

AGENDA WOOD COUNTY BOARD OF SUPERVISORS
February 16, 2016 – 9:30 A.M.
WOOD COUNTY BOARD ROOM

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Zurfluh

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: Supervisor Miner

RESIGNATIONS: none

APPOINTMENTS: none

Re-APPOINTMENTS: none

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS: none

READING OF MINUTES OF COMMITTEE MEETINGS, RESOLUTIONS. RESOLUTIONS INTRODUCED BY COMMITTEES SHALL BE PRESENTED IMMEDIATELY FOLLOWING THE READING OF THAT COMMITTEE'S MINUTES.

SPECIAL ORDERS OF BUSINESS:

Regional Dean UW Colleges Dr. Keith Montgomery- presentation on the regionalization of the UW Colleges and UW Marshfield/Wood County.

Jason Grueneberg - River Block transition update

PRESENTATION OF LETTERS, PETITIONS, REMONSTRANCES, COMMUNICATIONS AND OTHER DOCUMENTS:

SET DATE FOR NEXT COUNTY BOARD MEETING – March 15, 2016

ADJOURN

REFERRALS FOR FEBRUARY 16, 2016 – COUNTY BOARD

- Amendatory Ordinance from Bayfield County to create Chapter 6 (Large-Scale Concentrated Animal Feeding Operations Ordinance) of Title 5 (Public Safety) of the Bayfield County Code of Ordinances, Bayfield County, WI. Referred to Judicial & Legislative Committee and Land & Water Conservation Director Wucherpennig
- Amendatory Ordinance from Bayfield County to create Chapter 7 of Title 5 (Public Safety) South Fish Creek Watershed Animal Waste Storage and Management Ordinance. Referred to Judicial & Legislative Committee and Land & Water Conservation Director Wucherpennig
- Resolution from Door County with recommendations as to legislation that impacts planning, zoning and land use laws. Referred to Judicial & Legislative Committee, Supervisor Henkel and Planning & Zoning Director Grueneberg
- Resolution from Outagamie County opposing any legislation which would allow a dairy farmer to sell unpasteurized (raw) milk and raw milk products. Referred to Judicial & Legislative Committee, Supervisor Rozar and Health Director/Officer Kunferman
- Resolution from Outagamie County opposing proposed legislation relating to the referral of cases of suspected or threatened child abuse or neglect to the sheriff or police department, coordination of the investigation of those cases and referral of those cases to the district attorney for criminal prosecution. Referred to Judicial & Legislative Committee, Supervisor Rozar, Sheriff Reichert and Human Services Director Roetter.
- Resolution from Outagamie County supporting proposed legislation to make the guidelines and fees for issuing a marriage license and a domestic partnership license the same and allows updates to information that is statutorily required to be distributed with any marriage license application as well as the way the information can be distributed. Referred to Supervisor Miner.

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

January 19, 2016 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on January 19, 2016.

Chairman Pliml called the meeting to order at 9:30 a.m.

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Henkel, Hokamp, Leichtnam, Machon, Miner, Nelson, Pliml, Polach, Rozar, Wagner, Winch and Zurfluh.

Excused: Supervisors Hamilton and Hendler.

Supervisor Zurfluh gave the invocation and led the Pledge of Allegiance.

Motion by Feirer/Nelson to approve the minutes of the previous meeting. Motion carried by voice vote.

Motion by Rozar/Hokamp to reappoint; Joyce Schauer to the Ethics Committee for a three year term; Tom Henseler and Brian Ashbeck to the Loan Review Board for a two year term and Marv Kohlbeck to the Civil Service Commission for a five year term. Motion carried by voice vote.

SPECIAL ORDER OF BUSINESS

NORTH CENTRAL REGIONAL PLANNING COMMISSION OVERVIEW

Dennis Lawrence, Executive Director was present to give the board an overview of what NCRPC is and the services they provide. He gave information regarding its formation and governance. The region covers ten counties and the services provided to member counties also extend to cities, towns, and villages within those counties. The nine member staff are experienced in the areas of community planning, transportation, economic development, grant writing and GIS/mapping. Mr. Lawrence answered any questions presented.

Committee minutes presented: Executive.

Chairman Pliml informed the board that he wished to take the first five resolutions which deal with budget amendments as a group. No objection was heard.

RESOLUTION 16-1-1

Introduced by: Executive Committee

INTENT & SYNOPSIS: To amend the 2015 budget for Employee Health Benefits (51430) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues and use of cash reserves in the Employee Health Fund. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54122	Health Benefit Payments		\$1,775,000
33900	Transfer from Health Fund Balance	\$1,275,000	
48440	Stop Loss Reimbursements	\$500,000	

Motion by Breu/Nelson to adopt Resolution 16-1-1. Motion carried unanimously. Excused were Hendler and Hamilton.

RESOLUTION 16-1-2

Introduced by: Executive Committee

INTENT & SYNOPSIS: To amend the 2015 budget for the Victim Witness Crime Witness Rights function (51317) for additional expenditures that were not anticipated during the original budget process:

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

Account	Account Name	Debit	Credit
51317	Victim Witness Crime Witness Rights		\$2,039
43210	Federal Grants–Victim Witness	\$2,039	

Motion by Breu/Nelson to adopt Resolution 16-1-2. Motion carried unanimously. Excused were Hendler and Hamilton.

RESOLUTION 16-1-3

Introduced by: Executive Committee

INTENT & SYNOPSIS: To amend the 2015 Dental Sealants Grant budget for additional revenue and expenditures unanticipated during the original budget process.

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

Function	Account Name	Debit	Credit
54130	Dental Sealants		8,400
46510	MA Revenue	8,400	

Motion by Breu/Nelson to adopt Resolution 16-1-3. Motion carried unanimously. Excused were Hendler and Hamilton.

RESOLUTION 16-1-4

Introduced by: Health and Human Services and Executive Committee

INTENT & SYNOPSIS: To amend the 2015 budget for the Human Services Community programs for transfer of available appropriations to functions where actual expenditures are recorded.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed for transfers in are available and are not anticipated to be spent in the appropriations to be transferred out. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54410-35	Economic Support & Employment Division	\$600,000	
54401-05	Family Services Division		\$600,000

Motion by Breu/Nelson to adopt Resolution 16-1-4. Motion carried unanimously. Excused were Hendler and Hamilton.

RESOLUTION 16-1-5

Introduced by: Health and Human Services and Executive Committees

INTENT & SYNOPSIS: To amend the 2015 budget for Norwood Health Center for transfer of available appropriations to functions where actual expenditures are recorded.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed for transfers in are available and are not anticipated to be spent in the appropriations to be transferred out. Additionally, Congregate Meal Program revenues are expected to exceed the budgeted amount due to increased program utilization. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54326	Norwood Inpatient Unit	35,000	
54350	Norwood Dietary Department		22,500
54365	Norwood Administration		25,000
47440	Congregate Meal Revenue	12,500	

Motion by Breu/Nelson to adopt Resolution 16-1-5. Motion carried unanimously. Excused were Hendler and Hamilton.

Chairman Pliml informed the board that he wished to take the next two resolutions which are similar together. No objection was heard.

RESOLUTION 16-1-6

Introduced by: Executive Committees

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

FISCAL NOTE: Offered Amount	\$1688.00
R.E. Taxes	(2738.04)
Publication fees	(161.44)
Abstracting fees	(77.00)
LOSS	(1288.48)

Motion by Wagner/Henkel to adopt Resolution 16-1-6. Motion carried unanimously. Excused were Hendler and Hamilton.

RESOLUTION 16-1-7

Introduced by: Executive Committee

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

FISCAL NOTE: Offered Amount	\$5,000.00
R.E. Taxes	(6,641.75)
Publication fees	(126.64)
Abstracting fees	(91.00)
LOSS	\$(1,859.39)

Motion by Wagner/Henkel to adopt Resolution 16-1-7. Motion carried unanimously. Excused were Hendler and Hamilton.

Committee minutes presented: Health and Human Services

RESOLUTION 16-1-8

Introduced by: Health & Human Services, Public Safety and Judicial & Legislative Committees

INTENT & SYNOPSIS: To oppose Senate Bill 326 and Assembly Bill 429 affecting child welfare practice and request a meeting of all stakeholders to discuss the legislation in greater detail.

FISCAL NOTE: There will be increased costs for both the Sheriff and Human Services Departments of Wood County. However, it is difficult to quantify at this time.

Motion by Feirer/Breu to adopt Resolution 16-1-8. Motion carried unanimously. Excused were Hendler and Hamilton.

Committee minutes presented: Conservation, Education and Economic Development. Supervisor Henkel invited everyone to attend the February CEED committee meeting to listen to the Land Conservation speaker contest winners.

RESOLUTION 16-1-9

Introduced by: Conservation, Education and Economic Development Committee

INTENT & SYNOPSIS: To increase the Administrative Services 4 position in the Land & Water Conservation Department from 80% to 100% and to amend the 2016 budget for Land Conservation (56121) for the purpose of fully funding unanticipated expenditures for 2016.

FISCAL NOTE: To transfer \$6,200 from available balance in contingency (51590) to Land Conservation (56121). At the time of this request the funds available in contingency are \$450,000. 180 hours will be funded from non-levied accounts.

Source of Money: Contingency Fund & Non-Levied Accounts

Account	Account Name	Debit	Credit
56121	Land Conservation		\$6,200
51590	Contingency	\$6,200	
56123	Wildlife Damage Abatement		\$1,705
43586-481	State Aid	\$1,705	
56125	Nonmetallic Mining Reclamation		\$3,410
46825-000	Nonmetallic Mining Fees	\$3,410	

Motion by Miner/Clendenning to adopt Resolution 16-1-9. Motion carried unanimously. Excused were Hendler and Hamilton.

Committee minutes presented: Judicial and Legislative

RESOLUTION 16-1-10

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To go on record in opposition to state legislative efforts to modify the existing worker's compensation law.

FISCAL NOTE: Unknown. The current system has been working well from a financial perspective for about 100 years in keeping damages at realistic levels for both employers and employees and in allocating almost all of the funds to employee care and not administration fees or costs of advocates.

Motion by Clendenning/Feirer to adopt Resolution 16-1-10. Motion carried. Voting no was Rozar. Excused were Hendler and Hamilton.

RESOLUTION 16-1-11

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To go on record in opposition to the consolidation of county elected offices.

FISCAL NOTE: None.

Motion by Wagner/Machon to adopt Resolution 16-1-11. Motion carried. Voting no were Nelson and Rozar. Excused were Hendler and Hamilton.

Committee minutes presented: Highway, Infrastructure & Recreation. Chairman Pliml asked Parks Director Schooley to give a little information about the west side ice access on Lake Nepco. Schooley reported that starting this Friday a.m. through February 29th through negotiations with Domtar there will be trial basis access. At the entrance there is a form regarding liability to be completed. At this point, only winter access is anticipated.

RESOLUTION 16-1-12

Introduced by: Highway, Infrastructure & Recreation Committee

INTENT & SYNOPSIS: Approval of the 2016 Wood County Forest Annual Work Plan.

FISCAL NOTE: Potential loss of State Aid Revenues in the amount of \$44,082.00.

Motion by Clendenning/Zurfluh to adopt Resolution 16-1-12. Motion carried unanimously. Excused were Hendler and Hamilton.

ORDINANCE 16-1-13

Introduced by: Highway, Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To create an ordinance prohibiting park users from bringing firewood into any Wood County Park facility, shelter, land or area.

FISCAL NOTE: Unknown increase in firewood processing expenses, as well as unknown increase in firewood sales revenue.

Motion by Breu/Leichtnam to adopt Ordinance 16-1-13. Discussion regarding enforcement and education and that this only regulates county campgrounds, not private campgrounds. Motion to adopt Ordinance 16-1-13 carried unanimously. Excused were Hendler and Hamilton.

Committee minutes presented: Aging & Disability Resource Center of Central Wisconsin, McMillan Memorial Library Board of Trustees, South Central Library Board of Trustees, Wood County Library Board, Human Services Space Needs AdHoc.

Motion by Wagner/Nelson to adjourn. Motion carried by voice vote. Next scheduled county board meeting is February 16, 2016.

Respectfully Submitted
Cynthia Cephress
Wood County Clerk

(1)

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, January 19, 2016

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Hilde Henkel, Trent Miner, Lance Pliml, Donna Rozar

EXCUSED: Peter Hendler

OTHERS PRESENT (for part or all of meeting): Terry Rickaby, Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Amy Kaup, Lori Heideman, Heather Gehrt, Sue Kunferman, Warren Kraft, Jason Grueneberg, Kathy Roetter, Bill Clendenning, Dennis Polach, John Cain (Venture Architects), Brian Della (Public Financial Management, Inc.)

The meeting was called to order at 8:00 a.m. by Chairman Miner.

Public Comments – No public comments

Treasurer Gehrt presented a resolution to sell tax deeded property located in the Town of Rudolph.

Motion (Pliml/Rozar) to approve the resolution to sell tax deeded property. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Grueneberg gave an update on space needs and the River Block project. He met with John Cain from Venture Architects and gave him a tour of the River Block building. Grueneberg has taken representatives from several departments through the building and would like to provide the opportunity for County Board supervisors and all department heads to tour the building. Kaup and Heideman have toured the River Block building and voiced their concerns that regardless of where their departments are relocated, they want to ensure that a permanent solution to their space needs are adequately addressed. Grueneberg has been doing a lot of public relations regarding the purchase and working on resolving parking concerns related to occupancy of the River Block building. He would like to initiate an advisory committee to assist in the decision-making process and update the Executive Committee on a bi-monthly basis. Pliml the county board chair, stated he would reconvene the Space Needs Implementation Ad Hoc Committee if decisions need to be negotiated during this process.

The Venture Architects proposal was reviewed. Grueneberg believes Venture would be a good fit for this project as they have worked with the County in the past on space needs assessments and are familiar with County departments and their needs. John Cain answered questions and stated that the first priorities of occupying the River Block building would be addressing the current sprinkler system and third party testing of the HVAC system. The building was originally constructed with an open concept layout and building walls will impact the HVAC system. Total cost to the County for the proposal by Venture Architects and the third party HVAC testing would be \$43,450.

Motion (Rozar/Henkel) to accept the proposal dated January 15, 2016 for the River Block Building Study as presented by Venture Architects and to fund same with monies from the non-lapsing maintenance fund. Motion carried unanimously.

Motion (Pliml/Henkel) to adjourn the Executive Committee meeting at 9:46 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically by Donna Rozar, secretary

Donna Rozar

Minutes taken and prepared by Brenda Nelson and reviewed by the Executive Committee secretary.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, February 2, 2016

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Hilde Henkel, Donna Rozar, Trent Miner (via video conference)

EXCUSED: Lance Pliml, Peter Hendler

OTHERS PRESENT (for part or all of meeting): Terry Rickaby, Reuben Van Tassal, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Sue Kunferman, Warren Kraft, Paula Tracy, Jason Grueneberg, Heather Gehrt, Kathy Roetter, Jo Timmerman, Cindy Joosten, Dennis Polach, Bob Moore (ICM).

The meeting was called to order at 8:00 a.m. by Chairman Miner.

Public Comment – No public comments

Consent Agenda

Motion (Rozar/Henkel) to approve the consent agenda as presented. Motion carried unanimously.

Jason Grueneberg gave an update on the River Block building. The contract with Venture Architects has been signed and a kickoff meeting will be held February 18th with engineers touring the building in the morning and then a meeting with the Health, Human Services, IT, and Dispatch Departments in the afternoon. John Cain will be contacting these departments prior to the February 18th meeting. A project timeline should be in place by the end of next week. Grueneberg has met with several of the downtown businesses, all of whom seem receptive to having County offices move into River Block. In the near future, a walk-through with building inspectors from the City of WR is being scheduled as well as a meeting with the advisory committee (representatives from the Health, Human Services, IT, Dispatch, and Maintenance Departments) to look into the best way to handle an inventory of building contents.

Maintenance Coordinator Rickaby reviewed his Letter of Comments. The State has inspected the elevator at River Block and Rickaby is working with OTIS to get functioning phones in the elevator. He has met with Gappa Security Solutions to get a quote on getting River Block on the same key card system that the County already has in place. The City of WR is looking into the demolition of the Annex building. Rickaby will contact departments that are currently using the building for storage so they can come up with a plan for disposal or relocation of their files.

Risk Management Director Stelzer reviewed his Letter of Comments.

Information Technology Director Kaup reviewed her Letter of Comments. Kaup announced that the Network Administrator resigned and Kathy Reese has been promoted to that position. She will be interviewing candidates this week to replace Kathy and add a second Network Analyst. The IT Department has been working extensively with HR to get the issues with the new payroll system fixed.

Kaup informed the Committee that Wood County is now a part of a Cyber Security Response Team through the State. Erik Engel, Wood County Communications Coordinator, applied to be a member and has been accepted. This means that if Wood County should have an incident, the State will back the County and that training costs regarding cyber security will be 50% - 75% reimbursed.

It was noted that Wood County does not currently have a plan in place to deal with any county cyber-attacks. Since this is a critical issue of statewide importance, it is appropriate that Emergency Management (EM) develop a policy because the State Emergency Management has deemed that EM has authority over these types of incidents. The Committee, by consensus, referred this issue to the Public Safety Committee and directed the IT Director to work with the Emergency Management Director to develop a county policy dealing with cyber-attack response.

Wellness Coordinator Joanis presented updates on the Wellness program. There were 375 employee and spouse participants in the biometric screening which is up from last year. Joanis is working to straighten out billing issues with VNA, the company that administered the influenza vaccine.

Treasurer Gehrt expressed an interest in developing a written policy for securing properties that are tax deeded and become the property of the County. There is not a formal policy currently in place. She will work with the Maintenance Department to develop guidelines for securing newly acquired properties in a timely manner.

Treasurer Gehrt presented a resolution to sell several tax deeded properties.

Motion (Henkel/Rozar) to approve the resolution to sell tax deeded properties. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin presented a resolution to amend the 2016 budget for the purpose of funding the cost of new equipment for the Clerk of Courts from the contingency account.

Motion (Rozar/Henkel) to approve the resolution to amend the 2016 budget for the purpose of funding the cost of new equipment for the Clerk of Courts from the contingency account. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Martin also presented a resolution to formally adopt the "Control Environment" portion of the Wood County Accounting Policy Statement.

Motion (Henkel/Rozar) to approve the resolution to formally adopt the "Control Environment" portion of the Wood County Accounting Policy Statement. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Investment Advisor Bob Moore of ICM handed out the January 2016 Wood County Market & Portfolio Review. After giving an overview of the worldwide market, Moore went over the handout with the Committee. He advised watching the employment picture in Wood County and identifying the top 10 taxpayers and employers in the County and determine where they are at in their markets. He will be working closely with Martin and Gehrt with regards to Wood County's future portfolio. Miner suggested that Finance provide Moore with a copy of the CAFR.

Finance Department correspondence as outlined on the agenda was discussed.

Break at 9:52 a.m. Meeting reconvened at 10:05 a.m.

Human Resources

Kathy Roetter presented a resolution regarding the Human Services' Professional Ladder. The Health and Human Services Committee approved the resolution and forwarded it to the Executive Committee.

Motion (Henkel/Rozar) to present a resolution regarding the Human Services' Professional Ladder to the County Board for its consideration and approval at the February County Board meeting. Motion carried unanimously.

Ms. Roetter brought forward a resolution for two new FSET Case Manager positions. The North Central FSET program has experienced a tremendous growth through its nine months of operation and additional growth is anticipated. The positions are fully funded through a contract between Wood County Human Services Department and the State of Wisconsin Department of Health Services.

Motion (Rozar/Henkel) to present a resolution creating two FSET Case Manager positions to the County Board for its consideration and approval at the February County Board meeting. Motion carried unanimously.

Warren Kraft and Amy Kaup discussed the County's career advancement program. Ms. Kaup is pursuing advanced education related to her field of work and is requesting reimbursement of her fall 20115 coursework (tuition and books). The County's policy requires students, upon successful completion of each semester, to bring to the Executive Committee a copy of their transcript and invoice for eligible classes. This document will be placed in their personnel file.

Motion (Rozar/Henkel) to approve an educational reimbursement for Amy Kaup of \$1,998.55, paid from the IT training account. Motion carried unanimously.

Mr. Kraft announced that WPS and Aspirus joined together and formed a new health insurance company, Aspirus Arise. As soon as Human Resources received the information, Mr. Kraft put out an employee email blast. The employees will see no changes in health insurance coverage for 2016; however, there may be some impact in 2017. He will be working with The Horton Group this spring to learn more details.

Motion (Rozar/Henkel) to go into closed session at 10:20 a.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to discuss employee complaints.

Henkel: yes; Rozar: yes; Miner, yes. Motion carried.

Motion (Henkel/Rozar) to return to open session at 10:35 a.m. Motion carried unanimously.

Motion (Rozar/Henkel) to adjourn the Executive Committee meeting at 10:36 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically by Donna Rozar, secretary

Donna M. Rozar

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.

Wood County Employee Wellness Board Meeting Minutes

Wednesday, December 2, 2015

Wood County Health Department, EOC Room, WI Rapids

Committee members present: Stephanie Bender, Amy Kaup, Sue Kunferman, Donna Rozar
Also present: Sammi Joanis (Wellness Coordinator), Melissa Kovacevich (Horton Group),
Warren Kraft (HR Director)

Chair Kunferman called the meeting to order at 12:35 pm.

Introductions took place around the table.

Public comments: none

Motion (Kaup/Bender) to approve the minutes of the October 1, 2015 meeting. All ayes.

Motion carried.

The Chair announce that Bonnie Nuber is retiring in the near future. She has been an active member of the Wellness Committee for many months. The Wellness Board desires to go on record commending Bonnie for her support of wellness initiatives during the time she has been involved in the Committee with wishes for every future success.

Ms. Kovacevich from the Horton Group requested feedback on data she could supply that would be helpful to the Board. Clarification regarding access rules of data was requested. A bulletin entitled "EEOC Proposes Rule on GINA's Impact on Wellness Program" was distributed.

The Chair reported that issues regarding access to WPS (unidentifiable) aggregate data has been resolved. Appropriate information should be forthcoming going forward. Sammi asked about eligible spousal information. Access to that information will be clarified.

The Wellness Coordinator gave updates on the progress of the 2015 wellness program goals. Final numbers for 2015 are pending and will be shared with the Executive Committee when they are available. It was agreed upon that Wellness Stories are effective and will be shared in the future. There was general discussion on wellness initiatives. 2016 Wellness program goals will be discussed at the next meeting.

It was reported that the Executive Committee (EC) approved the concept of bike racks at county properties. It was decided that an electronic survey would be distributed to see what the interest level is regarding bike racks at county locations. IT will put together and distribute the survey. The Board will review the returned information and present the findings to the EC.

The last Health Risk Assessment/Screening will be held December 13th. Information from all the screenings will then be reviewed and discussed.

Sammi distributed the minutes from the last Wellness Committee meeting. Questions raised at that meeting were discussed and answered. Sammie will take those answers back to the Committee.

The roles and responsibilities for the Wellness Committee and Wellness champs will be discussed at the next meeting.

The Wellness program department report card was discussed. Continued discussion was held on engaging department heads in wellness initiatives, an ongoing issue. It was decided to once again seek EC input regarding this engagement.

Email access for CNAs at Norwood and Edgewater Haven has been budgeted for 2016. Those CNAs who do not currently have email addresses will have them in 2016.

The Wood County Tobacco Use policy was approved by the EC. Per policy, smoking is not permitted in cars parked on county property. Concern was expressed about the "butt genies" by doors where individuals dispose of their tobacco product "butts" when they enter buildings. More information needs to be obtained regarding removing these.

The updated Tobacco Use policy will be placed on the county employee intranet.

Wood County Employee Wellness updates were presented by Sammi (updates on file).

Future agenda items were discussed and noted.

Next meeting will be February 11, 2016 from 1-3 p.m. in the Health Department EOC room.

Motion (Rozar/Kraft) to adjourn the meeting at 2:45 p.m. All ayes. Motion carried.

Respectfully submitted,

Donna M. Rozar

Donna Rozar, Secretary (electronically signed)

Minutes in draft form until approved at the next Wood County Wellness Board meeting



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

January 26, 2016

To: Trent Miner, Peter Hendler, Donna Rozar, Hilde Henkel and Lance Pliml

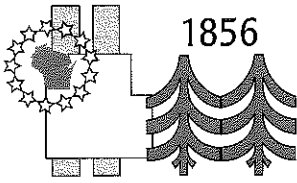
From: Warren Kraft

Subject: Human Resources (HR) Monthly Letter of Comments – February 2016

General Highlights:

- Paula and I attended the annual training conference of the Wisconsin Public Employers Labor Relations Association (WPELRA). The keynote speaker was Aaron Davis "Working at Your Fullest Potential." Training sessions were titled: ACA-Update and Reporting Requirements, Health Care Clinics; Police, Fire and Transit Negotiations; Wellness Program and the EEOC Standards after Act 10, A State Capitol Update with Mark O'Connell of the Wisconsin Counties Association and Jerry Deschane of the League of Wisconsin Municipalities, Generational Differences at Work, Strategies for Efficient Resolution of Claims involving Work Injuries of Protected Service Employees, Using Segmentation for Wellness Programs, and Trending Topics in Public Sector Labor Law. Atty. Robert Mulcahy of Michael, Best & Friedrich, will submit the materials necessary to secure approval for lawyers who need continuing legal education credits.
- I was one of three presenters for a webinar on Sexual Harassment Training Update. This was sponsored by the International Municipal Lawyers Association, where I serve as a member of the Personnel Section. Planning will begin this spring for personnel-related presentations at the IMLA annual conference in mid-October.
- I also conducted a two-hour seminar on the American with Disabilities Act & Wisconsin Fair Employment Law regarding disabilities for the supervisors at Behavioral Services in the Department of Human Services. A two-hour seminar on FMLA & Wisconsin FMLA will be in February.
- Work continues with IT and Finance Departments migrating to the new HRMS system.
- Online Cyber Recruiter system: 24 open positions in the system and 48 applicants, as of January 25, 2016. 1,961 applicants have applied through Cyber Recruiter since its launch on April 17, 2015.

For specific information on HR activities, please contact the HR Department.



Wood County WISCONSIN

*Office of
Maintenance Coordinator
Terry Rickaby*

Maintenance Monthly Comments February 2, 2016

Maintenance staff was trained on the reader card system that is currently in place in the River Block building.

Worked on various heating issues in the Courthouse including 2nd floor Human Services, North stair heaters, Investigator Machotka's office and storage, conference room 115 and the 1st floor training room. Flushed all radiators in Child Support.

Installed compressed air dryer in the Maintenance Department.

Working with Otis Elevator to get emergency phones installed in the elevators at River Block.

Rebuilt a heat pump.

TREASURER'S REPORT

02-02-2016

By: H. Gehrt

- All Municipalities' made their settlements with the County for taxes collected through December 31.
- Letters went out to over 300 residents regarding publication of delinquent taxes for the year 2012 if not paid by March 15.
- Letters went out to the City, Town, and Village Treasurer's regarding procedures and needed items for the February tax settlement for tax collections through January 31.
- I have been working with some Town and Village Treasurer's regarding omitted taxes for the year.
- I have been working with some Town and Village Treasurer's regarding rescinded taxes for the year.
- I have been working with the Department of Revenue, reading statutes, and looking at the website.
- I am working with the Maintenance Department on securing property that the County took ownership of.

Executive Committee
Monthly Comments on Agenda Items
Finance Department – Mike Martin
Tuesday, February 2, 2016

Comment on Agenda Items

10a. 2016 Budget Resolution

This resolution is a follow-up to the January discussion on the funding of equipment for the Clerk of Courts. This resolution transfers funds from contingency.

10b. Resolution for Finance Policy-Control Environment

This resolution seeks County Board approval of the first element of the Wood County Accounting Policy. The policy on the control environment states the values, oversight, structure, authority, responsibilities and accountability for Wood County accounting.

I have provided two versions of the resolution. Version 2 has an additional “whereas” (2nd) that provides additional background related to the financial oversight for those departments that don’t have their own accountant.

The Committee can choose the version you prefer.

10c. Update from Investment Advisor-Bob Moore ICM

Bob Moore will be joining us to provide his ideas on the general economy and an update on the Wood County portfolio. It will also be an opportunity for Bob to meet the County’s new Treasurer.

10d. Correspondence

- 1) Budget and actual reports for 12 months ended December 31, 2016. I have noted those functions that are pending the entry of the resolutions approved at the January County Board. There might be a couple of functions that have budget overages that haven’t been addressed.

Departmental Activity

The Finance department has been busy working with Human Resources, IT and the vendor to correct problems in the general ledger set-up for payroll. The January 7th payroll has been entered, but needs clean-up. The January 21st payroll has not been entered as we try to correct problems prior to its entry. It is the goal to have the general ledger structure issues corrected prior to the running of the February 4th payroll.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

January, 2016

- ◆ Extensive work and time was put in the Sage HRMS, new payroll system this month. Several IT staff assisted HR with golive support, report creation, and continue to work on resolving issues. Numerous reports have been created to verify data accuracy and reports have been created in the new HRMS system. There are a few issues that need to be addressed and corrected in the system and HR and IT are working hard to get these issues resolved prior to the next payroll.
- ◆ Updated the Human Services Transportation system with new features that improve data integrity related to monthly statements and account reconciliation.
- ◆ Updated the County Board Meetings section of the website to improve search functionality and agenda changes.
- ◆ Continued working on requested reports in TCM. Multiple programmers continue to work to provide Human Services with requested reports in a timely manner.
- ◆ Continued work on the Health Department's client tracking system to extend clinical charting features.
- ◆ Working through some outstanding issues with the CIS Mobile application that went live date on December 13th. Everyone seems very happy with the application. Work assisting municipalities get setup to securely access the new CIS mobile application was completed. This included installing and configuring Mobile CIS, 2FA (two-factor authentication) and the GPS setups. Wood County provides all agencies except City of Rapids and City of Marshfield with the ability to meet the CJIS security requirements. The County is reimbursed for the expense of the licenses by each agency. Extending the County's solution to smaller agencies provides a cost effective solution that otherwise would be cost prohibitive and difficult to maintain without IT staff.
- ◆ Updated the County Board per diem report with updates for 2016.
- ◆ Updated the 2FA, two factor authentication, software to meet the new CJIS Pin Policy.
- ◆ Work continues on upgrading Dynamics, the County Financial system, to the newest version of 2015.
- ◆ In the month of December, 288 helpdesk requests were created and staff completed 272 tickets. The current number of outstanding requests is 66. These numbers represent requests for service that come in daily from departments throughout the County.
- ◆ Updated the Citrix Application Virtual Hard Disks and deployed the new Sage HRMS Client and Crystal Reports 2011. The new version of Crystal Reports is utilized by the Sage HRMS Client software.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
- ◆ Extensive planning continues for IT to complete the Core switch replacement and move the County virtual server environment to new hardware. These are both major projects for IT and will provide the County with a better server backbone.
 - ◆ Attended training provided by Werner Electric on the door control system at the River Block building.
 - ◆ Training and assistance for new staff at the City of Marshfield and the City Wisconsin Rapids Finance departments and Wood County's Treasurer's office is ongoing.
 - ◆ Vendor investigation and preparation of documentation of requirements for replacement tax system continues and is ongoing. Vendor demos have been scheduled for next month.
 - ◆ Work on the Planning and Zoning Sanitary Permit system continues including data imports and code to eliminate the legacy permit system.
 - ◆ Training and support for new & replacement key personnel at Norwood Healthcare Center has been nearly completed.
 - ◆ Planning and Preparation for the required HIPAA Security Risk Analysis continues. This is a required assessment and will be an ongoing project that will include all departments that need to be in HIPAA compliance.
 - ◆ Configured and replaced 15 computers in December.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – January 2016

Safety/Risk/Insurance/Work Comp - News & Activities:

- Working on 2016 annual employee safety training documents and schedules.
- Finalizing 2015 annual reporting per State and OSHA regulations.

Lost Time/ Restricted Duty/Medical Injuries: 3

- 01/07/2016 – Treasurer – Employee sustained a strain to the left knee area from a slip and fall. Medical only.
- 01/11/2016 – Sheriff's – Employee sustained strains and contusions to left side of body from a combative individual. Medical only.
- 01/15/2016 – Edgewater – Employee sustained a right knee sprain from a slip and fall. Medical only.

First Aid Injuries: 2

- 01/77/2016 – Human Services – Employee sustained contusions to right leg area from a slip and fall.
- 01/09/2016 – Norwood HC - Employee sustained a contusion to the left jaw when struck by a combative individual.

Property/Vehicle Damage Claims: 0

- 00/00/2016 – Sheriff's Rescue – Lost or stolen portable radio. Estimated loss of \$1290.00
- 00/00/2016 – Sheriff's - Windshield cracked and replaced. Loss of \$252.90

Liability – Wood County - Notice of Injury and Claim: 0

- 00/00/2015 – Dept. – Claim and damages.

Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases: 1 new suit filed.

- Meyer vs. Wood County Clerk of Courts. Turned over to our liability insurance carrier for defense.
- Engen vs. Wood County Highway. Wood County No updates available.
- Nelson vs. Wood County Human Services. Claim dropped from Federal court. Court Branch1 reviewing briefs with a decision forthcoming.
- Waite retaliation claim. No updates available.

2016 Goals Progress:

Working on getting several HR related and one Highway safety training videos added to our intranet web site.

Working with our Wood County Sheriff's Department on vests purchases for carrying required equipment to reduce back injury incidents to Deputies.

Comments from the County Clerk
February 2016 Executive Committee Meeting

Elections have taken over our world again. February 16th we'll see a statewide primary for the Supreme Court Justice race. In addition to that, the Nekoosa and Marshfield school board and the City of Wisconsin Rapids mayor position will also have races on the February ballot. Turnout at a February primary has historically been quite low. We'll see what this one bring. April will however be a different story. Election supplies have been distributed to the municipalities and they're getting out their absenteees. Monday the 1st starts the date for in-person absentee voting which brings new challenges and questions as municipal clerks deal with their first election where voters will need to show photo ID.

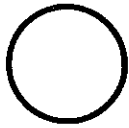
WisVote is the new statewide system that is replacing SVRS. Everyone in my office is struggling to accomplish various duties while the GAB struggles to keep up with issues as they arise. Everyone knows that implementing a new system is difficult, but during an election cycle has more problems. Like anything, someday it will be old hat.

Speaking of new. The city of Wisconsin Rapids after the retirement of their clerk has hired an Elections Coordinator. He comes very eager, but with no election experience to speak of. I've met with him several times through organized training sessions to get him certified in the basics needed and he knows that he can call on my office with any questions to help him through his first election and beyond.

In the past few weeks, I've taught a large class to certify Chief Election Inspectors, local and statewide and also a private certification class for the new guy in the city of Wisconsin Rapids and the Village of Park Ridge clerk. Before they can administer an election, they need to have taken this class.

I attended a tour of the River Block building a couple weeks ago. It was purely out of curiosity. Lots of space to utilize and the ability to configure it to our needs is amazing. The plan of action that will be presented is eagerly awaited by all.

As I write this, I'm taking appointments for the 11th blood drive in which Wood County employees have participated. It is very exciting to be able to contribute to others in this way. Thank you for your support of this endeavor.



RESOLUTION#

ITEM#

1 - 1

DATE

February 16, 2016

Effective Date

February 16, 2016

Introduced by

Executive Committee

Page 1 of 1

Committee

BLN

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

INTENT & SYNOPSIS: To formally adopt the "Control Environment" portion of the Wood County Accounting Policy Statement (Policy).

FISCAL NOTE: No additional cost to Wood County. The Policy will provide the guidelines and standards for financial record-keeping and reporting for the County as a whole.

WHEREAS, the Wood County Finance Department has the responsibility to maintain reliable and accurate financial records and to provide timely and reliable financial reports that meet the standards for governmental accounting, and

WHEREAS, the Finance Director essentially serves as the accountant for those departments without their own accountant and it is useful for those departments with an accountant, as well as the Finance Director, to have the relationship documented such that when issues arise, the cross department policy on the relationships can be relied upon, and

WHEREAS, the Wood County Board determined that it was more advantageous for the Human Service Fiscal Services Manager and the Highway and Edgewater Accounting Supervisors to continue to report to the department heads of Human Services, Highway and Edgewater while still meeting the requirements of the Finance Director, and

WHEREAS, it was determined through discussions involving accountants, department heads and oversight committees that the development of a comprehensive accounting policy statement would provide the structure, authority, responsibilities, standards and procedures needed to provide the basis for high level financial record-keeping and reporting, and

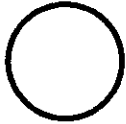
WHEREAS, the attached "Control Environment" was created with input from the accountants and agreed to by the department heads and oversight committees after multiple meetings involving accountants and department heads from Finance, Human Services, Highway and Edgewater, and

WHEREAS, the attached "Control Environment" is the first portion of the Policy, and

WHEREAS, the attached "Control Environment" states the values, oversight, structure, authority, responsibilities and accountability for Wood County accounting, and will have an impact on the remaining sections of the Policy to be created through continued meetings with accountants and department heads, and

THEREFORE BE IT RESOLVED, to approve the attached "Control Environment" portion of the Wood County Accounting Policy Statement.

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			



RESOLUTION#

Introduced by Executive Committee
Page 1 of 2

Committee

CAK

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

FISCAL NOTE:

PROPERTY #1:

Offered Amount	\$5,000.00
R.E. Taxes	(3135.88)
Spec. Charges	(722.00)
Publication fees	(83.14)
Abstracting fees	(81.00)
Maintenance Fees	(63.56)

GAIN \$914.42

PROPERTY #2:

Offered Amount	\$15,000.00
R.E. Taxes	(20,136.33)
Publication fees	(36.00)
Abstracting fees	(115.00)
Maintenance Fees	(318.76)

LOSS (\$5606.09)

PROPERTY #3:

Offered Amount	\$300.00
R.E. Taxes	(890.39)
Publication fees	(35.00)
Abstracting fees	(90.00)

LOSS (\$715.39)

PROPERTY #4:

Offered Amount	\$300.00
R.E. Taxes	(298.52)
Spec. Charges	(7,515.11)
Publication fees	(36.00)
Abstracting fees	(77.00)

LOSS (\$7,626.63)

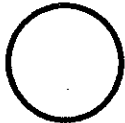
PROPERTY #5:

Offered Amount	\$500.00
R.E. Taxes	(918.59)
Spec. Charges	(6,314.04)
Publication fees	(36.00)
Abstracting fees	(75.00)

LOSS (\$6,843.63)

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

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			



RESOLUTION#

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

#1-Town of Grand Rapids

07-03179 Lot 43 of Merry Manor, Town of Grand Rapids, Wood County, Wisconsin.

OFFER
\$5,000.00

APPRAISED
\$10,000.00

Property is located at 4530 77th Street South, Town of Grand Rapids.

#2- City of Wisconsin Rapids

34-05876 That part of Lot 1, Subdivision of the Northeast one-quarter of the Northeast one-quarter of Section 17, Township 22 North, Range 6 East, according to Sargeant's Plat of the City of Wisconsin Rapids, Wood County, Wisconsin.

OFFER
\$15,000.00

APPRAISED
\$30,000.00

Property is located at 1250 Washington Street, City of Wisconsin Rapids.

#3- Village of Vesper

29-00286 Lot 1 of Wood County Certified Survey Map No. 1810 (recorded in Volume 7 of Survey Maps at Page 10) being all of Lots 1, 2, 3, 4, 5, & 6 Block 24, Benson and Anderson's Map of Village of Vesper, Wood County, Wisconsin.

OFFER
\$300.00

APPRAISED
\$1,500.00

Property is located at the intersection of Oak St and Birch St, Village of Vesper.

#4- Village of Vesper

29-00418 Lot 27 of Meadowview Acres, Village of Vesper, Wood County, Wisconsin.

OFFER
\$300.00

APPRAISED
\$2,000.00

Property is located on Meadow Lane between Meadow Valley Drive and Oak Drive, Village of Vesper.

#5- Village of Vesper

29-00428 Lots 38 and 39 of Meadowview Acres, Village of Vesper, Wood County, Wisconsin.

OFFER
\$500.00

APPRAISED
\$4,000.00

Property is located at Northeast corner of the intersection of Meadow Lane and Oak Drive, Village of Vesper.

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: January 28, 2016

PLACE: Wood County Annex & Health Center Classroom – Marshfield

PRESENT: Donna Rozar, Mike Feirer, Doug Machon, Lori Slattery-Smith, R.N., Peter Hendler, Tom Buttke, Jeffrey Koszczuk, D.O.

EXCUSED: Marion Hokamp, Jessica Vicente,

ALSO PRESENT: Kathy Roetter, Jo Timmerman, Brandon Vruwink, Jordon Bruce (Human Services); Sue Kunferman, Kathy Alft, Amber France (Health Department); Amy Slattery (Edgewater Haven); Rock Larson (Veteran Services); Warren Kraft (Human Resources Director); Bill Clendenning (County Board Supervisor); Lance Pliml (County Board Chair)

1) Call to Order

Meeting called to order at 5:00 p.m. by Chair Rozar.

2) Quorum

The Chair declared a quorum present.

3) Public Comments

- n/a

4) Correspondence

- NALBOH News Brief
- Amy Slattery informed the Committee of an upcoming Quarterly Communication Meeting with the State, February 18th, 10am-noon at Edgewater Haven, Port Edwards.
- Rock Larson shared Judge Wolfe's announcement of mentor training for Veterans Court being planned for Saturday Jan 30th.
- Chair Rozar read a letter received from Kathy Roetter announcing her retirement in May 2016.

5) Consent Agenda

Human Services agenda was pulled. Motion (Feirer/Hendler) to approve the consent agenda. All ayes. Motion carried.

6) Discussion and consideration of items removed from consent agenda

HUMAN SERVICES: Kathy Roetter expressed concerns with problems associated with implementation of the new payroll system. Jo Timmerman described specifics of how missing information and inaccuracies has created a barrier to financial reporting. Approximately 200 new accounts were created without correspondence between Finance, Human Resources, and Human Services which complicates the issue even further. Warren Kraft, Human Resources Director, responded to questions and concerns. Kathy shared additional concerns that the new system is not capable of calculating costs similarly done in the previous system, which leads to significant manual work.

**7) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center
Quarterly Reports – Veterans Service, Health Department**

Financial statements and quarterly reports were reviewed with specific questions answered by appropriate Department Heads.

8) Discussion of department head core competencies

Chair Rozar introduced the purpose of the department head core competencies document. Given Kathy Roetter's announced retirement, she was asked to provide an assessment of the core competencies and key behaviors related to her position. The Human Services Administrative team will also be asked to provide an assessment. Additional comments by Committee members regarding the characteristics of the job description and recruitment should be shared with Human Resources.

9) Health Department WIC Community Partnership Grant

Amber France, Nutrition & Lactation Program Supervisor, provided background information of the community partnership grant awarded to the Health Department. Amber described the purpose of the grant and shared program goals.

10) Human Services resolution for two new FSET Case Manager positions

Brandon Vruwink provided a rationale for the request of two FSET Case Manager positions. Brandon explained there is no tax levy needed for these positions. Motion (Buttke/Hendler) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

11) Human Services resolution to implement a Professional Ladder

Kathy Roetter described the concept of a Professional Ladder and request to authorize and implement for the Social Workers and Human Services Professionals. Motion (Hendler/ Koszczuk) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. Six ayes, one opposed (Machon). Motion carried.

12) Human Services discussion of office space in Marshfield

Kathy Roetter provided an update with possible office space to lease or purchase, and a background that led to this search. There was Committee consensus to pursue another RFP to construct a building that meets program needs and then lease through the builder.

13) Human Services discussion of Psychiatric Technician pay grade

Kathy Roetter explained her request to increase CNA rates as budgeted. Jordon Bruce explained how Psychiatric Technicians were moved into CNA classification during the Carlson-Dettman study. There is a dilemma with how to differentiate pay between CNAs in Edgewater (budgeted at Grade 2) and CNAs in Norwood (budgeted at Grade 3). There was a lengthy discussion on how to proceed. Warren Kraft explained options to consider. Motion (Feirer/Koszczuk) to change the position job description and redefine in the new pay grade. All Ayes. Motion carried.

14) Edgewater Haven annual report for the Behavior Unit ... [Peter Hendler left meeting]

Amy Slattery presented the 2015 High Behavior Alzheimer's/Dementia Wing annual report.

15) Edgewater Haven request to apply for a raffle license

Edgewater will not pursue a raffle license, and instead will use budgeted marketing dollars to facilitate other events to attract the community into Edgewater.

16) Veterans Service discussion of recruitment for anticipated vacancy

Rock Larson shared his plan of recruitment for an anticipated vacancy (April 1 retirement).

17) Update regarding relocation of departments to the River Block Building

Sue Kunferman and Kathy Roetter shared comments regarding relocation of their Departments to the River Block Building.

18) Legislative Issue Updates

Department Heads provided updates regarding issues pertaining to their departments.

19) Items for Future Agenda

The Chair noted items for future agendas.

20) Next Meeting(s)

- February 25, 2016, 5:00 pm; Edgewater Haven Conference Room Admin Building – Port Edwards

21) Adjourn

Chair Rozar declared the meeting adjourned at 7:22 p.m.

Minutes taken by Kathy Alft and reviewed by Marion Hokamp, Secretary.

Minutes subject to Committee approval

Marion Hokamp, Secretary
Health and Human Services Committee

COMMUNITY CARE CONNECTIONS OF WISCONSIN

Board Meeting Minutes: Draft

DATE: Wednesday, November 18, 2015
PLACE: CCCW Wausau Office
TIME: 1-3 p.m.
PRESENT: Board Members Mary Lou Bergman, Lori Bina, Clarence Campbell, Ken Day, Sam Hardin, Joy Henrich, David Markert, Donna Rozar, Janis Ribbens, Dale Schleeter, and Bob Weaver
EXCUSED: N/A
OTHERS PRESENT: Janna Duffy, CCCW Executive Director of Operations, Mark Hilliker, CCCW Chief Executive Officer, Jody Kohl, CCCW Chief Human Resources and Information Officer, Kris Kubnick, CCCW Executive Director of Operations, Jason Taylor, CCCW Chief Financial Officer, Tara Adam, CCCW Executive Secretary

1. The meeting was called to order at 1 p.m. by Board Chair Ribbens.
2. No public comment was given.
3. Motion by Rozar, seconded by Weaver, to approve the Minutes dated October 7, 2015. All voted in favor; Motion carried.
4. Board Updates/Education
 - A. Administrative Update
 - CCCW has entered into a contractual agreement with a consultant to assist with planning for the transition into Family Care/IRIS 2.0.
 - CCCW has received a resolution from Barron County seeking admittance into the Long-Term Care District. Feedback has not yet been received on guidance on how to address the resolution.
 - CCCW and DHS met last week for a high-level discussion on the recently submitted 3-Year Business Plan. There were no concerns.
 - CCCW is awaiting feedback from DHS on recent materials submitted for their annual required certification process.
 - Approximately 80 placements have been created in the northwest region with Community Supported Living. This is an area of significant growth which will assist to offset residential costs for CCCW.
 - CCCW continues to review its health insurance plan and effects of the Affordable Care Act.
 - Infrastructure work on the Information Technology system is now complete; however, additional equipment will be installed in the Wausau office.

CCCW Board Meeting Minutes – November 18, 2015

B. Monitoring Reports

- Monthly Income Statements (September and October). Net income continues to grow with a bottom line of \$3.9 million. Expenses are fairly consistent; administrative and service coordination costs continue to come in under budget.
- Quarterly Balance Sheet. \$2.2 million was paid out in provider advances in the last year; those funds are now being recouped with \$1 million yet outstanding. \$3 million is located in the restricted reserve account; an additional \$750,000 is in the required solvency account.
- Quarterly Quality Indicator Report. This report outlines, among other things, current demographics for member populations and target groups. Deaths were the highest reason for disenrollments; there was an increase of 3% from the 2nd Quarter 2015 report for people moving out of the service region. 12.2% of members reported that they were unsure if they were asked about self-direction. Overall, satisfaction with IDT teams and their communication with members continues to be stable and very good.

5. Board Discussion/Action

A. Approve Changes to Board Policy Manual and Bylaws Made Throughout 2015.

All changes made to the five sections of the Board Policy Manual (no changes were made in 2015 to the Bylaws) were compiled for discussion and approval at today's meeting. Motion by Rozar; seconded by Bergman, for all changes as provided to be accepted. All voted in favor; Motion carried.

B. Annual Pay for Performance Recommendation.

A memo was provided to the Board with an employee incentive compensation proposal for 2016. Motion by Ken Day to accept the memo as presented; seconded by Rozar. All voted in favor; Motion carried.

C. Annual CCCW/State Contract Recommendation for 2016 with Possible Action.

Motion by Ken Day; seconded by Henrich, to allow the CCCW CEO to sign the annual contract between CCCW and the State. All voted in favor; Motion carried.

D. Proposed Framework and Timeline for Updating the CCCW Strategic Plan.

Historically, CCCW has gone through a strategic planning process every 3 years. This is a very engaged process involving staff, the Board, and other stakeholders in identifying key areas to take on in the next planning period. The goal of the next Strategic Plan is to have it ready for Board adoption by June 2016. Given the nature of the environment, the Strategic Plan will be proposed as a 2-year plan with an annual update to address things that change in 2016 or 2017 as Family Care 2.0 is established. Motion by Day; seconded by Bina, to approve the strategic planning process. All voted in favor; Motion carried.

CCCW Board Meeting Minutes – November 18, 2015

6. Motion to go Into Closed Session

Board Member Rozar read the motion to go into Closed pursuant to Section 19.85(1)(e), Wis. Stats. for the purpose of considering employment, promotion, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, including discussion of performance of administrative employees. Motion seconded by Day. Roll call vote taken; all voted in favor. Motion carried.

7. Return to Open Session.

8. An announcement was made that there was no action taken in Closed Session.

1. Next Meeting Agenda Items

A. Monitoring Reports

- Monthly Income Statement (November and December)
- Quarterly Balance Sheet
- Quarterly Member Report
- Quarterly Business Sustainability Report
- Quarterly Self-Directed Supports Usage Report
- Semi-Annual CCCW Strategic Plan Implementation Report
- Annual Provider Adequacy & Capacity Report
- Annual Internal Quality Review

B. Board Discussion/Action

- Establish the 2016 Board calendar
- Confirm/Approve the CEO's organizational and professional development goals for 2016.

2. The next Board meeting will occur on **Wednesday, January 27, 2016, at 1 p.m. at CCCW's Wausau Location – 1200 Lakeview Drive, Suite 100, Wausau, WI 54403. There will be no December 2015 meeting.**

3. There being no further business, the meeting was adjourned with a Motion from Rozar; seconded by Bergman. All voted in favor; Motion carried.

4. Meeting adjourned at 2:52 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, January 11, 2016 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by President Peter Rotter.

Denis Burgess took roll:

Present	Absent	Staff
Rotter	Nikolai (ex)	Pam
McBain		
Woller		
Rozar		
Kieper		
Southworth		
Gilk		
Burgess		
Rau		
McDonald		

Minutes: Motion was made by Mort McBain to approve the November minutes as presented. Second was made by Don Southworth. Motion carried.

Finance Committee: The committee reviewed November and December expenses. Pam reviewed the Balance sheet and the Statement of Revenue and expenses. Denis Burgess moved to accept the finance committee report. Motion carried.

Membership: Peter Rotter reported we received a letter of resignation from Patricia Raymond for health reasons.

Executive Director Evaluation process: Peter Rotter discussed the Executive Director's evaluation. Those members with email will use the link that was emailed and complete the survey monkey. Denis Burgess will capture the survey questions and get them to Pam so she can send out a paper copy. Completed paper copies should be mailed directly to Peter Rotter.

Annual staff survey results: Pam distributed Jeff's report showing results of the staff survey completed December 3, 2015. Mort McBain discussed research showing pay is not the number one in employee satisfaction reports but maybe 4th on the list.

2016 Budget with Comparisons: Pam discussed Attachment 1 and the difference in funding from 2014, 2015, and 2016.

Annual Audit process: Pam reported our auditors are on site working on preliminary testing thru Wednesday. They will be back on site the week of April 4, 2016 to complete the 2015 audit.

Strategic Planning update: Pam distributed Jeff's report. Pam reported this is a reminder that our strategic plan identified us working to maintain services and increase assistance to individuals to become more self-sufficient.

Weatherization Report: Pam discussed Attachment 2. Pam reported we have completed 169 units thru December, 2015. Our current deferral rate is 35.16%.

2016-2017 AmeriCorps application feedback: Pam discussed Attachment 3. Page 1 shows NCCAP ranked 5th out of 12 with an average application score of 90.33. Page 2 shows the 3 separate scores to get to the average total on page 1. Pages 3 – 5 is a program summary. Pam pointed out on the second page of the summary it shows our enrollment rate for the 2014-2015 contract was 102.4% and our retention rate was 88.1%.

EHAFF Program Outcomes: Pam reported this is not our report format. This is an informational report and Jeff will discuss it at the February meeting.

Next Meeting Date: Motion was made by Mort McBain to hold the meeting on February 8, 2016. Second was made by Deb McDonald. Motion carried.

Adjourn: Motion was made by Mort McBain to adjourn. Second was made by Donna Rozar. Meeting adjourned at 6:42 pm.

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT January 18, 2016

Director's Report by Kathy Roetter

I am pleased to report that the 266-page accreditation application for the North Central Psychiatric Residency Program was submitted by the Medical College of Wisconsin-Milwaukee in December and that notification has been received that a site visit will occur on Tuesday, February 23, 2016. If the site report is made available shortly after the visit, the ACGME Residency Review Committee has stated that they will attempt to review the application in time for the April meeting. If these timelines are met and we receive probationary approval at that April meeting, we would be on track to recruit students to matriculate on July 1, 2017. Also, Edward Krall, M. D. has accepted the Program Director position and will assume his new duties on February 1, 2016.

The investigation at Lincoln Hills/Copper Lake where juveniles are placed by the courts in this correctional facility operated by the State continues. The allegations are quite serious and have led to a number of staff placed on administrative leave pending the result of the investigation. In addition, there have been changes made in the administrative structure at the institution as well as policies and procedures. This is of concern as we have several Wood County adolescents court ordered to this facility. At this time, we have very little information as the investigation is ongoing but as of now no Wood County adolescents have been identified as being effected.

Anne La Chapelle, Initial Response Supervisor for Child Protective Services in our Family Services Division has been working on updating our Department's Memorandum of Understanding (MOU) with the various Law Enforcement Departments in Wood County. As you can imagine, working with this many agencies can be challenging. I will attend the Chiefs meeting in February and review the MOU and seek signatures from the top officials of the jurisdictions.

Division of Community Resources Report by Brandon Vruwink

Transportation: The Wood County Transportation Program held a public hearing on Thursday December 17th regarding our 85.21 Specialized Transportation Application. Wood County Health and Human Services Chair, Donna Rozar, facilitated the meeting and discussion on Wood County's application. The meeting was well attended with representative from several constituencies being represented. We will move forward in exploring several suggestions that came from this meeting.

FSET: The North Central FSET Region finished our first nine months of operation at the end of December. We closed the year with a region wide caseload that was 174 cases above our 12-month projection. This is great news because it demonstrates that we have been effective in reaching and providing services to customers throughout the region. We anticipate that we will continue to see growth through the first three months of 2016.

At the beginning of January, the Department of Health Services reached out to us to request specific success stories they could share with Governor Walker. We worked quickly to provide a list of several stories. The stories were forwarded to the Governor; he was very impressed and asked to include two of our customer's success stories in his State of the State address. Both of the customers were invited to the State of the State address and will be recognized by the Governor. I am incredibly proud of the success that all our customers have realized. This is due to their commitment and the support and encouragement they have received from our FSET Case Managers.

Child Care: The Northern Consortium moved to a Regional Child Care Call Center in January 2015. The Chart below is performance data from December 2015. Call Center agents answered 98.45% of the calls that were offered with the average speed of answer being only 1.24 minutes. That means that the average caller waited just over one minute before speaking to a Call Center agent. In 2015 the Department of Children and Families set a performance standard of five minutes for speed of answer, which we are well below. We are extremely pleased with the outcomes we have realized by moving to a regional model.

C09.NRTHN.CC (Front End)						
Calls Offered	Calls Answered	Answer Rate	Average Speed of Answer (Minutes)	Average Talk Time (Minutes)	Average Handle Time	Longest Waiting Call (Minutes)
581	572	98.45%	1.24	7.13	7.43	10.55

Family Services Update by Chris Hanten

In December's report, I highlighted some information regarding drug use and how it impacts Wood County. One area I briefly discussed was the secondary traumatic stress felt by human services workers that could be due to the lack of resources available for the successful treatment of substance abuse and escalating violence within our community. One example I would like to highlight is the unpredictability of home visits. In December, a human services worker who was assigned to work with a family regarding parenting skills arrived at the scheduled home visit. As she walked up to the house, she saw the broken front window with the curtains blowing out and blood on the windowsill. Her immediate concern was for the safety of the adult woman who lived in the home. As no one would answer the door or the phone, she contacted law enforcement and requested a welfare check. She remained on site until law enforcement was able to establish that there was not an injured party within the household. This is an example of the difficult situations that can occur on a home visit which are unpredictable. Workers must be able to think about the safety of people in the homes as well as their personal safety. The Trauma Informed Care Committee will be developing ideas how to prevent and mitigate some of the secondary traumatic stress that is felt by Human Services staff members working in the community.

As discussed in previous reports, in January 2015 the Department of Children and Families and the Department of Hearing and Appeals changed the child maltreatment substantiation decision process for the state of Wisconsin. The new process requires the county to complete an agency level of review of the initial determination of substantiated child abuse when requested by the identified maltreater. If the agency decision is to uphold the substantiation, the next level of appeal is heard by the State Department of Hearing and Appeals (DHA) by an administrative law judge. Due to the changes in this process, Wood County Human Services Department implemented an agency review panel. If the cases need to be reviewed at the DHA level, Peter Kastenholtz represents the department as the county attorney. Unfortunately this has become a bit of a challenge as we have worked through cases with Corporation Counsel. Our statutory process and administrative process do not allow for flexibility in making substantiation decisions. They require that the statutory definition of the abuse/neglect and the preponderance of evidence standard be met for the incident. If all elements for the definition are met as set in statute and the information meets the preponderance of evidence, the person must be substantiated as a maltreater. On one specific case, there was a difference of opinion regarding whether the maltreater should have been

substantiated between the Human Services Department and Corporation Counsel. We did meet to discuss the differences in opinion and were able to move forward with Corporation Counsel representing us at the DHA administrative hearing. At the DHA level, the administrative law judge did find that the county did act appropriately and upheld the substantiation for the maltreatment for the same reasons that the county had found the substantiation. Unfortunately we continue to have a philosophical difference with the Corporation Counsel and will continue to work through these situations on a case by case basis. We have historically worked well with Corporation Counsel and are confident we will be able to continue to work together through the appeals process.

Foster Care: On December 14, 2015, the Foster Care Ad Hoc Committee hosted the second annual winter event to honor foster parents and their families providing this valuable service to our agency. We were very pleased with the turnout, which included approximately 102 participants. This included 89 foster families and children, 10 staff members and 2 board members and a spouse. This was almost triple the attendance at the previous year's event. It was a night that allowed us to honor those who open up their homes and their hearts for children and families in need in Wood County. Children within foster homes have to share with "new siblings" with very little notice prior to placement. It was amazing to see biological, adopted and foster children interacting with each other and enjoying the spirit of the holiday season.

Personnel update: Kristin Harvey began employment January 4, 2016 in a Family Services Ongoing social worker position. Kristin will be primarily located in the Marshfield City Hall location. Jodi Cook will begin employment January 16, 2016 in a Family Services Ongoing social worker position. Jodi Cook will be primarily located in the courthouse location. With the two recent hires, we have filled all of our vacant positions within the Family Services Division.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunson

Personnel update: Karie Koppa has accepted the Legal Services/APS Coordinator position. Karie's first day is Jan 18, 2016. She will be working out of Cornerstone in Marshfield.

Comprehensive Community Services: The CCS program is currently recruiting for the newly budgeted Service Facilitator position. The additional position will primarily work on the north end of the county out of Cornerstone. Ryan Schultz, one of our current CCS Service Facilitators at the 12th St location will be moving into the new position at Cornerstone, so the newly hired Service Facilitator will be working at the 12th St location.

Children's Long Term Support: Beginning on January 1st, Wisconsin's Family Support Program was merged with the Community Options Program and became the Children's Community Option Program (CCOP). Children who were receiving Family Support funding in 2015 will continue to receive funding under CCOP. There will be minimal changes to what families are able to use their CCOP money for, however funds cannot be used for those over the age of 22. Each county is required to have a CCOP advisory committee where parents of children with disabilities are included on the committee. Our current Children's Advisory Committee will include oversight of CCOP. The Children's Advisory Committee is made up of parents of children with disabilities, Wood County staff members and community members. The committee also advises for the Birth to 3 program and the Children's Long Term Support Waiver program. This year the committee will help to create the new CCOP plan which will need to be completed by 9/30/16.

The Coordinated Services Team (CST) program currently has 11 children enrolled and an additional five referrals that have not been enrolled yet. The CST program has its own advisory committee that is made up of parents, Wood County staff and various community partners. This committee is very involved in the operation of the CST program and meets every other month. The CST program is funded in part by the Division of Mental Health and Substance Abuse Services. They will be conducting a site visit on January 22nd to review the program operations and outcomes including meeting with staff members and Advisory Committee members.

Support Services Update by Jan Pelot

Personnel Update: Support Services will have one vacancy due to a retirement announcement. Jodi Berdan has announced that after 19½ she has decided to retire on January 20, 2016. Jodi has held many different positions in the Support Services Division helping our City Hall reception area and working with programs like Childcare Certification, Northern Income Maintenance Consortium and more recently working with Cornerstone and the Crisis/Legal staff. We will be working with Human Resources to recruit and fill this position.

Fiscal Services Update by Jo Timmerman

Norwood: Our TBI rates retroactive to 1-1-14 have been presented to us for our approval. The rates will increase slightly from \$943.46 to \$952.40.

We were notified by Medicare in December that Norwood will need to apply for a new provider number (PTAN) for Part B billings related to the psychiatry billings. This application has been submitted.

Norwood received its supplemental payment in December; the amount of that funding was \$108,900.

Community: A problem with the state data reporting (PPS) downloads out of TCM has been identified and is interfering with transmission of data to the state. Several TCM counties have reported the same problem. TCM has been notified and is working on an update to correct the situation.

Settlement payments for both 2014 CCS and 2014 WIMCR cost reports were received in December. Settlement amounts were: CCS - \$52,718 and WIMCR - \$319,799.

We have received notification of our Intoxicated Driver Program (IDP) supplemental funding award for 2015. The amount of this award is \$130,416.

Extra staff was utilized on January 4th and 5th to accomplish entry of employee time for the January 7th payroll. The system was not available to Payroll Clerks until 3:30 PM on Monday the 4th, creating tight time constraints for meeting the 2:00 PM Tuesday deadline for entry of payroll data.

Human Services staff members were asked to review their wage and deduction statements carefully for discrepancies, and to report any findings to Human Resources for action. Items reported included errors to health savings plans, long term disability deductions, and other deductions. Also noted in review was General Ledger numbers attached to employees for allocation of their expense were invalid resulting in no posting of payroll expenses to the General Ledger.

Norwood at Wood County Annex and Health Center Update by Jordon Bruce

We are currently working on coordinating the next schedule of Locum providers which will run from mid-January thru the end of April. We also have an offer out to a Nurse Practitioner candidate and hope to hear back from this candidate on acceptance of our offer early in January.

We have two candidates that we are pursuing for the permanent Psychiatrist provider positions and are continuing to work with Merritt Hawkins on this. We are continuing to search for a Psychologist.

We are continuing to see good utilization of our Admissions unit with zero deferrals since our bed cap has been lifted. We are continuing to market the TBI unit and are working with are referral sources to increase our census and referrals.

The Crossroads unit is at its maximum capacity of 16 residents. We have hired our Head Nurse, Maria Molaison, who joined us in December. We are eagerly awaiting the arrival of our Activity Director, Dave Moen, who will join us January 18. Dave will bring great experience as we look to expand out therapeutic offerings to our TBI clients.

Norwood Maintenance Department by Lee Ackerman

Work is wrapping up on the Fire Alarm System upgrade.

Lee Ackerman met with engineers from Complete Control to start the process of obtaining an estimate for design costs for replacing the A/C chiller.

Mild weather conditions continue to offer us savings on heating and snow removal costs this month.

Norwood Dietary Department by Larry Burt

For the month of December, dietary department was involved in the annual Christmas cookie sale. The sale was open to staff and grossed over \$400. The department was also pleased to put on the Christmas Tea for the Crossroads unit. The Christmas Tea was also enhanced with the Madrigals coming to sing.

Congregate meals for the month were 5020 meals delivered and served for the consumers. Total meals served and delivered were 63,231 for 2015. We are still receiving very good comments from consumers on the food that is being prepared.

December 2015 Referrals for TBI Unit

Date	From	Patient	Status	Additional Info
12/3/2015	St. Elizabeth- Appleton	?	Declined	Looking for long term care- dialysis patient
12/23/2015	Sacred Heart Eau Claire	Male	Accepted	Admission pending
12/29/2015	UW Hospital	61 Male	Declined	Not BI; regular SNF
12/30/2015	Rush University Medical Center- IL	27 Female	Declined	No TBI benefits
12/30/2015	Sacred Heart Eau Claire	86 Male	Declined	Looking for long term care

Health Department Report January 28, 2016

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- Chief Kurt Heuer has organized a group of stakeholders to discuss and begin planning around the heroin problem in central Wisconsin. The group has plans for a second meeting in the near future.
- We continue to work on our community health needs assessment in collaboration with Aspirus Riverview Hospital and Clinics, Marshfield Clinic, Ministry St. Joseph's Hospital, and Legacy Foundation. Our four coalitions (Healthy Growth and Development, AODA, Mental Health, and Chronic Disease Prevention) are each undergoing a strategic planning process, which will last into April. From there, the groups will finalize goals, objectives and strategies, which will be placed into a community health improvement plan. I am working with a representative from Ministry St. Joseph's Hospital and Aspirus Riverview Hospital and Clinics on drafting the community assessment report that the hospitals will need to submit this summer to meet their IRS requirements.
- Our hospitals have contributed funding so we were able to buy into a data platform called Community Commons (communitycommons.org). This will provide us a means to upload, manipulate, and map local real-time data that we will be receiving from our medical providers. All data received will be HIPPA compliant and will contain no identifying patient information.
- I am working with Jason from Planning and Zoning on our transition to the Riverblock building. Corporation Counsel has talked with legal counsel from Aspirus and there shouldn't be any issues with our move. We will discuss this more during our meeting.

HEALTH PROMOTION AND CHRONIC DISEASE REPORT

Oral Health Program - Wendy Ruesch, RDH, CDHC

The second screening and fluoride varnish for all Wood County Head Start Centers has been completed. The third screening and fluoride treatment will take place in spring. The sealant program for north Wood County second graders has been completed, except for follow-up screenings and fluoride treatments that will be offered in May. The sealant program is in progress in south Wood County. I attended a Head Start Advisory Committee Meeting. I also presented oral health education at the Circle of Moms breastfeeding support group in Marshfield.

21 children on the WIC program had fluoride varnish applied in the month of December.

Tuberculosis Update – Jean Rosekrans

We continue to monitor 1 case of latent tuberculosis infection.

Communicable Disease Update – Jean Rosekrans

- During the month of December there were 21 cases of chlamydia, 2 cases of gonorrhea and 3 suspect, 1 probable and 1 confirmed case of Hepatitis C investigated in Wood County.
- The numbers of enteric illness cases in Wood County continues to decline. Norovirus is currently the predominate gastropathogen detected in Wisconsin.
- Wood County has had no pediatric deaths or hospitalizations due to influenza this season. Overall, influenza activity in Wisconsin is sporadic. Rhinovirus/enterovirus is the main circulating virus, although RSV activity is increasing.
- As of November 17th, the WI Division of Public Health reported 30 confirmed mumps cases associated with outbreaks at two University of Wisconsin campuses (Whitewater and Platteville).

Quality Improvement- Tyler Zastava

The Quality Council is busy making both our Marshfield and Wisconsin Rapids waiting rooms and all exam rooms more welcoming and child friendly. New furniture has replaced the old, and wall toys have been purchased for more activity for the children.

Emergency Preparedness – Tyler Zastava

Ebola monitoring and contact tracing policies have been updated.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

Healthy Growth and Development Team

The team has started the strategic planning process associated with the development and updating of our HPWC plan. The team met for the first time last week. The meeting went well and it was a great brainstorming session. We will be meeting each month through March to complete the strategic planning process. We also continue to

coordinate for schools to take the youth risk behavior surveys later this month. To our knowledge, all schools except the Marshfield School District and Assumption Catholic Schools in Wisconsin Rapids will be completing the survey this year. The survey is now transitioned to an online system. This will allow for easy data abstraction at no additional cost.

Chronic Disease Prevention and Management Team

Farm to School reports were given at two school wellness meetings; one on Dec. 22, 2015 in Marshfield and the other in Nekoosa on Jan. 11, 2016. Another Harvest of the Month Newsletter featuring dairy in Wood County schools was printed and will be distributed to elementary schools during the next two weeks. Sue Anderson met with students at the STEM Academy in Nekoosa to discuss the food waste study further. She also participated in a number of meetings and calls including state Farm to School calls, the Healthy Wisconsin Leadership Institute site meeting in Oshkosh, the Nutrition Committee meeting of the Healthy Lifestyles Coalition in Marshfield and the first Healthy People Wood County Chronic Disease coalition strategic planning meeting.

Mental Health/Alcohol and Other Drug Abuse Team

The team is working with Children's Hospital of Wisconsin to host Paper Tiger showings in 3 area communities. Paper Tigers is a documentary that explores the impact of adverse childhood experiences and toxic stress on struggling teens. We are also working with them to coordinate a Trauma Informed Care Lunch n Learn series for Wood County employees and the community. We met with Wood County Human Services to discuss how we can create a trauma informed community. We continue to assist Healthy People Nekoosa with mental health and suicide prevention work and also continue to work with WISE on mental health stigma elimination. We are currently setting up meetings with community organizations to discuss stigma elimination within their entities. Additionally, work continues with mental health providers on access to care issues. A provider breakfast will take place on Thursday, January 28th. We will be discussing mental health integration models.

Alcohol, heroin and prescription drug prevention work continues with Marshfield Area Coalition for Youth, both on the full coalition and steering committee. DaNita attended a newly formed Wisconsin Rapids Heroin Task Force group. She is helping gather information about heroin work being done throughout the state and in our county. The team also hosted a lunch n learn on the topic of heroin. We met with the speaker after the presentation to discuss how the Wisconsin Rapids area can move forward with heroin prevention work.

We continue to research and continue discussions on how city transformation models could help solve some of the mental health and substance use issues in our community.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Voluntary National Retail Food Regulatory Program Standards

The Environmental Health section strives to maintain a quality food inspection program which includes better service to licensed facilities and compliance with recognized national program quality standards. To improve our program, the Wood County Health Dept. enrolled in the Voluntary National Retail Food Regulatory Program Standards program through the FDA. We received two FDA grants. One grant is for a self-assessment to see how our program matches nine established standards of excellence in a food safety program. The other is a larger grant to enhance the work we do and advance 3 program standards. One goal of this grant will be to update the county ordinance to match the new administrative code language to be created when the Department of Health Services (DHS) and the Department of Agriculture, Trade and Consumer Protection (DATCP) merge most of our licensing and inspection programs under DATCP. Another goal is to provide an online payment option for all licensed establishment renewals with tools and educational materials available on our website at the time of renewal and throughout the year. The third goal is to provide on-site food service worker training based on noted food safety concerns at the establishment. This will help us learn how compliance can be reached given the individual circumstances at each establishment and allow us to work one-on-one with food service workers in the field. We will have student interns to help move this project forward.

Licensed Establishment Changes and New Businesses

One Stop in Rudolph has a new owner and will be called R Store. We recently discovered an unlicensed cake baker who was operating in Pittsville and advertising online for quite some time. A cease and desist order was issued and she was made aware that she may no longer operate unless licensed to do this type of business. At this time she has not contacted our department for licensing.

Radon Awareness Month

January is Radon Awareness month. Kate Carlson has done a presentation on the radio, to the Homebuilders Association, and others regarding the increased levels of radon in households in January and throughout winter months. Radon levels increase with furnace use, frozen ground which directs the gases into basements and home slabs, and windows and doors closed for the winter. She discussed the cancer risk involved, home testing, and mitigation methods.

Complaint Inspections

We received a number of housing complaints including 2 cockroach complaints, one flea complaint, a bedbug complaint, water in the basement, no drinking water in 2 homes, garbage in a home, and a mold complaint. Cooperation between the tenant and the landlord or property owner was the key to fixing these problems. In the winter, people are indoors more of the time which can lead to the creation of living problems. Several complaints involved working with social services to varying degrees, to determine if past issues were corrected and attempting to help a tenant make changes in their living practices or fix actual physical problems in the home, sometimes with the landlord's assistance.

FAMILY HEALTH AND INJURY PREVENTION REPORT

Amish/Plain Communities Outreach – Leah Meidl

We are planning to work with Marshfield Clinic and Ministry Saint Joseph's Hospital on an outreach project with the Amish community. The goal of the project is to decrease buggy related traffic injuries. We will be meeting with an Amish elder later this month to start the process.

Safe Kids – Tyler Zastava

Safe Kids Wood County is celebrating its 10th Anniversary this month. A small celebration will be taking place at the end of the month. The 2015 action plan objectives have been met and work to develop the 2016 action plan will begin at the January meeting.

Child Death Review Team – Tyler Zastava

A training to help identify child abuse, "Beneath the Bruise: Identifying the Subtle Signs of Abuse," was offered as a collaborative effort between the Marathon, Portage, and Wood County Child Death Review teams in conjunction with Marshfield Clinic. There was incredible interest for the training and several people had to be turned away due to limited seating availability. The training had 130 participants registered. A grant has been written to aid in expanding on this type of training in 2016.

Wood County Teen Driving Coalition – Tyler Zastava

Teen Driving mini-grants have been awarded to East Junior High, Lincoln High School, Port Edwards High School and Marshfield High School. The coalition will continue to work with the schools to help plan their spring events. A grant from the Department of Transportation is being written for distracted driving to provide additional funding for their efforts.

Wood County Breastfeeding Coalition – Amber France

The Wood County Breastfeeding Coalition developed an end of the year video that has been put on the coalition website and Facebook page. The coalition continues to work on outreach for the MommyFest in February and Milky Miles in April.

Leah Meidl and I are beginning the process of strategic planning with the Wisconsin Breastfeeding Coalition. I continue to lead the statewide efforts of Breastfeeding Friendly Childcare and presented for a recorded webinar through the Department of Health Services.

Lactation – Amber France

I sit on the Aspirus Riverview Hospital Baby Friendly Task Force, on behalf of the WCHD. The task force will meet monthly and continue to collaborate with the WCHD to help with the lengthy process. Phase 2 is required to be completed by August 2016 and WCHD will help with finding/providing training opportunities, other resources, and data collection.

WOMEN, INFANTS AND CHILDREN (WIC) REPORTS – AMBER FRANCE, MS, IBCLC

Caseload for 2015 (Contracted caseload 1327)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active	1300	1269	1273	1227	1223	1271	1278	1270	1306	1305	1309	1274
Participating	1462	1439	1400	1373	1357	1405	1415	1428	1452	1456	1450	1416

2

January 2016
Health and Human Services Committee
Edgewater Haven
Amy Slattery

In the month of December we had 15 admissions and 3 readmissions; 2 of the admissions were to our Behavior Wing. Current census on the Behavior Wing is 8 residents. Census comparison to last year December:

December 2014 - 66 average census with 9 Rehab

December 2015 - 61 average census with 8 Rehab

We are working on marketing ideas to increase census

- Revised brochures
- Admissions staff member to go to hospital and meet with potential residents (this has been successful so far)
- Handing out Nursing Home Compare Star Ratings comparing us to other nursing homes in town to potential residents at the hospitals during hospital visits
- Church bulletins advertising special events
- Restart public bingo as was successful in past and people still ask about it
- Have different events open to the public at Edgewater Haven
- Senior Expo

We had the giving tree this year. All the stars were numbered. The number represented each resident. Staff and visitors could pick a star and buy a gift for the resident that would be handed out at the resident Christmas party. One of the residents was going to be Santa but became ill the day of the Christmas party so a staff member stepped in and was Santa and handed out the presents to the residents. The residents had a great time as well as families and staff. The great joy on the resident's faces as they received the gift from Santa was priceless.

January 2016-Marketing

Edgewater has updated our ad in the Senior Resource Directory for 2016.

We have updated our Solarus/Berry Company telephone book ad for 2016.

Radio and newspaper ad cost is being investigated for 2016.

Edgewater staff will meet as a group this week to discuss ways to improve census.

We continue daily contact with area referral sources, i.e.: hospice, assisted living, medical equipment suppliers, hospitals, etc.

Edgewater staff continues to visit potential referrals at area hospitals to provide information and answer any questions.

We continue to sponsor the Memory Café and Veterans Café.

Also, Edgewater continues to sponsor an ad in the monthly Aging and Disability Resource Center newsletter.

The local church bulletin ads continue.

Edgewater will attend the Senior Expo at the Hotel Mead in April.

Edgewater Haven Cookbooks with recipes from residents, families and staff will be available soon.

We will sponsor monthly bingo at the Aging and Disability Resource Center in 2016 as their schedule allows.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: January 28, 2016

Caseload activity for December: 14 new veterans, the regular detailed caseload activity report are attached.

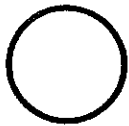
Activities:

1. Completed as of January 20, 2016:
 - a. December 18 – CVSO Association leadership meeting with Wisconsin Department of Veterans Affairs Secretary. First meeting in over three years brokered through Wisconsin Counties Association.
 - b. January 5 – Wood County Veterans Service Commission meeting.
 - c. January 13- meeting with New Veterans Outreach & Recovery Program (VORP) regional specialist- Calvin Stammer.
 - d. January 15 – CVSO Association of Wisconsin Executive Committee meeting.
2. Near Future:
 - a. January 21 – Wisconsin State Senate Committee on Transportation and Veterans Affairs hearing on SB 518 - Relating to: disposition of the unclaimed cremated remains of veterans and their dependents.
 - b. January 21 – Wisconsin State Assembly Committee on Veterans and Military Affairs Hearing on:
 - i. AB 88- Relating to: vehicle admission receipts issued to certain members of the U.S. armed forces and to certain members of the National Guard.
 - ii. AB 622 -Relating to: exempting from nonresident tuition at the University of Wisconsin System certain members of the Wisconsin National Guard or a reserve unit of the U.S. armed forces.
 - iii. AB 693- Relating to: disposition of the unclaimed cremated remains of veterans and their dependents.
 - iv. AB 707 - Relating to: official logotypes for Wisconsin veteran-owned businesses and disabled veteran-owned businesses.
 - c. January 25 – Wood County Human Services Comprehensive Community Services Committee meeting.
 - d. January 15 – CVSO Association of Wisconsin Executive Committee meeting.

Office updates:

1. Wood County veteran hiring initiative: No progress in this reporting period.
2. Announced plan to retire. Our Veterans Representative IV/Administrative Assistant Teresa Hartjes has announced her plan to retire April 1, 2016. She has over 25 years of experience in the office, Veterans issues/programs and our long term clients. In addition to her experience she also represents 25% of our workforce. Whoever is selected to fill the position will bring their own strength and tools to the table but the department and our clients will suffer in the transition.

3. Wisconsin Department of Veterans Affairs grant to counties for improvement of services. The first application for expense reimbursement under this grant was submitted (see attachment). That request was for \$1053.36 for the period of 7/1/2015 to 12/31/2015. The second period of 1/1/2016 to 5/31/2015 is due June 15, 2016. The bulk of our requests for reimbursement will be on that submission and will include salary subsidy, IT expenses etc. This first reimbursement period of a state fiscal year grant overlaps with the old calendar year grant which we had already received the funds.
4. Veteran Housing & Recovery Program (VORP) - Our new regional specialist Calvin Stammer stopped in to introduce himself (his predecessor moved on to different employment). Calvin's office is out of Appleton and he covers seven counties including Wood (see map attached). The Wisconsin Department of Veterans Affairs received a grant to assist homeless and chronically homeless veterans in receiving housing and support for behavioral health treatment services. VORP specialists will provide outreach in the northern rural areas of Wisconsin. The Outreach and Recovery Specialists will establish collaborative relationships with County Behavioral Health Agencies who may provide direct treatment in addition to coordinating and working with all Veterans Service Organizations, County Veterans Service Officers, and Non-Profit Organizations, Law Enforcement and federal agencies and all other interested stakeholders for housing and mental health treatment of homeless and at risk veterans. Calvin and I spoke extensively about a veteran with mental health issues about to be released from prison and his housing barriers of being a convicted felon and on the sexual predator list. This person would be a potential client for the VORP program.



RESOLUTION#

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

INTENT & SYNOPSIS: To Create two .97 FTE FSET Case Manager Positions.

FISCAL NOTE: Anticipated wages and benefits for two new positions based upon a step 1 for pay grade 7 are:

Wages: \$80,398.50
 Fringe: \$43,108.54
 \$123,507.04

WHEREAS, Wood County Human Services operates the North Central FSET program and

WHEREAS, the North Central region encompasses Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage Vilas and Wood Counties, and

WHEREAS, The North Central FSET Program has experienced significant growth through its first nine months of operation and additional growth is anticipated and

WHEREAS, additional staff are needed to ensure that quality case management services are provided to all residents in the North Central Region, and

WHEREAS, Wood County submitted a staffing plan that was accepted by the State of Wisconsin Department of Health Services that maintains a maximum caseload to staff ratio of 90:1 and

WHEREAS, the positions are fully funded through a contract between Wood County Human Services Department and the State of Wisconsin Department of Health Services.

NOW, THEREFORE BE IT RESOLVED that the Wood County Board of Supervisors creates:

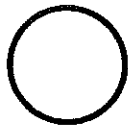
Two FSET Case Manger Positions

Pay Grade: 7

Hours: 2015 per year

FLSA status: Non-Exempt

Department: Human Services Department



RESOLUTION#

Introduced by The Health and Human Services Committee and the Executive Committee
 Page 1 of 2

ITEM#

2-2

DATE

February 16, 2016

Effective Date

Upon passage

Motion: Adopted: ☐
 1st _____ Lost: ☐
 2nd _____ Tabled: ☐
 No: _____ Yes: _____ Absent: _____

Number of votes required:
☒ Majority ☐ Two-thirds

Reviewed by: PAK, Corp Counsel
 Reviewed by: MM, Finance Dir.

INTENT & SYNOPSIS: To approve the implementation of the attached Professional Ladder for the Social Worker and Human Services Professional.

FISCAL NOTE: Within Budget-Estimated costs

Wages: \$14,000

Fringes: \$ 2,649

\$16,649

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, Human Services and Social Work Professionals were placed in three separate pay grades (7,8,9) in the Carlson/Dettman study without the mechanism for staff to receive compensation for increased performance, the department administration in conjunction with staff members developed a professional ladder for career advancement that addresses competencies required for staff in these job classes and demonstrate growth in these areas, and

WHEREAS, the Human Services Department has experienced the problem of losing a high number of highly trained and highly skilled social workers and other human services professionals to other governmental entities as well as to the private sector and it has been determined that a primary cause to this retention problem is the wages are not competitive particularly with those employees who strive hard to excel in their work, and

WHEREAS, job satisfaction and job retention are higher among employees who are supported by their organization and have a flexible, competency driven, participatory and transparent model for career advancement, and

WHEREAS, the Human Services Department administration has worked with the Health and Human Services Committee to understand the problem, its impact on the cost (for some positions the state requires 19 days of training) and level of services provided (experience and job knowledge lead to a higher level of services) and together have determined that effective action must be taken to rectify the situation, and

Donna Rozar, Chair

Tom Buttke

Michael Feirer

Peter Hendler

Marion Hokamp

Jessica Vicente

Jeffrey Koszczuk, DO

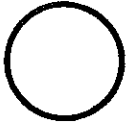
Doug Machon

Lori Slattery-Smith, RN

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

County Clerk

County Board Chairman



RESOLUTION#

Effective Date: Upon passage

Introduced by the Health and Human Services Committee and the Executive Committee
 Page 2 of 2

WHEREAS, the professional ladder was modeled after other career progression processes, common to the private and public sectors in areas such as education and health care. It will serve as a process to address staff retention and compensation issues specific to employees who hold certifications, advanced training and education, and develop higher level skills in order to provide effective social work services, and

WHEREAS, though this particular professional ladder may only address a limited number of county employees, if other department administrators are experiencing similar retention problems, it may serve as a basis for them to address their unique issues, and this professional ladder is not intended to rectify all of the compensation program related problems that exist, and

WHEREAS, the professional ladder requires implementation prior to the knowing the specific economic impact it will have on the Human Services Department, estimates are provided and allows for the department to operate within its approved budget based on a careful study of staff members currently within the identified positions, and

WHEREAS, there are currently 48 social workers or human services professionals who are in grades 7,8,9 that could be impacted by the professional ladder, and

WHEREAS, the cost estimate is based upon a full year but in reality, if implemented, the earliest the changes would occur is in the second quarter of the year, and the dollar estimates are based upon management projections of individuals who might be eligible for clinical advancement, and

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to authorize and direct the implementation of the attached Professional Ladder for the Social Worker and Human Services Professional.

()

Trent Miner, Chair

Peter Hendler

Hilde Henkel

Lance Pliml

Donna Rozar

Adopted by the County Board of Wood County, this

day of

20

County Clerk

County Board Chairman

PROFESSIONAL LADDER FOR THE SOCIAL WORKER AND HUMAN SERVICES PROFESSIONAL

PURPOSE

The retention and development of competent social workers and human services professionals is a major focus of Wood County Human Services Department. Implementing a Professional Ladder system of career advancement is one approach to meet this goal. The concept of this Professional Ladder is based upon other models in use in both the public and private sectors. This program has been developed utilizing NASW Standards for Social Work Practice and borrows ideas from clinical ladders prevalent in health care. It has been designed to implement our mission, vision and values and put into action our commitment to the professional development of employees with the ultimate goal of providing the best possible service to clients and consumers. By developing our employees we are able to provide quality, cost effective and accessible services to individuals and families in Wood County. Client outcomes are optimized when workers are professionally well rounded and their core competencies are well developed. Additionally, job satisfaction and job retention are higher among employees that feel supported by the organization and have a flexible, competency-driven, participative and transparent model for career advancement.

Within the Professional Ladder, there are requirements for each of the three job positions or levels, under the categories of:

- Professionalism
- Values and Ethics
- Knowledge, Intervention and Skills
- Organizational Knowledge and Team Building
- Professional Leadership

Skills and behavioral expectations are defined in separate job descriptions for each of these broad categories. In order to advance up the ladder to a new position, workers are required to build on and increase the depth and breadth of professional skills that they have in their repertoire. These job levels are defined as Social Worker/Human Services Professional I, Social Worker/Human Services Professional II and Social Worker/Human Services Professional III. The Human Services Department provides support in several ways to aid the social worker or human services professional in his or her career progression. Employees advancing up the ladder may develop professionally through the application of skills learned through formal education, seminars and workshops, job specific training and/or on-the-job experience. The Professional Ladder allows recognition that this development occurs on a continuum and that knowledge and skills can be obtained in different ways. It also recognizes that employee contributions at each job level are valuable and necessary for a successful organization, as well as acknowledging that different employees may aspire to different levels of professional development.

OBJECTIVES

The objectives relating to social and human services professional work include:

1. To provide an opportunity for advancement that does not mandate additional formal school attendance and to stimulate self-direction in professional development activities.
2. To recognize and reward social workers and human services professionals for formally and informally acquired knowledge, skills and expertise and actively apply this knowledge in their field both directly in practice and by assisting colleagues to integrate new knowledge and skills.
3. To efficiently utilize social workers and human services professionals who are educationally prepared for different levels of performance and job responsibilities.
4. To differentiate between different levels of experience and skill in social and human services work.

The ladder's objectives for the market:

1. To provide the market with a tool for recruitment and retention which focuses on professional development, job satisfaction and individual achievement and rewards which will be attractive to top talent.
2. To enhance awareness of practice and service excellence in the professional practices of social work and human services through the development of positive and supportive attitudes and actions among professionals who provide direct service to children, consumers and families.
3. To promote continual improvement in the provision of high-quality services and excellence in outcomes.
4. To aid in the reduction of turnover rates and the expenses associated with recruiting and on-boarding new employees.

PROCEDURE

Within the Professional Ladder, there are requirements for each of the different job levels, under the categories of:

- **Professionalism** - The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values and reflection in daily practice for the benefit of the individual and community being served.
- **Values and Ethics** - Application of social work/human services ethical principles and values to guide professional practice and decision making and uphold the rights of the clients we serve.
- **Knowledge, Intervention and Skills** - The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.
- **Organizational Knowledge and Team Building** - Operating effectively within organizational frameworks and contribute to the development of services and the agency. Operate effectively within multi-agency and inter-professional partnerships and settings.
- **Professional Leadership** - Taking responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership and management.

Job descriptions include core competencies as well as the specific expectations for each area of service provision. The core competencies for Social Workers/Human Services Professionals are interwoven throughout the key categories of knowledge, skills and abilities. The Professional Ladder Core Competencies and Expected Behaviors performance document offers specific direction to staff on what is expected and how their position can fit into the Professional Ladder. The core competencies include, but are not limited to:

- Ability to engage with clients and families
- Accountability Assessment skills
- Awareness of personal safety and safety of others
- Attitude
- Documentation skills
- Response to crisis
- Person/family centered practice
- Trauma Informed Practice
- Collaboration and team work
- Problem solving and decision making
- Communication skills
- Compliance with rules and regulations
- Adherence to best practices
- Ethical behavior
- Case Management Skills

A. LEVELS

Social Worker / Human Services Professional I

The Level I Social Worker/Human Services Professional is where all new hires begin. Prior experience and education will be compensated by the available steps within the grade. At least one year experience within Wood County is required before a worker is eligible to move to a higher level position.

This level of professional is expected to be able to function at the foundational level and demonstrate the knowledge, skills and abilities to work with a wide range of clients. At this level, professionals are expected to show enthusiasm in job performance and demonstrate compassionate behavior to clients and other employees. This level I professional needs to demonstrate good judgment to understand when to make decisions autonomously and when to seek needed input from support and supervision.

Social Worker / Human Services Professional II

The Level II Social Worker/Human Services Professional has at least five years of experience in a professional position (i.e.: a position that requires a baccalaureate degree or higher), or has three years of experience and has a master's degree, directly relevant to social or human services work. The Level II professional should be able to act in a leadership role in his/her department and be prepared to accept the demands of occasionally being a peer mentor, cross-training and teamwork.

The level II SW/HS Professional demonstrates highly competent practice in somewhat complex situations, are generally able to strike a balance between support and control and interact with a wide-range of client support professionals. S/he starts to accept responsibility for the practice of others by mentoring less experienced professionals. This professional should also be able to appropriately exercise initiative, as well as reflectively evaluate his/her own practice. Committee or project team involvement beyond the unit is expected. The Level II professional is expected to seek additional education and opportunities to enhance him/herself as well as others within the department. At this level, the worker should be able to offer teaching, in-services or development and facilitation of an educational opportunity to colleagues, community partners and/or the general public.

Social Worker / Human Services Professional III

The Level III Social Worker/Human Services Professional is the highest level on the Professional Ladder. The Level III professional has at least eight years of experience in a professional position (i.e.: a position that requires a baccalaureate degree or higher), or at least six years of experience with a master's degree, directly relevant to social or human services work. At this level, the worker has truly expanded his or her role beyond the expectations of basic direct client services with an emphasis on exceptional engagement and experience as well as active involvement in the community in which they serve.

This experienced professional is more autonomous in his/her role. S/he demonstrates expert and effective practice in complex situations and is able to assess and mitigate higher levels of risk, strike a balance between support and control and interact with a wide-range of professionals. This level of professional is able to expect and anticipate potential issues that may develop on cases. S/he will have expertise in one or more areas of practice and be recognized by peers and other professionals as a source of reliable knowledge and assistance. Collaboration in cross-functional committees or project teams within the agency and/or with external partners is expected for the Level III professional. At this level, the worker should be able to offer teaching, in-services or development and facilitation of an educational

opportunity to colleagues, community partners and/or the general public, particularly in the realm of evidence based practices.

B. ELIGIBILITY REQUIREMENTS

- Eligible employees are social workers or human services professionals in the Family Services and Behavioral Health/Long Term Support Divisions involved in direct client services as at least a 50% employee (worked 1040 hours in the previous 12 months).
- Employees who received a written warning, final written warning or suspension within the last 12 months are not eligible to apply for advancement.
- The most recent performance evaluation cannot identify any “needs improvement” ratings.
- The employee must have the necessary points on the application as outlined in the chart below.

	Points Required	Qualifier
Social Worker/Human Services Professional I	A basic satisfactory evaluation requires at least 12 points. Any evaluations not achieving 12 points are considered unsatisfactory and will result in the employee not being eligible for any step increases until performance is improved.	
Social Worker/Human Services Professional II	24 – 32 points	All performance items must be rated at Level II or above.
Social Worker/Human Services Professional III	33 – 36 points	May not be ranked at Level I for any performance item. May not have more than three ratings at Level II.

C. APPLICATION PROCESS

1. The applicant must talk with their immediate supervisor first regarding the plan to apply, in order to solicit feedback.
2. The applicant completes the application and self-evaluation tool during one of the two annual open application periods.
 - a. The application and self-evaluation is submitted to the immediate supervisor for review. The document shall be electronically submitted to the supervisor in the Microsoft Word *.docx format.
 - b. All applications must be completed in full and will reflect, at minimum, one full year of activity retrospective from the application period.
 - c. Applicants may only submit for reclassification once in a 12 month period.
 - d. Applicants may apply for reclassification from SW/HSP I directly to SW/HSP III provided that all requirements are met.
 - e. Applications must be typed.
3. The supervisor reviews the application and will provide comments regarding support or opposition of reclassification. A copy of the most recent performance evaluation shall be included with the

application. It is the same performance evaluation that is required on an annual basis for all positions on the professional ladder, whether or not an application is submitted.

The application and evaluation will then be submitted to the Division Administrator and copies with comments will be provided to the applicant.

4. Division Administrators for Behavioral Health/Long Term Support and Family Services will review all applications from both divisions. Additional information may be requested from either the applicant or the supervisor. Additional information may also be requested from others directly familiar with the work performance of the applicant.
5. Division Administrators score the application and must be in agreement with each other in the final decision. This decision may or may not be in agreement with supervisor or the self-evaluation.
6. Division Administrators provide feedback and justification on the application form to the applicant regarding competency ratings and identify areas that need to be improved if employee is not reclassified.

D. APPEAL PROCESS

If an application is denied, and the applicant is not in agreement with the feedback and reasoning supplied, the applicant may appeal the decision.

1. The appeal shall be submitted in writing to the Human Services Director within 10 business days of the decision and contain specific rationale for the appeal.
2. Appeals may not be based on rationale which is not consistent with the professional ladder policy under which the application was originally submitted.
3. No changes shall be allowed to the original application prior to the conclusion of the appeal process.
4. The Human Services Director will review the original application, comments and recommendation of the supervisor and administrators, as well as the appeal request. Additional information may be requested from any party.
5. The Human Services Director will make a final decision on the application and provide the decision and reasoning to the administrators, supervisor and applicant.

E. DECLASSIFICATION

1. On an annual basis, a professional is generally expected to maintain or increase the level of performance equal to the level at which they are classified.
2. If an employee does not maintain performance equal to or above the minimum requirements outlined in the table under Section B Eligibility Requirements for the job position level at which they are currently rated, the performance evaluation is considered unsatisfactory and development of a performance improvement plan will be required. Employees that receive an unsatisfactory evaluation are not eligible for step increases.

3. Satisfaction of the performance improvement plan is necessary if the worker wishes to remain in his/her current job position or at their current classification. If a performance improvement plan is required, progress on the plan will be reviewed, as built into the timeline of the plan, to ensure that the employee is on track to return to or exceed the minimum required level of performance required for their grade.
5. If at the next annual evaluation, subsequent to the evaluation at which there was a decline in performance, there continues to be concerns with the employee performance, and the employee again does not meet the minimum requirements, the supervisor will meet with the division administrator to review and justify the ratings. If the supervisor and administrator are in agreement, they will meet with the employee to discuss concerns related to performance.

OPTION 1 - At that time, the employee will have an option to voluntarily request declassification to the job position level that most closely aligns with their current performance -- SW/HSP II or SW/HSP I.

- a. Employees requesting declassification will be moved to the step in the lower pay grade that is the closest dollar amount, not exceeding, their current wage.
- b. Employees who declassify to a position in a lower pay grade, and land at the maximum step of the grade, will not be eligible for a step increase until the range for the grade adjusts upward.

OPTION 2 – If the employee chooses not to voluntarily request declassification, and is unwilling or unable to perform the duties of their job position, it may become necessary for the supervisor to follow the disciplinary process as outlined in the employee handbook, up to and including termination.

WOOD COUNTY HUMAN SERVICES

Professional Ladder Core Competencies – Examples of Demonstrated Behaviors



Not all listed behaviors or tasks may apply to each position eligible for the professional ladder continuum. This document provides examples of behaviors and responsibilities that are representative of the expectations of competence at each level. Each successive level is expected to demonstrate continuing and progressive competence of the behaviors demonstrated at lower levels.

PROFESSIONALISM

The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.

Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> – All new employees will be hired at this level, but may be awarded for prior experience by adjustment in starting step level within this grade; new employees will spend one year at this level and after that probationary period may apply for an adjustment to Level II or Level III – Entry level skills. May have little to no case management experience. – Completes essential job duties – Can manage workload and demonstrates ability to prioritize with supervision – Able to apply standards and statutory requirements for timelines in daily work – Demonstrates appropriate knowledge and abilities related to attributes of professionalism including: boundaries, presentation, demeanor, reliability, honest and respectfulness – Good sense of responsibility and commitment. Usually follows through on commitments and promises, with a few short delays – Able to express appropriate facts and ideas, in a credible and appropriate manner – Displays good judgment in what information needs to be communicated, actively seeks support when unsure – Can identify and explain professional reasoning, judgments and decisions – Listens to others and accepts feedback when offered – When approached, is willing to admit mistakes – Has sufficient foundational technical 	<ul style="list-style-type: none"> – Proficient worker. Master's degree with at least three years of experience in direct practice or a baccalaureate degree with at least five years of direct practice experience – Consistently completes workload assignments by due date and demonstrate a high-level of organization and time management strategies with minimal supervisory oversight – Able to manage workload independently, seeking support and suggesting solutions for workload difficulties – Has enough experience to recognize when services are not achieving objectives and may not be beneficial to client – Involvement in community task forces or interdisciplinary activities – Maintains professionalism when faced with more challenging circumstances – Very strong sense of responsibility and commitment. Can be relied upon to follow through on commitments and promises – Generally able to express facts and ideas clearly, in a credible and appropriate manner. – Displays good judgment in what information needs to be communicated – Actively demonstrates use and communication of evidence-based professional judgments and decisions to both professionals and non-professionals – Frequently listens to others and often 	<ul style="list-style-type: none"> – Highly experienced worker. Master's degree with at least six years of direct practice experience or baccalaureate degree with at least eight years of direct practice experience – Models and help others with effective workload management skills – Consistently seen as a "go to" person by administration, peers and outside agencies for day-to-day problem solving – Models and helps guide others in demonstrating professionalism – Displays excellent judgment in what information needs to be communicated – Communicates clearly and confidently in complex, hostile or high risk situations. Able to help others in crafting communication strategies and developing communication skills – Exemplary sense of responsibility and commitment. Can always be relied upon to follow through on commitments and promises – Very strong ability to express facts and ideas clearly, in a credible and appropriate manner – Consistently listens to others and solicits feedback – Willing to admit mistakes and take initiative to analyze to help inform future decision making – Has expert level technical skills and knowledge – Actively pursues training and education in evidenced-based practices and is willing and able to train agency peers in new practices – Likely to hold additional professional

<p>skills and knowledge to perform the job competently</p> <ul style="list-style-type: none"> Completion of core training requirements for specific agency role Maintains certification as a social worker or other certification/licensing as required for agency specific role 	<p>elicits feedback</p> <ul style="list-style-type: none"> Willing to admit mistakes Has strong technical skills and knowledge Goes beyond core training requirements and actively seeks opportunities for on-going professional development Maintains all required certifications or licenses; may actively seek to advance to higher levels of professional certification 	<p>certifications and is dedicated to lifelong learning within the professional realm</p>
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VALUES AND ETHICS

Application of social work/human services ethical principles and values to guide professional practice and decision making, and uphold the rights of the clients we serve.

Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> Able to identify potential ethical dilemmas and appropriately uses supervision to come to a decision regarding how to resolve the issue Maintains confidentiality and rights at all times Relies heavily on guidance from more experienced peers and supervisors for direction on all cases, paperwork, activities and decision making Requires close training and support of Peer Mentors, Program Manager and/or LPC Learning the basics of Trauma Informed Care and Systems and how the principles should be applied in daily work Recognize and manage the impact of personal values on professional practice. Manage conflicting values and ethical dilemmas to arrive at decisions Understand and protect the privacy of individuals within and outside their families and networks, recognizing the requirements of professional accountability and information sharing Identifies and respects the impact of the authority of the worker's role on relationships and interventions 	<ul style="list-style-type: none"> Able to consult with peers to offer critical reflection to manage the influence of personal values on professional practice Recognize and act when the right to privacy is over-ridden by professional or legal requirements Critically reflects on, adapts and manages the authority of the worker's role in the relationship with clients/consumers Familiar with and readily able to apply the concepts of Trauma Informed Care and Trauma Responsive Systems in daily work Critically reflect on and manage the influence and impact of personal values on professional practice using supervision and team discussion, questioning others, included those from other professions Recognize and act when the right to privacy is over-ridden by professional or legal requirements Critically reflects on, adapts and manages the authority of the worker's role in the relationship with clients/consumers 	<ul style="list-style-type: none"> Support others and model application of ethical principles by giving and accepting critical feedback in order to reflect on and manage the influence and impact of personal values on professional practice. Provide guidance and support to analyze, reflect on and work with ethical dilemmas Demonstrate skills in issues of privacy and information-sharing in complex or risky situations. Offer support and guidance to colleagues in managing these dilemmas Demonstrates effective and positive use of authority, providing guidance to clients/consumers and helps model this behavior for others Fully functional in application of the concepts of Trauma Informed Care and Trauma Responsive Systems in daily work and able to advocate from a trauma informed perspective to external service providers May help contribute to the development of the agency's information strategy and systems

KNOWLEDGE, INTERVENTION AND SKILLS		
The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.		
Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> — Learning about services available within and to Wood County residents. Needs introductions and directions on how to proceed with referrals, connect with providers and to manage ongoing cases. — Developing initial judgments and assessments of life situations, symptoms, diagnoses, personality styles, client responses/behaviors and crisis situations. — Starting entry level training for MH/AODA screens — Can describe thought processes regarding case progression in case staffings with managers and peers — Demonstrates good decision making regarding safety of worker and service provider when conducting home visits — Builds and uses effective relationships with a wide range of people, networks, communities and other professionals to improve outcomes; demonstrates and ability to manage resistance — Uses appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention — Records information in a timely, respectful and accurate manner. Writes notes, records and reports for a variety of purposes with language suited to function, using information management skills — Has a basic understanding and application of the worker role within the unit and agency 	<ul style="list-style-type: none"> — Good awareness of the difficulties faced by clients who have severe and persistent mental illness or other disabilities and a comprehensive understanding of how environment and symptoms can impact a person's functioning — Aware of and easily connect with peers and contracted service providers to advocate for client — Considers other needs of the family beyond the visible presenting concern — Consistently tries to engage clients or families as partners in the problem solving process — Experience in navigating Wood County computerized documentation, billing and other state required reporting systems. Occasionally can offer suggestions for improvement in processes — Demonstrates ability to apply rights and confidentiality laws in complex situations — Able to independently inform client when confidential information must be shared with a third party — Engages effectively with people in complex situations, both in the short-term and building strong relationships over time — Uses appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention in more complex situations — Builds on previously acquired documentation skills and is able to clearly report and record analysis and judgments. Able to distinguish fact from opinion and objectively record conflicting view and perspectives — Has a comprehensive understanding of role and use of knowledge related to current area of practice — Demonstrates critical awareness of 	<ul style="list-style-type: none"> — Skilled in crafting interagency collaborations and engaging outside service providers, especially on challenging cases — Gathers information efficiently to inform judgment for assessment and intervention in complex or risky situations or in the absence of complete information — Demonstrates expertise in documentation abilities and role models efficient and thorough verbal and written communication through use of technology — Sustains and role models engagement with people in fluctuating circumstances and capacities, including where there is hostility and risk — Demonstrates and puts into practice knowledge in one or more specialty areas of practice through experience and/or ongoing training and education — Models ways to work collaboratively with many disciplines, works through conflict constructively to achieve positive outcomes for clients and the agency — Develops strong treatment or case management recommendations based on program and agency parameters, and elicit close cooperation from outside agencies and peers — May serve as super-user or trainer for eWISACWIS or TCM — Able to serve in lead capacity for specialty needs like TPR cases, sexual offender population or sexual assault victims (CAC/stepwise) — Demonstrates advanced understanding of person centered approach and evidenced based practices by offering ideas and feedback to other staff as well as utilizing these principles in daily practice — Provides informal consultation to peers related to skillful consumer contact

	current issues and new evidence-based practice research	when management staff is not available
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ORGANIZATIONAL KNOWLEDGE AND TEAM-BUILDING

Operating effectively within own organizational frameworks and contribute to the development of services and organizations. Operate effectively within multi-agency and inter-professional partnerships and settings.

Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> — Familiar with organizational structure, adapts to changes and takes responsibility for own role and impact within the team. Has a clear understanding of organizational mission, vision and values — Learning the basics of behavioral health programs including CCS, CRS and Mobile Crisis and able to operate within each context — Learning the basics of family services structure and how each service line interacts and supports clients (initial response, ongoing, family resources and juvenile justice) — Learning the basics of Wood County computerized documentation systems; learning the basics of billing and associated requirements — Completes accurate documentation of all contacts, writes basic assessments and service plans — May have a smaller caseload, or a caseload that is described as being less complex or intensive than others — Awareness of personal stress in self and is developing positive coping mechanisms 	<ul style="list-style-type: none"> — Familiar with the organizational structure of the agency, across divisions, and collaborates to support clients — Familiar with the organizational structure of the agency, across divisions, and able to help connect less experienced worker to available resources throughout the agency — Willing to take on new responsibilities as the service environment of the agency evolves — Takes an active role in inter-professional and interagency work, promoting Human Services mission, vision and values; may include representing agency in community committees — Experience in navigating Wood County computerized documentation, billing and other state required reporting systems. Occasionally can offer suggestions for improvement in processes — Able to handle a more diverse caseload, that includes cases of moderate to high intensity and complexity — Awareness of stress in self and others and able to recommend appropriate resources 	<ul style="list-style-type: none"> — Sets a strong example of organizational commitment and inspires feeling of loyalty and commitment in others — Encourages and models positive working relationships, leads and promotes strategies for collaboration and encourages a supportive team culture in alignment with the mission, vision and values of the organization — Consistently demonstrates a high level of concern for the organization and or other employees — Displays a strong sense of pride in the organization — Familiar with quality improvement process and willing to serve as change leader or champion to support idea that will enhance value of services provided, foster positive client outcomes and boost customer or staff satisfaction — Awareness of signs and characteristics of secondary stress, compassion fatigue or burnout in self and peers and ensures appropriate follow-up; at this level, may serve as crisis debriefer

PROFESSIONAL LEADERSHIP

Taking responsibility for the professional learning and development of self and others through supervision, mentoring, assessing, research, teaching, leadership, and management.

Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> — May feel challenged by work, but readily accepts responsibilities — Accepts accountability for actions — Willing to serve on project teams; willing to take an active role and learn basics of project management, quality improvement and leadership behaviors — Lead or teach activities for clients or 	<ul style="list-style-type: none"> — Can be assigned the role of Peer Mentor to new employees or student interns with guidance and planning with Program Manager — Able to role-model and assist less experienced peers in creating assessments and services plans using a person centered approach 	<ul style="list-style-type: none"> — Contributes to, plays a leading role and/or promotes both peer and organizational development — Excellent problem solving skills — Generates multiple alternative solutions to reach the best resolution in complex situations — Proactively anticipates and prevents

<p>consumers</p> <ul style="list-style-type: none"> — Recognize and identify own role in regards to others — Actively participates in team meetings — Shows ability to solve problems and generate alternative solutions — Often takes a proactive approach to recognize the potential for problems and prevent when possible — Will look for new and more efficient processes and solutions 	<ul style="list-style-type: none"> — Documentation consistently includes, without supervisory reminders: description of intervention, client progress toward goals, plan or assessment (case management note), plan and clinical rational for plan (crisis note) — Co-facilitates treatment groups — Attends continuing education and shares information and new practices with peers and agency — Willing to take a lead role within committees or task forces — Willing to serve as facilitator for specific initiatives — Shows the capacity for leadership, shows initiative and encourages others — Very good problem solving skills — Generates alternative solutions to reach the best solution — Able to anticipate and often prevent problems from arising — Proactively looks for new and more efficient process and solutions. Has recommended new approaches that have improved efficiency — Actively applies principles of project management and quality improvement; may act as change team leader — May assist with planning and facilitating agency or division training or meetings 	<p>problems from arising</p> <ul style="list-style-type: none"> — Regularly evaluates current processes and procedures seeking new and more efficient ways to work. Has implement new approaches that have measurably improved efficiency, eliminated waste and/or resulted in improved outcomes — Routinely accepts and seeks out leadership responsibilities such as peer mentoring and supervision of student interns — May serve in leadership roles, or independently seeks out opportunities for involvement, in community task forces and interdisciplinary activities — Able to coach others in identification of problems and facilitate finding solutions — Volunteers for specific leadership responsibilities such as: MH/AODA Screen Lead, Healthy People Wood County, coordinate Clubhouse efforts, training services providers on CCS/CRS program documentation — Able to “tell the story of the agency” in presentations to the community, board members or other employees
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WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



Employee Name		Review Period		
Division/Unit		Manager		
Job Title		Current Classification	<input type="checkbox"/> SW/HSP I	<input type="checkbox"/> SW/HSP II
Application Date				

To which job description are you requesting reclassification?

☐ SW/HSP II

☐ SW/HSP III

SELF-EVALUATION INSTRUCTIONS

- In each row, determine the level that you believe you currently demonstrate within your position and enter the corresponding value in the points column.
- Be sure to enter a number in each row in all 5 sections. There are a total of 12 rows.
- In the staff comments area, provide specific examples of your performance during a minimum of the last full year of employment activity, or since the last time you applied for reclassification that support each of the 12 performance items.
- Please refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for additional guidance on behaviors and skills that should be evident and demonstrated at each job level.
 - Consider the following areas in providing detail and description for your performance:
 - Accomplishments that you are proud of or are of significance to you.
 - Internal unit or agency teams or committees on which you have served in the previous 12 months, or any changes since your last application for reclassification if longer than 12 months ago.
 - Community based activities (committees, task forces, teams, groups, etc.) related to your professional position that could help provide evidence of ongoing professional growth and responsibility related to your request for reclassification.
 - Trainings, in-services or education that you have offered to colleagues. This may include group or individual; formal or informal trainings. You may include, electronically or via hard copy, any job aids, handouts, presentations, or other items that you created or for which you provided content (please cite as appropriate) related to the training.
- Applications must be completed electronically and submitted to your supervisor as a Word document.
- Supervisor will insert typed comments and schedule a time to review with applicant.
- Upon completion of applicant and supervisor review, print and sign completed application.
- Applicant submits completed and signed application to their division administrator.
- If applicable, please include with this application documentation of attendance at or completion of professional education that may help support your request for reclassification. Please include a copy of your degree, if a degree has been conferred to you since your last application for reclassification.

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



Professionalism

The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.

			Points
SW / HSP I	SW / HSP II	SW / HSP III	
1. Demonstrates professionalism in terms of boundaries, presentation, demeanor, reliability, honesty and respectfulness.	2. Maintains professionalism in the face of more challenging circumstances.	3. Models and help others to demonstrate professionalism.	
1. Demonstrates workload management skills and develop the ability to prioritize.	2. Manages workload independently, seeking support and suggesting solutions for workload difficulties.	3. Models and help others with effective workload management skills. This can include ways to increase efficiencies within the unit, division, and/or department.	
Total Points:			0

Staff Comments:

Supervisor Comments:

Values and Ethics

Application of social work/human services ethical principles and values to guide professional practice and decision making, and uphold the rights of the clients we serve.

			Points
SW / HSP I	SW / HSP II	SW / HSP III	
1. Recognize and manage the impact of personal values on professional practice. Manage conflicting values and ethical dilemmas to arrive at decisions.	2. Critically reflect on and manage the influence and impact of personal values on professional practice using supervision and team discussion, questioning others, including those from other professions.	3. Model and support others by giving and accepting critical feedback in order to reflect on and manage the influence and impact of personal values on professional practice. Provide guidance and support to analyze, reflect on and work with ethical dilemmas.	
1. Understand and protect the privacy of individuals within and outside their families and networks, recognizing the requirements of professional accountability and information sharing.	2. Recognize and act when the right to privacy is over-ridden by professional or legal requirements.	3. Demonstrate skills in issues of privacy and information-sharing in complex or risky situations. Offer support and guidance to colleagues in managing these dilemmas.	

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



1. Identifies and respects the impact of the authority of the worker's role on relationships and interventions.	2. Critically reflect, adapt and manage the authority of the worker's role in the relationship with clients/consumers.	3. Demonstrate and model the effective and positive use of authority, providing guidance to clients/consumers.	
Total Points:			0
Staff Comments:			
Supervisor Comments:			

Knowledge, Intervention and Skills

<i>The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.</i>			Points
SW / HSP I	SW / HSP II	SW / HSP III	
1. Identify and explain professional reasoning, judgments and decisions through clear communication.	2. Demonstrate clear communication of evidence-based professional judgments and decisions to professional and non-professionals.	3. Communicate skillfully and confidently in complex or high risk situations. Model and help others to develop communication skills.	
1. Build and use effective relationships with a wide range of people, networks, communities and professionals to improve outcomes, showing an ability to manage resistance.	2. Engage effectively with people in complex situations, both short-time and building relationships over time.	3. Sustain and model engagement with people in fluctuating circumstances and capacities, including where there is hostility and risk.	
1. Use appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention.	2. Gather information for assessment and intervention in more complex situations.	3. Gather information efficiently to inform judgment for assessment and intervention in complex situations or in the absence of complete information.	
1. Record information in a timely, respectful and accurate manner. Write records and reports for a variety of purposes with language suited to function, using information management skills.	2. Clearly report and record analysis and judgments. Distinguish fact from opinion and record conflicting views and perspectives.	3. Models efficient verbal and written communication through use of technology systems. Contribute to the development of the organization's information strategy and systems.	
1. Demonstrate a basic understanding and application of the worker's position.	2. Demonstrate a comprehensive understanding and use of knowledge related to the worker's area of practice, including critical awareness of current issues and new evidence based practice research.	3. Demonstrates and puts into practice knowledge in one or more specialty areas of worker's practice through experience and/or ongoing training and education.	
Total Points:			0

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



Staff Comments:

Supervisor Comments:

Organizational Knowledge and Team Building

<i>Operating effectively within organizational frameworks and contribute to the development of services and organizations. Operate effectively within multi-agency and inter-professional partnerships and settings.</i>			Points
SW / HSP I	SW / HSP II	SW / HSP III	
1. Learns organizational structure, adapts to changes and takes responsibility for the worker's role and impact within the team.	2. Educates and promotes changes, acts confidently within the team, works positively with others, contributes to team working and collaborative support. Takes an active role in inter-professional and interagency work.	3. Model and encourage positive working relationships, leads and promotes strategies for collaboration and encourages a supportive team culture.	
Total Points:			0

Staff Comments:

Supervisor Comments:

Professional Leadership

<i>Taking responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership, and management.</i>			Points
SW / HSP I	SW / HSP II	SW / HSP III	
1. Recognize and identify the worker's role with regard to others and actively participates in team meetings.	2. Shows the capacity for leadership, shows initiative and encourages others.	3. Contributes to, plays a leading role and/or promotes organizational development.	
Total Points:			0

Staff Comments:

Supervisor Comments:

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



Functional Area	Total Points	Possible Points
Professionalism	0	6
Values and Ethics	0	9
Knowledge, Intervention and Skills	0	15
Organizational Knowledge and Team Building	0	3
Professional Leadership	0	3
Total Points:	0	36

Points required for job level rating:

	Points Required	Qualifier
Social Worker/Human Services Professional I	A basic satisfactory evaluation requires at least 12 points. Any evaluations not achieving 12 points are considered unsatisfactory and will result in the employee not being eligible for any step increases until performance is improved.	
Social Worker/Human Services Professional II	24 – 32 points	All performance items must be rated at Level II or above.
Social Worker/Human Services Professional III	33 – 36 points	May not be ranked at Level I for any performance item. May not have more than three ratings at Level II.

General comments or other evidence that you believe will help support your request for reclassification.

Please review the goals from your most recent performance evaluation and indicate how you have met them, or how you are on track to achieve. (SMART – specific, measurable, attainable, realistic, time-specific).

Supervisor Recommendation:

Staff member signature and date

Supervisor signature and date

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



Employee Name			Review Period			
Division/Unit			Manager			
Job Title		Current Job Level	SW / HSP I	SW / HSP II	SW / HSP III	

Directions:

- Please choose the level of job description in each row that best fits the individual's performance.
- If employee falls below the expectation for their **current job description**, please indicate by checking the Needs Improvement box.
- Any Needs Improvement items are required to be accompanied by a performance improvement plan with specific actions, objectives and timelines.
- Points total for the section is determined by adding the total of the column numbers.
- Please refer to the Professional Ladder Core Competencies and Behavioral Expectations document for additional guidance on behaviors and skills that should be evident and demonstrated at each job level.
- Points required for job level rating:

	Points Required	Qualifier
Social Worker/Human Services Professional I	A basic satisfactory evaluation requires at least 12 points. Any evaluations not achieving 12 points are considered unsatisfactory and will result in the employee not being eligible for any step increases until performance is improved.	
Social Worker/Human Services Professional II	24 – 32 points	All performance items must be rated at Level II or above.
Social Worker/Human Services Professional III	33 – 36 points	May not be ranked at Level I for any performance item. May not have more than three ratings at Level II.

- This area will eventually contain directions for completion of this evaluation. This form format may change to utilize embedded technologies like forms or self- tabulation.

Professionalism

<i>The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Demonstrates professionalism in terms of boundaries, presentation, demeanor, reliability, honesty and respectfulness.	2. Maintains professionalism in the face of more challenging circumstances.	3. Models and help others to demonstrate professionalism.	
1. Demonstrates workload management skills and develop the ability to prioritize.	2. Manages workload independently, seeking support and suggesting solutions for workload difficulties.	3. Models and help others with effective workload management skills. This can include ways to increase efficiencies within the unit, division, and/or department.	

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



Total Points: _____

Comments:

Values and Ethics

<i>Application of social work/human services ethical principles and values to guide professional practice and decision making, and uphold the rights of the clients we serve.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Recognize and manage the impact of personal values on professional practice. Manage conflicting values and ethical dilemmas to arrive at decisions.	2. Critically reflect on and manage the influence and impact of personal values on professional practice using supervision and team discussion, questioning others, including those from other professions.	3. Model and support others by giving and accepting critical feedback in order to reflect on and manage the influence and impact of personal values on professional practice. Provide guidance and support to analyze, reflect on and work with ethical dilemmas.	
1. Understand and protect the privacy of individuals within and outside their families and networks, recognizing the requirements of professional accountability and information sharing.	2. Recognize and act when the right to privacy is over-ridden by professional or legal requirements.	3. Demonstrate skills in issues of privacy and information-sharing in complex or risky situations. Offer support and guidance to colleagues in managing these dilemmas.	
1. Identifies and respects the impact of the authority of the worker's role on relationships and interventions.	2. Critically reflect, adapt and manage the authority of the worker's role in the relationship with clients/consumers.	3. Demonstrate and model the effective and positive use of authority, providing guidance to clients/consumers.	

Total Points: _____

Comments:

Knowledge, Intervention and Skills

<i>The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Identify and explain professional reasoning, judgments and decisions through clear communication.	2. Demonstrate clear communication of evidence-based professional judgments and decisions to professional and non-professionals.	3. Communicate skillfully and confidently in complex or high risk situations. Model and help others to develop communication skills.	

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



1. Build and use effective relationships with a wide range of people, networks, communities and professionals to improve outcomes, showing an ability to manage resistance.	2. Engage effectively with people in complex situations, both short-time and building relationships over time.	3. Sustain and model engagement with people in fluctuating circumstances and capacities, including where there is hostility and risk.	
1. Use appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention.	2. Gather information for assessment and intervention in more complex situations.	3. Gather information efficiently to inform judgment for assessment and intervention in complex situations or in the absence of complete information.	
1. Record information in a timely, respectful and accurate manner. Write records and reports for a variety of purposes with language suited to function, using information management skills.	2. Clearly report and record analysis and judgments. Distinguish fact from opinion and record conflicting views and perspectives.	3. Models efficient verbal and written communication through use of technology systems. Contribute to the development of the organization's information strategy and systems.	
1. Demonstrate a basic understanding and application of the worker's position.	2. Demonstrate a comprehensive understanding and use of knowledge related to the worker's area of practice, including critical awareness of current issues and new evidence based practice research.	3. Demonstrates and puts into practice knowledge in one or more specialty areas of worker's practice through experience and/or ongoing training and education.	

Total Points: _____

Comments:

Organizational Knowledge and Team Building

<i>Operating effectively within organizational frameworks and contribute to the development of services and organizations. Operate effectively within multi-agency and inter-professional partnerships and settings.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Learns organizational structure, adapts to changes and takes responsibility for the worker's role and impact within the team.	2. Educates and promotes changes, acts confidently within the team, works positively with others, contributes to team working and collaborative support. Takes an active role in inter-professional and interagency work.	3. Model and encourage positive working relationships, leads and promotes strategies for collaboration and encourages a supportive team culture.	

Total Points: _____

Comments:

Professional Leadership

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



<i>Taking responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership, and management.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Recognize and identify the worker's role with regard to others and actively participates in team meetings.	2. Shows the capacity for leadership, shows initiative and encourages others.	3. Contributes to, plays a leading role and/or promotes organizational development.	

Total Points: _____

Comments:

Functional Area	Points Awarded
Professionalism	/6
Values and Ethics	/9
Knowledge, Intervention and Skills	/15
Organizational Knowledge and Team Building	/3
Professional Leadership	/3
Total Points:	/36

Please use this section for other general comments or to provide evidence to support reclassification.

Performance Improvement Plan (Any item rated Needs Improvement is required to submit a performance improvement plan). This should include specific changes needed, objectives, actions and a timeline.

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



Goals for next year. (SMART – specific, measurable, attainable, realistic, time-bound).

Employee Comments

Please forward completed evaluation to the Human Resources Department for retention in employee's personnel file, *with* a copy to the employee.

Employee Signature

Date of Evaluation

An employee signature verifies that a review was held. It does not constitute concurrence.

Supervisor Signature

Date of Evaluation

Division Administrator Signature

Date Reviewed

Minutes of the Wood County Public Safety Committee

DATE: January 11, 2016

PRESENT: Mike Feirer, Dennis Polach, Joe Zurfluh, Bill Winch, Brad Hamilton

OTHERS PRESENT: Sarah Christensen, John Spiros, Lori Heideman, Laura Clark, Thomas Reichert, Nancy VanderMeer, Bob Kulp, Dara Hamm, Jane Maciejewski, Ray Maciejewski, Bill Clendenning, Jonas Schrock, Daniel Schrock, Jerry Stutzman, Warren Kraft, Tom Rayome, Marcie Ehlert, Ms. Adams, Mike Adams

LOCATION: Wood County Courthouse - Auditorium

1. Call to Order:

Mike Feirer called the meeting to order at 1:00 p.m.

2. Review minutes of December 7 and 15, 2015:

Motion by Hamilton, second by Zurfluh to approve the minutes of the December 7, 2015 and December 15, 2015 meetings. Motion carried unanimously.

3. Public Comments:

No public comments.

4. Emergency Management Department:

a. Communications December 2015 Claims:

The Committee reviewed the Communications December 2015 claims.

b. Communications Report:

The Committee reviewed the Communications report.

c. Update on Communication Tower Projects:

Steve updated the Committee members on the tower projects. He discussed that they were hooking up the fiber optics in the next couple of days.

d. Emergency Management December 2015 Claims:

The Committee reviewed the Emergency Management December 2015 claims.

e. Emergency Management Activity Report:

The Committee reviewed the Emergency Management Activity Report.

5. Dispatch Department:

a. Dispatch December 2015 Claims:

The Committee reviewed the Dispatch December 2015 claims.

b. Dispatch Report:

Lori gave a staffing update. She had a second Dispatcher start today and anticipates having another new hire within the next few weeks. She gave an update on the moving situation and stated that at this time the phones are still functioning properly.

6. Set date, time and location of next meeting:

February 8, 2016

1:00 p.m.

Wood County Annex & Health Center – Marshfield – Conference Room

7. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report. Supervisor Zurfluh questioned Humane Officer Kinney about her training. Humane Officer Kinney stated she looks for “no cost” training, as there is no budgeted money for training. Supervisor Zurfluh stated training needs to be added into the Humane Officer budget so she can receive proper training. Chairman Feirer and Humane Officer Kinney will discuss this with Mike Martin next fall when the Humane Officer budget is prepared for 2017.

b. December 2015 Claims:

The Committee reviewed the Humane Officer December 2015 claims.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report. Coroner Hamm stated she looked into Supervisor Winch’s question from last month’s meeting regarding if there is a law mandating where people can be buried. Coroner Hamm researched this and stated once the Release of Human Remains is filled out and signed accordingly, the body can be released and then buried wherever the family wishes. The only issue is when a body is transported over State lines, the body then has to be embalmed.

b. December 2015 Claims:

The Committee reviewed the Coroner December 2015 claims.

9. Sheriff's Department:

a. Correspondence:

Sheriff Reichert stated the department received lots of Christmas cards.

b. Highway Traffic Safety Concerns:

Supervisor Winch from District 9 explained to everyone the purpose of putting this item on the agenda was for the safety concerns of non-motorized vehicles. He explained the biggest complaint he gets in his District is people not seeing the buggies until it's too late, as a vehicle is usually traveling at 55 mph and a buggy travels at approximately 5 mph. He stated vehicles come upon the buggies quickly. Supervisor Winch also expressed his concern for the lack of lighting on the buggies. He suggested lighting the buggies with amber lights, reflector tape and/or possibly rear view mirrors. He also stated he contacted Corporation Counsel Peter Kastenholz who told him the County itself cannot impose any sort of restrictions on non-motorized vehicles; it has to come from the State.

Steve Kreuser stated the Highway Safety Committee has met with the Bishops of the Amish Communities in the area. The Amish leaders would like members of the Sheriff's Department to meet with their people to educate them on the rules of the road. This will be done with the help of the Highway Safety Committee and the Wood County Sheriff's Department.

A concerned citizen stated there were more issues than just the lighting of the buggies, such as proper signage in the affected areas to alert drivers they are in an Amish Community and to slow down due to children walking and non-motorized vehicles in the area. Steve Kreuser stated he would contact the Highway Department to get more signs up in the affected areas.

Supervisor Clendenning stated this issue is in the Legislators hands and needs to be dealt with at that level of Government. He also stated rules need to be made statewide, not just per county.

It was the consensus of all parties in attendance that "safety" is the number one issue.

State Representatives Spiros, VanderMeer, and Kulp were present. Representative Spiros stated they need to talk to Senators to get their thoughts on this issue as well as the State Transportation Committee to get data and research. He stated he would work on this and get back to the Committee with his findings.

Representative Kulp stated that not all Amish Communities will agree on lighting and asked the Amish that were present what they thought. Those present stated their communities would be alright with the lighting, but thought other communities throughout the State would not be in favor of lights. Representative Kulp commented that this issue is not to drive people out; we just need to keep people safe. He asked that the representatives be updated on any progress

Steve Kreuser stated he will put this issue on the Highway Traffic Safety Committee's agenda. He also stated they will work with the Department of Transportation regarding this issue.

Supervisor Zurfluh commended the Representatives for coming to this meeting and stated the County would appreciate any help they could give us regarding these issues.

c. December 2015 Claims:

The Committee reviewed the Sheriff's Department December 2015 claims.

d. Updates

Crimestoppers: None

Safe Ride Initiative: Corrections Officer Steve Koth and David Hahn from the Tavern League gave eight people a safe ride home New Year's Eve.

Criminal Justice Task Force: None

K9: Fundraising is ongoing. The Magic show dates are March 11th in Marshfield and March 12th in Wisconsin Rapids.

e. Jail Items:

All jail reports were reviewed.

10. December 2015 Claims: Dispatch, Communications, Emergency Management, and Sheriff:

Motion by Hamilton, second by Zurfluh, to approve the December 2015 claims of all Public Safety Committee Departments. Motion carried unanimously.

11. Adjourn:

Motion by Hamilton, second by Winch to adjourn at 2:36 p.m. Motion carried unanimously.

Minutes taken by Wood County Emergency Management and Wood County Sheriff's Department.

Electronically signed by William Winch on 1-25-16.

William Winch, Secretary
Public Safety Committee

CIVIL SERVICE COMMISSION MEETING
January 27, 2016
Wood County Courthouse - Room 115
Time: 6:00 PM

Members Present: Mike Meyers, Chairman
Marvin Kohlbeck
Lee Kauth
Diane Lieber
Richard Witt

- 1. Chairman Meyers called meeting to order at 6:00 PM.**
- 2. Motion by Witt, second by Lieber to go into Closed Session pursuant to Wis Stats 19.85(1)© to review test scores for Wood County Deputy Sheriff. Interviews will be scheduled in February and March 2016. Roll call vote taken with all ayes.**
- 3. Motion by Kauth, second by Kohlbeck to return to Open Session. Roll call vote taken with all ayes.**
- 4. There were no public comments.**
- 5. Motion to adjourn by Lieber at 7:10 PM, second by Witt.. Motion carried.**

Humane Officer Kinney Report
December 1st 2015 to January 3rd 2016

12-1; PE1610 Dog Bite was unfounded. The Child/Victim had no puncture wound, and the parents said there was no dog bit incident. 12

12-1, 2; WR24438 Cat Bite, victim was fostering a cat for the Humane Society when she was bit. 22, 22

12-2; WR24019 Dog Bite follow up. 18

12-3; WC19774 Dog Bite, victim was bit by her own dog while at the vet's office. 20

12-3, 4; WC19777 Dog Bite, child was playing with family dog when bit. The dog has currently been treated for an ear infection and has been moody according to the owners. 12, 12

12-6; WR23179 Welfare check on numerous animals. Open. 12

12-7; PE1629 Dog Bite. Owner was bit when she picked her dog up from a boarding facility and the dog appeared stressed. 22

12-8, 9; WR24824 Dog Bite unfounded. Uncooperative Victim claimed to not know where he was when he was bit. Victim had no puncture wound, but did want a note from the ER Doctor to not have to go to work. 18, 18

12-10, 11; WR25053 Dog Bite to an 8 month old child, by Grandma's Boyfriends dog. The dog bit the baby while he was in his walker in his left ear, 5 stitches were required at the ER. 12, 12

12-13, 30; WR25196 A small dog that was on a leash on its own property was attacked by a loose Husky type dog. Open Case. 18, 18

12-14, 15; WR22082 Improper confinement of a dog. 22, 22

12-16, 22; WR14681 Welfare check on several dogs. Open Case. 14, 14

12-20, 21; WC20674 Dog Bite. A 17 year old child that is staying with foster parents where bit by their dog on her face. 35 stitches were required. 10, 10

12-23; WR26022 Dog Bite. Babysitter was opening a dog kennel to let puppies out and she was bit when she was breaking up a dog fight. 6

12-23, 30; WC20863 Improperly confined chickens in the roadway. Open Case 4, 0

12-24; WR22429 Welfare check on a small dog with shelter concerns. 14

12-31, 1-2; GR4853 Dog Bite. Victim was walking on the road way when a dog ran across the road and bit him in the upper thigh area. This is the 2nd time this dog bit. Dog was taken to SWCHS for quarantine and owner is putting dog down after quarantine period. 22, 22

December 2015; Humane Officer re-certification/continuing education done every two years.

Emergency Planning 5 hours

Active Shooter: What you can do 1 hour

Planning for the Needs of Children in Disasters 4 hours

Introduction to Unified Hazard Mitigation 3 hours

Emergency Manager: An Orientation to the Position 6 hours

An Introduction to Exercises 5 hours

National Response Framework 3 hours

Single Resources Initial Action Incidents 3 hours

Intro Incident Command System 3 hours



Wood County

WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 01/04/16
TO: Wood County Public Safety Committee
FROM: Dara Hamm, Wood County Coroner
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner and her Deputies for December 2015:

Calls for Service	80
Death Investigations	21
Investigations Involving Sudden or Suspicious Deaths.....	6
Death Certificates Signed.....	27
Cremation Permits Signed.....	53
Traffic Fatalities Investigated.....	0
Suicides Investigated.....	1
Drownings	0
Fire Fatalities.....	0
Homicides.....	0
Autopsies Performed	1
Disinternments	0

Remarks:

Respectfully submitted,

Dara Hamm

Dara Hamm
Wood County Coroner

WOOD COUNTY JAIL

January - June 2015

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	142	63	11	151	58	16	146	71	22	147	66	22	134	59	23	149	52	19
2	141	63	11	152	58	16	150	71	22	143	68	22	135	58	21	153	52	21
3	141	68	11	154	64	17	152	66	23	148	66	21	141	56	22	146	53	21
4	145	67	11	160	66	19	149	63	25	148	66	21	142	56	20	147	57	21
5	143	67	11	158	62	19	145	64	24	153	66	20	134	55	22	140	64	20
6	141	67	10	153	55	19	144	61	23	152	64	19	138	54	22	146	62	22
7	134	68	10	157	63	20	144	64	24	140	64	19	138	67	22	150	62	22
8	138	66	9	158	63	20	146	64	23	139	64	19	141	67	22	152	62	22
9	146	67	11	161	63	20	143	64	23	141	59	20	139	67	22	146	62	23
10	150	72	12	161	62	21	139	63	24	143	56	21	149	67	22	146	65	22
11	153	72	12	164	66	21	138	63	24	154	60	25	151	67	21	143	64	23
12	156	71	11	160	62	24	143	59	23	142	60	24	144	62	21	141	67	22
13	152	75	13	156	66	23	132	63	23	142	60	23	145	64	21	150	67	23
14	157	74	15	151	63	24	139	63	23	145	56	25	147	65	20	147	66	23
15	153	70	15	150	63	23	134	63	22	140	65	26	146	59	21	145	66	22
16	153	69	14	152	63	23	136	63	22	142	65	26	148	58	21	150	69	23
17	157	72	15	152	65	23	135	69	23	144	65	26	155	58	21	153	68	23
18	164	72	15	149	70	24	137	66	23	149	65	27	154	58	21	151	68	24
19	162	72	15	150	69	26	137	65	23	150	64	26	143	57	20	152	64	24
20	158	70	15	145	66	27	134	65	23	163	62	26	142	55	20	153	70	24
21	154	67	15	144	67	26	137	65	23	142	60	24	141	58	19	158	70	23
22	152	67	13	143	67	26	137	64	23	145	58	25	139	55	19	159	69	23
23	158	67	13	145	67	24	136	64	22	138	56	24	138	56	20	155	65	24
24	150	67	13	145	63	24	139	62	22	137	59	22	138	55	20	158	63	27
25	152	66	13	143	73	23	142	62	23	132	59	22	141	55	19	156	67	28
26	155	66	12	146	72	22	144	62	24	138	59	22	144	55	18	156	70	28
27	146	62	11	138	72	21	143	65	25	133	58	22	137	52	18	152	71	28
28	151	61	11	140	72	22	142	68	25	133	57	22	137	52	18	161	71	27
29	152	61	13				144	68	25	142	61	22	138	48	18	159	70	24
30	147	60	15				148	68	24	140	62	23	142	52	19	164	69	23
31	152	58	16				156	71	22				147	52	19			
WCJail	150.2			151.4			141.6			143.5			142.2			151.3		
Shipped	67.3			65.0			64.8			61.7			58.0			64.8		
EMP	12.6			21.9			23.2			22.9			20.4			23.3		
Avg Length of Stay (Days)	18.1			22.6			18.8			20			16.8			12.5		

WOOD COUNTY JAIL

July - December 2015

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	169	73	23	160	68	19	147	58	21	144	59	21	141	63	19	150	59	18
2	171	83	23	163	68	19	144	59	21	143	67	20	142	63	18	150	67	17
3	161	83	22	166	68	19	148	60	21	144	66	20	143	59	18	157	67	17
4	158	83	22	163	67	21	152	67	23	148	65	20	145	60	17	159	70	17
5	165	82	22	163	69	22	148	66	23	149	65	20	142	60	17	160	72	17
6	162	81	20	157	65	23	153	66	22	145	63	19	140	67	16	159	68	17
7	162	78	23	155	63	23	152	66	22	144	67	20	135	68	16	162	68	17
8	173	79	23	157	69	27	149	66	21	144	67	20	136	68	15	163	68	17
9	170	79	19	155	69	27	145	65	20	150	65	21	136	68	14	163	66	15
10	164	75	19	158	69	26	144	64	20	143	65	21	136	61	14	157	67	16
11	161	74	19	152	67	24	147	68	19	147	65	21	140	64	13	161	67	17
12	165	74	19	145	66	23	144	68	18	147	65	21	143	63	13	158	67	16
13	169	74	19	141	67	22	145	68	18	150	64	22	140	66	14	162	67	15
14	167	71	17	139	66	22	144	68	18	148	65	23	138	66	14	166	67	15
15	165	71	16	145	66	22	145	64	18	144	64	22	144	65	14	160	64	15
16	167	69	17	144	66	21	140	64	19	145	61	22	146	65	14	152	63	16
17	158	70	17	153	66	21	141	64	18	148	64	22	143	69	12	155	69	16
18	160	70	18	157	63	23	140	66	18	148	64	21	143	69	15	153	69	16
19	159	70	17	156	63	25	141	65	19	153	64	20	142	67	15	156	69	16
20	160	70	17	150	60	23	149	65	18	143	61	20	140	65	15	155	69	16
21	161	70	17	147	61	23	152	65	18	144	62	19	141	66	16	160	68	16
22	165	67	17	142	60	22	147	67	18	143	67	21	141	66	16	162	72	16
23	162	67	17	148	59	22	151	66	19	143	67	22	143	66	15	158	72	16
24	164	67	17	159	59	22	152	62	19	147	66	23	143	65	15	156	72	16
25	176	67	17	151	56	21	150	65	19	147	66	23	138	65	15	157	72	15
26	168	67	17	151	65	22	150	65	19	150	66	22	150	66	15	158	72	14
27	168	65	17	152	61	22	152	65	19	146	61	24	146	65	15	161	72	13
28	157	63	17	149	59	22	149	63	19	145	66	24	160	65	15	163	72	13
29	159	64	18	150	63	22	145	60	21	143	68	23	152	64	15	159	66	13
30	159	64	19	150	63	21	144	63	21	143	64	23	150	63	15	155	71	13
31	158	69	19	152	63	21				142	63	22				155	71	13
WCJail	164.0			152.6			147.0			145.8			142.6			158.1		
Shipped	72.2			64.3			64.6			64.6			64.9			68.5		
EMP	18.8			22.3			19.6			21.4			15.2			15.6		
Avg Length of Stay (Days)	17.8			19.9			18.5			14.8			17.1			17.2		

2015 Yearly Averages

Total	149
Safekeeper	65
EMP	20

Overtime Breakdown 2015 (hrs.)

Month	Funeral Leave	Fill In OT	FMLA	Sick Leave	Training	TOTAL
<i>January</i>	0	0	0	0	0	0
<i>February</i>	0	0	0	0	0	0
<i>March</i>	0	0	0	0	0	0
<i>April</i>	0	0	0	0	0	0
<i>May</i>	0	0	0	0	0	0
<i>June</i>	0	0	0	0	0	0
<i>July</i>	0	0	0	0	0	0
<i>August</i>	0	0	0	0	0	0
<i>September</i>	0	0	0	0	0	0
<i>October</i>	0	0	0	0	0	0
<i>November</i>	0	0	0	0	0	0
<i>December</i>	0	0	0	0	0	0
<i>TOTALS</i>	0	0	0	0	0	0

Overtime Breakdown 2014 (hrs.)

Month	Funeral Leave	Fill In OT	FMLA	Sick Leave	Training	TOTAL
<i>January</i>	0	0	0	0	0	0
<i>February</i>	0	0	0	0	0	0
<i>March</i>	0	0	0	0	0	0
<i>April</i>	0	0	0	0	0	0
<i>May</i>	0	5	0	0	1.5	6.5
<i>June</i>	0	0	0	9	0	9
<i>July</i>	0	0	0	0	0	0
<i>August</i>	0	0	0	0	0	0
<i>September</i>	0	0	0	0	0	0
<i>October</i>	0	0	0	0	0	0
<i>November</i>	0	0	0	0	0	0
<i>December</i>	0	0	0	0	0	0
<i>TOTALS</i>	0	5	0	9	1.5	15.5

Electronic Monitoring 2015 Monthly Savings vs. Out of County Housing

Month	Monthly Savings	YTD 2015 Total Amount	2014 Total Amount
January	\$22,561.05	\$22,561.05	\$46,017.39
February	\$35,418.43	\$57,979.48	\$80,303.73
March	\$41,540.99	\$99,520.47	\$126,142.06
April	\$39,681.12	\$139,201.59	\$179,165.74
May	\$36,527.42	\$175,729.01	\$227,943.31
June	\$40,374.24	\$216,103.25	\$268,317.55
July	\$33,662.52	\$249,765.77	\$300,547.63
August	\$39,929.48	\$289,695.25	\$328,659.42
September	\$33,962.88	\$323,658.13	\$349,799.58
October	\$38,317.98	\$361,976.11	\$380,239.13
November	\$26,338.56	\$388,314.67	\$411,256.25
December	\$25,161.70	\$413,476.37	\$439,547.09
TOTAL	\$413,476.37	\$413,476.37	\$439,547.09

EMP Average for month x number of days in month = bed days

Bed Days x \$57.76 = Monthly Savings

November 2015 Bed Days x \$52.03 = Monthly Savings

SAFEKEEPER HOUSING

2015

MONTH	ADAMS	CLARK	WAUSHARA	WAUPACA	MONTH TOTAL	2015 YTD TOTAL	2014 YTD TOTAL
JANUARY				82,125.00	\$82,125.00	\$82,125.00	\$82,125.00
FEBRUARY				82,125.00	\$82,125.00	\$164,250.00	\$164,250.00
MARCH				82,125.00	\$82,125.00	\$246,375.00	\$246,375.00
APRIL				82,125.00	\$82,125.00	\$328,500.00	\$328,500.00
MAY				82,125.00	\$82,125.00	\$410,625.00	\$410,625.00
JUNE				82,125.00	\$82,125.00	\$492,750.00	\$492,750.00
JULY				82,125.00	\$82,125.00	\$574,875.00	\$574,875.00
AUGUST				82,125.00	\$82,125.00	\$657,000.00	\$657,000.00
SEPTEMBER				82,125.00	\$82,125.00	\$739,125.00	\$739,125.00
OCTOBER				82,125.00	\$82,125.00	\$821,250.00	\$821,250.00
NOVEMBER				82,125.00	\$82,125.00	\$903,375.00	\$903,375.00
DECEMBER				82,125.00	\$82,125.00	\$985,500.00	\$985,500.00
TOTALS	\$0.00	\$0.00	\$0.00	\$985,500.00	\$985,500.00		

2015 is a 65 average

Wood County Sheriff's Department Kitchen Report – 2015			
<i>Month</i>	<i>Number Meals Served</i>	<i>Food Preparation Cost</i>	<i>Cost per Meal (Includes Labor)</i>
January	6,942	\$7,172.21	\$2.26
February	5,993	\$5,820.53	\$2.45
March	5,559	\$4,876.82	\$2.33
April	5,796	\$7,290.81	\$3.37*
May	6,436	\$5,452.29	\$2.09
June	6,189	\$6,864.91	\$2.35
July	7,394	\$7,265.12	\$2.07
August	6,700	\$7,752.65	\$2.31
September	6,192	\$6,010.85	\$2.24
October	6,075	\$5,699.09	\$2.75*
November	6,305	\$6,486.60	\$2.20
December	7,463	\$7,798.14	\$2.09
TOTAL	77,044	\$78,490.02	

*3 pay periods

KITCHEN EXPENSES						
	2009	2010	2011	2012	2013	2014
Food Costs	\$88,867.50	\$89,716.59	\$82,721.69	\$80,975.87	\$105,800.61	88,754.51
Labor	\$118,470.69	\$114,602.24	\$115,392.50	\$112,299.72	\$114,966.43	\$111,781.37
	\$209,347.19	\$204,318.83	\$200,125.19	\$193,275.59	\$220,767.04	\$200,535.88
Meals	100,853	99,837	88,494	84,357	103,993	86,637
Cost Per Meal	\$2.08	\$2.05	\$2.26	\$2.29	\$2.12	\$2.31
Cost Per Day	\$6.24	\$6.15	\$6.78	\$6.87	\$6.36	\$6.93

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE MEETING
 WEDNESDAY, FEBRUARY 3, 2016
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Gerald Nelson (via teleconference), Robert Ashbeck, Kenneth Curry, Bill Leichtnam and Harvey Petersen (arrived at 9:20 a.m.)

Member Excused:

Staff Present: Land & Water Conservation Staff – Shane Wucherpfennig, Tracy Arnold, and Lori Ruess
 Planning & Zoning Staff – Jason Grueneberg, Jeff Brewbaker, and Heather Marquardt
 UW Extension Staff – Peter Manley and Sarah Siegel

Others Present: District #14 Supervisor Dennis Polach, Fred & Patty Lumby, Town of Grand Rapids residents, Joe Bachman, Wisconsin Rapids City Times, Speakers - Skye Francis, Elementary Division, Jacqueline Sii, Junior Division and Carlina Sii, Senior Division, Dean Francis and Nancy Sii.

1. **Call CEED Committee Meeting to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.
2. **Speeches by First Place Wood County Speaking Contest Winners.** Tracy Arnold introduced the first place Wood County Speaking Contest winners and they gave their speeches.

- Skye Francis – Elementary Division – Grove Elementary – speech title, CAFO Alert Protect Wood County.
- Jacqueline Sii – Junior Division – Wisconsin Rapids Middle School – speech title, Invasion of the Little Erasers.
- Carlina Sii – Lincoln High School – speech title – The Last Straw.

The committee thanked the students for taking time to attend the CEED meeting to deliver their speeches. Bill Leichtnam congratulated all the speakers and commended them on a fantastic job.

3. **Public Comment.**

Gerald Nelson reported the North Central Wisconsin Regional Planning Commission (NCWRPC) met on January 26th. He gave a brief update on the meeting.

Bob Ashbeck, Ken Curry and Bill Leichtnam had questions/concerns regarding the WCA Agriculture, Environment & Land Use steering committee memo that was included in the packet. Bob stated he attended the Mill Creek meeting and there are concerns with loss of wetlands, specifically in the Plover area. Ken had a question regarding the new bill AB 603. Chairperson Henkel stated the committee came to consensus on all bills that were discussed and there are many more topics to discuss.

4. **Review Correspondence.** There was no correspondence to review.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the January 6, 2016 CEED meeting 2) bills from, Planning & Zoning/Surveyor/Economic Development, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, April Opatik, Justin Conner, Julie Akey, Jeff Brewbaker, Heather Marquardt, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Lori Ruess, Peter Manley, Matt Lippert, Teri Lessig, Sarah Siegel, Jodi Friday, Chris Viau, and Kyli Brown.

- a. Minutes of January 6, 2016 CEED Meeting. Robert Ashbeck questioned the 2015 hours in 6d. Chairperson Henkel explained that 2015 is considered full-time at 38.75 hrs /wk for the Administrative Services position.
- b. Department Bills. No additions or corrections needed.
- c. Staff Activity Reports. No questions or comments.

Motion by Bill Leichtnam to approve and accept the January 6, 2016 CEED minutes, staff activity reports from Planning & Zoning, Land & Water Conservation, and UW Extension and the bills from Planning & Zoning, Land & Water Conservation and UW Extension as presented. Second by Robert Ashbeck. Motion carried unanimously.

6. Risk and Injury Report. Nothing new to report this month.

7. Planning & Zoning.

- A. Consider variance request from County Land Subdivision Ord. for a cul de sac that is greater than 1000' for Fred and Patty Lumby in the Town of Grand Rapids. Jason Grueneberg stated he emailed information on the variance request to the CEED. He presented a map of Fred and Patty Lumby's parcel and explained the Lumby's are looking at putting in a 1060' cu de sac off a new town road that will be named Lumby Avenue and they have submitted a certified survey map. The 1060' cul de sac is longer than the county ordinance allows; therefore, a variance and CEED approval is required. He explained there are inconsistencies between the County and Town of Grand Rapids ordinances as far as how cul de sacs are measured. The Town of Grand Rapids Plan Commission has approved the cul de sac. Jason added he does not see a safety concern with the proposed 1060' cul de sac. Discussion ensued.

Motion by Gerald Nelson to approve the variance request from the County Land Subdivision Ordinance for a cul de sac that is greater than 1000' for Fred and Patty Lumby in the Town of Grand Rapids, Second by Bill Leichtnam. Motion carried unanimously.

- B. Discuss North Central Wisconsin Regional Planning Commission membership. The Committee discussed the North Central Wisconsin Regional Planning Commission membership. Discussion on the benefits of membership for county departments as well as municipalities took place. Gerald Nelson stated there are two vacancies on the Commission and suggested that another county board member be appointed to the Commission, regardless of membership. As a member of the Commission, he recommended that a name of a county board member be forwarded to Lance. Following discussion, it was the consensus of the CEED that Hilde and Jason talk with Lance Pliml and put this item on the March 2nd CEED meeting agenda for further discussion.
- C. Discuss code enforcement process for Private Sewage Program and status of Triennial Fee payments. Jeff Brewbaker gave a brief presentation on the enforcement process for the Private Sewage Program and the status of the triennial fee payments. He handed out information on the program that included a copy of the Septic System Triennial Program Fee Notice, Septic Maintenance Notice, Septic Tank Maintenance Enforcement flowchart, Holding Tank Maintenance Enforcement flowchart, and a copy of a violation letter that is mailed when necessary. Following the presentation, Jason commended Jeff Brewbaker and Heather Marquardt on their approach and success with enforcement and stated they are doing an outstanding job.

8. Economic Development.

- A. Marshfield Area Economic Development Update from Jason Angell. Jason Angell was unable to attend the meeting due to the weather. He will attend in March to give an update on Marshfield Area Economic Development including the new Marshfield Hospital project.

9. County Surveyor. Nothing to report

10. Land Records. Nothing to report

11. Land & Water Conservation Department.

- A. NCLWCA Area Speaking and Poster Contest. Shane Wucherpennig reported the North Central Land & Water Conservation Association Area Speaking and Poster Contest will be held on Friday, February 12th at the Portage County Annex. Registration has been sent in for Shane, Tracy Arnold and Robert Ashbeck. Registration deadline is Thursday, February 4th.
- B. Update on Administrative Services position. Lori Ruess started working full-time (2015 hrs /yr) on Monday, February 1st. She is currently working 8:00 a.m. – 4:30 p.m.
- C. Update on Conservation Specialist position. In March, Shane Wucherpennig will present a resolution to the Executive Committee and CEED Committee for the new Conservation Specialist position.
- D. Update on Healthy Soil, Healthy Water Workshop. To date, approximately 50 people have registered to attend the Healthy Soil, Healthy Water Workshop; the majority of those registered are farmers. The workshop will be videotaped for those who are interested, but are unable to attend. The goal is to draw in a diverse group of agricultural groups to share ideas and success stories and to get farmers who are doing a great job to step up and encourage other farmers to do the same.

12. UW Extension.

- A. UW Extension Reorganization Update – Manley. Peter Manley gave an update on the UW Extension Reorganization. He sent an email to Chancellor Sandeen outlining the reorganization opportunities, concerns and questions that were raised at one of the tables during the WACEC NC Region Annual Meeting on January 8th. He should find out more details on the reorganization by mid-February.
- B. Check Your Credit History – Siegel Sarah Siegel gave a PowerPoint presentation on Check your Credit Report Campaign. The presentation covered what is the “Check your Credit Report Campaign”, why and when to check your report, what you need to provide when requesting a credit report, how to obtain a free credit report, and what if there are errors on your report. A “Check Your Credit Report” Lunch & Learn was held on February 2nd.


13. **Committee may go into closed session pursuant to S19.85 (1)(c) Wis. Stats., for the purpose of reviewing annual goals and conducting performance evaluations of the Land & Water Conservation, Planning & Zoning & UW Extension department heads.** The Committee did not go into closed session. Chairperson Henkel explained that department head goals and progress are reviewed in January, April and August.

14. **Schedule next regular committee meeting.** The next regular meeting is scheduled for Wednesday, March 2, 2016 at 9:00 a.m. Ken Curry asked to be excused from the March 2nd meeting and Harvey Petersen asked to be excused from the April 6th meeting.

15. Adjourn.

Motion by Gerald Nelson to adjourn at 11:35 a.m. Second by Harvey Petersen. Motion carried unanimously.

Respectfully submitted,



Minutes by Lori Ruess, Land and Water Conservation Department
Review for submittal to County Board by Kenneth Curry (approved February 9, 2016 @8:45 a.m.)



4

North Central Wisconsin Workforce Development Board
CEO Meeting
Northcentral Technical College-Center for Business & Industry Building-CBI-Room 108
Thursday, Jan 7, 2016 • 9:30 AM

Minutes

LEO's Present: Ron De Bruyne (phone), Tom Rudolph, Ed Wagner, Angie Schreiber, Bob Lee, Patty Dreier and Paul Millan

LEO's Absent: Kurt Gibbs and Barb Morgan

WDB Staff Present: Derek Heikkinen, Rene Daniels, John Cokl and Jane Spencer

1. **Call to order-**Rudolph called the meeting to order at 9:30 am. Quorum was present.
2. **Approval of Agenda/Dec 11, 2015 Minutes-**Millan made a motion to approve the agenda, seconded by Schreiber. Motion carried. Lee made a motion to approve the Dec 11, 2015 minutes as presented, seconded by Wagner. Motion carried.
3. **Approval of Treasurer Report-** Wagner made a motion to approve the November 2015 Treasurer's report, seconded by Millan. Motion carried. Cokl mentioned that the audit is completed and each CEO will receive a copy of it to review.
4. **Discussion/Input/Direction on Development of Four-Year Local Plan-**They discussed on how to educate employers on what is a living wage. There was discussion to create a medical level. It seems employers have CNA's then go to RN's and no in between level. It seems that most employers are not flexible with schedules for students and not hiring them until they are 18 years old. We need to get young adults into the labor market. There are many disconnected youth out there too. There was discussion on soft skills. Many people today don't have soft skills to become employable. It was suggested maybe to have a job-readiness course. We need to connect or collaborate with County extension offices in each county. (Please see additional attachment for input into the Four-Year Local Plan)
5. **Other Business-** The audit will be sent out to all CEO's to review. The draft local plan will be sent out also in a couple weeks for review too.
6. **Adjournment-**Lee made a motion to adjourn, seconded by Wagner. Motion carried. The meeting adjourned at 12:07 pm.



4

22 EAST MIFFLIN STREET, SUITE 900
MADISON, WI 53703
TOLL FREE: 1.866.404.3700
PHONE: 608.663.7189
FAX: 608.663.7189
WWW.WICOUNTIES.ORG

**NORTH CENTRAL ITBEC BOARD
AND
TOURISM & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
JOINT MEETING**

Monday, November 30, 2015

Vilas Country Courthouse
Eagle River, WI 54521

MINUTES

All Agenda Items Are Assumed To Be Action Items

CALL TO ORDER: North Central ITBEC Board Chair Mike Klimoski called the Joint Meeting of the North Central ITBEC Board and the Tourism & Economic Development Advisory Committee to order at 10:00 a.m.

ROLL CALL: Board Members: Marion "Bud" Flood, Portage County; Brad Hamilton, Wood County; David Hintz, Oneida County; Paul Millan, Forest County; Charles Rayala, Vilas County. **Tourism & Economic Development Advisory Committee Members:** Melinda Otto, Forest County; Kari Zambon, Oneida County. **Board and Tourism & Economic Development Advisory Committee Members:** Mike Klimoski and Angie Close, Langlade County; William Chaney, Forest County; Phil Idsvoog, Portage County; Cindy Burzinski, Vilas County; Arlyn Tober, Shawano County; Ted Cushing, Oneida County. **EXCUSED: Tourism & Economic Development Advisory Committee Members:** Sara Brish, Portage County; Samantha Routheau Boucher, Oconto County; Matt McLean, Wood County. **Board and Tourism & Economic Development Advisory Committee Members:** Tamra Anderson and Debbe Kinsey, Lincoln County; Lance Pliml, Wood County; and Lori Moore, Florence County. **ABSENT: Board Member:** Lee Rymer, Oconto County. **Tourism & Economic Development Advisory Committee Member:** Jerry Burkett, Vilas County. **Board and Tourism & Economic Development Advisory Committee Members:** Greg Sekela, Oconto County, Larry Neuens, Florence County. **STAFF:** Bill Korrer, Wisconsin Counties Association (WCA) Field Services Representative. **OTHERS:** Jeff Anderson, Wisconsin Department of Tourism; Christine Berry, WEDC.

Introductions were made around the room.

APPROVAL OF SEPTEMBER 24, 2015 JOINT MEETING MINUTES: Motion by Idsvoog, second by Chaney, to approve the Joint Meeting minutes from September 24, 2015 as printed. Motion carried.

CHAIR'S REMARKS: Chair Klimoski reminded members that there is an amended agenda for today's meeting and there are copies available if members do not have one. Chair Klimoski said his "little trip" ended up being about half as much as what was originally planned. He stated that the 4,600 mi. trip was blessed with good weather.

PROJECT DIRECTOR'S REPORT:

- a. Northwoods Rail Transit Commission: The Northwoods Rail Transit Commission is still awaiting word on the status of the 2015 TIGER Grant Application they submitted.
- b. Wisconsin AG Tourism Association: The 2016 Luv-R-Ag Summit will take place Monday, Feb. 22 & Tuesday, Feb. 23. The Summit will be held at Hotel Marshfield, 2700 S Central Avenue, Marshfield, Wisconsin. A room rate of \$99.00 plus taxes is being offered to Summit attendees. The Summit will begin at Noon on Monday, February 22 and wrap-up with noon lunch on Tuesday, February 23.

Sessions Include:

- Event Barn Legislation update with the Office of Business Development
- Social Networking Opportunities
- Historic Agricultural Tourism
- Something Special from WI program
- Emergency Preparedness Programs with the National Farm Medicine Center
- Working with your local Destination Marketing Organization
- Member Spotlights

- c. Northwoods Summit: The Governor's Northwoods Economic Development Summit is going to be held tomorrow, December 1, 2015 at the Heartwood Conference Center in Trego. Many of the Governor's Cabinet Secretaries will be in attendance. Walk-ins are welcome. Additional program detail is available online at northwoodssummit.com. Jeff Anderson added that Cabinet members will be doing field trips in northern Wisconsin on December 2nd following the economic development summit.

WEDC STATUS REPORT - CHRIS BERRY: Chris Berry gave a "WEDC 101" agency overview and answered questions from the members.

MARKETING REPORT: Angie Close and Cindy Burzinski reported on the marketing efforts of the North Central ITBEC.

- a. 2015 Marketing Plan Status: By and large, everything for 2015 has been completed with the desired results.
- b. 2016 Sports Shows: The marketing team has identified three sports shows for 2016: The Green Bay RV & Camping Show in January; the Chicago Outdoor Sports Show (Rosemont, Illinois) in January; and the Milwaukee Journal/Sentinel Sports Show in March.
- c. Website Promotion: There have been 18,517 page views year-to-date with 13,312 being unique views.
- d. 2016 Promotions Budget: The marketing group is proposing a 2016 marketing budget of \$11,045.00. Motion by Cushing, second by Millan, to allocate \$11,045.00 to be designated for the 2016 Marketing Budget; funds to come from the North Central ITBEC Project Funds account. Motion carried.
- e. 2016 Promotions Plan: The sports shows are the primary components of the 2016 promotions plan, along with some electronic advertising. Ms. Burzinski and Ms. Close stressed that the promotions plan is subject to change, depending on the opportunities that may arise over the year, but the dollar amount just budgeted will dictate activities.

FINANCIAL REPORT: Bill Korrer reviewed the financial report with the members. There is currently an undesignated fund balance of \$12,857.94. Motion by Hintz, second by Hamilton, to accept the financial report. Motion carried.

UPDATE - GOOD NEIGHBOR AUTHORITY: Mike Klimoski said that he knows Langlade County has received the paperwork, so things are starting to fall into place.

UPDATE - NICOLET NATIONAL FOREST TRAIL BRANDING: There was no report on this subject.

DEPARTMENT OF TOURISM UPDATE: Jeff Anderson briefed the members on Department of Tourism activities. There were 111 fall color reporters scattered across the state. Effective November 25, 2015, the winter snow conditions reporting started. The Department had a physical presence at a tourism show in London, England. Mr. Anderson reminded everybody that the Governor's Conference on Tourism will be March 13-15, 2016, at Ho-Chunk Resort Casino in Baraboo/Wisconsin Dells.

North Central ITBEC Board and Tourism & Economic Development Advisory
Committee Joint Meeting Minutes
Page 4
November 30, 2015

COUNTY ISSUES ROUNDTABLE DISCUSSION: No topics for discussion were presented today.

ITEMS FOR FUTURE AGENDA: D/D - Sports show mileage, new calendar year items.

NEXT MEETING DATE: Because of the Green Bay RV & Camping show dates, the next meeting will be moved a week later to February 4, 2016, in Wood County. The exact location to be determined.

ADJOURNMENT: Motion by Close, second by Idsvoog, to adjourn at 11:15 a.m.
Motion carried.

**NORTH CENTRAL ITBEC
ACCEPT \$5,000 FROM WCA FOR TRAVEL RELATED EXPENSES**

ISSUE: The Wisconsin Counties Association annually contributes \$5,000 to the North Central (NC) ITBEC for travel expenses. These funds are used to reimburse members for direct expenses such as mileage and meals incurred while attending NC ITBEC meetings. The North Central ITBEC Board has the authority to expand the reimbursement to include lodging and registration as necessary. North Central ITBEC travel related expenses are drawn from this account before using NC ITBEC Project Funds.

RECOMMENDATION: It is recommended that the North Central ITBEC Board accept \$5,000 from the WCA for travel expenses.

**NORTH CENTRAL ITBEC
REALLOCATE FUNDS TO THE CHAIR'S ACCOUNT**

ISSUE: The North Central ITBEC maintains a "Chair's Account" line item. This account is separate from the Project Funds line item. The Chair's Account is used primarily for small expenditures that occur between regular North Central ITBEC Board meetings. WCA staff can process invoices from this account for timely payment on the authorization of the Chair.

Historically, the North Central ITBEC starts the calendar year with \$1,000 in the Chair's Account. The Chair's Account is basically a continuing line item account. To insure an adequate balance, funds are transferred annually to reach the target figure of \$1,000.

RECOMMENDATION: It is recommended that the North Central ITBEC reallocate funds to total \$1,000 to the Chair's Account line item. Funds to come from the North Central ITBEC Project Funds Account.

**NORTH CENTRAL ITBEC
2016 TRAVEL EXPENSE OVERAGE**

ISSUE: The Wisconsin Counties Association has annually provided funds in the amount of \$5,000.00 to defray travel expenses for North Central ITBEC members. The North Central ITBEC continues to be a very active ITBEC with excellent member participation and member attendance at meetings and conferences. The North Central ITBEC is also one of the larger ITBECs geographically resulting in some substantial travel distances and the corresponding mileage reimbursement requests.

Because of the amounts of travel and conferences in prior years, it is anticipated that the North Central ITBEC will again totally exhaust the WCA travel allocation. WCA will reimburse members for all travel expenses incurred and possibly create a shortfall in the travel expense funds. Generally accepted bookkeeping practices require transferring funds to cover any shortages.

For 2016, the Federal mileage reimbursement rate will be \$.54 per mile.

RECOMMENDATION: It is recommended that \$2,100.00 be allocated for designation for any necessary reimbursement of travel expenses over the WCA travel allocation. Funds to come from the North Central ITBEC Project Funds Account.

**NORTH CENTRAL ITBEC
ITBEC BOOTH AT WCA CONFERENCE MARKETPLACE**

ISSUE: The WCA Annual Conference is attended by hundreds of county supervisors each year. As part of the WCA Conference, there is an exhibition of various services and products available to assist counties in their numerous tasks. The four ITBECs have been offered booth space to further promote the regional partnership philosophy of the International Trade, Business, and Economic Development Councils and to showcase past projects. The cost of the booth space and a door prize would be divided among the ITBEC Councils. It is estimated that the cost will not exceed \$200 per ITBEC.

RECOMMENDATION: It is recommended that up to \$200 be allocated to be designated to pay for an equal share of ITBEC booth expenses at the 2016 WCA Conference Marketplace. Funds to come from the North Central ITBEC Project Funds Account.

**NORTH CENTRAL ITBEC
WISCONSIN AGRICULTURAL TOURISM ASSOCIATION MEMBERSHIP**

ISSUE: The Wisconsin Agricultural Tourism Association (WATA) helps educate consumers about the level of investment, risk, labor, and reward of operating ag-related businesses such as farms, apple orchards, wineries, or cranberry marshes. The organization also provides consumers with a better understanding of the origins of food and fiber, and a general awareness of agriculture and rural lifestyles.

Membership includes rural lodging, farm markets, cheese factories, wineries, breweries, orchards, u-pick, food discovery centers, visitor bureaus and destination marketing organizations, and any business or organization interested in promoting ag tourism.

RECOMMENDATION: It is recommended that the North Central ITBEC renew its membership in the Wisconsin Agricultural Tourism Association for 2016 and that \$100 be allocated to be designated to pay the membership dues. Funds to come from the North Central ITBEC Project Funds Account.

**NORTH CENTRAL ITBEC
SPORTS SHOW MILEAGE REIMBURSEMENT**

ISSUE: The North Central ITBEC has been attending sports shows in Wisconsin and Illinois as a means to promote the area to vacationers. North Central ITBEC covers the cost of the booth, booth accessories, and give-aways at the sports shows. The booth is manned by volunteers from the North Central ITBEC member counties. The booth volunteers pay for their own transportation costs, meals, and lodging if needed.

In 2015, the North Central ITBEC experimented with reimbursing members for their mileage, with certain conditions applied. Reimbursement, at an amount of up to the current 2015 Federal mileage rate, was approved, with the final reimbursement figure to be determined using the fund pool divided by the total number of miles traveled.

The sports show booth workers were very grateful for the mileage they received. The North Central ITBEC Tourism & Economic Development Committee's marketing team is recommending that this practice be continued for the 2016 sports shows.

RECOMMENDATION: It is recommended that the North Central ITBEC Board allocate \$3,000 (three thousand) to be added to the existing "Sports Show Mileage Reimbursement" line item account. Funds to come from the North Central ITBEC Project Funds account.



Wood County WISCONSIN

LAND CONSERVATION DEPARTMENT

Activities Report for Shane Wucherpennig January 2016

- January 4 – Worked on design work, processing bills & reimbursements.
- January 5 – Attended Executive Meeting – Presented Resolution to increase hours for the Administrative Services 4 position in Land & Water Conservation Department from 80% to 100 FTE. Committee motioned to move to County Board with CEED approval.
- January 6 – Attended CEED Meeting – Gave an Update on County Conservationist Meeting. The next meeting will be held in the spring.
 - Update on Healthy Soil Healthy Water Planning Committee - The Healthy Soil & Water Workshop will be held February 22nd at Mid-State Technical College. A preliminary flyer has been prepared as well as a basic agenda for this workshop; however, timelines need to be finalized. It was reported \$3500 in donations have been received to date. The goal is to draw in a diverse group of agricultural groups to share ideas and success stories. This workshop may become an annual event.
 - Update on Groundwater Sub-Committee Meeting - It was reported no Mission Statement has been developed yet. Future meetings are scheduled for January 15th and January 29th. Supervisor Nelson reported Rep. Kulp had recently indicated he does not foresee legislation coming up on this matter.
 - Consider Resolution to Increase Administrative Services 4 position hours from 80% to FTE At last month's CEED meeting, members discussed and approved increasing the Administrative Services 4 position from 80% to full time (2015 hours). It was reported the Executive Committee acted on this matter yesterday and also approved it. The co-sponsored County Board Resolution to increase this position's hours from 80% to 100% and to amend the necessary budgets to fully fund unanticipated expenditures in 2016 will be acted on at the January 19th County Board meeting.
 - Review Draft Job Description for Conservation Specialist Position for 2017 Budget - The Committee reviewed a draft copy of the job description for the proposed Conservation Specialist Position to be included in the 2017 budget. It was further noted Human Resources will also be reviewing this document.
- January 6 – Attended a Follow up/ logistical meeting of the Healthy Soil/Healthy Water workshop planning committee.
- January 7 – Total Maximum Daily Limit (TMDL) Phone conference with DNR, LWCD, a farmer Group from Marshfield and Jon Eron from Portage County..
- January 8 – Worked on Workshop planning, registration and promotion.
- January 11 – Held a department staff meeting.
- January 12 – Worked on Workshop planning, registration and promotion.
- January 13 – Attended NonMetallic Mining Roundtable – hosted at Wood County by Wood County LWCD.
- January 14 – Healthy Soil/Healthy Water workshop planning committee Meeting here at Wood County Hosted by Wood County LWCD.
- January 15 – Attended Wood County Groundwater Protection Sub-Committee meeting.
- January 16 - Attended PACRS meeting at Bay West Resort in Arkdale, WI.
- January 16 – Attended County Towns Association and gave a small presentation on the up-coming Healthy Soil/Healthy Water workshop on February 22, 2016. Also Discussed Wood County Farm Bureau Post Card that went out to Wood County residents.
- January 19 – Attended a feed leachate collection training in Appleton.

- January 20- Met with Warren Kraft and Paula Tracy to discuss the Resolution to Increase Administrative Services 4 position hours from 80% to FTE and the Job Description for Conservation Specialist Position for 2017 Budget.
- January 21 – Attended RC&D meeting in Stevens Point.
- January 22 – Jon Pankratz survey in Lincoln Township for 1200 cow expansion with robot milkers.
- January 25 – CREP Training session with LWCD staff with Brian Loeffelholz from DATCP.
- January 25 – Enforcement Conference with DNR and Flying Dollar Dairy to address runoff discharges.
- January 25 – Attended Friends of Mill Creek Mgt. held at the Eau-Pleine Town Hall at 7:00 p.m. Very well attended and represented. I was asked Present on Buffers, Soil Health, TMDL's and Mill Creek Phosphorus levels.
- January 26 – Phone conference for follow up/ logistical meeting of the Healthy Soil/Healthy Water workshop planning committee.
- January 27 – Attended Contractor Project meeting at Jerry Sternweis farm. All Plumbers, electrical contactors, builders, Robot guys all attended. Jerry is building his second Robot Barn in two years to increase by 130 cows.
- January 27 – Toured the River Block Building purchased by Wood County with the LWCD and P&Z staff.
- January 28 - Worked on Workshop planning, registration and promotion.
- January 28 – Met with Tracy Arnold and Jeremiah Bonitz to discuss his pond and the Nonmetallic Mining Reclamation Options.
- January 29 - Worked on 2016 Summer Intern Job duties and description, Workshop planning, registration and promotion.
- January 30 – Worked on Jerry Sternweis Robot Barn Plans.
- February 1 - Phone conference for follow up/ logistical meeting of the Healthy Soil/Healthy Water workshop planning committee.

Activities Report for Tracy Arnold 2-2016

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Wrapping up the 2015 Venison Donation
- Completed the 15 year permanent fence agreement paperwork and recorded them with Deeds
- Entering 2015 crop damage claims into the DNR database
- Met with DNR to approve or deny 2015 damage claims based on shooting permit numbers
- Working with Lori to submit final 2015 reimbursement to DNR
- Working with Lori to submit 2016 budget to DNR

Non-metallic mining reclamation program

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Processing permit fees for each mine as it comes in and updating files
- Processing financial assurance for each mine as it comes in and updating files
- DNR Enforcement conferences with two sites to gain compliance
- Fielding questions about permit fees and financial assurance increases
- Coordinated the nonmetallic roundtable on Jan 13th
 - Hosted just over 30 regulatory authorities from across the state for the day
 - Presented two case studies
 - Coordinated agenda and speakers for the day

Land Conservation

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Conducted stream flow survey's on Five Mile, Two Mile and Bloody Run
- Turned in OTT Flow Meter to DNR to get calibrated
- Processing 2016 Tree/Wildflower Sale orders
- Hosted nearly 70 residents at Grove Elementary for the Annual Conservation Speaking Contest
- Judged 64 Conservation posters, handed out awards at schools
- CREP training on Friday Jan 25
- Interviewed for the Natural Resource Magazine article about the conservation poster contest
- Continue to be Chair of the Youth Education Committee for the WI Land+Water
- "Pollutions and Solutions" television show played on Dec 20, numerous positive comments from around the state
- Developed list of Mill Creek Watershed landowner addresses
- Planning/Coordinating the North Central Reorganizational meeting that Wood County is hosting
- WI Land+Water offered to send me to the National Envirothon in Petersburg, Ontario July 24-30, due to my work with the statewide Youth Education Committee. All expenses will be covered by WI Land + Water. A resolution to approve out of country travel will be presented at a future CEED meeting.

Activities Report for Lori Ruess January 2016

- Budget review and reconciliation for year end.
- Logged and deposited Nonmetallic Mining permit fees.
- Entered tree and shrub orders and deposited checks.
- Reviewed and filed December 23rd payroll reports.
- Answered phone and front desk questions.
- Completed a cost-share reimbursement request in the amount of \$121,180.80 and sent to DATCP.
- Completed the 2015 Staff and Support reimbursement request in the amount of \$125.982. Will send to DATCP when signed.
- Vouchered incoming invoices and requested checks.
- Completed December sales tax report and submitted report to Finance.
- Completed journal entry request for monthly fuel charges from Highway Dept. and forwarded to Finance.
- Working with Tracy to submit final 2015 reimbursement to DNR.
- Working with Tracy to submit budget to DNR.
- Attended January Wellness Lunch & Learn.
- Assisted with Speaking Contest preparation – typed program.
- Assisted with set-up for Nonmetallic Mining Roundtable; attended meeting during Tracy's presentation.
- Attended meeting with Chris Hamerla, RC&D.
- Attended CREP training.
- Mailed Healthy Soil, Healthy Water (HSHW) Workshop invitations.
- Recorded and deposited HSHW registration fees.
- Attended tour of the River Block building.
- Typed CEED agenda.
- Organized County Board and CEED packet information for County Clerk's office.

Conservation, Education & Economic Development Committee Report February 2016

Peter Manley

Wood County UW-Extension Community Resource Agent

January began with a meeting on the Health Department's Community Health Improvement Plan for Wood County. I will facilitate the Mental Health and Alcohol/Other Drug Abuse (AODA) Coalitions to update their strategic plans. Planning this year is being coordinated with area hospitals. I monitored the progress of the Healthy Growth and Development Coalition on Jan 6. I made input and processed forms for the CEED Committee, Jan. 6. I was a judge at the Conservation Speaking Contest, Jan. 7. I attended a groups input into the upcoming reorganization and attended three workshops. I attended two days of the BluePrints training, Jan. 12 and 13; where we made progress on developing a proposed project. I also met with a local business to discuss recreational uses of the Wisconsin River. I made input into the South Wood County Leadership Program as a member of its steering committee, Jan. 14. I attended the Wood County Towns Association meeting in Nekoosa, Jan. 15.

At the state level, I attended a Standards, Rank and Promotion Committee meeting to consider tenure for a colleague. Bob Ashbeck and I attended the WI Association of County Extension Committees (WACEC) North Central Regional meeting in Minocqua, Jan. 7. I attended a North Central Region teleconference to discuss the upcoming reorganization, and an in-service on community development tools on January 20 and 21. I also attended a teleconference to mentor a colleague on January 28.

Matt Lippert

Wood County UW-Extension Agriculture Agent

- I was on Marshfield and Wisconsin Rapids radio and provided an agricultural update, including upcoming Extension meetings.
- I attended the Cranberry School held January 20 and 21 at the Holiday Inn Convention Center in Stevens Point. I conducted Pesticide Applicator Training for 50 growers so that they can have Certification. I also coordinated a clicker session that is utilized by state specialists as they apply for grants and design further research. The growers also appreciate the interactive format of the session.
- Evaluation of the speakers, topics and facilities at the Cranberry School are conducted by our UW-Extension office.
- I met with the Wood County Farm Technology Days Executive Committee in Marshfield. The group is selected subcommittee chairs and discussing methods to best share communication between committees.
- The Central Wisconsin Agriculture Specialization Newsletter went out to area farmers and others involved in the industry.
- I met with several Agent mentor teams
- I worked with the area Holstein Breeders as they plan to host the state convention in Marshfield in February. The group is also organizing a calf sale to be held in March and had their annual meeting and awards banquet.
- I met with the MACCI Agri-Business committee and am again organizing the recognition of high school seniors for the agriculture activities. Seniors from 12 area school districts will be recognized
- Addressed one on one questions about pricing feed, pesticide application certifications and farm estate transfer.
- Moderated the Dairy Quiz Bowl Event at both the Wisconsin Junior Holstein Convention and at the state 4-H Dairy Quiz Bowl Contest.

- Served as a content judge for the Wood County Land Conservation Speaking Contest.

Teri Lessig

Wood County UW-Extension Horticulture Educator

- Appeared on WDLB and WFHR. We discussed different options for melting snow and ice that would be safe for plants, indoor insect pests, and some of the upcoming educational opportunities for gardeners.
- Met with several Master Gardener committees to plan for the monthly programs for 2016, approve all of the projects, prepare the budget for the year, and induct the new board members.
- For gardeners, winter is the time for planning and education. I am working with the Master Gardeners to plan the educational events for the upcoming year.

Sarah Seigel

Wood County UW-Extension Family Living Educator

- Submitted my end of the year reporting for UW -Extension. It was an accumulation of my programming/classes, teaching contacts, indirect contacts and impact reports for the 2015 year.
- Taught a Nutrition class to 6th graders at Assumption middle school on January 12. The class focused on how to make nutritious choices using MyPlate.
- Attended the United Way of Inner Wisconsin Recognition banquet on January 12. United Way of Inner Wisconsin provides funding for the Family Living Financial Capability programs/classes.
- Listened and took meeting minutes for the WEAFCs board meeting on January 13. I am the board secretary for WEAFCs.
- Listened to a restructuring/reorganizing webinar/wisline for UW-Extension on January 14. Webinar was addressing the recommendations for restructuring UW-Extension starting in 2016.
- Completed my 4th quarter reporting for the Financial Capability United Way of Inner Wisconsin Funding for 2015.
- Attended a Dollars during Development work group meeting at the Portage County UW-Extension office on January 18. Each member of the workgroup read a children's book with a financial theme and developed a parent facilitation guide. The workgroup spent the work day revising the facilitation guides. Guides will be submitted to the Consumer Financial Protection Bureau (CFPB) to use for their revised "Money as You Grow" curriculum. The facilitation guides will also be used in Wood County libraries to promote financial literacy.
- Listened to a Family Living Healthy Living State team Wisline on January 19. The team reviewed the large team plan of work along with individual work group plans for 2016.
- Listened to a Wisline for the Rent Smart Workgroup on January 20. This workgroup is in the process of revising the Rent Smart Curriculum. We reviewed our individual components and progress regarding the curriculum rewrite.
- Listened to a restructuring/reorganizing webinar/wisline for UW-Extension on January 20. Webinar was addressing the recommendations for restructuring UW-Extension starting in 2016. This webinar allowed us the chance to submit questions regarding the recommendations.
- Attended the Nekoosa/Ho-Chunk Head Start parent meeting on January 20. The group met at the Nekoosa Public Library and had an opportunity to learn how to pull their credit report online. The class was part of the UW-Extension Check your Free Credit Report Campaign 3 times a year. Family Living promotes this campaign and people pulling their report on or around February 2, June 6 and October 10.
- Attended a sub-committee meeting for the south Wood County Hunger Coalition on January 21. This sub-committee is focused on creating a "food hub" and a development coordinator position to assist with the "food hub" action plan.

- Peer reviewed a communication lesson which will be used in the updated Rent Smart Curriculum. January 21-22.
- Talked on the radio (WDLB & WFHR) on January 26 and 28. Topics included the Check your Free Credit Report campaign along with Family Activities to do when it is cold outside.
- Taught a Financial Basics class at the Cranberry Oxford House on January 27
- Listened to a North Central Family Living Wisline on January 29.
- Had a meeting with Wendy Staven the new community impact director for United Way of Inner Wisconsin. We met regarding starting a Financial Network or Coalition for south Wood County on January 29.
- Revised the Financial Capability Series and Family Leadership programs and curriculum for the 2016 year. Times and locations for the programs will be changed for the new year.
- I attended coalition meetings throughout the month for Rapids Family Backpacks, Caring Hands, and south Wood County Hunger Coalition.

Jodi Friday

Wood County UW-Extension WNEP Nutrition Educator

- Taught 24 classrooms of 3rd graders at three WRPS elementary schools for over 400+ teaching contacts. My lessons this month included: MyPlate overview and the Grain Group lesson.
- Taught at the Women, Infants and Children (WIC) clinic four times this month to approximately 24 learners. My lesson focuses on saving money on food.
- Taught one Grove Elementary Parent Night lessons on Healthy Foods from the Pantry.
- Attending two Rapids Family Backpack meetings; one annual board meeting, one monthly committee meeting.
- Attended a joint WNEP meeting between Wood/Portage & Waupaca counties.
- Attended the United Way Volunteer Recognition event.
- Participated in one UW-Extension North Central Region All Colleague Conference planning Wisline
- Participated in one teleconference with WNEP North Central Region District Rep. Cara Cross to plan WNEP Program Time during the All Colleague conference
- Attended four Wood County Staff meetings
- Listened to two Google Hangouts regarding the UW-Extension nEXT Gen. model reorganization

Chris Viau

Wood County UW-Extension 4-H Youth Development Educator

The following is an overview of Youth Development activities:

- 4-H Club and Program Management
 - 4-H Leader's Association Exec Board and full Association Meetings
 - Late member re-enrollment requests
 - Begin Budget process for 2016-17
 - New Volunteer Training
 - Trip and Awards Applications- Recruitment
 - 4-H Club and Volunteer Management concerns-Ongoing
 - Newsletter contributions
- Central WI State Fair
 - Review online entry options
- Other
 - WDLB and WFHR Radio- "5 benefits of video games"

- Cooperative Extension Volunteer In Preparation (Youth Protection) development team meetings- ongoing
- New Volunteer Background Check System Pilot County
- Administrative
 - State and Regional Phone Conferences
 - 4-H Youth Development Liaison Responsibilities- 25% FTE

Kyli Brown

Wood County UW-Extension 4-H Program Advisor

- A one hour radio program at WDLB radio Half hour radio program at WFHR radio in WI Rapids. Talking about what community service means to 4-H and how it builds life skills for our 4-H youth.
- Finalized my 2015 end of the year reporting to UW-Extension. Which includes impact statements and program development
- Continue to update and maintain the Wood County 4-H Facebook site. We are up to 579 fans.
- Leaders Association Meeting was held on Jan. 25th.
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.

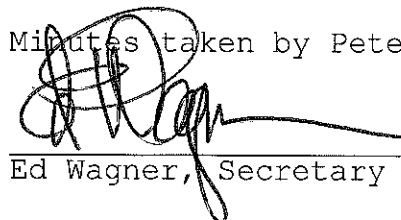
MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: January 19, 2016
 TIME: 9 a.m.
 PLACE: Room 317A, Wood County Courthouse
 TIME ADJOURNED: 9:25 a.m.
 MEMBERS PRESENT: Chairman William Clendenning, Gerald Nelson, Ed Wagner, Bill Leichtnam, Joseph Zurfluh
 OTHERS PRESENT: Peter Kastenholz and attached list of attendees

At 9 a.m., Chairman Clendenning called the meeting to order.

1. Public comments. None.
2. Moved by Wagner, seconded by Leichtnam, to approve the resolution objecting to legislative initiatives on worker's compensation, 2015 AB 501, and to forward the resolution to the county board. All ayes.
3. Moved by Zurfluh, second by Leichtnam, to approve Bill Clendenning attending the WCA educational seminar in Stevens Point Monday, January 25. All ayes.
4. Highway traffic safety concerns regarding the safety of horse drawn buggies in the county. Legally the County cannot require anything beyond what the state imposes. Consequently, there is a need for the state to impose increased safety standards or to allow the counties to do so, per Supervisor Winch. Winch is looking for this Committee to encourage local legislators to push ahead on this. Apparently the state is looking at how other states are addressing this problem. Winch suggested flashing lights may be appropriate safety equipment along with reflector tape, rear lights and minimum sized rear windows. Supervisor Nelson encouraged increased enforcement of existing laws. Chairman Pliml advised he will push this at the state level via the Counties Association.
5. Professional ladder. Chairman Clendenning advised he does not plan on bringing this matter from the table of the county board today as a resolution is coming forward next month on this issue.
6. Moved by Zurfluh, seconded by Nelson, to adjourn. All ayes.
 Meeting adjourned at 9:25 a.m.

Minutes taken by Peter Kastenholz and approved by Ed Wagner.



Ed Wagner, Secretary

Jan 19, 2016, Judicial +
Legislative

WPK - HR

KLR - HSI

Jordan Bruce - Norwood Admin

DENNIS POLACH WCB

~~Wm Winch WCB~~

Amg Kaup - IT

Lori Heideman dispatch

Donna Rozar Co Bol Supervisor

Kenneth Curry CO Sup II

Angie Kunkin - U.S. Rep. Ron Kind

Sue Kunkerman Health Dept.

Chris Hanten Human Services Dept

LANCE PRIME WCB

Trent Miner WCB

Brent Vreugink Child Support

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: February 5, 2016
 TIME: 9 a.m.
 PLACE: Auditorium, Wood County Courthouse
 TIME ADJOURNED: 11:45 a.m.
 MEMBERS PRESENT: Chairman William Clendenning, Gerald Nelson, Ed Wagner, Bill Leichtnam, Joseph Zurfluh
 OTHERS PRESENT: Dave Week, Harley Wolt, Jesse King, Sue Winch, and see attached list of attendees.

At 9 a.m., Chairman Clendenning called the meeting to order.

1. Public comments. None.
2. Moved by Nelson, seconded by Leichtnam, to approve the minutes of the January 8 and 19, 2016, Committee meetings. All ayes.
3. Professional ladder. Chairman Clendenning asked for the Committee members' comments.
 Wagner and Leichtnam expressed concerns.
 Clendenning opened up discussion to the department heads.
 Trisha Anderson, Victim/Witness, spoke against it.
 Cindy Joosten, Clerk of Court, spoke against it.
 Brent Vruwink, Child Support, reiterated his opposition.
 Amy Kaup, Systems, spoke in favor.
 Lori Heideman, Dispatch, spoke in favor.
 Mike Martin, Finance, proposal is problematic. Supervisor Zurfluh asked Martin about the fiscal impact and Martin indicated the cost is still unknown.
 Kathy Roetter, Human Services, she indicated Human Services is no different than any other county department. They've lost a number of high quality employees to other counties due to salary.
 Stephanie Gudmunsen, Human Services, they worked on the ladder a long time. Employees and management developed the ladder as a group.
 Chris Hanten, Human Services, the grades in the ladder are the same as in Carlson-Dettman.
 Warren Kraft, Human Resources, feels it commits management to a much more aggressive supervision.
4. Citizen complaint of District Attorney.
 Steve Abrahamson is disappointed in the way that the District Attorney (D.A.) has handled the case involving the Amish buggy accident. He feels the D.A. has dropped the ball and is lenient with major cases. He requested the Committee do an investigation of D.A. Craig Lambert.
 Alexis Walton - apologize to Amish community for our county. She feels unsafe for citizens because of the D.A.
 Dave Week - neighbor of Amish people killed in the accident. Claims that driver didn't have any lights on.
 Harley Wolt - disrespect toward Amish.
 Supervisor Zurfluh expressed condolences for the loss of life and then asked Captain Shawn Becker of the Sheriff's

Department to speak on the investigation. Becker indicated that the accident reconstruction investigation validated the affirmative defense.

Jesse King - "astronomical" amount of drunk driving on the road.

Bruce Dimick - D.A. didn't let jury decide. D.A. let down all of Wood County. Sloppy work by the elected D.A.

Supervisor Clendenning - expressed sympathy for the loss of life and thanked those in attendance for speaking. He indicated the Committee will meet with the Corporation Counsel to determine the limits of their authority.

Lance Pliml - D.A. is elected not appointed; county board does not look at each case in detail. To some extent this is handled in the ballot box.

Sue Winch - doesn't feel safe anymore.

5. The Committee reviewed department reports and monthly voucher reports:

Moved by Leichtnam, seconded by Zurfluh, to approve the reports and payment of vouchers of Branch I, II, and III, Child Support, Clerk of Courts, Register of Deeds, Family Court Commissioner, Corporation Counsel, District Attorney, and Victim/Witness. All ayes.

The Corporation Counsel's draft memorandum "Calling Committee Meetings and Controlling the Agenda" was approved by the committee and will be put in the county board packet for February 2016.

6. LRB-4524/1 - employment of Veterans Regional Coordinators and Claims Officers.
Rock Larson gave a presentation on LRB-4524 and at this time does not require anything of the Committee on this matter.
Lance Pliml indicated the WCA supports County Veterans Service Officers (CVSO) but doesn't support regionalization.

7. Moved by Nelson, seconded by Wagner, to approve the resolution seeking county board approval for the Clerk of Court to contract with the Wisconsin Department of Revenue for the collection of unpaid debt. All ayes.

Moved by Nelson, seconded by Wagner, to approve the resolution to amend the 2016 budget for the Clerk of Courts in the amount of \$13,000 to fund the cost of new work stations. All ayes.

8. Wood County Board meeting 1/19/16 topics.

Clendenning talked about the tabling discussion at county board on the career ladder and he expounded on the procedure for tabling a matter.

Joining North Central Regional Planning Commission discussion. Wagner spoke in favor of becoming members. Nelson felt the presentation at the last board meeting was

disappointing but there are a lot of advantages. Clendenning is against joining the Commission; he feels it is a waste of money.

Executive Committee action on Riverblock building with Venture Architects. No action required by the Committee.

9. The Committee reviewed correspondence, Chair's report, and legislative issues.
10. The Committee met with Dara Hamm to discuss the position of Coroner. Dara Hamm discussed new pending legislation mandating certain educational requirements.
11. Groundwater subcommittee report. Leichtnam reports they have met 5 - 6 times; they have visited with townships, villages, and other counties to ask for "meaningful" groundwater legislation.
12. County Board rules. Rule 13.D. No action at this time.
13. There was one new notice of injury/claim filed with the County. The notice of injury and claim of David Becker was reviewed by the Committee and will be forwarded to the county board.
14. There was one new animal claim against the County. Moved by Leichtnam, seconded by Nelson, to pay the claim of Castlerock Veterinary Hospital, Inc., in the amount of \$80.41 for rabies testing of a stray. All ayes.
15. The next committee meeting will be March 4, 2016, at 9 a.m.
16. Moved by Nelson, seconded by Leichtnam, to adjourn. All ayes.
Meeting adjourned at 11:45 a.m.

Minutes taken by Ed Wagner.

Ed Wagner

Ed Wagner, Secretary (signed electronically)

Sign-in list for Feb 5, 2016, Judicial + Legislative meeting

Steve Abrahamson

Helen Kourieski

Edward Borntrager

Henry Borntrager

Bruce Dinnick

Dara Hamm

Rick LARSON

DENNIS POLACH

LANCE PLIM

Brent Vinyard

Cindy Joosten

Kathy Koetter

Stephane Guler

Chris Hunter

Lois Skideman

AMY KAP

Alexis Walton

Duska Anderson

Mike Martin

Shaun Becker

Warren Kraft

MINUTES OF J & L "WOOD CO. WATER PROTECTION" SUBCOMMITTEE

DATE: Jan. 15, 2016

TIME: 9:00 am

PLACE: Courthouse, Room 317 A

MEMBERS PRESENT: Gerald Nelson (Chr.), Bill Leichtnam (Sec.), Joseph Zurfluh,
Dennis Bangart, Bruce Dimick

OTHERS PRESENT: Scott Larson, Clarence Boerboom, Darrell Reigel, Shane
Wucherpfennig, Bill Clendenning (C.B.), Hilde Henkel (C.B.)

At 9:00 am Chr. Nelson called the meeting to order

*1. Public Comment: NONE

*2. Minutes of Last Meeting: Motion-to-Approve Leichtnam / Second Zurfluh

*3. Legislative / Programatic Update: Bruce Dimick distributed hardcopy of current "water" bills before the Wis. state legislature

4. Lengthy discussion ensued on:

- a) Wording on final "Mission Statement", draft provided by Leichtnam based on ideas from four previous meetings; consensus that he would send a second draft electronically to all members
- b) Wording of final "Letter to Surrounding Counties" urging them to follow Wood County's lead and pass a resolution in February requesting the Wis. state legislature to pass "meaningful" water (both ground & surface) legislation this session.
- c) Shane Wucherpfennig discussed plans with subcommittee on upcoming "Healthy Soils / Healthy Water" Workshop at Mid-State Technical Inst. in February. He is very optimistic that this is a "regional / statewide" approach to protecting our water resource. He feels it will bring together all concerned (WDNR, Farm Bureau, land conservationists, growers, farmers, DBA) in a positive environment conducive to building partnerships, sharing ideas, and finding solutions to our shared water issues. It is his hope that more workshops will spin off this meeting, a dynamic leader(s) will come to the fore, and our most precious natural resource--WATER--will be better protected.
- d) Permission granted by consensus to take draft letter to Golden Sands R, C, & D on Jan. 21st to ask all entities present to pass a resolution asking the state legislature to enact meaningful water legislation this session.

*5. Next Meeting: Friday, Jan. 29th, 9:00 am; Room TBA

*6. Agenda items for next mtg.:

- a) starred items above, and
- b) Take Action on Mission Statement
- c) Take Action on Letter to Surrounding Counties (meaningful water legislation)
- d) Take Action on current Wood County Water Issues / Problems as they occur

7. Moved by Zurfluh / Second Bangart to adjourn at 10:45 am: 5 "ayes"

Minutes taken by Leichtnam, approved by Leichtnam, Secretary

* Denotes permanent agenda items



MINUTES OF J & L "WOOD CO. WATER PROTECTION" SUBCOMMITTEE

DATE: Fri., Jan. 29, 2016

TIME: 9:00 am

PLACE: Courthouse, Room 115

MEMBERS PRESENT: Gerald Nelson (Chr.), Bill Leichtnam (Sec.), Joseph Zurfluh,
Dennis Bangard, Bruce Dimick

OTHERS PRESENT: Hilde Henkel (C.B.), Shane Wucherpennig (LWCD), Mitchell
Perkel, Jim Good, Darrell Reigel, Lance Pliml (near end)

At 9:01 am Chr. Nelson called the meeting to order

- * 1. Public Comment: Darrel Reigel (Cover crops, No-Till, etc.) Mitchell Perkel (Co. restrictions imposed on farmers by ad hoc spray irrigation committee) Hilde Henkel (Encouragement for co.-wide advisory committee)
- * 2. Minutes of Last Meeting: MTA Zurfluh / Second Leichtnam 9:42 am
4 "Ayes"; 1 "No" (Dennis Bangard)
- * 3. Legislative Update: Bruce Dimick distributed hardcopy of 5 current "water protection" bills before the Wis. state legislature (public hearings)
- 4. Committee Reorganization: Leichtnam from Sec. to Vice Chr.; Dimick to Sec.
Motion Zurfluh, Second Dimick 5 "Ayes"
- * 5. Agenda Items:
 - a) Language of Mission Statement decided; Motion Leichtnam / Second Dimick 5 "Ayes" (Mission Statement below)
 - b) Language of letter to bordering counties to invite their Co. Bd.s to join Wood Co. in a resolution asking the Wi. state legislature to pass "meaningful" groundwater legislation (Enclosed; also enclosed: Nov. 10, '15 Wood Co. Resolution) Motion Leichtnam / Second Dimick 5 "Ayes"
- * 6. Next Meetings: Thur., Feb. 11; Wed., Feb. 24; Fri., March 11 (tentative) 9:00 am
Room TBA
- * 7. Agenda Items for next meetings:
 - a) "Geology 101"--soils throughout Wood Co. & SNAP+
 - b) Existing Wood Co. Water Ordinances / Protections--Peter Kastenholtz
 - c) Presentation by Shane Wucherpennig (LWCD Head)--March mtg.
- 8. Adjournment: Motion Zurfluh / Second Dimick 11:19 am 5 "Ayes"

Minutes taken by Leichtnam, approved by Leichtnam, Secretary

WOOD COUNTY WATER PROTECTION SUBCOMMITTEE MISSION STATEMENT

Preamble: "Let's get one thing perfectly clear, clean water!"

It is the mission of the Wood County Water Protection Subcommittee to educate, to teach, to plan, to lead, and to recommend policy.

* Denotes permanent agenda items



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MEMORANDUM

5

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel *PAK*

DATE: February 16, 2016

RE.: Calling Committee Meetings and Controlling the Agenda

Once in a while there will be some friction within a committee (board or commission) as to who can call a meeting and how to get a matter on an agenda if the chair or secretary is putting up a roadblock. This memo is intended to address those issues so that an understanding of the rules can avoid the development of disputes.

Since the county is a creature of the state constitution and statutes, in particular Ch. 59 of the statutes, that is where we start our search for answers. Article 4, section 22 of the state constitution provides that the state legislature may "confer upon the boards of supervisors of the several counties of the state such powers of a local, legislative and administrative character as they shall from time to time prescribe." Article 6, section 4 of the constitution sets forth county officers but does not get into their duties so we are left to look to the legislative actions as set forth in the state statutes next.

Wisconsin Stat. s. 59.13(1) states that a county board may by resolution appoint committees, designating their duties and manner of reporting to the board. Neither this statute nor any other provides how the committees are to operate within the realm of our issues here, that being calling of meetings and controlling the agenda. There are a number of county committees, including the ones governing the Highway Department, Human Services, Edgewater Haven, and a few others whereby the committee and its authority are set by specific statute. These statutes do not set forth the means of operation of the committees, however.

It may be worth noting here that the Open Meetings laws set out at Wis. Stat. s. 19.81, et seq., set forth meeting notice requirements and so on but not who may call a meeting and who may set the agenda therefor.

So where does that leave us if the constitution and state statutes don't address our questions? Well, Wis. Stat. s. 59.03 provides to counties limited 'home rule' which includes the right to set their own organizational and administrative powers when not so prescribed by the legislature in the statutes. Consequently, each county board controls the operations of its committees. How has

Wood County addressed the operation of its committees? By resolution the county board has established and periodically amended its county board rules. Those rules identify the committees of the board. The rules also, via rule #1, adopt "the current edition of *Robert's Rules of Order*" except where the county board's rules specifically provide otherwise. Thus, we need to look to the county board rules and to the extent they don't answer our questions then go to *Robert's Rules of Order*.

County board rule #20 states that: "Committee meetings may be called by the committee chairperson, the County Board Chairperson, or by the County Board Vice-Chairperson." Consequently, any of the people in these positions may force the scheduling of a meeting of a committee but no one else can do so. Just because a meeting is scheduled doesn't mean it will take place, though, as there needs to be a quorum of a committee present to commence a meeting. There is a caveat to this in that County Board Rule #38 provides that "[t]he County Board Chairperson shall be a voting member at any committee meeting at which the Board Chairperson's presence is necessary to provide a quorum for the meeting." Thus, for a five member committee it only takes two committee members and the county board chairperson to establish a quorum.

So, what about the agendas for committee meetings, who has control over these? One could argue that the ability to call a meeting encompasses the right to control the issues to be addressed at the meeting, but I don't think that is the better argument. In my opinion the calling of a meeting and determining the topics to be addressed at the meeting are distinct matters. The county board rules do provide at Rule #8A that individual supervisors can have topics placed on the county board's agenda but nothing is said about committee agendas. The county clerk's office has developed a policy (if it is written) or practice (if it isn't written down), albeit not approved by the county board, that provides that the committee chair is to finalize a committee agenda at a certain point in time, thereby giving final control of a committee agenda in practice to the committee chairs. Since this policy/practice has not been approved via resolution of the county board, though, it does not control the issue.

Since the county board rules don't specifically address who controls committee agendas, we need to look to *Robert's Rules of Order* per County Board Rule #1. *Robert's* can be an odd read at times and this is one of those times. *Robert's* discusses but poorly distinguishes between similar concepts in dealing with agendas, programs, orders of the day, and orders of business. What *Robert's* doesn't do, insofar as I can ascertain, is to give a member of an assembly (the county board) the right to set the program or agenda for an assembly or a subunit thereof. *Roberts's* places this control in the hands of the assembly itself, its chief official and its secretary.

So where does this leave us? My conclusion is that because neither the statutes, the county board rules, nor *Robert's* gives an individual member of the board the authority to include an item on a committee agenda, supervisors don't have this authority individually or collectively; instead the committee chair and secretary have this authority and it is shared with the county board itself. It

is important to remember though that the county board is the ultimate arbiter of its rules per County Board Rule #4. If the county board wants to take a different position on this, it would be helpful to include such a position in the rules book.

So what happens under this interpretation if a committee as a part of its meeting identifies matters that are to be included on the agenda for the next meeting, can the chair of the committee determine not to put those items on the agenda? Yes. If three out of five committee members want a matter on the committee's agenda, can they force the committee chair or the county clerk to include the topic on an agenda? No. What if the committee chair and the secretary disagree on whether a topic will be placed on the agenda? The topic should then be included on the agenda as the affirmative right of a position with authority would supersede the negative right of another person with authority in this type of context. If the county board doesn't overrule this opinion on the application of its rules, does this mean the County Clerk needs to change the policy/practice on approval of committee agendas? No, but the Clerk should be aware of the interpretation should an issue arise as to its application. Can an individual supervisor circumvent a committee chair and secretary by having a topic brought to the attention of the county board via the public comment session or by having the topic placed on the county board's agenda via Rule #8A and then requesting the county board to direct the matter be placed on the next committee meeting agenda? Yes. Can a member of the public ask that the county board direct a committee to place a topic on the committee's agenda? Yes, *Robert's* gives the full assembly (the board) control over the agendas of its committees.

If there are any questions about the application of the rules in this context or otherwise, the sooner you make inquiry of the county clerk, the county board chairperson, a parliamentarian or the corporation counsel, the more likely the answer you receive won't be changed after it is given.



MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

FEBRUARY 2016

- The State contract with the Child Support Agency has been received and was signed by Chairman Pliml.
- Denise Willfahrt attended a Foster Care Referral Work Group meeting.
- We are waiting to receive the information from the state on the number of Children First slots we will be awarded for 2016.
- I will be attending WCSEA meetings in Wausau on February 18th and 19th.
- On January 28, 2016 a Case Manager from Forward Service Corporation will be meeting with staff to explain the W2 program and the services they can provide to clients.
- On January 29, 2016 Tiffany Ringer and I will be meeting with our local Probation and Parole office. We are hopeful we can learn more about the policies and guidelines they have to adhere to. We are looking to work more collaboratively with them in regards to our criminal offenders.
- Nicole Stelzer and I are working on updating the agency mission statement.
- I am waiting on a couple of things so I don't have the year-end budget report yet.
- The December performance numbers have been released. The court order establishment rate is down slightly but still well above federal standards. The paternity establishment rate, the current support collection rate and arrears collection rate are improved from last year at this time.
- The current IV-D case count is 4,014.

VICTIM WITNESS SERVICES REPORT
December 30, 2015 to January 27, 2016

Contact made with 62 victims or witnesses

Met in person with 12 victims or witnesses

Initial Contact Packets sent on 74 new cases

Disposition information sent on 98 closed cases

Sentencing after revocation information provided on 56 cases

Assisted victims in completing 3 Impact statements

Conducted trial prep and coordinated witnesses for 3 trials (2 on the same day !)

Determined Restitution on 19 cases . Will be keeping track beginning in February 2016 of the financial impacts . On one day in January \$1345.65 was determined and will be requested which impacted 2 business victims and 1 private citizen.

Participated with Victim Witness Professional Association to support legislation , gaining a co-sponsor in Julie Lassa for SB-500 and AB-663 relating to the procedures for providing restitution to victims of crime. ~~Copy-attached.~~ Last hearing was January 14th.

Chaired the Crime Victim Rights Board Meeting on January 22, 2016 in Madison .

Respectfully submitted,



Trisha Anderson

**Activity Report since 1/08/16 the last J&L committee meeting
report.**

Chairman Clendenning

1/11/16 Wood County Public Safety

1/12/16 GR Town Board

1/13/16 Criminal Justice Task Force

1/13/16 GR Union Negotiations

1/14/16 GR Union Negotiations

1/15/16 J&L Ad Hoc Groundwater Committee

1/15/16 Alexander Airport Meeting City Hall

1/15/16 WTA County Unit Meeting T. Port Edwards Nekoosa

1/19/16 EX Board Meeting

1/19/16 J&L Committee Meeting

1/19/16 County Board Meeting

1/20/16 McMillan Library Commission Meeting

**1/20/16 Medal of Honor Veteran (Gary) ceremony at City Hall &
Mead Inn**

1/20/16 GR Personnel Committee

1/21/16 GSRC&D Committee Meeting Stevens Point

1/22/16 Judicial & Legislative WCA Steering Committee Madison

1/25/16 WCA Seminar Stevens Point

1/26/16 WC Bike Share @ Mead Inn

1/26/16 CWAG Teleconference

1/26/16 GR Town Legislative

1/27/16 State RC&D Meeting Stevens Point

1/28/16 Plan on attending H&HS Committee Marshfield

1/29/16 Plan on attending Bike Share Meeting

1/29/16 Plan on attending J&L Groundwater Ad Hoc Committee

2/2/16 Registered for WCA's Legislative Exchange Madison

2/3/16 Registered for WCA's Legislative Exchange Madison

**2/3/16 Plan on attending Clean Green Action Committee @
McMillan Library**

2/4/16 Plan on attending WC Highway/Parks Meeting

2/5/16 Scheduled to attend WC Judicial & Legislative Meeting

**Submitted by Bill Clendenning 1/27/16 all above Items open for
discussion 2/5/16**

RECEIVED

NOTICE OF INJURY AND CLAIM
(APPENDIX Q)

FEB 01 2016

WOOD CO. CORP. COUNSEL

5

To: Wood County Clerk
400 Market Street
Wisconsin Rapids, WI 54494

Mailing Address: Wood County Clerk
PO Box 8095
Wisconsin Rapids WI 54495.

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

THE INCIDENT

Date: 1-26-16

Time: Early AM

Place: Heavy Ice 9274 River St.

The circumstances giving rise to my claim are as follows:

Wood County snow plow truck hit my mailbox and destroyed it early Thursday morning, went to put mail in it and it was smashed. But by plow, really was no reason to be plowing that close as was no snow by driveway. Mail delivery person happened to show up at the time and took my mail and gave me mine. Had to make a trip to post office in Marshfield for new boxes and screws. etc. Called Wood County Shop and talked to Bernice and she sent me this form.

The names of county personnel involved are: Snowplow driver

The name of other witnesses are: mail delivery person and neighbor lady.

THE CLAIM

I request the following monetary or other relief 25.00 for new mail box - material and trip to Marshfield and my time, could not find one like was there so I purchased a cheaper one which is O.K.

1-29-16
Date

Signature David V. Becker
Print Name: DAVID V. BECKER
Address: 9274 River St.
Milladore WI 54454
Phone: 715-652-7044

RECEIVED

FEB 1 2016

Copies: Corp Counsel, Risk Mgmt, Hwy

5

Castlerock Veterinary Hospital, Inc.

1214 S Oak Ave.
Marshfield, WI 54449
715-389-1011

INVOICE**RECEIVED**

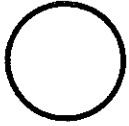
JAN 27 2016

WOOD CO. CORP. COUNSEL

FOR: Ordinance Control Ordinance Control-WOOD CO
Courthouse Annex
184 2nd St North
Wis. Rapids, WI 54494
(715) 421-8911

Printed: 01-27-16 at 9:13a**Date:** 01-27-16**Account:** 780**Invoice:** 144022

Date	For	Qty	Description	Price	Discount	Price
Services by Kristy Langhoff, DVM						
01-20-16	Black Bite Sfra	1	Rabies 1st Exam			34.61
01-22-16		1	Rabies 2nd Exam			22.90
01-27-16		1	Rabies 3rd Exam			22.90
<hr/>						
Old balance		Charges	Payments	New balance		
0.00		80.41	0.00	80.41		



RESOLUTION#

Introduced by
Page 1 of 1

Judicial and Legislative Committee

ITEM#

5-1

DATE

February 16, 2016

Effective Date

February 16, 2016

CLC

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

INTENT & SYNOPSIS: To obtain County Board approval as required under §59.52(28), Wis. Stats., to contract with the Wisconsin Department of Revenue (DOR) for the collection of unpaid debt under §71.93(8).

FISCAL NOTE: Unknown. The Department of Revenue's State Debt Collection Agency has statutory authority for the use collection tools not available to private collection agencies, which is expected to result in an increase in collections. However, the amount of that increase cannot be estimated.

WHEREAS, the Wood County Clerk of Circuit Court collects court-ordered financial obligations and has employed legal means to collect unpaid amounts, and

WHEREAS, the Clerk of Circuit Court for Wood County utilizes several methods of collection including, but not limited to, income assignments, payment plans, judgments, tax refund intercept, and warrants, and

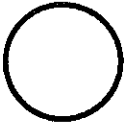
WHEREAS, §59.40(4), Wis. Stats., allows the Clerk of Circuit Court, if authorized by the County Board under §59.52(28), Wis. Stats., to contract with the Wisconsin Department of Revenue (DOR) for the collection of unpaid debt under §71.93(8), and

WHEREAS, any agreement entered into with the DOR shall indicate that any collection fees incurred by the DOR shall be in addition to the debt

owed the Clerk of Circuit Court and charged by the DOR directly to the debtor, and

WHEREAS, the proceeds received by the Clerk of Circuit Court from the DOR shall be the entire amount of debt collected for purposes of distribution.

NOW, THEREFORE, BE IT RESOLVED that the board hereby authorizes the Clerk of Circuit Court to contract with the DOR for the collection of unpaid debt pursuant to the Wisconsin Statutes.



RESOLUTION#

Introduced by Judicial & Legislative and Executive Committee
Page 1 of 1

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

CLC

INTENT & SYNOPSIS: To amend the 2016 budget for Clerk of Courts (51221) for the purpose of funding the cost of new equipment.

FISCAL NOTE: To transfer \$13,000 from available balance in contingency (51590) to the Clerk of Courts (51221). At the time of this request the funds available in contingency are \$443,800. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51221	Clerk of Courts		\$13,000
51590	Contingency	\$13,000	

WHEREAS, The office was in the process of purchasing rising work stations for 6 employees at the time the announcement was made regarding the county's purchase of the River Block Building, and

WHEREAS, it is unknown if those 6 employees work stations will be relocated due to the multiple changes that will occur because of said purchase, and

WHEREAS, to avoid spending money for equipment that will be unusable if a relocation occurs the equipment was not purchased in 2015, and

WHEREAS, the funding was not included in the 2016 budget, and

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

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2016 to transfer \$13,000 from the Contingency Account (51590) to the Clerk of Courts (51221) function, and

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

6

***MINUTES OF THE
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE***

DAY & DATE: Thursday, February 04, 2016
PLACE: Wood County Highway Shop, 555 17th Ave N,
Wisconsin Rapids, WI 54494
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 11:30 A.M.
MEMBERS PRESENT: Chairman Al Breu, Vice Chairman Trent Miner,
Secretary Dennis Polach, Member Marion Hokamp,
Member William Winch
MEMBERS NOT PRESENT: None.
OTHERS PRESENT: Chad Schooley, Park and Forestry Director; Fritz
Schubert, Forest Administrator; Sandra Green, Park
and Forestry Office Supervisor; Caitlin Carmody,
Highway Accounting Technician; Roland Hawk,
Highway Engineer; George Bartels, Wood County
Wildlife Advisory Committee; Shane
Wucherpfennig, County Conservationist; Joe
Zurfluh, Wood County Board Member; Thomas
Turchi, City of Marshfield; Steve Grant; Wisconsin
Department of Natural Resources

1. Chairman Al Breu called the meeting to order at 8:00 A.M.
2. Public comments.

Member W. Winch brought forth some concerns from a constituent regarding the firewood ordinance that the Committee approved at the January 7, 2016 meeting. The constituent had asked if the Park and Forestry department planned to only get wood that was cut on County land. The constituent also asked if heat treated firewood was allowed. Chad Schooley provided a "Summary of Firewood Usage and Future Needs Estimate" that he had put together regarding past firewood usage at the parks and what the anticipated increase would be. He informed the Committee that currently, all firewood sold at the parks is cut from dead wood found within the parks. However, with the increased volume of wood needed, their staff may not be able to keep up with the demand. He presented alternative solutions. It was determined that the Park and Forestry Department would attempt to furnish the additional demand with wood from our own forests. F. Schubert and C. Schooley will work on putting together a plan as to how this will be done. C. Schooley also received Committee consensus to lower the price per rack of firewood from \$6 to \$5 for this one year at minimum. Members of the public and campers are not allowed to bring in any firewood, except for untreated, clean dimensional lumber.

3. Approve the minutes of the January 07, 2016 Highway Infrastructure and Recreation Committee meeting.

D. Polach made a motion to approve the January 07, 2016 Highway Infrastructure and Recreation Committee Meeting minutes. M. Hokamp seconded the motion. Motion carried.

PARKS:

4. Parks Construction Supervisor report.
 - a. Current projects update.

There was discussion regarding the need for an architect to draw up the building plans for the new Dexter shop. Since the building exceeds the minimum cubic foot threshold, the plans need to be submitted by an architect, or possibly an engineer, in order to be State certified. They have an architect currently working on the plans and he is almost done with them.

- b. Employee matters.

T. Miner made a motion to approve the Parks Construction Supervisor report. D. Polach seconded the motion. Motion carried.

5. Office Supervisor report.
 - a. Snowmobile/ATV program funding resolutions

T. Miner made a motion to approve the snowmobile/ATV program funding resolutions. M. Hokamp seconded the motion. Motion carried.

- b. Wood Trust requires meeting minutes to indicate that I have been authorized to be issued a corporate credit card under my name and with a limit of \$10,000.

As Heather Gehrt resigned her position with the Park and Forestry Department, her credit card is no longer in use. Sandra Green, replacing her in the Office Supervisor position, will need to be issued a credit card in her stead.

T. Miner made a motion to authorize Sandra Green to be issued a corporate credit card in her name with a limit of \$10,000. D. Polach seconded the motion. Motion carried.

T. Miner made a motion to approve the Office Supervisor report. M. Hokamp seconded the motion. Motion carried.

6. Park and Forestry Director report.
 - a. Funding plan for Dexter shop and storage building construction

C. Schooley provided a funding plan for the new Dexter shop as requested by the Committee at the January 07, 2016 meeting. Possible Highway contributions, in exchange for the Forestry Building, include using 2016 Ho-Chunk funds earmarked for the Highway Department, or providing material, equipment and man-power for construction site prep work.

S. Wucherpennig came forth at this time to discuss the future of the Forestry shop located at the highway shop in Wisconsin Rapids. At present, Land and Water Conservation are using part of the Forestry shop for their storage and tree sales. S. Wucherpennig and C. Schooley had looked back through the Committee records to determine if there was ever a formal agreement made for this arrangement or if it was just a verbal agreement. They could not find any records of this agreement being made on paper. S. Wucherpennig requested that should the Highway Department take over the ownership of that shop that the Land and Water Conservation Department be allowed to use and maintain their portion of the facility without monetary compensation, as they have been doing in the past. R. Hawk from the Highway Department attended at this time. He indicated that the Highway Department's concern is that there be division between the portions to ensure security of the building. The Committee discussed coming up with a Memorandum of Agreement for the use of this space and to discuss it further at a future meeting.

- b. Carry over request of excess 2015 revenues

M. Hokamp made a motion to approve the carry over request for excess 2015 revenues and to forward request to Executive Committee. T. Miner seconded the motion. Motion carried.

- c. Special Use Permits.

No Special Use Permits were brought forth.

The Park and Forestry Department was awarded a WiDNR Recreation Boating Facilities (RBF) grant to fund up to 48%, for a maximum of \$120,000.00, of the dredging project of the far east end of Lake Wazeecha.

T. Miner made a motion to approve the Park and Forestry Director report. D. Polach seconded the motion. Motion carried.

FORESTRY:

- 7. Forest Administrator report.
 - a. Timber Sale Update.
 - b. Wood County Wildlife Area Lease Amendment: Discussion and Resolution.

Payment was received from the Wisconsin Department of Natural Resources for the Wood County Wildlife Area Lease. With payment, the State provided an amendment to the lease agreement that further clarified the time frame for payment.

T. Miner made a motion to approve the resolution to amend the Wood County Wildlife Area Lease as indicated in the amendment put forth by

the Wisconsin Department of Natural Resources. D. Polach seconded the motion. Motion carried.

F. Schubert provided a written summary of a ruffed grouse study that was being completed on the Sandhill Wildlife Area by a student from University of Wisconsin – Madison.

F. Schubert indicated he currently has 5 timber sales that are ready to be bid out. However, he would like to push the bid back until April 4th to add some additional ones and allow loggers to finish with their spring break-up before bidding. The Committee provided consensus.

T. Miner made a motion to approve the Forest Administrator report. W. Winch seconded the motion. Motion carried.

8. Correspondence.

C. Schooley indicated there have been no claims for the Department for either injuries or property damage for the month of January.

C. Schooley discussed two potential memorial benches. The Committee agreed he could continue with approving them as he saw fit.

C. Schooley and other office staff attended a tour of the River Block building with Jason G., P&Z Director. C. Schooley expressed interest in being involved with the meetings with the architect hired by Wood County, if there is any chance that the P&F office would be moved to that location.

9. Approve payment of bills.

T. Miner made a motion to approve the payment of bills. W. Winch seconded the motion. Motion carried.

10. Revenue report.

T. Miner made a motion to approve the revenue report. D. Polach seconded the motion. Motion carried.

The Committee took a break at 9:41 A.M. and resumed at 9:49 A.M.

HIGHWAY:

11. Discuss the traffic control changes at the intersection of CTH Y and Galvin Avenue in the City of Marshfield.

T. Turchi from the City of Marshfield spoke regarding the proposed traffic control changes at the intersection of CTH Y and Galvin Avenue in the City of Marshfield. The proposal is to complete a stop sign reversal on this intersection, changing the stop sign placement to CTH Y and Becker and creating through movement on Galvin Ave since Galvin Ave sees significantly more traffic. In the process of the stop sign reversal, there would be a period of time where it would be a four way stop.

Additionally, the City of Marshfield would like the Highway Department to lower the speed limit on CTH Y to 35 miles per hour about a quarter mile from the intersection. The City of Marshfield would be responsible for all the signage and all other modifications. This proposal was approved by the City of Marshfield's Common Council and Public Works Board.

T. Miner made a motion to direct the Wood County Highway Department to work with the City of Marshfield on reducing the speed limit on CTH Y to 35 miles per hour a quarter mile from the aforementioned intersection, and to change the traffic control signing at the aforementioned intersection as proposed by the City of Marshfield. M. Hokamp seconded the motion. Motion carried.

12. Discuss and possibly move forward on a resolution for speed limit reduction in work zones.

T. Miner made a motion to approve the language of the proposed ordinance to provide the Wood County Highway Commissioner with the authority to temporarily reduce the speed limit in work zones and to send the ordinance to the County Board for approval. D. Polach seconded the motion. Motion carried.

13. Discuss Transportation Sales Tax.

The Wisconsin State Legislature is currently working on a bill to allow counties to charge a half a percent of sales tax for transportation purposes. The State would collect the tax and then distribute to the counties and their respective municipalities. It would be a long term funding option instead of debt service. This will likely be discussed in the fall session.

14. Discuss adopting the Wisconsin County Highway Association utility policy.

The Wisconsin County Highway Association has developed a utility policy that other counties have adopted in lieu of developing their own utility policies. Adopting the WCHA's policy would provide uniformity across the state and also legal protection since it was drafted by the WCHA legal counsel. The Wood County Highway Department would be responsible for developing an addendum to the policy that would cover any information specific to Wood County and the fees associated with the utility permits.

The Committee provided consensus for the Wood County Highway Department to move forward with developing an addendum to the WCHA utility policy specific to Wood County and to bring back to the Committee for approval at a future meeting.

15. Frac Sand update.

There has been no progress on outstanding payments.

The Highway Department will be replacing the CTH B bridge which falls under a current frac sand contract. The Wisconsin Department of Transportation will be putting out bids for this project.

16. Current projects update.

R. Hawk discussed the current projects that are being done at this time and projects the Highway Department plans to do during the construction season.

17. Approve payment of bills.

T. Miner made a motion to approve the payment of bills. D. Polach seconded the motion. Motion carried.

18. Accounting Supervisor's Report.

T. Miner made a motion to approve the Accounting Supervisor's report. D. Polach seconded the motion. Motion carried.

19. Correspondence.

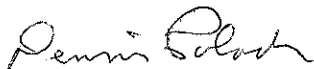
There was a truck roll-over on STH 54 by CTH D where a large quantity of wood chips that were being hauled were dumped in the roll-over. The owner of the property has rights to claim the wood chips but if they chose not to, the DOT will likely contract the Highway Department to complete the clean-up.

Every spring, R. Hawk puts together a seminar for the various Wood County municipalities regarding roadway updates. This year, the seminar is being held on February 17th at the Hotel Mead. R. Hawk invited the Committee members to attend.

20. Next meeting date: March 03, 2016 at the Wood County Courthouse, Room 115.

21. Motion to adjourn.

T. Miner made a motion to adjourn the meeting. W. Winch seconded the motion. Motion carried.



Dennis Polach, Secretary

Minutes taken by Caitlin Carmody, Highway Accounting Technician

Summary of Firewood Usage and Future Needs Estimate

2015 Total Camping Unit Nights: 16,227

3 year average for number of racks sold: 3,100

Size of rack : 18.5" X 20" X 16" = 3.42 ft³

12.5 racks = 1 face cord (4' X 8' X 16")

37.4 racks = 1 pulp cord (4' X 4' X 8')

Using the estimated average of 1 rack/ day/ campsite in 2015, approximately 20% of campers purchased wood last year. With this estimate, Wood County will need 5X the amount of firewood that was sold in 2015.

Volume of wood sold in 2015: 83 pulp cord

Volume needed in 2016: 415 pulp cord

Dead tree cutting within the parks has been sufficient in keeping up with the demand of firewood in the past. With the increased need of 5X the past volume, there will definitely have to be alternative ways of getting processed wood.

Options would include:

- Purchasing processed wood from a certified firewood dealer.
- Paying to have wood harvested from county forest and hauled to park locations for processing.
- Purchasing pulp cord loads from area loggers and have processed at park locations.

PARKS CONSTRUCTION SUPERVISOR REPORT

February 4, 2016

By D. Quinnell

CURRENT PROJECTS

- We are beginning to remodel the North Park Ranger cabin. (counter tops, faucets, plumbing, shower, flooring, wainscoting, roofing, soffit and fascia)
- The rip rap at South Park on the dike is complete.
- We are working with an architect to get state approved plans for the Dexter shop and Dexter storage building.
- We are planning and budgeting for the South Park White Beach Area remodel, for the purpose of grant application.

MAINTENANCE OPERATIONS

- The Powers Bluff is open now and operating well.

EMPLOYEE MATTERS

- All parks are scheduled for bluff work as well as snow removal, table repair, shop maintenance and firewood cutting.
- We have hired enough staff to operate the Powers Bluff hill.

OTHER

OFFICE SUPERVISOR REPORT

February 4, 2016

By: Sandra Green

SNOWMOBILE:

Snowmobile bills have been processed and a check will be cut from Wood County to the Snowmobile Alliance to be distributed to the individual clubs.

WOOD COUNTY SNOWMOBILE TRAILS: As of 1/27/16, the Wood County Snowmobile trails remain closed except for the portion from Hwy. 54 running south into Juneau County. The Snowmobile clubs are currently assessing the condition of their portion of the trails to determine if they are suitable to open. We received approximately 3-4" here in Central WI on Monday night so not enough come to a solid decision as we really needed about 4-6" of good, heavy, wet snow. We want our trails to be safe and enjoyable for everyone this winter. Please check back periodically to check the status of the trails. As soon as we receive word from the clubs they are ready.

CROSS COUNTRY SKIING: Ski Trails are open at Richfield 360, Powers Bluff and Nepco Lake County Park and were all groomed and tracked since the new snowfall on 1/25/16. Please use caution at the Richfield 360 area, as there is logging activity taking place. Powers Bluff tubing hill is in good condition and open on Saturdays and Sundays. If you wish to have a private party on a weekday, please give us a call at 715-421-8422 for more information.

ATV:

No new activity.

OFFICE:

I started in my new position on January 11th, 2016.

Wood Trust Bank is requiring I have signed minutes of the committee approval to acquire a credit/charge card with a \$5,000 limit. Heather Gehrt's card has been inactivated as of early January, 2016.

OTHER

I attended the Accountants Meeting on January 20.

I attended the County Board Meeting on January 19.

I attended Dynamics Training on January 28.

Park and Forestry Director Report

By Chad Schooley, Park and Forestry Director

February 4, 2016

HIRC meeting

- I have been assisting office staff with the training and orientation of the new Office Supervisor, Sandy Green.
- I will continue assisting with the Snowmobile and ATV program administration until S. Green gets trained with everything. So far we have only opened up the Sunset Drifters trails, which run into Juneau County.
- We opened up Powers Bluff on January 16th for the season. The crew has once again done a great job getting the hill ready with a small amount of snow. We did have a very low turnout on January 17th due to the cold temperatures (below zero high) and wind-chill. We may want to consider a cold weather policy where we would not operate below a certain temperature due to the low public use on those days.
- The rip-rap project has been completed at the South Park dam. This was the final portion of the Municipal Dam Grant that we received. We will now apply for reimbursement for the retaining wall replacement, water monitoring equipment, and the rip-rap overlay that has been completed over the last year.
- Attended the Wisconsin Park and Recreation Association (WPRA) Board meeting in Waunakee on January 20th. This is my final year as the Region 1 representative on the board.
- I attended the Wisconsin Waterway Commission meeting on January 26th in Rib Mountain. This meeting was held to present and award WiDNR Recreation Boating Facilities (RBF) grant applications. The Commission approved funding 48% of the \$250,000.00 project for the maintenance dredge of Lake Wazeecha's far east end.
- On January 27th, I chaired the Region 1 WPRA winter meeting in Eau Claire.
- I will be bringing the funding plan for the new Dexter Shop and cold storage building to the meeting. If carryover is allowed from excess 2015 revenues, it appears that we will be very close to having the estimated amount needed for the project.
- I would like to request carrying over all excess revenues from 2015, and using these dollars for the construction of the Dexter shop and cold storage building. I will bring those final figures to the HIRC meeting.
- **January Events** - 11 shelter reservations, 2 weekday school parties at Powers Bluff, 6 weekend days of Powers Bluff operations.
Kiwanis Youth winter outdoors days and River Cities Nordic Ski Club promotional day at Nepco - January 16th.

Special Use Permits none at this time

Funding Plan for Dexter / Forestry Maintenance Shop and Equipment Storage Shed

Construction Expenses

Maintenance Shop	\$ 275,000.00
Equipment Storage Shed	\$ 100,000.00

Total	\$ 375,000.00
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Funding Sources

2016 Capital Outlay Budget for Dexter Shop	\$ 150,000.00
2016 Capital Outlay for Building Improvements	\$ 50,000.00
Excess 2015 Park and Forestry Revenue	\$ 125,000.00

Total	\$ 325,000.00
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Shortfall of funding for project:	\$ 50,000.00
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Possible other sources:	
Ho- Chunk money	\$ 27,500.00
Hwy Ho-Chunk	\$ 25,000.00
Hwy Building fund	??
Hwy In-kind work/mat.	??

FOREST ADMINISTRATOR REPORT

February 04, 2016

By: F. Schubert

TIMBER SALE BALANCES AS OF 01-31-2016

JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT AWARD	PAYMENTS RECEIVED	YEAR AWARDED
703	FUTUREWOOD	\$0.00	\$26,565.00	\$0.00	2012
715	FUTUREWOOD	\$0.00	\$41,724.50	\$0.00	2013
726	SCHREINER FORESTRY	\$0.00	\$36,220.00	\$0.00	2014
730	SCHREINER FORESTRY	(\$33,453.19)	\$52,380.00	\$5,255.72	2014
732	KRUEGER DRAGLINE	(\$5,469.85)	\$39,417.60	\$0.00	2014
737	DELANEY FOREST PROD	\$0.00	\$104,434.38	\$70,282.54	2015
				\$ 75,538.26	

2016 Forestry Revenue: \$67,984.43

Timber Sale Activity (January-2016)

Jobs Started: #715 Futurewood

Jobs Continuing/Reactivated: #703 Futurewood
#726 Schreiner Forest Products

Jobs Gone Inactive: None

Jobs Finished: #730 Schreiner Forest Products

Sandhill Wildlife Area Ruffed Grouse Project Update

January 28, 2016

Amy Shipley, University of Wisconsin-Madison

Fall Trapping Season

We had a successful trapping season in the fall of 2015. Twenty-five grouse were radio-tagged: seven juvenile males, seven juvenile females, two juveniles of unknown sex, seven adult males, and two males of unknown age. None of the tagged grouse were harvested by hunters.

During the grouse hunting season at Sandhill, we requested that hunters turn in wings and tails of harvested birds so that we could assess the age and sex ratio of harvested birds. Wings and tails from five grouse were turned in.

Weather Station Deployment

In November 2015 we deployed 80 iButton temperature data loggers across Sandhill that are currently recording ambient temperature every half hour. Every two weeks throughout the winter we visit these stations and record wind speed, snow depth and density, and download the temperature data from the loggers. With these data we will be able to explore how temperature and landscape characteristics (forest cover type, distance to habitat edge, etc.) affect snow depth and quality that in turn affect the availability of snow that grouse can use for burrowing.

Radio-tagged Grouse Winter Mortalities

There have been three grouse mortalities thus far this winter. In the first week of December, one juvenile of unknown sex apparently died or lost its transmitter. The transmitter is currently at the top of a tree, and the transmitter's motion sensor (used to detect if a bird has died) switches on and off as the tree blows in the wind. In the last week of December, an adult male was killed by a predator, likely a coyote. On January 18, a juvenile male was killed by a hawk or an owl.

Grouse Roosting Behavior

As the first significant snowfall this year didn't occur until late December, grouse were found roosting on the ground for most of December. After the first snowfall (about 10 inches), radio tagged grouse were found roosting inside snow burrows or in snow bowls. There are 2-3 radio tagged grouse that use the habitat north of the Rifle Range that includes white pine and spruce trees. Occasionally these birds can be found roosting in these conifers. Habitat used by the majority of the radio-tagged grouse does not include conifer tree species. After a week or two of tracking grouse following the first snowfall, air temperatures rose above freezing for several days, then fell below zero. This resulted in a hardened top layer of snow. After this thawing and refreezing event, grouse were found

roosting exclusively on top of the snow or in conifers (for the birds with conifers in their range). The snow crust conditions (and grouse roosting behavior) remained consistent until the next snowfall of about 3 inches on January 25. After this snowfall, grouse resumed roosting in snow burrows and snow bowls.

One juvenile female moved outside of Sandhill during fall dispersal. We have been locating this individual along the West Fence Road.

We will continue to monitor grouse survival, roosting behavior, and movements through the winter, in addition to monitoring the weather stations.

**PARK AND FORESTRY DEPARTMENT
REVENUE SUMMARY 2016**

BUDGETED 2016 REVENUES	46721 SOURCE	2016 FEES	YTD REVENUE January-16	YTD REVENUE January-15	MONTH January-16	MONTH January-15	ACTUAL REVENUE 2015
\$ 196,000.00	Credit Card PAY PAL	\$10.00	17054.53	17156.45	17054.53	17156.45	215386.09
\$ 5,000.00	Camping Reg. Office		334.00	213.27	334.00	213.27	3825.34
\$ 80,000.00	Self-Registration	\$16.00	0.00	0.00	0.00	0.00	81124.84
\$ 25,000.00	Camp Electricity	\$5.00	0.00	0.00	0.00	0.00	23061.61
\$ 1,500.00	Camp Water/Sewer	\$7.00	0.00	0.00	0.00	0.00	597.17
\$ 20,000.00	Wood	\$6.00	0.00	0.00	0.00	0.00	18827.80
\$ 8,000.00	Ice	\$2.00/\$5.00	0.00	0.00	0.00	0.00	6313.73
\$ 600.00	Soda	\$1.25	0.00	0.00	0.00	0.00	472.51
\$ 600.00	Dump Fee	\$6.00	0.00	0.00	0.00	0.00	1060.67
\$ 500.00	Storage Fee	\$15.00	0.00	0.00	0.00	0.00	785.78
\$ 200.00	Washer/Dryer		0.00	0.00	0.00	0.00	600.01
\$ 42,500.00	Shelter - Enclosed	\$100/125/\$150/\$200/\$250	2775.00	5616.11	2775.00	5616.11	46362.05
\$ 3,000.00	Shelter - Open	\$100/\$150	100.00	568.72	100.00	568.72	6018.95
\$ 17,500.00	PB-Tubing/Skiing	\$6/\$8	5415.00	8004.27	5415.00	8004.27	23647.39
\$ -	PB-Concessions	15% of total food sold (-taxes)	0.00	120.65	0.00	120.65	333.55
\$ -	PB - Rentals	\$8/\$10	178.00	157.19	178.00	157.19	936.34
\$ 2,500.00	X-Country Skiing	\$5/daily; \$15/annual; \$30/family	1264.90	594.31	1264.90	594.31	1035.07
\$ 1,100.00	Parks Pulpwood	MARKET PRICE	0.00	0.00	0.00	0.00	0.00
\$ 1,000.00	Miscellaneous*		0.00	0.00	0.00	0.00	11868.09
\$ 20,000.00	Boat Launch	\$20/annual; \$5/daily	0.00	0.00	0.00	0.00	22717.43
\$ 425,000.00			27,121.43	32,430.97	27,121.43	32,430.97	464,974.42

Misc* =

BUDGETED 2016 REVENUES	45123 SOURCE	2016 FEES	YTD Revenue January-16	YTD Revenue January-15	MONTH January-16	MONTH January-15	ACTUAL REVENUE 2015
\$ 750.00	Violations	\$25.00	0.00	0.00	0.00	0.00	1075.00
\$ 750.00			0.00	0.00	0.00	0.00	1,075.00

BUDGETED 2016 REVENUES	46813 SOURCE	2016 FEES	YTD Revenue January-16	YTD Revenue January-15	MONTH January-16	MONTH January-15	ACTUAL REVENUE 2015
\$ 365,000.00	Timber Sales	CONTRACTED	75538.26	118844.07	75538.26	118844.07	639800.95
\$ 365,000.00		730 SCHREINER 5255.72 737 DELANEY 70282.54	75,538.26	118,844.07	75,538.26	118,844.07	639,800.95

Current Projects Update

By Douglas Passineau, Highway Commissioner

February 3, 2016

HIRC meeting

General Maintenance

1. Patching or spot repairs – County/State Roads
2. Clean drainage structures – County/State Roads
3. Maintain/repair buildings or shops.
4. Snow and ice control – County/State/Town/Village Roads
5. Sign repair – County/State Roads
6. Shoulder repairs – County Roads
7. Asphalt plant repairs.
8. Rubber crack filling - County Roads
9. Stump grinding on County Z
10. Brushing – County Roads
11. Guard rail repair – State Roads
12. Anti-ice – County/State Roads
13. Salt shed repairs
14. LFA Cutting of Trees – State Roads

Road Closures - Highway Department

None at present.



RESOLUTION#

Introduced by
Page 1 of 1

Highway Infrastructure & Recreation Committee

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

INTENT & SYNOPSIS: To approve an amendment to the Wood County Wildlife Area Lease Agreement.

FISCAL NOTE: Wood County receives \$16,311.10 for rental of the land under the lease (based on \$.90/acre payment rate).

WHEREAS, the County of Wood and the State of Wisconsin Department of Natural resources entered into a Lease and Agreement, dated February 23, 1965 for certain lands located in the Township of Remington, and commonly referred to as the Wood County Wildlife Area and

WHEREAS, recent negotiations between Wood County and State of Wisconsin Department of Natural Resources have resulted in a per acre payment rate increase from \$0.45/acre to \$0.90/acre,

WHEREAS, the State of Wisconsin Department of Natural Resources has drafted a "Second Amendment to the Lease and Agreement", and

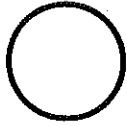
WHEREAS, said second amendment verifies \$.90/acre payment rate, and further prescribes the annual payment due date as the first day of October, and

WHEREAS, said second amendment requires signatures of Wood County officials.

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors approve the Second Amendment to the Lease and Agreement between Wood County and the State of Wisconsin Department of Natural Resources,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES that the Wood County Board authorizes the Wood County Clerk and Chairman of the Wood County Board to sign said document.



RESOLUTION#

Introduced by Highway Infrastructure & Recreation Committee
Page 1 of 1

SMG

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

INTENT & SYNOPSIS: To become eligible for maintenance monies on the existing Wood County ATV (All Terrain Vehicle) trail, in designated area of T.22N.-R.35E. Section 31 & 32 for the 2016-2017 season.

FISCAL NOTE: No cost to Wood County--Total reimbursement from the State Aid Registration Fund, account #55442, and donated services by the Central Wisconsin ATV Riders Club, account #48503.

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, Wood County will be responsible for the maintenance of the area known as the Wood County ATV Area, and

WHEREAS, there is a demand to continue the maintenance of this area within Wood County, and

WHEREAS, Central Wisconsin ATV Riders (an incorporated club) is willing to participate in maintenance of the area, and

WHEREAS, the existing area in the Townships of Port Edwards and Cranmoor conforms to trail standards established in Chapter NR64, Administrative Code, and

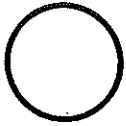
WHEREAS, funds have been budgeted in the amount of \$12,000 for the maintenance of this area by Wood County, with reimbursement from the State ATV registration fund, and

WHEREAS, \$12,000 is the true total cost to maintain these areas (\$6,000 State Aid and \$6,000 ATV Club), and

WHEREAS, to become eligible for ATV trail maintenance, the area listed above must become a County Area.

THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the Wood County Park & Forestry Department will maintain the existing Wood County ATV (All Terrain Vehicle) area in the Townships of Port Edwards and Cranmoor, T.22N.-R.5E., Section 31 & 32 for the 2016-2017 season, (pending reimbursement from the State ATV registration fund) for the enjoyment of the citizenry of Wood County and the State of Wisconsin.

AND BE IT FURTHER RESOLVED, that the Wood County Park & Forestry Department be authorized to sign necessary maintenance agreements for the existing Wood County ATV (All Terrain Vehicle) area, in the designated Townships of Port Edwards and Cranmoor areas T.22N.-R.5E., Section 31 & 32 for the 2016-2017 season (pending reimbursement from the State ATV fund).



RESOLUTION#

Introduced by
Page 1 of 1

Highway Infrastructure & Recreation Committee

ITEM# 6-3

DATE February 16, 2016

Effective Date February 16, 2016

SMG

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

INTENT & SYNOPSIS: To become eligible for snowmobile trail maintenance monies on the existing trails on County and private lands for the 2016-2017 snowmobile season.

FISCAL NOTE: No cost to Wood County--Total reimbursement from State Snowmobile Aid account #55441.

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, Wood County will be responsible for the maintenance of 271.7 miles of previously constructed snowmobile trails in the Towns of Arpin, Auburndale, Cameron, Cary, Cranmoor, Dexter, Grand Rapids, Hansen, Hiles, Lincoln, Marshfield, Milladore, Port Edwards, Remington, Richfield, Rock, Rudolph, Saratoga, Seneca, Sherry, Siegel, and Wood, and

WHEREAS, there is a demand to continue the maintenance on these existing trails, and

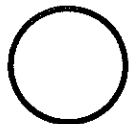
WHEREAS, these existing trails conform to the Comprehensive Snowmobile Trail Plan, and

WHEREAS, easements for these trails, which cross private lands have been received, and

WHEREAS, funds in the amount of \$67,925 have been budgeted to maintain these trails by Wood County, with reimbursement from the State Snowmobile Aids Funds, and

WHEREAS, to become eligible for snowmobile trail maintenance aid the trails listed above must become County trails.

THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that Wood County maintains existing trails on County and private lands for the 2016-2017 season (pending reimbursement from the Snowmobile State Aid Program) for the enjoyment of the citizenry of Wood County and hereby authorize the Wood County Park and Forestry Department to act on behalf of Wood County to sign necessary maintenance agreements.



ORDINANCE

ITEM#

6-4

DATE

February 16, 2016

Effective Date

Upon passage and publication

Introduced by

Highway, Infrastructure and Recreation Committee

Page 1 of 3

CLC

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

INTENT & SYNOPSIS: To establish an ordinance whereby the Highway Commissioner is authorized to impose temporary speed reductions in areas of road construction.

FISCAL NOTE: Unknown; there is an undeterminable savings associated with the increased safety of highway workers, there will be costs attendant to creating and maintaining the temporary signage

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

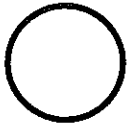
WHEREAS, the Wood County Highway Department performs work on the Wood County system and the state highway system within the boundaries of Wood County; and

WHEREAS, work zones pose a known hazard to highway construction and maintenance workers, pedestrians, and highway users; and

WHEREAS, if a highway is being constructed, reconstructed, maintained or repaired, Wisconsin Statutes s. 349.11(10) authorizes the highway commissioner or his/her designee, for the safety of the highway construction and maintenance workers, pedestrians and highway users, to post a temporary speed limit less than the speed limit regularly imposed; and

WHEREAS, the Highway, Infrastructure and Recreation Committee recommends that the following language be included in Wood County Ordinance #400, Speed Limits, at newly created s. 400.015:

- (1) If a highway is being constructed, reconstructed, maintained or repaired, temporary speed limits may be established as set forth in Wis. Stat. s. 349.11(10).
- (2) The Wood County Highway Commissioner, or his/her designee, is authorized, at his/her discretion, to impose mandatory temporary speed limits under the continuing authority of this section and without need of further action by the county board or the oversight committee.
- (3) Temporary speed limits shall be in accord with this section and shall be imposed by the posting of either portable or fixed temporary regulatory speed limit signs of the same face size and design as permanent regulatory speed limit signs, type R2-1, as described in the Manual on Uniform Traffic Control Devices as adopted by the Wisconsin Department of Transportation.
- (4) Signs may be posted on any highway under the jurisdiction of this authority and any state trunk highway upon which the County performs maintenances under s.84.07, Wis. Stats. when such highway is being constructed, reconstructed, maintained or repaired, but only in the immediate area of such work and of those persons engaged in performing such work.
- (5) Any temporary speed limit imposed in an area where construction, reconstruction, maintenance or repair is being performed on the shoulders or what is normally the traveled portion of the roadway, shall be determined by, and at the discretion of, the Wood County Highway Commissioner or his/her designee.

**RESOLUTION#** _____

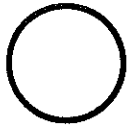
- (6) No temporary speed limit shall be imposed when construction, reconstruction, or maintenance repair work is being performed inside the highway right-of-way but not on the shoulders or the traveled portion of the highway.
- (7) Any speed limits imposed under the authority of this section are temporary, and the signs imposing such limits shall be removed, covered or otherwise obscured when the highway construction or maintenance workers performing construction, reconstruction, maintenance or repairs and their equipment are not present on the shoulder or traveled portion of the highway.
- (8) The area in which any temporary speed limit has been imposed shall be terminated by posting a regulatory speed limit sign informing the public of the specific speed limit outside of the area where construction, reconstruction, maintenance or repair work is being performed.
- (9) Nothing herein shall prohibit the Wood County Highway Department from posting advisory speed limit signs of the type W13-1 as described in the Manual of Uniform Traffic Control Devices, in areas of highway construction, reconstruction, maintenance, or repairs suggesting such speed as it deems appropriate to promote the safety of highway construction and maintenance workers, pedestrians, and highway users and that such advisory signs may also be posted in conjunction with the temporary mandatory speed limit signs, as described and authorized above.

The Wood County Board of Supervisors hereby ordains as follows:

Section 1. To create Wood County Ordinance s. 400.015 which shall read as follows:

400.015 Temporary Speed Restrictions in Construction Zones.

- (1) If a highway is being constructed, reconstructed, maintained or repaired, temporary speed limits may be established as set forth in Wis. Stat. s. 349.11(10).
- (2) The Wood County Highway Commissioner, or his/her designee, is authorized, at his/her discretion, to impose mandatory temporary speed limits under the continuing authority of this section and without need of further action by the county board or the oversight committee.
- (3) Temporary speed limits shall be in accord with this section and shall be imposed by the posting of either portable or fixed temporary regulatory speed limit signs of the same face size and design as permanent regulatory speed limit signs, type R2-1, as described in the Manual on Uniform Traffic Control Devices as adopted by the Wisconsin Department of Transportation.
- (4) Signs may be posted on any highway under the jurisdiction of this authority and any state trunk highway upon which the County performs maintenances under s.84.07, Wis. Stats. when such highway is being constructed, reconstructed, maintained or repaired, but only in the immediate area of such work and of those persons engaged in performing such work.
- (5) Any temporary speed limit imposed in an area where construction, reconstruction, maintenance, or repair is being performed on the shoulders or what is normally the traveled portion of the roadway, shall be determined by, and at the discretion of, the Wood County Highway Commissioner or his/her designee.
- (6) No temporary speed limit shall be imposed when construction, reconstruction, or maintenance repair work is being performed inside the highway right-of-way but not on the shoulders or the traveled portion of the highway.
- (7) Any speed limits imposed under the authority of this section are temporary, and the signs imposing such limits shall be removed, covered or otherwise obscured when the highway construction or maintenance workers performing construction, reconstruction, maintenance or repairs and their equipment are not present on the shoulder or traveled portion of the highway.

**RESOLUTION#** _____

- (8) The area in which any temporary speed limit has been imposed shall be terminated by posting a regulatory speed limit sign informing the public of the specific speed limit outside of the area where construction, reconstruction, maintenance or repair work is being performed.
- (9) Nothing herein shall prohibit the Wood County Highway Department from posting advisory speed limit signs of the type W13-1 as described in the Manual of Uniform Traffic Control Devices, in areas of highway construction, reconstruction, maintenance, or repairs suggesting such speed as it deems appropriate to promote the safety of highway construction and maintenance workers, pedestrians, and highway users and that such advisory signs may also be posted in conjunction with the temporary mandatory speed limit signs, as described and authorized above.

Section 2. This ordinance shall take effect upon passage and publication.

MINUTES

Aging & Disability Resource Center of Central Wisconsin Board Meeting

Location: 1000 Lake View Drive, Wausau, WI 54403

December 10, 2015

Board Members Present: Dick Hurlburt, Joanne Leonard, Mike Feier, Joe Hoppa, Terri Sersch, Doug Machon, Larry Lebal, Vernon Cahak, Sharon Rybacki, Jim Hampton, Bill Miller, Bob Reichelt, Loretta Baughan, and Jean Doty through video conferencing.

Others present: Linda Weitz, Steve Prell, Alyssa Vruwink, Mike Rhea, and Ronda James

1) Call to order:

Meeting was called to order by Chairperson Joanne Leonard at 9:02 a.m.

2) Public comments:

There were no public comments.

3) Approval of Minutes:

A motion made by Mike Feirer seconded by Bob Reichelt to approve the minutes of the November 12 meeting. Motion carried.

4) Discussion/possible action: Report from Finance committee

Larry Lebal reported the discussion of the Finance Committee. The new draft fiscal policy provision pertaining to the distribution of assets and how that process would be enacted in the event the ADRC-CW were to dissolve is prompting questions from the state and GWAAR.

5) Discussion/possible action – 2016 ADRC contract update

Linda has yet to sign the 2016 ADRC state contract, as it is still in draft form. Linda anticipates the final contract language will be consistent with the current draft on hand. The final form of the contract and all primary changes will be presented at the January 2016 board meeting.

6) Discussion/possible action: Reviewing ADRC contractual physical/building requirements

Linda presented documentation of the 2016 state contract's draft language pertaining to the new physical space/building requirements, and noted that she anticipates the final contract language will be consistent with the current draft on hand. In addition to this language, Linda presented a comparative analysis that rated how ADRC-CW office meets/does not meet these new requirements and there was much discussion pertaining to non-compliant aspects unique to each building.

The new requirements prompt particular issues with external and internal signage, ADA accessibility, braille signage, hearing loop technology, and reception areas that allow for adequate privacy.

Of the 5 office locations, the Wausau office currently presents the most noncompliant features, including an inaccessible entrance, when compared to the draft contract requirements. An action agenda item will be added to the January meeting agenda that will state "Discussion/possible action – Decision to make location change in Wausau".

7) Discussion/possible action: Marketing update – presentation of draft power point

Alyssa Vruwink shared the ADRC-CW's current 'consistent overview' presentation intended to be used by all employees in community outreach efforts that include presentations. Board members collectively suggested a variety of revisions to the current format. Suggestions to improve the visual aesthetics of the slide deck consisted of more graphics and pictures (with pictures taking up a whole slide), less text, added animation and video components. Content and message-specific revisions included that the ADRC-CW is not an income-based organization and that we also provide services to disabled adults. The Board asked to bring the revisions back to the March meeting.

8) Discussion/possible action – Report on ADRC-CW presentations/outreach

Alyssa Vruwink reviewed a variety of 2015 events, expositions, presentations, and speaking engagements that the ADRC-CW was involved with. She also introduced a new standardized tracking mechanism to be utilized organization wide starting in January of 2016. The board report will include on a quarterly basis in 2016 a summary all outreach efforts.

9) Discussion/possible action – Review of Executive Director's annual review process

Linda presented the processes and procedures pertaining to the annual Executive Director's performance review. Alyssa Vruwink distributed the performance review assessment surveys to each board member. She also reported that additional surveys were mailed out to ADRC-CW Advisory Committee members, and given to every ADRC-CW employee and supervisor on December 7. All surveys will be collected by Marathon County Employee Resources on December 18 and will be compiled and sent to the board's Executive Committee. The Executive Committee will gather all information, including the Executive Director's self-assessment, and will develop a draft review to discuss with the Executive Director in January. The review will then be discussed with the rest of the board during closed session in February 2016.

10) Discussion/possible action – Executive Director's report

For expediency of the meeting, Linda did not present any new information that was not already received in the board packet. Linda highlighted the decision to award a three-year contract for meal services in Antigo and Merrill to the incumbent provider, Lynn's Catering.

11) Future Agenda Items & location:

The meeting will take place in Wausau on January 14 at 9:00 a.m. Suggested agenda items: further discussion regarding the facility move of the Wausau ADRC-CW facility, and an update from workgroups that were devised from the board's strategic plan.

12) Adjournment:

Motion to adjourn the meeting was made by Doug Machon, seconded by Vern Cahack. Motion carried and the meeting ended at 11:10 a.m.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 300 S Peach Street, Marshfield, WI
December 10th, 2015

Finance Committee Members Present: James Hampton, Larry Lebal, Terri Sersch, Bill Miller

Absent:

Others Present: Steve Prell, Linda Weitz, Joanne Leonard

1. Call to order

Meeting called to order at 8:23 a.m. by Larry Lebal

2. Public Comments

None

3. Approval of Minutes

Motion to approve the November minutes by James Hampton. Carried.

4. Review of Monthly Fiscal Report

Reviewed monthly fiscal report. No questions.

5. Review Monthly Disbursements

The Committee reviewed the check register and Pro Card purchases. Questions regarding the following checks: Check #672043 Office Depot – what was purchased that would be that much? Steve will provide details of this check at the next meeting. Check #672567 Langlade Hospital – thought Lynn's Catering provided meals in that area. Linda explained that Langlade Hospital still provides our therapeutic meals in Langlade County. Check #672623 Norwood Health Center – this is monthly billing for Wood and western Marathon County meals. Food vendors have the option of sending invoices weekly, biweekly or monthly, Norwood has chosen monthly invoicing. Most of our food vendors send invoices more often.

6. Fiscal Policy Update

A draft copy with additional notes was distributed. Since the meeting was running a little late the committee members were asked to review this draft and bring suggestions back to the next meeting.

7. Adjourn Motion made to adjourn by James Hampton, second by Terri Serch. Carried.

Meeting adjourned at 8:57.

DRAFTSubject to
Approval**MINUTES**McMillan Memorial Library
Board of Trustees
December 16, 2015

President Zacher called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Anne Zacher, Andrea Galvan, David Farmbrough, Kevin Finbraaten, Colleen Dickmann, William Clendenning, William Jacobs, and Scott Kellogg.

Absent: Susan Bovee

Administration: Andy Barnett, Vicki Steiner, and Brian Kopetsky.

CORRESPONDENCE: A letter was received from WoodTrust Bell Foundation notifying the Library of a grant in the amount of \$600.00 for the purchase of Big Blue Blocks for the Youth Services Department.

A letter was received from the Mead Witter Foundation notifying the Library of a grant in the amount of \$10,000 for the 2016 Concert Series.

MINUTES: A motion to approve the Minutes of the November 18, 2015 Library Board meeting was made by Mr. Clendenning, second by Mr. Farmbrough. Motion carried.

TREASURER'S REPORT: Mr. Barnett presented the financial reports for December 2015. Discussion followed. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Dr. Dickmann. Motion carried.

DIRECTOR'S REPORT:

- The December concert is the Monteverdi Chorale (December 17). This is an Endowment funded event.
- The City Council has approved funding for a replacement telephone system for the Library as part of a City-wide project. These will be wireless Internet phones (no need to re-cable the Library) and most will be portable. The proposal currently includes a public address system, which would be valuable in the event of an emergency.
- There is new Internet Signup and Room Reservation Software. Monthly concerts by the Cowboy Union Jam are now co-sponsored by the Library. A Community Read with Michael Perry is planned for April. Tweet Garot is taking over the HVAC contract. We discovered a leak in the penthouse wall during the recent storm, which will have to be patched in the spring. The 2016 Concert schedule was discussed, with the Mead Witter Foundation providing a \$10,000 supporting grant and Mr. Mead personally funding another concert. The Foundation is also willing to discuss funding school-library partnerships. Children's Programming was discussed. During ARTiGras the Library will be showing two foreign language films. The new piano has arrived.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: Mr. Barnett presented the Proposed Sick and Paid Leave Policy. (Copy attached to original Minutes.) Discussion followed. **A motion to approve the Proposed Sick and Paid Leave Policy was made by Dr. Dickmann, second by Mr. Clendenning. Motion carried with an abstention by Ms. Galvan.**

NEW BUSINESS: There were no items of New Business.

A motion to adjourn was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried and the meeting adjourned at 5:15 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on January 20, 2016 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

MINUTES
McMillan Memorial Library
Board of Trustees
January 20, 2016

DRAFT

Subject to
Approval

President Zacher called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Anne Zacher, Kevin Finbraaten, Susan Bovee, William Clendenning, and Scott Kellogg.

Absent: Andrea Galvan, David Farmbrough, Colleen Dickmann, and William Jacobs.

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Lance Pliml

CORRESPONDENCE: A check for \$10,000 was received from the Mead Witter Foundation, Inc. for the 2016 concert series. The staff has received the Bronze Award from United Way.

MINUTES: **A motion to approve the Minutes of the December 16, 2015 Library Board meeting was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for December 2015 paid in January 2016 and January 2016. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.**

DIRECTOR'S REPORT:

- Statistics and Events. Davina and the Vagabonds coming January 21. We are getting very good advanced notice for the February concert, the Baraboo-based PHOX. Dinner and a Book will be the first evening literacy program and the kickoff for both a preschool literacy series and the Community Read. There are also programs on using a portable printing press, needlecrafts and self-publishing.
- A listing of Buildings & Grounds projects is attached. The committee will meet if they see fit. The non-professional staff has been reorganized to better accomplish the Plan of Service. A similar reorganization is planned for the professional staff, but will come before the Personnel Committee for discussion.
- The Mead Witter Concert Grant is reflected in the revenue line. Solarus has been through to prepare for the new phone system. Management staff is refocusing our promotional strategies, including use of Constant Contact email service.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: There were no items of New Business to bring before the Board.

A motion to adjourn was made by Mr. Kellogg, second by Ms. Bovee. Motion carried and the meeting adjourned at 4:55 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on February 17, 2016 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

7

**Draft
MINUTES
SCLS BOARD OF TRUSTEES
December 18, 2015
12:15 p.m.
SCLS Headquarters**

Present: J. Ashford, P. Behling, J. Carter, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, M. Hokamp, J. Krems, N. Long, K. Michaelis, M. Nelson, R. Owens, K. Rattunde, A. Weier

Also Present: M. Van Pelt, K. Goeden

Absent:

Excused: H. Bauman, N. Brien, T. Gramling, J. Harrington, D. Heimstead, N. Hughes, M. McCarville

Call to Order: P. Cox, President, called the meeting to order at 12:18 p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

Minutes: J. Ashford moved approval of the November 20, 2015 minutes. J. Carter seconded. Motion carried.

Bills for Payment/Financial Statements: J. Carter reviewed the bills for payment in the amount of \$228,860.69 and moved approval. N. Long seconded. Motion carried.

Committee Reports:

- a. **Advocacy:** M. Nelson noted any board member interested in attending National Library Legislative Day (NLLD) must submit their application by the end of the board meeting. The Advocacy Committee will choose the representative to attend NLLD and announce that person at the January meeting. The "Every Student Succeeds Act" was passed, which supports students learning about the environment, conservation and field studies. A bill is in the works which provides the ability for libraries, in conjunction with collection agencies, to receive payment of fines.
- b. **Personnel Committee:** K. Michaelis noted the committee met for the System Director performance evaluation and review of the 2016 goals.
- c. **Nomination committee:** The 2016 slate of officers were presented: P. Cox, President; K. Michaelis, V. President; P. Behling, Secretary; J. Ashford, Treasurer.
H. Moe will send an email to the board of trustees and attach the 2016 board committee sign-up sheet.

Action Items:

1. Roll call vote to hold closed session for board consideration of the performance evaluation and salary recommendation of the System director as authorized by Wisconsin Statutes Section 19.85(1)(c)

Upon the motion of M. Nelson and the second of J. Ashford to go into closed session pursuant to Wisconsin Statute section 19.85(c)(1) to consider the employment, compensation or performance evaluation data of any

public employee over which the government body has jurisdiction or exercises responsibility, the roll call vote was unanimous. The board went into closed session at 12:33.

The board reconvened at 12:58.

On behalf of the Personnel Committee, K. Michaelis moved approval to accept the performance evaluation and goals of the System Director. M. Nelson seconded. Motion carried.

SCLS Foundation Report: The committee will meet in January.

Circulation and ILL Statistics: None.

System Director's Report: M. Van Pelt noted the Nekoosa library will join LINKcat in 2016. The staff will be providing a pot luck lunch for the January board meeting. The Budget/Finance Committee will need to meet with the auditor at 11:30 a.m. on January 28th.

Discussion:

SCLS Board of Trustees meeting minutes: At the November meeting the trustees were asked to review previous recorded minutes for input at the December meeting. The discussion determined that the minutes are fine the way they are presented and no action is needed.

Administrative Council (AC) Report:

You may view the minutes here: <http://www.scls.info/committees/ac/index.html>

Other Business:

M. Van Pelt inquired whether the board had additional education topics they would like to discuss in 2016. One idea included the challenges libraries will be facing in the coming years and how the system can help with those challenges. This topic was discussed at the 2015 All Directors meetings. The Aspen Institute's Report: *Rising to the Challenge; Re-Envisioning Public Libraries*

<http://csreports.aspeninstitute.org/documents/AspenLibrariesReport.pdf> also addresses this topic and will be the focus of SCLS webinars and the March 2016 All Directors meeting. M. Van Pelt will provide additional information in the January board packet.

Another idea included how to keep libraries relevant and funded based on circulation. This topic will be discussed at the October board meeting. The Mt. Horeb Public Library is piloting a project based on databases and how to make data more usable.

Information Sharing:

The next board meeting will be held on Thursday January 28th, with a potluck lunch at 11:30 a.m.

Meeting adjourned at 1:30 p.m.

Heidi Moe, Recorder

BOT/Minutes/12-18-2015

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF NOVEMBER 12, 2015

Chair Machon called the meeting to order at 5:04 p.m.

Present: Rozar, Breu, Earll, Feddick, Machon and Montgomery.

Excused: Meyer, Spiros.

Absent: Pliml.

Also present: Michelle Boernke, Assistant Dean for Administrative & Financial Services; Brian Panzer, Building & Grounds Superintendent; Marcie Koziczowski, Commission Bookkeeper; Theresa Lehman and Corey Brumbaugh from Miron Construction Co., Inc.; Rich Hohl from Solutionz; Bill Penker, concerned neighbor; Adam Hocking from the Hub City Times and Jonathon Anderson from the Marshfield News Herald.

Machon declared a quorum present.

Bill Penker gave a good account of the snow removal by Allar Services and hopes that the Commission will give them every consideration for the new contract period. He also encouraged an open house to keep neighbors informed regarding the S.T.E.M. building.

Motion (Breu/Earl) to approve and place on file the minutes of the August 20, 2015 regular meeting; the September 24 (with one spelling correction), September 28, October 21 and October 23 (showing the roll call was as follows: AYES – Feddick, Rozar, Machon and Spiros; NAYS – Breu and Earll) special meetings; and the September 22, 2015 taskforce meeting. Motion carried. (Minutes on file.)

Agenda item #7 was moved to this point in the meeting. The contract to Miron Construction Co., Inc. was approved at the October 23, 2015 meeting with two conditions – pending the approval of Wood County Corporate Counsel of the contract language and reference checks from former S.T.E.M. building projects. Peter Kastenholz, Wood County Corporate Counsel, indicated he is satisfied with the project manager contract language. Panzer conducted reference checks with Marathon County, Sheboygan County and the Stratford School District, using a scale of 5 questions with a high score of 5 each. Marathon County's rating was 25; Stratford School District was 25, and Sheboygan County's rating was 25. All indicated they were satisfied with the final project and the initial pre-construction work. Panzer also noted that the references noted that in all cases, on all projects, change orders were generated by the owner, not Miron Construction. Commission Earll wanted copies of newspaper articles dealing with Miron Construction distributed, but they did not meet the definition of "references" as outlined in the October 23, 2015 motion. Other Commission members noted that they had some knowledge of the articles. Corey Brumbaugh from Miron Construction Co. was invited to speak to the newspaper stories, which he did. Motion (Rozar/Feddick) to approve the project manager contract as presented. The motion carried with a 3-2 vote with Breu and Earll casting the dissenting votes.

Agenda item #6 was moved to this point in the meeting. Chair Machon reported that the next step is to develop and R.F.P. and develop a list of architects. A special meeting was set for November 16 at 2:15 p.m. to deal with these steps.

Motion (Feddick/Breu) to receive and place on file the statement of accounts. Motion carried. (Statement of accounts on file.)

Motion (Feddick/Rozar) to approve and place on file the lists of bills. Motion carried. (List of bills on file.)

Motion (Breu/Feddick) to receive and place on file the Building and Grounds Superintendent's report. Motion carried. (Report on file.) Motion (Rozar/Feddick) to award the snow and ice removal services contract to Turf Tamers for one year, with an option to renew for four years. Motion carried. Motion (Rozar/Feddick) to award the lawn care services contract to Turf Tamers. The motion carried. Building and Grounds Superintendent's report and all bids on file.

Motion (Earl/Rozar) to approve a 1% increase for the Commission Bookkeeper. The motion carried.

Boernke reported that the C.I.P. request may include upgrades to cameras, keyless entry system and the greenhouse. She also reported on the Risk Assessment "Night Walk" and still needed upgrades for the theatre. Rozar congratulated Boernke for being hired as the new Associate Dean for Finance.

The Dean reported that Brittany Lueth had been hired as the new Assistant Dean for Student Services.

There was no other business.

Kozickowski was asked to send out the 2016 meeting dates. (January 21, May 19, September 15, November 17, 2016.

Chair Machon declared the meeting adjourned at 6:26 p.m.

Minutes taken for Gordon Earll, Secretary, by Marcie Kozickowski

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL
MEETING OF NOVEMBER 16, 2015

Chair Machon called the meeting to order at 2:15 p.m.

Present: Breu, Earll, Machon, Rozar, Spiros and Feddick.

Excused: Meyer, Montgomery.

Absent: Pliml

Also present: Michelle Boernke, Assistant Dean for Administrative & Financial Services; Brian Panzer, Building & Grounds Superintendent and Theresa Lehman and Corey Brumbaugh from Miron Construction Co., Inc.

Machon declared a quorum present.

Machon reported that he was in receipt of a certified letter from Boson Company requesting they receive a copy of the submittal response information submitted by the other two final candidates for interview – including the complete RFP Response, the proposed contract documents and all fee information including general conditions, reimburseables, change order fees, and any additional items submitted or handed out at the interview itself. Machon noted that we would comply with that request and submit everything to which they were legally entitled.

The draft RPF was reviewed page by page. Also reviewed was the draft list of architects; Holdabird & Root & Keller was added to the list. A schedule will be sent by Ms. Lehman from Miron Construction Co., Inc. Two additional special meetings were set: December 9 at noon to create a short list of architects for interviewing and December 14 to interview architect candidates and select architect for S.T.E.M. building.

Meeting adjourned at 3:18 p.m.

Minutes taken for Gordy Earll by Michelle Boernke.

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL
MEETING OF DECEMBER 9, 2015

Chair Machon called the special meeting to order at 12:01 p.m.

Present: Breu, Earll, Spiros, Machon, Rozar, Pliml and Feddick.

Excused: Montgomery.

Absent: Meyer.

Also present: Michelle Boernke, Assistant Campus Dean for Administrative & Financial Services and Brian Panzer, Building & Grounds Superintendent and Theresa Lehman and Corey Brumbaugh from Miron Construction Co., Inc.

Machon declared a quorum present.

There were no public comments.

Motion (Rozar/Feddick) to authorize Miron Construction to make the initial contact when the architects were selected for interview and to set the interview schedule. The motion carried. Motion (Breu/Earll) to select the three lowest bids for architect services to be interviewed on Monday, December 14 (Bray Architects, Eppstein Uhen Architects and Plunkett Raysich Architects). The motion carried.

Meeting adjourned at 12:45 p.m.

Minutes taken by Marcie Kozickowski for Gordon Earll, Secretary

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL
MEETING OF DECEMBER 14, 2015

An informal session began at 10:00 a.m. for the purpose of hearing presentations by and conducting interviews for architect services. Candidates were: Bray Architects, Eppstein Uhen Architects and Plunkett Raysich Architects.

Chair Machon called the special meeting to order at 2:30 p.m.

Present: Breu, Earll, Machon, and Rozar.

Excused: Montgomery, Spiros and Feddick.

Absent: Meyer.

Also present: Michelle Boernke, Assistant Campus Dean for Administrative & Financial Services and Brian Panzer, Building & Grounds Superintendent. Also, representatives from Miron Construction.

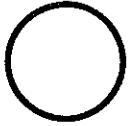
Machon declared a quorum present.

There were no public comments.

Following discussion, there was a motion (Rozar/Breu) to select the low bid, Bray Architects, for architect services. The motion carried.

Meeting adjourned at 3:22 p.m.

Minutes taken by Michelle Boernke for Gordon Earll, Secretary.



RESOLUTION#

Introduced by County Board Chairman
Page 1 of 1

CLC

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

INTENT & SYNOPSIS: To approve the Wood County Fire Warden list.

FISCAL NOTE: No fiscal impact

WHEREAS, in accordance with Section 26.12(3) and Section 26.14(3) of the Wisconsin Statutes, we recommend the following individuals to act as authorized Emergency Fire Wardens for prevention and suppression of forest fires in this County for the 2016 calendar year.

Town of Grand Rapids and Saratoga

Melissa Hilsmeier

T/Dexter, Hiles, Cranmoor

And Remington

Scott Bloyd

Town of Saratoga

Roger Peterson

Town of Remington

Ray Gile

Town of Grand Rapids

Jewell Ninneman

Peggy Doughty

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

BE IT RESOLVED that the above list of fire wardens is approved and the Chairman is authorized to sign the list.