

# Health and Human Services Committee Agenda

Thursday, May 26, 2016, 5:00 pm

Wood County Annex & Health Center - Classroom

1600 North Chestnut Ave, Marshfield

- 1) Call to order
- 2) Declaration of Quorum
- 3) Public Comments
- 4) Correspondence
- 5) Introduction and discussion with final candidate for Human Services Director position
- 6) **Consent Agenda:**
  - a) Meeting minutes:  
Health and Human Services Committee, April 28, 2016
  - b) Narratives:  
Department Head/Supervisor Monthly Reports/Narratives: Edgewater Haven, Veterans Service Officer (CVSO), Health Department, and Human Services  
Other Narratives/Reports/Informational Material/Resolutions: Health Department, Edgewater Haven, Veteran Services, and Human Services credit cards detail, Edgewater Haven marketing report, Edgewater Haven caseload statistics, Edgewater Haven Physical/Occupational Therapy (PT/OT) report, CVSO supporting documents/educational material
  - c) Vouchers: Vouchers from Edgewater Haven, Health Department, Human Services, Norwood Health Center, and Veterans Service

**Consent agenda items will be acted upon by the Health and Human Services Committee in one motion without discussion unless a Committee member requests an item(s) be removed for discussion and separate consideration.**
- 7) Discussion and consideration of item(s) removed from consent agenda
- 8) Financial Statements: Edgewater Haven, Human Services, and Norwood Health Center
- 9) Presentation by Jerry Lang regarding Wood County donation to St. Vincent DePaul renovation
- 10) Resolution to approve Veteran Services out-of-state travel request to attend the National Association of County Veteran Service Officer's Accreditation Class in East Peoria, IL, October 23-28, 2016 with all expenses paid from budgeted levy dollars
- 11) Human Services update on the TBI unit
- 12) Human Services proposed weekend 12-hour shift plan for CNAs
- 13) Human Services update on competency programming request
- 14) Human Services 5-year capital improvement plan
- 15) Resolutions to approve Health Department updates to the Wood County Public Health Ordinance and the Wood County Public Food Safety Ordinance
- 16) Update regarding relocation of departments to the River Block Building
- 17) Legislative issue updates
- 18) Future agenda items
- 19) Next meeting(s):
  - June 30, 2016, 5:00 pm, Edgewater Haven, Conf Room 110/Admin Bldg – Port Edwards [NOTE: this meeting has been changed from the 4<sup>th</sup> Thursday to the 5<sup>th</sup> Thursday]
- 20) Adjourn

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** April 28, 2016

**PLACE:** Edgewater Haven Administration Building Conference Room – Port Edwards

**PRESENT:** Donna Rozar, Peter Hendler, Tom Buttke, Jessica Vicente, Marion Hokamp, Lori Slattery-Smith, R.N., Dennis Polach

**EXCUSED:** Jeffrey Koszczuk, D.O.

**ABSENT:** Doug Machon

**ALSO PRESENT** (for all or part of the meeting): Kathy Roetter, Stephanie Gudmunsen, Jo Timmerman, Jordon Bruce (Human Services); Sue Kunferman, Kathy Alft, Nancy Eggleston (Health Department); Amy Slattery (Edgewater Haven); Rock Larson, Amanda Darr (Veteran Services); Lance Pliml (County Board Chair); Bill Clendenning (County Board Supervisor); Marla Cummings (Finance)

**1) Call to Order**

Meeting called to order at 5:00 p.m. by Chair Rozar. Introductions took place around the room.

**2) Quorum**

The Chair declared a quorum present.

**3) Election of vice-chair and secretary**

Rozar called for nominations for vice-chair. Polach nominated Hokamp. Buttke nominated Hendler. Hokamp withdrew her name from nomination. Motion (Hokamp/Buttke) to close nominations and cast a unanimous ballot for Hendler as vice-chair. All ayes. Motion carried

Rozar called for nominations for secretary. Buttke nominated Hokamp. Motion (Hendler/Buttke) to close nominations and cast a unanimous ballot for Hokamp as secretary. All ayes. Motion carried.

**4) Public Comments**

- n/a

**5) Correspondence**

- Rozar provided a brief update regarding the recruitment status of the Human Services Director position.
- Rozar solicited input from Committee members and department heads for their insight regarding appropriate oversight and whether there is a need for additional informational meeting(s) scheduled prior to the Committee meeting. No action items would be included on those agendas. They would be informational only allowing for more in-depth discussions with departments regarding their operations. There was Committee consensus a second meeting is not needed at this time. Rozar encouraged Committee members to conscientiously read over the monthly letters of comments by the departments prior to regularly scheduled meetings, contact department heads with any questions prior to the meeting, or request for that document to be pulled from the consent agenda for further discussion during the meeting. The possibility of having an extra meeting or two during the year for discussion of department programs was discussed.
- Nancy Eggleston provided an update of the norovirus outbreak at the Hotel Marshfield and briefly responded to Committee member questions and concerns.
- Other correspondence given to Committee members:
  - Edgewater Haven Newsletter
  - Wood County Foster Parent Appreciation Family Picnic, North Wood County Park Shelter House, May 19<sup>th</sup>, 5:30-6:30pm
  - News article regarding synthetic opiate overdose cases
  - NALBOH News Brief

**6) Consent Agenda**

Motion (Buttke/Hendler) to approve the consent agenda. All ayes. Motion carried.

**7) Discussion and consideration of items removed from consent agenda**

n/a

- 8) 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.
- 9) Human Services bi-annual update on Fiscal Services work plan**  
Jo Timmerman provided an update on communications and process recommendations for cash receipts, monthly close, and billing.
- 10) Human Services update on the TBI unit**  
Jordan Bruce shared census count for TBI unit and plans for marketing the unit to strategic locations.
- 11) Human Services proposed changes for Crisis Services and possible resolution(s)**  
Kathy Roetter reminded Committee members of last month's discussion around the current setup and responsibilities of the Crisis Line; and changes in program requirements starting July 1. The request for an additional FTE is necessary to comply with current regulation; in addition, it will enhance Crisis Line services. Kathy explained the personnel expenses will be covered by off-setting revenues associated with new charges for the services provided. Motion (Hendler/Hokamp) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.
- 12) Human Services wage issues for Social Workers and other Human Services Professionals**  
This agenda item will be addressed during discussions with agenda item 20.
- 13) Human Services weekend staffing schedules at Wood County Annex & Health Center (Norwood)**  
Jordan Bruce expressed concerns and challenges with staffing weekend schedules, and proposed a 12-hour schedule. Jordan shared benefits with the flexible schedule. Jordan will continue to look at staffing models and return with a plan at a later date.
- 14) Edgewater Haven presentation on "Leading Choice Network"**  
Amy Slattery shared a power point handout on "Leading Choice Network" which described the structure, mission, member responsibilities, and shared network fees as well as identified next steps. Amy shared that Corporation Counsel has reviewed the contract. Motion (Buttke/Hokamp) to join the "Leading Choice Network" for one year. All ayes. Motion carried. Amy is directed to monitor the benefits with this membership and report back to the Committee prior to renewing the contract.
- 15) State's request to purchase services or lease beds at Norwood**  
Jordan Bruce described a phone call he received from the State regarding competency restoration services. Department of Health Services (DHS) is looking to contract beds, with DHS operating the unit and providing the necessary services or contracting for services along with beds. The logistics are complicated. Kathy Roetter further described the composition of this population and concerns the Committee should be aware of. The Committee directed Jordan to explore the opportunity further as a possible way to generate revenue.
- 16) Approval of Health Department Environmental Health Fee Schedule**  
Sue Kunferman and Nancy Eggleston presented the EH proposed fee schedule to be effective June 1, 2016. A fee comparison of surrounding counties was shared. The last fee increase was in 2011. Motion (Slattery-Smith/Vicente) to approve the Environmental Health fee schedule as presented. All ayes. Motion carried.
- 17) Health Department presentation of Adams/Juneau County request for Environmental Health Services**  
Sue Kunferman described the request from Adams and Juneau Counties for Environmental Health services and how the Health Department plans to integrate this into the 2017 budget. There will be no cost to Wood County for these services. At this time, the agenda item is for information purposes and to gather any initial feedback or suggestions from the Committee.
- 18) Health Department out-of-state travel request to attend the International Lactation Consultant Association 2016 Annual Conference and Annual Meeting in Chicago, IL, July 20-23, 2016 with all expenses paid with grant funds.**  
Sue Kunferman shared conference details and learning objectives. Motion (Buttke/Slattery-Smith) to authorize attendance to the International Lactation Consultant Association Annual Conference in Chicago IL with all expenses paid with grant funds. All ayes. Motion carried.

**19) Out-of-state travel request for Committee member to attend the National Association of Local Boards of Health (NALBOH) Annual Conference in St. Louis, MO, August 10-12, 2016 with all expenses paid with grant funds.**

Sue Kunferman shared conference details and learning objectives. Motion (Hokamp/Slattery-Smith) to authorize attendance of a Committee member to the NALBOH Annual Conference in St. Louis, MO with all expenses paid with grant funds. All ayes. Motion carried.

**20) Discussion regarding recruitment and retention of Wood County employees**

Kathy Roetter expressed her ongoing concern with compensation of Social Workers and other Human Services Professionals. Kathy noted there has been significant turnover resulting from this issue. Recruitment and retention of employees is a serious concern of department heads. Human Resources and the Executive Committee Chair advised department heads to seek support from their oversight committees for increased flexibility (i.e. allow offer of employment up to step 6 and/or awarding vacation upon hire for recruitment; or move employees to a higher step within their approved grade classification if necessary for retention). Human Resources intends to address this concern with the Executive Committee at a future date.

**21) Upgrade regarding relocation of departments to the River Block Building**

Human Services will survey clients to get a better idea of parking needs with the relocation of services from the 12<sup>th</sup> Street location to River Block.

**22) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**23) Items for Future Agenda**

The Chair noted items for future agendas.

**24) Next Meeting(s)**

- May 26, 2016; 5:00 pm; Wood County Annex & Health Center Classroom – Marshfield
- **NOTE: the June meeting is moved to June 30<sup>th</sup>, the 5<sup>th</sup> Thursday of the month.**

**25) Adjourn**

Motion (Buttke/Slattery-Smith) to adjourn. Meeting adjourned at 7:43 p.m.

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

Minutes subject to Committee approval

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Marion Hokamp, Secretary  
Health and Human Services Committee



In the month of April we had 17 admissions and 8 readmissions. Current census on the Behavior Wing is 8 residents. Census comparison to last year April:

April 2015 - 66 average census with 7 Rehab  
April 2016 - 61 average census with 10 Rehab

Admissions/Discharges Comparison:

April 2015 - Admissions 18/Discharges 9/Readmissions 3  
April 2016 - Admissions 17/Discharges 14/Readmissions 8

We celebrated Nursing Home Week with a balloon release with staff and residents. We attached a card that stated it was "Nursing Home Week" and the theme was "It's a Small World". If you find a balloon either call or email our Activity Director, Tracey. We did get two responses; one from the bike path behind Edgewater and one from Greenwood, WI. We are hoping that we may get a few more responses. We had games and special food for the residents and the staff with a fair held in the main dining room on Friday. It was a wonderful celebration for all.

2015 Medicaid Shortfall Report:

- The 2015 Medicaid shortfall is expected to exceed \$7 billion nationally.
- The estimated average Medicaid shortfall for 2015 of \$22.46 per Medicaid patient day is a 6.0 percent increase over the preceding year's projected shortfall of \$21.20.
- For a typical 100-bed facility in which 63 percent of residents rely on Medicaid for coverage, this shortfall would mean a loss of more than \$1,415 dollars each day, exceeding \$516,000 annually.
- On average, Medicaid reimbursed nursing center providers only 89.4 percent of their projected allowable costs incurred on behalf of Medicaid patients. This means that for every dollar of allowable cost incurred for a Medicaid patient in 2015, Medicaid programs reimbursed, on average, approximately 89 cents.

#### MARKETING-April 2016

Social services and admissions continue contact with hospitals, hospices, assisted livings, medical suppliers, community care, protective services and home health agencies. On-site visits are done as needed to assess potential admissions and provide information to those who may be undecided as to their discharge plan.

Edgewater attended the annual "All Things Senior Expo" at the Hotel Mead and Conference Center in April. We were able to share our information and promotional items with approximately 125 seniors and their families.

We continue to sponsor a monthly ad in the Aging and Disability Resource Center newsletter.

We also sponsor the monthly Memory Café and Veteran's Café meetings.

Edgewater will sponsor an ad for the Port Edwards Street Dance.

Edgewater is celebrating National Nursing Home Week May 8<sup>th</sup> through May 14<sup>th</sup>. The theme is "It's a small world with a big heart." We will be having games and events for residents and staff throughout the week.

We celebrated Mother's Day at Edgewater with an ice cream social.


Edgewater received a new informational banner for the facility to use at promotional events.

Edgewater Haven cookbooks are still available for \$10.00.

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**OUTPATIENT CENSUS ACTIVITY REPORT - 2016**



<u>Name</u>	<u>Outpatient Admit Date</u>	<u>Month</u>	<u>Service</u>	<u>Total Charges</u>
<u>January</u>				
				January Total - None
<u>February</u>				
				February Total - None
<u>March</u>				
		PT		\$1,595.00
		OT		\$587.00
		March Total - \$2182.00		
<u>April</u>				
				April Total - None
<u>May</u>				
				May Total
<u>June</u>				
				June Total
<u>July</u>				
				July Total
<u>August</u>				
				August Total
<u>September</u>				
				September Total
<u>October</u>				
				October Total
<u>November</u>				
				November Total
<u>December</u>				
				December Total
YTD Total				\$2,182.00

**Edgewater Credit Card Statement - April 2016**[illegible]**Total Usage April 2016 \$ 499.66**

1015 EHNH  
Edgewater Haven

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1015 EHNH Edgewater Haven	Type	Apr-2016	Mar-2016	Feb-2016	Jan-2016	YTD
Company						
Med A ONLY						
TOTAL REHAB DAYS AS % OF TOTAL MRA DAYS		99.99%	100.00%	100.00%	100.00%	100.00%
% OF REHAB DAYS	RU	64.97%	70.05%	54.26%	70.91%	65.05%
	RV	26.55%	25.89%	45.74%	29.09%	31.82%
	RH	0.00%	4.06%	0.00%	0.00%	1.02%
	RM	8.47%	0.00%	0.00%	0.00%	2.12%
	RL	0.00%	0.00%	0.00%	0.00%	0.00%
REHAB DAYS BY RUG LEVEL	RU	115	138	51	78	96
	RV	47	51	43	32	43
	RH	0	8	0	0	2
	RM	15	0	0	0	4
	RL	0	0	0	0	-
TOTAL REHAB DAYS		177	197	94	110	145
Med A Replacement						
TOTAL REHAB DAYS AS % OF TOTAL MRA DAYS		100.00%	100.00%	100.00%	100.00%	100.00%
% OF REHAB DAYS	RU	100.00%	46.67%	38.78%	0.00%	46.36%
	RV	0.00%	53.33%	61.22%	100.00%	53.64%
	RH	0.00%	0.00%	0.00%	0.00%	0.00%
	RM	0.00%	0.00%	0.00%	0.00%	0.00%
	RL	0.00%	0.00%	0.00%	0.00%	0.00%
REHAB DAYS BY RUG LEVEL	RU	33	7	19	0	15
	RV	0	8	30	9	12
	RH	0	0	0	0	-
	RM	0	0	0	0	-
	RL	0	0	0	0	-
TOTAL REHAB DAYS		33	15	49	9	27
Medicare B Units Medicare Part B						
PT Units		72	109	192	324	174
OT Units		100	100	181	147	132
ST Units		22	41	31	25	30
Total Units		194	250	404	496	336
% Med B Saturation		7.60%	12.39%	16.94%	18.54%	13.87%
Medicare B Advantage Units Med B HMO						
PT Units		14	0	3	1	5
OT Units		0	1	25	14	10
ST Units		2	7	0	0	2
Total Units		16	8	28	15	17
Combined Total Units		210	258	432	511	353
Med A LOS						
Overall Med A LOS		23.56	13.29	23.70	24.33	21.22
Excluding Death, Hospital & Hospice		23.56	15.25	29.50	24.33	23.16

**CVSO Report to the Wood County Health and Human Services Committee**

**Meeting Date:** May 26, 2016

Caseload activity for April: 11 new veterans. The regular detailed caseload activity report is attached.

**Activities:**

1. Completed as of May 19, 2016:
  - a. April 21 – CVSO NE Region meeting at the VA Mega Clinic in Green Bay
  - b. April 27 – Comprehensive Community Services Coordination Committee meeting
  - c. May 5 – HIPAA Security Risk Analysis wrap up meeting.
  - d. May 6 – ~~Representative Krug listening session at McMillian Library.~~ Cancelled.
  - e. May 18 – Wood County Coalition against Abuse Interdisciplinary Team Quarterly meeting (I-Team).
2. Near Future:
  - a. June 8 – Wood County Transportation Committee meeting at Centralia.
  - b. June 13 – CVSO meeting with the Tomah VA Medical Center Director.
  - c. June 17 – CVSO Association of Wisconsin Executive Committee meeting.
3. Long Term: November 2 – Wisconsin Rapids Veterans Exposition.

**Office updates:**

1. Wood County veteran hiring initiative: No progress in this reporting period. Payroll software and other issues in the Human Resources Department. I did forward an article on veterans hiring and recruiting to the HR director this month.
2. Wisconsin Rapids office move. It has been decided that the new veteran's office will be located in the space vacated by systems on the first floor of the courthouse. I would like to thank the maintenance department especially Reuben Van Tassel who have worked quickly through several drafts of a remodeling plan to come up with a viable floor plan. That floor plan will accommodate client privacy, security, traffic flow, interoffice communication and handicap accessibility.
3. Update on the Wisconsin Department of Veterans Affairs (WDVA) grant to counties for improvement of services. Since the last meeting I received a copy of the 7<sup>th</sup> District Republican Party of Wisconsin resolution, and the Wisconsin County Executive & Administrators Association Letter to the Governor (both are included with this report). In addition several county boards have passed similar resolutions pertaining to the grant and regionalization legislation. Senator Erpenbach has requested a Legislative Council Memo on the grant issue. It is my understanding that a Legislative Council memo is a research paper on the background of a particular legislative issue. Also the WDVA Secretary stated in a meeting with the Commanders of the Veterans Service Organizations (VSO) with the Governor in attendance that new CVSO regionalization legislation will appear next session because the Counties Association is pushing for it. After confirming that was actually said at the meeting the CVSO Association of Wisconsin contacted the Wisconsin Counties Association to get the facts of their position. It was confirmed that they were not seeking regionalization legislation. They stated they would ensure the

Governor and the Wisconsin Department of Veterans Affairs understood that it was not an initiative they were seeking.

4. Wisconsin Veterans Exposition. In conjunction with the Tomah VA medical Center our office will be planning and conducting a Veterans Exposition on November 2, 2016 at the Woodlands Church facility located in the Shopko mall complex. This will replace the Homeless Veterans Stand Down we have conducted the past two years. There will still be a homeless component to this event but the focus will now for be on all veterans. It will probably be marketed as a "Central Wisconsin Veterans Expo" but Wood County will be the lead and conduct a major portion of the planning process.
5. The National Association of Counties (NACo) working with the Army One Source research center has provided estimates of current deployment, Traumatic Brain Injury (TBI), PTSD and Suicidal Ideation for all counties. You can view all data at [www.AOSResourceCenter.com](http://www.AOSResourceCenter.com) Login with username "NACO" and password "County2016".

Their Wood County data is:

Deployed (I believe this to be into combat theatre) between 2001 and May 2015	335
Deployed more than once between 2001 and may of 2015	295
Estimated to have PTSD	55
Estimated to have TBI	65
Estimated to have Suicidal Ideation	13

6. Recently I was asked to speak to the Judge Potter by the Child Support Director about a child support case involving a disabled veteran who was now incarcerated and how the VA handles incarcerated veterans disability compensation, requests for apportionment of VA benefits to a custodial parent who is not receiving adequate support from the disabled veteran. After the discussion it was recommended that the custodial parent meet with our office to seek an apportionment of the veterans VA compensation. We have provided initial paperwork and instruction to the former spouse and have set up an appointment to finalize the application.



**PRESIDENT**

Thomas Meaux  
Ozaukee County Administrator

**VICE PRESIDENT**

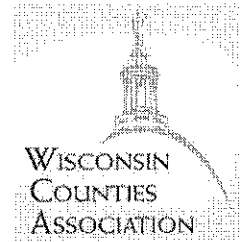
Troy Streckenbach  
Broun County Executive

**SECRETARY-TREASURER**

Deb Behringer, Waushara County  
Administrative Coordinator

**REPRESENTING:**

Adams County  
Ashland County  
Barron County  
Bayfield County  
Brown County  
Burnett County  
Calumet County  
Chippewa County  
Dane County  
Dodge County  
Door County  
Douglas County  
Dunn County  
Eau Claire County  
Fond du Lac County  
Iowa County  
Jefferson County  
Kenosha County  
La Crosse County  
Langlade County  
Lincoln County  
Manitowoc County  
Marathon County  
Marinette County  
Marquette County  
Menominee County  
Milwaukee County  
Monroe County  
Oconto County  
Outagamie County  
Ozaukee County  
Portage County  
Racine County  
Rock County  
Sauk County  
Shawano County  
Sheboygan County  
St. Croix County  
Walworth County  
Washburn County  
Washington County  
Waukesha County  
Waushara County  
Winnebago County



May 3, 2016

Office of Governor Scott Walker  
115 East Capitol  
Madison, WI 53702

Dear Governor Walker:

RE: Wisconsin Department of Veterans Affairs Grant to County Veterans Service Offices

This letter is to request your support for reinstating and streamlining the administration of state grant funding for county veteran services.

**Background: State law requires the Wisconsin Department of Veterans Affairs to provide fiscal support to locally provided veteran services.**

In 1973, the state legislature created a block grant to counties to enhance locally provided service to veterans. (1973 c. 90, "the CVSO Grant") Since then the CVSO Grant has been used statewide: to supplement salaries for County Veteran Service Officers (CVSOs) allowing counties to attract and retain sufficient talent as full-time CVSOs; to supplement salaries for service office staff allowing for clerical support, even assistant CVSOs; and, to support general operation of the local veteran service offices. This state funding support has been instrumental in backing local delivery of benefit services to veterans across Wisconsin.

The oversight required of the Wisconsin Department of Veterans Affairs (WDVA) to disburse the CVSO grant was minimal. The department was required to develop reasonable budget and operating standards, determine which counties met those standards and issue \$3,000 annually to those counties. Full operating control of the county office was left to each individual county.

The CVSO Grant was increased to \$5,000 annually in 1989. And, beginning in 1997, the counties who employed a full-time CVSO received between \$8,500 and \$13,000 annually depending on their county population. Counties who employed a part-time CVSO received \$500 annually.

**Problem:**      *Recent changes to the CVSO Grant have failed to meet the original legislative intent.*

In 2014, WDVA conducted a statewide audit to evaluate each county's use of the CVSO Grant. The department did not publish a report of the audit results or issue remedial guidance to counties. WDVA seems to have used the audit to change the CVSO Grant, via the 2015 state biennial budget, from a block grant to a reimbursement for which each county may apply twice annually.

Section 45.82(5), Wis. Stats., now outlines the general categories of reimbursable expenses and requires WDVA to promulgate rules to implement the reimbursement including establishing criteria and procedures for reimbursement. As of the date of this letter, WDVA rules are not available. A majority of reimbursement requests submitted in 2016 have been denied. There is no appeal process. Counties may reapply but, without clear guidance, there is no assurance a resubmitted request will be reimbursed.

A striking example is Ozaukee County's requested reimbursement for \$6,500 of salary and fringe benefit expenditures. (Only \$6,500 was requested due to the new restrictions on reimbursable criteria, which allow only 50% of the 2016 CVSO Grant for reimbursement of salary and fringe benefits.) In support of the requested reimbursement Ozaukee County provided a report from the county budget software showing the salary and fringe benefit expenditure for the Veteran Service Office for the pertinent time period. In addition, the application for reimbursement was signed by the County Administrator certifying that the information provided was accurate.

Ozaukee County's request was denied. The response from the DVA was "The information provided is inadequate. Feel free to try again during the next reimbursement period."

In addition, the department's new restrictions regarding reimbursable expenses create an inconsistency with the law. According to the original legislative intent, salaries are a perfectly acceptable use of the grant. In fact, the department's administrative code still provides:

A county may use **all or any part** of its county veterans' service grant to supplement its salary payments to its county veterans' service officer or service office staff or for other budgeted expenses of the county veterans' service office. VA 8.05 (emphasis added)

Recent changes to the grant however restrict –and, after 2017, eliminate altogether– salary and fringe benefit expenditures from the list of reimbursable expenses for which the CVSO Grant funds may be used. These changes are not supporting or enhancing the delivery of benefits services to Wisconsin veterans.

Ozaukee County is not alone in this. A survey sample, with 39% of Wisconsin counties reporting, depicts the following 2016 CVSO Grant Reimbursement results:

CVSO Grant Reimbursement Requested:	\$201,482.26		
CVSO Grant Reimbursement Approved:	\$90,336.54	44.8%	approved
CVSO Grant Reimbursement Denied:	\$111,145.72	55.2%	denied



The cumulative impact of these modifications: from a block grant to a reimbursement; from one application to two applications per year; and, from known, accepted guidelines to restrictive reimbursement criteria and unknown documentation requirements have resulted in an unnecessary increase in the administrative burden associated with the grant, both for the Department and for each individual county. Moreover, the increased administrative burden and labor cost is prohibitively excessive. Most importantly, the current administration of the CVSO Grant is keeping the funds away from supporting local delivery of benefits services to Wisconsin veterans.

In summary: recent changes to the CVSO Grant are neither improving nor enhancing local delivery of benefits services to Wisconsin veterans.

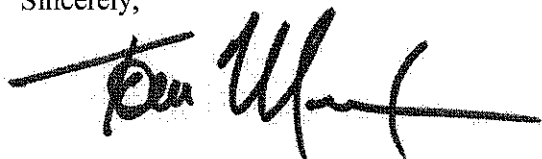
**Proposal:**     *Restore state support of locally provided veterans' services.*

The undersigned respectfully requests that you consider reinstating the CVSO Grant as an annual block grant and eliminating unreasonable and unnecessary funding restrictions.

CVSOs provide a proven delivery model and their efforts are widely appreciated throughout the veteran community. The department should be encouraged to cooperate with and leverage this structure. Restoring the CVSO Grant as a block grant is a step in the right direction.

Our organization stands ready to work with the Department and Administration to rectify this inequity.

Sincerely,



Thomas Meaux, Ozaukee County Administrator, President WCEA  
The Undersigned representatives of 34 Wisconsin Counties  
Cc. Secretary John A. Scocos, Wisconsin Department of Veteran Affairs

Ashland County  
Jeff Beirl, County Administrator

Chippewa County  
Frank Pascarella, County Administrator

Bayfield County  
Mark Abeles-Allison, County Administrator

Dodge County  
James Mielke, County Administrator

Barron County  
Jeff French, County Administrator

Dunn County  
Gene Smith, Administrative Coordinator

Brown County  
Troy Streckenbach, County Executive

Eau Claire County  
Kathryn Schauf, County Administrator

Burnett County  
Nathan Ehalt, County Administrator

Fond du Lac County  
Allen Buechel, County Executive

Calumet County  
Todd Romenesko, County Administrator

Iowa County  
Larry Bierke, County Administrator

Jefferson County  
Ben Wehmeier, County Administrator

LaCrosse County  
Steve O'Malley, County Administrator

Langlade County  
Robin James Stowe, Administrative Coordinator

Lincoln County  
Randy Scholz, Administrative Coordinator

Marathon County  
Brad Karger, County Administrator

Marinette County  
Shawn Hennessee, County Administrator

Manitowoc County  
Bob Ziegelbauer, County Executive

Marquette County  
Brenda Jahns-Grams, Administrative  
Coordinator

Menominee County  
Jeremy Weso, Administrative Coordinator

Monroe County  
Cathy Schmit, County Administrator

Oconto County  
Kevin Hamann, Administrative Coordinator

Outagamie County  
Thomas Nelson, County Executive

Portage County  
Patty Dreier, County Executive

Rock County  
Josh Smith, County Administrator

Sawyer County  
Thomas Hoff, County Administrator

Shawano County  
Brent Miller, Administrative Coordinator

Sheboygan County  
Adam Payne, County Administrator

St. Croix County  
Patrick Thompson, County Administrator

Washington County  
Joshua Schoemann, County Administrator

Waukesha County  
Paul Farrow, County Executive

Waushara County  
Debra Behringer, Administrative Coordinator

Winnebago County  
Mark Harris, County Executive

Here is a copy of the text.

Jim Miller  
7th district chair

**2016-7 COUNTY VETERANS SERVICE OFFICER – IN SUPPORT OF**

1 – WHEREAS, each of the 72 counties within Wisconsin are required to have a County Veterans Service Officer (CVSO) and many, due to workload, also have an assistant CVSO, both of whom must be veterans; and

2 – WHEREAS, that these individuals provide an invaluable service to the veterans of their respective communities, especially in rural counties with limited services for veterans; and

3 – WHEREAS, 95% of veteran claims in Wisconsin originate in a county Veterans Service Office as a result of personal contact with these veterans and their families; and

4 – WHEREAS, through the efforts of the State's CVSOs, Wisconsin veterans have realized more than \$2.5 billion in well-deserved federal benefits as a result of their service; and

5 – WHEREAS, the CVSO Grant was created in 1973 to assist counties in providing Veterans Services and allowing CVSOs to utilize these funds for anything as long as it was for the benefit of veterans and did not go to another department or the county GP funds; and

6 – WHEREAS, current rules concerning CVSO grants have had a negative impact on the ability of rural counties to support their veteran populations.

7 – NOW, THEREFORE, BE IT RESOLVED, that the Republican Party of the Seventh Congressional District of Wisconsin, in caucus assembled, vigorously opposes any efforts to make CVSOs optional, to consolidate or regionalize these positions, to integrate them within other county departments, and to remove the requirement that they be filled by veterans, while simultaneously supporting efforts to reinstitute CVSO grants as they were originally formulated and to form a task force to objectively study and seek long term resolutions to actual hurdles to veteran's outreach and delivery, so as to enhance the current access and advocacy system for Wisconsin's veterans who have sacrificed so much for our state and our country.

**Caseload Activity by Person**

May 1- May 31 2016

Federal	NEW				Follow Up				Reopen			
	CVSO	VR IV	VR III	ACVSO	CVSO	VR IV	VR III	ACVSO	CVSO	VR IV	VR III	ACVSO
Power of attorney	3		2	1								
Compensation	2		5	1	21		6		3			
Pension					5		2	1				
Burial Benefits	1		3	1	1		6					
DIC					1		3					
Medical Care	3		3	1	2		4	1				
Life Insurance												
Misc.	3		67	11			2	1				
GI BILL (EDUCATION)							1					
Grave Marker	1		3									
Home loan	1											
Vocational Rehab.	1				1							
Request for Records	4		30	3			4					
Home Visit												
State												
Certificate of eligibility												
Personal Loan Program												
Subsistence Aid Grant												
Health Care Aid Grant												
King Veterans Home												
Vet Ed Grant												
Wis GI Bill	1				2		1					
State Cemetery												
Vet Assist Center												
Property tax credit	2		1									
Retraining Grant												

2016 May Totals	22	0	114	18	33	0	29	3	3	0	0	0
2015 May Totals	28	17	49	59	7	10	8	14	2	0	0	0

Federal	Amended				Information			
	CVSO	VR IV	VR III	ACVSO	CVSO	VR IV	VR III	ACVSO
Power of attorney								
Compensation	1						1	1
Pension							3	1
Burial Benefits					2		13	2
DIC							1	
Medical Care					1		10	3
Life Insurance								
Misc.					2		13	
GI BILL (EDUCATION)							2	
Grave Marker								
Home loan								
Vocational Rehab.								
Request for Records							6	
State								
Certificate of eligibility								
Personal Loan Program								
Subsistence Aid Grant								
Health Care Aid Grant								
King Veterans Home							2	
Vet Ed Grant								
Wis GI Bill					1		1	
State Cemetery								
Vet Assist Center								
Property tax credit							1	
Retraining Grant								

2016 May Totals	1	0	0	0	6	0	53	7
2015 May Totals	0	1	0	0	10	31	15	38
2016 Overall Total	289							
2015 Overall Total	289							

Files Reviewed

## **Health Department Report**

**May 26, 2016**

*If you have any questions about this report, please contact Sue Kunferman at 715-421-8928 (W) or 715-213-8493 (Cell) or skunferman@co.wood.wi.us*

### **ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN**

- I attended Family Assistance Center training to learn about how to assist families during a mass casualty or mass fatality event.
- River Block meetings continue to go well.
- Several of us attended a regional Ebola tabletop exercise in Wausau. This was a requirement of our emergency preparedness grant through the WI Department of Health Services (DHS).
- I continue to work on a statewide committee to review and update DHS Chapter 140 regarding required services of local health departments.
- Our Office Manager has been attending Time Star meetings regarding our future time keeping system.

### **PERFORMANCE MANAGEMENT REPORT – TYLER ZASTAVA MPH, CHES**

The newly revised workforce development workbooks have been fully implemented. Supervisors have been trained in the process and staff has been orientated to the new procedure. To assure that this new process is effective, a performance measure has been written to track progress.

### **COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH**

#### **Chronic Disease Prevention and Management**

All Wood County Public School food service directors met to recap past events, but also to share pertinent information and develop local food lists for the next school year. Sue and I will be traveling to each individual school to learn more specifically the ins and outs of the current system and what the barriers/possibilities may be for Farm to School. Harvest of the Month newsletters will be distributed to all Wood County public schools on May 17<sup>th</sup>. Members of the coalition attended the first ever Hunger Summit in Wisconsin Rapids-there are synergies with hunger relief work and some of the local farm to institution work that we have been doing. Our team worked with the Wisconsin Rapids School District to write for an AmeriCorps member, which would help support Farm to School community outreach and education. Assistance was provided to school districts focused on sourcing local food for Earth Day celebrations. Two additional farmer posters were created for Farm to School for Holden Flaig (Farm Time Out Aquaponics) and Cee Dee Acres. We continue to work on regional Farm to School procurement efforts and developed a relationship with the National Farm Medicine Center to help us move in this direction. River Riders Bike Share is gearing up for its second season; bikes are being tuned up and there are tentative plans to "role out" for Memorial Day Weekend.

#### **Healthy Growth and Development Team**

The Healthy Growth and Development team is working on developing a new name and we have a new mission and vision in place! We will continue the strategic planning process over the next few months. We have developed three specific objectives and goals are coming soon. The team's activities will overall be very similar but we are excited about some new ideas/opportunities. The American Dental Association grant is complete but the packets and screening forms are still being completed at the Marshfield Clinic for pregnant women and nine-month-olds, and we have had very positive feedback.

#### **Mental Health and Alcohol and Other Drug Abuse Team**

Strategic planning for both of these teams continues, as well as work to update the mission and vision. We continue supporting Healthy People Nekoosa and helping with trainings, community education, and initiatives. Currently, they are planning a Hope Run/Walk and a Block Party on May 21<sup>st</sup>. Efforts continue on suicide prevention and coordination of QPR trainings throughout the county. We continue to hold City Transformation meetings, working to engage the faith community in Healthy People Wood County coalition work. Support continues to happen with the new heroin task force which was formed in December in Wisconsin Rapids. Our team is currently planning for the October mental health conference. We are writing grants as needed to find funding for the conference. The team is also working on pulling together material for future writing of the Drug Free Communities grant in 2017. Meetings with Human Services and Marshfield Clinic Center for Community Outreach have taken place to discuss the prevention block grant and how we will work together and have aligned prevention efforts. Planning has also begun with Human Services to move forward with Trauma Informed Care in order to have Trauma Informed Communities. This information was presented to the WCHD Quality Council as well. Lastly, we held an Adverse Childhood Experiences discussion with Legislators Julie Lassa and Nancy VanderMeer.

## **ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.**

### **Seasonal Procedures**

Vending inspections take place in the spring where a portion of the vending machines that serve food items requiring either cooling or heat for safety are inspected. We currently have three vending companies working in Wood County. All of the Wood County park wells were tested for bacteria and nitrate prior to the opening of the parks for the season. Beach samples will be collected for analysis prior to the Memorial Day weekend. A consultation was done at the YMCA camp to explain the Recreational Educational Camp code requirements. The Department of Health Services held a training session to explain licensing of a pool basin based on the additional equipment or features added to that basin. One pool may require more than one license. Counties previously licensed pools based on the number of basins with separate circulation systems.

### **Educational Activities and Environmental Health Training**

The Environmental Health section provided food service training programs to a number of food service establishments. These programs included a plan for implementation specific to the needs of each facility. We will be doing onsite training upon request in addition to providing the training programs. Greg Kolodziej applied for and was accepted as a trainee in the FDA 325 class on Foodborne Illness Investigations. The three-day training was held in Green Bay. It covered risk factors for food borne illness, organisms of concern, incubation times for illnesses, interviewing techniques, data analysis and prevention methods.

### **Licensed Establishment Changes and New Businesses**

Marshfield has a new restaurant called Fuji. It is in the location of the old Bamboo Garden. A new bed and breakfast, Willow Creek, is opening in Wisconsin Rapids. A plan review was completed on a mobile unit that wants to work at temporary events in Wood County. The unit is not ready to be licensed. The Holiday Inn in Marshfield is now running the food service for their conference center. Farmers Pantry is now processing bulk foods, flour, rice, etc. Farmers' Markets will begin soon and we will be licensing some vendors and inspecting food stands to assure safe food at these events.

### **Food Borne Illness Investigations**

The Environmental Health and Communicable Disease sections have been working together on recent food borne illness complaints. A Marshfield complaint involved a banquet with a number of individuals reporting illness following the event. We conducted interviews of ill and well guests as well as food service staff, conducted a full inspection of the facility's kitchen and food service area, coordinated obtaining and shipping lab samples for analysis, obtained food samples for analysis, and worked with state epidemiologists on data collection and determining a cause of the illnesses. A total of 59 individuals were reported as ill and 5 positive lab samples identified an identical strain of norovirus as the cause of illness. Ill individuals included banquet guests and food service staff members. The investigation is continuing and a final report will be available in approximately one month. The second illness report was in Wisconsin Rapids with 2 persons ill and no cause of illness determined at this time. No other illnesses were reported and we are working with the restaurant to reinforce food safety training with staff members.

## **HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS**

### **Oral Health Program - Wendy Ruesch, RDH, CDHC**

During the 2015/2016 school year, the Healthy Smiles Sealant program provided an oral screening and oral health education for 1527 children. Fluoride treatments were applied on 1515 children and 1768 sealants were placed on 552 children. The Healthy Smiles Head Start program provided 802 fluoride treatments and oral screenings for 329 children. The number of children found with unmet dental needs totaled 373 and all of these children were referred to their dentist or case managed for dental treatment. I attended the mandatory annual Seal-A-Smile meeting and Infection Control class. I also attended a Head Start Health Advisory Committee meeting.

## **COMMUNICABLE DISEASE TEAM REPORTS**

### **Tuberculosis Update – Dani Garski**

- Two of our communicable disease nurses attended the Tuberculosis Summit in Verona, WI.

### **Communicable Disease Update – Dani Garski**

- During the month of April, there were 24 cases of chlamydia, 1 case of gonorrhea, and 0 new cases of hepatitis C investigated in Wood County.

- Wood County has now had 1 pediatric death related to Influenza A this season. There were 7 hospitalized influenza cases in April, all of which were attributed to Influenza A. Overall, influenza activity in Wisconsin is decreasing but still present.
- During the month of April, 1 case of E. Coli, 2 cases of salmonella, and 1 case of campylobacter were investigated. Norovirus continues to be the predominate gastropathogen detected in Wisconsin.
- We investigated an acute respiratory infection outbreak at Bethel Nursing Home. Initially there were 2 residents and 1 employee ill, but final numbers have not yet been received.

#### Lead Update – Dani Garski

- We are assisting the WI Department of Health Services with an investigation related to lead-poisoned workers at Fraser Shipyard in Superior, WI. We are in the process of interviewing two employees with elevated lead levels that live in Wood County.

#### Emergency Preparedness – Tyler Zastava

Some Health Department staff participated in a regional Ebola exercise held in Wausau on May 11th. Along with public health, hospitals and emergency managers attended. All health department staff received a refresher on mass clinic and Incident Command Structure training at the May staff meeting.

### **FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS**

#### Amish Outreach – Leah Meidl

We continue to work on outreach for traffic safety surrounding the Wood County Amish community. We will be making a brochure widely available that includes road safety information for the Amish community and the general Wood County community. We will be distributing this to driver education programs, businesses, and to other frequently visited locations in the community. In addition, we continue to work directly with the Amish community to develop a more visible system for buggy lighting/reflection. We are collaborating with the community to increase signage and are hopeful for funding from the Marshfield Clinic Farm Medicine program that would enable some of these signs to have flashing lights.

We completed a newborn blood card and congenital heart disease screening this month for a newborn Amish baby. A new outreach method started based off of the birth reports where we send a letter of congratulations to each family with a birth. This letter contains contact information for the health department in case any needs arise.

#### Fetal Infant Mortality Review (FIMR) – Leah Meidl

At our strategic planning meeting, we discussed options for the team. From this meeting, we developed an Ad Hoc team that will meet in May to develop a mission, vision, goals, strategies and objectives. We will meet again as a full team in June to discuss the changes. We are excited about the ideas that were shared and we will be exploring.

#### Caring Hands- Erica Sherman

Caring Hands is sponsoring a training opportunity for child care providers and parents entitled *The Importance of Play in the Early Years*. Debra Moore-Gruenloh, MSE will present on why play is critical for growth and development and how a play oriented curriculum facilitates cognitive, social, emotional, and physical development. This training is being held on Tuesday, May 17, from 6:30pm-8:30pm at the Streit Conference Center (St. Joseph's Hospital, Marshfield). Preregistration is required by contacting Childcaring at 715-423-4114. More than 43 child care providers attended this same training, which was offered at Mid-State Technical College on Tuesday, May 3<sup>rd</sup>.

#### Safe Kids – Tyler Zastava

The life jacket loaner boards are being taken out of storage and will be ready to go by Memorial Day. We now have three boards, which are located at Wazeecha boat landing, Dexter Park, and Nepco boat landing. The coalition is gearing up for another year of Safety City, a weeklong safety camp for five-year-olds. To better accommodate working parents, afternoon and evening sessions will be offered. The camp will be run in June. Work is being done to see if the camp can be offered in Marshfield this summer as well.

#### Teen Driving – Tyler Zastava

A grant has been written to the Department of Transportation to support an Impact Teen Driver train-the-trainer workshop. If funding is received, the workshop will be held in July/August and will be targeted to School Resource Officers, Driver Ed Instructors, and others who have the ability to go into the classroom and present the material.

This is a national program founded out of California, is evidence based, and is designed by teens for teens. It's been proven to be very effective.

Wood County Breastfeeding Coalition – Amber France

Since sending out the Breastfeeding Friendly Business packets in April, six businesses now have a breastfeeding policy in place. Packets are mailed out biweekly to 10 area business. The packets include information on the Break Time for Nursing Mother's Law and a postcard to return that states whether or not they have a policy and how the Wood County Health Department can help them adopt a policy.

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

WIC started a new clinic schedule the week of May 9<sup>th</sup>. WIC clinics will run Monday through Thursday in Wisconsin Rapids and Tuesday and Wednesday in Marshfield. This allows more flexibility for the participants and increases accessibility.

Caseload for 2016 (Contracted caseload 1327)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Active</b>	1309	1268	1309	1307								
<b>Participating</b>	1438	1410	1425	1424								



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- Quality Improvement: The 'New Way of Doing Business'

### Accreditation Works!

In Wisconsin Rapids, a culture of continuous quality improvement is no longer just another thing: 'It's a part of everything, as it should be'

BY SUSAN KUNFERMAN, RN, MSN, CPM



Many things have changed at the Wood County Health Department in Wisconsin Rapids, Wis., since becoming accredited in May 2013. One of the most significant changes we've seen is how the culture of quality improvement has become ingrained within our staff and throughout our department. As an administrator, this transformation has been fun to watch. I think back to discussions about how staff simply couldn't do one more thing. Plates were already overflowing; how were we going to make this work? That all seems so long ago and I believe we've turned the corner and found a place where quality improvement (QI) isn't another thing: it's a part of everything, as it should be.

This revelation hit me when I was reviewing a list of the QI projects that employees completed in 2015. It was a long list — a very long list. Some of the outcomes from those projects are truly amazing and undertaking those initiatives has improved every program area in our agency in some way. For example, in our oral health program we reduced product waste due to expiration by 79 percent, and the percentage of mothers receiving at least one successful breastfeeding peer counseling contact went from 17 percent to 70 percent. That doesn't mean that each project ended with 100 percent success. That certainly isn't the case. But even those that didn't go the way we expected helped us with our journey toward becoming the most effective and most efficient agency possible while providing excellent customer service. It also helped us become more comfortable with the option to "abandon" or "adapt." Both are now very important in our world.

I look forward to our continued growth as an agency as we experience the many benefits that come with the public health accreditation process.

*The author is Director and Health Officer of the Wood County Health Department in Wisconsin Rapids, Wisconsin. Wood County Health Department was awarded national accreditation through the Public Health Accreditation Board on May 30, 2013.*

Public Health Accreditation
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# HEALTH DEPARTMENT CREDIT CARD SUMMARY

3/21/2015 - 4/20/2016

Due Date 5/19/2016

Date Paid 5/3/2016

Amount Due \$ 6,858.40

## PUBLIC HEALTH - VISA CHARGES

Vendor	Description	PH	GRANT	Amount
Holiday Inn	Conference	√		\$ 82.00
Radisson	Conference	√		\$ 164.00
WEHA	Conf Registration	√		\$ 450.00
Feeding Wisconsin	Conf Registration	√		\$ 35.00
Best Western	Conference		PHEP	\$ 92.73
Wal Mart	Meeting (St Planning)	√		\$ 16.49
Kwik Trip	Meeting (MH/AODA)	√		\$ 8.97
NST	Seminar Reg	√		\$ 199.00
UW Extension	Conf Registration	√		\$ 1,350.00
UW LaCrosse	WHEN registration	√		\$ 95.00
Amazon	Farm Mkt Supplies		Incourege	\$ 256.26
WI Inst Healthy Aging	Forum Regis		CP-WIC	\$ 30.00
Cheap Tickets	Conference		CP-WIC	\$ 724.38
Wal Mart	Mtg/Prog Supp		MCH	\$ 37.41
Amazon	Prog Supp	√		\$ 11.60
NWTC Grn Bay	Conf Regis (Teen Dr)	√		\$ 75.00
Domino's	Meeting (St Planning)	√		\$ 73.56
				\$ 3,701.40

### Grants:

BRACE	Building Resilience Against Climate Effects
EP	Emergency Preparedness
IMM	Immunization
LEAD	Childhood Lead
MCH	Maternal Child Health
PHHS	Prevention Funds
SGK	Susan G Koman
SHP	Security Health Plan
TOB	Marathon County Tobacco Coalition
TRANS	Transform WI
WIQI	Accreditation Infrastructure
WWWP	WI Well Woman

## CONSOLIDATED GRANT - VISA CHARGES

Vendor	Description	GRANT	Amount
NACCHO	Conf Registration	PHHS	\$ 520.00
			\$ 520.00

## WIC - VISA CHARGES

Vendor	Description	PROGRAM	Amount
Etsy	Prog Supplies	PC	\$ 1,328.88
Nutrition Matters	Prog Supplies	NE	\$ 54.00
Wal Mart	Prog Supplies	PC	\$ 29.08
			\$ 1,411.96

### Programs:

ADMIN	WIC Program Administration
BF	WIC Breastfeeding
CS	WIC Client Services
FF	WIC Fit Families
FMNP	WIC Farmers Market Nutrition Program
NE	WIC Nutrition Education
PC	WIC Peer Counseling
FV	Healthy Smiles Fluoride Varnish
SEAL	Healthy Smiles Sealants

## HEALTHY SMILES - VISA CHARGES

Vendor	Description	PROGRAM	Amount
USPS	Stamps	HS	\$ 49.00
			\$ 49.00

## COALITION ACCOUNTS - VISA CHARGES

Vendor	Description	Coalition Name	Amount
Wal Mart	Prog Supplies	HPWC-HG&D	\$ 145.00
Kwik Trip	Meeting	HPWC-CD	\$ 5.98
UW Housing	Conf Room	HPWC-CD	\$ 114.00
Wal Mart	Meeting	HPWC-CD	\$ 5.49
Wal Mart	Bike Share Supp	HPWC-CD	\$ 5.88
True Value	Bike Share Supp	HPWC-CD	\$ 62.31
Medela	Prog Supplies	BF	\$ 200.07
Wal Mart	Prog Supplies	BF	\$ 30.36
IBCLE	CERP Request	BF	\$ 90.00
Kwik Trip	Cards-Event	BF	\$ 500.00
			\$ 1,159.09

### Coalition Names:

SWCBF	South Wood County Breastfeeding Coalition
SK	South Wood County Safe Kids Coalition
HPWC	Healthy People Wood County
CD	HPWC - Chronic Disease Prevention
HG&D	HPWC - Healthy Growth & Development
MH	HPWC - Mental Health

## HO-CHUNK VISA CHARGES

Vendor	Description	Amount
e-fax	Monthly Charge	\$ 16.95
		\$ 16.95

## **WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT May 19, 2016**

### **Director's Report by Kathy Roetter**

I received word earlier this month, that the Central Wisconsin Psychiatric Residency program has received initial accreditation from the Accreditation Council for Graduate Medical Education (ACGME) Residency Review Committee to train three residents per year. The next step is to begin the process of getting ready to recruit medical students this fall, so that they can start in July 2017.

Judge Potter requested a meeting of the Wood County Criminal Justice Coordinating Council to discuss heroin/opioid issues within Wood County. A large group of stakeholders were present, including representatives from the various police departments, Sheriff's Department, Department of Corrections, Victim Witness, Human Services, District Attorney, Public Defender, Judge Wolf and Judge Brazeau, etc. Everyone at the table discussed the impact and their efforts in working to address crime and addiction associated with these drugs. Almost all in attendance identified a need for more treatment and easier access. There was also discussion regarding the need for medication assisted treatment. This is something that should be explored during the upcoming budget planning and an identified need.

This is my last Department Report and I wish to thank the members of the Health & Human Services Committee for their support over the years. I have valued our discussions at our meeting and have recognized your concern for the residents of Wood County. While there have been many accomplishments over the years, this could not have happened without a dedicated group of employees. The employees within the Human Services Department work tirelessly with a wide range of children, families and individuals in order to ensure that basic life needs such as safety, health, food, housing, etc. are met. I am very proud of the work of the Human Services employees and wish all of them and their families well in the future.

### **Division of Community Resources Report by Brandon Vruwink**

**Emergency Response Planning:** The Wood County Human Services Department has been working on our Emergency Response plan for the past 18 months. Over this time we have updated our plans and trained key staff to be ready in case of an emergency. We are currently working on developing an Emergency Response Core Team. This team will respond in the event that an Emergency Shelter needs to be opened in Wood County. The team will consist of two members from each of our divisions, ensuring we will have a diverse skill set. We will meet 2-3 times per year for training and development purposes.

We are also working to develop our Continuity of Operations Plan for the department. This will ensure that we are prepared to continue providing necessary services in the event of a natural disaster or incident that impacts our operations. The plan outlines the priority services and what resources we need to resume operations at an alternative location. This plan will be completed by June 30<sup>th</sup>.

**Independent Living:** The Regional Independent Living Request for Proposal was due on May 12<sup>th</sup>. I am pleased to share that Wood County Human Services submitted a proposal that would provide excellent service to transitioning youth. The regional service model covers the same geographic area as our FSET program and provides many of the same services. We anticipate the Department of Children and Families will make an award announcement by July 1<sup>st</sup>.

Personnel Update: We are pleased to welcome two new additions to our Economic Support team. Alyssa Beyer has transitioned from a part-time Economic Support position to a full-time position. Alyssa began in her new role on May 9<sup>th</sup>. Mitch McNaughton joined our team as a full time Economic Support Specialist on May 9<sup>th</sup>.

### **Family Services Update by Chris Hanten**

May is National Foster Care Month. Before the creation of the Children's Bureau in 1912, foster care was mainly provided by private organizations, many whom had strong religious connections (US Department of Health & Human Services). In 1919, the first standards related to child welfare discussed the importance of keeping children in their own homes whenever possible. If this was not possible, the standard outlined that children should be provided a "home life" with foster families. Although many things have changed over the last hundred years, the level of commitment and caring of our foster parents in Wood County is crucial to every child's experience in the Child Welfare and Juvenile Justice system. The act of being removed from your home, no matter what the circumstance for the removal, is a traumatic situation for children and caregivers. On any given day there are more than 400,000 children in foster care in the United States of America. We are fortunate to have foster families in Wood County who step up to care for children and support the parents during some of the most difficult times in the families' lives. On May 19, 2016, we will be honoring our current foster homes at the annual Foster Care Recognition Picnic to be held at North Wood County Park. It is always a privilege to see the foster families who provide this crucial service throughout the year.

We continue to check in with our legal partners, including the District Attorney's office and Circuit Court Judges, regarding legal proceedings and issues that occur in the course of completing child welfare and juvenile justice requirements. Recently, an issue occurred in regards to a Human Services request for a DNA test for a child that a parent had already signed a Voluntary Paternity Acknowledgement. We met with Brent Vruwink from the Child Support Department regarding the issue and to propose a process that could be put in place that would meet the Child Support office needs as well as the needs of families in these unique situations. A legal opinion was sought from the Judges and District Attorney. Based on the positive response from the Judges and District Attorney, I believe that an agreement can be developed between Child Support and Human Services to address this service need on a case by case basis in the future.

Personnel update: On May 10, 2016 Brant Murray resigned his position as a Family Ongoing Social Worker.

### **Behavioral Health/Long Term Support Services Update by Stephanie Gudmunson**

Birth to 3: The Birth to 3 program continues to see increasing numbers in referrals and numbers of children enrolled in the program every year. Birth to 3 services must be provided to all children who qualify and children cannot be put on a waiting list. The program must provide necessary therapies including occupational therapy, speech and language, and physical therapy. One challenge facing Birth to 3 programs is the increasing costs associated with providing these therapies which are not being adequately reimbursed by Medical Assistance. With 73 referrals to the program already this year, we are on track to exceed 2015 numbers of children referred and served by the program.

**Personnel update:** Donna Kopelke will be retiring from her position as night time Residential Aide at the Airport Avenue CBRF on 6-3-16. Donna has been in this position for the last four years. Betty Iwanski will be retiring from her position as Manager of the Airport Avenue CBRF on 7-31-16. Betty has been in her position for the last four years as well. We thank Betty and Donna for their service and wish them all the best in their retirement! Adam Gould has accepted the position of weekend Residential Aide at the Airport Ave CBRF. His first day is 5-16-16. Thomas Lehner has resigned his position as Casual Crisis Interventionist. His last day will be 6-24-16.

### **Support Services Update by Jan Pelot**

**HIPAA Risk Analysis:** The Human Services Department participated in a Multi-Department HIPAA Security Risk Analysis that was initiated by the IT Department. The onsite Risk Analysis of all departments that generate, store or transmit personal health information was held on April 18<sup>th</sup> and 19<sup>th</sup>. Walk-throughs were conducted at 12<sup>th</sup> Street, Centralia, Courthouse, City Hall, Cornerstone and Norwood by a representative of Three Pillars, a member of the IT Department and a Human Services Department HIPAA Compliance Officer.

The follow-up meeting was held on May 5<sup>th</sup> with the presentation of results from the walk-throughs as well as a list of suggested areas of improvements. The Human Services Department HIPAA Compliance Officers will continue to be a part of the larger Multi-Department group that will work on strengthening all areas that are in need of improvement.

### **Fiscal Services Update by Jo Timmerman**

**Audit:** The 2015 audit conducted May 2<sup>nd</sup> through May 13<sup>th</sup> went well. Auditor requests were handled quickly and efficiently by utilizing scanning capabilities. Auditors were granted access by the IT department to view Human Services' scanned documents and were able to pull up and view their selected documents. This new method of providing documentation to auditors saved both staff and auditors a great deal of time by eliminating the need to manually pull hard copies of invoices and other documents and delivering them to the auditors.

**Payroll/General Ledger Update:** Staff is checking the personnel cost allocations from the 4-28-16 payroll that occurred between the HMRS payroll system and Dynamics general ledger system. The integrated allocations are not being allocated to the personnel budgeted accounts. Therefore, the accountants are making manual correction by journal entries. This is a critical element as our State reporting and Norwood's Cost Reports require accurate data. Human Resources was notified of the errors.

**Norwood:** The 2015 Medicaid Cost Report was submitted to the state Medicaid auditor on 4-29-16.

The 2015 Medicare Cost Report is ready for review; that report is due 5-31-16.

The 2014 Medicare Cost Report final settlement was received in April. This final review resulted in a \$51 payment due to Medicare.

**Community:** Collection efforts on outstanding patient balances continue as past due accounts are being registered with TRIP (Tax Refund Intercept Program). These account balances will be written off against the existing bad debt allowance, resulting in no additional expense to Wood County. Any amounts collected through this program are considered new revenue at the time of collection.

Jo Timmerman will participate in a small test group for a new Citrix Server that the IT Department is installing. Some of the programs accessed by the Citrix Server are Dynamics, TCM, and the budgets.

CCS/CSP: The Office of the Inspector General has completed the desk audit for CCS services that were reported a number of months ago. The audit included reviewing six consumer records over the time period of 8-1-14 through 9-30-15. The audit found non-covered services totaling \$964.59 on approximately one million dollars or 0.01%, which is an excellent outcome.

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

Applications for the Psychologist position have been received. We have interviews scheduled for three candidates for the third week of May. A Nurse Practitioner application was received and an interview is scheduled for the third week of May. We continue to use Locum Tenen coverage for the Psychiatrist position. We have an on-site tour and interview with a potential psychiatrist the fourth week of May.

#### **Norwood Maintenance Department by Lee Ackerman**

We have received plan approval for the Fire Alarm System remodel phase II earlier than expected! I have begun scheduling the various contractors to start work on the alarm system and the lobby ceiling to accommodate the new smoke detectors. Work could begin within the next couple of weeks.

Sizing of new chiller has been determined; we will be able to use a slightly smaller chiller and still meet capacity of the building. The smaller size would offer lower up-front cost and lower utility expense. The contractor will be publishing requests for bids in early May.

Our BSG site supervisor has put in his notice and will be leaving the second week in May. I spoke with the BSG Regional Manager and a long-term housekeeper will be taking on that position on a trial basis for now with the intention of it becoming permanent.

#### **Norwood Nursing Department by Liz Masanz**

Our average census for the month of April on the Admissions unit was 10.66 patients per day.

The TBI unit has four mental health patients as overflow and currently has two TBI patients. Both of the TBI admissions came from Milwaukee.

The crossroads unit remains full at 16 residents.

#### **Norwood Dietary Department by Larry Burt**

Our Spring/Summer menus are being looked at by the Dietitian Consultant so she can sign off on them. Congregate meals totaled 5,418 consumers for a yearly total of 20,960. Dietary Department total revenues have increased \$3,026 over last year.

#### **Norwood Health Information Management Department by Pam Martinson**

Our department celebrated Health Information Professionals Week (April 3-9) by presenting information about our department in the display case in the front lobby. We also served refreshments for all staff in our department on April 6<sup>th</sup>.

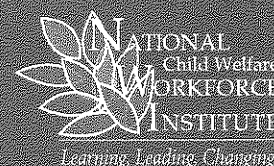
I attended the HIPAA Risk Analysis meeting on April 18<sup>th</sup> in which the HIPAA and security policies were discussed as well as other areas of vulnerability for the county. A walk- through of Norwood to look for areas of concern took place on April 19<sup>th</sup> by the consultant from Three Pillars Technology, IT Department members, Lee Ackerman and I. A follow up meeting will be held in May to discuss the findings and plan for updating the Wood County HIPAA policies and practices.

**April 2016 Referrals for TBI Unit**

Date	From	Patient	Status	Additional Info
4/11/2016	Froedert	male	declined	Too high functioning; not subacute level of care: went home with outpatient tx
4/15/2016	Sacred Heart Milwaukee	male	declined	United MA HMO-no BI benefits.
4/19/2016	Sacred Heart Eau Claire	female	declined	Closed head injury; not in network with insurance



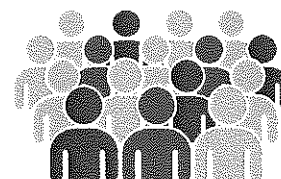
# WHY THE WORKFORCE MATTERS



## CHILD WELFARE WORK ISN'T EASY

- ✓ Demanding caseloads
- ✓ A high degree of uncertainty
- ✓ Life and death decisions
- ✓ Trauma for children and families
- ✓ Traumatic stress
- ✓ Bureaucratic system
- ✓ External oversight and scrutiny

The child welfare workforce provides services and supports to keep vulnerable children, youth, and families safe, stable, and healthy.



## TURNOVER IS COSTLY

Cost for each worker leaving an agency:

**\$54,000<sup>1</sup>**



Fewer changes in caseworkers ...

Increased chances of stability for families and permanency for children



## REDUCED TURNOVER MEANS

- ✓ Timely investigations
- ✓ More contacts/visits with children, families, and resource families
- ✓ Better service delivery
- ✓ Improved safety, permanency, and well-being

## WORKFORCE DEVELOPMENT EFFORTS MATTER

Address workforce issues with multiple strategies based on principles of equity, tolerance, respect, and diversity.



CLICK HERE to view NCWWI's Workforce Development Framework

Job analysis & position requirements

Education & professional preparation

Recruitment, screening & selection

Incentives & work conditions

Professional development & training

Organizational environment

Community context

Supervision & performance management

EFFECTIVE PRACTICE



EFFECTIVE WORKFORCE



POSITIVE OUTCOMES



<sup>1</sup>Complete reference list: [https://ncwwi.org/files/Why\\_the\\_Workforce\\_Matters\\_References.pdf](https://ncwwi.org/files/Why_the_Workforce_Matters_References.pdf)

# CREDIT CARD SUMMARY- HUMAN SERVICES DEPARTMENT

WALMART USBANK

Statement Date  
Amount Due \$574.90 \$9,337.12  
\$9,912.02 TOTAL BOTH CARDS  
Due Date 5/12/2016 5/16/2016  
Date Received 4/22/2016 4/29/2016  
Date Paid 4/27/2016 5/11/2016  
VOUCHER # 40162848 40163227 & 40163228 (CR)

Object	Description	Program Amount	CBRF-AIRPORT 4090	NHC SNF TBI 2025	NHC INPATIENT 2026	NHC NURSING ADMIN 2030	NHC - PLANT OPS & MAINT 2051	NHC ADMIN 2055	CHILD WELFARE 4001	YOUTH AIDS 4005	CHILD CARE 4010	TRANSPORT. 4013	CHILDREN'S WAIVER 4050	CSP 4055	OPC MH 4060	CCS 4065	CRISIS LEGAL 4070	ADMIN 4099
231	BUILDING REPAIRS/UPKEEP	0.00																
232	VEHICLE EXPENSE	0.00																
233	MAINTENANCE-REPAIR	193.60					193.60											
236	DATA PROCESSING	0.00																
243	BUILDING REPAIRS	218.36					218.36											
248	PSYCHIATRIC SERVICES - PATIENT	2,855.73			2,855.73													
251	TPR ADOPTION SERVICES	0.00																
252	OTHER-START UP COST	0.00																
250	OTHER PURCHASES-WAIVERS	8.15											8.15					
260	OTHER PURCHASES	0.00																
270	OTHER PURCHASES	18.00						18.00										
273	CLUBHOUSE	0.00																
290	STATE PASS THROUGH FUNDS	0.00																
290	CW PASS THROUGH FUNDS	0.00																
292	CLIENT SERVICES	0.00																
311	OFFICE SUPPLIES	95.74																95.74
313	POSTAGE	0.00																
324	ADVERTISING	0.00																
326	SUBSCRIPTIONS	0.00																
329	SUBSCRIPTIONS	0.00																
331	MEETINGS / TRAVEL	2,537.50			296.00			515.00			37.50			440.00	560.00	390.00	299.00	
332	MEALS/LODGING	850.51		537.59				312.92										
333	MEALS/LODGING	952.33							870.33	82.00								
335	TRANSP ADMIN CW VOLUNTEER	13.16										13.16						
336	PERSONNEL DEVELOPMENT	0.00																
340	FOOD	0.00																
341	PROGRAM SUPPLIES	1,256.37			75.92	808.71	63.00	291.09								-1.85		
344	FOOD	496.79	496.79															
344	FOOD	0.00																
343	LINENS/CBRF	0.00																
346	PROGRAM SUPPLIES	71.82			71.82													
348	HOUSEKEEPING/KITCHEN SUPPLIES	78.11	78.11															
348	HOUSEKEEPING/KITCHEN SUPPLIES	0.00																
349	GRANT EXPENSE	265.35																265.35
399	MISC EXPENS	0.00																
391	CANTEEN	0.00																
390	EQUIPMENT < 500	0.00																
700	ELDER ABUSE FUNDED EXPENSES	0.00																
819	CI	0.00																
822	OUTLAY	0.00																
251	CAPITAL IMPROVEMENT	0.00																
TOTAL		9,912.02	574.90	537.59	3,299.47	808.71	494.96	1,137.01	870.33	82.00	37.50	13.16	8.15	440.00	560.00	388.15	299.00	361.09
SUB-TOTAL		\$ 9,912.02																
US BANK CHARGES IN GREY																		

Report of Claims for Edgewater Haven Nursing Home April 2016

For the range of vouchers: 12160231 12160311

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
12160231	CARPET CITY	COVEBASE/ADHESIVE	04/13/2016	84.79	P
12160232	DIRECT SUPPLY	DIETARY SUPPLIES	03/22/2016	336.97	P
12160233	GRAINGER (Edgewater)	SUPPLIES FOR 300 TUNNELS	04/11/2016	800.14	P
12160234	GREENFIELD REHABILITATION AGENCY INC	MONTHLY THERAPY FOR RESIDENTS	03/31/2016	29729.33	P
12160235	MCKESSON MEDICAL	NURSING SUPPLIES	04/13/2016	979.73	P
12160236	MSM DISTRIBUTION	HOUSEKEEPING SUPPLIES	04/11/2016	1255.04	P
12160237	SERENITY AQUARIUM & AVIARY SERVICES	BIRD AVIARY MAINTENANCE	04/01/2016	89.00	P
12160238	PEETERS LISA	MILEAGE REIMBURSEMENT	04/12/2016	72.90	P
12160239	BRANDL ENTERPRISES LLC	SNOWPLOWING, SAND, SALT	04/15/2016	537.25	P
12160240	BSG MAINTENANCE INC	CONTRACT HOUSEKEEPING	04/25/2016	11449.35	P
12160241	CRESCENT ELECTRIC SUPPLY CO	PARTS TO REPLACE OVEN	04/05/2016	28.39	P
12160242	DIRECT SUPPLY	ELECTRONIC CONVECTION OVEN	03/29/2016	3374.00	P
12160243	HD SUPPLY FACILITIES MAINTENANCE LTD	VERTICAL BLINDS	04/20/2016	125.96	P
12160244	LEADINGAGE WISCONSIN	ANNUAL DUES-MDS	04/13/2016	100.00	P
12160245	MADA EMBROIDERY & SCREEN PRINTING LLC	EDGEWATER CLOTHING ORDER	04/20/2016	383.34	P
12160246	MENARDS - PLOVER	SUPPLIES TO INSTALL OVEN	04/05/2016	139.11	P
12160247	WAL-MART COMMUNITY/RFCSLLC	DEPT EXPENSES	03/25/2016	193.82	P
12160248	WOOD TRUST	MULTIPLE DEPT EXPENSES	04/20/2016	775.90	P
12160249	EDGEWATER HAVEN ACTIVITY DEPT	DEPT EXPENSES	04/25/2016	300.00	P
12160250	ROGINSKI LINDSEY	MILEAGE REIMBURSEMENT	04/15/2016	65.34	P
12160251	HOFFMAN JENNIFER	MILEAGE/MEALS REIMBURSEMENT	04/18/2016	9.25	P
12160252	PEARSON DAWN	MEAL REIMBURSEMENT	04/18/2016	5.25	P
12160253	ALLIANT ENERGY/ WP&L	ELECTRIC BILL	04/25/2016	6168.80	P
12160254	CHARTER COMMUNICATIONS- MILWAUKEE	MONTHLY CABLE FOR RESIDENTS	04/23/2016	1338.70	P
12160255	GRAINGER (Edgewater)	MAINTENANCE SUPPLIES	04/27/2016	288.04	P
12160256	MCKESSON MEDICAL	NURSING SUPPLIES	04/27/2016	1236.27	P

Report of Claims for Edgewater Haven Nursing Home April 2016

For the range of vouchers: 12160231 12160311

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
12160257	WISCONSIN MEDIA	DESIGN AN AD CONTEST	03/27/2016	160.00	P
12160258	EGGERT THOMAS M	MUSIC FOR RESIDENTS	04/29/2016	50.00	P
12160259	SARAZIN SHARI	MUSIC FOR RESIDENTS	04/29/2016	85.00	P
12160260	JELLISH WAYNE	MUSIC FOR RESIDENTS	04/29/2016	65.00	P
12160261	ABILITY NETWORK INC	MONTHLY USAGE CHARGE	04/14/2016	76.00	
12160262	ACCURATE IMAGING INC	PORTABLE X-RAY	04/30/2016	1022.72	
12160263	ACE HARDWARE	KEY SCHLAGE	04/26/2016	7.96	
12160264	ADVANCED DISPOSAL	WASTE DISPOSAL	04/30/2016	795.61	
12160265	ALADDIN TEMP-RIGHT LLC	DOMES, 4 CASES	04/14/2016	571.20	
12160266	BALTUS OIL COMPANY	GASOLINE	04/30/2016	41.19	
12160267	CLASEN DR RICHARD MD	MEDICAL DIRECTORS FEE	04/30/2016	1000.00	
12160268	DIERKS WAUKESHA	FOOD & SUPPLIES	04/30/2016	2256.32	
12160269	DIRECT SUPPLY	NURSING SUPPLIES	04/29/2016	555.35	
12160270	ASPIRUS DOCTOR'S CLINIC INC	MEDICAL PROCEDURES	04/30/2016	680.02	
12160271	ASPIRUS DOCTOR'S CLINIC INC	MEDICAL PROCEDURES	04/30/2016	1199.65	
12160272	EARTHGRAINS COMPANY THE	BAKERY	04/30/2016	560.98	
12160273	EATING WELL ETC	CONTRACT DIETICIAN	04/26/2016	500.00	
12160274	FARMER BROTHERS COFFEE	COFFEE & SUPPLIES	04/06/2016	603.54	
12160275	FOREFRONT TELECARE INC	PSYCHIATRY FOR RESIDENTS	04/30/2016	499.00	
12160276	WISCONSIN MEDIA	ADVERTISING-PUBLIC RELATIONS	04/08/2016	234.50	
12160277	GRAINGER (Edgewater)	PIPE INSULATION	04/19/2016	610.50	
12160278	HD SUPPLY FACILITIES MAINTENANCE LTD	NURSING SUPPLIES	05/06/2016	89.99	
12160279	HD SUPPLY FACILITIES MAINTENANCE LTD	FINGERTIP PULSE OXIMETER	04/25/2016	69.98	
12160280	HOME DEPOT CREDIT SERV (Edgewater)	BOARDS FOR RESTORATIVE ROOM	04/15/2016	7.30	
12160281	HOME DEPOT CREDIT SERV (Edgewater)	PLUMBING SUPPLIES	05/06/2016	168.13	
12160282	IGA	DIETARY SUPPLIES	04/30/2016	217.94	
12160283	MARSHFIELD CLINIC	LAB & X-RAYS	04/30/2016	46.90	
12160284	MCKESSON MEDICAL	NURSING SUPPLIES	04/07/2016	10.10	

Report of Claims for Edgewater Haven Nursing Home April 2016

For the range of vouchers: 12160231 12160311

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
12160285	MED-PASS INC	PHYSICIANS TELEPHONE FORMS	04/15/2016	226.48	
12160286	MEDLINE INDUSTRIES	NURSING SUPPLIES	04/28/2016	2916.01	
12160287	MENARDS - PLOVER	MAINTENANCE SUPPLIES	04/26/2016	304.52	
12160288	NEKOOSA FLORAL & GIFTS	FUNERAL FLOWERS	04/30/2016	157.94	
12160289	PHOENIX TEXTILE CORP	TOWELS & SHEETS	04/25/2016	144.07	
12160290	PIGGY WIGGLY SUPERMARKET	DIETARY SUPPLIES	04/20/2016	11.96	
12160291	POWER PAC INC	LAWNMOWER BLADES & OIL	04/21/2016	133.55	
12160292	PROFESSIONAL MEDICAL	NURSING SUPPLIES	04/21/2016	1148.49	
12160293	REINHART FOOD SERVICE	FOOD & SUPPLIES	04/30/2016	16067.62	
12160294	REINHART FOOD SERV CHEMICAL DIV	LAUNDRY SUPPLIES	04/22/2016	560.28	
12160295	RIVER CITY CAB	LAB RUNS	04/30/2016	40.00	
12160296	SERENITY AQUARIUM & AVIARY SERVICES	BIRD AVIARY MAINTENANCE	05/01/2016	89.00	
12160297	SHERWIN-WILLIAMS CO THE	PAINTING SUPPLIES	04/26/2016	378.25	
12160298	SMS RESPIRATORY SERVICES	OXYGEN & SUPPLIES	04/29/2016	1328.46	
12160299	STEWART SERVICE LLC	PEST CONTROL	04/18/2016	75.00	
12160300	SYSCO BARABOO	FOOD & SUPPLIES	04/30/2016	171.82	
12160301	TOTAL COMPUTER SYSTEMS LTD	DATA PROCESSING FEE	04/30/2016	80.00	
12160302	WE ENERGIES	GAS BILL	04/30/2016	1184.00	
12160303	WE ENERGIES	GAS BILL	04/30/2016	2250.00	
12160304	WHEELS OF INDEPENDENCE INC	CAB RIDES FOR RESIDENTS	04/30/2016	280.00	
12160305	WI DEPT OF JUSTICE	CRIMINAL RECORD CHECKS	04/30/2016	10.00	
12160306	WI DEPT OF HEALTH & SOC SERV	MONTHLY BED ASSESSMENT	04/30/2016	15300.00	
12160307	LEADINGAGE WISCONSIN	MDS INNOVATION MEETING	04/20/2016	50.00	
12160308	RODRIGUEZ JOANNE	MEAL REIMBURSEMENT	04/27/2016	12.17	
12160309	SLATTERY AMY	MILEAGE REIMBURSEMENT	05/04/2016	79.92	
12160310	WISCONSIN RIVER ORTHOPAEDICS	MEDICAL PROCEDURE	03/14/2016	28.58	
12160311	WISCONSIN RIVER ORTHOPAEDICS	MEDICAL PROCEDURE	04/11/2016	28.58	

Report of Claims for Edgewater Haven Nursing Home April 2016

For the range of vouchers: 12160231 12160311

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Committee Chair

Committee Member

Committee Member

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County of Wood

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Report of Claims for

Veterans Services

May 2016

For the range of vouchers: 31160011 31160014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
31160011	NACVSO	NACVSO MEMBERSHIP	05/02/2016	30.00	P
31160012	APPLE AWARDS	NAME BADGE FOR AMANDA DARR	05/02/2016	12.00	P
31160013	WOODTRUST BANK NA	POSTAGE FOR MSFLD OFFICE	05/02/2016	150.00	P
31160014	LARSON ROCK	ROCK LARSON EXPENSES	05/11/2016	460.38	
			Grand Total:	\$652.38	

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Committee Chair

Committee Member

Committee Member

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Report of Claims for Health – May 2016

For the range of vouchers: 15160115 15160165

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
15160115	MARSHFIELD PARK & REC DEPT	BF Event	04/18/2016	284.36	P
15160116	DESIGN MONKEY THE	WCBC Shirts	04/08/2016	272.50	P
15160117	BURT TROPHY & AWARDS INC	BF Event	04/19/2016	196.35	P
15160118	HAZELBAKER ALISON	BF WORKSHOP	04/18/2016	3331.46	P
15160119	CARLSON DANITA	Mileage/Meals`	05/03/2016	246.68	P
15160120	CARLSON KATHRYN	Mileage	05/03/2016	268.92	P
15160121	EGGLESTON NANCY	Mileage/Meals	05/03/2016	388.80	P
15160122	ELLIOTT VALERIE	Mileage/Meals	05/03/2016	211.08	P
15160123	FRANCE AMBER	Mileage/Meals	05/03/2016	744.08	P
15160124	GARSKI DANIELLE R	Mileage	05/03/2016	173.34	P
15160125	HALAMA TIFFANY	Mileage	05/03/2016	70.20	P
15160126	HILLER DANIELLE	Mileage	05/03/2016	310.50	P
15160127	DOTTER JANETTE E	Mileage/Meals	05/03/2016	21.60	P
15160128	KOBISKE BETHANY	Mileage	05/03/2016	85.86	P
15160129	KOLODZIEJ GREG	Mileage	05/03/2016	233.87	P
15160130	KRUBSACK SARAH	Mileage	05/03/2016	177.12	P
15160131	KUNFERMAN SUSAN	Mileage/Meals	05/03/2016	564.16	P
15160132	LARSON MEGAN	Mileage	05/03/2016	135.81	P
15160133	MANCL BETSY	Mileage/Meals	05/03/2016	233.92	P
15160134	MEIDL LEAH	Mileage	05/03/2016	146.88	P
15160135	PLUESS ALECIA	Mileage/Meals	05/03/2016	69.68	P
15160136	RAUTER EGGE KRISTIE	Mileage/Meals	05/03/2016	312.56	P
15160137	ROLTGEN ANGELA	Mileage	05/03/2016	196.56	P
15160138	ROSEKRANS JEAN	Mileage/Meals	05/03/2016	101.10	P
15160139	RUESCH WENDY	Mileage	05/03/2016	162.54	P
15160140	SALEWSKI SARAH	Mileage/Meals/Parking	05/03/2016	307.95	P



Report of Claims for Health -- May 2016

For the range of vouchers: 15160115 15160165

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
15160141	SHERMAN ERICA	Mileage	05/03/2016	78.84	P
15160142	THAO MAI	Mileage	05/03/2016	278.10	P
15160143	TRANTOW ERIN	Mileage	05/03/2016	8.10	P
15160144	TREMME ASHLEY	Mileage/Meals	05/03/2016	159.60	P
15160145	ZASTAVA TYLER	Mileage/Meals	05/03/2016	335.60	P
15160146	HUTCHINSON JESSICA	Mileage/Meals	05/03/2016	72.16	P
15160147	ANDERSON SUE	Mileage	05/03/2016	177.12	P
15160148	DESIGN MONKEY THE	BF Event	04/20/2016	1408.25	P
15160149	IVISIONMOBILE	Testing Service	05/01/2016	252.78	P
15160150	NEUMARK STENSBERG DESIGN & PRINT INC	Printing	04/20/2016	711.50	P
15160151	ASPIRUS RIVERVIEW HOSPITAL & CLINICS	Rent/PNCC Class (EH)	05/03/2016	8162.45	P
15160152	WISCONSIN HEALTH NEWS	Subscription	05/06/2016	249.00	P
15160153	WOODTRUST BANK NA	Credit Card	04/20/2016	6858.40	P
15160154	EVENFLO COMPANY INC	Car Seats (DOT)	02/24/2016	668.79	P
15160155	SAFEWAY BUS TRANSIT INC	Bus Service (Teen Dr)	04/18/2016	120.57	P
15160156	TORTOISE & HARE RACE MANAGEMENT LLC	Event - Timing	04/23/2016	1122.35	P
15160157	AGSOURCE COMMERCIAL TESTING	EH Lab Fees	05/06/2016	1413.00	
15160158	WISCONSIN AHEC	Intern-FDA Mod	05/09/2016	2400.00	
15160159	EVENFLO COMPANY INC	Car Seats (DOT)	05/06/2016	564.65	
15160160	HEART OF WI CHAMBER OF COMMERCE	Parade Registration	05/05/2016	25.00	
15160161	HEMOCUE AMERICA/RADIOMETER AMERICA	WIC Prog Supplies (CS)	05/11/2016	44.00	
15160162	LANGUAGE LINE SERVICES	WIC Interpreter	04/30/2016	69.93	
15160163	UW MILWAUKEE CHILD WELFARE PARTNERSHIP	Conf Reg (DH/DG)	05/05/2016	80.00	
15160164	WI DEPT OF HEALTH & FAMILY SERVICES	FIMR Report	04/14/2016	400.72	
15160165	SHERMAN ERICA	Subscription Reimb	05/10/2016	85.00	
Grand Total:				\$34,993.79	

Report of Claims for Health – May 2016

For the range of vouchers: 15160115 15160165

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Donna Rozar, Chair

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Michael Feirer, Vice-Chair

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Marion Hokamp, Secretary

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Peter Hendler

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Doug Machon

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Tom Buttke

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Jessica Vicente

---

Lori Slattery-Smith, RN

---

Jeffrey Koszczuk, DO

BF Breastfeeding  
 EH Environmental Health  
 EP Emergency Preparedness  
 HPWC Healthy People Wood County  
 HS Healthy Smiles  
 IMM Immunization  
 LEAD Childhood Lead

MCH Maternal/Child Health  
 PH Public Health  
 PHHS Preventive Health/Health Services  
 PNCC Prenatal Care Coordination  
 WCBFC Wood County Breastfeeding Coalition  
 WIC Women, Infant, Children  
 WIQI Accreditation Infrastructure Grant

**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, COMMUNITY**  
**REPORT OF CLAIMS FOR MAY 2016 MEETING**

For the Range of Vouchers: 40162772 to 40163388

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount
40162772	EXPERIAN HEALTH INC	VERIFICATION OF CLIENT CHARGES	03/31/2016	129.00
40162773	POSITIVE ALTERNATIVES	MAR - FOSTER CARE PAYMENT	03/31/2016	752.00
40162774	WISCONSIN DEPT OF CORRECTIONS	JUVENILE CORRECTION SERVICES	03/31/2016	38,402.80
40162775	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	03/31/2016	56.25
40162776	HOPEFUL HAVEN	MAR16 - PLAN, PLACE, SUPERVISION	03/31/2016	2,032.36
40162777	HAIGHT ROBERT OR KAY	MAR16 RESPITE DAY CARE	03/31/2016	211.15
40162778-2781	BROSTOWITZ DAWN & MICHAEL	FEB/MAR16 FOSTER CARE TRANSPOR	03/31/2016	363.96
40162782	KNUDSON JULIA OR KEVIN	MAR16 FOSTER CARE TRANSPORT	03/31/2016	389.88
40162783-2784	REES REBECCA	JAN-MAR16 FOSTER CARE TRANSPORT	03/31/2016	734.40
40162785-2786	WEBER WENDY OR PAUL	MAR16 FOSTER CARE TRANSPORT	03/31/2016	187.92
40162787-2789	AKEY ROBERT	MAR16 FOSTER CARE RESPITE	03/31/2016	284.32
40162790-2793	BROSTOWITZ DAWN & MICHAEL	FEB16 FOSTER CARE RESPITE	02/29/2016	184.00
40162794	DIEDRICK BOB OR KATHY	MAR16 FOSTER CARE RESPITE	03/31/2016	292.65
40162795-2796	ELZINGA JULIE	MAR16 FOSTER CARE RESPITE	03/31/2016	46.00
40162797	GRUENWALD THOMAS OR CAROLINE	FEB16 FOSTER CARE RESPITE	02/29/2016	100.00
40162798-2803	KREMER VANESSA	MAR16 FOSTER CARE RESPITE	03/31/2016	482.51
40162804-2805	AAMA	CERTIFIED MED. ASSIST. RECERT.	04/20/2016	374.00
40162806	COMPASS COUNSELING WAUSAU LLC	CCS CONTRACTED SERVICES	04/20/2016	642.80
40162807	MARSHFIELD PARK & REC DEPT	ALL STAFF MEETING RENTAL FEE	04/20/2016	113.75
40162808	VRUWINK BRANDON	HOTEL REIMBURSEMENT FOR TRAINING	04/20/2016	109.99
40162809	CHRISTENSEN MARY	CLIENT MEAL REIMBURSEMENT	04/20/2016	6.00
40162810	WOOD COUNTY REGISTER OF DEEDS	BIRTH CERTIFICATE REQUESTS	04/20/2016	100.00
40162811	CLINICAL SERVICES	FAMILY PRESERVATION PROGRAM	02/29/2016	14,486.90
40162812	MARSHFIELD PUBLIC TRANSPORT	CLIENT TRANSPORTATION	03/31/2016	55.00
40162813	A TOUCH OF HOME - AFH	MARCH - RESIDENTIAL SERVICES	03/31/2016	1,803.52
40162814	CESA 5 PORTAGE PROJECT WORKSHO	PT BIRTH TO THREE SERVICES	03/31/2016	3,672.34
40162815	CLINICAL SERVICES	FAMILY PRESERVATION	03/31/2016	7,769.38
40162816	CREATIVE COMMUNITY LIVING SERV	MARCH COMMUNITY SKILLS	03/31/2016	22,338.42
40162817	DRAKE HOUSE THE - CBRF	MARCH RESIDENTIAL SERVICES	03/31/2016	7,286.25
40162818	HILLTOP AFFILIATES INC	FEB RESIDENTIAL SERVICES	02/29/2016	2,575.25
40162819	LE PHILLIPS CAREER DEV CENTER	MARCH SHELTERED EMPLOYMENT	03/31/2016	364.00
40162820	LOCUMTENENS.COM	DR.RAO PSYCHIATRY SERVICES	03/31/2016	2,234.28
40162821	LUTHERAN SOCIAL SERVICES	NOV/DEC 2015 COMM LIVING SKILL	12/31/2015	1,468.91
40162822-2824	LUTHERAN SOCIAL SERVICES	JAN/FEB/MARCH-COMMUNITY LIVING SKILLS	03/31/2016	7,082.10
40162825	INNOVATIVE SERVICES	MAR - VOCATIONAL SERVICES	03/31/2016	2,096.50
40162826	NEW REHAB COMPANY LLC	OT AND SLP BIRTH TO TREE SVCS	03/31/2016	12,110.00
40162827	OPTIONS COUNSELING SERVICES LLC	AODA SERVICES	03/31/2016	264.00
40162828	TREMPEALEAU CO HEALTH CARE	MAR RESIDENTIAL/IMD SERVICES	03/31/2016	14,986.70

5/17/2016

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**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, COMMUNITY**  
**REPORT OF CLAIMS FOR MAY 2016 MEETING**

For the Range of Vouchers: 40162772 to 40163388

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount
40162829-2831	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	03/31/2016	334.60
40162832	AFFORDABLE HOUSING AND STORAGE	APRIL RENT ASSISTANCE	04/22/2016	125.00
40162833	JOHNSTON JAMES	AODA DAY TX LECTURE	04/22/2016	20.00
40162834	LENTZ CHRYSAL	FOSTER PARENT FOUND. TRAINING	04/22/2016	135.00
40162835-2836	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	04/22/2016	225.00
40162837	COUNTRY TOTS CHILD DEVELOPMENT CNTR	CHILDCARE 3/21 - 4/1/16	04/22/2016	358.00
40162838	FARRIS JACK	REIMB - BRACKETS/POSTS	04/22/2016	12.10
40162839	POSTMASTER - WISCONSIN RAPIDS	STAMPS	04/22/2016	387.00
40162840	CHRISTENSEN MARY	REIMB - LUNCH FOR CLIENT	04/27/2016	7.27
40162841	HANTEN CHRISTINE	REIMB - CONNECTEDNESS SUPPLIES	04/27/2016	31.64
40162842	WAL-MART STORES INC	HOUSEHOLD ITEMS FOR CLIENT	04/27/2016	267.32
40162843	INTERTRIBAL CHILD WELFARE TRAINING	TRAINING FOR 3 STAFF	04/27/2016	120.00
40162844	MID-STATE TECHNICAL COLLEGE	PATHWAYS PROJECT	03/31/2016	17,024.72
40162845	MIDSTATE INDEPENDENT LIVING CONSULTANTS	MARCH - PEER SPECIALISTS CLUBHOUSE	03/31/2016	3,280.00
40162846	MOORING PROGRAMS INC THE	RESIDENTIAL TREATMENT SVCS	04/27/2016	1,080.00
40162847	PORTAGE COUNTY TREASURER	YOUTH SECURE DETENTION	03/31/2016	3,450.00
40162848	WAL-MART COMMUNITY/RFCSLLC	CREDIT CARD CHARGES	04/27/2016	574.90
40162849	POSITIVE ALTERNATIVES	MARCH GROUP HOME	03/31/2016	14,027.68
40162850	WOODLAND ENHANCED HEALTH SERVICES COMMISSION	LONG TERM CARE/NH SERVICES	03/31/2016	8,215.00
40162851	CITY OF MARSHFIELD	MAY - MFLD CITY HALL RENT	05/01/2016	4,792.50
40162852	SOMMER PROPERTY MANAGEMENT LLC	MAY CCS/CSP MFLD RENT	05/01/2016	7,177.08
40162853	CENTRAL WI COUNSELING ASSOC LLC	CCS CONTRACTED SERVICES	03/31/2016	18,439.00
40162854	GANNETT WISCONSIN MEDIA	CORNERSTONE ANNUAL SUBSCRIPTION	04/29/2016	201.25
40162855	NORTHCENTRAL TECHNICAL COLLEGE	FSET SUPPORTIVE SERVICES	03/31/2016	59.00
40162856	PROJECT LIFESAVER INC	TRANSMITTER CASES	04/29/2016	39.71
40162857	SOLARUS	PHONE EXP - 12TH ST LOCATION	04/29/2016	387.30
40162858	SWITS LTD	INTERPRETER 12TH ST	04/29/2016	190.00
40162859-2861	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	04/29/2016	414.88
40162862	DIVISION OF QUALITY ASSURANCE	CCS RECERTIFICATION FEE	04/29/2016	550.00
40162863	MID-STATE TECHNICAL COLLEGE	CNA BACKGROUND CHECK	04/29/2016	15.00
40162864	WILSON VICTORIA	REIMB FOR SUPPLIES FOR BUSES	04/29/2016	12.71
40162865	WOOD COUNTY HSD PETTY CASH	APRIL PETTY CASH	04/29/2016	56.80
40162866	PAVLOSKI JENNIFER	PRT SUPPLIES REIMBURSEMENT	04/30/2016	9.33
40162867	WOOD COUNTY HSD PETTY CASH	REPLENISH PETTY CASH	04/30/2016	16.62
40162868	AGING & DISABILITY RESOURCE CTR CENTRAL WI	MEALS ON WHEELS	03/31/2016	315.00
40162869	CITY OF WAUSAU	BUS PASSES	04/30/2016	1,582.00
40162870	CW SOLUTIONS LLC	FSET CONTRACTED SERVICES	04/30/2016	56,418.40
40162871	DEPARTMENT OF CORRECTIONS	2015 COMMUNITY YOUTH PRG	04/30/2016	157,669.07

**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, COMMUNITY**  
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For the Range of Vouchers: 40162772 to 40163388

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount
40162872	HILLTOP AFFILIATES INC	RESIDENTIAL SERVICES	03/31/2016	2,575.25
40162873-2874	NEW PARTNERSHIP	TRAINING	04/30/2016	180.00
40162875	SAUL DR JENNA	TELE-HEALTH SERVICES	03/31/2016	2,850.00
40162876	AKEY ROBERT	FOSTER PARENT TRAINING	04/30/2016	47.00
40162877	MAREFKE JOSHUA	FOSTER PARENT TRAINING	04/30/2016	94.00
40162878	YOUNG AT HEART LLC	RESIDENTIAL SERVICES	03/31/2016	1,568.82
40162879-2880	SOLARUS	CBRF PHONE	04/30/2016	189.91
40162881	FRONTIER COMMUNICATIONS	TELEPHONE EXP - CORNERSTONE	04/30/2016	151.72
40162882	MENTORING ACTIVITY THERAPY SERVICES LLC	CLTS WAIVER PROGR - NON TPA	04/30/2016	600.00
40162883-2886	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	04/30/2016	1,206.30
40162887-2888	CHARTER COMMUNICATIONS- MILWAUKEE	CABLE EXPENSE-CORNERSTONE/MFLD CLUBHOUSE	05/04/2016	177.48
40162889	CINTAS CORPORATION	CLEANING SUPPLIES	05/04/2016	232.05
40162890	CITY OF WISCONSIN RAPIDS	MAY - CENTRALIA CENTER RENT	05/04/2016	2,193.75
40162891	DIEDRICK KATHY OR BOB	RECEIVING HOME (3 BED)	05/04/2016	1,182.00
40162892	SOLARUS	CABLE EXP - RIVER CITIES CLUB	05/04/2016	107.27
40162893-2894	CAMP AWESUM	STATE PASS THROUGH FUNDS	05/04/2016	806.00
40162895	WHSFMA SPRING WORKSHOP	STATE FISCAL MANAGER MEETING	05/04/2016	125.00
40162896	NORWOOD HEALTH CENTER	APRIL TRIP PAYMENTS	04/30/2016	1,095.69
40162897	AL'S AUTO GLASS	BUS WINDSHIELD REPAIR	04/30/2016	45.00
40162898	CREATIVE COMMUNITY LIVING SERV	JAN - COMMUNITY SKILLS	01/31/2016	19,493.71
40162899	NORTHWEST COUNSEL & GUIDE CLIN	MOBILE CRISIS	04/30/2016	1,584.29
40162900	OPPORTUNITY DEVELOPMENT CNTR	JAN - VOCATIONAL SERVICES	01/31/2016	12,264.24
40162901	NORTHWEST PASSAGE	ASSESSMENT	04/30/2016	1,890.00
40162902-2903	WILDE ROSE & AMOS	APRIL - FOSTER CARE	04/30/2016	768.00
40162904	DHS	LICENSE RENEWAL	05/06/2016	791.00
40162905	DIVISION OF QUALITY ASSURANCE	RECERTIFICATION FEES	05/06/2016	1,100.00
40162906	MID-STATE TECHNICAL COLLEGE	CNA BACKGROUND CHECK	05/06/2016	15.00
40162907-3224	FOSTER HOMES/GROUP HOMES/CCI/KINSHIP PROVIDERS	FOSTER HOMES/GROUP HOMES/CCI/KINSHIP	05/04/2016	197,621.73
40163225	LANG DOREEN	HOTEL / MEAL REIMBURSEMENT	04/30/2016	120.30
40163226	MARSHFIELD PUBLIC TRANSPORT	CLIENT TRANSPORTATION	04/30/2016	55.00
40163227-3228	US BANK	CREDIT CARD CHARGES	04/30/2016	9,337.12
40163229	ADAMS RACHEL	APRIL MILEAGE REIMBURSEMENT	04/30/2016	3.29
40163230	ARNDT ERIN N	APRIL MILEAGE REIMBURSEMENT	04/30/2016	368.28
40163231	BAUER GRACE A	APRIL MILEAGE REIMBURSEMENT	04/30/2016	110.70
40163232	BEHSELICH WENDY	APRIL MILEAGE REIMBURSEMENT	04/30/2016	20.52
40163233	BRUMLEY TRACY	APRIL MILEAGE REIMBURSEMENT	04/30/2016	393.66
40163234	CHRISTENSEN MARY	APRIL MEAL/MILEAGE REIMBURSEME	04/30/2016	486.34
40163235	HAFFA BARBARA	APRIL MEALS/MILEAGE REIMBURSE	04/30/2016	261.55

**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, COMMUNITY**  
**REPORT OF CLAIMS FOR MAY 2016 MEETING**

For the Range of Vouchers: 40162772 to 40163388

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount
40163236	HARVEY KRISTIN	APRIL MEALS/MILEAGE REIMBURSE	04/30/2016	640.34
40163237	HEART LINDSEY	APRIL MEALS/MILEAGE REIMB	04/30/2016	665.08
40163238	HEINZEN TERESA	APRIL MILEAGE REIMBURSEMENT	04/30/2016	557.28
40163239	JANZ DANIELLE	APRIL MEALS/MILEAGE REIMB	04/30/2016	98.40
40163240	JERABEK JILL	APRIL MILEAGE REIMBURSEMENT	04/30/2016	75.60
40163241	JUNG JONI	APRIL MILEAGE REIMBURSEMENT	04/30/2016	34.02
40163242	KOPPA KARIE	APRIL MILEAGE REIMBURSEMENT	04/30/2016	281.88
40163243	LANG DOREEN	APRIL MEALS/MILEAGE REIMB	04/30/2016	532.78
40163244	LIEGL JODI	APRIL MEALS/MILEAGE REIMB	04/30/2016	131.34
40163245	PARKS CASEY L	APRIL MEALS/MILEAGE REIMB	04/30/2016	152.72
40163246	PLESHEK KAYLA P	APRIL MILEAGE REIMBURSEMENT	04/30/2016	51.84
40163247	SCHIER TRUDY M	APRIL MILEAGE REIMBURSEMENT	04/30/2016	41.04
40163248	SKERHUTT JULIE	APRIL MILEAGE REIMBURSEMENT	04/30/2016	282.80
40163249	SOYK RYAN	APRIL MILEAGE REIMBURSEMENT	04/30/2016	182.52
40163250	WAGNER-SCHEEL JANE	MARCH MILEAGE REIMBURSEMENT	03/31/2016	34.34
40163251	WEIGEL KARYN	APRIL MILEAGE REIMBURSEMENT	04/30/2016	105.84
40163252	WEILER STEVE P	APRIL MEAL/MILEAGE REIMBURSE	04/30/2016	130.38
40163253	WOLF JAN	APRIL MEALS/MILEAGE REIMBURSE	04/30/2016	364.62
40163254	BEHAVIORAL HEALTH TRAINING PARTNERSHIP	CRISIS SERVICES OVERVIEW	04/30/2016	30.00
40163255	COMPASS COUNSELING WAUSAU LLC	CCS CONTRACTED SERVICES	04/30/2016	231.41
40163256	KINSHIP PROVIDER	MARCH & APRIL KINSHIP CARE	04/30/2016	419.10
40163257	FLEXSTAFF	CONTRACTED ENERGY STAFF	04/30/2016	2,779.64
40163258	LUTHERAN SOCIAL SERVICES	FEB & MAR RIVERSIDE APT START UP	03/31/2016	9,650.62
40163259	INNOVATIVE SERVICES	CLEANING SERVICES - CORNERSTONE	04/30/2016	525.00
40163260	OPPORTUNITY DEVELOPMENT CNTR	VOCATIONAL SERVICES	03/31/2016	12,855.22
40163261	RP SERVICES OF WI INC	RESIDENTIAL & TRANSPORT	04/30/2016	302.50
40163262	SHRED SAFE LLC	DESTRUCTION OF BINS WR	04/30/2016	150.00
40163263	SWITS LTD	ONSITE INTERPRETER - HMONG	04/30/2016	225.00
40163264	VOIANCE LANGUAGE SERVICES LLC	NIMC PHONE INTERPRETER	04/30/2016	450.65
40163265-3267	WI DEPT OF JUSTICE	BACKGROUND CHECKS	04/30/2016	710.75
40163268	WI DEPT OF JUSTICE	FINGERPRINTING CKS	04/30/2016	65.50
40163269-3271	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	04/30/2016	350.00
40163272	BAILEY ROGER	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	247.86
40163273	BROWNELL MARY	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	339.66
40163274	EDINGER MARLYN	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	383.94
40163275	ELZINGA JULIE	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	139.86
40163276	FLORYANCE WILLIAM	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	885.60
40163277	GLEN JEANETTE	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	315.66

**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, COMMUNITY**  
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For the Range of Vouchers: 40162772 to 40163388

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount
40163278	KARNATZ RONALD	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	117.72
40163279	KOZLOWICZ JOHN	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	79.92
40163280	NYGAARD DUANE	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	197.10
40163281	OSTROWSKI EDWARD	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	115.56
40163282	SMAZAL DALE A	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	324.00
40163283	SMITS GERALD	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	214.92
40163284	TESSEN ROGER	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	288.90
40163285	TYLER PATRICIA	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	577.80
40163286	WEIS GRACE	APRIL - VOLUNTEER DRIVER REIMB	04/30/2016	525.96
40163287	BAILEY ROGER	APRIL - CW VOLUNTEER DRIVERS	04/30/2016	216.00
40163288	EDINGER MARLYN	APRIL - CW VOLUNTEER DRIVERS	04/30/2016	284.85
40163289	KOZLOWICZ JOHN	APRIL - CW VOLUNTEER DRIVERS	04/30/2016	45.90
40163290	OSTROWSKI EDWARD	APRIL - CW VOLUNTEER DRIVERS	04/30/2016	1,952.10
40163291	RIVER CITY CAB	APRIL - CW VOLUNTEER DRIVERS	04/30/2016	41.00
40163292	SMAZAL DALE A	APRIL - CW VOLUNTEER DRIVERS	04/30/2016	153.63
40163293	TESSEN ROGER	APRIL - CW VOLUNTEER DRIVERS	04/30/2016	501.64
40163294	KINSHIP PROVIDER	MAY KINSHIP CARE PAYMENT	05/11/2016	232.00
40163295	VANGUARD SYSTEMS INC	IMS21 SOFTWARE SUPPORT	05/11/2016	3,581.28
40163296	NEW PARTNERSHIP	JAN-JUNE 2016 CONTRIBUTION	05/11/2016	1,900.00
40163297	PETERS SHELLI	PARENT AIDE SUPPLIES REIMB	05/11/2016	4.22
40163298	WI RAPIDS AREA CHAMBER OF COMMERCE	FOSTER PARENT APPRECIATION	05/11/2016	740.00
40163299	ANDERSON ADAM	APRIL 2016 MILEAGE REIMBURSE	04/30/2016	79.38
40163300	ATWOOD JENNIFER	APRIL16 MILEAGE REIMBURSEMENT	04/30/2016	135.00
40163301	BABCOCK ILA JEAN M	APRIL16 MILEAGE REIMBURSEMENT	04/30/2016	35.64
40163302	BOYER BRITTANY A	APRIL16 MILEAGE REIMBURSEMENT	04/30/2016	45.04
40163303	BRAGG KELLY	APR16 MILEAGE REIMBURSEMENT	04/30/2016	274.32
40163304	BRAUN-NORDMAN MARY KAY	APR16 MILEAGE REIMBURSEMENT	04/30/2016	35.96
40163305	BREEN JEAN M	APR16 MILEAGE REIMBURSEMENT	04/30/2016	7.78
40163306	BREWER KAREN	APR16 MILEAGE REIMBURSEMENT	04/30/2016	84.24
40163307	BUDNIK STEVE	APR16 MILEAGE REIMBURSEMENT	04/30/2016	78.68
40163308	COOK JODI	APR16 MILEAGE REIMBURSEMENT	04/30/2016	103.14
40163309	CZYS KATRINA M	APR16 MEAL/MILEAGE REIMB	04/30/2016	380.24
40163310	DAUENHAUER JULIA	APR16 MILEAGE REIMBURSEMENT	04/30/2016	697.68
40163311	DEWITT BRENDA	APR16 MILEAGE REIMBURSEMENT	04/30/2016	35.64
40163312	DRECHSLER CYNTHIA R	APR16 MILEAGE REIMBURSEMENT	04/30/2016	4.97
40163313	ETHERIDGE JODY M	APR16 MILEAGE REIMBURSEMENT	04/30/2016	43.20
40163314	FARRIS JACK	APR16 MILEAGE REIMBURSEMENT	04/30/2016	117.18
40163315	GARNICK TINA	APR16 MILEAGE REIMBURSEMENT	04/30/2016	37.80

**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, COMMUNITY**  
**REPORT OF CLAIMS FOR MAY 2016 MEETING**

For the Range of Vouchers: 40162772 to 40163388

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount
40163316	GORSKI ANDREW	APR16 MILEAGE REIMBURSEMENT	04/30/2016	265.68
40163317	GUTSCH LISA	APR16 MILEAGE REIMBURSEMENT	04/30/2016	176.04
40163318	HANKE DENISE M	APR16 MILEAGE REIMBURSEMENT	04/30/2016	271.62
40163319	HANTEN CHRISTINE	APR16 MEALS/MILEAGE REIMB	04/30/2016	169.46
40163320	HAYES KAREN A	APR16 MILEAGE REIMBURSEMENT	04/30/2016	257.31
40163321	IWANSKI BETTY	APR16 MILEAGE REIMBURSEMENT	04/30/2016	7.78
40163322	JEFFERS DENISE	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	128.96
40163323	KNUTESON JODIE	APR16 MILEAGE REIMBURSEMENT	04/30/2016	46.98
40163324	KOPELKE DONNA	APR16 MILEAGE REIMBURSEMENT	04/30/2016	33.48
40163325	KORAN TAMI	APR16 MILEAGE REIMBURSEMENT	04/30/2016	23.22
40163326	LACHAPPELLE ANNE	APR16 MILEAGE REIMBURSEMENT	04/30/2016	172.80
40163327	LADECKI VICKI	APR16 MILEAGE REIMBURSEMENT	04/30/2016	37.37
40163328	LANG CONNIE	APR16 MILEAGE REIMBURSEMENT	04/30/2016	18.36
40163329	LISIECKI KATHERINE	APR16 MILEAGE REIMBURSEMENT	04/30/2016	39.42
40163330	LIVERNASH TANNA M	APR16 MEALS/MILEAGE REIMBURSE	04/30/2016	156.20
40163331	LOWE CINDY	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	301.60
40163332	MARCEAU KAY	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	325.44
40163333	MARTI DEBRA	APR16 MILEAGE REIMBURSEMENT	04/30/2016	98.28
40163334	MAUS HOLLY	APR16 MILEAGE REIMBURSEMENT	04/30/2016	5.40
40163335	MCNAUGHTON TIM	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	432.44
40163336	MEYER CARRIE J	APR16 MILEAGE REIMBURSEMENT	04/30/2016	45.14
40163337	MILOCH KATRINA L	APR16 MILEAGE REIMBURSEMENT	04/30/2016	433.08
40163338	NENNIG MARY	APR16 MEAL/MILEAGE REIMB	04/30/2016	24.96
40163339	PATTERSON VALERIE	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	124.64
40163340-3341	PELOT CHRISTINA	APR16 MEAL/MILEAGE REIMB	04/30/2016	116.00
40163342	PELOT JAN	APR16 MILEAGE REIMBURSEMENT	04/30/2016	155.52
40163343	PETERS SHELLI	APR16 MEALS/MILEAGE REIMBURSE	04/30/2016	340.36
40163344	PORTER REBECCA	APR16 MEALS/MILEAGE REIMB	04/30/2016	279.48
40163345	POWELL JULIE	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	343.88
40163346	RASMUSSEN CRAIG	APR16 MILEAGE REIMBURSEMENT	04/30/2016	120.96
40163347	REQUE BETHANY	APR16 MILEAGE REIMBURSEMENT	04/30/2016	34.56
40163348	RHINEHART KARI	APR16 MILEAGE REIMBURSEMENT	04/30/2016	465.75
40163349	ROETTER KATHY	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	317.80
40163350	SCHEIDEGGER JILL	APR16 MEAL/MILEAGE REIMB	04/30/2016	121.62
40163351	SCHLAGENHAFT MARY	APR16 MILEAGE REIMBURSEMENT	04/30/2016	36.72
40163352	SCHMUTZER DAWN M	APR16 MILEAGE REIMBURSEMENT	04/30/2016	37.80
40163353	SCHULTZ RYAN	APR16 MEALS/MILEAGE REIMB	04/30/2016	224.86
40163354	SHOVER CASEY	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	98.40



**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, COMMUNITY**  
**REPORT OF CLAIMS FOR MAY 2016 MEETING**

For the Range of Vouchers: 40162772 to 40163388

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount
40163355	SULLIVAN BETH	APR16 MILEAGE REIMBURSEMENT	04/30/2016	77.76
40163356	Szymanski Raquel	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	86.84
40163357	TIMMERMAN JO	APR16 MEAL/MILEAGE REIMBURSE	04/30/2016	101.96
40163358	TOURAY MERRISA	APR16 MILEAGE REIMBURSEMENT	04/30/2016	193.32
40163359	TRACY JOELY K	APR16 MILEAGE REIMBURSEMENT	04/30/2016	254.34
40163360	UTECHT HEATHER	APR16 MILEAGE REIMBURSEMENT	04/30/2016	368.01
40163361	VIRNIG CONSTANCE K	APR16 MILEAGE REIMBURSEMENT	04/30/2016	37.80
40163362	VRUWINK JILL	APR16 MEALS/MILEAGE REIMBURSE	04/30/2016	305.29
40163363	WEBB ALEXA M	APR16 MILEAGE REIMBURSEMENT	04/30/2016	34.02
40163364	WENTZEL KIRSTEN	APR16 MILEAGE REIMBURSEMENT	04/30/2016	77.76
40163365	WILSON VICTORIA	APR16 MILEAGE REIMBURSEMENT	04/30/2016	41.04
40163366	WORMET KASSIE	APR16 MILEAGE REIMBURSEMENT	04/30/2016	91.80
40163367	YOUNG LAUREN	APR16 MILEAGE REIMBURSEMENT	04/30/2016	249.48
40163368	YACH LAURA	APR16 MEALS/MILEAGE REIMBURSE	04/30/2016	253.48
40163369	ZVOLENA LISA M	APR16 MILEAGE REIMBURSEMENT	04/30/2016	21.72
40163370	EBSEN GREENHOUSES	FOSTER PARENT RECOGNITION	04/30/2016	30.00
40163371	EXPERIAN HEALTH INC	VERIFICATION OF CLIENT CHARGES	04/30/2016	134.51
40163372	HEFKO FLORAL CO	FOSTER PARENT RECOGNITION	04/30/2016	31.95
40163373	KWIK TRIP INC	FSET GAS CARDS	04/30/2016	9,984.60
40163374	MARATHON COUNTY TREASURER	JUVENILE SECURE DETENT PLACE	04/30/2016	1,350.00
40163375-3376	PROFESSIONAL SERVICES GROUP INC	CONTRACTED YOUTH SERVICES	04/30/2016	10,987.95
40163377	CHILDREN'S SERVICE SOCIETY OF WI	FAMILY INTERACTION PROGRAM	04/30/2016	5,478.75
40163378	KUEHN SHARON OR RUSSELL	APRIL16 FOSTER CARE PAYMENT	04/30/2016	234.67
40163379	POSITIVE ALTERNATIVES	GROUP HOME	04/30/2016	12,852.68
40163380	STATE OF WISCONSIN	MAR/APR NORTHERN WI CENTER INPATIENT SERV	04/30/2016	24,437.95
40163381-3384	RESTITUTION VICTIMS	RESTITUTION	04/30/2016	256.40
40163385	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	05/13/2016	150.00
40163386	PROJECT LIFESAVER INC	TRANSMITTER REPLACEMENT	05/13/2016	170.39
40163387	WCHSA	SPRING CONFERENCE REGISTRATION	05/13/2016	219.00
40163388	R & R TRANSMISSION SPECIALISTS	POST-REUNIFICATION SUPPORT	05/13/2016	208.80
<b>Grand Total:</b>				<b><u>\$ 831,444.96</u></b>

**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, NORWOOD HEALTH CENTER**  
**REPORT OF CLAIMS FOR MAY 2016 MEETING**

For the Range of Vouchers: 20160177 to 20160224

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount
20160177	FITZSIMMONS HOSPITAL SERVICES	TBI SPECIAL MATTRESS RENTAL	01/31/2016	225.00
20160178	FITZSIMMONS HOSPITAL SERVICES	TBI SPECIAL MATTRESS RENTAL	02/29/2016	261.00
20160179	CITY OF MARSHFIELD	LAB ANALYSIS FOR MARCH	04/16/2016	47.00
20160180	GREENFIELD REHABILITATION AGENCY INC	PT/OT/SPEECH THERAPY-MARCH	03/31/2016	13,505.05
20160181	MARSHFIELD CLINIC	PROFESSIONAL SERVICES-MARCH	03/31/2016	13,068.45
20160182	MARSHFIELD LABORATORIES	LAB TESTS ORDERED	03/31/2016	152.00
20160183	OMNICARE INC	PATIENT MEDICATIONS-MARCH'16	03/31/2016	21,044.59
20160184	WE ENERGIES	NATURAL GAS SERVICE-MARCH	04/07/2016	6,512.60
20160185	APOLLO CORPORATION	TUB CHEMICALS/NURSING SUPPLIES	04/11/2016	552.00
20160186	CAPITAL CITY CLEANING & SUPPLY	MAINTENANCE SUPPLIES	04/19/2016	160.72
20160187	EXPERIAN HEALTH INC	BILLING INFORMATION FEES-APR'1	03/31/2016	156.30
20160188	REIGEL PLUMBING & HEATING	PURCHASED SERVICES	03/11/2016	171.25
20160189	STANLEY SECURITY SOLUTIONS	NURSING SUPPLIES	03/04/2016	158.00
20160190	WI DEPT OF HEALTH & SOC SERV	CR/TBI ASSESSMENT-APRIL	04/01/2016	4,080.00
20160191	BARTON ASSOCIATES INC	DR. MOST MD-MARCH 2016	03/11/2016	10,192.50
20160192	HOLIDAY INN	DOCTORS TEMP HOUSEING-REIMERS	03/19/2016	574.00
20160193	ABBOTSFORD AMBULANCE SERVICE	WORKING TOGETHER CONFERENCE	04/12/2016	140.00
20160194	FREEDOM CARPETING	C/I-DWNPMT ON CARPET REPLCMENT	04/21/2016	<b>3,050.00</b>
20160195	S & S WORLDWIDE	ACTIVITY SUPPLIES-ADMISSIONS	04/08/2016	278.17
20160196	S & S WORLDWIDE	ACTIVITY SUPPLIES-CR	04/08/2016	99.95
20160197	SHRED-IT	CONTRACT SRVES-SHREDDING	04/14/2016	48.50
20160198	BSG MAINTENANCE INC	HSKP/LAUNDRY SRVCS-MAY'16	04/25/2016	12,442.32
20160199	BRUCE JORDON	MILEAGE REIMBURSEMENT-JB-MAR	03/31/2016	297.00
20160200	FRONTIER COMMUNICATIONS	PHONE/FAX-APRIL 2016	04/16/2016	229.37
20160201	NATIONAL GOVERNMENT SERVICES LLC	REFUND FOR 2014 COST REPORT	04/29/2016	51.00
20160202	PURCHASE POWER	POSTAGE FOR MASS MAILING-DR.	03/24/2016	499.02
20160203	REIMERS DR KAREN	DR.REIMERS-MARCH-MD	04/27/2016	16,239.00
20160204	BALTUS OIL COMPANY	VEHICLE GASOLINE-APRIL 2016	04/30/2016	78.02
20160205	BRANDL I INC	GROUPS SUPPLIES	05/01/2016	100.00
20160206	BRANDL I INC	LOT SALTING/PLOWING-APRIL	05/01/2016	185.50
20160207	BRUCE JORDON	APRIL MILEAGE/MEAL REIMBURSEME	05/01/2016	410.30
20160208	BUSHMAN DIARY DISTRIBUTORS INC	FOOD & CONGREGATE FOOD	04/29/2016	3,483.29
20160209	CENTRAL RESTAURANT PRODUCTS	DIETARY SUPPLIES	04/27/2016	92.08
20160210	CENTRAL STATE SUPPLY COMPANY	EQUIPMENT REPAIR	05/01/2016	11.30
20160211	CTL COMPANY	<b>C/I-RUGS</b>	04/29/2016	<b>1,447.88</b>

**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, NORWOOD HEALTH CENTER**  
**REPORT OF CLAIMS FOR MAY 2016 MEETING**

For the Range of Vouchers: 20160177 to 20160224

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount
20160211	CTL COMPANY	HSKPG SUPPLIES	04/29/2016	796.88
20160212	COMPLETE CONTROL	CLEAN ENERGY STUDY	05/05/2016	13,650.00
20160213	EATING WELL ETC	DIETICIAN CONSULT-APRIL	04/15/2016	337.50
20160214	HEINZEN PRINTING	VEHICLE DATA FORMS	04/11/2016	38.00
20160215	MARSHFIELD UTILITIES	WATER/SEWER/ELECT.-APRIL'16	04/29/2016	11,446.06
20160216	MEDLINE INDUSTRIES	NURSING/DIETARY SUPPLIES	04/23/2016	1,027.45
20160217	MEDPARTNERS LOCUM TENENS, INC	DR. JACOBS-APRIL-MD	04/27/2016	18,265.00
20160218	MEDPARTNERS LOCUM TENENS, INC	DR. GREGORY-APRIL-MD	04/20/2016	20,252.50
20160219	MENARDS-MARSHFIELD	MAINT. & GROUNDS SUPPLIES	04/30/2016	400.94
20160220	POWER PAC INC	EQUIPMENT REPAIRS	04/05/2016	53.00
20160221	MARTIN BROS DISTRIBUTING CO INC	FOOD/CONGREGATE FOOD/SUPPLIES	04/29/2016	25,838.98
20160222	CITY OF MARSHFIELD	BUILDING PERMIT-FIRE ALRM SYST	05/03/2016	50.00
20160223	MATRIXCARE SDS-12-2905	MATRIXCARE MONTHLY CHARGES	05/04/2016	1,013.00
20160224	VOLOVSEK ASHLEY	MILEAGE/MEALS REIMBURSEMENT	05/02/2016	100.02
<b>Grand Total:</b>			<b>\$</b>	<b><u>203,312.49</u></b>

# WOOD COUNTY HUMAN SERVICES DEPARTMENT

## Voucher Signature Sheet

May 2016 Meeting

		2016	2015
MAY	HUMAN SERVICES DEPARTMENT-COMMUNITY	\$ 831,444.96	\$ 712,150.41
MAY	HUMAN SERVICES DEPARTMENT-NHC	\$ 203,312.49	\$ 269,378.74
MAY	HUMAN SERVICES DEPARTMENT-COMMUNITY OUTLAY	\$ -	\$ -
MAY	HUMAN SERVICES DEPARTMENT-NHC OUTLAY	\$ 4,497.88	\$ 32,515.13
<b>TOTAL VOUCHERS FOR HUMAN SERVICES DEPARTMENT</b>		<u>\$ 1,034,757.45</u>	<u>\$ 981,529.15</u>

\_\_\_\_\_  
Donna Rozar, Chair

\_\_\_\_\_  
Jessica Vicente

\_\_\_\_\_  
Thomas Buttke

\_\_\_\_\_  
Jeffrey Koszczuk, DO

\_\_\_\_\_  
Dennis Polach

\_\_\_\_\_  
Doug Machon

\_\_\_\_\_  
Peter Hendler

\_\_\_\_\_  
Lori Slattery-Smith, RN

\_\_\_\_\_  
Marion Hokamp

5/12/2016

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
**Edgewater Haven Nursing Home**  
**Thursday, March 31, 2016**

	Actual	Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
General Property Taxes	\$246,242.76	\$984,971.00	(\$738,728.24)	(75.00%)
Total Taxes	246,242.76	984,971.00	(738,728.24)	(75.00%)
<b>Public Charges for Services</b>				
Institutional Care-Private Pay	377,961.50	1,295,125.00	(917,163.50)	(70.82%)
Institutional Care-Other Pay	100.00	6,800.00	(6,700.00)	(98.53%)
Public Chgs- Medicare	259,204.37	2,352,477.00	(2,093,272.63)	(88.98%)
Public Chgs- Medicaid	620,450.78	2,409,071.00	(1,788,620.22)	(74.25%)
Public Chgs-Veterans EW	32,250.40	64,678.00	(32,427.60)	(50.14%)
Provision for Bad Debts-Edgewater	(3,000.00)	(12,000.00)	9,000.00	(75.00%)
Total Public Charges for Services	1,286,967.05	6,116,151.00	(4,829,183.95)	(78.96%)
<b>Intergovernmental Charges for Services</b>				
Intergovernmental Transfer Program Rev		620,370.00	(620,370.00)	(100.00%)
Total Charges to Other Governments		620,370.00	(620,370.00)	(100.00%)
Total Intergovernmental Charges for Services		620,370.00	(620,370.00)	(100.00%)
<b>Miscellaneous</b>				
Interest	50.62	300.00	(249.38)	(83.13%)
Occupational Therapy Misc Rev		100.00	(100.00)	(100.00%)
Vending/Cafeteria Revenue	1,214.00	3,300.00	(2,086.00)	(63.21%)
Vending Machine Revenue	2,214.41	6,800.00	(4,585.59)	(67.44%)
Other Operating Income	680.41	2,500.00	(1,819.59)	(72.78%)
Total Miscellaneous	4,159.44	13,000.00	(8,840.56)	(68.00%)
<b>TOTAL REVENUES</b>	<b>1,537,369.25</b>	<b>7,734,492.00</b>	<b>(6,197,122.75)</b>	<b>(80.12%)</b>
<b>EXPENDITURES</b>				
<b>Health and Human Services</b>				
Edgewater-Nursing	1,167,154.72	5,046,810.00	3,879,655.28	76.87%
Edgewater-Housekeeping	37,209.13	155,400.00	118,190.87	76.06%
Edgewater-Dietary	186,691.12	790,613.00	603,921.88	76.39%
Edgewater-Laundry	36,281.84	143,485.00	107,203.16	74.71%
Edgewater-Maintenance	98,752.88	577,616.00	478,863.12	82.90%
Edgewater-Activities	48,619.73	203,590.00	154,970.27	76.12%
Edgewater-Social Services	32,790.68	133,745.00	100,954.32	75.48%
Edgewater-Administration	159,988.14	683,233.00	523,244.86	76.58%
Total Health and Human Services	1,767,488.24	7,734,492.00	5,967,003.76	77.15%
<b>Capital Outlay</b>				
Depreciation & Amortization	76,399.26		(76,399.26)	0.00%
Total Capital Outlay	76,399.26		(76,399.26)	0.00%
<b>TOTAL EXPENDITURES</b>	<b>1,843,887.50</b>	<b>7,734,492.00</b>	<b>5,890,604.50</b>	<b>76.16%</b>
<b>NET INCOME (LOSS) *</b>	<b>(306,518.25)</b>		<b>(306,518.25)</b>	<b>0.00%</b>

5/11/2016

County of Wood  
BALANCE SHEET SUMMARY  
Edgewater Haven Nursing Home  
Thursday, March 31, 2016

		2016	2015
	<b>ASSETS</b>		
11100:11999	Cash and investments	4,994.26	9,718.79
13000:13999	Receivables:		
14000:14999	Miscellaneous	66,879.41	167,053.23
15000:15999	Due from other governments	409,912.28	573,140.10
16100:16199	Due from other funds	182,837.22	(15,399.07)
18200:18289	Inventory of supplies, at cost	81,211.64	57,520.94
18300:18389	Land	245,459.92	242,059.92
18500:18589	Buildings	7,048,820.58	7,014,270.25
18292 + 18390:18392 + 18590:18595 + 18890:18891 + 18596	Machinery and equipment	1,840,903.73	1,767,683.28
19100:19899	Accumulated Depreciation	(5,360,718.68)	(5,050,453.22)
	Unamortized debt discounts	618,047.88	263,426.76
	<b>TOTAL ASSETS</b>	<b><u>5,138,348.04</u></b>	<b><u>5,029,020.98</u></b>
	<b>LIABILITIES AND FUND EQUITY</b>		
	<b>Liabilities:</b>		
23000:23999	Special deposits	4,228.10	8,814.53
21800:21899	Accrued vacation and sick pay	683,209.14	619,860.74
26110:26199	Deferred property tax	738,728.24	562,467.74
29600:29699	Retirement prior service obligation	843,522.00	688,505.00
	<b>Total Liabilities</b>	<b><u>2,269,687.48</u></b>	<b><u>1,879,648.01</u></b>
	<b>Fund Equity:</b>		
33900:33999	Retained earnings:		
	Unreserved	3,400,621.97	3,962,587.61
34300:34399	Fund Balance:		
40000:59999	Undesignated	377,210.43	263,426.76
	Income summary	(305,680.37)	(12,202.29)
	<b>Total Fund Equity</b>	<b><u>3,472,152.03</u></b>	<b><u>4,213,812.08</u></b>
	<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b><u>5,741,839.51</u></b>	<b><u>6,093,460.09</u></b>

County of Wood  
Detailed Income Statement  
For the Three Months Ending March 31, 2016  
Human Services Department-Combined

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Item #8

	Actual	Budget	Variance	Variance %
<b>REVENUES</b>				
Taxes				
General Property Taxes	\$2,112,871.50	\$8,451,486.00	(\$6,338,614.50)	(75.00%)
Total Taxes	2,112,871.50	8,451,486.00	(6,338,614.50)	(75.00%)
Intergovernmental Revenues				
State Aid & Grants	2,697,110.40	11,348,561.00	(8,651,450.60)	(76.23%)
Total Intergovernmental	2,697,110.40	11,348,561.00	(8,651,450.60)	(76.23%)
Public Charges for Services				
Public Chgs-Other -Local Grant		27,500.00	(27,500.00)	(100.00%)
Public Charges-Unified & Norwood	2,806,795.72	15,474,781.00	(12,667,985.28)	(81.86%)
Third Party Awards & Settlements		218,857.00	(218,857.00)	(100.00%)
Contractual Adjustment-Unified & Norwood	(672,991.88)	(4,395,041.00)	3,722,049.12	(84.69%)
Total Public Charges for Services	2,133,803.84	11,326,097.00	(9,192,293.16)	(81.16%)
Interdepartmental Charges for Services				
Dept Revenue-Unified & Norwood	78,429.13	320,000.00	(241,570.87)	(75.49%)
Total Interdepartmental Charges	78,429.13	320,000.00	(241,570.87)	(75.49%)
Total Intergovernmental Charges for Services	78,429.13	320,000.00	(241,570.87)	(75.49%)
Miscellaneous				
Rental Income	10,533.80	39,778.00	(29,244.20)	(73.52%)
Donations		7,500.00	(7,500.00)	(100.00%)
Recovery of PYBD & Contractual Adj	20,817.68	32,000.00	(11,182.32)	(34.94%)
Meal/Vending/Misc Income	6,653.59	21,650.00	(14,996.41)	(69.27%)
Other Miscellaneous	5,203.40	21,696.00	(16,492.60)	(76.02%)
Total Miscellaneous	43,208.47	122,624.00	(79,415.53)	(64.76%)
<b>TOTAL REVENUES</b>	<b>7,065,423.34</b>	<b>31,568,768.00</b>	<b>(24,503,344.66)</b>	<b>(77.62%)</b>
<b>EXPENDITURES</b>				
Health and Human Services				
Human Services-Child Welfare	914,477.49	3,678,708.00	2,764,230.51	75.14%
Human Services- Youth Aids	731,395.14	3,092,461.00	2,361,065.86	76.35%
Human Services- Child Care	27,554.88	118,402.00	90,847.12	76.73%
Human Services- Transportation	94,572.79	424,125.00	329,552.21	77.70%
Human Services-ESS	308,947.04	1,205,386.00	896,438.96	74.37%
Human Services-FSET	342,386.39	2,556,037.00	2,213,650.61	86.60%
Human Services-FSET 50/50	50,166.92	641,186.00	591,019.08	92.18%
Human Services-LIHEAP	26,941.61	121,250.00	94,308.39	77.78%
Human Services-Birth to Three	111,557.11	429,854.00	318,296.89	74.05%
Human Services- FSP	53,895.66	343,607.00	289,711.34	84.31%
Human Services-Child Waivers	44,376.57	197,048.00	152,671.43	77.48%
Human Services-CTT/CSP	141,712.99	538,082.00	396,369.01	73.66%
Human Services-OPC, MH	287,267.70	1,537,306.00	1,250,038.30	81.31%
Human Services-CCS	306,395.83	1,524,665.00	1,218,269.17	79.90%
Human Services-Crisis, Legal Services	148,148.36	618,960.00	470,811.64	76.06%
Human Services-MH Contracts	285,919.83	1,606,665.00	1,320,745.17	82.20%

County of Wood  
Detailed Income Statement  
For the Three Months Ending March 31, 2016  
Human Services Department-Combined

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Item #8

Human Services-OPC, AODA	91,828.07	423,325.00	331,496.93	78.31%
Human Services- OPC, Day Treatment	18,359.90	69,783.00	51,423.10	73.69%
Human Services-CBRF, AODA GROUP HOME	61,780.91	240,441.00	178,660.09	74.31%
Human Services-AODA Contracts	7,647.00	119,900.00	112,253.00	93.62%
Human Services- Administration	784,455.39	3,045,793.00	2,261,337.61	74.24%
Norwood- Crisis Stabilization	106,386.75	425,547.00	319,160.25	75.00%
Norwood-SNF-CMI (Crossroads)	228,338.04	914,946.00	686,607.96	75.04%
Norwood SNF-TBI (Pathways)	167,130.63	962,153.00	795,022.37	82.63%
Norwood-Inpatient (Admissions)	844,238.19	3,355,618.00	2,511,379.81	74.84%
Norwood-Nursing	60,151.21	214,806.00	154,654.79	72.00%
Norwood-Dietary	192,593.85	780,096.00	587,502.15	75.31%
Norwood-Plant Ops & Maintenance	159,392.02	983,535.00	824,142.98	83.79%
Norwood-Medical Records	47,241.91	196,738.00	149,496.09	75.99%
Norwood-Administration	285,967.37	1,205,006.00	919,038.63	76.27%
Total Health and Human Services	6,931,227.55	31,571,429.00	24,640,201.45	78.05%
TOTAL EXPENDITURES	6,931,227.55	31,571,429.00	24,640,201.45	78.05%
NET INCOME (LOSS) *	134,195.79	(2,661.00)	136,856.79	

Budget Variance:

Transportation \$2,661.00



County of Wood  
Detailed Income Statement  
For the Three Months Ending March 31, 2016  
Human Services Department-Community

2  
Item #8

	Actual	Budget	Variance	Variance %
<b>REVENUES</b>				
Taxes				
General Property Taxes	\$1,702,856.25	\$6,811,425.00	(\$5,108,568.75)	(75.00%)
Total Taxes	1,702,856.25	6,811,425.00	(5,108,568.75)	(75.00%)
Intergovernmental Revenues				
State Aid & Grants	2,697,110.40	11,348,561.00	(8,651,450.60)	(76.23%)
Total Intergovernmental	2,697,110.40	11,348,561.00	(8,651,450.60)	(76.23%)
Public Charges for Services				
Public Chgs-Other -Local Grant		27,500.00	(27,500.00)	(100.00%)
Public Charges-Unified & Norwood	1,105,239.32	6,497,296.00	(5,392,056.68)	(82.99%)
Contractual Adjustment-Unified & Norwood	(375,126.30)	(2,242,937.00)	1,867,810.70	(83.28%)
Total Public Charges for Services	730,113.02	4,281,859.00	(3,551,745.98)	(82.95%)
Interdepartmental Charges for Services				
Dept Revenue-Unified & Norwood	11,116.50	40,000.00	(28,883.50)	(72.21%)
Total Interdepartmental Charges	11,116.50	40,000.00	(28,883.50)	(72.21%)
Total Intergovernmental Charges for Services	11,116.50	40,000.00	(28,883.50)	(72.21%)
Miscellaneous				
Rental Income	10,533.80	39,778.00	(29,244.20)	(73.52%)
Donations		7,500.00	(7,500.00)	(100.00%)
Meal/Vending/Misc Income	1,296.95		1,296.95	0.00%
Other Miscellaneous		1,200.00	(1,200.00)	(100.00%)
Total Miscellaneous	11,830.75	48,478.00	(36,647.25)	(75.60%)
<b>TOTAL REVENUES</b>	<b>5,153,026.92</b>	<b>22,530,323.00</b>	<b>(17,377,296.08)</b>	<b>(77.13%)</b>

**EXPENDITURES**

Health and Human Services				
Human Services-Child Welfare	914,477.49	3,678,708.00	2,764,230.51	75.14%
Human Services- Youth Aids	731,395.14	3,092,461.00	2,361,065.86	76.35%
Human Services- Child Care	27,554.88	118,402.00	90,847.12	76.73%
Human Services- Transportation	94,572.79	424,125.00	329,552.21	77.70%
Human Services-ESS	308,947.04	1,205,386.00	896,438.96	74.37%
Human Services-FSET	342,386.39	2,556,037.00	2,213,650.61	86.60%
Human Services-FSET 50/50	50,166.92	641,186.00	591,019.08	92.18%
Human Services-LIHEAP	26,941.61	121,250.00	94,308.39	77.78%
Human Services-Birth to Three	111,557.11	429,854.00	318,296.89	74.05%
Human Services- FSP	53,895.66	343,607.00	289,711.34	84.31%
Human Services-Child Waivers	44,376.57	197,048.00	152,671.43	77.48%
Human Services-CTT/CSP	141,712.99	538,082.00	396,369.01	73.66%
Human Services-OPC, MH	287,267.70	1,537,306.00	1,250,038.30	81.31%
Human Services-CCS	306,395.83	1,524,665.00	1,218,269.17	79.90%
Human Services-Crisis, Legal Services	148,148.36	618,960.00	470,811.64	76.06%
Human Services-MH Contracts	285,919.83	1,606,665.00	1,320,745.17	82.20%
Human Services-OPC, AODA	91,828.07	423,325.00	331,496.93	78.31%
Human Services- OPC, Day Treatment	18,359.90	69,783.00	51,423.10	73.69%

County of Wood  
Detailed Income Statement  
For the Three Months Ending March 31, 2016  
Human Services Department-Community

2  
Item #8

Human Services-CBRF, AODA GROUP HOME	61,780.91	240,441.00	178,660.09	74.31%
Human Services-AODA Contracts	7,647.00	119,900.00	112,253.00	93.62%
Human Services- Administration	784,455.39	3,045,793.00	2,261,337.61	74.24%
Total Health and Human Services	4,839,787.58	22,532,984.00	17,693,196.42	78.52%
TOTAL EXPENDITURES	4,839,787.58	22,532,984.00	17,693,196.42	78.52%
NET INCOME (LOSS) *	313,239.34	(2,661.00)	315,900.34	

Budget Variance:  
Transportation \$2,661.00

County of Wood  
Detailed Income Statement  
For the Three Months Ending March 31, 2016  
Human Services Department-Norwood Health Center

2  
Item #8

	Actual	Budget	Variance	Variance %
<b>REVENUES</b>				
Taxes				
General Property Taxes	\$410,015.25	\$1,640,061.00	(\$1,230,045.75)	(75.00%)
Total Taxes	410,015.25	1,640,061.00	(1,230,045.75)	(75.00%)
Public Charges for Services				
Public Charges-Unified & Norwood	1,701,556.40	8,977,485.00	(7,275,928.60)	(81.05%)
Third Party Awards & Settlements		218,857.00	(218,857.00)	(100.00%)
Contractual Adjustment-Unified & Norwood	(297,865.58)	(2,152,104.00)	1,854,238.42	(86.16%)
Total Public Charges for Services	1,403,690.82	7,044,238.00	(5,640,547.18)	(80.07%)
Interdepartmental Charges for Services				
Dept Revenue-Unified & Norwood	67,312.63	280,000.00	(212,687.37)	(75.96%)
Total Interdepartmental Charges	67,312.63	280,000.00	(212,687.37)	(75.96%)
Total Intergovernmental Charges for Services	67,312.63	280,000.00	(212,687.37)	(75.96%)
Miscellaneous				
Recovery of PYBD & Contractual Adj	20,817.68	32,000.00	(11,182.32)	(34.94%)
Meal/Vending/Misc Income	5,356.64	21,650.00	(16,293.36)	(75.26%)
Other Miscellaneous	5,203.40	20,496.00	(15,292.60)	(74.61%)
Total Miscellaneous	31,377.72	74,146.00	(42,768.28)	(57.68%)
<b>TOTAL REVENUES</b>	<b>1,912,396.42</b>	<b>9,038,445.00</b>	<b>(7,126,048.58)</b>	<b>(78.84%)</b>
<b>EXPENDITURES</b>				
Health and Human Services				
Norwood- Crisis Stabilization	106,386.75	425,547.00	319,160.25	75.00%
Norwood-SNF-CMI (Crossroads)	228,338.04	914,946.00	686,607.96	75.04%
Norwood SNF-TBI (Pathways)	167,130.63	962,153.00	795,022.37	82.63%
Norwood-Inpatient (Admissions)	844,238.19	3,355,618.00	2,511,379.81	74.84%
Norwood-Nursing	60,151.21	214,806.00	154,654.79	72.00%
Norwood-Dietary	192,593.85	780,096.00	587,502.15	75.31%
Norwood-Plant Ops & Maintenance	159,392.02	983,535.00	824,142.98	83.79%
Norwood-Medical Records	47,241.91	196,738.00	149,496.09	75.99%
Norwood-Administration	285,967.37	1,205,006.00	919,038.63	76.27%
Total Health and Human Services	2,091,439.97	9,038,445.00	6,947,005.03	76.86%
<b>TOTAL EXPENDITURES</b>	<b>2,091,439.97</b>	<b>9,038,445.00</b>	<b>6,947,005.03</b>	<b>76.86%</b>
<b>NET INCOME (LOSS) *</b>	<b>(179,043.55)</b>		<b>(179,043.55)</b>	

**County of Wood**  
**BALANCE SHEET SUMMARY**  
 Human Services Department  
 Thursday, March 31, 2016

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
Cash and investments	366,514.91	164,208.87
Receivables:		
Miscellaneous	3,216,459.16	2,549,695.34
Due from other governments	2,239,119.83	3,042,604.98
Due from other funds	4,969,258.53	5,588,636.12
Inventory of supplies, at cost	37,340.76	41,684.08
Prepaid expenses/expenditures	27,424.99	31,735.74
<b>TOTAL ASSETS</b>	<b><u>10,856,118.18</u></b>	<b><u>11,418,565.13</u></b>
<b>LIABILITIES AND FUND EQUITY</b>		
<b>Liabilities:</b>		
Vouchers payable	201,919.38	293,795.33
Accrued compensation	182,373.78	519,240.16
Special deposits	42,090.57	32,680.00
Due to other governments	2,879,242.92	1,416,620.29
Deferred revenue	1,436,790.47	1,318,852.66
Deferred property tax	6,338,614.50	6,129,911.86
Advances from other funds		30,602.15
<b>Total Liabilities</b>	<b><u>11,081,031.62</u></b>	<b><u>9,741,702.45</u></b>
<b>Fund Equity:</b>		
Retained earnings:		
Unreserved	85,069.87	85,069.87
Fund Balance:		
Reserved for contingencies	197,863.23	197,235.23
Undesignated	(642,042.33)	0.00
Income summary	134,195.79	1,394,557.58
<b>Total Fund Equity</b>	<b><u>(224,913.44)</u></b>	<b><u>1,676,862.68</u></b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b><u>10,856,118.18</u></b>	<b><u>11,418,565.13</u></b>

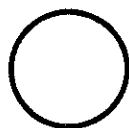
WOOD COUNTY

ITEM#

10

DATE

Effective Date



## RESOLUTION#

Introduced by Health and Human Services

Page 1 of 1

Committee

RAL

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

**INTENT & SYNOPSIS:** To authorize out-of-state travel for one Veteran Services employee to attend National Association of County Veterans Service Officer Association (NACVSO) in Peoria, Illinois on October 23 –October 28, 2016.

**FISCAL NOTE:** The cost for registration, meals, lodging and mileage not to exceed \$1,900.00 of county budgeted money (101-3102-54720-000-331).

**Source of Money:** Veterans Service Office 2016 budget.

		NO	YES	A
1	LaFontaine, D			
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,** Accreditation with a service organization is required by title 38 United States Code of Federal Regulations section 14.629 for county veterans representatives to assist veterans with federal veterans claims and to obtain access to federal veterans electronic claims processing and files.

**WHEREAS,** Accreditation training through NACVSO will allow representation of veterans using the following service organizations:

National Association of County Veteran Service Officers  
 American Legion  
 Disabled American Veterans (DAV)  
 Veterans of Foreign Wars (VFW)  
 Military Order of the Purple Heart (MOPH)  
 American Veterans (AMVETS)  
 Wisconsin Department of Veterans Affairs (WDVA)

**WHEREAS,** The Federal Department of Veterans Affairs has moved to a national work queue where Wood County claims may be worked anywhere in the nation. Accreditation with multiple organizations has become a necessity.

**NOW, THEREFORE,** THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to authorize one Wood County Veteran Services employee to attend the NACVSO Accreditation Training in Peoria, Illinois on October 23-28, 2016, at a cost not to exceed \$1,900.00 to the county.



## ILLINOIS ASSOCIATION OF COUNTY VETERANS ASSISTANCE COMMISSIONS

### Veteran Service Officer Training Registration Form

- CEU Classes: Tuesday October 25, 2016 to Thursday October 27, 2016
  - Daily Class hours: 8:30 AM to 4:30 PM daily (subject to change)
  - Registration fee will include all training materials and break refreshments.
  - Check-in will be Monday Oct. 24, 2016 from 3 to 8 PM and prior to class on Tuesday morning
  - Cost: IACVAC members \$230 per student  
Non-members \$300 per student
- NACVSO Accreditation Training Monday October 24, 2016 to Friday October 28, 2016
  - Daily class hours 8:30 AM to 4:30 PM (subject to change)
  - Attendance all five (5) days is required; Mandatory VA test on Friday, plan your travel accordingly
  - Membership in NACVSO required for accreditation (see [www.nacvso.org](http://www.nacvso.org) for more information)
  - Registration fee includes class materials and break refreshments
  - Check-in will be Sunday Oct. 23, 2016 from 3 to 8 PM and prior to class on Monday morning
  - Cost: IACVAC members \$230 per student  
Non-members \$300 per student
- Registration forms & fees must be postmarked by 09/15/2016 to avoid a \$75 late charge.
- Fees are not refundable for cancellations after 9/15/2016

### TRAINING CONFERENCE LOCATION

Embassy Suites Hotel & Riverfront Conference Center  
100 Conference Center Drive  
East Peoria, IL 61611

Phone 309-694-0200

The per night room rate is \$89.00 (plus tax).

Room reservations for the quoted price must be made by each student by Sunday October 2, 2016.

Reservations: 1-800-Embassy or [www.embassysuiteseastpeoria.com](http://www.embassysuiteseastpeoria.com) Book the room under the "IACVAC" block.

VAC / Organization Name:	
Address	
City / State / Zip	
Phone	
Email address	

Student's Name	CEU's / Accreditation	IACVAC member	Fee \$230 or \$300
	CEU's / Accreditation	YES NO	
	CEU's / Accreditation	YES NO	
	CEU's / Accreditation	YES NO	
	CEU's / Accreditation	YES NO	
	CEU's / Accreditation	YES NO	
		TOTAL SUBMITTED	

Mail completed registration form and your check to:  
IACVAC c/o Grundy County VAC 1802 North Division Street - Suite 405 Morris, IL. 60450

5/16/16

Pathways Update:

Update on Progress:

- April we had an average census of 4.3 per day, 9 of the 129 days were TBI patients as we had one TBI admit later in April. We have since admitted an additional TBI patient to bring our current TBI census to two patients.
- Our Crossroads census maintains at capacity and we have averaged full capacity of four patients for our overflow beds on Pathways.
- Ashley Volovsek and I attended the Wisconsin TBI conference in early May. Norwood had a booth at this conference that was provided for TBI facilities, caregivers and survivors. This was a great networking event and provided great education. The networking has helped to identify marketing areas and locations for the TBI services.

From the report, I was asked to provide more information on the possibilities for Pathways:

- We have a call scheduled for the fourth week of May to discuss possibilities with DHS in regards to the opportunities with assisting them with their bed shortage.

Respectfully Submitted,

Jordon Bruce, NHA

Administrator

## Weekender Program for Nursing Assistants

---

**Purpose: To allow for flexible scheduling options, grant time off for Full Time staff and fill open weekend positions.**

Potential Candidates: This position would be perfect for Students that are attending school or parents of homes where both parents work but this would allow them to stay home with children during the week and work only on weekends to avoid daycare expenses.

Cost:

Current average overtime for weekend coverage: \$2,037.93 per pay period

Cost of benefits from making two (2) .6 FTE positions from six (6) .2 FTE's: \$948.61

\*Wages assumed of \$15.06/hr which is midpoint of grade

Potential Benefits:

- Less Overtime, savings of \$1,089.32/ppd, \$28,322.32 annually
- More approval of time off
- Less burnout
- Easier scheduling
- Reduce mandated overtime

Recommendation: Approve plan and re-evaluate in 6 months to determine continuation or expansion of program.



## Weekender Program for Nursing Assistants

---

**Purpose: To allow for flexible scheduling options, grant time off for Full Time staff and fill open weekend positions.**

**Program Guidelines:**

1. Recommendations
  - a. Start the program with two employees and evaluate the success of the schedule.
  - b. Move to two additional employees after the initial evaluation period is completed and dependent upon achieving desired outcome.
2. Starting the program of 12 hour shifts:
  - a. Start with two employees paired up for 24 hour shift coverage on Saturday and Sunday.
  - b. Criteria for selection into these positions will be based on performance and attendance.
  - c. Discuss this program face to face with the employees who are interested to explain the schedule hours, reliability and when the schedule will be reviewed as to the success for all concerned.
3. Twelve hour shift schedules for employees will be arranged and coordinated between two staff members to provide 24 hour coverage.
  - a. Employee A will work 7:00am – 7:30pm
  - b. Employee B will work 7:00 pm – 7:30am
  - c. Breaks and Lunch Break
    - i. Two Breaks = 15 minutes each
    - ii. One Unpaid Lunch Break = 30 minutes
  - d. County Overtime Policy would need to be changed to over 40 hours a week for these positions.
  - e. Wages would be the appropriate step of the grade based on experience.
  - f. Employee could pick up additional shifts during the week if mutually agreeable.
  - g. Employees would be able to request off one weekend at the end of every 6 months.
  - h. .6 FTE
    - Saturday/Sunday of Pay period - 48 hours/PPD - .6 FTE
    - Two 12 hour shifts per weekend
4. Signed agreement
  - a. Each employee signs an agreement as to the 12-hour shifts that they are scheduled to work each weekend.
  - b. Employee commits to the weekender program for 6 month increments.
  - c. Each employee moved into this program understands that if they are absent during a scheduled shift they may lose this position and revert back to their prior position if available.

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT #	20-17-001
PROJECT NAME	Roof replacement phase 1

CATEGORY	<u>Building</u>	DEPARTMENT	<u>Norwood Maintenance</u>
PRIORITY	<u>Necessary</u>	CONTACT PERSON	<u>Lee Ackerman</u>
		USEFUL LIFE	<u>10-20 years</u>

DESCRIPTION	Replace rubber membrane roof on approximately half of facility. This will be the first of 2 phases.
-------------	---

JUSTIFICATION	Existing rubber membrane roof will need to be replaced due to aging and subsequent increase in repair costs. Because the roof is divided into many sections, the project is planned to be spread out in phases over 2 years. The life expectancy of a typical rubber membrane roof is 20-25 years. This roof will be 28 years old in 2017.
---------------	--

**Expenditure Schedule**

PRIOR TOTAL		2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
	Planning/Design						0	
	Land Acquisition						0	
	Construction/Maint	200,000					200,000	
	Equip/Vehicles/Furn						0	
	Other						0	
		200,000	0	0	0	0		

**Funding Sources**

PRIOR TOTAL		2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
	Tax Levy	200,000					200,000	
	Debt						0	
	State/Federal Grant						0	
	User Fees						0	
	Other						0	
		200,000	0	0	0	0		

OPERATIONAL IMPACT/OTHER	
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**Operating Budget Impact**

PRIOR TOTAL		2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
	Salaries & Fringes						0	
	Professional Services						0	
	Supplies/Materials						0	
	Depreciation						0	
	Other (Insur, Utilities)						0	
	Principal & Interest						0	
		0	0	0	0	0		

WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021

PROJECT #	20-17-002
PROJECT NAME	Crossroads Unit Remodel

CATEGORY	Building	DEPARTMENT	Norwood Maintenance
PRIORITY	desirable	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	20 years

DESCRIPTION	Update finishes on Crossroads unit common areas, bedrooms, and bathrooms. Work would including floors, wall and ceiling paint, light fixtures, cabinets, finishes and plumbing.
-------------	--

JUSTIFICATION	Crossroads unit is a 16 bed unit licensed as a skilled nursing home that is typically at full capacity. Unit has not been significantly updated since first built over 40 years ago. We hope to update common area, bedroom, and bathroom flooring, wall paint, ceilings, lights, and cabinets. State surveys expect to see a "home-like" living area and may site us without improvements.
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Expenditure Schedule

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint	250,000					250,000	
Equip/Vehicles/Furn						0	
Other						0	
	250,000	0	0	0	0		

Funding Sources

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy	250,000					250,000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	250,000	0	0	0	0		

OPERATIONAL IMPACT/OTHER	
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Operating Budget Impact

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT #	20-17-003
PROJECT NAME	Water Heater Replacement

CATEGORY	Major Equipment	DEPARTMENT	Norwood Maintenance
PRIORITY	Necessary	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	8 years

DESCRIPTION	Industrial water heater used for building hot water needs will need replacing.
-------------	--

JUSTIFICATION	Hot water is currently supplied to the building by three (3) independent hot water heaters that work in tandem. Each has been replace once since the original installation in 2000. By 2017, the oldest heater will be at the end of its life expectancy and will need to be replaced.
---------------	--

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint	12,000					12000	
Equip/Vehicles/Furn						0	
Other						0	
	12000	0	0	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy	12000					12000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	12000	0	0	0	0		

OPERATIONAL IMPACT/OTHER	
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**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

20-17-004 HVAC Phase 1  
Item #14 <sup>2</sup>

<b>PROJECT #</b>	20-17-004
<b>PROJECT NAME</b>	HVAC Renovations

<b>CATEGORY</b>	Building	<b>DEPARTMENT</b>	Norwood Maintenance
<b>PRIORITY</b>	Necessary	<b>CONTACT PERSON</b>	Lee Ackerman
		<b>USEFUL LIFE</b>	25 YEARS

**DESCRIPTION**  
update 40+ year old pneumatic controls to more efficient and reliable digital controls in order to maintain working condition of heating/cooling systems.

**JUSTIFICATION**  
All of the HVAC controls are the original pneumatic controls. Air lines, valves, positioners and controls are deteriorating, leaking air and inefficient. Work needs to begin on updating these controls in stages in order to maintain operation of the building and its programs. An energy audit is being performed on the facility with grant money for the State Energy Dept. and will reveal areas of greatest need as well as creating a long-term plan for keeping our systems operating and efficient. We will follow those recommendations to prioritize greatest needs.

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/> Planning/Design						0	<input type="text"/>
Land Acquisition						0	
Construction/Maint	50000					50000	
Equip/Vehicles/Furn						0	
Other						0	
	50000	0	0	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/> Tax Levy	50000					50000	<input type="text"/>
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	50000	0	0	0	0		

**OPERATIONAL IMPACT/OTHER**

**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/> Salaries & Fringes						0	<input type="text"/>
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021

PROJECT #	20-17-005
PROJECT NAME	Front Entryway and Lobby remodel

CATEGORY	Building	DEPARTMENT	Norwood Maintenance
PRIORITY	Desirable	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	50 years

DESCRIPTION
Add a drive-under canopy to the front entryway and update reception area.

A drive-under canopy will allow for protected drop off and pickup of patients and visitors. New entrance will also update building to better reflect facility's new usage as Wood County Annex and Health Center. Updates to reception area will address safety of reception employees. The lobby will be given new carpeting, paint and décor.

Expenditure Schedule

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint	185,000					185,000	
Equip/Vehicles/Furn						0	
Other						0	
	185,000	0	0	0	0		

Funding Sources

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy	185,000					185,000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	185,000	0	0	0	0		

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021

PROJECT # 20-17-006  
PROJECT NAME Dishwasher Conveyor Type - Dietary

CATEGORY Equipment DEPARTMENT Dietary  
PRIORITY Urgent CONTACT PERSON Larry Burt  
USEFUL LIFE 15 years

DESCRIPTION Dishwasher, Conveyor Type: Hobart CL44E-5 R/L 15KW Tank Heat 208/60/3 Conveyor Dishwasher, single tank, 202 racks/hour, insulated hinged doors, .62 gallon/rack, stainless steel enclosure panels, Microprocessor controls with Low Temperature & Dirty Water Indicators, ENERGY STAR rated. Standard Warranty - 1 year parts, labor & travel time during normal working hours within the USA

JUSTIFICATION Current machine is an Ultra Chlor, conveyor type dishwasher. This dishwasher's life expectancy is 10 years and it will be 15 years old in 2017; 5 years past it expected usefulness. Repairs are becoming more frequently (approx. 3-5/ year) causing down time in production. Current dishwasher utilizes a lot of energy due to a booster heater rated for a much larger dishwasher. The number of gallons of water used would be far less with a dishwasher of today's specs.

Expenditure Schedule

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint						0	
Equip/Vehicles/Furn	17,650					17650	
Other						0	
	17650	0	0	0	0		

Funding Sources

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy	17650					17650	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	17650	0	0	0	0		

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-18-001  
PROJECT NAME Roof Replacement Phase 2

CATEGORY Building  
PRIORITY Necessary

DEPARTMENT Norwood Maintenance  
CONTACT PERSON Lee Ackerman  
USEFUL LIFE 10-20 years

**DESCRIPTION**  
Replace rubber membrane roof on second half of facility. This will be the final of 2 phases.

**JUSTIFICATION**  
Existing rubber membrane roof will need to be replaced due to aging and subsequent increase in repair costs. Because the roof is divided into many sections, the project is planned to be spread out in phases over 2 years. The life expectancy of a typical rubber membrane roof is 20-25 years. This roof will be 29 years old in 2018.

**Expenditure Schedule**

PRIOR TOTAL

	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint		200,000				200000	
Equip/Vehicles/Furn						0	
Other						0	
	0	200000	0	0	0		

**Funding Sources**

PRIOR TOTAL

	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy		200000				200000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	200000	0	0	0		

**OPERATIONAL IMPACT/OTHER****Operating Budget Impact**

PRIOR TOTAL

	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		



**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-18-002  
PROJECT NAME Water Heater Replacement

CATEGORY Major Equipment  
PRIORITY Necessary

DEPARTMENT Norwood Maintenance  
CONTACT PERSON Lee Ackerman  
USEFUL LIFE 8 years

DESCRIPTION  
Industrial water heater used for building hot water needs will need replacing.

JUSTIFICATION  
Hot water is currently supplied to the building by three (3) independent hot water heaters that work in tandem. Each has been replace once since the original installation in 2000. By 2017, the oldest heater will be at the end of its life expectancy and will need to be replaced.

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/> Planning/Design						0	<input type="text"/>
Land Acquisition						0	
Construction/Maint						0	
Equip/Vehicles/Furn		12,000				12000	
Other						0	
	0	12000	0	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/> Tax Levy		12000				12000	<input type="text"/>
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	12000	0	0	0		

OPERATIONAL IMPACT/OTHER

**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/> Salaries & Fringes						0	<input type="text"/>
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-18-003  
PROJECT NAME HVAC Renovations Phase 2

CATEGORY	Building	DEPARTMENT	Norwood Maintenance
PRIORITY	Necessary	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	25 YEARS

**DESCRIPTION**  
update 40+ year old pneumatic controls to more efficient and reliable digital controls in order to maintain working condition of heating/cooling systems.

**JUSTIFICATION**  
All of the HVAC controls are the original pneumatic controls. Air lines, valves, positioners and controls are deteriorating, leaking air and inefficient. Work has begun on updating these controls in stages in order to maintain operation of the building and its programs. Areas not addressed in previous year's renovation will be updated.

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint						0	
Equip/Vehicles/Furn		75000				75000	
Other						0	
	0	75000	0	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy		75000				75000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	75000	0	0	0		

**OPERATIONAL IMPACT/OTHER**

**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT #	20-18-004
PROJECT NAME	Lighting Upgrades

CATEGORY	Building	DEPARTMENT	Norwood Maintenance
PRIORITY	Desirable	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	10-15 years

DESCRIPTION	Replacement of inefficient fluorescent light fixtures with LED fixtures.
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JUSTIFICATION	Many existing light fixtures are t-12 fluorescent type and are over 40 years old. more energy efficient and longer lasting options are available with LED fixtures. Utility savings and Focus on Energy incentives should repay cost of improvement within 5 years.
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**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint		50000				50000	
Equip/Vehicles/Furn						0	
Other						0	
	0	50000	0	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy		50000				50000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	50000	0	0	0		

OPERATIONAL IMPACT/OTHER	
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**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT #	20-18-005
PROJECT NAME	Cabinet Replacement Project

CATEGORY	Building	DEPARTMENT	Norwood Maintenance
PRIORITY	Desirable	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	20 years

DESCRIPTION	Replace cabinets in Admissions kitchenette, Crossroads exam room and Canteen. Install new cabinets in Admissions exam room.
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JUSTIFICATION	Cabinets in Admissions kitchenette, Crossroads exam room and Canteen are original and now 43 years old. Most are in poor repair with chipped veneer and outdated counter tops.
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**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint		30000				30000	
Equip/Vehicles/Furn						0	
Other						0	
	0	30000	0	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy		30000				30000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	30000	0	0	0		

OPERATIONAL IMPACT/OTHER	
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**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-18-006  
PROJECT NAME Wheelchair Van Repairs

CATEGORY Major Equipment  
PRIORITY Nessecary

DEPARTMENT Norwood Maintenance  
CONTACT PERSON Lee Ackerman  
USEFUL LIFE 3-5 years

**DESCRIPTION**  
Make necessary repairs to wheelchair lift mechanisms in two lift vans.

**JUSTIFICATION**  
Norwood currently has two wheelchair lift vans in daily service. Both are in need of having repair and maintenance work done to the lift mechanisms in order to prolong their usefulness and avoid premature replacement of vehicle or lift.

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint						0	
Equip/Vehicles/Furn		8000				8000	
Other						0	
	0	8000	0	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy		8000				8000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	8000	0	0	0		

**OPERATIONAL IMPACT/OTHER**

**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT #	20-18-007
PROJECT NAME	Parking lot sealcoat and stripe

CATEGORY	Land Improvement	DEPARTMENT	Norwood Maintenance
PRIORITY	Necessary	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	5 years

DESCRIPTION
Parking lot will be resealed and lines repainted. Any minor repairs needed at that time will be performed, budget allowing.

JUSTIFICATION
Parking lots are more than 20 years old and require routine upkeep to extend the usable life.

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/>						0	<input type="text"/>
Planning/Design						0	
Land Acquisition						0	
Construction/Maint		10,000				10000	
Equip/Vehicles/Furn						0	
Other						0	
	0	10000	0	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/>						10000	<input type="text"/>
Tax Levy		10000				10000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	10000	0	0	0		

OPERATIONAL IMPACT/OTHER

**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/>						0	<input type="text"/>
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-18-008  
PROJECT NAME Pathways Unit Remodel

CATEGORY Building  
PRIORITY desirable

DEPARTMENT Norwood Maintenance  
CONTACT PERSON Lee Ackerman  
USEFUL LIFE 20 years

**DESCRIPTION**

Update finishes on Pathways unit common areas, bedrooms, and bathrooms.  
Work would including floors, wall and ceiling paint, light fixtures, cabinets, finishes and plumbing.

**JUSTIFICATION**

Pathways Unit has not been significantly updated since first built over 40 years ago. We hope to update common area, bedroom, and bathroom flooring, wall paint, ceilings, lights, and cabinets. State surveys expect to see a "home-like" living area and may site us without improvements.

**Expenditure Schedule**

PRIOR TOTAL

	2017	2018	2019	2020	2021	TOTAL
Planning/Design						0
Land Acquisition						0
Construction/Maint		250,000				250000
Equip/Vehicles/Furn						0
Other						0
	0	250000	0	0	0	

FUTURE TOTAL

**Funding Sources**

PRIOR TOTAL

	2017	2018	2019	2020	2021	TOTAL
Tax Levy		250000				250000
Debt						0
State/Federal Grant						0
User Fees						0
Other						0
	0	250000	0	0	0	

FUTURE TOTAL

**OPERATIONAL IMPACT/OTHER****Operating Budget Impact**

PRIOR TOTAL

	2017	2018	2019	2020	2021	TOTAL
Salaries & Fringes						0
Professional Services						0
Supplies/Materials						0
Depreciation						0
Other (Insur, Utilities)						0
Principal & Interest						0
	0	0	0	0	0	

FUTURE TOTAL

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT #	20-19-001
PROJECT NAME	Vehicle replacement

CATEGORY	Vehicles	DEPARTMENT	Norwood Maintenance
PRIORITY	Necessary	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	10 years

DESCRIPTION	Replace car for use in patient and staff transportation.
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JUSTIFICATION	Current car will be 17 years old in 2019 and will be due for replacement. We will pursue a newer used vehicle to keep costs down.
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**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint						0	
Equip/Vehicles/Furn			25,000			25000	
Other						0	
	0	0	25000	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy			25000			25000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	0	25000	0	0		

OPERATIONAL IMPACT/OTHER	
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**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		



**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-19-002  
PROJECT NAME Replace walkways

CATEGORY	Land Improvements	DEPARTMENT	Norwood Maintenance
PRIORITY	Necessary	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	20 years

**DESCRIPTION**  
Replace walkway around the property of facility and by Doctors' parking

**JUSTIFICATION**  
Existing walkway around the building is asphalt and starting to break down. Replacing with asphalt or concrete. Sidewalk by Doctors' parking is over 40 years old and has heaved and cracked in numerous locations. Concrete should be removed and replaced with new.

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint			40000			40000	
Equip/Vehicles/Furn						0	
Other						0	
	0	0	40000	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy			40000			40000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	0	40000	0	0		

**OPERATIONAL IMPACT/OTHER****Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-19-003  
PROJECT NAME HVAC Renovations phase 3

CATEGORY	<u>Building</u>	DEPARTMENT	<u>Norwood Maintenance</u>
PRIORITY	<u>Necessary</u>	CONTACT PERSON	<u>Lee Ackerman</u>
		USEFUL LIFE	<u>25 YEARS</u>

**DESCRIPTION**

Areas needing to be addressed are cleaning return air ducts, rebuild worn parts on air handlers, replace pneumatic valves and controls with digitally controlled devices, and improve air movement for Dietary cooler compressors.

**JUSTIFICATION**

Air handler fans are over 40 years old and will need parts rebuilt or replaced (motors, bearings, dampers, etc.) in order to extend their useful life. Work will continue on replacing outdated pneumatic controls and valves with digitally controlled devices. Dietary cooler compressors operate in an unconditioned environment which diminishes their efficiency. This will be addressed.

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/>						0	<input type="text"/>
Planning/Design						0	
Land Acquisition						0	
Construction/Maint						0	
Equip/Vehicles/Furn			50,000			50000	
Other						0	
	0	0	50000	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/>			50000			50000	<input type="text"/>
Tax Levy						0	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	0	50000	0	0		

**OPERATIONAL IMPACT/OTHER****Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/>						0	<input type="text"/>
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-19-004  
PROJECT NAME Window Replacement

CATEGORY Building  
PRIORITY Necessary

DEPARTMENT Norwood Maintenance  
CONTACT PERSON Lee Ackerman  
USEFUL LIFE 20 years

**DESCRIPTION**  
Windows in living units of the building will be over 20 years old and will need replacing.

**JUSTIFICATION**  
Windows are aging and less efficient than newer models. Windows will be replaced on Admissions and Crossroads first.

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/>						0	<input type="text"/>
Planning/Design						0	
Land Acquisition						0	
Construction/Maint			50,000			50000	
Equip/Vehicles/Furn						0	
Other						0	
	0	0	50000	0	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/>			50000			50000	<input type="text"/>
Tax Levy			50000			50000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	0	50000	0	0		

**OPERATIONAL IMPACT/OTHER****Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
<input type="text"/>						0	<input type="text"/>
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-20-001  
PROJECT NAME Water Heater Replacement

CATEGORY Major Equipment  
PRIORITY Necessary

DEPARTMENT Norwood Maintenance  
CONTACT PERSON Lee Ackerman  
USEFUL LIFE 8 years

DESCRIPTION  
Industrial water heater used for building hot water needs will need replacing.

JUSTIFICATION  
Hot water is currently supplied to the building by three (3) independent hot water heaters that work in tandem. Each has been replace once since the original installation in 2000. By 2020, the (then) oldest heater will be at the end of its life expectancy and will need to be replaced.

**Expenditure Schedule**

PRIOR TOTAL

	2017	2018	2019	2020	2021	TOTAL
Planning/Design						0
Land Acquisition						0
Construction/Maint						0
Equip/Vehicles/Furn				12000		12000
Other						0
	0	0	0	12000	0	

FUTURE TOTAL

**Funding Sources**

PRIOR TOTAL

	2017	2018	2019	2020	2021	TOTAL
Tax Levy				12000		12000
Debt						0
State/Federal Grant						0
User Fees						0
Other						0
	0	0	0	12000	0	

FUTURE TOTAL

**OPERATIONAL IMPACT/OTHER****Operating Budget Impact**

PRIOR TOTAL

	2017	2018	2019	2020	2021	TOTAL
Salaries & Fringes						0
Professional Services						0
Supplies/Materials						0
Depreciation						0
Other (Insur, Utilities)						0
Principal & Interest						0
	0	0	0	0	0	

FUTURE TOTAL

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-20-002  
PROJECT NAME Window Replacement

CATEGORY	Building	DEPARTMENT	Norwood Maintenance
PRIORITY	Necessary	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	20 years

**DESCRIPTION**

Windows in living units of the building will be over 20 years old and will need replacing.

**JUSTIFICATION**

Windows are aging and less efficient than newer models. Windows will be replaced on Pathways and Bridgeway.

**Expenditure Schedule**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Planning/Design						0	
Land Acquisition						0	
Construction/Maint				40,000		40000	
Equip/Vehicles/Furn						0	
Other						0	
	0	0	0	40000	0		

**Funding Sources**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Tax Levy				40000		40000	
Debt						0	
State/Federal Grant						0	
User Fees						0	
Other						0	
	0	0	0	40000	0		

**OPERATIONAL IMPACT/OTHER**

**Operating Budget Impact**

PRIOR TOTAL	2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
Salaries & Fringes						0	
Professional Services						0	
Supplies/Materials						0	
Depreciation						0	
Other (Insur, Utilities)						0	
Principal & Interest						0	
	0	0	0	0	0		

**WOOD COUNTY  
CAPITAL IMPROVEMENT PLAN  
2017-2021**

PROJECT # 20-21-001  
PROJECT NAME Window Replacement

CATEGORY	Building	DEPARTMENT	Norwood Maintenance
PRIORITY	Necessary	CONTACT PERSON	Lee Ackerman
		USEFUL LIFE	20 years

**DESCRIPTION**

Windows in living units of the building will be over 20 years old and will need replacing.

**JUSTIFICATION**

Windows are aging and less efficient than newer models. Windows will be replaced on East wing and Therapy Wing.

**Expenditure Schedule**

PRIOR TOTAL		2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
	Planning/Design						0	
	Land Acquisition						0	
	Construction/Maint					50,000	50000	
	Equip/Vehicles/Furn						0	
	Other						0	
		0	0	0	0	50000		

**Funding Sources**

PRIOR TOTAL		2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
	Tax Levy					50000	50000	
	Debt						0	
	State/Federal Grant						0	
	User Fees						0	
	Other						0	
		0	0	0	0	50000		

**OPERATIONAL IMPACT/OTHER**

**Operating Budget Impact**

PRIOR TOTAL		2017	2018	2019	2020	2021	TOTAL	FUTURE TOTAL
	Salaries & Fringes						0	
	Professional Services						0	
	Supplies/Materials						0	
	Depreciation						0	
	Other (Insur, Utilities)						0	
	Principal & Interest						0	
		0	0	0	0	0		



15

ITEM#

DATE June 21, 2016

Effective Date July 1, 2016

## ORDINANCE#

 Introduced by Health & Human Services Committee  
 Page 1 of 1

Committee

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

SK

**INTENT & SYNOPSIS:** To update the Wood County Public Health Ordinance.

**FISCAL NOTE:** The Ordinance update has no direct fiscal impact to Wood County; there will be a publication expense.

**Source of Money:** Health Department Budget

		NO	YES	A
1	LaFontaine, D			
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,** there is a need to update the Wood County Public Health Ordinance to reflect renamed administrative code provisions and Statutory provisions referred to therein, and

**WHEREAS,** the Administrative Code for Restaurants will become part of ATCP 75 Retail Food Establishments and Vending will become part of ATCP 75 and ATCP Appendix A Wisconsin Food Code Chapter 11, sections 301.19 Restaurants and 301.21 Vending of Food will be eliminated, and

**WHEREAS,** the adoption of the 2013 FDA Food Code section 8-5 entitled "Prevention of Foodborne Disease Transmission by Employees" better protects citizens and visitors to Wood County, and

**WHEREAS,** the Ordinance defines the activities allowed under the adopted Wisconsin Administrative Codes, and

**WHEREAS,** the Health and Human Services Committee has reviewed and approved the proposed changes to the ordinance and now asks the

County Board of Supervisors to do the same.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS DOES ORDAIN** as follows:

Section 1. The old Wood County Public Health Ordinance is repealed and the attached Wood County Public Health Ordinance is enacted.

Section 2. The new Wood County Public Health Ordinance shall be effective upon its passage and publication and supersedes any ordinances and provisions thereof in conflict herewith.



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**WOOD COUNTY ORDINANCE #301  
WOOD COUNTY PUBLIC HEALTH ORDINANCE**

**SECTION 1--GENERAL PROVISIONS**

**CHAPTER 301 .01 TITLE.**

This ordinance shall be referred to as the Wood County Public Health Ordinance.

**CHAPTER 301.02 ADMINISTRATION.**

This ordinance shall be administered by the Health and Human Services Committee and its authorized representatives, in cooperation with the appropriate state agencies.

**CHAPTER 301.03 INTERPRETATION.**

The provisions of this ordinance shall be held to be minimum requirements, and shall not be deemed a limitation or repeal of any power granted by law.

**CHAPTER 301.04 AUTHORITY.**

This ordinance is adopted pursuant to the authority granted by law including Sections 59.70, 59.54, 66.0119 and 66.0417, **93, 97, 101.935**, 250, 251, 252, 254, **463** and 823, Wisconsin State Statutes, and as further updated or modified by the Wisconsin State Legislature.

**CHAPTER 301.05 PURPOSE.**

The purpose of this ordinance is to protect the public health, safety, environment and general welfare of the people of Wood County.

**CHAPTER 301.06 VALIDITY.**

Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

**CHAPTER 301.07 DEFINITIONS**

- 1) HEALTH AND HUMAN SERVICES COMMITTEE - Refers to the Wood County Health and Human Services Committee and its authorized representatives.
- 2) COUNTY - Refers to Wood County, Wisconsin.
- 3) DEPARTMENT – Refers to the Wood County Health Department and its employees.
- 4) HEALTH HAZARD - Health Hazard means a substance, activity or condition that is known to have the potential to cause acute or chronic illness, to endanger life, to generate or spread infectious diseases, or to cause a negative impact on the health of the public.

Health Hazards include the following:

- A. All decayed or unwholesome food offered for sale to the public.
- B. All diseased animals with the potential for transmission of disease to humans.
- C. Carcasses of dead animals not buried, properly composted, or disposed of using an approved disposal method within 24 hours after death.
- D. Accumulations of manure, rubbish, garbage, refuse and human and industrial or noxious or offensive waste, except the normal storage on a farm of manure for agricultural purposes.
- E. Privy vaults or garbage cans which are not fly-tight.
- F. The pollution of any well, groundwater aquifer, or body of water by sewage or industrial wastes, fertilizers and toxic pesticides, or other substances harmful to human beings.
- G. Dense smoke, noxious fumes or odors, gas and soot, or cinders in unreasonable quantities, or the presence of any gas, vapor, fume, smoke, dust, toxic pesticides by drift or overspray, or any other toxic substance on, in or emitted from the equipment of any premises in quantities sufficient to be toxic, harmful or injurious to the health of any employee or to any premises, occupant, or to any other Person.
- H. All infestations of vermin that may be involved in the transmission of communicable disease, and infestations of pests of significant public health importance.
- I. The keeping of animals or fowl in close proximity to residences, schools, hospitals, public or semi-public buildings, playgrounds, parks, and other public places, except pet cats and dogs, animals in public or Licensed zoos, farm animals on farms and any animals or fowl in laboratories.
- J. To rent, lease, or use quarters for human habitation, which are declared unfit for human habitation by the Department. For the purpose of this document, "unfit for



human habitation" includes, but is not limited to meaning lacking potable water, a properly designed and functioning waste water disposal system, or an adequate and functioning heating system.

- K. All other acts, practices, conduct, businesses, occupations, callings, trades, uses of property, and all other things detrimental to the health of the inhabitants of Wood County, Wisconsin.
- 5) PERMIT/LICENSE - The terms "Permit" and "License" are synonymous and used interchangeably. Both refer to a document issued by the Environmental Health Section of the Wood County Health Department to allow the operation of a Public Facility.
- 6) PERSON - Any individual, firm, institution, corporation, society, or other entity.
- 7) PUBLIC FACILITY - Any facility used by the public that requires a Permit under this ordinance or a state code adopted by reference. "Public Facility or Establishment" means any facility or establishment used by the general public that requires a Permit or License under this regulation, a Wisconsin Administrative Code, or a Wisconsin State Statute adopted by reference in this legislation.

## **SECTION 2. ADMINISTRATION.**

### **CHAPTER 301.08 DUTIES AND POWERS OF THE DEPARTMENT.**

- A. To ensure compliance to the purpose of this ordinance and applicable laws.
- B. To issue and deny Licenses in compliance with this ordinance.
- C. To maintain records of Public Facilities, inspections made, and other official actions.
- D. To enforce the provisions of this ordinance and applicable laws.
- E. To enter any structure or premise, during reasonable hours, to perform inspections to determine compliance with this ordinance. In the event that an owner or occupant, or user, a person with authority, or mortgage holder refuses entry, an inspection warrant under Sec. 66.0119 Wisconsin Statutes may be obtained.
- F. To order abatement or correction of any human Health Hazards. In the event the Person made an unsuccessful personal attempt to abate the Health Hazard, the Department may order the Person to hire a licensed or certified professional to do so.
- G. To License any Public Facility as provided in this ordinance.
- H. To prohibit the use of a Public Facility, until it has been inspected and a License issued.

- I. To revoke or suspend the License of a Public Facility which has been determined to present a potential for a Health Hazard, or is in non-compliance with this ordinance.
- J. Any action authorized under law to insure compliance with the purpose of this ordinance.
- K. To deny a License to anyone who hinders the inspection of a facility or fails to pay a License or inspection fee.

### **SECTION 3. ENFORCEMENT.**

#### **CHAPTER 301.09 ORDERS.**

When a violation of this ordinance occurs, the Department may issue a written order. The order shall specify the violation, the steps to abate the violation, and a time period ranging from immediate steps to protect the public, to up to 30 days for abatement.

#### **CHAPTER 301.10 NON-COMPLIANCE WITH ORDER.**

If a Person does not comply with an order of the Department or Health and Human Services Committee, the Person may be subject to one or more of the following actions:

- A. Initiation of legal action seeking a court imposed forfeiture and/or imprisonment.
- B. Initiation of legal action seeking injunctive relief to abate the violation and/or correct the damage created by the violation.
- C. Suspension or revocation of a County-issued Permit.
- D. Any other action authorized by applicable laws as deemed necessary by the Department or Health and Human Services Committee.

#### **CHAPTER 301.11 INITIATION OF LEGAL ACTION.**

Legal action, when requested by the Health and Human Services Committee shall be initiated by the Wood County Corporation Counsel, or referred to the Wood County District Attorney.

## **SECTION 4. FINES AND PENALTIES.**

### **CHAPTER 301.12 FORFEITURE.**

Any PERSON who maintains a Health Hazard as declared in this Ordinance or who violates any of the provisions in this Ordinance, as specifically set forth herein or as incorporated herein by reference, shall forfeit not less than \$100.00 and not more than \$1000.00 for each violation. Each day that a violation exists shall constitute a separate offense.

## **SECTION 5. DEPARTMENT FEES**

### **CHAPTER 301.13 FEE REVIEW**

The Wood County Health and Human Services Committee shall review and set Department fees.

## **SECTION 6. ADOPTION OF WISCONSIN ADMINISTRATIVE CODES**

It is the intention of the Wood County Health and Human Services Committee and the Department that any changes to and renumbering of the adopted provisions are similarly adopted by Wood County.

### **CHAPTER 301.14 PUBLIC SWIMMING POOLS AND WATER ATTRACTIONS.**

- 1) Ch SPS 390, WI Adm. Code, entitled "Design and Construction of Public Swimming Pools and Water Attractions" and Chapter ~~DHS 172~~ **ATCP 76**, WI Adm. Code, entitled "Chapter ~~DHS 172~~ **ATCP 76** Safety, Maintenance and Operation of Public Pools and Water Attractions" are hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under S.254.69 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

### **CHAPTER 301.15 RECREATIONAL AND EDUCATIONAL CAMPS.**

- 1) Ch. ~~DHS 175~~ **ATCP 78**, WI Adm. Code, entitled "Chapter ~~DHS 175~~ **ATCP 78** Recreational and Educational Camps", is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.



- 3) If any city or village becomes an agent under S.254.69 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 301.16 MANUFACTURED HOME COMMUNITIES.**

- 1) Ch. ~~Comm 26~~ **SPS 326** WI Adm. Code, entitled " Chapter ~~Comm 26~~ **SPS 326** Manufactured Home Communities", is hereby adopted by reference. ~~and applies to all new Manufactured Home Communities and additions effective March 2006. Ch. Comm 95 Mobile Home Parks applies to those Manufactured Home Communities that were in operation prior to March 2006, when Ch. Comm 26 was adopted.~~
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under S.254.69 **97.615** Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 301.17 CAMPGROUNDS.**

- 1) Ch. ~~DHS 178~~ **ATCP 79**, WI Adm. Code entitled "**Chapter ATCP 79** Campgrounds", is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under S.254.69 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License

#### **CHAPTER 301.18 HOTELS, MOTELS, TOURIST ROOMING HOUSES.**

- 1) Ch. ~~DHS 195~~ **ATCP 72**, WI Adm. Code, entitled "**Chapter ATCP 72** Hotels, Motels, and Tourist Rooming Houses", is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.

- 3) If any city or village becomes an agent under S.254.69 **97.615** Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 301.19 RESTAURANTS.**

- ~~1) Ch. DHS 196 and DHS 196 Appendix A — Wisconsin Food Code, WI Adm. Code, entitled "Restaurants is hereby adopted by reference.~~
- ~~2) Annual Licenses shall be issued and fees collected prior to operation.~~
- ~~3) If any city or village becomes an agent under S.254.69 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.~~
- ~~4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.~~

#### **CHAPTER 301.2019 BED AND BREAKFAST ESTABLISHMENTS.**

- 1) Ch. DHS 197 **ATCP 73**, WI Adm. Code, entitled "**ATCP 73** Bed and Breakfast Establishments" is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) If any city or village becomes an agent under S.254.69 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 301.21 VENDING OF FOOD.**

- ~~1) Ch. DHS 198, WI Adm. Code, entitled "Vending of Food", is hereby adopted by reference.~~
- ~~2) Annual Licenses will be issued and fees collected by the Wisconsin Division of Public Health, Food Safety and Recreational Licensing Section.~~



- 3) ~~If any city or village becomes an agent under S.254.69 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.~~

#### **CHAPTER 301.22 20 TATTOOING AND BODY PIERCING.**

- 1) Ch. DHS 173 **SPS 221**, WI Adm. Code, Entitled "**Chapter SPS 221** Tattooing and Body Piercing," is hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation.
- 3) Any other activity, such as branding, scarification, micro dermal anchors, or implantation; that does not fall under the definition of tattooing or body piercing, is prohibited unless performed by a licensed physician.
- 4) If any city or village becomes an agent under s. ~~235.69~~ **463.16** Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 5) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

#### **CHAPTER 301.23 21 RETAIL FOOD ESTABLISHMENTS.**

- 1) Ch. ATCP 75 and ATCP 75 Appendix A—Wisconsin Food Code, Wis. Adm. Code, entitled "Retail Food Establishments," are hereby adopted by reference.
- 2) Annual Licenses shall be issued and fees collected prior to operation
- 3) If any city or village becomes an agent under s. 97.41 Stats., then the provisions of this Section shall not apply in that agent's jurisdiction.
- 4) Only a Person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.

### **SECTION 7. ADOPTION OF U.S. PUBLIC HEALTH SERVICE 2013 FDA FOOD CODE**

#### **CHAPTER 301.22 2013 FDA Food Code**

- 1) **Section 8-5 of the U.S. Public Health Service 2013 FDA Food Code "Prevention of Foodborne Disease Transmission by Employees" is hereby adopted by reference.**

**NOTE:** The Wood County Public Health Ordinance was adopted on September 13, 1983, and

was last amended August 2011.



(15)

ITEM#

15

DATE

June 21, 2016

**ORDINANCE#**

Effective Date

July 1, 2016

Introduced by

Health &amp; Human Services Committee

Page 1 of 1

Committee

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

SK

**INTENT & SYNOPSIS:** To update the Wood County Public Food Safety Ordinance.

**FISCAL NOTE:** The Ordinance update has no direct fiscal impact to Wood County; there will be a publication expense.

**Source of Money:** Health Department Budget

		NO	YES	A
1	LaFontaine, D			
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**, there is a need to update the Wood County Public Food Safety Ordinance to reflect renamed and renumbered administrative code provisions and Statutory provisions referred to therein, and

**WHEREAS**, the lists of food establishments covered under this ordinance were expanded to include restaurant and retail type food establishments to clarify those establishments covered under this provision, and

**WHEREAS**, for public food safety, all entities serving or selling food to the public, whether from a licensed or exempt retail food establishment, shall comply with provisions of the Wisconsin Food Code, and

**WHEREAS**, permit holders with repeat violations will achieve ongoing compliance with the Wisconsin Food Code requirements by engaging in a risk control plan as developed by the operator and the Environmental Health Specialist to assure continued health and safety of the public, and

**WHEREAS**, the Health and Human Services Committee has reviewed and approved the proposed changes to the ordinance and now asks the County Board of Supervisors to do the same.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS DOES ORDAIN** as follows:

Section 1. The old Wood County Public Food Safety Ordinance is repealed and the attached Wood County Public Food Safety Ordinance is enacted.

Section 2. The new Wood County Public Food Safety Ordinance shall be effective upon its passage and publication and supersedes any ordinances and provisions thereof in conflict herewith.

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**WOOD COUNTY ORDINANCE #300  
PUBLIC FOOD SAFETY ORDINANCE**

**SECTION 1. GENERAL PROVISIONS**

**CHAPTER 300.01 PURPOSE.**

This ordinance shall be applied to promote its underlying purpose of protecting the public health.

**CHAPTER 300.02 SCOPE OF REGULATIONS**

1. **APPLICABILITY.** The provisions of this ordinance shall apply to any facility or establishment used by the general public that requires a Permit or License under this regulation, a Wisconsin Administrative Code, or a Wisconsin State Statute adopted by reference in this regulation. These provisions apply to any temporary food stand or traveling mobile food service that sells or serves food to the public whether they are exempt from licensing, or are a licensed vendor.
2. **WISCONSIN ADMINISTRATIVE CODE PROVISIONS** The provisions of Chapter DHS 196 and DHS 196 Appendix A—Wisconsin Food Code, ATCP 75 and ATCP 75 Appendix A – Wisconsin Food Code of the Wisconsin Administrative Code, as hereby constituted or as hereafter amended are made a part of this chapter as if set forth here in detail.

**CHAPTER 300.03 DEFINITIONS.**

1. **HEALTH AND HUMAN SERVICES COMMITTEE** shall mean the Wood County Health and Human Services Committee and its authorized representatives.
2. **DEPARTMENT** shall mean the Wood County Health Department and its Employees.
3. **EMPLOYEE** shall mean a person working in a Food Establishment who transports Food or Food containers; who engages in Food preparation or service or who come in contact with any Food or beverage, Food utensils, containers or equipment.
4. **FOOD** a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.
5. **FOOD ESTABLISHMENT** shall mean any place where Food is prepared and intended for individual portion service, and includes the site at which individual portions are provided. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the Food. The term also includes **restaurants**, retail Food Establishments, any place where food is stored or held for sale, or any vehicle used to transport or hold foods in commerce, temporary food

establishments, **mobile restaurants, mobile retail Food Establishments** and delicatessen-type operations that prepare sandwiches intended for individual portion service and people doing catering work for profit. The term does not include private homes when the Food is prepared or served for individual family consumption, Food vending machine locations and vending supply vehicles.

**6. HEALTH HAZARD**

Health Hazard means a substance, activity or condition that is known to have the potential to cause acute or chronic illness, to endanger life, to generate or spread infectious diseases, or to cause a negative impact on the health of the public.

**7. HEALTH OFFICER** shall mean the Health Officer of Wood County and his/her authorized agents.

**8. PERMIT or LICENSE** shall mean a County of Wood Operator's Permit; and shall include Permits issued to any facility or establishment used by the general public that requires a Permit or License under this regulation, a Wisconsin Administrative Code, or a Wisconsin State Statute adopted by reference in this regulation. These include full service **restaurant Permits**, pre-packaged restaurant Permits, mobile restaurant Permit, and **mobile retail Food Establishment** and temporary restaurant Permits ~~as defined by Chapter DHS 196~~ and retail Food Establishments as defined by CHAPTER ATCP 75, Wisconsin Statute Chapter 97, and Wisconsin Statute Chapter 93. The terms "Permit" and "License" are synonymous.

**9. POTENTIALLY HAZARDOUS FOOD (Time/Temperature Control for Safety Food)** means a food that is natural or synthetic and that requires **time/temperature control for safety (TCS)** because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, or the production of toxins, the growth and toxin production of *Clostridium botulinum*, or in raw shell eggs, the growth of *Salmonella Enteritidis*. Potentially Hazardous Foods include a food of animal origin that is raw or heat-treated, a heat-treated food of plant origin or consists of raw seed sprouts; cut melons; **cut tomatoes; cut leafy greens**; and garlic-in-oil mixtures not modified to prevent toxigenic growth; meringues, cream or custard pies, whipped cream, etc. Potentially Hazardous Foods do not include cakes, cookies, bars, candies, bread, or foods that do not support the growth of microorganisms (aw value of .85 or less, or pH of 4.6 or below).

## SECTION 2. FOOD ESTABLISHMENT LICENSES

### CHAPTER 300.04 LICENSING

#### 1. GENERAL

- A. No person shall operate a Food Establishment within Wood County who does not have a valid License issued to him by the Department, unless otherwise exempted in this ordinance.



- B. Only a person who complies with the requirements of this ordinance and applicable regulations of other governmental entities shall be entitled to receive or retain a License.
- C. Licenses are not transferable.
- D. A valid License shall be posted in every Food Establishment.
- E. The Department may deny a License to anyone who hinders the inspection of a facility or fails to pay a license or inspection fee.

## 2. APPLICATION

- A. Applications for a License shall be made upon such forms supplied and prescribed by the Department.
- B. Prior to approval of an application for a License, the Department shall inspect the establishment to determine compliance with the requirements of this ordinance, and applicable license fees must be paid.

## 3. EXCEPTIONS TO LICENSE REQUIREMENTS

- A. "Bake sales". Items which are **not** Potentially Hazardous such as candies, cakes, and cookies sold by non-profit organizations for fund raising projects may be sold without a License.
- B. Food and beverages sold or served by non-profit organizations, or as otherwise authorized by law, to the general public are exempted from this ordinance, provided that such service does not exceed three (3) days per year. Coffee and doughnut hours at churches are exempt from this ordinance. **All food service whether licensed or exempt from licensing must comply with ATCP 75-Appendix A Wisconsin Food Code.**
- C. Rabbits, Eggs and Poultry sold directly from a farm; fruits and vegetables, honey and maple syrup (not sold wholesale) are exempt from licensing under this ordinance.

## 4. INSPECTION

- A. All licensed restaurants and retail food establishments will be inspected at least annually by a Wood County Health Department Environmental Health Specialist/Assistant. The inspection report will list violations of the applicable administrative code, or Wisconsin Food Code, code citation, and corrective action required. If a CDC risk factor violation cannot be corrected on site **or if there are repeat violations during 3 consecutive inspections**, a re-inspection will be scheduled. Food Establishments with a re-inspection will be required to increase active managerial control by engaging in a long term risk control plan for the

establishment. The operator will utilize Standard Operating Procedures, menu modifications, buyer specifications, or suppliers utilizing a HACCP plan in their processes, to ensure the safety of their food products.

- B. Temporary Food establishments **restaurants, mobile restaurants, and mobile retail Food Establishments** are subject to inspection and/or licensing. If ~~a temporary retail food establishment is~~ **these establishments are** inspected but not licensed, an inspection fee may be charged per WI Statute 66.0628.

## CHAPTER 300.05 SUSPENSION AND REVOCATION OF LICENSES

### 1. SUSPENSION

- A. The Health Officer may without warning, notice or hearing suspend the License if the holder does not comply with the requirements of this ordinance or if the operation of the establishment otherwise constitutes a Health Hazard. When a License is suspended, Food service operations shall immediately cease. Whenever a License is suspended, the holder shall be afforded an opportunity for a hearing before the Health and Human Services Committee within twenty (20) days of receipt, by the Health Officer, of a written request for a hearing.
- B. Whenever a License is suspended, the holder or his/her agent in charge shall be notified in writing that the License is, upon service of the notice, immediately suspended and that an opportunity for hearing will be provided if a written request for hearing is filed with the Department by the holder of the License within ten (10) days. If no written request for hearing is filed within ten (10) days, the suspension is sustained. The Department may end the suspension at any time if reasons for suspension no longer exist.

### 2. REVOCATION OF LICENSE.

- A. The Department may, after providing opportunity for hearing, revoke a License for serious or repeated violations of any of the requirements of this ordinance or for interference with the Department in the performance of its responsibilities.
- B. Prior to revocation, the Department shall notify, in writing, the holder of the License or his/her agent in charge of the specific reason(s) for which the License is to be revoked and that the License be revoked at the end of the ten (10) days following service of such notice unless a written request for hearing is filed with the Department by the holder of the License within such ten (10) day period. If no request for hearing is filed within the ten (10) day period, the revocation of the License becomes final.

### 3. SERVICES OF NOTICE

A notice provided for in this ordinance is properly served when it is delivered to the holder of the License, or his/her agent in charge, or when it is sent by registered or



certified mail, return receipt requested, to the last known address of the holder of the License. A copy of the notice shall be filed in the records of the Licensed establishment.

#### **4. HEARINGS**

The hearings provided for in this ordinance shall be conducted by the Health and Human Services Committee or its designee at a time and place designated by it. The Health and Human Services Committee shall make a final finding based upon the complete hearing record and shall sustain, modify or rescind any notice or order considered in the hearing. A written report of the hearing decision shall be furnished to the holder of the License by the Health Officer. A decision made by the Health and Human Services Committee may be appealed to Wood County Circuit Court.

#### **5. APPLICATION AFTER REVOCATION**

Whenever a revocation of a License has become final, the holder of the revoked License may make written application for a new License.

### **SECTION 3. ENFORCEMENT**

#### **CHAPTER 300.06 ENFORCEMENT PROCEDURES**

##### **1. INSPECTION PROCEDURES AND ENFORCEMENT POLICY**

The Wood County Health Department Environmental Health staff shall follow the Licensing and Inspection Policy and Procedure as adopted and amended. This policy applies to restaurants and retail food establishments.

##### **2. ACCESS**

Representatives of the Department, after proper identification, shall be permitted to enter any Food Establishment at any reasonable time for the purpose of making inspections to determine compliance with this regulation.

##### **3. PROCEDURE WHEN INFECTIOUS OR TOXIC SUBSTANCE IS SUSPECTED**

Food may be collected for analysis, and Food preparation premises may be inspected by the Department as often as necessary for enforcement of this ordinance.

The Department may, upon written notice to the owner or his/her agent in charge, specify the reasons therefore, and place a hold order on any Food, which it reasonably believes is in violation of any section of this regulation. The Department shall tag, label, or otherwise identify any Food subject to the hold order. No Food subject to a hold order shall be used, served, or moved from the establishment. The Department shall permit storage of the Food under conditions specified in the hold order unless storage is not possible without risk to the public health in which case destruction shall be ordered and accomplished. The hold order shall state that a request for hearing may be filed within ten (10) days and that if no hearing is requested the Food shall be held for a period of 14 days from the date of

delivery of the hold order, pursuant to Section 97.12(2)(a) of the Wisconsin Statutes. The hold order may be extended an additional 14 days if necessary to complete the analysis or examination of the food. If a request for hearing is received, the hearing shall be held within twenty (20) days after receipt of the request. On the basis of evidence produced at the hearing, the hold order may be vacated, or the owner or person in charge of the Food may be directed by written order to denature or destroy such Food or to bring it into compliance with the provision of this ordinance.

#### **SECTION 4. MISCELLANEOUS PROVISIONS**

##### **CHAPTER 300.07 PENALTIES AND CONSTITUTIONALITY**

- 1. PENALTIES.** Any person who violates any provision of this ordinance shall forfeit not less than \$100.00 or more than \$1000.00. Each and every violation of the provisions of this ordinance shall constitute a separate offense. Each day a violation exists shall constitute a separate offense.
- 2. CONSTITUTIONALITY** Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder shall not be affected thereby.

**THESE REGULATIONS SHALL BE EFFECTIVE UPON PASSAGE  
AND PUBLICATION AS PROVIDED BY LAW.**

**NOTE:** The Wood County Eating Establishment Ordinance was adopted on October 16, 1984, and was last amended as the Wood County Public Food Safety Ordinance in August 2011.