

EXECUTIVE COMMITTEE

DATE: Monday, January 7, 2019
TIME: 8:00 a.m.
LOCATION: Wood County Courthouse
Room 114
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Presentation on Sol-Smart
6. Discussion of county strategic plan
7. **IT Department**
 - (a) Printer/Copier Management Program
8. **Treasurer**
 - (a) Resolution to sell tax deed properties
9. **Finance**
 - (a) Dynamics GP Upgrade
 - (b) Update on Amazon Business Account
 - (c) Update on County Credit Card(s)
 - (d) Fiscal Staff Review
 - (e) Correspondence
 - Budget and actual reports for 12 months ending December 31, 2018
10. **Human Resources (HR)**
 - (a) Health Insurance Presentation – Tim Deaton, The Horton Group
 - (b) Review Administrative Coordinator Job Description
11. Set next regular committee meeting date – Tuesday, January 29, 2019
12. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, December 4, 2018
TIME: 8:00 a.m.
PLACE: Edgewater Haven, Conference Room, Administration Building
1351 Wisconsin River Dr.
Port Edwards, WI

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

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

The meeting was called to order by Chair Machon.

Public Comment – Public concern and support to reinstate the Wood County Sheriff's rescue vehicle funding were heard. Community members indicated many towns do not have the same specialized equipment the rescue vehicle has along with ice rescue with divers so it is not a duplication of services. The rescue volunteers often are available to secure a scene which frees up Sheriff Department staff. The rescue team's presence at the state water ski show is also vital for safety and public relations.

Supervisor Clendenning presented a letter from Town of Grand Rapids Chairman, Arne Nystrom, in support of the rescue vehicle.

Supervisor Pliml spoke in support of the rescue vehicle and also spoke in support of the ATV trail start-up costs.

Consent Agenda:

Supervisor Clendenning commented that because the November EC minutes were not available in time for the County Board meeting, they should have been emailed to all supervisors when available.

Supervisor Winch questioned Finance Director Cummings' monthly letter of comments regarding employee expense reimbursements being added to payroll checks and whether the system can keep tax deductible items separate from non-taxable reimbursements. Director Cummings indicated the payroll system does have the ability to separate.

Winch questioned a charge on the Human Resources report of claims to Carlson Dettmann for \$5,250.00. HR Director McGrath indicated this was for 21 JDQ reviews in 2018.

Winch questioned a charge for \$11,855.72 on the Systems report of claims for laptops. He was wondering if this was a budgeted item. IT Director Kaup indicated it was. He also questioned the cellphone charges and if the department shops around for the best rates. Director Kaup indicated that IT does research the best rates for the necessary features.

Winch questioned a subscription renewal charge on the Risk Management report of claims. Safety & Risk Manager Stelzer was not available to speak to the charge. It was suggested that questions on vouchers be addressed with the department heads or finance prior to meetings.

Motion (Rozar/Fischer) to approve the Consent Agenda. Motion carried unanimously.

Benjamin Walljasper from Enterprise Fleet Management presented information regarding various options for fleet vehicle programs. The initial evaluation focused on 5 departments and about 40 vehicles. Discussion ensued. Supervisor Fischer requested that committee chairs be copied during the data audit process.

Motion (Fischer/Rozar) to instruct the Finance Director to work with department heads to gather information for the feasibility of a fleet vehicle program and have Enterprise present a proposal at the February EC meeting. Motion carried unanimously.

Break at 9:24 a.m. Meeting reconvened at 9:32 a.m.

Nick Kasza and Megan from SolSmart teleconferenced a presentation regarding becoming a solar-friendly community through SolSmart with a national designation. Discussion ensued.

Motion (Rozar/Clendenning) to provide staff time to continue gathering information on the feasibility of SolSmart future designation for Wood County. Motion carried unanimously.

Break at 10:28 a.m. Meeting reconvened at 10:36 a.m.

Nancy Turyk with U.W. Extension reported that she has begun meeting with department heads regarding strategic plans. The suggestion from department heads is that a presentation be made at the February County Board meeting on strategic planning.

Supervisor Rozar presented information regarding a resolution the Health and Human Services Committee passed regarding entering into discussions with Marshfield City administration regarding space in the City Hall Plaza for Cornerstone. Discussion ensued.

Motion (Fischer/Rozar) to approve the resolution to authorize the Health and Human Services Committee to negotiate a lease to relocate Cornerstone in the Marshfield City Hall Plaza. Motion carried. Voting no: Winch (stated that even though the resolution states the negotiations must be within budgeted parameters, he believes the lease should return to the County Board prior to signing).

Supervisor Fischer presented a resolution from CEED and HIRC to implement an ATV/UTV trail and route network in 2019. Discussion ensued.

Motion (Clendenning/Winch) to co-sponsor resolution from CEED and HIRC to implement an ATV/UTV trail and route network in 2019. Motion carried unanimously.

Treasurer Gehrt presented 3 resolutions to tax deed properties.

Motion (Rozar/Fischer) to accept the 3 resolutions to tax deed properties. Motion carried unanimously.

Finance Director Cummings presented 4 resolutions to amend 2018 budgets for Highway, Human Services, Norwood Dietary and Finance.

Motion (Rozar/Fischer) to accept the 4 resolutions to amend 2018 budgets for Highway, Human Services, Norwood Dietary, and Finance. Motion carried unanimously.

Director Cummings presented a resolution to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2018.

Motion (Rozar/Fischer) to accept the resolution to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2018. Motion carried unanimously.

Director Cummings presented information regarding establishing one consolidated business Amazon account. Discussion ensued. Cummings will proceed with consolidating Amazon accounts and will send Amazon account invites to department heads.

Director Cummings reported that while researching Enterprise Resources Planning (ERP) software, it was determined that although it is great software, it would not solve our current budgeting needs. The decision was made to continue with the original plan to purchase Questica budget software.

Director Cummings reported she has met with various departments and various skill levels to analyze strengths and weaknesses in developing goals for a Fiscal Strategic Plan.

Human Resources Director McGrath reported she has been accepted to the 2019 Wisconsin Local Government Leadership Academy. Acceptance to the program entails approximately 60 hours of commitment over an 8 month period including phone conference meetings and onsite meetings.

Motion (Clendenning/Fischer) to approve Director McGrath's acceptance to the Leadership Academy. Motion carried unanimously.

Discussion ensued regarding proposed EC meeting dates. The January meeting will remain on 1/7/19 as long as Director McGrath can confirm with Tim Deaton of the Horton Group that they are able to change the date of their presentation. If they are not able to reschedule, the meeting will be on the original date of 1/8/19. The February meeting will be changed to 1/29/19. The April meeting will be changed to 4/9/19.

Motion (Clendenning/Rozar) to go into closed session at 11:32 a.m. pursuant to §19.85(1)(c), Wis. Stats., for performance evaluations of department heads the committee oversees.

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

Motion (Fischer/Polach) to return to open session at 1:10 p.m. All ayes. Motion carried.

The Chair adjourned the meeting at 1:11 p.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

Minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

12/04/2018

Thank you for the time to Re-iterate the support for continuing Wood County Sherriff Rescue Squad on behalf of the Town of Grand Rapids.

I want to assure you that WCSRS is a valuable service providing not only auto extractions but water, ice and search and rescues . We in Wood have 15 miles of the Wisconsin River, Lake Wazeecha (within the Wood County Parks system), Nepco Lake and Dexter Lake alongside other Wood County Parks.

We also have two airports in Wood County, the south one seeing extensive safety enhancements due the tremendous growth in traffic flying in and out for both business and pleasure.

Please support the resolution that will be before you at your next Wood County Board meeting.

Arne Nystrom
Chairman Town of Grand Rapids

Executive Committee Meeting

December 4, 2018

NAME (PLEASE PRINT)	REPRESENTING
Bill Cleoderming	WCB #15
Joe Kufnerman	Health Dept.
Tom Haise	Self
Bertie Pealy	116
Brenda Almqvist	self
Carrie A. Niketa	Self
Beyon M. M. M.	Avian Agency Egypt 40
Gordon Timm	Self
Tim Bussett	
Joshua Alexander	self
Michele Dorshorst	Support Wood Coy Rescue
Michael Habeck	Self
Jane Habeck	Self
Tom Sachs	
Heather Vancil	Support WC Rescue
Joan Garcia	" "
Lonnie Zellner	Rescue
Mandy Adamski	WCSR
Amy KAUP	IT
Kelli Quinnett	HR
Heather Gehrt	Treasurer
Sandra Green	Parks
James R. Webb	Self
Maria L.	Financ
McKibbin	Financ
Brandon Franz	Rescue
XXXXXXXXXX	Rescue
Jaron Bennett	Rescue

Executive Committee Meeting

December 4, 2018

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Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – January 2019

- I talked with IT about the issues we experienced at the last county board meeting with the iPads getting disconnected from the wireless voting system. There are 6 wireless access points on the 3rd floor and for some reason, all wireless traffic routed to one access point, which overloaded it. IT will be testing a method to try and distribute that traffic over the multiple access points available. Hopefully that will help our issue. I appreciated your patience as we worked through that issue on county board day!
- We are gearing up for the Spring Elections. Candidates are circulating nomination papers and towns are starting to schedule their caucuses for the month of January. Forms and checklists we use in the office are being updated, supplies are getting ordered, and old election material is being disposed of as dictated by statutes. As of this writing, it is possibility that we will not need a primary, but I will not be betting any money one way or the other. Currently, there are two candidates filing for State Supreme Court Justice and one candidate filing for Court of Appeals. With those numbers, a primary would not be needed. What will remain to be seen is if any local races will require a primary.
- After moving into Cindy's office, I started going through some items she had. One of the items was a CD that had some old pictures downloaded on it. A bunch of them were construction shots of when the courthouse was built back in 1954-1956. I printed those and they are hanging in my office if you care to see them. They are pretty interesting. Another picture was of the 1972 County Board of Supervisors that was taken out in front of the building. I recognized a few faces on the photo but certainly not all. As so often is the case when I do not know something of historical nature, I emailed former County Clerk, Tony Ruesch. If you look closely, you will see him in the group, as he was a county board supervisor prior to being elected county clerk in 1982. Within 2 hours, he had emailed me back and had all of the supervisors identified. Tony mentioned in his return email that it was not uncommon for the board to have their picture taken since one of the supervisors was LaVern LaMere, who owned and operated LaMere Photography in Marshfield for many years. The picture is on the next page. See how many you recognize.....besides Tony!

Wood County Board of Supervisors 1972



Back row, right to left: LaVern LaMere, Thomas Reddin, Norman Koch, Al Reynolds, William Richardson, Marion Zakroczymski, Donald Randecker, George Peterson, Ernest Becker, Henry Ness, John Crook, August Keller, Jacob Marti, Peter Bymers, Arthur Hayward

Middle row, right to left: County Clerk Adrian Elvod, A.A. Hunter, Donald Kubisiak, Robert Braun, Kenneth Schraeder, Elmer Meyer, Andrew Hellner, Anthony Ruesch, Edward Timm, Frank Radamacher, Carl Guelcher, Joseph Reiman, Gerhardt Oberbeck

Front row, right to left: John Parkin, Wilbur Dix, Karl Zimmerman, James Leigh, Kenneth Shong, Harlem Clark, Charles Arnold, Walter Moody, William Schueller, Steve Pelot

Officers

Chairman	Andrew Hellner
1 st Vice Chairman	Elmer Meyer
2 nd Vice Chairman	Anthony Ruesch



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

January 7, 2019

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

Departmental Activities

Project completion target date of January 31, 2019 for the following:

- Amazon Business Account set up and finalized
- Employee portal
- Employee expense reimbursements on payroll checks versus a voucher check
- Dynamics Upgrade
- Enterprise Vehicle Lease Program analysis

Ongoing projects:

- Budget Software with a target release date of March 2019
- There will be a WebEx held on January 17th for Department heads on the Purchase-card system. The vendor will be at the February Executive Committee meeting to answer any questions the committee or department heads might have on the Purchase-card system
- Encumbrances and workflow
- Laserfiche set up for accounts payable
- Strategic Planning for the Finance Department
 - On December 11th we meet with around 25 individuals that have fiscal responsibilities and did a Strengths, Weakness, Opportunity, and Threats analysis (SWOT)
 - We will be meeting again on January 8th with the Highway Accountant, Fiscal Services Manager, Assistant Fiscal Services manager, Deputy Finance Director and myself
- Year end and Audit
 - The auditors will be on site on January 10th for preliminary field work. The audit dates are set for May 6th through the 17th

Meetings, Webinars and Conferences

- Weekly Status Call with the Budgeting Software Vendor
- Met with the Maintenance Director on Purchasing
- TID Review Board for Biron
- TID Review Board for Marshfield
- SWOT Analysis (Around 25 Wood County employees meet and worked on the SWOT)
- Attended Oversight Committee meetings
- GAAP Update Webinar

Budget to Actual Income Statement

Budget and actual reports for 12 months ending December 31, 2018



GFOA Best Practice

Purchasing Card Programs

Background. The purpose of a purchasing card (also known as a procurement card or P-Card) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases. This type of program is used as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and checks processed. Purchasing cards can be used whenever a purchase order, check request, or petty cash would have been processed and with any vendor that accepts credit cards.

There are numerous benefits to a purchasing card program. Benefits to the cardholder can include:

1. convenience of purchasing without a purchase order,
2. expedited delivery of goods,
3. better pricing on goods,
4. expanded list of merchants from whom purchases can be made, and
5. reduced paperwork.

Benefits to the government can include:

1. simplified purchasing and payment process,
2. lower overall transaction processing costs per purchase,
3. increased management information on purchasing histories,
4. reduced paperwork,
5. decentralized procurement function,
6. the ability to set and control purchasing dollar limits,
7. the ability to control purchases to specific merchant categories and vendors, and
8. receipt of rebates from the bank based upon dollar volume of total purchases.

Benefits to the vendor include:

1. expedited payments,
2. reduced paperwork, and
3. lowered risk of nonpayment.

Purchasing cards may be issued in a designated individual's name and/or the government's name clearly indicated on the card as the buyer of goods and services.

The purchasing card and any transactions made with the card may become a liability of the governmental entity. For this reason, it is important that governments be aware of the risks related to the use of purchasing cards and establish controls to address those risks.

Disadvantages of purchasing cards include:

1. the potential for duplicate payments to vendors, unless payments are recorded by individual vendor within the accounting system,
2. the perception in the public about issuing "credit cards" to employees may be negative, and
3. the potential for abuse despite the controls available with purchasing cards.

Recommendation. GFOA recommends that governments explore the use of purchasing cards to improve the efficiency of their purchasing procedures. A competitive process should be used to select a purchasing card provider.

Consideration should be given to vendors who can provide:

- automated approval and reconciliation software. This software should provide for the ability to integrate to the entity's accounting records in a timely fashion;
- a program that is simple and easy to use;
- comprehensive control restrictions for single transactions, the number and amounts authorized per day and per cycle; and restrictions on the types of vendors and merchant category codes with which the card may be used;
- provisions for handling questioned items and chargebacks;
- a broad selection of reports or ad hoc reporting ability;
- training materials;
- customer support; and
- program rebates.

Governments need to maintain appropriate controls, in accordance with their purchasing policy, to ensure the ongoing success of a purchasing card program. These controls should include: written agreements with banks, which include fee schedules, processing procedures, and security requirements;

1. written policies and procedures for internal staff, including:
 - a. instructions on employee responsibility and written acknowledgments signed by the employee
 - b. ongoing training of cardholders and supervisors
 - c. spending and transaction limits for each cardholder both per transaction and on a monthly basis
 - d. written requests for higher spending limits
 - e. recordkeeping requirements, including review and approval processes

- f. clear guidelines on the appropriate uses of purchasing cards, including approved and unapproved Merchant Category Codes (MCC)
 - g. guidelines for making purchases by telephone and fax or over the Internet
 - h. periodic audits for card activity and retention of sales receipts and documentation of purchases
 - i. timely reconciliation by cardholders and supervisors
 - j. procedures for handling disputes and unauthorized purchases
 - k. procedures for card issuance and cancellation, lost or stolen cards, and employee termination
 - l. segregation of duties for payment approvals, accounting, and reconciliations
 - m. regular review of spending per vendor and merchant category codes
2. systems to ensure compliance with IRS 1099 reporting regulations.

References.

Banking Services: A Guide for Governments, Nicholas Greifer, GFOA, 2004.

An Elected Official's Guide to Procurement, GFOA, 1995.

Approved by the GFOA's Executive Board, February, 2011.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

December 31, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

General Highlights- Kim McGrath:

- Attended the Executive Committee meeting on December 4th where the HR-related topics included the 2019 Wisconsin Local Government Leadership Academy program. The committee also expressed a desire to discuss health insurance at the January 2019 meeting.
- Attended the Judicial and Legislative Committee meeting on December 7th where the committee discussed the procedure to fill constitutional offices when there is a mid-term vacancy and the job description of the Administrative Coordinator. At the direction of the committee, met with Supervisor Hahn to discuss and draft a proposed written procedure regarding the constitutional office vacancies.
- With respect to a former employee appealing a termination at the 5th step in the County's Complaint Resolution Process, I attended the continuation of the hearing before an Impartial Hearing Officer on Friday, December 14, 2018. This hearing is now concluded. We received the decision of the Impartial Hearing Officer on December 20th to uphold the termination.
- Reviewed a proposed No Show Procedure policy from the Wellness Board and provided feedback to the Wellness Coordinator.
- Met with a Programmer Analyst in IT regarding the proposed Employee Handbook changes and the effect on the County's timekeeping system.
- Attended the monthly Stevens Point Area Human Resources Association board meeting on December 4th and membership meeting on December 12th.
- With regards to a recent complaint through the Wisconsin Department of Workforce Development Equal Rights Division, Wood County's external legal counsel, Lindner & Marsack, filed our position statement on December 6th.
- Finalized and signed the 2019 WPS and Aspirus Arise renewal for the County's health insurance coverage.
- Reviewed several county job descriptions and provided feedback and comments to managers and Department Heads.
- Received and responded to open records requests.
- Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Benefits & HRIS Administrator – Jodi Pingel

- Processed 5 Family Medical Leave requests
- Processed Benefit Elections/Qualifying Events – Enrolled in benefits via vendor websites and updated mailing addresses, if applicable

- Processed 4 terminations – included cancelling insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc. Prepared payout sheets for terminated employees.
- Prepared November 2018 Unemployment Payment/voucher
- Prepared December 2018 COBRA Remittance
- Processed January 2018 TASC Admin Fees & Renewal
- Processed December 2018 WPS Billing Statements/Bill Summary
- Reviewed completed Beneficiary Designation Forms and processed updates
- Processed vouchers for benefit vendor invoices-Horton Group, Unemployment, EAP
- Met with employees re: questions on benefits, FMLA, qualifying events, etc.
- Reviewed and tracked completion of Open Enrollment Election forms
- Updated documents including the 2019 Wage Scale and Dental Summary Plan Document on Human Resources Intranet
- Suspended accruals for terminated or transferring employees
- Processed benefit paperwork for ineligible dependents – Enrolled in COBRA, removed from benefit plans via vendor sites
- Processed 3 qualifying events and benefit changes
- New Hire Orientation- 12/3/18, 12/10/18, 12/28/18 – 15 new employees
- Reconciled December invoices for health, dental, vision, life and disability
- Prepared November Turnover Report details
- Sent pay adjustment sheet to Payroll Administrator. Reviewed Open Payroll reports from Payroll Administrator to verify benefit entries/changes that had been made during the pay period along with WRS eligibility and FMLA Hours
- Deposited 2019 Retiree Life Insurance plan enrollment payments
- Participated in the monthly conference call with the Horton Group on December 21st
- Reviewed HR related trainings with KnowB4
- Scheduled pre-employment drug tests for 2 employees
- Work with employee on timecard entries in TimeStar
- Processed enrollments for TASC 2019 – 224 employees
- Updated TASC contributions due to rounding for the 12/20 payroll – 124 out of 222 employees
- Process mailing address updates
- Review and update 2019 insurance deductions for some employees
- Attended the Central Wisconsin SHRM December Meeting – Becoming a Goal Setting Pro

Human Resource Generalist- Angel Butler-Meddaugh

- Coordinated and confirmed interviews for the CCS/CSP RN position.
- References completed and offer extended for UW Extension Secretary, Start date 12/28/18. Closed recruitment file.
- References and background were completed on two Dispatchers. Offers extended and accepted.
- Ran five caregiver background checks with Department of Justice, State of Wisconsin. Results forwarded to supervisors for review.
- Organized Edgewater vacancies on Cyber Recruiter and Job Net, sent vacancy flyer to MSTC.
- Replied to five requests from other counties requesting varied information on selected topics.
- Conducted two exit interviews with outgoing employees. Memos sent to Department Head and HR Director for review.
- References completed for Legal Assistant in Register in Probate. Offer extended and accepted, start date 12/17/18. Closed recruitment file.
- Coordinated interviews for an Economic Support Specialist, 12/17 & 12/20.

- Coordinated interviews for CCS/CSP Service Facilitator position.
- Sent invites to 23 candidates for an interview regarding Corrections Officer positions.
- Internal offer made to CCS/CSP RN, offer accepted, start date to be determined.
- Offer made to casual Residential Aide to fill full-time Residential Aide. Offer accepted, start date to be determined.
- Conducted Social Work Supervisor interviews, offer made to internal applicant, position accepted.
- References and background conducted on Birth to Three Program Manager. Offer extended and accepted.
- Assisted with multiple public inquiries regarding various subjects, by phone and counter.
- Ordered one retirement plaque for employees with more than 15 years of service and are retiring.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
New Position	Branch I	Legal Admin Asst-Register in Prob.	Filled
Replacement	Dispatch	Dispatcher (2)/Eligibility List	Filled, eligibility list established
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment by Edgewater
Replacement	Human Services	Birth to Three Program Coord.	Offer Pending
Replacement	Human Services	Psychiatrist	Deadline 1/27/19
New	Human Services	CCS/CSP Service Facilitators (2) – Marshfield and Wisconsin Rapids	Offer Pending – WR Intrvws - Mfld
Replacement	Human Services	Casual Crisis Interventionists	Establishing Elig List
New	Human Services	Youth Mentor Case Manager	Deadline 12/12/18
Replacement	Human Services	Deputy Director	Interviewing
Conversion to FT	Human Services	Economic Support Specialist	References
Replacement	Human Services	Social Work Supervisor	Filled
Replacement	Human Services	RN – CCS/CSP	Filled
Replacement	Human Services	Legal Services/APS Coord	Deadline 1/3/19
Replacement	Human Services	Residential Aides (Casual)	Deadline 1/13/19
Replacement	Human Services	Residential Aide (Full-time)	Filled
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Sheriff	Part-Time Deputies/Elig List	Interviewing
Replacement	Sheriff	Corrections Officers (3)	Backgrounds/Offer pending/Interviewing
Replacement	University Extension	Administrative Services 5	Filled

Human Resources Assistant – Kelli Quinnell

- December 7th was the deadline for performance evaluations. Leading up to the deadline, I sent final reminders to all Department Heads that had outstanding evaluations. All 2018 evaluations have been received and entered into HRMS.
- Created a list of employees who are ineligible for a 2019 step increase and sent it to the Payroll Administrator.

- Began work in our new electronic filing system, Laserfiche. I worked with IT on troubleshooting some processes and creating metadata fields in a way that is most efficient for our office.
- Began creating instructions for navigating and scanning documents into Laserfiche to train all HR employees on the system.
- The temporary employee in our office working on filing has concluded her assignment as of December 21st. All filing is now up-to-date which will ease the implementation of Laserfiche.
- Conducted New Hire Orientation on December 17th for one new hire.
- Completed multiple questionnaires for Unemployment Insurance. Spoke with an Unemployment Insurance case worker on one case multiple times to answer questions. The outcome of the case resulted in benefits being denied to the employee. This will prevent the department from having to incur unemployment costs on this particular case.
- Distributed memos to Department Heads with employees who will be receiving a service plaque at the January County Board. The memo invites the Department Head to bring their recognized employees to the County Board meeting and present them with their plaque.
- Entered multiple HR vouchers for payment.
- Verified 2019 FSA changes and enrollments made in HRMS.
- Completed multiple verification of employment requests.
- Scheduled multiple pre-employment drug tests.
- Assisted multiple employees with benefit and policy related questions.
- Completed a KnowBe4 training.
- Attended the December Executive Committee Meeting.

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



Wood County WISCONSIN

INFORMATION TECHNOLOGY

December 2018

- ◆ The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. All staff were assigned Handling Sensitive Information training.
- ◆ Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Software preparation begins for the Norwood TBI unit move to Edgewater. Investigation and discussion with the Matrix vendor and facility directors for increased security continues.
- ◆ The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application. The RtVision vendor is using our specs and continues to work on a solution for Winter Storm reporting. Implementation of a higher wage class solution and the new January 1st COLA is nearly complete. The payroll export file has been imported into the payroll software. The reconfiguration and testing is nearly complete.
- ◆ The TimeStar electronic time card and time tracking system configuration changes is ongoing. IT works to adjust settings as change requests occur. These changes include implementing functionality for expense tracking, January 1st raise date changes and supporting modifications of the Human Resource policy manual. Staff training and creation of enhanced training documentation is ongoing. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module was started in October. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system. Work on this system will continue after several TimeStar and RtVision projects near completion.
- ◆ 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 upgrades and implementation for 2 remaining departments will be scheduled next month.
- ◆ Work on the UWEX receipting and inventory system will continue in January.
- ◆ Property tax bill generation is complete.
- ◆ Completed evaluation of the software and agreements for the county-wide budgeting software, Qwestica. Implementation is now in progress, involving Finance, IT, and Qwestica staff. The system is scheduled to go live in March 2019.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Programmer Analysts continued training on new software development technologies, including ASP.NET Core, MVC, Razor Pages, C# programming language, Entity Framework Core, and others. These new technologies will help IT develop custom programs more efficiently, and enable us to migrate our existing programs to more modern platforms.
- ◆ Evaluated and selected TrueIT as our new partner for support of the Dynamics GP financial system. Finalized an agreement with TrueIT to upgrade Dynamics GP from version 2015 to version 2018 R2. This version upgrade will keep our software current as well as providing some new features desired by the Finance Department for use in managing county-wide purchasing. The upgrade work will be done in January 2019 with a definite date coming soon.
- ◆ Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing program. Rock County has a similar program and we were provided a preview of their internally developed software, but it will not meet our needs. Internal development of our own version is underway.
- ◆ Development work continues on the Park Reservations system. The project includes a major update related to payment processing and internal improvements.
- ◆ Coordinated a mainline yearly CIS update for all Law Enforcement. This update provided bug fixes and some feature enhancements that were needed. It also got Wood County to the latest version of CIS in preparation of new features coming soon.
- ◆ Applied a major update to the Wood County Law Enforcement Squad and Body Camera System. This update will allow us to install a new feature that Wood County has been waiting to utilize.
- ◆ Continuing progress on the ESS (Employee Self Service) portal between IT and Finance. We are at the final stages of this project to go live for Employees.
- ◆ Set up a new Citrix server with the latest TCM, Human Services The Clinical Manager, web build to evaluate stability. TCM Core group decided against putting it into production regardless of increased stability claims by the vendor. HS will continue without new features and e-prescribing at this time.
- ◆ Updated various TCM reports, including increased security around the outside provider's reports.
- ◆ 406 helpdesk requests were created in November, with staff completing 470 tickets and leaving 122 open requests. These numbers represent service requests from departments throughout the County.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
- ◆ Continued our process of getting all workstations, laptops, and servers up to date on security updates from Microsoft. This includes releasing of updates to workstations and laptops every Wednesday, and Server patching on Monday nights.
 - ◆ Dealt with two separate power outages that shut down the servers at the Wisconsin Rapids Highway Department. Purchased a replacement UPS for two failed units discovered during the un-planned power outage at Rapids Highway.
 - ◆ Worked with Solarus to install hardware for State BadgerNet data connection reliability enhancements.
 - ◆ The video conferencing unit in Branch 2 courtroom was no longer able to display anything on the screens. After troubleshooting, there was a hardware failure in the main unit at the back of Branch 3. We had a spare card that should allow the unit in Branch 2 to work short-term. IT is working to get costs together for equipment that needs to be replaced in order for Courtroom and other video conferencing to remain viable.
 - ◆ Continue discovery phase of the Printer Refresh Project. IT will be working with several vendors to obtain quotes as the County's main printer management program is up for renewal.
 - ◆ Evaluated form & workflow software for a Crisis Improvement Grant. Selected and purchased Frevvo software.
 - ◆ Attended TCM Multi-County group meeting in Appleton, WI and the TCM Director's and Project Manager's meeting in Appleton.
 - ◆ The last of the Sheriff Department squad laptops were placed in December. This project included 30 new laptops with docking stations, updated 2 factor authentication software, and virtual private network software.
 - ◆ Demoted 3 of our oldest domain controllers in December. There is one old Domain Controller still in use. This is one of the primary Domain Controllers in the County, so extra caution is being taken to identify everything that will be effected when this server is demoted.
 - ◆ Successfully configured and tested the backup link to Norwood. There was a power outage earlier this year that effected the primary network earlier this year, and our backup link failed. Worked with vendor to identify where the failure occurred and then reconfigured network equipment. Verified the backup link is properly configured.
 - ◆ The IT Director was approved to serve as a member of the Wisconsin Counties Association's County Ambassador Program (CAP) Team.



Wood County

WISCONSIN

MAINTENANCE DEPARTMENT

Reuben Van Tassel

Monthly Letter of Comments December 2018

- Register of Deeds camera setup.
The Registrar identified a need to more closely monitor some of the vault documents due to protected content; Maintenance ordered and installed a security camera which will now give ROD staff the ability to monitor vault activity.
- LED lighting upgrades.
One of my 2019 goals is to gain more efficiencies throughout the Courthouse and Jail. When considering building efficiency improvements, one of the best products for a quick and sometimes substantial ROI is LED lighting. In the next month or so I plan to present some information to the committee showing the approximate cost and potential savings an LED lighting upgrade could bring to our Courthouse and Jail.
- River Block window needs.
Replacing windows was discussed during the initial River Block renovation, however, the project committee decided not to pursue window replacement at that time due to a limited budget. The need continues to grow, so I am gathering information to bring to the committee for discussion. Initially, it looks like we should expect a total cost of around \$250k.
- Clerk of Courts remodel.
As we wait for remodeling to continue on the third floor of the Courthouse, there is a small change that was requested in the Clerk's office that will improve client privacy and workflow efficiency. The change consists of a short wall with a door and service window to create an alcove off the main hallway, inside part of the Clerk's office area. The Clerk informed me that she had funds remaining in her budget and could purchase materials if the Maintenance staff could provide labor. Being a small change, and not knowing how long it may be until other substantial remodeling takes place on third floor, I advised her that I could have my staff work on that change between other projects, as available.
- Edgewater fire alarm replacement.
I was recently contacted by Edgewater maintenance staff regarding the condition of their fire alarm system, it is at the end of its useful life and needs to be replaced soon. I was asked to provide input on a replacement system, knowing we have the ability to integrate a new system with other Building Automation Software that has been recently implemented at some Wood County facilities.
- Attended: County Board, Executive, Judicial & Legislative, HIRC, Security, and Health & Human Services Committee meetings.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – December 2018

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

- Working on Insurance renewals for 2019. In Progress.
- Developed vehicle backing guidelines for safety training. Completed.

Lost Time/ Restricted Duty/Medical Injuries: 3

- 11/28/2018 – Highway – Employee sustained a burn to face from hot mastic material. Medical Only.
- 12//0718 – Edgewater – Employee sustained a back and neck strain from a slip and fall. Medical Only.
- 12/12/2018 – Human Services – Employee sustained a whiplash from a car accident. Subro Claim. Medical Only.

First Aid Injuries: 4

- 12/03/2018 – Edgewater – Employee sustained a cut to the left knee from a slip and fall.
- 12/04/2018 - Highway – Employee sustained a contusion to the left index finger when he struck it with a hammer.
- 12/03/2018 - Norwood HC – Employee sustained a left shoulder strain while restraining a combative resident.
- 12/20/2018 – Highway – Employee sustained a right wrist strain from a trip and fall.

Property/Vehicle Damage Claims:

- 12/26/2018 – Sheriff's – Squad #6. Windshield replacement. Cost \$387.00
-

Liability – Wood County - Notice of Injury and Claim: 0

- 00/00/2018 – No Claims.

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

- Currently 4 active suicide claims.
- Currently 3 active EEOC claims.
- 1 Active internal liability claim.

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

Continue to encourage departments and employee's to call the Alaris Care Line when injured at work and the injury requires medical treatment. This will help control work comp claims costs in the future.

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

TREASURER'S REPORT

01-07-2019

By: H. Gehrt

- Attended Executive Committee meeting on December 4
- Worked with the ATM supplier on how to operate and fill the new ATM machine as the Treasurer's office is now responsible for it.
- Met with PMA representatives to go over the county portfolio and upcoming investment opportunities going into the New Year.
- Attended the Strategic Planning session for the Finance Department at Riverblock on December 11.
- Met with ADM representatives to go over the county portfolio and upcoming investment opportunities going into the New Year.
- All Statement of Taxes were due to the State by December 17 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.
- Attended County Board on December 18.
- Deputy Treasurer, Krohn, and I have been helping out to collect property taxes at the City of Wisconsin Rapids due to staff shortages at the City.
- The office was busy with tax bill creation. There was 1 municipality that didn't have their budget hearing until December 10, so bills weren't able to be run until December 11. By law, bills had to be mailed out by December 17, so we were working on a tight deadline.
- As the year comes to an end, I feel that we are in a good place with our investments and I have diversified the county portfolio by doing some longer term investments and also certificates of deposit. Interest rates are slowly starting to increase and I was able increase the income earned from the previous year by about 46%. This does not include the Schwab, ICM investments.

Wood County Employee Wellness Update
January 7th, 2019 Submitted: Adam Fandre

2018 Employee Wellness Program

New Hire Orientation- Continue to promote and encourage new hires to participate in the 2018 Wellness year. New hires after September 24th, 2018 will be grandfathered in the 2019 health insurance premium discount and must participate in 2019 if they wish to keep the discount for 2020.

Portal Updates-

141 employees have completed follow-up health coaching

239 employees and spouses have signed up for a biometrics screening in 2019

Wellness Committee Updates-

- Discussed possibility of offering healthy meal options to employees once or twice a month. Adam will on contacting local business to see options available.
- Discussed the possibility of having Kristine Beathard hold yoga classes for employees in both the north and south ends. Survey will be created and sent out to determine appropriate dates and times desired by employees.
- Extensive discussion of various activities possible in Wood County locations for employees to stay active in winter months. Consensus is environment makes it challenging and that offering alternatives such as gym discounts or other winter activities may be more appropriate.
- Reviewed 2019 Lunch & Learn topics and discussed. Consensus was topics were good choices and aligned appropriately with times of the year they are scheduled for.
- Reviewed document for wellness committee members and champs to sign up for and help with 2019 biometric screenings.
- Reviewed wellness bulletin board handouts for quarter 1 in 2019.

Wellness Board Updates-

- With the increased participation numbers in the Wellness Program, no-shows are problematic. An Aspirus policy was circulated that includes a "3 strikes, you're out" rule. The consensus of the Board was to approve a similar policy. Because of its fiscal implications, the policy will need Executive Committee approval. It was clarified that this policy will apply to the first coaching session, which is the third part of the requirements to qualify for the insurance premium discount.
- The Chair reported the 2019 budget would be about the same as the 2018 budget, which is on track. A discussion was had about decreasing the budgeted number of ergonomic evaluations. Furthermore, a discussion took place on the budgeted amount of a 90/10 vs. 80/20 insurance premium sharing program.
- Angela discussed the definition of "wellness incentives" being mandatory or voluntary in light of the AARP lawsuit. More information will be forthcoming. She also announced that applications were being taken for the Wellness Council's "The Light of Wellness" awards, which are success stories from Wellness Programs. She encouraged Wood County to submit an application. She reported that Horton has moved to an outcomes based program for their Wellness Program and time will tell how that all goes.

Coordinator Monthly Updates-

- Worked with ManageWell to finalize wellness portal for 2019 wellness year.
- Finalized 2019 Wellness Program communication for employees and spouses and sent mailings to homes.
- Opened 2019 biometric screening sign-ups for employees and spouses and sent out communication of how to schedule an appointment.
- Working with employees and spouses to setup ManageWell accounts so they may participate in 2019 Wellness Program.
- Continued sending out weekly communication for quarter 4 Wellness Challenge and sending out final reminders to submit tracking information before end of 2018.
- Wrapped up quarter 4 Workout Watch activity.

- Worked with Wellness Committee to craft update wellness bulletin board point coupons to be posted at all Wood County locations.
- Continued to promote financial workshops available to all Wood County offered by the UW-Extension.
- Worked with UW-Extension and IT to host first financial workshop and livestreamed to Annex & Health Center.
- Worked with Tom Loucks from Wisconsin Rapids Community Media to reserve recording equipment for upcoming financial workshops and lunch & learns.
- Worked with IT to record various lunch & learns in addition to financial workshops. Video recording made available afterwards for employees unable to attend meetings in-person.
- Crafted December lunch & learn quiz to be uploaded to ManageWell in addition to hard-copies for Parks and Forestry and the Highway Department.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations. Also working with maintenance to assist with installation of any recommended equipment.
- Served on the Secondary Traumatic Stress committee.
- 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.
- Met with Health Department and UW-Extension to plan 2019 Lunch & Learns.
- Met with AmeriCorps members to review day-to-day activities of what I do.
- Meeting with new hires to review Wellness Program and assist with registration and successful completion of three required activities.
- Helping with portal support.

Wellness Activities-Beginning in 2019

Biometric Screenings: A biometric screening is a FREE screening provided onsite at various Wood County locations. The screening involves height, weight, pulse, blood pressure, and a fasting blood draw to collect full lipid panel, and glucose. In addition Hemoglobin A1C will be drawn if you have had a glucose reading of 110 in the past year.

Health Assessment: This is a simple questionnaire about your health that takes less than 15 minutes to complete. The purpose of the Health Assessment is to evaluate the level and nature of health risks, and provide recommendations for improving your overall health.

Enclosures:

August 6th, 2018 Wellness Board Meeting Minutes

December 18th, 2018 Wellness Committee Meeting Minutes

2019 Wellness Mailings for spouses and employees

Wood County Employee Wellness Board Meeting Minutes

Monday, August 6, 2018

Wood County Courthouse, IT Conference Room

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

Also present: (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspires), Angela Zausch (The Horton Group)

1. Chair Kunferman called the meeting to order at 10:05 a.m.
2. **Introductions** were made around the table after Angela arrived at 1017.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the May 10, 2018 meeting with edits (changed “Jordon” to “Bruce” on a motion to adjourn). All ayes. Motion carried.
5. **Discussion/approve Policy regarding repeated no-shows**
With the increased participation numbers in the Wellness Program, no-shows are problematic. An Aspirus policy was circulated that includes a “3 strikes, you’re out” rule. The consensus of the Board was to approve a similar policy. Because of its fiscal implications, the policy will need Executive Committee approval. It was clarified that this policy will apply to the first coaching session, which is the third part of the requirements to qualify for the insurance premium discount.
6. **2018-2019 Employee Influenza Vaccination dates and locations**
Jordon will coordinate the schedule for the flu shots this fall. Locations will be at City Hall Plaza, Norwood, Courthouse, River Block, Edgewater Haven and the Highway Department.
7. **Review financials**
The Chair reported the 2019 budget would be about the same as the 2018 budget, which is on track. A discussion was had about decreasing the budgeted number of ergonomic evaluations. Furthermore, a discussion took place on the budgeted amount of a 90/10 vs. 80/20 insurance premium sharing program.
8. **Update from The Horton Group**
Angela discussed the definition of “wellness incentives” being mandatory or voluntary in light of the AARP lawsuit. More information will be forthcoming. She also announced that applications were being taken for the Wellness Council’s “The Light of Wellness” awards, which are success

stories from Wellness Programs. She encouraged Wood County to submit an application. She reported that Horton has moved to an outcomes based program for their Wellness Program and time will tell how that all goes.

9. Updates from Wellness Committee

Adam gave updates from the Wellness Committee. Also discussed were a desire to emphasize mental health initiatives in the Wellness Program, stress relief initiatives, the availability of EAP, and Tele mental health. The question was asked, "What would it look like if we implemented any of these initiatives?" Further discussion will be had in the future.

10. General employee wellness updates

The document "Health Coaching Overview" was reviewed. It was noted that a total of 548 individuals have received coaching related to physical activity. Other statistics of the Wellness Program were noted.

11. Future meeting agenda items—noted

12. Next meeting date: Friday, November 2, 2018, 8:30 a.m. to 10:30 a.m., IT Conference Room, Wood County Courthouse

13. Motion (Rozar/Kaup) to adjourn the meeting at 11:13 a.m.

Submitted and electronically signed,

Donna M. Rozar

Donna Rozar, secretary

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

Name of Meeting: Wellness Committee Meeting Agenda**Location:** River Block Room 130 or *8408**Date:** 12/18/2018**Time Called to Order:****Time Adjourned:****Call in Number: *8408****Members Present/Call in**

Adam Fandre, Dawn Schmutzer, Sandra Green, Amy Kniprath, Kim Keech, Janet Karberg, Kristine Beathard, Lisa Keller, Sherry Kopcuk, Micaela Rucke, Laura Clark, Brad Martinson, Kirsten Wentzel, Maria Luepke, Lacey Pikekarski, Ryan Soyk

Members Absent:**Recording Professional:**

Sandra Green
Parks & Forestry

Next Meeting:

- Date: 3rd Tuesday of each month, January 15, 2019
- Time: 1:30pm
- Location: TBD
- Call in #: *8408

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
Cafeteria Style Lunch	<ul style="list-style-type: none"> • Kim Keech 	Examples include healthy meals on the go. Perhaps an informational sheet "packing healthy and easy lunches"? Possibly a program where the sheriff's dept jail kitchen provides one meal per week or month. Laura will get the vendor information.	All
Yoga Instructor	<ul style="list-style-type: none"> • Kristine Beathard • Yoga in Marshfield – Jean Babcock 	<ul style="list-style-type: none"> • Kristin spoke and said she would be willing to run the yoga class here in WIRAP & Marshfield. This will begin in 2019 during lunch time or after work. Adam will also create and send out a survey to ask what style of exercise or yoga people like. 	All
Winter Activities	<ul style="list-style-type: none"> • Riverblock? • Other Locations? 	<ul style="list-style-type: none"> • Parks department activities during the winter? Also a walking map for the local area(s). Sandra Green from Parks will get this information together. Perhaps put something together that states "this many times walking around RB is this far", or "walk 3 laps in 15 minutes". Things will also improve for winter activities once the YMCA is up and running. Adam is working on possible membership discount. 	All
2019 Lunch & Learns	<ul style="list-style-type: none"> • Review Topics 	<ul style="list-style-type: none"> • L&L could possibly be cancelling the live streams due to software malfunctions. Family Natural Foods here in WI Rapids provides programs once in a while (or presentations) about different health topics. Someone will check into this and return with info. 	Adam
Quarter 4 Wellness Challenge	<ul style="list-style-type: none"> • Feedback? 	<ul style="list-style-type: none"> • Get the weekly reflections information due by 12/31/2018. For the current challenge, it would be nice if it could be put at the top of the page rather than having to scroll all the way to the bottom for it. Adam will see if he can change this in the settings. The Q4 payroll will be paid out the 2nd week of January. 	Adam/All
2019 Biometric Screening Sign-up/Sign-up for help		<ul style="list-style-type: none"> • Mailings went out. Spouses received their first. Employee envelopes will come later. 	All
Wellness Bulletin Board	<ul style="list-style-type: none"> • Review/Feedback 	<ul style="list-style-type: none"> • 1st quarter handouts as well as any winter activities information. 	Al
Wellness Committee/Champs Bios	<ul style="list-style-type: none"> • Reminder 	If you haven't completed your bio, please do so as soon as possible.	All
Other	<ul style="list-style-type: none"> • Any other items for discussion? 	None.	Adam/All
How to get Wellness word out and increase participation?	<ul style="list-style-type: none"> • Identify locations whose participation rates are lowest, will try to reach out to these areas. • Update on department interactions (who talked to whom) <p>Tabled.</p>		All

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



Wood County Wellness Program

Kickoff Handout 2019





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 begin earning cash throughout the year and **earn a reduction in health insurance premiums for 2020.**



Step 1:

Sign up for a biometric screening before March 23, 2019.

**If you did not register an account at www.managewell.com in 2018, please contact your Wellness Coordinator, Adam Fandre, at wellness@co.wood.wi.us or 715.421.8428.*

***Biometrics completed through an onsite screening, the voucher program with Aspirus Business Health Departments, or your Primary Care Physician on or after July 1, 2018 may satisfy this requirement.*



Step 2:

Complete the online health assessment before March 23, 2019 after your biometric screening results have been uploaded into your account.



Step 3:

Schedule an appointment to meet with an Aspirus Health Coach before June 20, 2019. Appointments will be available starting in April 2019.

Spouses enrolled in the County insurance can earn cash too!



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:

Online: www.managewell.com

(If you did not register an account at www.managewell.com in 2018, 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
February 12 (6-10am)

Wood County Courthouse
January 8 (6-10am)
January 30 (6-10am)

Annex & Health Center
February 13 (6-10am)
March 12 (6-10am)

River Block
January 9 (6-10am)
January 16 (6-10am)
March 20 (6-10am)

Highway Department
February 20 (7-10:30am)



Incentives YOU Can Earn!

To help engage employees to better health, Wood County has made an investment in you! Here is just the beginning of some great incentives YOU can earn.

- You will be entered in to a \$250 prize drawing just for completing steps 1-3 on page 2.
- Once steps 1-3 are completed you are now eligible for \$100 each quarter, \$75 bonus PLUS entry into a \$500 prize drawing.
- Once the biometric screening, health assessment, and health coaching activities are completed you are now eligible for a reduction in Wood County's health insurance premium for 2020.



For questions or more information, please contact the Wellness Coordinator, or a member from the Wellness Committee!

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

Janet Karberg – Human Services

Sandra Green – Parks and Forestry

Amy Flagel – Norwood

Kim Keech – Planning and Zoning

Kirsten Wentzel – Human Services

Micaela Rucker – Health Dept.

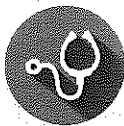
Amy Kniprath – Edgewater Haven

For benefits enrolled spouses!

Wood County Wellness Program Kickoff Handout 2019

Earn \$100 in 1-2-3!

Follow these 3 easy steps on your personal online wellness portal to begin earning cash!



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You are now on your way to a healthier YOU!

More information can be found on the Wood County Employee Wellness Page! www.co.wood.wi.us/Departments/Wellness

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February 12 (6-10am)

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March 12 (6-10am)

River Block

January 9 (6-10am)

January 16 (6-10am)

March 20 (6-10am)

Highway Department

February 20 (7-10:30am)



COUNTY BOARD
November 2018 vouchers

REPORT ON CLAIMS
Paid December 2018

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
PD-PP	Wisconsin Employee Trust Funds	Retirement	\$ 299,886.26
		November 2018 Per Diem	
CB	Robert Ashbeck	November 2018 Per Diem	\$ 450.00
CB	Allen Breu	November 2018 Per Diem	\$ 350.00
CB	William Clendenning	November 2018 Per Diem	\$ 630.00
CB	Ken Curry	November 2018 Per Diem	\$ 630.00
CB	Adam Fischer	November 2018 Per Diem	\$ 695.00
CB	Jake Hahn	November 2018 Per Diem	\$ 350.00
CB	Brad Hamilton	November 2018 Per Diem	\$ 300.00
CB	Marion Hokamp	November 2018 Per Diem	\$ 450.00
CB	David La Fontaine	Oct & Nov 2018 Per Diem	\$ 650.00
CB	Bill Leichtnam	November 2018 Per Diem	\$ 600.00
CB	Doug Machon	November 2018 Per Diem	\$ 665.00
CB	Lance Pliml	November 2018 Per Diem	\$ 550.00
CB	Dennis Polach	November 2018 Per Diem	\$ 450.00
CB	Donna Rozar	November 2018 Per Diem	\$ 635.00
CB	William Winch	November 2018 Per Diem	\$ 565.00
CB	Joe Zurfluh	November 2018 Per Diem	\$ 250.00
CB	Harvey Petersen	Jan - Dec 2018 Per Diem	\$ 750.00
TOTAL			\$ 308,856.26

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: December 2018

For the range of vouchers: 06180364 - 06180404

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06180364	LANGTON DENNIS	November Deliveries	12/03/2018	\$190.00	P
06180365	TDS TELECOM	715-652-2107 NOV 2018	12/04/2018	\$57.27	P
06180366	TDS TELECOM	715-884-6479 NOV 2018	12/04/2018	\$57.77	P
06180367	TDS TELECOM	715-652-2067 NOV 2018	12/04/2018	\$69.53	P
06180368	TDS TELECOM	715-884-6596 NOV 2018	12/04/2018	\$32.75	P
06180369	TDS TELECOM	TDS PH BILL 715-652-3551 NOV18	12/07/2018	\$43.63	P
06180370	CENTURYLINK	Various Dept Long Distance	11/30/2018	\$192.98	P
06180371	BEAR GRAPHICS INC	2019 ASSESSOR SUPPLIES	12/10/2018	\$156.42	P
06180372	UNITED MAILING SERVICE	MAIL FEES FOR NOV 1 - 30, 2018	12/12/2018	\$883.70	P
06180373	CEGIELSKI ANDREW ASSESSOR	2018 ASSESSOR CON A CEGIELSKI	12/12/2018	\$132.84	P
06180374	KURTZWEIL JEREMY	2018 AN ASSESSOR JER KURTZWEIL	12/12/2018	\$109.95	P
06180375	LILLEY CHARLES ASSESSOR	2018 AN ASSE CON LILLEY CHARLE	12/12/2018	\$142.65	P
06180376	WEGNER GERALD	18 AN ASSE CONF WEGNER GERALD	12/12/2018	\$137.20	P
06180377	ASHBECK ROBERT	B ASHBECK NOV 18 MILEAGE	12/17/2018	\$113.36	P
06180378	BREU ALLEN	A BREU NOV 18 MILEAGE	12/17/2018	\$43.60	P
06180379	CLENDENNING WILLIAM	W CLENDENNING NOV 18 MILEAGE	12/17/2018	\$78.48	P
06180380	CURRY KENNETH	K CURRY NOV 18 MILEAGE	12/17/2018	\$63.77	P
06180381	FISCHER ADAM	A FISCHER NOV 18 MILEAGE	12/17/2018	\$474.15	P
06180382	HAHN JAKE	J HAHN NOV 18 MILEAGE	12/17/2018	\$79.57	P
06180383	HAMILTON BRAD R	B HAMILTON NOV 18 MIL & MEALS	12/17/2018	\$27.26	P
06180384	HOKAMP MARION	M HOKAMP NOV 18 MILEAGE	12/17/2018	\$60.48	P
06180385	LAFONTAINE DAVID	D LAFONT NOV 18 MILEAGE	12/17/2018	\$38.15	P
06180386	LEICHTNAM BILL	B LEICHTNAM NOV 18 MILEAGE	12/17/2018	\$136.25	P
06180387	MACHON DOUG	D MACHON NOV 18 MILEGE	12/17/2018	\$273.59	P
06180388	PETERSEN HARVEY R	H PETERSON JAN-DEC 18 MILEAGE	12/17/2018	\$327.00	P
06180389	PLIML LANCE	L PLIML NOV 18 MILEAGE	12/17/2018	\$42.51	P
06180390	POLACH DENNIS	D POLACH NOV 18 MILEAGE	12/17/2018	\$44.91	P
06180391	ROZAR DONNA	D ROZAR NOV 18 MILEAGE	12/17/2018	\$164.59	P
06180392	WINCH WILLIAM	W WINCH NOV 18 MILEAGE	12/17/2018	\$75.21	P
06180393	ZURFLUH JOSEPH SR	J ZURFLUH NOV 18 MILEAGE	12/17/2018	\$45.78	P
06180394	WISCONSIN MEDIA	VAR ADS WI ME 11/1 - 11/30/18	12/17/2018	\$961.40	P
06180395	BEAR GRAPHICS INC	Election Supplies- Ballot Bags	12/19/2018	\$833.76	P
06180396	FRONTIER COMMUNICATIONS	Various Mfid Long Distance	12/19/2018	\$136.20	P
06180397	EMMONS BUSINESS INTERIORS	Stand-Up Desk Hardware	12/21/2018	\$1,117.70	P

Committee Report - County of Wood

County Clerk - December 2018

06180364 - 06180404

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06180398	LANGTON DENNIS	December Mail Deliveries	12/28/2018	\$161.50	P
06180399	WISCONSIN RAPIDS COMMUNITY MEDIA	County Board DVD - Oct/Nov	12/28/2018	\$60.00	P
06180400	TDS TELECOM	TDS PH BILL 715-652-2107 DEC18	12/31/2018	\$57.27	P
06180401	TDS TELECOM	TDS PH BILL 715-884-6479 DEC18	12/31/2018	\$61.22	P
06180402	TDS TELECOM	TDS PH BILL 715-652-2067 DEC18	12/31/2018	\$69.53	P
06180403	TDS TELECOM	TDS PH BILL 715-652-3551 DEC18	12/31/2018	\$43.63	P
06180404	TDS TELECOM	TDS PH BILL 715-884-6596 DEC18	12/31/2018	\$27.25	P

Grand Total:**\$7,824.81**Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: DECEMBER 2018

For the range of vouchers: 14180266 - 14180292

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14180266	SKILL PATH SEMINARS	A/P COMPLIANCE WEBINAR	11/30/2018	\$149.00	P
14180267	SPRINGSTED INCORPORATED	PROF SVCS 2018A PROM NOTES	11/20/2018	\$19,626.04	P
14180268	ALLIANCE COLLECTION AGENCIES	GARNISHMENT PAYMENT	12/06/2018	\$255.11	P
14180269	AMT	GARNISHMENT PAYMENT	12/06/2018	\$203.00	P
14180270	BOSTON MUTUAL	WHOLE LIFE INSURANCE	12/06/2018	\$1,308.21	P
14180271	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	12/06/2018	\$249.78	P
14180272	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	12/06/2018	\$150.12	P
14180273	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	12/06/2018	\$200.42	P
14180274	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	12/06/2018	\$96.38	P
14180275	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE	12/06/2018	\$3,729.92	P
14180276	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	12/06/2018	\$1,800.29	P
14180277	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	12/06/2018	\$2,783.15	P
14180278	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	12/06/2018	\$216.29	P
14180279	INSPERITY BUSINESS SERVICES LP	UPDATE PAY TYPES IN TIMESTAR	12/14/2018	\$350.00	P
14180280	ALLIANCE COLLECTION AGENCIES	GARNISHMENT PAYMENT	12/20/2018	\$134.47	P
14180281	AMT	GARNISHMENT PAYMENT	12/20/2018	\$203.00	P
14180282	BOSTON MUTUAL	WHOLE LIFE INSURANCE	12/20/2018	\$1,295.56	P
14180283	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	12/20/2018	\$249.78	P
14180284	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	12/20/2018	\$150.12	P
14180285	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	12/20/2018	\$200.41	P
14180286	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	12/20/2018	\$2,769.11	P
14180287	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	12/20/2018	\$1,802.30	P
14180288	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	12/20/2018	\$3,684.91	P
14180289	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	12/20/2018	\$216.29	P
14180290	TRUE IT LLC	SMARTLIST SOFTWARE RENEWAL	12/17/2018	\$541.25	P
14180291	TRUE IT LLC	GP 2018 UPGRADE SCOPING	12/20/2018	\$700.00	P
14180292	DELUXE BUSINESS FORMS & SUPP	1099 FORMS & ENVELOPES	12/12/2018	\$169.98	P
Grand Total:				\$43,234.89	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: DECEMBER 2018

For the range of vouchers: 17180138 - 17180155

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17180138	CARLSON DETTMANN CONSULTING LLC	2018 JDQ's	10/22/2018	\$5,250.00	P
17180139	MID-STATE TECHNICAL COLLEGE	MSTC CPR	12/03/2018	\$22.92	P
17180140	UW EXTENSION	2019 Leadership Academy Dpst	11/27/2018	\$150.00	P
17180141	ASPIRUS	Drug & Alcohol Testing	12/03/2018	\$196.00	P
17180142	MARSHFIELD LABORATORIES	Drug & Alcohol Testing	09/30/2018	\$122.70	P
17180143	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges Nov 18	12/07/2018	\$4,567.94	P
17180144	HORTON GROUP INC THE	Consulting Fees - Dec 2018	12/10/2018	\$2,083.33	P
17180145	WOOD TRUST BANK	Visa Charges - Nov 2018	11/20/2018	\$1,054.03	P
17180146	ERGOMETRICS	Dispatch Testing	11/16/2018	\$602.60	P
17180147	NORTHWOODS LASER & EMBROIDERY	Service & Retirement Plaques	11/25/2018	\$276.35	P
17180148	ABR EMPLOYMENT SERVICES	Contracted Services	11/22/2018	\$1,016.40	P
17180149	BUTLER-MEDDAUGH ANGELA	Mileage December 2018	12/11/2018	\$37.06	P
17180150	US HEALTH WORKS MEDICAL GROUP PC	Drug & Alcohol Testing	11/26/2018	\$275.00	P
17180151	DIETRICH VANDERWAAL SC	Legal Fees	11/20/2018	\$20,370.97	P
17180152	NATIONWIDE TRUST CO FSB	PEHP 12/20/2018	12/20/2018	\$12,568.00	P
17180153	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	11/28/2018	\$200.00	P
17180154	UW EXTENSION	Leadership Academy - 1st Pmt	12/17/2018	\$150.00	P
17180155	WORDEN JEANNIE	Mileage - IHO Hearing	12/26/2018	\$85.02	P
Grand Total:				\$49,028.32	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: DECEMBER 2018

For the range of vouchers: 19181048 - 19181127 50120336 - 50120337

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19181048	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	11/25/2018	\$3,979.85	P
19181049	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/20/2018	\$780.80	P
19181050	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	11/20/2018	\$80.91	P
19181051	GAPPA SECURITY SOLUTIONS LLC	CH AVIGILON UPGRADE - INSTALL	11/19/2018	\$18,600.00	P
19181052	GAPPA SECURITY SOLUTIONS LLC	CH AVIGILON UPGRADE - HARDWARE	11/19/2018	\$2,083.25	P
19181053	GAPPA SECURITY SOLUTIONS LLC	CH AVIGILON UPGRADE - HARDWARE	11/19/2018	\$414.00	P
19181054	GROUND'S DETAIL SERVICE LLC	GROUND'S CARE RIVER BLOCK	11/15/2018	\$50.00	P
19181055	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	11/23/2018	\$7,758.74	P
19181056	PBBS EQUIPMENT CORPORATION	BOILER REPAIRS	11/19/2018	\$1,336.50	P
19181057	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	11/20/2018	\$180.00	P
19181058	SUMMIT COMPANIES	SEMI ANNUAL FIRE INSPECTION	11/14/2018	\$416.73	P
19181059	SUMMIT COMPANIES	CREDIT MEMO	11/21/2018	(\$21.73)	P
19181060	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	11/14/2018	\$60.50	P
19181061	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	11/14/2018	\$44.05	P
19181062	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	11/14/2018	\$350.17	P
19181063	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	11/14/2018	\$2,838.25	P
19181064	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	11/14/2018	\$936.66	P
19181065	WATER WORKS & LIGHTING COMM	SARATOGA STORM SEWER	11/14/2018	\$7.01	P
19181066	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	11/14/2018	\$72.35	P
19181067	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	11/14/2018	\$33.22	P
19181068	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	11/14/2018	\$7,077.72	P
19181069	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	11/14/2018	\$4,136.60	P
19181070	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	11/20/2018	\$59.48	P
19181071	ACE HARDWARE	TOOLS/SUPPLIES	11/30/2018	\$48.74	P
19181072	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	09/28/2018	\$33.75	P
19181073	AUTOZONE COMMERCIAL (Maintenance)	BATTERY - 2013 FORD F250	11/26/2018	\$148.98	P
19181074	AUTOZONE COMMERCIAL (Maintenance)	CREDIT MEMO - BATTERY CORE CHG	11/26/2018	(\$10.00)	P
19181075	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	12/04/2018	\$4,089.33	P
19181076	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/28/2018	\$239.17	P
19181077	GAPPA SECURITY SOLUTIONS LLC	REG OF DEEDS VAULT CAMERA	11/21/2018	\$667.50	P
19181078	GRAINGER (Maintenance)	SUPPLIES FOR JAIL	11/28/2018	\$10.70	P
19181079	HENRICKSEN AND COMPANY INC	FURNITURE - FINANCE	11/15/2018	\$1,288.47	P
19181080	NAPA CENTRAL WI AUTO PARTS	BATTERY - JOHN DEERE TRACTOR	11/29/2018	\$132.98	P
19181081	QUALITY DOOR & HARDWARE	GLASS - BRANCH 1	11/28/2018	\$26.76	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
DECEMBER 2018

50120336 - 50120337 19181048 - 19181127

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19181082	QUALITY DOOR & HARDWARE	WEATHERSTRIP - RB	11/28/2018	\$49.65	P
19181083	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	11/27/2018	\$408.36	P
19181084	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	11/27/2018	\$183.00	P
19181085	WATER WORKS & LIGHTING COMM	ELEC SERVICE SHERIFF LOCKUP	11/27/2018	\$84.10	P
19181086	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC AIRPORT CBRF	11/27/2018	\$58.08	P
19181087	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	11/27/2018	\$10.52	P
19181088	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	11/27/2018	\$584.82	P
19181089	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	11/27/2018	\$98.16	P
19181090	WE ENERGIES	GAS SERVICE JAIL	11/27/2018	\$1,222.37	P
19181091	WE ENERGIES	GAS SERVICE COMMUNICATIONS	11/27/2018	\$333.19	P
19181092	WE ENERGIES	GAS SERVICE COURTHOUSE	11/27/2018	\$3,893.59	P
19181093	WE ENERGIES	GAS SERVICE AIRPORT CBRF	11/20/2018	\$36.29	P
19181094	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	11/27/2018	\$320.18	P
19181095	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	11/27/2018	\$113.99	P
19181096	WE ENERGIES	GAS SERVICE HUMAN SERVICES	11/26/2018	\$46.61	P
19181097	WE ENERGIES	GAS SERVICE RIVER BLOCK	11/27/2018	\$2,099.37	P
19181098	WOOD TRUST BANK	CH SECURITY, RB SUPPLIES	11/20/2018	\$420.28	P
19181100	DIAMOND BUSINESS GRAPHICS	PRINTING	12/19/2018	\$34.41	P
19181101	INDIANHEAD SPECIALTY CO	STAMPS	12/19/2018	\$59.03	P
19181102	NASSCO	PAPER SUPPLIES	12/19/2018	\$504.00	P
19181103	OFFICE DEPOT	OFFICE SUPPLIES	12/19/2018	\$489.28	P
19181104	OFFICE DEPOT	OFFICE SUPPLIES	12/19/2018	(\$1.96)	P
19181105	QUALITY PLUS PRINTING INC	PRINTING	12/19/2018	\$110.00	P
19181106	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/19/2018	\$3,695.77	P
19181107	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/19/2018	\$1,258.24	P
19181108	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/19/2018	(\$49.36)	P
19181109	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	11/30/2018	\$483.60	P
19181110	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/30/2018	\$293.70	P
19181111	BAUER'S FLOOR MART	VINYL BASE	11/23/2018	\$30.00	P
19181112	COMPLETE CONTROL	RELOCATE WX PULL STATION	11/30/2018	\$290.50	P
19181113	COMPLETE CONTROL	SERVICE CALL - JAIL	11/30/2018	\$83.00	P
19181114	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	12/12/2018	\$176.94	P
19181115	HOME DEPOT CREDIT SERV (Maintenance)	SHOP SUPPLIES/TOOLS	12/05/2018	\$505.01	P
19181116	SPARKS SEPTIC SERVICE	CLEAN GREASE TRAP IN JAIL	11/28/2018	\$125.00	P
19181117	STATE OF WISCONSIN	BOILER PERMIT	12/06/2018	\$50.00	P
19181118	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	12/12/2018	\$59.67	P
19181119	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	12/12/2018	\$44.29	P
19181120	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	12/12/2018	\$319.77	P
19181121	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	12/12/2018	\$2,805.11	P
19181122	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	12/12/2018	\$983.35	P
19181123	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	12/12/2018	\$7.01	P
19181124	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	12/12/2018	\$72.35	P
19181125	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	12/12/2018	\$33.22	P
19181126	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	12/12/2018	\$5,450.55	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
DECEMBER 2018

50120336 - 50120337 19181048 - 19181127

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19181127	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	12/12/2018	\$3,628.18	P
50120336	MIDLAND PAPER		12/19/2018	\$1,095.75	P
50120337	SCHILLING SUPPLY COMPANY		12/19/2018	\$366.22	P
Grand Total:				\$90,916.63	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Member:

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
NOVEMBER 2018

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$331.50
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$127.50
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$110.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$287.56
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$253.64
PREPAID	ASPIRUS CLINICS INC	WC MED REIMBURSE	\$8.21
PREPAID	ASPIRUS CLINICS INC	WC MED REIMBURSE	\$7.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	-\$27.80
		TOTAL	\$1,126.41

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

CHAIRMAN

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: DECEMBER

For the range of vouchers: 23180051 - 23180059

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23180051	JOHNSON INSURANCE	EMP PRACTICES LIABILITY - EW	12/10/2018	\$9,449.00	P
23180052	PROASSURANCE CASUALTY COMPANY	PROF LIABILITY INS - NORWOOD	12/10/2018	\$3,302.00	P
23180053	WI COUNTY MUTUAL INS CORP	DEDUCTIBLE FUND DEPOSIT	12/10/2018	\$18,534.00	P
23180054	WI COUNTY MUTUAL INS CORP	NURSING HOME LIABILITY - EW	12/10/2018	\$15,433.00	P
23180055	WI COUNTY MUTUAL INS CORP	GENERAL/ AUTO LIABILITY PREM.	12/10/2018	\$148,860.50	P
23180056	EO JOHNSON COMPANY INC	LIGHTNING STRIKE DAMAGE	12/11/2018	\$550.00	P
23180057	EO JOHNSON COMPANY INC	LIGHTNING STRIKE DAMAGE	12/11/2018	\$718.00	P
23180058	J & D AUTO BODY	VEHICLE DAMAGE REPAIR BILL	12/13/2018	\$3,140.25	P
23180059	WESTSIDE AUTO BODY	VEHICLE DAMAGE REPAIR BILL	12/17/2018	\$11,965.11	P
Grand Total:				\$211,951.86	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: Systems

For the period of: December 2018

For the range of vouchers: 27180353 - 27180386

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27180353	BRANDL DAN R	Mileage	11/12/2018	\$47.09	P
27180354	DAILEY TIM	Mileage	11/01/2018	\$105.93	P
27180355	AT&T DATACOMM INC	Data Plan 451-4022	11/16/2018	\$88.55	P
27180356	FRONTIER COMMUNICATIONS	Phone Charges	11/22/2018	\$542.00	P
27180357	FRONTIER COMMUNICATIONS	Phone charges	11/22/2018	\$1,146.70	P
27180358	NEW HORIZONS	Cyber Security Training	11/28/2018	\$3,300.00	P
27180359	SOLARUS	phone chgs acct 00063942-1	12/01/2018	\$8,433.01	P
27180360	SOLARUS	Phone chgs acct 00077856-5	12/01/2018	\$301.34	P
27180361	SOLARUS	Phone chges acct 00061009-7	12/01/2018	\$74.99	P
27180362	SOLARUS	Phone chges acct 00111161-9	12/08/2018	\$20.00	P
27180363	COLLABORATION SQUARED LTD	Ubiety Renewal	12/03/2018	\$1,920.00	P
27180364	INTER-QUEST CORP	DAR Court RM Systems	08/31/2018	\$2,199.95	P
27180365	CHARTER COMMUNICATIONS	Internet Pro80	12/14/2018	\$130.00	P
27180366	CDW GOVERNMENT INC	Netmotion Maintenance	12/04/2018	\$3,750.00	P
27180367	CDW GOVERNMENT INC	CommVault Maintenance 2018	12/06/2018	\$29,000.00	P
27180368	BAYCOM INC	Patrol Toughbooks Final 4	11/28/2018	\$12,784.00	P
27180369	US BANK	Credit card Charges	11/26/2018	\$120.98	P
27180370	INSIGHT PUBLIC SECTOR INC	Norwood Laptop Order Q4	12/07/2018	\$1,176.02	P
27180371	INSIGHT PUBLIC SECTOR INC	Norwood Laptop Order Q4	12/11/2018	\$321.69	P
27180372	INSIGHT PUBLIC SECTOR INC	Norwood Laptop Order Q4	12/10/2018	\$729.95	P
27180373	US CELLULAR	Cell phone chgs acct 277407322	11/16/2018	\$2,323.09	P
27180374	US CELLULAR	us cell chgs 851710598	11/16/2018	\$725.90	P
27180375	US CELLULAR	cell phone chgs 203538532	11/20/2018	\$959.38	P
27180376	US CELLULAR	cell phone chgs 203391922	11/20/2018	\$146.76	P
27180377	US CELLULAR	cell phone chgs 217293182	11/20/2018	\$733.98	P
27180378	IVES MATTHEW	Mileage	12/20/2018	\$387.18	P
27180379	ULTRACOM WIRELESS COMMUNICATI	4594520-phn, 4595917* charger	12/12/2018	\$558.94	P
27180380	MARSHFIELD UTILITIES	Fiberoptic- 4th QTR	12/21/2018	\$877.00	P
27180381	CDW GOVERNMENT INC	Tech Area UPS	12/19/2018	\$801.01	P
27180382	INSIGHT PUBLIC SECTOR INC	Norwood Laptop order Q4	12/18/2018	\$5,827.68	P
27180383	INSIGHT PUBLIC SECTOR INC	SAN Disk Shelf	12/14/2018	\$8,727.38	P
27180384	AMAZON CAPITAL SERVICES	Shelf	12/20/2018	\$161.15	P
27180385	AMAZON CAPITAL SERVICES	EOC Projector	12/18/2018	\$412.94	P

Committee Report - County of Wood

Systems - December 2018

27180353 - 27180386

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27180386	AMAZON CAPITAL SERVICES	Office Supplies	12/12/2018	\$131.85	P
Grand Total:				\$88,966.44	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Report
County of Wood

Report of claims for: TREASURER

For the period of: DEC 2018

For the range of vouchers: 28180280 - 28180308

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28180280	BEAR GRAPHICS INC	TAX ENVELOPES & BILLS	12/04/2018	\$1,380.33	P
28180281	EO JOHNSON COMPANY INC	FOLDER MAINTENANCE	12/04/2018	\$150.00	P
28180282	CITY OF MARSHFIELD	NOVEMBER SPECIALS	12/04/2018	\$230.23	P
28180283	CITY OF NEKOOSA TREASURER	NOVEMBER SPECIALS	12/04/2018	\$411.95	P
28180284	CITY OF WISCONSIN RAPIDS	NOVEMBER SPECIALS	12/04/2018	\$568.62	P
28180285	TOWN OF SARATOGA	NOVEMBER SPECIALS	12/04/2018	\$953.22	P
28180286	TOWN OF GRAND RAPIDS	NOVEMBER SPECIALS	12/04/2018	\$932.41	P
28180287	TOWN OF LINCOLN	NOVEMBER SPECIALS	12/04/2018	\$490.46	P
28180288	TOWN OF MARSHFIELD	NOVEMBER SPECIALS	12/04/2018	\$542.86	P
28180289	TOWN OF RICHFIELD	NOVEMBER SPECIALS	12/04/2018	\$761.89	P
28180290	VILLAGE OF ARPIN TREASURER	NOVEMBER SPECIALS	12/04/2018	\$30.93	P
28180291	VILLAGE OF VESPER	NOVEMBER SPECIALS	12/04/2018	\$1.86	P
28180292	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	12/04/2018	\$69.41	P
28180293	WI DEPT OF ADMINISTRATION	NOVEMBER WI LAND INFO	12/04/2018	\$6,804.00	P
28180294	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	12/04/2018	\$120.00	P
28180295	CITY OF MARSHFIELD	TAX DEED SPECIALS	12/13/2018	\$3,235.31	P
28180296	CITY OF MARSHFIELD	TAX DEED SPECIALS	12/13/2018	\$562.30	P
28180297	CITY OF MARSHFIELD	TAX DEED SPECIALS	12/13/2018	\$1,527.38	P
28180298	CITY OF MARSHFIELD	TAX DEED SPECIALS	12/13/2018	\$2,633.07	P
28180299	CITY OF PITTSVILLE TREASURER	TAX DEED SPECIALS	12/13/2018	\$203.74	P
28180300	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIALS	12/13/2018	\$365.87	P
28180301	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIALS	12/13/2018	\$1,519.36	P
28180302	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIALS	12/13/2018	\$4,011.54	P
28180303	TOWN OF REMINGTON	TAX DEED SPECIALS	12/13/2018	\$9.41	P
28180304	VILLAGE OF ARPIN TREASURER	TAX DEED SPECIALS	12/13/2018	\$1,970.62	P
28180305	WOODTRUST BANK	MONTHLY SERVICE FEES	12/13/2018	\$913.06	P
28180306	BEAVER CREEK NURSERY & LANDSCAPING LLC	TAX DEED MAINTENANCE	12/20/2018	\$295.00	P
28180307	STATE OF WISCONSIN TREASURER	NOVEMBER COC REVENUES	12/20/2018	\$144,070.70	P
28180308	WATER WORKS & LIGHTING COMM	UTILITIES TAX DEED PROPERTY	12/20/2018	\$159.15	P

Grand Total:

\$174,924.68

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: DECEMBER 2018

For the range of vouchers: 34180013 - 34180014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34180013	ASPIRUS OCCUPATIONAL HEALTH	Erg Assessments	12/03/2018	\$1,210.00	P
34180014	ASPIRUS OCCUPATIONAL HEALTH	Travel/Wellness Adv	12/03/2018	\$5,710.10	P
Grand Total:				\$6,920.10	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

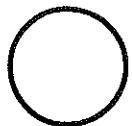
Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



RESOLUTION#

ITEM#

DATE January 15, 2019

Effective Date January 15, 2019

 Introduced by EXECUTIVE COMMITTEE
 Page 1 of 1

Committee

CAK

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

INTENT & SYNOPSIS: To accept offer of sale of tax deed property.

FISCAL NOTE: Offered Amount \$3,000.00
 R.E. Taxes (6,441.18)
 Tax Deed Expense (208.81)

LOSS (\$3,649.99)

WHEREAS, during the sealed bid process no offer was received on the below mentioned property, and,

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

WHEREAS, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Marshfield

33-01576 The Westerly 100 feet of Lot 10 Block 220 in the City of Marshfield, Wood County, Wisconsin.

OFFERED AMOUNT

\$3,000.00

APPRAISED AMOUNT

\$6,000.00

Property is a vacant lot formerly 708 E 2nd St, City of Marshfield.



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

12/20/2018

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **County of Wood** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.



**The Government Finance Officers Association
of the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Marla A. Cummings

Finance Director
County of Wood, Wisconsin



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morrill

Date December 20, 2018

1/2/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Monday, December 31, 2018

	Actual	2018 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$25,645,545.96	\$25,645,906.00	(\$360.04)	0.00%
41150 Forest Cropland/Managed Forest Land	52,447.18	20,000.00	32,447.18	162.24%
41220 General Sales and Retailers' Discount	192.52	180.00	12.52	6.96%
41221 County Sales Tax	5,521,248.10	6,046,482.00	(525,233.90)	(8.69%)
41230 Real Estate Transfer Fees	152,577.14	85,000.00	67,577.14	79.50%
41800 Interest and Penalties on Taxes	607,666.88	405,000.00	202,666.88	50.04%
41910 Payments in Lieu of Taxes	18,181.20	18,500.00	(318.80)	(1.72%)
Total Taxes	31,997,858.98	32,221,068.00	(223,209.02)	(0.69%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,200.00	(1,200.00)	(100.00%)
43410 State Aid-Shared Revenue	3,062,254.87	3,059,556.00	2,698.87	0.09%
43430 State Aid-Other State Shared Revenues	215,355.87	291,141.00	(75,785.13)	(26.03%)
43511 State Aid-Victim Witness	40,591.72	81,150.00	(40,558.28)	(49.98%)
43512 State Aid-Courts	382,039.91	378,464.00	3,575.91	0.94%
43514 State Aid-Court Support Services	58,441.00	57,000.00	1,441.00	2.53%
43516 State Aid-Modernization Grants	83,120.00	58,120.00	25,000.00	43.01%
43521 State Aid - Law Enforcement	142,189.74	136,500.00	5,689.74	4.17%
43523 State Aid-Other Law Enforcement	18,736.00	18,000.00	736.00	4.09%
43528 State Aid-Emergency Government	58,213.65	93,250.00	(35,036.35)	(37.57%)
43531 State Aid-Transportation	2,096,591.94	2,096,592.00	(0.06)	0.00%
43534 State Aid-LRIP	450,238.17		450,238.17	0.00%
43549 State Aid-Private Sewage	33,582.00	20,000.00	13,582.00	67.91%
43551 State Aid-Health Grants	74,795.00	75,078.00	(283.00)	(0.38%)
43554 State Aid-Health WIC Program	256,316.00	388,380.00	(132,064.00)	(34.00%)
43557 State Aid-Health Consolidated Contract	65,058.00	80,000.00	(14,942.00)	(18.68%)
43560 State Aid-Grants	58,932.00	66,317.00	(7,385.00)	(11.14%)
43561 State Aids	10,992,709.63	11,292,655.00	(299,945.37)	(2.66%)
43567 State Aid-Transportation	205,315.15	203,436.00	1,879.15	0.92%
43568 State Aid-Child Support	734,591.97	928,443.00	(193,851.03)	(20.88%)
43571 State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint	78,997.73	67,925.00	11,072.73	16.30%
43576 State Aid-Parks		62,500.00	(62,500.00)	(100.00%)
43581 State Aid-Forestry	46,750.25	47,489.00	(738.75)	(1.56%)
43586 State Aid-Land Conservation	250,495.89	296,358.00	(45,862.11)	(15.48%)
43640 State Aid-Co Share Managed Forest Lands	21,089.07	20,000.00	1,089.07	5.45%
43690 State Aid-Forestry Roads	3,248.56	3,280.00	(31.44)	(0.96%)
Total Intergovernmental	19,429,654.12	19,841,849.00	(412,194.88)	(2.08%)
Licenses and Permits				
44100 Business and Occupational Licenses	399,458.32	342,924.00	56,534.32	16.49%
44101 Utility Permits	1,450.00	1,050.00	400.00	38.10%
44102 Driveway Permits	940.00	860.00	80.00	9.30%
44200 DNR & ML Fees	49,100.54	22,500.00	26,600.54	118.22%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,475.00	1,025.00	450.00	43.90%
44300 Sanitary Permit Fees	41,975.00	45,000.00	(3,025.00)	(6.72%)
44411 County Planner Plat Review Fees	2,210.00	2,500.00	(290.00)	(11.60%)
44412 Wisconsin Fund Application Fees	1,050.00	750.00	300.00	40.00%
44413 Shoreland zoning Fees & Permits	3,547.50	4,250.00	(702.50)	(16.53%)
44415 HT Database Annual Fee	60,580.00	56,000.00	4,580.00	8.18%
Total Licenses and Permits	561,786.36	477,859.00	83,927.36	17.56%
Fines, Forfeits and Penalties				
45110 Ordinances Violations	4,002.61	1,700.00	2,302.61	135.45%
45115 County Share of Occupational Driver	380.00	200.00	180.00	90.00%
45120 County Share of State Fines and Forfeitures	142,241.14	160,000.00	(17,758.86)	(11.10%)
45123 County Parks Violation Fee	852.94	750.00	102.94	13.73%
45130 County Forfeitures Revenue	88,793.55	110,000.00	(21,206.45)	(19.28%)
45191 Private Sewage Fines	13,969.00	20,000.00	(6,031.00)	(30.16%)
Total Fines, Forfeits and Penalties	250,239.24	292,650.00	(42,410.76)	(14.49%)
Public Charges for Services				
46110 County Clerk-Passport Fees	27,165.00	20,000.00	7,165.00	35.83%
46121 Treasurer Fees-Redemption Notices	7,001.61	3,000.00	4,001.61	133.39%
46122 Property Conversion Charges	1,501.20	100.00	1,401.20	1,401.20%
46130 Register of Deeds-Fees	316,508.66	309,000.00	7,508.66	2.43%
46131 Register of Deeds-Laredo Tapestry	6,499.99		6,499.99	0.00%
46135 Land Record-Fees	89,328.00	92,880.00	(3,552.00)	(3.82%)
46140 Court Fees	157,190.73	174,500.00	(17,309.27)	(9.92%)
46141 Court Fees and Costs-Marriage Counseling	12,581.60	12,300.00	281.60	2.29%

1/2/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Monday, December 31, 2018

	Actual	2018 Budget	Variance	Variance %
46142 Court/Juvenile	23,659.46	20,000.00	3,659.46	18.30%
46143 Other Professional Reimbursements	17,369.24	15,120.00	2,249.24	14.88%
46144 Circuit Court Branch I	32,735.77	28,600.00	4,135.77	14.46%
46146 Circuit Court Branch III	17,351.00	5,817.00	11,534.00	198.28%
46191 Public Chgs-Clerk	7,180.00	8,000.00	(820.00)	(10.25%)
46192 Public Chgs-Temp Licenses	8,011.00	7,000.00	1,011.00	14.44%
46194 County Clerk Copy Fees	150.00	425.00	(275.00)	(64.71%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	1,405,537.91	1,441,717.00	(36,179.09)	(2.51%)
46210 Sheriff-Public Charges	150.00	400.00	(250.00)	(62.50%)
46211 Sheriff Revenue-Civil Process Fees	60,539.00	60,000.00	539.00	0.90%
46212 Sheriff Cost Reimbursement/Witness Fees	59,650.61	52,000.00	7,650.61	14.71%
46214 Reserve Deputy Revenue	20,249.28	12,000.00	8,249.28	68.74%
46215 Sheriff Escort Service	37,127.73	29,000.00	8,127.73	28.03%
46216 Restitution	825.33	300.00	525.33	175.11%
46217 OWI Restitution	2,057.48	1,600.00	457.48	28.59%
46221 Public Chgs-Coroner Cremation	38,610.00	60,000.00	(21,390.00)	(35.65%)
46230 Death Certificates	12,800.00	15,000.00	(2,200.00)	(14.67%)
46241 Jail Surcharge	29,969.57	38,000.00	(8,030.43)	(21.13%)
46242 Huber/Electronic Monitoring	256,692.19	252,044.00	4,648.19	1.84%
46243 Inmate Booking/Processing Fee	15,540.02	21,000.00	(5,459.98)	(26.00%)
46244 Other County Transports	16,602.76	23,000.00	(6,397.24)	(27.81%)
46245 Jail Stay Fee	34,604.71	50,370.00	(15,765.29)	(31.30%)
46291 Public Chgs-ID Cards	20.00		20.00	0.00%
46330 Public Chgs-Ho Chunk/AODA	27,500.00	27,500.00		0.00%
46510 Public Chgs-Crisis Stabilization	415,056.91	677,225.00	(262,168.09)	(38.71%)
46520 Institutional Care-Private Pay	1,303,016.37	1,049,475.00	253,541.37	24.16%
46521 Institutional Care-Other Pay	7,500.00	6,800.00	700.00	10.29%
46525 Public Chgs- Medicare	2,514,316.98	3,543,571.00	(1,029,254.02)	(29.05%)
46526 Public Chgs- Medicaid	4,021,090.84	5,883,458.00	(1,862,367.16)	(31.65%)
46527 Public Chgs-Veterans EW	51,110.60		51,110.60	0.00%
46530 Public Charges	5,144,393.98	4,873,724.00	270,669.98	5.55%
46531 Public Chgs- Private Insurance	839,863.50	1,936,512.00	(1,096,648.50)	(56.63%)
46532 Public Chgs-County Responsible	127,044.64	217,475.00	(90,430.36)	(41.58%)
46533 Public Chgs-NW Mental Health Inpatient	368,402.49	319,464.00	48,938.49	15.32%
46534 Public Chgs-NW Mental Health Inpatient	1,812,689.53	1,311,122.00	501,567.53	38.25%
46536 Third Party Awards & Settlements	301,832.00	232,688.00	69,144.00	29.72%
46537 Contractual Adjustment	(4,437,558.97)	(4,643,902.00)	206,343.03	(4.44%)
46590 Provision for Bad Debts-Edgewater	(11,000.00)	(12,000.00)	1,000.00	(8.33%)
46621 Child Support-Genetic Tests	3,460.59	4,500.00	(1,039.41)	(23.10%)
46623 Child Support-Filing Fees	110.00	200.00	(90.00)	(45.00%)
46624 Child Support-Service Fees	12,715.81	12,000.00	715.81	5.97%
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	536,803.60	475,000.00	61,803.60	13.01%
46771 UW-Extension Publication Revenue	52.00		52.00	0.00%
46772 UW-Extension Project Revenue	7,048.64	4,050.00	2,998.64	74.04%
46813 County Forest Revenue	408,704.98	385,000.00	23,704.98	6.16%
46825 Land Conservation Fees & Sales	82,676.83	63,525.00	19,151.83	30.15%
46826 Private Sewage Charges	1,530.00	3,000.00	(1,470.00)	(49.00%)
Total Public Charges for Services	16,253,571.17	19,124,160.00	(2,870,588.83)	(15.01%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	523,825.85	580,700.00	(56,874.15)	(9.79%)
47230 State Charges	1,131,874.80	1,403,610.00	(271,735.20)	(19.36%)
47231 State Charges-Highway	223,390.39	250,030.00	(26,639.61)	(10.65%)
47232 State Charges-Machinery	2,134,812.24	2,177,319.00	(42,506.76)	(1.95%)
47250 Intergovernmental Transfer Program Rev	870,073.60	511,615.00	358,458.60	70.06%
47300 Local Gov Chgs	322,392.00	561,660.00	(239,268.00)	(42.60%)
47310 Local Gov Debt Service Charges		22,000.00	(22,000.00)	(100.00%)
47320 Local Gov Chgs-Public Safety	31,728.23	29,000.00	2,728.23	9.41%
47330 Local Gov Chgs-Transp	1,636,418.86	1,207,485.00	428,933.86	35.52%
47332 Local Gov Chgs-Roads	383,382.21	403,360.00	(19,977.79)	(4.95%)
47333 Local Gov Chgs-Bridges	116,357.01	27,440.00	88,917.01	324.04%
47350 Local Gov Chgs-Hlth & Human Svcs	73,779.00	69,050.00	4,729.00	6.85%
47351 Local Gov Chgs-Other Governments	3,080.00	2,000.00	1,080.00	54.00%
47391 Local Gov Chgs-BNI (Materials)	1,684.01	3,200.00	(1,515.99)	(47.37%)
47392 Local Gov Chgs-BNI (Staff)	466.50	800.00	(333.50)	(41.69%)
47393 Local Gov Chgs-Work Relief	3,094.90	5,000.00	(1,905.10)	(38.10%)
47395 Local Gov Chgs-EM Vehicles	4,104.18	5,000.00	(895.82)	(17.92%)
47396 Local Gov Chgs-EM Equipment	2,215.00	800.00	1,415.00	176.88%
Total Charges to Other Governments	7,462,678.78	7,260,069.00	202,609.78	2.79%
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	10,025,722.73	10,157,960.00	(132,237.27)	(1.30%)

1/2/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Monday, December 31, 2018

		2018			
		Actual	Budget	Variance	Variance %
47411	Dept Charges-Purchasing	34,118.76	73,303.00	(39,184.24)	(53.46%)
47412	Dept Charges-Insurance	474,893.58	475,000.00	(106.42)	(0.02%)
47413	Dept Charges-Gen Govt	617,731.55	503,569.00	114,162.55	22.67%
47415	Dept Charges-Systems	291,159.06	295,155.00	(3,995.94)	(1.35%)
47421	Dept Charges-Public Safety	27,861.15	21,000.00	6,861.15	32.67%
47430	Dept Charges-Bldg Rent	916,274.88	919,124.00	(2,849.12)	(0.31%)
47432	Dept Charges-Rent Unified		704.00	(704.00)	(100.00%)
47435	Dept Charges-Sheriff Lockup Rent	16,392.00	16,000.00	392.00	2.45%
47438	Dept Charges-Riverblock Rent	585,996.00	575,520.00	10,476.00	1.82%
47440	Dept Charges	3,298.00	3,400.00	(102.00)	(3.00%)
47460	Dept Charges-Drug Court	67,000.00	73,000.00	(6,000.00)	(8.22%)
47470	Dept Charges-Highway	2,699,942.56	2,459,263.00	240,679.56	9.79%
Total Interdepartmental Charges		15,760,390.27	15,572,998.00	187,392.27	1.20%
Total Intergovernmental Charges for Services		23,223,069.05	22,833,067.00	390,002.05	1.71%
Miscellaneous					
48000	Miscellaneous	657,251.61		657,251.61	0.00%
48100	Interest	90.46	80.00	10.46	13.08%
48110	Interest-Capital Projects	7.41	10.00	(2.59)	(25.90%)
48113	Unrealized Gain/Loss on Investment	1,555.65	48,430.00	(46,874.35)	(96.79%)
48114	Interest-Investment	176,196.52	115,959.00	60,237.52	51.95%
48115	Interest-General Investment	160,433.68	25,000.00	135,433.68	541.73%
48116	Interest-Section 125 & Health	592.30	219.00	373.30	170.46%
48117	Interest-Clerk of Courts	306.46	300.00	6.46	2.15%
48200	Rental Income	134,191.39	134,931.00	(739.61)	(0.55%)
48201	Rental Income- CSP/CCS		50,400.00	(50,400.00)	(100.00%)
48300	Gain/Loss-Sale of Property	225,349.21	53,000.00	172,349.21	325.19%
48320	Gain/Loss-Sale of Surplus Property	2,651.00	500.00	2,151.00	430.20%
48340	Gain/Loss-Sale of Salvage and Waste	8,392.44	6,700.00	1,692.44	25.26%
48440	Insurance Recoveries-Other	1,982,626.82	487,000.00	1,495,626.82	307.11%
48500	Donations	577,484.24	1,629,800.00	(1,052,315.76)	(64.57%)
48501	Donations-Designated Projects	220.00		220.00	0.00%
48502	Donations-Veterans Loan Repayment	956.92		956.92	0.00%
48503	Donations-Services ATV Club	3,837.27	6,000.00	(2,162.73)	(36.05%)
48510	Donations	467,000.00		467,000.00	0.00%
48540	Donations & Contributions	29,375.30	20,000.00	9,375.30	46.88%
48830	Recovery of PYBD & Contractual Adj	50,627.92	46,500.00	4,127.92	8.88%
48860	Revenue from Meals	16,963.88	20,000.00	(3,036.12)	(15.18%)
48880	Food Vending Machine Income	3,719.00	4,500.00	(781.00)	(17.36%)
48900	Other Miscellaneous Revenue	63,213.41	39,125.00	24,088.41	61.57%
48901	Other/Miscellaneous Revenue	4,770.98	1,500.00	3,270.98	218.07%
48910	Vending/Cafeteria Revenue	8,259.95	11,000.00	(2,740.05)	(24.91%)
48920	Vending Machine Revenue	4,115.35	4,600.00	(484.65)	(10.54%)
48940	Canteen Income		500.00	(500.00)	(100.00%)
48970	Rental Income- NHC, Health Annex	17,508.00	17,508.00		0.00%
48980	Misc/Other Workshop Revenue	11.38	100.00	(88.62)	(88.62%)
48990	Other Operating Income	2,445.78	2,500.00	(54.22)	(2.17%)
48991	Copier Revenue	1,496.85	2,000.00	(503.15)	(25.16%)
Total Miscellaneous		4,601,651.18	2,728,162.00	1,873,489.18	68.67%
Other Financing Sources					
49110	Proceeds from Long-Term Debt	34,400.00		34,400.00	0.00%
49210	Transfer from General Fund		260,000.00	(260,000.00)	(100.00%)
49220	Transfer from Special Revenue	5,069,966.78	6,086,765.00	(1,016,798.22)	(16.71%)
49270	Transfer from Internal Service		283,903.00	(283,903.00)	(100.00%)
Total Other Financing Sources		5,104,366.78	6,630,668.00	(1,526,301.22)	(23.02%)
TOTAL REVENUES		101,422,196.88	104,149,483.00	(2,727,286.12)	(2.62%)

EXPENDITURES

General Government					
51120	Committees & Commissions	175,349.88	202,513.00	27,163.12	13.41%
51212	Circuit Court Branch I	354,106.36	395,614.00	41,507.64	10.49%
51213	Circuit Court Branch II	109,562.76	119,902.00	10,339.24	8.62%
51214	Circuit Court Branch III	119,606.21	124,761.00	5,154.79	4.13%
51215	Drug Court	209,908.07	215,817.00	5,908.93	2.74%
51217	Clerk of Courts-Divorce Mediation	14,400.00	17,000.00	2,600.00	15.29%
51220	Family Court Commissioner	83,133.90	105,233.00	22,099.10	21.00%
51221	Clerk of Courts	1,239,563.05	1,353,334.00	113,770.95	8.41%
51231	Coroner	119,749.19	139,842.00	20,092.81	14.37%
51310	District Attorney	274,335.22	304,049.00	29,713.78	9.77%
51315	Victim Witness Program	146,804.43	156,044.00	9,239.57	5.92%
51316	Task Force	240.00	900.00	660.00	73.33%
51320	Corporation Counsel	262,113.56	271,297.00	9,183.44	3.39%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Monday, December 31, 2018

		2018			
		Actual	Budget	Variance	Variance %
51330	Child Support	943,487.11	1,022,205.00	78,717.89	7.70%
51420	County Clerk	284,841.92	323,430.00	38,588.08	11.93%
51424	County Clerk-Postage Meter	10,618.52	14,300.00	3,681.48	25.74%
51430	Health Benefit Payments	11,703,692.47	11,678,993.00	(24,699.47)	(0.21%)
51431	Health-Wellness	262,694.38	283,903.00	21,208.62	7.47%
51433	Human Resources-Labor Relations	22,612.97	28,200.00	5,587.03	19.81%
51435	Human Resources-Personnel	416,794.89	437,707.00	20,912.11	4.78%
51436	Human Resources-Programs	198.72	3,670.00	3,471.28	94.59%
51440	County Clerk-Elections	85,622.13	94,621.00	8,998.87	9.51%
51450	Data Processing	1,577,083.40	1,804,291.00	227,207.60	12.59%
51451	Voice over IP	107,510.90	128,000.00	20,489.10	16.01%
51452	PC Replacement	200,046.73	200,600.00	553.27	0.28%
51453	Co Clerk-Inform & Commun	13,230.67	18,500.00	5,269.33	28.48%
51510	Finance	373,209.95	380,313.00	7,103.05	1.87%
51520	Treasurer	386,978.29	429,490.00	42,511.71	9.90%
51550	Purchasing	48,854.71	51,970.00	3,115.29	5.99%
51590	Contingency		245,324.00	245,324.00	100.00%
51611	Bldg Maint-Courthouse and Jail	1,045,799.62	1,152,179.00	106,379.38	9.23%
51630	Bldg Maint-Unified Svcs Building	9,190.46	10,889.00	1,698.54	15.60%
51640	Bldg Maint-Joint Use Building	6,240.39	11,851.00	5,610.61	47.34%
51650	Bldg Maint-Sheriff Lockup	2,371.04	4,547.00	2,175.96	47.85%
51660	Bldg Maint-CBRF's	3,903.62	7,471.00	3,567.38	47.75%
51670	Bldg Maint-River Block	391,654.64	681,520.00	289,865.36	42.53%
51710	Register of Deeds	386,702.89	423,055.00	36,352.11	8.59%
51711	Register of Deeds-Redaction	26,262.06	32,387.00	6,124.94	18.91%
51931	Property and Liability Insurance	542,099.35	612,071.00	69,971.65	11.43%
51933	Workers Comp Insurance	203,589.44	491,569.00	287,979.56	58.58%
Total General Government		22,164,163.90	23,979,362.00	1,815,198.10	7.57%
Public Safety					
52110	Sheriff-Administration	2,371,047.93	2,641,365.00	270,317.07	10.23%
52130	Radio Engineer	169,504.26	232,110.00	62,605.74	26.97%
52131	Sheriff-Indian Law Enforce	23,074.10	33,933.00	10,858.90	32.00%
52140	Sheriff-Traffic Police	2,874,297.90	3,065,437.00	191,139.10	6.24%
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510	Emer Mgmt-SARA Title III	34,430.38	52,085.00	17,654.62	33.90%
52520	Emergency Management	273,427.91	323,272.00	49,844.09	15.42%
52601	Dispatch	1,609,716.66	1,784,049.00	174,332.34	9.77%
52530	Emer Mgmt-Bldg Numbering	4,332.32	3,000.00	(1,332.32)	(44.41%)
52540	Emer Mgmt-Work Relief	160,912.66	140,926.00	(19,986.66)	(14.18%)
52710	Sheriff-Jail	2,251,033.32	2,505,702.00	254,668.68	10.16%
52712	Sheriff-Electronic Monitoring	169,654.46	183,188.00	13,533.54	7.39%
52713	Sheriff-PT Transp/Safekeeper	1,063,878.90	1,066,197.00	2,318.10	0.22%
52721	Sheriff-Jail Surcharge	108,391.47	187,570.00	79,178.53	42.21%
Total Public Safety		11,113,702.27	12,219,834.00	1,106,131.73	9.05%
Public Works-Highway					
53110	Hwy-Administration	307,061.74	288,760.00	(18,301.74)	(6.34%)
53120	Hwy-Engineer	194,603.15	245,004.00	50,400.85	20.57%
53191	Hwy-Other Administration	332,251.54	335,112.00	2,860.46	0.85%
53210	Hwy-Employee Taxes & Benefits	(666,029.25)		666,029.25	0.00%
53220	Hwy-Field Tools	(32,898.81)	13,236.00	46,134.81	348.56%
53230	Hwy-Shop Operations	260,158.80	280,244.00	20,085.20	7.17%
53232	Hwy-Fuel Handling	9,872.37	12,100.00	2,227.63	18.41%
53240	Hwy-Machinery Operations	1,029,155.19	1,711,623.00	682,467.81	39.87%
53260	Hwy-Bituminous Ops	247,613.97	226,200.00	(21,413.97)	(9.47%)
53262	Hwy-Bituminous Ops	4,136.68	111,922.00	107,785.32	96.30%
53266	Hwy-Bituminous Ops	2,153,764.51	2,107,491.00	(46,273.51)	(2.20%)
53270	Hwy-Buildings & Grounds	190,774.61	164,134.00	(26,640.61)	(16.23%)
53290	Hwy-Salt Brine Operations	42,014.49		(42,014.49)	0.00%
53291	Hwy-Salt Brine Operations	265.51		(265.51)	0.00%
53281	Hwy-Acquistion of Capital Assets	497,916.53		(497,916.53)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	1,547,306.34	1,655,124.00	107,817.66	6.51%
53312	Hwy-Snow Remov	945,673.36	939,941.00	(5,732.36)	(0.61%)
53313	Hwy-Maintenance Gang	148,887.54	134,103.00	(14,784.54)	(11.02%)
53314	Hwy-Maint Gang-Materials	2,214.74	1,235.00	(979.74)	(79.33%)
53320	Hwy-Maint STHS	1,108,824.57	1,364,109.00	255,284.43	18.71%
53323	Hwy-Maint STHS PBM	81,903.91	52,600.00	(29,303.91)	(55.71%)
53330	Hwy-Local Roads	1,647,505.64	1,187,637.00	(459,868.64)	(38.72%)
53340	Hwy-County-Aid Road Construction	442,641.69	444,834.00	2,192.31	0.49%
53341	Hwy-County-Aid Bridge Construction	155,557.69	200,269.00	44,711.31	22.33%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Monday, December 31, 2018

		Actual	2018 Budget	Variance	Variance %
53490	Hwy-State & Local Other Services	310,826.00	552,901.00	242,075.00	43.78%
	Total Public Works-Highway	10,962,002.51	12,031,879.00	1,069,876.49	8.89%
	Health and Human Services				
54121	Health-Public Health	1,677,087.15	1,780,025.00	102,937.85	5.78%
54122	Health-WIC Program	359,623.51	388,380.00	28,756.49	7.40%
54128	Health-Public Health Grants	78,673.55	80,000.00	1,326.45	1.66%
54129	Humane Officer	38,708.73	35,519.00	(3,189.73)	(8.98%)
54130	Health-Dental Sealants	119,991.49	128,779.00	8,787.51	6.82%
54132	Adams-Juneau Sanitation	271,472.94	308,214.00	36,741.06	11.92%
54210	Edgewater-Nursing	3,812,459.53	4,119,094.00	306,634.47	7.44%
54211	Edgewater-Housekeeping	129,014.43	131,548.00	2,533.57	1.93%
54212	Edgewater-Dietary	642,413.19	731,423.00	89,009.81	12.17%
54213	Edgewater-Laundry	58,964.19	150,061.00	91,096.81	60.71%
54214	Edgewater-Maintenance	346,119.35	382,204.00	36,084.65	9.44%
54217	Edgewater-Activities	156,552.99	169,940.00	13,387.01	7.88%
54218	Edgewater-Social Services	139,915.69	156,283.00	16,367.31	10.47%
54219	Edgewater-Administration	593,864.80	628,781.00	35,116.20	5.58%
54315	Mental Health/AODA Ho Chunk	27,500.00	27,500.00		0.00%
54316	Mental Institutions State Charge		360.00	360.00	100.00%
54317	Human Services Crisis Stabilization	439,710.54	483,116.00	43,405.46	8.98%
54324	Norwood-SNF-CMI	1,010,314.27	1,057,175.00	46,860.73	4.43%
54325	Norwood SNF TBI	879,322.00	1,013,060.00	133,738.00	13.20%
54326	Norwood-Inpatient	3,179,007.99	3,348,009.00	169,001.01	5.05%
54350	Norwood-Dietary	1,080,770.33	1,104,390.00	23,619.67	2.14%
54351	Norwood-Plant Ops & Maint	801,862.65	840,365.00	38,502.35	4.58%
54363	Norwood-Medical Records	157,735.31	168,904.00	11,168.69	6.61%
54365	Norwood-Administration	1,207,954.24	1,244,555.00	36,600.76	2.94%
54401	Human Services-Child Welfare	3,227,327.09	3,580,277.00	352,949.91	9.86%
54405	Human Services-Youth Aids	3,048,914.82	3,310,128.00	261,213.18	7.89%
54410	Human Services-Child Care	122,264.74	140,048.00	17,783.26	12.70%
54413	Human Services-Transportation	311,328.70	369,706.00	58,377.30	15.79%
54420	Human Services-ESS	1,308,402.86	1,410,902.00	102,499.14	7.26%
54425	Human Services-FSET	2,611,825.61	2,789,886.00	178,060.39	6.38%
54435	Human Services-LIEAP	113,183.18	125,628.00	12,444.82	9.91%
54440	Human Services-Birth to Three	456,443.77	486,247.00	29,803.23	6.13%
54445	Human Services-Childrens COP	234,507.71	291,898.00	57,390.29	19.66%
54450	Human Services-Childrens Waivers	215,483.10	249,481.00	33,997.90	13.63%
54455	Human Services-CSP	505,375.25	569,147.00	63,771.75	11.20%
54460	Human Services-OPC MH	1,235,838.19	1,377,982.00	142,143.81	10.32%
54465	Human Services-CCS	1,810,274.14	1,760,681.00	(49,593.14)	(2.82%)
54470	Human Services-Crisis Legal Svc	714,765.40	724,832.00	10,066.60	1.39%
54475	Human Services-MH Contr COP	949,370.91	1,538,677.00	589,306.09	38.30%
54480	Human Services-OPC AODA	433,440.05	484,555.00	51,114.95	10.55%
54485	Human Services-OPC Day Treatment	78,092.20	80,368.00	2,275.80	2.83%
54495	Human Services-AODA Contract	48,264.58	136,100.00	87,835.42	64.54%
54500	Human Services-Administration	3,144,754.54	3,253,780.00	109,025.46	3.35%
54611	Aging-Committee on Aging	131,389.81	198,278.00	66,888.19	33.73%
54710	Veterans-Veterans Relief	5,341.33	5,411.00	69.67	1.29%
54720	Veterans-Veterans Service Officer	306,930.64	330,151.00	23,220.36	7.03%
54730	Veterans Relief Donations	15.79	300.00	284.21	94.74%
54740	Veterans-Care of Veterans Graves	2,858.01	2,865.00	6.99	0.24%
54750	Veterans-WDVA Grant	9,953.20	11,500.00	1,546.80	13.45%
	Total Health and Human Services	38,235,184.49	41,706,513.00	3,471,328.51	8.32%
	Culture, Recreation and Education				
55112	County Aid to Libraries	891,144.00	891,144.00		0.00%
55210	County Parks	1,561,963.66	1,625,697.00	63,733.34	3.92%
55441	Maintenance Snowmobile Trails	75,006.81	67,925.00	(7,081.81)	(10.43%)
55442	ATV Maintenance	9,467.26	12,715.00	3,247.74	25.54%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	448,331.32	516,862.00	68,330.68	13.23%
55630	UW-Extension Center-Marshfield	48,082.00	48,082.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	25,097.10	27,700.00	2,602.90	9.40%
55661	UW-Ext Farm Technology Days	(20,000.00)	43,000.00	63,000.00	146.51%
	Total Culture, Recreation and Education:	3,096,092.15	3,289,925.00	193,832.85	5.89%
	Conservation and Development				
56111	State Forestry Roads	3,090.78	3,300.00	209.22	6.34%
56121	Land Conservation	230,608.26	241,959.00	11,350.74	4.69%
56122	DATCP Grant	184,482.00	250,593.00	66,111.00	26.38%
56123	Wildlife Damage Abatement	64,607.09	80,785.00	16,177.91	20.03%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Monday, December 31, 2018

		2018		
		Actual	Budget	Variance
				Variance %
56125	Non-Metallic Mining Reclamation	36,059.48	40,054.00	3,994.52
56127	Don Aron Memorial Fund	21,018.14	22,000.00	981.86
56310	County Planner	356,644.58	369,261.00	12,616.42
56320	Land Record	122,480.07	255,729.00	133,248.93
56340	Surveyor	44,701.90	44,750.00	48.10
56730	Transp & ED-Airport Aid	17,500.00	17,500.00	
56740	Payment in Lieu of Tax	77,344.10	77,345.00	0.90
56750	Transp & Economic Develop	141,075.00	141,075.00	
56780	CDBG-ED	590.73	30,000.00	29,409.27
56911	State Wildlife Habitat	1,935.00	2,500.00	565.00
56913	Park & Forestry Capital Proj	34,330.75	165,063.00	130,732.25
56943	Private Sewage System	186,940.58	196,939.00	9,998.42
	Total Conservation and Development	1,523,408.46	1,938,853.00	415,444.54
	Capital Outlay			
57121	Cap Projects-Parks	118,901.15	140,000.00	21,098.85
57127	Cap Projects-Computers	91,210.28	93,000.00	1,789.72
57208	Cap Projects-Dispatch	38,041.00	40,000.00	1,959.00
57213	Cap Projects-Emergency Management		225,000.00	225,000.00
57216	Cap Projects-Computer Software	28,112.21	29,000.00	887.79
57310	Highway Capital Projects	4,246,825.70	2,499,999.00	(1,746,826.70)
57412	Cap Projects-Edgewater	324,520.31	337,367.00	12,846.69
57420	Cap Projects-Norwood	164,816.24	196,500.00	31,683.76
57640	UW Remodeling/Construction	166,400.12	111,000.00	(55,400.12)
57930	Depreciation & Amortization	(1,737.00)		1,737.00
57940	Depreciation & Amortization	220,714.45		(220,714.45)
	Total Capital Outlay	5,397,804.46	3,671,866.00	(1,725,938.46)
	Debt Service			
58140	Debt Service Principal-Highway	4,605,000.00	4,605,000.00	
58240	Debt Service Interest-Highway	557,485.30	557,817.00	331.70
58295	Paying Agent & Fiscal Charges	41,626.04		(41,626.04)
	Total Debt Service	5,204,111.34	5,162,817.00	(41,294.34)
	Other Financing Uses			
59210	Transfers to General Fund	5,069,966.78	6,532,243.00	1,462,276.22
59220	Transfer to Special Revenue		12,162.00	12,162.00
59270	Transfer to Internal Service		(138,847.00)	(138,847.00)
	Total Other Financing Uses	5,069,966.78	6,405,558.00	1,335,591.22
	TOTAL EXPENDITURES	102,766,436.36	110,406,607.00	7,640,170.64
	NET INCOME (LOSS) *	(1,344,239.48)	(6,257,124.00)	4,912,884.52

**Wood County
Position Description**

Name:		Department:	County Board
Position Title:	Administrative Coordinator DRAFT	Pay Grade:	N/A
Date:	December 2018	FLSA:	E
		Reports To:	Executive Committee

Purpose of Position

The County Administrative Coordinator is responsible for supervising and coordinating the “day-to-day” administrative and management operations of Wood County, and performing other duties included, but not limited to those listed below, which are not otherwise vested by law in boards or commissions or in other elected officers pursuant to Wis. Stat 59.03 and 59.19 and the rules and committees of the Wood County Board of Supervisors. This individual shall at all times be fully accountable to the Executive Committee, in the fulfillment of these duties.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties

Coordinate administrative and management functions for all County departments:

- Evaluate all programs and assist oversight committees in determining if these programs are efficient and cost effective, and their current and long-range impact on the County. Make recommendations to committees on operational and administrative issues.
- Monitor that compliance with all policies, procedures, resolutions and programs set forth by any government agency are implemented across all departments.
- Consults and collaborates with Department Heads. May conduct regular staff meetings with all department heads.
- Act as mediator between County departments on issues, problems and disputes. Facilitates communication among departments, committees, and County Board Supervisors.
- Attend all County Board meetings. Is available for other Wood County committee meetings and attends as needed.
- In the event of an emergency, has authority to close all nonessential County buildings and facilities, and notify the appropriate departments and news agencies.

Finance

- Prepares the annual budget parameters letter, subject to the review and approval by the Executive Committee, and provides the Finance Director with budget priorities to ensure consistency with the County’s overall policies, goals, and objectives.
- Works with the Executive Committee in monitoring budget versus expense and revenue on an

Administrative Coordinator

ongoing basis and recommends adjustments as necessary.

- Works with the Executive Committee in reviewing the quarterly and annual reports provided by the Finance Director and reports on the County's fiscal condition.

Human Resources

- Assist oversight committees and Human Resources in the interview process and selection of department heads.
- Makes recommendations to committees on the adoption of new or revised policies as may be deemed necessary for the welfare of the community or the improvement of administrative services.
- Recommend developmental or corrective actions for department heads, as appropriate.
- Participate with applicable oversight committees in department head evaluations and goal setting.

Strategic Planning

- Works with the Executive Committee to develop a long-range vision and objectives for the County.
- Analyzes and recommends a county organizational structure to facilitate efficient and effective delivery of services to the public. Revises as necessary (includes program development).
- Works with the Executive to conduct strategic planning.
- Coordinates the development of the County's major projects, capital improvement plans, and initiatives. Oversee the implementation of such plans.
- Provides direction for all County departments' long-range planning.

Intergovernmental and Public Relations

- Remains informed of all pending and existing legislation that affects or may affect county government.
- Reviews and makes any necessary recommendations, on any proposed resolutions or ordinances prior to presentation to the County Board.
- Solicits and represents the County Board's position on state and federal issues and other legislative matters.
- Along with Corporation Counsel, serves as an advisor during negotiations for intergovernmental contracts on behalf of the County.
- Serves as the spokesperson for the County and represents the County's interest at legislative meetings, hearings, and other events. Promotes Wood County and portrays it to the public in as positive light as possible.
- Develops and maintains effective community relations, ensuring timely responses to citizen inquiries.
- Works with the Vice Chair in Committee and Board appointments.

Minimum Training and Experience Required to Perform Essential Job Functions

Current term Elected Board Supervisor who is the successful candidate by majority vote of the County Board of Supervisors to hold this 2-year term.

Desirable Skills and Abilities

Knowledge of applicable federal, state and local law. Knowledge of funding resources, including governmental and other grant availability and procedures. Demonstrate the ability to develop, recommend and implement effective plans and programs, and objectively evaluate progress towards goals and timetables. Operation of computers using word processing and spreadsheets software.

Residency Requirement

Must become and remain a Wood County resident and a Wood County Board Supervisor.

Compliance

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Employer.

Employee's Signature

County Board Vice-Chair Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date