

OPERATIONS COMMITTEE

DATE: Tuesday, May 5, 2020
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse
Room 114
400 Market St.
Wisconsin Rapids, WI

1. Call meeting to order
2. Elect Vice-Chair
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, Risk Management, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Developers Agreement with Savion
6. Discuss Adult Protective Service proposal with ADRC-CW
7. Update on county strategic plan
8. **Finance**
 - (a) Resolution – Norwood Health Amend 2019 Budget
 - (b) Resolution – Coroner Amend 2019 Budget
 - (c) Resolution – Trans & Econ Develop Amend 2019 Budget
 - (d) Resolution – Sheriff's Department – Amend 2020 Budget
9. **Treasurer**
 - (a) Discussion on Act 185
10. **Wellness**
 - (a) Wellness Coordinator Update
 - (b) 2020 Wellness Program Deadlines
11. **HR**
 - (a) Finance Director Recruitment Update
 - (b) Discuss recommendations from the Ad Hoc Health Insurance Committee
 - (c) Health Insurance Presentation- by Tim Deaton, The Horton Group (attending remotely)
 - (d) Deferred Compensation Benefit Presentation- by Philip Steele, Cerity Partners (attending remotely)
 - (e) Discuss resolution 12-3-5 which established the rate of pay for the County Clerk, Register of Deeds, and Treasurer
12. Consider any agenda items for next meeting
13. Set next regular committee meeting date
14. The committee may go into closed session per Wis. Stat. s. 19.85(1)(g) to confer with the HR Director, Sheriff and Corp. Counsel regarding a settlement offer in the Reichert litigation.
15. Return to open session.
16. The committee may go into closed session per Wis. Stat. s. 19.85(1)(e) to review offer to purchase of land south of Avon Street Parking Lot.
17. Return to open session.
18. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 968 075 601

Join by Webex App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m77c8f626659ce36bde0013f0fdbcad9a>
Meeting number (access code): 968 075 601
Meeting password: OP0505

**EXECUTIVE COMMITTEE
MEETING MINUTES**

DATE: Tuesday, March 10, 2020
TIME: 8:00 a.m.
PLACE: Wood County Courthouse – Room 114

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. Public Comments: Supervisor Polach thanked Peter Kastenholz for the baked goods her provided at the meeting due to his birthday.
3. Pages 3, 18, 19, 22, 23, 25, 35, 36, 37, and 38 were pulled from the consent agenda for discussion.

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

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

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

5. Peter Kastenholz gave a status update on the developer's agreement with Savion. He is waiting to hear back from Savion and indicated he should hear back from them possibly by the end of the week. He will continue to report back to Committee.
6. Chair Mahon indicated the resolution for the constitutional officer wages was defeated at County Board and he believes they should be part of the wage plan. Kastenholz indicated the 2012 resolution does set the pay rate as part of the wage plan. Lengthy discussion ensued.

Motion (Fischer/Winch) to set the wage for the constitutional officers at \$39.00 per hour for 2,015 hours with an annual wage of \$78,585.00 with COLA increases if approved annually. Motion carried. Voting no: Machon, Rozar.

7. Supervisor Rozar and Nancy Turyk from Extension, shared the recent draft version of the County Strategic Plan and indicated they will present this for approval at the next County board meeting. No suggestions for change were received.

Motion (Curry/Rozar) to send the Wood County Strategic Plan draft to the full County Board as presented. Motion carried unanimously.

8. Marissa Laher from Edgewater Haven, shared information and issues regarding the current contractor for the laundry and housekeeping services at Edgewater Haven and Norwood. Discussion ensued.

Motion (Clendenning/Fischer) to send to County Board a change to the housekeeping contracts for Norwood & Edgewater to withhold \$70,034.00 from the expected Human Services 2019 return of funds to cover the midyear switch in housekeeping contractors. Motion carried unanimously.

9. Rozar presented information regarding issues with the cameras at UWSP at Marshfield campus and the need to split the cost with the City of Marshfield to cover the annual operating budget. Discussion ensued. This will be discussed at budget time.
10. Edward Newton, Deputy Finance Director shared the County has acquired a rebate of \$1,244.00 from the credit card company. He anticipates additional quarterly rebates and is requesting from the Committee direction as to where to apply the rebates. Treasurer Gehrt indicated no funds have actually been received yet.

Motion (Fischer/Clendenning) to add an agenda item for the next meeting to discuss the credit card rebates. Motion withdrawn.

11. (a) Wellness Coordinator Fandre updated the Committee on the status of Wellness Program activities for 2020. A question was raised regarding information to provide to constituents on COVID-19. Supervisor Rozar stated that the memo sent from the Health Officer and Administrative Coordinator is a good resource for information.
- (b) Fandre asked the Committee to authorize the purchase of flu vaccines for the 2020-2021 season. Discussion ensued.

Motion (Fischer/Curry) to go forward with the purchase of flu vaccines for the 2020-2021 season. Motion carried unanimously.

11. (a) Human Resources Director McGrath provided an update to the Committee on the recruitment for the Finance Director position.
12. (b) McGrath explained that Wood County offers employees the option to participate in a voluntary deferred compensation benefit (457b plan) through Nationwide. An employee brought forward a concern regarding high administration fees from Nationwide. Following discussion with The Horton Group, Cerity Partners provided a high-level analysis of the current plan and addressed some areas of concern. McGrath would like to invite Cerity Partners to present to the Operations Committee later this spring to give a presentation of their services.
13. There was no discussion regarding the Administrative Coordinator's report.

Without objection, item 16 was moved forward in the agenda.

Motion (Fischer/Rozar) to go into closed session pursuant to Wis. Stats. 19.85(1)(e) at 9:15 a.m. to discuss the purchase of land south of the Avon Street parking lot.

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

Closed session minutes on file in County Clerk's office.

17. **Motion (Fischer/Curry) to return to open session at 9:36 a.m. All ayes. Motion carried.**

14. Next agenda items: Credit card rebates, possible Bob Moore presentation to Committee in May

15. Next meeting: Tuesday, April 7, 2020 at 8:00 a.m. at River Block

18. The Chair adjourned the meeting at 9:38 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

March 10, 2020

[illegible]



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – May 2020

- Let's start out with election participation for the April 7, 2020 election. Countywide percentage turnout was 51.19%. The highest turnouts seem to be concentrated in the Pittsville area, where a \$6.7 million school district bond issue was on the ballot. Highest percentages were: City of Pittsville - 64.97%; Town of Wood – 62.87; Town of Dexter – 62.67; Town of Cary – 62.64%; Town of Hiles – 62.26%.
- The week prior to the election, indeed, the day before the election, saw judicial orders, executive orders, and changes in the rules in how we normally conduct elections. It was tough to get all the municipal clerks and their poll workers on the same page when one judicial order comes out, then having it completely reversed with the next judicial order, or an executive order. All in all, the canvass, where we verify and put the pieces of the election puzzle together, went extremely well, all things considered, and that is a credit to those municipal clerks and their poll workers. I do not believe I would be far off the mark, and I think all of our municipal clerks would agree, when I say this spring election cycle went as smooth as a pig on stilts.
- Wood County was assigned National Guard members to work as poll workers for the April 7th election. The reservists called up were trained the Sunday before the election, and then were all required to check in with the county clerk on Monday. We then assigned to those polling locations where they were needed. Of the 75 we were allotted, I released about 30 of them and kept the rest on stand-by in case they were needed on Election Day. We did deploy 9 of them to the City of Marshfield, and in talking with the City Clerk, they did FANTASTIC! Just a quick kudos to Supervisor Valenstein, who is a member of the Wisconsin National Guard, and was ready to go if we needed her! My thanks to Supervisors Rozar and Fischer for agreeing to work the polls in the county as well.
- One of our municipal clerks resigned less than a week prior to the election, so I went out to them and set up their polling location and scheduled and conducted their public testing of voting equipment. We also did all of the required voter participation, absentee ballot tracking and reconciliation that was required, post-election.
- Another post-election activity we do every spring is the yearly directory. We are busy doing the updating and getting it ready to go to print.
- The special election for the 7th Congressional District will be held on May 12th. This encompasses 18 out of our 34 municipalities, basically on the west side of the county. If you draw a line from the Town of Remington, and go up through the Town of Auburndale, you can get a mental picture of the municipalities involved.
- We are starting discussions to coordinate for the election system upgrade that will be happening after the May election.



Wood County

WISCONSIN

Office of
Deputy Finance Director

Edward Newton
Deputy Finance Director

May 5, 2020

Subject: Finance Department Letter of Comments

To: Operations Committee

From: Edward Newton, Deputy Finance Director

Departmental Activities

Project completion for the following:

1. General Fund – Fund Balance Policy target date November 12, 2019.
2. Strategic Planning for the Finance Department target date of December 17, 2019.
3. 2020 Budget.
4. Questica support hand over.
5. Questica Budget Software updated to latest version.
6. Annual Electronic Municipal Market Access (EMMA) Financial Filing.
7. System for Award Management (SAM) annual renewal.

Ongoing 2020 projects:

1. Year End Procedures.
2. Preparing for the 2019 Audit.
3. Preparing Form A report May 2020.
4. Questica Budget Software Reports June 2020.
5. Questica Salary Sync May 2020.
6. Gather CIP information.
7. Indirect Cost Allocation Plan July 2020.
8. Fixed Asset Module set up October 2020.
9. Dynamics Workflow December 2020.
10. Questica Budget Software Training June 2020.
11. Internal Audit Policy target date December 2020.
12. Internal Audit implementation January 2021.

Meetings, Webinars and Conferences

1. Meeting with Finance department staff as needed.
2. Discussion with DNS Worldwide - Cost Allocation Plan.
3. Discussion with Clifton, Larson, Allen year end consulting.
4. Discussion with WIPFLI on various year end related items.
5. Met with Sheriff department regarding resolution.
6. Meeting with Human Services and Norwood.
7. Meeting with HR Director.
8. Meeting with Parks.
9. Meeting with District Attorney.
10. Meeting with Branch III.
11. Meeting with Maintenance.
12. Attended Health Insurance Ad Hoc meeting.

Budget to Actual Income Statement for the 1 month ending April 30, 2020.

4/28/2020

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Thursday, April 30, 2020

	Actual	2020 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$9,198,486.48	\$27,595,459.50	(\$18,396,973.02)	(66.67%)
41150 Forest Cropland/Managed Forest Land	59,540.72	25,000.00	34,540.72	138.16%
41220 General Sales and Retailers' Discount	59.97	220.00	(160.03)	(72.74%)
41221 County Sales Tax	1,617,058.60	6,138,000.00	(4,520,941.40)	(73.65%)
41230 Real Estate Transfer Fees	25,768.92	142,000.00	(116,231.08)	(81.85%)
41800 Interest and Penalties on Taxes	87,178.88	394,000.00	(306,821.12)	(77.87%)
41910 Payments in Lieu of Taxes		18,500.00	(18,500.00)	(100.00%)
Total Taxes	10,988,093.57	34,313,179.50	(23,325,085.93)	(67.98%)
Intergovernmental Revenues				
43410 State Aid-Shared Revenue		3,064,207.00	(3,064,207.00)	(100.00%)
43420 Personal Property Aid		272,398.42	(272,398.42)	(100.00%)
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		74,000.00	(74,000.00)	(100.00%)
43512 State Aid-Courts	127,158.12	377,280.00	(250,121.88)	(66.30%)
43514 State Aid-Court Support Services		75,775.00	(75,775.00)	(100.00%)
43516 State Aid-Modernization Grants	15,864.00	58,120.00	(42,256.00)	(72.70%)
43521 State Aid - Law Enforcement	65,962.06	146,000.00	(80,037.94)	(54.82%)
43523 State Aid-Other Law Enforcement	17,037.00	18,000.00	(963.00)	(5.35%)
43528 State Aid-Emergency Government		93,250.00	(93,250.00)	(100.00%)
43531 State Aid-Transportation	630,897.20	2,194,425.00	(1,563,527.80)	(71.25%)
43534 State Aid-LRIP		218,258.00	(218,258.00)	(100.00%)
43549 State Aid-Private Sewage		7,000.00	(7,000.00)	(100.00%)
43551 State Aid-Health Grants	8,162.00	83,252.00	(75,090.00)	(90.20%)
43554 State Aid-Health WIC Program	30,084.00	395,065.00	(364,981.00)	(92.39%)
43557 State Aid-Health Consolidated Contract	11,413.00	70,944.62	(59,531.62)	(83.91%)
43560 State Aid-Grants		68,167.00	(68,167.00)	(100.00%)
43561 State Aids	2,877,420.45	13,290,580.00	(10,413,159.55)	(78.35%)
43567 State Aid-Transportation	243,658.97	242,594.00	1,064.97	0.44%
43568 State Aid-Child Support		1,109,455.78	(1,109,455.78)	(100.00%)
43571 State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572 State Aid-ATV Maintenance	305,253.75	6,826.00	298,427.75	4,371.93%
43574 State Aid-Snowmobile Trail Maint	32,767.31	79,777.00	(47,009.69)	(58.93%)
43576 State Aid-Parks		76,610.00	(76,610.00)	(100.00%)
43581 State Aid-Forestry	49,133.95	74,898.00	(25,764.05)	(34.40%)
43586 State Aid-Land Conservation	43,555.17	1,036,484.86	(992,929.69)	(95.80%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,653.91	3,300.00	353.91	10.72%
Total Intergovernmental	4,462,020.89	23,459,308.68	(18,997,287.79)	(80.98%)
Licenses and Permits				
44100 Business and Occupational Licenses	13,406.59	377,750.00	(364,343.41)	(96.45%)
44101 Utility Permits	8,715.00	1,050.00	7,665.00	730.00%
44102 Driveway Permits		860.00	(860.00)	(100.00%)
44200 DNR & ML Fees	8,549.94	54,511.00	(45,961.06)	(84.32%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits		1,025.00	(1,025.00)	(100.00%)
44300 Sanitary Permit Fees	20,250.00	71,300.00	(51,050.00)	(71.60%)
44411 County Planner Plat Review Fees	3,250.00	7,500.00	(4,250.00)	(56.67%)
44412 Wisconsin Fund Application Fees		150.00	(150.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	2,300.00	33,825.00	(31,525.00)	(93.20%)
44415 HT Database Annual Fee	4,680.00	118,750.00	(114,070.00)	(96.06%)
Total Licenses and Permits	61,151.53	667,721.00	(606,569.47)	(90.84%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	656.13	1,700.00	(1,043.87)	(61.40%)
45115 County Share of Occupational Driver	40.00	200.00	(160.00)	(80.00%)
45120 County Share of State Fines and Forfeitures	38,564.87	152,000.00	(113,435.13)	(74.63%)
45123 County Parks Violation Fee		750.00	(750.00)	(100.00%)
45130 County Forfeitures Revenue	26,187.31	94,000.00	(67,812.69)	(72.14%)
45191 Private Sewage Fines	10,518.15	15,000.00	(4,481.85)	(29.88%)
Total Fines, Forfeits and Penalties	75,966.46	263,650.00	(187,683.54)	(71.19%)
Public Charges for Services				
46110 County Clerk-Passport Fees	9,405.00	22,000.00	(12,595.00)	(57.25%)
46121 Treasurer Fees-Redemption Notices	1,232.00	4,000.00	(2,768.00)	(69.20%)
46122 Property Conversion Charges	2,018.92	1,000.00	1,018.92	101.89%
46130 Register of Deeds-Fees	76,101.47	262,000.00	(185,898.53)	(70.95%)
46131 Register of Deeds-Laredo Tapestry	2,178.42	47,000.00	(44,821.58)	(95.37%)
46135 Land Record-Fees	19,072.00	92,880.00	(73,808.00)	(79.47%)
46140 Court Fees	69,968.48	155,000.00	(85,031.52)	(54.86%)
46141 Court Fees and Costs-Marriage Counseling	1,845.00	12,295.00	(10,450.00)	(84.99%)
46142 Court/Juvenile	11,635.03	22,000.00	(10,364.97)	(47.11%)

4/28/2020

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Thursday, April 30, 2020

	Actual	2020 Budget	Variance	Variance %
46143 Other Professional Reimbursements	6,970.24	17,736.00	(10,765.76)	(60.70%)
46144 Circuit Court Branch I	5,739.13	28,600.00	(22,860.87)	(79.93%)
46146 Circuit Court Branch III	2,204.00	12,000.00	(9,796.00)	(81.63%)
46191 Public Chgs-Clerk	1,100.00	6,800.00	(5,700.00)	(83.82%)
46192 Public Chgs-Temp Licenses	1,233.05	7,000.00	(5,766.95)	(82.39%)
46194 County Clerk Copy Fees	18.50	275.00	(256.50)	(93.27%)
46195 Public Chgs-Map & Data Sales	70.00	100.00	(30.00)	(30.00%)
46198 Public Chgs-Human Resources	450,774.36	1,557,476.00	(1,106,701.64)	(71.06%)
46210 Sheriff-Public Charges	714.91	325.00	389.91	119.97%
46211 Sheriff Revenue-Civil Process Fees	20,014.65	62,000.00	(41,985.35)	(67.72%)
46212 Sheriff Cost Reimbursement/Witness Fees	15,732.06	53,000.00	(37,267.94)	(70.32%)
46214 Reserve Deputy Revenue	550.00	14,000.00	(13,450.00)	(96.07%)
46215 Sheriff Escort Service	8,882.38	31,000.00	(22,117.62)	(71.35%)
46216 Restitution	146.09	200.00	(53.91)	(26.96%)
46217 OWI Restitution	445.88	1,750.00	(1,304.12)	(74.52%)
46221 Public Chgs-Coroner Cremation	22,500.00	60,000.00	(37,500.00)	(62.50%)
46230 Death Certificates	7,500.00	15,000.00	(7,500.00)	(50.00%)
46241 Jail Surcharge	7,852.68	31,000.00	(23,147.32)	(74.67%)
46242 Huber/Electronic Monitoring	65,369.00	357,678.00	(292,309.00)	(81.72%)
46243 Inmate Booking/Processing Fee	3,872.84	17,000.00	(13,127.16)	(77.22%)
46244 Other County Transports	7,297.15	18,000.00	(10,702.85)	(59.46%)
46245 Jail Stay Fee	15,682.37	37,000.00	(21,317.63)	(57.62%)
46291 Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabilization	98,748.53	477,695.00	(378,946.47)	(79.33%)
46520 Institutional Care-Private Pay	195,586.51	952,868.00	(757,281.49)	(79.47%)
46521 Institutional Care-Other Pay	200.00	4,146.00	(3,946.00)	(95.18%)
46525 Public Chgs- Medicare	586,928.50	3,210,503.00	(2,623,574.50)	(81.72%)
46526 Public Chgs- Medicaid	909,049.92	5,717,200.00	(4,808,150.08)	(84.10%)
46527 Public Chgs-Veterans EW	17,449.89		17,449.89	0.00%
46530 Public Charges	1,517,148.70	6,207,995.00	(4,690,846.30)	(75.56%)
46531 Public Chgs- Private Insurance	179,351.53	1,470,262.00	(1,290,910.47)	(87.80%)
46532 Public Chgs-County Responsible	38,992.41	154,607.00	(115,614.59)	(74.78%)
46533 Public Chgs-NW Mental Health Inpatient	(3,006.32)	200,182.00	(203,188.32)	(101.50%)
46534 Public Chgs-NW Mental Health Inpatient	445,364.95	1,745,238.00	(1,299,873.05)	(74.48%)
46536 Third Party Awards & Settlements		410,828.00	(410,828.00)	(100.00%)
46537 Contractual Adjustment	(836,952.60)	(4,428,250.00)	3,591,297.40	(81.10%)
46590 Provision for Bad Debts-Edgewater	(22,999.98)	(92,000.00)	69,000.02	(75.00%)
46621 Child Support-Genetic Tests	1,238.19	3,750.00	(2,511.81)	(66.98%)
46623 Child Support-Filing Fees	10.00	80.00	(70.00)	(87.50%)
46624 Child Support-Service Fees	3,104.18	12,000.00	(8,895.82)	(74.13%)
46721 Public Chgs-Parks	116,563.36	550,000.00	(433,436.64)	(78.81%)
46772 UW-Extension Project Revenue	16,831.00	3,050.00	13,781.00	451.84%
46813 County Forest Revenue	145,901.15	385,000.00	(239,098.85)	(62.10%)
46825 Land Conservation Fees & Sales	54,521.88	70,860.00	(16,338.12)	(23.06%)
46826 Private Sewage Charges	1,920.00	15,250.00	(13,330.00)	(87.41%)
Total Public Charges for Services	4,304,077.41	20,044,979.00	(15,740,901.59)	(78.53%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	151,174.40	558,200.00	(407,025.60)	(72.92%)
47230 State Charges	337,109.61	1,702,757.00	(1,365,647.39)	(80.20%)
47231 State Charges-Highway	98,820.06	232,838.00	(134,017.94)	(57.56%)
47250 Intergovernmental Transfer Program Rev		627,900.00	(627,900.00)	(100.00%)
47300 Local Gov Chgs	67,704.19	594,327.00	(526,622.81)	(88.61%)
47320 Local Gov Chgs-Public Safety	12,413.59	30,000.00	(17,586.41)	(58.62%)
47330 Local Gov Chgs-Transp	110,222.09	1,329,550.00	(1,219,327.91)	(91.71%)
47332 Local Gov Chgs-Roads		420,187.00	(420,187.00)	(100.00%)
47333 Local Gov Chgs-Bridges	(11,773.74)	78,103.00	(89,876.74)	(115.07%)
47350 Local Gov Chgs-Hlth & Human Svcs	18,355.50	69,000.00	(50,644.50)	(73.40%)
47351 Local Gov Chgs-Other Governments	6,170.00	70,640.00	(64,470.00)	(91.27%)
47391 Local Gov Chgs-BNI (Materials)		2,500.00	(2,500.00)	(100.00%)
47392 Local Gov Chgs-BNI (Staff)		850.00	(850.00)	(100.00%)
47393 Local Gov Chgs-Work Relief	496.00	10,000.00	(9,504.00)	(95.04%)
47395 Local Gov Chgs-EM Vehicles	480.71	5,000.00	(4,519.29)	(90.39%)
47396 Local Gov Chgs-EM Equipment	10.00	800.00	(790.00)	(98.75%)
Total Charges to Other Governments	791,182.41	5,732,652.00	(4,941,469.59)	(86.20%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	3,524,467.72	10,282,100.00	(6,757,632.28)	(65.72%)
47411 Dept Charges-Purchasing	10,128.87	40,200.00	(30,071.13)	(74.80%)
47412 Dept Charges-Insurance	168,370.60	500,000.00	(331,629.40)	(66.33%)
47413 Dept Charges-Gen Govt	374,477.57	1,127,105.00	(752,627.43)	(66.78%)
47415 Dept Charges-Systems	86,198.68	322,905.00	(236,706.32)	(73.31%)
47421 Dept Charges-Public Safety	4,196.72	22,100.00	(17,903.28)	(81.01%)

4/28/2020

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Thursday, April 30, 2020

	Actual	2020 Budget	Variance	Variance %
47430 Dept Charges-Bldg Rent	303,937.00	908,643.00	(604,706.00)	(66.55%)
47435 Dept Charges-Sheriff Lockup Rent	5,333.32	16,000.00	(10,666.68)	(66.67%)
47438 Dept Charges-Riverblock Rent	198,823.84	600,708.00	(401,884.16)	(66.90%)
47440 Dept Charges	120.00	3,200.00	(3,080.00)	(96.25%)
47460 Dept Charges-Drug Court	17,000.00	73,000.00	(56,000.00)	(76.71%)
47470 Dept Charges-Highway	28,139.20	2,169,804.00	(2,141,664.80)	(98.70%)
Total Interdepartmental Charges	4,721,193.52	16,065,765.00	(11,344,571.48)	(70.61%)
Total Intergovernmental Charges for Services	5,512,375.93	21,798,417.00	(16,286,041.07)	(74.71%)
Miscellaneous				
48000 Miscellaneous	713.87		713.87	0.00%
48100 Interest	51.87	20.00	31.87	159.35%
48110 Interest-Capital Projects	3.04	10.00	(6.96)	(69.60%)
48113 Unrealized Gain/Loss on Investment	62,725.68	25,500.00	37,225.68	145.98%
48114 Interest-Investment	1,114,456.71	145,000.00	969,456.71	668.59%
48115 Interest-General Investment	28,338.30	100,000.00	(71,661.70)	(71.66%)
48116 Interest-Section 125 & Health	474.22	475.00	(0.78)	(0.16%)
48117 Interest-Clerk of Courts	83.27	250.00	(166.73)	(66.69%)
48200 Rental Income	30,225.88	94,503.00	(64,277.12)	(68.02%)
48300 Gain/Loss-Sale of Property	181,365.00	42,000.00	139,365.00	331.82%
48320 Gain/Loss-Sale of Surplus Property	22.00	500.00	(478.00)	(95.60%)
48340 Gain/Loss-Sale of Salvage and Waste	2,390.90	6,700.00	(4,309.10)	(64.31%)
48440 Insurance Recoveries-Other	20,912.37	912,000.00	(891,087.63)	(97.71%)
48500 Donations	349,039.26	132,885.00	216,154.26	162.66%
48502 Donations-Veterans Loan Repayment	20.00		20.00	0.00%
48503 Donations-Services ATV Club		6,000.00	(6,000.00)	(100.00%)
48540 Donations & Contributions	4,006.30	21,500.00	(17,493.70)	(81.37%)
48830 Recovery of PYBD & Contractual Adj	6,318.12	35,000.00	(28,681.88)	(81.95%)
48860 Revenue from Meals	2,495.05	18,000.00	(15,504.95)	(86.14%)
48880 Food Vending Machine Income	534.00	3,500.00	(2,966.00)	(84.74%)
48900 Other Miscellaneous Revenue	15,005.84	68,200.00	(53,194.16)	(78.00%)
48901 Other/Miscellaneous Revenue	1,892.70	2,000.00	(107.30)	(5.37%)
48910 Vending/Cafeteria Revenue	1,297.64	8,850.00	(7,552.36)	(85.34%)
48920 Vending Machine Revenue	1,190.07	4,000.00	(2,809.93)	(70.25%)
48940 Canteen Income	220.45	30.00	190.45	634.83%
48970 Rental Income- NHC, Health Annex	7,760.04	24,459.70	(16,699.66)	(68.27%)
48980 Misc/Other Workshop Revenue	8,816.01	100.00	8,716.01	8,716.01%
48990 Other Operating Income	438.00	1,700.00	(1,262.00)	(74.24%)
48991 Copier Revenue	364.00	1,800.00	(1,436.00)	(79.78%)
Total Miscellaneous	1,841,160.59	1,654,982.70	186,177.89	11.25%
Other Financing Sources				
49110 Proceeds from Long-Term Debt	390.00	4,904,600.00	(4,904,210.00)	(99.99%)
49210 Transfer from General Fund		341,000.00	(341,000.00)	(100.00%)
49220 Transfer from Special Revenue	1,146,837.59	6,138,000.00	(4,991,162.41)	(81.32%)
49270 Transfer from Internal Service		190,126.00	(190,126.00)	(100.00%)
Total Other Financing Sources	1,147,227.59	11,573,726.00	(10,426,498.41)	(90.09%)
TOTAL REVENUES	28,392,073.97	113,775,963.88	(85,383,889.91)	(75.05%)

EXPENDITURES

General Government				
51120 Committees & Commissions	63,367.27	201,711.11	138,323.84	68.58%
51212 Circuit Court Branch I	122,192.90	422,010.23	299,817.33	71.05%
51213 Circuit Court Branch II	36,143.21	125,769.36	89,626.15	71.26%
51214 Circuit Court Branch III	37,003.88	127,042.60	90,038.72	70.87%
51215 Drug Court	62,319.04	222,928.00	160,608.96	72.05%
51217 Clerk of Courts-Divorce Mediation	6,525.00	25,000.00	18,475.00	73.90%
51220 Family Court Commissioner	16,249.98	65,600.00	49,350.02	75.23%
51221 Clerk of Courts	403,912.46	1,513,161.98	1,109,249.52	73.31%
51231 Coroner	48,934.41	160,208.09	111,273.68	69.46%
51240 Justice Coordinator	2,848.50	44,585.57	41,737.07	93.61%
51310 District Attorney	127,690.73	498,235.63	370,544.90	74.37%
51315 Victim Witness Program	49,510.43	154,636.29	105,125.86	67.98%
51320 Corporation Counsel	87,907.17	316,881.64	228,974.47	72.26%
51330 Child Support	294,754.19	1,053,042.75	758,288.56	72.01%
51333 Child Support - 5 County	48,985.77	177,475.34	128,489.57	72.40%
51420 County Clerk	88,724.22	358,199.57	269,475.35	75.23%
51424 County Clerk-Postage Meter	4,285.72	14,000.00	9,714.28	69.39%
51430 Health Benefit Payments	2,184,046.53	12,563,707.00	10,379,660.47	82.62%
51431 Health-Wellness	98,182.79	189,588.00	91,405.21	48.21%
51433 Human Resources-Labor Relations	865.00	30,000.00	29,135.00	97.12%
51435 Human Resources-Personnel	168,816.52	525,606.74	356,790.22	67.88%
51436 Human Resources-Programs		12,000.00	12,000.00	100.00%

4/28/2020

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Thursday, April 30, 2020

		2020			
		Actual	Budget	Variance	Variance %
51440	County Clerk-Elections	69,753.44	107,591.16	37,837.72	35.17%
51450	Data Processing	679,021.46	1,818,374.16	1,139,352.70	62.66%
51451	Voice over IP	57,552.94	141,500.00	83,947.06	59.33%
51452	PC Replacement	117,465.61	169,640.00	52,174.39	30.76%
51453	Co Clerk-Inform & Commun	2,249.52	18,500.00	16,250.48	87.84%
51510	Finance	134,116.86	502,458.01	368,341.15	73.31%
51520	Treasurer	136,515.42	460,901.93	324,386.51	70.38%
51550	Purchasing	2,078.06	5,144.00	3,065.94	59.60%
51590	Contingency		450,000.00	450,000.00	100.00%
51591	Efficiency		25,000.00	25,000.00	100.00%
51592	Initiatives		25,000.00	25,000.00	100.00%
51611	Bldg Maint-Courthouse and Jail	239,676.76	1,007,017.33	767,340.57	76.20%
51630	Bldg Maint-Unified Svcs Building	2,443.71	10,188.00	7,744.29	76.01%
51640	Bldg Maint-Joint Use Building	2,239.89	12,188.00	9,948.11	81.62%
51650	Bldg Maint-Sheriff Lockup	845.98	5,388.00	4,542.02	84.30%
51670	Bldg Maint-River Block	129,259.29	661,932.66	532,673.37	80.47%
51710	Register of Deeds	171,451.52	479,034.83	307,583.31	64.21%
51711	Register of Deeds-Redaction	8,289.46	15,800.00	7,510.54	47.54%
51931	Property and Liability Insurance	371,771.97	606,505.50	234,733.53	38.70%
51933	Workers Comp Insurance	223,826.32	467,466.49	243,640.17	52.12%
51934	Sick Leave Conversion	16,895.00	500,000.00	483,105.00	96.62%
	Total General Government	6,318,738.93	26,291,019.97	19,972,281.04	75.97%
Public Safety					
52110	Sheriff-Administration	709,533.52	2,710,818.04	2,001,284.52	73.83%
52130	Radio Engineer	50,156.92	245,943.76	195,786.84	79.61%
52131	Sheriff-Indian Law Enforce	4,168.37	35,008.00	30,839.63	88.09%
52140	Sheriff-Traffic Police	914,819.50	3,384,848.35	2,470,028.85	72.97%
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52220	Sheriff- Courthouse Security	101,282.43	355,282.20	253,999.77	71.49%
52510	Emer Mgmt-SARA Title III	11,990.91	53,406.66	41,415.75	77.55%
52520	Emergency Management	87,295.16	279,329.16	192,034.00	68.75%
52601	Dispatch	505,089.93	1,818,934.65	1,313,844.72	72.23%
52530	Emer Mgmt-Bldg Numbering	2,342.68	3,000.00	657.32	21.91%
52540	Emer Mgmt-Work Relief	50,414.79	182,418.37	132,003.58	72.36%
52710	Sheriff-Jail	852,766.36	2,833,595.09	1,980,828.73	69.91%
52712	Sheriff-Electronic Monitoring	49,663.46	221,737.00	172,073.54	77.60%
52713	Sheriff-PT Transp/Safekeeper	368,870.03	1,395,617.49	1,026,747.46	73.57%
52721	Sheriff-Jail Surcharge		100,000.00	100,000.00	100.00%
	Total Public Safety	3,708,394.06	13,620,938.77	9,912,544.71	72.77%
Public Works-Highway					
53110	Hwy-Administration	115,646.97	351,879.80	236,232.83	67.13%
53120	Hwy-Engineer	70,658.54	254,866.05	184,207.51	72.28%
53191	Hwy-Other Administration	119,446.31	335,532.33	216,086.02	64.40%
53210	Hwy-Employee Taxes & Benefits	(792,020.73)	1,753,982.36	2,546,003.09	145.16%
53220	Hwy-Field Tools	18,568.60	(1,839.92)	(20,408.52)	1,109.21%
53230	Hwy-Shop Operations	98,953.03	247,343.16	148,390.13	59.99%
53232	Hwy-Fuel Handling	(4,437.28)	(23,105.00)	(18,667.72)	80.80%
53240	Hwy-Machinery Operations	(308,708.77)	92,274.18	400,982.95	434.56%
53260	Hwy-Bituminous Ops	9,827.38	230,793.04	220,965.66	95.74%
53262	Hwy-Bituminous Ops	20,330.64		(20,330.64)	0.00%
53266	Hwy-Bituminous Ops	25,204.48	1,856,661.62	1,831,457.14	98.64%
53270	Hwy-Buildings & Grounds	70,681.58	181,404.12	110,722.54	61.04%
53290	Hwy-Salt Brine Operations	19,169.06		(19,169.06)	0.00%
53291	Hwy-Salt Brine Operations	(27,854.71)	150.00	28,004.71	18,669.81%
53281	Hwy-Acquistion of Capital Assets	70,628.00		(70,628.00)	0.00%
53310	Hwy-Maintenance CTHS		21,950.55	21,950.55	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	522,605.51	1,907,786.45	1,385,180.94	72.61%
53312	Hwy-Snow Remov	573,215.67	829,981.54	256,765.87	30.94%
53313	Hwy-Maintenance Gang	13,296.19	103,111.16	89,814.97	87.10%
53314	Hwy-Maint Gang-Materials	6,439.76	2,900.00	(3,539.76)	(122.06%)
53320	Hwy-Maint STHS	488,226.47	1,442,910.19	954,683.72	66.16%
53330	Hwy-Local Roads	165,840.51	1,195,139.14	1,029,298.63	86.12%
53340	Hwy-County-Aid Road Construction		456,930.91	456,930.91	100.00%
53341	Hwy-County-Aid Bridge Construction		131,193.61	131,193.61	100.00%
53490	Hwy-State & Local Other Services	96,315.90	555,188.46	458,872.56	82.65%
	Total Public Works-Highway	1,372,033.11	11,927,033.75	10,555,000.64	88.50%
Health and Human Services					
54121	Health-Public Health	544,837.54	1,815,457.59	1,270,620.05	69.99%
54122	Health-WIC Program	124,471.12	395,065.34	270,594.22	68.49%

4/28/2020

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Thursday, April 30, 2020

		2020		
		Budget	Variance	Variance %
	Actual			
54128	Health-Public Health Grants	25,470.26	70,945.11	45,474.85 64.10%
54129	Humane Officer	12,313.12	37,046.01	24,732.89 66.76%
54130	Health-Dental Sealants	25,063.08	96,706.13	71,643.05 74.08%
54132	Adams-Juneau Sanitation	103,908.90	361,362.23	257,453.33 71.25%
54210	Edgewater-Nursing	1,203,687.45	4,419,757.32	3,216,069.87 72.77%
54211	Edgewater-Housekeeping	43,913.08	130,363.00	86,449.92 66.31%
54212	Edgewater-Dietary	207,024.33	729,116.85	522,092.52 71.61%
54213	Edgewater-Laundry	18,639.13	54,222.00	35,582.87 65.62%
54214	Edgewater-Maintenance	108,222.68	392,493.45	284,270.77 72.43%
54217	Edgewater-Activities	54,009.75	182,474.54	128,464.79 70.40%
54218	Edgewater-Social Services	51,696.59	168,537.90	116,841.31 69.33%
54219	Edgewater-Administration	195,323.60	747,104.60	551,781.00 73.86%
54220	Wood Haven TBI		865,793.39	865,793.39 100.00%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00 100.00%
54317	Human Services Crisis Stabilization	74,782.92	368,723.73	293,940.81 79.72%
54324	Norwood-SNF-CMI	358,137.81	1,057,662.21	699,524.40 66.14%
54325	Norwood SNF TBI	294,357.28	937,316.58	642,959.30 68.60%
54326	Norwood-Inpatient	953,902.12	3,519,245.86	2,565,343.74 72.89%
54350	Norwood-Dietary	340,429.51	1,159,410.65	818,981.14 70.64%
54351	Norwood-Plant Ops & Maint	228,766.05	717,015.72	488,249.67 68.09%
54363	Norwood-Medical Records	69,861.31	226,162.81	156,301.50 69.11%
54365	Norwood-Administration	381,641.85	1,234,224.03	852,582.18 69.08%
54401	Human Services-Child Welfare	949,427.61	4,349,551.57	3,400,123.96 78.17%
54405	Human Services-Youth Aids	810,917.34	3,359,534.37	2,548,617.03 75.86%
54410	Human Services-Child Care	38,672.02	169,244.90	130,572.88 77.15%
54413	Human Services-Transportation	108,368.90	475,599.23	367,230.33 77.21%
54420	Human Services-ESS	484,231.14	1,529,765.90	1,045,534.76 68.35%
54425	Human Services-FSET	897,667.95	3,365,867.16	2,468,199.21 73.33%
54435	Human Services-LIEAP	30,255.41	108,806.93	78,551.52 72.19%
54440	Human Services-Birth to Three	136,861.49	548,250.16	411,388.67 75.04%
54445	Human Services-Childrens COP	11,539.68	72,995.09	61,455.41 84.19%
54450	Human Services-Childrens Waivers	108,114.91	363,058.61	254,943.70 70.22%
54455	Human Services-CSP	152,431.19	524,732.64	372,301.45 70.95%
54460	Human Services-OPC MH	454,284.30	1,716,242.99	1,261,958.69 73.53%
54465	Human Services-CCS	689,647.50	2,539,278.90	1,849,631.40 72.84%
54470	Human Services-Crisis Legal Svc	341,890.24	1,108,473.36	766,583.12 69.16%
54475	Human Services-MH Contr COP	193,936.87	1,344,677.00	1,150,740.13 85.58%
54480	Human Services-OPC AODA	129,491.09	448,401.72	318,910.63 71.12%
54485	Human Services-OPC Day Treatment	23,438.42	77,283.03	53,844.61 69.67%
54495	Human Services-AODA Contract	7,697.30	126,100.00	118,402.70 93.90%
54500	Human Services-Administration	1,050,577.00	3,360,917.96	2,310,340.96 68.74%
54611	Aging-Committee on Aging		198,278.00	198,278.00 100.00%
54710	Veterans-Veterans Relief	1,771.76	7,697.75	5,925.99 76.98%
54720	Veterans-Veterans Service Officer	104,640.67	343,488.63	238,847.96 69.54%
54730	Veterans Relief Donations		300.00	300.00 100.00%
54740	Veterans-Care of Veterans Graves		2,865.00	2,865.00 100.00%
54750	Veterans-WDVA Grant	2,874.59	13,000.00	10,125.41 77.89%
	Total Health and Human Services	12,149,196.86	45,868,117.95	33,718,921.09 73.51%
Culture, Recreation and Education				
55112	County Aid to Libraries	535,268.32	1,047,953.00	512,684.68 48.92%
55210	County Parks	430,221.43	1,753,237.98	1,323,016.55 75.46%
55441	Maintenance Snowmobile Trails	23,351.92	79,777.00	56,425.08 70.73%
55442	ATV Maintenance	380.13	11,481.00	11,100.87 96.69%
55443	Powers Bluff		100.00	100.00 100.00%
55460	Marshfield Fairgrounds	25,000.00	25,000.00	
55620	UW-Extension	187,809.46	519,625.08	331,815.62 63.86%
55630	UW-Extension Center-Marshfield	25,453.50	50,907.00	25,453.50 50.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00	
55660	UW-Extension Projects	710.58	17,700.00	16,989.42 95.99%
	Total Culture, Recreation and Education:	1,260,195.34	3,537,781.06	2,277,585.72 64.38%
Conservation and Development				
56111	State Forestry Roads		7,000.00	7,000.00 100.00%
56121	Land Conservation	60,683.75	277,575.74	216,891.99 78.14%
56122	DATCP Grant	71,320.48	277,701.93	206,381.45 74.32%
56123	Wildlife Damage Abatement	9,874.72	139,382.85	129,508.13 92.92%
56125	Non-Metalic Mining Reclamation	16,011.42	40,563.50	24,552.08 60.53%
56126	MDV	587.34	25,925.91	25,338.57 97.73%
56128	Mill Creek	13,978.68	604,421.06	590,442.38 97.69%
56310	County Planner	121,584.27	397,469.20	275,884.93 69.41%
56320	Land Record	26,634.28	408,482.15	381,847.87 93.48%

4/28/2020

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Thursday, April 30, 2020

		Actual	2020 Budget	Variance	Variance %
56340	Surveyor	8,670.34	44,262.00	35,591.66	80.41%
56730	Transp & ED-Airport Aid		20,000.00	20,000.00	100.00%
56740	Payment in Lieu of Tax	(18,535.66)	77,344.10	95,879.76	123.97%
56750	Transp & Economic Develop	12,954.95	140,825.00	127,870.05	90.80%
56780	CDBG-ED	25,832.31	60,000.00	34,167.69	56.95%
56911	State Wildlife Habitat		2,500.00	2,500.00	100.00%
56913	Park & Forestry Capital Proj	27,605.06	44,330.00	16,724.94	37.73%
56943	Private Sewage System	43,622.73	271,313.94	227,691.21	83.92%
	Total Conservation and Development	420,824.67	2,839,097.38	2,418,272.71	85.18%
	Capital Outlay				
57114	Cap Projects-Finance		10,000.00	10,000.00	100.00%
57119	Cap Projects-Maintenance	36,332.33	375,000.00	338,667.67	90.31%
57120	Cap Projects-Gen Government	87.96	375,000.00	374,912.04	99.98%
57127	Cap Projects-Computers	225,964.32	898,555.00	672,590.68	74.85%
57210	Cap Projects-Communications		18,000.00	18,000.00	100.00%
57213	Cap Projects-Emergency Management	231.93	5,000.00	4,768.07	95.36%
57310	Highway Capital Projects	54,447.06	2,132,862.32	2,078,415.26	97.45%
57412	Cap Projects-Edgewater	269,312.35	320,080.00	50,767.65	15.86%
57420	Cap Projects-Norwood	36,466.31	344,250.00	307,783.69	89.41%
57521	Cap Projects-Parks	22,142.30	477,505.00	455,362.70	95.36%
57622	Cap Projects-Planning and Zoning		40,000.00	40,000.00	100.00%
57640	UW Remodeling/Construction		12,000.00	12,000.00	100.00%
57940	Depreciation & Amortization	120,407.27		(120,407.27)	0.00%
	Total Capital Outlay	765,391.83	5,008,252.32	4,242,860.49	84.72%
	Debt Service				
58140	Debt Service Principal-Highway		3,785,000.00	3,785,000.00	100.00%
58240	Debt Service Interest-Highway	299,332.08	600,548.50	301,216.42	50.16%
58295	Paying Agent & Fiscal Charges		42,835.00	42,835.00	100.00%
	Total Debt Service	299,332.08	4,428,383.50	4,129,051.42	93.24%
	Other Financing Uses				
59210	Transfers to General Fund	1,146,837.59	6,669,126.00	5,522,288.41	82.80%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses	1,146,837.59	6,482,114.00	5,335,276.41	82.31%
	TOTAL EXPENDITURES	27,440,944.47	120,002,738.70	92,561,794.23	77.13%
	NET INCOME (LOSS) *	951,129.50	(6,226,774.82)	7,177,904.32	(115.27%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

April 28, 2020

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – April 2020

Human Resources Activity

	April 2020	2020 Year-to-Date
Applications Received	139	903
Positions Filled	11	63
Promotions/Transfers	3	11
New Hire Orientations	5	38
Terminations, Voluntary	14	44
Terminations, Involuntary	2	7
Retirements	1	3
Exit Interviews	3	11

Human Resources Narrative

General Highlights

1. Related to the current COVID-19 pandemic and Safer At Home order, Human Resources continues to answer numerous employee and departmental questions. With the recent passage of the Families First Coronavirus Response Act (FFCRA), we finalized the updated forms and worked with IT to update the HR Intranet. We continue to review and approve employee leaves under the Act for qualifying reasons.
2. We are currently in Phase II of the Classification and Compensation Study with Carlson Dettmann. During this phase, the consultants are analyzing and evaluating the JDQs that were completed and submitted. Throughout this phase, we have assisted multiple departments with combining JDQ's to decrease the number of JDQ's that were submitted above the budgeted amount. We have also answered multiple questions from the vendor and/or facilitated conversations between the consultant and Department Heads. As we close out this phase, the consultant has started reaching out to individual departments to schedule 1:1 meetings via WebEx.

Meetings & Trainings

1. Attended County Board via WebEx on April 21st.
2. Attended the weekly COVID-19 calls facilitated by Emergency Management.
3. Scheduled and attended a WebEx call on April 8th at the request of the former Wood County Chairman to discuss with Department Heads the limited closure of the Wood County Courthouse.

4. Attended the Criminal Justice Coordinator Committee on April 9th.
5. Attended and presented at the Wood County Board Supervisor Orientation on April 16th.
6. With regards to the matter of Thomas Reichert v. County of Wood, attended the court-ordered mediation on April 20th. A settlement offer resolution will be presented to the Operations and Public Safety committees in May.
7. Held the monthly conference call with The Horton Group on April 28th to discuss benefit topics.
8. Attended the Ad Hoc Health Insurance Meeting on April 28th.
9. Staff attended various meetings including:
 - a. Attended multiple webinars related to COVID-19 through Anthem and Think HR.
 - b. Attended webinar on Self-Funded Health Plans through HR Morning.
 - c. Attended a webinar on 2020 Employment Law on April 15th through Think HR.
 - d. Attended the SPAHRA Monthly Board Meeting via phone conference on April 7th.
 - e. Attended webinar presented by Ergometrics/National Testing Network regarding virtual testing.

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. Printed and collated New Hire Orientation packets.
5. Responded to Employment Verifications requests.
6. Updated Health Fund Balance document for March.
7. Communicated with employees, Anthem representatives, and The Horton Group regarding multiple claim concerns.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Conducted research in hiring 16-17 year olds. Worked with HR Director, Parks Supervisor, and Safety/Risk Specialist on recommendations.
4. Held a telephone conference with Tier 1 Recruiting Firm.
5. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status. Updated exempt salaries to show annual salaries within job advertisements.
6. Finalized Dispatch Eligibility List with Dispatch Manager.
7. Posted positions on various sites, coordinated and scheduled interviews, completed references, background checks, and degree verifications, and presented offers of employment to candidates.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Clerk of Courts	Records Clerk – Administrative Services 4	Position on hold due to COVID-19.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 5/17/20.

Replacement	Finance	Finance Director	Position extended – deadline 5/3/20. Interviews conducted 3/6/20. Final candidate identified. The scheduled “meet and greet” with the Finance team postponed due to COVID-19.
Replacement	Highway	LTE Truck Operators (3)	Position posted, telephone interviews held 4/1/20. Offer extended and declined.
Intern	Highway	Highway Engineering Intern	Position posted, telephone interviews held, references, DL Check, offer accepted, start date TBD.
Replacement	Highway	Summer Help (3)	Position posted, telephone interviews held, final candidates selected, references being conducted.
Replacement	Highway	Mechanic	Position posted, video interviews being held on 4/27/20.
Replacement	Highway	Accounting Tech	Position posted, video interviews being held on 4/27/20.
Replacement	Human Services	Support & Service Coordinator	Position posted, interviews held, final candidate selected, references/background being conducted.
Replacement	Human Services	FSET Case Manager	Position posted, interviews being conducted.
Replacement	Human Services	Child Care/Volunteer Coordinator	Position posted, interviews held, references/background being conducted.
Replacement	Human Services	Economic Support Specialist	Position posted, interviews held, references/background being conducted.
New	Human Services	Social Worker (Ongoing) – Replaced SW-IA & Ongoing	Position posted, deadline 5/3/20.
New	Human Services	Mental Health Clinician (Licensed)	Filled internally as of 5/18/20.
Replacement	Human Services	Social Worker – Youth Justice	Position posted, deadline 4/19/20.
Replacement	Human Services	CCS/CSP Manager	Position posted, deadline 5/3/20.
Replacement	Human Services	Family Resource Coordinator	Position posted, interviews conducted, offer declined, reposted until 5/3/20.
Replacement	Human Services	CCS/CSP RN	Position posted, deadline 5/3/20.
Replacement	Human Services	Social Worker – Initial Assessment	Position posted, deadline 5/10/20.
New/Replacement	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Park & Forestry	Seasonal (LTE II)	Position posted, references being conducted.
Replacement	Sheriff	Deputy Sheriff-Eligibility List	Position posted, applications reviewed, interviews conducted, background & references in process by SH Department.
Replacement	Sheriff	Corrections Officers – Establish Eligibility List	Position posted, deadline 5/17/20.

Safety, Risk, and Liability

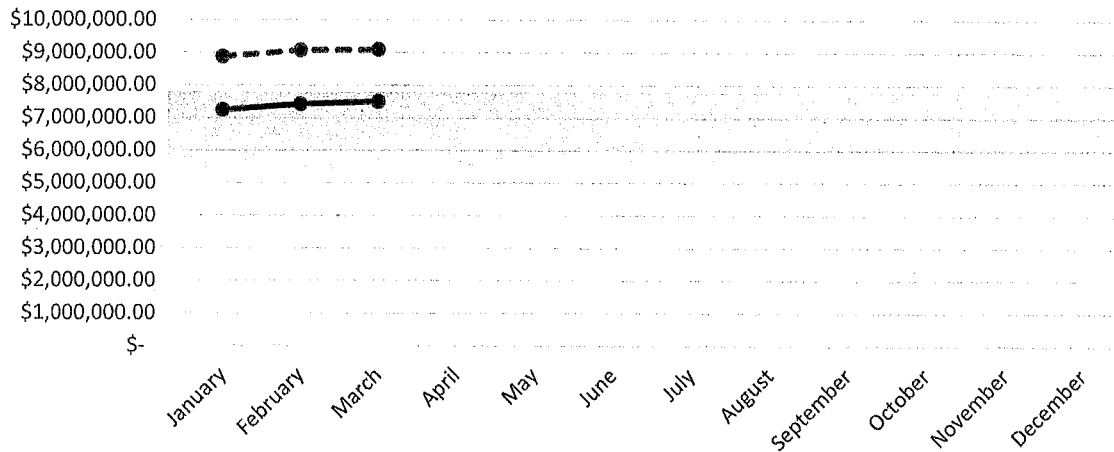
1. Continuing the process of updating the Safety and Risk Manual and associated appendices/forms (expected completion is August 2020).
2. Issued various certificates of insurance (COI) for requesting departments and external vendors throughout the month.

3. Began work on creating and/or formalizing internal procedures and policies for the HR department.
4. Continue to process an increased volume of Unemployment Insurance questionnaires due to the COVID-19 pandemic.
5. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
6. Started obtaining information for the 2020 Affirmative Action Plan.
7. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
8. Facilitated New Hire Orientation on March 30th, April 6th, and April 27th.
9. Conducted exit interviews on April 22nd including benefit and payout information.
10. Reconciled and processed the March Unemployment Insurance payment.
11. Replied to multiple requests from surrounding counties with varied information.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Health Fund Reserve Fund Balance

Months	2020		2019	
	Total	Available	Total	Available
January	\$ 8,859,244.13	\$ 7,228,926.49	\$ 7,021,371.56	\$ 5,685,137.45
February	\$ 9,064,996.83	\$ 7,409,523.04	\$ 6,755,901.70	\$ 5,469,001.54
March	\$ 9,079,691.15	\$ 7,488,748.95	\$ 6,834,145.97	\$ 5,529,400.66
April			\$ 6,472,162.23	\$ 5,141,045.93
May			\$ 6,701,880.37	\$ 5,329,290.53
June			\$ 6,935,298.36	\$ 5,526,859.63
July			\$ 7,088,744.49	\$ 5,617,057.79
August			\$ 7,670,878.32	\$ 6,182,575.07
September			\$ 7,858,325.78	\$ 6,358,024.31
October			\$ 7,964,236.62	\$ 6,416,974.66
November			\$ 8,073,695.68	\$ 6,514,699.74
December			\$ 8,173,200.57	\$ 6,603,418.96

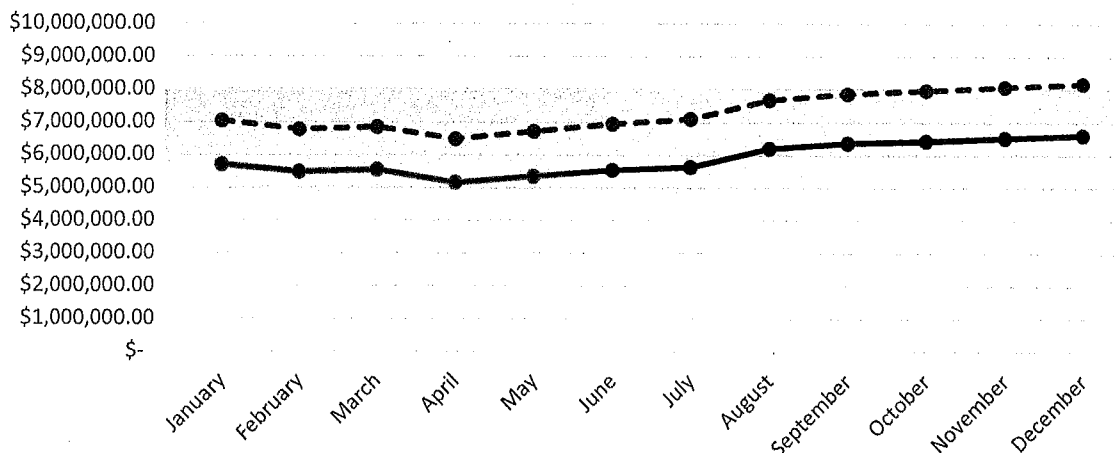
2020 Health Fund Balance_Available Funds



2020 Total Balance - Dashed Line

2020 Available Funds - Solid Line

2019 Health Fund Balance_Available Funds



2019 Total Balance - Dashed Line

2019 Available Funds - Solid Line

For further information on HR activities, please contact the HR department.

TREASURER'S REPORT

May 6, 2020

By: H. Gehrt

1. Attended Judicial & Legislative meeting on March 6.
2. Attended Executive Committee meeting on March 10.
3. Participated in a WRS webinar on March 10.
4. Met with representatives from Associated Bank on March 10.
5. Attended Health Insurance Sub Committee on March 12.
6. Participated in Health Fund discussion meeting with HR and Finance on March 13.
7. The office closed down the public service counter on March 19. I installed a drop box outside of the door the week on March 23 and all staff began to telecommute the week of March 30. There is physically someone in the office on Wednesday to do the mail and on Thursday to do the accounts payable checks. I come in on Friday to get the deposits from Riverblock, process the mail and to do the weekly deposit. Phones are answered through my computer on Monday, Tuesdays, and Fridays (when not in the office).
8. The annual interest payment on debt was made by April 1 deadline.
9. The lottery credit payouts to the taxing jurisdictions was made by the April 15 deadline.
10. Participated a conference call with the City of Wisconsin Rapids Finance Department and also participated in a conference call with the State Treasurer, WCA, and WCA Council regarding Act 185. (please see summary I have attached to my report for discussion) on April 17.
11. Attended Health Insurance Sub Committee on April 28.
12. Participated in conference call with State Treasurer, WCA, and WCA Council on April 30.
13. The June Wisconsin County Treasurer's Association conference has been canceled.

Wood County WISCONSIN

WELLNESS

Adam Fandre

Wellness Coordinator

Letter of Comments – April 2020

Similar to the previous month, a large portion of my time has been dedicated to behind the scenes work in response to the COVID-19 pandemic. In particular, I have been working with my Aspirus team and the Wellness Committee to compile a variety of useful resources that employees, or anyone, can utilize to improve their well-being in these trying times. This new resource, titled “Resiliency During COVID-19” has been made available on www.mananagewell.com and is in the process of being created on the Employee Wellness intranet page so those not enrolled in the Wellness Program are able to benefit from this information as well. Sections in this resource include:

- General Well-Being Resources
- Community Resources and Crisis Hotlines
- Managing Emotions and Stress
- Staying Physically Well
- Boosting Your Brain
- Staying Connected
- Adjusting to a New Workday
- Find Purpose and Meaning During a Crisis
- Financial Support

This information will be updated and adjusted regularly in response to the changing needs of employees identified through surveys, health coaching conversations, and feedback. Additionally, I have been working with the various departments to ensure resources they are aware of are included as well. If you are interested in the specifics of what is included in each section, I would be happy to provide that. Otherwise, once this resource is finalized on the employee intranet, I will be sure to communicate this accordingly.

The other large portion of my time has been meeting with Wellness Program participants to complete their Health Coaching appointments; this activity began in April. As of writing this, I have met with just under 100 employees, with additional ~200 participants signed up for appointments in the coming months. Compared to previous years, these numbers are a bit low for this time of the year. However, this was expected due to the unusual circumstances the COVID-19 pandemic has created. As employees adjust to their new routines, I expect these numbers will increase.

Wood County WISCONSIN

WELLNESS

Adam Fandre

Wellness Coordinator

Letter of Comments Continued – April 2020

To provide some context for the new members on this committee, below I have detailed the changes I have made to the Wellness Program for the time being in response to the current pandemic. I welcome all feedback you are willing to provide and am happy to make any adjustments you see fit.

Biometric Screening/Health Risk Assessment: The March 31, 2020 deadline for the Biometric Screening and Health Risk Assessment activities has been extended indefinitely for the time being. In an effort to save resources for a potential increase in COVID-19 cases, all non-essential appointments at various hospitals in the area have been canceled/postponed unless urgent – this includes any biometric screenings. Besides, I don't want healthy individuals to have to go near a hospital if it isn't needed until this pandemic subsides. With that said, our participation is still very similar to previous years shown in the table below.

Completion of Biometric Screening and Health Assessment			
	2018	2019	2020*
Biometric Screening	420	478	457
Health Assessment	411	465	420

**Numbers are not final since deadlines have been extended due to COVID-19 pandemic*

Health Coaching: As mentioned, health coaching appointments did begin in April. Contrary to previous years, all of these appointments will be taking place over the phone rather than in-person. Regardless of whether or not biometric screenings and/or health risk assessments have been completed, all wellness participants may schedule appointments at their convenience. I am encouraging all employees and departments on the front lines of the COVID-19 pandemic focus on their immediate responsibilities before scheduling appointments with me. I will be as accommodating as possible for all participants, and if it is needed. The deadline for this activity is typically June 30. However, I am more than willing to extend this deadline as well.

Other Wellness Activities: I have intentionally slowed down some of the activities in the Wellness Program to give employees time to adjust to any changes in routine/responsibility due to the COVID-19 pandemic. Activities like lunch & learns, nutrition tracking, physical activity tracking, etc. have still been available for those who wish to continue to participate in them. Any in-person appointments, such as chair massages, InBody body composition testing, etc. have been postponed until further notice. As employees have settled in their new routines, many have reached out to inquire about various wellness activities. As such, I do plan on reintroducing many of these activities in the coming weeks.

Respectfully submitted,
Adam Fandre

COUNTY BOARD CLAIMS

March 2020

March-20

Paid April 20

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	EALS/PK	TOTAL \$
				HOTEL \$	
Robert Ashbeck	March-20	250.00	47.15		\$297.15
Allen Breu	March-20	200.00	34.50		\$234.50
William Clendenning	March-20	715.00	80.50		\$795.50
Ken Curry	March-20	465.00	63.82		\$528.82
Michael Feirer	March-20	300.00	48.30		\$348.30
Adam Fischer	March-20	530.00	216.20		\$746.20
Jake Hahn	March-20	300.00	97.75		\$397.75
Brad Hamilton	March-20	200.00	8.05		\$208.05
Marion Hokamp	Mar/Apr 20	400.00	2.88		\$402.88
David La Fontaine	March-20	250.00	86.25		\$336.25
Bill Leichtnam	March-20	500.00	123.63		\$623.63
Doug Machon	Mar/Apr 20	665.00	191.47		\$856.47
Lance Pliml	March-20	450.00	17.25		\$467.25
Dennis Polach	March-20	465.00	42.09		\$507.09
Donna Rozar	March-20	395.00	124.20		\$519.20
William Winch	March-20	400.00	63.25		\$463.25
Joe Zurfluh	March-20	200.00	41.97		\$241.97
		\$ 6,685.00	\$ 1,289.26	\$ -	\$ 7,974.26

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: APRIL 2020

For the range of vouchers: 06200044 - 06200057

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06200044	SOUTH WOOD COUNTY HUMANE SOCIETY	CLAIM QUARANTINED CAT #67021	04/07/2020	\$300.00	P
06200045	SOUTH WOOD COUNTY HUMANE SOCIETY	CLAIM QUAR DOG CHEWY #65008	04/07/2020	\$300.00	P
06200046	DIAMOND BUSINESS GRAPHICS	A/P Checks	03/20/2020	\$952.00	P
06200047	QUADIENT LEASING USA INC	Mail Machine Lease Payment	03/31/2020	\$1,552.86	P
06200048	AMAZON CAPITAL SERVICES	Office Supplies	04/08/2020	\$18.38	P
06200049	OFFICE ENTERPRISES INC	SPLIT LABELS APRIL 2020	04/13/2020	\$48.46	P
06200050	UNITED MAILING SERVICE	MAIL FEES MARCH 1 - 31, 2020	04/13/2020	\$1,035.99	P
06200051	WISCONSIN MEDIA	VARIOUS ADS MARCH 1-31, 2020	04/13/2020	\$301.36	P
06200052	AMAZON CAPITAL SERVICES	Office Supplies	04/18/2020	\$6.29	P
06200053	CEPRESS CINDY	Canvass Board - Spring Elec.	04/16/2020	\$100.00	P
06200054	HOKS DAVID E	Canvass Board - Spring Elec.	04/16/2020	\$100.00	P
06200055	US BANK	VISA Charges - April 2020	04/17/2020	\$46.99	P
06200056	HEART OF WIS CHAMBER OF COMMERCE	Leg Breakfast - Clendenning	03/17/2020	\$28.00	P
06200057	HEART OF WIS CHAMBER OF COMMERCE	Leg Breakfast - Machon	03/17/2020	\$28.00	P
Grand Total:				\$4,818.33	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: APRIL 2020

For the range of vouchers: 14200082 - 14200102

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14200082	OFFICE DEPOT	OFFICE SUPPLIES	03/23/2020	\$8.06	P
14200083	AMAZON CAPITAL SERVICES	ANNUAL BUS PRIME MEMBERSHIP	04/05/2020	\$1,299.00	P
14200084	TRUE IT LLC	DYNAMICS ANNUAL MAINTENANCE	04/03/2020	\$9,314.40	P
14200085	BLITT AND GAINES PC	GARNISHMENT PAYMENT	04/09/2020	\$252.82	P
14200086	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/09/2020	\$2,156.88	P
14200087	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	04/09/2020	\$3,765.95	P
14200088	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	04/09/2020	\$3,790.30	P
14200089	PIONEER CREDIT RECOVERY	GARNISHMENT PAYMENT	04/09/2020	\$316.09	P
14200090	ST MICHAELS HOSPITAL OF STEVENS POINT INC	GARNISHMENT PAYMENT	04/09/2020	\$185.64	P
14200091	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	04/09/2020	\$73.64	P
14200092	INSPERITY BUSINESS SERVICES LP	TIMESTAR SUPPORT RENEWAL	04/16/2020	\$7,063.47	P
14200093	INSPERITY BUSINESS SERVICES LP	TIMESTAR EW CLOCK SUPPORT	04/16/2020	\$225.00	P
14200094	INSPERITY BUSINESS SERVICES LP	TIMESTAR NW CLOCK SUPPORT	04/16/2020	\$450.00	P
14200095	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	2ND QTR 2020 TAX LEVY	04/14/2020	\$49,569.50	P
14200096	BLITT AND GAINES PC	GARNISHMENT PAYMENT	04/23/2020	\$291.00	P
14200097	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/23/2020	\$2,148.29	P
14200098	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	04/23/2020	\$3,748.46	P
14200099	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	04/23/2020	\$3,801.94	P
14200100	PIONEER CREDIT RECOVERY	GARNISHMENT PAYMENT	04/23/2020	\$316.09	P
14200101	ST MICHAELS HOSPITAL OF STEVENS POINT INC	GARNISHMENT PAYMENT	04/23/2020	\$187.26	P
14200102	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	04/23/2020	\$73.64	P
Grand Total:				\$89,037.43	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: APRIL 2020

For the range of vouchers: 17200022 - 17200031

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17200022	BLUE WATER BENEFITS CONSULTING LLC	2020 Q4 Reporting/2019 Mailing	03/27/2020	\$2,505.40	P
17200023	SKY HIGH MARKETING	Recruitment Promotional Items	03/25/2020	\$245.00	P
17200024	SKY HIGH MARKETING	Recruitment Promotional Items	03/25/2020	\$277.50	P
17200025	WI DEPT OF ADMINISTRATION	WiscJobs Announcemet - FI Dir	03/25/2020	\$175.00	P
17200026	AMAZON CAPITAL SERVICES	Office Supplies	03/25/2020	\$29.99	P
17200027	CARLSON DETTMAN CONSULTING	Compensation Study Pmt 3 of 5	04/15/2020	\$16,400.00	P
17200028	DIETRICH VANDERWAAL SC	Legal Fees	04/05/2020	\$400.00	P
17200029	HORTON GROUP INC THE	Consulting Fees - April 2020	04/08/2020	\$2,083.33	P
17200030	WI DEPT OF WORKFORCE DEVELOPMENT	March Unemployment Charges	03/31/2020	\$1,998.06	P
17200031	US BANK	P Card Charges	04/16/2020	\$195.77	
Grand Total:				\$24,310.05	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: APRIL 2020

For the range of vouchers: 23200012 - 23200014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23200012	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad #25	03/18/2020	\$2,415.00	P
23200013	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	03/31/2020	\$9,632.00	P
23200014	WI COUNTY MUTUAL INS CORP	Addtl Insured End. - Aring Eq	04/07/2020	\$25.00	P
Grand Total:				\$12,072.00	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: APRIL 2020

For the range of vouchers: 28200074 - 28200113

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28200074	AHLBORN VICKI	TAX OVERPAYMENT REFUND	04/08/2020	\$10.14	P
28200075	CITY OF MARSHFIELD	MARCH SPECIAL CHARGES	04/08/2020	\$837.88	P
28200076	CITY OF NEKOOSA TREASURER	MARCH SPECIAL CHARGES	04/08/2020	\$2,007.35	P
28200077	CITY OF PITTSVILLE TREASURER	MARCH SPECIAL CHARGES	04/08/2020	\$25.94	P
28200078	CITY OF WISCONSIN RAPIDS	MARCH SPECIAL CHARGES	04/08/2020	\$947.50	P
28200079	GRONSKI GREGORY	TAX OVERPAYMENT REFUND	04/08/2020	\$1,602.44	P
28200080	JOSLIN FRANK	TAX OVERPAYMENT REFUND	04/08/2020	\$92.36	P
28200081	MIDWEST TITLE	TAX OVERPAYMENT REFUND	04/08/2020	\$28.50	P
28200082	MIDWEST TITLE	TAX OVERPAYMENT REFUND	04/08/2020	\$37.52	P
28200083	NIKOS LINARDAKIS LLC	TAX OVERPAYMENT REFUND	04/08/2020	\$4.31	P
28200084	QUINNELL PATRICK OR THERESA	TAX OVERPAYMENT REFUND	04/08/2020	\$11.97	P
28200085	STATE OF WISCONSIN TREASURER	QTR 1 PROBATE & BIRTH FEES	04/08/2020	\$31,144.89	P
28200086	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/08/2020	\$73.87	P
28200087	TOWN OF CARY	MARCH SPECIAL CHARGES	04/08/2020	\$98.74	P
28200088	TOWN OF PORT EDWARDS	MARCH SPECIAL CHARGES	04/08/2020	\$347.62	P
28200089	TOWN OF REMINGTON	MARCH SPECIAL CHARGES	04/08/2020	\$292.32	P
28200090	TOWN OF SARATOGA	MARCH SPECIAL CHARGES	04/08/2020	\$3,744.55	P
28200091	TOWN OF GRAND RAPIDS	MARCH SPECIAL CHARGES	04/08/2020	\$1,730.79	P
28200092	TOWN OF HANSEN	MARCH SPECIAL CHARGES	04/08/2020	\$134.64	P
28200093	TOWN OF LINCOLN	MARCH SPECIAL CHARGES	04/08/2020	\$778.11	P
28200094	TOWN OF RICHFIELD	MARCH SPECIAL CHARGES	04/08/2020	\$663.56	P
28200095	TOWN OF ROCK TREAS LISA ANDERSON	MARCH SPECIAL CHARGES	04/08/2020	\$871.51	P
28200096	VILLAGE OF ARPIN TREASURER	MARCH SPECIAL CHARGES	04/08/2020	\$300.00	P
28200097	VILLAGE OF VESPER	MARCH SPECIAL CHARGES	04/08/2020	\$180.95	P
28200098	VILLAGE OF BIRON	TAX DEED UTILITIES	04/08/2020	\$25.29	P
28200099	VILLAGE OF PORT EDWARDS TREAS	MARCH SPECIAL CHARGES	04/08/2020	\$617.20	P
28200100	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	04/08/2020	\$23.03	P
28200101	WE ENERGIES	TAX DEED UTILITIES	04/08/2020	\$52.95	P
28200102	WINTERHAVEN ASSISTED LIVING LLC	TAX OVERPAYMENT REFUND	04/08/2020	\$48.07	P
28200103	WI DEPT OF ADMINISTRATION	MARCH WI LAND INFO	04/08/2020	\$5,488.00	P
28200104	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	04/22/2020	\$5,806.00	P
28200105	HEUER JUSTIN OR KELSEY	TAX OVERPAYMENT REFUND	04/22/2020	\$21.95	P
28200106	MARSHFIELD UTILITIES	TAX DEED UTILITIES	04/22/2020	\$121.17	P
28200107	STATE OF WISCONSIN TREASURER	MARCH CLERK OF COURTS REVENUE	04/22/2020	\$158,927.58	P

Committee Report - County of Wood

TREASURER - APRIL 2020

28200074 - 28200113

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28200108	UPPER CHAMBER INC THE	TAX OVERPAYMENT REFUND	04/22/2020	\$13.71	P
28200109	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	04/22/2020	\$151.46	P
28200110	WE ENERGIES	TAX DEED UTILITIES	04/22/2020	\$9.75	P
28200111	WOODTRUST BANK	FEBRUARY SERVICE FEES	04/22/2020	\$350.37	P
28200112	WOODTRUST BANK	MARCH SERVICE FEES	04/22/2020	\$84.64	P
28200113	US BANK	REFUND FOR TRAINING	04/22/2020	(\$20.00)	P
Grand Total:				\$217,688.63	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: APRIL 2020

For the range of vouchers: 34200004 - 34200004

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34200004	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	04/01/2020	\$11,842.50	P
Grand Total:				\$11,842.50	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



DUE DILIGENCE REPORT

POTENTIAL ACQUISITION OF NORTH CENTRAL HEALTH CARE'S TRI-COUNTY ADULT PROTECTIVE SERVICES *SERVING LANGLADE, LINCOLN, AND MARATHON COUNTIES*

Updated November 20, 2019 – Highlighted and Bolded areas denotes updates/corrections.

RESEARCHED AND PREPARED BY:

**Jonette N. Arms, Executive Director
Mike Rhea, Director, Resource Center
Steve Prell, Fiscal Director
Angela Hansen, Communication/Administrative Services Manager**

INTRODUCTION

The purpose of this report is to inform the ADRC-CW Board of Directors on the findings related to the potential acquisition of central Wisconsin's tri-county Adult Protective Services (APS) system. On June 26, 2018, the ADRC-CW was approached by North Central Health Care (NCHC) about the possibility of taking possession of APS for Langlade, Lincoln, and Marathon counties. The reason for this discussion and the specific request was that NCHC does not believe the program and its services align with their organizational mission. After careful thought and consideration, the NCHC Board of Directors and Chief Executive Officer, Michael Loy believe APS would be better supported and aligned with the ADRC-CW's mission.

After having several follow up conversations between July and September 2018 with the ADRC-CW Leadership Team, Michael Loy and Brenda Christian, Adult Protective Services Manager, the proposition was shared with the ADRC-CW Board at its October 11, 2018 meeting. A summary of the discussion is outlined in the meeting minutes and the Executive Director's Report. During the October 2018 meeting, the Board granted the executive director and members of leadership permission to continue researching the potential opportunity with the goal of bringing more information back to the Board.

The overall goal would be for the ADRC-CW would take over operations of Adult Protective Services, which would include adopting a staff of seven existing employees –stable and well experienced supervisor, five APS workers, and one specialized administrative support person dedicated solely to APS.

- **Current APS employees would transition from NCHC to Marathon County as directed by an amended ADRC-CW's Intergovernmental agreement.**
- **APS would be housed within the Wausau regional office building, 2600 Stewart Avenue on the first floor.**
- **As per the organization chart on page 13 of this report, APS would be a department or additional unit of the ADRC-CW and the APS supervisor would be a direct report to executive director.**
- **All funds that currently support APS, as noted on the budget page 10 of this report, would follow APS. The funds would be transferred to Marathon County as per contract.**
- **Langlade, Lincoln, and Marathon counties currently designate \$539,177 in tax levy to APS. These funds would remain the same amount regardless of where APS is housed.**
- **Under contracts and WI statutes, we are prohibited from commingling state allocations. In no case will the ADRC-CW supplant State funds to support APS services. Funds for each area will be used solely as designated by State contract and statutes.**

Over the past year, as a part of our investigation, we carefully assessed the viability of procuring Adult Protective Services. Areas of focus included funding, emergency placements, operations, staffing, tri-county agreements, guardianships, technology needs, data storage and maintenance, and after hours crisis response. Our investigation included numerous meetings with Brenda Christian to learn about staffing, finance, and budgeting and overall implementation of operations across the three counties.

However, first and foremost, we considered our mission, which is to *promote choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults*. We are living and working in rapidly changing times intertwined with the daily challenges of an increasing older adult population and an underserved

population of adults who are disabled. Our responsibility to look at and consider opportunities that would help the ADRC-CW provide higher quality programs and services to our current and future customers and clients.

MISSION ALIGNMENT

The mission of ADRCs highly supports the mission of Adult Protective Services which is to *protect risk adults who are (or are at risk of) experiencing abuse, neglect or exploitation and provide a means for long-term care and custody to persons who are incompetent and in need of guardianship and protective placements and or services*. Adult Protective Services agencies respond to reports of abusive or neglectful situations involving adults at risk (adults 18 years plus). Adult Protective Services' responsibility is to investigate the occurrences and then, based on discussions with partners such as ADRC staff and local managed care organizations, make recommendations for services to meet the needs of adults at risk.

While APS and ADRCs are distinct from each other, many of each agencies' responsibilities align and overlap. Such as, APS has the responsibility to protect the care and safety of adults at risk by:

- Training and updating of ADRC staff regarding the recognition of neglect, self-neglect, financial exploitation or abuse; legal requirements, and reporting protocols.
- Providing contact information for an APS liaison with the ADRC to respond to inquiries from the resource center staff regarding Adult Protective Services.
- Establishing a process for APS staff to refer clients to the ADRC for functional and financial eligibility screens and options counseling.
- Assisting ADRC staff in gathering information needed to determine functional and financial eligibility.
- Understanding ADRC services and when to refer a client to the ADRC for assistance which includes but are not limited to:
 - Options counseling consultation and advice from the ADRC about the options available to meet an individual's long-term care needs;
 - Working with the ADRC to help clients obtain information and assistance about services, resources, and programs in areas such as: disability and long-term care related services and living arrangements, health and behavioral health, Adult Protective Services, public benefits, employment and training for people with disabilities, home maintenance, nutrition, assistive technology and other topics;
 - Access to publicly-funded long term care including the administration of the long term care functional screen, and enrollment in publicly funded managed care options (e.g., Family Care, Partnership Program);
 - Benefits counseling to help individuals navigate the complex system of public and private benefits by providing accurate and current information, and assisting individuals to apply for, and address problems with Medicare, Social Security, and other state and federally administered benefits.
- Referring to or asking for assistance from the ADRC in situations in which ADRC staff may provide information about services or programs to assist the adult at risk. This may include services such as transportation, congregate or home-delivered meals, caregiver assistance, support groups, benefits counseling, friendly visitors, or chore services.
- Following-up with the ADRC detailing the response provided to any case referred from the ADRC.

- Providing contact information for an APS liaison with the ADRC.

As well, because ADRCs are a central source of specialized information, assistance, and access to community resources for older people and adults with disabilities as well as their families. ADRCs are also responsible for working with clients as it relates to protecting the care and safety of adults at risk, which includes:

- Training and updating of APS staff regarding ADRC resources, services, and client options.
- Establishing a process for ADRC staff to refer to Adult Protective Services.
- Reporting, in a timely manner, to county APS agencies suspected instances of neglect, self-neglect, financial exploitation, or abuse of ADRC clients.
- Cooperating with APS response, evaluation, reporting, and service plan activities to help ensure that the county has the information needed to investigate a report, develop necessary court documentation, and protect adults at risk.
- Providing the entry point for eligibility determination of publicly funded long-term care services as well as access to other programs needed to protect the health and safety of an adult at risk. Upon referral from the APS agency, the ADRC must gather the information needed to determine functional and financial eligibility and provide options counseling.
- Understanding APS programs, including a general understanding of Wisconsin Statutes and Chapters 51, 54, and 55, as well as when to report abuse, neglect, or financial exploitation.
- Providing contact information for an ADRC liaison with APS agency.

Additionally, both agencies have shared responsibilities which includes ADRC and APS staff consulting and participating with MCO care coordination teams to ensure that a plan of services is in place to address long-term protection needs and comply with court orders or, if needed, to coordinate an urgent services agreement and both Adult Protective Services and ADRC staff may provide short term care coordination when needed.

The above list of individual and shared responsibilities are a few examples. Overall, the accountabilities of both agencies (separate and shared) encompass a more extensive list. However, the objective was to demonstrate within this report how each agency supports the other and how their roles and responsibilities interconnect to support clients and their families.

The above information was referenced from the Wisconsin Department of Health Services, Division of Long Term Care Bureau of Aging and Disability Resources Office on Aging, Adult Protective Services, and Aging and Disability Resource Center Guidelines.

CONSULTATION

ADRCs

There are currently 24 ADRCs throughout the state that operate Adult Protective Services (APS) for their respective counties. ADRC-CW staff consulted with five ADRCs on May 9, 2019, that have APS as a part of their operations. These ADRC's included, Rock County, Colombia County, Waukesha County, Pierce County, and Manitowoc County. The intent of this meeting was to determine the strengths and challenges that each ADRC had with respect to APS and their perspective regarding the fit APS had with the mission of ADRCs. The consensus of all these counties was that having APS as a part of the ADRC was beneficial.

Strengths identified:

- The work of APS and the ADRC overlap very well (see mission alignment section above)
- Having APS and ADRC combined allows for increased collaboration.
 - Staff will work more seamlessly with mutual customers.
 - Partnership opportunities and community connections will be more strategic and benefit each team
 - Opportunity to leverage existing collaborations by each entity to better serve our customers
- Increased efficiencies with workflow and opportunities to get the customer to the appropriate source for support faster.
 - Development of one point of contact to triage calls
 - Simultaneous work on cases to improve the timeliness of action
- Connection led to decreased confusion by customers (they no longer had to guess which agency to call to meet their needs)
- Seamless service to customers

Challenges:

- ADRCs were county-based, and they had to budget for placement costs, which created struggles.
- Legal Fees. Assuring that contracts were developed for legal fees for guardianship proceedings
- No singular documentation system-systems. Data and documentation systems ranged from using Microsoft Word to handwritten notes.
- Having a multi-county APS program and working with different corporation counsels and county governments is challenging.

Refer to page 11 for a list of challenges/threats and strategies to assist with diverting risks.

The overall assessment by the **five ADRC directors consulted** indicate that having APS under the auspices of the ADRC is operationally beneficial to the staff working on these teams, the community referring to each entity, and ultimately the customers being served.

Adult protective services operating under ADRCs is not a new concept. There are currently 24 ADRCs that operate APS with **four of them functioning as regional ADRCs:**

- **Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties***
- **Aging and Disability Resource Center of Chippewa County**
- **Aging and Disability Resource Center of Columbia County**
- **Aging and Disability Resource Center of Dunn County**
- **Aging and Disability Resource Center of Green County**
- **Aging and Disability Resource Center of Fond du Lac County**
- **Aging and Disability Resource Center of Jackson County**
- **Aging and Disability Resource Center of Jefferson County**
- **Kenosha County Aging and Disability Resource Center**
- **Aging and Disability Resource Center of La Crosse County**
- **Aging and Disability Resource Center of the Lakeshore***
- **Aging and Disability Resource Center of Marinette County**
- **Aging and Disability Resource Center of Marquette County**
- **Aging and Disability Resource Centers of Milwaukee County**
- **ADRC of the North (Serving Ashland, Bayfield, Iron, Price and Sawyer Counties)***

- Aging and Disability Resource Center of Pierce County
- Aging and Disability Resource Center of Racine County
- Aging and Disability Resource Center of Rock County
- Aging and Disability Resource Center of Sheboygan County
- Aging and Disability Resource Center of Trempealeau County
- Walworth County Aging and Disability Resource Center
- Aging and Disability Resource Center of Barron, Rusk and Washburn Counties*
- Aging and Disability Resource Center of Waukesha County
- Aging and Disability Resource Center of Winnebago County

***Multi-county regional ADRCs**

GWAAR

ADRC-CW staff consulted with Jayne Mullins, Older Americans Act Consultant and Elder Abuse Program Specialist at the Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR) Elder Law and Advocacy Center to discuss the opportunity presented. Jayne oversees funding and technical support for all state elder abuse (60 years plus) programs operated through Adult Protective Services units throughout the state. This funding is channeled from the state to GWAAR specifically for Older American Act programs. **Jayne Mullins was clear in informing us that the funding annually allocated for all three counties has been standing at \$73,203 (Langlade-\$13,051; Lincoln- \$14,344; Marathon-\$45,808) which is minimal to cover elder abuse direct care for the three counties.**

Wisconsin Department of Health Services, Department of Public Health, Bureau of Aging and Disability Resources

Jeff Becker, Legal and Protective Services Unit Supervisor at the Office on Aging and his staff provided the following considerations to take into account regarding the ADRC-CW's possible acquisition of Adult Protective Services:

- Must have experienced staff. It will be very important to hire experienced APS staff. There will be a learning curve associated with operating under the new arrangement, and experienced staff will help with that. In addition to the "normal" workload, the central Wisconsin area has experienced abrupt nursing home and assisted living closures that require urgent action to ensure safety for large numbers of residents. These situations can be extra-intense and stressful, and inexperienced staff may struggle. Experienced APS workers will help smooth the transition and deal with these urgent issues that are likely to occur again.
- Response: If the acquisition moves forward, the ADRC-CW will acquire APS' existing staff of seven employees, which includes five full-time APS workers, one part-time administrative specialist, and a manager with over 30 years of experience working in this area.
- Scope of work. You will want to have sufficient staff to cover the anticipated caseload over a three-county region. For 2018, the WITS reports (APS incident reports) were as follows: Lincoln—85; Langlade—68; and Marathon—354. It would be good to have solid numbers on the number of emergency protective placements, protective placements, and guardianships for each county; we (BADR) don't track that information.
- Response: As noted above, the ADRC-CW would maintain all of APS' personnel. The Managing supervisor already has a prepared workload plan and schedule for APS workers to ensure all

counties are sufficiently covered. That plan, which works well for APS' caseload, would stay in place.

- **Funding.** The elder abuse allocation for the three counties is \$73,203 annually, and the APS allocation is \$152,242 annually. You'll want to ensure adequate staffing within the available state funding plus whatever the counties are able to provide.

Response: With the transfer of APS to the ADRC-CW, as noted above, \$73,203 would be our state elder abuse contracted allocation from the combined three counties, \$152,242 would be our state APS contracted allocation and \$539,177 would be the tax levy allocation from the three counties in addition to \$800 for direct services received by APS. These amounts total \$765,180 and appear to be adequate to cover personnel and operational costs.

These costs are outlined in the budget on page 10 of this report and are the same allocations that support the personnel and operational needs of APS as it currently exists under NCHC.

- **Protective placements, guardianships, and Watts reviews.** It will be important to consider how the three counties intend to handle these things, including:
 - Designating facilities for emergency protective placements;
 - Standards (income and assets) to be used by all the counties to determine if the county will file for guardianship and/or protective placements;
 - Determining how the counties will handle paying for corporate guardian fees; and
 - Determining how the counties will pay for the annual protective placement reviews (Watts reviews), including any associated travel costs.

Response: Adult Protective Services currently has an existing agreement with Mount View Care Center within North Central Health Care for emergency protective placements; this agreement has been sufficient to cover emergency protective placement needs. During this exploration study, it was discussed with Brenda Christian, APS manager that in the event the ADRC-CW acquires APS, securing additional contracts with facilities throughout the region will be a priority in order to have additional options and assurances that a bed will be available when needed. Corporate guardian fees and fees for Watts reviews are included as a part of budgeted costs within the line item legal fees, as referenced in the APS budget listed below. Any additional fees for ongoing protective placement costs, or legal fees outside of the budget will be the responsibility of the respective county in which the individual resides. The fees and payment for these services will be added to the tri-county agreement for APS services between the ADRC-CW and the counties represented.

- **MOUs.** There will need to be several MOUs in place between each county and various entities. These would include the law enforcement agencies within each county, the managed care organizations operating within each county, the IRIS consultant, and fiscal employer agencies operating within each county, financial institutions within each county, etc. There can be quite a lot of these types of agreements to put together.

Response: Adult Protective Services currently has MOUs with all of the noted agencies as recommended by the BADR. If an acquisition is approved by the ADRC-CW Board, we would move forward with using the current MOU templates and work with corporation counsel to

develop similar MOUs and would use added language to strengthen partnership roles and responsibilities.

- Interdisciplinary Teams (I-Teams). I-Teams are required in order to receive elder abuse funding (will you have one for all three counties or three separate teams?).

Response: APS currently coordinates I-Team meetings for the three-county region; this would not change with the acquisition of APS by the ADRC-CW.

WHAT'S DRIVING THIS POTENTIAL MERGER?

Adult Protective Services needs a place and location to be housed and call home. Allowing the ADRC-CW to acquire APS would provide a make sense solution to their displacement and allow for the continuance of APS services at a convenient location. Both the ADRC-CW and APS work together closely to ensure the care and safety of adults at risk who have been or are at risk of abuse, neglect, or financial exploitation. North Central Health Care's mission focuses on providing care for mental health, recovery and skilled nursing needs. Additionally, NCHC gets paid to provide protective placements for APS clients, in which operating APS could be viewed as a conflict of interest.

The ADRC-CW's mission fits well with the mission of APS, and many of our clientele are the same, which would work to support the needs of both entities. The ADRC-CW could provide APS with a work environment that is well-established and proficient in serving adults who are aging and disabled. It is our belief that the APS would continue to thrive under the auspices of a supportive cooperative organization, such as the ADRC-CW.

In addition to the strengths listed on pages 4 and 5 of this report, the ADRC-CW is also taking into account that the potential acquisition of APS would create:

- Heightened programmatic impact by integrating complimentary services.
- Stronger strategic positioning with clients, private funders, competitors (other ADRCs), and policymakers.
- Reduced total administrative costs.

To protect against any conflict of interest, APS would function as a separate unit of the ADRC-CW under the leadership of the executive director. Please refer to the attached organization chart, page 13.

LOGISTICS

The ADRC-CW has looked into a location and space needs for APS employees. Office space directly above our current Wausau regional office is available and provides appropriate space for APS employees. The office space also allows the ADRC-CW to have a meeting space for clients who have mobility issues where utilizing the first floor would be more beneficial.

Our current landlord, Ghidorzi, would provide the new office space at the same per square foot rate that we currently receive and would incorporate the new costs into our current rental agreement. Ghidorzi has agreed to provide modifications at no cost to the ADRC-CW (paint, new carpeting, remove walls/drywall, add a reception space, etc.).

Adult Protective Services would bring all of their current office furniture, computers, printer, and fax to support their work and customer service needs.

All costs related to transitioning services, moving and integrating APS into the ADRC-CW regional office would be fully the financial responsibility of North Central Health Care. The ADRC-CW will not incur any costs to acquire APS.

BUDGET

The budget for APS services is on the following page 10.

To be clear, this proposed budget is looking at annual, ongoing expenses. Any possible one-time costs, such as moving or new data systems, are not included.

The revenue in this program comes from two grants and levy appropriations from Marathon, Lincoln, and Langlade counties. As was mentioned earlier, the funding levels from these sources have been consistent over the past several years, and we anticipate this will continue in the future.

Within the anticipated expenses, as with our current programs, personnel costs are by far the greatest expense. Per a costing analysis conducted by Marathon County's Human Resources Department, the current staff in the APS program will receive comparable wages and benefits as they currently receive.

No costs have been budgeted for on-call or afterhours response for APS staff. Just as APS currently functions under NCHC, after-hours calls will continue to go to the Crisis Response Hotline number at no added cost to the ADRC-CW. The current process does not require APS staff to work after hours, weekends or holidays.

The administrative expenses included in the proposed budget are based on staffing in all of our programs including, APS and our current administrative costs. We do not anticipate needing to add to our current administration structure, so what this means is the funds from APS would pay for some of the costs that are currently paid for by our existing resources.

Operating cost estimates are from a variety of sources. Those highlighted in yellow are from the current APS budget as it exists now, just converted to our system. Other expenses in the budget are what we anticipate based on our current experience and history.

The net amount in the proposed budget shows approximately **\$27,239** of funds beyond our expenses. This is the amount we have for contingencies.

Revenue								
	Direct Service Revenue	800			?			
	APS State Funding Grant	152000			CARS 312			
	APS EAN Grant Funding	73203			Annual State GPR funds contracted through GWAAR			
	Appropriations	<u>539177</u>			Marathon/Lincoln/Langlade			
Total Revenue				765180				
Personnel								
Sal	Fringe	Total						
	Manager (1.0)				Updates			
	APS1 (1.0)				11/13 Job classification info from Marathon County			
	APS2 (1.0)				11/8 On-Call eliminated (result of meeting)			
	APS3 (1.0)							
	APS4 (1.0)							
	APS5 (1.0)							
	APS Admin Asst (.8)							
387902	127433	515335						
Total Personnel Expenses				515335				
Admin								
12% of cost of existing Admin/Fiscal/Clerical Support		<u>109607</u>			Dir Service 6.0 FTE / 49.5 total dir service FTE			
Total Admin Expenses				109607				
Operating								
Contract Services								
	2120 Legal Fees	10000			From NCHC Budget			
	2130 Acct/Audit fees	2400			12% of audit fees			
	2184 Housekeeping Services	2500			estimate based on current cleaning contract			
	2190 Other Prof Serv	1680			\$240 per employee x 7 employees MC ER/Finance MOU			
	2220 Electric	3000			estimate based on Wausau office space			
	2240 Gas	600			estimate based on Wausau office space			
	2250 Phone	7000			6 FTE of cost in current budget			
	2251 Long Distance	400			Cell Phones			
	2995 Computer Maint	6180			\$883 per end user station Lincoln Co IT			
	2997 Sub-Contr Serv	<u>14000</u>			From NCHC Budget			
	Total		47760					
Supplies & Expense								
	3110 Postage	1200			6 FTE of cost in current budget			
	3130 Print	3000			6 FTE of cost in current budget			
	3190 Office Supplies	525			From NCHC Budget			
	3321 Mileage	14000			From NCHC Budget			
	3330 Veh Lease	600			From NCHC Budget			
	3490 Other Op Supplies	<u>300</u>			6 FTE of cost in current budget			
	Total		19625					
Fixed Charges								
	5140 Gen Liab Insurance	2700			estimate - add'l 10% added current insurance			
	5320 Office Rent	12914			estimate - 1000 sq ft @ 11.74			
	5930 Fees/Permits	<u>5000</u>			estimate - Software Lic Fees - agreement w/ NCHC?			
	Total		20614					
Grants/Contributions								
	7190 Other Direct Relief	<u>25000</u>			From NCHC budget-Guardianship/Respite Expenses			
	Total		25000					
Total Operating Expenses				112999				
Total Expenses				<u>737941</u>				
Net -				27239				

CHALLENGES AND THREATS	DIVERSION STRATEGIES
Establishing Protective Placements at no cost to the ADRC-CW.	<ol style="list-style-type: none"> 1. Go before Langlade, Lincoln, and Marathon county boards to share and impose the importance of their responsibility to cover the costs of protective placements. 2. In collaboration with the ADRC-CW Board and County Board's and Corporation Counsel, develop a tri-county agreement specifying the roles and responsibilities of each party and county involved. 3. The ADRC-CW held a meeting on October 31, 2019 with corporation counsels from Langlade, Lincoln, and Marathon counties to clarify under state statute that each county is required to cover temporary emergency placements costs. These costs as needed, are outside of current budgeted allocations provided by the State and GWAAR for APS and elder abuse. 4. Collaborate with other long term care facilities within and possibly outside of the region to provide training for the special needs of clientele and negotiate commitments to allocate more beds for placements.
<p>The cost required to cover overall transition and move of APS to ADRC-CW</p> <ol style="list-style-type: none"> 1. Updates/modifications to office space. 2. Physical move of equipment and furniture. 3. Acquisition of new database and documentation system and all IT needs. 	<ol style="list-style-type: none"> 1. Develop a budget for costs. 2. Establish written pre-agreement with North Central Health Care to cover all transitional and move costs. 3. Establish written pre-agreement with North Central Health Care to assist with identifying and covering the cost of the new database and documentation system.
Identifying after-hour crisis response for APS calls.	A meeting was held on November 8, 2019 with North Central Health Care to discuss and confirm that NCHC will continue to provide after-hours response through their crisis hotline.
Legal Fees. Assuring that contracts were developed for legal fees for guardianship proceedings.	Beginning in 2019, NCHC APS contracted with Marathon County Corporation Counsel to provide all legal services. This partnership is working well and would continue after acquisition.
Multi-county APS program having to work with different county corporation counsels and county governments.	<ol style="list-style-type: none"> 1. Establish a written contractual agreement with Marathon County to continue using corporation counsel for all APS legal services. 2. The ADRC-CW currently works very well with our counties and would continue to work well during and after the acquisition of APS. Strategies that will support this effort are: <ul style="list-style-type: none"> • As mentioned in this report, the ADRC-CW, in collaboration with our three counties, will put MOUs clarifying each parties' roles and responsibilities. • Make sure to have a continuous conversation with counties as needed. • Utilize ADRC-CW Board members to ensure they are kept up to date and taking information back to their county boards for discussion.

NEXT STEPS

If the ADRC-CW Board approves the ADRC-CW to move forward with acquiring APS, staff will develop a plan that will include further conversations with North Central Health Care about covering the full amount of transition costs, gathering estimates for cost of moving, IT, database/documentation system, and any modifications for new rental space not covered by Ghidorzi. We will work with APS, corporation counsel, county finance directors, law enforcement, placement facilities, and others from each county to develop MOUs. We will go before each board to seek approval and get a commitment for the continuation of current levy allotments. Marathon City/County IT and Lincoln County IT will be consulted and utilized to ensure a smooth transition of data, documentation, and all employee computer and telephone needs. The ADRC-CW will also work with GWAAR and the State of Wisconsin to complete the appropriate applications and contracts to have funding transitioned to the ADRC-CW.

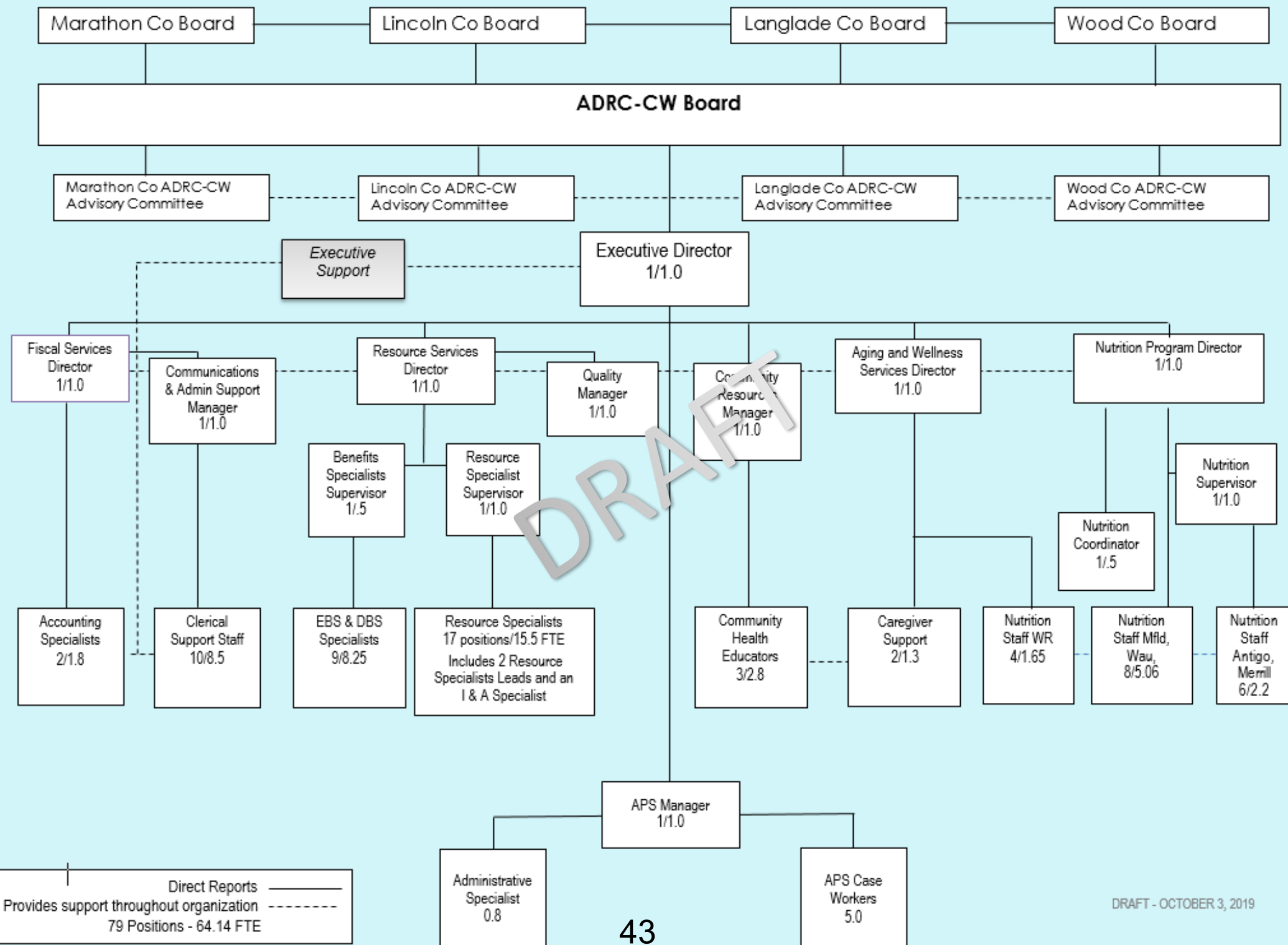
A realistic timeline will be created to inform the ADRC-CW Board of each point of action needed to be conducted to establish a final acquisition date. With Board approval, the final step will be to develop a brand identity and communication plan to inform all shareholders throughout the region of the ADRC-CW's acquisition of APS.

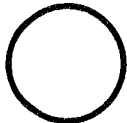
The ADRC-CW executive director requests that the Board:

- 1. Read and thoroughly review this report and consider (beyond why) how the acquisition can happen.**
- 2. Take into consideration the information outlined in this report.**
- 3. Assess “how” the cultures of the ADRC-CW and APS might work well together.**
- 4. Consider the possibility of long-term viability and success for the ADRC-CW.**
- 5. Consider fiduciary responsibility with supporting the ADRC-CW budgetary needs.**
- 6. Think mission and vision for the overall ADRC-CW.**
- 7. Inform staff of approved next steps.**
- 8. Request additional information if needed to ensure you are able to make an informed decision.**

In compiling this report, the ADRC-CW Due Diligence Team worked hard to carefully obtain factual information to help board members make clear and informed decisions. The information used and statements of fact made in this report were obtained from sources we consider reliable, but we neither guarantee nor represent the completeness or accuracy.

ORGANIZATIONAL CHART





RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#
DATE May 19, 2020
Effective Date Upon Passage & Publication

EPN

Motion: Adopted: ☐
1st _____ Lost: ☐
2nd _____ Tabled: ☐
No: _____ Yes: _____ Absent: _____
Number of votes required:
☐ Majority ☒ Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EW, Deputy Finance Dir.

INTENT & SYNOPSIS: To amend the 2019 budget for Norwood Health Center 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
54324	Norwood-SNF-CMI		2,365
54325	Norwood-SNF-TBI		96,110
54326	Norwood-Inpatient		130,126
54350	Norwood-Dietary		33,225
54363	Norwood-Medical Records		3,514
46525	Public Chgs-Medicare	265,340	

Source of Money: An increase in annual Medicare payment.

WHEREAS, revenue collected by the department will be higher than unanticipated by \$265,340 due to Medicare payment, and

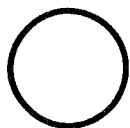
WHEREAS, expenditures of the above function are anticipated to exceed the originally adopted budget by \$265,340, and

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

Norwood Health Center budget for 2019 by appropriating unanticipated revenue of \$265,340 to the above named functions, 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

Operations Committee

ITEM#

DATE

May 19, 2020

Effective Date Upon Passage & Publication

EPN

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>EN</u> , Deputy Finance Dir.	

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

FISCAL NOTE: To transfer \$315 from available balance in contingency (51590) to the Coroner function (51231). At time of this request, the funds available in the contingency are \$233,639. The adjustment to the budget is as follows:

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

Function	Account Name	Debit	Credit
51231	Coroner		6,915
46221	Public Charges-Cremation	1,600	
46230	Death Certificates	5,000	
51590	Contingency	315	

Source of Money: Available appropriations in revenues in excess of budget of \$6,600 and function under budget of \$315.

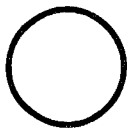
WHEREAS, revenue collected by the department will be higher than unanticipated, and

WHEREAS, expenditures of the above function are anticipated to exceed the originally adopted budget by \$315, 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 Coroner budget for 2019 by appropriating unanticipated revenue of \$6,600 and function under budget funds of \$315, 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 Operations Committee
Page 1 of 1

EPN

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>EN</u> , Deputy Finance Dir.	

INTENT & SYNOPSIS: To amend the 2019 budget for Transportation & Economic Development 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
56780	CDBG-ED		46
56730	Trans & ED-Airport Aid	4,116	
56750	Trans & Econ Devel		4,116
48900	Other Misc. Revenue	46	

Source of Money: An increase in annual CDBG loan repayment.

WHEREAS, revenue collected by the department will be higher than unanticipated by \$46 due to CDBG loan repayment, and

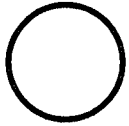
WHEREAS, expenditures of the above function are anticipated to exceed the originally adopted budget by \$46, and

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 CDBG-ED budget for 2019 by appropriating unanticipated revenue of \$46 to the above named functions, 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	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			



RESOLUTION#

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

ITEM#

DATE April 21, 2020

Effective Date Upon Passage and Publication

RSD

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.		

INTENT & SYNOPSIS: To amend the 2020 Sheriff budget (52710) for additional expenditures for the Sheriff's Department that were unanticipated during the original budget process.

FISCAL NOTE: The adjustment to the budget as follows:

Function	Account Name	Debit	Credit
52710	Sheriff		\$85,000
34300	General Fund	\$85,000	

Source of Money: \$85,000 of money returned by the Sheriff's Department to the general fund from both unexpended funds and unanticipated revenues in the 2019 budget year.

WHEREAS, these carry over excess revenues and unexpended funds would be used to provide professional services for inmates (medical and mental health), and

WHEREAS, these expenditures were unanticipated during the original 2020 budget process, and

WHEREAS, the Jail's former inmate professional services provider abruptly discontinued contractual services to Wood County, and

WHEREAS, Wood County is statutorily mandated to provide medical and mental health services to inmates, and

WHEREAS, Wood County sought competitive proposals for professional services for inmates, and

WHEREAS, Wood County entered into contractual agreements for medical and mental health services, and

WHEREAS, the costs of said contractual agreements exceeds funds allocated in the 2020 budget for professional services for inmates, 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 Sheriff's Department budget for 2020 by transferring \$85,000 from the General Fund (34300) to the Sheriff Budget (52710) 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.

While Act 185 is about much more than property taxes, there are several significant points within it that need to be considered as we decide our path. Unfortunately, due to the timeframe that this was rolled out, there was not much time, if any, to react. I just want everyone to be aware of what this Act does and the potential issues:

April 15, 2020 Governor signs Act 185 into law

April 17, 2020 conference call with the C-WR to see if they want to participate, conference call with State Treasurer, WCA, and WCA General Counsel. Following this meeting met with Corporation Counsel and County Clerk to discuss how to proceed

April 20, 2020 sample resolution from WCA General Counsel is disseminated

April 21, 2020 C-WR met and had discussion only on Act 185 (have not heard anything from discussion held as of 4-29)

April 21, 2020 County Board met but there was no time to put this information on the Agenda

May 5, 2020 Operations Committee meeting scheduled

- The act stipulates that a county must pass an enabling resolution before any municipality can pass a resolution allowing the waiver of property tax interest. Because the C-WR is multiple installments, a resolution had to be passed by the County and City by April 30 in order for the 2nd installment to be waived. All other municipalities only have 2 installments.
- That resolution must authorize the waiver and lay out the criteria by which the waiver can be granted
- The waiver can be a blanket waiver or done case by case per the act, legal opinions seem to say a blanket waiver is the only real option since a case by case determination of hardship leaves both the municipality and county open to significant liability and administrative burden
- Once the county passes the resolution the settlement dates change for every taxing jurisdiction in the county, even if no municipality passes a resolution allowing the waiver of interest and penalty, so that the August 20th settlement now is proportional to collections as of July 31st and a new settlement will be done on September 20th making those entities whole on their levies regardless of property tax collection
- The technical due date of property taxes remains the same, as does the turning over the roll in August to the county from the city of Wisconsin Rapids (our only multi installment municipality) and the issuance of tax certificates on any property that has not paid by August 31st will still be done on September 1st
- The act only applies to parcels that were not delinquent on their 2019 property taxes after April 1st, if the parcel is in a municipality where both the county and municipality have passed the required resolutions.
- If a waiver is passed by both the county and a municipality, and a parcel misses their next installment, interest and penalty will start to accrue on October 1 moving forward and will never revert to February 1 like it normally would
- Though not specifically laid out, it is believed that the grace period would be applied to the October 1st date and that means they actually have until October 8th to have the payment in the hands of the collecting county treasurer

Some concerns we have if the county passes a resolution are

- Cash Flow for the County- The county has to make all taxing jurisdictions whole on their entire levy on September 20 even though interest and penalty won't start until October 9th so many people will see October 8th as the new deadline even if the statutory deadline is still July 31st.
 - This means that big businesses and other property owners who may not have been negatively impacted by this pandemic may choose to keep that money for longer to increase their own cash flow as it is essentially an interest free loan. Depending how many and how big they are, this could be a significant impact to the county. For example New Page, their tax bill last year was about \$1.5 million, let's assume they paid their 1st installment of say \$385,000 and this went into effect for the 2nd and 3rd installments of \$385,000 each and they did not pay the \$770,000 until October 8. they will have an additional \$385,000 from May until October that would normally go towards their April installment and another \$385,000 from August to October that would normally go towards their July installment...that's \$770,000 the county will have to pay on September 20th that the county will not be paid for almost three weeks for just one tax payer, that's a bi weekly payroll for the county.
 - This on top of the county's already decreased cash flow due to decreased sales tax revenue, increased property tax delinquencies, decreased interest collections, and grants plus significant increased spending in Health and other departments.
- Cash Flow for underlying taxing jurisdictions
 - School districts and Mid-State will be made whole a month later on September 20th which means they will be potentially starting a new school year without having their full levy, some districts may be equipped to handle the delay but it could cause a significant hardship for others
 - Municipalities that chose not to pass a resolution will still have delayed settlement of their levy and that may cause them problems
- Potential problems for TIDS if their debt service needs to be paid before they receive the cash because of the delayed settlements
- Uniformity issues - every municipality in the county has the right to decide if they will grant the waiver in their municipality
 - This could cause significant confusion among the public - someone in the town of Arpin may think they have extra time because they read in the newspaper that the village of Arpin is allowing a waiver until October but the town of Arpin never passed one so they end up having to pay interest and penalty
 - Some citizens may see it as unfair if properties in one community get until October to pay and ones in another have to pay in July
 - People who have already gone delinquent on their 2019 taxes may find it confusing and/or unfair that other people within their own municipality will not be charged interest from February through October when they will have interest added during that entire time
- Programming issues -
 - We have no idea how the tax system can be changed to handle the concept of multiple different interest and penalty calculation within the county and even within one municipality : You have people who are already delinquent starting in Feb like normal but then each muni could have another that starts in October but not all municipalities may be the same - we have spoken with our tax program people and while they say they

- are working on it, they have no idea when they will have a solution, how tested it will be and how it will work
- We also have to make changes to the settlement program to change the way it calculates August and now add a September settlement
 - Tax Certificates - Certificates will be issued on September 1 even though they have until October to pay without interest and penalty. Tax certificates are the beginning of the lien that starts the clock ticking on when the county can take a property for back taxes
 - Imagine the shock/confusion by a taxpayer in a municipality that allows for the waiver when they get a certificate in the mail in September telling them the county now has a lien on their property
 - There could potentially be a significant increase in the number of certificates issued since the interest and penalty does not start accruing until October, increasing mailing costs and phone calls
 - Long term issues
 - If we have to pay out a significant amount to settle, we may have to bond or take out a loan that will cost additional fees and interest that in the long run, all taxpayers end up paying for
 - Underlying taxation districts may have to take out loans because of the delayed settlement that will cost them more
 - The change to an October interest and penalty date for those qualifying properties lasts until their 2019 taxes are paid in full, so we will have to track these multiple interest scenarios until then.

Please feel free to reach out to me with any questions or concerns that you may have. Thank you.

**HEALTH INSURANCE ADHOC COMMITTEE
MEETING MINUTES**

DATE: Tuesday, February 18, 2020

TIME: 1:00 PM

LOCATION: Courthouse – Room 114

PRESENT: Bill Clendenning, Ken Curry, Adam Fischer, Lance Pliml, Donna Rozar

OTHERS PRESENT (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Jordon Bruce, Brandon Vruwink, Ed Newton, Heather Gehrt

The meeting was called to order by Supervisor Rozar.

Public Comments: None.

Supervisor Rozar opened nominations for chairperson of the Health Insurance Adhoc Committee. Supervisor Pliml nominated Supervisor Rozar.

Moved by Clendenning to close nominations. The Committee unanimously elected Rozar chairperson.

The Committee discussed the vision, goals, and objectives of the committee. Discussion ensued at length. The Committee decided on the following:

Vision

Provide quality, cost-effective, and sustainable health insurance for our employees.

Goals

Be sensitive to the needs of employees.

Reimburse the general fund \$1.5 million from the health fund.

Objectives

Examine the current plan, evaluate the effectiveness of the current plan, and provide recommendations to the Operations Committee.

The timeline for the project was also discussed. The general consensus is that the timeline will coincide with the budget timeline as this directly impacts department budgets, however, there would be room to ask for an extension if needed.

Chair Rozar will reach out to additional Department Heads throughout the County to invite them to participate in the meetings to provide their feedback both from a budgeting standpoint as well as the view of a participant in the health insurance plan.

Agenda items for next meeting: Health Insurance Presentation from Human Resources
Discuss timeline for recommendations

The next meeting is on Thursday, March 12, 2020 at 10:30 a.m. in Conference Room 114 of the Courthouse. The following meeting is scheduled for Wednesday, March 25, 2020 at 10:00 a.m. in Conference Room 114 of the Courthouse.

Chair Rozar declared the meeting adjourned at 2:06 p.m.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.

**HEALTH INSURANCE ADHOC COMMITTEE
MEETING MINUTES**

DATE: Thursday, March 12, 2020

TIME: 10:30 a.m.

LOCATION: Courthouse – Room 114

PRESENT: Bill Clendenning, Ken Curry, Adam Fischer, Lance Pliml, Donna Rozar

OTHERS PRESENT (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Jodi Pingel, Brandon Vruwink, Heather Gehrt, Roland Hawk, Chad Schooley, Tiffany Ringer, Peter Kastenholz, Amy Kaup, Randy Dorshorst, Shawn Becker, Brent Vruwink, Ed Newton

The meeting was called to order by Supervisor Rozar.

Public Comments: None.

Human Resources Director McGrath gave the Committee an overview of the history of the health insurance and current budgeting model. McGrath further presented the Committee with an overview of the 2020 health insurance budget as well as a health fund balance sheet for December-January 2019 and January 2020. Discussion ensued at length.

Committee members questioned the status of the balance owed from the health fund to the general fund of \$1.5 million. McGrath explained that she would be meeting with the Interim Finance Director and the Treasurer on Friday, March 13th to discuss a repayment strategy.

Human Services Director Vruwink distributed a summary of the financial impact that a previously proposed vacant positions policy would have on Edgewater and Norwood, as well as the health fund. Supervisor Rozar requested that Vruwink provide the proposed policy to all Department Heads throughout the County so that they could make similar summaries of financial impacts and report them back to the Committee.

The Committee heard input from various Department Heads that were present at the meeting.

Allowing retirees to remain on the plan longer than the 18 months allowed under COBRA was discussed as well as offering a payment incentive to employees who do not enroll in the County health insurance plan.

The consensus of the Committee was to have their timeline for recommendations coincide with budget timelines.

Motion (Pliml/Fischer) to recommend the following four items to the Executive Committee:

- 1) Pay back the general fund**
- 2) Eliminate the Retiree Health Insurance Plan option and only offer COBRA**
- 3) Look into a PEHP buy-out**
- 4) Consider paying employees to not take County health insurance**

Motion carried unanimously.

Agenda items for next meeting: Approval of minutes from previous meetings

Presentation from Human Services Director on proposed vacant positions policy

The next meeting is on Wednesday, March 25, 2020 at 10:00 a.m. in Conference Room 114 of the Courthouse.

Chair Rozar declared the meeting adjourned at 11:50 a.m.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.

**HEALTH INSURANCE ADHOC COMMITTEE
MEETING MINUTES**

DATE: Tuesday, April 28, 2020

TIME: 11:00 a.m.

LOCATION: Courthouse – Room 114

PRESENT: Bill Clendenning, Ken Curry, Adam Fischer, Lance Pliml, Donna Rozar

OTHERS PRESENT (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Brandon Vruwink, Ed Newton, Lisa Keller

The meeting was called to order by Supervisor Rozar.

Public Comments: None.

The Committee approved the minutes of the February 18th and March 12th meetings as presented.

Human Services Director Vruwink presented information on the Vacant Position Policy to the Committee. Vruwink stated that he solicited feedback from Department Heads and received an inquiry from Parks Director Schooley regarding if the policy would be based on a rolling year or if it would reset on January 1st each year.

Vruwink explained the background of the policy and why it was created. He further explained the costs Norwood and Edgewater incur when utilizing a staffing agency to fill vacancies and that the savings the policy would create would be allocated towards covering the staffing agency expenses.

Discussion ensued at length. Building in a trigger to the policy if the health fund balance became too low was discussed. Interim Finance Director Newton and Human Resources Director McGrath provided insight on the budgeting mechanism for the health fund. The consensus of the Supervisors was to get Department Head input on the policy resetting each year.

Motion (Clendenning/Fischer) to continue working on the draft Vacant Positions Policy. Motion carried unanimously.

Vruwink will put the new language into the draft Vacant Positions Policy and send it to McGrath for review.

The Committee reviewed the four recommendations that were decided upon at the last meeting to ensure that they still wanted to proceed with sending those to the Operations Committee. The four recommendations were:

- 1) Pay back the general fund
- 2) Eliminate the Retiree Health Insurance Plan option and only offer COBRA
- 3) Look into a PEHP buy-out
- 4) Consider paying employees to not take County health insurance

Chairman Pliml requested that McGrath provide the Committee with the number of employees that would potentially be impacted with a PEHP buy-out offering. Pliml and Committee Chair Rozar suggested that work is still done to pay back the general fund, however, to do it a little bit at a time with the uncertainty of the current pandemic.

The consensus of the Committee was to go forward with providing these recommendations to the Operations Committee. Rozar directed McGrath to put this item on the next Operations Committee agenda.

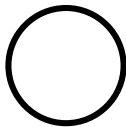
The Committee discussed the timeline of their recommendations. The consensus of the Committee was to keep their original timeline that coincides with the budget process. The Committee agreed to meet every three weeks.

Agenda items for next meeting: Presentation from Tim Deaton, The Horton Group
Presentation from Michael LaMont, WCA
Discuss plan design/network development

The next meeting date will be scheduled the week of May 18th. Once availability is obtained from Tim Deaton and Michael LaMont, a meeting date will be scheduled.

Chair Rozar declared the meeting adjourned at 12:00 p.m.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.



RESOLUTION# 12-3-5

Introduced by Executive
Page 1 of 1

ITEM# 1 - 5
DATE March 20, 2012
Effective Date March 20, 2012

Committee

Motion:

Adopted: ☒

1st Henkel

Lost: ☐

2nd Nelson

Tabled: ☐

No: 0 Yes: 18

Absent: 1

Number of votes required:

☒ Majority ☐ Two-thirds

Reviewed by: PAK

, Corp Counsel

Reviewed by: MFM

, Finance Dir.

LAD

INTENT & SYNOPSIS: To establish the rate of pay for the County Clerk, Register of Deeds, and Treasurer for their next terms of office beginning January 2013.

FISCAL NOTE: Unknown, the rates of pay for these elected officials shall be tied to changes made for the non-elected department heads. The 2013 base rate for these officials shall be as follows: County Clerk: \$54,542.83; Register of Deeds: \$53,857.93 and Treasurer: \$53,857.93.

		NO	YES	A
1	Nelson, J		X	
2	Rozar, D		X	
3	Feirer, M		X	
4	Wagner, E		X	
5	Hendler, P		X	
6	Breu, A		X	
7	Ashbeck, R		X	
8	Miner, T		X	
9	Winch, W		X	
10	Henkel, H		X	
11	Haferman, T		X	
12	Conradt, J		X	
13	Hokamp, M		X	
14	Polach, D		X	
15	Clendenning, B		X	
16	Pliml, L			X
17	Allworden, G		X	
18	Miltimore, R		X	
19	Moody, R		X	

	Total Wages & Wage Based Benefits Cost – 2013*
County Clerk	
Labor Costs	\$54,542.83
Benefits Costs	8,677.76
Total:	\$63,220.59
Register of Deeds	
Labor Costs	\$53,857.93
Benefits Costs	8,568.80
Total:	\$62,426.73
Treasurer	
Labor Costs	\$53,857.93
Benefits Costs	8,568.80
Total:	\$62,426.73

*Benefits are calculated using the 2012 retirement rate and without health insurance costs.

SOURCE OF MONEY: Budget

WHEREAS, § 59.22(1)(a), Wis. Stats., provides that “prior to the earliest time for filing nomination papers” the County Board shall “establish the total annual compensation for services to be paid to” county elected officials, and

WHEREAS, the first date that nomination papers may be filed for the offices of County Clerk, Register of Deeds, and Treasurer is May 15, 2012 for the next 4-year terms of office for these positions, which commence in January 2013, and

WHEREAS, the Executive Committee has studied the matter and believes that the elected department heads should be treated in the same fashion as the non-elected department heads.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES that the annual salary for the County Clerk, Register of Deeds, and Treasurer, shall be as set forth above for calendar year 2013, and will be maintained or increased each year for 2013, 2014, 2015, and 2016, by the same percentage and at the same times as is approved for the non-elected department heads. However, if the elected official’s position has been ranked in the Wood County salary plan, then the elected official’s salary would be the higher of the current rate or the highest step in the assigned salary grade that does not require merit pay,

BE IT FURTHER RESOLVED, that these elected officials are eligible for the same health and life insurance and retirement benefits available to the non-elected department heads and that said benefits are subject to the same terms and conditions as the non-elected department heads.

{ }

TRENT MINER (Chairman)

PETER HENDLER

DONNA ROZAR

JEFFREY CONRADT

LANCE PLIML

Adopted by the County Board of Wood County, this 20th day of March 20 12 .

County Clerk

County Board Chairman