

**AGENDA
OPERATIONS COMMITTEE**

DATE: Tuesday, April 2, 2024
TIME: 9:00 AM
LOCATION: Courthouse - Conference Room 115

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
 - a. Review/approve minutes from previous committee meetings
 - b. Review monthly letters of comment from department heads.
 - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. Consider request from the Marshfield YMCA to utilize a portion of the Wood County Annex and Health Center property for youth programs.
7. **WELLNESS COORDINATOR UPDATE**
8. **COUNTY CLERK**
 - a. Election Rolling Bags
9. **FINANCE**
 - a. Finance Department update
 - b. Resolution – Amend 2023 Justice Coordinator Budget
 - c. LATCF discussion
10. Comments from the Chair
11. Consider any agenda items for next meeting
12. Set next regular committee meeting date
13. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2497 780 8778

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=ma76cd3ed93648041fb7a7f6915d841a6>

Meeting number (access code): 2497 780 8778

Meeting password: 040224

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, March 12, 2024

TIME: 9:00 AM

PLACE: Courthouse – Room 115

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

MEMBER EXCUSED Laura Valenstein

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

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Pliml/Rozar to approve the consent agenda. Motion carried unanimously.
4. Pliml reported that there is nothing new on the ARPA issue. He is still hoping to have the funds disbursed by the end of the year and hopes to have a better idea where the Courthouse boiler project cost estimates will be before finalizing.
5. Wellness Coordinator Boeshaar provided a departmental update.
6. Finance Director Newton provided a departmental update.
7. Newton presented 5 resolutions amending a number budgets to the committee. They include: Amend 2023 Parks budget, amend 2023 Parks CIP Projects, amend 2023 Veterans CVS0 budget, amend 2023 Highway budget, and amend 2023 Clerk of Courts budget. Motion by Pliml/Rozar to approve the resolutions and forward onto the county board for their consideration. Motion carried unanimously.
8. McGrath reviewed the proposed incentive pay for bilingual skills. This was referred to the committee by the Health & Human Services Committee due to the fact it could be a county wide incentive. Health Officer Smith stated she is proposing a \$4.00/hour incentive for bilingual employees when they are providing that service for the department. Motion by Rozar/Fischer to approve the \$4.00/hour incentive for any bilingual employee providing that service to a department. Motion carried unanimously.
9. McGrath shared 4 option in regards to the compensation for the next term of office for the County Clerk, Treasurer, and Register of Deeds. After discussion, motion by Rozar/Pliml to choose option 2 for 2025-2026 and then move to option 3 for 2027-2028. Motion by Fischer/Pliml to amend the motion to leave both options at 2080 hours. Motion to amend carried unanimously. The amended motion was called and it carried

unanimously. McGrath will author the resolution with these parameters to be signed by the committee on county board day.

10. The next meeting will be on Tuesday, April 2, 2024 at 9:00 AM.

11. Chair Wagner adjourned the meeting at 9:45 AM.

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

Operations Committee

March 12, 2024

NAME	REPRESENTING
Bill O'Leary	Dist # 15
Kim McBrath	HR
Ed Newton	Finance
Heather Gehrt	Treasurer
TOM BUTTKE	DIST 3
Roland Hawk	Hwy Dept
DENNIS POLACH	WCB -14
Tiffany Ringer	ROD
Jae Smith	Health
TARA JENSEN	PROBATE
Kim Stimac	C.O.C.
SCOTT BREHM	
Rock LARSON	VETERANS
Alicia Flugaur Web Ex	HR
Panya Yang Web Ex	Finance
Ryan Boeshaar Web Ex	Wellness
Melissa Schwarman Web Ex	HR
Brandon Vruwink Web Ex	Human Services
Marissa Kornack Web Ex	Norwood
Mary Schlagenhoff Web Ex	Human Services
Amy Kamp Web Ex	IT
Katie Milich Web Ex	Human Services
Kelli Francis Web Ex	HR



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – April 2024

- We are all set to go for the Spring Election and Presidential Preference Vote. Ballots and media went out and testing has begun. After working her first election at the Spring Primary, Katie brought some different ideas on how she would like election night check-in to go with the municipalities and developed a new checklist that will better document items being turned in and items we might be missing that the clerks would need to get to us before the canvass. It's always good to see things through different eyes and she is certainly bringing a fresh perspective to things in our office!
- I will be in the office on Good Friday, for the morning, even though the Courthouse is closed that day. That Friday, at noon, is the deadline for anybody wanting to be a registered write in to file the appropriate paperwork in my office for any office I am the filing officer for.
- I held two election equipment trainings on Saturday, March 23rd. In the morning, I went to the Town of Remington and trained them on the proper operation of the DS200 and conducted their public test with them. While they have had their DS200 for a few years now, they have a new clerk and new poll workers, so it was good to have a nice group of folks learning how to work both the DS200 and ExpressVote and get their questions answered. Then, in the afternoon, I trained the Town of Dexter clerk and poll workers on their new DS200. This will be their first election using this equipment, as they were hand count previously. We were able to save the Town of Dexter some money in training and set up costs, as I did all of that for them. We had the unit shipped to my office where I could do the set up and testing before I took it out to them.
- I would like to purchase some rolling election carts for our municipal clerks and election inspectors. The steel boxes we have been using, while durable, etc., are extremely heavy when loaded down, and not easy on the back. I did not budget for them, but after watching some of my clerks and election inspectors trying to haul that thing, I worry about injuries. I have a price of about \$5,200 to get enough carts for all to have. The Towns of Grand Rapids, and Saratoga, already have these, as do our two large cities. We can discuss this more at the meeting.
- As election season gears up, I am asked to do more interviews on that subject. This past month, I did three. WAOW came down and did an interview last Tuesday, one was with Marshfield Communications, along with the Marshfield City Clerk, and one was with WFHR for their afternoon magazine.
- After the Spring Election, we will be well on our way in setting up for the fall election cycles. We will have to do some reprogramming to account for the new assembly and

senate district lines this time.

- I have been in talks with the Facilities Manager about building out an election programming room within the confines of our current office footprint. This would be a key card accessed room, with cameras, that only myself and my deputy would have access to. This is where we would do all the election programming and have our servers stored. While the servers being in the current data center in IT is nice, for better security of the election components, having access even further curtailed would be advantageous, as IT does not have any role in that equipment. This build out would not happen until 2026 or 2027 and would be of minimal cost. This would enable us to be able to design our own ballots and save costs on printing. More information about that will be forthcoming when we get closer to that time.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

March 29, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – March 2024

Human Resources Activity

	March 2024	2024 Year-to-Date
Applications Received	112	495
Positions Filled	9	39
Promotions/Transfers	8	25
New Hire Orientations	8	26
Terminations, Voluntary	8*	28
Terminations, Involuntary	1	3
Retirements	1	1
Exit Interviews	6	9

*Four of these are casual

Human Resources Narrative

General Highlights

1. Act 4 went into effect on January 1st. This act provides the opportunity for jail staff (Jailers) to opt-in to WRS Protective Status. The deadline for jail staff to opt-out of Protective Status was March 1st. All jail staff returned their form prior to the deadline. Changes were entered within the ETF/WRS system on March 4th.
2. In regards to the 2024 Market Update on our general county and care facilities wage plans, we provided all requested documents and information required by the consultant to begin work on the project. This included organizational charts, the Employee Policy Handbook, current job descriptions for all positions, current union contract, an employee spreadsheet with current wages, and our current wage plans. Department Heads were provided an opportunity to meet 1:1 with the consultant to discuss their positions and any challenges related to the current pay structure. 19 departments responded and have meetings scheduled on April 17th and 18th.

Meetings & Trainings

1. Attended the Operations Committee meeting on March 12th.
2. Attended County Board on March 19th.
3. Held the monthly conference call with The Horton Group on March 26th to discuss various benefit topics.
4. Attended WCA's "In the Boardroom with Andy Phillips" Webinar titled "Advanced Issues in Open Meetings and Public Records" on March 27th.

5. Held individual staff and team meetings to discuss and provide updates on the department's identified 2024 goals.
6. Staff attended various webinars related to benefits, employment law, and compliance.

Benefits

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

Recruitment

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Assisted multiple departments with interviews and selection process.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continuing to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

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

Refilled Position	Department	Position	Status
Replacement	Branch I	Legal Admin Assistant (Floater)	Position posted, deadline 4/1/2024.
Replacement	Clerk of Courts	Information Clerk	Position posted, interviews conducted, references being completed on final candidate.
Replacement	Clerk of Courts	Court Clerk – Branch I	Position posted, interviews conducted, references being completed on final candidate.
Replacement	District Attorney	Legal Admin Assistant	Position posted, interviews conducted, references and background completed, offer extended and pending.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 4/15/2024.
Replacement	Emergency Management	EM Relief Worker	Position posted, interviews conducted, references completed, offer extended and accepted, filled 4/8/2024.

Replacement	Health	Program Assistant – Bilingual	Position posted, deadline 4/1/2024.
Replacement	Highway	Truck Operator	Position posted, interviews conducted, final candidate selected, references and DL check conducted, offer extended and accepted, filled 4/1/2024.
Replacement	Highway	LTE Truck Operator	Position posted, deadline 4/1/2024.
Replacement	Highway	Summer Help	Position posted, deadline 4/1/2024.
Replacement	Human Services	EMH/APS Coordinator	Position posted, deadline 4/1/2024.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 4/1/2024.
Replacement	Human Services	Case Manager/SW – Ongoing/FSET	Position posted, interviews conducted, final candidate selected, references and background completed, offer extended and accepted, filled 3/11/2024.
Replacement	Human Services	Crisis Interventionist – 7 a to 7 p	Position posted, deadline 4/1/2024.
New Position	Human Services	Social Worker – Therapeutic Care	Position posted, interviews conducted, filled internally 6/3/2024.
Replacement	Human Services	Case Mgr/SW-Youth Justice	Position posted, interviews conducted, final candidate selected, references being completed.
Replacement	Human Services	Intake Coordinator – Outpatient	Position posted, deadline 3/29/2024.
Replacement	Human Services	Crisis Interventionist – Casual	Position posted, deadline 4/8/2024.
Replacement	Human Services	Program Assistant – BH/Outpatient	Position posted, deadline 3/29/2024.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, deadline 4/8/2024.
Replacement	IT	IT Intern	Position posted, interviews conducted, final candidates selected, references and background completed, filled 3/18/2024.
Replacement	IT	Systems Tech – Lead	Position posted, interviews conducted, filled internally 3/25/2024.
Replacements	IT	Systems Tech (2)	Positions posted, deadline 4/7/2024.
Replacement	Land Conservation	LWCD Summer Intern	Position filled, interviews conducted, filled 6/3/2024.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 3/18/2024.
Replacement	Parks	Parks Maintenance Worker (South Park)	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 3/25/2024.
Replacement(s)	Parks	Camp Rangers (South & Dexter)	Position posted, interviews conducted, final candidates selected, references completed, offers extended and accepted. Start dates to be determined.
Replacement(s)	Parks	Summer Help – LTE II's	Position posted, interviews conducted, final candidates selected, references completed,

			offers extended and accepted. Start dates to be determined.
Replacement	Planning & Zoning	Code Administrator	Position reposted, interviews conducted, filled internally 3/4/2024.
Replacement	Planning & Zoning	Code Technician	Position posted, deadline 3/25/2024.
Replacements/New	Sheriff	Corrections Officer	Position posted, interviews continually being conducted, and backgrounds being completed by Sheriff's Department. Multiple positions filled, dates vary.
Replacement	Sheriff	Deputy Sheriff	Position posted, deadline 4/14/2024.

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Corresponded with various insurers regarding claims, including for the River Block power failures in March and September of 2023.
4. Attended Edgewater Safety Committee meeting on 3/6/24 and Norwood Safety Committee meeting on 3/12/24.
5. Conducted N95 fit testing for Edgewater Haven and/or MSTC staff on 3/8/24 (6 students), 3/21/24 (27 staff), and 3/22/24 (14 staff).
6. Met with Emergency Management, Dispatch, IT, Norwood, and Edgewater staff on various dates to discuss messaging and the Everbridge System.

OPEN Workers' Compensation Claims (4)

1. 12/7/23 – Sheriff's – Employee is seeking treatment for mental health conditions as a result of employment with the Department
2. 1/12/24 – Sheriff's – Employee is experiencing lingering effects from conceded WC injury to L shoulder from 2003
3. 2/2/24 – Sheriff's – Employee cut L thumb nailed on uniform pants, became infected
4. 2/13/24 – Parks – Employee struck lower R leg with tool while pulling logs at North Park

First Aid Injuries (4)

1. 3/12/24 – Norwood – Employee was punched in the face and burned by hot coffee thrown by combative resident
2. 3/12/24 – Norwood – Employee was burned by hot coffee thrown by combative resident
3. 3/19/24 – Highway – Employee had lung/throat irritation while applying mastic on County road
4. 3/19/24 – Highway – Employee had lung/throat irritation while applying mastic on County road

Property/Vehicle Damage Claims (1+)

The claim for the March 2023 power loss at River Block has been accepted by Hartford Steam Boiler and will be paid under the County's equipment breakdown coverage. As of 12/18/23, a total of \$114,645.34 has been received from various property and liability insurance providers.

We received some of the final invoices for replacing HVAC components damaged during the September 2023 River Block power surge, and have now exceeded the County's deductible. A claim will be submitted to Aegis/County Mutual for cost reimbursement. As of 1/24/24, Risk Management has paid \$47,166.16 in repair and replacement costs. This includes repairing control drives in the building's HVAC units, elevator controls, lighting modules, and security panels and various pieces of

equipment within the building, as well as replacing several hundred surge suppressors and three pieces of electronic equipment within departments.

Liability Claims (1)

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

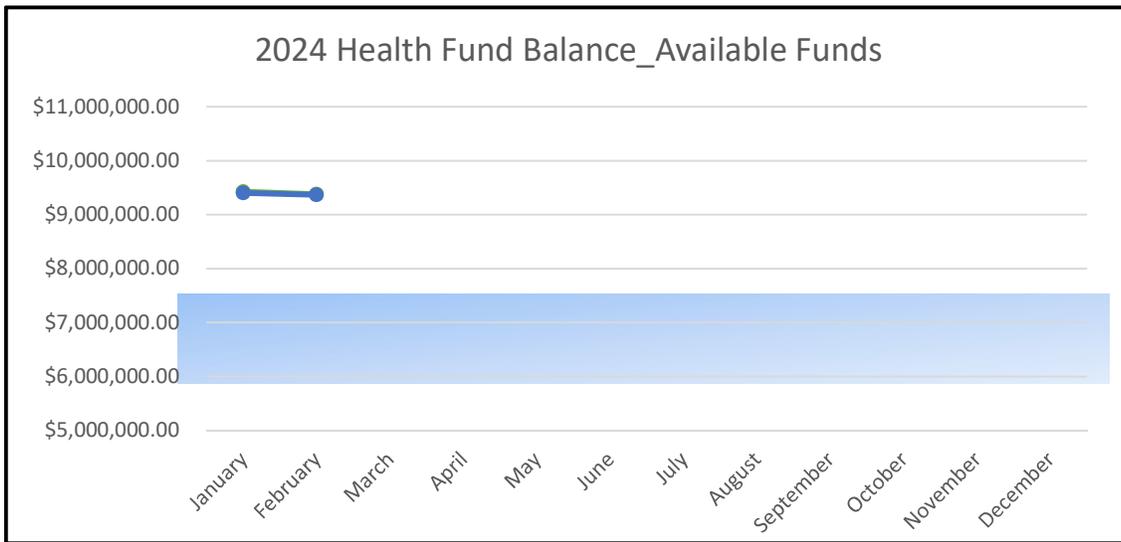
OPEN EEOC/ERD Claims (2)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Hearing decision was received on March 21, 2024. The judge found no probable cause on three counts and probable cause on one count. We are in discussions with counsel and our insurer on next steps.

Other

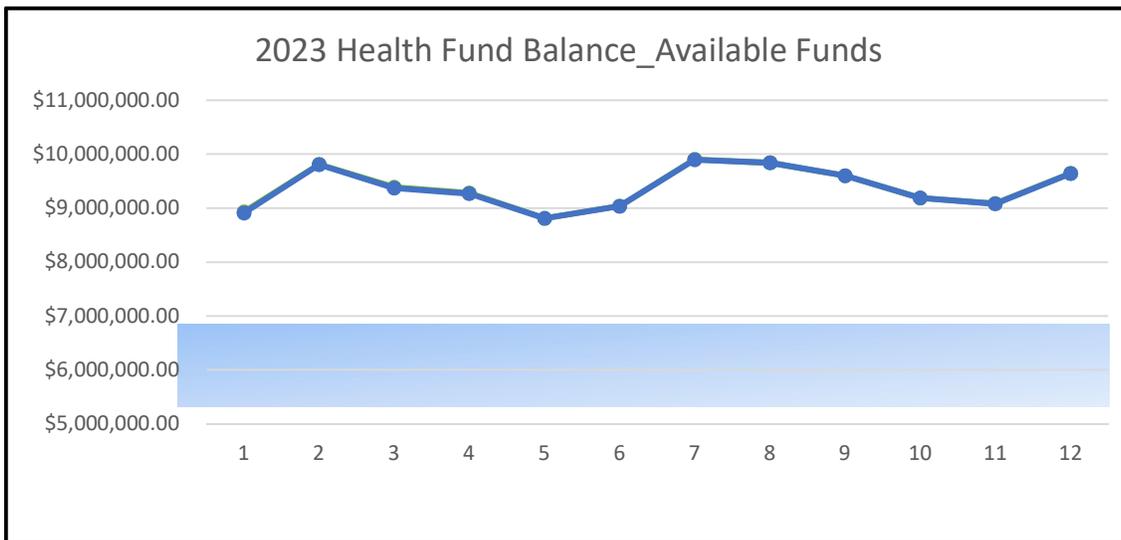
1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the February Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on March 4th, 11th, 18th, and 25th.
7. Conducted exit interviews on March 4th, 12th, 20th, 22nd, and 28th.
8. Completed the annual I-9 Audit.
9. Completed Q1 Employee Recognition- provided letters to employees approaching an eligible service year or retirement and ordered/distributed selected gifts to departments.
10. Created ballots and award letter for the Core Values program.
11. Responded to multiple verifications of employment.
12. Replied to requests from surrounding counties with varied information.
13. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

	2024		2023	
	Total	Available	Total	Available
January	\$ 9,427,766.51	\$ 9,404,475.83	\$ 8,930,525.31	\$ 8,907,992.93
February	\$ 9,380,675.69	\$ 9,368,060.10	\$ 9,812,561.93	\$ 9,803,088.17
March			\$ 9,389,238.55	\$ 9,372,293.86
April			\$ 9,280,719.81	\$ 9,266,233.16
May			\$ 8,812,064.51	\$ 8,809,711.19
June			\$ 9,038,126.24	\$ 9,035,294.50
July			\$ 9,903,399.31	\$ 9,897,749.54
August			\$ 9,842,898.87	\$ 9,841,374.62
September			\$ 9,601,891.13	\$ 9,598,265.15
October			\$ 9,189,858.21	\$ 9,189,539.63
November			\$ 9,082,480.97	\$ 9,078,920.25
December			\$ 9,643,399.06	\$ 9,642,537.95



2024 Total Balance - Green Line

2024 Available Funds - Blue Line



2023 Total Balance - Green Line

2023 Available Funds - Blue Line

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



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—APRIL 2024

1. Attended Wisconsin Counties Association weekly calls on Mondays in March.
2. Attended Wisconsin County Constitutional Officers meeting in Madison on March 5 & 6.
3. Attended Wood County Housing Summit at Mid-State Technical College on March 7.
4. Participated via webex in the Foundation for Rural Housing Board of Directors meeting on March 11.
5. Attended the Operations Committee meeting on March 12.
6. Attended United Way Board of Directors meeting on March 13.
7. Attended United Way Officers meeting on March 14.
8. Attended Legislative Breakfast at Mid-State Technical College on March 15.
9. Attended County Board meeting on March 19.
10. Attended United Way Finance Committee meeting on March 21.
11. Participated in health coaching session, which is the final step to get discounted health insurance through the county for 2025 on March 25.
12. Attended REDI Housing Task Force meeting on March 26.
13. For people that didn't pick up their 90 day certified notice and it was returned, their names will be published in the newspaper and they will be personally served by the Sheriff's Department next week. For those that don't answer the door or are not home, the letter is taped to the door.
14. Municipalities have been sending in personal property chargebacks that are due by April 1 and I have been calculating them to ensure they are correct for payment.
15. I have calculated the interest on the bonding payment and will be setting up a wire transfer by April 1 to pay. Again, the company that collects the payment, does not have the correct amount of interest owed. The company is missing all of the new debt issues for the 2023 debt. I reached out to Baird to assist in getting the missing CUSIP information so I can send this information to the company to get our payment applied correctly.



Wood County

WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – March 2024

- The deadline for the first two qualifying activities (biometric screening and health assessment) was March 31, 2024. These are the first steps participants needed to complete to potentially earn the reduced health insurance rate for 2025 and be eligible for the wellness program. As of writing this, there are 451 people who completed the biometrics and 425 who completed their health assessment, so my main priority is reaching out to those individuals who still need to complete the assessment.
- To finalize the 2024 biometric screenings, we had 8 onsite screenings this year that totaled 301 participants (*66% of participants chose this option to complete their biometric component*). This was a fortunate year in terms of we did not have to reschedule any of the onsite screenings (thanks to light Winter). I plan to review the biometric screening survey results and report comments at next month's meeting.
- Another big task during March was Health Coaching, the third and final qualifying activity. I met with over 60 employees to review their lab results and strategized with them goals to prioritize for 2024. I also created additional dates/times for health coaching sessions throughout the month of April. All the slots filled up within 3 days, so I plan on adding more in the near future for May.
- The InBody testing is coming back for the month of April. The InBody is a piece of equipment that measures body composition (body fat, muscle mass, water weight, bone mass, etc..). The signups are all created and a kickoff email for this got sent out. There will be a total of 6 InBody testing dates/times scheduled.
- I am working closely with any new hires and/or employees who have previously not enrolled in the Wellness Program to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.

COUNTY BOARD CLAIMS

Feb-24

Paid March 2024

	MONTH	PER DIEM	MILEAGE	Other Expenses	TOTAL
Allen Breu	February-24	\$ 365.00	\$ 87.10		\$452.10
William Clendenning	February-24	\$ 780.00	\$ 613.05		\$1,393.05
Jake Hahn	February-24	\$ 365.00	\$ 70.35		\$435.35
Brad Hamilton	February-24	\$ 500.00	\$ 359.12		\$859.12
John Hokamp	February-24	\$ 350.00	\$ 14.74		\$364.74
David La Fontaine	February-24	\$ 300.00	\$ 142.71		\$442.71
Bill Leichtnam	February-24	\$ 480.00	\$ 96.48		\$576.48
Jeff Penzkover	February-24	\$ 350.00		\$ 12.00	\$362.00
Lance Pliml	February-24	\$ 750.00	\$ 33.50		\$783.50
Dennis Polach	February-24	\$ 350.00	\$ 29.48		\$379.48
Donna Rozar	February-24	\$ 300.00		\$ 98.00	\$398.00
Lee Thao	February-24	\$ 300.00	\$ 6.03		\$306.03
Laura Valenstein	February-24	\$ 330.00			\$330.00
William Voight	February-24	\$ 450.00	\$ 322.94		\$772.94
Ed Wagner	February-24	\$ 315.00	\$ 44.22		\$359.22
William Winch	February-24	\$ 300.00	\$ 29.48		\$329.48
Joseph Zurfluh	February-24	\$ 390.00	\$ 22.11		\$412.11
Michael Feirer	February-24	\$ 50.00	\$ 45.56		
Bev Ghiloni	February-24	\$ 50.00	\$ 6.70		\$56.70
Lori Nordman	February-24	\$ 50.00			\$50.00
		\$7,125.00	\$1,923.57	\$110.00	\$9,063.01

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: MARCH 2024

For the range of vouchers: 06240033 - 06240045

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06240033	ELECTION SYSTEMS & SOFTWARE	Blank Ballot Paper	03/04/2024	\$161.94	P
06240034	AMAZON CAPITAL SERVICES	Office Supplies	03/03/2024	\$39.98	P
06240035	OFFICE ENTERPRISES INC	SEALER KIT	03/07/2024	\$28.35	P
06240036	ELECTION SYSTEMS & SOFTWARE	Layout Chg - Spring Election	03/08/2024	\$4,305.00	P
06240037	ELECTION SYSTEMS & SOFTWARE	Audio Files - Spring Election	02/28/2024	\$3,150.00	P
06240038	ELECTION SYSTEMS & SOFTWARE	Coding - Spring Election	02/05/2024	\$7,909.25	P
06240039	GANNETT WISCONSIN LOCALIQ	VARIOUS ADS - FEB 24	03/12/2024	\$836.22	P
06240040	UNITED MAILING SERVICE	MAIL FEES FEB 2024	03/12/2024	\$1,291.79	P
06240041	UNITED PARCEL SERVICE	REPLENISH UPS MARCH 24	03/25/2024	\$100.00	
06240042	AMAZON CAPITAL SERVICES	Name Plates - County Board	03/18/2024	\$39.45	
06240043	STAPLES ADVANTAGE	Office Supplies - Election	03/23/2024	\$41.60	
06240044	VERIZON	Monthly Modem Fee	03/19/2024	\$224.32	
06240045	US BANK	VISA CHARGES	03/27/2024	\$675.60	
Grand Total:				\$18,803.50	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: MARCH 2024

For the range of vouchers: 14240058 - 14240075

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14240058	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	03/07/2024	\$287.86	P
14240059	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	03/07/2024	\$246.92	P
14240060	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	03/07/2024	\$539.97	P
14240061	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	03/07/2024	\$5,832.83	P
14240062	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/07/2024	\$3,076.59	P
14240063	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/07/2024	\$4,112.17	P
14240064	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	03/07/2024	\$355.85	P
14240065	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/14/2024	\$29.25	P
14240066	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	03/21/2024	\$391.86	P
14240067	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	03/21/2024	\$246.92	P
14240068	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	03/21/2024	\$539.97	P
14240069	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	03/21/2024	\$5,851.27	P
14240070	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/21/2024	\$3,078.96	P
14240071	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/21/2024	\$4,140.53	P
14240072	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	03/21/2024	\$355.85	P
14240073	LATHROP MARK	3/21/24 DIRECT DEPOSIT RETURN	03/21/2024	\$682.62	P
14240074	PLAN IT SOFTWARE LLC	PLAN IT SOFTWARE RENEWAL	03/22/2024	\$950.00	
14240075	WIPFLI LLP	2023 AUDIT PROGRESS BILLING	03/25/2024	\$2,000.00	
Grand Total:				\$32,719.42	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: MARCH 2024

For the range of vouchers: 28240044 - 28240070

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28240044	CITY OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/06/2024	\$2,214.61	P
28240045	CITY OF NEKOOSA TREASURER	FEBRUARY SPECIAL CHARGES	03/06/2024	\$2,821.99	P
28240046	CITY OF WISCONSIN RAPIDS	FEBRUARY SPECIAL CHARGES	03/06/2024	\$833.10	P
28240047	TOWN OF CARY	FEBRUARY SPECIAL CHARGES	03/06/2024	\$111.10	P
28240048	TOWN OF PORT EDWARDS	FEBRUARY SPECIAL CHARGES	03/06/2024	\$1,492.55	P
28240049	TOWN OF REMINGTON	FEBRUARY SPECIAL CHARGES	03/06/2024	\$910.38	P
28240050	TOWN OF SARATOGA	FEBRUARY SPECIAL CHARGES	03/06/2024	\$5,839.87	P
28240051	TOWN OF CAMERON	FEBRUARY SPECIAL CHARGES	03/06/2024	\$749.53	P
28240052	TOWN OF GRAND RAPIDS	FEBRUARY SPECIAL CHARGES	03/06/2024	\$4,922.50	P
28240053	TOWN OF HANSEN	FEBRUARY SPECIAL CHARGES	03/06/2024	\$1,464.01	P
28240054	TOWN OF LINCOLN	FEBRUARY SPECIAL CHARGES	03/06/2024	\$1,184.81	P
28240055	TOWN OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/06/2024	\$1,251.67	P
28240056	TOWN OF MILLADORE	FEBRUARY SPECIAL CHARGES	03/06/2024	\$1,380.99	P
28240057	TOWN OF RICHFIELD	FEBRUARY SPECIAL CHARGES	03/06/2024	\$577.40	P
28240058	TOWN OF ROCK	FEBRUARY SPECIAL CHARGES	03/06/2024	\$2,169.28	P
28240059	VILLAGE OF BIRON	FEBRUARY SPECIAL CHARGES	03/06/2024	\$735.00	P
28240060	VILLAGE OF MILLADORE	FEBRUARY SPECIAL CHARGES	03/06/2024	\$245.84	P
28240061	VILLAGE OF PORT EDWARDS TREAS	FEBRUARY SPECIAL CHARGES	03/06/2024	\$1,984.98	P
28240062	WI DEPT OF ADMINISTRATION	FEBRUARY WI LAND INFO	03/06/2024	\$4,648.00	P
28240063	HALLINAN MICHAEL	TAX OVERPAYMENT REFUND	03/13/2024	\$62.48	P
28240064	STATE OF WISCONSIN TREASURER	FEBRUARY COC REVENUES	03/20/2024	\$145,562.91	P
28240065	US BANK	WCCO CONFERENCE HOTEL	03/27/2024	\$274.00	P
28240066	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/27/2024	\$79.97	P
28240067	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/27/2024	\$36.65	P
28240068	BEAVER CREEK NURSERY & LANDSCAPING LLC	TAX DEED MAINTENANCE	03/27/2024	\$95.00	P
28240069	WISCONSIN CO TREAS ASSN SEC TR	JUNE WCTA CONFERENCE	03/27/2024	\$125.00	P
28240070	ZAGORIANAKOS HOPE	TAX OVERPAYMENT REFUND	03/27/2024	\$12.91	P
Grand Total:				\$181,786.53	

Signatures

Committee Chair: _____

Committee Member: _____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: April 2, 2024
To: Operations Committee

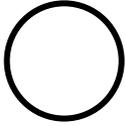
Subject: Finance Department Update
From: Ed Newton & PaNyaia Yang

Departmental Activities and Projects - Ongoing/Upcoming

- 2023 Annual Audit and Reporting (Newton/Yang).
- 2023 Single Audit (Newton/Yang).
- 2023 Cost Allocation Plan planning and preparation (Newton/Yang).
- 2023 Form A preliminary/audited filing (Yang).
- Ongoing year-end/audit/single audit/discussions with WIPFLI (Newton/Yang).
- Prepare/file quarterly ARPA report (Newton).
- Prepare/file semi-annual Opioid report (Newton).
- Prepare/file annual Local Assistance and Tribal Consistency Fund (LATCF) report (Newton).
- Prepare/file annual disclosure Municipal Securities Rulemaking Board (MSRB) (Newton/Yang).
- Review departments budget to actuals expenditures (Newton/Yang).
- Assisting departments on various questions (Newton/Yang/Weiler/Nelson).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2025 – 2029 Capital Improvement Plan – CIP request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2025 CIP projects/Jail (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement information (Newton/Yang).
- AP cross training (Nelson/Weiler).
- Prepare monthly voucher reports for committee packets (Nelson).
- Prepare/review various resolutions (Newton/Yang).
- GASB 96 – (Subscription-Based Information Technology Arrangements-SBITA) review (Newton/Yang).
- Account Payable ACH project (Nelson).
- Send out department ACFR confirmations to various departments and municipalities (Nelson).

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend WCA Opioid Summit (Newton).
- Attend Contract meeting by Corporation Counsel (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Attend Elective Pay webinar (Newton).
- Discussion regarding TID #5 Escrow Agreement (Newton).
- Discussions with WIPFLI (Newton/Yang).
- Various discussion with CLA regarding GASB 96 implementation (Newton).
- Various discussions with departments regarding year-end budgets/reconciliation/audit (Newton/Yang).
- Various discussions and meetings with Human Resources. (Newton/Yang).
- Various discussion with Parks department (Yang).



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE April 16, 2024

Effective Date Upon passage & posting

EN

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 budget for Justice Coordinator – Drug Court (51242) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from Drug Court Adult Drug Treatment State Aid revenue account. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Justice Coordinator-Drug Court and Drug Court – State Aid.

WHEREAS, the Wood County Justice Coordinator – Drug Court incurred additional expenditures in the Drug Court program that were not anticipated during the 2023 budget; and

WHEREAS, the unanticipated revenues in Drug Court State Aid revenue account is sufficient to cover the additional expenditures, and

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

THEREFORE BE IT RESOLVED, to amend the Justice Coordinator-Drug Court budget for 2023 by transferring \$8,550 from Drug Court Adult Drug Treatment State Aid (43512) to the Justice Coordinator-Drug Court (51242) function, and

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

{ }

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
LAURA VALENSTEIN
ADAM FISCHER

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

County Clerk

County Board Chairman

GUIDANCE FOR THE LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND
U.S. Department of the Treasury
July 2022

INTRODUCTION

The U.S. Department of the Treasury (Treasury) is issuing this guidance regarding the Local Assistance and Tribal Consistency Fund (LATCF), established by Section 605 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021 (American Rescue Plan). This guidance provides a summary of the structure and terms of the program, including information about eligible uses of funds, program administration, and other requirements under the LATCF program. This guidance may be updated, revised, or modified, and Treasury may waive these standards to the extent permitted by law.

The American Rescue Plan appropriated \$2 billion to Treasury across fiscal years 2022 and 2023 to provide payments to eligible revenue sharing counties and eligible Tribal governments for use on any governmental purpose except for a lobbying activity. Eligible recipients must submit a request for funding in the Treasury Submission Portal to receive their payments, and further instructions can be found on the Treasury website. There is no pre-approval process for projects funded by the program. Recipients must submit periodic reports to Treasury on their expenditures.

The purpose of the LATCF program is to serve as a general revenue enhancement program. Many eligible revenue sharing counties and eligible Tribal governments have historically experienced fluctuations in their revenues, and this program is designed, in part, to supplement existing federal programs that augment and stabilize revenues for these communities. In providing support to these communities, allocations under this program consider the economic conditions of recipients.

Under this program, recipients have broad discretion on uses of funds, similar to the ways in which they may use funds generated from their own local revenue sources. Specifically, recipients may use these funds on any governmental purpose other than a lobbying activity. Recipients may maintain or expand public services – such as health, educational, housing, and public safety services – to their communities with these funds. Recipients may also invest in infrastructure – from roads and bridges to water infrastructure – to facilitate economic development, improve health outcomes, or transition their communities to clean energy. Recipients may also invest in restoring and bolstering government capacity, such as increasing the size of their government workforce or investing in improvements in service delivery, like technology infrastructure and data analysis resources, that will improve delivery of services to their communities for years to come.

ELIGIBLE AND INELIGIBLE USES OF FUNDS

a) Eligible Uses

Section 605(c) provides flexible support for eligible revenue sharing counties and eligible Tribal governments to meet their jurisdictions' needs. Specifically, the statute directs that recipients may use funds for any governmental purpose other than a lobbying activity.

As a general matter, recipients may treat these funds in a similar manner to how they treat funds generated from their own local revenue. Programs, services, and capital expenditures that are traditionally undertaken by a government are considered to fulfill a "governmental purpose." For Tribal governments, investing in activities undertaken by Tribal enterprises, such as operating or capital expenditures for businesses that are owned or controlled by a Tribal government, are considered a governmental purpose. However, the LATCF funds may not be used for lobbying activities.

A non-exhaustive list of example activities that fulfill a governmental purpose include, but are not limited to:

- Provision of health services, educational services, court services, police, fire, emergency medical, and other public safety services, utilities or sanitation services, and direct assistance to households (including cash assistance);
- Capital expenditures on core facilities and equipment, including in housing and community development (e.g., schools, hospitals, childcare facilities, and parks and recreation facilities), public safety facilities and equipment (e.g., police vehicles), and government administration buildings;
- Infrastructure investments, including roads, bridges, water and sewer systems, utility systems, airports, public transit, and technology infrastructure;
- Long-term economic development activities, including affordable housing development, workforce development and other programs to strengthen local communities undergoing economic transitions;
- General government operations, such as general government administration, personnel costs, administrative facilities, record keeping, tax assessments, or election administration; and
- Meeting another federal program's non-federal match or cost-sharing requirements, unless barred by statute or other applicable law (as detailed further in this guidance).

Federal Davis-Bacon Act prevailing wage rate requirements do not apply to projects funded solely by the LATCF except for LATCF-funded construction projects undertaken by the District of Columbia. Further, generally, receipt of LATCF funding does not trigger the National Environmental Policy Act (NEPA), although recipients must ensure compliance with all applicable federal environmental laws.

b) Ineligible Uses

Recipients may not use federal funds to directly or indirectly pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation. Amounts that are used in violation of the lobbying restriction set forth in this guidance may be subject to recoupment.

c) Compliance with financial management, procurement, and conflicts of interest standards

Recipients must expend and account for the LATCF funds in accordance with the financial management, procurement, and conflicts of interest standards, laws, policies, and procedures applicable to their expenditure of and accounting for their own funds. Treasury will monitor violations of this requirement through reporting and other sources.

TRANSFERS

Recipients may transfer to and pool LATCF funds with other entities for projects, provided that recipients are able to track use of the funds in line with the reporting and compliance requirements of the LATCF. As an example, neighboring counties may pool funds in order to invest in a regional infrastructure project. Further, recipients may fund a project with both LATCF funds and other sources of funding, provided that the project is an eligible use under each source program and recipients are compliant with all other related statutory and regulatory requirements and policies.

Transfers under this program do not give rise to subrecipient relationships given the purpose of the award. As a result, recipients do not need to comply with subrecipient monitoring or oversight requirements outlined in the Uniform Guidance at 2 C.F.R. § 200.331 through § 200.332. Further, no subrecipient reporting under 2 C.F.R. Part 170 will be required for this program, although recipients meeting the applicable thresholds will still be required to report on executive compensation pursuant to 2 C.F.R. Part 170.

NON-FEDERAL MATCH OR COST-SHARE REQUIREMENTS

As a general principle, federal funds that constitute revenue sharing to state and local governments may generally be used to meet the non-federal match or cost-share requirements of another program.

Given the LATCF's purpose as a general revenue enhancement program and the broad eligible uses of LATCF funds, Treasury has determined that funds available under the LATCF program constitute revenue sharing. Therefore, funds under the program may be used to meet the nonfederal cost-share or matching requirements of other federal programs. Pursuant to 2 C.F.R. §200.306(b), if funds are legally available to meet the match or cost-share requirements of an agency's federal program, such awarding agency is required to accept such funds for the purpose of that program's match or cost-share requirements except in the circumstances enumerated in that section. If a recipient seeks to use LATCF funds to satisfy match or cost-share requirements for a federal grant program, it should first confirm with the relevant awarding agency that no waiver has been granted for that program, that no other circumstances enumerated under 2 C.F.R. § 200.306(b) would limit the use of LATCF funds to meet the match or cost-share requirement, and that there is no other statutory or regulatory impediment to using the LATCF funds for the match or cost-share requirement. Additional guidance specific to Medicaid and CHIP is forthcoming.

Recipients using LATCF funds to meet non-federal match or cost-share requirements of another federal program must ensure that the costs are eligible costs under the other federal program and are compliant with the statutory, regulatory, and program requirements of the LATCF and the other federal program.

AVAILABILITY OF FUNDS

All funds are available to recipients until expended or returned to Treasury.