

**AGENDA FOR JULY 17, 2018 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Zurfluh

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: Supervisors Fischer & Pliml

APPOINTMENTS/Re-APPOINTMENTS:

City of Nekoosa TID #4 Joint Review Board – Wood County Finance Director
Board of Adjustment – 3-year term – Myron Peterson

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

Recognition of Long-Term Employees

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

SPECIAL ORDERS OF BUSINESS:

UW Extension Update – Jason Hausler, Area Extension Director
Parks & Forestry Annual Report – Chad Schooley, Park & Forestry Director

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

SET DATE FOR NEXT COUNTY BOARD MEETING – August 21, 2018

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

June 19, 2018 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on June 19, 2018.

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

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hahn, Hamilton, Hokamp, Holbrook, LaFontaine, Leichtnam, Machon, Pliml, Polach, Rozar, Winch, Zaleski, and Zurfluh.

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

Motion by Hamilton/Fischer to approve the minutes of the previous meeting. Motion carried by voice vote.

Motion by Clendenning/Fischer to approve the following appointments: John Kubisiak, Jim Winkler, and Dawn Schmutzer to the State Wildlife Area Advisory Committee for a 3 year term, and Supervisor Polach as the at-large member of the Executive Committee. Motion carried by voice vote.

There were numerous public comments given to the board and all were in support of the resolution ordering a countywide, non-binding referendum being placed on the November ballot requesting a change to the US Constitution allowing for financial limits on political campaign contributions.

Supervisor Pliml came forward and presented a retirement plaque to outgoing Highway Commissioner Douglas Passineau, highlighting his 40 year career with the Highway Dept. Passineau stated he never thought of his career as a job, as he enjoyed it immensely. Pliml then presented a retirement plaque to outgoing County Clerk, Cynthia Cephess. Pliml highlighted her nearly 30 year career with the county and her exemplary service to the Board of Supervisors. Cephess highlighted different events and programs she was involved with, and organized, during her tenure as County Clerk, such as the Red Cross Blood Drive, Stuff the Bus, and United Way fundraising.

Special Order of Business

Introduction of New ADRC-CW Executive Director

Supervisor Feirer was recognized and introduced Jonette Arms as the new Executive Director of ADRC-CW. Ms. Arms came forward and stated that she is enjoying her tenure as the new leader of the ADRC-CW. She will present more information concerning the ADRC-CW to the board as time progresses.

Committee minutes presented: Executive

RESOLUTION 18-6-1

Introduced by: Executive Committee

INTENT & SYNOPSIS: Initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$4,000,000 for Highway Projects and Capital Improvement Projects

FISCAL NOTE: Proceeds from general obligation promissory notes not to exceed \$4,000,000 designated as follows:

Highway Projects - \$2,300,000

Capital Improvement - \$1,700,000

Motion by Clendenning/Feirer to adopt Resolution 18-6-1. Motion by Rozar/Hamilton to amend the resolution

to state as follows: "...that there shall be issued, pursuant to Section 67.12(12), Wisconsin Statutes, general obligation promissory notes in an amount not to exceed \$4,000,000 for the public purpose of financing **2019** highway projects and capital improvement projects...". Motion to amend carried unanimously by voice vote. Motion to adopt amended Resolution 18-6-1 carried unanimously.

Committee minutes presented: Health & Human Services, North Central Community Action Program, Public Safety.

RESOLUTION 18-6-2

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To amend the 2018 Emergency Management Budget (52520) for additional expenditures that were not anticipated during the initial budget process.

FISCAL NOTE: \$26,000.00 total cost. At the time of this request, the funds available in contingency are \$334,683. The adjustment to the budget is as follows:

<u>Function</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52520	Emergency Management		\$8,000
51590	Contingency Fund	\$8,000	
52520	Emergency Management		\$8,000
52530	BNI Carryover	\$8,000	
52520	Emergency Management		\$10,000
52130	Communications Carryover	\$10,000	

Motion by Breu/Feirer to adopt Resolution 18-6-2. Motion carried. Voting no was Zurfluh.

Committee minutes presented: Conservation, Education, & Economic Development, Judicial & Legislative, Residential Options.

RESOLUTION 18-6-3

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To hold a non-binding referendum to ascertain if the voters of Wood County support an amendment to the United States Constitution that would allow for financial limits on political campaign contributions.

FISCAL NOTE: There may be an increase in the costs of ballots.

Motion by Hamilton/Leichtnam to adopt Resolution 18-6-3. Discussion ensued. Motion carried. Voting no were Rozar, Ashbeck, and Pliml.

RESOLUTION 18-6-4

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To encourage the state legislature to increase the rate of pay of private attorneys who accept appointments to handle Public Defender cases.

FISCAL NOTE: Anticipated cost savings to the county. The economic impact to the county's taxpayers would likely be slightly increased as there would be higher costs via the state attenuated somewhat by lower costs from the county.

Motion by Hamilton/Leichtnam to adopt Resolution 18-6-4. Discussion revolved around ramifications of this proposal statewide. Motion carried. Voting no were Rozar, Fischer, Breu, Ashbeck, Winch, Pliml, and Zurfluh.

Committee minutes presented: Highway, Infrastructure & Recreation, McMillan Memorial Library Board of Trustees, South Central Library Board, University Commission.

Congratulations were extend to Supervisor Pliml on being elected Chair of the Wisconsin Counties Association. Also highlighted was the upcoming Farm Technology Days in the Marshfield area, the Central Wisconsin State Fair being held a week earlier, and Supervisor Feirer's involvement with Badger Boys State.

Motion by Zurfluh/Hamilton to adjourn. Motion carried unanimously by voice vote at 10:20 a.m. Next scheduled county board meeting is July 17, 2018.

Respectfully Submitted
Trent Miner
Deputy County Clerk

REFERRALS FOR JULY 17, 2018 – COUNTY BOARD

- Resolution from Dunn County encouraging the State of Wisconsin to provide sufficient resources to the Office of Public Defender to ensure that the criminal justice system operates effectively and efficiently. Referred to Judicial & Legislative Committee
- Sample resolution from the Wisconsin Counties Association urging the Governor and Legislature to “Just Fix It” and agree upon a sustainable transportation funding solution. Referred to Judicial & Legislative Committee and Highway Infrastructure and Recreation Committee.

①

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, June 19, 2018
TIME: 8:00 a.m.
PLACE: Wood County Courthouse, Room 115
PRESENT: Bill Clendenning (arrived at 8:01 a.m.), Donna Rozar, Ken Curry, Adam Fischer, Doug Machon, Bill Winch, Dennis Polach

1. Chairman Machon called the meeting to order.
2. **Public Comments** – None
3. Motion (Rozar/Curry) to go into closed session pursuant to Wisconsin State Statute 19.85 (1)(c) to discuss wage compensation and job performance of the Finance Director. Curry: Aye; Clendenning: Aye; Fischer: Aye; Machon: Aye; Winch: Aye; Rozar: Aye; Polach: Aye. Motion carried. Committee went into closed session at 8:00 a.m.
4. Motion (Clendenning/Fischer) to return to open session at 8:37 a.m. All ayes. Motion carried.
5. Motion (Clendenning/Fischer) to adjourn the meeting at 8:41 a.m. All ayes. Motion carried.

Minutes taken, submitted, and signed electronically by Donna Rozar, Executive Committee secretary (minutes in draft form until approved at next Executive Committee meeting)

Donna M. Rozar

Comments from the Deputy County Clerk
July 2018 Executive Committee Meeting

By time you read this, Cindy's last day of work for the county will have come and gone. While there is so much more that could be said about her tenure and her impact on not only the local level, but truly statewide we would be remiss not to mention how all of comments coming into our office from other county clerks, the Elections Commission, vendors, and the public have been very moving, heartfelt and overwhelming! We wish her and Mike and long and happy retirement!!

We are in full election mode in our office. The ballots for the August Partisan Primary are all received and distributed to the municipalities and work has already begun on the programming for the November General Election. There is always a short window from the time the state certifies the results from the primary to when municipalities statutorily have to have the ballots, so it is good to get as much of the "initial legwork" done as soon as possible.

Election security has certainly been in the news since 2016. Election security is not just limited to cyber security. It encompasses all election processes, start to finish. To that end, the Wisconsin Elections Commission has taken the lead, nationally, in ensuring all the levels of election administration have the resources and the training needed to conduct and administer the most reliable and trusted elections. I attended two "train the trainer" table top exercises and can now train municipal clerks and chief election inspectors. The state is finalizing the curriculum and once that is ready, we will go to work on setting up trainings. The training is geared to be more interactive than what we have done in the past, and I think our municipal clerks and chief election inspectors will find it enlightening. It also really helps our municipalities and local election officials when this training is done locally!



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

July 10, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

Departmental Activities

Staff

The Account Payable Administrator Brenda has been trained as our Payroll back up and will be processing payroll until our administrator is back full time. In addition she has stepped into help where needed in the absence of the Deputy Finance Director.

The Payroll Administrator PaNyia still finds items in the payroll database that need to be fixed from bad data that has been imputed and set up issues with the current software both TimeStar and HRMS. Overall payroll is better than it has been in the past. Any complaints or issues that are brought to our attention are addressed as they come up and with courtesy, professionalism and in a timely manner. The benefit of this is our manual check processing is down to almost nonexistent.

Deputy Finance Director is back full-time as of July 2nd. The Payroll Administrator is on maternity leave.

Finance Department Move

The Finance Department is slated to move into River Block building on July 19th and 20th. We are excited for our new home and having adequate space to work in.

2017 Indirect Cost Audit

Our auditor from Sequoia was on site June 6 and 7th. We should have the preliminary if not the final Cost Report before budgets are due back from the departments. This will help the departments with State reimbursements budget more accurately.

2017 Comprehensive Annual Financial Report (CAFR)

The CAFR has been finished and submitted to the Governmental Finance Officers Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting Program Award.

Tax Increment District (TID) Review Board Meetings

I meet with several Villages and Cities throughout the month of June for their required TID review Board meetings. All have been completed so far except for the City of Marshfield and the Village of Biron.

Budget

I conducted two days of training in the month of June for Budget training; one on June 26th for Department Heads, Accountants and any County Board Supervisor that wished to attend and one on June 27th for support staff. Overall we had a great response to our budget training with 21 department heads/accountants attending and 12 support staff.

We will be holding two morning and one afternoon 1 on 1 budget help for departments. So far we have 10 departments signed up for these sessions.

Departmental Budgets will be released on July 13th for the departments.

Budget to Actual Income Statement

Budget and actual reports for 6 months ending June 30, 2018.

7/5/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Saturday, June 30, 2018

	Actual	2018 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$12,822,772.98	\$25,645,906.00	(\$12,823,133.02)	(50.00%)
41150 Forest Cropland/Managed Forest Land	54,996.68	20,000.00	34,996.68	174.98%
41220 General Sales and Retailers' Discount	68.05	180.00	(111.95)	(62.19%)
41221 County Sales Tax	2,316,280.04	6,046,482.00	(3,730,201.96)	(61.69%)
41230 Real Estate Transfer Fees	62,341.92	85,000.00	(22,658.08)	(26.66%)
41800 Interest and Penalties on Taxes	243,274.76	405,000.00	(161,725.24)	(39.93%)
41910 Payments in Lieu of Taxes	17,924.20	18,500.00	(575.80)	(3.11%)
Total Taxes	15,517,658.63	32,221,068.00	(16,703,409.37)	(51.84%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,200.00	(1,200.00)	(100.00%)
43410 State Aid-Shared Revenue		3,059,556.00	(3,059,556.00)	(100.00%)
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		81,150.00	(81,150.00)	(100.00%)
43512 State Aid-Courts	168,544.48	378,464.00	(209,919.52)	(55.47%)
43514 State Aid-Court Support Services		57,000.00	(57,000.00)	(100.00%)
43516 State Aid-Modernization Grants	58,120.00	58,120.00		0.00%
43521 State Aid - Law Enforcement	18,679.82	136,500.00	(117,820.18)	(86.32%)
43523 State Aid-Other Law Enforcement	18,736.00	18,000.00	736.00	4.09%
43528 State Aid-Emergency Government	9,347.52	93,250.00	(83,902.48)	(89.98%)
43531 State Aid-Transportation	524,147.98	1,823,120.00	(1,298,972.02)	(71.25%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Immunization	25,833.24	65,078.00	(39,244.76)	(60.30%)
43554 State Aid-Health WIC Program	86,816.00	354,641.00	(267,825.00)	(75.52%)
43557 State Aid-Health Consolidated Grant	23,350.00	64,895.00	(41,545.00)	(64.02%)
43560 State Aid-Grants	7,384.00	66,317.00	(58,933.00)	(88.87%)
43561 State Aids	3,690,634.17	11,292,655.00	(7,602,020.83)	(67.32%)
43567 State Aid-Transportation	205,315.15	203,436.00	1,879.15	0.92%
43568 State Aid-Child Support	278,532.79	928,443.00	(649,910.21)	(70.00%)
43571 State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		67,925.00	(67,925.00)	(100.00%)
43576 State Aid-Parks		62,500.00	(62,500.00)	(100.00%)
43581 State Aid-Forestry	46,750.25	47,489.00	(738.75)	(1.56%)
43586 State Aid-Land Conservation	40,240.15	296,358.00	(256,117.85)	(86.42%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,248.56	3,280.00	(31.44)	(0.96%)
Total Intergovernmental	5,205,680.11	19,509,533.00	(14,303,852.89)	(73.32%)
Licenses and Permits				
44100 Business and Occupational Licenses	289,820.33	342,924.00	(53,103.67)	(15.49%)
44101 Utility Permits	525.00	1,050.00	(525.00)	(50.00%)
44102 Driveway Permits	340.00	860.00	(520.00)	(60.47%)
44200 DNR & ML Fees	25,148.33	22,500.00	2,648.33	11.77%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	225.00	1,025.00	(800.00)	(78.05%)
44300 Sanitary Permit Fees	19,050.00	45,000.00	(25,950.00)	(57.67%)
44411 County Planner Plat Review Fees	890.00	2,500.00	(1,610.00)	(64.40%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	1,587.50	4,250.00	(2,662.50)	(62.65%)
44415 HT Database Annual Fee	7,860.00	56,000.00	(48,140.00)	(85.96%)
Total Licenses and Permits	345,446.16	477,859.00	(132,412.84)	(27.71%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	3,392.74	1,700.00	1,692.74	99.57%
45115 County Share of Occupational Driver	200.00	200.00		0.00%
45120 County Share of State Fines and Forfeitures	68,823.11	160,000.00	(91,176.89)	(56.99%)
45123 County Parks Violation Fee	502.94	750.00	(247.06)	(32.94%)
45130 County Forfeitures Revenue	39,798.09	110,000.00	(70,201.91)	(63.82%)
45191 Private Sewage Fines	10,083.00	20,000.00	(9,917.00)	(49.59%)
Total Fines, Forfeits and Penalties	122,799.88	292,650.00	(169,850.12)	(58.04%)
Public Charges for Services				
46110 County Clerk-Passport Fees	11,440.00	20,000.00	(8,560.00)	(42.80%)

7/5/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Saturday, June 30, 2018

	Actual	2018 Budget	Variance	Variance %
46121 Treasurer Fees-Redemption Notices	3,989.02	3,000.00	989.02	32.97%
46122 Property Conversion Charges	800.69	100.00	700.69	700.69%
46130 Register of Deeds-Fees	148,899.55	309,000.00	(160,100.45)	(51.81%)
46135 Land Record-Fees	40,840.00	92,880.00	(52,040.00)	(56.03%)
46140 Court Fees	79,209.31	174,500.00	(95,290.69)	(54.61%)
46141 Court Fees and Costs-Marriage Counseling	3,405.00	12,300.00	(8,895.00)	(72.32%)
46142 Court/Juvenile	13,608.47	20,000.00	(6,391.53)	(31.96%)
46143 Other Professional Reimbursements	6,245.01	15,120.00	(8,874.99)	(58.70%)
46144 Circuit Court Branch I	16,053.27	28,600.00	(12,546.73)	(43.87%)
46146 Circuit Court Branch III	7,541.00	5,817.00	1,724.00	29.64%
46191 Public Charges-Clerk	2,860.00	8,000.00	(5,140.00)	(64.25%)
46192 Public Chgs-Temp Licenses	4,189.70	7,000.00	(2,810.30)	(40.15%)
46194 County Clerk Copy Fees	79.50	425.00	(345.50)	(81.29%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	644,525.42	1,441,717.00	(797,191.58)	(55.29%)
46210 Sheriff-Public Charges	75.00	400.00	(325.00)	(81.25%)
46211 Sheriff Revenue-Civil Process Fees	30,669.00	60,000.00	(29,331.00)	(48.89%)
46212 Sheriff Cost Reimbursement/Witness Fees	32,738.89	52,000.00	(19,261.11)	(37.04%)
46214 Reserve Deputy Revenue	408.00	12,000.00	(11,592.00)	(96.60%)
46215 Sheriff Escort Service	14,332.34	29,000.00	(14,667.66)	(50.58%)
46216 Restitution		300.00	(300.00)	(100.00%)
46217 OWI Restitution	1,040.58	1,600.00	(559.42)	(34.96%)
46221 Public Chgs-Coroner Cremation	22,285.00	60,000.00	(37,715.00)	(62.86%)
46230 Death Certificates	6,200.00	15,000.00	(8,800.00)	(58.67%)
46241 Jail Surcharge	14,788.75	38,000.00	(23,211.25)	(61.08%)
46242 Huber/Electronic Monitoring	123,847.94	252,044.00	(128,196.06)	(50.86%)
46243 Inmate Booking/Processing Fee	8,783.03	21,000.00	(12,216.97)	(58.18%)
46244 Other County Transports	10,904.82	23,000.00	(12,095.18)	(52.59%)
46245 Jail Stay Fee	17,595.30	50,370.00	(32,774.70)	(65.07%)
46291 Public Chgs-ID Cards	20.00		20.00	0.00%
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabalization	223,759.72	677,225.00	(453,465.28)	(66.96%)
46520 Institutional Care-Private Pay	522,960.80	1,049,475.00	(526,514.20)	(50.17%)
46521 Institutional Care-Other Pay	2,178.00	6,800.00	(4,622.00)	(67.97%)
46525 Public Chgs- Medicare	875,462.98	3,543,571.00	(2,668,108.02)	(75.29%)
46526 Public Chgs- Medicaid	1,938,175.97	5,883,458.00	(3,945,282.03)	(67.06%)
46527 Public Chgs-Veterans EW	42,667.88		42,667.88	0.00%
46530 Public Charges	2,357,359.83	4,873,724.00	(2,516,364.17)	(51.63%)
46531 Public Chgs- Private Insurance	450,195.50	1,936,512.00	(1,486,316.50)	(76.75%)
46532 Public Chgs-County Responsible	95,812.99	217,475.00	(121,662.01)	(55.94%)
46533 Public Chgs-NW Mental Health Inpatient	223,031.57	319,464.00	(96,432.43)	(30.19%)
46534 Public Chgs-NW Mental Health Inpatient	901,274.85	1,311,122.00	(409,847.15)	(31.26%)
46536 Third Party Awards & Settlements		232,688.00	(232,688.00)	(100.00%)
46537 Contractual Adjustment	(1,927,230.44)	(4,643,902.00)	2,716,671.56	(58.50%)
46590 Provision for Bad Debts-Edgewater	(5,000.00)	(12,000.00)	7,000.00	(58.33%)
46621 Child Support-Genetic Tests	2,322.98	4,500.00	(2,177.02)	(48.38%)
46623 Child Support-Filing Fees	30.00	200.00	(170.00)	(85.00%)
46624 Child Support-Service Fees	5,706.86	12,000.00	(6,293.14)	(52.44%)
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	249,546.65	475,000.00	(225,453.35)	(47.46%)
46772 UW-Extension Project Revenue	5,040.72	4,050.00	990.72	24.46%
46813 County Forest Revenue	190,351.57	385,000.00	(194,648.43)	(50.56%)
46825 Land Conservation Fees & Sales	72,815.78	63,525.00	9,290.78	14.63%
46826 Private Sewage Charges	660.00	3,000.00	(2,340.00)	(78.00%)
Total Public Charges for Services	7,494,498.80	19,124,160.00	(11,629,661.20)	(60.81%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	236,689.64	580,700.00	(344,010.36)	(59.24%)
47230 State Charges	659,429.54	1,403,610.00	(744,180.46)	(53.02%)
47231 State Charges-Highway	132,699.25	250,030.00	(117,330.75)	(46.93%)
47232 State Charges-Machinery	1,162,308.18	2,177,319.00	(1,015,010.82)	(46.62%)
47250 Intergovernmental Transfer Program Rev	154.60	511,615.00	(511,460.40)	(99.97%)
47300 Local Gov Chgs	111,652.90	561,660.00	(450,007.10)	(80.12%)
47310 Local Gov Debt Service Charges		22,000.00	(22,000.00)	(100.00%)
47320 Local Gov Chgs-Public Safety	16,762.88	29,000.00	(12,237.12)	(42.20%)

7/5/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Saturday, June 30, 2018

		2018		
	Actual	Budget	Variance	Variance %
47330	Local Gov Chgs-Transp	222,776.18	1,207,485.00	(984,708.82) (81.55%)
47332	Local Gov Chgs-Roads		403,360.00	(403,360.00) (100.00%)
47333	Local Gov Chgs-Bridges		27,440.00	(27,440.00) (100.00%)
47350	Local Gov Chgs-Hlth & Human Svcs	39,073.00	69,050.00	(29,977.00) (43.41%)
47351	Local Gov Chgs-Other Governments	2,000.00	2,000.00	0.00%
47391	Local Gov Chgs-BNI (Materials)	699.58	3,200.00	(2,500.42) (78.14%)
47392	Local Gov Chgs-BNI (Staff)	226.50	800.00	(573.50) (71.69%)
47393	Local Gov Chgs-Work Relief	1,631.40	5,000.00	(3,368.60) (67.37%)
47395	Local Gov Chgs-EM Vehicles	2,160.60	5,000.00	(2,839.40) (56.79%)
47396	Local Gov Chgs-EM Equipment	725.00	800.00	(75.00) (9.38%)
	Total Charges to Other Governments	2,588,989.25	7,260,069.00	(4,671,079.75) (64.34%)
	Interdepartmental Charges for Services			
47410	Dept Charges-Hlth Benefits & Other	5,060,001.08	10,126,260.00	(5,066,258.92) (50.03%)
47411	Dept Charges-Purchasing	16,820.37	73,303.00	(56,482.63) (77.05%)
47412	Dept Charges-Insurance		475,000.00	(475,000.00) (100.00%)
47413	Dept Charges-Gen Govt	580,949.10	1,003,569.00	(422,619.90) (42.11%)
47415	Dept Charges-Systems	202,916.12	295,155.00	(92,238.88) (31.25%)
47421	Dept Charges-Public Safety	15,499.00	21,000.00	(5,501.00) (26.20%)
47430	Dept Charges-Bldg Rent	460,727.95	919,124.00	(458,396.05) (49.87%)
47432	Dept Charges-Rent Unified		704.00	(704.00) (100.00%)
47435	Dept Charges-Sheriff Lockup Rent	8,196.00	16,000.00	(7,804.00) (48.78%)
47438	Dept Charges-Riverblock Rent	289,878.00	575,520.00	(285,642.00) (49.63%)
47440	Dept Charges	3,298.00	3,400.00	(102.00) (3.00%)
47460	Dept Charges-Drug Court	36,500.00	73,000.00	(36,500.00) (50.00%)
47470	Dept Charges-Highway	191,287.64	1,938,500.00	(1,747,212.36) (90.13%)
	Total Interdepartmental Charges	6,866,073.26	15,520,535.00	(8,654,461.74) (55.76%)
	Total Intergovernmental Charges for Services	9,455,062.51	22,780,604.00	(13,325,541.49) (58.50%)
	Miscellaneous			
48000	Miscellaneous	516,795.45		516,795.45 0.00%
48100	Interest	8.43	80.00	(71.57) (89.46%)
48110	Interest-Capital Projects	0.41	10.00	(9.59) (95.90%)
48113	Unrealized Gain/Loss on Investment	(19,451.79)	48,430.00	(67,881.79) (140.16%)
48114	Interest-Investment	53,674.12	115,959.00	(62,284.88) (53.71%)
48115	Interest-General Investment	69,619.17	25,000.00	44,619.17 178.48%
48116	Interest-Section 125 & Health	113.77	219.00	(105.23) (48.05%)
48117	Interest-Clerk of Courts	169.45	300.00	(130.55) (43.52%)
48200	Rental Income	58,145.54	134,931.00	(76,785.46) (56.91%)
48201	Rental Income- CSP/CCS		50,400.00	(50,400.00) (100.00%)
48300	Gain/Loss-Sale of Property	175,485.87	53,000.00	122,485.87 231.11%
48320	Gain/Loss-Sale of Surplus Property	105.00	500.00	(395.00) (79.00%)
48340	Gain/Loss-Sale of Salvage and Waste	2,965.95	6,700.00	(3,734.05) (55.73%)
48440	Insurance Recoveries-Other	58,265.42	487,000.00	(428,734.58) (88.04%)
48500	Donations	320,913.54	1,629,800.00	(1,308,886.46) (80.31%)
48501	Donations-Designated Projects	220.00		220.00 0.00%
48502	Donations-Veterans Loan Repayment	351.11		351.11 0.00%
48503	Donations-Services ATV Club		6,000.00	(6,000.00) (100.00%)
48540	Donations & Contributions	7,250.81	20,000.00	(12,749.19) (63.75%)
48830	Recovery of PYBD & Contractual Adj	44,461.03	46,500.00	(2,038.97) (4.38%)
48860	Revenue from Meals	9,111.30	20,000.00	(10,888.70) (54.44%)
48880	Food Vending Machine Income	1,826.00	4,500.00	(2,674.00) (59.42%)
48900	Other Miscellaneous Revenue	12,166.42	39,125.00	(26,958.58) (68.90%)
48901	Other/Miscellaneous Revenue	691.16	1,500.00	(808.84) (53.92%)
48910	Vending/Cafeteria Revenue	3,912.63	11,000.00	(7,087.37) (64.43%)
48920	Vending Machine Revenue	1,974.69	4,600.00	(2,625.31) (57.07%)
48940	Canteen Income		500.00	(500.00) (100.00%)
48970	Rental Income- NHC, Health Annex	8,754.00	17,508.00	(8,754.00) (50.00%)
48980	Misc/Other Workshop Revenue	8.34	100.00	(91.66) (91.66%)
48990	Other Operating Income	1,120.47	2,500.00	(1,379.53) (55.18%)
48991	Copier Revenue	750.85	2,000.00	(1,249.15) (62.46%)
	Total Miscellaneous	1,329,409.14	2,728,162.00	(1,398,752.86) (51.27%)
	Other Financing Sources			
49210	Transfer from General Fund		260,000.00	(260,000.00) (100.00%)
49220	Transfer from Special Revenue	950,347.13	6,086,765.00	(5,136,417.87) (84.39%)

7/5/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Saturday, June 30, 2018

		2018		
	Actual	Budget	Variance	Variance %
49270	Transfer from Internal Service	283,903.00	(283,903.00)	(100.00%)
	Total Other Financing Sources	6,630,668.00	(5,680,320.87)	(85.67%)
TOTAL REVENUES	40,420,902.36	103,764,704.00	(63,343,801.64)	(61.05%)
EXPENDITURES				
General Government				
51120	Committees & Commissions	202,513.00	108,864.51	53.76%
51212	Circuit Court Branch I	395,614.00	220,037.85	55.62%
51213	Circuit Court Branch II	119,902.00	67,350.97	56.17%
51214	Circuit Court Branch III	124,761.00	67,959.86	54.47%
51215	Drug Court	215,817.00	107,330.29	49.73%
51217	Clerk of Courts-Divorce Mediation	17,000.00	11,450.00	67.35%
51220	Family Court Commissioner	105,233.00	63,694.80	60.53%
51221	Clerk of Courts	1,353,334.00	795,742.88	58.80%
51231	Coroner	139,842.00	79,492.69	56.84%
51310	District Attorney	304,049.00	170,847.11	56.19%
51315	Victim Witness Program	156,044.00	80,225.43	51.41%
51316	Task Force	900.00	660.00	73.33%
51320	Corporation Counsel	256,297.00	142,802.80	55.72%
51330	Child Support	1,022,205.00	567,814.42	55.55%
51420	County Clerk	323,430.00	175,143.13	54.15%
51424	County Clerk-Postage Meter	14,300.00	7,221.39	50.50%
51430	Health Benefit Payments	11,678,993.00	8,736,365.71	74.80%
51431	Health-Wellness	283,903.00	143,219.22	50.45%
51433	Human Resources-Labor Relations	28,200.00	27,964.00	99.16%
51435	Human Resources-Personnel	437,707.00	221,798.07	50.67%
51436	Human Resources-Programs	7,097.00	6,898.28	97.20%
51440	County Clerk-Elections	94,621.00	48,094.68	50.83%
51450	Data Processing	1,804,291.00	994,646.69	55.13%
51451	Voice over IP	128,000.00	62,646.46	48.94%
51452	PC Replacement	200,600.00	133,118.76	66.36%
51453	Co Clerk-Inform & Commun	18,500.00	11,819.08	63.89%
51510	Finance	365,313.00	197,254.94	54.00%
51520	Treasurer	429,490.00	234,671.62	54.64%
51550	Purchasing	51,970.00	27,893.33	53.67%
51590	Contingency	334,683.00	334,683.00	100.00%
51611	Bldg Maint-Courthouse and Jail	1,152,179.00	519,697.40	45.11%
51630	Bldg Maint-Unifed Svcs Building	10,889.00	6,879.64	63.18%
51640	Bldg Maint-Joint Use Building	11,851.00	8,032.47	67.78%
51650	Bldg Maint-Sheriff Lockup	4,547.00	2,949.49	64.87%
51660	Bldg Maint-CBRF's	7,471.00	6,088.80	81.50%
51670	Bldg Maint-River Block	681,520.00	500,549.11	73.45%
51710	Register of Deeds	423,055.00	223,867.43	52.92%
51711	Register of Deeds-Redaction	32,387.00	19,187.06	59.24%
51931	Property and Liability Insurance	612,071.00	81,122.19	13.25%
51933	Workers Comp Insurance	491,569.00	353,906.29	72.00%
51934	Sick Leave Conversion	500,000.00	361,087.03	72.22%
	Total General Government	24,542,148.00	15,931,078.88	64.91%
Public Safety				
52110	Sheriff-Administration	2,641,365.00	1,415,271.79	53.58%
52130	Radio Engineer	232,110.00	143,418.09	61.79%
52131	Sheriff-Indian Law Enforce	33,933.00	24,532.36	72.30%
52140	Sheriff-Traffic Police	3,065,437.00	1,712,168.82	55.85%
52150	Sheriff-Civil Svc Comm	1,000.00	1,000.00	100.00%
52510	Emer Mgmt-SARA Title III	52,085.00	35,549.61	68.25%
52520	Emergency Management	297,272.00	176,189.58	59.27%
52601	Dispatch	1,784,049.00	1,001,194.30	56.12%
52530	Emer Mgmt-Bldg Numbering	3,000.00	2,019.38	67.31%
52540	Emer Mgmt-Work Relief	140,926.00	62,700.69	44.49%
52710	Sheriff-Jail	2,505,702.00	1,453,619.14	58.01%
52712	Sheriff-Electronic Monitoring	123,188.00	33,365.79	27.09%
52713	Sheriff-PT Transp/Safekeeper	1,066,197.00	624,829.21	58.60%
52721	Sheriff-Jail Surcharge	187,570.00	138,921.10	74.06%

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Saturday, June 30, 2018

	Actual	2018 Budget	Variance	Variance %
Total Public Safety	5,309,054.14	12,133,834.00	6,824,779.86	56.25%
Public Works-Highway				
53110 Hwy-Administration	168,548.82	288,760.00	120,211.18	41.63%
53120 Hwy-Engineer	105,187.50	245,004.00	139,816.50	57.07%
53191 Hwy-Other Administration	143,811.35	335,112.00	191,300.65	57.09%
53210 Hwy-Employee Taxes & Benefits	(855,100.37)		855,100.37	0.00%
53220 Hwy-Field Tools	(5,759.40)	13,236.00	18,995.40	143.51%
53230 Hwy-Shop Operations	126,133.34	280,244.00	154,110.66	54.99%
53232 Hwy-Fuel Handling	3,509.21	12,100.00	8,590.79	71.00%
53240 Hwy-Machinery Operations	509,761.43	1,713,616.00	1,203,854.57	70.25%
53260 Hwy-Bituminous Ops	113,261.15	224,207.00	110,945.85	49.48%
53262 Hwy-Bituminous Ops	852.08	111,922.00	111,069.92	99.24%
53266 Hwy-Bituminous Ops	179,901.21	1,345,590.00	1,165,688.79	86.63%
53270 Hwy-Buildings & Grounds	70,415.58	164,134.00	93,718.42	57.10%
53281 Hwy-Acquisition of Capital Assets	179,882.41		(179,882.41)	0.00%
53310 Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311 Hwy-Maint CTHS Patrol Sectn	1,100,375.32	1,655,124.00	554,748.68	33.52%
53312 Hwy-Snow Remov	738,156.75	939,941.00	201,784.25	21.47%
53313 Hwy-Maintenance Gang	35,557.75	102,104.00	66,546.25	65.17%
53314 Hwy-Maint Gang-Materials	1,235.00	900.00	(335.00)	(37.22%)
53320 Hwy-Maint STHS	780,661.72	1,364,109.00	583,447.28	42.77%
53323 Hwy-Maint STHS PBM		52,600.00	52,600.00	100.00%
53330 Hwy-Local Roads	427,398.97	1,187,637.00	760,238.03	64.01%
53340 Hwy-County-Aid Road Construction	2,568.48	444,834.00	442,265.52	99.42%
53341 Hwy-County-Aid Bridge Construction	3,480.00	200,269.00	196,789.00	98.26%
53490 Hwy-State & Local Other Services	148,403.52	552,901.00	404,497.48	73.16%
Total Public Works-Highway	3,978,241.82	11,237,644.00	7,259,402.18	64.60%
Health and Human Services				
54121 Health-Public Health	821,245.04	1,776,598.00	955,352.96	53.77%
54122 Health-WIC Program	168,751.35	354,641.00	185,889.65	52.42%
54128 Health-Public Health Grants	35,744.93	64,895.00	29,150.07	44.92%
54129 Humane Officer	17,343.07	35,519.00	18,175.93	51.17%
54130 Health-Dental Sealants	59,136.67	128,779.00	69,642.33	54.08%
54132 Adams-Juneau Sanitation	115,688.38	266,514.00	150,825.62	56.59%
54210 Edgewater-Nursing	1,834,652.21	4,134,094.00	2,299,441.79	55.62%
54211 Edgewater-Housekeeping	74,246.90	131,548.00	57,301.10	43.56%
54212 Edgewater-Dietary	302,122.05	723,423.00	421,300.95	58.24%
54213 Edgewater-Laundry	35,189.82	150,061.00	114,871.18	76.55%
54214 Edgewater-Maintenance	146,458.51	382,204.00	235,745.49	61.68%
54217 Edgewater-Activities	75,228.99	169,940.00	94,711.01	55.73%
54218 Edgewater-Social Services	67,740.27	156,283.00	88,542.73	56.66%
54219 Edgewater-Administration	277,731.71	621,781.00	344,049.29	55.33%
54315 Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54316 Mental Institutions State Charge		360.00	360.00	100.00%
54317 Human Services Crisis Stabilization	236,025.80	466,116.00	230,090.20	49.36%
54324 Norwood-SNF-CMI	485,929.34	1,047,175.00	561,245.66	53.60%
54325 Norwood SNF TBI	420,160.73	910,060.00	489,899.27	53.83%
54326 Norwood-Inpatient	1,480,356.31	3,567,009.00	2,086,652.69	58.50%
54330 Norwood Nursing Administration	135.79		(135.79)	0.00%
54350 Norwood-Dietary	483,032.23	1,010,031.00	526,998.77	52.18%
54351 Norwood-Plant Ops & Maint	339,384.50	815,365.00	475,980.50	58.38%
54363 Norwood-Medical Records	77,207.49	168,904.00	91,696.51	54.29%
54365 Norwood-Administration	589,884.26	1,244,555.00	654,670.74	52.60%
54401 Human Services-Child Welfare	1,529,028.08	3,607,277.00	2,078,248.92	57.61%
54405 Human Services-Youth Aids	1,447,645.78	3,310,128.00	1,862,482.22	56.27%
54410 Human Services-Child Care	59,112.10	140,048.00	80,935.90	57.79%
54413 Human Services-Transportation	151,664.22	369,556.00	217,891.78	58.96%
54420 Human Services-ESS	646,082.27	1,383,902.00	737,819.73	53.31%
54425 Human Services-FSET	1,185,514.84	2,789,886.00	1,604,371.16	57.51%
54435 Human Services-LIEAP	60,297.15	125,628.00	65,330.85	52.00%
54440 Human Services-Birth to Three	204,981.41	486,247.00	281,265.59	57.84%
54445 Human Services-Childrens COP	118,635.98	291,898.00	173,262.02	59.36%

7/5/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Saturday, June 30, 2018

		2018		
		Actual	Budget	Variance
				Variance %
54450	Human Services-Childrens Waivers	104,694.55	249,481.00	144,786.45
54455	Human Services-CSP	241,253.78	569,147.00	327,893.22
54460	Human Services-OPC MH	633,530.48	1,394,982.00	761,451.52
54465	Human Services-CCS	804,373.98	1,760,681.00	956,307.02
54470	Human Services-Crisis Legal Svc	312,055.84	724,832.00	412,776.16
54475	Human Services-MH Contr COP	473,378.48	1,538,677.00	1,065,298.52
54480	Human Services-OPC AODA	241,126.00	484,555.00	243,429.00
54485	Human Services-OPC Day Treatment	38,889.20	80,368.00	41,478.80
54495	Human Services-AODA Contract	26,817.40	136,100.00	109,282.60
54500	Human Services-Administration	1,540,579.00	3,236,780.00	1,696,201.00
54611	Aging-Committee on Aging		198,278.00	198,278.00
54710	Veterans-Veterans Relief	641.06	5,411.00	4,769.94
54720	Veterans-Veterans Service Officer	150,664.93	330,151.00	179,486.07
54730	Veterans Relief Donations		300.00	300.00
54740	Veterans-Care of Veterans Graves	256.00	2,865.00	2,609.00
54750	Veterans-WDVA Grant	3,123.73	11,500.00	8,376.27
	Total Health and Human Services	18,117,742.61	41,582,033.00	23,464,290.39
	Culture, Recreation and Education			
55112	County Aid to Libraries	454,951.00	891,144.00	436,193.00
55210	County Parks	702,185.76	1,625,697.00	923,511.24
55441	Maintenance Snowmobile Trails	68,725.40	67,925.00	(800.40)
55442	ATV Maintenance	356.04	12,715.00	12,358.96
55460	Marshfield Fairgrounds	25,000.00	25,000.00	0.00%
55620	UW-Extension	218,961.94	516,662.00	297,700.06
55630	UW-Extension Center-Marshfield	24,041.00	48,082.00	24,041.00
55650	UW-Extension Junior Fair	32,000.00	32,000.00	0.00%
55660	UW-Extension Projects	2,495.94	27,700.00	25,204.06
55661	UW-Ext Farm Technology Days	43,000.00	43,000.00	0.00%
	Total Culture, Recreation and Education:	1,571,717.08	3,289,925.00	1,718,207.92
	Conservation and Development			
56111	State Forestry Roads		3,300.00	3,300.00
56121	Land Conservation	96,024.46	241,959.00	145,934.54
56122	DATCP Grant	94,368.32	250,593.00	156,224.68
56123	Wildlife Damage Abatement	18,638.45	59,785.00	41,146.55
56125	Non-Metalic Mining Reclamation	18,283.10	40,054.00	21,770.90
56127	Don Aron Memorial Fund	19,977.43	22,000.00	2,022.57
56310	County Planner	172,449.02	369,261.00	196,811.98
56320	Land Record	47,591.51	255,729.00	208,137.49
56340	Surveyor	10,350.20	44,750.00	34,399.80
56730	Transp & ED-Airport Aid	17,500.00	17,500.00	0.00%
56740	Payment in Lieu of Tax		77,345.00	77,345.00
56750	Transp & Economic Develop	132,079.00	141,075.00	8,996.00
56780	CDBG-ED	520.73	30,000.00	29,479.27
56911	State Wildlife Habitat		2,500.00	2,500.00
56913	Park & Forestry Capital Proj	28,843.21	165,063.00	136,219.79
56943	Private Sewage System	76,281.52	196,939.00	120,657.48
	Total Conservation and Development	732,906.95	1,917,853.00	1,184,946.05
	Capital Outlay			
57120	Cap Projects-Gen Government	7,715.71		(7,715.71)
57121	Cap Projects-Parks	59,288.61	140,000.00	80,711.39
57127	Cap Projects-Computers	70,566.90	93,000.00	22,433.10
57208	Cap Projects-Dispatch		40,000.00	40,000.00
57213	Cap Projects-Emergency Management		225,000.00	225,000.00
57216	Cap Projects-Computer Software		29,000.00	29,000.00
57310	Highway Capital Projects	443,985.75	2,499,999.00	2,056,013.25
57410	Cap Projects-Human Services	84,500.00		(84,500.00)
57412	Cap Projects-Edgewater	118,070.60	337,367.00	219,296.40
57420	Cap Projects-Norwood	165,316.24	196,500.00	31,183.76
57640	UW Remodeling/Construction	55,610.43	111,000.00	55,389.57
57930	Depreciation & Amortization	(1,737.00)		1,737.00
57940	Depreciation & Amortization	100,324.75		(100,324.75)

7/5/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Saturday, June 30, 2018

	Actual	2018 Budget	Variance	Variance %
Total Capital Outlay	1,103,641.99	3,671,866.00	2,568,224.01	69.94%
Other Financing Uses				
59210 Transfers to General Fund	950,347.13	6,592,243.00	5,641,895.87	85.58%
59220 Transfer to Special Revenue		12,162.00	12,162.00	100.00%
59270 Transfer to Internal Service		(138,847.00)	(138,847.00)	100.00%
Total Other Financing Uses	950,347.13	6,465,558.00	5,515,210.87	85.30%
TOTAL EXPENDITURES	40,374,720.84	104,840,861.00	64,466,140.16	61.49%
NET INCOME (LOSS) *	46,181.52	(1,076,157.00)	1,122,338.52	(104.29%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

June 30, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – June 2018

General Highlights- Kim McGrath:

- Attended June Executive Meeting where the committee discussed 2019 benefits (presented by Tim Deaton of the Horton Group).
- Met with the IT Director and Finance Director on the topic of the HR/payroll software.
- Updated the department's IHO panel. We have a former employee appealing a termination at the 5th step in the County's Complaint Resolution Process. Sent correspondence with the updated panel to the former employee to begin striking names.
- Attended a Human Services Workgroup meeting and discussed the topic of Interviewing.
- Attended the Stevens Point Area Human Resources Association monthly meeting on the topic of "Human Resources as a Strategic Business Partner" in Stevens Point on June 13th.
- Met with the County Board Chairman, Human Services Director, Edgewater Administrator and Norwood Administrator to discuss the topic of nursing staff shift differential for the 2019 budget.
- Continued the workplace conduct and culture investigation. Conducted an investigation. Updated the Department Head and manager.
- Met with a former Wood County employee on a workplace culture complaint.
- Attended a call with Patrick Glynn of Carlson Dettmann Consulting on the recommendation of the positions undergoing a JDQ review (these were the positions submitted for JDQ review in 2017). Patrick completed the review and sent his final recommendations.
- Attended the Public Safety Committee Meeting on June 11th.
- Met with representatives of The Horton Group and Aspirus on June 19th regarding 2019 open enrollment processes.
- Attended the Budget Training session for Department Heads on June 26th.
- On June 26th, attended the monthly conference call with The Horton Group to discuss our benefit offerings and future projections. Tim Deaton, of the Horton Group, attended the May and June Executive Committee meetings and plans to attend the upcoming July meeting to best prepare the committee for final decisions on the 2019 Wood County benefit offerings.
- Met with several Department Heads and supervisors regarding the wage plan, JDQ process, and HR policies for promotions and increases.
- Met with Corporation Counsel and County Board Chairman regarding the Wood County Recruitment and Retention Policy.
- Updated and finalized the HR department's Continuity of Operations Plan (COOP) for 2018.
- Completed the monthly IT training.
- Responded to several open records requests.
- Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Benefits & HRIS Administrator – Jodi Pingel (working limited hours due to LOA)

- Processed Family Medical Leave requests and a Personal Leave of Absence request
- Employee updates including employee transfers, deductions, address changes, etc.
- Long-Term Disability deduction corrections and communication to employees
- New Hire Entries and Benefit Elections/Qualifying Events – Add in HRMS and vendor websites
- Terminations – Cancel insurance benefits, COBRA notification, report final earnings and hours to WRS, PEHP
- Exit Interviews – review payout and benefit/COBRA information with terminated employees
- June 2018 COBRA Remittance
- May 2018 Unemployment charges
- May 2018 TASC Admin Fees
- Verification of employee hours in HRMS
- PEHP Accounts set-up and voucher completed
- Beneficiary Designation Forms
 - Requested completed forms from employees and processed updates
- AXA Life and Long-Term Disability Billing Statements
- EAP Quarter 2 Invoice paid
- Meeting with WPS and Horton Group
 - Open Enrollment process/data sent to vendors
 - Enrollment forms
- Attended CWSHRM - Evolving The 'Strategic' Discussion to include Thinking, Planning, and Executing!
- Attended Microsoft Excel Training
- Communication to employees regarding maximum accumulation of vacation hours
- Processed vouchers for vendor invoices
- Completed Form 720 for PCORI fees
- AXA Billing Statements completed for 2018 through June 2018
- IT KnowBe4 Training completed
- Ran and downloaded enrollment reports for health and dental insurance plans
- Deposited money collected for witness/mileage fees
- Responded to other counties requesting information on policies and procedures
- TimeStar
 - Set Up new hires
 - Term payouts entered
 - Accrual adjustments – 5/6 & 5/20 vacation accrual corrections
 - Comp Time Max Hours – Communication sent to employees 06/19/18

Human Resource Generalist- Angel Butler-Meddaugh

- Continuing to fill vacancies in the Sheriff's Department for Corrections Officers from two separate eligibility lists. Four conditional offers were extended and accepted. New Hire paperwork processed.
- References and background completed on Legal Assistant candidate in Corporation Counsel Office; offer extended and accepted, start date June 11, 2018. New Hire paperwork processed.
- Coordinated and assisted with interviews regarding the Administrative Services 5 position in the Maintenance Department. Final candidate selected, references completed, offer extended and accepted with a start date of July 9, 2018. New Hire paperwork processed.

- Ran three Human Service caregiver background checks with Department of Justice. Results forwarded to supervisor for review.
- Coordinated interviews/2nd interviews for the Deputy Director position in Human Services. References and background completed, degree verified. Offer extended and accepted, start date July 2, 2018. New Hire paperwork processed.
- Replied to three requests from other counties requesting job description and wage information for various positions.
- Conducted four exit interviews with outgoing employees. Memo sent to Department Head and HR Director for review.
- Coordinated and assisted with Social Work Supervisor position at River Block with the Family Services Division Manager and the Divisional Behavioral Health Administrator. Offer extended to internal candidate and accepted. Start date is to be determined. New Hire paperwork processed.
- Coordinated interviews for the Deputy Register in Probate position. Offer extended to an internal candidate and accepted. Start date is June 10, 2018. New Hire paperwork processed.
- Ordered two retirement plaques to be presented at County Board.
- Coordinated and scheduled interviews for the Certified Engineer position in the Highway Department. References completed, degree verified. Offer extended and accepted, start date July 9, 2018. New Hire paperwork processed.
- Coordinated interviews regarding two vacant Economic Support Specialist positions. 105 applications were received and 8 individuals were invited in. Backgrounds, references and degree verifications were completed on each. Offers extended and accepted. One to start on June 25, 2018 and one to start on July 2, 2018. New Hire paperwork processed.
- Attended a conference call with a representative from Indeed.com regarding the branding of our page on their site.
- Coordinated and scheduled interviews in the Parks Department for their seasonal LTE II positions. References were completed and offers were made. All accepted with various start dates. New Hire paperwork processed.
- Coordinated 3 interviews regarding a vacant Family Resource Coordinator position in Human Services. Background, references and degree verification were completed. Offer extended and accepted. Start date is July 2, 2018. New Hire paperwork processed.
- Posted Truck Operator position in the Highway Department with a deadline of July 8, 2018. Applications will be reviewed and interviews scheduled after deadline.
- Continue to answer phones and assist at the front counter with customers and employees with questions and concerns.
- Coordinated interviews regarding three Summer Help vacancies in the Highway Department. References completed, offers extended and accepted with various start dates. New Hire paperwork processed.
- Coordinated 4 interviews regarding a vacant Administrative Services 5 position in the Highway Department. References completed, offer extended and accepted. Start date is July 2, 2018.
- Upon receiving resignation of an employee in Dispatch, reviewed eligibility list that was established previously and next candidate was selected. Background and references completed, offer extended and accepted. Start date is July 16, 2018.
- Coordinated 3 interviews for the upcoming vacancy in the County Clerk's Office. The current County Clerk will be retiring on July 2, 2018.
- Posted Psychiatrist position on various websites including and prepared a flyer for distribution.
- Posted the Assistant Veterans Service Officer position located in with a deadline of July 8, 2018.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Branch I	Deputy Register in Probate	Filled
New Position	Corp Counsel	Legal Secretary	Filled
Replacement	County Clerk	County Clerk	Interviewing 7/3/18
Replacement	Dispatch	Dispatcher	Filled
Replacement	District Attorney	Legal Administrative Assistant	Interviewing
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment by Edgewater
Replacement	Highway	Certified Engineer	Filled
Replacement	Highway	Truck Operator	Deadline 7/8/18
Replacement	Highway	Summer Help (3)	Filled
Replacement	Highway	Administrative Services 5	Filled
Replacement	Human Services	Social Worker – Fam Services Ongoing	Filled
New Position	Human Services	Deputy Director	Filled
Replacement	Human Services	Bus Drivers (Casual)	Interviewing
Replacement	Human Services	Receptionist/Secretary	Deadline 6/24/18
Replacement	Human Services	CCS/CSP Nurse	Deadline 6/24/18
Replacement	Human Services	Psychiatrist	Deadline 7/29/18
Replacement	Human Services	Family Resource Coordinator	Filled
Replacement	Human Services	Social Worker – Foster Care Coordinator	Filled
Replacement	Human Services	Economic Support Specialist	Filled
Replacement	Human Services	Residential Aides (Casual)	Deadline 7/29/18
Replacement	Maintenance	Administrative Services 5	Filled
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Sheriff	Corrections Officers-Female & Male	Four positions filled; another eligibility list to be established.
Replacement	Veteran's	Assistant Veterans Service Officer	Deadline 7/8/18

Human Resources Assistant – Kelli Quinnell

- The annual JDQ appeal process formally opened on June 1st. Since that date I have been assisting employees and supervisors with questions related to how to complete the form. Halfway through June, we received notification from Carlson Dettman that the JDQ form had changed. I distributed the new form to employees that had requested information from me as well as all Department Heads. I have been answering numerous questions related to the new form and providing copies of previous JDQ's to employees that request them.
- Entered multiple HR vouchers for payment.
- Attended the June Executive Committee Meeting to take minutes. Prepared the minutes for approval.
- Conducted new hire orientations on June 11th for three new hires.
- Assisted two LTE summer help workers with completing their new hire paperwork.

- Explained County benefits to a potential employee and followed up with them by sending additional benefit information. The employee accepted the offered position and will start on July 9th.
- Attended a meeting with The Horton Group and Aspirus Arise to discuss 2019 Open Enrollment plans.
- Along with Kim McGrath, met with a Department Head to discuss an ongoing workplace investigation.
- Responded to various requests for information from employees and supervisors.
- Completed multiple Verification of Employment requests.
- Participated in the June monthly conference call with The Horton Group.
- Along with Kim McGrath, spoke to a former employee regarding a complaint.
- Assisted department staff with logging into Laserfiche. Discussed current Laserfiche setup and efficient methods of scanning. I am currently prepping personnel files to be scanned into Laserfiche.
- Completed IT KnowBe4 training.
- Added new hires and rehires into HRMS.
- Assisted multiple supervisors and employees with questions related to TimeStar.

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



Wood County WISCONSIN

INFORMATION TECHNOLOGY

June 2018

- ◆ The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. Those that click on an email that is part of a simulated Phishing test will continue to be enrolled in additional training. All County staff were assigned a Spot the Phish Game training this month.
- ◆ The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application. The Phoenix, software that replaces the "Gas Boy" software, server installation is complete. The Gas Boy application that was used for fuel tracking at the highway department was at end-of-life. Hardware installation and connectivity to the gas pumps is complete and the new system is now in use at both Wisconsin Rapids and Marshfield locations. Initial software training is complete and a second training will be scheduled.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. IT works to adjust settings as changes occur. Training for separation and sharing of duty between HR and Finance is progressing rapidly and smoothly. Creation of enhanced training documentation is ongoing. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system needs to be replaced with added functionality in the sanitary permit web application. Sanitary permit entry into the web based system is complete.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is complete. Replacement system creation and implementation of these system continues as we plan to decommission the SCO Unix server early in 2018.
- ◆ Completed a County-wide phone and computer inventory. A physical inventory was completed to verify County assets and verify County asset inventory.
- ◆ Worked with Technician from E.O. Johnson to network printers in the Treasures office.
- ◆ Moved copier and network drops and in Health Department to accommodate an office re-configuration. Relocated copier back to original location to accommodate department needs.
- ◆ Replaced Dexter Park UPS with a new device. Failed unit was overcharging the batteries causing overheating, battery case melting and outgassing of electrolyte. (it was almost hot enough to start on fire)



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Completed a redesign of the public Wood County website using in-house staff and free open source software. This project improves mobile device support for the 43% of visitors that are currently using the site on mobile platforms. It also improves accessibility for persons with disabilities. The changes improve the flexibility of the site and update its design to a more modern look and feel. Other County websites will be upgraded to use the new design as time permits.
- ◆ Work continues on the Park Reservations system. A major update is still in development related to payment processing and internal improvements.
- ◆ Several IT staff are working with HS Billing, Experian to assist in resolving credit card processing issues.
- ◆ Worked with Human Services staff to correctly set up Office Ally in TCM so electronic billing can be used in more instances.
- ◆ Tested and deployed TCM version 2018.02.01.07. Verified correction of several TCM bugs. Also Troubleshoot additional bug in TCM's new version.
- ◆ 600 helpdesk requests were created in May, with staff completing 616 tickets and leaving 191 open requests. These numbers represent service requests from departments throughout the County. Thirteen new computers were configured and placed in various departments.
- ◆ IT staff work to update internal documentation and procedures. Updated documentation is uploaded to IT's Wiki site. This is an internal Wiki site that allows IT staff to store documentation and easily search all information available.
- ◆ Developed an in-house application that tracks and organizes IT projects. This system will provide better insight to how long projects take to complete and when the next requested project will be started.
- ◆ Set up and configured software and PCs that will be used by Dispatch for the upcoming Farm Tech Days event.
- ◆ Worked with Law Enforcement Vendor on the pricing and details of the State Mandated records conversion to IBR. This reporting conversion will help Law Enforcement receive Grants from the State.
- ◆ Provided additional support and discussion with the City of Marshfield regarding their issues with certain functions within programs(CIS, Livescan, and Video Conferencing) that communicate back to Wood County. We have also purchased a new router to be configured for the Marshfield City Hall to accommodate their move that is scheduled for the beginning of September.
- ◆ All existing Wood County Sheriff Department squad laptops have had the NetMotion VPN client upgraded. This was done to address an issue where the laptop would no longer authenticate with the network and the users would be locked out even after the correct credentials were entered in.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
- ◆ Time was spent configuring security cameras for the highway department. However, after 2 different cameras it was found that certain functions are not supported with the model/brand that was chosen. Maintenance and Highway staff is working with vendor and the manufacturer software support to determine the models that will suit us best.
 - ◆ Updated all phones at the health department to have panic buttons. Panic buttons allow employees to silently call Dispatch for help. Also upgraded any phones that were not the new model.
 - ◆ Placed new phones on the 3rd floor and in Child Support. Panic buttons were configured on all new phones.
 - ◆ Worked with HR to update new hire, termination forms, and personnel action forms. These forms are used between HR, IT, Finance, Maintenance, Safety & Risk, Wellness, and Highway departments to easily communicate key information regarding employment changes.
 - ◆ Worked with EOJohnson to obtain printers and setup printers in Treasurer, Child Support, & County Board Chair's Office.
 - ◆ Scheduled a meeting time with Outagamie County to help them setup better ways of communication within the IM (Income Maintenance) Consortium.
 - ◆ Worked with Human Services and Emergency Management to schedule moves between RiverBlock and Marshfield City Hall. This included setting up for the new deputy director and moving the support services manager, while disrupting work as little as possible. This is challenging when 4 different offices are involved.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – June 2018

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

- 2018 safety training by employees being completed.
- Requesting to lower work comp department charges to Administrative/Clerical employees for 2019.

Lost Time/ Restricted Duty/Medical Injuries: 4

- 05/23/2018 – Parks – Employee sustained a strain to the right ankle while operating equipment. Medical Only.
- 05/29/2018 – Highway – Employee sustained a cut to the left mid finger when struck by an unprotected fan blade. Medical only.
- 06/04/2018 – Emergency Management – Employee sustained a contusion to the right finger when it was pinched between tree limbs. Medical only.
- 06/04/2018 – Parks - Employee sustained a chemical exposure from paint thinner. Medical only.

First Aid Injuries: 2

- 06/03/2018 – Highway - Employee sustained a left chest and shoulder strain while placing signs in windy conditions.
- 06/13/2018 – Edgewater – Employee sustained a right knee strain while walking.

Property/Vehicle Damage Claims: 1

- 05/23/2018 – Sheriffs – Windshield cracked from rock strike. Estimated loss of \$472.94.

Liability – Wood County - Notice of Injury and Claim: 4

- 6/5/2018 – Highway – Resident claim of stones strikes to window and vehicle from Highway truck sweeper. Estimated loss of \$3735.10.
- 6/7/2018 – Sheriffs – Squad backed into resident vehicle in parking lot. Estimated loss of \$832.52.
- 6/11/2018 - Highway – Damage to resident vehicle window and headlight from rock strikes. No estimate on losses yet.
- 6/12/2018 – Highway – Windshield break from stone thrown by highway mower operations. Estimated loss of \$421.95.

Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases/ EEOC claims/ etc.:

- Currently 3 active suicide claims.
- Currently 2 active EEOC claims.

2018 Goals: Continue Pro Active Injury and Loss Control Initiatives.

Continue to encourage departments and employees to call the Alaris Care line when injured at work and require medical treatment. This will help control work comp claims costs in the future.

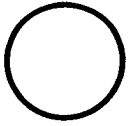
Possibly continue to lower work comp department charges for 2019 budget if Work Comp reserve fund remains high.

TREASURER'S REPORT

07-10-2018

By: H. Gehrt

- I was asked to volunteer at the Dairyfest Mayor's Breakfast in Marshfield on June 1 serving cheese curds to breakfast goers.
- Attended the Executive Committee Meeting on June 5.
- Attended County Board on June 19.
- I showed the Airport Avenue property 3 times this month. I received a phone call that an offer was forthcoming, however, as of this report I have not seen it.
- I have ordered some bigger 8'x4' signs to use at the commercial properties that have been taken back by tax deed and for possible use at other county properties to sell.
- Over 5,700 postponed notices went out in the mail to notify taxpayers that their 2nd half installment payment is due by July 31. The letter also has the date in July (18) that the Real Property Lister and I will be in Marshfield to collect taxes for the day.
- The final notice letters for those with 2013 delinquent real estate property taxes due went out. There is a potential for over 30 properties to be sold at a sale this fall. Owners have until July 31 to pay those taxes in full before the county will tax deed.
- As Board of Reviews are finishing up the office is submitting the Statement of Assessment to the state for the municipalities.
- Ag-Use conversion charge letters went out to those landowners that withdrew land. There are a few landowners who did not pay the charge by the due date and I will send out a final notice. If those bills are still not paid, then they will begin to collect interest and eventually can go on the tax bill as a charge.
- The DNR information that was submitted to the purchaser for the property located on E Grand Ave (Shammy) for the sale to be finalized wasn't enough for their lender. Per the agreement, a Phase I study is being conducted and I expect to have the results soon. I don't expect there to be any issues and we should finalize the sale soon.
- We had our first over the counter sale and the vacant lot on Saratoga Street was purchased!
- I was asked again for the 3rd year in a row to be the Division Chair between Wood County and the United Way for their annual campaign.



RESOLUTION#

ITEM#

1- /

DATE

July 17, 2018

Effective Date

July 17, 2018

Introduced by

Executive Committee

Page 1 of 1

LAD

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

INTENT & SYNOPSIS: To authorize the sale of the 10th and Airport Avenue property in Wisconsin Rapids and to delegate to the Executive Committee the authority to approve final revisions to the transaction.

FISCAL NOTE: Sale price of \$150,000 with some costs for title insurance.

WHEREAS, the County purchased the house (the property) at 10th and Airport Avenue in Wisconsin Rapids a number of years ago to use for the treatment and housing of persons with drug and alcohol addictions, and

WHEREAS, in 2017 the County ended its use of the property and has had it listed for sale for many months, and

WHEREAS, the Treasurer has received an offer, the original of which is on file in the Treasurer's office, to purchase the property for \$150,000 with the County assuming \$4,500 in broker fees of the buyer along with other more standard costs, and

WHEREAS, the Executive Committee has given consideration to the offer to purchase and feels that \$150,000 is a fair price for the property without the County assuming the buyers' brokers fees, and

WHEREAS, the buyers' broker has indicated that due to financing limitations of the buyers it may be necessary to have the offer increased to \$154,500 with the County assuming \$4,500 in broker fees, and

WHEREAS, it wouldn't be unusual for other relatively minor matters to arise during the course of negotiations and closing that it would be more efficient for the Executive Committee to address than to wait for another county board meeting or to call a special meeting of the county board,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to:

1. Authorize and direct the necessary County staff to prepare and the County Clerk to sign a counter-offer for the sale of the 10th and Airport Avenue property in Wisconsin Rapids such that the County would receive \$150,000 for the property, however it is structured, with the County assuming standard costs and responsibilities of a seller, and
2. Authorize the Executive Committee to finalize the negotiations for the sale of the property, and
3. Direct the County Clerk to execute a deed for the sale of the property, and
4. Direct that the revenues from the sale of the property go to the general fund.

HEALTH AND HUMAN SERVICES COMMITTEE

2

DATE: June 28, 2018

PLACE: Edgewater Haven Conf Room 110/Admin Building - Port Edwards

PRESENT: Donna Rozar, Adam Fischer, Al Breu, Marion Hokamp, Mark Holbrook, Jessica Vicente, Lori Slattery-Smith, R.N., Tom Buttke, Eric Quivers, M.D. (joined via phone during agenda item 7)

EXCUSED: ---

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Cindy Robinson, Jo Timmerman, Jordon Bruce (Human Services); Sue Kunferman, Kathy Alft (Health Department); Rock Larson (Veteran Services); Peter Kastenholz (Corporate Counsel); Doug Machon (County Board Chair); Bill Clendenning (County Board Supervisor)

1) Call to Order

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

2) Quorum

Rozar declared a quorum.

3) Public Comments

Jordon Bruce discussed a personnel issue reported on by the local media.

4) Consent Agenda

Veterans Service and Human Services narratives pulled. Motion (Fischer/Hokamp) to approve the consent agenda. All ayes. Motion carried.

5) Discussion and consideration of items removed from consent agenda

- VETERANS SERVICE – Rock Larson provided an explanation for unexpected staffing issues within the Department.
- HUMAN SERVICE – Brandon Vruwink responded to a question regarding the request for proposal process and contract negotiations.

Motion (Fischer/Breu) to approve the Veterans Service and Human Service narratives. All ayes. Motion carried.

6) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center

Department staff answered specific questions regarding information in the financial statements.

7) Discussion on Out-of-Home Placement, includes update from Human Services Adhoc Committee

Meeting minutes from May and June were shared in the packet. Brandon Vruwink, Sue Kunferman, and Adam Fischer described recommendations to the Health & Human Services Committee from the Adhoc Committee. Motion (Breu/Fischer) for the Health & Human Services Committee to express support of the content of the letter addressed to Honorable John Spiros regarding interest in developing a Children's Crisis Stabilization facility in Wood County and intent to pursue grant funding depending on language of the rules currently being promulgated. The Chair will submit a letter of support on behalf of the Committee. All ayes. Motion carried.

8) Discussion on Wood County Emergency Protective Placement Options

Jordon Bruce described the status of emergency protective placement (EPP) cases. Cindy Robinson responded to a Committee question regarding available beds in Edgewater Haven for EPP. Brandon Vruwink responded to comments regarding current trends and shared his concerns with the potential for increased need for EPPs. Data of disposition with current placement will continue to be tracked.

9) Crossroads Unit CIP request

Jordon Bruce shared facility diagram of Crossroads Unit and breakdown by phases for the updating identified by priority (per year) with project. There was Committee consensus to support the request. The Committee will tour the unit at the July meeting.

10) Proposed Crossroads 2 financial projections

Jordon Bruce explained plans for moving beds from Edgewater Haven to Norwood as well as the financial projections associated with that transition. Program improvement estimates will be forthcoming.

11) Health Department out-of-state travel request to attend the National Breastfeeding Coalitions Conference in Atlanta GA, August 3-6, 2018 with all expenses paid with grant funds

Conference details and learning objectives were shared in Committee packet. Motion (Buttke/Fischer) to authorize attendance to the National Breastfeeding Coalition Conference with all expenses paid with grant funds. All ayes. Motion carried.

12) Out-of-state travel request for committee member to attend the National Association of Local Boards of Health (NALBOH) 2018 Annual Conference

Conference details and learning objectives were shared in Committee packet. Motion (Breu/Slattery-Smith) to authorize attendance for one Committee member to the NALBOH 2018 Annual Conference with all expenses paid with grant funds. All ayes. Motion carried. If anyone is interested, please let Sue Kunferman know this as soon as possible. The early bird registration deadline is Friday, June 29.

13) Discussion of 2017 Carlson-Dettman JDQ reviews

Brandon Vruwink described the process for JDQ reviews and shared concerns with the proposed effective date of raises for those employees who have been approved for increased compensation and step increases. Motion (Fischer/Breu) that compensation changes for all approved Human Services 2017 JDQ reviews take effect July 29, 2018. Motion (Fischer/Holbrook) to amend the motion with an effective date retroactive to first full pay period in 2018. Vote called for the motion to amend. All ayes. Motion carried. Vote called for amended motion. All ayes. Amended motion carried. This support will be taken to Executive Committee.

14) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

15) Items for Future Agenda

The Chair noted items for future agendas.

16) Next Meeting(s)

- July 26, 2018, 5:00 pm, Wood County Annex & Health Center Classroom – Marshfield
- August 15, 2018, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards (special meeting for purposes of reviewing Human Services budgets – Community, Norwood, and Edgewater Haven)

17) Adjourn

Chair Rozar declared the meeting adjourned at 7:12 p.m.

Minutes taken by Kathy Alft and reviewed by Adam Fischer, secretary.

Minutes subject to Committee approval

Adam Fischer, secretary
Health and Human Services Committee

HHS Ad Hoc Committee on Out of Home Care Meeting Minutes

DATE: October 17, 2017

TIME: 1:00pm

PLACE: Wood County River Block, Health Dept EOC

PRESENT: Adam Fischer, Brad Kremer, Beth Ferdon, Jordon Bruce, Lori Slattery-Smith, Dawn Schmutzer, Tim McNaughton, Brandon Vruwink.

EXCUSED: Tom Buttke

OTHERS PRESENT: Bill Clendenning

Meeting called to order at 1:02pm by Chairman Fischer.

Public Comment: None

Review committee purpose and structure: There are four voting members on the committee. The purpose of the committee is to review all options for out of home care, the cost involved, and the best outcomes possible and then provide recommendations to the HHS Committee.

Election of officers: Vice Chair is Brad Kremer. Secretary is Lori Slattery-Smith.

Out of home placement presentation and discussion: Beth Ferdon provided a handout (on file) listing the various types of out of home placements. Discussion was held regarding each type. After discussion and questions, group decided focus of our committee needs to include an education piece for youth and parents and to research various treatment facilities.

Assign tasks: Data to be collected includes five years' worth of data on the types of treatments, number of clients, cost per type, numbers of foster care homes by type/level, causes of out of home care, a copy of the Positive Alternatives contract, daily rates of various treatment homes in County/State and success rates of types of out of home care. Dawn, Beth and Tim will gather this information.

Next meeting: November 14, 2017 at 12pm (noon) or after County Board in the Health Dept EOC room at River Block.

Agenda items: review of all data provided.

Adjourned: meeting was adjourned at 2:53pm.

Recorder: Dawn Schmutzer

HHS Ad Hoc Committee on Out of Home Care Meeting Minutes

DATE: November 14, 2017

TIME: 12:00pm

PLACE: Wood County River Block, Health Dept EOC

PRESENT: Adam Fischer, Brad Kremer, Beth Ferdon, Lori Slattery-Smith, Dawn Schmutzer, Tim McNaughton, Brandon Vruwink, Tom Buttke.

EXCUSED:

OTHERS PRESENT: Bill Clendenning, Stephanie Wanserski, Doug Machon

Meeting called to order at 12:10pm by Chairman Fischer.

Public Comment: None

Minutes: motion by Kremer to approve minutes, second by Buttke. All ayes. Note: minutes for the Ad Hoc meetings will not be in the Supervisors dropbox, they will only be available on the County website.

Review data collected: Discussion in regards to data presented to committee brought up clarification questions. Definition of Kinship Care vs Foster Care and the difference in costs was discussed. Prevention model talked over. Concerns about what barriers and challenges the staff encounter was questioned. Positive Alternatives contract reviewed; renegotiation may be needed.

Assign tasks: Data to be collected for next meeting to include: case studies of prior cases, what could have been more helpful if service was provided; survey workers to determine what they need to effectively serve the clients to reduce out of home care options (ranked/prioritized); have Fiscal break out the costs for Foster Care and Kinship Care; track reasons/causes for Foster Care, Kinship Care, Residential Treatment, Group Home and Corrections stays; find out what other counties are doing as it pertains to these services; delve into what surrounding counties interest or needs for services are; research the Alternative Response Model.

Next meeting: January 16, 2017 at 12pm (noon) in the Health Dept EOC room at River Block.

Agenda items: review of all data provided.

Adjourned: meeting was adjourned at 1:40pm.

Recorder: Dawn Schmutzer

HHS Ad Hoc Committee on Out of Home Care Meeting Minutes

DATE: January 16, 2018

TIME: 1:00pm

PLACE: Wood County River Block, Health Dept EOC

PRESENT: Adam Fischer, Brad Kremer, Lori Slattery-Smith, Dawn Schmutzer, Tim McNaughton, Brandon Vruwink, Tom Buttke.

EXCUSED: Beth Ferdon

OTHERS PRESENT: Bill Clendenning, Stephanie Wanserski, Doug Machon, Jodi Liegl

Meeting called to order at 1:01pm by Chairman Fischer.

Public Comment: Chairman Fischer noted that the Governor has announced the closing of Lincoln Hills youth prison. He met with Rep Kulp & Spiros and they noted the date may be moved from 2019 to 2018 for the closure and transition to an adult prison.

Minutes: motion by Buttke to approve minutes, second by Slattery-Smith. All ayes. Note: minutes for the Ad Hoc meetings will not be in the Supervisors dropbox, they will only be available on the County website.

Review data collected: Discussion of survey data presented. Respondents were 26 of the 38 Family Services staff. Discussion around AODA services (cost, waiting list, willingness to use services provided) in regards to youth and parents occurred. Discussion around treatment vs prevention: barriers, mentoring, parental training, therapy, skill building, what workers need to be successful, lack of structure and socialization, peer pressure. Reasons for out of home placement reviewed. Basic overview of Alternative Response Model given by Brandon. Partnering with others within Wood County, such as YMCA, Boys & Girls Club and faith based entities within the community.

Assign tasks: Research what the Alternative Response Model would look like for Wood County. Research how the closing of Lincoln Hills will affect the county; how will regional correction centers be utilized by county. Research what education, coaching and mentoring of youth and parents looks like now and what it could be changed into.

Motion: Kremer made motion for HHSC recommendation, seconded by Buttke: Mentoring of youth and parents is a major concern and needs to be addressed.

Next meeting: February 20, 2018 at 12pm (noon) in the Health Dept EOC room at River Block.

Agenda items: review of all data provided, Alternative Response Model.

Adjourned: meeting was adjourned at 2:53pm.

Recorder: Dawn Schmutzer

HHS Ad Hoc Committee on Out of Home Care Meeting Minutes

DATE: March 6, 2018

TIME: 12:00pm

PLACE: Wood County River Block, Conf Room 231A

PRESENT: Adam Fischer, Brad Kremer, Lori Slattery-Smith, Dawn Schmutzer, Tim McNaughton, Brandon Vruwink, Tom Buttke, Beth Ferdon.

OTHERS PRESENT: Bill Clendenning, Stephanie Wanserski, Jodi Liegl

Meeting called to order at 12:04pm by Chairman Fischer.

Public Comment: None.

Minutes: motion by Kramer to approve minutes, second by Buttke. All ayes. Note: minutes for the Ad Hoc meetings will not be in the Supervisors dropbox, they will only be available on the County website.

Alternate Response: Alternate Response is a different way to approach families in crisis/need of our services. It works on engaging services with clients prior to actions taken (ie: removal of children from the home). Wisconsin has select counties included in an Alternative Response Study that will be ending this year. Wood County is in that study as a non-Alternative Response county. Family Services works toward the result of reunification with family if at all possible. Using the Alternative Response method can reduce costs and possibly the number of children in out of home placement.

Task Report: The closing of Lincoln Hills/Copper Lake will take place in 2021. The State will create smaller regional corrections facilities throughout the state. No locations set yet. Portage and Marathon counties have juvenile detention centers currently. Discussion about if Wood County would be interested in a facility in our county. There was a discussion around treatment vs corrections options/services.

Ongoing Unit Out of Home Placement: The standard goal for children in out of home placement is reunification with the family. Stephanie gave an overview of one case in the Ongoing Unit. Discussion about different facilities and how foster parents can decide to not provide care for child occurred. Discussion regarding early intervention, prevention, treatment options, partnerships (private/public), services that are voluntary for clients and need for more 1-on-1 parent teaching services. Discussion around making use of unused space at Norwood for a Residential Care Center. State sets the daily rate for the RCCs. Idea of kids using their social media skills on a safe Facebook page or chat room; how could this be implemented?

Motion: Kremer made motion to explore the options and have a cost analysis done for possible group home or RCC at Norwood. Slattery-Smith seconded. All Ayes. Motion passed.

Assign Tasks: Provide possible options and a cost analysis of group home or RCC at Norwood using TBI space/unused space.

Next meeting: April 17, 2018 at 12pm (noon), Wood County River Block, Conf Room 130.

Agenda items: group home, RCC and corrections placement at the Juvenile Justice level.

Adjourned: meeting was adjourned at 1:51pm.

Recorder: Dawn Schmutzer

HHS Ad Hoc Committee on Out of Home Care Meeting Minutes

DATE: May 4, 2018

TIME: 9:00 am

PLACE: Wood County River Block, Health Dept EOC

PRESENT: Adam Fischer, Al Breu, Dawn Schmutzer, Tim McNaughton, Brandon Vruwink, Tom Buttke, Beth Ferdon.

OTHERS PRESENT: Jodi Liegl, Craig Rasmussen

Meeting called to order at 9am by Chairman Fischer.

Public Comment: None.

Minutes: motion by Buttke to approve minutes, second by Breu. All ayes. Note: minutes for the Ad Hoc meetings will not be in the Supervisors dropbox, they will only be available on the County website.

Elections: Adam Fischer, Chair; Al Breu, Vice Chair; Lori Slattery-Smith, Secretary.

Juvenile Justice Case Review: Craig presented two cases currently active in Wood County. One was a youth who had no prior history with the department. First offense was at 16 years old. The case has a good prognosis even though first offense was intense. Second case was a youth with a long history with the department starting at the age of 11. This youth had 38 referrals within four years. Craig stated that the complexity of the cases has increased. Many have a family history of AODA and mental health issues.

Possible Residential Treatment Facility in Wood County: Beth went through the handout. Handout is attached. After review, the fiscal feasibility of this is not within our scope. One of the main issues other locations have had is retaining staff.

Discussion: Question of what can the County/Human Services do to help prevent youth from needing out of home placement. Discussion around intensive in-home services was had. Family Services in restructuring to include an Intensive Services Unit. These staff will try to intervene earlier.

The idea of a crisis stabilization unit vs a RCC was discussed.

Assign Tasks: Gather more information on what an 8-bed Crisis Stabilization facility would look like at Norwood. Is it sustainable? State has in budget for one 8-bed facility and will fund it fully. No rules set yet.

Next meeting: May 15, 2018 at 12pm (noon), Courthouse, Safety Conf Room.

Adjourned: meeting was adjourned at 10:30 am.

Recorder: Dawn Schmutzer

HHS Ad Hoc Committee on Out of Home Care Meeting Minutes

DATE: May 15, 2018

TIME: 12 pm

PLACE: Wood County Courthouse, Safety Training Room

PRESENT: Adam Fischer, Al Breu, Dawn Schmutzer, Jordon Bruce, Lori Slattery-Smith, Beth Ferdon.

OTHERS PRESENT: Jodi Liegl, Katie Czys

Meeting called to order at 12 pm by Chairman Fischer.

Public Comment: None.

Minutes: motion by Breu to approve minutes, second by Slattery-Smith. All ayes. Note: minutes for the Ad Hoc meetings will not be in the Supervisors dropbox, they will only be available on the County website.

Crisis Stabilization Presentation: Katie gave overview of the process for crisis stabilization/Bridgeway use at this time. She provided the difference between crisis stabilization and residential treatment. Katie went through the four basic types of clients that use crisis stabilization. She is on a workgroup to help write the law/bill regarding youth crisis stabilization facilities. The State will provide an initial \$1 million for a crisis CBRF, but then the facility will need to be funded on its own. The cost of Wood County's use of group homes and residential care centers would offset the cost of the youth crisis CBRF. Some services can be billed to client.

Discussion: after presentation, discussion about feasibility of a youth crisis stabilization facility in Wood County occurred. Will have a follow-up meeting about ideas for this.

Assign Tasks: think about long range plan for youth crisis stabilization facility; do we want to provide this service; is it fiscally responsible; prepare for making recommendation to HHSC at July meeting.

Next meeting: May 31, 2018 at 12 pm (noon), Norwood Classroom.

Future Agenda Items: tour Bridgeway and discuss long range plan regarding a possible Crisis Stabilization unit in Wood County.

Adjourned: meeting was adjourned at 12:40 pm.

Recorder: Dawn Schmutzer

HHS Ad Hoc Committee on Out of Home Care Meeting Minutes

DATE: May 31, 2018

TIME: 12 pm

PLACE: Wood County Annex & Health Center, Classroom

PRESENT: Adam Fischer, Al Breu, Dawn Schmutzer, Jordon Bruce, Lori Slattery-Smith, Beth Ferdon, Tom Buttke, Brandon Vruwink

OTHERS PRESENT: Jodi Liegl, Katie Czys, Marion Hokamp, Bill Clendenning, Angie Heiki

Meeting called to order at 12 pm by Chairman Fischer.

Public Comment: None.

Minutes: motion by Breu to approve minutes, second by Slattery-Smith. All ayes. Note: minutes for the Ad Hoc meetings will not be in the Supervisors dropbox, they will only be available on the County website.

Bridgeway Tour: Katie gave overview of the process for crisis stabilization/Bridgeway use, clients served and then gave a tour of the physical space.

Discussion: after presentation, discussion about feasibility of a youth crisis stabilization facility in Wood County occurred. Items to consider would include: transportation for clients, education for youth, room setup/atmosphere, visitations, security and law enforcement presence. Katie is on the team working on new legislation regarding youth crisis stabilization.

Assign Tasks: Katie and Beth to get data on number of youth in crisis/year, number of youth that were hospitalized/year, number of youth in RCC, and number of youth not able to be provided services. Katie will provide a case study. Brandon will reach out to the Counties Association and invite them to our next meeting. Dawn to add Ch 83 and DHS 34 into next meeting packet.

Next meeting: June 19, 2018 at 12 pm (noon), River Block, Health Dept EOC 3rd floor

Future Agenda Items: Review data and begin transitional plan.

Adjourned: meeting was adjourned at 1:08 pm.

Recorder: Dawn Schmutzer

HHS Ad Hoc Committee on Out of Home Care Meeting Minutes

DATE: June 12, 2018

TIME: 1 pm

PLACE: Wood County River Block, Auditorium 206

PRESENT: Adam Fischer, Al Breu, Dawn Schmutzer, Lori Slattery-Smith, Beth Ferdon, Tom Buttke, Tim McNaughton

OTHERS PRESENT: Katie Czys, Bill Clendenning, Sue Kunferman, Erica Sherman, Mark Holbrook

Meeting called to order at 1 pm by Chairman Fischer.

Public Comment: None.

Minutes: motion by Breu to approve minutes, second by Buttke. All ayes. Note: minutes for the Ad Hoc meetings will not be in the Supervisors dropbox, they will only be available on the County website.

Health Dept Presentation: Sue and Erica gave overview of their current program that targets prenatal and post-partum in-home services and a second program that they are looking to incorporate in the future.

Adolescents in Crisis Presentation: Katie discussed the statistics on the number of assessments completed on youth, the cost of hospitalization, and possible cost savings if there were a youth crisis stabilization unit in Wood County to use. She then went through various case studies that included which people could have used a crisis stabilization unit.

Discussion: Review of data presented. Discussion around how Crisis, Health Dept and Family Services work together and what possible connections could be made.

Assign Tasks: Review all data from inception of this Ad Hoc Committee. Gather ideas on what recommendations to present to HHSC.

Next meeting: June 19, 2018 at 12 pm (noon), River Block, Health Dept EOC 3rd floor

Future Agenda Items: Begin recommendations.

Adjourned: meeting was adjourned at 2:08 pm.

Recorder: Dawn Schmutzer

HHS Ad Hoc Committee on Out of Home Care Meeting Minutes

DATE: June 19, 2018

TIME: 12 pm

PLACE: Wood County River Block, Health Dept EOC

PRESENT: Adam Fischer, Al Breu, Dawn Schmutzer, Lori Slattery-Smith, Beth Ferdon, Jordon Bruce, Tim McNaughton

OTHERS PRESENT: Katie Czys, Bill Clendenning, Jodi Liegl

Meeting called to order at 12:03 pm by Chairman Fischer.

Public Comment: None.

Minutes: motion by Breu to approve minutes, second by Fischer. All ayes. Note: minutes for the Ad Hoc meetings will not be in the Supervisors dropbox, they will only be available on the County website.

Discussion of Recommendations: Review of previous minutes, data collection, and research. Supervisor Fischer and Brandon Vruwink met with Representative John Spiros with the State Assembly to discuss the option of a Children's Crisis Stabilization Unit in Wood County. Rep. Spiros agreed to support our efforts. Brandon has drafted a letter to Rep. Spiros about the children's crisis stabilization unit.

Motion: Fischer made a motion to approve the letter with edits. Slattery-Smith seconded. All ayes.

Recommendations to HHSC from Ad Hoc Committee include:

1. Implementation of a children's crisis stabilization unit in Wood County.
2. Implement a 23-hour observation area for children and youth.
3. Further explore the Health Departments evidence-based prenatal/post-partum family education visits.
4. Further explore a mentoring program for children and parent coaching/education program within Family Services.
5. Further explore the Alternative Response and how to implement it within Wood County.
6. Further explore how the Health Department and Human Services can collaborate and provide education to the community about/around mental health and AODA services.

Assign Tasks: Dawn to update a letter to Rep. Spiros. Dawn to complete a draft of minutes.

Next meeting: June 26, 2018 at 12 pm (noon), River Block, Health Dept EOC 3rd floor

Future Agenda Items: Sign letter and approve recommendations.

Adjourned: meeting was adjourned at 1:12 pm.

Recorder: Dawn Schmutzer

Recommendations to HHSC from Ad Hoc Committee to HHSC include:

1. Implementation of a children's crisis stabilization unit in Wood County.
2. Implement a 23-hour observation area for children and youth.
3. The Health Department should continue to investigate evidence-based home visitation models, select the most applicable model for our community, begin to develop a business plan and give considerations to potential funding sources for this program. This work should be done in collaboration with appropriate community partners.
4. Further explore a mentoring program for children and parent coaching/education program within Family Services.
5. Further explore the Alternative Response and how to implement it within Wood County.
6. Further explore how the Health Department and Human Services can collaborate and provide education to the community about/around mental health and AODA services.

Health Department Report

June 28, 2018

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

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- I attended the Healthcare Emergency Readiness Coalition (HERC) Leadership training in Anniston, Alabama. Seven other members of our Northcentral HERC board of directors attended as well. It was an excellent training and was held at the Department of Homeland Security's Center for Domestic Preparedness. There were two other teams there – one from Washington and one from Minnesota. We received classroom training each morning, followed by drills each afternoon. It was well organized and our team left with a significant list of "to-dos" to make our regional response to emergencies even stronger. We also left feeling as if we are well on our way to meeting the requirements set forth by the federal government in developing these mandated coalitions.
- We are quickly approaching "game time" on reaccreditation. We must submit our application by June 30 and will then have eight weeks to upload all required documentation. Our management team has been working tirelessly on preparing all of our evidence. The National Public Health Accreditation Board suggests having all documentation ready prior to submitting the application, so we should be on the home stretch shortly.
- Erica Sherman and I presented at the Ad Hoc Committee on Out of Home Placements. We discussed our current home visitation program and what a more comprehensive and robust program might look like. We also shared outcomes and return on investment data that other evidence-based programs have experienced.

PERFORMANCE MANAGEMENT REPORT – AMBER FRANCE, MS, MPH, IBCLC

Staff continues to work on their performance management measures and quality improvement projects. A performance management and quality improvement wall display has been put up so staff can visually see the progress being made throughout the various programs in the health department.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Groundwater Group Meeting

Rick Bakovka, Vice Chair of the North Central Wisconsin Regional Planning Commission, facilitated the May meeting. There was discussion on the origin of the committee and the direction it will now take. Rick felt that the group needs to re-establish itself with a clear intent, mission statement, and membership. Rick stated that he feels more stakeholders should be at this meeting, to include cranberry growers and large farm owners. The group to this point has been collaborative and has had an educational focus. Agriculture and homeowners both play a role in groundwater protection. Tamas Houlihan of the Wisconsin Potato and Vegetable Growers Association felt that the current stakeholders at the meetings were working well together, and felt everyone was learning a lot. He will continue attending if the group continues with a regional focus. Groundwater doesn't stop at the county line. A member of the Portage County citizen's groundwater group provided input on how the Portage County group currently operates. County Conservationists suggest focusing on regions with similar groundwater issues. The group decided on a new name—the Central Wisconsin Regional Groundwater Citizens Group. The original mission statement for the group was "to cooperate and educate to sustain clean and safe water for all, using science-based, measurable practices for the sandy soils in South Eastern Wood County and Central Wisconsin." Rick will contact speakers for the next meetings.

Drinking Water Survey

The Wood County Health Department worked with the Juneau County Conservationist to conduct a water survey for the Juneau County residents in the Town of Armenia and Wood County residents bordering the Town of Armenia. Residents in these areas expressed concerns regarding the quality of their drinking water. The survey will provide data on the basic water quality in this area, and corresponding well depths and well types. Samples will be analyzed by the UW-Stevens Point Water and Environmental Analysis Lab. A total of 104 water samples were collected by Juneau and Wood County personnel. Wood County Land Conservation staff assisted with sampling drinking water for 18 Wood County residents. Many of the participants did not use their water for drinking or cooking due to safety concerns. Juneau County and a private funding source provided a discount on the cost of the water analysis for Juneau and Wood County residents. Results will be available by the end of June. An educational session will be held in late summer or early fall for all of the residents participating in the drinking water survey. The session will cover an explanation of groundwater flow, test results, potential treatment systems, and will provide time for question and answers.

New Businesses

The Lincoln High School pool was opened following renovations. Rapids Discount Grocery opened in Wisconsin Rapids. Mojo's To Go is a restaurant that recently opened on South Central Avenue in Marshfield. Diana Khleif opened a Tourist Rooming House in Marshfield. Another tourist rooming house opened for business on 8th St

North in Wisconsin Rapids. Hewitt's Meat Processing was licensed as a restaurant in May. They are located on Downwind Drive and will be serving lunch, along with their retail meat sales. St Phillips Grotto is a new DNR Transient Non-Community water system that we will be sampling and inspecting.

Staff Training

Environmental Health staff attended a Department of Safety and Professional Services training in Wausau regarding building code requirements for licensed establishments. DATCP also provided training for campgrounds and Recreational/Education Camps. Staff attended both trainings. The trainings were held in Wisconsin Dells and at the Riverside Bible Camp that we currently license.

Beach Sampling

All Wood County beaches were tested for bacteria counts prior to the opening of the parks for the season. The water analysis was completed at the Health Department Lab. All beaches tested safe with very low bacteria counts (ranging from 8 to 38 MPN—advisory posted at 250 MPN). Beaches will be tested twice a month throughout the summer.

Complaints

Twenty-three complaints were received and investigated in Wood County in May.

- Three complaints were received regarding a Manufactured Home Community in Marshfield. The complaints were regarding water leaks under trailers and pot holes in roadways. Per the landlord, road repairs will be made in the next couple of weeks. The manager will check on the water leak. Case closed.
- A complaint of a broken garbage disposal at a Marshfield apartment was dropped. Caller was referred to his landlord who fixed the garbage disposal. Case closed.
- A complaint of unsafe conditions, rodents, and filth was made for an apartment building in Marshfield. Adult Protective Services was contacted. Investigation is ongoing.
- A restaurant in Wisconsin Rapids was reported for handling food with bare hands. Restaurant was informed of the complaint and reminded of the food code requirements. Case closed.
- The DOJ referred a home that was the site of a meth bust to our department. Orders were written for the landlord to clean up the property. The property was properly cleaned up. Case closed.
- An apartment complex in Marshfield was reported to have bed bugs. We contacted the landlord who is addressing the issue with a pest control company and a bed bug K9. Case closed.
- A tenant called about a mouse infestation at a retail food store in Wisconsin Rapids. Investigation is ongoing.
- A caller complained that the roof of a school was being tarred and her daughter was getting sick. We referred her to the school administration and her doctor. Case closed.
- A report was received of a door propped open at the back of a Wisconsin Rapids restaurant. An on-site visit confirmed this. The manager was informed of the complaint and code requirements. He will keep the door open, and the screen door closed. Case closed.
- An illness was reported after eating at a Marshfield restaurant. No other complaints were received by the restaurant or our department. There must be 2 or more illnesses to begin an investigation. Case closed.
- Rotting food in an unoccupied apartment is causing odors for another tenant. Landlord was contacted. He cleaned and bleached the refrigerator and the smell improved. Case closed.
- A report was received of illnesses following a meal at a Marshfield restaurant. The complainant was contacted to gain more information, but did not respond to our request. Case closed.
- A report of a sewer not working in a rental unit with multiple cats. Adult Protective services was contacted. The sewer is the responsibility of the tenant. An abatement order was given to the home owner.
- A report of garbage and rodents at a manufactured home community in Wisconsin Rapids. An order was written for clean-up of the area.
- A report was made of garbage in the yard at a home in Arpin. Home is foreclosure and the landlord cannot be reached. Investigation is ongoing.
- Odors are making a tenant's fiancé sick. Home is in Marathon County. Referred to Marathon County.
- A farmer is burning silage bags. The case was referred to the DNR for follow-up.
- A complaint of mold, bats, and mice in a rental unit. A bat professional was hired, mouse traps were provided, and no visible mold was noticed. Tenant is satisfied with landlord's actions. Case closed.
- A report was made of potential bed bugs and a strong ammonia smell in an apartment of an elderly gentleman. The complainant will contact the landlord about the situation. The complainant has not responded to requests for additional information. Case closed until further information is received.
- Homeowner is pumping sump pump water out onto the street. Call was referred to the City for follow-up.
- Complainant is concerned that the neighbors are poisoning him and the police are corrupt. Complainant was given the contact information for the State Lab of Hygiene if he wishes to do testing, and contact information for Adult Protective services. Case closed.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

Oral Health Program - Wendy Ruesch, RDH, CDHC

During the 2017/2018 school year Healthy Smiles Sealant program provided an oral screening and oral health education for 1717 children. 2876 fluoride treatments were applied on 1705 children and 2429 sealants were placed on 604 children. Healthy Smiles Head Start program provided 733 fluoride treatments and oral screenings for 293 children. The number of children found with unmet dental needs totaled 338 and all of these children were referred to their dentist or case managed for dental treatment. We applied for Wisconsin Seal-A-Smile and St. Joseph's Ministry Foundation funding for the 2018/2019 school year. I attended Wisconsin Seal-A-Smile end of year meeting. Healthy Smiles for Wood County was awarded a certificate for outstanding performance for five years in a row by Wisconsin Seal-A-Smile.

COMMUNICABLE DISEASE TEAM REPORTS

Communicable Disease Update – Jean Rosekrans

- During the month of May, Wood County had 31 cases of chlamydia and 2 cases of gonorrhea reported. Three cases of Hepatitis C were also investigated. A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Tick activity has started to increase. Wood County had 1 confirmed case, 1 probable case, and 11 suspect cases of Lyme disease during May. There was also 1 case of anaplasmosis.
- Enteric diseases are also starting to increase. In May, 1 case of cryptosporidiosis, 3 cases of campylobacter, 1 case of giardia, 1 case of salmonella, and 1 case of E. coli were investigated.
- Influenza activity continues to decline. There were only two cases of hospitalized influenza during May.
- The Wisconsin Student Immunization Law requires that licensed child care centers assess and report the immunization status of children enrolled in the center each spring. This year, child care centers were required to send their assessment reports to the health department by April 30, 2018. Those child care centers that did not submit a report by April 30th were sent a second notice in early May. Assessment report forms have been reviewed for completion as they have been received, and assistance in completing the form has been offered to individual child care centers as needed.

FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

Caring Hands – Erica Sherman

The Spring Caring Hands presentation, Trauma and the Developing Brain, was held on Tuesday, May 15th and featured Dr. Kristin Iniguez of Marshfield Child Advocacy Center, Marshfield Clinic Health System, Inc. Dr. Iniguez presented at the Marshfield Streitel Conference Center to over 70 child care providers, teachers, and caregivers. Her presentation included information about Adverse Childhood Experiences (ACEs), how they impact the children and families we care for, and the science behind brain development.

Lactation – Amber France

- I will be presenting on breastfeeding friendly childcare at the Wisconsin WIC Conference the last week in June.
- I was asked to present on the breastfeeding work that has been done in Wood County over the past 2 years at the United States Breastfeeding Committee Conference in August.
- The Wood County Breastfeeding Coalition has recognized another childcare provider as breastfeeding friendly, bringing the total up to 19 recognized providers in Wood County.
- The Wood County Breastfeeding Friendly Business Toolkit is now being piloted in 5 counties throughout Wisconsin and has become a part of the Wisconsin breastfeeding CoIN project.

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

- In May, WIC received final funding allocations for 2018. Wood County WIC increased funding by approximately \$15,000. The rest of the state WIC projects took up to a 10% funding cut. Funding is based off of caseload and Wood County WIC continues to increase caseload.
- Sarah Krubsack was promoted to the Community Health Worker position. Betsy Mancl is now the WIC Breastfeeding Peer Counselor, replacing Sarah Krubsack's vacated position.

Caseload for 2018 (Contracted caseload 1454)

	Dec 2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Active (initial)	1347	1328	1355	1341	1362	1382						
Active (final)	1422	1412	1402	1409	1444							
Participating	1489	1488	1449	1458	1474	1470						

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

June 7, 2018

Director's Report by Brandon Vruwink

Wood County Human Services was asked by the Department of Health Services to represent the State of Wisconsin at the regional Federal Nutrition Services Conference that was held in Little Rock Arkansas on June 5th. Due to the short notice, I was not able to attend, however, Tom Prete who is our FSET Regional Manager was able to attend and represent Wood County and CW Solutions. Tom shared the success that we have had in reaching customers in Wood County and throughout our nine-county region. I very much appreciated Tom's willingness to represent our program and further share the good work that we are doing together in supporting Food Share recipients. It was a great honor for Wood County and CW Solutions to be recognized at a national level for providing excellent FSET services.

Interviews for the Human Services Deputy Director position have been completed. I am pleased to announce that we identified Travis Gaetz as our final candidate. Travis will be joining our department on Monday, July 2nd. Travis has worked in both state and county government and most recently worked at Lutheran Social Services. Travis recently graduated from Law School and is excited about taking the next step in his career. Over the next several months Travis will be learning more about our department and will present ideas on how we can continue to move forward in our efforts become more innovative. Please join me in welcoming Travis to Wood County!

We continue to work on our Organizational Effectiveness project between the Behavioral Health and Family Services Divisions. This effort continues to expand as we work to get staff from beyond the two divisions involved in our work. One of the Organizational Effectiveness Committees has been working to refine our interviewing and recruitment processes. On June 4th Human Resources Director Kim McGrath and Human Resources Generalist Angel Butler-Meddaugh joined our meeting to discuss new ideas and offer feedback. Kim and Angel provided us with good information and clarified what was possible as we move forward. The ultimate goal is to create an interview process that allows us to better identify candidates that will be a good fit within our organization.

Administrative Services Update by Jo Timmerman

Norwood: Census on the Admissions Unit for May averaged 9.70. The average for January 1st through May 31st was 8.61; which is 3.14 patients per day under our budgeted census of 11.75 per day. This is a slight improvement over the January through April average census of 8.31.

Management at Norwood is working on a deficit reduction plan. Some of the areas identified thus far for reductions are: elimination of the Discharge Planner position, implementation of a hiring freeze on open positions, assessment of WIMCR revenues, utilization of the Pathways Unit after the TBI Unit moves to Edgewater, and contractual allowance levels.

Community: Fiscal staff continues to struggle with the TCM program and its functionality flaws and failures. We still have no resolution on the Aging Report inaccuracies nor the glitches encountered with entering payment batches. We are now seeing problems arise on a weekly basis in the various functionalities of the program. Staff has uncovered inaccuracies between statements and client balances as represented in the system for look up. Our PPS state reporting module in TCM continues to error out, producing inaccurate data as well as duplicated data.

Our ability to bill roll up services is at a standstill because the functionality that runs this feature is not working. We are experiencing problems with prior authorizations not working correctly. We also cannot create Ad Hoc claims. TCM is aware of all these issues; however, the update that includes these fixes has not been released yet. Without the ability to produce these bills we are positioned to lose reimbursements because we won't be able to bill within the allowed billing time frames.

Edgewater: Fiscal staff has developed a number of statistical and budgeting reports for management at Edgewater to utilize in operations. Reports created thus far are: *Census hours analyzed for benefited hours*, distributed daily; *Number of Days at Census Level*, to be distributed monthly; and *Revenue and Expense Workbook*, to be distributed monthly and discussed with the various managers.

The *Census hours analyzed for benefited hours* presents a daily breakdown of the direct care hours and the benefit hours paid each day. This report then produces what is referred to as "per patient day" hours, or PPDs. It tracks the benefited hours paid to produce a benchmark PPD that managers can staff direct care hours at and still remain within their budgeted 4.5 total PPD.

The *Number of Days at Census Level* report analyzes daily census numbers by the number of days at that level to show the percentage of total days at the various census levels. It further analyzes the reimbursement at net budgeted levels to produce an annualized reimbursement estimate based on the census trends.

The *Revenue and Expense Workbook* is a very detailed workbook containing the General Ledger activity to date each month. Actual data is input each month and the report then projects the remainder of the year's expenses and revenues based on those YTD data trends. Managers can use this report to follow the trends of each and every expense line item in their department as well as the revenue trends; thus giving them a tool for monitoring, evaluating and managing expenses in their areas. This report is used at both Edgewater and Norwood.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunson

Danielle Wickersham has announced her resignation from her position as CCS/CSP Nurse Case Manager effective June 13th.

The Crisis/Legal Services and Bridgeway unit has undergone several staff changes over the last few months. We now have all regular positions filled and are pleased to welcome these new staff to the program:

Crisis Interventionists: Eric Erickson and Brooke Boettcher
Casual Residential Aide: Darlene Evans

We are continuing recruitment for additional casual Crisis Interventionists and Residential Aides.

We have been working on looking at different ways to address increasing nursing demands in the CCS/CSP and Outpatient Clinic programs for some time. One of the plans to help create efficiencies within our current practices was to implement electronic prescriptions and we set a goal of June 1st to have this feature functional and being used by at least one of our prescribers. Unfortunately, we have now learned that the version of TCM required to implement this is not functional. At this time,

it is unclear how long it will take for TCM to correct the issue, so we will not be able to implement electronic prescriptions at this time.

Comprehensive Community Services program had an on-site re-certification visit on 6/4/18. The program received another 2-year certification with no citations. The Outpatient Clinic and Crisis Intervention will have their site visits on 6/6/18 and 6/19/18.

Community Resources Update by Steve Budnik

Transportation: The Transportation program is pleased to report that we finally received our new Human Services bus. Once this bus is in operation it will be used for the Wisconsin Rapids routes. We also held an in-person staff meeting; this brought the entire Transportation Team together, including our casual drivers. In addition, all of the drivers were able to tour and inspect the new bus. Pictures of the new bus are available on the Transportation Program's Facebook page.

Energy Assistance: The Energy Assistance department has been applying supplemental spring-pro-active payments to eligible households. These funds were received by the Department of Administration and were allocated to counties statewide to reduce the number of households that would be disconnected. Wood County was awarded \$40,000 to assist our residents.

Income Maintenance: The Income Maintenance department in unison with the FSET program received a visit from FNS (Food and Nutrition Service). This federal agency visited the Wisconsin Rapids office to conduct various case reviews as well as listen to the calls of our Economic Support Specialists; those workers are Sara Smits and Leslie Schmidt. In addition to having FNS sit side-by-side with them, observe and monitor their performance, they were interviewed individually. Sara and Leslie both were outstanding during this process and we appreciate their hard work.

Personnel: Taylor Gotz is a new part-time Economic Support Specialist working out of the Marshfield City Hall office. Her first day was 5/21/18.

Employment & Training Update by Lacey Piekarski

FoodShare Employment & Training (FSET) Program: Wood County Human Services Department, in partnership with subcontractor, CW Solutions LLC, has submitted the 2019-2023 FSET - Region 6 Request for Proposal. Pending contract negotiations, the regional contract has been awarded, continuing services through 2019-2023. Contract negotiations will continue over the next few months, anticipating contract finalization prior to the start of the contract cycle, 10/1/18.

In May our contacts from the Wisconsin Department of Health Services and USDA Food and Nutrition Service visited the Wood County Income Maintenance and FSET Program office in Wisconsin Rapids. Over a three day review, staff from both the state and federal programs interviewed our Wood County IM and FSET staff, reviewed cases, and monitored customer contact. We expect formal feedback in the next few months.

Independent Living Program: May is Foster Care Awareness Month and the Wisconsin Youth Advisory Council hosted the 'Hands Around the Capitol' event on 5/23/18 to recognize foster youth in Wisconsin. Two of our region's youth attended the event at the state capitol, along with our IL Coordinators and IL Manager. One of the youth from our region was chosen to share her experience in foster care at the event.

Our Independent Living Program continues to partner with the UW-Stevens Point Social Work Program and in April 2018, Wood County Human Services Department was recognized for our continued internship site collaboration. Beth Reque, Wood County IL Coordinator, was given an award for her collaborative Internship Supervision. Congratulations, Beth!

In May, we welcomed Veronica Calderon to our IL team as our intern, working throughout the nine-county region with our IL Coordinators. Welcome, Veronica!

Family Services Update by Beth Ferdon

During May, our level of referrals in Family Services has moderated somewhat for both child abuse/neglect referrals and juvenile delinquency referrals. However, we are still managing many cases with severe and multiple complex needs. Many of the cases referred continue to have some involvement with illegal or drug use or abuse of prescription drugs, and we expect that this trend will continue for the foreseeable future.

These increases, along with some staffing shortages due to resignations and FMLA leaves, have stressed our staff and have created high workloads in most those service areas. Currently we have three open positions within the Division, with three staff out on FMLA during the month of May. We are now currently interviewing for the open positions and we look forward to having new members to our team within the next couple of months.

We hosted our Foster Parent Appreciation Picnic on 05/17/18 at North Wood County Park. I am very proud of the way that our staff pulled together to organize this event. We had an excellent turnout, the weather was beautiful and it appeared that everyone had a great time. It was good to see foster parents and youth relaxing and enjoying the time together. We appreciate everything that they do for us.

Norwood Health Center Update by Jordon Bruce

We have submitted our Plan of Correction for the deficiencies we received from our April state and federal survey. We are waiting to hear if this plan has been accepted. We continue to install improvements to reduce ligature risks as they arrive. We anticipate the follow up visit from the state and federal surveyors in mid-June. We have also begun planning for the TBI unit departure to Edgewater and are identifying our needs and improvements to the facility in order to create the 20-bed unlocked Crossroads type unit that will replace the TBI unit.

Pathways Update: The month of May we averaged three overflow mental health patients and 1.97 TBI patients. We had three TBI referrals in May, zero admissions, and one discharge. One referral is pending admission.

Our Crossroads census maintains near capacity and our census was at 15.6 for the month. We had one discharge and one admission in May and two patients were hospitalized.

I have begun working with Fiscal on preparing a proforma which should show our budgeted revenues and expenses for a 20-bed unlocked Crossroads type unit which I should be able to present at the June HHS meeting. This unit will replace the TBI unit once that is moved to Edgewater.

Norwood Nursing Department by Liz Masanz

Dr. Melnyk has been working about five months on the unit now. Treatment team meetings are going well. We are looking at ways to improve on the admission process. The census the start of this year has been lower but has picked up this month. Training was completed for all the staff on Vistelar, which is a de-escalation technique and a physical-hold technique for how to approach and deal with dangerous patients. We worked on our Plan of Correction for the recent hospital Federal and State survey. The largest being the ligature risk corrections we need to complete to the unit to be up to regulation standard.

Norwood Maintenance Department by Lee Ackerman

Plan of correction for citations received during the hospital survey have been drafted and sent on to be reviewed. The main focus has been on satisfying the ligature risk mitigation requirements as this is a significant cost and effort undertaking. Many environmental safety items have been ordered and are being installed as they arrive.

Roof replacement on the Crossroads wing has been completed. The only unanticipated issues that arose were a broken rainwater drain needed to be replaced (additional \$510), and a surveillance camera wire was damaged (has been repaired by Gappa Securities and the cost will be passed on to the roofing contractor, per our agreement). Some areas of our yard were damaged by equipment, which was expected, and has been repaired at the roofing contractor's expense.

Complete Control has completed work on converting three more fans to digital controls and adding them to our software program. The last section to be addressed this year will begin later this summer or early fall as the installer's schedule allows.

An unforeseen failure of the building's exterior fire suppression system (sprinklers) valve occurred, requiring the valve to be excavated and replaced. The valve lies nearly 11 feet underground, and required a portion of sidewalk, yard, and parking lot to be removed. The work took an entire day. Once the valve was exposed, it was discovered that all but two bolts that hold the top onto the valve had disintegrated. The cost for repairing the valve was quoted at \$5,755, and excavating was quoted at \$1,500, though the latter cost will be at least double due to the depth of the valve and the deteriorated condition of the soil. Repairs to the sidewalk cost \$900, the yard will be repaired by Maintenance staff, and options for repairing the parking lot will be looked into.



Our part-time Maintenance Tech, Dave Willman, tendered his resignation this month. His last day will be June 1st. Dave was the former Maintenance Supervisor of this department until he decided to semi-retire five years ago. He then returned as a part-time Tech, continuing to offer his extensive knowledge of the building. Dave's position will not be refilled at this time.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of May totaled 10,834 and y-t-d meals are 52,306. Revenues for May totaled \$48,981 and y-t-d is \$236,690.

Norwood Health Information Department by Jerin Turner

Part of our plan of correction from the admissions survey included having medical records complete new audits. One is auditing the discharge summary for a narrative content. Another is verifying intake evaluations have all required categories. We have spoken to Dr. Melnyk about the things he can improve upon in his documentation. We are also auditing verbal orders to be signed within 48 hours.

May was another busy month for release of information, with 43 admits and 41 discharges. We are starting two new QAPI projects as of 6/3. One is tracking the usage and restocking of linens on the units. Another is monitoring body checks on the long term care units.

May 2018 Referrals for TBI Unit

Date	From	Patient	Status	Additional Info (Insurance/appropriate)
5/10/2018	Bellin Health	35 male	pending	TBI, Medicaid HMO
5/11/2018	Madison		denied	Not appropriate: LTC
5/29/2018	Family Care	unknown	declined	Not appropriate: looking for LTC for behavioral previous TBI patient.

Edgewater Haven Update by Cindy Robinson

In the month of May we had 18 admissions and 0 readmissions.
Current census on the Behavior Wing is 8 residents.

Census comparison to last year:

May 2017 – 56.19 average census with 5.61 rehab

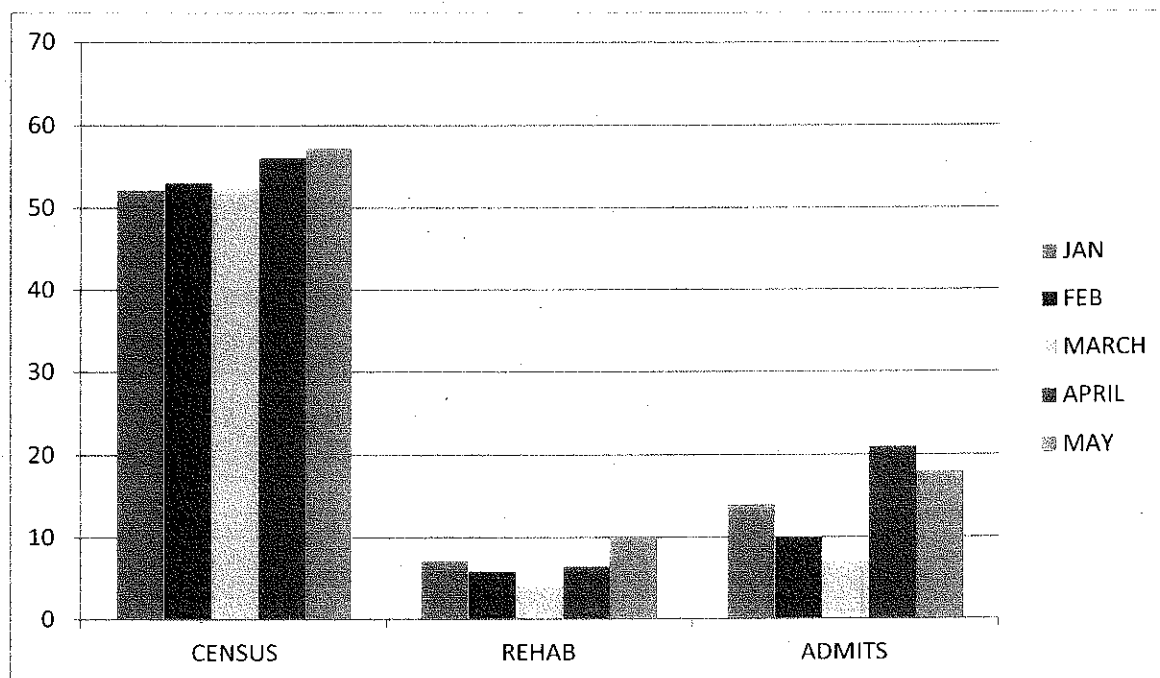
May 2018 – 57.26 average census with 10.06 rehab

Admissions/Discharges Comparison:

May 2017 – Admissions 14 Discharges 10 Readmissions 5

May 2018 – Admissions 18 Discharges 18 Readmissions 0

May continued to show an increase in census and in rehab admissions. The chart below is an overview of 2018 through the end of May 2018. June kicked off with a steady pace of referrals and frequent on site visits to capture admissions. We continue to market with monthly screenings and community outreach, always looking for new opportunities.



Lisa Peeters, D.O.N. and Cindy Robinson attended a conference, "Positive Approach to Care" Dementia Training, on May 15. The State of Wisconsin also offers numerous trainings for dementia education not only for professionals, but for care givers. State surveyors review training methods/programs often times during the survey process as it is mandated training. Doug Mahon attended a session and provided additional information to Edgewater Haven. Thank you, Doug Mahon, we always appreciate any information we may not know is out there for the opportunity to better ourselves.

We were fortunate to have family members of a husband and wife who were former residents here, recently donate a monetary gift to be used for landscaping. Following several conversations about their wishes, the landscaping project will begin in June.

The CIP project is continuing on the 300 North wing. There is not a date set for when the project will move on the next phase, the 500 wing, however, we hope before the 4th of July.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: June 28, 2018

Caseload activity for May - 15 new veterans served. During the month of May we completed/submitted 279 federal forms to include:

- 21 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 5 Notice of Disagreement (appeal)
- 21 new claims for disability compensation
- 2 new claim for pension
- 3 new claim for surviving spouse benefits (DIC or surviving spouse pension)
- 5 new applications for VA Healthcare
- 29 appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 15 burial and marker applications

Activities:

1. Completed as of June 20 :
 - a. May 14-18 CVSO Association Spring Training Conference in Fond Du Lac.
 - b. May 24 - Comprehensive Community Services Coordination (CCS) committee joint meeting with Portage County.
 - c. May 25 – Wood County Veterans Memorial Ceremony.
 - d. June 12 – Veteran Service Commission Meeting in courthouse.
 - e. June 13 – Tomah VA Medical Center quarterly CVSO and Congressional representative update.
 - f. June 15 – CVSO Association of Wisconsin Executive Committee Meeting – Minocqua WI.
 - g. June 18 – Community Initiative for past service members.
 - h. June 20 – Tomah VA Medical Center Town Hall meeting in Wisconsin Rapids at the VFW.
2. Near Future:
 - a. June 26 – Wood County Budget training for Department Heads and Accountants.
 - b. July 10-12 Wood County Veterans Office table in the Family living area of Farm Technology Days.
 - c. July 18 – Southern Wisconsin Homeless Coalition meeting.
 - d. August 8 – Central Wisconsin Veterans Benefit Fair Hosted by our office, the Tomah VA Medical Center and the Wisconsin Rapids Heroes Café.
 - e. August 21-26 Central Wisconsin State Fair.
3. Long Range:
 - a. Sep 24-28 National Association of County Veterans Service Officer Association contract accreditation training in Peoria Illinois.
 - b. Sep 24-28 CVSO Association of Wisconsin fall training conference in Lake Tomahawk, WI.

Office updates:

1. Wood County veteran hiring initiative: No progress in this reporting period.
2. Office staffing – The department is looking at staffing issues over the next several weeks to months. One person is facing an unknown/unexpected FMLA absence (hopefully intermittent). Another will be away for a week for the first training opportunity with the Wisconsin Department of Veterans Affairs in over a year. Another is attempting to relocate out of state for family reasons. All this during the height

of vacation and outreach seasons. All efforts will be made to keep both offices open but at times one office made be unmanned with the phone forwarded to the other one.

3. Job Posting – Currently the Assistant CVSO position in Marshfield is advertised. This position must be a military veteran as defined in state statute 45.01(12).
4. Veterans Court updates the need for women mentors. We currently have identified two female veterans who are considering being mentors. We are linking them up with the LaCrosse Area Veteran Mentor Program to proceed.
5. Case Study – Ben Sheppard our newest staff member worked hard investigating medical research and found several studies linking Sleep Apnea as a secondary condition to Post Traumatic Stress Disorder. Based on the evidence he submitted and the VA awarded a Vietnam Veteran service connected disability for sleep apnea. Increasing the compensation from 40% to 70% and the monthly award from \$666.90 to \$1481.48. His research has already been asked for by offices across the state to support the claims of other veterans.

MINUTES OF THE VETERANS SERVICE COMMISSION

DATE: June 12, 2018

PLACE: Room 115 Courthouse, Wisconsin Rapids, WI

MEETING CALLED TO ORDER AT: 4:01 P.M.

MEETING ADJOURNED AT: 5:05 P.M.

MEMBERS PRESENT: Beverly Ghiloni, Beth Martin, and Tom Heiser

MEMBERS ABSENT: None

ALSO PRESENT: Rock Larson, Wood CVSO Secretary to the Veterans Service Commission,

Chairman Tom Heiser called the meeting to order at 4:01 p.m.

1. Public input: None.

2. The January 9, 2018 minutes were reviewed. Beverly Ghiloni moved to approve the minutes and the motion was seconded by Beth Martin. Motion passed unanimously.

3. At 4:10 p.m. Beverly Ghiloni moved and Tom Heiser seconded to enter closed session pursuant to exemption contained in Chapter 19.85(1)(f), to audit grants and loans to needy veterans and address new applications for grants. Motion carried unanimously. Beverly Ghiloni moved and Beth Martin seconded to exit closed session at 4:45 p.m. Motion carried unanimously.

4. Beverly Ghiloni moved and Beth Martin seconded to approve new grants of \$174.28 and loans totaling \$111.11. Motion carried unanimously. Total outstanding loans equal \$14036.87. Payments made on outstanding loans were \$311.11. Non-lapsing fund balance equals \$5,415.26 (est).

5. 2019 Veterans Service Commission Budget request. Tom Heiser moved that the budget request for 2019 remain at \$5000 for the veteran's relief fund and funds for administrative costs remained at \$411.00. Motion was seconded by Beverly Ghiloni. Motion passed unanimously.

6. The next meeting will be held on January 9, 2019 at 4:00 P.M. in the Courthouse, in Wisconsin Rapids.

7. Beverly Ghiloni moved and Tom Heiser seconded a motion to adjourn at 5:05 p.m. Motion carried unanimously.

Rock A. Larson, Administrative Secretary, VSC

3

Minutes of the Wood County Public Safety Committee

DATE: June 11, 2018

PRESENT: Dennis Polach, Joe Zurfluh, Bill Winch, Jason Zaleski

EXCUSED: Mike Feirer

OTHERS: Bill Clendenning, Steve Kreuser, Sarah Christensen, Dara Hamm, Reuben Van

PRESENT: Tassel, Kim McGrath, Peter Kastenholz, Thomas Reichert, Lori Heideman, Nanci Kinney

LOCATION: Wood County Courthouse

1. Call to Order:

Bill Winch called the meeting to order at 1:03 p.m.

2. Review minutes of May 14, 2018:

Motion by Polach, second by Zaleski to approve the minutes of the May 14, 2018 meeting as presented. Motion carried unanimously.

3. Public Comments:

No public comments

4. Courthouse Security Issues and Updates:

Bill Clendenning updated the committee on the security conversations. The Judges would like a deputy in the courthouse for security. The money they received does not cover any personnel, only equipment. The Courthouse Security has been turned over to the Judicial and Legislative Committee.

5. Railroad Crossing:

There are no updates at this time. Steve Kreuser attempted to get copies of the complaint reports from the City, but they are still working on them. Lori will print out a report for next month stating how many reports have been called into Dispatch.

6. Emergency Management Department:

a. Communications May 2018 Claims:

The Committee reviewed the Communications May 2018 claims.

b. Communications Report:

The Committee reviewed the Communications report.

c. Emergency Management May 2018 Claims:

The Committee reviewed the Emergency Management May 2018 claims.

d. Emergency Management Activity Report:

The Committee reviewed the Emergency Management activity report.

e. Tower Rent:

Steve informed the Committee that the City of Marshfield may want to use one of Wood Counties towers to improve their radio abilities at the Police Department. Steve suggested that if they chose to use one of our towers the rent charge to them would be \$400 per year, which would offset the rent that we pay for space on City Hall Plaza.

Motion by Zaleski, second by Polach to charge Marshfield \$400 per year for tower rent. Motion carried unanimously.

f. EOC Remodeling Resolution:

Steve presented the resolution, layout diagram and pictures of the old EOC to the committee. Steve discussed the issues with the current space and how it is no longer adequate for the needs of the Department. Steve talked about where the money was coming from and the remaining balances in the accounts.

Motion by Polach, second by Zaleski to approve the EOC remodeling resolution as presented and to approve the money transfers. Motion carried unanimously.

7. Dispatch Department:

a. Dispatch May 2018 Claims:

The Committee reviewed the Dispatch May 2018 claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report. Lori answered questions on her report.

c. Staff Update

Lori reported that there are three weeks of training left for the newest dispatcher and then they will be at full staff.

d. 911 calls

Bill Clendenning discussed the call that he received from Dispatch asking if he or anyone in his home had called 911. He stated that they did not and was wondering why this happened.

Lori explained that sometimes storms, humidity and other variables can affect a land line phone.

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

July 9, 2018

1:00 PM

Wood County Annex and Health Center

9. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report. Nanci talked about the horses that were loose and that dog bites are going up as more people are spending more time outside.

b. April 2018 Claims:

The Committee reviewed the Humane Officer May 2018 claims.

10. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

b. April 2018 Claims:

The Committee reviewed the Coroner May 2018 claims.

11. Sheriff's Department:

a. Correspondence:

No correspondences this month.

b. May 2018 Claims:

The Committee reviewed the Sheriff's Department May 2018 claims. Sheriff Reichert answered questions on the claims.

c. Sheriff's PEHP Plan

Sheriff Reichert stated that he has nothing to add at this time. Peter Kastenholz stated that there is nothing to act on at this time as the Sheriff is not retired.

d. Updates:

Crimestoppers: See Report.

Safe Ride Initiative: None.

Criminal Justice Task Force: None.

K9: See Report. Joe Zurfluh stated that he would like it know that he appreciates the Sheriff and Deputies Pidgeon and Christianson on their commitment and dedication to the K9 program in Wood County.

Courthouse Security: None

e. Jail Items:

See Report

12. May 2018 Claims: Dispatch, Communications, Emergency Management, and Sheriff:

Motion by Polach, second by Zaleski to approve the May 2018 claims of all Public Safety Committee Departments. Motion carried unanimously.

14. Agenda Items:

No new items for next month

15. Adjourn:

Motion by Zurfluh to adjourn at 1:37 p.m. Motion carried unanimously.

Minutes taken by Wood County Emergency Management.

Jason Zaleski, Secretary
Public Safety Committee

Central Records Committee Meeting
Pittsville Fire Department
June 5, 2018

3

PRESENT: Randy Dorshorst, Wood County Sheriff's Department
Kelli Trzinski, Wood County Sheriff's Department
Joseph Zurfluh, Wood County Board
Melvin Pedersen, Grand Rapids Police Department
Jewell Ninneman, Grand Rapids Police Department
Lori Heideman, Wood County Dispatch
Lorrie Krokstrom, Marshfield Police Department
Patrick Zeps, Marshfield Police Department
Dan Brandl, Wood County IT
Veronica Klish, Wisconsin Rapids Police Department

1. The meeting was called to order at 9:06 a.m. by Chief Deputy Randy Dorshorst

2. Public Comment:

None.

3. IBR Discussion:

Dan Brandl from Wood County IT discussed talking with CIS about switching over to IBR (Incident Based Reporting.) All departments will need to switch at the same time.

Dan discussed CIS taking code tables and remapping them to IBR. CIS will do this task for \$24,000. Dan stated our departments will be the first CIS customer in Wisconsin to switch to IBR and it will take six months to do the setup prep for the system.

Dan discussed the \$49,350 training costs. The group talked about reducing the cost of the training by reducing the amount of training and having the training entirely at the courthouse instead of in both Wisconsin Rapids and Marshfield. The group also discussed asking CIS if they could train a couple of individuals and they could train the rest of the departments.

Dan stated he would talk to other counties who have switched to IBR and ask what they were charged for the process of switching over to IBR. Dan will email his IT group about what fees their departments were charged.

Joseph Zurfluh suggested putting IBR on the agenda for July's public safety meeting.

Dan stated he would email the Central Records group once he gets new information.

4. Agenda Items:

NEXT MEETING JULY 18, 2018 PITTSVILLE FIRE DEPARTMENT

5. Adjourn:

MOTION by Lorrie Krokstrom, second by Melvin Pedersen to adjourn at 9:43 a.m. Motion carried unanimously.

Minutes are taken by the Wood County Sheriff's Department.

COUNTY OF WOOD

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

5/6/2018

THROUGH

5/19/2018

APPROVED BY: Public Safety Committee

TOTAL	\$1,200.00	644	61.00	\$350.98
				(Mileage Check)

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331

Humane Officer Nanci Olson
May 6th – May 19th 2018

5-6, 7; WR7316 Three dogs attacked another dog-Open Case 16, 16

5-6; WC6329 Improper confinement of four dogs @ 3300 block of Ranger Road Town of Saratoga 0

5-6; WC5087 Improper confinement of dogs @ 8500 block of County Road F Town of Sherry 46

5-7, 8; GR1593 A dog bite that happened two days prior was reported today by the victim's mother. A child was bit while visiting her father whom was very uncooperative. Turns out the bite happened in Portage County, so the case was turned over to them. 8, 8

5-7, 8, 10; WR9278 Dog bite @ 1000 block of Wisconsin Street WR-Family dog, a Dalmatian/Pit mix, bit the one year old child on her arm, forehead, and side of face. Dog held at SWCHS. Owners are refusing to pay quarantine cost to pick up the dog after the ten day quarantine. 14, 22, 14

5-9; WR8688 A Bull dog/Dalmatian mix was properly confined in his fenced-in yard @1200 block of 2nd Avenue South WR. When the neighbor went up to the fence the dog jumped up scratching her. This was not a bite, so no quarantine. 16

5-11, 13; WC7210 Open Case-Town of Lincoln 88, 88

5-12; WR6046 Dog attacking another dog-follow up on restrictions 16

5-14, 15; WR9791 A Pit Bull attacked a small dog at the Wisconsin Rapids Dog Park. The small dog received treatment for four puncture wounds and a loose tooth-Under investigation. 14, 14

5-14; WC7400 A dog visiting @ 6800 Meadowview Lane Rudolph was injured when it was attacked by a neighbor's dog. 34

5-15; WC7458 A deputy woke me up at 4:00 a.m. pounding on my door stating my three horses were loose on the road. I explained that I didn't have three horses, only one, which was confined in her pasture. After an hour of trying to catch these stray horses, they were put in an extra pasture of mine and fed and watered. It wasn't until 1:00 p.m. when the owner came forward missing her horses from her property about two miles away. 0

5-15, 19; WC7489 Welfare check on thin steer-Open Case 70, 70

5-16; WR10078 Dog bite-Golden Lab/Shepherd mix escaped in a hole under the fenced in yard and bit a man riding a bike @ 600 block of 11th Street North WR. 14

5-17; WC7580 Improper disposal of animal carcasses Town of Sigel-Open Case 34

5-18, 19; WR10199 A dog was attacked, knocked around, but not injured by a Pit Bull at the dog park in WR. A different pit bull, but same owners of the attacking dog, referenced in case WR9791. The owners of the dogs have three pit bulls, none of which are allowed to go to the dog park anymore; and the dog that caused damage will be wearing a cage-muzzle whenever it is off the owner's property. 16, 16

5-19; WC7537 Welfare check on dog in the Town of Saratoga-Open Case 10

TIME CARD

COUNTY OF WOOD

9a

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

5/20/2018

THROUGH

6/2/2018

APPROVED BY: Public Safety Committee

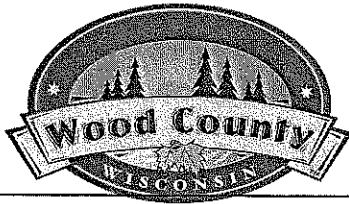
Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
05/20/18	WR10260	\$50.00	18	2p	4p	2.00	Welfare Check
05/20/18	WC7400	\$50.00	34	9a	11a	2.00	Improper Confinement
05/24/18	WC7400	\$50.00	34	2p	5p	3.00	Improper Confinement
05/21/18	WC7580	\$50.00	34	8a	11a	3.00	Disposal
05/21/18	WC7537	\$50.00	10	1p	3p	2.00	Welfare Check
05/24/18	WC7537	\$50.00	10	10a	11a	1.00	Welfare Check
05/22/18	WR10199	\$50.00	16	8a	11a	3.00	Aggressive Dog
05/26/18	WR10199	\$50.00	16	3p	5p	2.00	Aggressive Dog
05/22/18	WR10078	\$50.00	14	12p	2p	2.00	Improper Confinement
05/23/18	WR10481	\$50.00	18	10a	12p	2.00	Welfare Check
05/27/18	WR10481	\$50.00	18	8a	10a	2.00	Welfare Check
05/23/18	WC7926	\$50.00	68	1p	4p	3.00	Improper Confinement
05/25/18	WC7926	\$50.00	68	8a	11a	3.00	Improper Confinement
05/28/18	NK1608	\$50.00	14	5p	6p	1.00	Dog Bite
05/28/18	NK1609	\$50.00	0	6p	7p	1.00	Cat Bite
05/29/18	NK1609	\$50.00	14	8a	10a	2.00	Cat Bite
05/29/18	WR11100	\$50.00	12	8p	9p	1.00	Dog Bite
05/30/18	WR11100	\$50.00	12	10a	12p	2.00	Dog Bite
05/31/18	WR9791	\$50.00	14	9a	11a	2.00	Aggressive Dog
06/01/18	PE1292	\$50.00	20	5p	7p	2.00	Dog Bite
06/02/18	WC8730	\$50.00	64	2p	5p	3.00	Welfare Check
06/02/18	WR11427	\$50.00	16	8p	9p	1.00	Dog Bite
05/20/18				6p	9p	3.00	Reports
							Phone minutes need to
							be added to each and
							every month to be
							counted as time-worked
TOTAL		\$1,100.00	524			48.00	\$285.58 (Mileage Check)

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331

Humane Officer Olson
May 20th – June 2nd 2018

- 5-20; WR10260 Welfare check on small dog @ 1500 block of 17th Avenue South WR-Open case 18
- 5-20, 24; WC7400 Improper confinement of a dog with a bite history @ 6800 Meadowview Lane Rudolph 34, 34
- 5-21; WC7580 Improper disposal of animal carcasses Town of Sigel 34
- 5-21,24; WC7537 Welfare check on a dog and other dogs killing chickens in the Town of Saratoga @ 11200 block of County Road Z-Open Case 10, 10
- 5-22, 26 WR10199 Follow-up on restrictions placed on aggressive dogs @ 1500 block of 16th Street South WR 16, 16
- 5-22; WR10078 Improper confinement of aggressive dog @ 600 block of 11th Street North WR 14
- 5-,23,27; WR10481 Complainant @ 1200 block of 17th Avenue South WR reported her cat had possibly been shot by the neighbor. Unfounded as the wound turned out to be a bite from unknown animal. 18, 18
- 5-23, 25; WC7926 Cattle loose in neighbor's yard and also improper disposal of dead cattle-Cattle have been moved to a different location with proper fencing-Open Case 68, 68
- 5-28; NK1608 Victim bit by unknown/stray dog 14
- 5-28, 29; NK1609 Child bit by family cat @ 300 block of Wood Avenue Nekoosa 0, 14
- 5-29, 30; WR11100 Dog bite 400 block of 13th Street North WR-Victim was bit by a Pit Bull owned by the neighbor when the dog was loose. 12, 12
- 5-31; WR9791 Pit Bull attacked a small dog at the Wisconsin Rapids Dog Park-Under investigation 14
- 6-1; PE1292 Dog bite @ 3717 block of Highway 54 West Port Edwards-Child was bit by a Pit Bull when she entered the dog's fenced in yard. 20
- 6-2; WC8730 Welfare check in Auburndale-Open case 64
- 6-2; WR11427 Dog bite @ Black Oak Circle WR-Child was bit by the family's pit bull. 16



Wood County

WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 6/2/18
 TO: Wood County Public Safety Committee
 FROM: Dara Hamm, Wood County Coroner
 SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner and her Deputies for May 2018:

Calls for Service/Death Investigations	93
Investigations Involving Sudden or Suspicious Deaths and Falls	33
Death Certificates Signed	23
Cremation Permits Signed	59
Traffic Fatalities Investigated	1
Suicides Investigated	3
Drownings	0
Fire Fatalities	0
Homicides	0
Autopsies Performed	1
Suspected Overdoses	0
Disinterments	0

Remarks:

Nothing

Respectfully submitted,

Dara Hamm

Dara Hamm
 Wood County Coroner



Wood County

WISCONSIN

112
SHERIFF'S
DEPARTMENT

Thomas Reichert
SHERIFF

June 5th, 2018

Sheriff Reichert:

During the month of May the Crime Stoppers program received 25 tips that were forwarded to the appropriate agencies for follow-up. Our monthly meeting was held on May 15th at the Pittsville Fire Department. The transition to the new P3 tips software has been running smooth.

Our next meeting is scheduled for 6/19/18.

Scott Drew



Wood County

WISCONSIN

11d
SHERIFF'S
DEPARTMENT

Thomas Reichert
SHERIFF

TO: Sheriff Thomas Reichert
FROM: Lieutenant Charles Hoogesteger
DATE: 6/3/2018
RE: K9 Program – May 2018

TRAINING (K9 ACE) – K9 Ace and Deputy Christianson completed several on duty trainings throughout the month of May. Areas of training included tracking and narcotics detection. During the on duty training no issues were observed.

Additionally, K9 Ace and Deputy Christianson participated in an in county training day. Areas of emphasis were narcotics detection, track work, apprehensions with and without bite work as well as the use of the K9 on a high risk stop with a vehicle. During the training exercises there were no issues observed.

TRAINING (K9 TORO) – K9 Toro and Deputy Pidgeon also took part in the in county training day. Areas of emphasis were the same as the ones listed above. During the training, there were no issues observed.

COMMUNITY/DEMOS (K9 ACE) – Photo/Calendar Shoot – SEE BELOW

COMMUNITY/DEMOS (K9 TORO) – Photo/Calendar Shoot – SEE BELOW

DEPLOYMENTS (K9 ACE) – K9 Ace was deployed 7 times in the month of May. Four of those deployments were for the Wood County Sheriff's Department. In those deployments, two resulted in positive indications. In the subsequent searches, paraphernalia and marijuana was located. In the 3rd deployment, K9 Ace completed a search in the Wood County Jail and no indications were observed. The 4th deployment on a vehicle had the same results. K9 Ace also assisted in two school searches. One was in Portage County and the other was for the Nekoosa School District. During those searches, one pipe was located at NHS in Nekoosa.

DEPLOYMENTS (K9 TORO) – K9 Toro was utilized 5 times in the month of May. Two of those deployments were to assist NKPD. Each of them dealt with the free air sniff of a vehicle resulting in one indication as well as the discovery of possible drug paraphernalia. K9 Toro was used on two incidents with the Wood County Sheriff's Department. One was on a welfare check and the other was for

a high risk vehicle stop. K9 Toro also assisted the Portage County Sheriff's Department with a school search. There were no issues observed during these deployments.

ADDITIONAL INFORMATION – This month Deputy Pidgeon and K9 Toro as well as Deputy Christianson and K9 Ace were invited to take part in a Photo Shoot organized by an individual from the Stevens Point Area. The photos from this session are going to be compiled and made into a calendar in which area K9s are going to be highlighted. Once the calendar is completed, they will be sold and the proceeds from the calendar will go back to the various K9 Programs that took part.

WOOD COUNTY JAIL

January - June 2018

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	202	80	46	222	74	48	218	73	52	227	75	55	221	76	50	214	75	42
2	207	80	46	213	76	49	214	75	51	228	75	54	231	75	50	216	72	43
3	208	79	46	208	76	47	211	75	48	223	74	53	233	74	49	216	70	43
4	207	78	47	208	76	46	216	76	48	224	72	53	234	73	49	216	70	43
5	210	78	48	210	76	46	217	76	48	220	70	53	224	81	49	212	69	43
6	204	78	49	210	76	46	215	75	49	219	74	53	230	81	49	219	69	45
7	211	83	49	212	76	45	214	74	50	220	73	53	230	81	48			
8	215	78	49	207	74	45	215	74	53	218	73	52	228	79	45			
9	207	77	48	209	75	45	218	77	55	219	73	52	222	77	45			
10	217	75	49	207	74	44	218	82	52	215	73	53	223	76	45			
11	219	76	49	210	74	44	221	82	52	224	70	53	220	74	45			
12	219	75	49	208	74	43	223	82	52	221	74	52	215	75	42			
13	218	70	50	204	73	43	222	80	52	224	78	53	220	75	42			
14	217	69	50	211	72	45	226	78	53	220	76	53	223	75	42			
15	222	69	50	205	74	47	227	76	54	219	76	53	223	71	42			
16	221	68	50	210	74	46	224	73	57	225	76	53	221	68	41			
17	218	73	50	209	76	46	222	73	57	223	75	52	224	73	41			
18	218	76	48	211	76	46	223	73	57	216	75	52	223	78	42			
19	207	75	47	211	76	46	227	73	57	216	72	50	218	76	41			
20	207	73	46	215	74	49	225	72	57	216	77	52	216	76	38			
21	206	73	45	222	77	51	228	73	60	218	80	54	219	76	38			
22	209	73	45	218	78	50	231	72	59	225	80	54	220	72	38			
23	209	73	45	225	77	50	230	69	60	223	80	53	211	72	38			
24	209	73	45	223	76	51	228	72	58	223	78	53	210	72	41			
25	208	78	45	222	76	50	230	72	57	225	77	52	217	77	43			
26	214	77	45	228	76	50	231	72	55	222	76	51	216	80	43			
27	215	76	47	222	72	51	232	69	54	217	76	50	219	80	42			
28	212	76	46	218	70	51	223	69	54	216	75	49	225	80	41			
29	213	76	45				229	71	56	215	75	49	223	80	41			
30	213	72	46				222	75	55	216	75	49	219	79	41			
31	215	71	48				222	75	55				218	77	42			
WCJail	212.16			213.50			222.65			220.57			221.81			215.50		
Shipped	75.10			74.93			74.45			75.10			76.10			70.83		
EMP	47.35			47.14			54.10			52.27			43.32			43.17		
Avg Length of Stay (Days)	28.59			27.90			29.50			25.90			27.00			0.00		

WOOD COUNTY JAIL

July - December 2018

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
4																		
5																		
6																		
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28																		
29																		
30																		
31																		
WCJail	0.00			0.00			0.00			0.00			0.00			0.00		
Shipped	0.00			0.00			0.00			0.00			0.00			0.00		
EMP	0.00			0.00			0.00			0.00			0.00			0.00		
Avg Length of Stay (Days)	0.00			0.00			0.00			0.00			0.00			0.00		

2018 Yearly Averages

Total	217.7
Safekeeper	74.42
EMP	47.9
LENGTH of STAY	27.8
Color indicates low population	
Color indicates high population	

Overtime Breakdown 2018 (hrs.)

1/e

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

Overtime Breakdown 2017 (hrs.)

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

Electronic Monitoring 2018 Monthly Savings vs. Out of County Housing

Month	Monthly Savings	YTD 2018 Total Amount	2017 Total Amount
January	\$76,372.23	\$76,372.23	\$26,290.75
February	\$68,675.43	\$145,047.66	\$52,368.18
March	\$87,259.51	\$232,307.17	\$90,433.32
April	\$81,588.24	\$313,895.41	\$129,455.82
May	\$69,872.12	\$383,767.53	\$175,424.33
June	\$0.00	\$383,767.53	\$220,534.34
July	\$0.00	\$383,767.53	\$264,244.74
August	\$0.00	\$383,767.53	\$317,794.01
September	\$0.00	\$383,767.53	\$370,396.34
October	\$0.00	\$383,767.53	\$428,461.82
November	\$0.00	\$383,767.53	\$502,292.39
December	\$0.00	\$383,767.53	\$572,293.55
TOTAL	\$383,767.53	\$383,767.53	\$572,293.55

EMP Average for month x number of days in month = bed days
 Bed Days x \$52.03 = Monthly Savings

SAFEKEEPER HOUSING

2018

MONTH	Facilitiy	Facility	Facility	WAUPACA	MONTH TOTAL	2018 YTD TOTAL	2017 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$82,125.00	\$82,125.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$164,250.00	\$82,125.00
MARCH	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$246,375.00	\$82,125.00
APRIL	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$328,500.00	\$82,125.00
MAY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$410,625.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410,625.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410,625.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410,625.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410,625.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410,625.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410,625.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410,625.00	\$82,125.00
TOTALS	\$0.00	\$0.00	\$0.00	\$410,625.00	\$410,625.00		\$985,500.00

2017 is a 75 average

Wood County Sheriff's Department Kitchen Report 2018

MONTH	Breakfast	Dinner	Lunch	Sack	Total meals	Food Cost plus Labor
January	2611	2717	2581	255	8164	\$19,053.26
February	2598	2707	2535	251	8091	\$19,057.63
March	2677	2729	3385	254	9045	\$19,188.08
April	3384	3590	3378	442	10794	\$24,491.81
May	2904	2936	2847	400	9087	\$20,126.18
June	0	0	0	0	0	\$0.00
July	0	0	0	0	0	\$0.00
August	0	0	0	0	0	\$0.00
September	0	0	0	0	0	\$0.00
October	0	0	0	0	0	\$0.00
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
TOTAL	14174	14679	14726	1602	45181	\$101,916.96

Wood County Jail Kitchen Expenses

	2013	2014	2015	2016	2017
Food & Labor	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
Number of Meals	103,993	86,637	77,044	88,993	118,016
Cost per Meal	3.23	3.60	3.71	3.09	2.45
Cost per Day	9.69	10.81	11.12	9.27	7.36

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 THURSDAY, JULY 5, 2018
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Kennth Curry, Robert Ashbeck, Mark Holbrook, Dave LaFontaine, Bill Leichtnam and Harvey Petersen.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn & Kim Keech.
 Land & Water Conservation Staff: Shane Wucherpennig, Tracy Arnold & Alex Delaney.
 UW Extension Staff: Jason Hausler.

Others Present: Dist. #12 Supervisor Douglas Machon, Dist. #15 Supervisor Bill Clendening, Jen McNelly (Water Resource Specialist, Portage County Planning & Zoning), Nancy Eggleston (Wood County Health Department) and Peter Kastenholz (Wood County Corporation Counsel).

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 9:00 a.m.
2. **Public Comment.** None
3. **Review Correspondence.**
 - A. Shane Wucherpennig stated that the State of Wisconsin NR151 was effective July 1st. This is a new administrative state rule designed to address land spreading of manure on soils in sensitive areas of the state where depth to bedrock is shallow and the bedrock is fractured. This new rule would affect CAFO's more than small farms with no sunset.
 - B. Jason Hausler shared that the UWEX Dean Director has contacted Wood County Board Chairman Douglas Machon and Wood County Chairperson Kenneth Curry explaining the statewide needs assessment and formal process happening in every county regarding the Area 7 Situational Analysis.
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the June 6, 2018 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Shane Wucherpennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Alex Delaney, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber, Jackie Carattini and Jeremy Erickson.
 - A. Minutes of Wednesday, June 6, 2018. No additions or corrections needed.
 - B. Department Bills. No additions or corrections needed.
 - C. Staff Activity Reports. No additions or corrections needed.

Motion by Bill Leichtnam to approve and accept the June 6, 2018 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Robert Ashbeck. Motion carried unanimously.

5. **Risk and Injury Report.** None.
6. **Land & Water Conservation Department.**
 - A. Presentation by the Portage County Citizen Groundwater Advisory Committee (GCAC) from Jen McNelly of Portage County Groundwater issue discussion. Jen McNelly the Water Resource Specialist from the Portage County Planning & Zoning Office shared the history and purpose of

the Portage County Citizen Groundwater Advisory Committee. The Groundwater Counsel was formed in 1984 with the purpose to write a Groundwater Plan in 1985. Eventually, the Groundwater Counsel became the Portage County Citizen Groundwater Advisory Committee. The committee is approved by the County Board and pays no per diem from the county. The Portage County Planning & Zoning Office oversees the 27 citizen member representatives with representation from every town, village and city in Portage County. The committee's primary task is developing a strategy and policy for addressing public concerns on groundwater protection and management. The Groundwater Council has made recommendations to the Portage County Board. The Council meets every other month in one location. The Portage County Water Resource Specialist provides assistance and facilitation serving as the liaison between the committee and the County Board. Administrative assistance is provided by the Portage County Planning & Zoning Departments Administrative Assistant. Discussion and questions followed.

Nancy Eggleston the Environmental Health Supervisor for the Wood County Health Department shared the preliminary results of the Juneau and Wood County Groundwater survey that was conducted on May 30th in northern Juneau and southern Wood County. The goal of this survey was to ensure that all citizens have a source of safe and clean drinking water. The results of this survey will be shared at an educational session at the Necedah Town Hall on July 17th from 6:00-8:00 pm. Survey participants as well as residents of Armenia Township and southern Wood County are encouraged to attend.

- B. Truck replacement discussion. Shane Wucherpennig shared that one of the two trucks shared by the whole department is 14 years old and is scheduled to be replaced in 2019. V&H Ford has offered the county \$500 as a trade-in value of the 14 year old truck. Shane Wucherpennig feels that the county can sell the truck outright for a few bucks more versus a trade-in and recommends donating the sale proceeds of the truck to the no-till drill fund. Peter Kastenholz commented that County Board rule #43 states that if the personal property has sufficient value it may be transferred to the Emergency Management Department for disposition with proceeds deposited in the general fund, turned over to a vendor for a credit on the new acquisition or transferred to a different county department. The oversight committee and the Executive Committee have to approve the sale proceeds going to another account. Discussion followed.

Motion by Chairman Curry to allow Land & Water Conservation Department to privately sell the existing truck and receipt of that truck to be applied to the no-till drill fund. Second by Mark Holbrook. Motion carried 4-2. Harvey Petersen and Robert Ashbeck feel that the money should be applied to the new truck.

Motion by Chairman Curry to ask the Executive Committee to allow the action to privately sell the existing truck with sale proceeds of that truck to go into another account within the department. Second by Bill Leichtnam. Motion carried unanimously.

- C. Conservation Tour discussion. Shane Wucherpennig shared that the joint tour with Land & Water Conservation Department, University Extension and Planning & Zoning will be in September. The yearly tour highlights conservation practices of all three departments. Tentative tour dates are Friday, September 14th or Friday, September 21st. In the past, the tour has highlighted septic systems, cranberry farms and master gardeners. Shane Wucherpennig is looking for committee suggestions for the tour. Discussion followed of possible tour destinations. Chairman Curry would like a top 5 list of sites from each department for the August CEED Committee meeting. Jason Grueneberg mentioned that the committee should keep in mind that the route and schedule may not accommodate all suggested sites and that private tours of sites can always be scheduled. The consensus of the committee is to have the Conservation Tour on Friday, September 21st.
- D. Discuss conflict with August 1st CEED Meeting (Badger Sandstone/Joan Arnold hearing) and discuss options. Chairman Curry shared that Shane Wucherpennig and Tracy Arnold will be involved in the Badger Sandstone/Joan Arnold hearing on August 1st. Peter Kastenholz shared

that the hearing is expensive for county staff, court system and hearing officer. Peter Kastenholz commented that the Land & Water Conservation Department staff has done a great job. Tracy Arnold shared that the site is 11.7 acres handing out before, during and after pictures of the site to the committee. Robert Ashbeck asked if a motion can be made to pay for expenses. Chairman Curry commented that the case isn't concluded and total cost hasn't been determined. Discussion followed changing the CEED Committee meeting date. The committee decided that the next CEED Committee meeting will be held on Wednesday, August 15th.

- E. Update on no-till donations. Shane Wucherpfennig gave a brief update that donations for the no-drill fund have reached \$9,200 from a variety of sources. The cost of a no-till drill is in the range of \$15,000-\$16,000. Wood County Board Chairman Machon suggested the difference to be added as a CIP request for 2019.

*Motion by Bill Leichtnam to approve not to exceed \$7,000 in the 2019 CIP Budget for a no-till drill.
Second by Mark Holbrook. Motion carried unanimously.*

- F. Wild Parsnip update with discussion of potential funding for contracted services. Shane Wucherpfennig updated the committee as to the progress of containing Wild Parsnip in the county. Land & Water Conservation Department main focus has been educating the public, private contracted mowers for the towns, townships and the Highway Department. Shane Wucherpfennig shared the importance of mowing the entire right away before July 4th and again when flowering to eliminate Wild Parsnip. Wild Parsnip is a biennial plant. The problem is when townships only mow the first 5' and not the rest of the right away. Shane Wucherpfennig has been looking for grants and hoping to find a private certified licensed business to spray a chemical on the Wild Parsnip in the problem areas in the county. Shane Wucherpfennig also stated that you can't pay someone if there are no funds available. The chemical treatment is good for 2 years. Bill Leichtnam feels the county should contribute funds for the project. Mark Holbrook shared that educating the public is part of solution to landowners and posting information about Wild Parsnip on town websites. Chairman Curry shared that the department should continue what we are currently doing keeping the committee informed of the progress.
- G. Discuss the draft Wood County Nonferrous Metallic Mining Ordinance & possible action. This agenda item has been tabled since the last meeting to monitor the draft ordinance in Taylor County. No changes to the Wood County ordinance has been made since the last CEED Committee meeting and can always be revised or changed.
- H. Discuss Joan Arnold hearing expenses. Chairman Curry commented that the hearing expenses will be discussed once the hearing has been concluded with a discussion how to pay for the expenses.

The Wood County Land & Water Department will have a booth at Farm Technology Day July 10-12 with 2 staff working per day.

7. Economic Development.

- A. Wood County ATV Trail committee update. Jason Grueneberg gave an update on the Wood County ATV Trail committee sharing that primary and secondary destinations have been identified. Primary destinations are primarily lodging, loading/unloading, food, fuel and restroom locations. Secondary destinations include bar and restaurant locations. Inventory for routes on roads have been identified. Off road trails are in the process of being identified. There are conflicting uses such as the Sand Hill Wildlife area which is fenced in and access crossing the Wisconsin River in Nekoosa. Snowmobile bridges in the county are being identified. The next meeting is Monday, July 16th with the Park & Forestry, Highway and Planning & Zoning Departments. The focus of that meeting will be on off road trails. Mark Holbrook shared that he attended the last meeting and feels multiple use trails are beneficial to connecting trails.

8. Private Sewage.

- A. Harvey Petersen asked how often does a septic system need to be pumped. Jason Grueneberg commented that an inspection or pumping is required every 3 years but a pumping is dependent on a variety of factors including, size of tank, type of system and number of people in the household.

9. County Surveyor.

- A. Jason Grueneberg explained that the County Surveyor maintains the Public Land Survey System (PLSS). Maintenance of the PLSS allows surveys for property owners to be completed more efficiently and at a lower cost. The County Surveyor budget is approximately \$45,000. The county has money available to the towns for any surveying work.

10. Planning.

- A. Information on planning activities can be found in the Planning & Zoning Department staff report.

11. UW Extension.

- A. Situational Analysis. Jason Hausler shared the Situational Analysis will be discussed at the special CEED Committee meeting on Wednesday, July 18th @ 9:00 am at the Wood County Courthouse in Room #115. The office will also be presenting at the Wood County Board meeting on July 17th.

Jason Haulser shared that Nancy Turyk has been selected as the new Wood County Community Development Educator starting on July 16th. The Wood County Extension Office will remain open during Farm Technology Day July 10-12 and may only be closed the morning of July 10th.

12. Schedule next regular committee meeting.

The next regular CEED meeting is scheduled for Wednesday, August 15th at 9:00 a.m. at Wood County River Block Building in Auditorium Room #206.

13. Agenda items for next meeting.

- A. Wood County Health Department presentation regarding water issues.
- B. Wood County ATV Trail Committee update.
- C. How do we get Wood County Board members to understand groundwater issues?
- D. Groundwater issues.

14. Schedule any additional meetings if necessary.

A special CEED Committee meeting is scheduled for Wednesday, July 18, 2018 at 9:00 a.m. at the Wood County Courthouse in Room #115.

15. Adjourn.

Motion by Harvey Petersen to adjourn at 11:35 am. Second by Bill Leichtnam. Motion carried unanimously.

Respectfully submitted,



Mark L. Holbrook, Secretary
Minutes by Kim Keech, Planning & Zoning Office
Review for submittal to County Board by Mark L. Holbrook (approved on Wednesday, July 11, 2018.)



Activities Report for Shane Wucherpennig June, 2018

- **June 1** – Staff Meeting, Worked on Mill Creek Watershed 9 Key Element Plan.
- **June 4 & 5** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **June 6** – Attended CEED meeting.
- **June 7** – Hosted Wild Parsnip Training for Wood & Portage County mowing crews.
- **June 8** – Worked on Mill Creek Watershed 9 Key Element Plan, Otter Creek Farms Design.
- **June 11-15** – Worked on Mill Creek Watershed 9 Key Element Plan
- **June 18** – Update GIS projects.
- **June 19**– County Board, Budget & Accounts meeting with Marla Cummings.
- **June 20** – Farmers of Mill Creek Summer Tour.
- **June 21** – Worked on Mill Creek Watershed 9 Key Element Plan
- **June 26** – Budget training with finance director & department heads.
- **June 27** –Staff Meeting.
- **June 28** – Discovery Farms presentation in front of the board as part of the request for Edge –of-Field monitoring equipment to be installed in Wood County to monitor runoff in the Mill Creek Watershed and determine the effectiveness of conservation practices in reducing phosphorous on the landscape.
- **June 29** - Worked on Mill Creek Watershed 9 Key Element Plan, Otter Creek Farms Design.

Activities Report for Tracy Arnold 06-2018

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Enrolling Wood County landowners for the 2018 crop year
- Coordinating paperwork for the WDACP 2018 season
- Designed 2 WDACP permanent fences for 2018. Working with landowners for final approval and will submit them to DNR for funding approval
- Start the designs for 4 additional permanent fences to submit to DNR for approval
- 2 fence approved by DNR, working with landowners for final design and then work on bidding procedure
- Preparing for 2018 WDACP Fence inspections
- Completed 260 acres of alfalfa appraisals

Non-metallic mining reclamation program

- Met with Peter K several times regarding the Joan Arnold/Badger Sandstone hearing (170 hours to date invested)
- 2nd day for Joan Arnold/Badger Sandstone hearing scheduled for Aug 1st
- Updating NMM databases
- Working with Adam D and Shane W to draft a metallic mining ordinance
- Processing pond exemptions as they come in
- Working with CIM bankrupt issues as they arise

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 11 sites (authorized by state to enter data)
- Completed stream flow on Two Mile, Blood Run and Five Mile
- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Ordering re-supplies for tree sale needs
- Supervising Alex regarding my programs in the office and field and taking him along on assignments
- Counselor at the WI Land+Water Conservation Camp
- Team taught with Dan O'Connell regarding prairies to 64 5th graders from Grant School
 - Also planted seeds and transplants with the students
- Conducted 2018 Transect with Emily and Alex
 - Completed the idea of using the data in SnapPlus applications
- Co-coordinated the 2018 Dairy Berry Breakfast with the Chamber of Commerce
- Set up/staffed LWCD booth for the Dairy Berry Breakfast
- Released purple loosestrife beetles on infestations in the county
- Wrote article for newsletter
- Successfully completed the "Spot the Phish" IT Security Training.
- Requested new tree sale program from IT, current one is from 1995

Activities Report for Adam Groshek – June 2018

Land and Water Resource Management Program/Animal Waste Storage Ordinance/CREP Activities:

- ~Planning for soil test holes, NMP, and potential future manure storage pit for farm near Nasonville.
- ~Planning for a streambank improvement project.
- ~Accola manure abandonment site visits, ongoing working with contractor to get the abandonment done in a timely fashion.
- ~Another site visit to Barry Richardson's farm to work out barnyard pump problems and plan for future cattle/truck access concrete or gravel drive to alleviate manure spreading equipment problems with road traffic. Pump out options discussed.
- ~Design checking, site inspection, and asbuilt documentation for manure transfer hopper for Mike Duckett to tie into future manure bedding stacking pad to prevent daily hauling and ensure 6 months storage through winter months.
- ~Multi-discharger phosphorus variance municipal funding to LWCD updating estimates.
- ~Well sampling for 16 Southern Wood Co residents along with Juneau County well testing efforts. Results came back with over 40% of samples testing above 10ppm nitrates. Health Dept. in process of retesting and there will be ongoing updates.
- ~Finished setting up new LWCD laptop.
- ~Permanent CREP easement summary sent to DATCP, site visits and GPS locating of corners will follow to ensure compliance.
- ~Bid prep and opening for abandonment of a manure pit for Mike Van Whye. Troy Weichelt selected as the contractor for the project, work likely in fall after harvest of nearby fields in order to spread manure.
- ~CREP site visits and maintenance discussion with Miller, Mrozek, Cepress, and Bauer.
- ~Prairie plant planting near WI River and Riverblock building.
- ~Blue truck maintenance.
- ~Working with City of WI Rapids on the continued sediment laden discharges into the WI River that are occurring near the Jackson Street Bridge from the storm sewer. Believed to come from the Verso storm sewer but it is unknown from where underground the scouring/damage is coming from on the property.
- ~Update from Randy Pliska in the Town of Rudolph that he is no longer milking but raising youngstock and will have temporary manure stacks on his concrete barnyard about every 2 months until he can get it spread onto his fields.
- ~Assisting Wood County various landowners with questions relating to growing blueberries, conservation programs, and forestry cost-sharing in the Town of Seneca.
- ~Farm Tech Days staking setup for the tents of Tent City with Wood Co. Planning & Zoning staff.
- ~Participation in the annual LWCD Transect survey for erosion and crop types on Wood Co. fields.
- ~Worked at the June Dairy Breakfast at the WI Rapids East Junior High School.
- ~GPS survey/site visit for Jim Coenen's future grassed waterways and buffers along trib. of Mill Creek.
- ~Phishing email training as required by IT.
- ~LWCD summer newsletter article and editing.
- ~Attendance of the summer Mill Creek Farmers Council producer-led watershed field day and tour.
- ~Start of well abandonment for Russ Bauer.
- ~Final site check for Tom Hamus's 2017 constructed manure storage facility and return of earnest \$.

Activities Report for Emily Salvinski June 2018

- **Friday, June 1.** Staff meeting. Worked on wild parsnip map packet for weed commissioner.
- **Monday, June 4.** Errands: picked up root gel from DNR, received tree shelters from forestry garage, dropped off truck at highway, dropped of package to forestry garage. Finished map packet for weed commissioner.
- **Tuesday, June 5.** Worked on wild parsnip map packet specifically for highway.
- **Wednesday, June 6.** Picked up plants for prairie plot. Sent out mailing for NMP checklists that didn't come in. Completed maps for highway.
- **Thursday, June 7.** Planted donated prairie/pollinator plants near courthouse. Attended parsnip presentation at river block.
- **Friday, June 8.** Worked on articles for newsletter with new information presented at Thursday's parsnip meeting.
- **Monday, June 11.** Entered field information to transect Snap Plus database.
- **Tuesday, June 12.** Entered field information to transect Snap Plus database.
- **Wednesday, June 13.** Entered field information to transect Snap Plus database.
- **Thursday, June 14.** Distributed parsnip information to contracted township workers. Visited parsnip site in field to see what stage it was in. Picked up second half of donated prairie plants.
- **Friday, June 15.** Attended dairy berry breakfast with office. Distributed parsnip info catered to individual. Finished up prairie/pollinator planting at river block.
- **Monday, June 18.** Added to wild parsnip database in preparation for 2018. Started adding average soil tests to transect snap plus database so snap can complete its calculations. Attended part of water group meeting.
- **Tuesday, June 19.** NMP Review. Prep for farmer meeting. Met with farmer (Abel) to complete NMP.
- **Wednesday, June 20.** Attended Farmers of Mill Creek field day.
- **Thursday, June 21.** Checked out a tip on wild parsnip-not there. Shovel treated wild parsnip site by Dog Park. Finished adding soils to transect snap database for calculation.
- **Friday, June 22.** Worked on slide show to play continuously at farm tech days. Prepped results of snap plus erosion in snapmaps.
- **Monday, June 25.** Added to and edited wild parsnip arc database, planned this year's driving route hitting new roads.
- **Tuesday, June 26.** Attended NMP specialist meeting. Recorded the year's parsnip activities so far for the 2018 report.

Activities Report for Lori Ruess – June 2018

- Attended June 1st staff meeting and completed minutes.
- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Calculated and mailed payroll percentages for specific budgets to Finance for June payrolls
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll (WRS).
- Completed May sales tax report and submitted report to Finance.
- Completed and mailed bids summary for Michael Van Whye.
- Assisted with prairie/pollinator planting by River Block.
- Worked at the Dairy Berry Breakfast on June 15th at East Jr. High.
- Attended June 19th meeting with Marla Cummings and Shane to discuss budget changes for 2019 budgets.
- Attended June 26th budget training for Dept. Heads and Accountants.
- Attended June 27th staff meeting and completed minutes.
- Completed cost-share contract for James & Joanne Coenen.
- Completed Chart of Account Maintenance Forms for new accounts and emailed them to Finance.
- Working on Conservation Connection newsletter.
- Printed over 2,000 envelopes for mailing of Conservation Connection newsletter.
- Successfully completed the "Spot the Phish" IT security training.
- Working on cleaning/organization of electronic files.
- Organized County Board and CEED packet information and took to County Clerk's office.

Activity Report for Alex Delaney-June 2018

- Mapping fields with no NMP in Mill Creek Watershed using GIS ArcMap
- Set up Nutrient Management game and go through it with the office staff to decide if it is appropriate for Farm Tech Days. (Too complicated)
- CREP site inspections (walking field to check plant cover and checking to make sure landowner is mowing/burning CREP site)
- Organized tree nets for next year's tree sale
- Plant/water prairie plants in front of River Block building
- Appraising wildlife damaged fields (checking for eaten buds, corn seeds ripped from ground, and thin patches of alfalfa)
- Inspecting concrete pour and review batch ticket for a manure hopper tank at Mike Duckett's farm
- Relocate Purple Loostrike eating beetles to areas where Purple Loostrike is very common (~200 beetles)
- Conduct transect of Wood County by collecting data which includes cover crop type (if any), residue on field percentage, tillage method, and if erosion is present or not.
- Collect stream discharge data from 5 Mile Creek, Bloody Run Creek, and 2 Mile Creek.
- Input stream flow data on SWIMS and on ArcMap from the stream monitoring that took place in mid-May and also on June 14th.
- Set up and attend Dairy Berry Breakfast in Wisconsin Rapids. Sit at Wood County LWCD table and answer questions about various topics and projects including wild parsnip, CREP programs, invasive species, and also wildlife damage.
- Attend Mill Creek farm tour to view new and upcoming farm practices and equipment. We witnessed the planting of a cover crop on a corn field and a rainfall simulation on three different field types.
- Dig up and control wild parsnip along roadsides in Wood County.
- Attend various presentations and discussion groups including a CEED meeting at the courthouse, CSGG meeting in River Block, and a nutrient management presentation in Marshfield.

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
Adam DeKleyn, County Planner
Justin Conner, GIS Specialist
Jeff Brewbaker, Code Administrator
Stevana Skinner, Code Technician
Kim Keech, Admin Services 5
Victoria Wilson, Admin Services 4

RE: Staff Report for July 5, 2018

1. Economic Development (Jason Grueneberg)

- a. ATV Trail and Route Planning – On June 13th, staff from Parks and Forestry, Planning and Zoning and Highway met to continue discussions on developing ATV trails and routes in the County. The main exercise that was held at this meeting was identifying both primary and secondary destinations and establishing criteria for each. Once the destinations were established a discussion took place on identifying “main line” routes and trails that connect destinations. The work resulting from this meeting will be mapped and discussed at the next meeting on July 16 from 9am to 11am. In addition staff are mapping the current County forest trails/roads to determine if they could accommodate ATVs in the future. Staff are also conducting a variety of field checks to determine accuracy of ATV route signage, and potential for ATV trails.
- b. Marshfield Economic Development Board – On June 7th, I attended the Marshfield Economic Development Board meeting. Agenda items discussed included and update on the Wenzel Plaza, an update on the City housing study, and 2019 budget parameters.
- c. Central Wisconsin Economic Development Fund (CWED) Finance Committee – On June 12th, I chaired the CWED Finance Committee. The purpose of the meeting was to talk about investment options for an expiring \$2.5 million certificate of deposit, and develop a process for creating a list of financial institutions to be authorized as depositories for CWED.
- d. Wood County Economic Development Roundtable – On June 15th, I hosted a roundtable discussion of Wood County Economic Development partners that are receive funding annually from the County. The purpose of the meeting was to provide updates on projects and create awareness of County-wide projects and collaborations. The next roundtable will take place in about 6 months.

- e. Central Wisconsin Economic Development (CWED) Fund Board of Directors Meeting – On June 20th, I participated in a CWED Board meeting. At the meeting a loan request and collateral release were considered, a monthly fund status, activity report and financials were reviewed.

2. Planning (Adam DeKleyn)

- a. Plat Review Officer – (3) CSM's were submitted for review/approval. (6) CSM's were approved/recorded. (2) CSM's are pending approval. (1) CSM was not approved by the Town of Cameron.
- b. Water Quality Management (WQM) Review – '208' Review Compliance Letter issued for proposed sanitary sewer extensions servicing a new 160 unit multi-family housing development located in the City of Marshfield.
- c. Sewer Service Area Planning (Type I Amendment) – Village of Biron submitted a petition requesting P&Z to amend the Sanitary Sewer Area Map of the Wisconsin Rapids SSA/WQM Plan- 2030 to allow over 2 miles of sanitary sewer extensions within the village. Public hearing scheduled for July 9th. Final approval is required from WDNR.
- d. Town of Lincoln Comprehensive Plan Update – Plan Commission finalized community survey to be sent out to all town residents on July 2nd. Existing conditions inventory is being performed. Issues and opportunities element is being prepared.
- e. Town of Saratoga Community Survey Summary – Town of Saratoga requested P&Z prepare a community survey summary for a questionnaire that was sent out to all town residents. The town will utilize the survey results for the development of a Strategic Plan.
- f. Wood County Parks, Recreation, and Open Space Plan – Updated Wood County demographic information, social characteristics and physical landscape characteristics are being incorporated into the plan.
- g. Wisconsin Rapids Downtown Steering Committee – Met to review downtown ownership maps and discuss the WI Main Street Program.
- h. Heart of Wisconsin (HOW) Community Leadership Program – Graduated from the 2017-2018 HOW Community Leadership Program.
- i. ATV/UTV Planning – Work group met to identify potential destinations and future trail/route connections. In preparation for next meeting, the west Wood County line was inventoried for existing trails/routes into Jackson and Clark Counties.
- j. Wisconsin Farm Technology Days – Assisted with staking out Tent City in preparation for the arrival 600+ exhibitors.

- k. Economic Development Roundtable – Attended an economic development roundtable discussion in Pittsville to share how P&Z is incorporating practical economic development framework/guidance into current planning projects.
- l. Fee Schedule Update – Developed updated fees for Plat Review and SSA/WQM Review.

3. Land Records (Justin Conner)

- a. Wisconsin Land Information Association (WLIA) Spring Meeting – Attended WLIA Spring meeting in Delavan. Workshop on using crash data from the WisTransPortal database. Updates on Wis. Regional Orthophoto Consortium, Wis. Land Information Program grants.
- b. Farm Technology Days – Part of team staking out tent/vendor locations of the tent city.
- c. Sheriff's Dept. Farm Technology Days App development – Developing mobile app to track patrol locations and communicate that with dispatch.
- d. Healthy Wisconsin Leadership Institute (HWLI)
 - i. 6/11 - Participated in HWLI on-site workshop in Auburndale
 - ii. 6/19-6/21 - Participated in HWLI off-site workshop in Appleton
- e. ATV Trails – Attended meeting to discuss ATV trails. Created and printed various maps.
- f. Parcel Mapping – Parcel editing as new deeds and CSMs arrive. Updated website with fresh data.
- g. Surveyor Records – Last of the surveyor records have been scanned. Scanned documents are available here:
<http://opendata.woodcogis.com/pages/survey-records>

4. Code Administrator's (Jeff Brewbaker and Stevana Skinner)

- a. Private Sewage Program, Permitting, Maintenance and Violations
 - i. (27) on-site investigations/inspections/compliances
 - ii. (5) septic system verification letters & failing system investigations
 - iii. (0) failing septic system orders, (0) holding tank maintenance violations & settlements
 - iv. (15) soil tests reviewed, (1) soil on-sites, (9) hydrograph reports reviewed, (0) interpretive soils report reviewed
 - v. (1) holding tank plan reviews, (12) conventional plan reviews, (4) mound plan review, (2) system and fill plan
 - vi. (8) sanitary permits reviewed

- vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals invoices & maintenance
- viii. (0) sanitary system easements (0) Undersized System Affidavit
- ix. (0) camper complaints
- x. (0) court cases for failure to comply with septic tank maintenance program
- xi. (0) meetings with holding tank offenders in office (0) meetings at property owners residence regarding holding tank violations
- xii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (3) site inspections, meetings or enforcement
- ii. (2) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. (10) Meetings in office regarding citizens building near floodplain
- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (4) general shoreland permits reviewed & issued
- ii. (1) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (13) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. (2) wetland evaluation/site visit
- vi. Answered phone calls and met with various people at the counter regarding shoreland zoning requirements.

5. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 19 sanitary permits issued in May 2018 (14 New, 4 Replacements, 1 Reconnect and 0 Non-Plumbing) with revenues totaling \$5,700. There were 19 sanitary permits issued in May 2017 (4 New, 13 Replacements, 2 Reconnects and 0 Non-Plumbing) with revenues totaling \$6,175.

There were 46 sanitary permits issued through May 2018. For comparison purposes, the following are through the same period for the previous five years: 2017 – 65, 2016 – 53, 2015 – 41, 2014 – 50 and 2013 – 66.

- b. 2018 Tax Refund Intercept Program (TRIP) – As of June 27th, Wood County has received \$1,784.00 on six outstanding cases.

- c. 2018 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 23rd with a due date of Friday, August 10th. There were 3,041 scheduled to be mailed between the four notices.
- d. 2018 Program Fee Notices – The approximately 2,871 program fee notices are tentatively scheduled to be mailed late October with a due date of Wednesday, November 28th. The \$20 program fee can be paid online with an e-check, debit card or credit card. There will be a convenience fee if making payment by e-check, debit card or credit card. The \$20 program fee can also be paid by cash or check.
- e. Enforcement Activities Update (Small Claims)
 - i. Small Claims Court Cases Scheduled – None.
- f. Document Imaging Projects
 - i. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2016 are available for viewing on Wood County's website www.co.wood.wi.us/Departments/PZ. 2017 Sanitary Permits will be prepped and scanned in fall 2018.
- g. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11, 2017 on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021.
 - i. (7) Wisconsin Fund Applications FY2019 – Wisconsin Fund Grant Applications were emailed to the State of Wisconsin on January 30th meeting the deadline date of January 31st. Disbursement of Wisconsin Fund Grant is expected late fall 2018.
 - ii. (0) Wisconsin Fund Applications FY2020
- h. Victoria attended the ATV Route Discussion on June 13th.
- i. Kim attended the Wellness Committee meeting on June 19th.
- j. Kim attended Budget Training for Support Staff on June 27th.

CEED Committee Report

June 2018

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- We gained access to the site for Farm Technology Days this month. I met with the Executive committee for the Farm Technology Days Event, also the financial committee and the all committee group. Planning is now in its final and results stage.
- Farm Technology Days held a media day, to make a coordinated effort to assist state media with providing information about our event. Tours were given to the media of the host farm site and each committee of the event had information in a booth about their specific area.
- I traveled to Green Bay with FTD Chair Dennis Bangart to tell the story about the Farm Technology Show to a statewide agricultural news network.
- I attended Dairy Breakfasts in Marshfield (2X) Auburndale and Pittsville. At the Mayor's dairy breakfast I worked with MACCI to recognize outstanding seniors, the Farm Medicine Center as the Agricultural Group/ firm of the year and two area century farms. Currently our office is coordinating the outstanding senior recognition program for agriculture students from 12 area school districts. The youth each receive \$100 and recognition in the media.
- The Cranberry Crop Management Journal was produced during the month. This is sponsored by a grant from the Wisconsin Cranberry board and is available to every cranberry grower in the state, and is produced ten times each season during the growing season. We will not produce any more issues of this until after Farm Technology Days is over.
- I was on the radio with both WDLB and WFHR during the month.
- I met with the Groundwater committee for the county. The group is reorganizing somewhat. At this meeting Tom Lochner from the Wisconsin State Cranberry Growers Association discussed the use of water in the cranberry industry.
- I attended the Four States Dairy Nutrition Conference which is one of the best training and in-service events for me to keep current with trends in the dairy industry. It is a two day event held in Dubuque, IA.
- I attended the summer field day of the Mill Creek Watershed. The group met and viewed some no till planting practices on area farms. They discussed combining no-till with cover crop planting.
- A number of home owner questions about specific insects, plant blights, land rent, flood abatement were addressed as I do on an ongoing basis.

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Educator

- Completed a series of four lessons with the Huntington House Senior Dining participants (6/5, 12, 19 & 26). Lessons focused on balanced meals, cooking for one or two, dining out and food safety. A second series was planned for Cedar Rail Apartment Senior Dining participants in Marshfield, but lack of registration cancelled the program.
- Participated in the 6th annual United We Can event (6/7). Twelve can sculptures were built by various organizations, raising over 7,000 pounds of food for local hunger relief organizations.

- Attended the Aging and Disability Resource Center's Nutrition Advisory Council meeting (6/13).
- Taught "Healthy Cents at the Pantry" at the South Wood County Emerging Pantry. The topic was 'Healthy Snacks. (6/19)
- Participated in a tech training on Chromebooks (6/27)
- Attended the South Wood County Hunger Coalition meeting (6/28)
- Taught a lesson at The Neighborhood Table on using spices/herbs in place of salt (6/28)
- Participated in weekly Wood County Staff meetings (6/4, 18, 25)

CHRIS VIAU

Wood County UW-Extension, 4-H Youth Development Educator

The following is a summary of Youth Development activities:

4-H Club and Program Management:

- Leadership Washington Focus Trip Planning and Logistics
 - Pre-Travel Logistics-shirt sizes and ordering, rooming lists
 - Cancellation management and replacement recruitment
 - Pre-Trip Risk Management- Health form Review
 - Adult Advisor meeting
- 4-H Club and Volunteer Management concerns

Central WI State Fair

- Junior Fair Board Meeting-UWEX coverage @ Jr. Fair Bldg. Premium withholding
- FairEntry software updates and prep for 2018
- UW-Ext Staff Roles and Responsibilities Guide- develop from scratch
- Market Sale Committee Meeting-next meeting July 2018

Other

- 4-H Night with the Rafters- Public Awareness and fun night at the ballpark.
- WDLB and WFHR Radio- Teens, Social Media, and Technology 2018
- Dairy Berry Breakfast Table- Represent all UWEX programs

Administrative

- Summer Intern on boarding and supervision
- State and Regional Phone Conferences and Meetings
- UW-Extension All Colleague Meeting
- 4-H Youth Development Liaison Responsibilities- 25% FTE (50% beginning July 1)

Laura Huber

Wood County UW-Extension, 4-H Program Assistant

- Participated in Area 7 Situational Analysis Committee meeting at MARS (1 June)
- Began training and supervising 4-H Summer Intern, Amanda Kyle (4 June & ongoing)

- Taught 4-H Innovators engineering for UW-Wood County's Continuing Education STEM Day (6 June)
- Attended Webster 4-H meeting (11 June) to introduce myself and discuss upcoming opportunities
- Participated in the Ho-Chunk Nation tour for teachers (12 June)
- Attended Farm Tech Days Future Generations Committee meeting (13 June)
- Listened to state 4-H program area Wisline (14 June)
- Set up and represented UWEX at the Wisconsin Rapids Dairy and Berry Breakfast (15 June)
- Assisted at 4-H Night at the Rafters (17 June)
- Planned and taught Cloverbud Camp (theme: the Circus is Coming to Town) at Vesper Recreation Center (20 June)
- Taught at Robotics 4-H SPIN Club meeting (20 June)
- Attended Junior Fair Board meeting (20 June)
- Coordinated 4-H Photography 101 class at McMillan Memorial Library (taught by Tom Loucks of Wisconsin Rapids Community Media) (21 June)
- Coordinated Wood County Clothing Revue held at McMillan Memorial Library (21 June)
- Taught "Rockets 101" at Everett Roehl Marshfield Public Library (22 June)
- Worked with volunteers to develop special summer opportunities like Shooting Sports – shotgun, Rockets 101, Robotics, Quilt Camp, and Wood County Youth Llama Project
- Assisted planning the "Triple Crown Summer Blast" 4-H shotgun tournament scheduled for 22 July at the Marshfield Trap and Skeet Club. This is the first year this event will take place in Wood County.
- Attended UWEX Onboarding in Madison (26-27 June)
- Attended Area 7 Situational Analysis Committee meeting at MARS (29 June)

Ongoing responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 720 followers.
 - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 271 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
 - Enrollment is currently 715 youth members
 - Adult volunteer enrollment is 184
- Ongoing assistance for new leaders and the volunteer background checks
- Assisted with 4-H newsletter

Jackie Carattini

Wood County UW-Extension, Family Living Educator

- Attended two Area 7 Situational Analysis team meetings in Marshfield.
- Attended a Regional Family Living Farm Tech Days booth planning meeting.
- Attended a quarterly Department of Family Development meeting.
- Led the JCEP Board meeting.
- Attended a professional development webinar on Credit on June 6th.

- On June 7th, attended United We Can on behalf of the Financial Stability Coalition and gathered financial surveys.
- Attended the Digital Parenting Team Meeting.
- Taught a program on Food Preservation at the Marshfield Library on June 11th.
- Provided information on Food Preservation and upcoming summer programs on WFHR and WDLB.
- Attended the ADRC of Central WI.'s Nutrition Advisory Council meeting in Marshfield.
- Recorded a podcast on Food Preservation at the WI Rapids Library.
- Taught a program on Food Preservation at the WI. Rapids Library on June 13th.
- Attended the June Dairy Breakfast on June 15th.
- Taught a program on Food Preservation at the Nekoosa Library on June 26th.
- Taught two sessions on Food Preservation at Woodside Elementary for Summer School.

Jeremy Erickson

Wood County UW-Extension, Horticulture Educator

- Host and Facilitate "Garden and Coffee Talks" educational program at Rapids Public Library
- Work at 'Ask a Master Gardener' booth at Rapids Farmers Market
- Attend Wood County Farmers Market meetings
- Meeting with Area Extension Director
- Teach 2 classes on Growing Microgreens at Woodside Elementary summer school
- Co-Host and facilitate Hmong Gardening Workshop at Rapids Community Garden
- Attend and facilitate Master Gardener committee meetings
- Appear on WFHR Rapids Radio and WDLB Marshfield
- Respond to horticultural inquiries from the community
- Planning for upcoming events, workshops, and meetings
- Attend Master Gardener monthly program meeting
- Attend the South Wood County Hunger Coalition meeting

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: July 5, 2018
 TIME: 1 p.m.
 PLACE: Room 115, Wood County Courthouse
 TIME ADJOURNED: 2:27 p.m.
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,
 Kenneth Curry, Brad Hamilton, Jake Hahn
 OTHERS PRESENT: Peter Kastenholz, see attached list.

1. At 1 p.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. Moved by Hamilton, seconded by Hahn, to approve the minutes of the June 7, 2018, meeting. All ayes.
4. The Committee reviewed monthly voucher and department reports of the departments they oversee. Moved by Hamilton, seconded by Leichtnam, to approve the reports and payment of department vouchers. All ayes.
5. Status of step increase for Child Support Director.
Moved by Curry, seconded by Hamilton, to authorize a resolution to the County Board for a step increase from 7 to 8 retroactive to July 1, 2018, for the Child Support Director. All ayes.
6. Discussion on modifying Administrative Services 4 position in Register in Probate.
 Register in Probate, Mary Anderson, updated the committee on a pay scale increase from 4 to 6 for the Legal Administrative position due to a change in job duties.
Moved by Hamilton, seconded by Hahn, to approve increasing the Administrative Services 4 position in the Register in Probate's office to a grade 6. All ayes.
7. The Committee reviewed the claims of Theresa Grassel, Laura Francis, and Karen Brandl. These claims will be provided to the county board.
Moved by Hahn, seconded by Leichtnam, to deny the claim of Karen Brandl per the request of the insurance carrier. All ayes.
8. There were no new animal claims against the County.
9. The Committee reviewed correspondence and legislative issues.
 Discussion of recycling. Chairman Clendenning expressed frustration that the Joint Legislative (regional) committee was cancelled by that entity's chair. He will be looking for this group to establish a mission statement and bylaws.

- a. Report of Central Sands Water Committee.
Supervisor Leichtnam updated the committee on this citizen's committee. Tom Lochner from the Cranberry Growers Association had presented to them. The Committee also talked about whether it should be a regional entity or not. No action yet.
 - b. Memorandum of Corporation Counsel regarding "Abstaining from a Vote" was reviewed and will be forwarded to the county board.
10. Courthouse security committee update.
These quarterly meetings have tended to be rather short and this one was the same. There isn't necessarily a consensus on how to proceed with courthouse security and what the costs would be. Peter Kastenholz updated the committee on what Vilas County did with their recent renovations. The \$115,000 in the 2019 CIP does not cover manpower. Reuben discussed future planned courthouse renovations. Chairman Clendenning will be following up with further study.
11. County Board rules.
- a. Review resolution amending Rule 16 on WCA attendance.
Moved by Hamilton, seconded by Curry, to approve the resolution amending Rule 16 allowing supervisors to receive up to three days per diem for attendance at the annual WCA convention. All ayes.
12. Agenda items for the August 2, 2018, meeting:
- Committee members can notify the chair or secretary of any requests.
13. The next committee meeting will be August 2, 2018, at 1 p.m.
14. Meeting adjourned without objection by the Chairperson at 2:27 p.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry
Kenneth Curry, Secretary (signed electronically)

legislative.

Thurs July 5, 2018

Angie Vukowich -

U.S. Rep. Ron Kind

REUBEN VAN TASSEL

MAINT.

BRAD KREMER

Tiffany Ringer

ROD

Michele Newman

VW

Cindy ~~Frederick~~

COC

Mary Anderson

RIP

Brent Vukowich

CSA

DOUG MACHON

WCB

5

Wood County Criminal Justice Task Force Minutes June 20, 2018

Present: Adam Stublaski, Dept. of Corrections; Caitlin Saylor, Dept of Corrections; Cindy Joosten, Clerk of Courts; Jackie Arnold, Clerk of Courts; Kate Frigo-Drury, Public Defender; Lori Heideman, Wood County Dispatch; Shawn Woods, Nekoosa PD; Craig Lambert, District Attorney; Melvin Pedersen, Grand Rapids PD; Bill Clendenning, Wood County Board; Greg Potter, Branch 1; Suzanne O'Neill, Public Defender; Todd Wolf, Branch 3; Michele Newman, Victim Witness; James Wunrow, Wood County Jail; Ted Ashbeck, Wood County Jail; Dan Schroeder, Dept of Corrections; Steve Kreuser, Emergency Management.

Minute Approvals: Judge Potter called meeting to order. No additions or corrections to 3/21/18 Task Force Minutes. Michele Newman states she doesn't think she received the minutes. Judge Potter will check into this.

Public Comment: None.

Additions to Agenda: Judge Wolf would like to address defendants working off fines through EG while they are sitting a sentence for unpaid fines.

New Pre-Trial/Jury Process: Kate Frigo Drury says that FPT problems have been resolved. Judge Potter states from the Court's standpoint, it is working very well. Kate indicates that the defense attorneys are dealing with it. Judge Potter states he has talked to other defense attorneys and they are happy with the process and cases are getting resolved. Kate says what she has heard from the private bar is not all positive. She would still prefer to have a status conference before FPT. She addresses private bar shortage. It is difficult to find counsel for defendants and court dates are coming before counsel is appointed, especially in Wood County. She states Portage County is delaying preliminary hearings. Judge Potter indicates that the State is allowing raising Public Defender rates from \$40 to \$100 per hour. Suzanne O'Neill states that they would appreciate flexibility with scheduling in Wood County. Judge Potter and Judge Wolf state they would be flexible in FPT dates. The defense attorney can contact DA ahead of time and conduct the FPT. Judge Wolf states that problems arise when defendants come to FPT and have only contacted Public Defender a day or two before and one has not been appointed. He usually sets a PTC the following Friday and wants to know that defendant has counsel. He agrees that counsel may appear by phone or in person. He just wants to know that defendant has counsel. A FPT will then be set for next PTC cycle. Both Judge Wolf and Judge Potter agree that Court will be flexible with scheduling FPT's. Counsel needs to communicate scheduling problems to the Judicial Assistants.

Civil Judgment Paperwork from Probation: Dan Schroeder talked to Judge Brazeau about civil judgments after last task force meeting in June. Judge Brazeau is not here today. Judge Potter addresses case he had yesterday where restitution was owed on a child support case. The agent was making him pay minimal, although he noticed that

defendant had many tattoos. Defendant stated that he was getting the tattoos for free. After questioning the agent, he could not confirm this. Judge Potter would like to see more agent involvement. Craig Lambert clarifies case that was in court yesterday. Judge Brazeau is doing restitution reviews and Judge Potter states that he may start doing them. It has been discussed that court commissioner may hear them.

Huber law revocations as it relates to EMP: Has been resolved and may be taken off agenda for future meetings.

Sub-Committee Updates:

Restorative Justice: Kate Frigo has done research on Victim Impact Panels in the area. Waupaca County does VIP's three times a week at a cost of \$5.00. Judge Huber and his judicial assistant run it. Some of the victims' speeches are videotaped. Staff from District Attorney's office check people in at the panel. Reminder letters are sent. Outagamie County has a Criminal Justice Department that runs the Victim Impact Panel and they have staff to handle it. They get their speakers from MADD. Portage County has one person that does everything. Judge Potter questions if the panel is beneficial. Kate feels that for low-level offenders it is very beneficial. There is an online program and the website states that it is Wood County acceptable, but there is no way to monitor if defendants are actually watching it.

Drug Court: Judge Wolf prepared a report and is attached to agenda. Judge Potter questions how many people that are in termination phase actually get terminated. Judge Wolf estimates that it is about 50%. There will continue to be a coordinator in Marshfield for drug testing. Veteran's court is continuing to be looked into and Judge Brazeau has agreed to work on getting that running and be the judge that presides over it.

Round Table: James Wunrow from the jail requests that defense attorneys meet with inmates in the jail before their hearings, as it presents security issues. Craig agrees that it would be beneficial for their office as well because many times they are waiting around while defense attorneys are talking to their clients and preparing plea questionnaires after the time pleas are scheduled. Judge Wolf also adds to save court time that during FPT's both attorneys know what the offer is and what is going to be accepted before calling the case.

Melvin Pedersen states he sat in on Veteran's Court staffing in LaCrosse. He feels there are benefits and has a great impact on the veterans. He has talked to Leigh Neville-Neil, ADA who is involved in getting a Veteran's Court in Wood County.

Kate advises everyone that the air conditioning is broken in the Public Defender's Office. Their office will be shut down for two weeks, probably the first two weeks of July, for a new HVAC system. Phone calls will be forwarded to another location. Local attorneys will be working here in Wood County. FAX's will be checked once a day.

Cindy Joosten states that she received numerous calls on a case where the victim was from a small community and her initials were on CCAP and they wanted them removed. She complied with the request, but questions whether we want to do it on all cases. Craig says that Michele Newman has talked to him about this also, but he is not in total agreement with it. It was discussed at the DA conference. A solution may be to have a supplemental sheet and names victims by numbers or letters and identify them by name on a supplemental sheet that will be sealed in court record. Kate feels that this will work for defense attorneys. Craig states that it may violate open records law if it is sealed. Michele states she is very concerned about victim's being identified by initials. This issue will be explored more.

Cindy states that CCAP now has a 2-year retention time for not guilty and dismissed cases.

Cindy gives everyone a sample page of how efiled documents will now be signed starting 9/1/18. A 3-inch space needs to be allowed at top of documents and signature will be there.

Other Business: Judge Wolf addresses new policy for defendants sentenced for contempt for not paying fines. The jail is requesting that they be able to work off their fine through EG while they are sitting out their fines. He is proposing that defendants be given one day credit off the back of their sentence for every day they work EG. Everyone agrees with policy.

Next meeting scheduled for September 19, 2018.

Meeting adjourned at 1:00 p.m.

Submitted 6/20/18

Jackie Arnold
Deputy Clerk of Courts



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

JULY 2018

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I attended a meeting on June 25th with state stakeholders to plan a Job Center 101 Training. I will be presenting at the training on October 11th.
- Shannon Lobner attended budget training on June 26th that was facilitated by Finance Director Cummings.
- I will be attending WCSEA meetings in La Crosse on July 12th and 13th. We will be discussing legislative issues at the meeting as we prepare for the next state budget.
- I have been appointed to serve on the WCA Judicial and Public Safety and Health and Human Services Steering Committees. I will be attending the Health and Human Services Steering Committee on July 20th in Stevens Point. We will be discussing legislative priorities at the meeting. The Child Support Program will be asking WCA to support our request for increased funding in the next state budget.
- The Bureau of Regional Operations will be in the agency on July 26th to conduct a monitoring and IRS safeguarding review.
- The May performance numbers are in and remain strong. We currently are meeting and exceeding all the federal performance measures.
- The current IV-D case count is 3,931.



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE
June 2018

1. Additional Staff. Tina Lamb started a few weeks back as the half-time legal secretary and is doing a great job learning from Lisa Downs.
2. Goals. I am attending the meetings of the main committees of the board. I was also working on an open meetings law power point but time constraints have forced me to set that aside for a while.
3. Goals. See attached memo on when a county board supervisor may abstain from a vote. My thinking is that the next memo will address when and how motions are made. For instance, when can a motion be made from the county board floor? If you think that there is a topic you want a memo to address, please let me know.
4. Conference. I recently attended my annual conference, which you will notice when reviewing the department's vouchers. A few of the takeaways were having a county board rule on the setting of agendas and the just cause implications of discipline in the Wisconsin Administrative Code to potential property interests of employees in their jobs that may require both pre and post rights to review. Other topics that put fear in my heart included: ethics for municipal attorneys, addressing insurance requirements in contracting and employment law issues.
5. Other stuff of interest. I did a brief on a guardianship case. Normally I wouldn't mention working on a brief but if the county loses this case the other side will be entitled to thousands of dollars in attorney fees. I would likely appeal the decision, because I am never wrong, but wanted to give you a heads-up on a matter of potential financial impact. If you don't hear anything further on this one, it is good news.
6. Why I am not here. As some of you may recall me stating in the past, I tend to use my vacation hours during the afternoons of nice summer days. So, if it is a pleasant afternoon at 3 and you are looking for me, well, don't look too long.

NOTICE OF INJURY AND CLAIM

RECEIVED

JUN 18 2018

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

RECEIVED

JUN 18 2018

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

WOOD CO. CORP. COUNSEL

THE INCIDENT

Date: June 5, 2018

Time: 7:50 to 7:55 AM

Place: County Hwy H between County Hwy K and North Rd.

The circumstances giving rise to my claim are as follows:

I was traveling west on County Hwy H between County Hwy K and North Rd. I seen a ball of dust coming towards me. Just as I met the vehicle I was pelleted with stones, immediately breaking my windshield in 2 places. As the vehicle passed I noticed it had a piece of equipment behind it with a large brush that was turning. I would not of gone that way but the signs at Bangelone Rd said loose gravel, slow 35 mph. When I reported the incident I told Nancy

The names of county personnel involved are:

UNKNOWN by the time I got to Marshfield it was raining and I could not tell the

The names of other witnesses are:

Christopher Burge Passenger

THE CLAIM

I request the following monetary or other relief:

\$3735.10 for repairs of stone chips to grill, bumper cover, headlight, fender, doors on drivers side and windshield of 2015 Ford Explorer XLT.

Date: June 15, 18

Signature: Theresa Grassel

Print Name: Theresa Grassel

Address: 10020 Eagle Ln Milladore, WI 54454

Phone: 715-897-6010

RECEIVED

JUN 14 2018

NOTICE OF INJURY AND CLAIM

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

RECEIVED

JUN 15 2018

5

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

WOOD CO. CORP. COUNSEL

THE INCIDENT

Date: 6/12/18Time: 3:00Place: Hwy 73 between Branding Iron Ct and Evergreen Ave

The circumstances giving rise to my claim are as follows:

Two mowers were cutting grass in the ditch along the south side of the road. The front mower was very near the edge of the gravel and throwing up a lot of dust. I was not able to move over due to oncoming traffic (however a stone would have still hit my car even if I moved over). The mower threw a stone and cracked my windshield. This is a full crack that will require a replacement.

The names of county personnel involved are: _____

The names of other witnesses are: Kelli Quinell

THE CLAIM

I request the following monetary or other relief: \$421.95

6-13-18
Date

Laura L. Francis
Signature
Print Name: Laura L. Francis
Address: 5368 Schroedel Rd
Vesper WI 54489
Phone: 715-570-8822

cc: Corp Counsel, Risk Mgmt
Hwy

From: Laura <tlfrancis88@gmail.com>
Sent: Wednesday, June 13, 2018 12:42 PM
To: Laura Francis
Subject: Fwd: Your saved quote

5

Sent from my iPhone

Begin forwarded message:

From: "Safelite AutoGlass" <noreply@t.safelite.com>
Date: June 13, 2018 at 12:37:33 PM CDT
To: <tlfrancis88@gmail.com>
Subject: Your saved quote
Reply-To: "Safelite AutoGlass" <reply-fe941576756d067475-516_HTML-420037528-7225942-33297@t.safelite.com>



We're here when you're ready

Thank you for choosing Safelite AutoGlass. We have saved your quote to replace the windshield on your 2011 CADILLAC SRX. To finish scheduling your appointment, select the button below.

Your Estimate: \$399.95*

Schedule My Appointment

+ 5.5% tax

421.95

*Quote does not include tax, disposal fee, and other applicable fees.



Why choose Safelite?

When you choose Safelite you get more than just glass, you get the safety

NOTICE OF INJURY AND CLAIM

RECEIVED
JUN 12 2018 *MM*

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

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

THE INCIDENT

RECEIVED

Date: 06-11-2018

JUN 13 2018

Time: 3:10 - 3:30

WOOD CO. CORP. COUNSEL

Place: Hwy F just before Vesper Wi.

The circumstances giving rise to my claim are as follows:

I was heading down Hwy F - Dump truck coming towards me hit side of road throwing up gravel and dirt hitting my windshield leaving a pit and 2 cracks from that, total of 1 inch with many small pits all over my windshield and my driver side headlight.

The names of county personnel involved are: do not know he kept on driving plate #88939 TIC# 3127

The names of other witnesses are:

None

THE CLAIM

I request the following monetary or other relief: would like my windshield repaired please

06-11-2018
Date

Karen M Brandl
Signature
Print Name: Karen M Brandl
Address: 1150 16th St. N. T2LR 116
Wis Rapids Wi.
Phone: 715-741-2080

(Rev. Jan. 18)

L:\CLERK\WP\FORMS\Claim and Injury Form.doc

CC: Risk Mgmt. Corp Counsel, Hwy

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Central Sands Citizens Groundwater Group
Monday, June 18th, 2018
Wood County Riverblock Building, Room 206

Attendees: Katie Tomsyck, Bill Leichtnam, Emily Salvinski, Matt Lippert, Tom Lochner, Tamas Houlihan, Bill Leichtnam, Bill Clendenning, Jake Hahn, Rick Antin, Marla Maleski, Mark Holbrook, Sue Kunferman, Nancy Eggleston, Alex Delaney, Doug Passineau, James Schuerman, Rick Bakovka

1. **Meeting was called to order at 2:00 pm**
2. **Introductions.** Attendees introduced themselves to the rest of the group
3. **Presentation:** Tom Lochner from the Wisconsin Cranberry Growers Association gave an overview of the Cranberry Industry in Wisconsin, including an overview on the cranberry plant and growing practices. He explained that cranberries don't use groundwater in this area, they use surface water. They will flood the beds to protect from frost and also to flush out bugs. All growers use Integrated Pest Management (IPM) programs to control pests. Growers are using softer pesticides and use other tools like mating disruption or flooding to control pests. Most marshes have a boom to spoon-feed fertilizer and pesticides. All applications are recorded and reported to handlers. The buyers of the fruit set the standard. They require growers to have Nutrient Management Plans (NMP), IPMs, Water Management Plans and Conservation Plans. He explained that water quality is essential to cranberry. They partner with the NRCS to train growers to write their own NMPs. They have about 400 growers trained. If too much nitrogen is given to a vine, the vine will grow too much and the berry will not. Slides from the presentation will be sent to the group with the minutes.
4. **Potential Projects, continue discussion**
 - Bill Leichtnam shared that during the CEED meeting, Shane Wucherpfennig from the Land and Water Conservation Department suggested that this group have a part in some of the testing that was done in Southern Wood and Northern Juneau Counties. Nancy Eggleston explained that 104 wells were tested from private citizens. 18 of them were Wood County residents. Nitrate test results showed 43 of the 104 participants had high nitrate levels. We got some fairly high numbers. Seven teams of county personnel collected all the water. The test was partially subsidized by Juneau County funds. UWSP did the analysis and will be mapping all the results. Complete data analysis will take another few weeks. There will be a second round of tests that will allow more people to sample, based on these results. Nancy stated that they would like to see a baseline of sampling for all of Wood County. Doug Passineau stated that this would align with our mission statement, which calls for science-based information.
5. **Next Speakers-** Tamas Houlihan from the Wisconsin Potato and Vegetable Growers Association will give the presentation on July 16th. The Wood County Health Department will present at the August Meeting. Bill Leichtnam will contact Jen McNelly about having the Portage County group give a presentation.
6. **Roundtable-**
 - At the next meeting, we could revisit the mission statement. We need to include more action words like "to investigate", "to evaluate", "to protect", "to communicate" or "to recommend".
 - Bill Leichtnam was pleased with the increase in attendance.
 - Mark Holbrook would like to expand to include all of Wood County. Bill Leichtnam explained that each township and village was invited to attend.
 - Tamas Houlihan shared that there are so many mouths to feed and we have to produce more food on less land. Wisconsin is uniquely positioned to be a key food producer and our growers know they need to use the land wisely. We want to be part of the solution. We are in a great position to be the

forefront, to have food security and be recession-proof. We also want to do that without screwing up the water. We are much more knowledgeable now then we were in the past.

- Mark Holbrook stated that we have an obligation to all of our citizens and that we have to err on the side of safety.
- Lawn fertilizer applications need to be taken into account.

The next meetings will be held on:

Monday, July 16th at 2:00pm at the Wood County Riverblock Building, Room 206.

Monday, August 20th at 2:00pm at the Wood County Riverblock Building, Room 206.

The meeting was adjourned at 3:41pm.



Wood County

WISCONSIN

CORPORATION COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MEMORANDUM

5

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: July 17, 2018

RE: Abstaining from a Vote

Once in a while a member of the County Board will inquire if they should be abstaining from a vote or whether another member of the board shouldn't be abstaining. Sometimes I am asked if a supervisor must vote on a motion and must they explain why they don't want to vote. The purpose of this memo is to discuss the parliamentary procedures attendant to abstaining from a vote, its use, and its impact.

State law in Wisconsin does not address county board supervisors' voting obligations. A county board supervisor has a right to vote on matters brought before the county board or a committee to which they have been assigned, but other than ethical violations under Wis. Stat. s 19.59 and criminal ethical violations under Wis. Stats. ss. 946.12 and 946.13, (see the Wood County Ethics Code – Ordinance Ch. 900) there are no statutory rules on abstaining from a vote.

To some extent, Wood County has filled in that void by means of County Board Rule #13, which provides in part as follows:

D. Whenever a roll call vote is taken, each supervisor, not excused from the meeting, shall be in the County Board room, shall be seated, and shall be required to vote on the question. . . .

E. A request to excuse a member from voting shall be made at the commencement of the discussion of the issue. The request shall require an affirmative vote of the members present. However, with the permission of the County Board Chairperson, a member shall be excused from voting in any instance if the member announces a conflict of interest and states such conflict prior to discussion of the matter.

To the extent there are any gaps in the rules of the county board, per County Board Rule # 1, Wood County has adopted the current edition of *Robert's Rules of Order*, which plugs those holes.

Let's proceed then in addressing some questions about abstaining from voting at county board and committee meetings.

1. Must I vote at a county board meeting or a committee meeting of which I am a member and am present?

Answer: Yes, unless you have properly abstained from voting.

2. Can I just leave the room with or without approval to avoid voting on a matter?

Answer: No, that is not a proper way of avoiding voting on a matter. The board or committee chair should not be entertaining any votes while a member is out of the room unless the missing member has been excused from the meeting itself or a part of the meeting.

3. Can the county board/committee deny a supervisor the right to vote due to a real or perceived conflict of interest?

Answer: No. A supervisor cannot be compelled to refrain from voting.

4. Should a chairperson ask if there are any abstentions?

Answer: No, that is not the preferred approach unless the chairperson is aware that one of the members may be interested in abstaining.

5. How do I obtain permission to abstain from a vote?

Answer: If known in advance, it is appropriate to advise the chair of the board or committee in advance of the meeting of the need/desire to abstain from a vote. In this way the chair can recognize you prior to any discussion of the matter and allow you to request an abstention. Sometimes matters are discussed without a motion having been made but here again, as early on in the process as possible you need to request an abstention on the matter by gaining the floor and making the request.

6. What is a valid basis for seeking an abstention from a vote?

Answer: Not wanting to weigh in on a matter or thinking that you do not have enough information to properly exercise your voting obligation are not adequate reasons to abstain. *Robert's Rules of Order* states: "No member should vote on a question in which he has a direct personal or pecuniary interest not common to other members of the organization." Having an actual conflict of interest as identified in the Wood County Ethics Code or state law are valid reasons. A personal interest does not include seeking an office or other position for which a supervisor is eligible due to their holding office.

7. What if I think that I have a valid conflict of interest and should not vote but the board/committee won't grant me the right to abstain?

Answer: Well, you need to weigh the risks of being sanctioned for not voting verses voting and dealing with the potential consequences of doing so.

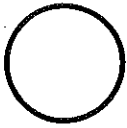
8. Can I participate in discussing a matter and then abstain from voting?

Answer: No. It is possible that you will not recognize the implications of a vote until discussion is underway; in that event, you need to obtain the floor as soon as possible to explain why you need to henceforth abstain from discussion and voting and seek approval for doing so.

9. What are the consequences of my abstaining from a vote?

Answer: There are generally two types of votes: those that require a percentage approval of those participating in the vote to pass and those that require a certain percentage approval of the entire body itself to pass. The normal rule is that a majority of those present (participating in the vote) is required for a motion, resolution or ordinance to be approved. In that scenario, an abstention is not counted in determining passage. Instead, the greater of the number of votes aye or nay will control the outcome of the vote. When a certain percentage of the body is required to approve a matter (for instance 3/4th of the county board to approve a bonding resolution) then an abstention is tantamount to a "no" vote.

You are encouraged to review a plan to abstain from discussion and voting on a topic in advance of a meeting where the matter of concern is likely to arise with either the county's parliamentarian or the Corporation Counsel.



RESOLUTION#

ITEM# 5- 1

DATE July 17, 2018

Effective Date July 1, 2018

Introduced by Judicial and Legislative Committee
Page 1 of 1

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

LAD

INTENT & SYNOPSIS: To grant an increase in the Child Support Director's compensation from a step 7 to a step 8 effective July 1, 2018.

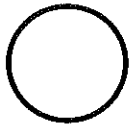
FISCAL NOTE: Total wages and fringes to be approximately \$1,188.08; with Federal Reimbursement the cost to Wood County would be approximately \$403.95 in County levy. The funds are available in the 2018 Child Support budget.

WHEREAS, the Wood County Judicial and Legislative Committee is the oversight committee for the Child Support Director, and

WHEREAS, the Wood County Judicial and Legislative Committee believes the step increase is appropriate for the Child Support Director.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to increase the Child Support Director's pay from a step 7 to a step 8 retroactive to July 1, 2018.

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



RESOLUTION#

ITEM#

5- 2

DATE

July 17, 2018

Effective Date

July 17, 2018

Introduced by
Page 1 of 1

Judicial & Legislative Committee

LAD

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

INTENT & SYNOPSIS: To change the county board rules so as to allow county board supervisors to receive up to three days per diem for attendance at the annual WCA convention.

FISCAL NOTE: Probably a few hundred dollars per year in increased per diems would cover those supervisors who attend all three days of the annual WCA convention.

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

WHEREAS, the Wisconsin Counties Association (WCA) has for many years had an annual conference that provides various educational opportunities for county board supervisors, and

WHEREAS, the 'Wood County Board Rules' (Rules) provide at Rule 16 that up to nine supervisors can attend the annual WCA convention, and

WHEREAS, Rule 16 limits the per diems the supervisors attending the annual WCA convention can claim to two days because in the past the first day of the conference was only a partial day directed at socialization as opposed to education, and

WHEREAS, the annual WCA convention has been expanded to provide educational opportunities on the first day of the conference and it benefits the county to have supervisors participate in the educational programs on the first day of the conference, and

WHEREAS, the Judicial and Legislative Committee is responsible for making recommendations to the entire County Board with respect to changes to the County Board Rules and the Committee has studied this situation and believes it is in the best interest of Wood County to amend Rule 16 to allow for up to three days of per diem for attendance at the annual WCA convention.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to amend the following portion of Rule #16 of the Rules and Committees of the Wood County Board of Supervisors as follows:

"For the annual WCA convention, supervisors are allowed a maximum of ~~two~~ three full days per diem and two nights of hotel accommodations, unless for good reason the county board chairperson authorizes otherwise in writing before the convention."

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

DAY & DATE: Thursday, July 5, 2018
PLACE: Dexter County Park Shelter Building, 3715 State Hwy 80,
Pittsville, WI 54466
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 10:59 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor William Winch,
Supervisor Marion Hokamp, Supervisor Lance Pliml,
Supervisor Dennis Polach
EXCUSED: None.
OTHERS PRESENT: Chad Schooley, Director of Parks and Forestry Department;
Fritz Schubert, Forest Administrator; Douglas Passineau,
Highway Commissioner; Roland Hawk, Highway
Engineer; Caitlin Carmody, Highway Accounting
Technician; David Tiffany, Mid-Wisconsin Disc Golf
Association; Jacob Ford, Mid-Wisconsin Disc Golf
Association

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 8:00 AM.
2. Fischer declared a quorum.
3. Public comments. None.
4. Correspondence. None.
5. **CONSENT AGENDA**
 - a. Approve minutes from previous committee meetings
 - b. Department Staff Reports
 - c. Department Vouchers
 - d. Department Revenue Reports

Motion to approve the consent agenda by L. Pliml and seconded by W. Winch. All in favor. Motion carried.

Supervisor Winch requested to pull the vouchers for review.

6. Review items, if any, pulled from consent agenda

Winch requested information on a variety of voucher listings for both the Highway and P&F departments. Commissioner Passineau and Director Schooley provided information as requested.

7. ATV Update

Roland Hawk provided the committee with an update on the ATV committee's latest meeting. He stated there was quite a bit of discussion on identifying primary and secondary destinations as well as those ATVing opportunities which would be easy to implement in the county in a short time frame. Hawk has obtained copies of the surrounding counties' ATV ordinances. Planning and Zoning has been working on plans to connect some trail routes. Fritz Schubert stated that he has been working on identifying roads on County Forest land that could be opened for ATV use. They had received Geographic Information System (GIS) data from the Wisconsin Department of Natural

Resources that has been turned over to Planning and Zoning for review. Many of their roads are maintained for winter use only but there are some that are open year round as well.

Hawk stated their latest goal is to have identified the opportunities they can move on quickly as well as get cost estimates for signing. He had a good conversation with the director for Clark County who helped him identify some potential problems to be cognizant of prior to implementation.

Winch inquired about plans to open a portion of property at Dexter Park to be available for ATV parking. He stated it was determined in the past that the department would do this immediately. Schooley indicated that would be part of their determination of ATV opportunities within the park as a whole.

Hawk advised that the Town of Remington has been working with the Sandhill Wildlife Area regarding Ball Road (which the Wildlife Area staff maintain in the winter time) to determine its potential as an ATV route. If the Sandhill Wildlife Area were to allow ATV use on this road, they may have to alter their management plan. Additionally, Planning and Zoning staff are working with the Ho Chunk Nation and other outside sources to help with implementation of a larger ATV plan. If any trails were to be opened for multi-use recreation, the State has standards in place for how those areas should be developed.

At this time, the committee skipped to item 9a. since members from the Mid Wisconsin Disc Golf Association were present to discuss it. They then returned to the regular agenda.

8. HIGHWAY

a. County Highway Improvement Project – County Highway Y Bids

Hawk advised that the Highway Department had budgeted \$775,000 for the project originally with \$250,000 being reimbursed through the County Highway Improvement - Discretionary (CHI – D) program. They received one bid from Trierweiler Construction and Supply Co., Inc. for \$911,157.20. Hawk believed this could be negotiated down a bit, with the committee's permission.

Motion to approve the bid for the County Highway Y Project made by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.

b. Personnel

Passineau advised that there are two truck operator positions currently vacant. Nancy Levy was hired as the new Administrative Assistant.

There was a JDQ approved by Carlson Dettman for the Highway Department. Fischer provided a history of the JDQ process from the last year. The JDQ that had been submitted was submitted by July 1, 2017. Human Resources had been told by the Executive Committee to put them on hold while the market review was completed for the entire wage scale. This spring, Human Resources received the final recommendation for the wage scale and the JDQ process was started up again. They just received approval for the JDQ this summer with the recommendation that it be effective as of January 1, 2019. Fischer stated that given the history of the process, he would like to see it retroactively approved to January 1, 2018.

Motion to approve the increase in wages retroactively to January 1, 2018 for the employee under the oversight of the Highway Infrastructure and Recreation Committee and to forward such approval to the Executive Committee to honor made by A. Fischer and seconded by L. Pliml. All in favor. Motion carried.

Hawk stated that today is Commissioner Passineau's final day with the county following 40 years of service to the Highway Department. The members of the committee expressed thanks to Passineau for his service.

c. Disabled Air Compressor

Passineau stated that one of the air compressors broke down. The estimate to repair was over \$5,000 whereas a new air compressor would cost \$12,000. He stated it was the Highway Department's intention to replace the air compressor and adjust for it in their capital improvement budget.

d. Office Floor Cleanup

Passineau stated there was additional asbestos clean up needed in the replacement of the office carpeting that amounted to around \$3,500. There is only one room remaining in the building that has the old tiling in it and that has fairly new carpeting on top.

e. State Funding for Sign Truck

Passineau stated the agenda item title is misleading as the sign truck is being funded entirely by the County through the Department's capital improvement budget. However, the Department will be purchasing the sign truck off of the State's approved vendor listing instead of through a quote process. The estimate came in significantly over the original estimate. Passineau stated we have the funding for it and if needed, will adjust the capital improvement list to compensate for the additional expense.

Motion to approve the purchase of the sign truck off of the State of Wisconsin's approved vendor list while staying within the 2018 capital improvement project budget made by L. Pliml and seconded by W. Winch. All in favor. Motion carried.

f. Pittsville Shop

Fischer stated he had been contacted by Tom Gardner of Hay Creek Pallets regarding the quote he had submitted in June for the sale of the Pittsville shop. Gardner wished to negotiate with the County on that. Passineau stated there have been more interested parties contacting the Highway Department for information on the sale. At least one has had the quoting documents sent to them. Fischer stated most recent amount Gardner had offered was \$90,000 for all three lots with a 20 year leasing option for the salt shed buildings at \$150 per month.

The committee discussed the process of the negotiating with the highest bidder.

Motion to allow the Highway Infrastructure and Recreation Committee Chair and the Highway Commissioner to continue negotiating with the previous highest bidder and to rescind the current bid process contingent upon the advice of Corporation Counsel made by L. Pliml and seconded by A. Fischer. All in favor. Motion carried.

Committee took a break at 9:34 AM and resumed at 9:42 AM.

9. PARKS & FORESTRY:

a. 2017 Annual Report

Schooley stated he would like to present his annual report to the County Board at the July meeting if it so pleased the committee. The committee agreed that yes, he should present it.

Pliml asked if there were any trends present in the report for us to work on. Schooley stated that he noticed shelter reservations had a dip last year. The survey completed by the department had indicated day users would like to see improvements in the shelters and additional shelter options. He stated camping also has room for improvement. He stated that some places have higher rates for "premier" sites like waterfront sites. Additionally, he would like to pursue a better reservation system and perhaps offer off-peak season pricing for camping. Fischer recommended doing more marketing of the parks and shelters, but stated he didn't know where funding for that would come from.

b. Discussion regarding Dave Tiffany / North Park Disc Golf Course

David Tiffany and Jacob Ford were present to represent the Mid Wisconsin Disc Golf Association. They gave an overview of the history of the North Park Disc Golf Course, which they have helped to develop and maintain. The baskets on the course are 26 years old and due for replacement. It is estimated around \$6,000 to replace all 18 baskets. Some of the costs will be covered by \$350 sponsors and some can be covered by selling the old baskets. In addition, there may be discounts for buying them in bulk.

Tiffany also reminded the committee of a plan to pave the parking lot connected to the course. A paved parking lot with 43 spaces was estimated between \$25,000 and \$30,000. Schooley informed the committee that it was not listed as a capital improvement project for this year.

Implementing a user fee for the disc golf courses in the county parks was discussed. Schooley stated that both Marathon and Portage Counties have user fees for their courses and charge about \$4 per person daily, \$30 annually, and offer a \$50 family annual fee. There were concerns about how it would be enforced. Schooley stated the current staff would patrol the courses just like they do now and are able to enforce the rules.

Motion to move forward with the basket replacement project with the County providing funding not to exceed \$1400 and to pursue a policy for implementation of a user fee system for the county disc golf courses by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.

c. Timber Bid Results (Rebid) and Award Contracts

F. Schubert stated they did receive two bids for the previously unbid timber sales.

Motion to award the timber sale contracts to the highest bidders made by W. Winch and seconded by L. Pliml. All in favor. Motion carried.

10. Future Agenda Items. None.

11. Set next regular meeting date: August 2, 2018 at Nepco County Park, 1410 Griffith Avenue, Wisconsin Rapids, WI 54494

12. Tour of Dexter County Park. Pliml and Hokamp were excused at this time and attending the tour were: Schooley, Fischer, Polach, and Winch.

13. Fischer declared the meeting adjourned at 10:59 AM.

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician.

PARKS CONSTRUCTION SUPERVISOR REPORT

July 5, 2018

By D. Quinnell

CURRENT PROJECTS

- Exterior of new addition to South Park shop is finished. We are working on installing the recycle blacktop interior flooring, and interior shelving.
- We are still working on the South Park ranger cabin soffit and fascia, as we get time.
- Planning continues for the Powers Bluff operator station on the tube hill.

MAINTENANCE OPERATIONS

- All parks are weed trimming and keeping shelters clean.
- All wells and beaches are at safe water tests at this time.

EMPLOYEE MATTERS

- I hired my final LTE II for this season.

OTHER

- Our utility carts are old and wearing out. We cannot get parts for some things and are looking to upgrade to newer electric carts.
- We are still looking to purchase a mower for North Park.
- We will be offering an auction for the replacement flatbed, and other equipment, as soon as the new equipment is received.

WOOD COUNTY PARKS & FORESTRY
OFFICE SUPERVISOR REPORT

July 5, 2018

By: Sandra Green

SNOWMOBILE:

- Completed SNARS entries from each club and forwarded to the state before the 6/30 deadline.
- Worked with a few snowmobile club managers with problems in SNARS.

ATV:

- There was no regular meeting in June. We plan to meet July 2, 2018.

OFFICE:

- Provided Wellness materials to employees in the field and office.
- Completed the updates to the 2017 Annual Report
- Attended Budget training with Marla Cummings on June 26th and June 27th.
- Advertised the seasonal job opening for the extended deadline.
- Worked with Chris Markworth to make various changes to our pages on the Wood County website.
- Attended a second Timber Sale Bid opening and recorded bids.
- Created and assembled the new Timber Sale Contracts and mailed them out.
- Put together the raffle tickets and instructions and sent them out to the campgrounds and advertised on Facebook and our website.
- Created various signs and flyers for the campgrounds.
- Prepared PAF's and hire forms for seasonal employees.
- Preparing items to take to Farm Tech Days in July.

Parks and Forestry Director Report

By Chad Schooley, Parks and Forestry Director

July 7, 2018

HIRC meeting

- Office staff has been busy putting together the 2017 P&F Annual Report. A copy has been included in the packet. With approval, I would like to present this report to the county board in July.
- Attended ATV planning meeting with representatives from P&F, P&Z, and HWY.
- Continue developing new marketing information regarding the 4 phase approach to Powers Bluff County Park Development Project. Also looking at potential interested parties for assisting in fund raising.
- Completed Legacy Foundation grant application for Phase 1 of Powers Bluff Development Project.
- Submitted requested follow up information for the Stewardship grant application for the White Sands Beach remodel project.
- Attended budget training, provided by Marla C., Finance Director.
- As previously discussed with the Committee, a portion of the equipment purchase budget in 2018 will go towards a replacement lawn mower. We will be purchasing a used 2006 JD 1445 front deck, AWD, mower from Stratford Reisterer and Schnell. The unit was used for residential use and has low hours (800), and appears to be in excellent shape. We will purchase the unit for \$9,000. In addition to the mower, I will be pricing out a new utility snowmobile for Powers Bluff operations, which will replace our existing Ski Doo Skandic. Due to the low cost of the mower, we will have additional money available in the equipment account. With this, we will be replacing an older utility trailer, and utility golf cart. All of the older equipment will be sold on the Wisconsin Surplus Auction website.
- Toured North Park, Powers Bluff, and Dexter Park with HIRC Chairman.
- Attended June 19, 2018 County Board meeting
- Finalized agreement with Maxine's Sweet Treats, to operate ice cream truck at North Park.

May: 59 shelter reservations, Bluegrass Festival, Kiwanis outdoor youth event

Special Use Permits None at this time

TIMBER SALE BALANCES

From 5/23/2018 - 6/19/2018

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE CURRENT YR	AMOUNT RCVD TO DATE CURRENT YR	ENDING MONTH BALANCE
719	9-13	SCHREINER	47,060.00	10/03/13	07/01/18		22,244.03	22,244.03	0.00
724	14-13	FUTUREWOOD	28,856.00	06/05/14	07/01/18		31,013.22	31,013.22	0.00
731	6-14	FUTUREWOOD	39,138.80	12/04/14	01/01/18		0.00	0.00	0.00
740	7-15	FUTUREWOOD	26,762.50	04/07/16	04/01/18		9,669.08	9,669.08	0.00
741	8-15	THURS LOGGING	23,936.00	04/07/16	04/01/18		0.00	0.00	0.00
744	2-16	DELANEY FP	26,079.50	04/07/16	04/01/18		0.00	0.00	0.00
745	3-16	FUTUREWOOD	15,157.50	04/07/16	04/01/18		0.00	0.00	0.00
747	4-16	WILSON FORESTRY	28,050.00	10/06/16	10/15/18		0.00	0.00	0.00
748	5-16	FUTUREWOOD	18,522.10	10/06/16	10/15/18		0.00	0.00	0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	10/15/18		9,892.78	9,892.78	0.00
750	7-16	LAMBERT FP	185,702.50	10/06/16	10/15/18		46,650.00	46,650.00	0.00
757	12-16	YODER LOGGING	26,890.00	11/14/17	12/31/19		0.00	0.00	0.00
758	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/20		0.00	0.00	0.00
759	15-16	VERSO	35,935.00	04/04/18	03/15/21		0.00	0.00	0.00
760	1-17	DELANEY FP	35,908.00	11/14/17	12/31/20	9,023.72	10,319.17	9,023.72	(1,295.45)
761	2-17	UNASSIGNED	CONTRACT						0.00
762	4-17	FUTUREWOOD	14,431.60	11/14/17	12/31/19		0.00	0.00	0.00
763	5-17	LAMBERT FP	27,582.50	11/14/17	12/31/19		0.00	0.00	0.00
764	6-17	FUTUREWOOD	14,091.00	11/17/17	12/31/19		0.00	0.00	0.00
755		FIREWOOD							

Payments Received This Month: \$ 9,023.72 (12,304.15)

Payments received this month SUB TOTAL: \$ 9,023.72
 10% Town Revenue: \$902.37
 90% County Revenue: \$ 8,121.35
 Total County Forestry Revenue for this month: \$ 8,121.35

2018 Forestry Revenue to date: \$ 189,185.63

Jobs Finished
 Jobs Started
 Jobs Continuing
 Jobs Gone Inactive

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Avenue; Wausau, WI
May 10, 2018

Finance Committee Members Present: Larry Lebal, Jim Hampton, Will Hascall, Tim Buttke

Excused:

Others Present: Steve Prell, Jonette Arms

1. Call to Order:

Meeting was called to order at 8:45 AM by Larry Lebal

2. Public Comments:

None

3. Approval of Minutes:

Motion to approve minutes by Jim Hampton, second by Tim Buttke. Motion carried.

4. Financial Report:

Committee reviewed the March 2018 report. Steve explained that the Congregate Meals program is running below budgeted expenses because we had anticipated having another Café 60 nutrition site open in early 2018 but that has not happened yet. Jonette explained that there are preliminary discussions for a new Café 60 nutrition site in the Merrill area. No other questions.

5. Review monthly disbursements:

The committee reviewed the reports. The committee asked about check 710503 Kelly Leadership Group. Jonette explained that we had a leadership retreat to help the Leadership team focus on role clarity and the future of the ADRC CW. Steve also explained check 710550 to Olsen Tire & Auto Service Inc. One of our nutrition vehicles had a problem with the radiator and they found that a small bird had punctured the radiator. The committee also reviewed the purchases made on the bank cards. There were several charges for lodging for the Benefit Specialist staff to attend a conference.

6. Adjournment:

Motion to adjourn made by Will Hascall; seconded by Jim Hampton. Motion carried, meeting adjourned at 8:51.

Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: Wausau ADRC-CW boardroom, 2600 Stewart Avenue, Wausau, Wisconsin
May 10, 2018

Board members present: Chairman - Doug Machon, Vice-Chairman –Jim Hampton, Will Hascall, Larry Lebal, Mike Feirer, Jean Doty, Vern Cahak, Danielle Yuska, Sharon Rybacki, Dona Schwichtenberg, Richard (Dick) Hurlbert, Dora Gorski and Tim Buttke

Board members excused: Bill Bialecki

Board members absent: Sandi Cihlar

Others present: Jonette Arms, Steve Prell, Jennifer Cummings, Mike Rhea, Erin Wells, Ronda James, Julie Richards, and Tracey Baken.

1. Call to order:
 - a. Meeting was called to order by Chairman Doug Machon, at 9:30am.
2. Welcome new ADRC-CW Board Members:
 - a. Introduction of all Board Members and also ADRC-CW staff present
3. Public comments:
 - a. No public comments
4. Discussion/possible action – Approval of Minutes:
 - a. April 12, 2018
 - i. Motion to approve April 12, 2018 by Mike Feirer, seconded by Dick Hurlbert. Motion carried, minutes approved.
5. Discussion/possible action – Report from the Finance Committee:
 - a. Larry Lebal presents the report.
 - b. Motion to accept the report by Tim Buttke, seconded by Donna Schwichtenberg. Motion carried, report accepted.
6. Discussion/possible action – Board Process: State Conference/Educational Opportunities:
 - a. Jonette would like to have board members attend State Conferences and other educational seminars.
 - i. Summary of some upcoming conferences in Director's Report.
 - ii. Board members can check calendars and let Jonette know if they would like to attend. Can have at least 2 members attend each conference.
 - b. No action taken.
7. Discussion/possible action – Advocacy: Process for Obtaining Board Letters of Support
 - a. Jonette would like a process in place for obtaining letters of support from the board.
 - i. Consensus to have Chair, Vice-Chair and Executive Director signatures on support letters.

- ii. Recommend that Advisory Committee also do letters of support.
- b. No action taken.
- 8. Executive Director's Report:
 - a. Jonette Arms presents the report.
 - i. Leadership team has met and are learning new concepts to be more effective in improving communication and role clarity
 - ii. Karen Abadeer has started with ADRC-CW as the Nutrition Services Coordinator
 - iii. The ADRC-CW did not receive the Dementia Specialist Grant
 - b. Full report in board packet
 - c. No action taken.
- 9. Future agenda items:
 - a. Board elections.
 - b. Mike Feirer and Doug Machon will be absent at June meeting
 - c. Next meeting: June 14, 2018: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
- 10. Adjournment:
 - a. Meeting adjourned by Chairman, Doug Machon at 10:47 am.

7

DRAFT

Subject to
Approval

MINUTES

McMillan Memorial Library
Board of Trustees
June 20, 2018

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4 p.m.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, Susan Bovee, Kevin Finbraaten, Heather Gygi, William Clendenning, David Farmbrough, Craig Broeren, and Scott Kellogg.
Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.
Others in attendance: Rick Potter

CORRESPONDENCE: McMillan Library was named as a recipient of memorials for Dennis Conway. We have received \$3,270 to date.

MINUTES: A motion to approve the Minutes of the May 16, 2016 Library Board meeting was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.

TREASURER'S REPORT: Mr. Barnett presented the financial reports for June 2018. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Ms. Zacher, second by Mr. Broeren. Motion carried.

DIRECTOR'S REPORT:

Budget – I recommend that we move \$1,000 from the Endowment to the South Central Library System Foundation. An account there will give the Library 501c3 status, which the Endowment does not have. Many grant / donation programs require 501c3 status. The deposited funds would be invested, remain under our control and can be withdrawn at any time. The agreement is attached. A 2019 Capital Request is being prepared, focusing on the emergency generator and other safety-related electric needs. While we need a larger makerspace, that idea is still in development.

Building & Grounds – There are broken pipes under the Library fountain, where they are nearly impossible to repair. They are checking to see if they can be rerouted. The emergency generator needs \$3,500 in maintenance, which will not guarantee its continued safe operation. The River Riders Bike Share program will have a ribbon cutting at Veterans Memorial Park at 9:00 am on Tuesday June 19. The Library's rack of bikes is scheduled to be activated on June 14th.

Solar Project – The Cheeseheads fundraiser for the solar project is scheduled for Saturday, August 11. It should include: a showing of the film Cheeseheads; an author talk by Chester Marcol (Alive and Kicking: My Journey Through Football, Addiction and Life); a tailgate lunch; autograph sessions; solar tours; music; and a silent auction. It is the silent auction that motivated us to explore 501c3 status. Viking Electric has agreed to move to a budget plan with equal monthly payments.

This gives them certainty regarding their loan payments and provides us with a locked in rate for the life of the project.

Miscellaneous – At our June staff meeting we discussed "How We Provide Service" and "McMillan Service Priorities", which are attached. These are follow-ups to the revised Performance Discussion forms, clarifying expectations. While new to our staff, they are typical of customer service organizations and are modified from the award-winning Kent District Library of Grand Rapids, Michigan. The Podcast / recording studio is getting enough traffic that we have developed a booking system.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: Mr. Clendenning asked about a possible movie at Red Sands Beach. Mr. Kopetsky updated the Board on this program which is scheduled for August 17th.

NEW BUSINESS: Mr. Barnett presented information under the Director's report regarding the possibility of joining the SCLS Foundation which would give us 501c3 status. This would help us qualify for grants, in-kind donations, etc. that are only available with this status.

A motion was made by Mr. Clendenning, second by Ms. Bovee, to approve 501c3 status through the SCLS Foundation. Motion carried.

Ms. Galvan appointed Mr. Farmbrough to draw up the slate of officers for next month's Board meeting.

A motion to adjourn was made by Ms. Zacher, second by Mr. Broeren. Motion carried and the meeting adjourned at 5:00 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on July 18, 2018 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

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**Draft
MINUTES
SCLS BOARD OF TRUSTEES
May 24, 2018 12:15 p.m.
SCLS Headquarters**

Action Items:

Approved the 2017 audit.

Present: A. Bhasin, F. Cherney, P. Cox, M. Furgal, J. Harrington, J. Healy-Plotkin, M. Hokamp, N. Long, M. Meloy, K. Michaelis, M. Nelson, A. Pawlak, R. Seltzer, A. Weier, K. Williams

Also Present: M. Van Pelt, M. Navarre Saaf

Absent:

Excused: P. Behling, N. Brien, N. Hughes, P. Nelson, J. Honl

Call to Order: K. Michaelis, President, called the meeting to order at 12:15 p.m.

- a. Introduction of guests/visitors: Dave Odahl and Danielle Moyer, from Wegner CPAs were introduced.
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

Minutes: P. Cox moved approval of the April 26, 2018 minutes. M. Nelson seconded. K. Williams and J. Harrington abstained. Motion carried.

Bills for Payments: M. Furgal reviewed the bills for payment in the amount of \$189,683.37 and moved approval. A. Weier seconded. Motion carried.

Financial Statements: The interest rate at First Business Bank has increased to 1.73%.

Presentation: Audit Report – Wegner CPAs: The auditors noted SCLS is doing a great job and the board thanked the SCLS staff, in particular, K. Goeden and M. Van Pelt for their audit work with a round of applause.

Committee Reports:

- a. Advocacy – M. Nelson noted there is a Senate resolution that passed to end net neutrality, but it won't go anywhere because there is no support in the House.
- b. Personnel and Budget & Finance committees will meet 6/19 at noon to go over the 2018 Mid-Year Budget and take their first look at the 2019 annual budget.

Action Items:

- a. Approval of the 2017 audit: R. Seltzer moved approval of the 2017 audit. P. Cox seconded. Motion carried.

SCLS Foundation Report: Alice Oakey, a former supervisor of the Meadowridge Branch for Madison Public Library, has been selected as the 2018 Cornerstone recipient. The event will take place October 18, 2018 from 5-7 p.m. at Babe's Restaurant/Bar on Schroeder Road. The Foundation board approved the funding to purchase door counter kits for member libraries and a replacement 3D printer that will be included in a maker

kit with other scanning equipment. They are also supporting member libraries in underwriting cost associated with the digitization projects, which include 3 hard drives and the \$200 fee to host the records on Recollection WI.

System Director's Report: M. Van Pelt noted Jessica Bergin is now the Director at the Baraboo Public Library. Leslie Schultz is the Director at Pardeeville and Interim Director at Portage. Jennifer Endres Way will be Director at the Oregon Public Library, leaving a vacancy at the Prairie du Sac library. M. Van Pelt and the SCLS management team attended the *Beyond Bias* Workshop in DeForest and noted it was fabulous!

Administrative Council (AC) Report: All directors met May 17, 2018. You may view the minutes online. M. Navarre Saaf, Administrative Council Chair, noted the highlights of the All Directors meeting.

Other Business: K. Michaelis asked for a volunteer from the board to serve on the strategic planning committee. A. Bhasin volunteered.

ALA Legislative Day Report: - A. Weier provided a report of her experience in Washington D.C. for Legislative Day. She also provided the WLA state budget priorities.

Information Sharing:

J. Healy Plotkin noted an article from the Isthmus called "Culling the Collection". The librarian staff at the Legislative Reference Bureau Library is being cut in half.

K. Michaelis attended a PLSR meeting at WAPL and was impressed with the quality and depth of questions coming from the people who attended.

Mandy Meloy noted the Lindbergh Elementary School will be holding several summer library programs every Wednesday from 5-7p.m. beginning June 13th. She has contact local senators and invited them to attend a program to see the community gathering and the importance of school libraries.

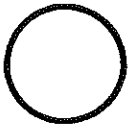
K. Michaelis noted she watched the Great American Read on PBS. Folks can go to a website to see the list of books and vote for your favorite.

The next board meeting will be held on June 28, 2018

Meeting adjourned at 1: 20pm.

H. Moe, Recorder

BOT/Minutes/5-24-2018



RESOLUTION#

ITEM# 7-1

DATE July 17, 2018

Effective Date July 17, 2018

Introduced by
Page 1 of 1County Board Chairman, Douglas Machon;
County Board Vice Chair, Donna Rozar

CLC

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

INTENT & SYNOPSIS: To appoint Trent D. Miner as County Clerk for the unexpired term of Wood County Clerk, Cynthia Cepress, July 17, 2018 through January 4, 2021.

FISCAL NOTE: None

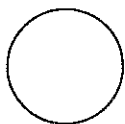
WHEREAS, the Wood County Clerk has notified the County Board Chairperson of her retirement effective July 2, 2018, and

WHEREAS, the current term of office for the Wood County Clerk expires January 4, 2021, and

WHEREAS, the County Board Chairperson and Vice Chairperson recommend that the current Deputy County Clerk, Trent D. Miner be appointed Wood County Clerk for the unexpired term, July 17, 2018 through the end of the current term.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES, that Trent D. Miner be appointed as Wood County Clerk for the remainder of the present term of office.

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



RESOLUTION # _____

Introduced by Wood County Board of Supervisors

Date: July 17, 2018

INTENT & SYNOPSIS: To recognize these Wood County employees for years of devoted and faithful service to Wood County.

WHEREAS, the following employees, are being recognized for their long-term employment with Wood County,

Mary Christensen	- 25 years - Human Services
Barbara Haffa	- 25 years - Human Services
Tina Groshek	- 25 years - District Attorney
Paul Schaefer	- 40 years - Norwood Health Center

WHEREAS, these employees have served Wood County conscientiously throughout these years and in the best interest of all its residents;

NOW, THEREFORE BE IT RESOLVED, that this Wood County Board of Supervisors recognize and applaud these employees for their many years of dedication to Wood County and wish them many happy years ahead;

BE IT FURTHER RESOLVED, that this resolution be spread at length upon the minutes of this meeting, and that a copy be made available to each employee.

WOOD COUNTY BOARD OF SUPERVISORS:

<u>Chairman</u>	<u>1st Vice Chairman</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adopted by the County Board of Wood County, this 17th day of July 2018.

County Clerk

County Board Chairman