

OPERATIONS COMMITTEE

DATE: Tuesday, March 1, 2022
TIME: 9:00 AM
LOCATION: Courthouse – Room 114

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, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. Update on the Wood County broadband Request for Information (RFI) process that was conducted on January 17, 2022.
7. Update on the County commitment to bond \$1,010,923 to Bug Tussel Wireless for broadband infrastructure improvements.
8. **Wellness Coordinator Update**
9. **Finance**
 - (a) Finance Department update
 - (b) Resolution – Branch I
 - (c) CIP - 2023
10. **HR**
 - (a) Discuss Recruitment of critical staff in Health and Human Services Depts
 - (i) Employee Status Policy Change
 - (ii) Salary Grade Change Recommendations
 - (b) Cybersecurity Policy
 - (c) Discuss compensation for next term of office of Clerk of Courts and Sheriff
11. Consider any agenda items for next meeting
12. Comments from the Chair
13. Set next regular committee meeting date
14. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2483 155 5467

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m18400b0beeeb75cbbf97c74ab2b49cf8>

Meeting number (access code): 2483 155 5467

Meeting password: 030122

OPERATIONS COMMITTEE MEETING MINUTES

DATE: Tuesday, February 1, 2022
TIME: 9:00 a.m.
PLACE: River Block Auditorium

PRESENT: Ed Wagner, Lance Pliml, Mike Feirer, Adam Fischer, Donna Rozar (via Webex)

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Ken Curry, Ed Newton, Kyle Theiler, Heather Gehrt, Kim McGrath, Kelli Francis, Nick Flugaur, Adam Fandre, Sue Smith, Jason Grueneberg, Shane Wucherpennig, Jodi Pingel, Trent Miner, Amy Kaup, Jason DeMarco, Marissa Kornack, Reuben Van Tassel, Brandon Vruwink, Mary Schlagenhaft, Mary Solheim, Lisa Keller, Tim Deaton (The Horton Group)

The meeting was called to order by Chair Wagner at 9:00 a.m.

There were no public comments.

Motion (Feirer/Fischer) to approve the consent agenda. Motion carried unanimously.

Rozar introduced a discussion regarding the recruitment and retention of Registered Nurses (RNs) at Edgewater, Norwood, and the Health Department. Norwood Administrator Kornack, Edgewater Administrator Theiler, and Health Director Smith all provided the Committee with information on their recruitment and retention struggles with RNs. Rozar explained that the HHS Committee will be considering a number of options to address the recruitment and retention issues, and that many of them will have fiscal impacts, so they will be brought back to this committee. Rozar requested that this topic be added to the agenda for the next regular committee meeting.

Pliml gave a brief update on ARPA funds. A brief discussion regarding opioid funding ensued.

Planning & Zoning Director Grueneberg provided information to the committee on the Request for Information (RFI) process that was held with four different Internet Service Providers (ISPs) on January 17, 2022. Grueneberg additionally provided information and an update on the County's commitment to bond \$1 million to Bug Tussel Wireless for broadband infrastructure improvements. Discussion ensued.

Wellness Coordinator Fandre gave brief update on Wellness Program activities.

Treasurer Gehrt stated that sales tax came in at \$7.1 million for 2021 which was \$1.1 million above what was budgeted.

Gehrt presented a resolution to amend the 2021 budget for Treasurer due to higher than anticipated expenditures. Gehrt noted that the resolution included in the packet had an amount of \$36,710, but the actual amount should be \$37,065.

Motion (Pliml/Feirer) to approve the resolution to amend the 2021 budget for Treasurer due to higher than anticipated expenditures. Motion (Pliml/Feirer) to amend the fiscal note in the resolution to \$37,065. Motion to amend carried unanimously. Amended motion carried unanimously.

Gehrt presented a resolution to sell tax deed property.

Motion (Pliml/Fischer) to approve the resolution to sell tax deed property. Motion carried unanimously.

Finance Director Newton introduced resolutions for Workers Compensation, Property & Liability, Coroner, Emergency Management – Administration, Emergency Management – Building Numbering, Information Technology – Capital Projects, Information Technology – Repair & Maintenance, Maintenance CIP, and CEED – Professional Service – Bicycle & Pedestrian Plan. The Committee decided to act on all resolutions in one motion.

Motion (Feirer/Pliml) to approve all of the presented resolutions. Motion carried unanimously.

Newton asked the Committee for a decision on where to take the funds from to replace the nurse call light system at Norwood as approved by resolution at the December County Board meeting. Newton explained that the resolution was amended by County Board to read "...from the contingency account, or the use of ARPA funding, whichever is more advantageous to the County...". Discussion ensued.

Motion (Fischer/Rozar) to approve the nurse call light system to be purchased with ARPA funds. Motion carried unanimously.

Human Resources Director McGrath introduced Tim Deaton of The Horton Group. Mr. Deaton presented a review of 2021 claims experience in addition to options to shop stop loss carriers and pharmacy benefit managers in 2022.

Agenda items for next meeting: RN Recruitment & Retention
Broadband Update

There were no comments from the Chair.

The next regular meeting is March 1, 2022 at 9:00 a.m.

Wagner declared the meeting adjourned at 10:15 a.m.

Minutes recorded and prepared by Kelli Francis. Minutes in draft form until approved at the next meeting.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – March 2022

- The Spring Primary has come and gone and went pretty well overall. As of this writing, there are a couple of possible recounts, so we will see how that plays out. The county turnout average was 19.53%. The City of Marshfield led the way, due to their mayoral and school board primaries at 28.09%, followed by the Village of Auburndale at 24.62% and the Town of Auburndale at 22.66%. We are now finalizing the April election programming and ballot orders.
- The days of the Automark are coming to a close, maybe a little faster than I had hoped. As a reminder, the Automark is the handicap accessible piece of election equipment that was put into service back in August of 2006. The replacement, “ExpressVote”, lists for about \$3,500.00 but we would get some trade in value for the old Automark. I’m working on details, but I have sent an email to all of the municipalities to let them know to budget for it in 2023. I have also told them to check and see if ARPA funding could be used for it. I will not venture to say for sure, but it may be worth asking the question for a number of municipalities. This item will be in my budget for 2023 as well. If there is a price break for one large order instead of multiple small orders, I may pursue that through an intergovernmental agreement with the municipalities. It would increase that budget next year by a quite a bit, but there would be a revenue offset. It should be noted that these pieces of equipment are required for each polling location, regardless if they have a DS200 or not.
- We are starting to think about the fall elections and gearing up for those. We are updating forms and answering questions from perspective candidates. The fall election cycle starts April 15, the first day that nomination papers can be circulated. Hopefully, the redistricting process will be over by that time. We are still waiting for the courts to draw the federal and state districts.
- The Wisconsin County Constitutional Officers (made up of mostly County Clerks, Treasurers, and Register of Deeds) yearly conference is coming up the first full week of March. The timings of this conference is always an issue for county clerks, in that we are gearing up and finalizing the spring election. To be honest, I do not find this conference all that beneficial, in that there is not much training that is county clerk focused or relevant, and the fact they go on way too long, going from Sunday night until Wednesday afternoon does not endear it to me. So, I’ll be skipping this one.
- After using the new voting system for county board for two months, I have to say I’m pretty pleased with it. Although it does seem slow at times, I think that is more related to how we have to connect up with the technology at City Hall in Wisconsin Rapids. Once we come home, I think it will be pretty seamless. I’ve had a couple of small issues with it (completely user issues) and the company is SUPER responsive to those requests for help. I hope the board finds it easier as well, in that you no longer have to toggle between your packet and the voting system.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

February 28, 2022

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – February 2022

Human Resources Activity

	February 2022	2022 Year-to-Date
Applications Received	97	199
Positions Filled	8	28
Promotions/Transfers	5	10
New Hire Orientations	8	25
Terminations, Voluntary	14	24
Terminations, Involuntary	4	7
Retirements	1	3
Exit Interviews	4	8

Human Resources Narrative

General Highlights

1. Nurse recruitment and retention- met with Public Health, Human Services, and Care Facility management staff on February 3rd to begin the process of identifying solutions to the current recruitment and retention challenges these departments are facing related to skilled nursing positions. Developed a proposal for the Operations Committee to review at their March 1st meeting.
2. Cybersecurity/Information Security Policy- worked with Seth Johnson, Risk Management Consultant at Aegis Corporation, and the Wood County IT Department to draft and present a Cybersecurity Policy. The draft policy was presented to Department Heads for feedback and will be introduced to the Operations Committee at their March 1st meeting.
3. Employee Service Recognition Program- created a proposed structure change for recognizing employees starting at 10 years of service (currently recognition begins at 15 years of service). The structure included a catch-up option for employees with 11-14 years of service. Also created an alternative option for recognition of all County employees rather than changing the years of service program. Presented both options to the Department Head team at our quarterly meeting and the majority vote was to recognize all County employees with a service gift in 2022. Gifts will be ordered in March and distributed to departments when they arrive, estimated April.
4. Elected Officials Compensation- gathered comparable county information and created a memo for the Operations Committee to consider when setting wages for the next term of office for the Clerk of Courts and Sheriff positions. Wages must be set by April 15, 2022.

5. Completed update of HR/Risk Management COOP/COG plan and submitted to Emergency Management on February 21st.

Meetings & Trainings

1. Attended the Operations Committee Meeting on February 1st.
2. Attended the Department Head Meeting on February 23rd.
3. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2022 goals.
4. Staff attended various meetings including:
 - a. SPAHRA Board Meeting on February 1st
 - b. Attended a virtual meeting with The Horton Group and Anthem to discuss claims issues on February 4th
 - c. SPAHRA monthly membership meeting "Building Resiliency with Dr. Karen Altekruze" on February 9th
 - d. Attended a virtual meeting with Marshfield Clinic to discuss CPR training and alignment with their Training Center on February 15th
 - e. Conducted a CPR course on February 17th for three Wood County staff

Benefits

1. 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.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Reserve Spreadsheet and Health Fund Balance document for January.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.
7. Finalized the 1094/1095 Forms and approved the vendor to finalize the mailing.
8. Completed the Disclosure to CMS Form regarding creditable health coverage plans.
9. Notified Wood County health plan members of a delay to Anthem's Virtual Primary Care Visits Program- they are experiencing technical difficulties with the new program and hope to relaunch in March.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Working with Edgewater, Norwood and Human Services to review and update our subscription with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
6. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
New position	Coroner	Deputy Coroner	Establishing a casual pool. Position posted, deadline 2/28/2022. Will remain open until filled.
Replacements – Eligibility List	Dispatch	Dispatchers (4)	One position filled, one offer pending, two offers to be made for start date in mid-April. Eligibility list established 2/18/2022.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 2/28/2022.
Replacement	Emergency Management	Work Relief Shop Coordinator	Position posted, interviews conducted, final candidate selected, references completed, filled 2/28/2022.
New position	Health	Public Health Nurse (Emergency Preparedness)	Position posted, deadline 2/14/2022, applications being reviewed.
Replacement	Health	Community Health Planner	Position posted, interviewing 2/17 & 2/24/2022.
New position	Health	Community Health Worker-Farmers Market	Position posted, interviews conducted, final candidate selected, references and background completed. Position filled 3/7/2022.
Replacement	Highway	Equipment Operator – End Loader	Position posted, interviews conducted, filled internally 2/6/2022.
Replacement	Highway	Truck Operators (2)	Positions posted, one filled as of 2/14/2022, deadline 2/28/2022.
Replacement	Highway	Seasonal Shop Help	Position posted, deadline 4/28/2022.
Replacement	Human Services	Case Manager/SW – Ongoing	Position posted, interviews conducted, filled 5/2/2022.
Replacement	Human Services	CCS/CSP Service Facilitator	Position posted, interviews conducted, filled 3/14/2022.
Replacement	Human Services	Mental Health/Substance Abuse Counselor	Position posted, deadline 3/21/2022.
Replacement	Human Services	FSET Case Managers (2)	Position posted, interviews conducted, both position filled 2/7 and 2/14/2022.
Replacement	Human Services	Adult Protective Services (APS) Program Manager	Position posted, deadline 3/11/2022.
Replacement	Human Services	Family Resource Coordinator	Position posted, deadline 3/7/2022.
Replacement	Human Services	Accounting Clerk	Position posted, interviews conducted, filled 3/7/2022.
Replacement	Human Services	Community Treatment Teams Service Facilitator	Position posted, deadline 2/21/2022.
New position	Human Services	CCS/CSP Service Facilitator-YES (Youth Extended Services)	New position approved on 2/15/2022. Position posted, deadline 3/7/2022.
New position	Human Services	Youth Extended Services Coaches (2)	New positions approved on 2/15/2022. Positions posted, deadline 3/7/2022.
Replacement	Human Services	Case Manager/SW – Initial Assessment	Position posted, deadline 3/14/2022.

Replacement	IT/Systems	PC Technician	Position posted, interviews scheduled 2/22 and 2/24/2022.
Replacement	Land Conservation	Engineering Technician	Position posted, deadline 3/7/2022.
Replacement	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Norwood	Psychiatrist	Position posted, deadline 3/27/2022.
Replacement	Norwood	Casual Receptionist	Position posted, deadline 3/9/2022.
Replacement	Norwood	Receptionist	Position posted, filled 3/7/2022.
Replacement	Norwood	Cook	Position posted, filled internally 2/6/2022.
Replacement	Parks	Medical First Responders	Position posted, deadline 4/26/2022.
Replacement	Parks	LTE I & LTE II's (Summer)	Positions posted, deadline 3/14/2022.
Replacement	Planning & Zoning	Program Assistant	Position posted, deadline 2/21/2022.
Replacements	Sheriff	Part-time Deputies (Reserves)-Eligibility List	Position posted, interviews conducted, multiple offers pending with start date of 3/23/2022.
Establish Eligibility List	Sheriff	Corrections Officer – Eligibility List	Position posted, deadline 2/28/2022.
Replacements	Sheriff	Corrections Officer – Female Only (Due to staffing requirements)	Position posted, deadline 2/28/2022.

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. Attended Edgewater, Highway, and Norwood Safety Committee meetings.

CLOSED Workers' Compensation Claims (5)

1. 8/30/21 – IT – Employee injured L wrist, both knees and R elbow slipping on water in hallway
2. 10/26/21 – Norwood – Employee injured R knee going down stairs responding to Stat call (surgery required)
3. 12/9/21 – Human Services – Employee was exposed to fentanyl while responding to child safety incident at private residence (late report)
4. 12/9/21 – Human Services – Employee was exposed to fentanyl while responding to child safety incident at private residence (late report)
5. 1/4/22 – Norwood – Employee strained lower back lifting dairy cooler off cart at loading dock

REPORTABLE Workers' Compensation Illnesses (1)

1. 2/8/22 – Sheriff's – Employee had standard threshold shift (STS) detected on audiogram

First Aid Injuries (2)

1. 1/31/22 – Sheriff's (Corrections) – Employee injured R side rib area controlling uncooperative subject in the jail
2. 2/8/22 – Sheriff's – Employee suffered cuts to R hand while breaking window during felony traffic stop

Property/Vehicle Damage Claims (2)

1. 1/28/22 – Sheriff's – Department snowmobile was damaged in rollover incident on Lake Dexter (est. damage \$1,123.19)
2. 2/16/22 – Highway – Wood chipper was damaged when it detached from hitch while in transport (damage will be fixed internally)

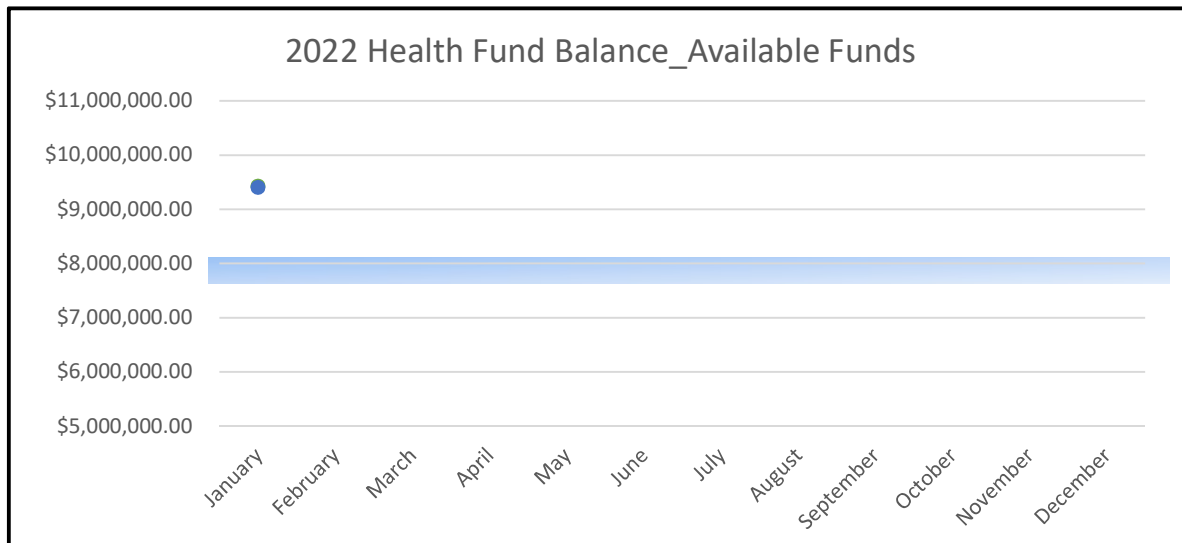
OPEN EEOC/ERD Claims (2)

1. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of Probable Cause on July 1, 2021. On January 6, 2022 we responded to the Complainant's first set of interrogatories and requests for production of documents. We are currently waiting on opposing counsel to confirm dates for virtual depositions.
2. 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. We are awaiting a response from Chubb Insurance with an assignment to external counsel. Our response is due to the Equal Rights Officer by March 16, 2022.

Other

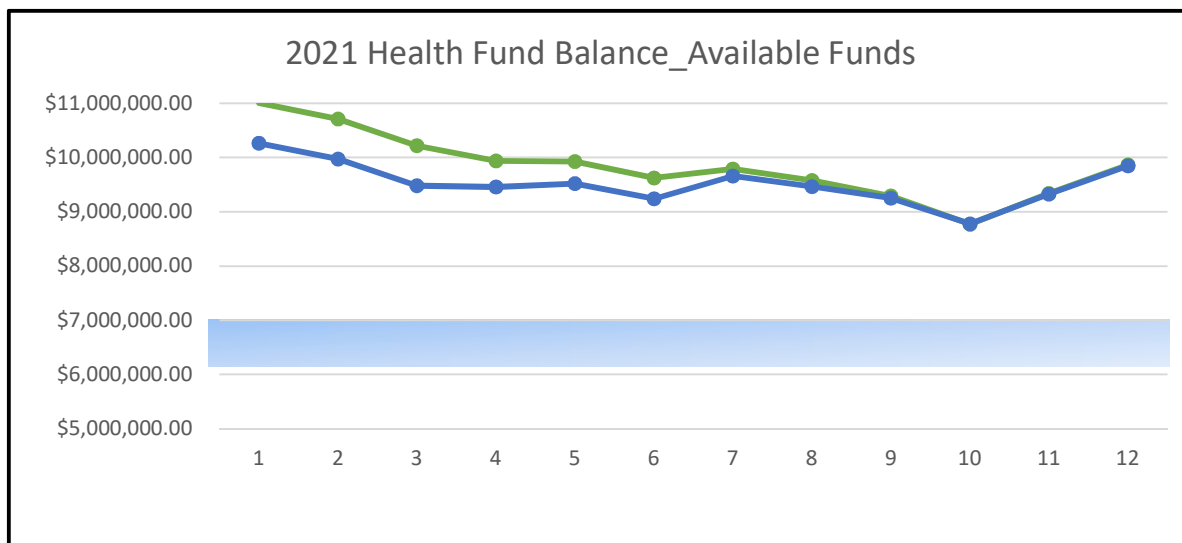
1. Continuing to work on updating all job descriptions based off of completed JDQs.
2. Completed the annual audit of Form I-9 for all Wood County employees.
3. Completed the annual file purge of employees terminated more than seven years ago.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Reconciled and processed the January Unemployment Insurance payment.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Received DOT Random drug/alcohol testing results for 1st quarter.
8. Facilitated New Hire Orientation on February 7th, 14th, and 28th.
9. Conducted exit interviews on February 3rd, 11th, 17th, and 22nd.
10. Responded to multiple verifications of employment.
11. Replied to multiple requests from surrounding counties with varied information.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2022		2021	
	Total	Available	Total	Available
January	\$ 9,425,257.81	\$ 9,402,815.78	\$ 11,005,587.80	\$ 10,261,473.82
February			\$ 10,710,181.62	\$ 9,972,678.38
March			\$ 10,216,683.96	\$ 9,478,341.34
April			\$ 9,935,399.73	\$ 9,457,063.69
May			\$ 9,923,879.65	\$ 9,518,856.96
June			\$ 9,623,261.99	\$ 9,238,695.09
July			\$ 9,786,923.19	\$ 9,658,473.47
August			\$ 9,575,356.85	\$ 9,462,636.66
September			\$ 9,293,544.53	\$ 9,250,358.73
October			\$ 8,772,668.55	\$ 8,777,240.31
November			\$ 9,336,398.97	\$ 9,327,803.05
December			\$ 9,862,291.34	\$ 9,844,864.57



2021 Total Balance - Green Line

2021 Available Funds - Blue Line



2021 Total Balance - Green Line

2021 Available Funds - Blue Line

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



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – March 2022

- Much of my time continues to be focused around helping employees begin the process of completing the three qualifying steps to enroll in the Wellness Program and earn the reduced health insurance rates in 2023. As of writing this, 386 participants have signed up for or completed their biometric screening with an additional 143 completing their health assessment.
- Five of the eight on-site biometric screenings originally scheduled for Wood County have been completed in which we saw 183 participants. One screening date at the Highway Department was rescheduled due to inclement weather. Of the 15 participants who completed the biometric screening feedback survey, all indicated they were satisfied with their experience, there appointment was completed in a timely manner, and staff were professional and friendly. I will be sending email prompts for additional feedback.
- The quarter 1 Wellness Challenge began this month and centers around physical activity. As of writing this, 143 participants have registered which is about the same as last year. As always, this challenge is well-received, and the Wellness Committee and I thought this would be a nice way to jump start the 2022 wellness year and help participants earn points early on.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.
- In anticipation of the start of Quarter 2 I have begun creating health coaching appointments for the months of April, May, and June. I plan on holding these appointments both telephonically and in-person to allow employees flexibility of how they would like to complete this activity.
- This month I will be bringing the InBody Body Composition Analysis which is a unique piece of equipment that allows participants to analyze what their body is made of using electricity. It can measure things such as total body water, dry lean mass, body fat mass, muscle mass, body fat percentage, and more in just a few seconds. This provides valuable insight into why body weight alone is considered a poor indicator of overall health is and instead, the focus should be on the percentage of muscle mass and fat mass. This also provides the opportunity for participants to see how their body composition changes with age and how proper exercise and nutrition can influence this over time.

COUNTY BOARD CLAIMS

January-22

Jan-22

Paid February 2022

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	ALS/H	TOTAL \$
			HOTEL \$		
Robert Ashbeck	January-22	300.00	72.54		\$372.54
Allen Breu	January-22	465.00	70.20		\$535.20
William Clendenning	January-22	565.00	217.62		\$782.62
Ken Curry	January-22	365.00	16.38		\$381.38
Michael Feirer	January-22	415.00	86.58		\$501.58
Adam Fischer	January-22	530.00	204.75		\$734.75
Jake Hahn	January-22	430.00	80.73		\$510.73
Brad Hamilton	January-22	400.00	24.57		\$424.57
John Hokamp	January-22	350.00	8.77		\$358.77
David La Fontaine	January-22	400.00	190.71		\$590.71
Bill Leichtnam	January-22	545.00	42.12		\$587.12
Lance Pliml	January-22	900.00	136.30		\$1,036.30
Dennis Polach	January-22	300.00			\$300.00
Lee Thao	January-22	350.00	3.51		\$353.51
Laura Valenstein	January-22	350.00			\$350.00
Ed Wagner	January-22	365.00	115.83		\$480.83
William Winch	January-22	350.00	65.52		\$415.52
Joe Zurfluh	January-22	400.00	15.79		\$415.79
David Barth	January-22	65.00	7.02		\$72.02
Carmen Good	January-22	50.00	40.95		\$90.95
Lori Nordman	January-22	50.00			\$50.00
Linda Schmidt	January-22	50.00	7.02		\$57.02
Rebecca Spiros	January-22	100.00			\$100.00
Bill Voight	January-22	50.00	44.46		\$94.46
		\$8,145.00	\$1,451.37		\$9,596.37

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: FEBRUARY 2022

For the range of vouchers: 06220017 - 06220025

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06220017	ELECTION SYSTEMS & SOFTWARE	Test Ballots - Spring Primary	01/25/2022	\$129.96	P
06220018	ELECTION SYSTEMS & SOFTWARE	Ballots - Spring Primary	02/04/2022	\$5,675.52	P
06220019	AMAZON CAPITAL SERVICES	Transport Cart - Elections	02/01/2022	\$99.00	P
06220020	UNITED PARCEL SERVICE	REPLENISH UPS FEB 2022	02/07/2022	\$200.00	P
06220021	AMAZON CAPITAL SERVICES	Office Supplies	02/11/2022	\$59.67	P
06220022	WISCONSIN MEDIA	VAR ADS JAN 2022	02/14/2022	\$513.57	P
06220023	UNITED MAILING SERVICE	MAIL FEES JAN 2022	02/14/2022	\$1,441.75	P
06220024	ELECTION SYSTEMS & SOFTWARE	Yearly License/Mtnce Fee	02/22/2022	\$8,698.78	
06220025	US BANK	VISA Charges	02/17/2022	\$1,071.20	
Grand Total:				\$17,889.45	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: FEBRUARY 2022

For the range of vouchers: 14220036 - 14220055

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14220036	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/30/2022	\$16.50	P
14220037	EAGLE FLIGHT BUSINESS FORMS	W-2S AND ENVELOPES	01/27/2022	\$62.32	P
14220038	AMT	GARNISHMENT PAYMENT	02/10/2022	\$276.00	P
14220039	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	02/10/2022	\$45.08	P
14220040	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	02/10/2022	\$112.54	P
14220041	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	02/10/2022	\$368.76	P
14220042	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	02/10/2022	\$3,940.77	P
14220043	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	02/10/2022	\$2,294.97	P
14220044	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	02/10/2022	\$4,503.20	P
14220045	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	02/10/2022	\$73.64	P
14220046	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	02/10/2022	\$355.85	P
14220047	US BANK	W-2 FILING FEES, 1099 POSTAGE	02/17/2022	\$1,071.15	
14220048	AMT	GARNISHMENT PAYMENT	02/24/2022	\$276.00	
14220049	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	02/24/2022	\$92.86	
14220050	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	02/24/2022	\$358.18	
14220051	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	02/24/2022	\$4,511.39	
14220052	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	02/24/2022	\$2,334.35	
14220053	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	02/24/2022	\$3,951.10	
14220054	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	02/24/2022	\$73.64	
14220055	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	02/24/2022	\$355.85	
Grand Total:				\$25,074.15	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: FEBRUARY 2022

For the range of vouchers: 17220006 - 17220009

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17220006	WELD RILEY SC	Legal Fees	02/04/2022	\$440.00	P
17220007	HORTON GROUP INC THE	Consulting Fees - Feb 2022	02/09/2022	\$2,083.33	P
17220008	WI DEPT OF WORKFORCE DEVELOPMENT	Jan 2022 Unemployment Charges	01/31/2022	\$1,609.00	P
17220009	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	02/01/2022	\$925.00	
Grand Total:				\$5,057.33	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: FEBRUARY 2022

For the range of vouchers: 23210068 - 23210070 23220004 - 23220009

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23210068	SAFELITE FULFILLMENT INC	Vehicle Damage - Sheriff Dept	12/17/2021	\$569.98	P
23210069	SAFELITE FULFILLMENT INC	Vehicle Damage - Sheriff Dept	12/17/2021	\$409.97	P
23210070	JACKSON LEWIS P.C.	Liability Deductible	12/31/2021	\$5,742.00	P
23220004	WI COUNTY MUTUAL INS CORP	Nursing Home Liability - EW	02/07/2022	\$17,947.00	P
23220005	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal	02/02/2022	\$20.00	P
23220006	ALLIED 100 LLC	First Aid/CPR/AED Training	02/01/2022	\$224.40	P
23220007	ALLIED 100 LLC	First Aid/CPR/AED Training	02/03/2022	\$108.70	P
23220008	WESTSIDE AUTO BODY	Vehicle Damage - Squad #47	02/04/2022	\$2,958.05	P
23220009	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad #33	02/10/2022	\$1,570.00	P
Grand Total:				\$29,550.10	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: FEBRUARY 2022

For the range of vouchers: 34220001 - 34220001

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34220001	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	02/01/2022	\$7,175.00	P
Grand Total:				\$7,175.00	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: March 1, 2022
To: Operations Committee

Subject: Finance Department Update
From: Ed Newton

Departmental Activities

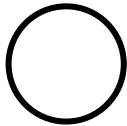
- Preparation and assisting departments with various questions.
- Ongoing Year end/audit/single audit discussions with WIPFLI.
- Ongoing consulting with CLA.
- ARPA reporting - Quarterly.
- Review departments budget to actuals expenditures.
- Review and/or prepare various resolutions.
- Review and prepare for year-end closing (Dynamics).
- Review, update and prepare for year-end (Payroll).

Ongoing/Upcoming Projects

- 2021 Annual Audit planning and preparation.
- 2021 Annual Report planning and preparation.
- 2021 Cost Plan planning and preparation.
- 2021 Form A planning and preparation before preliminary filing.
- 2021 Fixed Asset preparation.
- Questica – improve current reports, update functions, and training.
- Capital Improvement Plan - determine borrowing/funding needs.
- Staff development - succession planning.
- American Rescue Plan Act discussion.

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings.
- Various discussions with CLA regarding ARPA and year end reporting.
- Attend County Board meeting.
- Attend Department Head meeting.
- Attend discussion regarding RN recruitment & retention.
- Attend Fixed Asset training for H&HS.
- Attend other various committee meetings.
- Discussion with Branch I regarding budgets.
- Meeting/discussions various topics – HR.
- Various discussions – Treasurer.
- Various discussion with WIPFLI – year-end, single audit and annual report.
- Various discussion with Baird regarding financing questions.
- Discussion with Samuels Group regarding jail cash expenditures timeline.
- Meeting regarding Broadband.



RESOLUTION#

Introduced by
Page 1 of 1

Operations and Judicial and Legislative Committee

ITEM#
DATE
Effective Date

March 15, 2022

Upon Publication & Passage

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by: PAK, Corp Counsel

Reviewed by: EN, Finance Dir.

EN

INTENT & SYNOPSIS: To amend the 2021 budget for Circuit Court Branch I (51212) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$3,750.00 from available balance in contingency (51590) to Circuit Court Branch I (51212). At the time of this request, the funds available in contingency are \$541,800.00. The adjustment to the budget is as follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
51212	Circuit Court Branch I		\$3,750.00
51590	Contingency	\$3,750.00	

WHEREAS, Circuit Court Branch I incurred a number of expenditures from a previous year that were not anticipated during the 2021 budget; and

WHEREAS, these expenditures included publications that are needed by the judges, and

WHEREAS, the aforementioned publication expenditures of approximately \$3,750.00 were not anticipated during the 2021 budget, and

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

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

THEREFORE BE IT RESOLVED, to amend the Wood County Budget for 2021 to transfer \$3,750.00 from the Contingency Account (51590) to the Circuit Court Branch I (51212) function, and

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

{ }

Ed Wagner (Chair)

Adam Fischer

Donna Rozar

Lance Pliml

Mike Feirer

Bill Clendenning (Chair)

Bill Leichtnam

Kenneth Curry

Joseph Zurfluh

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

County Clerk

County Board Chairman



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

March 1, 2022

To: Operations Committee

From: Kimberly McGrath, Director of Human Resources

Subject: Proposed solutions to address recruitment and retention challenges in nursing positions

The recommendations contained in this memo are being requested on behalf of several Wood County departments who have recently experienced both recruitment and retention challenges in the nursing profession due to labor shortages and increased local talent competition.

1. Approval of updated Employee Status Policy

The identified policy change allows the care facilities to recruit and attract RNs into benefit eligible positions at 36 and 32 hour weeks; see attached.

2. Approval of updated Wood County Care Facilities Wage Plan

Includes the addition of Grade GH to more closely meet the market rate for LPNs; see attached.

3. Grade increases for identified nursing positions

The following nine (9) reclassifications are being recommended in the Wood County Care Facilities Wage Plan:

- Head Nurse, Long Term Care (Norwood)- increase from Grade KK to Grade LL
- Nurse Supervisor (Edgewater)- increase from Grade KK to Grade LL
- In-Service & Infection Prevention Coordinator (Edgewater)- increase from Grade JJ to Grade KK
- MDS Coordinator (Edgewater)- increase from Grade JJ to Grade KK
- Registered Nurse- Admissions (Norwood)- increase from Grade JJ to Grade KK
- Registered Nurse- Long Term Care (Norwood)- increase from Grade II to Grade JJ
- Registered Nurse (Edgewater)- increase from Grade II to Grade JJ
- LPN (Norwood)- increase from Grade GG to Grade GH
- LPN (Edgewater)- increase from Grade GG to Grade GH

The following two (2) reclassifications are being recommended in the Wood County General County Wage Plan:

- Public Health Nurse (Health)- increase from Grade I to Grade J
- CCS/CSP Nurse (Human Services)- increase from Grade I to Grade J

4. Implementation model for wage increases

Increase the impacted employees to the Step in their new Grade that provides at least a 2.5% increase, effective with the pay period beginning March 6, 2022 (pay date March 24, 2022).

EMPLOYEE STATUS **DRAFT REVISION**

Full-time

An employee who is regularly scheduled between thirty-eight and three-quarters (38.75) and forty (40) hours per week is considered full-time (2,015 or 2,080 hours per year).

For Registered Nurse (RN) positions at the Wood County Health Care facilities, an employee is considered full-time at thirty-six (36) hours per week if regularly scheduled for three (3) twelve (12) hour shifts per week or at thirty-two (32) hours per week if regularly scheduled to cover weekends, either at one (1) eight (8) hour shift and two (2) twelve (12) hour shifts or two (2) sixteen (16) hour shifts, over the course of Friday through Sunday.

Part-time

An employee who is regularly scheduled for less than thirty-eight and three-quarter (38.75) hours per week is considered part-time. Employees who are regularly scheduled for twenty (20) or more hours per week are eligible to receive Wood County benefits (sick days, vacation, and holidays) on a pro-rated basis.

Casual

An employee that holds a position budgeted for fewer than twenty (20) hours per week is considered casual and not eligible for Wood County benefits. Effective July 1, 2011, employees who are employed more than 1,200 hours in any continuous twelve (12) month period, are eligible for Wisconsin Retirement System (WRS) participation.

Temporary/Seasonal

An employee who fills a position that is of limited duration or is for a specified period of time, is considered to be a casual employee. The wage rate for a temporary/seasonal position shall be subject to approval of the Human Resources Director or the **Operations** Committee.

Contract/Leased/Agency Employees

Persons contracted to perform specific tasks through an agency, or paid as an independent contractor, are not considered Wood County employees and may be used on a specific need basis with approval of the Human Resources Director or the **Operations** Committee. They receive no pay or benefits from Wood County and should be used only as long as a specific need exists. A formal contract is necessary to ensure that the relationship is not interpreted as employer/employee.

Exempt/Non-Exempt Status

This status is defined by state and federal regulations and is based on a number of criteria such as, but not limited to, job duties and supervisory responsibilities. The primary difference is how overtime and compensatory time is handled.

Temporary Increase In Duties

Occasionally, employees may be assigned to perform a job in a higher salary grade than their regular position. If the assignment is short-term, no adjustment to the employee's wage will be made. However, if the assignment is for a significant period of time (as described below), and the employee assumes the full duties of the higher position, the following guidelines will apply:

1. **Non-exempt employees** who are temporarily assigned to a position with a minimum pay rate which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days, and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head.
2. **Exempt employees** who are temporarily assigned to a position which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head. In the event the position being covered is a Department Head role, the oversight committee determines the rate of increase.

3. The temporary increase in pay requires approval of the Department Head and the Human Resources Director. No temporary assignment shall exceed six (6) months unless permission is obtained in advance from the **Operations** Committee.

2022 Wood County Care Facilities Wage Structure 2.5% Increase

NOTE: ALL ANNUALIZED HOURS ARE BASED ON 2,080 FULL-TIME HOURS

Grade	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7		Step 8		Step 9		Step 10		Step 11		Step 12		Step 13		Step 14		Step 15		Step 16	
QQ	\$	52.59	\$	54.10	\$	55.60	\$	57.10	\$	58.60	\$	60.11	\$	60.85	\$	61.61	\$	62.36	\$	63.11	\$	63.87	\$	64.62	\$	65.36	\$	66.11	\$	66.87	\$	67.62
	\$	109,387.20	\$	112,528.00	\$	115,648.00	\$	118,768.00	\$	121,888.00	\$	125,028.80	\$	126,568.00	\$	128,148.80	\$	129,708.80	\$	131,268.80	\$	132,849.60	\$	134,409.60	\$	135,948.80	\$	137,508.80	\$	139,089.60	\$	140,649.60
PP	\$	48.26	\$	49.63	\$	51.01	\$	52.39	\$	53.77	\$	55.15	\$	55.83	\$	56.53	\$	57.22	\$	57.90	\$	58.59	\$	59.29	\$	59.97	\$	60.66	\$	61.35	\$	62.04
	\$	100,380.80	\$	103,230.40	\$	106,100.80	\$	108,971.20	\$	111,841.60	\$	114,712.00	\$	116,126.40	\$	117,582.40	\$	119,017.60	\$	120,432.00	\$	121,867.20	\$	123,323.20	\$	124,737.60	\$	126,172.80	\$	127,608.00	\$	129,043.20
OO	\$	44.64	\$	45.91	\$	47.19	\$	48.46	\$	49.74	\$	51.01	\$	51.65	\$	52.29	\$	52.93	\$	53.57	\$	54.20	\$	54.84	\$	55.47	\$	56.12	\$	56.75	\$	57.39
	\$	92,851.20	\$	95,492.80	\$	98,155.20	\$	100,796.80	\$	103,459.20	\$	106,100.80	\$	107,432.00	\$	108,763.20	\$	110,094.40	\$	111,425.60	\$	112,736.00	\$	114,067.20	\$	115,377.60	\$	116,729.60	\$	118,040.00	\$	119,371.20
NN	\$	41.75	\$	42.95	\$	44.14	\$	45.33	\$	46.52	\$	47.71	\$	48.31	\$	48.90	\$	49.51	\$	50.10	\$	50.70	\$	51.29	\$	51.89	\$	52.49	\$	53.08	\$	53.68
	\$	86,840.00	\$	89,336.00	\$	91,811.20	\$	94,286.40	\$	96,761.60	\$	99,236.80	\$	100,484.80	\$	101,712.00	\$	102,980.80	\$	104,208.00	\$	105,456.00	\$	106,683.20	\$	107,931.20	\$	109,179.20	\$	110,406.40	\$	111,654.40
MM	\$	38.86	\$	39.96	\$	41.07	\$	42.18	\$	43.30	\$	44.40	\$	44.96	\$	45.51	\$	46.06	\$	46.63	\$	47.18	\$	47.73	\$	48.29	\$	48.84	\$	49.39	\$	49.96
	\$	80,828.80	\$	83,116.80	\$	85,425.60	\$	87,734.40	\$	90,064.00	\$	92,352.00	\$	93,516.80	\$	94,660.80	\$	95,804.80	\$	96,990.40	\$	98,134.40	\$	99,278.40	\$	100,443.20	\$	101,587.20	\$	102,731.20	\$	103,916.80
LL	\$	35.97	\$	36.99	\$	38.02	\$	39.05	\$	40.08	\$	41.10	\$	41.62	\$	42.13	\$	42.64	\$	43.16	\$	43.68	\$	44.19	\$	44.70	\$	45.21	\$	45.73	\$	46.24
	\$	74,817.60	\$	76,939.20	\$	79,081.60	\$	81,224.00	\$	83,366.40	\$	85,488.00	\$	86,569.60	\$	87,630.40	\$	88,691.20	\$	89,772.80	\$	90,854.40	\$	91,915.20	\$	92,976.00	\$	94,036.80	\$	95,118.40	\$	96,179.20
KK	\$	33.07	\$	34.01	\$	34.95	\$	35.91	\$	36.85	\$	37.79	\$	38.26	\$	38.73	\$	39.21	\$	39.68	\$	40.15	\$	40.63	\$	41.10	\$	41.57	\$	42.05	\$	42.52
	\$	68,785.60	\$	70,740.80	\$	72,696.00	\$	74,692.80	\$	76,648.00	\$	78,603.20	\$	79,580.80	\$	80,558.40	\$	81,556.80	\$	82,534.40	\$	83,512.00	\$	84,510.40	\$	85,488.00	\$	86,465.60	\$	87,464.00	\$	88,441.60
JJ	\$	30.18	\$	31.05	\$	31.91	\$	32.77	\$	33.63	\$	34.49	\$	34.92	\$	35.35	\$	35.78	\$	36.21	\$	36.64	\$	37.07	\$	37.50	\$	37.95	\$	38.38	\$	38.81
	\$	62,774.40	\$	64,584.00	\$	66,372.80	\$	68,161.60	\$	69,950.40	\$	71,739.20	\$	72,633.60	\$	73,528.00	\$	74,422.40	\$	75,316.80	\$	76,211.20	\$	77,105.60	\$	78,000.00	\$	78,936.00	\$	79,830.40	\$	80,724.80
II	\$	27.30	\$	28.07	\$	28.85	\$	29.63	\$	30.41	\$	31.19	\$	31.58	\$	31.97	\$	32.36	\$	32.75	\$	33.14	\$	33.53	\$	33.92	\$	34.31	\$	34.70	\$	35.09
	\$	56,784.00	\$	58,385.60	\$	60,008.00	\$	61,630.40	\$	63,252.80	\$	64,875.20	\$	65,686.40	\$	66,497.60	\$	67,308.80	\$	68,120.00	\$	68,931.20	\$	69,742.40	\$	70,553.60	\$	71,364.80	\$	72,176.00	\$	72,987.20
HH	\$	24.40	\$	25.09	\$	25.79	\$	26.49	\$	27.18	\$	27.88	\$	28.23	\$	28.58	\$	28.93	\$	29.27	\$	29.62	\$	29.97	\$	30.32	\$	30.67	\$	31.02	\$	31.37
	\$	50,752.00	\$	52,187.20	\$	53,643.20	\$	55,099.20	\$	56,534.40	\$	57,990.40	\$	58,718.40	\$	59,446.40	\$	60,174.40	\$	60,881.60	\$	61,609.60	\$	62,337.60	\$	63,065.60	\$	63,793.60	\$	64,521.60	\$	65,249.60
GH	\$	23.01	\$	23.67	\$	24.33	\$	24.99	\$	25.64	\$	26.30	\$	26.63	\$	26.96	\$	27.29	\$	27.62	\$	27.94	\$	28.27	\$	28.60	\$	28.93	\$	29.26	\$	29.59
	\$	47,860.80	\$	49,233.60	\$	50,606.40	\$	51,979.20	\$	53,331.20	\$	54,704.00	\$	55,390.40	\$	56,076.80	\$	56,763.20	\$	57,449.60	\$	58,115.20	\$	58,801.60	\$	59,488.00	\$	60,174.40	\$	60,860.80	\$	61,547.20
GG	\$	21.50	\$	22.12	\$	22.73	\$	23.35	\$	23.96	\$	24.58	\$	24.89	\$	25.19	\$	25.50	\$	25.81	\$	26.12	\$	26.42	\$	26.73	\$	27.04	\$	27.35	\$	27.65
	\$	44,720.00	\$	46,009.60	\$	47,278.40	\$	48,568.00	\$	49,836.80	\$	51,126.40	\$	51,771.20	\$	52,395.20	\$	53,040.00	\$	53,684.80	\$	54,329.60	\$	54,953.60	\$	55,598.40	\$	56,243.20	\$	56,888.00	\$	57,512.00
FF	\$	18.61	\$	19.15	\$	19.67	\$	20.20	\$	20.74	\$	21.27	\$	21.54	\$	21.80	\$	22.07	\$	22.33	\$	22.60	\$	22.87	\$	23.13	\$	23.40	\$	23.66	\$	23.92
	\$	38,708.80	\$	39,832.00	\$	40,913.60	\$	42,016.00	\$	43,139.20	\$	44,241.60	\$	44,803.20	\$	45,344.00	\$	45,905.60	\$	46,446.40	\$	47,008.00	\$	47,569.60	\$	48,110.40	\$	48,672.00	\$	49,212.80	\$	49,753.60
EE	\$	15.72	\$	16.17	\$	16.63	\$	17.07	\$	17.52	\$	17.97	\$	18.19	\$	18.42	\$	18.64	\$	18.87	\$	19.10	\$	19.31	\$	19.54	\$	19.76	\$	19.99	\$	20.21
	\$	32,697.60	\$	33,633.60	\$	34,590.40	\$	35,505.60	\$	36,441.60	\$	37,377.60	\$	37,835.20	\$	38,313.60	\$	38,771.20	\$	39,249.60	\$	39,728.00	\$	40,164.80	\$	40,643.20	\$	41,100.80	\$	41,579.20	\$	42,036.80
DD	\$	13.55	\$	13.94	\$	14.33	\$	14.71	\$	15.10	\$	15.49	\$	15.68	\$	15.88	\$	16.07	\$	16.27	\$	16.45	\$	16.65	\$	16.84	\$	17.04	\$	17.23	\$	17.43
	\$	28,184.00	\$	28,995.20	\$	29,806.40	\$	30,596.80	\$	31,408.00	\$	32,219.20	\$	32,614.40	\$	33,030.40	\$	33,425.60	\$	33,841.60	\$	34,216.00	\$	34,632.00	\$	35,027.20	\$	35,443.20	\$	35,838.40	\$	36,254.40
CC	\$	12.11	\$	12.45	\$	12.80	\$	13.15	\$	13.49	\$	13.84	\$	14.01	\$	14.19	\$	14.36	\$	14.53	\$	14.70	\$	14.87	\$	15.05	\$	15.22	\$	15.40	\$	15.57
	\$	25,188.80	\$	25,896.00	\$	26,624.00	\$	27,352.00	\$	28,059.20	\$	28,787.20	\$	29,140.80	\$	29,515.20	\$	29,868.80	\$	30,222.40	\$	30,576.00	\$	30,929.60	\$	31,304.00	\$	31,657.60	\$	32,032.00	\$	32,385.60
BB	\$	10.66	\$	10.97	\$	11.28	\$	11.58	\$	11.88	\$	12.19	\$	12.34	\$	12.49	\$	12.65	\$	12.79	\$	12.95	\$	13.10	\$	13.25	\$	13.41	\$	13.56	\$	13.71
	\$	22,172.80	\$	22,817.60	\$	23,462.40	\$	24,086.40	\$	24,710.40	\$	25,355.20	\$	25,667.20	\$	25,979.20	\$	26,312.00	\$	26,603.20	\$	26,936.00	\$	27,248.00	\$	27,560.00	\$	27,892.80	\$	28,204.80	\$	28,516.80
AA	\$	9.23	\$	9.48	\$	9.75	\$	10.01	\$	10.27	\$	10.54	\$	10.67	\$	10.80	\$	10.94	\$	11.06	\$	11.19	\$	11.33	\$	11.46	\$	11.59	\$	11.73	\$	11.86
	\$	19,198.40	\$	19,718.40	\$	20,280.00	\$	20,820.80	\$	21,361.60	\$	21,923.20	\$	22,193.60	\$	22,464.00	\$	22,755.20	\$	23,004.80	\$	23,275.20	\$	23,566.40	\$	23,836.80	\$	24,107.20	\$	24,398.40	\$	24,668.80



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

POLICY STATEMENT

The Wood County Cybersecurity/Information Security Policy (Policy) outlines fundamental practices and procedures that are required to provide the highest level of protection of the Wood County network, infrastructure, and information. For the purposes of this policy, “highly confidential information” is defined as any protected, sensitive, or confidential document or information that is not generally accessible or intended to be disclosed to third persons. This may include but is not limited to: Protected Health Information (PHI), sensitive employee benefit, personal, or payroll/financial data or information, health records, Social Security Numbers, credit card numbers or bank account numbers, employee performance or discipline records, or any privileged information or documents.

SCOPE

This Policy applies across the entire Wood County enterprise. This Policy provides security guidelines that all employees must follow in addition to any unit-specific security policies and the requirements listed in the Wood County Employee Policy Handbook (Handbook).

REGULATORY COMPLIANCE

Various information security laws, regulations, and industry standards apply to Wood County and the data we handle. These laws often apply to information regarding Wood County's employees, customers, clients, patients, business partners, and others. Wood County is committed to complying with applicable laws, regulations, and standards.

RESPONSIBILITIES

Wood County recognizes the need for a strong information security program, which includes security organization, authority, and obligations.

1. **Policy Review.** This policy will be reviewed regularly and revised as needed by the Wood County IT Department in cooperation with Department Heads and the Wood County Board of Supervisors.
2. **Workforce Obligation to Comply.** Employees and contractors are obligated to comply with all applicable aspects of this Policy. This Policy is not intended to restrict communications or actions protected or required by applicable law. Wood County may treat any attempt to bypass or circumvent security controls as a violation of this Policy.
3. **Acknowledgment.** All employees and contractors must acknowledge that they have read, understood, and agree to comply with this Policy in writing by completing the acknowledgement included in the Appendix of this policy. Acknowledgment must be completed on a timely basis following a new hire or contract. Material changes to this Policy may require additional acknowledgment. The Wood County Human Resources Department will retain acknowledgment records as part of the employee's personnel file.
4. **Training.** The Wood County IT Department provides security training. Employees must complete initial and regularly scheduled information security training within the specified time periods. Supervisors must ensure that their employees complete all required training. Failure to participate in and complete timely required training is a violation of this Policy and the user account will be disabled until training is completed. The Wood County IT Department tracks and retains training records and copies of security training materials delivered.

ROLES AND ACCESS CONTROL

Roles and access levels are determined using the principle of least privilege, which requires that an individual's access is limited to only the information and resources necessary based on their job title, position, and duties.



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

1. **Roles.** Wood County grants access to its systems and data based on business roles. Wood County uses role-based access control methods whenever feasible to assign authorization levels according to business functions, rather than uniquely for each individual. This method supports the least privilege approach by standardizing access. It also simplifies periodic access reviews.
 - a) **Employees.** Employees may be granted access to certain and specific systems as required by the duties and responsibilities of their position. Employees are expected to be familiar with and comply with all provisions of this Policy and other security related policies, including the Computer Usage Policy in the Handbook.
 - b) **Supervisors/Management.** Supervisors, or a manager in the direct line of reporting, may request access for their employees only to those Wood County systems and data stores required to meet business needs. Supervisors shall periodically review their employee access levels and request privilege adjustment whenever applicable.
 - c) **Wood County IT Department.** The IT Department is responsible for maintaining all user accounts, including levels of access.
 - d) **Wood County HR Department.** As a part of the hiring process, the HR Department conducts applicable background investigations. Wood County departments may require employees who handle highly confidential information to undergo additional background screening and testing where permitted by applicable laws.
2. **Identity and Access Management.** Wood County uses identity and access management controls to provide user accounts with appropriate privileges.
 - a) **Unique User Accounts.** Each individual shall be assigned a unique user account. Individuals shall never share their account access or password with anyone. This includes supervisors, Information Technology department staff, and family members.
 - b) **Add, Change, Terminate Access.** Wood County grants access to specific resources based on business need. The supervisor or manager must direct requests to add or change employee access levels to the IT Department Help Desk. System and application administrators must periodically review user accounts and access levels to confirm that a legitimate business need for the access still exists.

For employees and external parties, including contracted employees, vendors, and volunteers, the department must notify the IT Department Help Desk whenever there is no longer a business need for access. Proper documentation must be submitted to support timely account termination. User accounts that have been inactive beyond the maximum allowed inactivity time period will be disabled. Managers should seek guidance from the Human Resources Department regarding access for employees on extended leaves.

ACCEPTABLE USE POLICY

1. **General Use.**
 - a. Employees may only access Wood County's network using approved end-user devices. Use of Wood County systems, network, email, hardware and/or software for any purpose other than official Wood County business is strictly prohibited.
 - b. Employees must use their own County-provided account(s) to access Wood County's network and systems, unless specifically authorized to use a device-specific or additional administrative account.



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

- c. Any attempt to interrupt, circumvent, or damage the operation of a Wood County provided device, system, or network will result in disciplinary action including immediate termination of access privilege.
- d. All County devices, passwords, and dual authentication devices\tokens must be protected and kept secure at all times. All County devices must be password protected and locked when unattended.
- e. County Network Passwords must follow strong password guidelines.
- f. Employees shall exhibit caution when using any “save password” application features and ensure they are never used for systems/sites that contain highly confidential information.
- g. Employees must never reuse their County Network Password in other public or private computer systems.
- h. Compromised or suspected compromised passwords, accounts, and lost or stolen devices must be reported to IT Help Desk immediately. IT Help Desk will reset passwords or disable accounts.
- i. Use of removable storage devices, such as USB, flash, or external hard drives is prohibited unless rarely and specifically approved by management when there is no other viable storage or transmission method recommended and the device is procured or approved by the IT Department prior to use. Highly confidential information must never be saved to external storage devices. Connecting unknown external storage devices to any Wood County device is prohibited without prior IT authorization.

2. **Internet Use: Email, Messaging, Social Media, and Cloud Computing.**

The internet offers a variety of services that Wood County employees and contractors depend on to work effectively. However, some technologies create undue risks to the County's assets.

- a. Wood County may block or limit access to particular services, websites, or other internet-based functions according to risks and business value. Employees must recognize that unauthorized, inappropriate, or offensive websites may still be reachable and should not access those sites using Wood County resources.
- b. As outlined in the Computer Usage and Internet and Social Media Usage Policy, any personal use of the Internet is strictly prohibited.
- c. Internet usage is monitored and activity can be reported upon request to supervisory management. Misuse of Wood County provided Internet services will result in disciplinary action.

3. **Email and Social Media.**

Employees shall follow these expectations in email and social media:

- a. Do not disclose confidential information to unauthorized parties on blogs/social media or transmit it in unsecured emails or instant messages.
- b. Do not make postings or send messages that speak for Wood County or give the implication of speaking for Wood County unless specifically authorized to do so.
- c. Use good professional judgment when drafting and sending any communications. Remember that messages may be forwarded or distributed outside of your control.
- d. Never open an email attachment that wasn't expected, click on links, or otherwise interact with unexpected email content. Wood County may block some attachments or emails, based on risk.
- e. Do not respond to an email or other message that requests confidential information unless verified and certain of its origin and purpose. Even then, always protect confidential information to the greatest extent possible, such as by using encryption.
- f. Report suspicious email to the IT Help Desk immediately. Do not click suspicious email links and do not click unsubscribe. Refer to the IT Help Desk for guidance on best security practices.
- g. When transferring sensitive data either internally or externally, employees must encrypt data before transfer. Contact IT Help Desk for assistance with data encryption procedures.



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

4. **Data Security and Protection.**

When working while connected to the Wood County network, every precaution must be taken to ensure protection from malicious activity. However, when working remotely, extra precautions are necessary.

- a. Public internet is inherently not secure and easily spoofed, therefore a VPN connection must be established while using a Wood County device.
- b. All devices that will store or transport Wood County data must be approved through the IT Help Desk prior to use.
- c. When transmitting sensitive data, employees must encrypt data before transfer. Contact IT Help Desk for assistance with data encryption procedures.
- d. Data must never be primarily maintained on a local drive or removable storage device. These locations are not backed up and can easily be lost or stolen.

INFORMATION ASSETS

1. **Physical Security.**

Wood County uses physical safeguards to avoid theft, intrusions, unauthorized use, or other abuses of its information assets. All employees must comply with any applicable physical security policies and procedures in place for each facility (see the Safety/Security Policy in the Handbook in addition to any facility policies).

2. **Managing Information Assets.**

Regardless of where the software cost is budgeted and paid, the Wood County IT Department is exclusively responsible for installing, licensing, and supporting all software on Wood County devices, including laptops, desktops, tablets, and mobile devices.

- a. Any non-licensed or non-approved software found on a Wood County device is prohibited and will be immediately removed.
- b. Requests for new hardware or software must be sent to IT Help Desk.
- c. Requests for changes to hardware or software installations and configuration must be sent to the IT Help Desk.
- d. Any stolen or damaged hardware or equipment must be reported to IT Help Desk immediately.
- e. To ensure proper protection and software patching of Wood County devices, all devices must be restarted on a minimum of a weekly basis. If not accessed on a regular basis, the device should be powered on and reachable via the Wood County network for at least one full business day per month.

INCIDENT REPORTING AND RESPONSE

Applicable law may require Wood County to report security incidents (cyber incident or data breach) that result in the exposure or loss of certain kinds of information to various authorities or affected individuals or organizations, or both. The IT Security incident response plan includes a step to review all incidents for any required notifications and to coordinate all external notifications with Corporation Counsel. Employees shall not make any external notifications without prior guidance and authorization.

VIOLATION

Violation of this policy may result in disciplinary action. Disciplinary action may include suspension, access restrictions, work assignment limitations, or more severe penalties up to and including termination. If Wood County suspects illegal activities, it may report them to the applicable authorities and aid in any investigation or prosecution of the individuals involved.



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

APPENDIX A: EMPLOYEE ACKNOWLEDGMENT FORM

Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of Wood County's Cybersecurity/Information Security Policy dated [VERSION DATE] and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help Wood County's employees to work together effectively to manage information security risks as part of their assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature

Printed Name

Department/Location

Date



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

March 1, 2022

To: Wood County Operations Committee

From: Kimberly McGrath, Director of Human Resources

Subject: Wage Data for the Clerk of Courts and Sheriff positions

Below please find the applicable and comparable wage information as it related to the salaries of the elected positions of Clerk of Courts and Sheriff. The salaries of these positions for the years 2023-2026 must be set by resolution prior to April 15, 2022.

Comparable Data

One of the ways that we ensure our wages are fair and competitive is to benchmark our positions externally against other comparable counties. We have historically selected 17 Wisconsin counties to compare our positions to who are similar in size, complexity, and/or geographical location. These are largely the same counties we compared to in the 2017 County-wide market review and the 2020 Classification and Compensation Study.

- Clerk of Courts- The current salary (2022) for this position in Wood County is **\$83,098.60**. When compared to our comparable counties, the average salary is \$80,908 and the median is \$81,120.

Brown	\$81,700
Calumet	\$74,285
Chippewa	\$79,376
Columbia	\$83,317
Dodge	\$77,291
Dunn	\$71,638
Eau Claire	\$83,555
Jefferson	\$81,120
Manitowoc	\$69,317

Marathon	\$87,078
Outagamie	\$90,320
Ozaukee	\$85,063
Portage	\$89,358
St. Croix	\$79,060
Sauk	\$74,823
Waupaca	\$82,404
Winnebago	\$85,731

- Sheriff- The current salary (2022) for this position in Wood County is **\$121,409**. When compared to our comparable counties, the average salary is \$106,072 and the median is \$105,384.

Brown	\$115,370
Calumet	\$100,815
Chippewa	\$103,362
Columbia	\$101,294
Dodge	\$100,979
Dunn	\$99,472
Eau Claire	\$111,606
Jefferson	\$99,320
Manitowoc	\$93,513

Marathon	\$105,384
Outagamie	\$109,331
Ozaukee	\$121,907
Portage	\$107,122*
St. Croix	\$104,000
Sauk	\$109,000
Waupaca	\$109,096
Winnebago	\$111,651

*Includes a combination of base pay and discretionary pay

Internal Equity

During the County's last Classification and Compensation Study, the recommended placement of the elected officials in the current General County Wage Plan (should the County decide to place in the current structure at the next opportunity) was as follows:

Position	Grade	Step	2022 Annual
Clerk of Courts	M	6	\$82,776.20 (2015 hours)
Sheriff	Q	6	\$111,550.40 (2080 hours)

The grade placement was based upon the statutory duties of each position and was not based on any internal job documentation or unique factors of each position.

Options for the Committee to consider

1. Set a finite wage for each year 2023, 2024, 2025, 2026 for each of the two positions; would require a resolution
2. Place the positions in the current General County Wage Scale at a specified Grade and Step (the positions would receive the COLA each year, 2023- 2026); would require a resolution
3. Keep the positions in their current wage scale (Elected Officials Wage Scale); would not require any additional action by the Committee or Board

It is my hope that you will take this information into account when setting the wages for the Clerk of Courts and Sheriff positions for the next term of office to ensure our wages remain fair and competitive.

Thank you for the opportunity to present this information to the Committee for review.

Wood County Elected Officials Pay Structure

									Control Point						
Grade	JOB TITLE	Job Code	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	
18	Sheriff	3101	25-Sheriff & Corrections	\$45.42	\$46.71	\$48.00	\$49.29	\$50.58	\$51.90	\$53.19	\$54.50	\$55.77	\$57.07	\$58.37	
12	Clerk of Court	3142	07-Clerk of Courts	\$32.06	\$32.98	\$33.92	\$34.83	\$35.74	\$36.66	\$37.56	\$38.50	\$39.41	\$40.32	\$41.24	
11	County Clerk	1201	06-Clerk	\$30.01	\$30.87	\$31.74	\$32.60	\$33.46	\$34.30	\$35.17	\$36.03	\$36.88	\$37.74	\$38.59	
	Register of Deeds	3001	24-Register Of Deeds												
	Treasurer	3401	28-Treasurer												

* All elected officials are placed at Step 11 of their respective Grade

* Sheriff is budgeted at 2,080 annual hours

* Clerk of Courts, County Clerk, Register of Deeds, and Treasurer are budgeted at 2,015 annual hours

Coroner

Per Resolution #18-3-10 (dated 3/20/2018 and effective 1/7/2019), the compensation for the elected **Coroner** is set at:

- \$15,000 salary per year
- \$85 per diem for calls (regardless of duration)