

EXECUTIVE COMMITTEE

DATE: Tuesday, September 4, 2018
TIME: 8:00 a.m.
LOCATION: Courthouse – Room 114
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Human Services lease with City of Marshfield
6. Review HoChunk Nation proposal to add to trust lands.
7. Reports from HR, IT, and Finance regarding payroll and the current software.
8. **Treasurer**
 - (a) 1010 Airport Avenue Property update/security and offers to purchase, if any.
9. **Finance**
 - (a) Resolution to amend the 2018 budget of Sheriff Electronic Monitoring
 - (b) Resolution to amend the 2018 budget for Wildlife Damage Abatement
 - (c) Payroll Update
 - (d) Correspondence
 - Budget and actual reports for 8 months ending August 31, 2018
10. **Human Resources (HR)**
 - (a) Resolution for Wage Policy
 - (b) Department Head Retreat
11. Discussion of county strategic plan
12. **Budgets Meetings**
 - (a) Human Services – Edgewater Haven Nursing Home
 - (b) Human Services – Community
 - (c) Human Services – Norwood
 - (d) Health Department
 - (e) County Veteran's Service Officer
 - (f) UW Extension
 - (g) Sheriff
 - (h) Planning & Zoning and Transportation & Economic Development
 - (i) Land & Water Conservation
 - (j) Parks
 - (k) Highway
 - (l) Information Technology
 - (m) County Clerk
 - (n) Treasurer
 - (o) Human Resources
 - (p) Risk Management
 - (q) Maintenance and Purchasing
 - (r) Corporation Counsel
 - (s) Clerk of Courts including Family Court Commissioner
 - (t) Courts (Branches 1, 2, and 3) and Drug Court
 - (u) Register of Deeds
 - (v) Child Support
 - (w) District Attorney and Victim Witness
13. Consider any agenda items for next meeting.
14. Set next regular committee meeting date.
15. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, August 7, 2018

TIME: 8:00 a.m.

PLACE: Room 130, Wood County River Block

PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Adam Fischer, Bill Winch, Donna Rozar, Dennis Polach

OTHERS PRESENT (for part or all of meeting): Nicole Gessert, Marla Cummings, Reuben Van Tassel, Sue Kunferman, Brandon Vruwink, Jordan Bruce, Roland Hawk, Cindy Robinson, Amy Kaup, Heather Gehrt, Kim McGrath, Kelli Quinnell, Peter Kastenholtz, Shane Wucherpfenning, Lacey Bell, Wendy Markworth, Chris Markworth, Dan Brandl, Travis Gaetz, Lance Pliml

The meeting was called to order by Chair Machon.

Public Comment

Supervisor Clendenning inquired as to why Chair Machon's Budget Parameter letter was not distributed to Board members. After a brief discussion, it was determined miscommunication occurred between Finance Director Cummings and Chair Machon as to whose responsibility it was to distribute the letter. Finance made copies and distributed the letter to Committee members during the meeting.

Consent Agenda

Supervisor Fischer requested the minutes from the July meeting (page 3) and the Finance monthly letter of comments be pulled from the Consent Agenda for discussion. Supervisor Clendenning also requested minutes (pages 2-4) and the Finance monthly letter of comments be pulled from the Consent Agenda for discussion. Supervisor Clendenning stated the Human Resources (HR) monthly letter of comments is a very good report and that HR is a busy department.

Motion (Clendenning/Rozar) to approve the Consent Agenda excluding the items requested pulled for discussion. Motion carried unanimously.

Supervisor Fischer asked for clarification regarding the decision by the Committee last month to eliminate merit pay. He questioned if this needs to be done by resolution. HR Director McGrath stated a resolution to eliminate merit pay will be brought to the September Committee meeting.

Supervisors Fischer and Clendenning requested clarification regarding Finance Director Cummings' Letter of Comments and why Finance is fixing input errors with payroll. Lengthy discussion ensued regarding whether payroll issues are data entry issues or software issues. Information Technology (IT) Director Kaup indicated data entry errors would not be corrected with software changes.

Motion (Clendenning/Fischer) to have Finance go forward with the implementation of the Dynamics payroll software. Motion (Clendenning/Fischer) to table the motion for further discussion at a meeting prior to the August County Board meeting. Motion to table carried unanimously. Motion tabled to said meeting.

Discussion regarding the previous Executive Committee's approval of migrating to Dynamics payroll software. IT Director Kaup explained Dynamics was not implemented due to the implementation not being "turn-key" as promised by Wipfli and having added costs on top of the price stated in the contract. Supervisor Curry requested clarification from Corporation Counsel Kastenholtz regarding what action can now be taken without nullifying the entire original change of payroll. Corporation Counsel Kastenholtz suggested seeking recommendations from the

IT, Finance, and HR Directors. Supervisor Fisher suggested it would be best to have these recommendations in writing prior to the special meeting.

Motion (Fischer/Rozar) to have the IT, Finance, and HR Directors provide narratives explaining their position on the current and proposed HR and Payroll software to the Committee at a meeting prior to the County Board meeting, August 21, 2018. The narratives will be included in the packet for that meeting. Motion carried unanimously.

Motion (Clendenning/Rozar) to approve the consent agenda items removed for discussion. Motion carried unanimously.

Supervisor Mahon presented a request for approval of credit card in new County Clerk's name.

Motion (Rozar/Fischer) to approve a credit card in the new County Clerk's name. Motion carried unanimously.

Treasurer Gehrt presented an offer to purchase the 1010 Airport Avenue property for \$127,000.00 with earnest money, no contingencies nor realtor fees. Listing the property with a realtor was discussed and it was noted there are approximately 30 days left on the original 90 days the Committee requested the property be listed as "For Sale by Owner".

Motion (Rozar/Winch) to reject the offer to purchase. Motion carried unanimously.

Treasurer Gehrt presented a resolution to tax deed properties.

Motion (Clendenning/Fischer) to accept the resolution to tax deed properties. Motion carried unanimously.

Treasurer Gehrt indicated the sale of a vacant lot on 17th Avenue occurred for full price with the buyer paying all fees.

Finance Director Cummings inquired what format the Committee would like to view the budgets and what dates they would like to hold budget hearings. Discussion ensued. It was decided that the September Committee meeting will be an extended meeting to hold budget hearings. The September meeting was originally scheduled to take place at Nepco Lake but will be moved to the Courthouse to better accommodate departments. Finance Director Cummings will create a budget hearing agenda by departments.

Norwood Administrator Bruce presented a resolution to amend the 2018 Norwood budget for Crossroads expansion/remodeling project. The Health and Human Services Committee would like to move forward with a new Crossroads-type unit once the TBI unit moves to Edgewater Haven. The total of the improvements will be approximately \$40,000. There is approximately \$19,000 left over from the money designated to address the Ligature Risks: therefore, the request is for funds not to exceed \$25,000.

Motion (Clendenning/Polach) to approve the resolution to amend the Norwood Budget for Crossroads expansion/remodeling project. Motion carried unanimously.

Human Resources (HR)

HR Director McGrath presented a resolution for Merit Pay. McGrath explained this resolution is authorizing paying merit pay earned in 2017.

Motion (Rozar/Machon) to approve the resolution for merit pay. Motion (Clendenning/Polach) to table the resolution until after the resolution to eliminate merit pay comes before the Executive Committee. Voting no: Fischer, Winch, Rozar, Machon. Motion to table fails. Motion to approve the resolution for merit pay carried. Voting no: Polach, Clendenning (he would like to see the resolution to eliminate merit pay first).

HR Director McGrath presented a summary of the Health Reserve Fund for the last six years showing the decline in the Fund. Recently discovered, the reason for the decline is that the County is not budgeting enough per employee per year (PEPY) for health insurance. The Horton Group has provided a recommended budget amount PEPY annually; however, the amount budgeted has been significantly lower. Due to this, the PEPY budgeted amount is 16% below what it should be. McGrath's recommendation is, rather than increasing health insurance premiums by 3.08%, that premiums are increased by 7.5% to bring the budgeted PEPY back to what it should be. Supervisor Fischer stated he is willing to go along with the 7.5% increase if the Committee agrees to take a serious look into options to the Horton Group going into 2019.

Motion (Curry/Rozar) to accept the HR Director's proposed increase of 7.5% to health insurance premiums for 2019. Motion carried unanimously.

Break at 9:43 a.m. Meeting reconvened at 9:53 a.m.

Motion (Clendenning/Rozar) to go into closed session at 9:54 a.m. pursuant to §19.85(1)(f), Wis. Stats., to consider an application(s) for a leave of absence(s).

Roll call vote: Rozar: yes; Winch: yes; Fischer: yes; Curry: yes; Polach: yes; Clendenning: yes; Machon: yes. Motion Carried.

Motion (Polach/Winch) to return to open session at 10:05 a.m. Motion carried unanimously.

Supervisor Fischer requested that it be noted he would like the Committee to discuss insurance once the budget is completed.

Items for next agenda: Sale of Truck (CEED Committee)
Frac Sand Litigation legal bills
Current PEHP liability

The special meeting to discuss the Payroll and HR software will take place on Tuesday, August 21st at 8:00 a.m.

Next month's regular Executive Committee meeting is scheduled for Tuesday, September 4th at 8:00 a.m. and will be held at the Courthouse. This will be an extended meeting to accommodate budget hearings.

Motion (Fischer/Rozar) to adjourn the Executive Committee meeting at 10:14 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

Human Resources agenda items minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, August 21, 2018
TIME: 8:00 a.m.
PLACE: Wood County Courthouse, Conference Room 114
PRESENT: Doug Machon, Donna Rozar, Bill Winch, Ken Curry, Bill Clendenning, Adam Fischer, Dennis Polach

OTHERS PRESENT (for part or all of the meeting): Kim McGrath, Kelli Quinnell, Nicole Gessert, Marla Cummings, Lacey Bell, Heather Gehrt, Reuben Van Tassel, Peter Kastenholz, Bill Leichtnam, Amy Kaup, Chris Markworth, Wendy Markworth, Dan Brandl, Shane Wucherpfennig, Marion Hokamp

EXCUSED: None.

The meeting was called to order by Chair Machon.

Public Comment – None

Treasurer Gehrt stated there have been no additional offers to purchase the Airport Avenue property. She has shown the property four more times.

Finance Director Cummings discussed 2019 budget meeting dates. It was the consensus of the Committee that they will get through as many budgets as they can after the next regularly scheduled meeting on September 4, 2018. The Committee will finish the rest of the budgets after the County Board meeting on September 18, 2018.

The Committee asked IT Director Kaup, Finance Director Cummings, and HR Director McGrath for a recap of their narratives provided to the Committee for this meeting. Discussion ensued regarding the current issues facing the Finance Department with payroll and the proposed Dynamics system. IT Director Kaup stated that IT saw immediate improvement when payroll was transitioned to the Finance Department. Kaup stated that data entry errors are not a reason to change systems. HR Director McGrath stated HR believes it would be beneficial if Finance took over the data entry for payroll in the current system. Supervisor Rozar asked Finance Director Cummings if Finance would be willing to take over entering the data. Cummings stated “yes”, that she would like control over the payroll system. Cummings stated HR errors with payroll have been occurring since January 2016. She furthermore stated that what she is asking for is control of the data. Supervisor Fischer asked if the County would get back the \$13,000 that has already been paid for Dynamics. Cummings replied probably not and that approximately \$6,000 of that money was for enhanced software for Dynamics.

Motion (Clendenning/Rozar) to go forward with Dynamics for payroll as planned.

Discussion of the motion ensued. Cummings stated that Dynamics payroll is part of the current package. The \$48,000 listed in the contract is to get Dynamics payroll up and running. Kaup stated if the Committee moves forward with Dynamics, IT recommends terminating the contract with Wipfli and stated that termination is possible. Supervisor Rozar asked Kaup if there is a software issue. Kaup stated that, so far, people are successfully getting paid unless a human error occurs and that all issues have been addressed. Kaup suggested it may be beneficial to systematically track errors. At this time, it has been data entry errors. Cummings stated her access to HRMS was terminated by HR when the payroll

transition discussions began; however, what she remembers of the system is that it is not user friendly because data is stored in multiple locations. Cummings stated the download for the budget was incorrect because the data is stored in multiple locations. Supervisor Curry stated he would not support going to Dynamics and called for a vote on the motion.

Motion failed. Voting no: Winch, Curry, Rozar, Machon

Motion (Rozar/Curry) that:

- a) Finance be given level of access necessary to work within the current HRMS software.**
- b) HR should be given read-only access, and**
- c) HR, IT, and Finance need to work together to determine whether this is a data entry or software issue and report back to the Committee in three months.**

Discussion ensued.

Supervisor Clendenning stated he would be voting no on this motion. Supervisor Rozar stated she does not believe the involved departments have looked at the current system thoroughly enough. Supervisor Fischer clarified the County would be out the money already paid and stated he would be voting no against this motion because his confidence in HR to verify the data that is entered is low.

Supervisor Clendenning was excused at 8:54 a.m.

Supervisor Fischer asked if this topic could be on the agenda each month for the next three months. He stated he could support the motion if there was a transparent report given to the Committee each month. McGrath expressed concern regarding HR having read-only access in HRMS as it relates to benefits.

Motion (Curry/Fischer) to amend the motion to add that the Executive Committee should have monthly reports from the HR, IT, and Finance Directors on the agenda regarding this issue.

Motion to amend carried unanimously. Motion to approve the amended motion carried unanimously.

Agenda items for next meeting: Reports from HR, IT, and Finance Directors regarding payroll and the current software
Discuss selling price of Airport Avenue property
90-day "For Sale by Owner" expiration on the Airport Avenue property

Chair Machon declared the meeting adjourned at 9:01 a.m.

Submitted and signed electronically,

Donna Rozar

Donna Rozar
Secretary

Minutes taken and prepared by Kelli Quinnell. All minutes reviewed by the Executive Committee secretary.



Wood County

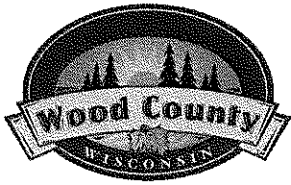
WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – September 2018

- The August Partisan Primary has come and gone with no major issues. The turnout for this Partisan Primary was the highest we have seen in a long time. County wide turnout was 35.78%, when the statewide turnout topped 22%. The closest turnout for a Partisan Primary we had seen was 28.08% back in 2010 when the race for Governor was open due to Gov. Doyle not seeking re-election. The top turnout municipalities were:
 - Town of Cranmoor – 57.61%
 - Town of Wood – 48.79%
 - City of Pittsville – 46.41%
- Our focus is now the General Election. A number of municipalities are having local referendums concerning a variety of local issues. We have been assisting and guiding municipal clerks on the different notices they are required to post and publish as it relates to local referendum.
- I have decided to deliver ballots and supplies to a couple of different drop points in the county. It will make it more convenient for those municipal clerks not in close proximity to the Courthouse to get those items in a more timely and convenient fashion. They will still need to come to my office to pick up those items that require a chain of custody log, but this arrangement will eliminate an extra trip to the Courthouse by those municipal clerks who do not work/live near Wisconsin Rapids. The outstanding clerks from the Cities of Marshfield and Pittsville have agreed to have their offices be drop points for us.
- Later in your meeting I will be presenting and discussing the County Clerk budget, which also includes the Committees and Commissions budget.
- For those attending the WCA Conference in LaCrosse later this month, I will have the packet of information, which includes confirmation of registration and hotel along with other information, available at the county board meeting.



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

September 4, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

Departmental Activities

Payroll

Per Executive Committee request all data input has been moved to Finance with the entry being done by the Payroll Administrator. All permissions and access for TimeStar and HRMS have been changed to Finance having full access and HR read only in the areas that matter.

The IT, HR and Finance directors will meet the week after payroll to discuss any problems with payroll. Our hope is that we can resolve the issue and report to the Executive Committee as a group. The Directors did not have time to meet as a group before the Executive Committee meets again. The errors payroll received on the last payroll on August 30th for these errors approximate time lost about 3 hours are as follows:

- An error received running open payroll (HRMS Software Issue)
- Rehired employee timecard error (TimeStar Software Issue)
- Wrong account numbers being imported to HRMS from TimeStar (TimeStar Software Issue)
- Error message received in employee's distribution (HRMS Software Issue)

Meetings

- Attended numerous meetings for different municipalities for a TID Review Board meetings.
- Meet with department heads to help them with their budgets.
- Attended numerous Oversight Committee meetings on budgets.
- Meet with the County Board Chairman and the HR Director on the current state of the Health Care fund.
- Meet with the County Board Chairman and the HR Director on Dynamics Payroll.

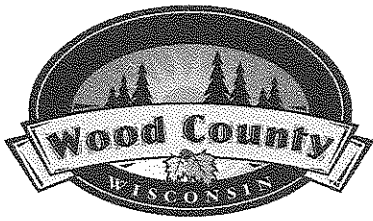
Budget

We received budgets back from departments on August 13th. Finance has been working on double checking budgets for mechanical errors and items that seem extreme. As well as putting together the budgets for an overall picture of the County as a whole.

The Deputy Finance Director and I attended three different budgeting software webinars. Our current system for budgeting is extremely out of date. We spend most of our time fixing mechanical errors. We should be spending our time analyzing data, projecting and helping departments develop sound fiscal sound budgets.

Budget to Actual Income Statement

Budget and actual reports for 8 months ending August 31, 2018. Departments should not be over 67% of their budget for expenses and have received at least 67% of their revenues.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

August 31, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

General Highlights- Kim McGrath:

- Attended August Executive Meeting where the committee discussed the health fund, 2019 health insurance premiums, and the payroll transition. Attended a follow-up Executive Meeting on August 21st regarding payroll and data entry.
- With respect to a former employee appealing a termination at the 5th step in the County's Complaint Resolution Process, the parties began the initial stages of planning for the upcoming hearing. At this stage a date for the hearing has not yet been agreed upon, but will likely be in October.
- Attended the August Judicial & Legislative Committee. Topics discussed include benchmarking other WI counties Corporation Counsel Offices size and scope and drafting a job description for the County's Administrative Coordinator.
- On August 3rd and 28th, attended the conference calls with The Horton Group to discuss our 2019 insurance budget and began planning for 2019 open enrollment. Election form changes were discussed, as well as the 2019 benefit guide updates and benefit vendor billing cycles.
- Attended the quarterly Wellness Board meeting. Met with the Wellness Board Chairperson and the Wellness Coach to finalize the 2019 wellness budget.
- Along with the HR team, met with the Benefits & HRIS Administrator prior to her medical leave to discuss the transition of tasks and duties.
- Attended the Stevens Point Area Human Resources Association monthly meeting on the topic of "Legal Update" in Stevens Point on August 8th.
- Met with the Wood County Chair, Corporation Counsel, and IT Director on the creation of a Remote Work (Telework) Policy.
- Met with the Finance Director and Deputy Finance Director to discuss the 2019 HR budget and payroll transition. Finalized the HR budget and provided a printed copy to Finance.
- Submitted several completed JDQ forms to the consulting firm Carlson Dettmann for review and recommendation.
- Met with several members of University Extension to discuss a teambuilding activity (Real Colors) for an upcoming Department Head Retreat.
- Received a complaint from a former Wood County employee regarding work environment. Investigated the complaint and followed-up with the Department Head.
- Met with the County Board Chair, UW-Extension Community Development Coordinator, and Maintenance Manager to discuss the County's Renewable and Sustainable Energy Initiatives. Met separately with the Maintenance Manager to review and update his job description with applicable energy initiatives.
- Prepared the updated Wage Plan draft and resolution for the Executive Committee.

- Attended the Judicial & Legislative Committee Meeting on August 28th. Members of the WCA were in attendance to discuss and review the 2018 WCA Conference Resolutions.
- Received and 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
- Processed employee updates including employee transfers, deductions, address changes, etc.
- New Hire Entries and Benefit Elections/Qualifying Events – Add in HRMS and vendor websites
- Terminations – Term in HRMS/TimeStar, cancel insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc.
- Exit Interviews – review payout and benefit/COBRA information with terminated employees
- Completed the following tasks in TimeStar:
 - Set Up new hires
 - Term payouts entered
 - LOA/FMLA hours confirmed
 - Vacation donation hours adjusted
 - Move Sick hours to CSLA
 - Verify supervisors
- Conducted New Hire Orientations- August 6th and 13th
- August 2018 COBRA Remittance
- August 2018 TASC Admin Fees
- August 2018 WPS Billing Statements/Bill Summary
- PEHP Accounts set-up and voucher completed
- Beneficiary Designation Forms
 - Requested completed forms from employees and processed updates
- Processed vouchers for vendor invoices
- Met with employees re: questions on benefits, FMLA, qualifying events, etc.
- Sent Payroll Update Reports/Pay Adjustment sheets to Finance for payroll processing
- Completed employment verification
- Began the process to prepare for 2019 benefits open enrollment

Human Resource Generalist- Angel Butler-Meddaugh

- Attended the North Central Wisconsin Labor Law Clinic in Rothschild on July 31, 2018. Agenda & Clinic Topics included: Wisconsin's Wage and Hour Laws, Enhancing Diversity in the Workplace, Strategies to Avoid a Hostile Work Environment and State and Local Workforce Services Targeted to Employers.
- Offer made to internal candidate regarding Deputy County Clerk, start date of August 13, 2018.
- References and background completed regarding a Social Work position. Offer extended and accepted, start date August 13, 2018.
- Ran six caregiver background checks with Department of Justice. Results forwarded to supervisors for review.
- References and background completed on two Appointment Secretary/Receptionist positions available in Human Services. Offers extended and accepted, start dates vary.
- Replied to two requests from other counties requesting varied information on selected topics.
- Conducted four exit interviews with outgoing employees. Memo sent to Department Head and HR Director for review. Prepared payout information and discussed with outgoing employee.

- References and background completed on two casual Crisis Interventionist applicants. Offers extended and accepted, both with a start date of August 29, 2018.
- Offer to internal candidate regarding part-time Crisis Interventionist. Accepted with a start date of August 26, 2018.
- Set up accounts with all Benefit vendors.
- Coordinated interviews for the WIC Director/Project Nutritionist position within the Health Department for August 14, 2018. Internal offer made and accepted with a start date of August 27, 2018. Recruitment file closed and all applicants notified that position was filled.
- Received all results from our random DOT testing for this quarter and forwarded to the Medical Review Office.
- Added multiple new hires into HRMS system.
- Reported wages and hours to the Wisconsin Retirement System for employees who have left Wood County employment.
- Coordinated pre-employment administrative testing through a staffing agency for applicants who interviewed for the Legal Administrative Assistant position in the Corporation Counsel's Office. Interviews were coordinated for August 27, 2018. Final candidate has been identified and references will be conducted.
- Coordinated and scheduled interviews regarding a Social Worker – Ongoing position for August 24, 2018. A final candidate was selected, references and background being conducted.
- Prepared multiple vacation payout sheets and provided to payroll.
- References and background are being conducted for a full-time Crisis Interventionist position.
- Assisted Norwood in obtaining a list of active/inactive license holders for Registered Nurses and Licensed Practical Nurses from the Department of Safety & Professional Services.
- Gathered information from surrounding counties and comparable counties regarding the size of their Corporation Counsel Departments. Provided all information to the HR Director
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
New Position	Corp Counsel	Legal Secretary	References
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment by Edgewater
Replacement	Health	WIC Director/Project Nutritionist	Filled
Replacement	Health	WIC Health Educator (Intake)	Deadline 9/4/18
Replacement	Health	WIC Health Educator/Nutritionist	Deadline 9/4/18
Replacement	Human Services	Social Worker – Fam Services Ongoing (1)	References/Background
Replacement	Human Services	Social Worker – Initial Response	Deadline 9/9/18
Replacement	Human Services	Casual Crisis Interventionists	2 filled
Replacement	Human Services	Community Behavioral Health Nurse Manager	Deadline 9/2/18
Replacement	Human Services	Deputy Director	Deadline 9/30/18
Replacement	Human Services	Crisis Interventionists (2-FT & PT)	Interviewing
Replacement	Human Services	Psychiatrist	Deadline 10/29/18
Replacement	Human Services	Appt Secretary/Receptionist (2)	Filled
Replacement	Human Services	Residential Aide – Full-Time	Deadline 9/9/18
Replacement	Human Services	Economic Support Specialist	Interviewing
Replacement	Human Services	Residential Aides (Casual)	Deadline 9/30/18

Replacement	IT/Systems	PC Technician	Deadline 9/9/18
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood

Human Resources Assistant – Kelli Quinnell

- Met with the Payroll Administrator on August 23rd to train her on entering new hires and rehires into HRMS. We briefly reviewed how to do job and pay rate changes in HRMS as well. We met again on August 29th to go over the termination process in HRMS. We are maintaining a high level of open communication with each other and continue to have conversations on a frequent basis as questions arise.
- Reviewed all submitted JDQ's to ensure that they were filled out completely. Worked directly with employees and supervisors on filling in missing information in a couple of cases. Sent all JDQ's to Carlson Dettman for review.
- Conducted new hire orientations on August 20th and 27th for 5 new hires. Met with two casual employees to complete their new hire paperwork on August 29th.
- Worked on multiple Open Records Requests in conjunction with the HR Director.
- Met with Corporation Counsel in regards to an Open Records Request.
- Attended the monthly conference call with representatives from the Horton Group and WPS/Aspirus Arise to discuss Open Enrollment and other benefit-related topics.
- Assisted multiple employees with questions related to benefits. In some cases, worked with the benefit vendor and/or the Horton Group to resolve the question.
- Met one-on-one with a new hire to discuss insurance benefits.
- Entered multiple HR vouchers for payment.
- Attended the August Executive Committee Meeting to take minutes. Prepared the minutes for approval.
- Attended the special Executive Committee Meeting on August 21st to take minutes. Prepared the minutes for approval.
- Completed multiple Verification of Employment requests.

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



Wood County WISCONSIN

INFORMATION TECHNOLOGY

August 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.
- ◆ Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Procedure review, documentation and reinstallation of the medication backup software, Emar for administering medication during a power or network outage, is complete.
- ◆ 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 database engine and database server location was inadvertently moved by the vendor. IT staff continues to discuss with the RtVision vendor our security concerns and our course of resolution. IT staff met with Highway staff to determine Winter Storm reporting data requirements.
- ◆ 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. Training and support of Finance staff now includes more extensive TimeStar functionality as duties continue to move from HR to Finance. Creation of enhanced training documentation is ongoing. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities. One Norwood time punching hardware clock was quickly ordered, configured and replaced as the clock was struck by lightning on Friday August 24, 2018.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system has been replaced. Zoning permit tracking in the web based system is being enhanced.
- ◆ System discovery, research and documentation is being conducted regarding multiple departmental use of Quicken software. IT is assisting with determining proper solutions, security, auditability, and an affordable software licensing model.
- ◆ Data migration and archive of the Human Services SCO/Tipfe data with secure storage access was shared, setup and tested. Archive SCO/Tipfe data was provided to Emergency Management for the BNI system for reference during the new system creation & replacement.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Provided support leading up to and during the August 14th primary election for the County Clerk's office. This includes a new security hardened workstation and upgraded Election Results Management (ERM) software, as well as the existing election results web application. The hardware and software functioned without any major issues on election night.
- ◆ Development work continues on the Park Reservations system. The project includes a major update related to payment processing and internal improvements.
- ◆ Proceeded with cleanup efforts after a security breach found in July caused malware to be installed on a server providing websites for the Health Department. The Multi-State Information Sharing and Analysis Center (MS-ISAC) has analyzed the server involved and we have begun acting on their recommendations.
- ◆ In continuing to rollout IT's security initiative, all Wood County servers have been identified and scheduled for regular patching. Unpatched servers are one of the easiest and most common routes that hackers use to compromise a system. The first Monday of the month include all servers dealing with email communications, the second Monday is law enforcement updates, TCM and Human Services related servers are patched on the third Monday, and web-site and backup related servers will be patched on the fourth Monday of the month. Wood County IT currently supports approximately 180 servers.
- ◆ Staff have worked on configuring the initial replacement Squad Mobile Units. We have run into some issues with 2FA (2 factor authentication software) and are working with the software vendor as well as an independent contractor to resolve these issues. It appears that a server upgrade may be needed.
- ◆ Met with a state technician regarding the implementation of a DAR (Digital Audio Recording) system in Branch 3.
- ◆ Wood County is a pilot County for the State Horizon Call Center Anywhere (CCA) project. IT is working with Human Services staff for this project. This trial will help determine if the Horizon CCA application is ready to rollout Statewide. This will allow county IT to keep software such as Java patched without concern for breaking State applications.
- ◆ Discussed the remodel plans for the EOC (old Dispatch) with Emergency Management and Maintenance.
- ◆ Responded to an alarm event in the River Block communications closet. Site monitor was reporting "Over Temperature Detected". Verified AC was not running. Worked with maintenance to restore service.
- ◆ Met with Health Department to review power demands of vaccine freezer upgrade. Advised that current equipment should be able to support new device. Load review to be completed after new equipment is fully operational.
- ◆ 591 helpdesk requests were created in July, with staff completing 606 tickets and leaving 248 open requests. These numbers represent service requests from departments throughout the County.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Improved UPS device security. Implemented enhanced authentication methods (LDAP) on one device to verify configuration. Expected roll out to other UPS and network management devices in the next few months.
- ◆ Conducted research into a new Electronic Health Record (EHR) system. Attended general webinar by Streamline Healthcare. Also researching other companies/products. This would replace the Human Services TCM software.
- ◆ On 8/9 connection to the Cornerstone building was lost around 1:30 PM. We found out that the City of Marshfield was having some of their fiber lines redirected to their new location. Marshfield Utility mistakenly told the fiber contractors that all fiber on one side of the building was for the City, when in fact 2 of the fiber lines were for Wood County. We were able to speak with the contractor and they were able to get a crew onsite right away the next morning to reconnect our connection.
- ◆ On 8/24 the Norwood facility experienced a network failure due to a lightning strike around 8:10 PM. IT was able to identify the critical equipment and get the network back up and running in approximately 4 hours. Some additional changes were necessary to get phones functional again. Additional equipment replacements were necessary and IT has been working through replacing bad equipment as quickly as possible. Due to the site running on a temporary switch that restores connectivity, a future scheduled downtime will be required in order to move to the replacement switch.
- ◆ Continue to work with City of Marshfield to establish a new VPN Connection. This connection is in the final stages of testing/deployment.
- ◆ Collaborated between IT, HR, and Finance to find solutions for the continued migration of Payroll to Finance. A Payroll mailbox was created for emailed forms and direct communication regarding payroll. All forms for the hiring and termination processes were updated to work with the new structure, uploaded to the Intranet and communicated to departments. A distribution list was created between the 3 departments to better communicate any issue and setup was done in IT's ticketing system to expedite any payroll issue. Permission changes were made to both HRMS and TimeStar Systems.
- ◆ Upgrading of phones at the Wood County Annex continues. Bridgeway along with the business office phones have been upgraded. Currently working with the Norwood admin assistant to determine physical locations of phones in order to optimize panic buttons.
- ◆ Installed new receipt printers and dual monitors for the Register of Deeds office.
- ◆ Finished TCM user cleanup. Deactivated accounts for terminated users.
- ◆ Deployed TCM version 2018.02.01.09 & .10 to Test system.



Wood County

WISCONSIN

MAINTENANCE DEPARTMENT

Reuben Van Tassel

Monthly Letter of Comments August 2018

- Working with Emergency Management on E.O.C. remodel that County Board approved.
- Met with Judicial & Legislative Committee regarding Courthouse Security.
- Met with Health Department regarding additional back-up power for vaccine storage.
- Worked with Finance to finalize 2019 Maintenance Budget.
- Attended a Renewable Energy meeting to begin considering options for Wood County.
- Met with County Board Chair regarding Renewable and Sustainable Energy.
- Met with individual from Focus on Energy for a lighting survey.
- Working to develop a project worksheet/checklist that can be used for all County remodeling and construction projects. My goal is to promote consistent compliance with applicable regulations across County Departments that operate their own facilities.
- Continuing to work on preparation for the Courthouse door access system upgrade. There is a lot to consider and we are working hard to ensure the transition to the new system goes as smoothly as possible. This system will allow us to meet increased demand for security in the coming years.
- Attended: Executive Committee, County Board, Judicial & Legislative Committee, and Security Committee meetings.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – August 2018

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

- Lowering work comp rates for clerical and administrative employees for 2019 budgets.
- Insurance renewals for 2019 start in September.

Lost Time/ Restricted Duty/Medical Injuries: 1

- 08/08/2018 – Highway – Employee sustained an eye injury while jackhammering concrete. Cement chip struck right eye. Medical only.

First Aid Injuries: 6

- 07/31/2018 – Highway - Employee sustained a left shoulder strain while raking asphalt.
- 07/31/2018 – Highway – Employee sustained a contusion to the right knee when it struck a trailer light.
- 08/09/2018 – Norwood HC – Employee sustained contusions and cuts from a slip and fall on a stairway.
- 08/16/2018 - Highway – Employee sustained a poison ivy exposure while mowing ditches.
- 08/21/2018 – Human Services – Employee sustained contusions and swelling to left foot/ knee from a slip and fall in residents muddy driveway.
- 08/22/2018 – Edgewater – Employee sustained a burn to the right arm when a food mixer shorted out.

Property/Vehicle Damage Claims: 1

- 08/08/2018 – Parks – Damage to flatbed truck from striking a rock while backing up. Estimated loss of \$2,698.32

Liability – Wood County - Notice of Injury and Claim: 2

- 08/04/2018 – Parks – Resident claim for tire damage from bolts on side of dock. Claim may be denied due to no negligence by the county. Asking \$206.94
- 08/27/2018 – Claim by employee for benefits. Internal Claim.

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

- Currently 4 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.

Continue to lower work comp department charges for future budgets if work comp reserve fund remains high. The proactive approach to safety is working well for the county.

TREASURER'S REPORT

09-04-2018

By: H. Gehrt

- Attended the Executive Committee Meeting on August 7.
- Completed and submitted budgets to Finance Department on August 13.
- Attended United Way Campaign kickoff Meeting on August 15
- Attended the Executive Committee on August 21.
- Attended County Board on August 21.
- I was busy preparing the August Settlement pay out for the Municipalities, State, School Districts, and Technical College for a total of over \$19 million by the August 20 deadline.
- I went to show the Airport Avenue property at 1:00 PM on August 27 and was surprised by a squatter in the house. After a confrontation, the person took off, the police were able to arrest the suspect and I am having him charged with trespassing. There appeared to be more people living there, however, there was no one else on the property at the time. Maintenance then came and we went through the whole house making sure everything was secured and looking for any damages. From what we observed, there was no damage, except the people had begun to decorate the house with knickknacks and things. They were also using the fridge, stove, shower, and washer and dryer. I then went over and spoke with the neighbor and asked her if she saw anything to phone me, or if after hours the police department.
At Midnight, I was awoken by a phone call from the police department informing me that there were 2 more people in the property, but all the doors were locked. I had the key and an officer came and got it from me to gain entry into the property so they wouldn't have to break down the door. These 2 additional people were arrested and charged with trespassing also, along with some drug charges.
The next morning on my way to work, I noticed maintenance was there to begin cleaning up the hoarding items that were there, cleaning out the fridge, and doing some light maintenance, but because there was no communication yet as to what happened the night before, they found a window screen popped out which was the potential entry point for the previous night and called the police department. There was another sweep done of the house, but no one was found to have gotten in.
Therefore, with all the activity that has happened, I do not feel comfortable showing this house again. The 90 day period is up as per the motion, and I recommend listing with a real estate agent.

Wood County Employee Wellness Update
September 4th, 2018 Submitted: Adam Fandre

2018 Employee Wellness Program

New Hire Orientation- Continue to promote and encourage new hires to participate in the 2018 Wellness year.

Portal Updates-

198 participants have scheduled a follow-up health coaching appointment

260 participants have registered for the quarter 3 Wellness Challenge, Healthy Bingo

208 participants have registered for the Workout Watch activity for quarter 3

Wellness Committee Updates-

- 2018 Wellness Program Planning and Promotion.
- Discussed feedback of quarter 3 Wellness Challenge so far. Overall, very positive feedback. Employees have been very involved and are incorporating families into this activity as well.
- Extensive discussion of quarter 4 Wellness Challenge took place. Committee came to the conclusion to focus on multiple areas of wellness and tailor it to the winter months if possible. Ideas suggested include stress management, holiday healthy recipes, gratitude/giving thanks or combination of all. Adam will bring possible ideas next meeting to discuss further.
- InBody body composition testing was discussed at length. Initial announcement email created much larger interest than anticipated. Moving forward, InBody body composition testing is tentatively planned to be offered on a biannual basis starting in 2019.
- Adam provided update on Wellness Boards stance on including a wellness activity similar to the Workout Watch activity that focuses on stress and mental wellbeing rather than physical wellness alone. After much discussion, Committee suggested the Workout Watch activity be opened up to include all dimensions of Wellness. Adam will bring suggestions to next Wellness Board meeting.
- Reviewed end of quarter deadlines for challenges, activities, etc.

Wellness Board Updates-

- Jackie Carattini reported the survey was ready for distribution. Discussion ensued regarding the best way to do so. The suggestion was that the survey be sent digitally and returned anonymously. The financial challenge, "Wallet Wise in Wood County" will be a quarterly emphasis within the Wellness Program. It was reported that the price of sanitary stands is \$300. 7 stands would be needed to place on at each County building entrance. The Chair will email the Maintenance Director to inquire about obtaining these stands.
- Adam distributed a "Code of Conduct" regarding process for dealing with rude or uncooperative employees draft for the Board's review. A few minor edits were made. Corporation Counsel will review the document that will then be sent to the Executive Committee for approval.
- 290 Wood County employees received the influenza vaccine in the fall of 2017. Wood County purchased the vaccine which ended up being \$2.68 per vaccine (cost of vaccine thru previous provider was \$21.32). This realized a \$777.00 savings.
- Language for policy prohibiting the sale or exchange of the annual YMCA membership was distributed as an addition to the operating policies of the Wood County Employee Wellness Program. After some minor edits, motion (Rozar/Bruce) to approve the policy. All ayes. Motion carried.

Coordinator Monthly Updates-

- Health coaching extensively at various Wood County locations including River Block, Courthouse, Cornerstone, Highway, City Hall, Edgewater Haven and the Annex and Health Center.
- Continually monitoring coaching schedule and creating additional health coaching dates and times to accommodate all schedules/shifts.
- Introducing InBody Analysis body composition testing in September/October to all Wood County employees. Due to such a large response/interest to announcement email, InBody Composition testing is tentatively

planned to be available on a bi-annual basis beginning in 2019. Coordinated dates, times, and locations for schedules at various locations.

- Livestreamed August Lunch & Learn to Annex & Health center with the help of IT department, Health Department and Human Services.
- Crafting monthly Lunch & Learn quizzes to upload to ManageWell in addition to hard-copies for Parks and Forestry and Highway department.
- Working with Human Resources to coordinator October Lunch & Learn presentation focused on understanding insurance statements. Attempting to align with open enrollment meeting schedule.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations. Also working with Maintenance to assist with installation of any recommended equipment.
- Coordinating with Wood County vending machine vendors to include healthy options/alternatives at courthouse, River Block and Norwood Health Center.
- Updated Wellness bulletin boards with handouts from Wellness Board and Committee.
- Created online version of wellness bulletin board coupons to accommodate dispatch, highway department and other employees who are not often near a bulletin board regularly.
- Serving on Secondary Traumatic Stress Committee.
- Coordinating with various massage therapists to hold chair massages at the courthouse and River Block in order to meet the needs/wants of various shifts/departments. Sending out reminders to employees who scheduled an appointment.
- Working in conjunction with the UW-Extension in order to develop ongoing financial wellness workshops and presentation targeted at needs/wants taken from financial wellness survey results.
- Working with Finance and Human Resources departments to provide quarterly incentives to terminated employees.
- Started quarter 3 Wellness Challenge, Healthy Bingo, on August 13th. Sent out bingo cards, weekly reminders for weeks 2 and 3, in addition to prizes for weekly winners so far. This challenge runs through Sunday, September 16th.
- Meeting with new hires to review Wellness Program and assist with registration and completion of three required activities.
- Helping with portal support.

Wellness Activities-Going on Now

- **Follow-up Health Coaching:** This includes a scheduled appointment with an Aspirus Health Coach to review health goals set between April and June after the screenings. This activity is worth 250 points.
- **Quarter 3 Wellness Challenge:** Healthy Bingo is a fun way to start, maintain, or renew healthy habits. By playing Healthy Bingo employees will increase their health awareness and learn good health habits. Employees will have 5 Wellness Bingo cards, each with a theme of wellness activities, they may choose from to get a bingo and win prizes.
- **Workout Watch:** Employees will create a physical activity goal of their choice at the beginning of the quarter. Once goal has been created and approved, they will keep track of their progress towards this goal for the remainder of the quarter and submit results to Wellness Coordinator when the quarter is ending.

Enclosures:

May 10th, 2018 Wellness Board Meeting Minutes

August 21st, 2018 Wellness Committee Meeting Minutes

Health Coaching Report

InBody Body Composition Flier

InBody Body Composition FAQ

Wood County Employee Wellness Board Meeting Minutes

Thursday, May 10, 2018

Wood County Courthouse, IT Conference Room

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Interim Director—ex-officio), Sue Kunferman, Jordon Bruce

Also present: (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus), Marla Cummings (Finance), Jackie Carattini (UW Extension)

1. Chair Kunferman called the meeting to order at 1:03 p.m.
2. **Introductions** were made around the table.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the February 8, 2018 meeting as presented. All ayes. Motion carried.
5. **Financial Classes/Workshop**
Jackie Carattini reported the survey was ready for distribution. Discussion ensued regarding the best way to do so. The suggestion was that the survey be sent digitally and returned anonymously. The financial challenge, “Wallet Wise in Wood County” will be a quarterly emphasis within the Wellness Program.
6. **2018-2019 Employee Influenza Vaccinations**
290 Wood County employees received the influenza vaccine in the fall of 2017. Wood County purchased the vaccine which ended up being \$2.68 per vaccine (cost of vaccine thru previous provider was \$21.32). This realized a \$777.00 savings. Motion (Rozar/Schmutzer) to provide Wood County employees vaccine for the 2018-2019 season using the same process. All ayes. Motion carried.
7. **Review/approve policy regarding process for dealing with rude or uncooperative employees**
Adam distributed a “Code of Conduct” draft for the Board’s review. A few minor edits were made. Corporation Counsel will review the document that will then be sent to the Executive Committee for approval.
8. **Review/approve policy prohibiting the sale or exchange of the annual YMCA membership prize**
Language for the above policy was distributed as an addition to the operating policies of the Wood County Employee Wellness Program. After some minor edits, motion (Rozar/Bruce) to approve the policy. All ayes. Motion carried.

9. Discussion regarding taxable prizes/gifts

After discussion of the current prizes being given quarterly, the consensus of the Board is to move from gifts to cash prizes only in 2019.

10. Review financials

Participation in the Wellness Program has increased which has increased expenses. The 2018 budget was for 300 participants in the biometrics and 500 individuals for coaching. Kim will check on how many employees took advantage of the health insurance premium discount.

11. Discussion regarding EEOC rule revisions

Kim presented information regarding the EEOC rule revisions regarding Wellness Programs. Kim will continue to follow these rules and inform the Board of future rulings to make certain we comply with EEOC Wellness Regulations.

12. Discussion regarding approved ergonomic equipment list

The above list was distributed. This is the list of the ergonomic equipment recommended by Aspirus. It will be communicated to the OTs assessing employee workspace that they are to use this list when making equipment recommendations.

13. Sanitary stands

Sue reported there is no money in the maintenance budget for these stands. After a discussion of the benefit of hand hygiene, especially during the cold and flu season, a motion (Rozar/Bruce) was made to encourage appropriate departments to include funding for these stands in their 2019 budget. All ayes. Motion carried.

14. Update from the Wellness Committee—Updates received and documents, which includes minutes from the Wellness Committee, on file.

15. General employee wellness updates—Updates received and documents on file with above information.

16. Wood County Aggregate Report

Amanda presented the Health Assessment results along with the Cohort information (information on file). Increased participation was noted. Suggestions were made regarding the presentation of this information to the Executive Committee in June.

17. Future meeting agenda items—noted

18. Next meeting date: August 6, 2018, 10am-noon, IT Conference Room, Wood County Courthouse

19. Motion (Jordon/Schmutzer) to adjourn the meeting at 3:02 p.m.

Submitted and electronically signed,

Donna M. Rozar

Donna Rozar, secretary

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

Name of Meeting: Wellness Committee Meeting Minutes
Date: 08/21/2018

Location: RB 130 Large Training Conference Room or *8408

Time Called to Order: 1:33pm

Time Adjourned: 2:24 pm

Call in Number: *8408

Members Present/Call in

Adam, Brad, Maria, Kristie, Kim, Sandra, Dawn, Lisa, Kirsten, Janet

Members Absent:

Recording Professional:
 Lacey

Next Meeting:

- Date: 3rd Tuesday of each month, September 18th, 2018
- Time: 1:30pm
- Location: TBD
- Call in #: *8408

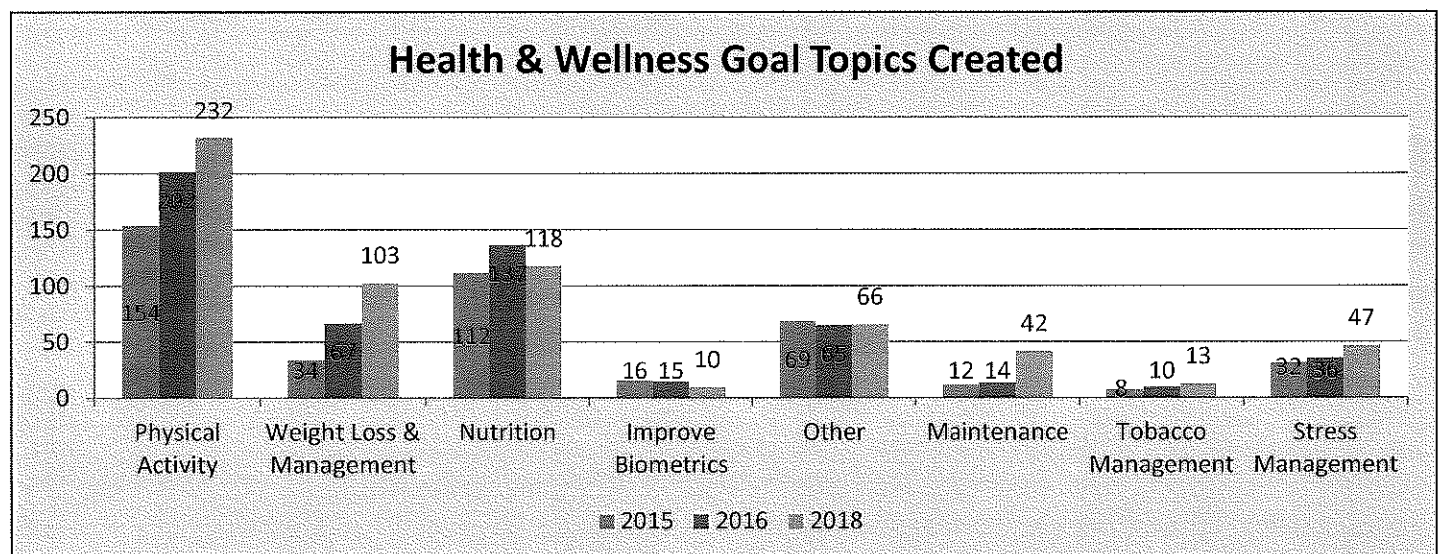
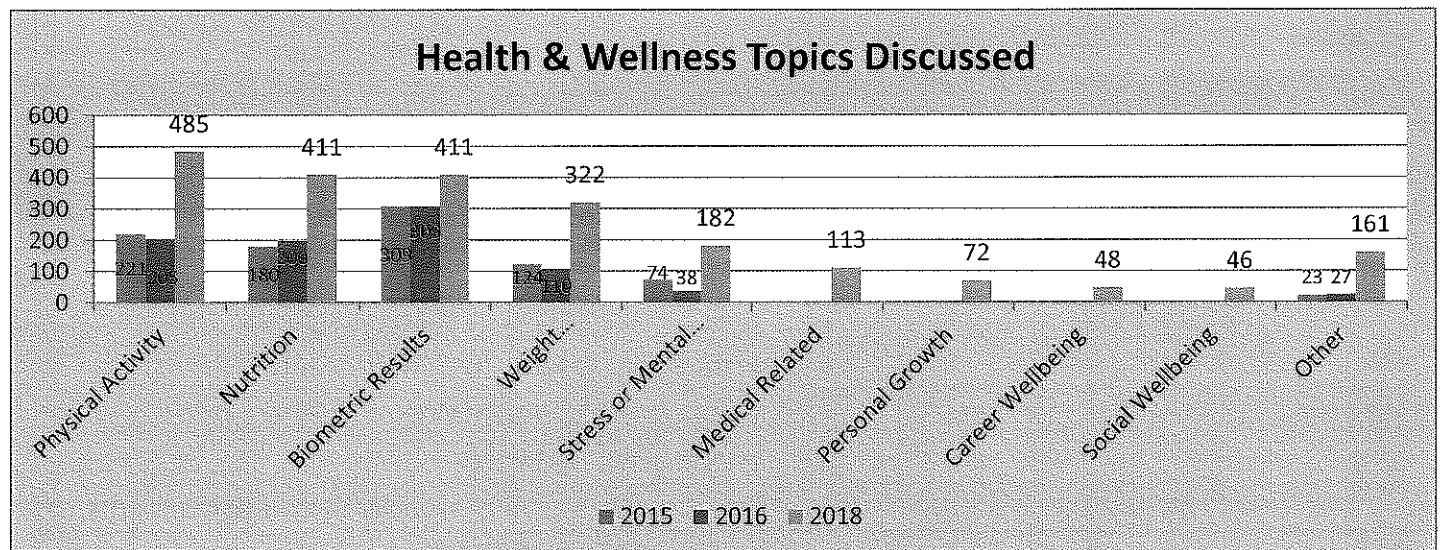
AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
Quarter 3 Wellness Challenge	<ul style="list-style-type: none"> Discussed Bingo Feedback 	<ul style="list-style-type: none"> Winners selected were randomly drawn for week 1, not based on Bingo completed Reminder: Bingo cards can be kept individually and reviewed at the end of the challenge for point completion / if audited Feedback has been positive – Families have been involved in completing activities 	All
Quarter 4 Wellness Challenge	<ul style="list-style-type: none"> Suggestions for Quarter 4 challenge 	<ul style="list-style-type: none"> Challenge includes multiple areas of wellness, will be in the winter months Ideas suggested: <ul style="list-style-type: none"> Stress management <ul style="list-style-type: none"> Previously created (in 2014) mindfulness/stress journaling challenge reviewed by Dawn This was never used but had the general idea created Journal supplies needed Purchase soon during back-to-school sales Holiday Health Recipes <ul style="list-style-type: none"> Review healthy recipes submitted and substitution of 'traditional' recipes for healthier options Gratitude/Giving Thanks Activity <ul style="list-style-type: none"> Schedule around holidays Gratitude journaling tying into stress management activity? 	Discussed: All Communicate Final Challenge: Adam
Follow-up Health Coaching	<ul style="list-style-type: none"> Schedule review 	<ul style="list-style-type: none"> Time slots still available at all locations except the Courthouse No other feedback, continuing schedule until complete 	Adam/All
InBody Body Composition Analysis	<ul style="list-style-type: none"> Discussion 	<ul style="list-style-type: none"> Time slots filled up immediately with more requested Schedule every 6 months <ul style="list-style-type: none"> Discussed scheduling again in late 2018/early 2019 Points would most likely not be available, paying \$5/session Schedule during health coaching/fitness assessment timeframes Adam will schedule and communicate when slots are available, scheduled on ManageWell 	Adam/All

Workout Watch for Stress	<ul style="list-style-type: none"> • Discussion 	<ul style="list-style-type: none"> • No Workout Watch option for mental health/overall well-being • Idea was proposed to the Wellness Board <ul style="list-style-type: none"> ○ Requesting more details before beginning the activity • Open up the 'workout watch' activity to include other areas of wellness, not limited to mental health • Discussed renaming from 'workout' watch to avoid duplication of exercise/physical activities for points <ul style="list-style-type: none"> ○ Considered other activities to include other wellness activities, not only limited to working out/exercise 	Adam/All
Bulletin Board Topics/Content	<ul style="list-style-type: none"> • Feedback • Other suggestions 	<ul style="list-style-type: none"> • Adam will send out recipes to update all bulletin boards • Bulletin Board Info Ideas: <ul style="list-style-type: none"> ○ Recipe Book Idea: <ul style="list-style-type: none"> ▪ Create a Wellness Program healthy recipes book ▪ Requesting recipes from all staff ○ Holiday gift donation information for those wanting to donate <ul style="list-style-type: none"> ▪ Adam will compile a list for both internal/external agencies for donations ○ Parks Dept Winter Activities <ul style="list-style-type: none"> ▪ I.e. – Parks snowmobile trails, Powers Bluff skiing, etc. ○ Flu season/immunization information from Health Dept 	Adam/All
Other	<ul style="list-style-type: none"> • Any other items? 	<ul style="list-style-type: none"> • Flu shots will be scheduled soon, provided by WCHSD staff (i.e. – Norwood) <ul style="list-style-type: none"> ○ Flu shots given by WCHSD staff can now be recorded in general immunization record system (Previously recorded when administered by Aspirus) ○ Health Department offering support in immunizations and records • Chair Massages <ul style="list-style-type: none"> ○ Considering pay in advance to avoid massages scheduled and no shows for appointments • Health Coaching <ul style="list-style-type: none"> ○ Missed/no call, no show appointments have been an issue ○ Wellness Board reviewing missed appointments and narrative for employees if they do not attend ○ Committee discussed same policy for all 3 steps for for wellness incentive 	Adam/All
How to Get Wellness Word Out & Increase Participation	<ul style="list-style-type: none"> • Identified locations whose participation rates are lowest, will try to reach out to these areas. • Update on department interactions 	<ul style="list-style-type: none"> • N/A 	All

Health Coaching Overview

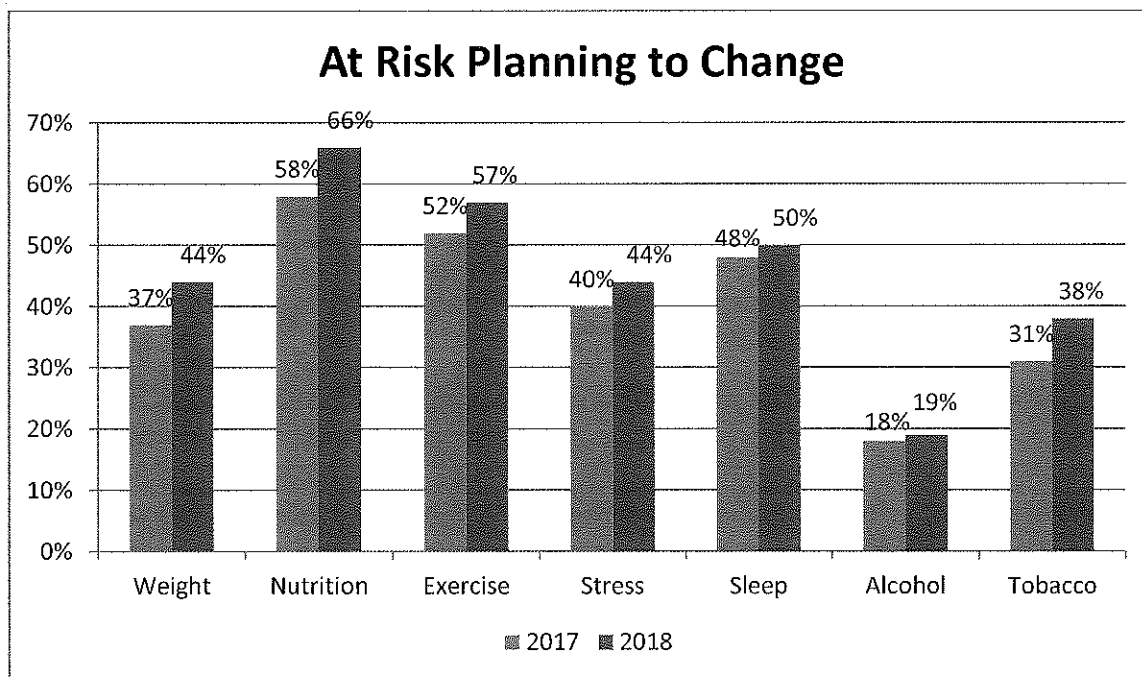
	2013	2014	2015	2016	2018
Total	211	312	342	329	548*
Percentage of HRA Participants	92%	89%	90%	89%	97%
Number of Employees	211	250	277	270	469
Number of Spouses	NA	62	65	59	79
Number of Health & Wellness Topics Discussed	645	1483	1433	1264	2251
Number of Goals Set	410	473	437	546	631
Percentage of Goals Met from Previous Year	25%	30%	32%	30%	45%

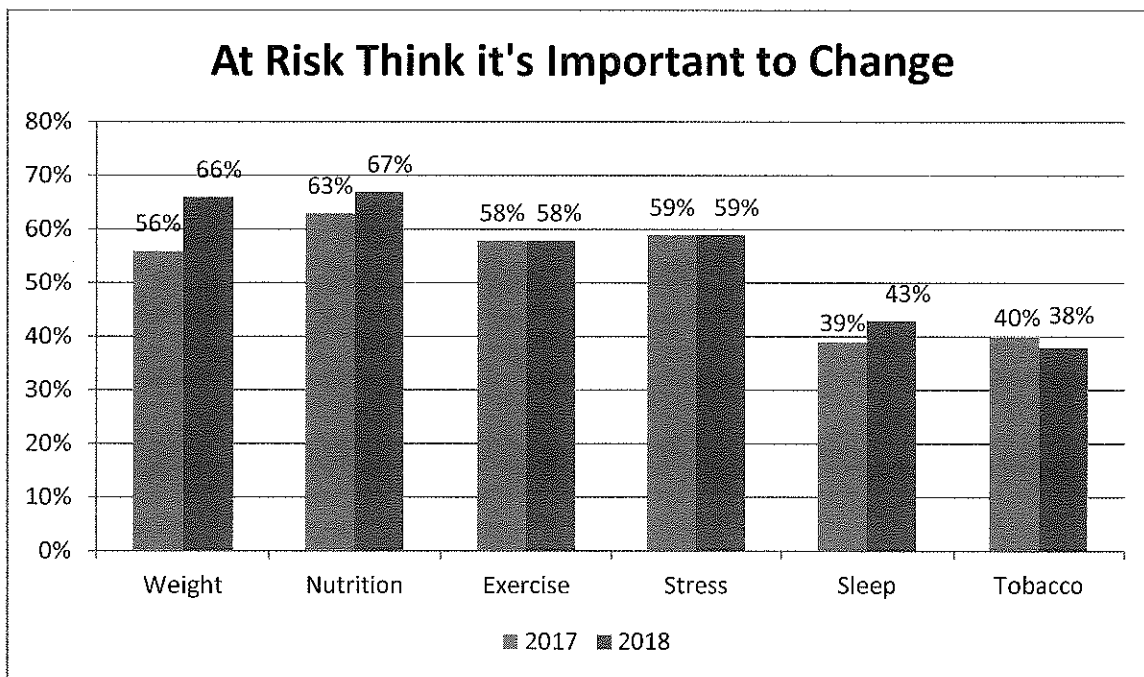
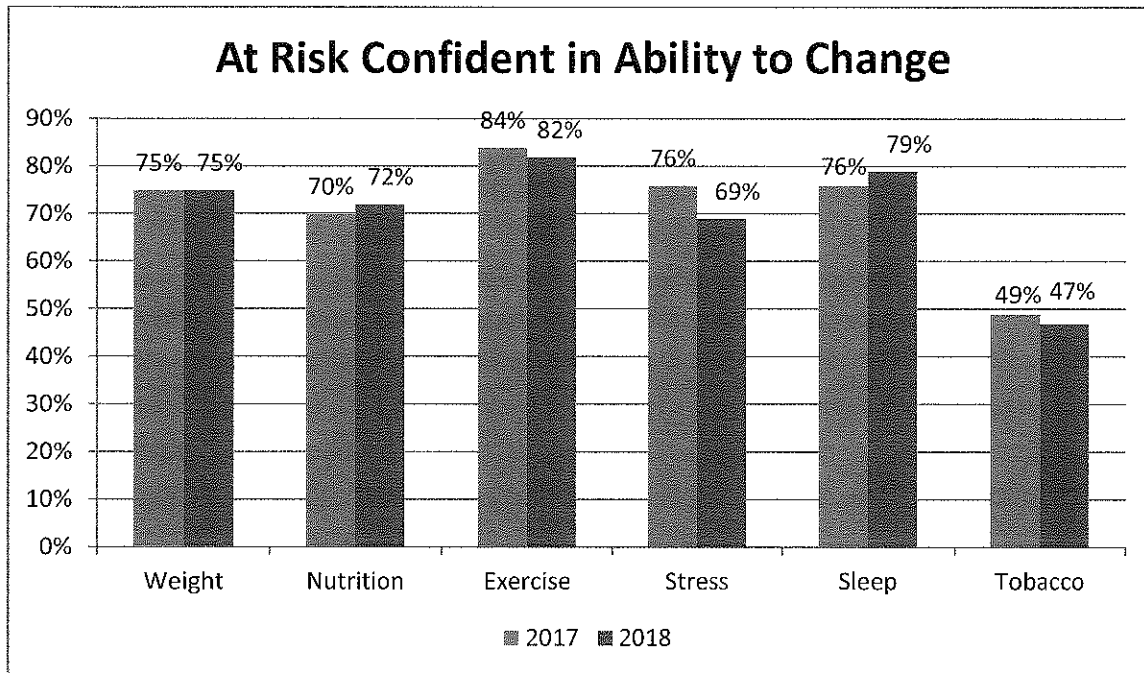
*14% were telephonic coaching sessions



Readiness to Change Results

Readiness to change is based on assessing in which of the five phases of change an individual with a certain risk factor resides. The five phases are: Pre-Contemplation, Contemplation, Preparation, Action & Maintenance. Percentages *Planning to Change* are participants that are in either the preparation or action phases. It is also important to look at those that *Think it's Important to Change* and their *Confidence in Ability to Change* as this helps determine what areas to focus on and another way to gauge if your program is making a difference.





Personal Success Stories & Feedback

Personal health stories and general program feedback are shared during the one on one health coaching sessions. Here are some of the good things taking place with Wood County employees and spouses participating in the Wellness Program:

- An employee has lost over 40 pounds in the past couple of months and has never felt more comfortable in her own skin. After trying just about every “fad” diet, through a recommendation via health coaching she decided to try Ideal Weight Solutions through Aspirus. Through the education and meal plan combined with weekly accountability meetings with myself, she has finally seen success and said every other facet of her life has improved alongside her weight loss.
- “I think the Wellness Program is one of the best things the County has done in years. It really keeps you thinking about your health and mindful of what you are putting in your mouth.”
- An employee previously against the Wellness Program went to see their doctor for a routine check-up for the first time in almost 20 years as a result of it being tied to health insurance premiums. At this check-up he was diagnosed with an aggressive form of cancer that if left untreated would certainly be fatal. However, due to the early diagnosis, treatment was able to be done soon enough and this employee is now cancer-free and will be around to see his son get married in fall. It literally saved his life and he is now in support of Wellness and understands its importance.
- “I really love the Wellness Program! It pretty awesome that I get to take time out of my day to discuss how to be well and take care of myself!”
- Through weekly weigh-ins and mini-coaching sessions, an employee was able to stick to Weight Watchers for the first time in her life and has now lost over 25 pounds while still being able to enjoy going out with friends and family get-togethers with tasty food.
- “The Walk-A-Rama challenge for Quarter 3 gave me the extra push to get away from my desk and actually take my break – I didn’t want to let my team down. It was also huge in that it brought our team together to reach a common goal and improved the overall rapport between everyone.”
- “The walking challenge helped me lose my pregnancy weight after my daughter was born. She was born right in middle of challenge and now I am already my pre-pregnancy weight!”
- “The walking challenge allowed me to see patterns in my steps from day-to-day and really pinpoint what my barriers were on certain days. It was eye-opening!”
- “It’s makes more aware of how much I forget to focus on me and not be consumed in work/spouse/children issues and forget about myself.”
- “The walking challenge gave me an extra push to stick with walking in addition to starting Weight Watchers again – I am down over 22 pounds and closing in on my goal weight. Thank you!”

- “I love the team challenges. It really does an excellent job of bringing my team together to reach a common goal and compete against other departments. Competition really gets people going!”
- An employee contacted me who was very stressed about some major changes in her life. We setup a coaching appointment and discussed this in-depth. She couldn’t believe what a positive impact 15 minutes had on her. She now meets with me regularly to check-in because of this.
- “The Lunch & Learns are great, especially on finances. I have really learned a lot of new information about health and things in the community.”
- An employee with chronic shoulder pain for the past 10 years came to me looking for advice on how to reduce this discomfort. I provided her with should mobility handouts as well as some other helpful articles/information and when we met at her next coaching appointment, her should pain was gone.
- “Wellness is a good thing – its important stuff and I am happy to see the county focusing on this aspect of work-life balance”.

Here is some of the feedback from Wood County employees and spouses participating in the Wellness Program:

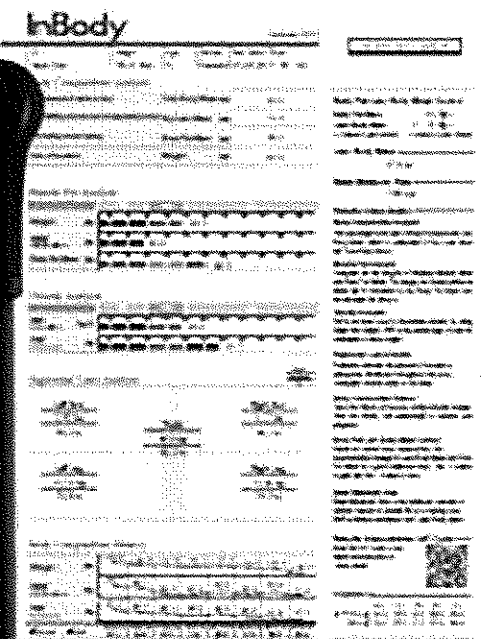
- Provide gym memberships or reimbursements.
- Make the educational activities harder.
- Provide more on-sight event and activities for outlying areas in Marshfield and Edgewater.
- Provide more group activities – so often these activities are focused on individuals and it would be nice to bring others together.
- The new point layout is SO much easier than before – much of the stress of when to award myself points is gone.
- The tracking can be so tedious at times.



InBody 270



Schedule to take an InBody Test today and in just 15 seconds, discover how diet and exercise are changing your fat and muscle levels. Go beyond the scale and see what you're made of.



1. *Journal of the American Medical Association*, 1997; 277: 1039-1043.

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Figure 1. The effect of the concentration of the inhibitor on the rate of polymerization of the monomer. The reaction conditions were: $[M] = 0.05 \text{ mol/L}$, $[AIBN] = 0.001 \text{ mol/L}$, $[I] = 0.0001 \text{ mol/L}$, $[M]_0/[I]_0 = 500$, $T = 50^\circ\text{C}$, $t = 10 \text{ min}$.

InBody – Body Composition Testing FAQ

Why test body composition?

Weight alone is not a clear indication of good health because it does not distinguish how many pounds are fat and how many pounds are lean body mass. By regularly monitoring your Body fat, Muscle Mass and Muscular Development you can understand how your diet, lifestyle and exercise regimen are influencing your body composition.

How do you test body composition?

We use a multi-frequency Bioelectrical Impedance Analysis scale with the use of 8 electrode attachment sites. By simply standing on the footplates barefoot and holding the handgrips, the InBody will provide an easy and accurate analysis of body composition. These results are then printed and reviewed with you in the confidential wellness center.

Why do I need to know how much muscle I have?

There are many benefits to having a proper amount of muscle mass and the InBody results sheet can show you where you excel or might need a little work.

What is the purpose of fat and how much do I need?

Body fat accumulation is the result of excess calorie intake. These calories are deposited as fat to preserve energy. Body fat can serve as a protective cushion and a certain amount of fat is considered vital. Too little fat inhibits the body's natural immune response and normal hormone function. Too much fat can lead to a high risk of disease.

How often should I be tested?

It is recommended to wait at least 2 months between testing dates to give your body time to demonstrate the changes in composition that you have made. InBody will be provided to you on a regular basis courtesy of Aspirus Business Health.

How much does it cost?

The fee for the service is minimally priced at only \$5.00 for analysis and to review results. **Cash only.**

Is this activity worth any points?

No. This activity is merely an educational tool designed to help you develop a greater understanding of your body composition and how it effects your overall health and wellbeing.

How do I get started?

Login to www.ManageWell.com and click on the activity titled "InBody – Body Composition Testing" to schedule your appointment. When you come for your appointment please void your bladder before arrival and give yourself a little time to relax before the test is administered for the most accurate results. **This test is not recommended for individuals that have an implanted pacemaker.**

COUNTY BOARD
June 2018 vouchers

REPORT ON CLAIMS
Paid July 2018

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
PD-PP	Wisconsin Employee Trust Funds	Retirement	\$ 302,842.90
CB	Robert Ashbeck	July Per Diem	\$ 450.00
CB	Allen Breu	July Per Diem	\$ 250.00
CB	William Clendenning	July Per Diem	\$ 565.00
CB	Ken Curry	July Per Diem	\$ 415.00
CB	Michael Feirer	June & July Per Diem	\$ 500.00
CB	Adam Fischer	July Per Diem	\$ 315.00
CB	Jake Hahn	July Per Diem	\$ 250.00
CB	Brad Hamilton	July Per Diem	\$ 300.00
CB	Marion Hokamp	July Per Diem	\$ 300.00
CB	David La Fontaine	June & July Per Diem	\$ 500.00
CB	Bill Leichtnam	July Per Diem	\$ 500.00
CB	Doug Machon	July Per Diem	\$ 515.00
CB	Lance Plimi	July Per Diem	\$ 300.00
CB	Donna Rozar	July Per Diem	\$ 445.00
CB	William Winch	July Per Diem	\$ 365.00
CB	Joe Zurfluh	July Per Diem	\$ 300.00
CB	David Barth	July Per Diem	\$ 50.00
CB	Francis Cherney	Dec 2017 - July 2018	\$ 645.00
CB	Jane Maciejewski	Jan & July Per Diem	\$ 100.00
TOTAL			\$ 309,907.90

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: August 2018

For the range of vouchers: 06180212 - 06180240

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06180212	WISCONSIN COUNTIES ASSOCIATION	WCA Conference Add'l Reg.	08/01/2018	\$25.00	P
06180213	CENTURYLINK	Various Dept. Long Distnce Chg	08/13/2018	\$188.58	P
06180214	ASHBECK ROBERT	Ashbeck - July 2018 Mileage	08/13/2018	\$173.31	P
06180215	BARTH DAVID	Barth - July 2018 Mileage	08/13/2018	\$6.00	P
06180216	BREU ALLEN	Breu - July 2018 Mileage	08/13/2018	\$38.15	P
06180217	CHERNEY FRANCIS	Cherney - Jan-July 2018 Miles	08/13/2018	\$63.22	P
06180218	CLENDENNING WILLIAM	Clendenning - July 2018 Miles	08/13/2018	\$224.54	P
06180219	CURRY KENNETH	Curry - July 2018 Mileage	08/13/2018	\$57.77	P
06180220	FEIRER MICHAEL	Feirer - July 2018 Mileage	08/13/2018	\$119.90	P
06180221	FISCHER ADAM	Fischer - July 2018 Mileage	08/13/2018	\$139.52	P
06180222	HAHN JAKE	Hahn - July 2018 Mileage	08/13/2018	\$39.24	P
06180223	HAMILTON BRAD R	Hamilton - July 2018 Mileage	08/13/2018	\$22.89	P
06180224	HOKAMP MARION	Hokamp - July 2018 Mileage	08/13/2018	\$75.21	P
06180225	LAFONTAINE DAVID	LaFontaine - July 2018 Mileage	08/13/2018	\$119.36	P
06180226	LEICHTNAM BILL	Leichtnam - July 2018 Mileage	08/13/2018	\$120.99	P
06180227	MACHON DOUG	Machon - July 2018 Mileage	08/13/2018	\$440.36	P
06180228	MACIEJEWSKI JANE	Maciejewski - July 2018 Miles	08/13/2018	\$41.42	P
06180229	PLIML LANCE	Pliml - July 2018 Mileage	08/13/2018	\$38.15	P
06180230	ROZAR DONNA	Rozar - July 2018 Miles/Exp	08/13/2018	\$244.82	P
06180231	WINCH WILLIAM	Winch - July 2018 Mileage	08/13/2018	\$75.21	P
06180232	ZURFLUH JOSEPH SR	Zurfluh - July 2018 Mileage	08/13/2018	\$51.23	P
06180233	WISCONSIN MEDIA	VAR ADS 7/1 - 7/31/18	08/16/2018	\$902.44	P
06180234	UNITED MAILING SERVICE	MAIL FEES JULY 1 - 31, 2018	08/16/2018	\$1,027.52	P
06180235	HOKS DAVID E	Canvass Board - 8/14/18 Elec	08/20/2018	\$40.00	P
06180236	ELECTION SYSTEMS & SOFTWARE	System Upgrade - Symantic Prt.	08/20/2018	\$47.00	P
06180237	CASTLEROCK VETERINARY CLINIC	Dog Claim 7/9-7/16/18	08/24/2018	\$86.00	P
06180238	FRONTIER COMMUNICATIONS	Various Mfld Phone Chgs - Aug	08/27/2018	\$134.34	P
06180239	UNITED PARCEL SERVICE	REPLENISH UPS ACCT AUG 18	08/27/2018	\$200.00	P
06180240	TDS TELECOM	VAR DEPT TDS PH BILLS AUG 18	08/27/2018	\$253.02	P
Grand Total:				\$4,995.19	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: AUGUST 2018

For the range of vouchers: 14180144 - 14180172

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14180144	SEQUOIA CONSULTING GROUP	2017 Indirect Cost Allocation	07/28/2018	\$7,730.00	P
14180145	AMT	GARNISHMENT PAYMENT	08/02/2018	\$203.00	P
14180146	BOSTON MUTUAL	WHOLE LIFE INSURANCE 08/02/18	08/02/2018	\$1,308.01	P
14180147	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT 08/02/18	08/02/2018	\$250.48	P
14180148	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT 08/02/18	08/02/2018	\$150.12	P
14180149	MESSERLI & KRAMER PA	GARNISHMENT 08/02/18	08/02/2018	\$140.54	P
14180150	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY 08/02/18	08/02/2018	\$2,789.38	P
14180151	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY	08/02/2018	\$1,705.29	P
14180152	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) L IFE	08/02/2018	\$3,571.11	P
14180153	ARPIN PUBLIC LIBRARY	2018 2ND INSTALLMENT TAX AID	07/31/2018	\$15,420.00	P
14180154	MARSHFIELD PUBLIC LIBRARY	2018 2ND INSTALLMENT TAX AID	07/31/2018	\$120,265.00	P
14180155	CHARLES AND JOANNE LESTER LIBRARY	2018 2ND INSTALLMENT TAX AID	07/31/2018	\$30,074.00	P
14180156	PITTSVILLE COMMUNITY LIBRARY	2018 2ND INSTALLMENT TAX AID	07/31/2018	\$15,364.00	P
14180157	VESPER PUBLIC LIBRARY	2018 2ND INSTALLMENT TAX AID	07/31/2018	\$7,214.00	P
14180158	MCMILLAN MEMORIAL LIBRARY	2018 2ND INSTALLMENT TAX AID	07/31/2018	\$247,856.00	P
14180159	UW - MARSHFIELD WOOD COUNTY	2018 2ND INSTALLMENT TAX AID	07/31/2018	\$24,041.00	P
14180160	AMT	GARNISHMENT PAYMENT	08/16/2018	\$203.00	P
14180161	BOSTON MUTUAL	WHOLE LIFE INSURANCE	08/16/2018	\$1,287.55	P
14180162	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	08/16/2018	\$250.42	P
14180163	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	08/16/2018	\$150.12	P
14180164	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	08/16/2018	\$135.77	P
14180165	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE	08/16/2018	\$3,790.14	P
14180166	MUTUAL OF OMAHA INSURANCE COMPANY	LTD INSURANCE	08/16/2018	\$1,819.31	P
14180167	MUTUAL OF OMAHA INSURANCE COMPANY	STD INSURANCE	08/16/2018	\$2,835.99	P
14180168	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT	08/16/2018	\$227.80	P
14180169		08/16/18 MANUAL PAYCHECK	08/16/2018	\$577.56	P
14180170	UW - MARSHFIELD WOOD COUNTY	Reimbursement for CIP Expenses	08/16/2018	\$6,016.70	P
14180171	CUMMINGS MARLA	MILEAGE, TRAINING, SUPPLIES	08/28/2018	\$739.23	P
14180172	UW - MARSHFIELD WOOD COUNTY	Reimbursement of CIP Expenses	08/28/2018	\$16,736.00	P
Grand Total:				\$512,851.52	

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: AUGUST 2018

For the range of vouchers: 17180096 - 17180106

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17180096	HORTON GROUP INC THE	HORTON JULY 2018	08/02/2018	\$2,083.33	P
17180097	SAGE SOFTWARE INC	Sage HRMS Renwal 08/18-08/19	08/02/2018	\$19,349.10	P
17180098	NATIONWIDE TRUST CO FSB	PEHP 081618	08/14/2018	\$52,949.71	P
17180099	RUDER WARE LLSC	Contracted Legal Services	07/26/2018	\$442.50	P
17180100	WOODTRUST BANK NA	Visa Charges - July	07/20/2018	\$76.00	P
17180101	NORTHWOODS LASER & EMBROIDERY	Service & Retirement Plaques	06/24/2018	\$145.40	P
17180102	BUTLER-MEDDAUGH ANGELA	July Mileage	07/31/2018	\$55.05	P
17180103	ASPIRUS	Drug & Alcohol Testing	08/08/2018	\$219.00	P
17180104	WI DEPT OF WORKFORCE DEVELOPMENT	July 2018 Unemployment Charges	08/08/2018	\$1,308.23	P
17180105	MARSHFIELD LABORATORIES	Drug & Alcohol Testing	07/31/2018	\$115.00	P
17180106	US HEALTH WORKS MEDICAL GROUP PC	Drug & Alcohol Testing	07/30/2018	\$770.00	P
Grand Total:				\$77,513.32	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Systems

For the period of: August 2018

For the range of vouchers: 27180210 - 27180424

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27180210	CHARTER COMMUNICATIONS	Internet pro80	07/14/2018	\$177.59	P
27180211	TIMEMARK INCORPORATED	TimeMark HWY Barry H	07/16/2018	\$995.00	P
27180212	AMAZON CAPITAL SERVICES	Joel HWY phone accessories	07/16/2018	\$26.46	P
27180213	AMAZON CAPITAL SERVICES	Phone cords & detanglers	07/22/2018	\$29.98	P
27180214	IVES MATTHEW	Mileage	07/31/2018	\$97.02	P
27180215	SOLARUS	Phone CHGS Acct 00063942-1	08/01/2018	\$8,399.39	P
27180216	SOLARUS	Phone chgs acct 00077856-5	08/01/2018	\$309.60	P
27180217	SOLARUS	Phone chgs acct 00061009-7	08/01/2018	\$74.99	P
27180218	SOLARUS	Phone chgs acct 00111161-9	08/01/2018	\$20.00	P
27180219	EO JOHNSON COMPANY INC	Papercut billing 2nd Q TR	07/10/2018	\$14,264.39	P
27180220	FRONTIER COMMUNICATIONS	Phone charges	07/22/2018	\$1,136.52	P
27180221	FRONTIER COMMUNICATIONS	phone charges	07/22/2018	\$542.00	P
27180222	NEW HORIZONS	cyber security training	05/31/2018	\$3,300.00	P
27180223	AT&T DATACOMM INC	Data plan 451-4022	07/16/2018	\$93.55	P
27180224	INSIGHT PUBLIC SECTOR INC	usb c dock	07/19/2018	\$171.07	P
27180225	US CELLULAR	Cell phone chgs acct 277407322	07/16/2018	\$2,186.22	P
27180226	US CELLULAR	Cell phone charges 851710598	07/16/2018	\$632.31	P
27180227	US CELLULAR	cell phone chgs acct 203538532	07/20/2018	\$959.38	P
27180228	US CELLULAR	cell phone chgs acct 203391922	07/20/2018	\$161.46	P
27180229	US CELLULAR	cell phone chgs acct 217293182	07/20/2018	\$763.98	P
27180230	CDW GOVERNMENT INC	Transcription headset	07/24/2018	\$23.40	P
27180231	US BANK	credit card charges	07/25/2018	\$707.02	P
27180232	ULTRACOM WIRELESS COMMUNICATI	7152135191- phone	07/24/2018	\$99.00	P
27180233	BAYCOM INC	Toughbook for Sheriff	07/31/2018	\$99,866.00	P
27180234	INSIGHT PUBLIC SECTOR INC	Norwood PC replacement	08/03/2018	\$10,318.56	P
27180235	INSIGHT PUBLIC SECTOR INC	Monitors for ROD	08/06/2018	\$1,065.95	P
27180236	BRANDL DAN R	Mileage	08/16/2018	\$47.09	P
27180237	KAUP AMY	Mileage	07/30/2018	\$441.45	P
27180238	FRONTIER COMMUNICATIONS	Phone charges	08/22/2018	\$542.00	P
27180239	FRONTIER COMMUNICATIONS	Phone charges	08/22/2018	\$1,134.40	P
27180240	CHARTER COMMUNICATIONS	Internet Pro80	08/15/2018	\$130.00	P
27180241	INTER-QUEST CORP	SmartNet Maintenance	08/17/2018	\$69,006.75	P

Committee Report - County of Wood

Systems - August 2018

27180210 - 27180424

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27180242	ULTRACOM WIRELESS COMMUNICATI	7154594780- Dennis Quinell pho	08/15/2018	\$199.99	P
Grand Total:				\$217,922.52	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: AUGUST 2018

For the range of vouchers: 19180692 - 19180788

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19180692	ACE HARDWARE	SUPPLIES	07/24/2018	\$2.99	P
19180693	ACE HARDWARE	SUPPLIES	07/24/2018	\$21.98	P
19180694	ACE HARDWARE	SHOP SUPPLIES	07/30/2018	\$19.93	P
19180695	ACE HARDWARE	TOOLS	07/31/2018	\$7.28	P
19180696	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	07/25/2018	\$4,451.76	P
19180697	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	07/25/2018	\$27.50	P
19180698	CRESCENT ELECTRIC SUPPLY CO	ELECTRICAL SUPPLIES	07/24/2018	\$138.23	P
19180699	CRESCENT ELECTRIC SUPPLY CO	ELECTRICAL SUPPLIES	07/26/2018	\$37.06	P
19180700	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	07/25/2018	\$176.94	P
19180701	GAPPA SECURITY SOLUTIONS LLC	KEYS	07/24/2018	\$28.50	P
19180702	QUALITY DOOR & HARDWARE	FINANCE - WALL BUMPERS	07/25/2018	\$21.00	P
19180703	RON'S REFRIGERATION & AC INC	FINANCE - HVAC	07/25/2018	\$6,036.00	P
19180704	SHERWIN-WILLIAMS CO THE	FINANCE - WALLPAPER	07/16/2018	\$1,752.42	P
19180705	SHERWIN-WILLIAMS CO THE	FINANCE - WALLPAPER CREDIT	07/30/2018	(\$715.54)	P
19180706	STEVE'S FINISHING SERVICE	FINANCE - PAINT DOORS	07/27/2018	\$765.00	P
19180707	SUPERIOR CHEMICAL CORPORATION	WASP & HORNET SPRAY	07/26/2018	\$138.57	P
19180708	WASTE MANAGEMENT	WASTE DISPOSAL COURTHOUSE	07/26/2018	\$927.26	P
19180709	WASTE MANAGEMENT	WASTE DISPOSAL JOINT USE	07/26/2018	\$75.77	P
19180710	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	07/25/2018	\$342.12	P
19180711	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	07/25/2018	\$237.96	P
19180712	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	07/25/2018	\$68.33	P
19180713	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC AIRPORT CBRF	07/25/2018	\$64.92	P
19180714	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	07/25/2018	\$10.30	P
19180715	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	07/25/2018	\$484.77	P
19180716	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	07/25/2018	\$96.09	P
19180717	WE ENERGIES	GAS SERVICE JAIL	07/27/2018	\$303.92	P
19180718	WINSUPPLY OF WISCONSIN RAPIDS	TOOLS	07/03/2018	\$10.42	P
19180719	WOOD TRUST BANK	JAIL, RB SUPPLIES	07/20/2018	\$98.35	P
19180720	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	08/01/2018	\$85.36	P
19180721	ACE HARDWARE	SUPPLIES	08/01/2018	\$14.98	P
19180722	ACE HARDWARE	SUPPLIES	08/06/2018	\$8.99	P
19180723	ACE HARDWARE	SUPPLIES	08/06/2018	\$3.99	P
19180724	AUTOZONE COMMERCIAL (Maintenance)	BATTERY FOR VAN	08/02/2018	\$126.39	P
19180725	AUTOZONE COMMERCIAL (Maintenance)	CREDIT MEMO	08/02/2018	(\$10.00)	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING - AUGUST
2018

19180692 - 19180788

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19180726	COMPLETE CONTROL	FINANCE - FIRE ALARM RE-WORK	07/31/2018	\$1,203.50	P
19180727	COMPLETE CONTROL	THERMOSTAT REPAIR	07/31/2018	\$785.20	P
19180728	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	08/02/2018	\$5,949.39	P
19180729	CRESCENT ELECTRIC SUPPLY CO	BULB	08/01/2018	\$69.12	P
19180730	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/08/2018	\$239.17	P
19180731	GAPPA SECURITY SOLUTIONS LLC	KEYS	08/01/2018	\$19.20	P
19180732	GAPPA SECURITY SOLUTIONS LLC	INVENTORY CARDS	08/03/2018	\$16.00	P
19180733	GRAINGER (Maintenance)	SHAFT SEAL	08/07/2018	\$55.23	P
19180734	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE CBRF	08/01/2018	\$140.00	P
19180735	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE COURTHOUSE	08/01/2018	\$2,680.00	P
19180736	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	08/01/2018	\$200.00	P
19180737	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	08/01/2018	\$970.00	P
19180738	MOTORS AND CONTROLS LLC	MOTOR REPAIR	08/03/2018	\$33.17	P
19180739	NORTHSTAR ENVIRONMENTAL TESTING LLC	ASBESTOS TESTING & TRAINING	08/02/2018	\$2,091.00	P
19180740	OMNI GLASS & PAINT INC	FINANCE - WALLPAPER INSTALL	07/31/2018	\$348.00	P
19180741	VAN ERT ELECTRIC COMPANY INC	FINANCE - ELECTRICAL	07/27/2018	\$1,170.93	P
19180742	WE ENERGIES	GAS SERVICE AIRPORT CBRF	07/25/2018	\$18.04	P
19180743	WE ENERGIES	GAS SERVICE RIVER BLOCK	07/30/2018	\$367.52	P
19180744	WINSUPPLY OF WISCONSIN RAPIDS	TOOLS	08/06/2018	\$20.84	P
19180745	WISCONSIN VALLEY BUILDING PRODUCTS	SUPPLIES	07/31/2018	\$39.83	P
19180746	WOLOSEK LANDSCAPING	PULVERIZED DIRT	07/31/2018	\$34.00	P
19180747	ACE HARDWARE	HARDWARE	08/13/2018	\$53.91	P
19180748	ACE HARDWARE	HARDWARE	08/14/2018	\$6.56	P
19180749	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	08/07/2018	\$147.20	P
19180750	AIR FILTRATION SPECIALISTS LLC	AIR FILTERS	08/09/2018	\$1,472.68	P
19180751	ARROW PRECISION ASPHALT MAINTENANCE	SHERIFFS PARKING LOT REPAIRS	08/10/2018	\$550.00	P
19180752	CRESCENT ELECTRIC SUPPLY CO	ELECTRICAL SUPPLIES	08/10/2018	\$143.09	P
19180753	FIRST SUPPLY	REPLACEMENT JAIL TOILET	08/09/2018	\$3,354.03	P
19180754	GRAINGER (Maintenance)	CONDENSER FAN MOTOR	08/14/2018	\$261.12	P
19180755	HOME DEPOT CREDIT SERV (Maintenance)	CH RB JAIL FIN UWX EOC EM CART	08/05/2018	\$1,445.71	P
19180756	RAPID QUALITY LAWN & LANDSCAPING	INSECTICIDE APPLICATION	08/11/2018	\$63.00	P
19180757	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	08/09/2018	\$52.24	P
19180758	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	08/09/2018	\$33.77	P
19180759	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	08/09/2018	\$428.63	P
19180760	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	08/09/2018	\$2,815.19	P
19180761	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	08/09/2018	\$1,023.37	P
19180762	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	08/09/2018	\$7.01	P
19180763	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	08/09/2018	\$72.35	P
19180764	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	08/09/2018	\$33.22	P
19180765	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	08/09/2018	\$11,784.54	P
19180766	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	08/09/2018	\$4,663.45	P
19180767	WINSUPPLY OF WISCONSIN RAPIDS	MOTOR FOR JAIL FREEZER	08/15/2018	\$123.87	P
19180768	ACE HARDWARE	TOOLS	08/20/2018	\$11.58	P
19180769	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	08/16/2018	\$443.78	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING - AUGUST
2018

19180692 - 19180788

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19180770	FASTENAL COMPANY	HARDWARE	08/22/2018	\$45.40	P
19180771	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	08/20/2018	\$40.00	P
19180772	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	08/20/2018	\$40.00	P
19180773	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/22/2018	\$176.94	P
19180774	GAPPA SECURITY SOLUTIONS LLC	CH AVIGILON UPGRADE - CARDS	08/16/2018	\$1,302.00	P
19180775	RON'S REFRIGERATION & AC INC	JAIL FREEZER REPAIR	08/20/2018	\$154.00	P
19180776	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	08/21/2018	\$180.00	P
19180777	WERNER ELECTRIC SUPPLY	BOILER PARTS	08/07/2018	\$123.30	P
19180778	WINSUPPLY OF WISCONSIN RAPIDS	BLOWER WHEEL	08/22/2018	\$206.00	P
19180779	WISCONSIN VALLEY BUILDING PRODUCTS	GLOVES	08/15/2018	\$25.50	P
19180780	AIRGAS SAFETY	SAFETY SUPPLIES	08/28/2018	\$328.76	
19180781	DIAMOND BUSINESS GRAPHICS	PRINTING	08/28/2018	\$127.23	
19180782	HEINZEN PRINTING INC	PRINTING	08/28/2018	\$84.00	
19180783	INDIANHEAD SPECIALTY CO	STAMPS	08/28/2018	\$25.50	
19180784	OFFICE DEPOT	OFFICE SUPPLIES	08/28/2018	\$304.15	
19180785	QUALITY PLUS PRINTING INC	PRINTING	08/28/2018	\$92.50	
19180786	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/28/2018	\$2,232.63	
19180787	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/28/2018	\$1,196.36	
19180788	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/28/2018	(\$252.57)	
Grand Total:				\$67,731.68	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
JULY 2018

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	CENTRAL WISCONSIN RADIOLOGISTS	WC MED REIMBURSE	\$41.55
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$195.50
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$290.15
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$77.65
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$76.50
PREPAID	PREFERRED MEDICAL	WC MED REIMBURSE	\$6.45
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$42.56
PREPAID	GUNDERSON LUTHERAN MEDICAL CENTER	WC MED REIMBURSE	\$903.73
PREPAID	NORTHEAST WI RETINA ASSOC	WC MED REIMBURSE	\$527.52
PREPAID	ASPIRUS DOCTORS CLINICS	WC MED REIMBURSE	\$250.00
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$852.97
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.99
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.50
PREPAID	IOD INCORPORATED	WC MED REIMBURSE	\$8.18
PREPAID	IOD INCORPORATED	WC MED REIMBURSE	\$9.13
PREPAID	I PAY SOLUTIONS	WC MED REIMBURSE	-\$300.00
	TOTAL		\$3,052.98

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

CHAIRMAN

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: AUGUST 2018

For the range of vouchers: 28180174 - 28180210

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28180174	BEAVER CREEK NURSERY & LANDSCAPING LLC	TAX DEED MAINTENANCE	07/31/2018	\$485.00	P
28180175	BURGGRAF ANTHONY F	TAX OVERPAYMENT REFUND	07/31/2018	\$9.00	P
28180176	KUNDINGER DENNIS M	TAX OVERPAYMENT REFUND	07/31/2018	\$210.60	P
28180177	KMA DAIRY INC	TAX OVERPAYMENT REFUND	07/31/2018	\$55.28	P
28180178	MARSHFIELD CLINIC	TAX OVERPAYMENT REFUND	07/31/2018	\$1,163.93	P
28180179	MILLER, TYLER	TAX OVERPAYMENT REFUND	07/31/2018	\$5.35	P
28180180	SLAGG ROSS JR	TAX OVERPAYMENT REFUND	07/31/2018	\$36.86	P
28180181	SWETZ ENTERPRISES LLC	TAX OVERPAYMENT REFUND	07/31/2018	\$67.94	P
28180182	WISCONSIN CO TREAS ASSN SEC TR	TREASURER'S CONFERENCE	07/31/2018	\$125.00	P
28180183	CITY OF MARSHFIELD	JULY SPECIAL CHARGES	08/02/2018	\$1,484.41	P
28180184	CITY OF NEKOOSA TREASURER	JULY SPECIAL CHARGES	08/02/2018	\$2,035.69	P
28180185	CITY OF WISCONSIN RAPIDS	JULY SPECIAL CHARGES	08/02/2018	\$160.60	P
28180186	TOWN OF PORT EDWARDS	JULY SPECIAL CHARGES	08/02/2018	\$351.14	P
28180187	TOWN OF SARATOGA	JULY SPECIAL CHARGES	08/02/2018	\$2,524.50	P
28180188	TOWN OF CAMERON	JULY SPECIAL CHARGES	08/02/2018	\$866.64	P
28180189	TOWN OF GRAND RAPIDS	JULY SPECIAL CHARGES	08/02/2018	\$446.58	P
28180190	TOWN OF RICHFIELD	JULY SPECIAL CHARGES	08/02/2018	\$928.39	P
28180191	TOWN OF ROCK TREAS LISA M WALLIS	JULY SPECIAL CHARGES	08/02/2018	\$531.96	P
28180192	VILLAGE OF ARPIN TREASURER	JULY SPECIAL CHARGES	08/02/2018	\$50.60	P
28180193	VILLAGE OF HEWITT	JULY SPECIAL CHARGES	08/02/2018	\$886.16	P
28180194	VILLAGE OF PORT EDWARDS TREAS	JULY SPECIAL CHARGES	08/02/2018	\$301.75	P
28180195	BEAVER CREEK NURSERY & LANDSCAPING LLC	MOWING TAX DEED PROPERTY	08/09/2018	\$260.00	P
28180196	COLE ELDINE	TAX OVERPAYMENT REFUND	08/09/2018	\$559.37	P
28180197	CRIST JACQUELINE	TAX OVERPAYMENT REFUND	08/09/2018	\$18.59	P
28180198	IGNATOWSKI JEFFREY OR GRACE	TAX OVERPAYMENT REFUND	08/09/2018	\$334.29	P
28180199	CHUDYK FRANK	TAX OVERPAYMENT REFUND	08/09/2018	\$14.02	P
28180200	NESS CARL	TAX OVERPAYMENT REFUND	08/09/2018	\$300.00	P
28180201	RADEMAN BRETT & NICOLE	TAX OVERPAYMENT REFUND	08/09/2018	\$20.07	P
28180202	ROBERTS KEVIN	TAX OVERPAYMENT REFUND	08/09/2018	\$58.77	P
28180203	SMITH THOMAS	TAX OVERPAYMENT REFUND	08/09/2018	\$153.92	P
28180204	WI DEPT OF ADMINISTRATION	JULY WI LAND INFO	08/09/2018	\$7,007.00	P
28180205	WI REAL PROPERTY LISTERS ASSN	WRPLA MEETING	08/14/2018	\$130.00	P
28180206	METCO	DNR CLOSURE TAX DEED PARCEL	08/16/2018	\$1,700.00	P
28180207	STATE OF WISCONSIN TREASURER	JULY CLERK OF COURTS REV	08/16/2018	\$149,265.85	P

Committee Report - County of Wood

TREASURER - AUGUST 2018

28180174 - 28180210

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28180208	WOODTRUST BANK	MONTHLY SERVICE FEES	08/16/2018	\$979.64	P
28180209	RICKEY RAYMOND	TAX OVERPAYMENT REFUND	08/28/2018	\$5.53	P
28180210	RIVER CITIES BANK	PHASE 1-SHAMMY	08/28/2018	\$1,200.00	P
Grand Total:				\$174,734.43	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: AUGUST 2018

For the range of vouchers: 34180008 - 34180009

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34180009	ASPIRUS OCCUPATIONAL HEALTH	Wellness HRA/Biometrics/Adv	08/01/2018	\$14,332.67	P
Grand Total:				\$14,332.67	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

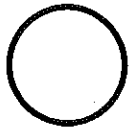
Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



RESOLUTION#

Effective Date September 18, 2018

 Introduced by Executive 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: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: _____, Corp Counsel		
Reviewed by: _____, Finance Dir.		

INTENT & SYNOPSIS: To authorize the negotiations for and entry into a lease extension with the City of Marshfield for Human Services office space in the Marshfield City Hall.

FISCAL NOTE: use of budgeted funds only

WHEREAS, the County currently has a lease with the City of Marshfield for office space primarily on the fourth floor of the City hall building (with 100 ft. on the third floor for location of computer equipment), which lease expires on August 31, 2018, and

WHEREAS, the Health and Human Services Committee has looked into various options to relocate the staff at the City Hall building but has not been able to come up with a viable solution at this point in time and the Committee is aware that a previous plan by the City to sell the building has fallen through and the immediate need for the County to vacate its current rental space is no longer present, and

WHEREAS, a representative of the City has contacted the County to inquire if the County was interested in extending the lease for one year under the same terms, and

WHEREAS, the Human Services Director was authorized in 2017 to negotiate and enter into the existing lease and it would be appropriate for the Human Services Director to be authorized to negotiate and enter into an extension of the current lease, so long as the rental payments are within the budget.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to authorize the Human Services Director to negotiate an extension of the current lease between the County and the City of Marshfield for office space in the City Hall building within the limits of the funds budgeted therefor.

()

Doug Machon, Chair

Donna Rozar

Bill Clendenning

William Winch

Kenneth Curry

Adam Fischer

Dennis Polach

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

County Clerk

County Board Chairman



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

August 29, 2018

To: Executive Committee

From: Kimberly McGrath, Director of Human Resources

Subject: HRIS/Payroll System

At the last Executive Committee meeting on August 21st, the committee voted, as part of a larger motion, to limit Human Resources to "read only" access to the Sage HRMS system. This limited access has proven to be problematic for the efficiency of the Human Resources Department in the following ways:

- Human Resources tracks annual **performance evaluations** in the system. This is managed in the "pay tab" on the HRMS system. One employee is primarily responsible for this task, with two department employees assigned as back-up in her absence.
- Human Resources is responsible for entering all benefit elections, dependent information, beneficiaries, and coverage amounts in the **Benefits** tab of HRMS. Due to the increased volume of enrollments occurring at the annual open enrollment time period, all HR employees contribute to the benefit-related data entry.
 - Note: This does not include benefit deductions as those are automatically calculated by the system based on elections and employment status. This information is uploaded at the beginning of every year.
- Human Resources is responsible for updating basic **employee information** at the time the employee has a qualifying event (such as an address change, marital status change, emergency contact change, dependent status change, etc.). These types of events typically arise when an employee needs to make a change to their benefit elections or covered dependents and allows HR the opportunity to ensure their employment profile is up to date.

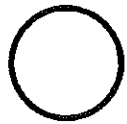
Similarly, HR's access to TimeStar, the County's timekeeping system, has been limited to "read only." The limited access is hindering the department's ability to manage FMLA leave time, Catastrophic Sick Time accruals, and the vacation donation program.

I respectfully request that the Executive Committee allow Human Resources the appropriate level of access needed to perform the essential functions of their job, and of the department as a whole. I would request that the committee allows the IT Director, Finance Director, and myself the ability to determine the appropriate levels of access for each position in both the Sage HRMS and TimeStar systems.

I am happy to report to the Committee that the transition of duties is going well. The Human Resources Assistant is training the Payroll Administrator on the related tasks including data entry of new hires, status changes, and terminations. The IT Director, Finance Director, and I have scheduled a standing bi-weekly meeting following payroll to discuss any challenges or issues that arose during the specific pay cycle. The first meeting is scheduled for September 5th.

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

WOOD COUNTY



ITEM#

DATE September 18, 2018

RESOLUTION#

Effective Date Upon passage and publication

Introduced by Executive Committee & Public Safety Committee
Page 1 of 1

RSD

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

INTENT & SYNOPSIS: To amend the 2018 budget of Sheriff Electronic Monitoring (52712) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the Transfer to General Fund balance (59210), which is non-lapsing account. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
52712	Sheriff Electronic Monitoring		\$60,000
59210	Transfer to General Fund	\$60,000	

WHEREAS, the aforementioned expenditures of approximately \$60,000 were not anticipated during the 2018 budget process; and

WHEREAS, an increase in the Wood County Jail population caused an increase in the utilization of electronic monitoring of prisoners; and

WHEREAS, the increased utilization of electronic monitoring of prisoners was a more cost effective method of combating Wood County Jail overcrowding than housing prisoners in other facilities; and

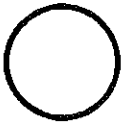
WHEREAS, the Transfer to General Fund account has sufficient funds; and

WHEREAS, it is now necessary to amend the 2018 budget transferring funds from the Transfer to General Fund account to debt account 52712; and

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

THEREFORE BE IT RESOLVED to amend the Wood County budget for 2018 by appropriating \$60,000 of unused funds in Transfer to General Fund balance (59210) to Sheriff Electronic Monitoring (52712); and

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



RESOLUTION#

Conservation, Education and Economic Development and Executive Committees

Introduced by
Page 1 of 1

LAR

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 type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds
Reviewed by: <u>PAK</u> , Corp Counsel	
Reviewed by: <u>MAC</u> , Finance Dir.	

INTENT & SYNOPSIS: To seek County Board approval to amend the 2018 Wood County Wildlife Damage Abatement and Claims Program (WDACP) budget for unanticipated state aid monies and to appropriate those monies to Wildlife Damage expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from the Wisconsin Department of Natural Resources to be received in 2019. For 2018 the funding will be from contingency and recouped in 2019. The adjustment to the budget is as follows:

		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			

Account	Account Name	Debit	Credit
56123	Wildlife Damage Abatement		\$ 21,000
51590	Contingency	\$ 21,000	

WHEREAS, the Wisconsin Department of Natural Resources has amended the Wildlife Damage Abatement Grant to Wood County from \$ 59,785 to \$ 80,785 and

WHEREAS, the \$ 21,000 increase will be for the Highlander Cranberry woven wire fence project.

WHEREAS, the payment made for the installation of the fence project will have no impact on the county tax levy, and

THEREFORE BE IT RESOLVED, that the Wood County Land & Water Conservation account – 56123 be amended to accept \$ 21,000 of state aid monies and funded with a transfer from contingency to be recouped in 2019 in account 43586-481, and

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

8/29/2018

9d

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Friday, August 31, 2018

	Actual	2018 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$17,097,030.64	\$25,645,906.00	(\$8,548,875.36)	(33.33%)
41150 Forest Cropland/Managed Forest Land	49,858.92	20,000.00	29,858.92	149.29%
41220 General Sales and Retailers' Discount	117.09	180.00	(62.91)	(34.95%)
41221 County Sales Tax	2,785,879.79	6,046,482.00	(3,260,602.21)	(53.93%)
41230 Real Estate Transfer Fees	97,470.20	85,000.00	12,470.20	14.67%
41800 Interest and Penalties on Taxes	414,521.19	405,000.00	9,521.19	2.35%
41910 Payments in Lieu of Taxes	17,924.20	18,500.00	(575.80)	(3.11%)
Total Taxes	20,462,802.03	32,221,068.00	(11,758,265.97)	(36.49%)
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	459,285.04	3,059,556.00	(2,600,270.96)	(84.99%)
43430 State Aid-Other State Shared Revenues	215,355.87	291,141.00	(75,785.13)	(26.03%)
43511 State Aid-Victim Witness	40,591.72	81,150.00	(40,558.28)	(49.98%)
43512 State Aid-Courts	222,029.51	378,464.00	(156,434.49)	(41.33%)
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	31,180.01	136,500.00	(105,319.99)	(77.16%)
43523 State Aid-Other Law Enforcement	18,736.00	18,000.00	736.00	4.09%
43528 State Aid-Emergency Government	30,358.46	93,250.00	(62,891.54)	(67.44%)
43531 State Aid-Transportation	1,572,443.94	1,823,120.00	(250,676.06)	(13.75%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	55,145.24	65,078.00	(9,932.76)	(15.26%)
43554 State Aid-Health WIC Program	137,666.00	354,641.00	(216,975.00)	(61.18%)
43557 State Aid-Health Consolidated Contract	38,563.00	64,895.00	(26,332.00)	(40.58%)
43560 State Aid-Grants	44,164.00	66,317.00	(22,153.00)	(33.40%)
43561 State Aids	6,289,170.34	11,292,655.00	(5,003,484.66)	(44.31%)
43567 State Aid-Transportation	205,315.15	203,436.00	1,879.15	0.92%
43568 State Aid-Child Support	483,330.02	928,443.00	(445,112.98)	(47.94%)
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	9,991,693.26	19,509,533.00	(9,517,839.74)	(48.79%)
Licenses and Permits				
44100 Business and Occupational Licenses	406,076.81	342,924.00	63,152.81	18.42%
44101 Utility Permits	775.00	1,050.00	(275.00)	(26.19%)
44102 Driveway Permits	540.00	860.00	(320.00)	(37.21%)
44200 DNR & ML Fees	32,455.01	22,500.00	9,955.01	44.24%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	625.00	1,025.00	(400.00)	(39.02%)
44300 Sanitary Permit Fees	25,925.00	45,000.00	(19,075.00)	(42.39%)
44411 County Planner Plat Review Fees	1,265.00	2,500.00	(1,235.00)	(49.40%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	2,297.50	4,250.00	(1,952.50)	(45.94%)
44415 HT Database Annual Fee	7,960.00	56,000.00	(48,040.00)	(85.79%)
Total Licenses and Permits	477,919.32	477,859.00	60.32	0.01%
Fines, Forfeits and Penalties				
45110 Ordinances Violations	3,656.49	1,700.00	1,956.49	115.09%
45115 County Share of Occupational Driver	240.00	200.00	40.00	20.00%
45120 County Share of State Fines and Forfeitures	91,768.06	160,000.00	(68,231.94)	(42.64%)
45123 County Parks Violation Fee	727.94	750.00	(22.06)	(2.94%)
45130 County Forfeitures Revenue	56,757.21	110,000.00	(53,242.79)	(48.40%)
45191 Private Sewage Fines	13,112.50	20,000.00	(6,887.50)	(34.44%)
Total Fines, Forfeits and Penalties	166,262.20	292,650.00	(126,387.80)	(43.19%)
Public Charges for Services				
46110 County Clerk-Passport Fees	15,730.00	20,000.00	(4,270.00)	(21.35%)

8/29/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Friday, August 31, 2018

		2018			
		Actual	Budget	Variance	
				Variance %	
46121	Treasurer Fees-Redemption Notices	4,726.84	3,000.00	1,726.84	57.56%
46122	Property Conversion Charges	3,002.43	100.00	2,902.43	2,902.43%
46130	Register of Deeds-Fees	204,994.07	309,000.00	(104,005.93)	(33.66%)
46135	Land Record-Fees	57,240.00	92,880.00	(35,640.00)	(38.37%)
46140	Court Fees	105,692.69	174,500.00	(68,807.31)	(39.43%)
46141	Court Fees and Costs-Marriage Counseling	4,300.00	12,300.00	(8,000.00)	(65.04%)
46142	Court/Juvenile	17,621.20	20,000.00	(2,378.80)	(11.89%)
46143	Other Professional Reimbursements	9,686.76	15,120.00	(5,433.24)	(35.93%)
46144	Circuit Court Branch I	18,059.81	28,600.00	(10,540.19)	(36.85%)
46146	Circuit Court Branch III	11,091.00	5,817.00	5,274.00	90.67%
46191	Public Charges-Clerk	4,800.00	8,000.00	(3,200.00)	(40.00%)
46192	Public Chgs-Temp Licenses	5,472.30	7,000.00	(1,527.70)	(21.82%)
46194	County Clerk Copy Fees	125.50	425.00	(299.50)	(70.47%)
46195	Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196	Public Chgs-Human Resources	886,583.70	1,441,717.00	(555,133.30)	(38.51%)
46210	Sheriff-Public Charges	75.00	400.00	(325.00)	(81.25%)
46211	Sheriff Revenue-Civil Process Fees	40,779.00	60,000.00	(19,221.00)	(32.04%)
46212	Sheriff Cost Reimbursement/Witness Fees	40,693.68	52,000.00	(11,306.32)	(21.74%)
46214	Reserve Deputy Revenue	10,559.28	12,000.00	(1,440.72)	(12.01%)
46215	Sheriff Escort Service	21,992.11	29,000.00	(7,007.89)	(24.17%)
46216	Restitution		300.00	(300.00)	(100.00%)
46217	OWI Restitution	1,460.32	1,600.00	(139.68)	(8.73%)
46221	Public Chgs-Coroner Cremation	28,810.00	60,000.00	(31,190.00)	(51.98%)
46230	Death Certificates	10,100.00	15,000.00	(4,900.00)	(32.67%)
46241	Jail Surcharge	19,651.03	38,000.00	(18,348.97)	(48.29%)
46242	Huber/Electronic Monitoring	164,659.75	252,044.00	(87,384.25)	(34.67%)
46243	Inmate Booking/Processing Fee	11,467.88	21,000.00	(9,532.12)	(45.39%)
46244	Other County Transports	11,720.43	23,000.00	(11,279.57)	(49.04%)
46245	Jail Stay Fee	24,642.72	50,370.00	(25,727.28)	(51.08%)
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	294,083.11	677,225.00	(383,141.89)	(56.58%)
46520	Institutional Care-Private Pay	825,298.16	1,049,475.00	(224,176.84)	(21.36%)
46521	Institutional Care-Other Pay	2,286.00	6,800.00	(4,514.00)	(66.38%)
46525	Public Chgs- Medicare	1,251,144.25	3,543,571.00	(2,292,426.75)	(64.69%)
46526	Public Chgs- Medicaid	2,879,234.22	5,883,458.00	(3,004,223.78)	(51.06%)
46527	Public Chgs-Veterans EW	51,110.60		51,110.60	0.00%
46530	Public Charges	3,240,361.40	4,873,724.00	(1,633,362.60)	(33.51%)
46531	Public Chgs- Private Insurance	535,352.26	1,936,512.00	(1,401,159.74)	(72.35%)
46532	Public Chgs-County Responsible	96,995.64	217,475.00	(120,479.36)	(55.40%)
46533	Public Chgs-NW Mental Health Inpatient	258,266.61	319,464.00	(61,197.39)	(19.16%)
46534	Public Chgs-NW Mental Health Inpatient	1,261,625.24	1,311,122.00	(49,496.76)	(3.78%)
46535	Public Chgs-Mental Health Halfway Houses	7,866.00		7,866.00	0.00%
46536	Third Party Awards & Settlements	144,000.00	232,688.00	(88,688.00)	(38.11%)
46537	Contractual Adjustment	(2,319,019.04)	(4,643,902.00)	2,324,882.96	(50.06%)
46590	Provision for Bad Debts-Edgewater	(7,000.00)	(12,000.00)	5,000.00	(41.67%)
46621	Child Support-Genetic Tests	2,734.66	4,500.00	(1,765.34)	(39.23%)
46623	Child Support-Filing Fees	40.00	200.00	(160.00)	(80.00%)
46624	Child Support-Service Fees	8,148.12	12,000.00	(3,851.88)	(32.10%)
46625	Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721	Public Chgs-Parks	415,284.91	475,000.00	(59,715.09)	(12.57%)
46772	UW-Extension Project Revenue	5,574.72	4,050.00	1,524.72	37.65%
46813	County Forest Revenue	206,027.85	385,000.00	(178,972.15)	(46.49%)
46825	Land Conservation Fees & Sales	73,580.78	63,525.00	10,055.78	15.83%
46826	Private Sewage Charges	930.00	3,000.00	(2,070.00)	(69.00%)
	Total Public Charges for Services	10,969,682.99	19,124,160.00	(8,154,477.01)	(42.64%)
Intergovernmental Charges for Services					
47210	Intergovernmental Charges	328,956.83	580,700.00	(251,743.17)	(43.35%)
47230	State Charges	783,106.88	1,403,610.00	(620,503.12)	(44.21%)
47231	State Charges-Highway	167,330.08	250,030.00	(82,699.92)	(33.08%)
47232	State Charges-Machinery	1,537,678.52	2,177,319.00	(639,640.48)	(29.38%)
47250	Intergovernmental Transfer Program Rev	553,573.60	511,615.00	41,958.60	8.20%
47300	Local Gov Chgs	171,893.36	561,660.00	(389,766.64)	(69.40%)
47310	Local Gov Debt Service Charges		22,000.00	(22,000.00)	(100.00%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Friday, August 31, 2018

		2018		
	Actual	Budget	Variance	Variance %
47320	Local Gov Chgs-Public Safety	21,621.03	29,000.00	(7,378.97) (25.44%)
47330	Local Gov Chgs-Transp	473,108.10	1,207,485.00	(734,376.90) (60.82%)
47332	Local Gov Chgs-Roads	80,726.28	403,360.00	(322,633.72) (79.99%)
47333	Local Gov Chgs-Bridges		27,440.00	(27,440.00) (100.00%)
47350	Local Gov Chgs-Hlth & Human Svcs	56,426.00	69,050.00	(12,624.00) (18.28%)
47351	Local Gov Chgs-Other Governments	3,080.00	2,000.00	1,080.00 54.00%
47391	Local Gov Chgs-BNI (Materials)	721.33	3,200.00	(2,478.67) (77.46%)
47392	Local Gov Chgs-BNI (Staff)	241.50	800.00	(558.50) (69.81%)
47393	Local Gov Chgs-Work Relief	2,249.90	5,000.00	(2,750.10) (55.00%)
47395	Local Gov Chgs-EM Vehicles	2,851.54	5,000.00	(2,148.46) (42.97%)
47396	Local Gov Chgs-EM Equipment	1,745.00	800.00	945.00 118.13%
	Total Charges to Other Governments	4,185,309.95	7,260,069.00	(3,074,759.05) (42.35%)
	Interdepartmental Charges for Services			
47410	Dept Charges-Hlth Benefits & Other	6,969,788.24	10,126,260.00	(3,156,471.76) (31.17%)
47411	Dept Charges-Purchasing	20,986.29	73,303.00	(52,316.71) (71.37%)
47412	Dept Charges-Insurance	474,893.58	475,000.00	(106.42) (0.02%)
47413	Dept Charges-Gen Govt	762,364.70	1,003,569.00	(241,204.30) (24.03%)
47415	Dept Charges-Systems	240,867.54	295,155.00	(54,287.46) (18.39%)
47421	Dept Charges-Public Safety	18,321.25	21,000.00	(2,678.75) (12.76%)
47430	Dept Charges-Bldg Rent	610,214.87	919,124.00	(308,909.13) (33.61%)
47432	Dept Charges-Rent Unified		704.00	(704.00) (100.00%)
47435	Dept Charges-Sheriff Lockup Rent	10,928.00	16,000.00	(5,072.00) (31.70%)
47438	Dept Charges-Riverblock Rent	387,744.00	575,520.00	(187,776.00) (32.63%)
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	1,376,781.41	1,938,500.00	(561,718.59) (28.98%)
	Total Interdepartmental Charges	10,912,687.88	15,520,535.00	(4,607,847.12) (29.69%)
	Total Intergovernmental Charges for Services	15,097,997.83	22,780,604.00	(7,682,606.17) (33.72%)
	Miscellaneous			
48000	Miscellaneous	517,329.26		517,329.26 0.00%
48100	Interest	13.11	80.00	(66.89) (83.61%)
48110	Interest-Capital Projects	2.46	10.00	(7.54) (75.40%)
48113	Unrealized Gain/Loss on Investment	(15,178.13)	48,430.00	(63,608.13) (131.34%)
48114	Interest-Investment	95,136.72	115,959.00	(20,822.28) (17.96%)
48115	Interest-General Investment	105,342.78	25,000.00	80,342.78 321.37%
48116	Interest-Section 125 & Health	410.15	219.00	191.15 87.28%
48117	Interest-Clerk of Courts	229.29	300.00	(70.71) (23.57%)
48200	Rental Income	76,860.35	134,931.00	(58,070.65) (43.04%)
48201	Rental Income- CSP/CCS		50,400.00	(50,400.00) (100.00%)
48300	Gain/Loss-Sale of Property	177,009.79	53,000.00	124,009.79 233.98%
48320	Gain/Loss-Sale of Surplus Property	2,651.00	500.00	2,151.00 430.20%
48340	Gain/Loss-Sale of Salvage and Waste	4,255.85	6,700.00	(2,444.15) (36.48%)
48440	Insurance Recoveries-Other	1,082,941.97	487,000.00	595,941.97 122.37%
48500	Donations	398,862.98	1,629,800.00	(1,230,937.02) (75.53%)
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	7,553.52	20,000.00	(12,446.48) (62.23%)
48830	Recovery of PYBD & Contractual Adj	48,056.63	46,500.00	1,556.63 3.35%
48860	Revenue from Meals	12,339.58	20,000.00	(7,660.42) (38.30%)
48880	Food Vending Machine Income	2,626.00	4,500.00	(1,874.00) (41.64%)
48900	Other Miscellaneous Revenue	32,365.58	39,125.00	(6,759.42) (17.28%)
48901	Other/Miscellaneous Revenue	1,440.20	1,500.00	(59.80) (3.99%)
48910	Vending/Cafeteria Revenue	6,292.56	11,000.00	(4,707.44) (42.79%)
48920	Vending Machine Revenue	2,722.72	4,600.00	(1,877.28) (40.81%)
48940	Canteen Income		500.00	(500.00) (100.00%)
48970	Rental Income- NHC, Health Annex	11,672.00	17,508.00	(5,836.00) (33.33%)
48980	Misc/Other Workshop Revenue	8.34	100.00	(91.66) (91.66%)
48990	Other Operating Income	1,420.47	2,500.00	(1,079.53) (43.18%)
48991	Copier Revenue	1,034.85	2,000.00	(965.15) (48.26%)
	Total Miscellaneous	2,573,971.14	2,728,162.00	(154,190.86) (5.65%)
	Other Financing Sources			
49210	Transfer from General Fund		260,000.00	(260,000.00) (100.00%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Friday, August 31, 2018

	Actual	2018 Budget	Variance	Variance %
49220 Transfer from Special Revenue	2,785,879.79	6,086,765.00	(3,300,885.21)	(54.23%)
49270 Transfer from Internal Service		283,903.00	(283,903.00)	(100.00%)
Total Other Financing Sources	2,785,879.79	6,630,668.00	(3,844,788.21)	(57.98%)
TOTAL REVENUES	62,526,208.56	103,764,704.00	(41,238,495.44)	(39.74%)

EXPENDITURES**General Government**

51120 Committees & Commissions	116,121.76	202,513.00	86,391.24	42.66%
51212 Circuit Court Branch I	234,154.44	395,614.00	161,459.56	40.81%
51213 Circuit Court Branch II	71,946.89	119,902.00	47,955.11	40.00%
51214 Circuit Court Branch III	77,892.64	124,761.00	46,868.36	37.57%
51215 Drug Court	132,503.79	215,817.00	83,313.21	38.60%
51217 Clerk of Courts-Divorce Mediation	8,550.00	17,000.00	8,450.00	49.71%
51220 Family Court Commissioner	59,948.32	105,233.00	45,284.68	43.03%
51221 Clerk of Courts	774,485.90	1,353,334.00	578,848.10	42.77%
51231 Coroner	80,727.07	139,842.00	59,114.93	42.27%
51310 District Attorney	177,975.68	304,049.00	126,073.32	41.46%
51315 Victim Witness Program	99,949.98	156,044.00	56,094.02	35.95%
51316 Task Force	240.00	900.00	660.00	73.33%
51320 Corporation Counsel	157,089.35	256,297.00	99,207.65	38.71%
51330 Child Support	614,908.25	1,022,205.00	407,296.75	39.84%
51420 County Clerk	194,071.66	323,430.00	129,358.34	40.00%
51424 County Clerk-Postage Meter	7,488.11	14,300.00	6,811.89	47.64%
51430 Health Benefit Payments	7,785,423.67	11,678,993.00	3,893,569.33	33.34%
51431 Health-Wellness	211,765.87	283,903.00	72,137.13	25.41%
51433 Human Resources-Labor Relations	678.50	28,200.00	27,521.50	97.59%
51435 Human Resources-Personnel	294,852.54	437,707.00	142,854.46	32.64%
51436 Human Resources-Programs	198.72	3,670.00	3,471.28	94.59%
51440 County Clerk-Elections	54,319.26	94,621.00	40,301.74	42.59%
51450 Data Processing	1,139,281.78	1,804,291.00	665,009.22	36.86%
51451 Voice over IP	82,689.82	128,000.00	45,310.18	35.40%
51452 PC Replacement	173,631.41	200,600.00	26,968.59	13.44%
51453 Co Clerk-Inform & Commun	8,923.29	18,500.00	9,576.71	51.77%
51510 Finance	237,862.67	365,313.00	127,450.33	34.89%
51520 Treasurer	262,791.82	429,490.00	166,698.18	38.81%
51550 Purchasing	32,420.43	51,970.00	19,549.57	37.62%
51590 Contingency	7.27	301,683.00	301,675.73	100.00%
51611 Bldg Maint-Courthouse and Jail	777,200.62	1,152,179.00	374,978.38	32.55%
51630 Bldg Maint-Unified Svcs Building	7,199.82	10,889.00	3,689.18	33.88%
51640 Bldg Maint-Joint Use Building	4,747.08	11,851.00	7,103.92	59.94%
51650 Bldg Maint-Sheriff Lockup	1,863.72	4,547.00	2,683.28	59.01%
51660 Bldg Maint-CBRF's	2,891.09	7,471.00	4,579.91	61.30%
51670 Bldg Maint-River Block	267,340.90	681,520.00	414,179.10	60.77%
51710 Register of Deeds	263,923.81	423,055.00	159,131.19	37.61%
51711 Register of Deeds-Redaction	15,283.79	32,387.00	17,103.21	52.81%
51931 Property and Liability Insurance	481,617.15	612,071.00	130,453.85	21.31%
51933 Workers Comp Insurance	171,016.74	491,569.00	320,552.26	65.21%
51934 Sick Leave Conversion	229,479.67	500,000.00	270,520.33	54.10%
Total General Government	15,315,465.28	24,505,721.00	9,190,255.72	37.50%

Public Safety

52110 Sheriff-Administration	1,654,960.15	2,641,365.00	986,404.85	37.34%
52130 Radio Engineer	110,645.12	232,110.00	121,464.88	52.33%
52131 Sheriff-Indian Law Enforce	12,827.37	33,933.00	21,105.63	62.20%
52140 Sheriff-Traffic Police	1,829,529.30	3,065,437.00	1,235,907.70	40.32%
52150 Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510 Emer Mgmt-SARA Title III	22,245.04	52,085.00	29,839.96	57.29%
52520 Emergency Management	171,103.04	323,272.00	152,168.96	47.07%
52601 Dispatch	1,056,684.85	1,784,049.00	727,364.15	40.77%
52530 Emer Mgmt-Bldg Numbering	1,592.62	3,000.00	1,407.38	46.91%
52540 Emer Mgmt-Work Relief	106,172.35	140,926.00	34,753.65	24.66%
52710 Sheriff-Jail	1,412,376.22	2,505,702.00	1,093,325.78	43.63%
52712 Sheriff-Electronic Monitoring	124,054.21	123,188.00	(866.21)	(0.70%)
52713 Sheriff-PT Transp/Safekeeper	612,842.70	1,066,197.00	453,354.30	42.52%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Friday, August 31, 2018

		2018	Variance	Variance %
	Actual	Budget		
52721	Sheriff-Jail Surcharge	107,961.41	79,608.59	42.44%
	Total Public Safety	7,222,994.38	4,936,839.62	40.60%
Public Works-Highway				
53110	Hwy-Administration	214,449.93	74,310.07	25.73%
53120	Hwy-Engineer	136,373.84	108,630.16	44.34%
53191	Hwy-Other Administration	260,032.93	75,079.07	22.40%
53210	Hwy-Employee Taxes & Benefits	(814,435.64)	814,435.64	0.00%
53220	Hwy-Field Tools	(13,150.72)	26,386.72	199.36%
53230	Hwy-Shop Operations	164,488.71	115,755.29	41.31%
53232	Hwy-Fuel Handling	5,852.20	6,247.80	51.63%
53240	Hwy-Machinery Operations	656,232.22	1,057,383.78	61.70%
53260	Hwy-Bituminous Ops	175,485.83	48,721.17	21.73%
53262	Hwy-Bituminous Ops	852.08	111,069.92	99.24%
53266	Hwy-Bituminous Ops	1,162,442.43	183,147.57	13.61%
53270	Hwy-Buildings & Grounds	109,397.76	54,736.24	33.35%
53281	Hwy-Acquisition of Capital Assets	215,802.75	(215,802.75)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	1,321,169.21	333,954.79	20.18%
53312	Hwy-Snow Remov	738,156.75	201,784.25	21.47%
53313	Hwy-Maintenance Gang	114,021.97	(11,917.97)	(11.67%)
53314	Hwy-Maint Gang-Materials	1,235.00	(335.00)	(37.22%)
53316	Hwy-Maint Salt Brine Operations	26,846.95	(26,846.95)	0.00%
53320	Hwy-Maint STHS	831,566.77	532,542.23	39.04%
53323	Hwy-Maint STHS PBM		52,600.00	100.00%
53330	Hwy-Local Roads	705,108.28	482,528.72	40.63%
53340	Hwy-County-Aid Road Construction	179,587.31	265,246.69	59.63%
53341	Hwy-County-Aid Bridge Construction	5,457.74	194,811.26	97.27%
53490	Hwy-State & Local Other Services	174,120.99	378,780.01	68.51%
	Total Public Works-Highway	6,371,095.29	4,866,548.71	43.31%
Health and Human Services				
54121	Health-Public Health	1,108,703.81	671,321.19	37.71%
54122	Health-WIC Program	228,376.95	126,264.05	35.60%
54128	Health-Public Health Grants	55,362.94	9,532.06	14.69%
54129	Humane Officer	24,174.85	11,344.15	31.94%
54130	Health-Dental Sealants	74,787.50	53,991.50	41.93%
54132	Adams-Juneau Sanitation	162,761.69	103,752.31	38.93%
54210	Edgewater-Nursing	2,463,694.53	1,670,399.47	40.41%
54211	Edgewater-Housekeeping	94,576.81	36,971.19	28.10%
54212	Edgewater-Dietary	416,230.43	307,192.57	42.46%
54213	Edgewater-Laundry	44,431.34	105,629.66	70.39%
54214	Edgewater-Maintenance	215,605.64	166,598.36	43.59%
54217	Edgewater-Activities	102,365.72	67,574.28	39.76%
54218	Edgewater-Social Services	91,482.77	64,800.23	41.46%
54219	Edgewater-Administration	408,632.41	213,148.59	34.28%
54315	Mental Health/AODA Ho Chunk		27,500.00	100.00%
54316	Mental Institutions State Charge		360.00	100.00%
54317	Human Services Crisis Stabilization	307,102.17	159,013.83	34.11%
54324	Norwood-SNF-CMI	654,218.59	392,956.41	37.53%
54325	Norwood SNF TBI	564,729.31	345,330.69	37.95%
54326	Norwood-Inpatient	2,035,495.61	1,531,513.39	42.94%
54350	Norwood-Dietary	666,557.27	343,473.73	34.01%
54351	Norwood-Plant Ops & Maint	519,495.84	320,869.16	38.18%
54363	Norwood-Medical Records	102,915.64	65,988.36	39.07%
54365	Norwood-Administration	813,325.80	431,229.20	34.65%
54401	Human Services-Child Welfare	2,064,335.89	1,542,941.11	42.77%
54405	Human Services-Youth Aids	1,996,498.41	1,313,629.59	39.69%
54410	Human Services-Child Care	79,895.33	60,152.67	42.95%
54413	Human Services-Transportation	205,288.22	164,267.78	44.45%
54420	Human Services-ESS	864,794.26	519,107.74	37.51%
54425	Human Services-FSET	1,664,206.87	1,125,679.13	40.35%
54435	Human Services-LIEAP	75,204.86	50,423.14	40.14%

8/29/2018

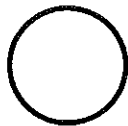
County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Friday, August 31, 2018

		2018		Variance	Variance %
		Actual	Budget		
54440	Human Services-Birth to Three	277,685.05	486,247.00	208,561.95	42.89%
54445	Human Services-Childrens COP	158,632.65	291,898.00	133,265.35	45.65%
54450	Human Services-Childrens Waivers	140,608.96	249,481.00	108,872.04	43.64%
54455	Human Services-CSP	324,995.24	569,147.00	244,151.76	42.90%
54460	Human Services-OPC MH	891,865.24	1,394,982.00	503,116.76	36.07%
54465	Human Services-CCS	1,115,965.18	1,760,681.00	644,715.82	36.62%
54470	Human Services-Crisis Legal Svc	436,708.67	724,832.00	288,123.33	39.75%
54475	Human Services-MH Contr COP	555,562.27	1,538,677.00	983,114.73	63.89%
54480	Human Services-OPC AODA	299,681.56	484,555.00	184,873.44	38.15%
54485	Human Services-OPC Day Treatment	50,756.75	80,368.00	29,611.25	36.84%
54495	Human Services-AODA Contract	27,287.38	136,100.00	108,812.62	79.95%
54500	Human Services-Administration	2,003,222.58	3,236,780.00	1,233,557.42	38.11%
54611	Aging-Committee on Aging		198,278.00	198,278.00	100.00%
54710	Veterans-Veterans Relief	1,276.87	5,411.00	4,134.13	76.40%
54720	Veterans-Veterans Service Officer	200,321.77	330,151.00	129,829.23	39.32%
54730	Veterans Relief Donations		300.00	300.00	100.00%
54740	Veterans-Care of Veterans Graves	256.00	2,865.00	2,609.00	91.06%
54750	Veterans-WDVA Grant	5,383.04	11,500.00	6,116.96	53.19%
Total Health and Human Services		24,595,460.67	41,610,460.00	17,014,999.33	40.89%
Culture, Recreation and Education					
55112	County Aid to Libraries	891,144.00	891,144.00		0.00%
55210	County Parks	1,022,232.97	1,625,697.00	603,464.03	37.12%
55441	Maintenance Snowmobile Trails	73,918.65	67,925.00	(5,993.65)	(8.82%)
55442	ATV Maintenance	8,845.57	12,715.00	3,869.43	30.43%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	271,611.83	516,662.00	245,050.17	47.43%
55630	UW-Extension Center-Marshfield	48,082.00	48,082.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	2,725.80	27,700.00	24,974.20	90.16%
55661	UW-Ext Farm Technology Days	43,000.00	43,000.00		0.00%
Total Culture, Recreation and Education:		2,418,560.82	3,289,925.00	871,364.18	26.49%
Conservation and Development					
56111	State Forestry Roads		3,300.00	3,300.00	100.00%
56121	Land Conservation	139,310.42	241,959.00	102,648.58	42.42%
56122	DATCP Grant	128,089.96	250,593.00	122,503.04	48.89%
56123	Wildlife Damage Abatement	26,454.91	59,785.00	33,330.09	55.75%
56125	Non-Metalic Mining Reclamation	25,374.37	40,054.00	14,679.63	36.65%
56127	Don Aron Memorial Fund	20,013.88	22,000.00	1,986.12	9.03%
56310	County Planner	233,197.26	369,261.00	136,063.74	36.85%
56320	Land Record	74,246.25	255,729.00	181,482.75	70.97%
56340	Surveyor	12,172.04	44,750.00	32,577.96	72.80%
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	100.00%
56750	Transp & Economic Develop	133,035.62	141,075.00	8,039.38	5.70%
56780	CDBG-ED	520.73	30,000.00	29,479.27	98.26%
56911	State Wildlife Habitat	1,935.00	2,500.00	565.00	22.60%
56913	Park & Forestry Capital Proj	28,843.21	165,063.00	136,219.79	82.53%
56943	Private Sewage System	102,334.70	196,939.00	94,604.30	48.04%
Total Conservation and Development		943,028.35	1,917,853.00	974,824.65	50.83%
Capital Outlay					
57120	Cap Projects-Gen Government	7,715.71		(7,715.71)	0.00%
57121	Cap Projects-Parks	102,614.15	140,000.00	37,385.85	26.70%
57127	Cap Projects-Computers	70,566.90	93,000.00	22,433.10	24.12%
57208	Cap Projects-Dispatch		40,000.00	40,000.00	100.00%
57213	Cap Projects-Emergency Management		225,000.00	225,000.00	100.00%
57216	Cap Projects-Computer Software		29,000.00	29,000.00	100.00%
57310	Highway Capital Projects	2,434,114.31	2,499,999.00	65,884.69	2.64%
57410	Cap Projects-Human Services	84,500.00		(84,500.00)	0.00%
57412	Cap Projects-Edgewater	195,614.04	337,367.00	141,752.96	42.02%
57420	Cap Projects-Norwood	165,316.24	196,500.00	31,183.76	15.87%
57640	UW Remodeling/Construction	78,363.13	111,000.00	32,636.87	29.40%

8/29/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Friday, August 31, 2018

	Actual	2018 Budget	Variance	Variance %
57930 Depreciation & Amortization	(1,737.00)		1,737.00	0.00%
57940 Depreciation & Amortization	140,454.65		(140,454.65)	0.00%
Total Capital Outlay	3,277,522.13	3,671,866.00	394,343.87	10.74%
Debt Service				
58110 Debt Service Principal-Gen Gov		465,000.00	465,000.00	100.00%
58140 Debt Service Principal-Highway	8,400.00	4,156,800.00	4,148,400.00	99.80%
58210 Debt Service Interest-General Gov	65,320.27	99,567.00	34,246.73	34.40%
58230 Debt Service Interest-2017 Capital Projects	34,417.80	75,477.00	41,059.20	54.40%
58240 Debt Service Interest-Highway	178,930.98	365,973.00	187,042.02	51.11%
Total Debt Service	287,069.05	5,162,817.00	4,875,747.95	94.44%
Other Financing Uses				
59210 Transfers to General Fund	2,785,879.79	6,592,243.00	3,806,363.21	57.74%
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	2,785,879.79	6,465,558.00	3,679,678.21	56.91%
TOTAL EXPENDITURES	63,217,075.76	110,021,678.00	46,804,602.24	42.54%
NET INCOME (LOSS) *	(690,867.20)	(6,256,974.00)	5,566,106.80	(88.96%)



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

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

INTENT & SYNOPSIS: To approve the attached "Wage Plan", superseding all previous wage plans and the Recruitment and Retention Policy.

FISCAL NOTE: None in 2018. For 2019, there would be an impact of approximately \$9,739 by eliminating "Merit Pay" program which awards employees a merit bonus past step eleven.

Source of Money: Budget

WHEREAS, the County recognizes the importance of an equitable pay plan and the importance of a County policy to support that plan; and

WHEREAS, the current Wood County Employee Policy Handbook includes a Wage Plan, the County has adopted an updated Wage Plan effective May 2015, and the County has adopted a Recruitment and Retention Policy effective September 2016; and

WHEREAS, the County continually looks for ways to recruit and retain talented employees making it necessary to have flexibility within the pay structure to offer competitive wages for new employees and the ability to advance employees who are identified as working above average;

WHEREAS, "Merit Pay" was introduced by resolution in 2013 but the parameters and eligibility requirements were not fully articulated and approved. Employees are becoming eligible for "merit pay" bonuses without criteria in place to confirm those employees are achieving the levels of excellence that should be required for a merit incentive bonus. This Wage Plan removes the Merit Pay program and language.

WHEREAS, the County understands the challenges of recruiting and retaining employees and understands the importance of being proactive and equitable in its' Wage Plan.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES, to approve the attached "Wage Plan."



Wage Plan

Wood County has established a wage plan for all positions that maintains a fair rate of pay for all full-time and part-time positions. The wage rate for a position is compared to both the internal comparable positions and to comparable positions outside of Wood County employment. "Comparable positions" are other jobs that perform similar types of work and require similar basic skills. Each job is evaluated based on a number of factors and then assigned a "salary grade". Each salary grade has eleven (11) total steps.

Salary Increases

The actual wage rates for each salary grade are evaluated and wage increases (typically referred to as "cost of living increase" or COLA) are approved, as appropriate, by the Wood County Board of Supervisors.

Step Increases

There are eleven (11) steps, or salaries, for each job grade with the normal starting salary being step one and step six being considered the "control point". The control point is the market average wage for that type of work. Employees will normally progress one step per year to step eleven based on years of service and satisfactory performance. Employees are typically hired at step one and move up one step annually on January 1st. For more detailed information regarding step increases please contact your supervisor or Human Resources.

Annual salary grade appeals

Every year there is a 30 working day window for employees to request a review of their position. If the duties or responsibilities of a position have significantly changed the employee may request to have their position reevaluated. To do this, the employee shall submit a completed appeal form to their supervisor by the deadline set forth by Human Resources, along with a completed Job Description Questionnaire (JDQ) showing the changes from the previous JDQ. Appeal forms are available from Human Resources. If the supervisor and department head support the appeal the department head shall forward it to Human Resources by the deadline communicated. Human Resources will forward the appeal for review. The Executive Committee will review the recommendations regarding the appeal and make a final decision if the appeal will be approved, denied or referred for further consideration. The employee will be informed of the review results and if the wage grade is changed as a result of an appeal, the change will be effective on January 1st of the following year.

New Position Reviews

A new position will require a job description which would be reviewed and ranked. Then one year after the position has been operational, a formal JDQ may be submitted for ranking based on any changes that may have occurred during that first year in the role. Recommendations for any adjustments based on evaluation may be implemented by Human Resources without further review or approval.

Market Reviews

A position that is found to be below competitive market rate based on available market survey information in conjunction with a history of at least 12 months of unsuccessful recruitment or retention due to market rates



Wage Plan

will be reviewed by the Executive Committee upon the recommendation of Human Resources. This may include positions that are already in a pay grade, or positions that are seasonal, Limited Term Employment or casual. If the position is found to be below market to the detriment of the County's efforts to recruit or retain critical staffing, the Executive Committee may approve a pay grade adjustment for the position. Positions moved based on market will be noted as such in the Wood County Pay Structure Plan, and will be reviewed the following year to ensure the move remains appropriate to the market.

Recruitment and Hiring

In an effort to allow Department Heads to recruit and retain quality employees in an ever changing job market while working within Wood County's current pay plan structure, departments have the ability to hire new employees up to step 6. The step being offered to the candidate must be equitable to their qualifications, years of experience, and salary history.

If, based on the qualifications and compensation requirements of a highly qualified candidate, the department needs to offer step 7 or above, the Department Head will work with the HR Director to review and finalize the offer. If the Department Head and HR Director are unable to come to an agreement on an offer, the hiring department's Oversight Committee will make the final offer decision.

Retention Guidelines

In an effort to retain qualified and talented employees, Department Heads have the ability to advance employees who are identified as working above average to skip **one** step higher on the pay scale, up to step 6. In the instance of a Department Head, the oversight committee has the ability to advance the Department Head who is identified as working above average to skip **one** step higher on the pay scale, up to step 6.

In both an employee and Department Head situation, this may occur mid-year or at the beginning of the year, but not more than one step can be skipped in a calendar year.

In no instance should an employee of Wood County (including Department Heads) advance at a more rapid pace on the pay scale once they are at step 6 or higher. Once an employee is at step 6 or higher, salary adjustments, or step increases, are only provided annually, on January 1st.