

EXECUTIVE COMMITTEE

DATE: Tuesday, January 7, 2020
TIME: 8:00 a.m.
LOCATION: Courthouse - Room 114

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Renewable & Sustainable Committee update
 - (a) Review R&S recommendations
 - (b) Discuss R&S Committee Authority
6. Developers Agreement with Savion
7. Update on county strategic plan
8. Resolution – Create FTE Economic Support Position, Human Services
9. **Maintenance**
 - (a) Victim Witness office relocation timeline
10. **Finance**
 - (a) Resolution – H&HS – Veterans WDVA Grant
11. **Information Technology (IT)**
 - (a) Wood County Domain Name
 - (b) Remote Access Draft Policy
12. **Wellness**
 - (a) Wellness Coordinator Update
13. **Human Resources (HR)**
 - (a) Finance Director Recruitment Plan
 - (b) Health Insurance Charges for Vacant Positions Policy
14. Administrative Coordinator's Report
15. Consider any agenda items for next meeting
16. Set next regular committee meeting date – Tuesday, February 4, 2020
17. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, December 3, 2019
TIME: 8:00 a.m.
PLACE: Wood County Annex & Health Center
Marshfield, WI

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

OTHERS PRESENT (for part or all of the meeting): See attached list.

1. The meeting was called to order by Chair Machon.
2. There was no public comment.
3. Pages 2, 7, and 24 were pulled from the consent agenda for discussion.

Motion (Fischer/Curry) to approve the Consent Agenda, excluding the items requested pulled for discussion. Motion carried unanimously.

4. Supervisor Clendenning asked for clarification on items within the packet. Discussion ensued. Department Heads answered general questions pertaining to their departments.

Motion (Rozar/Curry) to approve the pulled items from the Consent Agenda. Motion carried unanimously.

5. Supervisor Hahn spoke on behalf of the Renewable & Sustainable (R&S) Committee and their recommendations to add an additional Supervisor and to have authority over grant funds. Hahn stated he spoke with Corporation Counsel, Peter Kastenholz regarding the Committee structure as it relates to a Committee versus a Commission. Hahn stated Kastenholz said it did not matter. Discussion ensued.

Motion (Clendenning/Fischer) to increase the number of Supervisors on the R&S Committee to five with staff support only and reporting to Executive Committee with authority of disbursement of grant funds. Motion carried unanimously.

6. Chair Machon stated Kim Griffin of Savion has setup an office in Saratoga three days a week. He indicated Kastenholz is in the preliminary stage of reviewing a developer's agreement and as more information becomes available it will be brought back to Executive Committee. Discussion ensued. Supervisor Leichtnam asked as District 19 Supervisor if he could be involved in further discussions.
7. Supervisor Rozar indicated she would be meeting with Nancy Turyk from Extension later in the day regarding the County strategic plan. They are finalizing a presentation for the December 10, 2019 Department Head meeting. Rozar stated they had great response from the Department Heads. Further information will be brought to County Board for further discussion.
8. Facilities Director, Van Tassel stated he is requesting clarification regarding the timeline for the Victim Witness office relocation that was approved at the October Executive Committee meeting. Discussion ensued

Motion (Fischer/Clendenning) to move the Victim Witness office to the chosen location on the second floor of the Courthouse and move the County Board Chair to a suitable location by February 1, 2019. Motion carried. Voting no: Rozar, Curry, Machon.

9. (a) Treasurer Gehrt presented two resolutions to sell tax deed properties.

Motion (Rozar/Fischer) to accept the two resolutions to sell tax deed properties. Motion carried unanimously.

- (b) Treasurer Gehrt stated she forwarded the Committee members an email she had just received from a tax payer regarding a property that is behind on tax payments. Discussion ensued. Gehrt presented a resolution to tax deed eligible property.

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

10. (a) Finance Director, Cummings presented a resolution to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2019.

Motion (Rozar/Clendenning) to accept the resolution to to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2019. Motion carried unanimously.

- (b) Cummings presented various budget amendment resolutions.

Motion (Fischer/Rozar) to accept budget amendment resolutions from Health-Adams/Juneau, Health-Grants, Health-WIC, Human Services-Norwood and Edgewater, Highway, Parks, Branch III, Humane Officer, U.W. Extension and Property & Liability Insurance. Motion carried unanimously.

- (c) Chief Deputy Dorshorst presented a resolution to increase the Civil Process service fee.

Motion (Fischer/Curry) to accept the resolution to increase the Civil Process service fee. Motion carried unanimously.

- (d) Cummings presented a resolution to amend the 2019 budget for Edgewater Haven Dietary.

Motion (Fischer/Rozar) to accept the resolution to amend the 2019 budget for Edgewater Haven Dietary. Motion carried unanimously.

- (e) Cummings presented a resolution to formally adopt the General Fund – Fund Balance Reserves Policy.

Motion (Rozar/Clendenning) to accept the resolution to formally adopt the General Fund – Fund Balance Reserves Policy. Motion carried unanimously.

- (f) Cummings presented the Finance Department Strategic Plan.

Motion (Clendenning/Fischer) to approve the Finance Department Strategic Plan. Motion carried unanimously.

(g)(h) Cummings presented the Prepaid Expense Policy Draft and the Audit Policy Draft for informational purpose. Cummings will bring these policies back next month as a formal resolutions.

11. (a) Information Technology Director Kaup spoke on behalf of the request to change Wood County domain name into a .gov domain due to the added security. Discussion ensued.

Motion (Rozar/Fischer) to proceed with moving Wood County domain to .gov. Motion carried unanimously.

(b) Kaup presented the Remote Access Draft Policy. Discussion ensued.

Motion (Rozar/Clendenning) to approve the Remote Access Policy. Motion carried. Voting no: Clendenning, Polach, Fischer.

12. Wellness Coordinator Fandre provided a brief update to the Committee on Wellness Program related topics.
13. Kelli Quinnell from Human Resources spoke on behalf of a reclassification request for a stock room attendant at the Highway Department. Discussion ensued

Motion (Clendenning/Fischer) to approve the reclassification request for the stock room attendant at the Highway Department. Motion carried unanimously.

14. Chair Machon presented the Administrative Coordinator's report. Discussion ensued regarding the ADRC concerns.

Break at 9:22 a.m. Reconvened at 9:28 a.m.

15. **Motion (Fischer/Curry) to go into closed session at 9:28 a.m. pursuant to §19.85(1)©, Wis. Stats., for performance evaluations for the Facilities Manager, Information Technology Director, Human Resources Director and Finance Director.**

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

Motion (Fischer/Rozar) to return to open session at 11:24 a.m. All ayes. Motion carried.

16. Agenda items to consider for the next meeting:
- a. Discussion on Department Head meetings
 - b. Discussion regarding County Administrator
17. The Chair declared the meeting adjourned at 11:28 a.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next EC meeting.

Executive Committee Meeting

December 3, 2019

[illegible]

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Wednesday, December 11, 2019

TIME: 1:00 p.m.

PLACE: Wood County Courthouse
Conference Room 114
Wisconsin Rapids, WI

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

EXCUSED: Bill Winch

OTHERS PRESENT (for part or all of the meeting): Kelli Quinnell, Kimberly McGrath, Alyson Dieckman (Dietrich VanderWaal Law Group)

The meeting was called to order by Chair Machon.

Public Comment – None

Motion (Fischer/Clendenning) to go into closed session at 1:00 p.m. pursuant to Wis. Stats. §19.85(1)(c), for the purpose of evaluating an employee the committee oversees.

**Roll call vote: Clendenning: yes; Curry: yes; Fischer: yes; Machon: yes; Polach: yes; Rozar: yes.
Motion carried.**

Motion (Clendenning/Fischer) to return to open session at 2:15 p.m. Motion carried unanimously.

The Chair declared the meeting adjourned at 2:16 p.m.

Minutes taken and prepared by Kelli Quinnell.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – January 2020

- I did a presentation on December 12th for the League of Women Voters group at the McMillan Memorial Library, discussing all things “voter registration”. We went through the newly revised registration form and talked through various scenarios. They are planning on doing a voter registration drive at Lincoln High School later in the fall, and asked if I would be willing to do a presentation to them as well, which of course I am more than willing to do.
- On December 10th I, along with City Clerk Deb Hall, did an interview for the City of Marshfield Community Access where we talked about how to run for office and briefly highlighted the absentee ballot process for the 7th Congressional Primary, being held in conjunction with the Spring Primary on February 18th.
- We prepared, and distributed, the ballots that needed to be sent out to all absentee voters on file as of January 2, 2020. This was done to comply with both state and federal laws as it relates to federal elections, more specifically, the 7th Congressional District Primary.
- I will be doing 3 Chief Election Inspector base trainings in January. The first one is on Monday, January 13th, here in the Courthouse. Then I'll be in Pittsville on Saturday, January 18th. On Thursday, January 23rd we'll be in Stevens Point at the Portage County Annex. I'll be doing another round of these trainings in the summer to prepare for the fall elections. It is very handy for our municipalities when these trainings can be done locally, and the face-to-face training is invaluable, compared to webinar based training. This is also the first time we are doing a Saturday morning training. We will see how that goes and what response I get from it. When I first brought it up with the municipal clerks, most all of them were in favor of the Saturday morning vs. the evening sessions.
- I am also speaking to the county Democratic Party on Monday, January 13th in Marshfield, and Tuesday, January 14th in Wisconsin Rapids about voter registration. I've done this presentation for the county Republican Party as well.
- I hope to get in a refresher Election Day training later in January or early February for our municipal clerks and chief election inspectors. After our “off year”, it will be good to get together and touch on a few things. We do these trainings in Pittsville at the Community Center. I'll also do a day version during the week, and a Saturday morning session.
- I am also coordinating the winter blood drive, which will be held on Friday, January 31st here in the courthouse. All veins and corpuses are welcome to participate, including those of County Board Supervisors. ☺ We would be happy to have you!!!



Wood County

WISCONSIN

Office of
Deputy Finance Director

Edward Newton
Finance Director

January 3, 2020

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Edward Newton, Deputy Finance Director

Departmental Activities

Project completion for the following:

1. General Fund – Fund Balance Policy target date November 12, 2019.
2. Strategic Planning for the Finance Department target date of December 17, 2019.
3. 2020 Budget.
4. Questica support hand over.
5. Annual Electronic Municipal Market Access (EMMA) Financial Filing.

Ongoing 2019/2020 projects:

1. Year End Procedures.
2. Preparing for the 2019 Audit.
3. Questica Budget Software update to latest version target date January 2020.
4. Questica Budget Software Reports target date January 2020.
5. Fixed Asset Module set up target date June 2020.
6. Budget Software finalized with the Salary Sync April 2020.
7. Dynamics Workflow July 2020.
8. Questica Budget Software Training June 2020.
9. Internal Audit Policy target date December 2020.
10. Internal Audit implementation January 2021.

Meetings, Webinars and Conferences

1. Accountant's monthly meeting.
2. Individual department accounting meetings.
3. Attended Health & Human Services Committee meetings.
4. Met with HR Director.
5. Met with Treasurer.
6. Attended four day Government Finance Officers Association (GFOA) Intensive Accounting Workshop.
7. Biweekly/daily meetings with Finance Department Staff.

Budget to Actual Income Statement for the 12 months ending December 31, 2019.

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, December 31, 2019

		2019		
		Budget	Variance	Variance %
	Actual			
REVENUES				
Taxes				
41110	General Property Taxes	\$26,904,581.04	\$26,904,581.00	\$0.04 0.00%
41150	Forest Cropland/Managed Forest Land	60,783.64	25,000.00	35,783.64 143.13%
41220	General Sales and Retailers' Discount	216.90	216.90	0.00%
41221	County Sales Tax	5,305,699.38	5,800,000.00	(494,300.62) (8.52%)
41230	Real Estate Transfer Fees	141,931.76	120,000.00	21,931.76 18.28%
41800	Interest and Penalties on Taxes	392,697.99	410,000.00	(17,302.01) (4.22%)
41910	Payments in Lieu of Taxes	18,661.73	18,500.00	161.73 0.87%
	Total Taxes	32,824,572.44	33,278,081.00	(453,508.56) (1.36%)
Intergovernmental Revenues				
43211	Federal Grants-Emergency Government	4,341.00	4,341.00	0.00%
43410	State Aid-Shared Revenue	3,064,206.60	3,059,556.00	4,650.60 0.15%
43430	State Aid-Other State Shared Revenues	220,567.48	291,141.00	(70,573.52) (24.24%)
43511	State Aid-Victim Witness	36,237.71	73,300.00	(37,062.29) (50.56%)
43512	State Aid-Courts	340,806.03	377,350.00	(36,543.97) (9.68%)
43514	State Aid-Court Support Services	84,342.00	58,400.00	25,942.00 44.42%
43516	State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00) (35.88%)
43521	State Aid - Law Enforcement	385,417.85	232,326.00	153,091.85 65.90%
43523	State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00 0.49%
43528	State Aid-Emergency Government	63,562.56	93,250.00	(29,687.44) (31.84%)
43531	State Aid-Transportation	2,194,425.05	2,096,592.00	97,833.05 4.67%
43549	State Aid-Private Sewage	24,210.00	20,000.00	4,210.00 21.05%
43551	State Aid-Health Grants	82,419.66	77,978.00	4,441.66 5.70%
43554	State Aid-Health WIC Program	268,270.00	360,000.00	(91,730.00) (25.48%)
43557	State Aid-Health Consolidated Contract	65,594.00	66,766.00	(1,172.00) (1.76%)
43560	State Aid-Grants	59,007.00	66,391.00	(7,384.00) (11.12%)
43561	State Aids	10,605,781.78	12,352,657.00	(1,746,875.22) (14.14%)
43567	State Aid-Transportation	216,615.00	211,515.00	5,100.00 2.41%
43568	State Aid-Child Support	723,466.54	938,661.00	(215,194.46) (22.93%)
43571	State Aid-UW Extension	1,344.00	11,500.00	(10,156.00) (88.31%)
43572	State Aid-ATV Maintenance	6,715.00	6,715.00	0.00%
43574	State Aid-Snowmobile Trail Maint	118,655.81	75,006.81	43,649.00 58.19%
43576	State Aid-Parks		162,500.00	(162,500.00) (100.00%)
43581	State Aid-Forestry	48,407.18	49,090.00	(682.82) (1.39%)
43586	State Aid-Land Conservation	236,053.27	407,487.00	(171,433.73) (42.07%)
43640	State Aid-Co Share Managed Forest Lands	21,300.21	20,000.00	1,300.21 6.50%
43690	State Aid-Forestry Roads	3,245.08	3,249.00	(3.92) (0.12%)
	Total Intergovernmental	18,930,343.81	21,187,550.81	(2,257,207.00) (10.65%)
Licenses and Permits				
44100	Business and Occupational Licenses	394,945.69	350,000.00	44,945.69 12.84%
44101	Utility Permits	3,500.02	1,050.00	2,450.02 233.34%
44102	Driveway Permits	1,740.00	860.00	880.00 102.33%
44200	DNR & ML Fees	64,928.27	54,250.00	10,678.27 19.68%
44201	Dog License Fund		1,000.00	(1,000.00) (100.00%)
44260	Moving Permits	1,650.00	1,025.00	625.00 60.98%
44300	Sanitary Permit Fees	56,275.00	60,253.00	(3,978.00) (6.60%)
44411	County Planner Plat Review Fees	3,675.00	7,500.00	(3,825.00) (51.00%)
44412	Wisconsin Fund Application Fees	750.00	750.00	0.00%
44413	Shoreland zoning Fees & Permits	10,217.60	15,675.00	(5,457.40) (34.82%)
44415	HT Database Annual Fee	88,500.00	90,560.00	(2,060.00) (2.27%)
44435	Water Meter Revenues	165.00		165.00 0.00%
	Total Licenses and Permits	626,346.58	582,923.00	43,423.58 7.45%
Fines, Forfeits and Penalties				
45110	Ordinances Violations	1,758.99	1,700.00	58.99 3.47%
45115	County Share of Occupational Driver	200.00	200.00	0.00%
45120	County Share of State Fines and Forfeitures	132,506.68	152,000.00	(19,493.32) (12.82%)
45123	County Parks Violation Fee	495.00	750.00	(255.00) (34.00%)
45130	County Forfeitures Revenue	90,348.31	92,000.00	(1,651.69) (1.80%)
45191	Private Sewage Fines	11,051.44	15,000.00	(3,948.56) (26.32%)
	Total Fines, Forfeits and Penalties	236,360.42	261,650.00	(25,289.58) (9.67%)

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, December 31, 2019

	Actual	2019 Budget	Variance	Variance %
Public Charges for Services				
46110 County Clerk-Passport Fees	33,065.00	20,000.00	13,065.00	65.33%
46121 Treasurer Fees-Redemption Notices	12,618.06	4,000.00	8,618.06	215.45%
46122 Property Conversion Charges	2,787.43	1,000.00	1,787.43	178.74%
46130 Register of Deeds-Fees	292,209.08	309,000.00	(16,790.92)	(5.43%)
46131 Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135 Land Record-Fees	80,552.00	92,880.00	(12,328.00)	(13.27%)
46140 Court Fees	144,876.71	170,000.00	(25,123.29)	(14.78%)
46141 Court Fees and Costs-Marriage Counseling	11,453.70	12,700.00	(1,246.30)	(9.81%)
46142 Court/Juvenile	27,084.88	22,000.00	5,084.88	23.11%
46143 Other Professional Reimbursements	18,122.80	14,750.00	3,372.80	22.87%
46144 Circuit Court Branch I	31,863.68	28,600.00	3,263.68	11.41%
46146 Circuit Court Branch III	10,118.00	7,500.00	2,618.00	34.91%
46191 Public Charges-Clerk	7,440.00	7,600.00	(160.00)	(2.11%)
46192 Public Chgs-Temp Licenses	6,809.05	7,000.00	(190.95)	(2.73%)
46194 County Clerk Copy Fees	155.50	275.00	(119.50)	(43.45%)
46195 Public Chgs-Map & Data Sales	70.00	100.00	(30.00)	(30.00%)
46196 Public Chgs-Human Resources	1,516,687.68	1,500,767.00	15,920.68	1.06%
46210 Sheriff-Public Charges	522.01	350.00	172.01	49.15%
46211 Sheriff Revenue-Civil Process Fees	67,265.76	60,000.00	7,265.76	12.11%
46212 Sheriff Cost Reimbursement/Witness Fees	50,006.39	53,000.00	(2,993.61)	(5.65%)
46214 Reserve Deputy Revenue	18,199.42	12,000.00	6,199.42	51.66%
46215 Sheriff Escort Service	31,213.73	30,000.00	1,213.73	4.05%
46216 Restitution	2,327.05	200.00	2,127.05	1,063.53%
46217 OWI Restitution	1,411.19	1,800.00	(388.81)	(21.60%)
46221 Public Chgs-Coroner Cremation	58,300.00	60,000.00	(1,700.00)	(2.83%)
46230 Death Certificates	19,400.00	15,000.00	4,400.00	29.33%
46241 Jail Surcharge	28,307.61	35,000.00	(6,692.39)	(19.12%)
46242 Huber/Electronic Monitoring	247,614.91	347,678.00	(100,063.09)	(28.78%)
46243 Inmate Booking/Processing Fee	13,351.47	18,000.00	(4,648.53)	(25.83%)
46244 Other County Transports	14,165.99	22,000.00	(7,834.01)	(35.61%)
46245 Jail Stay Fee	31,442.32	41,975.00	(10,532.68)	(25.09%)
46291 Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46310 Public Chgs-Frac Sand	248,912.16		248,912.16	0.00%
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabilization	405,901.43	509,837.00	(103,935.57)	(20.39%)
46520 Institutional Care-Private Pay	724,077.36	1,380,056.00	(655,978.64)	(47.53%)
46521 Institutional Care-Other Pay	4,256.00	5,500.00	(1,244.00)	(22.62%)
46525 Public Chgs- Medicare	2,475,921.62	2,156,613.00	319,308.62	14.81%
46526 Public Chgs- Medicaid	3,857,631.99	6,227,595.00	(2,369,963.01)	(38.06%)
46527 Public Chgs-Veterans EW	10,025.73		10,025.73	0.00%
46530 Public Charges	5,083,148.69	5,893,278.00	(810,129.31)	(13.75%)
46531 Public Chgs- Private Insurance	1,049,606.03	923,369.00	126,237.03	13.67%
46532 Public Chgs-County Responsible	42,317.19	202,819.00	(160,501.81)	(79.14%)
46533 Public Chgs-NW Mental Health Inpatient	201,754.60	529,195.00	(327,440.40)	(61.88%)
46534 Public Chgs-NW Mental Health Inpatient	1,665,351.67	1,823,383.00	(158,031.33)	(8.67%)
46536 Third Party Awards & Settlements	323,618.88	404,946.00	(81,327.12)	(20.08%)
46537 Contractual Adjustment	(3,829,521.44)	(4,430,479.00)	600,957.56	(13.56%)
46590 Provision for Bad Debts-Edgewater	(45,999.96)	(92,000.00)	46,000.04	(50.00%)
46621 Child Support-Genetic Tests	4,053.37	4,300.00	(246.63)	(5.74%)
46623 Child Support-Filing Fees	155.00	200.00	(45.00)	(22.50%)
46624 Child Support-Service Fees	10,924.21	12,000.00	(1,075.79)	(8.96%)
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	498,243.74	550,000.00	(51,756.26)	(9.41%)
46772 UW-Extension Project Revenue	3,680.08	3,050.00	630.08	20.66%
46813 County Forest Revenue	263,693.93	385,000.00	(121,306.07)	(31.51%)
46825 Land Conservation Fees & Sales	62,402.37	68,185.00	(5,782.63)	(8.48%)
46826 Private Sewage Charges	9,980.00	19,150.00	(9,170.00)	(47.89%)
Total Public Charges for Services	15,849,576.07	19,503,072.00	(3,653,495.93)	(18.73%)

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, December 31, 2019

	Actual	2019 Budget	Variance	Variance %
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	516,869.88	570,700.00	(53,830.12)	(9.43%)
47230 State Charges	1,194,535.46	1,433,100.00	(238,564.54)	(16.65%)
47231 State Charges-Highway	230,355.18	232,838.00	(2,482.82)	(1.07%)
47232 State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47233 State Charges-Performance Based Maintenance	122,378.52		122,378.52	0.00%
47250 Intergovernmental Transfer Program Rev	985,671.91	618,800.00	366,871.91	59.29%
47300 Local Gov Chgs	418,433.14	561,660.00	(143,226.86)	(25.50%)
47320 Local Gov Chgs-Public Safety	34,575.12	30,000.00	4,575.12	15.25%
47330 Local Gov Chgs-Transp	1,058,037.14	1,207,485.00	(149,447.86)	(12.38%)
47332 Local Gov Chgs-Roads	801,466.75	403,360.00	398,106.75	98.70%
47333 Local Gov Chgs-Bridges	52,518.82	27,440.00	25,078.82	91.40%
47350 Local Gov Chgs-Hlth & Human Svcs	55,066.50	66,858.00	(11,791.50)	(17.64%)
47351 Local Gov Chgs-Other Governments	100.00	5,000.00	(4,900.00)	(98.00%)
47391 Local Gov Chgs-BNI (Materials)	1,737.23	2,500.00	(762.77)	(30.51%)
47392 Local Gov Chgs-BNI (Staff)	424.50	850.00	(425.50)	(50.06%)
47393 Local Gov Chgs-Work Relief	15,096.66	14,200.00	896.66	6.31%
47395 Local Gov Chgs-EM Vehicles	5,085.80	5,000.00	85.80	1.72%
47396 Local Gov Chgs-EM Equipment	2,800.00	800.00	2,000.00	250.00%
Total Charges to Other Governments	5,495,152.61	7,270,817.00	(1,775,664.39)	(24.42%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	10,856,392.55	10,813,388.00	43,004.55	0.40%
47411 Dept Charges-Purchasing	37,263.39	38,200.00	(936.61)	(2.45%)
47412 Dept Charges-Insurance	498,410.40	498,408.00	2.40	0.00%
47413 Dept Charges-Gen Govt	1,162,270.38	1,128,105.00	34,165.38	3.03%
47415 Dept Charges-Systems	305,120.78	318,245.00	(13,124.22)	(4.12%)
47421 Dept Charges-Public Safety	26,815.29	21,500.00	5,315.29	24.72%
47430 Dept Charges-Bldg Rent	892,391.04	926,936.00	(34,544.96)	(3.73%)
47435 Dept Charges-Sheriff Lockup Rent	15,999.96	16,000.00	(0.04)	(0.00%)
47438 Dept Charges-Riverblock Rent	596,043.00	597,276.00	(1,233.00)	(0.21%)
47440 Dept Charges	6,720.09	3,400.00	3,320.09	97.65%
47460 Dept Charges-Drug Court	68,000.00	73,000.00	(5,000.00)	(6.85%)
47470 Dept Charges-Highway	2,383,098.04	1,783,420.00	599,678.04	33.63%
Total Interdepartmental Charges	16,848,524.92	16,217,878.00	630,646.92	3.89%
Total Intergovernmental Charges for Services	22,343,677.53	23,488,695.00	(1,145,017.47)	(4.87%)
Miscellaneous				
48000 Miscellaneous	432.10		432.10	0.00%
48100 Interest	117.68	20.00	97.68	488.40%
48110 Interest-Capital Projects	6.71	10.00	(3.29)	(32.90%)
48113 Unrealized Gain/Loss on Investment	99,845.21	(24,500.00)	124,345.21	(507.53%)
48114 Interest-Investment	271,634.11	124,812.00	146,822.11	117.63%
48115 Interest-General Investment	274,434.19	30,000.00	244,434.19	814.78%
48116 Interest-Section 125 & Health	1,038.24	378.00	660.24	174.67%
48117 Interest-Clerk of Courts	246.70	400.00	(153.30)	(38.33%)
48200 Rental Income	143,711.98	138,196.00	5,515.98	3.99%
48300 Gain/Loss-Sale of Property	122,779.18	152,000.00	(29,220.82)	(19.22%)
48310 Gain/Loss-Sale of Fixed Assets	23,664.87		23,664.87	0.00%
48320 Gain/Loss-Sale of Surplus Property	852.00	500.00	352.00	70.40%
48340 Gain/Loss-Sale of Salvage and Waste	5,546.02	6,700.00	(1,153.98)	(17.22%)
48440 Insurance Recoveries-Other	1,338,959.21	1,404,240.00	(65,280.79)	(4.65%)
48500 Donations	272,393.65	127,550.00	144,843.65	113.56%
48502 Donations-Veterans Loan Repayment	4,290.92		4,290.92	0.00%
48503 Donations-Services ATV Club	4,149.50	6,000.00	(1,850.50)	(30.84%)
48510 Donations	525,000.00		525,000.00	0.00%
48540 Donations & Contributions	30,328.82	45,000.00	(14,671.18)	(32.60%)
48830 Recovery of PYBD & Contractual Adj	40,743.05	46,500.00	(5,756.95)	(12.38%)
48860 Revenue from Meals	13,987.24	21,000.00	(7,012.76)	(33.39%)
48880 Food Vending Machine Income	2,763.77	4,500.00	(1,736.23)	(38.58%)
48900 Other Miscellaneous Revenue	82,825.77	37,450.00	45,375.77	121.16%
48901 Other/Miscellaneous Revenue	15,549.45	1,500.00	14,049.45	936.63%
48910 Vending/Cafeteria Revenue	8,280.23	8,700.00	(419.77)	(4.82%)
48920 Vending Machine Revenue	4,470.87	4,200.00	270.87	6.45%

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, December 31, 2019

		2019		
		Actual	Budget	Variance
				Variance %
48940	Canteen Income		500.00	(500.00)
48970	Rental Income- NHC, Health Annex	17,508.00	17,508.00	0.00%
48980	Misc/Other Workshop Revenue	66.87	100.00	(33.13)
48990	Other Operating Income	2,796.77	1,984.00	812.77
48991	Copier Revenue	1,594.75	1,800.00	(205.25)
	Total Miscellaneous	3,310,017.86	2,157,048.00	1,152,969.86
				53.45%
Other Financing Sources				
49110	Proceeds from Long-Term Debt	3,458.00	59,486.00	(56,028.00)
49210	Transfer from General Fund		310,000.00	(310,000.00)
49220	Transfer from Special Revenue	4,695,177.15	5,800,000.00	(1,104,822.85)
49270	Transfer from Internal Service		377,267.00	(377,267.00)
	Total Other Financing Sources	4,698,635.15	6,546,753.00	(1,848,117.85)
				(28.23%)
TOTAL REVENUES		98,819,529.86	107,005,772.81	(8,186,242.95)
				(7.65%)

EXPENDITURES**General Government**

51120	Committees & Commissions	188,792.24	216,928.00	28,135.76	12.97%
51212	Circuit Court Branch I	398,180.21	412,441.00	14,260.79	3.46%
51213	Circuit Court Branch II	113,178.87	122,773.00	9,594.13	7.81%
51214	Circuit Court Branch III	131,697.88	130,614.00	(1,083.88)	(0.83%)
51215	Drug Court	208,414.80	216,187.00	7,772.20	3.60%
51217	Clerk of Courts-Divorce Mediation	16,500.00	25,000.00	8,500.00	34.00%
51220	Family Court Commissioner	59,583.26	65,000.00	5,416.74	8.33%
51221	Clerk of Courts	1,288,999.20	1,344,176.00	55,176.80	4.10%
51231	Coroner	158,159.63	160,607.00	2,447.37	1.52%
51310	District Attorney	290,089.56	322,279.00	32,189.44	9.99%
51315	Victim Witness Program	144,699.40	152,796.00	8,096.60	5.30%
51320	Corporation Counsel	277,420.88	310,643.00	33,222.12	10.69%
51330	Child Support	986,978.75	1,049,541.00	62,562.25	5.96%
51420	County Clerk	266,842.21	302,827.00	35,984.79	11.88%
51424	County Clerk-Postage Meter	12,324.81	14,000.00	1,675.19	11.97%
51430	Health Benefit Payments	11,109,499.46	13,210,172.00	2,100,672.54	15.90%
51431	Health-Wellness	286,238.69	377,267.00	91,028.31	24.13%
51433	Human Resources-Labor Relations	5,183.00	30,000.00	24,817.00	82.72%
51435	Human Resources-Personnel	384,833.66	415,754.00	30,920.34	7.44%
51436	Human Resources-Programs	3,379.04	6,000.00	2,620.96	43.68%
51440	County Clerk-Elections	35,100.37	50,953.00	15,852.63	31.11%
51450	Data Processing	1,678,040.78	1,776,746.00	98,705.22	5.56%
51451	Voice over IP	130,344.09	147,300.00	16,955.91	11.51%
51452	PC Replacement	162,351.06	176,500.00	14,148.94	8.02%
51453	Co Clerk-Inform & Commun	12,226.00	18,500.00	6,274.00	33.91%
51510	Finance	454,607.28	467,934.00	13,326.72	2.85%
51520	Treasurer	392,545.39	453,189.00	60,643.61	13.38%
51550	Purchasing	47,974.50	53,006.00	5,031.50	9.49%
51590	Contingency		281,639.13	281,639.13	100.00%
51591	Efficiency	15,116.00	23,000.00	7,884.00	34.28%
51592	Initiatives	24,300.00	25,000.00	700.00	2.80%
51611	Bldg Maint-Courthouse and Jail	998,732.72	1,227,675.00	228,942.28	18.65%
51630	Bldg Maint-Unifed Svcs Building	9,647.74	10,022.00	374.26	3.73%
51640	Bldg Maint-Joint Use Building	8,196.17	12,272.00	4,075.83	33.21%
51650	Bldg Maint-Sheriff Lockup	3,000.26	5,472.00	2,471.74	45.17%
51660	Bldg Maint-CBRF's		3,450.00	3,450.00	100.00%
51670	Bldg Maint-River Block	317,753.42	597,276.00	279,522.58	46.80%
51710	Register of Deeds	443,087.17	463,224.00	20,136.83	4.35%
51931	Property and Liability Insurance	590,672.85	613,429.00	22,756.15	3.71%
51933	Workers Comp Insurance	350,219.96	488,268.00	138,048.04	28.27%
51934	Sick Leave Conversion	112,829.53	500,000.00	387,170.47	77.43%
	Total General Government	22,117,740.84	26,279,860.13	4,162,119.29	15.84%

Public Safety

52110	Sheriff-Administration	2,443,273.43	2,753,446.00	310,172.57	11.26%
52130	Radio Engineer	176,160.04	231,544.00	55,383.96	23.92%
52131	Sheriff-Indian Law Enforce	24,509.58	34,541.00	10,031.42	29.04%

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, December 31, 2019

		2019			
		Actual	Budget	Variance	Variance %
52140	Sheriff-Traffic Police	2,912,848.48	3,192,419.00	279,570.52	8.76%
52150	Sheriff-Civil Svc Comm	960.50	1,000.00	39.50	3.95%
52220	Emer Mgmt-Fire Supression	97,229.46	143,164.00	45,934.54	32.09%
52510	Emer Mgmt-SARA Title III	43,665.29	52,807.00	9,141.71	17.31%
52520	Emergency Management	279,796.16	290,606.00	10,809.84	3.72%
52601	Dispatch	1,685,875.49	1,801,711.00	115,835.51	6.43%
52530	Emer Mgmt-Bldg Numbering	1,476.00	3,000.00	1,524.00	50.80%
52540	Emer Mgmt-Work Relief	170,822.85	185,677.00	14,854.15	8.00%
52710	Sheriff-Jail	2,558,672.44	2,741,849.00	183,176.56	6.68%
52712	Sheriff-Electronic Monitoring	181,416.33	221,737.00	40,320.67	18.18%
52713	Sheriff-PT Transp/Safekeeper	1,369,694.91	1,388,247.00	18,552.09	1.34%
52721	Sheriff-Jail Surcharge	26,188.67	100,000.00	73,811.33	73.81%
	Total Public Safety	11,972,589.63	13,141,748.00	1,169,158.37	8.90%
Public Works-Highway					
53110	Hwy-Administration	311,145.28	334,628.00	23,482.72	7.02%
53120	Hwy-Engineer	182,611.60	232,838.00	50,226.40	21.57%
53191	Hwy-Other Administration	317,754.52	323,806.00	6,051.48	1.87%
53210	Hwy-Employee Taxes & Benefits	(411,303.38)		411,303.38	0.00%
53220	Hwy-Field Tools	(12,169.59)	13,400.00	25,569.59	190.82%
53230	Hwy-Shop Operations	321,578.82	331,129.00	9,550.18	2.88%
53232	Hwy-Fuel Handling	(27,887.24)	12,100.00	39,987.24	330.47%
53240	Hwy-Machinery Operations	(1,167,552.47)	2,173,434.00	3,340,986.47	153.72%
53260	Hwy-Bituminous Ops	154,829.12	230,902.00	76,072.88	32.95%
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01	74.39%
53266	Hwy-Bituminous Ops	2,030,484.71	1,762,924.00	(267,560.71)	(15.18%)
53270	Hwy-Buildings & Grounds	222,958.03	181,436.00	(41,522.03)	(22.89%)
53290	Hwy-Salt Brine Operations	36,256.57		(36,256.57)	0.00%
53291	Hwy-Salt Brine Operations	12,911.84		(12,911.84)	0.00%
53281	Hwy-Acquisition of Capital Assets	71,176.00		(71,176.00)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	1,534,281.13	1,701,201.00	166,919.87	9.81%
53312	Hwy-Snow Remov	1,297,344.09	947,088.00	(350,256.09)	(36.98%)
53313	Hwy-Maintenance Gang	134,587.48	107,015.00	(27,572.48)	(25.77%)
53314	Hwy-Maint Gang-Materials	4,608.09		(4,608.09)	0.00%
53320	Hwy-Maint STHS	1,402,422.83	1,386,445.00	(15,977.83)	(1.15%)
53323	Hwy-Maint STHS PBM	59,684.25		(59,684.25)	0.00%
53330	Hwy-Local Roads	1,099,930.98	1,190,217.00	90,286.02	7.59%
53340	Hwy-County-Aid Road Construction	909,406.59	440,617.00	(468,789.59)	(106.39%)
53341	Hwy-County-Aid Bridge Construction	169,810.61	200,422.00	30,611.39	15.27%
53490	Hwy-State & Local Other Services	422,990.10	555,842.00	132,851.90	23.90%
	Total Public Works-Highway	9,108,436.95	12,248,116.00	3,139,679.05	25.63%
Health and Human Services					
54121	Health-Public Health	1,695,482.11	1,808,272.00	112,789.89	6.24%
54122	Health-WIC Program	367,233.71	359,800.00	(7,433.71)	(2.07%)
54128	Health-Public Health Grants	77,185.39	67,205.00	(9,980.39)	(14.85%)
54129	Humane Officer	42,961.58	35,485.00	(7,476.58)	(21.07%)
54130	Health-Dental Sealants	103,485.22	114,654.00	11,168.78	9.74%
54132	Adams-Juneau Sanitation	315,727.08	307,487.00	(8,240.08)	(2.68%)
54210	Edgewater-Nursing	3,803,443.79	4,320,403.00	516,959.21	11.97%
54211	Edgewater-Housekeeping	129,088.69	130,363.00	1,274.31	0.98%
54212	Edgewater-Dietary	675,044.40	742,634.00	67,589.60	9.10%
54213	Edgewater-Laundry	54,549.86	54,322.00	(227.86)	(0.42%)
54214	Edgewater-Maintenance	358,571.12	441,542.87	82,971.75	18.79%
54217	Edgewater-Activities	165,702.81	184,131.00	18,428.19	10.01%
54218	Edgewater-Social Services	155,098.81	152,037.00	(3,061.81)	(2.01%)
54219	Edgewater-Administration	711,347.81	726,015.00	14,667.19	2.02%
54220	Wood Haven TBI	(19.04)	897,983.00	898,002.04	100.00%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54317	Human Services Crisis Stabilization	252,436.70	291,153.00	38,716.30	13.30%
54324	Norwood-SNF-CMI	1,071,292.23	1,146,558.00	75,265.77	6.56%
54325	Norwood SNF TBI	791,063.98	728,974.00	(62,089.98)	(8.52%)
54326	Norwood-Inpatient	3,354,788.09	3,524,103.00	169,314.91	4.80%

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, December 31, 2019

		2019			
		Actual	Budget	Variance	Variance %
54350	Norwood-Dietary	1,117,328.22	1,129,370.00	12,041.78	1.07%
54351	Norwood-Plant Ops & Maint	614,754.01	675,913.00	61,158.99	9.05%
54363	Norwood-Medical Records	246,944.05	261,726.00	14,781.95	5.65%
54365	Norwood-Administration	1,125,782.90	1,199,527.00	73,744.10	6.15%
54401	Human Services-Child Welfare	3,439,542.79	3,822,418.00	382,875.21	10.02%
54405	Human Services-Youth Aids	2,655,422.49	3,343,095.00	687,672.51	20.57%
54410	Human Services-Child Care	120,914.81	159,188.00	38,273.19	24.04%
54413	Human Services-Transportation	339,655.00	449,566.00	109,911.00	24.45%
54420	Human Services-ESS	1,423,708.56	1,466,547.00	42,838.44	2.92%
54425	Human Services-FSET	3,176,398.10	3,176,589.00	190.90	0.01%
54435	Human Services-LIEAP	100,132.37	120,256.00	20,123.63	16.73%
54440	Human Services-Birth to Three	487,328.62	545,393.00	58,064.38	10.65%
54445	Human Services-Childrens COP	45,451.67	177,844.00	132,392.33	74.44%
54450	Human Services-Childrens Walvers	331,849.94	350,302.00	18,452.06	5.27%
54455	Human Services-CSP	548,650.19	590,056.00	41,405.81	7.02%
54460	Human Services-OPC MH	1,103,695.52	1,516,881.00	413,185.48	27.24%
54465	Human Services-CCS	2,224,144.91	2,288,081.00	63,936.09	2.79%
54470	Human Services-Crisis Legal Svc	979,756.99	979,664.00	(92.99)	(0.01%)
54475	Human Services-MH Contr COP	629,134.94	1,393,677.00	764,542.06	54.86%
54480	Human Services-OPC AODA	410,594.93	428,196.00	17,601.07	4.11%
54485	Human Services-OPC Day Treatment	57,591.23	84,601.00	27,009.77	31.93%
54495	Human Services-AODA Contract	40,918.14	126,100.00	85,181.86	67.55%
54500	Human Services-Administration	3,391,503.63	3,508,916.00	117,412.37	3.35%
54611	Aging-Committee on Aging		198,278.00	198,278.00	100.00%
54710	Veterans-Veterans Relief	5,849.27	9,236.00	3,386.73	36.67%
54720	Veterans-Veterans Service Officer	323,900.45	344,334.00	20,433.55	5.93%
54730	Veterans Relief Donations	280.92	300.00	19.08	6.36%
54740	Veterans-Care of Veterans Graves	2,776.38	2,865.00	88.62	3.09%
54750	Veterans-WDVA Grant	10,577.66	11,058.00	480.34	4.34%
	Total Health and Human Services	39,079,073.03	44,420,598.87	5,341,525.84	12.02%
Culture, Recreation and Education					
55112	County Aid to Libraries	977,892.57	977,893.00	0.43	0.00%
55210	County Parks	1,577,424.04	1,679,377.00	101,952.96	6.07%
55441	Maintenance Snowmobile Trails	138,144.95	88,591.81	(49,553.14)	(55.93%)
55442	ATV Maintenance	10,235.32	11,370.00	1,134.68	9.98%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	458,843.47	524,198.00	65,354.53	12.47%
55630	UW-Extension Center-Marshfield	47,872.00	47,872.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	28,024.58	17,700.00	(10,324.58)	(58.33%)
	Total Culture, Recreation and Education:	3,295,436.93	3,404,001.81	108,564.88	3.19%
Conservation and Development					
56111	State Forestry Roads	3,426.76	7,000.00	3,573.24	51.05%
56121	Land Conservation	271,426.07	292,602.00	21,175.93	7.24%
56122	DATCP Grant	253,869.44	314,582.00	60,712.56	19.30%
56123	Wildlife Damage Abatement	39,484.45	61,019.00	21,534.55	35.29%
56125	Non-Metalic Mining Reclamation	39,452.23	40,288.00	835.77	2.07%
56126	MDV	1,216.46	1,390.00	173.54	12.48%
56128	Mill Creek	4,915.12	22,000.00	17,084.88	77.66%
56310	County Planner	372,626.75	387,027.00	14,400.25	3.72%
56320	Land Record	89,940.04	246,750.00	156,809.96	63.55%
56340	Surveyor	34,758.15	44,304.00	9,545.85	21.55%
56730	Transp & ED-Airport Aid	17,500.00	13,384.00	(4,116.00)	(30.75%)
56740	Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%
56750	Transp & Economic Develop	140,770.00	145,191.00	4,421.00	3.04%
56780	CDBG-ED	35,100.08	35,000.00	(100.08)	(0.29%)
56911	State Wildlife Habitat	567.00	2,500.00	1,933.00	77.32%
56913	Park & Forestry Capital Proj	206,551.57	359,330.00	152,778.43	42.52%
56943	Private Sewage System	182,375.97	261,793.00	79,417.03	30.34%
	Total Conservation and Development	1,771,324.19	2,311,505.00	540,180.81	23.37%

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, December 31, 2019

	Actual	2019 Budget	Variance	Variance %
Capital Outlay				
57120 Cap Projects-Gen Government	367,571.69	375,000.00	7,428.31	1.98%
57121 Cap Projects-Parks	42,222.37	75,300.00	33,077.63	43.93%
57213 Cap Projects-Emergency Management		249,000.00	249,000.00	100.00%
57216 Cap Projects-Computer Software	20,402.79	15,337.00	(5,065.79)	(33.03%)
57310 Highway Capital Projects	3,391,800.48	2,313,082.00	(1,078,718.48)	(46.64%)
57410 Cap Projects-Human Services	847.96		(847.96)	0.00%
57412 Cap Projects-Edgewater	154,686.26	169,000.00	14,313.74	8.47%
57420 Cap Projects-Norwood	332,346.80	357,477.00	25,130.20	7.03%
57610 Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00		0.00%
57640 UW Remodeling/Construction	70,870.92	70,500.00	(370.92)	(0.53%)
57930 Depreciation & Amortization	5,857.18		(5,857.18)	0.00%
57940 Depreciation & Amortization	334,983.95		(334,983.95)	0.00%
Total Capital Outlay	4,755,590.40	3,658,696.00	(1,096,894.40)	(29.98%)
Debt Service				
58140 Debt Service Principal-Highway	3,400,000.00	3,400,000.00		0.00%
58240 Debt Service Interest-Highway	568,619.17	568,620.00	0.83	0.00%
58295 Paying Agent & Fiscal Charges	31,000.00		(31,000.00)	0.00%
Total Debt Service	3,999,619.17	3,968,620.00	(30,999.17)	(0.78%)
Other Financing Uses				
59210 Transfers to General Fund	4,695,177.15	6,487,267.00	1,792,089.85	27.62%
59270 Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
Total Other Financing Uses	4,695,177.15	6,300,255.00	1,605,077.85	25.48%
TOTAL EXPENDITURES	100,794,988.29	115,733,400.81	14,938,412.52	12.91%
NET INCOME (LOSS) *	(1,975,458.43)	(8,727,628.00)	6,752,169.57	(77.37%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

December 30, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – December 2019

Human Resources Activity

	December 2019	2019 Year-to-Date
Applications Received	145	1,455
Positions Filled	11	157
Promotions/Transfers	2	29
New Hire Orientations	8	76
Terminations, Voluntary	7	79
Terminations, Involuntary	3	14
Retirements	0	8
Exit Interviews	2	34

Human Resources Narrative

General Highlights

1. Hosted the 2nd annual Department Head Retreat at Nepco Park. During the day-long training, two leadership training sessions were held as well as a third session related to the County's strategic planning process. Feedback received from attendees was very positive and will be helpful as we go forward with planning similar training events in the future.
2. Met with Patrick Glynn and Heather Barber of Carlson Dettmann Consulting on December 12th to discuss the Classification and Compensation Study scheduled to commence in January. Followed up with an email to Department Heads regarding a pre-project survey, deployed on December 20th. Scheduled employee meetings for January 14th and 15th at all main county facilities.

Meetings & Trainings

1. Attended the Executive Committee meeting on December 3rd (where the HR topic addressed was a salary grade reclassification request) and December 11th.
2. Attended County Board on December 17th.
3. Attended the Criminal Justice Coordinator Adhoc Committee Meetings on December 4th, 9th, and 17th.
4. Met with Nancy Turyk, Community Development Educator, on December 16th regarding the Human Resources related items discussed during the Department Head Retreat Strategic Planning Process.

5. Attended Health & Human Services Committee Meeting on December 19th to discuss the proposed policy on insurance charges for vacant positions.
6. Staff attended various meetings including:
 - a. Presented the Civil Rights Compliance Training to Parks staff on December 19th
 - b. Attended the Wellness Committee Meeting on December 17th
 - c. Attended the SPAHRA Board Meeting on December 3rd
 - d. Attended a conference call with The Horton Group and Cerity Partners on December 6th to discuss an assessment of the 457b Retirement Plans
 - e. Attended the SPAHRA Holiday Social on December 11th

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Completed the census and enrollment file for TASC elections for 2020 and uploaded file to vendor website.
5. Entered Flexible Spending elections for plan year 2020 in HRMS.
6. Completed the transfer of sick hours to the Catastrophic Sick Leave Account for employees with a balance over the maximum allowed per policy of 100 days.
7. Worked directly with Anthem on multiple occasions related to enrollment files, ID cards, retiree billing, and Certificate of Coverage for new health insurance provider effective January 1st.
8. Maximum Comp Hours notices sent to employees who were over the maximum hours of 80.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Multiple post-offer, pre-employment drug tests scheduled, results forwarded.
5. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of the position being filled.
6. Assisted District Attorney and participated in interviews for the Legal Assistant positions.
7. Met with Edgewater Administrator to discuss how we can highlight Edgewater as an employer of choice regarding the healthcare field (vacancies are up 19% nationwide). A radio ad will run to bring more awareness to Edgewater and Wood County as a whole.
8. Worked with the Sheriff's Department to conduct multi-state background checks for the Child Support Agency.
9. Posted positions on Cyber Recruiter, Job Net, Indeed, and the Wood County Employment Opportunities site: Kinship & Foster Care Coordinator, Bus Drivers, Medical First Responder, and extended Social Work and Social Work Supervisor positions.
10. Interviews coordinated for the following positions: Legal Administrative Assistants (2), Environmental Health Assistant/Specialist, Medical First Responder, and Economic Support Specialist.
11. References/Background/Degree verifications made regarding the following positions: Family Resource Coordinator, Receptionist/Appointment Secretary, Social Worker – Initial Assessment (2), Kinship Foster Care Coordinator, Economic Support Specialist, and Legal Administrative Assistants (2).
12. Offers made and accepted regarding the following positions: Crisis Interventionist (2), Family Resource Coordinator – Youth Justice, Receptionist/Appointment Secretary, Social Worker –

Initial Assessment (2), Administrative Services 4, Bus Driver, and Kinship Foster Care Coordinator.

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>
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Child Support	Administrative Services 4	Filled
Replacement	Dispatch	Dispatcher-Vacancy-2 & Establish List	Deadline 1/1/20
New	District Attorney	Legal Administrative Assistant	Offer Pending
New	District Attorney	Legal Administrative Assistant	Deadline 1/19/20
New	Health	Environmental Health Asst/Spec.	Interviewing
Replacement	Human Services	Kinship & Foster Care Coordinator	Filled
Replacement	Human Services	Appointment Secretary/Receptionist	Filled
Replacement	Human Services	Crisis Interventionist - Casual	Filled
Replacement	Human Services	Bus Driver – Casual (2)	One filled, Deadline 1/5/20
New	Human Services	Economic Support Specialist	Interviewing
Replacement	Human Services	Social Worker (Initial Assessment)-3	Offers Pending (2) – One filled
New	Human Services	Social Worker (Initial Assessment)	Deadline 1/5/20
Replacement	Human Services	Family Resource Coord-Youth Justice	Filled
New	Human Services	Social Work Supervisor-Ongoing	Deadline 1/5/20
New	Human Services	Crisis Mental Health Therapist	Interviewing
New	Human Services	Social Worker (Ongoing)	Deadline 1/5/20
Replacement	Human Services	Crisis Interventionists – 2 Full-time	One filled-Interviewing
New	Human Services	Mental Health Clinician (Licensed)	Interviewing
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Park & Forestry	Medical First Responders	Deadline 1/1/20-One filled
Replacement	Sheriff	Deputy Sheriff-Eligibility List	Deadline 1/5/20
Replacement	Sheriff	Part-Time Deputies (Reserves)	Backgrounds/Refs

Safety, Risk, and Liability

1. Continuing to work with Aegis to close out June power surge claim and with Emergency Management to close out July storm damage claims for the County.
2. Working on 2020 insurance renewals with Aegis, ReleaseGuard, ProAssurance, and various other insurance providers.
3. Archiving and filing property/liability and workers' compensation claims files from 2007-present.
4. The following claims are currently open:

NEW Workers' Compensation Claims (2)

- a) 12/3/19 – Highway – Employee strained neck/shoulder while installing snow fence
- b) 12/4/19 – Human Services – Employee slipped while moving wheelchair into County vehicle

OPEN Workers' Compensation Claims (6)

- a) 3/28/19 – Edgewater – Employee slipped and fractured wrist during patient care (surgery required)

- b) 9/19/19 – Norwood – Employee sustained contusions to head and neck from a combative resident
- c) 11/6/19 – Human Services – Employee slipped on ice while off-site, suffered knee injury (surgery required)
- d) 11/11/19 – Highway – Employee strained lower back while installing snow fence
- e) 11/16/19 – Sheriff's – Employee was assisting with uncooperative inmate, fractured ankle (surgery required)
- f) 11/26/19 – Highway – Employee sustained lower back injury while installing snow fence

CLOSED Workers' Compensation Claims (2)

- a) 6/11/19 – Sheriff's – Employee suffered gunshot wound while dealing with uncooperative subject (surgery required)
- b) 10/7/19 – Highway – Employee incurred medical only expenses after near-miss accident on highway

First Aid Injuries (1)

- a) 12/3/19 – Highway – Twisted ankle while installing snow fence

Property/Vehicle Damage Claims (0)

Open EEOC/ERD Claims (2)

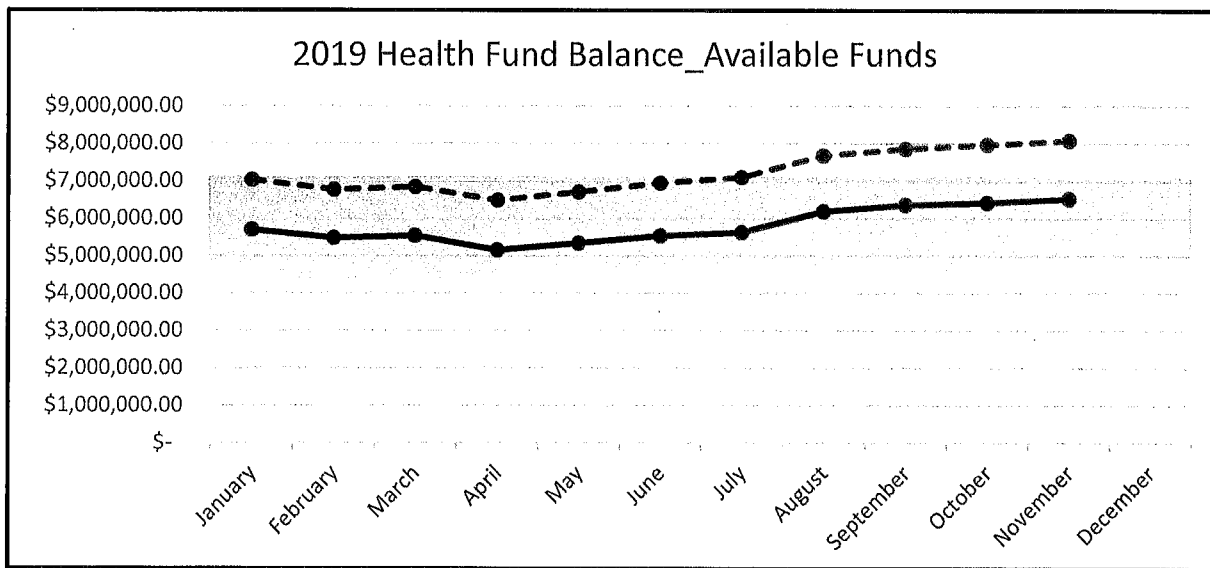
- a) 9/16/19 - Claim alleging violation of the Wisconsin Fair Employment Act- submitted our position statement to the ERD on October 11th
- b) 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4th Counsel submitted the County's Reply Brief in Opposition to the Petition for Review.

Other

1. Facilitated New Hire Orientation on December 2nd, 9th, 16th, and 23rd.
2. Conducted exit interviews on December 5th and 12th including benefit and payout information.
3. Completed multiple questionnaires for Unemployment Insurance and reconciled and processed the November Unemployment Insurance payment.
4. Completed HR staff performance evaluations on December 4th.
5. All performance evaluations have been received from all County departments. A list of staff members ineligible for a 2020 Step Increase has been provided to the Finance Department for payroll entry purposes.
6. A master list of salary grade reclassifications approved in 2019 for an effective date of January 1, 2020 has been provided to the Finance Department.
7. Processed multiple HR and Safety & Risk vouchers for payment throughout the month.
8. Replied to multiple requests from surrounding counties with varied information.
9. Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
10. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

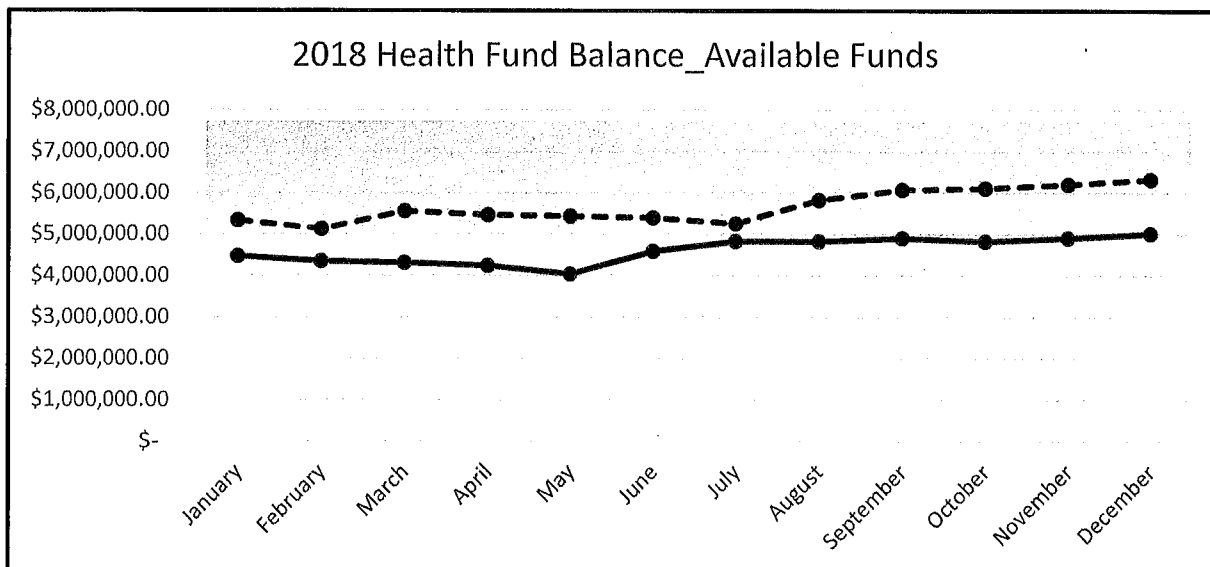
For specific information on HR activities, please contact the HR Department.

Months	2019		2018	
	Total	Available	Total	Available
January	\$ 7,021,371.56	\$ 5,685,137.45	\$ 5,325,107.44	\$ 4,466,063.78
February	\$ 6,755,901.70	\$ 5,469,001.54	\$ 5,115,644.74	\$ 4,342,724.58
March	\$ 6,834,145.97	\$ 5,529,400.66	\$ 5,551,583.01	\$ 4,304,425.43
April	\$ 6,472,162.23	\$ 5,141,045.93	\$ 5,462,109.67	\$ 4,228,079.72
May	\$ 6,701,880.37	\$ 5,329,290.53	\$ 5,430,613.86	\$ 4,027,710.81
June	\$ 6,935,298.36	\$ 5,526,859.63	\$ 5,389,571.46	\$ 4,578,811.63
July	\$ 7,088,744.49	\$ 5,617,057.79	\$ 5,247,789.82	\$ 4,822,978.42
August	\$ 7,670,878.32	\$ 6,182,575.07	\$ 5,817,203.30	\$ 4,820,156.19
September	\$ 7,858,325.78	\$ 6,358,024.31	\$ 6,067,797.47	\$ 4,901,947.05
October	\$ 7,964,236.62	\$ 6,416,974.66	\$ 6,105,707.22	\$ 4,820,156.19
November	\$ 8,073,695.68	\$ 6,514,699.74	\$ 6,198,294.08	\$ 4,901,947.05
December			\$ 6,321,744.80	\$ 5,006,814.05



2019 Total Balance - Dashed Line

2019 Available Funds - Solid Line



2018 Total Balance - Dashed Line

2018 Available Funds - Solid Line



Wood County WISCONSIN

INFORMATION TECHNOLOGY

December 2019

1. 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.
2. Working on building an integration between the door control system, Avigilon, and the Active Directory user system to keep both in sync with one another. This integration will help the employees that work with these systems and allow IT to automate transferring of data. Avigilon stores employee proxy card information. These cards are used for authentication on several systems, including door access, two factor, and copy machines. Avigilon is also the system that captures and stores employee photos. Several Departments have requested employee photos be uploaded to Active Directory in order to include an employee photo on County Email.
3. Built and deployed a wiki/documentation system for the Dispatch department. This system will replace the current system and will help dispatchers quickly gather information needed for calls.
4. Currently working on developing an employee portal that will allow County staff to review their requested IT projects and details. This portal will allow County staff to set their own project priority levels and monitor the status of those projects. As demand for IT resources increases steadily, IT is working to improve project and ticket management. Department assistance with prioritizing project work will be especially beneficial.
5. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. The kickoff meeting for Edgewater Haven Matrix upgrade to CareAssist was held and implementation and training sessions have been scheduled weekly beginning January 2 through February 2020. The kickoff meeting for Norwood Health upgrade to CareAssist will be scheduled as soon as the Matrix vendor is able. Elevated security training for IT staff was completed. New pharmacy interface work begins.
6. Discovery continues for the Treasurer's Office for a project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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7. Discovery for a Highway Department permit system is complete. Configuration and specification for RtVision OneGov permit solution continues. This system will provide online permit applications and payments processing.
 8. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. The Sheriff Department migration to real time vacation is complete and ready for the 2020 deployment. Finance & IT staff prepare for the special processing that January 1st COLA requires. Configuration specifications have been delivered to the TimeStar vendor and work on creating new shift differential pay groups for Norwood is underway.
 9. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.
 10. Discovery phase is complete for Fidar Technologies AVID software implementation for the Register of Deeds Office. Implementation is set for February 2020 and preparation including equipment ordering begins.
 11. Deployed Audio Recording software on Dispatch PCs after testing and working with vendor.
 12. Completed the Rapids City Hall to Courthouse Site-to-Site VPN. This will eliminate a recurring monthly cost by using existing internet connections and will result in a savings of \$6300 a year.
 13. Replaced phones for Human Services Riverblock second floor staff.
 14. Continue transitioning systems to the new Citrix Environment. This month additional programs were installed and configured on the new servers.
 15. Video Conference equipment in Branch III experienced failures. Worked with vendor to replace failed equipment. Several failures occurred which resulted in equipment being unavailable for several days. The original unit failed and then the vendor supplied replacement also failed after two days of service. This



Wood County WISCONSIN

INFORMATION TECHNOLOGY

equipment is past typical life expectancy. IT's CIP request to replace Courtroom Video Conferencing was approved and we will be working with Courts to replace all Courtroom Video Conferencing in 2020.

16. Upgraded RTVision, Highway's Timekeeping software, to the latest version.
17. Performed a wireless coverage survey at the county Bridgeway facility to support the deployment of mobile phones. An additional access point will be installed to cover some areas of weak signal.
18. Built a UPS Inventory and maintenance schedule for all County UPS devices. Scheduled routine service and battery replacements that will improve safety and reduce service interruptions.
19. Continue to make progress in preparation for the retirement of older server hardware. Critical Server functions have been moved to new servers to improve reliability and security of the County network.
20. For the month of November, 382 helpdesk requests were created, with staff completing 388 tickets and leaving 170 open requests. These numbers represent service requests from departments throughout the County.
21. IT continues to implement new ServiceDesk Desktop Central software. This software will improve software management on County devices by identifying software that is in need of upgrade. Updated software ensures that the County network is secure by allowing us to quickly identify and address vulnerabilities. This software will also allow IT to be more efficient when deploying computers to users.
22. Data migration planning continues as we prepare to eliminate the SharePoint software.
23. The Exchange Migration project is officially complete. Final testing on failover between the Email servers was successful.
24. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing programs. The new software has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on further customizing data entry screens, and building data exports and mail merges for results letters.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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25. Continue to prepare for switching phone service providers from Solarus to Spectrum. This switch provides a cost savings and allows for greater phone system redundancy.
 26. Continued work with the Parks and Forestry Department to improve the Park Reservations system.
 27. Continue in house development of the new Norwood Systems Supply program.
 28. Continue to research Human Services TCM, Billing Software, that is scheduled to be replaced starting in 2020. IT is working with several people in Human Service to evaluate options and review requirements.
 29. Director and Network & Security Administrator DeMarco attended the Department Head/Managers Retreat held by the HR Department at Nepco Lake Shelter.
 30. Director attended an Election Security Council Meeting in Madison on December 19th.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Letter of Comments December 2019

1. Ongoing Projects and Planning

- a. District Attorney – In preparation for the DA's office remodeling, we have been working together with Emergency Management to remove interior finishes in the project area. This gives us a better idea of what the remodeling will need to include, and it also provides an opportunity for the County to save some money on demolition cost.
- b. Jail Chiller replacement – This project is complete, and in conjunction with other updates in the near future, should provide many years of reliable and consistent cooling for our Jail facility.
- c. Edgewater Haven – Contracts have been signed and the 2020 project is now underway. The improvements to HVAC and accessibility are greatly needed and will make Edgewater Haven a more comfortable and desirable facility for our community.
- d. Victim/Witness office – The relocation of Victim/Witness provides an opportunity for some minor updates that will make their new location more suitable for many years to come. With a February 1st completion date set by the Executive Committee at its last meeting, we will be working over the next few weeks to install LED lighting, new carpeting, and a fresh coat of paint in the second floor space designated for Victim/Witness.
- e. Shared Service Request/Work Order platform – Some of you may recall that I was recently working with Human Services to implement a new Work Order/PM platform for both Norwood Health Center and Edgewater Haven. We have now launched a system that will be used for Service Requests, Work Orders, and Preventive Maintenance schedules at Norwood, Edgewater, River Block, and Courthouse/Jail facilities.

2. Miscellaneous

- a. Attended: Executive Committee, Judges Meeting, Residential Options Committee, J&L, Public Safety, Health & Human Services, Department Head, Renewable & Sustainable Committee, and County Board meetings.

TREASURER'S REPORT

01-07-2020

By: H. Gehrt

1. Attended Executive Committee meeting on December 3.
2. Met with a taxpayer regarding his options on a property that was about to be tax deeded by the county on December 4.
3. Attended Residential Options Committee meeting on December 5.
4. Attended Department Head Retreat at Nepco Shelter on December 10.
5. All Statement of Taxes were due to the Department of Revenue by December 16 and a copy submitted to the county. I have been busy compiling the numbers to make sure all tax rolls are in agreement and amending the incorrect ones after speaking with the Clerk of those municipalities and resubmitting.
6. Attended County Board on December 17.
7. Met with Deputy Finance Director to discuss year end procedures/concerns on December 18.
8. Attended Accountant's meeting on December 19.
9. The office has been very busy answering phone calls after constituents received their tax bills and had questions.

COUNTY BOARD CLAIMS

November-19

Nov-19

Paid Dec 2019

CLAIMANT	MONTH		PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Robert Ashbeck	Nov-19		350.00	96.28		\$446.28
Allen Breu	Nov-19		300.00	46.40		\$346.40
William Clendenning	Nov-19		565.00	83.52		\$648.52
Ken Curry	Nov-19		415.00	16.24		\$431.24
Michael Feirer	Nov-19		300.00	85.84		\$385.84
Adam Fischer	Nov-19		545.00	327.70		\$872.70
Jake Hahn	Nov-19		400.00	109.04		\$509.04
Brad Hamilton	Nov-19		250.00	16.24		\$266.24
Marion Hokamp	Nov-19		350.00	56.84		\$406.84
Mark Holbrook	May-Nov 19		2,100.00	78.88		\$2,178.88
David La Fontaine	Nov-19		300.00	87.00		\$387.00
Bill Leichtnam	Nov-19		550.00	146.16		\$696.16
Doug Machon	Nov-19		400.00	40.60		\$440.60
Lance Pliml	Nov-19		500.00	41.76		\$541.76
Dennis Polach	Nov-19		415.00	46.52		\$461.52
Donna Rozar	Nov-19		510.00	167.04		\$677.04
William Winch	Nov-19		550.00	97.44		\$647.44
Joe Zurfluh	Nov-19		250.00	48.72		\$298.72
Francis Cherney	Feb-Nov 19		745.00	67.86		\$812.86
Harvey Petersen	Jan-Dec 19		700.00	324.80		\$1,024.80
			\$ 10,495.00	\$ 1,984.88	\$ -	\$ 12,479.88

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: DECEMBER 2019

For the range of vouchers: 06190273 - 06190299

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190273	LANGTON DENNIS	November Mail Deliveries	11/26/2019	\$180.50	P
06190274	TDS TELECOM	TDS PH 715-652-2107 OCT 2019	12/03/2019	\$57.89	P
06190275	TDS TELECOM	TDS PH 715-884-6479	12/03/2019	\$57.29	P
06190276	TDS TELECOM	TDS PH 715-652-2067 OCT 2019	12/03/2019	\$70.36	P
06190277	TDS TELECOM	TDS PH 715-652-3551 OCT 2019	12/03/2019	\$44.30	P
06190278	TDS TELECOM	TDS PH BILL 715-884-6596 OCT19	12/03/2019	\$24.20	P
06190279	STAPLES ADVANTAGE	Office Supplies	11/14/2019	\$38.12	P
06190280	STAPLES ADVANTAGE	Office Supplies	11/19/2019	\$10.29	P
06190281	AMAZON CAPITAL SERVICES	Office Supplies	11/23/2019	\$38.59	P
06190282	NATIONAL ASSN OF COUNTIES	Membership Dues	12/09/2019	\$1,495.00	P
06190283	UNITED MAILING SERVICE	MAIL FEES NOV 2019 UMS	12/09/2019	\$988.85	P
06190284	OFFICE ENTERPRISES INC	Ink tank & label order	12/10/2019	\$231.88	P
06190285	CENTURYLINK	Various Long Distance - Nov	11/30/2019	\$159.39	P
06190286	LILLEY CHARLES ASSESSOR	2019 ASSESS SCHOOL C LILLEY	12/13/2019	\$132.36	P
06190287	WEGNER GERALD	2019 ASSESS SCHOOL G WEGNER	12/13/2019	\$138.16	P
06190288	QUALITY PLUS PRINTING INC	Business Cards - Leichtnam	12/16/2019	\$43.00	P
06190289	WISCONSIN MEDIA	VAR ADS 11/1 - 11/30/19	12/20/2019	\$1,084.48	P
06190290	WISCONSIN RAPIDS COMMUNITY MEDIA	1 Oct, 2 Nov DVDs	12/23/2019	\$60.00	P
06190291	US BANK	VISA Charges - December	12/26/2019	\$420.79	P
06190292	AMAZON CAPITAL SERVICES	Office Supplies	12/29/2019	\$20.49	
06190293	FRONTIER COMMUNICATIONS	Various Mfid Phone Charges	12/19/2019	\$138.66	
06190294	LANGTON DENNIS	December Mail Deliveries	12/30/2019	\$180.50	
06190295	TDS TELECOM	Phone Bill - 715-884-6596	12/30/2019	\$22.15	
06190296	TDS TELECOM	Phone Bill - 715-884-6479	12/28/2019	\$59.49	
06190297	TDS TELECOM	Phone Bill - 715-652-3551	12/28/2019	\$44.30	
06190298	TDS TELECOM	Phone Bill - 715-652-2107	12/28/2019	\$57.89	
06190299	TDS TELECOM	Phone Bill - 715-652-2067	12/28/2019	\$70.36	

Grand Total:

\$5,869.29

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: DECEMBER 2019

For the range of vouchers: 14190364 - 14190395

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190364	BLITT AND GAINES PC	GARNISHMENT PAYMENT	12/05/2019	\$310.84	P
14190365	BOSTON MUTUAL	WHOLE LIFE INSURANCE	12/05/2019	\$1,328.54	P
14190366	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	12/05/2019	\$303.22	P
14190367	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	12/05/2019	\$1,947.51	P
14190368	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	12/05/2019	\$3,265.18	P
14190369	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	12/05/2019	\$3,685.68	P
14190370	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	12/05/2019	\$73.64	P
14190371	SOLID OAK FINANCE	GARNISHMENT PAYMENT	12/05/2019	\$170.99	P
14190372	TRUE IT LLC	FIXED ASSETS DOWN PAYMENT	11/21/2019	\$5,000.00	P
14190373	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	11/22/2019	\$325.00	P
14190374	VRUWINK DANIEL DVM	GARNISHMENT PAYMENT	12/05/2019	\$182.89	P
14190375	KNICKELBEIN KATHERINE	12/5/19 DIRECT DEPOSIT RETURN	12/06/2019	\$1,213.29	P
14190376	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/04/2019	\$62.87	P
14190377	BADGER STATE INDUSTRIES	SIGNAGE FOR UW MFLD	12/09/2019	\$292.06	P
14190378	BLITT AND GAINES PC	GARNISHMENT PAYMENT	12/19/2019	\$235.69	P
14190379	BOSTON MUTUAL	WHOLE LIFE INSURANCE	12/19/2019	\$1,300.08	P
14190380	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	12/19/2019	\$303.20	P
14190381	MUTUAL OF OMAHA INSURANCE COMPANY	STD INSURANCE	12/19/2019	\$3,248.42	P
14190382	MUTUAL OF OMAHA INSURANCE COMPANY	LTD INSURANCE	12/19/2019	\$2,020.55	P
14190383	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP(VOL) LIFE INS	12/19/2019	\$3,655.19	P
14190384	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	12/19/2019	\$73.64	P
14190385	SOLID OAK FINANCE	GARNISHMENT PAYMENT	12/19/2019	\$168.53	P
14190386	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/03/2019	\$18.46	P
14190387	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/04/2019	\$15.32	P
14190388	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/07/2019	\$7.14	P
14190389	VRUWINK DANIEL DVM	GARNISHMENT PAYMENT	12/19/2019	\$162.41	P
14190390	BADGER STATE INDUSTRIES	SIGNAGE FOR UW MFLD	12/11/2019	\$55.25	P
14190391	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	12/05/2019	\$39,007.38	P
14190392	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	12/19/2019	\$1,096.88	P
14190393	WI DEPT OF REVENUE-MILWAUKEE	BUSINESS TAX REG RENEWAL	12/19/2019	\$10.00	P
14190394	US BANK	CREDIT CARD CHARGES	12/16/2019	\$1,307.24	P
14190395	US BANK	CREDIT CARD CHARGES	12/16/2019	\$174.00	P

Grand Total:

\$71,021.09

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: DECEMBER 2019

For the range of vouchers: 17190111 - 17190117

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17190111	KORTES JEFFREY M	Dept Head Retreat Speaker	12/04/2019	\$2,300.00	P
17190112	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	11/19/2019	\$800.00	P
17190113	WI DEPT OF WORKFORCE DEVELOPMENT	Nov 2019 Unemployment Charges	12/01/2019	\$4,586.85	P
17190114	HORTON GROUP INC THE	Consulting Fees - Dec 2019	12/10/2019	\$2,083.33	P
17190115	STAPLES ADVANTAGE	Dept Head Retreat Supplies	12/05/2019	\$27.36	P
17190116	DIETRICH VANDERWAAL SC	Legal Fees	12/05/2019	\$120.00	P
17190117	US BANK	P Card Charges - Dec 2019	12/16/2019	\$1,004.09	P
Grand Total:				\$10,921.63	

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: INFORMATION TECHNOLOGY

For the period of: DECEMBER 2019

For the range of vouchers: 27190395 - 27190424

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190395	AMAZON CAPITAL SERVICES	CREDIT MEMO - COC HEADSET	11/21/2019	(\$46.64)	P
27190396	AMAZON CAPITAL SERVICES	FSET EW ROOMKIT ACCESSORIES	11/21/2019	\$443.98	P
27190397	AMAZON CAPITAL SERVICES	MARKERS	11/25/2019	\$7.93	P
27190398	AMAZON CAPITAL SERVICES	HS PRIVACY SCREENS	11/27/2019	\$199.56	P
27190399	ECON ELECTRIC	NETWORK DROPS AT NORWOOD	11/15/2019	\$1,025.00	P
27190400	SOLARUS	PHONE CHGS ACCT 00063942-1	12/01/2019	\$9,078.01	P
27190401	SOLARUS	PHONE CHGS ACCT 00061009-7	12/01/2019	\$69.99	P
27190402	SOLARUS	PHONE CHGS ACCT 00077856-5	12/01/2019	\$300.45	P
27190403	US CELLULAR	CELL PHONE CHGS ACCT 277407322	11/16/2019	\$1,562.07	P
27190404	US CELLULAR	CELL PHONE CHGS ACCT 851710598	11/16/2019	\$651.89	P
27190405	US CELLULAR	CELL PHONE CHGS ACCT 203538532	11/20/2019	\$840.31	P
27190406	US CELLULAR	CELL PHONE CHGS ACCT 203391922	11/20/2019	\$160.38	P
27190407	CDW GOVERNMENT INC	CTY CLERK - NETWORK PANEL	11/27/2019	\$62.16	P
27190408	CHARTER COMMUNICATIONS	INTERNET PRO100	11/24/2019	\$130.00	P
27190409	FRONTIER COMMUNICATIONS	PHONE CHARGES	11/22/2019	\$1,149.55	P
27190410	INSIGHT PUBLIC SECTOR INC	EMAIL SERVER UPGRADE	08/31/2019	\$7,642.65	P
27190411	INSIGHT PUBLIC SECTOR INC	EMAIL SERVER UPGRADE	09/30/2019	\$7,026.60	P
27190412	INSIGHT PUBLIC SECTOR INC	CITY HALL SWITCHES	10/07/2019	\$16,238.96	P
27190413	INSIGHT PUBLIC SECTOR INC	CREDIT - WORSTATION DOCK	01/31/2019	(\$15.10)	P
27190414	INSIGHT PUBLIC SECTOR INC	CREDIT - NORWOOD NETWORK UPGRD	06/27/2019	(\$686.99)	P
27190415	INSIGHT PUBLIC SECTOR INC	CREDIT - SHERIFF PC REPLACMNT	06/27/2019	(\$173.18)	P
27190416	INSIGHT PUBLIC SECTOR INC	CREDIT - EOC/HWY/NW PCS	06/27/2019	(\$76.43)	P
27190417	INSIGHT PUBLIC SECTOR INC	CREDIT - EMAIL SERVER UPGRADE	08/31/2019	(\$5,428.80)	P
27190418	INSIGHT PUBLIC SECTOR INC	CREDIT - EMAIL UPGRADE PROJECT	10/08/2019	(\$488.56)	P
27190419	US BANK	CREDIT CARD CHARGES	11/26/2019	\$403.05	P
27190420	VERIZON	CELL CHGS ACCT 242258062-00001	12/01/2019	\$1,888.36	P
27190421	MARKWORTH WENDY	REIMBURSE FOR KEYBOARD	10/04/2019	\$198.98	P
27190422	US BANK	CREDIT CARD CHARGES	12/16/2019	\$20.00	P
27190423	FREVVO INC	2020 SUBSCRIPTION RENEWALS	11/22/2019	\$6,611.26	P
27190424	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	12/16/2019	\$2,784.11	P
Grand Total:				\$51,579.55	

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

For the period of: DECEMBER 2019

For the range of vouchers: 19191299 - 19191392 50121012 - 50121014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191299	INDIANHEAD SPECIALTY CO	OFFICE SUPPLIES	11/25/2019	\$70.06	P
19191300	MIDLAND PAPER	CLEANING SUPPLIES	11/25/2019	\$95.80	P
19191301	KRANZ INC	CLEANNG SUPPLIES	11/25/2019	\$175.18	P
19191302	NASSCO INC	CLEANING SUPPLIES	11/25/2019	\$252.00	P
19191303	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	12/04/2019	\$24.29	P
19191304	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	12/04/2019	\$24.29	P
19191305	STAPLES ADVANTAGE	INVENTORY	12/04/2019	\$20.59	P
19191306	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	11/25/2019	\$3,979.85	P
19191307	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/21/2019	\$166.58	P
19191308	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	11/20/2019	\$13.44	P
19191309	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	11/25/2019	\$44.97	P
19191310	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	11/26/2019	\$7,913.91	P
19191311	MENARDS - PLOVER	SHOP SUPPLIES	11/16/2019	\$49.99	P
19191312	NAPA CENTRAL WI AUTO PARTS	PARTS - 1999 FORD RANGER	11/20/2019	\$43.26	P
19191313	NAPA CENTRAL WI AUTO PARTS	SHOP SUPPLIES	11/20/2019	\$1.49	P
19191314	RAPIDS RENTAL & SUPPLY	FILTERS	11/20/2019	\$30.98	P
19191315	RIESTERER & SCHNELL INC	TRACTOR PARTS	11/22/2019	\$41.31	P
19191316	SCHILLING SUPPLY COMPANY	ICE MELT	11/26/2019	\$642.24	P
19191317	SUMMIT COMPANIES	SEMI ANNUAL FIRE INSPECTION	11/14/2019	\$395.00	P
19191318	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	11/13/2019	\$1,329.72	P
19191319	DASH MEDICAL GLOVES	OFFICE SUPPLIES	12/06/2019	\$77.40	P
19191320	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	12/06/2019	\$34.82	
19191321	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/27/2019	\$67.50	P
19191322	AKITABOX INC	FACILITY MGMT PROGRAM	12/01/2019	\$2,170.00	P
19191323	CENTRAL CONCRETE CUTTING INC	DA REMODEL - WALL SAWING	11/29/2019	\$2,750.00	P
19191324	COMPLETE CONTROL	HVAC - VALVE ASSEMBLY	11/26/2019	\$152.11	P
19191325	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	12/03/2019	\$4,580.59	P
19191326	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/27/2019	\$272.54	P
19191327	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	11/27/2019	\$87.46	P
19191328	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY HARDWARE-BAL DUE	12/02/2019	\$4,089.72	P
19191329	GRAINGER (Maintenance)	TOILET REPAIR KITS - JAIL	11/27/2019	\$76.20	P
19191330	GRAINGER (Maintenance)	SHOP SUPPLIES	12/02/2019	\$23.00	P
19191331	GRAINGER (Maintenance)	SHOP SUPPLIES	12/03/2019	\$7.10	P
19191332	SUPERIOR CHEMICAL CORPORATION	ICE MELT	12/02/2019	\$1,026.36	P

Committee Report - County of Wood

MAINTENANCE - DECEMBER 2019

50121012 - 50121014 19191299 - 19191392

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191377	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING MUPPET LOT	12/12/2019	\$345.00	
19191378	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	12/20/2019	\$7,913.91	
19191379	MCMaster-CARR SUPPLY CO	JAIL SUPPLIES - SCREWS	12/16/2019	\$25.87	
19191380	QUALITY DOOR & HARDWARE	CH MAIN DOOR REPAIR	12/12/2019	\$100.00	
19191381	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	12/17/2019	\$90.00	
19191382	SUPERIOR CHEMICAL CORPORATION	CLEANING SUPPLIES	12/19/2019	\$155.08	
19191383	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	12/12/2019	\$58.16	
19191384	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	12/12/2019	\$42.90	
19191385	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	12/12/2019	\$254.83	
19191386	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	12/12/2019	\$2,298.68	
19191387	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	12/12/2019	\$869.92	
19191388	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	12/12/2019	\$7.45	
19191389	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	12/12/2019	\$76.83	
19191390	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	12/12/2019	\$35.27	
19191391	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	12/12/2019	\$4,660.47	
19191392	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	12/12/2019	\$3,365.06	
50121012	MIDLAND PAPER		12/06/2019	\$1,158.00	P
50121013	KRANZ INC		12/06/2019	\$76.36	P
50121014	STAPLES ADVANTAGE		12/17/2019	\$18.19	P
Grand Total:				\$92,807.78	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: DECEMBER 2019

For the range of vouchers: 23190060 - 23190069

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23190060	WI COUNTY MUTUAL INS CORP	Additional Insured Endorsement	12/13/2019	\$15,434.00	P
23190061	WI COUNTY MUTUAL INS CORP	Gen & Auto Liability Premium	12/13/2019	\$163,737.50	P
23190062	WI COUNTY MUTUAL INS CORP	Deductible Fund Deposit	12/13/2019	\$54,463.00	P
23190063	WI COUNTY MUTUAL INS CORP	Comm Prop & Auto Premium	12/13/2019	\$89,871.00	P
23190064	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins - Norwood	12/02/2019	\$3,522.00	P
23190065	RELEASE GUARD	Aboveground Storage Liability	11/27/2019	\$2,141.00	P
23190066	RELEASE GUARD	Underground Storage Liability	12/13/2019	\$1,222.00	P
23190067	WI COUNTY MUTUAL INS CORP	Additional Insured Endorsement	12/04/2019	\$25.00	P
23190068	AEGIS CORPORATION	Equipment Breakdown Policy	11/25/2019	\$4,201.00	P
23190069	WESTSIDE AUTO BODY	Vehicle Damage - Squad #11	11/18/2019	\$5,485.13	P
Grand Total:				\$340,101.63	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: DECEMBER 2019

For the range of vouchers: 28190300 - 28190325

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28190300	BEAR GRAPHICS INC	TAX BILLS	12/04/2019	\$1,337.04	P
28190301	CITY OF MARSHFIELD	NOVEMBER SPECIALS	12/04/2019	\$2,088.92	P
28190302	CITY OF NEKOOSA TREASURER	NOVEMBER SPECIALS	12/04/2019	\$662.88	P
28190303	CITY OF WISCONSIN RAPIDS	NOVEMBER SPECIALS	12/04/2019	\$167.89	P
28190304	EO JOHNSON COMPANY INC	FOLDER MAINTENANCE	12/04/2019	\$210.00	P
28190305	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/04/2019	\$149.05	P
28190306	TOWN OF CARY	NOVEMBER SPECIALS	12/04/2019	\$52.80	P
28190307	TOWN OF PORT EDWARDS	NOVEMBER SPECIALS	12/04/2019	\$150.43	P
28190308	TOWN OF REMINGTON	NOVEMBER SPECIALS	12/04/2019	\$237.60	P
28190309	TOWN OF SARATOGA	NOVEMBER SPECIALS	12/04/2019	\$2,041.00	P
28190310	TOWN OF GRAND RAPIDS	NOVEMBER SPECIALS	12/04/2019	\$297.00	P
28190311	TOWN OF LINCOLN	NOVEMBER SPECIALS	12/04/2019	\$549.51	P
28190312	VILLAGE OF ARPIN TREASURER	NOVEMBER SPECIALS	12/04/2019	\$1,067.72	P
28190313	VILLAGE OF VESPER	NOVEMBER SPECIALS	12/04/2019	\$392.94	P
28190314	VILLAGE OF MILLADORE	NOVEMBER SPECIALS	12/04/2019	\$2,213.87	P
28190315	WI DEPT OF ADMINISTRATION	NOVEMBER WIS LAND INFO	12/04/2019	\$6,013.00	P
28190316	NOTARY BOND RENEWAL SERVICE	NOTARY BOND	12/18/2019	\$30.00	P
28190317	STATE OF WISCONSIN TREASURER	CLERK OF COURTS REVENUE	12/18/2019	\$126,828.45	P
28190318	TOWN OF HANSEN	MFL OVERPAYMENT	12/18/2019	\$85.22	P
28190319	VILLAGE OF ARPIN TREASURER	TAX DEED SPECIALS	12/18/2019	\$2,886.18	P
28190320	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	12/18/2019	\$90.00	P
28190321	WOODTRUST BANK	MONTHLY SERVICE FEES	12/18/2019	\$767.25	P
28190322	CITY OF PITTSVILLE TREASURER	2019 TAXES 31-00300	12/26/2019	\$75.81	P
28190323	CITY OF WISCONSIN RAPIDS	2019 TAXES 34-03601 34-03608	12/26/2019	\$1,542.50	P
28190324	MARSHFIELD UTILITIES	TAX DEED UTILITIES	12/26/2019	\$10.87	P
28190325	VILLAGE OF ARPIN TREASURER	2019 TAXES 32-00045	12/26/2019	\$997.30	P

Grand Total:

\$150,945.23

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: DECEMBER 2019

For the range of vouchers: 34190016 - 34190016

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34190016	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	12/01/2019	\$6,059.01	P
Grand Total:				\$6,059.01	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

RENEWABLE & SUSTAINABLE COMMITTEE MEETING

5

DATE: Friday, December 20, 2019
TIME: 9:00 AM
LOCATION: Wood County Courthouse – Room 115, Wisconsin Rapids, WI

Present: Jake Hahn, Al Breu, Dave LaFontaine, Michael Feirer, Bill Leichtnam, Sue Kunferman, Reuben Van Tassel, Nancy Turyk

Others

Present: Nicole Gessert, Bill Clendenning, Ben Nikolai

1. Call Meeting to Order: Supervisor Hahn would be delayed so Reuben Van Tassel called the meeting to order at 9:05 a.m.
2. Public Comments:
None
3. Review/approve previous meeting minutes:
Minutes from the October 24, 2019 R&S Committee meeting.

Motion: (Kunferman/Leichtnam) to approve the prior meeting minutes. Motion carried unanimously.

4. Committee structure:
Van Tassel updated the Committee regarding the approval from Executive Committee to add three additional County Board Supervisors and the staff members to retain membership to the Committee as advisory members only.

Motion: (Breu/Leichtnam) to nominate Supervisor Breu as Vice Chair of the Renewable & Sustainable Committee. Motion carried unanimously.

5. County initiatives and activity in the past year:
Nancy Turyk provided an overview of various activities that had been addressed in the past year related to renewable & sustainable initiatives and shared a handout outlining some of the items. Some of the activities discussed were: solar incentive programs, energy efficiency programs, SolSmart designation, renewable & sustainable and lean process grant funds. Supervisor Leichtnam gave an update on Wood County solar project and shared a flyer with more information. Van Tassel gave an update on Nepco Park solar panels, LED lighting upgrades in the Jail and Norwood grease traps.
6. Energy study intern:
Turyk shared an update that the UW Extension intern is in the process of analyzing energy data and will present a baseline summary approximately by the end of January
7. Oakdale Co-Op:
Item tabled till the next meeting.
8. Energy goals and plan:
Turyk shared the Wood County Energy Plan and asked to go thru the plan at a future meeting to prioritize goals and develop timeframes.
9. Meeting frequency:
Hahn asked for feedback from the Committee regarding having quarterly meetings versus monthly meetings. Leichtnam indicated with the upcoming projects, a monthly meeting schedule would probably be most beneficial. Discussion ensued.

Motion: (Leichtnam/Hahn) to meet the last week in January. Motion carried unanimously.



ITEM# 1-

DATE January 21, 2020

Effective Date Upon Passage & Publication

RESOLUTION#

Introduced by Health & Human Services & Executive Committees
Page 1 of 1

RAL

Motion:	Adopted:
1 st	Lost:
2 nd	Tabled:
No: Yes:	Absent:
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 amend the 2019 Veterans WDVA Grant budget to include monies that were moved and excluded from the original budget.

FISCAL NOTE: No additional cost to Wood County.

Account	Account Name	Debit	Credit
51450	IT	\$322.00	
54750	Veterans WDVA Grant		\$322.00
47415	PC Replacement	\$120.00	
54750	Veterans WDVA Grant		\$120.00

WHEREAS, the budget resolution 19-4-2 removed the budget from function 54750, and

WHEREAS, having Departments that receive grant funding to manage their own printer management is advantageous to the Department and the County, and

WHEREAS, the PC Replacement fund budget excluded some of the equipment in the Veterans Department, and

THEREFORE BE IT RESOLVED, to amend the budget in 2019 (54750) Veterans WDVA Grant by adding monies from the IT function of (54750) from budget resolution 19-2-2 and to amend the budget for equipment excluded from the budget revenues (47415) and expenditures (54750),

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

Donna Rozar, Chair	<u>Donna Rozar</u>	Douglas Machon, Chair	
Tom Buttke	<u>Tom Buttke</u>	Kenneth Curry	
Allen Breu	<u>Allen Breu</u>	William Winch	
Adam Fischer	<u>Adam Fischer</u>	Dennis Polach	
Marion Hokamp	<u>Marion Hokamp</u>	Bill Clendenning	
Jessica Vicente	<u>Jessica Vicente</u>		
Heather Wellach, RN	<u>Heather Wellach</u>		
Mark Holbrook			
Dr. Steven Kulick			
Adopted by the County Board of Wood County, this 21st		day of January, 2020	
County Clerk		County Board Chairman	



Wood County WISCONSIN

WELLNESS 12a
Adam Fandre
Wellness Coordinator

Letter of Comments – December 2019

The end of December marked the completion of the 2019 wellness program. With that, much of my focus has been on wrapping up quarter 4 activities by sending reminders of deadlines, instructions of how to complete various activities, etc. The quarter 4 wellness challenge, *Healthy Environment, Healthy You*, had 140 successful completions out of 146 participants who registered, and the feedback received was overwhelmingly positive. *Follow-up health coaching* wrapped up with 127 completions and the *Workout Watch* activity did as well with 141 completions. Currently, 247 participants have reached a total of 4,000+ points for the year, which is the maximum, and qualified for all cash incentives. These payouts are tentatively set for mid-January 2020.

With the 2019 wellness program coming to an end I have also been focusing on adding the finishing touches to the 2020 activities in ManageWell. The new wellness program structure contains many details and intricacies with a greater focus on metrics which has made this a lengthy process. Nevertheless, this new structure does allow participants more flexibility of what activities they want to do and when they want to start them. As a result, I believe this will help with engagement throughout the year and in-turn, improve participants health and wellbeing. Preparation for the 2020 wellness program has also included finalizing the annual mailing that is sent to employee to notify them of the changes taking place and what they can expect moving forward. I am happy to say this mailing was sent out earlier this month and has been well received. You may find a copy of this mailing in my letter of comments. Lastly, early registration for the 2020 on-site biometric screening has been created in order to allow participants ample time to sign up for an appointment. As of writing this, more than 250 participants have an appointment scheduled.

Wellness Committee Update

This month's Wellness Committee meeting focused chiefly on preparation for the 2020 wellness program. As I mentioned previously, the new program structure has many details, and since the Wellness Champs are the "go-to" source for quick answers about the wellness program for their departments, I wanted to be sure the basics are covered. Likewise, I find discussing these details and gathering their input to be a crucial part of program planning.

Enclosed documents:

Wood County Employee Wellness Mailing 2020



Wood County WISCONSIN

WELLNESS

Adam Fandre

Wellness Coordinator

Letter of Comments Cont. – December 2019

Wellness Coordinator Monthly Updates

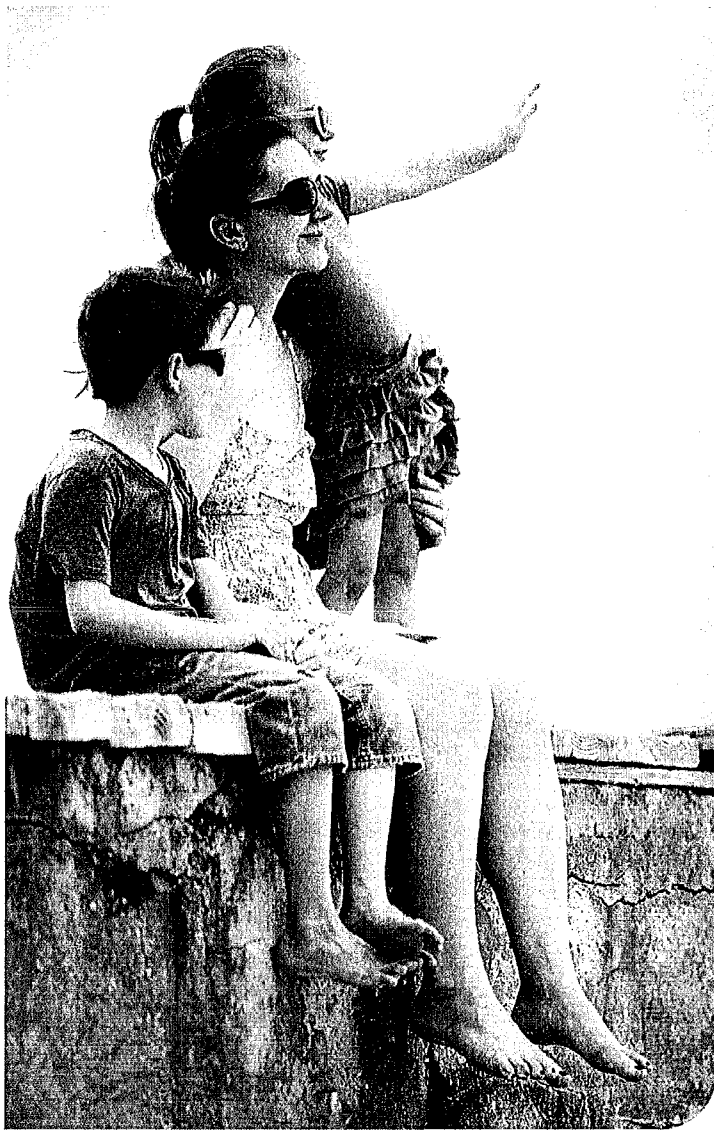
- Providing Wellness Program overview at new hire orientation.
- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings.
- Working with staff at departments who do not have computers or readily available access to computers in order to complete various wellness activities.
- Working with Human Resources and Finance to send any applicable quarterly payouts to new hires who completed qualifying wellness activities.
- Coordinated December Lunch & Learn focused on the Community Health Assessment by the Health Department. Recorded presentation with the help of video equipment from Wisconsin Rapids Community Media Center to share information with employees unable to attend in-person.
- Crafted December lunch & learn quiz to be uploaded to ManageWell for participants unable to view in-person as well as hard copy versions for employees without readily available computer access.
- Working with Human Resources and IT to update Wood County Wellness intranet page with updated deadlines, resources, etc.
- Working with human resources to award employees appropriate 2020 health insurance rates based on completed wellness activities.
- Reaching out to various contacts to finalize presenters for other upcoming Lunch & Learns in 2020.
- Completed all follow-up health coaching appointments.
- Wrapped up the quarter 4 Workout Watch activity and the quarter 4 wellness challenge.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations.
- Coordinated 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 appointment reminders to employees who scheduled appointments.
- Continue to update wellness bulletin boards at various Wood County locations with most up-to-date information and wellness resources.
- Continue to assist participants with navigating wellness portal and answering questions as they arise. Any feedback received is passed along to ManageWell support staff.
- Continuing to work on finalizing communication pieces for 2020 Wellness Program with help of Human Resources and Wellness Committee. Working closely with ManageWell's support team to make changes to 2020 wellness program portal to improve user experience.
- Created 2020 biometric screening help sign-up page for Wellness Committee members.
- Working with employees who missed one or more of the deadlines to earn the 2020 health insurance premium discount to complete any outstanding activities.

**All Full-Time and Part-Time
Wood County Employees**



Wood County Wellness Program Kickoff Handout 2020





Wood County Wellness Mission Statement

To provide a worksite culture and environment which supports making healthy lifestyle choices. Implement a comprehensive worksite wellness program which educates, empowers, and engages Wood County employees and their families to adopt and maintain healthy lifestyle behaviors.

Rewards!

Follow these 3 easy steps on your personal online wellness portal to become eligible for Wellness Incentive Packages and **earn a reduction in health insurance premiums for 2021.**



Step 1:

Sign up for, and complete, a biometric screening before March 31, 2020.

**If you did not register an account at www.managewell.com in 2019, please contact your Wellness Coordinator, Adam Fandre, at wellness@co.wood.wi.us or 715.421.8428.*

***Biometrics that are completed through an onsite screening, the voucher program with Aspirus Business Health Departments, or your Primary Care Physician on or after July 1, 2019 may satisfy this requirement.*



Step 2:

Complete the online health assessment before March 31, 2020 after your biometric screening results have been uploaded into your account.



Step 3:

Sign up for, and complete, an appointment with an Aspirus Health Coach before June 30, 2020. Health coaching appointments will begin in April 2020.

Spouses enrolled in the County insurance may participate, but will not be eligible for any incentives.

Upcoming Wellness Events

You won't want to miss!

Biometric Screening

Reserve your spot today and sign up for a **FREE CONFIDENTIAL** onsite biometric screening:

Sign up: www.managewell.com

(If you did not register an account at www.managewell.com in 2019, please contact your Wellness Coordinator, Adam Fandre, at wellness@co.wood.wi.us or 715.421.8428.)

Phone: Aspirus Business Health — 1.844.309.1269

Edgewater Haven

January 8 (6-10am)

Wood County Courthouse

January 15 (6-10am)

February 12 (6-10am)

Annex & Health Center

January 22 (6-10am)

February 5 (6-10am)

River Block

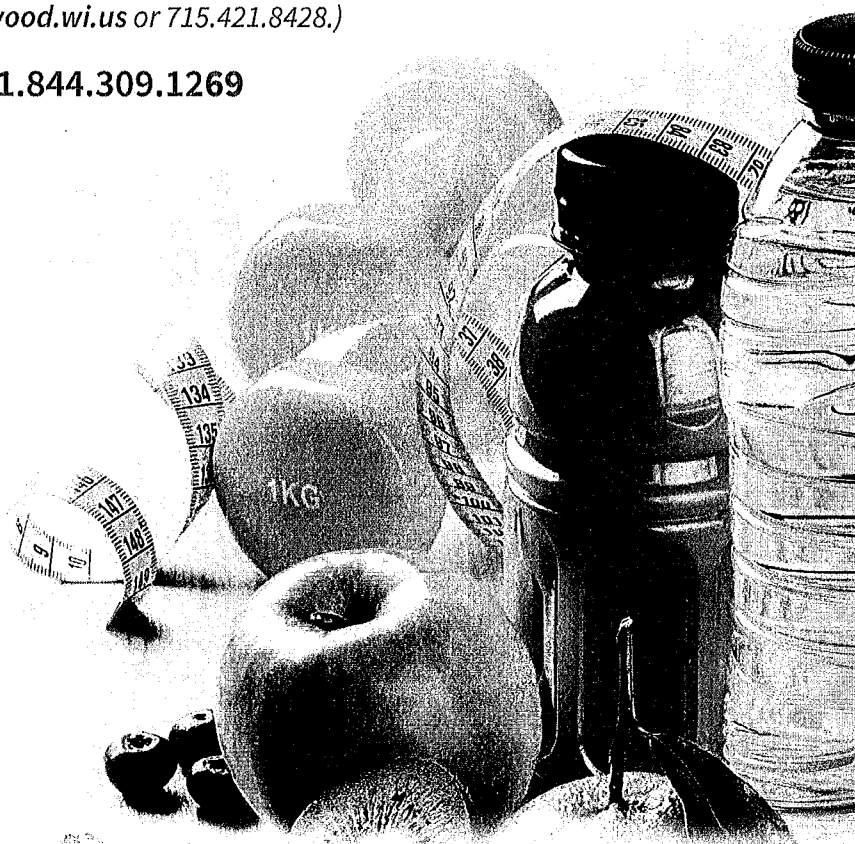
January 30 (6-10am)

February 25 (6-10am)

March 11 (6-10am)

Highway Department

February 19 (7-10:30am)



Wellness Committee

Lacey Piekarski – Human Services

Ryan Soyk – Human Services

Brad Martinson – Highway

Kristie Rauter Egge – Health Dept.

Maria Luepke – Norwood

Lisa Keller – Information Technology

Dawn Schmutzer – Human Services

Caitlin Carmody – Highway

Laura Clark – Clerk of Courts

Tara Feltz – Edgewater Haven

Jodi Pingel – Human Resources

Sandra Green – Parks and Forestry

Amy Flagel – Norwood

Kim Keech – Planning and Zoning

Kirsten Wentzel – Human Services

Micaela Rucker – Health Dept.

Amy Kniprath – Edgewater Haven

2020 Employee Wellness Program

Wood County Employee Incentive Packages

Qualifying Activities

Activities that must be completed to be eligible for incentives.

Qualifying Activities:

Biometric Screening by **March 31st**
Health Risk Assessment by **March 31st**
Health Coaching #1 by **June 30th**

Incentives:

Employees on health insurance:
*Premium Reduction in 2021 +
Eligible for Wellness Incentive Packages*

Employees not on health insurance:
Eligible for Wellness Incentive Packages

Additional Wellness Incentive Rewards Program

Qualifying Activities must be completed to earn points toward additional incentives.
Please note that employees can only earn one of the following rewards: Bronze, Silver or Gold.

Pick any activity offered in this section to accumulate points to earn the Bronze, Silver or Gold incentive.

300 points each

Wellness Challenge (*FOUR PER YEAR*)
Health Coaching #2 with Goal Met
6 Week Nutrition Tracking with Goal Met
12 Week Physical Activity Tracking with Goal Met

200 points each

Annual Flu Vaccination
Annual Medical Exam
Annual Eye Exam
Bi-Annual Dental (*TWO PER YEAR*)

100 points each

6 months Nicotine Free (*ONE PER YEAR*)
Gym Membership

50 points each

Wellness Bulletin Board Coupons (*FOUR PER YEAR*)
Volunteer/Blood Donation (*TWO PER YEAR*)
Community Physical Fitness Event (*FOUR PER YEAR*)
Well Story Submission
Monthly Lunch & Learn (*SIX PER YEAR*)

Bronze Package:
1000 Points

\$50 + 1 Entry in Prize Drawing

Silver Package:
2000 Points

\$100 + 2 Entries in Prize Drawing

Gold Package:
3000 Points

\$150 + 3 Entries in Prize Drawing

Prize Drawing for Cash Rewards

Entries in prize drawing will depend on Wellness Incentive Package earned.

1 - \$200 3 - \$100 10 - \$50

All cash rewards will be paid out at the end of the year.

Administrative Coordinator Report

1. Discussed Jail Study with John Kane.
2. Completed initial Employee Evaluations with D.H.'s reporting to Executive Committee.
3. Lunch with Congressman Kind sponsored by Heart of Wisconsin Chamber of Commerce.
4. Met with Wood County residents concerning Non Metallic Mining Ordinance and AODA programs.
5. Visited River Cities Clubhouse.
6. Attended Future Wisconsin Summit in Madison.
7. Participated in REDI Grant Steering Committee webinar.
8. Two day REDI Grant workshop.
9. WDLB Insight interview.
10. Opened Powers Bluff Winter Sports Area by being first down tubing hill on Dec.26th. (YEE HA!)