

## AGENDA OPERATIONS COMMITTEE

**DATE:** Tuesday, December 5, 2023  
**TIME:** 9:00 AM  
**LOCATION:** Courthouse - Conference Room 115

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. Resolution to sell tax deed property.
8. **Finance**
  - a. Finance Department update
  - b. Health Resolution - WIC
  - c. Health Resolution – Adams/Juneau
9. **Human Resources**
  - a. Holiday benefit hours (revisit from October meeting)
10. Comments from the Chair
11. Consider any agenda items for next meeting
12. Set next regular committee meeting date
13. Adjourn

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**Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 2495 819 5289

**Join by WebEx App or Web**

<https://woodcountyiwi.webex.com/woodcountyiwi/j.php?MTID=m3c0ac193fb601684f01279938a279fa7>  
Meeting number (access code): 2495 819 5289  
Meeting password: 120523

## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, November 7, 2023

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

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

**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 Rozar/Pliml to approve the consent agenda. Motion carried unanimously.
4. Pliml stated there is nothing new as far as an ARPA update. Once the budget is completed, work will continue to identify & fund projects, including the Courthouse heating system.
5. Finance Director Newton provided a Finance Dept. update. The budget is completed and posted. It was noted that all county board supervisors and department heads received the parameter letter and, for the most part, did a good job of staying within those limits spelled out. The two resolutions (levy and budget) were included in the packet and be acted on at the public hearing. Once the budget is done, year-end procedures will commence.
6. Edgewater Haven Administrator Cieslewicz, presented information regarding the wages for Certified Nursing Assistants. He informed the committee of the research done in comparing those wages with other nursing homes in this area of the state. The recommendation, which passed the Health & Human Services Committee, was to increase the mid-point of the CNA wages by \$1.10, which would be offset in part by increased Medicaid reimbursements. Motion by Rozar/Valenstein to approve the proposal as presented. Motion carried unanimously.
7. McGrath outlined a health insurance policy revision that is needed in order to not have issues with our stop loss carriers. The new policy would state: Employees who are on an approved leave of absence must make arrangements for their insurance premiums to be paid during the duration of the leave in order to continue coverage. Employees who are on a paid leave (such as using their accrued benefit time) will continue to have their regular bi-weekly insurance premiums deducted. Employee who are on an unpaid leave of absence may continue their insurance coverage provided they pay their regular employee share of the premium(s) to the Human Resources Department, by the first of each month, with a thirty (30) day grace period. If payment is not made for the

employee portion of benefit premiums by the 30th day of the month, benefits will be terminated and back-dated to the last day of paid premiums and the employee will be offered COBRA. Motion by Pliml/Valenstein to approve the policy revision as presented. Motion carried unanimously.

8. The budget hearing will be held on Tuesday, November 14<sup>th</sup> and the next regular meeting will be held on Tuesday, December 5<sup>th</sup> at 9:00 AM.
9. Motion by Valenstein/Pliml to move into closed session pursuant to Wis. Stats. 19.85(1)(c), to conduct performance reviews of department heads they oversee. Motion carried unanimously.
10. Motion by Valenstein/Rozar to come back into open session. Motion carried unanimously.
11. Motion by Pliml/Valenstein to adjourn the meeting. Motion carried unanimously at 9:54 AM.

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

# Operations Committee

November 7, 2023

NAME	REPRESENTING
JUSTIN CIESLEWICZ	EDGEWATER
JOSE PEREZ	WEB #11
Kim McGrath	HR
Ed Newton	Finance
DENNIS POLACH	web #14
Katie Miloch	HSD
Heather Gehl	Treasurer
Roland Hawk	Highway
Kim Stimac	C.O.C.
Tara Jensen	Probate
Erica Sherman	Health Dept
Amy Raup Web Ex	IT
Nick Hugaur Web Ex	HR
Melissa Schuerman Web Ex	HR
Victoria Wilson Web Ex	P+3
Quentin Ellis Web Ex	Sheriff's Dept
Kristie Fgge Web Ex	Health Dept
Reuben Van Tassel Web Ex	Mtnce

**MINUTES  
ANNUAL COUNTY BUDGET HEARING  
& OPERATIONS COMMITTEE**

**DATE:** Tuesday, November 14, 2023  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – County Board Room

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

**OTHERS PRESENT:** Trent Miner, County Clerk; Ed Newton, Finance Director; PaNyia Yang, Deputy Finance Director; Other County Board Supervisors, Staff, and Public in the County Board Room

1. Chairman Wagner called the Operations Committee to order at 9:00 AM.
2. Newton, Yang, and Wagner presented a PowerPoint presentation outlining the 2024 budget comparing previous years numbers to this years numbers, the revenue/expenditure highlights, as well as challenges, considerations, and assumptions used to arrive at the 2024 budget.
3. Chairman Wagner opened the floor for public comment. None was heard.
4. Chairman closed the public hearing.
5. Motion by Rozar/Valenstein to approve the levy resolution and forward onto the county board for their consideration. Motion carried unanimously.
6. Motion by Pliml/Rozar to approve the budget resolution and forward onto the county board for their consideration. Motion carried unanimously.
7. Chairman Wagner declared the meeting adjourned at 9:29 AM.

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



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – December 2023

- AND WE'RE OFF.....December 1<sup>st</sup> starts off our 2024 election season, one that is sure to be busy and, at best, contentious. I am starting to prep for some training for my municipal clerks and chief inspectors. Part of that training will be including what to look for as far as suspicious mail. At the recent November election, there was suspicious mail sent to a number of county clerks in 4 different states on election day. A number of those suspicious envelopes were tainted, containing fentanyl.
- I have started the programming for both the Spring Primary and the Spring Election/Presidential Preference Primary. I doubt we will see a statewide/countywide race needing a primary; however, it is possible that certain municipalities will see a primary either for a specific county board race, a municipal race, or for a school board race. I will know more after the end of the year.
- After the November county board meeting, I certified, submitted, and distributed the apportionment of taxes to each of the 34 municipalities in the county, as well as to the County Treasurer.
- The Census Review & Redistricting Committee will be meeting prior to county board in December to act on a resolution that changes the supervisory district lines between the City of Wisconsin Rapids and the Town of Grand Rapids (Districts 14 & 15). The City annexed some land for their dog park and they are requesting the movement. It involves no population. If the county were not to do it, we would have to make a new ward in the City and develop a separate ballot style for that ward, and program and print ballots for that ward, even though nobody lives there. It just makes sense, and saves money, to move the boundaries.
- I sent my Deputy County Clerk/Program Assistant to the recent Leadership Retreat that was put on by Human Resources. This was valuable training for her as she starts her career with the county. With my Chief Deputy County Clerk retiring in mid-2026, having this type of training available help with succession planning, especially in smaller departments.
- From our office to you and your families, a very blessed Christmas and Happy New Year! We look forward to serving you in 2024!



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

November 30, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

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### Human Resources Activity

	November 2023	2023 Year-to-Date
Applications Received	96	1,332
Positions Filled	4	160
Promotions/Transfers	1	47
New Hire Orientations	17	117
Terminations, Voluntary	6	91
Terminations, Involuntary	0	19
Retirements	1	18
Exit Interviews	4	44

### Human Resources Narrative

#### General Highlights

1. Completed the Q3 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 22 nominations were received for the quarter, of which Department Heads reviewed and voted on at their Q4 Department Head meeting. The following employees were selected to receive a Core Values Award:
  - Professionalism: Lacey Piekarski (Human Services)
  - Service: Charlene Smith (Clerk of Courts)
  - Compassion: Scott Goldberg (Sheriff)
  - Integrity: Rod Mayer (Land & Water Conservation)
  - Initiative: Nate Dean (Sheriff)
  - Diversity: Sadie Graveen (Human Service)

The program feedback received from employees continues to be 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 received their merit pay award on the November 30<sup>th</sup> payroll.

2. Continued the annual Open Enrollment window for 2024 benefit elections. The deadline for Open Enrollment Forms was November 10<sup>th</sup>. Most employees returned their forms by the deadline, but there were some that needed to be reminded/extended. The first round of Open Enrollment changes will be made the first week of December and will be reflected on the first

paycheck in December due to Medical, Dental, and Vision Insurance premiums being paid one month in advance.

3. Held the 2023 Leadership Retreat at Mid-State Technical College on November 29<sup>th</sup>. The leadership topics presented this year were Emotional Intelligence (EQ) and Team Building. Almost 70 Wood County Department Heads and departmental supervisors attended and participated in the event. We were extremely pleased with the topics and content of the training and grateful to have this training facilitated by the faculty/instructors at Mid-State!
4. 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. We held four in-person informational sessions with impacted jail staff on November 7<sup>th</sup> and 14<sup>th</sup>. During these meetings, we presented information that we were provided from WCA and Andy Phillips of Attoles Law, including draft Opt-Out Forms. Following those meetings, we learned from Employee Trust Funds (ETF) that they will be requiring use of their Opt-Out Form and they have outlined a specific process that they would like counties to follow regarding implementation. This information was not provided from ETF until November 21, 2023 and is in contradiction to the information that WCA has been providing. We are appreciative of the work that WCA and Andy Phillips put in to help us prepare for the implementation of Act 4 as ETF was not forthcoming with information throughout this process. There is considerable frustration with ETF for waiting so long to provide information, in addition to the fact that they are not willing to provide us a draft of the form that they would like us to use ahead of time so we can educate employees. We have one more informational session for jail staff on December 5<sup>th</sup> and, due to the new information, will likely schedule additional sessions due to the ever-changing information.

#### **Meetings & Trainings**

1. Attended the Operations Committee on October 3<sup>rd</sup>.
2. Attended County Board on November 14<sup>th</sup>.
3. Attended and facilitated the Department Head quarterly meeting on November 15<sup>th</sup>.
4. Attended the Network Exchange for HR Professionals hosted by the Heart of Wisconsin on November 16<sup>th</sup>.
5. Attended the Health & Human Services Committee (virtually) on November 16<sup>th</sup>.
6. Held the monthly conference call with The Horton Group on November 28<sup>th</sup> to discuss various benefit topics.
7. Held individual staff and team meetings to discuss and provide updates on the department's identified 2023 goals.
8. Staff attended various webinars related to benefits, employment law, and compliance.

#### **Benefits**

1. Submitted the required Gag Clause Attestation to CMS for our Group Health Plan.
2. 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.
3. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
4. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
6. 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. Reported new hires with the Wisconsin New Hire Reporting Center.



3. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Continuing to work 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.
6. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Clerk of Courts	Court Clerk – Branch I	Position posted, deadline 11/20/2023.
New Position (Grant Funded)	Criminal Justice	MAT Case Manager	Position posted, deadline 11/30/2023.
Replacement	District Attorney /Victim Witness	Program Assistant	Position posted, interviews conducted, final candidate selected, references completed, offer pending.
Replacement	District Attorney /Victim Witness	VW Coordinator	Position posted, applications reviewed, interviews scheduled on 12/5/2023.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 1/22/2024.
Replacement	Emergency Management	Deputy Director	Position posted, interviews conducted, final candidate selected, references completed, offer pending.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 11/20/2023.
Replacement	Human Services	Crisis Interventionists – Casual (2)	Position posted, one position filled, deadline for 2 <sup>nd</sup> position 12/4/2023.
New Position	Human Services	Support & Service Coordinator (WR)	Position posted, applications being reviewed.
Replacement	Human Services	Deputy Director	Position posted, applications being reviewed.
Replacement	Human Services	Case Manager/Social Work – Initial Assessment	Position posted, applications being reviewed.
Replacement	Human Services	CCS Service Facilitator	Position posted, deadline 12/4/2023.
Replacement	Human Services	Mental Health/SUD Clinician-Unlicensed	Position posted, deadline 11/27/2023.
Replacement	Human Services	Emergency Mental Health Services Program Manager	Position posted, deadline 12/4/2023.
Replacement	IT	Systems Tech – Lead	Position posted, deadline 11/27/2023.
New Position	Maintenance	Maintenance Tech I	Position posted, interviews conducted, conducting reference checks.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.

New Position	Parks	Parks Maintenance Worker – South Park	Position posted, deadline 11/30/2023.
Replacement	Planning & Zoning	Code Administrator	Position posted, deadline 12/4/2023.
Replacement	Sheriff	PT Deputies	Position posted, interviews conducted 11/13/2023. Sheriff Dept. conducting backgrounds.

### **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, including for the River Block power failures in March and September of 2023.
4. Attended Edgewater Safety Committee on 11/1/23, Highway Safety Committee meeting on 11/13/23 and Norwood Safety Committee meeting on 11/14/23.
5. Conducted N95 fit testing for 5 MSTC Nursing students at Edgewater Haven on 11/3/23.
6. Met with Emergency Management and IT on various dates to discuss internal messaging and the Everbridge System.
7. Assisted Jail Administrator, Facilities, Emergency Management, and Dispatch with evacuation planning for new Jail on 11/2/23.
8. Completed process of moving American Heart Association (AHA) affiliation to a new Training Center (APHE).

### **NEW Workers' Compensation Claims (1)**

1. 11/15/23 – Sheriff's (Corrections) – Employee was inadvertently tased while attempting to restrain combative inmate.

### **OPEN Workers' Compensation Claims (5)**

1. 8/8/23 – Human Services – Employee suffered head injury when hit on top of head by bus speaker that became dislodged.
2. 9/7/23 – Edgewater – Employee injured L ankle walking in kitchen.
3. 9/11/23 – Norwood – Employee was involved in MVC in County vehicle in the City of Marshfield.
4. 10/9/23 – Sheriff's – Employee was bitten on L elbow while attempting to restrain combative subject at Riverview ER (restitution will be requested).
5. 10/20/23 – Highway – Employee struck R hand with hammer while mounting tire at shop.

### **CLOSED Workers' Compensation Claims (3)**

1. 10/1/23 – Sheriff's (Corrections) – Employee injured L thumb while restraining combative inmate.
2. 10/3/23 – Norwood – Employee had accidental needlestick while receiving flu vaccination.
3. 10/17/23 – Norwood – Employee burned L hand while moving hot food in the kitchen.

### **First Aid Injuries (4)**

1. 11/15/23 – Sheriff's (Corrections) – Employee was struck in the face while attempting to restrain combative inmate.
2. 11/21/23 – Highway – Employee tripped while walking to mailbox; abrasions to both palms and knees.
3. 11/22/23 – Sheriff's (Corrections) – Employee strained lower back while assisting non-cooperative inmate into transport van.
4. 11/24/23 – Norwood – Employee strained both shoulders while repositioning uncooperative resident.

#### Property/Vehicle Damage Claims (2)

1. 11/21/23 – Human Services (Transportation) – HS bus hit stop sign while slowing to turn (no damage reported).
2. The claim for the 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 11/21/23, a total of \$65,003.34 in damages and business losses has been submitted. Less the County's deductible, we received an initial settlement payment of \$39,589.09. On 11/6/23, the County received a check for \$75,056.25, which will be used for the permanent power feed to the building.

#### Liability Claims (1)

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.

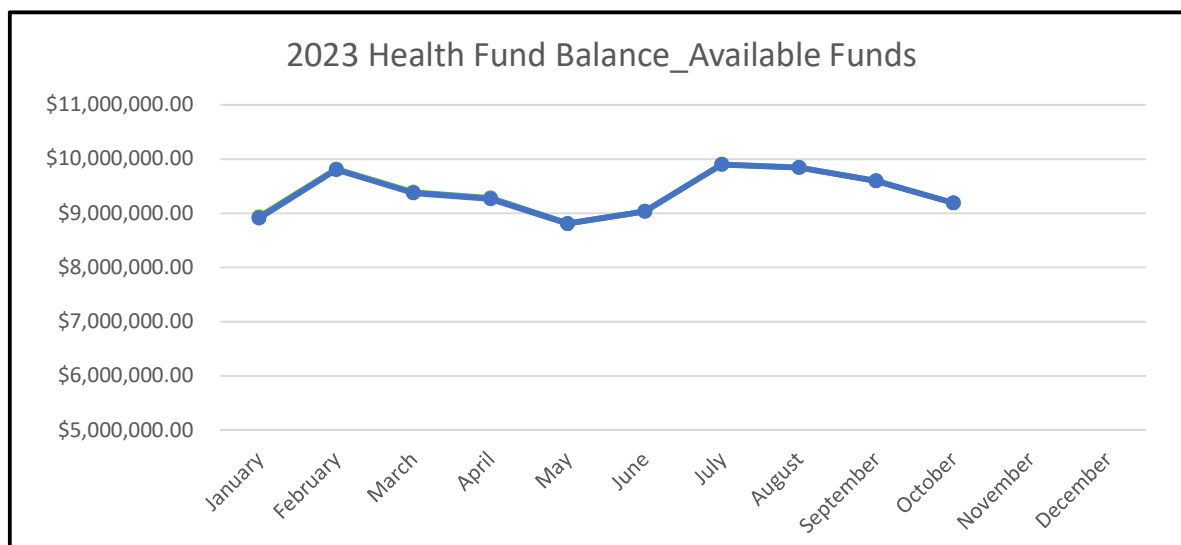
#### OPEN EEOC/ERD Claims (2)

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 26<sup>th</sup>. Currently awaiting a ruling from the assigned judge.

#### Other

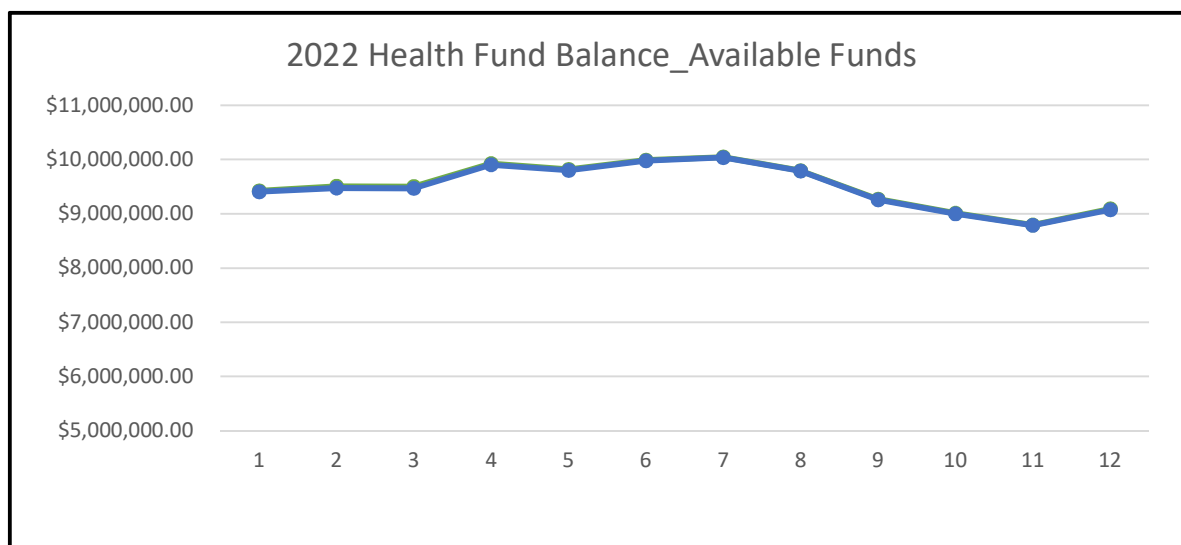
1. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
2. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
3. Reconciled and processed the October Unemployment Insurance payment.
4. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
5. Facilitated New Hire Orientation on November 6<sup>th</sup>, 13<sup>th</sup>, and 27<sup>th</sup>.
6. Conducted exit interviews on November 10<sup>th</sup>, 16<sup>th</sup>, and 29<sup>th</sup>.
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	\$ 9,842,898.87	\$ 9,841,374.62	\$ 9,794,557.38	\$ 9,791,325.99
September	\$ 9,601,891.13	\$ 9,598,265.15	\$ 9,267,809.81	\$ 9,258,972.98
October	\$ 9,189,858.21	\$ 9,189,539.63	\$ 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

Thank you for sharing- I am honored to receive this award!

Wow, this is a great (letter) to get! Thank you so much.

Oh wow! Thank you very much! This made me tear up a little bit!

Thank you for passing this along to me. I'm sure there are so many nominations and to follow-up with these emails to share the nomination has personally made a positive impact on my week. Thank you for taking the extra time to do this. It is invaluable to me and reminds me of why it is so wonderful to be a part of this agency.

Thank you! I appreciate you sharing this with me.

Thank you for sharing this nomination with me. I am honored and surprised! I feel so blessed to work (for Wood County) with so many amazing folks.



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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### LETTER OF COMMENTS—DECEMBER 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in November.
2. Attended the Operations Committee meeting on November 7.
3. Attended United Way Finance Committee meeting on November 13.
4. Attended the Budget Hearing and County Board meeting on November 14.
5. Met with Village of Arpin Clerk/Treasurer to discuss procedures on November 14.
6. Attended Department Head Meeting at River Block on November 15.
7. Had a phone conference with representatives from Schwab regarding the general operating account and services that they could provide on November 16.
8. I met with the Clerk for the Town of Dexter to go over the mill rate calculation sheet and how the numbers are imputed from where on November 28.
9. As municipalities finish up their public budget hearings and submit their tax rate calculation sheets, I've been checking them for accuracy and entering them into the tax program to begin printing tax bills on December 1. The reason we don't start printing tax bills until December 1 is to have a clean cutoff date for ownership changes through November.
10. In order to keep tax payers from falling further behind before the new tax bills come out, 637 delinquent notices were mailed out this month totaling \$1,802,595 for 2020-2022 taxes owed.
11. I'm in the process of completing all employees' annual reviews that are due on December 8.
12. Sales tax came in for the month of October at \$788,610 which puts us with two months left of the year tracking about \$875,000 behind where we finished last year. To date we have received \$6,837,194.
13. We received another Opioid settlement payment in the amount of \$18,653.69 bringing the account total to \$505,121.34.



# Wood County

## WISCONSIN

### Employee Wellness

*Ryan Boeshaar*

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#### Letter of Comments – November 2023

- The flu shot clinic wrapped up for the 2023 season and went very smoothly. There was a total number of 85 participants who received their flu shot. A big thank you to the nursing staff and Health Department that helped me prepare the clinic days and making sure everything ran well. The remaining flu vaccines were transported to Edgewater to be used.
- Follow-up health coaching is still going well and have full scheduled dates until the end of the year. Sessions have gone well thus far, and there has been a combination of participants who are still working on past goals and others who have made new goals. Additional dates/time may be added if necessary.
- The Quarter 4 Challenge, “*Beat the Winter Fitness Blues*”, wraps up at the end of this week. This was the last challenge of the 2023 program year and is worth up to 300 wellness points. To review, the emphasis of this challenge was to maintain or improve your physical activity routine during the busy holiday season and changing of the weather. We had a total of 119 people who participated in the challenge, which is a great number given the time of the year.
- I have started to prepare and plan for the 2024 wellness program. Scheduling dates/times and reserving rooms for onsite biometric screenings have been a focus as of late. Similar to years past, these screenings will be held from January – March next year. I have also received great feedback from the Wellness Committee on some potential program ideas for 2024.
- I continue to remind participants of all the activities they can still complete by the end of the year that are worthy of wellness points. Those who earn up to 1,000 wellness points by the end of the year will qualify for the cash payout incentives that will be awarded on their first paycheck of 2024.

**COUNTY BOARD CLAIMS**  
**Oct-23**

Paid November 2023

CLAIMANT	MONTH	PER DIEM	MILEAGE	TOTAL
Allen Breu	October-23	\$ 265.00	\$ 78.60	<b>\$343.60</b>
William Clendenning	October-23	\$ 665.00	\$ 303.92	<b>\$968.92</b>
Adam Fischer	October-23	\$ 365.00	\$ 137.55	<b>\$502.55</b>
Jake Hahn	October-23	\$ 315.00	\$ 55.02	<b>\$370.02</b>
Brad Hamilton	October-23	\$ 315.00	\$ 9.17	<b>\$324.17</b>
John Hokamp	October-23	\$ 400.00	\$ 25.55	<b>\$425.55</b>
David La Fontaine	October-23	\$ 350.00	\$ 172.27	<b>\$522.27</b>
Bill Leichtnam	October-23	\$ 545.00	\$ 131.00	<b>\$676.00</b>
Jeff Penzkover	October-23	\$ 300.00	\$ 49.78	<b>\$349.78</b>
Lance Pliml	October-23	\$ 400.00	\$ 57.64	<b>\$457.64</b>
Dennis Polach	October-23	\$ 350.00	\$ 28.82	<b>\$378.82</b>
Donna Rozar	October-23	\$ 300.00	\$ -	<b>\$300.00</b>
Lee Thao	Jul-Oct 23	\$ 1,450.00	\$ 180.78	<b>\$1,630.78</b>
Laura Valenstein	October-23	\$ 430.00	\$ -	<b>\$430.00</b>
William Voight	October-23	\$ 400.00	\$ 158.51	<b>\$558.51</b>
Ed Wagner	October-23	\$ 265.00	\$ 129.69	<b>\$394.69</b>
William Winch	October-23	\$ 400.00	\$ 57.64	<b>\$457.64</b>
Joseph Zurfluh	October-23	\$ 390.00	\$ 28.82	<b>\$418.82</b>
Carmen Good	October-23	\$ 50.00	\$ 45.85	<b>\$95.85</b>
Andrea Halbersma	October-23	\$ 50.00	\$ -	<b>\$50.00</b>
Lori Nordman	October-23	\$ 50.00	\$ -	<b>\$50.00</b>
Linda Schmidt	October-23	\$ 50.00	\$ -	<b>\$50.00</b>
Rebecca Spiros	October-23	100.00	40.35	<b>\$140.35</b>
		<b>\$8,205.00</b>	<b>\$1,690.96</b>	<b>\$9,895.96</b>

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Operations Committee



## Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: NOVEMBER 2023

For the range of vouchers: 06230149 - 06230157

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06230149	ELECTION SYSTEMS & SOFTWARE	2023 Upgrade - Printer	10/27/2023	\$1,042.00	P
06230150	UNITED MAILING SERVICE	MAIL FEES OCTOBER 2023 UMS	11/10/2023	\$1,148.21	P
06230151	AMAZON CAPITAL SERVICES	Office Supplies	11/14/2023	\$76.00	P
06230152	GANNETT WISCONSIN LOCALIQ	VAR ADS OCT 2023 WIS MEDIA	11/14/2023	\$214.16	P
06230153	AMAZON CAPITAL SERVICES	Office Supplies	11/16/2023	\$21.96	P
06230154	AEGIS CORPORATION	Position Schedule Bond - 2024	11/16/2023	\$1,505.00	P
06230155	US BANK	VISA Charges	11/17/2023	\$990.00	
06230156	AMAZON CAPITAL SERVICES	Office Supplies	11/22/2023	\$9.90	
06230157	BEAR GRAPHICS INC	DOG SUPPLY FORMS 2024	11/28/2023	\$44.17	
Grand Total:				\$5,051.40	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: NOVEMBER 2023

For the range of vouchers: 14230237 - 14230263

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14230237	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	11/02/2023	\$332.47	P
14230238	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	11/02/2023	\$248.77	P
14230239	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	11/02/2023	\$246.92	P
14230240	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	11/02/2023	\$5,408.06	P
14230241	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/02/2023	\$2,882.60	P
14230242	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/02/2023	\$4,136.51	P
14230243	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	11/02/2023	\$20.00	P
14230244	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	11/02/2023	\$355.85	P
14230245	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/02/2023	\$53.35	P
14230246	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	11/16/2023	\$326.90	P
14230247	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	11/16/2023	\$247.33	P
14230248	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	11/16/2023	\$246.92	P
14230249	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	11/16/2023	\$5,418.36	P
14230250	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/16/2023	\$2,883.59	P
14230251	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/16/2023	\$4,011.81	P
14230252	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	11/16/2023	\$20.00	P
14230253	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	11/16/2023	\$355.85	P
14230254	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/24/2023	\$108.07	
14230255	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/24/2023	\$12.74	
14230256	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	11/30/2023	\$184.51	
14230257	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT - FINAL	11/30/2023	\$503.00	
14230258	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	11/30/2023	\$246.92	
14230259	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	11/30/2023	\$5,414.33	
14230260	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/30/2023	\$2,912.15	
14230261	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/30/2023	\$4,069.81	
14230262	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	11/30/2023	\$20.00	
14230263	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	11/30/2023	\$355.85	
Grand Total:				\$41,022.67	

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: NOVEMBER 2023

For the range of vouchers: 17230098 - 17230110 23230060 - 23230066

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17230098	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	11/01/2023	\$6,800.00	P
17230099	WELD RILEY SC	Legal Fees	10/01/2023	\$1,640.00	P
17230100	MARSHFIELD AREA CHAMBER OF COM	Service Recognition Program	10/26/2023	\$100.63	P
17230101	HEART OF WI CHAMBER OF COMMERCE	Service & Recognition Program	10/26/2023	\$105.00	P
17230102	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	11/06/2023	\$191.00	P
17230103	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	11/01/2023	\$371.00	P
17230104	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	11/01/2023	\$53.00	P
17230105	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	10/30/2023	\$27.00	P
17230106	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	10/30/2023	\$54.00	P
17230107	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	10/30/2023	\$27.00	P
17230108	WELLNESS COUNCIL	Corporate Membership Dues	11/01/2023	\$500.00	P
17230109	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	10/23/2023	\$100.00	P
17230110	US BANK	P Card Changes	11/16/2023	\$1,540.00	P
23230060	JACKSON LEWIS P.C.	Liability Deductible	10/31/2023	\$28.00	P
23230061	WHEELERS OF MARSHFIELD	Vehicle Damage - Norwood Van	10/24/2023	\$1,698.00	P
23230062	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Premium	11/06/2023	\$353.00	P
23230063	DWD BUREAU OF FINANCE	FY 2023 WC General Assessment	11/02/2023	\$2,366.46	P
23230064	PER MAR SECURITY SERVICES	Power Surge	11/30/2023	\$5,869.99	P
23230065	RISK STRATEGIES COMPANY	RPLI Practices Liability Renew	12/10/2023	\$14,437.00	P
23230066	WI COUNTY MUTUAL INS CORP	Workers Comp Premium	11/10/2023	\$78,017.00	P
<b>Grand Total:</b>				<b>\$114,278.08</b>	

### 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: NOVEMBER 2023

For the range of vouchers: 28230261 - 28230280

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28230261	BEAR GRAPHICS INC	TAX ENVELOPES	11/01/2023	\$2,634.31	P
28230262	CITY OF MARSHFIELD	OCTOBER SPECIAL CHARGES	11/01/2023	\$280.34	P
28230263	CITY OF NEKOOSA TREASURER	OCTOBER SPECIAL CHARGES	11/01/2023	\$1,248.07	P
28230264	CITY OF WISCONSIN RAPIDS	OCTOBER SPECIAL CHARGES	11/01/2023	\$890.63	P
28230265	MAD MANAGEMENT LLC	TAX OVERPAYMENT REFUND	11/01/2023	\$11.04	P
28230266	NOTARY BOND RENEWAL SERVICE	NOTARY BOND RENEWAL	11/01/2023	\$30.00	P
28230267	RICKABY BRAD OR KATRINA	TAX OVERPAYMENT REFUND	11/01/2023	\$75.88	P
28230268	TOWN OF PORT EDWARDS	OCTOBER SPECIAL CHARGES	11/01/2023	\$351.14	P
28230269	TOWN OF SARATOGA	OCTOBER SPECIAL CHARGES	11/01/2023	\$1,034.56	P
28230270	TOWN OF SARATOGA	TAX DEED SPECIALS	11/01/2023	\$722.64	P
28230271	TOWN OF GRAND RAPIDS	OCTOBER SPECIAL CHARGES	11/01/2023	\$158.05	P
28230272	TOWN OF ROCK TREAS LISA ANDERSON	OCTOBER SPECIAL CHARGES	11/01/2023	\$359.06	P
28230273	WI DEPT OF FINANCIAL INSTITUTIONS	NOTARY RENEWAL	11/01/2023	\$20.00	P
28230274	BEAR GRAPHICS INC	TAX BILLS	11/08/2023	\$2,445.41	P
28230275	WI DEPT OF ADMINISTRATION	OCTOBER WI LAND INFO	11/08/2023	\$6,167.00	P
28230276	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/15/2023	\$43.75	P
28230277	STATE OF WISCONSIN TREASURER	OCT CLERK OF COURT REVENUE	11/15/2023	\$121,405.84	P
28230278	TILLY PROPS LLC	TAX OVERPAYMENT REFUND	11/15/2023	\$52.14	P
28230279	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/28/2023	\$11.89	P
28230280	US BANK	HOTEL & SCANNER INK	11/28/2023	\$269.49	P
<b>Grand Total:</b>				<b>\$138,211.24</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

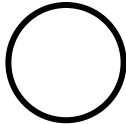
Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_



RESOLUTION#

Introduced by Operations Committee  
Page 1 of 1

ITEM#  
DATE December 19, 2023  
Effective Date December 19, 2023

Committee

CAK

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

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 deed property.

FISCAL NOTE:	Offered Amount	\$25,000.00
	R.E. Taxes	(66,207.60)
	Special Charges	(716.00)
	Delinquent Utilities	(436.48)
	Tax Deed Expense	(118.00)
	LOSS	(\$42,478.08)

		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, during the sealed bid process no offer was received on the below mentioned property, and,

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

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

WHEREAS, it is beneficial for Wood County to sell tax deed 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 offer be accepted

Village of Port Edwards

27-00082 Lot 1 of Wood County Certified Survey Map No. 10267 (recorded in Volume 37 of Survey Maps at Page 167 as Document No. 2017R08458) said lot being part of Government Lot 4 of Section 36, Township 22 North,

Range 5 East, Village of Port Edwards, Wood County, Wisconsin.

OFFERED AMOUNT  
\$25,000.00

APPRAISED AMOUNT  
\$55,500.00

Property is a located at 175 Business Park Dr., Village of Port Edwards.

{ }

ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

ADAM FISCHER

LANCE PLIML

LAURA VALENSTEIN

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:** December 5, 2023  
**To:** Operations Committee

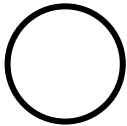
**Subject:** Finance Department Update  
**From:** Ed Newton & PaNyia Yang

### **Departmental Activities and Projects - Ongoing/Upcoming**

- 2023 Annual Audit and Reporting (Newton/Yang).
- 2023 Single Audit (Newton/Yang).
- 2023 Cost Allocation Plan planning and preparation (Newton/Yang).
- 2023 Form A preliminary/audited filing (Yang).
- Ongoing year-end/audit/single audit/discussions with WIPFLI (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).
- Prepare/file annual disclosure Municipal Securities Rulemaking Board (MSRB (Newton/Yang).
- 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 (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid 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).
- Account Payable ACH project (Nelson).

### **Meetings, Webinars and Conferences**

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Annual budget presentation (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Attend Act 4 webinar presented by ETF (Newton/Weiler).
- Attend Department Head meeting (Newton).
- Attend Leadership retreat (Newton).
- Attend ARPA webinar (Newton).
- Attend 1099 Compliance webinar (Nelson).
- Discussion of Direct Pay Solar Tax Credit - WIPFLI (Newton).
- Various discussion with Baird/Quarles regarding 2023 Debt funding request (Newton/Yang).
- Various discussion with CLA regarding GASB 96 implementation (Newton).
- Various discussions and meetings with Human Resources. (Newton/Weiler).
- Various discussions and meetings with Human Services/EW/NW (Newton).
- Finance department annual employee performance evaluations (Newton/Yang).



RESOLUTION#

Introduced by Health & Human Services Committee; Operations Committee  
Page 1 of 1

ITEM#  
DATE  
Effective Date Upon Passage and Posting

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PAK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

**INTENT & SYNOPSIS:** To amend the 2023 WIC budget for the purpose of funding higher than anticipated expenditures. SS

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

Function	Account Name	Debit	Credit
54122	WIC		\$10,000
43554	State Grants	\$10,000	

**WHEREAS,** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$10,000, and

**WHEREAS,** expenditure increase is a direct result of additional grant funding for outreach and client services unanticipated during the 2023 budget process, and

**WHEREAS,** revenues generated by the department will be higher than anticipated by \$10,000 due to additional grant funding, 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”,

**NOW THEREFORE BE IT RESOLVED,** to amend the Wood County WIC budget account (54122) for 2023 by appropriating \$10,000 of unanticipated revenue into the State Grants revenue account (43554), and

**BE IT FURTHER RESOLVED,** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is required to post a notice of this budget change within 15 days.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
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			

OPERATIONS COMMITTEE

Ed Wagner (CHAIR)

Donna Rozar

Adam Fischer

Lance Pliml

Laura Valenstein

HEALTH & HUMAN SERVICES COMMITTEE

Adam Fischer (CHAIR)

Donna Rozar

John Hokamp

Lee Thao

Tom Buttke

Kristen Iniguez, DO

Rebecca Spiros, RN

Lori Nordman

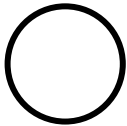
Mary Jo Wheeler-Schueller

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

County Clerk

County Board Chairman





RESOLUTION#

Introduced by Health & Human Services Committee; Operations Committee  
Page 1 of 1

ITEM#  
DATE  
Effective Date Upon Passage and Posting

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PAK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

SS  
**INTENT & SYNOPSIS:** To amend the 2023 ADAMS-JUNEAU budget for the purpose of funding higher than anticipated expenditures.  
**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54132	Adams-Juneau Environmental Health Program		\$25,000
44100	Licensing Revenue	\$25,000	

**WHEREAS**, expenditures of the above functions are anticipated to exceed the originally adopted budget by \$25,000, and  
**WHEREAS**, expenditure increase is a direct result of increased travel for inspections and licensing activity and increased lab expenditures unanticipated during the 2023 budget process, and  
**WHEREAS**, revenues generated by the department will be higher than anticipated by \$25,000 due to additional licensure fee collections, 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”,  
**NOW THEREFORE BE IT RESOLVED**, to amend the Wood County ADAMS-JUNEAU budget account (54132) for 2023 by appropriating \$25,000 of unanticipated revenue from licensing fees into the Licenses/Permits revenue account (44100), and

**BE IT FURTHER RESOLVED**, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is required to post a notice of this budget change within 15 days.

OPERATIONS COMMITTEE

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

HEALTH & HUMAN SERVICES COMMITTEE

Adam Fischer (CHAIR)	
Donna Rozar	Kristen Iniguez, DO
John Hokamp	Rebecca Spiros, RN
Lee Thao	Lori Nordman
Tom Buttke	Mary Jo Wheeler-Schueller

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

County Clerk County Board Chairman

# 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?

