical activity challenge would be beneficial as exercise is a top risk factor for employees. It is also a common occurrence that many people reduce their physical activity as we head towards winter season in Wisconsin. Due to the holiday season approaching, the duration of the challenge will be 4-weeks. More details to follow in the next months.
- With the start of the last quarter of 2023, the wellness boards at the various Wood County locations have been updated with new information. The wellness material will include: facts on prediabetes, gratitude, seasonal affective disorder, and information regarding the holidays such as holiday stress, planning a budget, and the impact of impaired driving.

COUNTY BOARD CLAIMS

Aug-23

Paid September 2023

CLAIMANT	MONTH	PER DIEM	MILEAGE	Other Expenses	TOTAL
Allen Breu	August-23	\$ 415.00	\$ 85.15		\$500.15
William Clendenning	August-23	\$ 550.00	\$ 176.20		\$726.20
Adam Fischer	August-23	\$ 430.00	\$ 186.68		\$616.68
Jake Hahn	August-23	\$ 380.00	\$ 94.32		\$474.32
Brad Hamilton	August-23	\$ 300.00	\$ 18.34		\$318.34
John Hokamp	August-23	\$ 450.00	\$ 13.10		\$463.10
David La Fontaine	August-23	\$ 350.00	\$ 180.78		\$530.78
Bill Leichtnam	August-23	\$ 330.00	\$ 47.16		\$377.16
Jeff Penzkover	August-23	\$ 300.00	\$ 49.78		\$349.78
Lance Pliml	August-23	\$ 600.00	\$ 55.02		\$655.02
Donna Rozar	August-23	\$ 415.00	\$ 47.16		\$462.16
Laura Valenstein	August-23	\$ 330.00	\$ -		\$330.00
William Voight	August-23	\$ 300.00	\$ 90.39		\$390.39
William Winch	August-23	\$ 350.00	\$ 43.23		\$393.23
Joseph Zurfluh	August-23	\$ 315.00	\$ 22.27		\$337.27
Lori Nordman	August-23	\$ 100.00			\$100.00
		\$5,915.00	\$1,109.58	\$0.00	\$7,024.58

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: September 2023

For the range of vouchers: 06230099 - 06230132

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06230099	UNITED MAILING SERVICE	Mail Fees - August 2023	08/31/2023	\$1,474.17	P
06230100	GANNETT WISCONSIN LOCALIQ	Various Ads - August 2023	08/31/2023	\$396.38	P
06230101	BOUMA KARMEN M	2023 Dog Lister Fees	09/20/2023	\$76.00	P
06230102	GOTZ TAYLOR	2023 Dog Lister Fees	09/20/2023	\$46.00	P
06230103	TOWN OF CARY	2023 Dog Lister Fee	09/20/2023	\$34.50	P
06230104	IMMERFALL SHARI L	2023 Dog Lister Fee	09/20/2023	\$32.50	P
06230105	DETLEFSEN ROBERT	2023 Dog Lister Fee	09/20/2023	\$10.50	P
06230106	SCHEVE JOAN E	2023 Dog Lister Fee	09/20/2023	\$52.00	P
06230107	TOWN OF GRAND RAPIDS	2023 Dog Lister Fee	09/20/2023	\$86.50	P
06230108	MARTINSON PAMELA	2023 Dog Lister Fee	09/20/2023	\$53.50	P
06230109	BELL JANET	2023 Dog Lister Fee	09/20/2023	\$73.50	P
06230110	WUNROW SCOTT M	Dog Lister Fee	09/20/2023	\$53.50	P
06230111	SORENSEN MICHELLE	2023 Dog Lister Fee	09/20/2023	\$63.50	P
06230112	PERNSTEINER TAMMI	2023 Dog Lister Fee	09/20/2023	\$104.00	P
06230113	HULCE AMY	2023 Dog Lister Fee	09/20/2023	\$75.00	P
06230114	ANDERSON LISA	Dog Lister Fee	09/20/2023	\$63.50	P
06230115	KESTER BILLIE JO M	2023 Dog Lister Fee	09/20/2023	\$419.00	P
06230116	GROSSKREUTZ SHEILA M	2023 Dog Lister Fee	09/20/2023	\$65.50	P
06230117	HAAS LINDA M	2023 Dog Lister Fee	09/20/2023	\$44.50	P
06230118	LARSON DAWN M	2023 Dog Lister Fee	09/20/2023	\$93.50	P
06230119	RICHARDSON JILL	2023 Dog Lister Fee	09/20/2023	\$26.50	P
06230120	MARTH DALE R	2023 Dog Lister Fee	09/20/2023	\$38.00	P
06230121	DAUGHERTY SAMANTHA	2023 Dog Lister Fee	09/20/2023	\$43.00	P
06230122	GEHRT HEATHER	2023 Dog Lister Fee	09/20/2023	\$73.50	P
06230123	VILLAGE OF PORT EDWARDS TREAS	2023 Dog Lister Fee	09/20/2023	\$51.00	P
06230124	CITY OF MARSHFIELD TREASURER	2023 Dog Lister Fee	09/20/2023	\$384.50	P
06230125	CITY OF NEKOOSA TREASURER	2023 Dog Lister Fee	09/20/2023	\$62.00	P
06230126	HAHN TAMI	2023 Dog Lister Fee	09/20/2023	\$78.50	P
06230127	CITY OF WIS RAPIDS TREASURER	2023 Dog Lister Fee	09/20/2023	\$345.50	P
06230128	WISCONSIN COUNTIES ASSOCIATION	Addl Conference Chg - Hamilton	09/22/2023	\$30.00	
06230129	AMAZON CAPITAL SERVICES	Office Supplies	09/20/2023	\$39.98	
06230130	SOUTH WOOD COUNTY HUMANE SOCIETY	2023 Contract Payment	09/26/2023	\$2,500.00	
06230131	LUBECK JODI	Dog Lister Fee	09/26/2023	\$20.00	

Committee Report - County of Wood

County Clerk - September 2023

06230099 - 06230132

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06230132	VERIZON	Monthly Modem Fee	09/27/2023	\$218.80	
Grand Total:				\$7,228.83	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: SEPTEMBER 2023

For the range of vouchers: 14230190 - 14230214

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14230190	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/30/2023	\$34.27	P
14230191	CITY OF MARSHFIELD	2023 PILOT PAYMENT	09/01/2023	\$35,269.62	P
14230192	CITY OF MARSHFIELD	2023 PILOT PAYMENT	09/01/2023	\$28,329.77	P
14230193	PORT EDWARDS SCHOOL DISTRICT	2023 PILOT PAYMENT	09/01/2023	\$4,964.33	P
14230194	TOWN OF GRAND RAPIDS	2023 PILOT PAYMENT	09/01/2023	\$899.91	P
14230195	VILLAGE OF PORT EDWARDS TREAS	2023 PILOT PAYMENT	09/01/2023	\$4,442.21	P
14230196	WISCONSIN RAPIDS SCHOOL DISTRICT	2023 PILOT PAYMENT	09/01/2023	\$3,438.39	P
14230197	QUESTICA LTD	2024 ANNUAL MAINTENANCE	08/31/2023	\$11,106.38	P
14230198	DELPHIA CONSULTING LLC	CRISIS SHIFT DIFFERENTIALS	09/06/2023	\$2,420.00	P
14230199	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	09/07/2023	\$336.31	P
14230200	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	09/07/2023	\$257.38	P
14230201	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	09/07/2023	\$2,855.29	P
14230202	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	09/07/2023	\$5,450.00	P
14230203	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	09/07/2023	\$3,997.84	P
14230204	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	09/07/2023	\$20.00	P
14230205	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	09/07/2023	\$355.85	P
14230206	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/13/2023	\$20.84	P
14230207	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	09/21/2023	\$398.77	P
14230208	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	09/21/2023	\$256.14	P
14230209	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	09/21/2023	\$5,418.64	P
14230210	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	09/21/2023	\$2,770.61	P
14230211	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	09/21/2023	\$4,009.88	P
14230212	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	09/21/2023	\$20.00	P
14230213	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	09/21/2023	\$355.85	P
14230214	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/26/2023	\$25.98	

Grand Total:

\$117,454.26

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: SEPTEMBER 2023

For the range of vouchers: 17230080 - 17230087 23230052 - 23230055

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17230080	WI DEPT OF WORKFORCE DEVELOPMENT	Aug 2023 Unemployment Charges	09/26/2023	\$81.60	P
17230081	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	08/24/2023	\$753.00	P
17230082	AMAZON CAPITAL SERVICES	Safety Supplies	09/06/2023	\$182.83	P
17230083	AMAZON CAPITAL SERVICES	Safety Supplies	09/12/2023	\$67.20	P
17230084	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	09/01/2023	\$6,672.50	P
17230085	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	09/20/2023	\$25.00	P
17230086	US BANK	P Card Charges	09/18/2023	\$2,115.93	
17230087	WELD RILEY SC	Legal Fees	09/20/2023	\$500.00	
23230052	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Premium	09/07/2023	\$9,251.00	P
23230053	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	09/01/2023	\$5,000.00	P
23230054	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	09/01/2023	\$1,067.00	P
23230055	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	09/01/2023	\$698.00	P
Grand Total:				\$26,414.06	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: SEPTEMBER 2023

For the range of vouchers: 28230214 - 28230236

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28230214	CITY OF MARSHFIELD	AUGUST SPECIAL CHARGES	09/06/2023	\$2,157.95	P
28230215	CITY OF NEKOOSA TREASURER	AUGUST SPECIAL CHARGES	09/06/2023	\$636.91	P
28230216	CITY OF WISCONSIN RAPIDS	AUGUST SPECIAL CHARGES	09/06/2023	\$706.50	P
28230217	KNIGHT-BARRY TITLE	TAX OVERPAYMENT REFUND	09/06/2023	\$5.67	P
28230218	TKO CONSOLIDATED LLC	TAX OVERPAYMENT REFUND	09/06/2023	\$39.38	P
28230219	TOWN OF CARY	AUGUST SPECIAL CHARGES	09/06/2023	\$116.63	P
28230220	TOWN OF PORT EDWARDS	AUGUST SPECIAL CHARGES	09/06/2023	\$569.33	P
28230221	TOWN OF REMINGTON	AUGUST SPECIAL CHARGES	09/06/2023	\$536.29	P
28230222	TOWN OF SARATOGA	AUGUST SPECIAL CHARGES	09/06/2023	\$864.45	P
28230223	TOWN OF GRAND RAPIDS	AUGUST SPECIAL CHARGES	09/06/2023	\$930.90	P
28230224	TOWN OF LINCOLN	AUGUST SPECIAL CHARGES	09/06/2023	\$294.42	P
28230225	TOWN OF RICHFIELD	AUGUST SPECIAL CHARGES	09/06/2023	\$250.38	P
28230226	TOWN OF ROCK TREAS LISA ANDERSON	AUGUST SPECIAL CHARGES	09/06/2023	\$300.32	P
28230227	VILLAGE OF AUBURNDALE TR D MARTH	AUGUST SPECIAL CHARGES	09/06/2023	\$357.98	P
28230228	VILLAGE OF VESPER	AUGUST SPECIAL CHARGES	09/06/2023	\$229.34	P
28230229	VILLAGE OF PORT EDWARDS TREAS	AUGUST SPECIAL CHARGES	09/06/2023	\$726.04	P
28230230	WI DEPT OF ADMINISTRATION	AUGUST WI LAND INFO	09/06/2023	\$6,587.00	P
28230231	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	09/06/2023	\$120.00	P
28230232	BEAVER CREEK NURSERY & LANDSCAPING LLC	TAX DEED MOWING EXPENSE	09/13/2023	\$280.00	P
28230233	STATE OF WISCONSIN TREASURER	AUGUST CLERK OF COURTS REVENUE	09/13/2023	\$133,997.86	P
28230234	WISCONSIN CO TREAS ASSN SEC TR	OCTOBER TREASURER CONFERENCE	09/13/2023	\$155.00	P
28230235	KUMMER JUSTIN J	TAX OVERPAYMENT REFUND	09/20/2023	\$12.28	P
28230236	TURNMIRE ERICA	TAX OVERPAYMENT REFUND	09/20/2023	\$5.71	P
Grand Total:				\$149,880.34	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

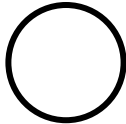
Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



RESOLUTION#

Introduced by Operations Committee
Page 1 of 2

ITEM#
DATE October 17, 2023
Effective Date October 17, 2023

Committee

CAK

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

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

FISCAL NOTE:	Offered Amount	\$164,700.00
	R.E. Taxes	(18,744.85)
	Special Charges	(3,640.80)
	Special Assessments	(1,980.00)
	Publication Fees	(485.56)
	Tax Deed Expense	(490.00)

GAIN \$139,358.79

		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			

WHEREAS, a sealed bid process was held and these were the best offers received on the below mentioned properties, and,

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

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

THEREFORE BE IT RESOLVED, that the following offers be accepted

Town of Saratoga

18-00723F That part of Lot 3 of Wood County Certified Survey Map No. 361 (recorded in Volume 2 of Survey Maps at Page 61 as Document No. 489690)(Ralph Coombs Certified Survey Map No. 1) being part of the SW ¼ of the NE ¼ of Section 12, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin, described as follows: Commencing at

the Northeast corner of Lot 2 of Wood County Certified Survey Map No. 361 (Ralph Coombs Certified Survey Map No. 1); thence running South along the East boundary line of said Lot 2, 315.25’; thence running East parallel to the North boundary line of said Ralph Coombs Certified Survey Map No. 1, a distance of 413’; thence run North parallel to the Easterly line of said Certified Survey Map, 315.25’ to the North boundary line of said Certified Survey Map; thence West along the North line of said Certified Survey Map, 413’ to the point of commencement.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$35,000.00	\$78,000.00

Property is located at 730 Ranger Rd, Town of Saratoga.

Town of Saratoga

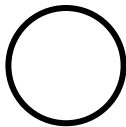
18-00822A Lot 1 of Wood County Certified Survey Map No. 8798 (recorded in Volume 30 of Survey Maps at Page 98 as Document No. 2008R03945) being part of the NE ¼ of the NE ¼ of Section 15, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$20,000.00	\$36,000.00

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

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



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by
Page 2 of 2

Committee

Property is located at 9806 County Rd Z, Town of Saratoga.

Village of Hewitt

25-00037 That part of the SW ¼ of the SW ¼ of Section 13, Township 25 North, Range 3 East, Village of Hewitt, Wood County, Wisconsin, described as follows, to-wit; Commencing at the Northwest corner of the W ½ of the S ½ of the SW ¼ of the SW ¼ of Section 13, Township 25 North, Range 3 East, and running thence South 8 rods, thence East 20 rods, thence North 22 ½ rods, thence West 10 rods, thence South 14 ½ rods, thence West 10 rods to the point of beginning.

MINIMUM BID
\$30,000.00

OFFER
\$47,500.00

Property is located at 10944 Main Street, Village of Hewitt.

City of Nekoosa

30-00678 Part of Lot 7 of Block 61 of Nekoosa Paper Co,’s Addition to the Village of Nekoosa, now City of Nekoosa, Wood County, Wisconsin, described as follows: A piece or parcel of land 3 rods wide, East and West, off the East side of the S ½ of said Lot 7 of Block 61.

MINIMUM BID
\$2,500.00

OFFER
\$3,200.00

Property is vacant land located at 148 Dellwood Lane, City of Nekoosa.

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Adopted by the County Board of Wood County, this day of 19 .

County Clerk County Board Chairman



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: October 3, 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 semi-annual Opioid report (Newton).
- Prepare/file annual 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).
- AP cross training (Nelson/Weiler).
- Prepare monthly voucher reports for committee packets (Nelson).
- Prepare/review various resolutions (Newton/Yang).
- GASB 96 – (Subscription-Based Information Technology Arrangements-SBITA) review (Newton/Yang).
- Review and file Single Audit report (Newton/Yang).
- Account Payable ACH (Nelson).

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Attend City of Marshfield TID meeting (Newton).
- Attend Village of Vesper TID meeting (Newton).
- Virtual ratings call with Moody's (Newton/Yang).
- Various discussion with Baird/Quarles regarding 2023 Debt funding request (Newton/Yang).
- Various discussion with CLA regarding GASB 96 implementation (Newton/Yang).
- Various discussion with IT regarding GASB 96 (Newton/Yang).
- Various discussions and meetings with Human Resources/Risk Mgmt. (Newton/Yang/Weiler).
- Various discussions and meetings with Human Services/EW/NW (Newton/Yang).
- Various discussions and meetings with Parks and Forestry Dept. (Newton/Yang)
- Various discussions with departments regarding budgets (Newton/Yang).



2023 Department Poll

Closure (or Early Closure) on Fridays

Department Heads were asked to share their opinions related to the possibility of changing the County's core business hours at the main facilities to either close completely on Fridays or close early on Fridays. Total employee hours and wages would not be expected to change; however department hours and employee schedules would need to be adjusted, if the decision is made to change core business hours. The two options presented for feedback were 4-10 hour days Mon-Thurs and 4-9 hour days Mon-Thurs with a half day on Friday. Departments were asked to indicate the likely impact and/or disruption to your departmental operations (including both clients/customers and staffing).

Child Support	Closing early on Friday would be great for the Child Support Agency. It would be helpful to open early such as 7am everyday so we could serve folks before they go to work which might be more convenient as many folks don't get done with work until 4:30 or 5 so our hours until 4:30 are not late enough for them. We could also look to be open later Mon-Thurs if we are done earlier on Friday which would provide better access to the public.
Circuit Courts	No response.
Clerk of Courts	The Clerk of Courts office prefers to remain open Monday through Friday, with current hours of operation. Wis. Stats. 59.20(3)(a) provides that the clerk of courts shall keep the office open during the usual business hours of any day as the (county) board directs. However, that power is shared with the chief judge of the judicial district per Supreme Court Rule 70.19(3)(a), a chief judge's duties include "where necessary, establishment of days and hours for court operation". Challenges for the public include: confusion for the public, limiting the ability for the public to complete transactions at multiple offices in one day, and increasing dissatisfaction among the public. Challenges for staff include: the increased likelihood of the Clerk's office to miss deadlines for filing documents with other agencies, calculating deadlines according to statutes, and confusion and frustration in scheduling times for out of county judges to be present when assigned to Wood County cases. 9 th Judicial Circuit Court Memo attached.
Communications	I don't foresee a change to the County's core hours having a significant impact to the Communications Department. The majority of those served by this Department operate on a continuous basis, and therefore are naturally in operation outside of the core business hours, regardless of what they may be set to. In regards to the Departments that provide support to my Department, I think it is generally easy enough to shift those requests and interactions to whatever the new hours may be set to.
Corporation Counsel	Being closed all day on Friday would be problematic for this department in that we have very short time frames within which to hold probable cause hearings on mental and alcohol commitment cases. Being closed on Friday afternoons would be okay and might make us more attractive as an employment option. Since we are an internal service department, generally, whatever works best for the rest should be fine with us.
Criminal Justice	For work/life balance, it would not be fitting for the Criminal Justice Department employees to be "forced" to work 4, 10 hour days or the other option because of childcare. We would be flexible and could limit our client interactions on Fridays if the courthouse were closed. I would say it is not ideal to have no Friday availability though for our clients we serve. I also feel that a lot of court operations occur on Fridays and my staff need to be available on Fridays to attend those or assist clients. We also partner a lot with Probation and Parole, who work Monday – Friday, so that would greatly inconvenience them if the courthouse was closed. The half day Friday option would be preferred over the four, 10 hour day schedule.



2023 Department Poll

Closure (or Early Closure) on Fridays

County Clerk	The County Clerk's office is against this proposal because most of the clientele we deal with in marriage licenses and passports will come in Friday afternoons due to how those processes work. You cannot compare a city/town/village to the county in the duties we do.
Dispatch	The Dispatch Department falls into the 'Not Applicable' category. The Department Head would be the only member affected by this change of which I'm not sure it would be feasible, both professionally and personally. But I would make it work if that is the decision. I would be more interested in the half day on Friday.
District Attorney	The DA's office is ok with either option but a majority of the county staff prefers the 4 day week. We would, however, be subject to whatever the judges decide to do if a change is made. In other words, if the judges decide to still hold court 5 full days a week I need my staff here during that time. If the judges accommodate the county change in hours we can adapt but it will scrunch up the high volume of criminal justice cases into 4 or 4 1/2 days and make Mondays extra busy after all of the long weekend criminal activity.
Edgewater	No strong opinions either way about this. This would not apply to Edgewater Haven as we are a 24/7 location. If the main facilities close early or completely Fridays, it wouldn't affect us.
Emergency Management	Department consensus is to remain with the current schedule (five 8-hour days).
Finance	The Finance Department prefers the traditional 8 hour days. It would not be feasible for the department to work longer days because of children, school, and after school activities.
Health	I have mixed feelings about this. I'm concerned that this might exacerbate the public's negative perception of government employees. On the other hand, it could be a low or no cost morale booster if it is popular among employees. It might be hard for some with childcare or for those who currently work a schedule that ends at 3:30pm so they can get their kiddos from school. I just don't have my thumb on the pulse in those areas. So I could go either way.
Highway	<p>Highway already operates on 4-10 schedule from mid-April through the first week of September. This accommodates our construction season by providing longer hours of operation. Typically most of our road crew (not admin or mechanics) end up working 11, 12, or 13 hour days (M-Th).</p> <p>Starting in September we go back to 5 – 8's due to the limited daylight as well as the number of employees who wish to be done by 4 or 5 o'clock to attend their children's school events. By November we are experiencing winter conditions and having crews available during the business hours M-F we can respond more quickly to changing conditions and incidents. Even though our schedule is 8 hour days, our crews often work 12 – 16 hours during winter storms.</p> <p>Working 4 – 9's and a 4 in an office or manufacturing facility would be nice, but for our business, a 4 hour day is useless.</p> <p>Our schedule works very well for our Department and I don't think we would change even if the rest of the Departments were to go to a 4-10's or 4-9's & a 4.</p>
Human Resources	The consensus of HR is that an early closure on Friday would be workable; 4-10's would be difficult. As an internal service department, we have no strong opinions either way. Whatever works best for the rest is fine with us.
Human Services	The Human Services Department (Community) would be interested in exploring the option of closing early on Fridays. Our Outpatient Mental Health Clinic is open until 6



2023 Department Poll

Closure (or Early Closure) on Fridays

	<p>p.m. on Tuesdays and Thursdays. The extended hours allow us to offer evening appointment times to clients who work during the day and cannot take off. To allow for an early closure on Friday, I propose opening the front-facing customer service to all areas of the Department until 5:30 or 6 p.m. on Tuesday and Thursday. We could also consider opening earlier a couple of days a week to extend hours for folks to conduct business before 8 a.m. as well. While closing earlier on a Friday would reduce time on Friday afternoon, we would improve the customer experience by offering later and earlier hours. I would only support early closure on Fridays if the county offered extended hours on other days of the week to make up for the time. My first focus is customer service. Offering evening or earlier morning hours would enhance the customer experience. It also would be viewed positively by employees as they would have the opportunity to leave early on a Friday to get a jump start on their weekend. I understand not everyone can work late or come in early, so we would schedule and staff our operations accordingly.</p> <p>Overall impact = benefit to the public/customers if hours are extended on Monday through Thursday. Negative if closing early on Friday and not extending hours. Impact on staff = Beneficial to staff who are able to work extended hours Monday through Thursday as they can leave early on Friday. Neutral to staff that continue working their current schedule.</p>
IT	<p>Since IT is a 24/7 Department and not public facing, we currently have a flex schedule in our department and it works very well for us. I appreciate the opportunity to provide input however this will have a much greater impact on other departments and whatever is decided IT will adjust as needed.</p>
Land Conservation	<p>Department consensus was not in favor of adjusting Friday hours as the cons outweighed the pros. Many of us have families and commute and it would just create a whole host of new issues and complications. At the end of the day, the change in work schedule would cause more problems and create more obstacles than benefits.</p>
Maintenance	<p>The consensus of the Maintenance Dept staff is that either 4-10's or early closure on Fridays is workable. From an efficiency standpoint, 4-10's would save the County the most money by not running equipment/electricity for an extra day.</p>
Norwood	<p>This would not be feasible for any staff (direct and non-direct care) at Norwood.</p>
Parks & Forestry	<p>The consensus with our office is that we would still need office staffing for full days on Friday. We would be fine having River Block closed to the general public on Fridays (or half days on Fridays), but we would still have staff working answering phones and emails.</p>
Planning & Zoning	<p>While I like the idea of having the 4-10 option for staff to provide additional flexibility for them to work their 40-hour week, I think it would be difficult for us to close the office on Friday's because we still have customers stop in on Fridays, and during construction season we have contractors coming in to the office and inspections that need to be completed on Fridays. In the past I have typically allowed more staff to take off on Fridays, but have always maintained the level of service we provide including accommodating inspections, answering phone calls, being available for walk-in customers, and meeting attendance. I like the 4-10 hour option for staff, but I don't feel we could close the office.</p> <p>I think half days could work on Fridays. It may take some time transitioning into this and making contractors and customers aware. I'd be willing to give it a try. I know a few staff would like half day Fridays.</p>



2023 Department Poll

Closure (or Early Closure) on Fridays

Register in Probate	<p>For departments, like ours, that are on court schedules the possibility of not working or having a shorter day on Friday is not possible. Court can run Monday thru Friday from 8:00 a.m. – 4:30 p.m. As crowded as the court schedules can become I don't see any way to make Fridays a shorter or non-work day.</p> <p>Perhaps allowing departments to flex hours so that they take turns leaving on Fridays at noon. The department will stay open all day on Friday for normal hours but depending on the size of the department 1 or more can leave at noon on Fridays if they have worked longer hours Monday through Friday. This could be an incentive to employees who wish to take part but not disrupt the hours of your office.</p> <p>We discussed this in our office and employees who utilize daycare say this would not work for them. Daycare is strict with hours and they would not be able to have their children at daycare longer hours to accommodate leaving early on a Friday.</p> <p>I feel that closing early on Fridays would not be customer friendly. We have many people who schedule appointments with our office on Fridays because they may be off of work, or out early, and that is a day that works for them to come in. We are a customer based office and to shorten our hours would be a disruption.</p>
Register of Deeds	<p>The ROD office would be in favor of closing early on Fridays and changing to 30 minute lunch break vs 45 minutes. My staff feels this would be a nice benefit to offer to them as well. We've been tracking customer traffic on Friday afternoons for some time now and it makes sense to change these hours. I'd be doing a better service to the County by opening at 7:30am to allow folks the option to get their business completed prior to going to work.</p>
Sheriff	The Sheriff's Department would not be opposed to this change.
Treasurer	<p>As long as the whole building hours were changing, and the Elected Offices would be allowed to participate, then I would be in favor of the ½ days on Friday. We have noticed that not many people/phone calls are received on Friday afternoons, except if it is July 31. ☺</p>
UW- Extension	<p>The Extension office staff are generally supportive of closing the office to the public Friday at noon. We'd want the county to gather additional information about daycare options/issues with the longer M-Th schedule and adjust the official hours to minimize daycare impact for employees. We'd want to ensure that staff would still have access to the building Friday afternoons for those doing programming Friday afternoons-evenings and over the weekend.</p> <p>We're also supportive of keeping the current official hours.</p> <p>We're generally not supportive of closing the office on Fridays and having 10 hour days M-Th due to challenges with office coverage and daycare.</p>
Veterans Services	No response.
Victim/Witness	No response.

Other noted comments/questions/concerns:

- If the decision is made to close early on Friday, a close time of 1 pm, 1:30pm, or even 2:00pm would be beneficial so we could be around to serve folks over their lunch period on Friday.
- A change like this may affect our Payroll system. Unknown fiscal impact to make system changes.
- There would be an impact to the Holiday Pay benefit. How would that be addressed?
- This would not impact staff that have assigned on-call hours. While their core hours may change, their on-call assignment would be the same, or possibly even extend to cover the additional hours the department is closed.

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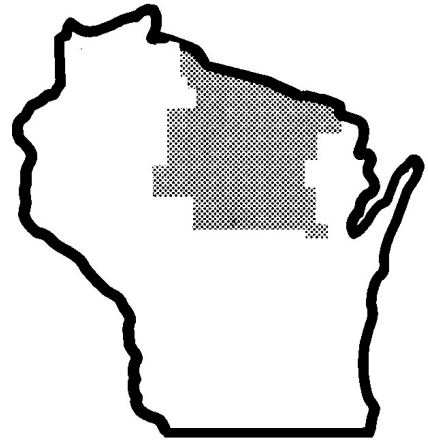
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STATE OF WISCONSIN

NINTH JUDICIAL DISTRICT

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WAUSAU, WISCONSIN 54401

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MEMORANDUM

To: Circuit Court Judges of the 9th Judicial Administrative District
From: Chief Judge Grau
Date: September 2, 2009
Re: Notification of County Furlough Day(s) to 9th District Office

If your county has selected furlough or shut down dates, and if their plan will impact county court personnel or court house facilities, please notify the District Court Administrator as soon as possible. County shut down of the courts is not possible without proper planning to maintain proper access to the courts.

Wis. Stats. 59.20(3)(a) provides that the clerk of circuit court shall keep the office open “during the usual business hours of any day except Sunday, as the [county] board directs.” Yet the power to set hours is shared with the chief judge of the judicial district, who supervises and directs the judicial administration of the district. Under Supreme Court Rule 70.19(3)(a), a chief judge’s duties include “where necessary, establishment of days and hours for court operation”.

County cost-cutting proposals for unpaid holidays and furlough days must be evaluated against the time limits for court proceedings established by the legislature.

Prompt hearings within tight time limits (often 72 hours) are mandated to protect constitutional liberty interests or to protect safety, health and welfare. Such proceedings include bail hearings, juvenile custody, emergency detention of mentally ill persons, emergency protective placements, and hearings for children taken into custody because of parental abuse and neglect. The statutes for most of these expedited hearings exclude Saturday, Sunday and holidays from the time limits. The statutory definition of “holiday” cannot reasonably be stretched to include furloughs or unpaid leave. Therefore, some hearings would have to be held even if most staff are gone. Maintaining the building for even a few staff would cut into the expected savings.

The statutes set time limits for filing civil cases and for responding to court orders and filings by other parties. Failure to comply with these deadlines leads to loss of legal rights and sometimes to the loss of an entire claim. The court time computation statutes refer to Saturday, Sunday and holidays, legal holidays, business days, “the first day of the week”, “secular day”, and “a day the clerk’s office is closed.” Adding non-holiday closings to the mix would create ambiguities, inconsistency between counties, and eventually litigation. The statutes would have to be changed to avoid these problems.

We understand the fiscal limitations faced by county governments in providing adequate services. But mandating a complete shut down for court operations cannot be successfully implemented as the statutes are written.

Along with this memo you will find some law that may aid you in dealing with county furlough day proposals you may encounter.

Relevant law:

- 59.20 County offices and officers. (3) Offices where kept; when open. (a) Every ... clerk of the circuit court... shall keep his or her office ... open during the usual business hours of any day except Sunday, as the board directs.
- SCR 70.19 Duties of the chief judge. (3) In the exercise of his or her general responsibility, the chief judge has the following duties: (c) Where necessary, establishment of days and hours for court operation.
- 801.15 Time. (1)(a) In this subsection, "holiday" means any day that is a holiday provided in s. 230.35 (4) (a) [10 days] or a statewide legal holiday provided in s. 995.20 [14 days] or both, and a full day on Good Friday.
(b) Notwithstanding ss. 985.09 and 990.001 (4), in computing any period of time prescribed or allowed by chs. 801 to 847, by any other statute governing actions and special proceedings, or by order of court, the day of the act ... from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a day the clerk of courts office is closed. When the period of time prescribed or allowed is less than 11 days, Saturdays, Sundays and holidays shall be excluded in the computation.
- *Klingbeil v. Perschke*, 228 Wis.2d 421 (Ct.App. 1999): The last day is included in determining time periods unless it is "a day the clerk of courts office is closed." Whether or not President's Day is a holiday under 801.15(1)(a) is not relevant, because the clerk's office was open anyway.
- 757.15 Holding court, effect of holidays. A court may be open to transact business on the first day of the week and on a legal holiday in like manner ... as upon any other day.
- 421.301 (6) "Business day" means any calendar day except Saturday and Sunday, and except the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas. [term used in chs. 801, 804, 806, 812, and 813]
- 985.09 Computation of time, Sundays, legal holidays. (2) The time within which an act is to be done or proceeding had or taken, as prescribed by the rules of procedure, shall be computed by excluding the first day and including the last; if the last day be Sunday or a legal holiday the party shall have the next secular day in which to do the act or take such proceeding.
- 990.001 Construction of laws; rules for. (4) Time, how computed.
(a) The time within which an act is to be done or proceeding had or taken shall be computed by excluding the first day and including the last; and when any such time is expressed in hours the whole of Sunday and of any legal holiday, from midnight to midnight, shall be excluded.
(b) If the last day within which an act is to be done or proceeding had or taken falls on a Sunday or legal holiday the act may be done or the proceeding had or taken on the next secular day.
(c) "Legal holiday" as used in this section means any statewide legal holiday provided in 995.20. [also includes postal holidays].

Dietary Aide Wages

Proposal

Current Grade--CC	Proposed Grade--DD
Range: \$12.47 to \$16.04	Range: \$14.28 to \$18.49
Midpoint: \$14.26	Midpoint: \$15.95

- Transition employees to DD pay grade 1/1/24
- Employees will be placed into their current step from 12/31/23

Comparison Data

Leading Age WI Wage Survey				
	25th	Median	75th	Average
Region 5	\$12.95	\$13.65	\$14.65	\$14.26
Government	\$15.01	\$16.41	\$17.36	\$15.36

Waterford: \$14	Qdoba: up to \$16
Marshfield Clinic: \$15	McDonalds: up to \$15
Aspirus Riverview: \$15	Starbucks: \$15-\$17
Nicolet Staffing: \$16	Target: \$15
Northshore Health Care: \$13.85 to \$17.50	KwikTrip: \$15
Rennes: \$13 to \$15	Walmart: \$14
Edenbrook: \$13 to \$16	Culvers: \$11 to \$16
North Central Health Care: \$14	Perkins: \$15 to \$18

HOLIDAY HOUR OPTIONS

1

Option #1: Current Holiday Policy (10 Holidays per year at 8 hours)

- 1.0 FTE = 80 annual hours (8 hours per holiday)
- 0.97 FTE = 77.5 annual hours (7.75 hours per holiday)
- 0.90 FTE = 72 annual hours (7.2 hours per holiday)
- 0.80 FTE = 64 annual hours (6.4 hours per holiday)
- 0.70 FTE = 56 annual hours (5.6 hours per holiday)
- 0.60 FTE = 48 annual hours (4.8 hours per holiday)
- 0.50 FTE = 40 annual hours (4 hours per holiday)
- Casual= 0 hours

2

Option #2: Increase Holiday Hours to allow 84 hours (10.5 Holidays per year)

Provide the same holiday schedule as current with the addition of an extra floating half-day holiday.

- Hours for FT employees would be an additional 4 hours. Pro-rated for part-time (additional hours range from 3.6 to 2 hours).
- Fiscal impact would be minimal for most departments however there would be a loss of 4 hours of productivity.
- 24/7 departments may have a cost impact to provide staffing for the additional 4 hours holiday

3

Option #3: Provide 10 Holidays equivalent to the employee's regular work hours as assigned

Employee holiday hours would be commensurate with their scheduled hours. Most full-time employees will range from 7.75 to 12 hours. Part time may range from 4 to 12 hours. If this model was adopted, there are many to details to work out such as:

- How this would impact our 24/7 departments?
- What is the impact on those with flexible schedules?
- What is maximum number of holiday hours provided (80 hours vs 120 hours)?
- What is the cost to edit all of the pay codes in TimeStar?





Wood County Holidays 2024

ALL ELIGIBLE EMPLOYEES

(Except Edgewater, Norwood, Bridgeway-Crisis, Parks Field Staff, Dispatch, and Sheriff Deputies/Investigators)

<u>Holiday</u>	<u>Day Celebrated</u>
New Year's Day	Monday, January 1, 2024
Friday before Easter	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Last Working Day before Christmas	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
Last Working Day before New Year's	Tuesday, December 31, 2024

ALL NORWOOD HEALTH CENTER & EDGEWATER HAVEN EMPLOYEES

<u>Holiday</u>	<u>Day Celebrated</u>
New Year's Day	Monday, January 1, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Day	Thursday, November 28, 2024
Christmas Day	Wednesday, December 25, 2024
4 Floating Holidays - 1 Per Quarter (Hours based on Employment Type)	

CRISIS INTERVENTION (BRIDGEWAY) & PARKS FIELD STAFF ONLY

<u>Holiday</u>	<u>Day Celebrated</u>
New Year's Day	Monday, January 1, 2024
Friday before Easter	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Eve*	Tuesday, December 31, 2024

*Parks & Forestry field staff have a Floating Holiday instead of New Year's Eve

SHERIFF DEPUTIES/INVESTIGATORS & DISPATCH

<u>Holiday</u>	<u>Day Celebrated</u>
New Year's Day	Monday, January 1, 2024
Easter	Sunday, March 31, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Day	Thursday, November 28, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Eve	Tuesday, December 31, 2024
1 Floating Holiday (Dispatch-8 Hours/Sheriff-8 or 12 Hours dependent on work schedule, Investigators/Civil Process-10 Hours)	

HIGHWAY

<u>Holiday</u>	<u>Day Celebrated</u>
New Year's Day	Monday, January 1, 2024
Friday before Easter	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Christmas Eve (Afternoon)	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Eve (Afternoon)	Tuesday, December 31, 2024
1 Floating Holiday (8 Hours)	