

EXECUTIVE COMMITTEE

DATE: Tuesday, December 3, 2019
TIME: 8:00 a.m.
LOCATION: Wood County Annex & Health Center
Classroom
1600 N. Chestnut Ave.
Marshfield, 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. Renewable & Sustainable Committee update
 - (a) Review R&S recommendations
 - (b) Discuss R&S Committee Authority
6. Developers Agreement with Savion
7. Update on county strategic plan
8. **Maintenance**
 - (a) Victim Witness office relocation timeline
9. **Treasurer**
 - (a) Resolution(s) to sell tax deed properties to former owners (2)
 - (b) Resolution to tax deed property
10. **Finance**
 - (a) Resolution – Committed and Assigned Funds
 - (b) Resolution – Budget Overages
 - (i) H&HS – Health Adams/Juneau, Health Grants, Health WIC and Human Services
 - (ii) HIRC – Highway and Parks
 - (iii) J&L – Branch III
 - (iv) PS – Humane Officer
 - (v) CEED – UW Extension Projects
 - (vi) Property and Liability Insurance
 - (c) Resolution – Sheriff's Department
 - (d) Resolution – Edgewater from Contingency
 - (e) Resolution – Fund Balance Policy
 - (f) Finance Department Strategic Plan
 - (g) Prepaid Expense Policy Draft
 - (h) Audit Policy Draft
11. **Information Technology (IT)**
 - (a) Wood County Domain Name
 - (b) Remote Access Draft Policy
12. **Wellness**
 - (a) Wellness Coordinator Update
13. **Human Resources (HR)**
 - (a) Reclassification Request
14. Administrative Coordinator's Report
15. The committee may go into closed session pursuant to Wis. Stats. §19.85(1)(c), for the purpose of conducting annual evaluations for the Facilities Manager, Information Technology Director, Human Resources Director, and Finance Director.
16. Return to open session.
17. Consider any agenda items for next meeting
18. Set next regular committee meeting date – Tuesday, January 7, 2020
19. Adjourn

**EXECUTIVE COMMITTEE
MEETING MINUTES**

DATE: Tuesday, November 5, 2019
TIME: 8:00 a.m.
PLACE: River Block Auditorium - Room 206
Wisconsin Rapids, WI

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

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

1. The meeting was called to order by Chair Machon.
2. During public comment, Human Resources Director, Kim McGrath, recognized Safety and Risk Manager Terry Stelzer for his time with Wood County and noted his retirement date of November 6, 2019.
3. Pages 9, 34, 40, 49, and 50 were pulled from the consent agenda for discussion.

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

4. Supervisors Clendenning and Winch asked for clarification on several items within the packet. Discussion ensued. Various Department Heads answered general questions pertaining to their departments.

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

5. Supervisor Hahn spoke on behalf of the Renewable & Sustainable (R&S) Committee and their recommendations. The R&S Committee is requesting an additional County Board supervisor be added to the Committee, R&S Committee would like budgetary authority of the R&S and Lean Process grants, and the Committee would like to have authority for any public relation events. Discussion ensued.

Motion (Rozar/Curry) to allow the Renewable and Sustainable Committee, along with the Parks Department, to move forward with plans for a ribbon cutting ceremony for the Nepco Lake solar project. Motion carried unanimously.

6. Supervisor Rozar indicated she would be meeting with Nancy Turyk from Extension later in the day regarding the County strategic plan. They are scheduled to meet with Department Heads on December 10, 2019 to discuss the topic further.
7. Nancy Turyk stated the plaque for SolSmart Gold designation is in route and should be available for the solar ribbon cutting event.

Turyk indicated she received information regarding grant funds for an electric vehicle and she was looking to the Committee for direction as to where to share the information. There were no objections from Committee members with Turyk sharing the information with Department Heads.

8. Treasurer Gehrt stated she has met with a tax payer regarding a property that is behind on tax payments. Gehrt is looking for direction as to how to proceed. Discussion ensued. Committee consent is to not address this matter at the Committee level and to let the Treasurer move forward with her recommendation.

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

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

Break at 8:45 a.m. Reconvened at 8:52 a.m.

9. (a) Finance Director Cummings indicated she would like to table the resolution for the Sheriff civil processing fees until next month.
- (b) Cummings presented a resolution to amend the 2019 budget for UW Extension with a transfer of available appropriations from fund balance.

Motion (Rozar/Fischer) to approve a resolution to amend the 2019 budget for UW Extension with a transfer of available appropriations from fund balance. Motion carried unanimously.

- (c) Cummings presented the draft of the General Fund–Fund Balance Reserves. Discussion ensued.

Motion (Clendenning/Machon) to approve the fund balance policy brought by the Finance Director. Motion carried unanimously.

10. (a) Wellness Coordinator Fandre provided a brief update to the Committee on Wellness Program related topics.
- (b) Fandre requested that the Committee approve the 2020 Wellness Program Structure as presented.

Motion (Rozar/Machon) to approve the Wellness Program Structure for 2020. Motion carried unanimously.

11. (a) Human Resources Director McGrath introduced Nick Flugaur as the new Safety & Risk Specialist.
 - (b) McGrath gave a brief explanation to the Committee about Department Head Performance Evaluations.
12. Chair Machon presented the Administrative Coordinator's report. There were no questions.

13. Agenda items for next meeting: Executive Committee Department Head evaluations

14. The next regularly scheduled Committee meeting is Tuesday, December 3, 2019 at 8:00 a.m. at the Wood County Annex in Marshfield.

15. The Chair declared the meeting adjourned at 9:05 a.m.

Human Resources minutes recorded and prepared by Kelli Quinnell. All other minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next EC meeting.

Executive Committee Meeting

November 5, 2019

[illegible]

**PUBLIC HEARING FOR 2020 WOOD COUNTY BUDGET
& EXECUTIVE COMMITTEE MEETING MINUTES**

DATE: Tuesday, November 12, 2019
TIME: 8:30 a.m.
PLACE: County Board Room, Wood County Courthouse
PRESENT: Douglas Machon, Donna Rozar, William Winch, Kenneth Curry, William Clendenning, Adam Fischer, Dennis Polach
OTHERS PRESENT: Marla Cummings, Wood County Board Supervisors, Wood County Dept. Heads, other members of the public

The meeting was called to order by Chair Machon at 8:30 a.m.

Chair Machon brought up the challenges faced with this year's budget process and a couple of the larger dollar items that created the challenges. He brought up the possibility of additional revenue to the county with the solar utility payments if certain projects come to fruition.

Finance Director Cummings thanked the department heads and staff for their patience as the new budget software was implemented for this budget process. She presented a PowerPoint presentation highlighting the various aspects of the 2020 budget including our current debt, equalized valuation increases, and undesignated fund balances.

Questions and answers followed from the board members. Requests for information prior to the budget hearing were noted.

The public budget hearing was closed.

Motion by Rozar/Fischer to approve the 2019 levy resolution and forward it to the county board for their consideration. Motion carried. Voting no was Winch.

Motion by Clendenning/Rozar to approve the 2020 budget resolution and forward it to the county board for their consideration. Motion carried. Voting no was Winch.

Chair Machon declared the meeting adjourned at 8:47 a.m.

Minutes taken by Trent Miner, County Clerk.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments - December 2019

- I will be attending the district meeting of our county clerk's association on Monday, December 2nd. The Waupaca County Clerk agreed to host it at their courthouse. As district chair, I coordinate the meeting and the agenda. This is a more informal and relaxed type of meeting, and a great way to network with the neighbors, so to speak.
- As mentioned in my last letter of comments, I offered up Wood County to be a testing site for the certification process on the version of election software we will be acquiring in 2020. Before any system can be used in Wisconsin, it must be certified by the Elections Commission and part of that certification is onsite testing. They came into our office on November 19th and then dispersed to 3 sites within the county to conduct the required testing. My thanks to the Town of Grand Rapids, Town of Hiles, and City of Marshfield for agreeing to be a part of this testing. The testing went well.
- Each year, in order to be a passport acceptance facility, we must go through a recertification process. This involves a multi-hour web based training and testing for each of us in the office. That process starts in October and we usually have it wrapped up mid-November. It takes time, but it is a nice service we provide, and a nice source of revenue for our department.
- We have started to program for the spring election season already. While we do not have the candidates as of yet, a lot of behind the scenes programming and preparation can be done prior to the candidate certification. We try to get as much of this done as early as possible in order to be able to get to ballot print as soon as possible after that certification comes down from the state.
- With the new courthouse security station in operation, the number of walk-in traffic inquires in our office has decreased considerably. Not completely, but considerably. What has increased considerably is the number of general phone calls our office receives. With the retirement of the switchboard operator, the phone tree circle is used more and more and we are towards the top of that tree. It is not a huge deal, but I thought it appropriate to make you aware.
- As also noted in previous letters of comment, concern was expressed with the increase in DMV fees associated with registrations and renewals. We are only two months into the new fee structure, but there is a definite large drop in the number of these transactions we are doing. This will be a budgetary concern if the trend continues and I will keep you apprised as necessary. My hope is that this is just sticker shock and that folks are not driving around with unregistered vehicles. We still will not make as much on the revenue side with this as the state is taking a third of our portion of the fee for upkeep on their eMV site.



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

December 3, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

Departmental Activities

Project completion for the following:

1. General Fund – Fund Balance Policy target date November 12, 2019.
2. Strategic Planning for the Finance Department target date of December 17, 2019.
3. 2020 Budget.
4. Staff Evaluations.
5. Self-Evaluation for Executive Committee.

Ongoing 2019/2020 projects:

1. Year End Procedures.
2. Preparing for the 2019 Audit.
3. Questica Budget Software update to latest version target date 12/31/2019.
4. Questica Budget Software Reports target date 12/31/2019.
5. Carryover Funds Policy target date February 18, 2020.
6. Expense Report Policy target date February 18, 2020.
7. Procurement/Accounts Payable Policy target date February 18, 2020.
8. Other Funds Fund Balance Policy target date March 17, 2020.
9. Fixed Asset Module set up target date March 31, 2020.
10. Budget Software finalized with the Salary Sync April 2020.
11. Dynamics Workflow April 2020.
12. Questica Budget Software Training June 30, 2020
13. Internal Audit Policy target date December 31, 2020.
14. Internal Audit implementation January 1, 2021.

Meetings, Webinars and Conferences

1. Budget Presentation to County Board.
2. Questica support hand over.
3. Streamline Software Demo.
4. Dynamics Workflow meeting with IT.
5. Department Head meeting.
6. Accountant's monthly meeting.
7. Attended Oversight Committee meetings.
8. Met with HR Director.
9. Met with Safety/Risk Specialist on the budget.
10. Met with IT Director on integrations between software and other items.
11. Biweekly meeting with Finance Department Staff.
12. Met with various departments on 2019 budget overages.

Budget to Actual Income Statement for the 11 months ending November 30, 2019.

11/22/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Saturday, November 30, 2019

	Actual	2019 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$24,662,532.62	\$26,904,581.00	(\$2,242,048.38)	(8.33%)
41150 Forest Cropland/Managed Forest Land	59,710.10	25,000.00	34,710.10	138.84%
41220 General Sales and Retailers' Discount	206.90		206.90	0.00%
41221 County Sales Tax	4,695,177.15	5,800,000.00	(1,104,822.85)	(19.05%)
41230 Real Estate Transfer Fees	129,941.12	120,000.00	9,941.12	8.28%
41800 Interest and Penalties on Taxes	370,479.69	410,000.00	(39,520.31)	(9.64%)
41910 Payments in Lieu of Taxes	18,661.73	18,500.00	161.73	0.87%
Total Taxes	29,936,709.31	33,278,081.00	(3,341,371.69)	(10.04%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government	4,341.00		4,341.00	0.00%
43410 State Aid-Shared Revenue	3,064,206.60	3,059,556.00	4,650.60	0.15%
43430 State Aid-Other State Shared Revenues	220,567.48	291,141.00	(70,573.52)	(24.24%)
43511 State Aid-Victim Witness	36,237.71	73,300.00	(37,062.29)	(50.56%)
43512 State Aid-Courts	340,806.03	377,350.00	(36,543.97)	(9.68%)
43514 State Aid-Court Support Services	84,342.00	58,400.00	25,942.00	44.42%
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	363,061.93	232,326.00	130,735.93	56.27%
43523 State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00	0.49%
43528 State Aid-Emergency Government	1,250.47	93,250.00	(91,999.53)	(98.66%)
43531 State Aid-Transportation	2,194,425.05	2,096,592.00	97,833.05	4.67%
43549 State Aid-Private Sewage	24,210.00	20,000.00	4,210.00	21.05%
43551 State Aid-Health Grants	77,864.66	77,978.00	(113.34)	(0.15%)
43554 State Aid-Health WIC Program	241,078.00	360,000.00	(118,922.00)	(33.03%)
43557 State Aid-Health Consolidated Contract	60,971.00	66,766.00	(5,795.00)	(8.68%)
43560 State Aid-Grants	59,007.00	66,391.00	(7,384.00)	(11.12%)
43561 State Aids	10,041,273.74	12,352,657.00	(2,311,383.26)	(18.71%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	712,560.24	938,661.00	(226,100.76)	(24.09%)
43571 State Aid-UW Extension	1,344.00	11,500.00	(10,156.00)	(88.31%)
43572 State Aid-ATV Maintenance	6,715.00	6,715.00		0.00%
43574 State Aid-Snowmobile Trail Maint	37,145.81	75,008.81	(37,861.00)	(50.48%)
43576 State Aid-Parks		162,500.00	(162,500.00)	(100.00%)
43581 State Aid-Forestry	48,407.18	49,090.00	(682.82)	(1.39%)
43586 State Aid-Land Conservation	106,480.45	407,487.00	(301,006.55)	(73.87%)
43640 State Aid-Co Share Managed Forest Lands	21,300.21	20,000.00	1,300.21	6.50%
43690 State Aid-Forestry Roads	3,245.08	3,249.00	(3.92)	(0.12%)
Total Intergovernmental	18,022,808.64	21,187,550.81	(3,164,742.17)	(14.94%)
Licenses and Permits				
44100 Business and Occupational Licenses	387,210.32	350,000.00	37,210.32	10.63%
44101 Utility Permits	3,800.02	1,050.00	2,750.02	261.91%
44102 Driveway Permits	1,620.00	860.00	760.00	88.37%
44200 DNR & ML Fees	62,203.27	54,250.00	7,953.27	14.66%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,425.00	1,025.00	400.00	39.02%
44300 Sanitary Permit Fees	52,575.00	60,253.00	(7,678.00)	(12.74%)
44411 County Planner Plat Review Fees	2,675.00	7,500.00	(4,825.00)	(64.33%)
44412 Wisconsin Fund Application Fees	750.00	750.00		0.00%
44413 Shoreland zoning Fees & Permits	9,417.60	15,675.00	(6,257.40)	(39.92%)
44415 HT Database Annual Fee	70,220.00	90,560.00	(20,340.00)	(22.46%)
44435 Water Meter Revenues	165.00		165.00	0.00%
Total Licenses and Permits	592,061.21	582,923.00	9,138.21	1.57%
Fines, Forfeits and Penalties				
45110 Ordinances Violations	1,572.24	1,700.00	(127.76)	(7.52%)
45115 County Share of Occupational Driver	200.00			0.00%
45120 County Share of State Fines and Forfeitures	121,940.66	152,000.00	(30,059.34)	(19.78%)
45123 County Parks Violation Fee	495.00	750.00	(255.00)	(34.00%)
45130 County Forfeitures Revenue	82,720.52	92,000.00	(9,279.48)	(10.09%)
45191 Private Sewage Fines	11,051.44	15,000.00	(3,948.56)	(26.32%)
Total Fines, Forfeits and Penalties	217,979.86	261,650.00	(43,670.14)	(16.69%)
Public Charges for Services				
46110 County Clerk-Passport Fees	29,805.00	20,000.00	9,805.00	49.03%
46121 Treasurer Fees-Redemption Notices	12,203.27	4,000.00	8,203.27	205.08%
46122 Property Conversion Charges	2,787.43	1,000.00	1,787.43	178.74%
46130 Register of Deeds-Fees	265,716.74	309,000.00	(43,283.26)	(14.01%)
46131 Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135 Land Record-Fees	73,680.00	92,880.00	(19,200.00)	(20.67%)
46140 Court Fees	131,264.23	170,000.00	(38,735.77)	(22.79%)
46141 Court Fees and Costs-Marriage Counseling	10,698.70	12,700.00	(2,001.30)	(15.76%)
46142 Court/Juvenile	25,077.40	22,000.00	3,077.40	13.99%
46143 Other Professional Reimbursements	17,733.94	14,750.00	2,983.94	20.23%

11/22/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Saturday, November 30, 2019

		Actual	2019 Budget	Variance	Variance %
46144	Circuit Court Branch I	27,786.95	28,600.00	(813.05)	(2.84%)
46146	Circuit Court Branch III	9,943.00	7,500.00	2,443.00	32.57%
46191	Public Charges-Clerk	6,780.00	7,600.00	(820.00)	(10.79%)
46192	Public Chgs-Temp Licenses	6,577.00	7,000.00	(423.00)	(6.04%)
46194	County Clerk Copy Fees	127.50	275.00	(147.50)	(53.64%)
46195	Public Chgs-Map & Data Sales	70.00	100.00	(30.00)	(30.00%)
46196	Public Chgs-Human Resources	1,405,172.64	1,500,767.00	(95,594.36)	(6.37%)
46210	Sheriff-Public Charges	454.39	350.00	104.39	29.83%
46211	Sheriff Revenue-Civil Process Fees	62,315.76	60,000.00	2,315.76	3.86%
46212	Sheriff Cost Reimbursement/Witness Fees	46,693.30	53,000.00	(6,306.70)	(11.90%)
46214	Reserve Deputy Revenue	18,199.42	12,000.00	6,199.42	51.66%
46215	Sheriff Escort Service	29,069.21	30,000.00	(930.79)	(3.10%)
46216	Restitution	2,298.81	200.00	2,098.81	1,049.41%
46217	OWI Restitution	1,263.98	1,800.00	(536.02)	(29.78%)
46221	Public Chgs-Coroner Cremation	53,500.00	60,000.00	(6,500.00)	(10.83%)
46230	Death Certificates	17,100.00	15,000.00	2,100.00	14.00%
46241	Jail Surcharge	25,923.18	35,000.00	(9,076.82)	(25.93%)
46242	Huber/Electronic Monitoring	223,447.80	347,678.00	(124,230.20)	(35.73%)
46243	Inmate Booking/Processing Fee	12,325.75	18,000.00	(5,674.25)	(31.52%)
46244	Other County Transports	14,145.99	22,000.00	(7,854.01)	(35.70%)
46245	Jail Stay Fee	29,531.16	41,975.00	(12,443.84)	(29.65%)
46291	Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46310	Public Chgs-Frac Sand	248,912.16		248,912.16	0.00%
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510	Public Chgs-Crisis Stabilization	362,303.28	509,837.00	(147,533.72)	(28.94%)
46520	Institutional Care-Private Pay	652,607.17	1,380,056.00	(727,448.83)	(52.71%)
46521	Institutional Care-Other Pay	3,386.00	5,500.00	(2,114.00)	(38.44%)
46525	Public Chgs- Medicare	2,147,477.24	2,156,613.00	(9,135.76)	(0.42%)
46526	Public Chgs- Medicaid	3,415,450.86	6,227,595.00	(2,812,144.14)	(45.16%)
46527	Public Chgs-Veterans EW	8,442.72		8,442.72	0.00%
46530	Public Charges	4,571,473.35	5,893,278.00	(1,321,804.65)	(22.43%)
46531	Public Chgs- Private Insurance	975,872.64	923,369.00	52,503.64	5.69%
46532	Public Chgs-County Responsible	42,197.19	202,819.00	(160,621.81)	(79.19%)
46533	Public Chgs-NW Mental Health Inpatient	156,964.60	529,195.00	(372,230.40)	(70.34%)
46534	Public Chgs-NW Mental Health Inpatient	1,555,532.00	1,823,383.00	(267,851.00)	(14.69%)
46536	Third Party Awards & Settlements	323,618.88	404,946.00	(81,327.12)	(20.08%)
46537	Contractual Adjustment	(3,649,468.06)	(4,430,479.00)	781,010.94	(17.63%)
46590	Provision for Bad Debts-Edgewater	(45,999.96)	(92,000.00)	46,000.04	(50.00%)
46621	Child Support-Genetic Tests	3,789.37	4,300.00	(510.63)	(11.88%)
46623	Child Support-Filing Fees	149.74	200.00	(50.26)	(25.13%)
46624	Child Support-Service Fees	10,021.38	12,000.00	(1,978.62)	(16.49%)
46625	Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721	Public Chgs-Parks	488,987.11	550,000.00	(61,012.89)	(11.09%)
46772	UW-Extension Project Revenue	3,565.08	3,050.00	515.08	16.89%
46813	County Forest Revenue	225,675.53	385,000.00	(159,324.47)	(41.38%)
46825	Land Conservation Fees & Sales	57,654.75	68,185.00	(10,530.25)	(15.44%)
46826	Private Sewage Charges	9,670.00	19,150.00	(9,480.00)	(49.50%)
	Total Public Charges for Services	14,129,975.58	19,503,072.00	(5,373,096.42)	(27.55%)
	Intergovernmental Charges for Services				
47210	Intergovernmental Charges	473,358.91	570,700.00	(97,341.09)	(17.06%)
47230	State Charges	1,123,561.19	1,433,100.00	(309,538.81)	(21.60%)
47231	State Charges-Highway	208,238.89	232,838.00	(24,599.11)	(10.56%)
47232	State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47233	State Charges-Performance Based Maintenance	121,512.86		121,512.86	0.00%
47250	Intergovernmental Transfer Program Rev	670,873.21	618,800.00	52,073.21	8.42%
47300	Local Gov Chgs	294,831.22	561,660.00	(266,828.78)	(47.51%)
47320	Local Gov Chgs-Public Safety	32,167.55	30,000.00	2,167.55	7.23%
47330	Local Gov Chgs-Transp	848,802.45	1,207,485.00	(358,682.55)	(29.70%)
47332	Local Gov Chgs-Roads	503,015.94	403,360.00	99,655.94	24.71%
47333	Local Gov Chgs-Bridges	13,790.47	27,440.00	(13,649.53)	(49.74%)
47350	Local Gov Chgs-Hlth & Human Svcs	36,711.00	66,858.00	(30,147.00)	(45.09%)
47351	Local Gov Chgs-Other Governments		5,000.00	(5,000.00)	(100.00%)
47391	Local Gov Chgs-BNI (Materials)	976.56	2,500.00	(1,523.44)	(60.94%)
47392	Local Gov Chgs-BNI (Staff)	237.00	850.00	(613.00)	(72.12%)
47393	Local Gov Chgs-Work Relief	14,734.66	14,200.00	534.66	3.77%
47395	Local Gov Chgs-EM Vehicles	4,388.64	5,000.00	(611.36)	(12.23%)
47396	Local Gov Chgs-EM Equipment	2,637.50	800.00	1,837.50	229.69%
	Total Charges to Other Governments	4,349,838.05	7,270,817.00	(2,920,978.95)	(40.17%)
	Interdepartmental Charges for Services				
47410	Dept Charges-Hlth Benefits & Other	10,026,528.98	10,813,388.00	(786,859.02)	(7.28%)
47411	Dept Charges-Purchasing	33,331.34	38,200.00	(4,868.66)	(12.75%)
47412	Dept Charges-Insurance	456,876.20	498,408.00	(41,531.80)	(8.33%)
47413	Dept Charges-Gen Govt	1,080,040.30	1,128,105.00	(48,064.70)	(4.26%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Saturday, November 30, 2019

		2019			
		Actual	Budget	Variance	Variance %
47415	Dept Charges-Systems	278,684.01	318,245.00	(39,560.99)	(12.43%)
47421	Dept Charges-Public Safety	26,316.33	21,500.00	4,816.33	22.40%
47430	Dept Charges-Bldg Rent	818,025.12	926,936.00	(108,910.88)	(11.75%)
47435	Dept Charges-Sheriff Lockup Rent	14,666.63	16,000.00	(1,333.37)	(8.33%)
47438	Dept Charges-Riverblock Rent	546,337.00	597,276.00	(50,939.00)	(8.53%)
47440	Dept Charges	6,160.09	3,400.00	2,760.09	81.18%
47460	Dept Charges-Drug Court	51,000.00	73,000.00	(22,000.00)	(30.14%)
47470	Dept Charges-Highway	2,373,078.79	1,783,420.00	589,658.79	33.06%
	Total Interdepartmental Charges	15,711,044.79	16,217,878.00	(506,833.21)	(3.13%)
	Total Intergovernmental Charges for Services	20,060,882.84	23,488,695.00	(3,427,812.16)	(14.59%)
Miscellaneous					
48000	Miscellaneous	357.10		357.10	0.00%
48100	Interest	69.79	20.00	49.79	248.95%
48110	Interest-Capital Projects	5.17	10.00	(4.83)	(48.30%)
48113	Unrealized Gain/Loss on Investment	116,099.30	(24,500.00)	140,599.30	(573.87%)
48114	Interest-Investment	247,339.54	124,812.00	122,527.54	98.17%
48115	Interest-General Investment	259,975.33	30,000.00	229,975.33	766.58%
48116	Interest-Section 125 & Health	904.49	378.00	526.49	139.28%
48117	Interest-Clerk of Courts	222.79	400.00	(177.21)	(44.30%)
48200	Rental Income	129,346.61	138,196.00	(8,849.39)	(6.40%)
48300	Gain/Loss-Sale of Property	74,751.00	152,000.00	(77,249.00)	(50.82%)
48310	Gain/Loss-Sale of Fixed Assets	23,664.87		23,664.87	0.00%
48320	Gain/Loss-Sale of Surplus Property	852.00	500.00	352.00	70.40%
48340	Gain/Loss-Sale of Salvage and Waste	4,971.82	6,700.00	(1,728.18)	(25.79%)
48440	Insurance Recoveries-Other	1,132,721.17	1,404,240.00	(271,518.83)	(19.34%)
48500	Donations	260,315.35	127,550.00	132,765.35	104.09%
48502	Donations-Veterans Loan Repayment	4,290.92		4,290.92	0.00%
48503	Donations-Services ATV Club	4,149.50	6,000.00	(1,850.50)	(30.84%)
48510	Donations	530,000.00		530,000.00	0.00%
48540	Donations & Contributions	30,328.82	45,000.00	(14,671.18)	(32.60%)
48830	Recovery of PYBD & Contractual Adj	40,553.05	46,500.00	(5,946.95)	(12.79%)
48860	Revenue from Meals	12,423.45	21,000.00	(8,576.55)	(40.84%)
48880	Food Vending Machine Income	2,431.77	4,500.00	(2,068.23)	(45.96%)
48900	Other Miscellaneous Revenue	82,784.81	37,450.00	45,334.81	121.05%
48901	Other/Miscellaneous Revenue	7,845.90	1,500.00	6,345.90	423.06%
48910	Vending/Cafeteria Revenue	7,731.08	8,700.00	(968.92)	(11.14%)
48920	Vending Machine Revenue	3,141.11	4,200.00	(1,058.89)	(25.21%)
48940	Canteen Income		500.00	(500.00)	(100.00%)
48970	Rental Income- NHC, Health Annex	16,049.00	17,508.00	(1,459.00)	(8.33%)
48980	Misc/Other Workshop Revenue	66.87	100.00	(33.13)	(33.13%)
48990	Other Operating Income	2,526.77	1,984.00	542.77	27.36%
48991	Copier Revenue	1,399.25	1,800.00	(400.75)	(22.26%)
	Total Miscellaneous	2,997,318.63	2,157,048.00	840,270.63	38.95%
Other Financing Sources					
49110	Proceeds from Long-Term Debt	3,422.00	59,486.00	(56,064.00)	(94.25%)
49210	Transfer from General Fund		310,000.00	(310,000.00)	(100.00%)
49220	Transfer from Special Revenue	4,695,177.15	5,800,000.00	(1,104,822.85)	(19.05%)
49270	Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
	Total Other Financing Sources	4,698,599.15	6,546,753.00	(1,848,153.85)	(28.23%)
TOTAL REVENUES		90,656,335.22	107,005,772.81	(16,349,437.59)	(15.28%)

EXPENDITURES

General Government					
51120	Committees & Commissions	171,766.93	216,928.00	45,161.07	20.82%
51212	Circuit Court Branch I	362,121.75	412,441.00	50,319.25	12.20%
51213	Circuit Court Branch II	104,283.77	122,773.00	18,489.23	15.06%
51214	Circuit Court Branch III	121,819.05	130,614.00	8,794.95	6.73%
51215	Drug Court	179,902.80	216,187.00	36,284.20	16.78%
51217	Clerk of Courts-Divorce Mediation	14,900.00	25,000.00	10,100.00	40.40%
51220	Family Court Commissioner	54,166.60	65,000.00	10,833.40	16.67%
51221	Clerk of Courts	1,185,504.50	1,344,176.00	158,671.50	11.80%
51231	Coroner	137,182.57	160,607.00	23,424.43	14.58%
51310	District Attorney	267,490.82	322,279.00	54,788.18	17.00%
51315	Victim Witness Program	133,298.56	152,796.00	19,497.44	12.76%
51320	Corporation Counsel	255,535.92	310,643.00	55,107.08	17.74%
51330	Child Support	908,139.47	1,049,541.00	141,401.53	13.47%
51420	County Clerk	245,406.32	302,827.00	57,420.68	18.96%
51424	County Clerk-Postage Meter	11,812.43	14,000.00	2,187.57	15.63%
51430	Health Benefit Payments	10,058,570.81	13,210,172.00	3,151,601.19	23.86%
51431	Health-Wellness	279,992.85	377,267.00	97,274.15	25.78%
51433	Human Resources-Labor Relations	5,063.00	30,000.00	24,937.00	83.12%
51435	Human Resources-Personnel	355,379.52	415,754.00	60,374.48	14.52%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Saturday, November 30, 2019

		2019		
	Actual	Budget	Variance	Variance %
51436	Human Resources-Programs	397.44	6,000.00	5,602.56
51440	County Clerk-Elections	34,704.48	50,953.00	16,248.52
51450	Data Processing	1,561,274.90	1,776,746.00	215,471.10
51451	Voice over IP	125,189.08	147,300.00	22,110.92
51452	PC Replacement	162,539.34	176,500.00	13,960.66
51453	Co Clerk-Inform & Commun	11,126.40	18,500.00	7,373.60
51510	Finance	417,035.10	467,934.00	50,898.90
51520	Treasurer	362,804.27	453,189.00	90,384.73
51550	Purchasing	46,002.72	53,006.00	7,003.28
51590	Contingency		281,639.13	281,639.13
51591	Efficiency	1,397.00	23,000.00	21,603.00
51592	Initiatives	24,300.00	25,000.00	700.00
51611	Bldg Maint-Courthouse and Jail	909,556.43	1,227,675.00	318,118.57
51630	Bldg Maint-Unified Svcs Building	9,013.04	10,022.00	1,008.96
51640	Bldg Maint-Joint Use Building	7,502.80	12,272.00	4,769.20
51650	Bldg Maint-Sheriff Lockup	2,758.58	5,472.00	2,713.42
51660	Bldg Maint-CBRF's		3,450.00	3,450.00
51670	Bldg Maint-River Block	292,310.87	597,276.00	304,965.13
51710	Register of Deeds	411,888.23	463,224.00	51,335.77
51931	Property and Liability Insurance	573,815.00	613,429.00	39,614.00
51933	Workers Comp Insurance	329,950.08	488,268.00	158,317.92
51934	Sick Leave Conversion	112,829.53	500,000.00	387,170.47
	Total General Government	20,248,732.96	26,279,860.13	6,031,127.17
	Public Safety			
52110	Sheriff-Administration	2,252,706.39	2,753,446.00	500,739.61
52130	Radio Engineer	158,856.38	231,544.00	72,687.62
52131	Sheriff-Indian Law Enforce	23,164.58	34,541.00	11,376.42
52140	Sheriff-Traffic Police	2,684,652.12	3,192,419.00	507,766.88
52150	Sheriff-Civil Svc Comm	960.50	1,000.00	39.50
52220	Emer Mgmt-Fire Supression	76,915.42	143,164.00	66,248.58
52510	Emer Mgmt-SARA Title III	33,488.74	52,807.00	19,318.26
52520	Emergency Management	258,870.09	290,606.00	31,735.91
52601	Dispatch	1,553,009.16	1,801,711.00	248,701.84
52530	Emer Mgmt-Bldg Numbering	1,476.00	3,000.00	1,524.00
52540	Emer Mgmt-Work Relief	156,519.36	185,677.00	29,157.64
52710	Sheriff-Jail	2,331,279.57	2,741,849.00	410,569.43
52712	Sheriff-Electronic Monitoring	164,322.04	221,737.00	57,414.96
52713	Sheriff-PT Transp/Safekeeper	1,330,843.34	1,388,247.00	57,403.66
52721	Sheriff-Jail Surcharge	13,728.13	100,000.00	86,271.87
	Total Public Safety	11,040,791.82	13,141,748.00	2,100,956.18
	Public Works-Highway			
53110	Hwy-Administration	290,163.56	334,628.00	44,464.44
53120	Hwy-Engineer	168,290.22	232,838.00	64,547.78
53191	Hwy-Other Administration	290,927.31	323,806.00	32,878.69
53210	Hwy-Employee Taxes & Benefits	(451,110.48)		451,110.48
53220	Hwy-Field Tools	(10,748.70)	13,400.00	24,148.70
53230	Hwy-Shop Operations	295,741.48	331,129.00	35,387.52
53232	Hwy-Fuel Handling	(25,892.17)	12,100.00	37,992.17
53240	Hwy-Machinery Operations	(1,069,129.91)	2,173,434.00	3,242,563.91
53260	Hwy-Bituminous Ops	149,033.25	230,902.00	81,868.75
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01
53266	Hwy-Bituminous Ops	1,918,018.45	1,762,924.00	(155,094.45)
53270	Hwy-Buildings & Grounds	201,778.87	181,436.00	(20,342.87)
53290	Hwy-Salt Brine Operations	41,503.61		(41,503.61)
53291	Hwy-Salt Brine Operations	1,262.93		(1,262.93)
53281	Hwy-Acquisition of Capital Assets	9,300.00		(9,300.00)
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	1,449,827.58	1,701,201.00	251,373.42
53312	Hwy-Snow Remov	1,095,255.80	947,088.00	(148,167.80)
53313	Hwy-Maintenance Gang	127,424.75	107,015.00	(20,409.75)
53314	Hwy-Maint Gang-Materials	2,230.49		(2,230.49)
53320	Hwy-Maint STHS	1,257,984.78	1,386,445.00	128,460.22
53323	Hwy-Maint STHS PBM	59,684.25		(59,684.25)
53330	Hwy-Local Roads	1,163,469.56	1,190,217.00	26,747.44
53340	Hwy-County-Aid Road Construction	815,672.58	440,617.00	(375,055.58)
53341	Hwy-County-Aid Bridge Construction	207,310.61	200,422.00	(6,888.61)
53490	Hwy-State & Local Other Services	474,875.01	555,842.00	80,966.99
	Total Public Works-Highway	8,493,450.82	12,248,116.00	3,754,665.18
	Health and Human Services			
54121	Health-Public Health	1,525,187.26	1,808,272.00	283,084.74

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Saturday, November 30, 2019

		Actual	2019 Budget	Variance	Variance %
54122	Health-WIC Program	327,887.39	359,800.00	31,912.61	8.87%
54128	Health-Public Health Grants	71,846.49	67,205.00	(4,641.49)	(6.91%)
54129	Humane Officer	39,645.54	35,485.00	(4,160.54)	(11.72%)
54130	Health-Dental Sealants	94,516.15	114,654.00	20,137.85	17.56%
54132	Adams-Juneau Sanitation	291,143.07	307,487.00	16,343.93	5.32%
54210	Edgewater-Nursing	3,486,699.75	4,320,403.00	833,703.25	19.30%
54211	Edgewater-Housekeeping	118,065.19	130,363.00	12,297.81	9.43%
54212	Edgewater-Dietary	618,236.83	742,634.00	124,397.17	16.75%
54213	Edgewater-Laundry	50,019.47	54,322.00	4,302.53	7.92%
54214	Edgewater-Maintenance	330,612.57	441,542.87	110,930.30	25.12%
54217	Edgewater-Activities	151,740.21	184,131.00	32,390.79	17.59%
54218	Edgewater-Social Services	142,455.13	152,037.00	9,581.87	6.30%
54219	Edgewater-Administration	644,565.24	728,015.00	81,449.76	11.22%
54220	Wood Haven TBI	(19.04)	897,983.00	898,002.04	100.00%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54317	Human Services Crisis Stabilization	236,315.53	291,153.00	54,837.47	18.83%
54324	Norwood-SNF-CMI	982,090.21	1,146,558.00	164,467.79	14.34%
54325	Norwood SNF TBI	718,909.91	728,974.00	10,064.09	1.38%
54326	Norwood-Inpatient	3,052,746.27	3,524,103.00	471,386.73	13.38%
54350	Norwood-Dietary	1,020,485.25	1,129,370.00	108,884.75	9.64%
54351	Norwood-Plant Ops & Maint	565,985.91	675,913.00	109,927.09	16.26%
54363	Norwood-Medical Records	228,304.08	261,726.00	33,421.92	12.77%
54365	Norwood-Administration	1,068,648.12	1,199,527.00	130,878.88	10.91%
54401	Human Services-Child Welfare	3,172,692.42	3,822,418.00	649,725.58	17.00%
54405	Human Services-Youth Aids	2,441,058.20	3,343,095.00	902,036.80	26.98%
54410	Human Services-Child Care	110,799.22	159,188.00	48,388.78	30.40%
54413	Human Services-Transportation	314,979.01	449,566.00	134,586.99	29.94%
54420	Human Services-ESS	1,309,319.23	1,466,547.00	157,227.77	10.72%
54425	Human Services-FSET	2,869,272.69	3,176,589.00	307,316.31	9.67%
54435	Human Services-LIEAP	88,625.92	120,256.00	31,630.08	26.30%
54440	Human Services-Birth to Three	436,745.74	545,393.00	108,647.26	19.92%
54445	Human Services-Childrens COP	43,487.50	177,844.00	134,356.50	75.55%
54450	Human Services-Childrens Waivers	305,406.82	350,302.00	44,895.18	12.82%
54455	Human Services-CSP	506,893.09	590,056.00	83,162.91	14.09%
54460	Human Services-OPC MH	1,014,656.36	1,516,881.00	502,224.64	33.11%
54465	Human Services-CCS	1,982,568.63	2,288,081.00	305,512.37	13.35%
54470	Human Services-Crisis Legal Svc	891,034.45	979,664.00	88,629.55	9.05%
54475	Human Services-MH Contr COP	497,347.39	1,393,677.00	896,329.61	64.31%
54480	Human Services-OPC AODA	376,980.62	428,196.00	51,215.38	11.96%
54485	Human Services-OPC Day Treatment	51,748.25	84,601.00	32,852.75	38.83%
54495	Human Services-AODA Contract	33,777.82	126,100.00	92,322.18	73.21%
54500	Human Services-Administration	3,064,794.82	3,508,916.00	444,121.18	12.66%
54611	Aging-Committee on Aging		198,278.00	198,278.00	100.00%
54710	Veterans-Veterans Relief	5,849.27	9,236.00	3,386.73	36.67%
54720	Veterans-Veterans Service Officer	298,024.41	344,334.00	46,309.59	13.45%
54730	Veterans Relief Donations	280.92	300.00	19.08	6.36%
54740	Veterans-Care of Veterans Graves	1,264.00	2,865.00	1,601.00	55.88%
54750	Veterans-WDVA Grant	10,248.45	11,058.00	809.55	7.32%
	Total Health and Human Services	35,593,911.76	44,420,598.87	8,826,687.11	19.87%
	Culture, Recreation and Education				
55112	County Aid to Libraries	977,892.57	977,893.00	0.43	0.00%
55210	County Parks	1,454,174.03	1,679,377.00	225,202.97	13.41%
55441	Maintenance Snowmobile Trails	112,299.32	88,591.81	(23,707.51)	(26.76%)
55442	ATV Maintenance	10,139.51	11,370.00	1,230.49	10.82%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	323,937.86	524,198.00	200,260.14	38.20%
55630	UW-Extension Center-Marshfield	47,872.00	47,872.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	27,793.85	17,700.00	(10,093.85)	(57.03%)
	Total Culture, Recreation and Education:	3,011,109.14	3,404,001.81	392,892.67	11.54%
	Conservation and Development				
56111	State Forestry Roads	3,426.76	7,000.00	3,573.24	51.05%
56121	Land Conservation	253,478.31	292,602.00	39,123.69	13.37%
56122	DATCP Grant	210,356.40	314,582.00	104,225.60	33.13%
56123	Wildlife Damage Abatement	35,999.60	61,019.00	25,019.40	41.00%
56125	Non-Metallic Mining Reclamation	36,500.21	40,288.00	3,787.79	9.40%
56126	MDV	254.88	1,390.00	1,135.12	81.66%
56128	Mill Creek	4,640.88	22,000.00	17,359.12	78.91%
56310	County Planner	342,863.91	387,027.00	44,163.09	11.41%
56320	Land Record	83,989.17	246,750.00	162,760.83	65.96%
56340	Surveyor	20,480.12	44,304.00	23,823.88	53.77%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Saturday, November 30, 2019

		Actual	2019 Budget	Variance	Variance %
56730	Transp & ED-Airport Aid	17,500.00	13,384.00	(4,116.00)	(30.75%)
56740	Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%
56750	Transp & Economic Develop	107,270.00	145,191.00	37,921.00	26.12%
56780	CDBG-ED	35,025.08	35,000.00	(25.08)	(0.07%)
56911	State Wildlife Habitat	567.00	2,500.00	1,933.00	77.32%
56913	Park & Forestry Capital Proj	202,667.32	359,330.00	156,662.68	43.60%
56943	Private Sewage System	170,326.68	261,793.00	91,466.32	34.94%
	Total Conservation and Development	1,602,690.42	2,311,505.00	708,814.58	30.66%
	Capital Outlay				
57120	Cap Projects-Gen Government	358,896.23	375,000.00	16,103.77	4.29%
57121	Cap Projects-Parks	34,035.19	75,300.00	41,264.81	54.80%
57213	Cap Projects-Emergency Management		249,000.00	249,000.00	100.00%
57216	Cap Projects-Computer Software	20,402.79	15,337.00	(5,065.79)	(33.03%)
57310	Highway Capital Projects	3,387,672.63	2,313,082.00	(1,074,590.63)	(46.46%)
57410	Cap Projects-Human Services	847.96		(847.96)	0.00%
57412	Cap Projects-Edgewater	148,263.96	169,000.00	20,736.04	12.27%
57420	Cap Projects-Norwood	331,694.36	357,477.00	25,782.64	7.21%
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00		0.00%
57640	UW Remodeling/Construction	30,441.66	70,500.00	40,058.34	56.82%
57930	Depreciation & Amortization	5,857.18		(5,857.18)	0.00%
57940	Depreciation & Amortization	316,606.90		(316,606.90)	0.00%
	Total Capital Outlay	4,668,718.86	3,658,696.00	(1,010,022.86)	(27.61%)
	Debt Service				
58140	Debt Service Principal-Highway	3,400,000.00	3,400,000.00		0.00%
58240	Debt Service Interest-Highway	568,619.17	568,620.00	0.83	0.00%
58295	Paying Agent & Fiscal Charges	31,000.00		(31,000.00)	0.00%
	Total Debt Service	3,999,619.17	3,968,620.00	(30,999.17)	(0.78%)
	Other Financing Uses				
59210	Transfers to General Fund	4,695,177.15	6,487,267.00	1,792,089.85	27.62%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses	4,695,177.15	6,300,255.00	1,605,077.85	25.48%
	TOTAL EXPENDITURES	93,354,202.10	115,733,400.81	22,379,198.71	19.34%
	NET INCOME (LOSS) *	(2,697,866.88)	(8,727,628.00)	6,029,761.12	(69.09%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

November 30, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	November 2019	2019 Year-to-Date
Applications Received	333	1,310
Positions Filled	17	133
Promotions/Transfers	3	27
New Hire Orientations	10	68
Terminations, Voluntary	8	72
Terminations, Involuntary	3	11
Retirements	2	8
Exit Interviews	3	32

Human Resources Narrative

General Highlights

1. All Annual Performance Evaluations are due to HR by December 6th. Throughout the month, met with several managers and oversight committees to answer questions and provide feedback on the process and forms.
2. Benefit open enrollments forms were due back November 11th. All enrollment data is currently being processed with our various vendors to ensure a successful January implementation.
3. The HR Coordinator was elected Communications Chair of the Stevens Point Area Human Resources Association (SPAHR) Board in November. Her two year term will commence January 1, 2020.

Meetings & Trainings

1. Attended the Executive Committee meeting on November 5th where the HR topics addressed were: an introduction of the Safety & Risk Specialist and Department Head Performance Evaluations.
2. Attended the Judicial & Legislative Committee on November 1st to introduce the Safety & Risk Specialist and provide an overview of the Department Head Performance Evaluation process.
3. Attended the Highway, Infrastructure, and Recreation Committee on November 7th to provide an overview of the Department Head Performance Evaluation process.
4. Attended County Board on November 12th.
5. Attended the Criminal Justice Coordinator Adhoc Committee on November 15th.

6. Attended the Department Head meeting on November 20th to discuss the topic of employee recognition.
7. Held a conference call with Jeff Kortess, employee engagement and retention speaker, on November 25th to prepare for the Department Head Retreat taking place on December 10th.
8. Staff attended various meetings including:
 - a. Wellness Committee Meeting on November 19th.
 - b. RuderWare Labor Law Conference on November 7th.
 - c. Webinar on "Implementing an HSA? What Your FSA Participants Need to Know" on November 19th.
 - d. Wisconsin Department of Workforce Development's Fall Workers' Compensation seminar on November 13th and 14th.

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Collected and reviewed all Open Enrollment Benefit Election forms.
5. Entered open enrollment benefit elections in HRMS for all benefit eligible employees.
6. Completed enrollment changes via vendor websites for Vision and Dental enrollments.
7. Processed the enrollment file and uploaded to Anthem's secure site for 2020 medical enrollments.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Worked with multiple departments to develop new job descriptions or to revise existing job descriptions.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Scheduled multiple post-offer, pre-employment drug tests and forwarded the results. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of the position being filled.
5. Posted positions on Cyber Recruiter, Job Net, Indeed, and the Wood County Employment Opportunities sites (along with any other position-specific websites): Administrative Services 4 – Intake, Family Resource Coordinator – Youth Justice, Social Worker – Initial Response (2), Economic Support Specialist, Dispatcher, Family Interaction Worker, Social Work Supervisor – Ongoing (2), Legal Administrative Assistant (2), Crisis Mental Health Therapist, Mental Health Clinician (Licensed), Medical First Responder, Social Worker – Ongoing, Social Worker – Initial Assessment, and RN/CNA/LPN - Edgewater.
6. Interviews scheduled for the following positions: CCS/CSP Service Facilitator, Part-time Deputies, and Administrative Services 4.
7. References/Background/Degree verifications made regarding the following positions: Mechanic, Social Worker – Ongoing, and Crisis Interventionists.
8. Offers made and accepted regarding the following positions: Case Worker, Social Worker – Ongoing, Energy Data Analyst, Mechanic, Corrections, and CCS/CSP Service Facilitator.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
---------------------------------	--------------------------	------------------------	----------------------

Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Child Support	Case Worker – Paternity	Filled
Replacement	Child Support	Administrative Services 4	Interviewing
Replacement	Dispatch	Dispatcher-Vacancy & Establish List	Deadline 1/1/20
New	District Attorney	Legal Administrative Assistant	Deadline 12/3/19
New	District Attorney	Legal Administrative Assistant	Deadline 12/3/19
New	Health	Environmental Health Asst/Spec.	Deadline 12/10/19
Replacement	Highway	Mechanic	Filled
Replacement	Human Services	Psychiatrist	Filled
Replacement	Human Services	Crisis Interventionist - Casual	Offer Pending
Replacement	Human Services	Crisis Interventionist – Casual	Filled
Replacement	Human Services	Crisis Interventionist – Part-time	Filled
New	Human Services	Economic Support Specialist	Deadline 12/1/19
Replacement	Human Services	Social Worker (Initial Assessment)-3	Deadline 11/25/19
New	Human Services	Social Worker (Initial Assessment)	Deadline 12/8/19
Replacement	Human Services	Social Worker – Ongoing/FSET	Filled
Replacement	Human Services	Social Worker (Ongoing)	Filled
Replacement	Human Services	Family Resource Coord-Youth Justice	Deadline 11/13/19
New	Human Services	Social Work Supervisors (2)	Deadline 12/1/19
New	Human Services	Crisis Mental Health Therapist	Deadline 12/10/19
New	Human Services	Social Worker (Ongoing)	Deadline 12/8/19
Replacement	Human Services	Crisis Interventionists – 2 Full-time	Deadline 12/19/19
New	Human Services	Mental Health Clinician (Licensed)	Deadline 12/16/19
Replacement	IT	PC Technician	Filled
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Park & Forestry	Medical First Responders	Deadline 12/9/19
Replacement	Sheriff	Patrol Sergeant	Filled
Replacement	Sheriff	Deputy Sheriff-Eligibility List	Deadline 1/5/20
Replacement	Sheriff	Corrections Officer	Filled
Replacement	Sheriff	Part-Time Deputies (Reserves)	Backgrounds/Refs
Replacement	UW Extension	Project Intern-Energy Data Analyst	Filled

Safety, Risk, and Liability

1. Continuing to work with Aegis to close out June power surge claim and with Emergency Management to close out July storm damage claims for the County.
2. Working on 2020 insurance renewals with Aegis, ReleaseGuard, ProAssurance, and various other insurance providers.
3. Archiving and filing property/liability and workers' compensation claims files from 2007-present.
4. Met with the Finance Director on November 12th to discuss reconciliation of the Workers Compensation accounts and on November 26th to discuss the Property & Liability Insurance premiums budgeted. Prepared a resolution for a budget amendment related to deductible expenditures not included in the 2019 budget.
5. The following claims are currently open:

New Workers' Compensation Claims (4)

- a) 11/6/19 – Human Services – Employee slipped on ice while off-site, suffered knee injury (surgery required)
- b) 11/16/19 – Sheriff's – Employee was assisting with uncooperative inmate, fractured ankle (surgery required)

- c) 11/16/19 – Sheriff's – Employee was assaulted while assisting with uncooperative inmate
- d) 11/26/19 – Highway – Employee sustained lower back injury while installing snow fence

Open Workers' Compensation Claims (4)

- a) 3/28/19 – Edgewater – Employee slipped and fractured wrist during patient care (surgery required)
- b) 6/11/19 – Sheriff's – Employee suffered gunshot wound while dealing with uncooperative subject (surgery required)
- c) 9/19/19 – Norwood – Employee sustained contusions to head and neck from a combative resident
- d) 10/7/19 – Highway – Employee incurred medical only expenses after near-miss accident on highway

New Property/Vehicle Damage Claims (1)

- a) 11/15/19 – Damage to Sheriff's squad from car vs. deer collision (est. \$5,332.12)

Open EEOC/ERD Claims (2)

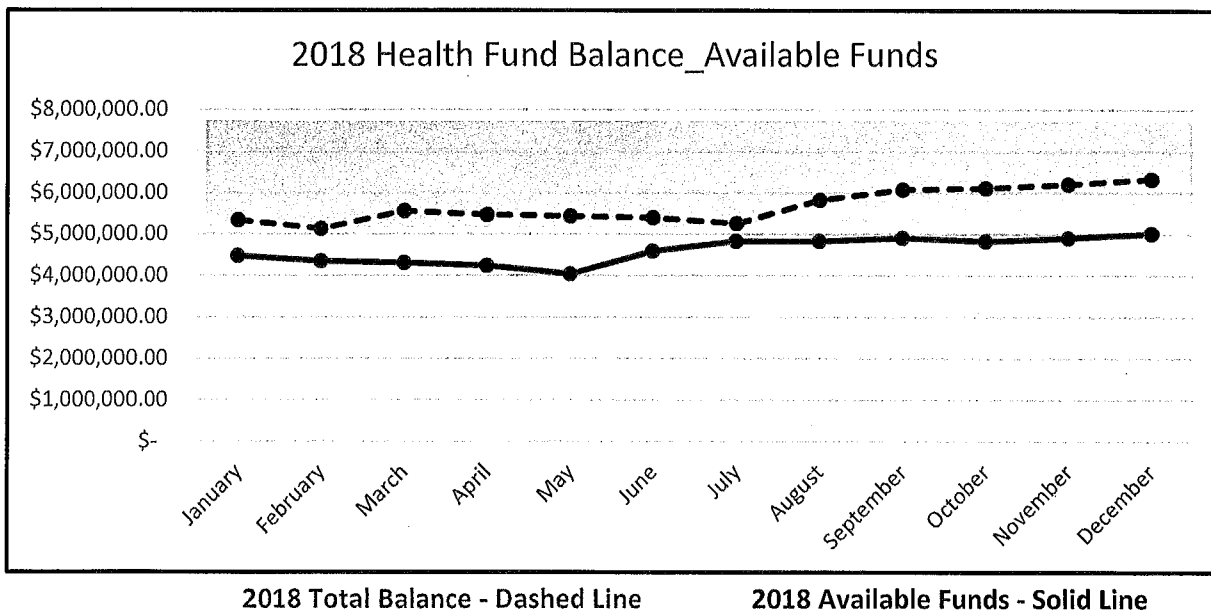
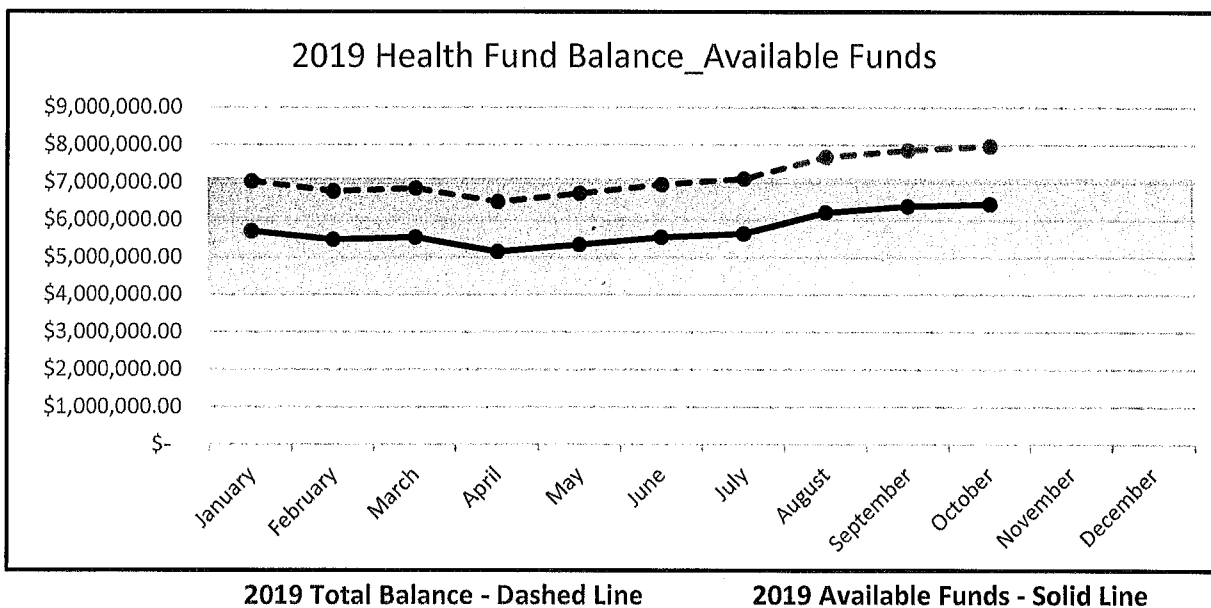
- a) 9/16/19 - Claim alleging violation of the Wisconsin Fair Employment Act- submitted our position statement to the ERD on October 11th
- b) 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination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

Other

1. Facilitated New Hire Orientation on November 4th, 11th, 18th, and 25th.
2. Conducted exit interviews on October 30th and November 8th including benefit and payout information.
3. Provided Department Heads with lists of outstanding performance evaluations in their departments to prepare for the upcoming deadline of December 6th. Many evaluations have been received, and a final reminder will be going out on November 27th.
4. Sent Quarter 4 DOT Random letters, due December 2nd.
5. Completed multiple questionnaires for Unemployment Insurance and reconciled and processed the October Unemployment Insurance payment.
6. Processed multiple HR, Wellness, and Safety & Risk vouchers for payment.
7. Replied to multiple requests from surrounding counties with varied information.
8. Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
9. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

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

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





Wood County WISCONSIN

INFORMATION TECHNOLOGY

November 2019

1. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. Industry 4.0 Cyber Safety Awareness training was assigned to all employees.
2. Expanded the Land & Water Conservation's new TreeSales system that was developed in-house by building custom reports.
3. Revamped IT's internal Project Management System by building a new version. This software is utilized within the IT department to manage project workload.
4. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. The kickoff meeting for Edgewater Haven Matrix upgrade to CareAssist has been scheduled for early December.
5. Discovery continues for the Treasurer's Office for a project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942. Preparation for property tax bill writing was completed.
6. Discovery for a Highway Department permit system is complete. Configuration and specification for RtVision OneGov permit solution continues. This system will provide online permit applications and payments processing.
7. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. The Sheriff Department migration to real time vacation is complete and ready for the 2020 deployment.
8. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

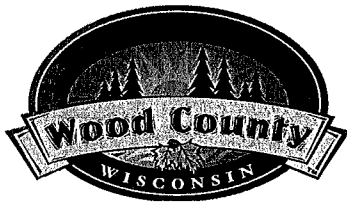
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9. Completed and submitted pre-installation documents provided by the state DOJ for upgrades to the Digital Audio Recorder, DAR, system in Branch III and the Reserve Courtroom.
 10. Began work with Insight (vendor) Engineering on Demand for the Rapids City Hall to Courthouse Site-to-Site VPN. Provided Insight with requirements and existing device configuration files.
 11. Worked with Spectrum to complete network interface installation at Cornerstone's new location at City Hall Plaza.
 12. Network staff continue to work with Marshfield Clinic on testing the possibility of using the new WebEx Room Kit for Telehealth. This is for the TBI unit that is being relocated from Norwood to Edgewater.
 13. Began transitioning systems to the new Citrix Environment. This month programs were installed and configured on the new servers. New CIS, Countywide Law Enforcement Software, servers have been configured and are ready for IBR, Incident Based Reporting, testing.
 14. Identified an issue with one of the AC units in the County Datacenter. Network staff worked with Maintenance and the vendor, Tweet/Garot to address the issue to the unit is now functioning correctly.
 15. Placed a new PC across from the Courthouse Security checkpoint. This gives the checkpoint staff the ability to access the County camera system while still manning the station.
 16. During the HR remodel the construction crew cut HR's fax line. Network staff provided a temporary route so that HR could continue to receive faxes while a new fax line was run.
 17. Staff continues to work on updating internal documentation of the County network as multiple recent changes must be added. This will also provide a real time status view into the County network which gives IT staff the ability to identify network issues quicker.
 18. Worked with Human Services Cornerstone to set up their Out Patient Clinic branch office for video chat with doctors. This was the final step in the move from the 4th street location to Marshfield City Hall Plaza and also the final step in Cornerstone's certification for the Out Patient clinic in this location.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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19. Started working with the County Clerk department to move to a digital setup for committee and county board packets. This project will be ongoing through the first quarter of next year. Once completed, this project will save the County Clerk department time, allow for more accessibility in the packets, and have better control over deadlines.
 20. Worked with Human Services to move a printer from Marshfield to Wisconsin Rapids. This printer is needed for the new doctor that starts in December. It also was a strategic move for Human Services in reducing the overall printers in the department.
 21. Organized and attended, along with programming staff, a full day demo for Streamline SmartCare for the Human Services department. SmartCare is an alternative to our current electronic health record system, TCM. A follow-up meeting was also held on what steps we needed to take going forward before we decide if SmartCare is the right system for Wood County. This project will be ongoing if Streamline is picked as a vendor for the next year or more.
 22. Migrated the Health WIC Facebook page over to the county policy and setup for social media. Social media sites under the county policy and the Social Media Coordinator's control provides the best security regarding site access and published content.
 23. Currently working with Maintenance and vendor, Gappa, to upgrade security systems at the courthouse. This will help the Sheriff Department with Courthouse security by popping up a camera view when someone rings the doorbell at the maintenance shop door. It will also help with migrating employee photos from the door control system into the County email system, Outlook. Email containing the sender/employee photo has been requested by numerous departments.
 24. In November, IT acquired the rights to the woodcountywi.gov domain. This was a recommendation from both the State Department of Enterprise Technology and federal Department of Homeland Security. Utilizing a dotgov domain increases the security of the County's Domain and will help prevent cyberattacks.
 25. Installed an End Point Management software on all Elections PC's in the County Clerk's Department. This was a software package provided by the State to help ensure that all computers connecting to the State Elections system meet security requirements.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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26. For the month of October, 495 helpdesk requests were created, with staff completing 497 tickets and leaving 172 open requests. These numbers represent service requests from departments throughout the County.
 27. IT continues to implement new ServiceDesk Desktop Central software. This software will improve software management on County devices by identifying software that is in need of upgrade. Updated software ensures that the County network is secure by allowing us to quickly identify and address vulnerabilities. This software will also allow IT to be more efficient when deploying computers to users.
 28. Data migration planning continues as we prepare to eliminate the SharePoint software.
 29. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing programs. The new software has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on further customizing data entry screens, and building data exports and mail merges for results letters.
 30. Continued work with the Parks and Forestry Department to improve the Park Reservations system.
 31. Continued work with the Health Department on a new mobile-friendly design for their department on the public website.
 32. Staff attended two ribbon cutting ceremonies. The Solar Array event at Nepco Lake and the new Cornerstone location on second floor of Marshfield City Hall Plaza.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Letter of Comments November 2019

1. Ongoing Projects and Planning

- a. District Attorney – In the coming month I will be working to assemble bidding documents for the DA's office remodeling. This project will be one of the first to get started in 2020.
- b. Jail Chiller replacement – The chiller has been shipped from the factory and should be installed within the next few weeks.
- c. Edgewater Haven – Bids for the 2020 project have been received and reviewed. Contracts are being drafted and should allow an early January start date as planned.
- d. Victim/Witness – There appears to have been some confusion regarding the timeline for moving the Victim/Witness (V/W) office. At its October meeting, the Executive Committee approved relocating the V/W office to the south end of second floor, across from Human Resources. There was no timeline set by the Committee, and my intent was to complete the move in 2020 along with some of the other remodeling taking place. Since a few Committee members have questioned why the move wasn't going to happen sooner, the timeline for relocating the V/W office should be clarified by the Committee.

2. Miscellaneous

- a. Attended: Executive Committee, J&L, Health & Human Services, Department Head and County Board meetings.
- b. Participated in ribbon cutting ceremonies for both the Nepco Solar project and the relocation of Human Services Cornerstone office.

TREASURER'S REPORT

12-03-2019

By: H. Gehrt

1. Attended Executive Committee meeting on November 5.
2. Hosted an evening software training for the newer treasurer's and more seasoned treasurer's on November 6.
3. Attended County Board Meeting on November 12.
4. Locked up properties that were tax deeded at the October meeting with the Sheriff's Department and Maintenance Department on October 14. These properties will be held over the winter and sold in the Spring. There will be a possibility of one more property to tax deed this year.
5. In a final effort to get delinquent tax payers to pay before the new tax bills come out, there were 756 delinquent notices sent out with the November pay off amounts.
6. Attended Department Head Meeting on November 20.
7. All mill rate tax calculation sheets have been distributed to the municipalities to enter in their information. Once completed, the municipality will mail back to the county, where the numbers will be double checked and then the tax bills printed.
8. All Department reviews were completed and submitted to Human Resources before the deadline.
9. Our office has been busy running tax bills. As of this report, there are 2 municipalities that has not returned their sign off on special assessment/special charges and 20 municipalities that have not turned in any information for us to begin to process their taxes. We have had 5 municipalities pick up tax bills, but are also waiting on 9 others to pick up their tax bills.

COUNTY BOARD CLAIMS

October-19

Oct-19

Paid November 2019

CLAIMANT	MONTH		PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Robert Ashbeck	Oct-19		300.00	71.92		\$371.92
Allen Breu	Oct-19		250.00	76.56		\$326.56
William Clendenning	Oct-19		615.00	305.66		\$920.66
Ken Curry	Oct-19		665.00	76.56		\$741.56
Michael Feirer	Oct-19		300.00	85.84		\$385.84
Adam Fischer	Oct-19		415.00	545.20		\$960.20
Jake Hahn	Oct-19		300.00	62.64		\$362.64
Brad Hamilton	Oct-19		250.00	29.00		\$279.00
Marion Hokamp	Oct-19		300.00	23.20		\$323.20
David La Fontaine	Oct-19		300.00	130.50		\$430.50
Bill Leichtnam	Oct-19		450.00	83.52		\$533.52
Doug Machon	Oct-19		500.00	286.52		\$786.52
Lance Pliml	Oct-19		450.00	37.12		\$487.12
Dennis Polach	Oct-19		515.00	31.61		\$546.61
Donna Rozar	Oct-19		510.00	219.82		\$729.82
Dawn Urban	Oct-19		200.00	34.22		\$234.22
William Winch	Oct-19		500.00	35.96		\$535.96
Joe Zurfluh	Oct-19		350.00	37.12		\$387.12
Marvin Kohlbeck	Oct-19		50.00	20.88		\$70.88
Steve Kulick	Oct-19		50.00	40.02		\$90.02
Hugh O'Donnell	Oct-19		50.00	8.70		\$58.70
			\$ 7,320.00	\$ 2,242.57	\$ -	\$ 9,562.57

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: November 2019

For the range of vouchers: 06190252 - 06190272

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190252	HEART OF WIS CHAMBER OF COMMERCE	Comm Ldrshp Graduation-(Machon	05/30/2019	\$30.00	P
06190253	HEART OF WIS CHAMBER OF COMMERCE	Leg Breakfast (Machon/Clen'ing	06/17/2019	\$50.00	P
06190254	BEAR GRAPHICS INC	2020 DOG SUPPLIES	10/31/2019	\$82.37	P
06190255	AMAZON CAPITAL SERVICES	Projection Screen	10/31/2019	\$284.99	P
06190256	LANGTON DENNIS	Ocotber Mail Deliveries	10/31/2019	\$218.50	P
06190257	WINTERS GEORGIA M	Dog Damage Claim Nov 2019	10/31/2019	\$235.60	P
06190258	EMMONS BUSINESS INTERIORS	Office Chair	10/29/2019	\$602.52	P
06190259	BEAR GRAPHICS INC	Ballot Bags	11/05/2019	\$1,197.73	P
06190260	BEAR GRAPHICS INC	Asst. Election Envelopes	10/31/2019	(Voided)	P
06190260R	BEAR GRAPHICS INC	ASST ELECTION ENVELOPES NOV19	11/13/2019	\$388.82	P
06190261	BEAR GRAPHICS INC	Election Envelopes - C/Mfld	10/31/2019	\$28.73	P
06190262	WISCONSIN MEDIA	VAR ADS 10/1-10/31/19 WIS MEDI	11/12/2019	\$6,553.72	P
06190263	BEAR GRAPHICS INC	2019 PA-500 ASSESS SUPLIES	11/12/2019	\$262.63	P
06190264	UNITED MAILING SERVICE	MAIL FEES FOR OCTOBER 2019	11/12/2019	\$972.05	P
06190265	CENTURYLINK	Various Long Distance Chgs	10/31/2019	\$177.57	P
06190266	BEAR GRAPHICS INC	Absentee Envelopes - Outers	11/18/2019	\$177.73	P
06190267	BEAR GRAPHICS INC	Absentee Envelopes - Inner	11/18/2019	\$510.86	P
06190268	BEAR GRAPHICS INC	Absentee Env - Inner - C/Mfld	11/18/2019	\$321.51	P
06190269	BEAR GRAPHICS INC	Absentee Env - Outer C/Mfld	11/19/2019	\$80.00	
06190270	BEAR GRAPHICS INC	2019 ASS SUPPLY PA501/704	11/25/2019	\$180.78	
06190271	AMAZON CAPITAL SERVICES	Office Supplies	11/14/2019	\$11.79	
06190272	FRONTIER COMMUNICATIONS	Various Mfld Phone Chgs	11/19/2019	\$139.26	
Grand Total:				\$12,507.16	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: NOVEMBER 2019

For the range of vouchers: 14190339 - 14190363

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190339	BLITT AND GAINES PC	GARNISHMENT PAYMENT	11/07/2019	\$362.03	P
14190340	BOSTON MUTUAL	WHOLE LIFE INSURANCE	11/07/2019	\$1,326.04	P
14190341	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	11/07/2019	\$288.68	P
14190342	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/07/2019	\$1,923.60	P
14190343	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	11/07/2019	\$3,159.43	P
14190344	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/07/2019	\$3,658.62	P
14190345	QUESTICA LTD	ANNUAL MAINTENANCE	08/28/2019	\$9,865.00	P
14190346	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	11/07/2019	\$73.64	P
14190347	SOLID OAK FINANCE	GARNISHMENT PAYMENT	11/07/2019	\$165.90	P
14190348	VRUWINK DANIEL DVM	GARNISHMENT PAYMENT	11/07/2019	\$184.39	P
14190349	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/07/2019	\$26.65	P
14190350	BADGER STATE INDUSTRIES	SIGNAGE FOR UW MFLD	10/31/2019	\$258.88	P
14190351	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	11/06/2019	\$163.00	P
14190352	BLITT AND GAINES PC	GARNISHMENT PAYMENT	11/21/2019	\$290.60	P
14190353	BOSTON MUTUAL	WHOLE LIFE INSURANCE	11/21/2019	\$1,325.98	P
14190354	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	11/21/2019	\$288.68	P
14190355	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/21/2019	\$3,650.52	P
14190356	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	11/21/2019	\$3,251.21	P
14190357	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/21/2019	\$1,948.59	P
14190358	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	11/21/2019	\$73.64	P
14190359	SOLID OAK FINANCE	GARNISHMENT PAYMENT	11/21/2019	\$160.52	P
14190360	TRUE IT LLC	DYNAMICS SUPPORT-FIXED ASSETS	11/14/2019	\$200.00	P
14190361	TRUE IT LLC	DYNAMICS - EONE ENHANCEMENT	11/15/2019	\$510.00	P
14190362	VRUWINK DANIEL DVM	GARNISHMENT PAYMENT	11/21/2019	\$171.76	P
14190363	US BANK	CREDIT CARD CHARGES	11/18/2019	\$1,242.30	

Grand Total:

\$34,569.66

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: NOVEMBER 2019

For the range of vouchers: 17190096 - 17190110

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17190096	NATIONWIDE TRUST CO FSB	PEHP	11/06/2019	\$2,861.05	P
17190097	WI DEPT OF WORKFORCE DEVELOPMENT	Oct 2019 Unemployment Charges	11/01/2019	\$970.46	P
17190098	AMAZON CAPITAL SERVICES	Office Supplies	10/17/2019	\$9.99	P
17190099	STAPLES ADVANTAGE	Office Supplies	10/30/2019	\$76.81	P
17190100	STAPLES ADVANTAGE	Office Supplies	10/31/2019	\$14.35	P
17190101	DIETRICH VANDERWAAL SC	Legal Fees	11/07/2019	\$105.00	P
17190102	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	10/24/2019	\$850.00	P
17190103	MUTUAL OF OMAHA INSURANCE COMPANY	Retiree Life Insurance	11/06/2019	\$353.28	P
17190104	HORTON GROUP INC THE	Consulting Fees - Nov 2019	11/11/2019	\$2,083.33	P
17190105	US BANK	P Card Charges - Nov 2019	10/16/2019	\$536.93	
17190106	AMAZON CAPITAL SERVICES	Office Supplies	11/13/2019	\$56.39	P
17190107	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal - NW 9/24/19	10/28/2019	\$30.00	P
17190108	NATIONWIDE TRUST CO FSB	PEHP	11/20/2019	\$18,714.50	P
17190109	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal - NW 10/29/19	11/15/2019	\$60.00	P
17190110	WI DEPT OF ADMINISTRATION	WiscJobs Post - SW Ongoing	11/13/2019	\$175.00	
Grand Total:				\$26,897.09	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: NOVEMBER 2019

For the range of vouchers: 27190367 - 27190394

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190367	AMAZON CAPITAL SERVICES	HS & COC HEADSETS	10/22/2019	\$291.32	P
27190368	AMAZON CAPITAL SERVICES	CELL PHONE ACCESSORIES	10/22/2019	\$37.94	P
27190369	AMAZON CAPITAL SERVICES	HS TRANSCRIPTION HEADSETS	10/26/2019	\$99.90	P
27190370	AMAZON CAPITAL SERVICES	OPC WEBCAM FOR MF HS	10/30/2019	\$189.48	P
27190371	AMAZON CAPITAL SERVICES	HS RB ROOM KIT TV & CART	10/31/2019	\$423.98	P
27190372	AMAZON CAPITAL SERVICES	CREDIT MEMO - COC HEADSET	11/01/2019	(\$19.19)	P
27190373	AMAZON CAPITAL SERVICES	CREDIT MEMO - COC HEADSET SHIP	11/01/2019	(\$3.99)	P
27190374	INSIGHT PUBLIC SECTOR INC	EDGEWATER SWITCH	10/25/2019	\$1,144.48	P
27190375	RHYME BUSINESS PRODUCTS	NORWOOD FAX TONER	10/23/2019	\$92.00	P
27190376	US BANK	CREDIT CARD CHARGES	10/25/2019	\$305.65	P
27190377	SOLARUS	PHONE CHGS ACCT 00063942-1	11/01/2019	\$8,990.83	P
27190378	SOLARUS	PHONE CHGS ACCT 00077856-5	11/01/2019	\$300.08	P
27190379	SOLARUS	PHONE CHGS ACCT 00061009-7	11/01/2019	\$69.99	P
27190380	US CELLULAR	CELL PHONE CHGS ACCT 277407322	10/16/2019	\$1,643.96	P
27190381	US CELLULAR	CELL PHONE CHGS ACCT 851710598	10/16/2019	\$720.61	P
27190382	US CELLULAR	CELL PHONE CHGS ACCT 203538532	10/20/2019	\$850.85	P
27190383	US CELLULAR	CELL PHONE CHGS ACCT 217293182	10/20/2019	\$168.88	P
27190384	CDW GOVERNMENT INC	HS WINScribe HEADSETS	10/28/2019	\$54.76	P
27190385	CDW GOVERNMENT INC	HS WINScribe HEADSET	10/31/2019	\$27.38	P
27190386	COMPUTER INFORMATION SYSTEMS INC	MCS/MAPPING/AVL-NEKOOSA EMS	07/12/2019	\$1,848.00	P
27190387	VERIZON	CELL CHGS ACCT 242258062-00001	11/01/2019	\$1,921.85	P
27190388	AMAZON CAPITAL SERVICES	COC BUSY INDICATOR LIGHT	11/10/2019	\$19.19	P
27190389	AMAZON CAPITAL SERVICES	HEADSET CONNECTORS	11/14/2019	\$139.96	P
27190390	BAYCOM INC	SD MIKE W DOCKING STATION	11/12/2019	\$686.00	P
27190391	CDW GOVERNMENT INC	COMMVAULT BACKUP TAPES	11/06/2019	\$226.20	P
27190392	RHYME BUSINESS PRODUCTS	3RD QTR 2019 BILLING	10/04/2019	\$9,009.34	P
27190393	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	11/04/2019	\$3,421.39	P
27190394	US BANK	HS SOFTWARE DEMO, DOMAIN NAME	11/18/2019	\$490.88	
Grand Total:				\$33,151.72	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: NOVEMBER 2019

For the range of vouchers: 19191211 - 19191298

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191211	ACE HARDWARE	SHOP SUPPLIES	10/30/2019	\$11.58	P
19191212	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	10/29/2019	\$147.71	P
19191213	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	10/25/2019	\$4,069.35	P
19191214	ADVANCED ASBESTOS REMOVAL INC	CH REMODEL - HR	10/21/2019	\$3,613.75	P
19191215	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/25/2019	\$7.99	P
19191216	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	10/30/2019	\$268.27	P
19191217	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	10/30/2019	\$87.46	P
19191218	GAPPA SECURITY SOLUTIONS LLC	KEYS	10/25/2019	\$19.20	P
19191219	GAPPA SECURITY SOLUTIONS LLC	CORE	10/25/2019	\$36.00	P
19191220	GAPPA SECURITY SOLUTIONS LLC	CORE	10/25/2019	\$36.00	P
19191221	GRAINGER (Maintenance)	CH PLUMBING SUPPLIES	10/31/2019	\$117.44	P
19191222	GRAINGER (Maintenance)	CH PLUMBING SUPPLIES	10/31/2019	\$218.70	P
19191223	HAZARD SKATES AND SPORTS LLC	CLOTHING	10/22/2019	\$182.76	P
19191224	POMP'S TIRE SERVICE INC - GREEN BAY	JD TRACTOR TIRES	10/29/2019	\$309.64	P
19191225	RAPIDS RENTAL & SUPPLY	THROTTLE CABLE	10/29/2019	\$34.65	P
19191226	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	10/28/2019	\$457.47	P
19191227	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	10/28/2019	\$249.56	P
19191228	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	10/28/2019	\$65.98	P
19191229	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	10/28/2019	\$10.30	P
19191230	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	10/28/2019	\$614.27	P
19191231	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	10/28/2019	\$94.68	P
19191232	WE ENERGIES	GAS SERVICE JAIL	10/28/2019	\$596.83	P
19191233	WE ENERGIES	GAS SERVICE COMMUNICATIONS	10/28/2019	\$40.66	P
19191234	WE ENERGIES	GAS SERVICE COURTHOUSE	10/28/2019	\$1,508.99	P
19191235	WE ENERGIES	GAS SERVICE HUMAN SERVICES	10/28/2019	\$7.17	P
19191236	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	10/29/2019	\$85.04	P
19191237	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	10/29/2019	\$13.24	P
19191238	WE ENERGIES	GAS SERVICE RIVER BLOCK	10/29/2019	\$1,292.94	P
19191239	WOOD TRUST BANK	FUEL, LODGING, JAIL SUPPLIES	10/20/2019	\$248.06	P
19191240	SCHILLING SUPPLY COMPANY	OFFICE SUPPLIES	11/06/2019	\$102.90	P
19191241	QUALITY PLUS PRINTING INC	OFFICE SUPPLIES	11/06/2019	\$72.50	P
19191242	ACE HARDWARE	RB SUPPLIES	11/04/2019	\$3.50	P
19191243	ACE HARDWARE	FAUCET FOR JAIL	11/05/2019	\$69.99	P
19191244	ACE HARDWARE	WATER SOFTENER SALT	11/05/2019	\$345.87	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
NOVEMBER 2019

19191211 - 19191298

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191245	COMPLETE CONTROL	DA REMODEL - FIRE ALARM MODS	10/31/2019	\$270.50	P
19191246	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	11/04/2019	\$3,897.38	P
19191247	CRESCENT ELECTRIC SUPPLY CO	LED BULBS	11/01/2019	\$21.25	P
19191248	CRESCENT ELECTRIC SUPPLY CO	LED BULBS	11/01/2019	\$63.75	P
19191249	GRAINGER (Maintenance)	CH PLUMBING SUPPLIES	11/01/2019	\$170.58	P
19191250	RAPIDS FORD LINCOLN MERCURY	ALIGNMENT - 2014 TAHOE	10/31/2019	\$99.95	P
19191251	VENTURE ARCHITECTS	LAW ENFORCEMENT CENTER STUDY	10/30/2019	\$3,742.50	P
19191252	INDIANHEAD SPECIALTY CO	OFFICE SUPPLIES	11/12/2019	\$35.00	P
19191253	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/12/2019	\$11.88	P
19191254	SCHILLING SUPPLY COMPANY	OFFICE SUPPLIES	11/12/2019	\$140.39	P
19191255	AWARDS 'N MORE	OFFICE SUPPLIES	11/19/2019	\$120.90	P
19191256	QUALITY PLUS PRINTING INC	OFFICE SUPPLIES	11/19/2019	\$290.00	P
19191257	ACE HARDWARE	SHOP SUPPLIES	11/06/2019	\$71.17	P
19191258	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	10/31/2019	\$590.20	P
19191259	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	10/31/2019	\$169.28	P
19191260	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/05/2019	\$258.84	P
19191261	AIRGAS USA LLC	RENT ARGON TANK	11/01/2019	\$160.90	P
19191262	AMAZON CAPITAL SERVICES	RB SUPPLIES	11/08/2019	\$271.96	P
19191263	CRESCENT ELECTRIC SUPPLY CO	LED BULBS	11/04/2019	\$97.94	P
19191264	ECON ELECTRIC	ELECTRICAL WORK	11/08/2019	\$244.58	P
19191265	FERGUSON ENTERPRISES LLC	PLUMBING SUPPLIES-JAIL, SHOP	11/04/2019	\$17.50	P
19191266	FERGUSON ENTERPRISES LLC	PLUMBING SUPPLIES	11/06/2019	\$6.99	P
19191267	GAPPA SECURITY SOLUTIONS LLC	RB KEYS	10/30/2019	\$28.00	P
19191268	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE COURTHOUSE	11/05/2019	\$2,882.00	P
19191269	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	11/05/2019	\$462.00	P
19191270	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	11/07/2019	\$264.00	P
19191271	HOME DEPOT CREDIT SERV (Maintenance)	CH, RB, HR REMODEL	11/05/2019	\$205.25	P
19191272	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	11/04/2019	\$411.48	P
19191273	PBBS EQUIPMENT CORPORATION	BOILER REPAIRS	11/05/2019	\$3,160.56	P
19191274	SHERWIN-WILLIAMS CO THE	PAINT	11/06/2019	\$148.40	P
19191275	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	11/08/2019	\$149.00	P
19191276	ACE HARDWARE	SHOP SUPPLIES	11/14/2019	\$7.77	
19191277	ACE HARDWARE	KEYS	11/18/2019	\$12.95	
19191278	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/12/2019	\$220.80	
19191279	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/14/2019	\$83.46	
19191280	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/12/2019	\$16.99	
19191281	BAUER'S FLOOR MART	FLOORING-UW EXTENSION REMODEL	11/14/2019	\$457.50	
19191282	COMPLETE CONTROL	BOILER STARTUP	10/31/2019	\$775.00	
19191283	COMPLETE CONTROL	HVAC SERVICE	10/31/2019	\$315.00	
19191284	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/13/2019	\$200.44	
19191285	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	11/19/2019	\$90.00	
19191286	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - DOOR ACCESS WORK	11/07/2019	\$1,846.00	
19191287	NORTHSTAR ENVIRONMENTAL TESTING LLC	CH REMODEL - HR ASBESTOS TEST	11/18/2019	\$850.00	
19191288	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	11/13/2019	\$56.56	

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
NOVEMBER 2019

19191211 - 19191298

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19191289	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	11/13/2019	\$42.54	
19191290	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	11/13/2019	\$232.11	
19191291	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	11/13/2019	\$1,223.12	
19191292	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	11/13/2019	\$1,046.42	
19191293	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	11/13/2019	\$7.45	
19191294	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	11/13/2019	\$76.83	
19191295	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	11/13/2019	\$35.27	
19191296	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	11/13/2019	\$6,614.82	
19191297	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	11/13/2019	\$3,863.67	
19191298	US BANK	FUEL, SAFETY EQUIP, TIRE CHAIN	11/18/2019	\$571.19	
Grand Total:				\$52,150.47	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: NOVEMBER 2019

For the range of vouchers: 23190054 - 23190059

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23190054	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad #33	08/06/2019	\$12,136.19	P
23190055	DWD BUREAU OF FINACE	FY 2020 WC General Assessment	10/24/2019	\$1,032.00	P
23190056	WI COUNTY MUTUAL INS CORP	2020 Excess Workers Comp	11/12/2019	\$59,544.00	P
23190057	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Highway	09/19/2019	\$5,997.77	
23190058	AEGIS CORPORATION	Resident Fund Surety Bond-EW	11/11/2019	\$300.00	
23190059	AEGIS CORPORATION	Resident Fund Surety Bond-NW	11/11/2019	\$600.00	
Grand Total:				\$79,609.96	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: NOVEMBER 2019

For the range of vouchers: 28190276 - 28190299

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28190276	BEAR GRAPHICS INC	TAX BILL ENVELOPES	11/06/2019	\$2,129.32	P
28190277	CITY OF MARSHFIELD	SPECIAL CHARGES	11/06/2019	\$3,125.41	P
28190278	CITY OF NEKOOSA TREASURER	SPECIAL CHARGES	11/06/2019	\$1,084.54	P
28190279	CITY OF WISCONSIN RAPIDS	SPECIAL CHARGES	11/06/2019	\$1,560.67	P
28190280	FREEDOM HOMES OF DORCHESTER	TAX OVERPAYMENT REFUND	11/06/2019	\$15.77	P
28190281	S & S CUSTOM	TAX OVERPAYMENT REFUND	11/06/2019	\$136.89	P
28190282	MILLER LINDA	TAX OVERPAYMENT REFUND	11/06/2019	\$52.78	P
28190283	TOWN OF PORT EDWARDS	SPECIAL CHARGES	11/06/2019	\$73.23	P
28190284	TOWN OF SARATOGA	SPECIAL CHARGES	11/06/2019	\$996.17	P
28190285	TOWN OF GRAND RAPIDS	SPECIAL CHARGES	11/06/2019	\$1,407.92	P
28190286	TOWN OF LINCOLN	SPECIAL CHARGES	11/06/2019	\$547.00	P
28190287	TOWN OF RICHFIELD	SPECIAL CHARGES	11/06/2019	\$1,011.28	P
28190288	TOWN OF ROCK TREAS LISA M WALLIS	SPECIAL CHARGES	11/06/2019	\$877.08	P
28190289	VILLAGE OF VESPER	SPECIAL CHARGES	11/06/2019	\$404.29	P
28190290	VILLAGE OF PORT EDWARDS TREAS	SPECIAL CHARGES	11/06/2019	\$265.73	P
28190291	WI DEPT OF ADMINISTRATION	OCT WI LAND INFO	11/06/2019	\$7,644.00	P
28190292	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	11/06/2019	\$360.00	P
28190293	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIALS	11/19/2019	\$144.00	P
28190294	CORELOGIC	TAX OVERPAYMENT REFUND	11/19/2019	\$71.43	P
28190295	MARSHFIELD UTILITIES	TAX DEED UTILITIES	11/19/2019	\$10.87	P
28190296	STATE OF WISCONSIN TREASURER	OCT CLERK OF COURT REVENUES	11/19/2019	\$155,175.88	P
28190297	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/19/2019	\$43.15	P
28190298	WOODTRUST BANK	OCT MONTHLY SERVICE FEES	11/19/2019	\$623.56	P
28190299	US BANK	HOTEL, TAX DEED EXP, TRAINING	11/19/2019	\$305.26	
Grand Total:				\$178,066.23	

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: NOVEMBER 2019

For the range of vouchers: 34190014 - 34190015

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34190014	WELLNESS COUNCIL	Corporate Membership Dues	11/01/2019	\$495.00	P
34190015	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	11/01/2019	\$7,977.35	P
Grand Total:				\$8,472.35	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

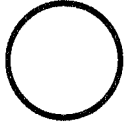
Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
No: _____ 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: <u>MAC</u> , Finance Dir.	

CAK

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount **\$8,705.25**

WHEREAS, by Resolution No. 19-10-9, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 05-00262C, more particularly described as:

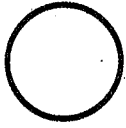
		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam,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

Lot 1 of Wood County Certified Survey Map No. 5782 (recorded in Volume 20 of Survey Maps at Page 82 as Document No. 780250) being part of the NE ¼ of the NE ¼ of Section 28, Township 22 North, Range 4 East, Town of Cranmoor, Wood County, Wisconsin, excepting therefrom all lands used, deeded or platted for highway purposes.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on November 7, 2019 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.



RESOLUTION#

Introduced by Executive Committee

Page 1 of 1

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No:	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: <u>MAC</u>	, Finance Dir.	

CAK

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount **\$12,526.86**

WHEREAS, by Resolution No. 19-10-9, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 18-00723F, more particularly described as:

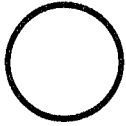
		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam,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

That part of Lot 3 of Wood County Certified Survey Map No. 361 (recorded in Volume 2 of Survey Maps at Page 61 as Document No. 489690 (Ralph Coombs Certified Survey Map No. 1)) being part of the SW ¼ of the NE ¼ of Section 12, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin, described as follows: Commencing at the NE corner of Lot 2 of Wood County Certified Survey Map No. 361 (Ralph Coombs Certified Survey Map No. 1); thence running South along the East boundary line of said Lot 2, 315.25 feet; thence running East parallel to the North boundary line of said Ralph Coombs's Certified Survey Map No. 1, a distance of 413 feet; thence run North parallel to the Easterly line of Lot 2 of said Certified Survey Map, 315.25 feet to the North boundary line of said Certified Survey Map; thence West along the North line of said Certified Survey Map, 413 feet to the point of commencement.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on November 8, 2019 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.



RESOLUTION#

Introduced by _____ Executive Committee
Page 1 of 1

Committee

CAK

INTENT & SYNOPSIS: Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

FISCAL NOTE: TAXES 2011 – 2018	\$56,340.51
PUBLICATION FEES	114.00
TAX DEEDING EXP.	204.73

TOTAL	\$56,659.24
--------------	--------------------

WHEREAS, Wood County holds tax certificates which have not been Redeemed as provided by law on the described land, and,

WHEREAS, there are delinquent taxes and special charges owing since 2011. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll.

WHEREAS, Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

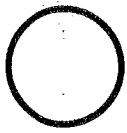
NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the land described be taken by tax deed pursuant to Section 75.14, Wisconsin Statutes.

24-00124H Lot 1 of Wood County Certified Survey Map No. 6357 (recorded in Volume 22 of Survey Maps at Page 57 as Document No. 816380) being part of the NW ¼ of the NW ¼ of Section 10, Township 22 North, Range 6 East, Village of Biron, Wood County, Wisconsin.

Taxes 2011-2018	\$56,340.51
Publication Fees	\$114.00
Tax Deed Expense	\$204.73

Property is located at 3241 Plover Rd, Village of Biron.

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



RESOLUTION#

Introduced by Executive Committee
Page 1 of 2

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

MAC

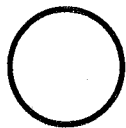
INTENT & SYNOPSIS: To show additional elements of committed and assigned governmental fund balance projected as of December 31, 2019:

FISCAL NOTE: Total committed and assigned governmental fund balance as of December 31, 2019 is projected to be \$9,341,940 detailed as Follows:

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

Account	General Fund	Actual	Projected
	Committed	12/31/2018	12/31/2019
51440	Clerk Elections	\$250,630	\$221,466
52530	Building Numbering	8,743	8,481
52130	Police Radio	10,853	10,853
54122	Public Health WIC	4,238	4,238
54128	Health-Grants	31,400	21,118
54130	Health-Dental Sealants	55,346	31,937
54132	Juneau/Adams	-	43,076
51433	HR Labor Relations	71,141	66,078
56121	Land Conservation	17,748	17,748
56315	Census Redistricting	4,500	4,500
59210	Permits & Fines	2,009	8,037
51931	Property & Liability Ins	155,066	38,491
51711	Reg of Deeds-Redaction	42,367	42,367
52131	Indian Law Enforcement	66,613	61,894
52712	Electronic Monitoring	325,978	353,711
52721	Jail Surcharge	209,709	221,904
51451	Voice-Over IP	35,391	30,463
55660	UW Ext Project Accounts	96,946	72,717
55661	Farm Technology Days	43,000	-
54710	Veteran's Relief	3,979	2,421
54730	Veteran's Relief Donations	3,145	28,864
51316	Victim Witness Task Force	6,010	6,010
Total Committed		\$1,444,812	\$1,296,374

Assigned Funds	Actual	Projected
Account Name	12/31/2018	12/31/2019
Subsequent Year Budget	\$2,917,866	\$3,955,613
Other Governmental Funds Assigned		
County Highways	1,851,426	1,776,198
Human Services Fund (before deferral of revenues)	48,762	1,498,224
ADRC	55,265	55,265
Parks and Forestry	687,004	427,927
Land Records and Private Sewage	199,050	223,365
Land Conservation	80,770	(67,975)
Transportation and Economic Development	38,728	83,074
Sheriff and corrections	93,875	93,875
Total Other Governmental	5,972,746	8,045,566



RESOLUTION#

Motion: Adopted: ☐
 1st _____ Lost: ☐
 2nd _____ Tabled: ☐
 No: _____ Yes: _____ Absent: _____

Number of votes required:

☐ Majority ☒ Two-thirds

Reviewed by: _____, Corp Counsel

Reviewed by: _____, Fin. Dir.

INTENT & SYNOPSIS: To amend the 2019 ADAMS-JUNEAU budget for additional revenue and expenditures unanticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54130	ADAMS-JUNEAU		38,853
44100	Licensing Revenue	27,692	
48540	Other Grants	11,161	

Source of Money: Licensing Fees, Other Grants (AGC), budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

WHEREAS revenues generated by the department will be higher than anticipated by \$38,853 due to additional licensure fee collections and grant funding, and

WHEREAS expenditures of the above functions are anticipated to exceed the originally adopted budget by \$38,853, and

WHEREAS the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, and

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

NOW THEREFORE BE IT RESOLVED to amend the Wood County ADAMS-JUNEAU (54130) budget for 2019 by appropriating \$27,692 of unanticipated revenue from licensing fees into the Licenses/Permits revenue account (44100) and \$11,161 of unanticipated grant funds from the Armenia Growers Coalition into the Private Grants/Other revenue account (48540),

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

EXECUTIVE COMMITTEE

DOUG MACHON (CHAIR)

DONNA ROZAR

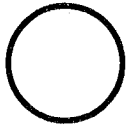
BILL CLENDENNING

ADAM FISCHER

KEN CURRY

WILLIAM WINCH

DENNIS POLACH



RESOLUTION#

Introduced by

Health & Human Services Committee and Executive Committee

Page 1 of 1

Committee

SK

Motion: Adopted: ☐
 1st _____ Lost: ☐
 2nd _____ Tabled: ☐
 No: _____ Yes: _____ Absent: _____

Number of votes required:

☐ Majority ☒ Two-thirds

Reviewed by: _____, Corp Counsel

Reviewed by: _____, Fin. Dir.

INTENT & SYNOPSIS: To amend the 2019 GRANTS budget for additional revenue and expenditures unanticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54128	GRANTS		13,000
43557	State Grants	13,000	

Source of Money: Department of Health Services, Division of Public Health, budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

WHEREAS revenues generated by the department will be higher than anticipated by \$13,000 due to additional grant funding, and

WHEREAS expenditures of the above functions are anticipated to exceed the originally adopted budget by \$13,000, and

WHEREAS the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, and

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

NOW THEREFORE BE IT RESOLVED to amend the Wood County GRANTS (54128) budget for 2019 by appropriating \$13,000 of unanticipated revenue from the Department of Health Services into the state grant revenue account (43557),

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

EXECUTIVE COMMITTEE

DOUG MACHON (CHAIR)

DONNA ROZAR

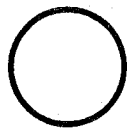
BILL CLENDENNING

ADAM FISCHER

KEN CURRY

WILLIAM WINCH

DENNIS POLACH



RESOLUTION#

SK

Motion: Adopted: ☐
 1st _____ Lost: ☐
 2nd _____ Tabled: ☐
 No: _____ Yes: _____ Absent: _____

Number of votes required:

☐ Majority ☒ Two-thirds

Reviewed by: _____, Corp Counsel

Reviewed by: _____, Fin. Dir.

INTENT & SYNOPSIS: To amend the 2019 WIC budget for additional revenue and expenditures unanticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54122	WIC		41,541
43554	State Grants	41,541	

Source of Money: Department of Health Services, Division of Public Health, budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

WHEREAS revenues generated by the department will be higher than anticipated by \$41,541 due to additional grant funding, and

WHEREAS expenditures of the above functions are anticipated to exceed the originally adopted budget by \$41,541, and

WHEREAS the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, and

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

NOW THEREFORE BE IT RESOLVED to amend the Wood County WIC (54122) budget for 2019 by appropriating \$41,541 of unanticipated revenue from the Department of Health Services into the state grant revenue account (43554),

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

EXECUTIVE COMMITTEE

DOUG MACHON (CHAIR)

DONNA ROZAR

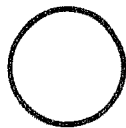
BILL CLENDENNING

ADAM FISCHER

KEN CURRY

WILLIAM WINCH

DENNIS POLACH



RESOLUTION#

Introduced by

Executive Committee

Page 1 of 2

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

INTENT & SYNOPSIS: To amend the 2019 budget for the Human Services, Norwood Health Center and Edgewater Haven programs for transfer of available appropriations to functions where actual expenditures are recorded.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed for transfers in are available and are not anticipated to be spent in the appropriations to be transferred out. The adjustment to the budget is as follows:

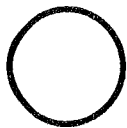
		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam,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

Account	Account Name	Debit	Credit
54325	Norwood SNF/BI		\$70,000
54326	Norwood Inpatient		\$75,000
54350	Norwood Dietary		\$25,666
54317	Norwood Bridgeway/Crisis		\$5,000
54324	Norwood SNF-CMI	\$ 25,666	
54351	Norwood Maintenance	\$5,000	
54220	Edgewater Woodhaven TBI	\$170,000	
54213	Edgewater Laundry		\$3,000
54218	Edgewater Social Services		\$10,000
54219	Edgewater Administration		\$12,000
54410-35	Community Resources		\$85,000
	Division		
54500	Community Administrative		\$35,000
	Division		
54455-95	Mental Health/AODA	\$120,000	
	Division		

WHEREAS, the programs requiring transfers in Norwood SNF/BI (54325), Norwood Inpatient (54326), Norwood Dietary (54350), Norwood Bridgeway/Crisis (54317), Edgewater Laundry (54213), Edgewater Social Services (54218), Edgewater Administration (54219), Community Resources Division (54410-35) and Community Administrative Division (54500) are in fact where expenditures appropriated during the adoption of the 2019 budget will be recorded, and

WHEREAS, the programs making the transfers out Norwood SNF-CMI (54324), Norwood Maintenance (54351), Edgewater Woodhaven TBI (54220) and Mental Health/AODA Division (54455-95) are not expected to expend all amounts appropriated during the adoption of the 2019 budget, and

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



RESOLUTION#

jbp

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

INTENT & SYNOPSIS: To amend the 2019 budget of various Highway functions listed below for additional expenditures of \$299,408 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County.

Source of Money: Available appropriations in revenues in excess of budget of \$254,901 and functions under budget of \$44,507.

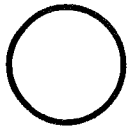
The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
43531	State Aid – Transportation	97,833	
47470	Dept Charges – Highway	157,068	
53240	Hwy-Machinery Operations	44,507	
53266	Hwy – Bituminous Ops		152,751
53313	Hwy – Maint. Gang		11,530
53314	Hwy – Maint Gang – Materials		2,230
53270	Hwy-Buildings & Grounds		4,317
53312	Hwy-Snow Removal		128,580

WHEREAS, final funding of expenditures for bituminous operations-maintenance, highway maintenance-gang, highway maintenance – gang materials, highway buildings and grounds, and highway snow removal are able to be funded by functions under budget, as well as higher than anticipated revenues, and

{ }



RESOLUTION#

Introduced by Highway Infrastructure & Recreation & Executive Committees
Page 1 of 1

Committee

SMG

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

INTENT & SYNOPSIS: To provide for unanticipated revenue from the State of Wisconsin Department of Natural Resources to finance additional maintenance and grooming for the Wood County Snowmobile Trails for the winter of 2018-2019.

FISCAL NOTE: The costs to be funded in the 2019 budget are in lines 244-2102-55441-345 (expenditures) and 244-2102-43574 (revenues). The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43574	State Aid Revenues	\$66,868.04	
55441	Snow Maintenance		\$66,868.04

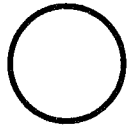
SOURCE OF MONEY: State of Wisconsin Department of Natural Resources Snowmobile Trail Aids Grant.

WHEREAS, the additional expenses and revenues were not anticipated during the 2019 budget process, and

WHEREAS, the Snowmobile budget will incur expenses that were not anticipated in the 2019 budget less than the amount of additional revenues, and

THEREFORE BE IT RESOLVED to amend the 2019 Wood County Parks & Forestry Snowmobile Trail Aids budget for additional unanticipated revenues by appropriating \$66,868.04 of additional revenue (43574) monies to Parks & Forestry Maintenance Snowmobile Trails (55441), and

BE IT FURTHER RESOLVED that pursuant to Wisconsin Statutes 65.90(5), the County Clerk be directed to publish a Class I notice of this budget change within 10 days.



RESOLUTION#

Introduced by
Page 1 of 1

the Executive Committee

ITEM#

DATE

December 17, 2019

Effective Date

Upon Publication & Passage

106 (iii)

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

INTENT & SYNOPSIS: To amend the 2019 budget for Circuit Court Branch III (51214) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$10,000.00 from available balance in contingency (51590) to Circuit Court Branch III (51214). At the time of this request, the funds available in contingency are \$281,639.00. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51214	Circuit Court Branch III		\$10,000.00
51590	Contingency	\$10,000.00	

WHEREAS, Circuit Court Branch III incurred a number of expenditures that were not anticipated during the 2019 budget; and

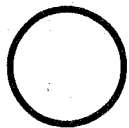
WHEREAS, these expenditures included:

- The expected costs from the retirement of an employee, resulting in a payout of accrued vacation,
- The expected costs of interpreters for a criminal case that required multiple in-person interpreters,
- The expected costs of prison transcripts, which is a new requirement in District 9 on all Pro Se Criminal OWI cases.

THEREFORE BE IT RESOLVED, to amend the Wood County Budget for 2019 to transfer \$10,000.00 from the Contingency Account (51590) to the Circuit Court Branch III (51214) function, and

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

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



RESOLUTION#

Introduced by

Executive Committee

Page 1 of 1

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

MAC

INTENT & SYNOPSIS: To amend the 2019 budget for Humane Officer (54129) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$15,000 from available balance in contingency (51590) to Humane Officer (54129). At the time of this request the funds available in contingency are \$281,639. The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
54129	Humane Officer		\$15,000
51590	Contingency	\$15,000	

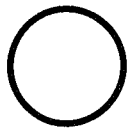
WHEREAS, the Wood County Humane Officer incurred a number of expenditures that were not anticipated during the 2019 budget; and

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

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2019 to transfer \$15,000 from the Contingency Account (51590) to the Humane Officer (54129) function, and

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



RESOLUTION#

Introduced by
Page 1 of 1

Executive Committee

ITEM#

DATE December 17, 2019

Effective Date Upon Passage & Publication

106 (v)

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

MAC

INTENT & SYNOPSIS: To amend the 2019 budget for UW Extension - Projects (55660) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$12,000 from available balance in Fund Balance (34300) to UW Extension – Project (55660). The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
54129	UW Extension - Projects		\$12,000
34300	Fund Balance	\$12,000	

WHEREAS, the Wood County UW Extension unanticipated expenditures in clean sweep that were not anticipated during the 2019 budget; and

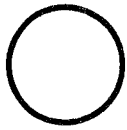
WHEREAS, the amount is in their projects carryover account to cover unanticipated expenditures, and

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2019 to transfer \$12,000 from Fund Balance (34300) to the UW Extension – Projects (55660) function, and

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

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



RESOLUTION#

Introduced by
Page 1 of 1

Executive Committee

ITEM#

DATE

December 17, 2019

Effective Date

Upon passage and
publication

10b (vi)

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

INTENT & SYNOPSIS: To amend the 2019 budget for Property & Liability Insurance (51931) for deductible expenditures not included in the 2019 budget process:

FISCAL NOTE: Transfer of \$10,000 from the Wood County contingency fund balance which is currently at \$281,639. Unanticipated revenue from FEMA of \$25,000 will be received to cover a portion of the unanticipated expenditures.

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

Account	Account Name	Debit	Credit
51931	Property & Liability Insurance		\$35,000
51590	Wood County Contingency Fund	\$10,000	
43300	FEMA Funds	\$25,000	

WHEREAS, Property Insurance deductible costs were greater than anticipated due to an unforeseen power surge at River Block and storm damage, and

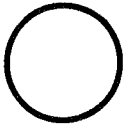
WHEREAS, \$25,000 in reimbursement funds from FEMA, and

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

THEREFORE BE IT RESOLVED, to amend the Property & Liability (51931) 2019 budget of \$35,000 with unanticipated revenues (43300) of

\$25,000 and with a transfer from the contingency fund (51590) for \$10,000 to fund the above unanticipated expenditures and any unspent appropriations will be returned to the contingency fund balance.

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



RESOLUTION#

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

Committee

RSD

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

INTENT & SYNOPSIS: To increase the Civil Process service fee in the Wood County Sheriff's Department from \$65 to \$75 for basic service fees and service attempts. Writs of replevin, writs of restitution, and writs of execution will be increased from \$65 to \$75 for service and will still have the additional costs including officers productive hourly rate added.

FISCAL NOTE: Unknown Revenue

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

WHEREAS, the Wood County Sheriff's Department is Statutorily responsible for Civil Process in the County and the sale of real property in certain situations, and County Board is responsible for setting fees for these services, and

WHEREAS, the Wood County Sheriff's Department has one Sergeant assigned to Civil Process and a significant portion of a secretaries time is spent on billing and filing returns, and

WHEREAS, the Wood County Sheriff's Department generates approximately \$62,000 in revenue for providing this service, and

WHEREAS, an increase in fees will reduce the cost incurred by the County having a deputy sheriff perform this statutorily required function, and

WHEREAS, it is felt that this service should become more of a user fee, and

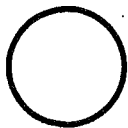
WHEREAS, the last increase in Civil Process fees was in 2009, is currently \$65 per attempt and is below that of most surrounding counties, and

WHEREAS, some of the Civil Process papers can be served by private business and the Wood County Sheriff's Department encourages this so the Deputy assigned to Civil Process can be used for other law enforcement needs, and

WHEREAS, the increases would be effective January 1, 2020, and

WHEREAS, the Public Safety Committee believes it is in the best interest of Wood County to increase the service fee for Civil Process,

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors to increase the Civil Process Service Fees from \$65 to \$75 for basic service fees and service attempts. Writs of replevin, writs of restitution, and writs of execution will be increased from \$65 to \$75 for service.



RESOLUTION# _____ Effective Date Upon Passage & Publication
Introduced by Health and Human Services Committee & Executive Committee

Page 1 of 1

Motion: _____ Adopted: ☐

1st _____ Lost: ☐

2nd _____ Tabled: ☐

No: _____ Yes: _____ Absent: _____

Number of votes required:
☐ Majority ☒ Two-thirds

Reviewed by: _____, Corp Counsel

Reviewed by: _____, Finance Dir.

INTENT & SYNOPSIS: To Amend the 2019 budget for Edgewater Haven Dietary (54212) for the purpose of funding the Capital Purchase necessary to replace the current Dietary Water Heater with a new Water Heater.

FISCAL NOTE: To transfer \$13,000 from Available Contingency (51590) to the Edgewater Dietary Function (54212). At the time of this request the funds available in contingency are \$281,639. The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
54212	Edgewater Dietary		\$13,000
51590	Contingency	\$13,000	

WHEREAS, a new Hot Water Heater is required to replace the current one in Dietary which has expired and has been determined to irreparable, and

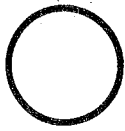
WHEREAS, not replacing the Dietary Water Heater is not an option and delay on the replacement could result in an Immediate Jeopardy Citation due to dishwasher water temperatures not reaching 180 degrees to properly sanitize dishes, and

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

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

THEREFORE BE IT RESOLVED, to amend the Wood County Budget for 2019 and to transfer \$13,000 from the Contingency Account (51590) to the Edgewater Dietary (54212) function, and

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

**RESOLUTION#**

Introduced by Executive Committee
 Page 1 of 1

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

MAC

INTENT & SYNOPSIS: To formally adopt the General Fund – Fund Balance Reserves Policy.

FISCAL NOTE: No additional cost to Wood County.

WHEREAS, The purpose of this policy is to establish a key element of financial stability of the County by setting guidelines for the General Fund – Fund Balance(s), and

WHEREAS, a healthy fund balance is an important measure of economic stability, and

WHEREAS, it is essential that the County maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances, and

WHEREAS, the County desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures, and

THEREFORE BE IT RESOLVED, to approve the attached “General Fund – Fund Balance Reserve Policy”.

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

WOOD COUNTY



Responsible Official:	Finance Director
Responsible Office:	Finance
Policy #	
Origination Date:	December 17, 2019
Last Amended Date:	

GENERAL FUND – FUND BALANCE RESERVES POLICY

Purpose Statement

The purpose of this policy is to establish a key element of financial stability of the County by setting guidelines for the General Fund – Fund Balance(s). A health fund balance is an important measure of economic stability. It is essential that the County maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. The fund balance also provides cash flow liquidity of the County's general operations.

Objective

The County desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate fund balance level to protect the County's credit worthiness. The General Fund – Fund Balance(s) are accumulated and maintained to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

Scope

This policy establishes the amounts the County will strive to maintain in its General Fund – Fund Balance(s), how the Fund Balance(s) will be funded and the conditions under which the Fund Balance(s) may be used.

General Policy

Wood County has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Fund Balance Type Definitions. GASB No. 54 applies to governmental funds and therefore does not apply to Enterprise and Internal Service Funds. The definitions of the fund balance classifications used in this policy shall be consistent with GASB No. 54.

1. Nonspendable – this classification represents funds that are inherently nonspendable. Resources that must be maintained intact pursuant to legal or contractual requirements are nonspendable. This can include assets that will never convert to cash such as prepaids and inventories, or will not convert to cash within the current fiscal year such as tax deeds and long term accounts receivables.
2. Restricted – these funds are limited by externally enforceable limitations on use. This includes limitations from the entity providing the money, such as grantors. Also, this classification includes funds with limitations placed by law or enabling legislation such as debt service and capital outlay funds.
3. Committed – funds in this classification are those with limitations the government places on itself. The purpose of these funds is decided by the County Board action and also requires County Board action to change the purpose. Funds in this category are non-lapsing or carryover funds.

WOOD COUNTY

4. Assigned – assigned fund balance has limitations based on the intended use of the funds. The assigned use can be established by the County Board as described in the financial statements, such as Highway Governmental and Special Revenue Funds.
5. Unassigned – residual net resources, or the balance after nonspendable, restricted, committed and assigned are classified as unassigned fund balance. This is the amount of fund balance that is available to address emergencies and provide fiscal stability. This is the classification governed by this Fund Balance Policy.

Considerations – Credit rating agencies determine the adequacy of the unassigned fund balance using a complex series of financial evaluations. The size of the fund balance is an important, but not the only consideration in the County's rating. Other important factors are the reliability of a government's revenue performance and fiscal decisions made by the County Board.

The Government Finance Officers Association (GFOA) recommends maintaining a total fund balance of as high as 25% of annual General Fund revenue or expenditures. This percentage varies depending on individual situations, based on the above mentioned considerations and risk. Also, GFOA recommends that Counties of any size maintain an unrestricted General Fund balance of no less than two months of regular general fund operating revenues or expenditures, whichever is more predictable.

1. Unassigned Fund Balance Levels – The County will maintain a minimum level of Unassigned Fund Balance in the General Fund equivalent to 4 months of regular, on-going operating expenditures (including transfers out) whichever is higher. The County will measure its compliance with this policy as of December 31st each year, as soon as practical after final year-end account information becomes available. During the course of the year the Finance Department shall closely monitor the County's revenues and expenditures to ensure Unassigned Levels are not used beyond any planned. For the purpose of this policy, current year's actual expenditures will exclude significant Non-Recurring Items.

If, based on staff's analysis and forecasting, the target level of Unassigned Fund Balance is not being met or are likely to not be met at some point within a five-year time horizon, then during the annual budget process, Unassigned levels will be provided to the Chairman and County Board Supervisors. Should the projected year-end Unassigned be below the minimum amount established by this policy, a plan to replenish the Unassigned would be established based on the requirements outline in this policy.

2. Cash Balance – In order to provide liquidity adequate to meet the needs and demands of providing government services including unanticipated reductions in revenues or unplanned increases in expenditures, Cash Balances will be maintained and managed through the Pooled Cash method in such a way as to minimize short-term borrowing. This reduces overall cost to taxpayers by minimizing interest expense. The 4 month Reserve is intended to support this effort and counterbalance the tax collection cycle.
3. Fund the Unassigned – Funding of Unassigned targets will generally come from excess revenues over expenditures or one-time revenues.
4. Conditions for Use of Unassigned – Available fund balances shall not be used for ongoing operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and that plans have been established to address any future operating budget shortfalls. Emphasis shall be placed on one-time uses that achieve future operating cost reductions. Use of

WOOD COUNTY

Unassigned in balancing the subsequent fiscal year will maintain a **15%** or higher of current working capital.

5. Authority over Unassigned – The County Board Supervisors may authorize the use of Unassigned. The Finance Department will regularly report both current and projected Reserve levels to the County Board of Supervisors.
6. Maintenance of Unassigned – In the event that the Unassigned is so calculated to be less than the policy anticipates, the County shall plan to adjust budget resources in the subsequent fiscal years to restore the balance. Except in extraordinary circumstances, Unassigned should not be used to fund any portion of the ongoing and routine year-to-year operating expenditures of the County. It should be used primarily to insure adequate assigned balances, to respond to unforeseen emergencies, to provide cash flow and to provide overall financial stability.
7. Excess of Unassigned – In the event Unassigned exceed the minimum balance requirements, at the end of each fiscal year, any excess Unassigned may be used in the following ways:
 - a. One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
 - b. Pay as you go capital outlay expenditures
8. Reporting of Unassigned – The Finance Director shall annually submit a report to the Executive Committee outlining the status of the County's various components of the fund balance. This report shall be submitted within thirty days of the receipt of the annual financial audit. The Finance Director shall also provide status reports at other times to the Executive Committee as may be requested.

Appendix

Appendix A

Glossary

Approval — the action of officially agreeing to something or accepting something as satisfactory.

Authorization — limits the initiation of a transaction or performance of a process to selected individuals.

Carryover funds — refer to funds budgeted but unexpended during a budget year which are brought forward as additions to the subsequent year's budget.

Cash Flow Liquidity — is a term that refers to the enterprise's ability to repay its debts from generated cash funds.

Expenditures — an amount of money that is spent on something. : an amount of time, energy, effort, etc., that is used to do something. : the act of spending money.

WOOD COUNTY

Fund Balance — is the difference between assets and liabilities in a governmental fund. The general fund, where a government accounts for everything not reported in another fund. Special revenue funds, for reporting specific revenue sources that are limited to being used for a particular purpose.

Generally Accepted Accounting Procedures (GAAP) — is a framework of accounting standards, rules and procedures defined by the professional accounting industry, which has been adopted by nearly all publicly traded U.S. companies.

Governmental Accounting Standards Board (GASB) — is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States.

Policy — a course or principle of action adopted or proposed by a government, party, business, or individual.

Pooled Cash Method — takes all reserve items in an association and puts them into one general use account and pays for variable expenses when they occur.

Requirements — need for a particular purpose.

Revenues — the income of a **government** from taxation, excise duties, customs, or other sources, appropriated to the payment of the public expenses. 2. the **government** department charged with the collection of such income. 3. **revenues**, the collective items or amounts of income of a person, a state, etc.

Appendix B

See attached Best Practices from the GFOA

STRATEGIC PLAN

NOVEMBER 14

WOOD COUNTY

Authored by: Finance Department



SECTION 1

INTRODUCTION

The Finance Department Strategic Plan for 2020 – 2025 is the product of an inclusive planning process. The plan is developed with input from Finance Department, accountants from Highway and Human Services and support staff throughout the County.

As part of the County of Wood's Framework for Performance Excellence, each department develops its own strategic plan which works in conjunction with the County's Master Plan to guide the County. This Strategic Plan presents a vision, mission, core values, goals and objectives developed in collaboration with staff and management. This plan includes a performance-based management framework that will ensure the continued success and effectiveness of work.

PURPOSE

The purpose of the strategic plan is threefold:

1. To set and align department goals and priorities with the County;
2. To maintain the highest standards of service;
3. To ensure the achievement of our goals through measurable standards.

The Finance Department will assist the leadership and the County in financial decisions that fulfill its mission while maintaining a position of financial strength.

VISION, MISSION and CORE Values

Vision Statement

The Wood County Finance Department will provide excellent customer service focusing on fiscal responsibility, transparency and integrity by facilitating the management of County fiscal resources.

Mission Statement

The Wood County Finance Department strives to be the standard of excellence by accurately reporting the financial position of Wood County. Within the scope of this mission is the responsibility to coordinate and direct all financial transactions recorded in the accounting system of the County. This responsibility requires that we will be service oriented relative to the financial needs of all departments while still assuring that all transactions adhere to County policies and procedures, governmental accounting standards board (GASB), generally accepted accounting principles (GAAP) and rules established by the authoritative governing bodies.

Core Values

The core values representing the beliefs and behaviors by which the Finance Department shall conduct itself and provide a common basis for making and evaluating all decision and actions are as follows:

Integrity – Finance commits to conforming to the highest level of ethical standards. The services and decisions we offer will be honest, fair and impartial.

Service and Sensitivity – Finance provides services in a courteous and professional manner sensitive to our internal and external customers.

Excellence – Finance aspires to provide the highest level of accuracy. We anticipate the needs of the community and offer proactive solutions. We hope to influence others to be excellent and lead by example.

Innovation and Stewardship of Resources – Finance looks for and embraces new and effective ways to do things.

Communication and Shared Purpose – Finance employees are active listeners; respectful, honest and compassionate at all times. We commit to useful, informative, clear and concise two-way communication with County Departments, Oversight Committees, County Board and our team members.

Leadership – Finance provides direction through experience and desires to be acknowledged as the “Go-To Organization” for fiscal decision making needs.

Respect – Finance will treat people with courtesy, politeness and kindness. We encourage coworkers to express opinions and ideas.

SECTION 2

EMERGING ISSUES AND CHALLENGES

The strategic planning process identified the following issues and challenges:

Issues and Challenges

Finance employed a SWOT (Strength, Weakness, Opportunities and Threats) analysis to identify external and internal issues and challenges that are threats preventing success that must be addressed.

From the SWOT Analysis:

Strengths and Opportunities moving in a positive direction that need to keep going:

1. Commitment to fiscal responsibility
2. Regulatory reporting
3. Knowledgeable long term employees with diverse backgrounds and education levels
4. Inter-department collaboration and information sharing
5. Fiscal policies and procedures
6. Ongoing training opportunities
7. Utilizing software fully
8. Vision – bottom up approach

Weaknesses and Threats that are Preventing Success:

1. Lack of vision – critical thinking
2. Lack of trust
3. Resistance to change
4. Complacency – tunnel vision when it comes to finding solutions
5. Segmented and lack of uniformity or consistencies between departments in processes and procedures
6. Lack of growth in manpower and technology
7. Lack of Internal Controls to prevent fraud/theft

SECTION 3

ACTION PLAN: GOALS, OBJECTIVES, PERFORMANCE MEASURES, and GOAL STRATEGIES

The strategic plan will be used as the Department's blueprint for successful implementation. It will serve as a living document that evolves and adapts over time as conditions warrant. Finally, this document will assist staff by providing a vision for budgetary and operational decisions. The responses to the Strengths and Opportunities listed in Section 2 are provided in the follow Matrix. The Matrix lists the three Goals and their corresponding Objectives, Performance Measurers and Goal Strategies.

The Strategic Plan reviews identified issues and challenges for the Department organized around three major goals:

- A. Commitment to Fiscal Responsibility
- B. Commitment to being a resource for fiscal operations in Wood County
- C. Commitment to attract and retain high quality professionals

Each of those three goals has a set of specific objectives, performance measurers and goal strategies to assess progress.

Goal # 1 Commitment to Fiscal Responsibility

To produce accurate and informative financial statements in accordance with GASB and GAAP for internal and external customers.

A. Objectives:

- a. This ongoing goal serves Wood County and the employees by improving accountability and transparency by building on our strengths and opportunities and improving our weaknesses and threats.

B. Performance measurers:

- a. Measure 1A: Reporting is done before or on due dates;
- b. Measure 1B: Maintain Government Finance Officers Association (GFOA) Award of Excellence in Financial Statement Reporting annually;
- c. Measure 1C: Resolve audit findings within 12 months of audit publication;
- d. Measure 1D: Utilization fully of our financial software packages.

C. Goal Strategies:

- a. Strategy 1.1: Annually, issue clear year-end closing instructions with specific deliverables and deadlines; provide follow-up reminder emails as individual deliverable deadlines approach;
- b. Strategy 1.2: Work with departments in developing a corrective action plan for all audit findings;
- c. Strategy 1.3: Examine critical fiscal policies to identify and implement opportunities to improve accuracy, effectiveness and transparency;
- d. Strategy 1.4: Develop and implement internal audit policies and procedures to help prevent fraud and theft;
- e. Strategy 1.5: Utilize our financial software for increased efficiency and better reporting.

Goal # 2 Commitment to being a resource for fiscal operations in Wood County

To communicate with and educate fiscal staff to ensure operations and accounting transactions are accurate and in compliance with federal, state and financial requirements.

A. Objectives:

- a. This ongoing goal serves Wood County and the employees by improving communication, accountability and transparency by building on our strengths and opportunities and improving our weaknesses and threats.
- B. Performance measurers:
 - a. Measure 2A: Departments are provided with a current copy of the Comprehensive Financial Management Policy Handbook;
 - b. Measure 2B: Staff are provided training opportunities during the year for our financial software packages;
 - c. Measure 2C: Staff attend monthly accounting meetings.
- C. Goal Strategies:
 - a. Strategy 2.1: Provide departments with verbal and written support necessary to continually strengthen their activities regarding financial monitoring and reporting;
 - b. Strategy 2.2: Complete the Comprehensive Financial Management Policy Handbook by examining critical fiscal policies to identify and implement opportunities to improve accuracy, effectiveness and transparency;
 - c. Strategy 2.3: Develop training programs for our financial software packages;
 - d. Strategy 2.4: Continue to meet monthly with accounting staff.

Goal # 3 Commitment to attract and retain high quality professionals

To provide a foundation that supports and develops our employees through professional and personal development, recognizes and rewards the contributions made toward achieving the mission of the department and the County at large and offers opportunities to position our people and the department for success.

- A. Objectives:
 - a. This ongoing goal ensures that our people are supported in growth and development in their careers at Wood County.
- B. Performance measurers:
 - a. Measure 3A: Employees are competent in their position duties;
 - b. Measure 3B: Money is budgeted for training;
 - c. Measure 3C: Employees seek to stretch in their professional growth.
- C. Goal Strategies:

- a. Strategy 3.1: Apply best practices to attract, engage and retain talent that can succeed and grow in an inclusive environment;
- b. Strategy 3.2: Create an environment that recognizes and supports the importance of employee engagement and that utilizes the resources, tools and opportunities available;
- c. Strategy 3.3: Support and recognize ongoing professional development and learning activities that are mutually beneficial for staff and the department;
- d. Strategy 2.4: Celebrate achievements and innovations that showcase the department's employees.

Conclusion

The Finance Department is committed to aligning our mission to support Wood County. We will identify priorities, create and lead projects and initiatives for the betterment of the County. This plan will serve as a roadmap for the department for the next five years as we “aim for the highest” in support of Wood County’s strategic vision and mission.

WOOD COUNTY



Responsible Official:	Finance Director
Responsible Office:	Finance
Origination Date:	December 17, 2019
Last Amended Date:	
Policy #	

PREPAID EXPENSES POLICY

Purpose Statement

This policy describes the policy and procedure for providing guidelines for the establishment, appropriate usage and reporting of prepaid expenses of Wood County Departments. It provides initial guidance for determining if a prepaid expense should be recorded. This policy details the overall responsibilities and process to be followed by departments when utilizing prepaid expenses and offers specific information and detailed procedures to be followed.

Objective

The objectives of this policy are to outline policies and procedures for which payments qualify as prepaid expenses and to create consistent application across departments. To record the expenses in the period in which the goods are received or services consumed and to avoid having prepayments incorrectly classified as prepaid expenses.

Scope

The policy contains the financial rules and regulations applicable to all current year payments for goods and services that are not received during the current period such as annual professional dues, insurance premiums, advance lease payments, rent, retainer fees and subscriptions. Prepaid expenses are recorded as an asset at the time of incurrence and amortized to expenses over the periods expected to benefit from it. They generally expire either through the passage of time, such as prepaid rent or insurance or through use or consumption.

All Wood County employees must comply with Governmental Accounting Standards, Board (GASB) and Generally Accepted Accounting Principles (GAAP) as established by the Governmental Accounting Standards Board. In accordance with GAAP, expenses are recognized in the period for which the goods or services are received and revenue is recognized in the period in which it is earned.

General Policy

This policy establishes the requirements set forth by Wood County Finance Department for prepaid expense authorization, documentation and reconciliation. The aforementioned assures that all prepaid expenses are properly documented, amortized and reconciled in accordance with GASB/GAAP.

Authorization

The finance department personnel are responsible for maintaining and controlling prepaid expense Authorization. Wood County will utilize the workflow capabilities of Dynamics to enforce posting and non-posting rights.

All disbursing of funds will be done through the finance office.

WOOD COUNTY

Expenditure transactions must be approved by the individual(s) having sufficient knowledge and authority to evaluate the transaction for reasonableness and appropriateness. The department heads shall designate employees by title or job descriptions that are authorized to approve various dollar amount levels of disbursements.

All disbursement activity shall be substantiated by supporting documents.

Documentation

Each prepaid expense preparer is responsible for providing adequate documentation including receipts or invoices showing dates of receipts and/or dates of service and must establish and maintain accounting systems to collect, record, and report on prepaid expenses.

Reconciliation

Prepaid expense reconciliations shall be performed monthly on all accounts.

Security

All prepaid expenses must be approved and paid per the disbursements policy

Segregation of Duties

Refer to the disbursements and journal entry policies for segregation of duties.

Procedures

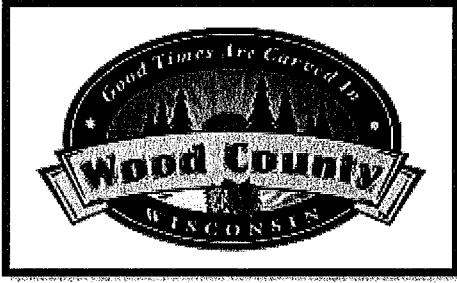
Departments that use prepaid expenses need to consider the following:

- Dollar amount/materiality
- Short term/long term
- Is it for an expense that has been paid for before the actual expense is incurred?

Payment/documentation

- Refer to disbursements policy for approval and paying prepaid expenses
- At the time payment is made the prepaid account will be debited, cash account credited.
- Amortization schedule is established, there must be a prepaid work paper that each department is responsible for keeping accurate.
- Supporting documentation, each department is responsible for maintaining source documents, working papers, and files supporting prepaid expense transactions for internal and external audit and review. This includes a description of the prepaid expense, amount expended, date of receipt and contract terms.
- A monthly journal entry will be posted for the expense incurred in the month that will credit the prepaid asset account and debit the expense account.
- Refer to the journal entry policy regarding monthly journal entries.

WOOD COUNTY



Responsible Official:	Finance Director
Responsible Office:	Finance
Policy #	7.3.0
Origination Date:	December 17, 2019
Last Amended Date:	

EXTERNAL AUDIT POLICY

Purpose Statement

Wood County is accountable for public funds. High standards for the responsible use of financial resources are vital to public trust and the achievement of our mission. The purpose of this policy is to ensure that the County undertakes an external audit of the financial records annually, in accordance to state law and the mission of the Wood County Finance Department.

Objective

The objectives of this policy are to outline policies that formalize the procurement of the audit firm, preparation for the annual audit and identify responsibilities for those functions.

Scope

This policy covers all funds, departments and financial records of Wood County. The goal of an effective external audit function should be to provide the County and management with:

- Reasonable assurance that the financial statements present fairly, in all material respects, the financial position of the County in conformity with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), and, as applicable, that internal controls over financial reporting are operating effectively.
- An independent and objective view of the County's financial statements, and, as applicable, the County's processes related to financial reporting.
- Timely oral and written communications that are useful to the County Board and Department Heads in maintaining the County's risk management processes.

General Policy

This section establishes the requirements set forth by Wood County Finance Department

Procurement of Audit Firm

The procurement of the audit firm will be the responsibility of the Finance Department and the respective oversight committee. The Committee will delegate the task of preparing the Request for Proposals (RFP) to the Finance Director as they see a need in a change of auditors. The RFP will be designed to select an independent CPA firm, licensed in Wisconsin, qualified to perform an audit of a governmental entity. The Finance Director will mail RFP's to a listing of CPA firms that have demonstrated their ability to perform audit services to governmental entities.

WOOD COUNTY

Upon receiving the RFP's, the Finance Director will review the proposals to first eliminate those firms not meeting the minimum requirements. The RFP's of the remaining firms will then be assigned points in each of the areas identified in the RFP to include but not limited to price.

The Finance Director will compile the results and submit his/her recommendation to the respective Oversight Committee. The Committee will have the responsibility of making the final selection.

The award of the audit contract will be for a minimum of three years with the option of the Oversight Committee for annual extensions.

Engagement Letters

The external auditors should submit an engagement letter for review and approval before commencing audit work. Engagement letters stipulate the audit's purpose, its scope, the period to be covered, the reports the external auditor will develop, and the fees charged by the auditor for services to be performed. Schedules or appendixes may accompany the letter to provide more detail. The letter may briefly describe procedures to be used in specific areas. In addition, if the scope of the audit is limited in any way, the letter may specify procedures that the external auditors will omit. Additionally, the letter should specify whether the external auditors expect to render an opinion on the County's financial statements.

Reporting Standards

In accordance with auditing standards, the auditor must provide an opinion on whether the financial statements, including disclosures (such as footnotes to the financial statements) are presented fairly, in all material respects, in conformity with GAAP. The auditor's report must express an opinion regarding the financial statements as a whole or must state that an opinion cannot be expressed. If an overall opinion cannot be expressed, the auditor must state the reasons.

Assessing Deficiencies by External Audit

The external auditor evaluates and determines the effect of control deficiencies made known during an audit. Control deficiencies can exist in the design or the operational effectiveness, or both, of an internal control or set of controls. Auditing standards require the auditor to assess each control deficiency that comes to his or her attention and determine its impact, individually or collectively, as of the date of management's assessment. The risk severity assigned depends on whether there is a reasonable possibility that the County's controls will fail to prevent or detect a misstatement of an account balance or disclosure, as well as on the magnitude of the potential misstatement resulting from the deficiency or deficiencies. Two common terms are used to define the magnitude of a control deficiency:

A **material weakness** is a deficiency, or combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected on a timely basis.

WOOD COUNTY

A **significant deficiency** is defined as a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Auditors' Reports

An independent auditor's report on its audit of the financial statements, and, as applicable, internal control over financial reporting, should include

- The identification of the financial statements that have been audited, including the related disclosures.
- A statement that the financial statements are the responsibility of management.
- A description of the auditor's responsibility and the auditing standards used.
- A brief discussion of what the audit entails.
- The auditor opinion.
- As applicable, explanatory paragraphs. Further, if the report is for an integrated audit of the financial statements, the auditor includes its opinion on the results of its audit of internal controls over financial reporting.

Other Communications between the County and the External Auditor

In addition to the audit reports and opinions, external auditors typically issue or communicate other information to the oversight committee. The extent of communication varies depending on audit findings and statutory requirements. This communication can best be described in three areas: internal control-related matters, communication with the finance director or audit committee, and confirmation of audit independence.

Communication of Internal Control-Related Matters Noted in the Audit

Under auditing standards, the auditor is required to communicate, in writing, to the finance director or the audit committee all significant deficiencies and material weaknesses. Under Generally Accepting Audit Standards (GAAS), the auditor should also communicate to management, either orally or in writing, other deficiencies identified during the audit that have not been communicated to management by other parties and that, in the auditor's professional judgment, are of sufficient importance to merit management's attention. The auditor should communicate to management or the oversight committee deficiencies in internal control over financial reporting identified during the audit that are neither significant deficiencies nor material weaknesses.

Communication with Finance Director or Audit Committees

Auditing standards require the external auditor to communicate the following items to the finance director or audit committee:

- Planned scope and timing of audit.
- Significant risks identified during auditor's risk assessment procedures.
- Auditor responsibilities under the applicable auditing standards.
- Views about qualitative aspects of the county's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures.
- Uncorrected misstatements.
- Disagreements with management.

WOOD COUNTY

- Consultation with other accountants.
- Significant difficulties encountered in performing the audit.
- Material, corrected misstatements that the auditor brought to the attention of management as a result of audit procedures.
- Significant findings or issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.
- The auditor's views about significant matters that were the subject of management's consultations with other accountants on accounting or auditing matters, when the auditor is aware that such consultation has occurred.
- Written representations.

Use of Internal Audit Work

An external auditor may consider the use of the internal audit function in planning and conducting an external audit. The use of internal auditor's work may include using the internal audit function in obtaining audit evidence or to provide direct assistance under the direction, supervision, and review of the external auditor, or both. The external auditor must make a determination concerning the nature and extent of the internal audit function's work that can be used. Adequate documentation should be retained to support this planning. When considering use of the internal audit function in obtaining audit evidence, the external auditor is required to evaluate three areas:

- The function's organizational status and relevant policies and procedures to adequately support the objectivity of the internal auditors.
- The level of competence of the function.
- The application by the function of a systematic and disciplined approach, including the internal audit function quality control activities.

When considering the use of internal auditors to provide direct assistance, the external auditor's evaluation focuses on whether internal auditors can be used and to what extent. The external auditor considers the internal auditor's objectivity and competence, and risk mitigating factors. Factors determining the extent of the work consider the following:

- External auditor's evaluation of the existence and significance of threats to the internal auditors' objectivity, the effectiveness of the safeguards applied to reduce or eliminate the threats, and the level of competence of the internal auditors who will be providing such assistance.
- Assessed risk of material misstatement.
- Amount of judgment involved.

The external auditor should communicate to the oversight committee or the Finance Director its plans for using internal audit work. Examiners should be aware that the results of the external auditor's planning around using work of internal auditors may affect the county's current internal audit plans.

Delegation of Authority

The Oversight Committee delegates authority of preparing for and monitoring the annual audit to the Wood County Finance Director. The Finance Director has the authority to determine what preparations are

WOOD COUNTY

appropriate and the authority to request from all applicable departments work papers, schedules and reports to support the financial records.

Preparing for and monitoring the audit

It is in the best interests of the County that the annual process be as efficient as possible. It is significantly more cost effective for Wood County employees to spend time related to preparing for the audit than the auditors. It will therefore be the responsibility of the Finance Department, and any applicable department, to prepare financial work papers, schedules and reports that will support any financial or program area whenever possible.

The Finance Director will be available to monitor the progress of the audit to ensure that any questions or requests for information from the auditors are promptly addressed. Similarly, all department heads must designate the main contact person in their department to address any questions or requests for information from the auditors. If the main contact person cannot be available each day of the audit, a secondary contact person must be identified and be capable of acting on behalf of the main contact person.

Internal Controls

The County shall establish a set of internal controls that shall be documented in writing. The internal controls will be reviewed by the County and with the independent auditor. The controls shall be designed to prevent employee error, misrepresentation by third parties, or impudent actions by officers or employees of the County.

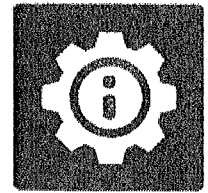
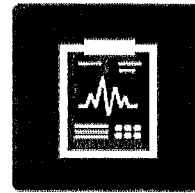
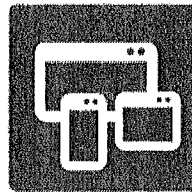
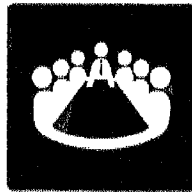
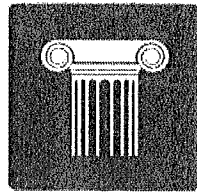
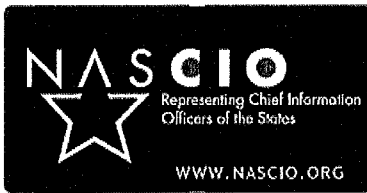
Reporting Requirements

The independent audit firm will communicate all significant audit findings to the Finance Director. In those instances when it would not be appropriate to communicate with the Finance Director, the audit firm will communicate those audit findings directly to the Chairman of the Oversight Committee.

Appendix

Appendix A

Glossary



Dot Gov Background Paper

- ***.gov domain registration is only available to federal, state, local, and tribal government***
- ***Managed by the General Services Administration (GSA), .gov registration provides enhanced security and increases the public trust in government***

- The U.S. government began operating the .gov domain in 1985 and extended availability to state, local, and tribal governments beginning in 2002. Prior to 2002, the federal government had exclusive use of the .gov domain. At that time, the domain's goal was to provide naming conventions to facilitate access to the electronic resources of federal government agencies.
- Nearly twenty years after making the .gov domain available to state and local governments, the vast majority of local governments are still not making use of this advantage. As of today, there are only 4,500 .gov domains registered to state and local governments, representing only 5 percent of all eligible entities.
- Registration of .gov sites require thorough vetting and background checks (including government officials as references with .gov email addresses), which prevents spoofing.
 - For state governments, authorization from the governor or state CIO is required. Domains for cities must be authorized by the mayor. For counties, authorization must be submitted by county commissioners or equivalent officials.
- Use of .gov sends a message to the user that the domain is authoritative and legitimate. With the vast majority of local government websites on domains other than .gov, there is no official governing body validating whether their websites are legitimate entities or fraudulent actors.
- .gov allows states and local government to distinguish their collective Internet presence from that of the commercial marketplace and other types of entities, many of which are located in other domains, such as .com, .net, .us, and .org.
- .gov registration provides active monitoring tools, on-call staff in case of emergency, and automatic updates and replication of data.
- Adoption of .gov allows for the search of government-related information and services more intuitive to citizens and increases collaboration among all levels of government.
- While GSA charges an annual fee of \$400 for .gov registration, states are encouraged to make third-level domain names available to local governments at no cost to the extent such an option is available.



Why .gov?

GSA[®]

It should be easy to identify government on the internet.



.gov is Trusted.

- The General Services Administration (GSA) manages the .gov top-level domain (TLD), which is *exclusive* to U.S. government organizations
- We support all official U.S. government organizations, including federal, state, city, and county governments, native sovereign nations (NSN), interstate and independent intrastate government organizations
- A .gov domain name lends legitimacy to your websites and online tools, and helps your customers trust that your content is official



.gov is Authoritative.

- We host the .gov domain registry and registrar, where .gov domains are housed & managed
- We serve as the policy authority for .gov, overseeing the issuance of .gov domain names, i.e., evaluate each registrant's authority over, and eligibility for, a given domain name
- We arbitrate name exception requests, set requirements for a domain name's continued use, and facilitate domain name transfers



.gov is Secure.

- We oversee the security of the .gov infrastructure and facilitate reporting of potential security incidents to your domain points of contact
- Unlike any other TLD, we conduct HSTS preloading for newly registered domains to help ensure that modern browsers will always make secure HTTPS connections between users and websites

.COM



.ORG



.GOV



**Interested in a .gov domain?
Visit dotgov.gov**



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Remote Access Policy

Purpose

Wood County has established a remote access policy to define standards for connecting to the Wood County network from any location. These standards are designed to minimize any potential exposure to damages that may result from unauthorized use of County resources. Those damages could include the loss of sensitive or confidential data, damage to critical internal systems, and other similar damages.

General

Wood County Information Technology (IT) may scan, probe, and/or test any device connecting to County services without notice. IT reserves the right to deny remote access for any device accessing County services for any reason.

Wood County employees with remote access privileges bear the responsibility to ensure proper security measures are fulfilled, such as protection by software or hardware based firewall.

Remote Access Limitations

Because the potential for damage to County systems or exposure of confidential or sensitive information is even greater with remote access than on-site connectivity, remote access to the County network is limited to:

1. Only those County workforce members that require such access to properly and efficiently conduct County business from a remote location.
2. Only those vendors or partners authorized by IT to remotely access County computer resources.

Secure remote access shall be strictly controlled and enforced by IT via a VPN gateway or other authorized remote access tools. See also Telework Policy.

Requesting Remote Access

To request remote access:

1. A County workforce member must submit a completed and signed Remote Access Form (available on page 3 of this policy or on the IT Intranet). Once authorized and submitted, IT will provide instructions and assistance as needed. Note, this paperwork requires supervisor approval and may require Human Resources involvement related to overtime or call pay review with Human Resources for non-exempt employees.
2. A trusted vendor or partner will be required to apply for a network account. This account will allow restricted access as a workforce member. Trusted vendor accounts may be terminated for any reason by IT.
3. A vendor or partner may be given audited remote control access. In this case, the vendor must contact the IT Help Desk to establish a session.



Remote Access Policy

Requirements for Remote Access

At no time should any Wood County employee or vendor provide their password to anyone, including other Wood County employees or the employee's own family members.

Only company owned equipment can connect to the Wood County network remotely through VPN. Any exceptions using personal equipment must be approved by IT.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Approval

Prior to any remote access approval being granted and installed, IT must have a signed and approved "Request for Remote Access Form" on file. The form is located on page 3 of this policy or on the IT Intranet.

DRAFT



Remote Access Policy

REQUEST FOR REMOTE ACCESS FORM

I request REMOTE ACCESS to Wood County Computer Systems to perform County business. I affirm that I have read and understand the Remote Access Policy.

I understand the risk involved with remote access and agree to comply with all procedures set forth in this policy to minimize risk to Wood County. I understand that remote access may increase my personal liability. I am personally responsible to research and understand all applicable Federal, State and Local laws, rules and regulations related to the work I am performing.

I understand that IT personnel will provide me with separate specific instructions and necessary assistance to securely gain remote access. I understand that the technical requirements, software and specific procedures may change over time, and that I am personally responsible to be aware of those changes.

Brief Summary of Intended Use:

By signing this, I certify that I have read and understand the Remote Access Policy and will abide by its guidelines. Failure to do so could result in disciplinary action and/or loss of remote connectivity.

Employee's Signature

Date

Employee's Printed Name

Department or Organization

DEPARTMENT HEAD AUTHORIZATION

I have reviewed the intended use of Remote Access for the County Workforce Member listed above, and I concur the access is necessary to perform County Business. Therefore, I request the County Workforce member listed above be granted remote access.

Department Head Signature

Date



Wood County WISCONSIN

12.2
WELLNESS

Adam Fandre
Wellness Coordinator

Letter of Comments – November 2019

Throughout this past month much of my time has been focused on completing follow-up health coaching appointments. By the time you are reading this, I will have completed approximately 77 sessions in the past month, each approximately 15-20 minutes in length. This number also includes all but one of the participants who missed one or more of the deadlines for the activities to qualify for the 2020 health insurance premium discount. As a result, they will be receiving the appropriate scaled premium rate per the late participation policy. The last participant is in the process of completing their requirements and has a deadline of December 31. I have also been working with Human Resources to ensure all participants who completed the three qualifying activities earlier in the year, receive the appropriate discount in 2020. Approximately 523 participants did qualify for the reduced premium rate in 2020.

This past month also included the start of the quarter 4 wellness challenge, *Healthy Environment, Healthy You*, which focuses on the environmental dimension of wellness. This is a 4-week challenge where participants will focus on a new environmental topic each week: reduce, reuse, recycle and safety. 152 participants have registered for this activity. This is a new challenge that has not been done before, but it was received well by the Wellness Committee prior to its launch. I also thought this topic would align nicely with county's SolSmart initiative, since the ribbon cutting ceremony for receiving Gold designation recently took place on November 21. Elements of this will be included in the weekly communication pieces for this challenge. The other communication pieces I have created will be included at the end of this letter of comments.

Preparation for the start of the 2020 wellness program continues and is progressing on time. I have been working closely with ManageWell's support team to make the necessary changes to the wellness portal in addition improving the user-experience. I have also received the first draft of the 2020 wellness mailing which has been shared with the Wellness Committee and Human Resources for feedback. Once all feedback is received, I will resubmit this to the Aspirus Graphics department for finalization. I anticipate this will be finalized and mailed to employee's homes mid-December.

Wellness Committee Update

The Wellness Committee continues to be a valuable resource for me. In addition to assistance with planning and communicating information for the quarter 4 wellness challenge and the 2020 wellness program changes, they have been kind enough to assist with the 2020 on-site biometric screenings. This is asking a lot of them since these typically begin at 6:00am which is quite a bit earlier than most begin their typical workday. However, having a helping hand at each of these to assist participants with paperwork, questions, food, and the overall flow of these screenings makes a world of difference for those who attend.

Enclosed documents:

Quarter 4 wellness challenge communication pieces on reduce, reuse and recycle



Wood County WISCONSIN

WELLNESS

Adam Fandre
Wellness Coordinator

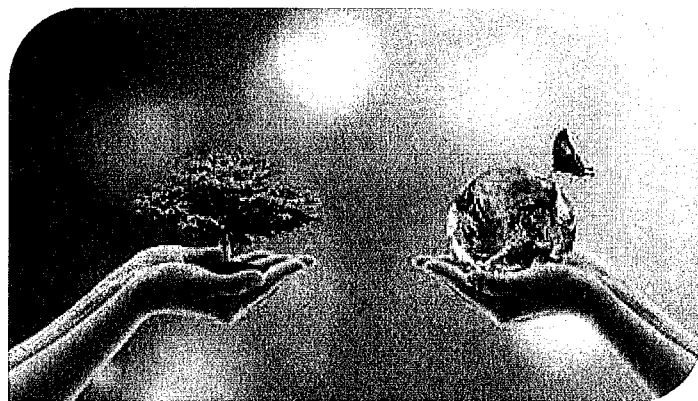
Wellness Coordinator Monthly Updates

- Providing Wellness Program overview at new hire orientation.
- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings.
- Working with staff at departments who do not have computers or readily available access to computers in order to complete various wellness activities.
- Working with Human Resources and Finance to send any applicable quarterly payouts to new hires who completed qualifying wellness activities.
- Coordinated November Lunch & Learn focused on getting movement in throughout the day. Recorded presentation with the help of video equipment from Wisconsin Rapids Community Media Center to share information with employees unable to attend in-person.
- Crafted November lunch & learn quiz to be uploaded to ManageWell for participants unable to view in-person as well as hard copy versions for employees without readily available computer access.
- Working with Human Resources and IT to update Wood County Wellness intranet page with updated deadlines, resources, etc.
- Working with human resources to award employees appropriate 2020 health insurance rates based on completed wellness activities.
- Reaching out to various contacts to finalize presenters for other upcoming Lunch & Learns.
- Continuing to meet with wellness participants to complete follow-up health coaching appointments.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations.
- Coordinated with various massage therapists to hold chair massages at the courthouse and River Block in order to meet the needs/wants of various shifts/departments. Sending out appointment reminders to employees who scheduled appointments.
- Continue to update wellness bulletin boards at various Wood County locations with most up-to-date information and wellness resources.
- Finalized quarter 4 wellness challenge communication and setup in ManageWell portal. Communication was sent out on Monday, November 25th.
- Continue to assist participants with navigating wellness portal and answering questions as they arise. Any feedback received is passed along to ManageWell support staff.
- Continuing to work on finalizing communication pieces for 2020 Wellness Program with help of Human Resources and Wellness Committee. Working closely with ManageWell's support team to make changes to 2020 wellness program portal to improve user experience.
- Created 2020 biometric screening help sign-up page for Wellness Committee members.
- Working with employees who missed one or more of the deadlines to earn the 2020 health insurance premium discount to complete any outstanding activities.

Healthy Environment, Healthy You

Today “being green” has a whole new meaning. It’s about being environmentally aware and making choices that are earth friendly and responsible. Many people agree that we should do a better job of taking care of the earth, but most of us do little more than recycle. A major reason for our lack of action stems from the fact that most people don’t realize how easy it really is to be “green.”

There are lots of easy little things you can do around your house or work to get started. Here are a few:



Reduce

1. Reduce the amount of water you use by taking a shorter shower. You can save 10 gallons of water for every two minutes you shave off your shower time.
2. When washing your hands or just rinsing dishes, turn the faucet on at a fraction of the volume.
3. Reduce the disposable water bottles or cups you use. Instead of drinking bottled water, buy a filter for your faucets at home. Bring extra glasses and mugs to work instead of using disposable cups.
4. Reduce your energy needs by closing your curtains when it’s sunny and hot outside and opening them when it’s cold in the winter.
6. Arrange your furniture so that desks and reading chairs are next to windows so you can take advantage of natural light instead of relying on artificial light.
7. Reduce your energy consumption by 80-85% by washing your clothes in warm and cold water instead of hot water. Save the hot water for washing out stains.
8. Buy products that do not have excessive plastic packaging. If one out of 10 items you bought had little or no packaging, your household waste would be reduced by 50 pounds a year.
9. Buy and download music off the Internet instead of buying the CD from the store. Each month more than 45 tons of CD’s end up in the landfill because they became outdated or unwanted.
10. Consider composting your food waste year round or spring to fall as 22% of solid waste is food waste.

<https://www.50waystohelp.com>

<https://learn.eartheasy.com/guides/composting/>



Healthy Environment, Healthy You

There are countless ways you can choose to reuse in your daily life - everything from carrying your own refillable water bottle to donating your unwanted couch. Reuse is not only what you do when you have something you no longer want, like a couch or computer. Reuse is also what you can do when you need something. Shop second-hand stores or browse online exchange sites before you head to the department store to buy something new. When you do buy something, make sure it's a quality, durable product that can be reused by you and others, rather than a cheap disposable item you'll have to replace in an hour, a month or a year.

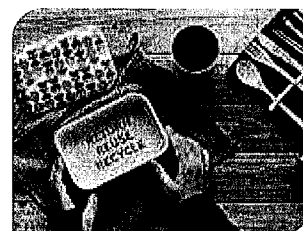


Reuse

Tired of having single-use cups and containers be the default when you go out for coffee and take-out? Want to do something simple and easy to address the causes of climate change and reduce our community's environmental footprint?

Here are some ways that you can reuse in your daily life:

1. Become a Free cycle member! The Freecycle Network™ is made up of 5,318 groups with 9,229,725 members around the world, and next door to you. It's a grassroots and entirely nonprofit movement of people who are giving (and getting) stuff for free in their own towns and neighborhoods. Membership is free!
<https://www.freecycle.org/>
2. Replace disposables for durable, reusable options.



3. Upcycling is the process of modifying something and giving it a new use instead of throwing it away. When you upcycle, you create something with a higher quality or value than the original item. Check out these cool upcycling ideas!

Get organized at home:

<https://www.clutterkeeper.com/upcycling-ideas-home-organization/>

Super cute stocking stuffer!

<https://makeit-loveit.com/plastic-bottle-phone-holder-charger>

Great Christmas gift:

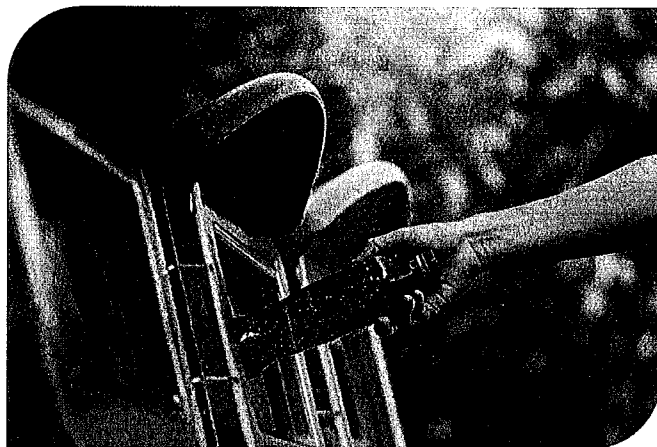
<https://www.favecrafts.com/Storage-and-Organization/Dollar-Store-Cookie-Sheet-Magnet-Board>


ASPIRUS®
Passion for excellence.
Compassion for people.

Healthy Environment, Healthy You

According to the Environmental Protection Agency (EPA), Recycling is defined as the recovery of useful materials, such as paper, glass, plastic and metals, from the municipal solid waste (MSW) stream, along with the transformation of the materials, to make new products to reduce the amount of new raw materials needed to meet consumer demands.

If creative reuse counts as recycling, people have been doing that for ages—early American recycling systems go back to the colonial era, when new materials were hard to come by (TIME Magazine 2016). During the Great Depression, people used biscuit containers as lunch boxes and flour sacks as fabric for clothing.



In the 1960's and 70's recycling wasn't invented but the reasons why we recycle changed. Instead of recycling in order to get the most out of what they had, Americans began to recycle to deal with the massive amount of waste produced during the second half of the 20th century. According to the EPA, The generation (or creation) of MSW increased from 88.1 million tons in 1960 to 262.4 million tons in 2015.

Take the time to educate yourself on recycling!

Plastic bags, unless specified, **cannot** be recycled in a city's curbside program and often cause machine damage at recycling centers.

- Most national grocery retailers and many smaller retailers offer bag recycling collection in stores.
- Often local community programs—like food pantries—accept plastic bag donations for reuse through their programs.
- Plastic bags are among the most common sources of marine debris, where they can be mistaken as food by birds and fish.

Close the loop: While many people make an effort to recycle, another important aspect to consider is making an effort to buy products that can be recycled or buying products made from recycled material.



Here are some helpful online sources to learn more about recycling:

<http://www.greeneducationfoundation.org/nationalgreenweeksub/start-recycling.html>

<https://berecycled.org/>

<https://recyclingpartnership.org>

<https://www.epa.gov/recycle/recycling-basics>

<https://apps.npr.org/plastics-recycling/>



Administrative Coordinator Report

1. Attended Legacy Stone dedication on November 11th.
2. Interview with River City Times.
3. Ribbon cutting at Nepco Lake shelter house solar array.
4. Radio interview with WDLB.
5. Discussed possible developer's agreement between County and Savion concerning Saratoga array.
6. Attended Central Wisconsin State Fair appreciation dinner in Marshfield.
7. Discussed ADRC-CW concerns with Corp. Counsel.
8. Spoke at Coffee with the Chamber event at Heart of Wisconsin Chamber.
9. Radio interview with WFHR.
10. Attended congregate meal lunch site in Nekoosa