

## AGENDA OPERATIONS COMMITTEE

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

1. Call meeting to order
2. Public Comments
3. Resolution – Create 0.5 FTE/Budget Amendment for Victim Witness
4. Adjourn

***Join by phone***

+1-408-418-9388 United States Toll  
Access code: 2480 853 1319

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

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m4392985f60c3ed88ef38f604493b8ff0>

Webinar number: 2480 853 1319

Webinar password: 031726



**RESOLUTION#**

DATE March 17, 2026

Effective  
Date

Upon Passage & Posting

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Introduced by Judicial & Legislative and Operations Committees

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

**INTENT & SYNOPSIS:** To create a 0.5 FTE Program Assistant in Victim Witness and amend the 2026 Victim Witness budget to allow for the expense.

**FISCAL NOTE:** Wood County has been determined eligible for state reimbursement for this position between February 12, 2026 - February 11, 2027. The budget would be amended by the total below.

2026 Gross Wages	\$18,761.60
Benefit Costs*	<u>\$8,335</u>
Total	\$27,096.60

Source of Funding: DOJ Victim Witness 950 State Reimbursement

**WHEREAS,** Wood County’s Victim/Witness Services Department provides victims and witnesses of crimes in Wood county information related to the rights granted them by Wisconsin State Statute 950 and the Wisconsin State Constitution, and

**WHEREAS,** Wood County has been determined eligible for state reimbursement for this position between February 12, 2026 - February 11, 2027, and

**WHEREAS,** the county currently has 957 open cases with victims, and their current program assistant is on an unexpected leave of absence, and

**WHEREAS,** the additional program assistant will provide vital assistance in meeting Wisconsin Statutory requirements for victim notification timelines and services.

**NOW THEREFORE BE IT RESOLVED,** to accept DOJ reimbursement funding and create of a 0.5 FTE Program Assistant position in Victim Witness Services Department.

Pay Grade: F, Step 1  
Hours: 1040 per year (February 12, 2026 – February 11, 2027)

Adopted by the County Board of Wood County, March 17, 2026

County Clerk

County Board Chairman

FLSA Status: Exempt

Department: Victim Witness Services

**BE IT FURTHER RESOLVED,** [to amend the Victim Witness \(51315\) budget for 2026 by appropriating \\$27,096.60 of unanticipated revenue from State Aid-Victim Witness \(43511\) and](#) pursuant to Wis. Stats. S. 65.90(5), the County Clerk is directed to publish a Class 1 notice of this budget change within 15 days.