

EXECUTIVE COMMITTEE

DATE: Tuesday, January 2, 2018
TIME: 8:30 a.m.
LOCATION: Wood County Courthouse, Room 114

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Resolution regarding communications tower on UW Marshfield/Wood County Campus
6. **County Clerk**
 - (a) Review letter of comments
7. **Maintenance**
 - (a) Review letter of comments
8. **Safety & Risk Management**
 - (a) Review letter of comments
9. **Information Technology**
 - (a) Review letter of comments
10. **Wellness**
 - (a) Wellness Updates
11. **Treasurer**
 - (a) Review letter of comments
 - (b) Resolution(s) to sell tax deed parcel(s).
12. **Finance**
 - (a) Review letter of comments
 - (b) Resolutions to amend 2017 budget
 - 1) County Board (51120) from Contingency
 - (c) Motion to Transfer from Information & Communications budget (51453) to County Clerk budget (51420)
 - (d) Correspondence
 - Budget and actual reports for 12 months ended December 31, 2017
13. **Human Resources (HR)**
 - (a) Monthly Letter of Comments
 - (b) Resignation of Warren Kraft
 - (c) Appoint HR Administrator as Acting HR Director; set temporary adjustment in salary
 - (d) Discuss Realignment of Human Resources
 - (e) Educational Reimbursement Policy Discussion
 - (f) Discuss Grievance from the Deputies Association
14. Consider any agenda items for next meeting.
15. Set next regular committee meeting date.
16. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, December 05, 2017

TIME: 8:30 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

OTHERS PRESENT (for part or all of the meeting): Warren Kraft, Heather Gehrt, Amy Kaup, Reuben Van Tassel, Marla Cummings, Brandon Vruwink, Jordon Bruce, Stephanie Gudmunsen, Cindy Cepress, Steve Kreuser, John Peckham, Adam Fandre, Kimberly McGrath, Lacey Bell, Dennis Polach, Marion Hokamp, Adam Fischer, Tim Deaton (Horton Group)

The meeting was called to order by Chairman Wagner.

Public Comment- Chairman Wagner announced that the February Executive Committee meeting date might need to be rescheduled due to a conflict. He also shared that Department Head Terry Stelzer was hospitalized yesterday.

Consent Agenda

Motion (Rozar/Feirer) to approve the consent agenda as presented. Motion carried unanimously.

Discussion was held regarding the homeless shelter in Marshfield. Chairman Wagner shared that St. Vincent DePaul decided to close the shelter and there are three different groups interested in taking over its operations. There is a meeting tonight in Marshfield with each of the three organizations. At this point, Wood County Human Services, within their purpose and mission, will continue to provide services to individuals or families impacted by the shelter closing. There is no formal request for anything further.

Discussion was held regarding the communications tower on the UW Marshfield/Wood County campus. At this point, Verizon is reprioritizing tower locations. They would like a contract in place if this location moves to the top of the list and are therefore, requesting a contract to hold the property for \$5,000 per 2 years for up to 4 years.

Motion (Feirer/Breu) to accept the resolution to move forward with a lease for the location of a communications tower on the UW Marshfield/Wood County campus and forward that resolution to the County Board. All ayes except for Supervisor Clendenning who is opposed, stating he disagrees entering into negotiations on behalf of the County without prior authorization. Motion passes. The Committee was reminded that the UW Marshfield/Wood County Commission is an independent governing body that operates without the need for consent of the legislative body/bodies that created the Commission.

County Clerk Cindy Cepress reviewed her letter of comments. **Motion (Feirer/Rozar) to accept the letter of comments. Motion carried unanimously.**

Maintenance Manager Reuben Van Tassel reviewed his letter of comments, adding that the annual fire alarm testing is complete. Furthermore, he reported that the elevator locked up unexpectedly yesterday. There was extensive discussion regarding Courthouse. He also sought Committee input regarding snow removal on the sidewalks around the Elks parking lot. Two sidewalks are shoveled and iced, a third is not maintained.

Motion (Rozar/Feirer) to give authority to amend the contract to include snow removal of three sidewalks. All ayes except for Supervisor Henkel, who was opposed, stating she disagrees with going against the recommendation of Corporation Counsel. Motion carried.

Risk Management Director Stelzer was absent. His letter of comments was reviewed. There was discussion about the transition plan during his medical leave.

The IT Letter of Comments was reviewed. IT Director Kaup gave an update on the recent phishing campaign, computer-based security training, the security awareness newsletter, and phone system issues.

Motion (Henkel/Breu) to accept the Social Media Campaign and present to the County Board. Motion carried unanimously.

Wellness Coordinator Fandre is preparing for the new 2018 Wellness Program.

Treasurer Gehrt reviewed her Department's Letter of Comments. Gehrt stated she would like to negotiate with the Sheriff's Department regarding a request to utilize County-owned vacant property for Search and Rescue Training in exchange for the services of a deputy accompanying her to vacant county-owned properties.

The Finance Department Letter of Comments was reviewed. Finance Director Cummings reported that the payroll project is underway with Wipfli. Deputy Finance Director Lacey Bell was introduced.

Motion (Rozar/Clendenning) to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2017. Motion carried unanimously.

Motion (Rozar/Henkel) to amend the 2017 budget for County Aid to Libraries for the purpose of funding higher than anticipated expenditures. Motion carried unanimously.

Motion (Feirer/Breu) to amend the 2017 budget for the Humane Officer for the purpose of funding higher than anticipated expenditures. Motion carried unanimously.

Motion (Feirer/Rozar) to seek County Board approval to amend the 2017 budget of Building Numbering Identification for additional expenditures that were not anticipated during the original budget process. Motion carried unanimously.

Motion (Feirer/Rozar) to amend the 2017 budget for the Emergency Management Admin function for additional expenditures that were not anticipated during the original budget process. Motion carried unanimously.

Motion (Breu/Feirer) to amend the 2017 budget for Finance for the purpose of funding higher than anticipated expenditures. Motion carried unanimously.

Motion (Rozar/Henkel) to amend the 2017 budget for Information Technology and PC replacement for expenditures that were not anticipated during the original budget process. Motion carried unanimously.

Motion (Henkel/Breu) to amend the 2017 budget for the expenditures incurred in 2017 related to the General Obligation debt issuance costs for the 2018 capital projects. Motion carried unanimously.

Motion (Clendenning/Breu) to amend the 2017 budget of various Highway functions listed for additional expenditures of \$571,790 not anticipated during the original budget process. Motion carried unanimously.

Motion (Rozar/Henkel) to amend the 2017 WIC Grant budget for additional revenue and expenditures unanticipated during the original budget process. Motion carried unanimously.

Motion (Rozar/Breu) to amend the 2017 Healthy Smiles Grant budget for additional revenue and expenditures unanticipated during the original budget process. Motion carried unanimously.

Motion (Clendenning/Breu) to go into closed session at 10:00 a.m. pursuant to Wisconsin State Statute 19.85 (1)(c) to:

- **Discuss compensation with regards to recruitment of the Outpatient Psychiatrist position**

Roll call vote: Henkel: yes; Feirer: yes; Pliml: yes; Breu: yes; Clendenning: yes; Rozar: yes; Wagner: yes. Motion carried.

Motion (Pliml/Henkel) to return to open session at 10:29 a.m. Motion carried unanimously.

Human Resources (HR)

Human Resources Director Warren Kraft reviewed the Department's Monthly Letter of Comments. He reported that conversations with Wipfli are on hold until a confidentiality agreement is signed. A draft agreement is currently being reviewed by Corporation Counsel.

Director Kraft shared that there will be a special Executive Committee meeting held on Tuesday, December 19th after the County Board meeting to discuss the deputy's grievances. Prior to that meeting, he will send a summary with background information to Committee members.

Director Kraft reminded the Committee of the Educational Reimbursement Policy, which will be discussed at the January meeting. Committee members should present the previously distributed memo to their oversight committees for review with their respective department heads and committee members with comments in writing to the Executive Committee.

Director Kraft introduced Tim Deaton of The Horton Group. Tim presented the 2016 and 2017 Medical Loss Ratio reports, 2014-2017 Claims Strata, and the 2016 and 2017 Plan Change Impact Analysis.

Motion (Henkel/Clendenning) to go into closed session at 11:05 a.m. pursuant to Wisconsin State Statute 19.85 (1)(c) to:

- **Review Performance Evaluations of Department Heads of the Finance, Human Resources, Risk Management, IT, and Maintenance departments.**

Roll call vote: Henkel: yes; Feirer: yes Pliml: yes; Breu: yes; Clendenning: yes; Rozar: yes; Wagner: yes. Motion carried.

Motion (Pliml/Henkel) to return to open session at 12:29 p.m. Motion carried unanimously.

Next month's regular Executive Committee meeting is scheduled for Tuesday, January 2, 2017 at 8:30 a.m. in room 114.

February's regular Executive Committee meeting is scheduled for Tuesday, February 6, 2017 at 8:30 a.m. in room 114.

Motion (Wagner/Henkel) to adjourn the Executive Committee meeting at 12:35 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

All minutes taken and prepared by Kimberly McGrath. All minutes reviewed by the Executive Committee secretary.
Minutes are in draft form until approved at the next Executive Committee meeting.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Wednesday, December 13, 2017
TIME: 1:30 p.m.
PLACE: Room 317A, Wood County Courthouse
PRESENT: Bill Clendenning, Hilde Henkel, Lance Pliml,
VIA TELECONFERENCE: Al Breu, Michael Feirer, Donna Rozar, Ed Wagner
OTHERS PRESENT (for part or all of the meeting): Brenda Nelson, Reuben Van Tassel, Peter Kastenholz, Heather Gehrt, Ken Curry, Adam Fischer (via teleconference)

The meeting was called to order by Chairman Wagner.

Public Comment – No public comment

Discussion was held regarding two Offers to Purchase received from Clarity Care for the Adams Avenue and Peach Avenue CBRFs located in Marshfield. Clarity Care currently rents both properties from Wood County.

Kastenholz stated he has reviewed the offers and his concerns are two-fold: 1) the short time frame given and 2) that these offers are conditional upon approval by the Clarity Care Board of Directors. Pliml stated the offers are pretty standard from a real estate perspective and based on his research of the values of surrounding properties, he believes the offers are fair.

Motion (Rozar/Breu) to accept the Clarity Care Offers to Purchase the Adams Avenue and Peach Avenue CBRF properties in Marshfield in the amount of \$260,000 per property (\$520,000 total) contingent upon County Board approval. Motion carried unanimously.

Kastenholz will draft a resolution to be presented at the December 19th County Board meeting. Van Tassel will contact Clarity Care and update them on the Committee's acceptance of the offers contingent upon County Board approval.

Motion (Henkel/Feirer) to adjourn the Executive Committee meeting at 1:48 p.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar

Donna Rozar
Secretary

Minutes taken and prepared by Brenda Nelson and reviewed by the Executive Committee secretary. Minutes in draft form until approved at the next Executive Committee meeting.

**AD HOC PROPERTY COMMITTEE
MINUTES**

DATE: Tuesday, November 14, 2017
TIME: 10:30 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Al Breu, Ken Curry, Brad Kremer
OTHERS PRESENT: Reuben Van Tassel, Bill Clendenning, Donna Rozar, Ed Wagner, Jason Grueneberg, Marla Cummings, Mike Martin, Heather Gehrt, Warren Kraft, Amy Kaup

The meeting was called to order by Chairman Breu.

Public Comments – As requested by the Executive Committee, Van Tassel gave an update on the asset management program he will be purchasing in 2018 to track all major assets, maintenance and work orders. Discussion was held regarding security of the system as it is cloud based and accessed through an internet connection rather than being in house on a County server. The condition assessment and software implementation will cost approximately \$37,000 initially with a \$5,000 per year annual fee. Consensus of the Committee is for Van Tassel to move forward with the purchase.

Treasurer Gehrt informed the Committee that her department is entering a busy time of the year so her availability to assist with property sales would be limited.

Review/Approve Minutes

Motion (Curry/Kremer) to approve the minutes from the October 26, 2017 Ad Hoc Property Committee meeting. Motion carried.

Update on Assignments

Van Tassel informed the Committee that a work crew from Emergency Management will be going through the building at 2611 12th Street South to do paint touch ups, cleaning, etc. in preparation to list the building for sale. He is working with Lance Pliml to find a commercial appraiser to do an appraisal of the property.

The Committee discussed the delineation of wetland on 17th Avenue property. Grueneberg has contacted Star Environmental regarding the delineation and they would be able get started right away but may have to complete the job in the spring depending on the weather. The cost would be \$3,500. There is a site selector interested in purchasing a 7.7 acre portion of the property to be developed for an apartment complex, but they are not willing to pay for the wetland study. Kremer stated that the County should bear the cost of the delineation but he has reservations in selling off a portion of the property without first attempting to sell all 33 acres. He would suggest exploring selling the entire parcel for a few months before agreeing to sell off a portion. Further discussion was had regarding acquiring an appraisal for the property which should be completed prior to sale.

Motion (Curry/Kremer) to recommend the Executive Committee approve moving forward with the wetland delineation at the County's cost. Motion amended by Kremer to also include authorization of an appraisal of both the 7.7 acre parcel and the parcel as a whole. Motion carried.

Discussion was held regarding the property at 1010 Airport Avenue in Wisconsin Rapids. Van Tassel stated the Executive Committee approved having Emergency Management complete cleaning and painting of the property and they will begin doing so within the next few weeks.

Van Tassel has contacted Clarity Care regarding possible purchase of the two CBRF properties in Marshfield, those being 613 West 11th Street and 2401 South Peach Avenue. Clarity Care has been leasing both homes. He is waiting to hear back from them.

Courthouse and River Block Space Needs

Van Tassel stated there is a growing list of space needs and other projects that need to be prioritized so that we can move forward. The list includes more space for Finance, Clerk of Courts and the District Attorney; permanent space for Emergency Management, Wellness and the County Board Chairman; the Courthouse security office, employee breakroom and a second elevator; remodeling of Branch 1 and Probate; and possible relocation of Human Resources and Victim Witness. Courthouse security is also a high priority and is being addressed by a security committee headed up by Judge Brazeau. Wagner stated that Cindy Joosten has a list of security priorities and she should be included in the next Ad Hoc Property Committee meeting. Discussion was held at length about the importance of improving Courthouse security with Kremer stating he sees it as a top priority. Van Tassel reminded the Committee that there is some unutilized space on the third floor of River Block which could be built out to accommodate one or two smaller departments.

Van Tassel will begin collecting rough construction costs and possible options to present to the Committee to assist them in prioritizing the space needs and projects.

Kremer was excused at 11:55 a.m.

The next meeting will of the Ad Hoc Property Committee will be held on Tuesday, December 5th at 1:00 p.m.

Agenda items for next meeting: Ongoing space needs for Courthouse and buildout options for River Block third floor.

Chairman Breu declared the meeting adjourned at 12:08 p.m.

Minutes in draft form until approved at the next meeting of the Ad Hoc Property Committee. Minutes reviewed by Chairman Breu, taken by Brenda Nelson.

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: December 2017

For the range of vouchers: 06170384 - 06170421

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06170384	LANGTON DENNIS	November Deliveries	11/30/2017	\$190.00	P
06170385	WOODTRUST BANK NA	Nov 2017 VISA Charges	11/30/2017	\$151.54	P
06170386	MAILFINANCE	Lease Payment - Mail Machine	12/04/2017	\$1,669.50	P
06170387	REGISTRATION FEE TRUST	M99-45B	12/05/2017	\$169.50	P
06170388	REGISTRATION FEE TRUST	M99-46B	12/05/2017	\$147.50	P
06170389	LILLEY CHARLES ASSESSOR	C LILLEY 17 ASSESS MI/PER DIEM	12/05/2017	\$127.04	P
06170390	WEGNER GERALD	G WEGNER 17 ASSES MI/PER DIEM	12/05/2017	\$130.25	P
06170391	KURTZWEIL JEREMY	J KURTZWEIL 17 ASS MIL/PER DIE	12/05/2017	\$98.15	P
06170392	TDS TELECOM	VAR DEPT PH BILLS NOV 2017	12/05/2017	\$314.99	P
06170393	BEAR GRAPHICS INC	2018 ASSESSOR SUPPLIES	12/12/2017	\$315.00	P
06170394	WISCONSIN MEDIA	VAR ADS 11/1 - 11/30/17	12/12/2017	\$544.56	P
06170395	UNITED MAILING SERVICE	MAIL FEES 11/1 - 11/30/2017	12/12/2017	\$864.57	P
06170396	CENTURYLINK	Various Dept. Long Distance	11/30/2017	\$151.11	P
06170397	HEART OF WI CHAMBER OF COMMERCE	Leg Brkfst - Pliml/Cledenning	12/06/2017	\$50.00	P
06170398	ASHBECK ROBERT	R ASHBECK NOV 2017 MILEAGE	12/19/2017	\$89.88	P
06170399	BREU ALLEN	A BREU NOV 17 MILEAGE	12/19/2017	\$107.00	P
06170400	CHERNEY FRANCIS	F CHERNEY AUG-OCT 17 MILEAGE	12/19/2017	\$19.80	P
06170401	CLENDENNING WILLIAM	W CLENDENNING NOV 17 MILEAGE	12/19/2017	\$112.35	P
06170402	CURRY KENNETH	K CURRY NOV 17 MILEAGE	12/19/2017	\$14.98	P
06170403	FEIRER MICHAEL	M FEIER NOV 17 MILEAGE	12/19/2017	\$72.76	P
06170404	FISCHER ADAM	A FISCHER NOV 17 MILEAGE	12/19/2017	\$123.05	P
06170405	GARRELS LEE E	L GARRELS DEC 17 MILEAGE	12/19/2017	\$17.12	P
06170406	HAMILTON BRAD R	B HAMILTON NOV 17 MILEAGE	12/19/2017	\$51.36	P
06170407	HENKEL HILDE	H HENKEL NOV 17 MILEAGE	12/19/2017	\$71.69	P
06170408	HOKAMP MARION	M HOKAMP NOV 17 MILEAGE	12/19/2017	\$91.48	P
06170409	KAUTH LELAND	L KAUTH DEC 17 MILEAGE	12/19/2017	\$4.28	P
06170410	LAFONTAINE DAVID	D LAFONTAINE NOV 17 MILEAGE	12/19/2017	\$142.31	P
06170411	LEICHTNAM BILL	B LEICHTNAM NOV 17 MILEAGE	12/19/2017	\$88.81	P
06170412	MACHON DOUG	D MACHON NOV 17 MILEAGE	12/19/2017	\$184.04	P
06170413	MEYERS MICHAEL	M MEYERS DEC 17 MILEAGE	12/19/2017	\$37.45	P
06170414	PETERSEN HARVEY R	H PETERSEN JAN-DEC 17 MILEAGE	12/19/2017	\$321.00	P
06170415	PLIML LANCE	L PLIML NOV 17 MILEAGE & MEALS	12/19/2017	\$50.27	P
06170416	ROZAR DONNA	D ROZAR NOV 17 MILEAGE	12/19/2017	\$118.77	P
06170417	WAGNER ED	E WAGNER NOV 17 MILEAGE	12/19/2017	\$176.55	P

Committee Report - County of Wood

County Clerk - December 2017

06170384 - 06170421

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06170418	ZURFLUH JOSEPH SR	J ZURFLUH NOV 17 MILEAGE	12/19/2017	\$50.83	P
06170419	WISCONSIN RAPIDS COMMUNITY MEDIA	DVDs - CB & Budget Hearing	12/18/2017	\$40.00	
06170420	BEAR GRAPHICS INC	Election Supplies - EL122 Env.	12/20/2017	\$736.58	
06170421	FRONTIER COMMUNICATIONS	Various Mfid Phone Chgs	12/26/2017	\$133.50	
Grand Total:				\$7,779.57	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COUNTY BOARD
November 2017 vouchers

REPORT ON CLAIMS
Paid December 2017

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
PD-PP	Wisconsin Employee Trust Funds	Retirement	\$ 294,258.03
CB	Robert Ashbeck	November Per Diem	\$ 350.00
CB	Allen Breu	November Per Diem	\$ 480.00
CB	William Clendenning	November Per Diem	\$ 515.00
CB	Ken Curry	November Per Diem	\$ 400.00
CB	Michael Feirer	November Per Diem	\$ 415.00
CB	Adam Fischer	November Per Diem	\$ 450.00
CB	Brad Hamilton	November Per Diem	\$ 350.00
CB	Hilde Henkel	November Per Diem	\$ 465.00
CB	Marion Hokamp	November Per Diem	\$ 350.00
CB	David La Fontaine	November Per Diem	\$ 350.00
CB	Bill Leichtnam	November Per Diem	\$ 450.00
CB	Doug Machon	November Per Diem	\$ 415.00
CB	Lance Pliml	November Per Diem	\$ 600.00
CB	Donna Rozar	November Per Diem	\$ 565.00
CB	Ed Wagner	November Per Diem	\$ 510.00
CB	Joe Zurfluh	November Per Diem	\$ 300.00
CB	Francis Cherney	Aug - Oct Per Diem	\$ 315.00
CB	Lee Garrels	December Per Diem	\$ 50.00
CB	Leland Kauth	December Per Diem	\$ 50.00
CB	Marvin Kohlbeck	December Per Diem	\$ 50.00
CB	Diane Lieber	December Per Diem	\$ 60.00
CB	Michael Meyers	December Per Diem	\$ 65.00
CB	Harvey Petersen	Jan - Dec Per Diem	\$ 750.00
CB	WCHA	M Hokamp reg - Winter Road School	\$ 175.00
TOTAL			\$ 302,738.03

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: DECEMBER 2017

For the range of vouchers: 19171210 - 19171306 50120292 - 50120293

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171210	ACE HARDWARE	SHERIFF REMODEL-SUPPLIES	11/27/2017	\$111.43	P
19171211	ACE HARDWARE	CREDIT MEMO	11/28/2017	(\$30.00)	P
19171212	ACE HARDWARE	SHOP SUPPLIES	11/28/2017	\$45.56	P
19171213	ACE HARDWARE	SHOP SUPPLIES	11/28/2017	\$10.58	P
19171214	ACE HARDWARE	TOOLS	11/29/2017	\$18.58	P
19171215	ADVANCE JANITORIAL SERVICE & SUPPLY	JANITORIAL SUPPLIES	11/20/2017	\$905.93	P
19171216	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	11/25/2017	\$3,679.79	P
19171217	BAUER'S FLOOR MART	SHERIFF REMODEL - FLOORING	11/27/2017	\$6,525.00	P
19171218	CURRENT TECHNOLOGIES INC	DISPATCH REMODEL - ELECTRICAL	11/22/2017	\$3,848.44	P
19171219	CUSTOM WOODWORKING LLC	HEALTH DEPT/RB MAINT WORK	11/28/2017	\$496.00	P
19171220	G & K SERVICES	MAT CLEANING COURTHOUSE	11/29/2017	\$206.62	P
19171221	GAPPA SECURITY SOLUTIONS	CORES-SHERIFF, PARKS	11/21/2017	\$66.00	P
19171222	GRAINGER (Maintenance)	JAIL PLUMBING PARTS	11/17/2017	\$338.58	P
19171223	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE CBRF	11/20/2017	\$195.00	P
19171224	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE COURTHOUSE	11/20/2017	\$1,872.00	P
19171225	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	11/20/2017	\$234.00	P
19171226	KOLO TRUCKING AND EXCAVATING INC	SANDING RIVER BLOCK LOT	11/27/2017	\$35.00	P
19171227	KOLO TRUCKING AND EXCAVATING INC	SANDING ELKS LOT	11/27/2017	\$35.00	P
19171228	NICK MICHELS & SONS	ROOF REPAIRS	11/21/2017	\$94.00	P
19171229	REIGEL PLUMBING & HEATING	PEACH AVE FURNACE REPAIRS	11/03/2017	\$712.50	P
19171230	STAR ENVIRONMENTAL INC.	17TH AVE WETLAND DELINEATION	11/28/2017	\$1,750.00	P
19171231	WOOD TRUST BANK	TRAINING, DISPATCH, JAIL, CH	11/20/2017	\$281.00	P
19171232	VAN TASSEL REUBEN	MILEAGE REIMBURSEMENT	11/30/2017	\$227.91	P
19171233	ACE HARDWARE	WATER SOFTENER SALT	12/01/2017	\$377.37	P
19171234	ACE HARDWARE	SHOP SUPPLIES	12/04/2017	\$11.94	P
19171235	ACE HARDWARE	SHOP SUPPLIES	12/05/2017	\$27.98	P
19171236	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	12/04/2017	\$3,726.57	P
19171237	FIRST SUPPLY	JAIL PARTS	11/29/2017	\$127.11	P
19171238	GRAYBAR ELECTRIC COMPANY INC	TRANSFORMER AMP SWITCHBOARD	10/31/2017	\$25,016.13	P
19171239	JFTCO INC	CH GENERATOR TESTING	11/29/2017	\$1,771.12	P
19171240	KOLO TRUCKING AND EXCAVATING INC	SANDING COURTHOUSE LOTS	11/27/2017	\$35.00	P
19171241	LAKELAND CHEMICAL SPECIALTIES	BOILER CONTROLLER	12/04/2017	\$308.96	P
19171242	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	11/24/2017	\$7,606.61	P
19171243	RON'S REFRIGERATION & AC INC	VETERANS REMODEL - COOLING	12/05/2017	\$8,588.00	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
DECEMBER 2017

50120292 - 50120293 19171210 - 19171306

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171244	WASTE MANAGEMENT	WASTE DISPOSAL COURTHOUSE	11/27/2017	\$927.26	P
19171245	WASTE MANAGEMENT	WASTE DISPOSAL JOINT USE	11/27/2017	\$75.77	P
19171246	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	11/27/2017	\$472.35	P
19171247	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE COURTHOUSE	11/27/2017	\$12,123.84	P
19171248	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	11/27/2017	\$229.58	P
19171249	WATER WORKS & LIGHTING COMM	ELEC SERVICE SHERIFF LOCKUP	11/27/2017	\$94.67	P
19171250	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC AIRPORT CBRF	11/27/2017	\$43.84	P
19171251	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	11/27/2017	\$10.75	P
19171252	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	11/27/2017	\$516.75	P
19171253	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	11/27/2017	\$104.58	P
19171254	WE ENERGIES	GAS SERVICE JAIL	11/27/2017	\$1,342.59	P
19171255	WE ENERGIES	GAS SERVICE COMMUNICATIONS	11/27/2017	\$275.94	P
19171256	WE ENERGIES	GAS SERVICE COURTHOUSE	11/27/2017	\$4,033.98	P
19171257	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	11/29/2017	\$328.57	P
19171258	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	11/29/2017	\$99.26	P
19171259	WE ENERGIES	GAS SERVICE HUMAN SERVICES	11/27/2017	\$28.75	P
19171260	WE ENERGIES	GAS SERVICE RIVER BLOCK	11/29/2017	\$2,545.67	P
19171261	WINSUPPLY OF WISCONSIN RAPIDS	INSULATION	10/31/2017	\$258.85	P
19171262	WISCONSIN VALLEY BUILDING PRODUCTS	INSPECTOR CAMERA	11/29/2017	\$220.55	P
19171263	ACE HARDWARE	TOOLS	12/11/2017	\$53.96	P
19171264	ACE HARDWARE	SHOP SUPPLIES	12/13/2017	\$8.48	P
19171265	ADVANCE JANITORIAL SERVICE & SUPPLY	JANITORIAL SUPPLIES	12/07/2017	\$517.02	P
19171266	COMPLETE CONTROL	DISABLE DOOR ALARM	11/30/2017	\$83.00	P
19171267	COMPLETE CONTROL	ANNUAL FIRE INSPECTION	11/30/2017	\$1,950.50	P
19171268	EMMONS BUSINESS INTERIORS	COUNTY CLERK - BLINDS	12/11/2017	\$1,053.43	P
19171269	FERGUSON ENTERPRISES INC	SUPPLIES	12/01/2017	\$14.04	P
19171270	G & K SERVICES	MAT CLEANING RIVER BLOCK	11/22/2017	\$81.83	P
19171271	G & K SERVICES	MAT CLEANING COURTHOUSE	12/13/2017	\$137.80	P
19171272	GAPPA SECURITY SOLUTIONS	ENTRY BUTTONS - DISPATCH	12/01/2017	\$1,121.24	P
19171273	GRAINGER (Maintenance)	BLOWER, SIGNS, FIRE BARRIER	12/07/2017	\$302.99	P
19171274	HOME DEPOT CREDIT SERV (Maintenance)	RB, CH, SHERIFF REMODEL	12/05/2017	\$438.13	P
19171275	MUPPET PROPERTIES LLC	1ST AVE LOT RENT	12/11/2017	\$2,250.00	P
19171276	NAPA CENT WI AUTO PARTS Wis.Rapids	FUSES	12/12/2017	\$6.31	P
19171277	QUALITY DOOR & HARDWARE	CYLINDER - 12TH ST	12/12/2017	\$18.00	P
19171278	SCHILLING SUPPLY COMPANY	SCRAPER MAT	12/04/2017	\$896.23	P
19171279	SUPERIOR CHEMICAL CORPORATION	JANITORIAL SUPPLIES	12/11/2017	\$467.02	P
19171280	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	12/08/2017	\$24.75	P
19171281	ACE HARDWARE	SHOVELS	12/14/2017	\$96.96	P
19171282	ACE HARDWARE	JAIL PLUMBING PARTS	12/18/2017	\$9.99	P
19171283	ACE HARDWARE	JAIL PLUMBING PARTS	12/18/2017	\$2.95	P
19171284	CURRENT TECHNOLOGIES INC	DISPATCH - FURNACE BREAKER	12/13/2017	\$440.25	P
19171285	CURRENT TECHNOLOGIES INC	TRANSFORMER ELECTRIC UPDATE	12/15/2017	\$3,302.00	P
19171286	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	12/19/2017	\$150.00	P
19171287	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	12/12/2017	\$59.57	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
DECEMBER 2017

50120292 - 50120293 19171210 - 19171306

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171288	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	12/12/2017	\$45.89	P
19171289	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	12/12/2017	\$346.69	P
19171290	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	12/12/2017	\$2,601.36	P
19171291	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	12/12/2017	\$908.36	P
19171292	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	12/12/2017	\$6.81	P
19171293	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	12/12/2017	\$70.25	P
19171294	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	12/12/2017	\$32.25	P
19171295	OFFICE DEPOT	OFFICE SUPPLIES	12/26/2017	\$184.79	
19171296	QUALITY PLUS PRINTING INC	PRINTING	12/26/2017	\$320.00	
19171297	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	12/26/2017	\$374.70	
19171298	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/26/2017	\$1,453.44	
19171299	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/26/2017	\$526.07	
19171300	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/26/2017	(\$104.95)	
19171301	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	12/25/2017	\$3,679.79	P
19171302	CRESCENT ELECTRIC SUPPLY CO	WIRE - VETERANS REMODEL	12/18/2017	\$156.27	P
19171303	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	12/20/2017	\$43.39	P
19171304	G & K SERVICES	MAT CLEANING RIVER BLOCK	12/20/2017	\$81.83	P
19171305	MENARDS-MARSHFIELD	DEADBOLT FOR TREASURER	12/19/2017	\$12.99	P
19171306	RON'S REFRIGERATION & AC INC	TIE FEED TO AIR HANDLER	12/15/2017	\$118.00	P
50120292	MIDLAND PAPER		12/12/2017	\$415.80	P
50120293	MIDLAND PAPER		12/12/2017	\$565.64	P
Grand Total:				\$118,315.08	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: DECEMBER

For the range of vouchers: 23170041 - 23170053

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23170041	PROGRESSIVE BUSINESS PUBLICATIONS	SUBSCRIPTION RENEWAL	12/12/2017	\$299.00	P
23170042	AEGIS CORPORATION	EQUIPMENT BREAKDOWN	12/12/2017	\$4,201.00	P
23170043	WI COUNTY MUTUAL INS CORP	PROPERTY INSURANCE	12/12/2017	\$77,176.00	P
23170044	JOHNSON INSURANCE	EMPLOYMENT PRACTICE LIAB INS	12/12/2017	\$9,449.00	P
23170045	PROASSURANCE CASUALTY COMPANY	PROFESSIONAL LIABILITY INS	12/12/2017	\$3,035.00	P
23170046	WI COUNTY MUTUAL INS CORP	EXCESS WORK COMP & TPA SERVICE	12/20/2017	\$55,058.00	
23170047	WI COUNTY MUTUAL INS CORP	NURSING HOME LIABILITY - EW	12/20/2017	\$16,772.00	
23170048	WI COUNTY MUTUAL INS CORP	DEDUCTIBLE FUND DEPOSIT	12/20/2017	\$26,816.00	
23170049	WI COUNTY MUTUAL INS CORP	GENERAL & AUTO LIABILITY	12/20/2017	\$140,719.00	
23170050	AEGIS CORPORATION	CRIME POLICY	12/26/2017	\$2,649.00	
23170051	J & D AUTO BODY	VEHICLE DAMAGE REPAIR BILL	12/26/2017	\$1,613.53	
23170052	RELEASE GUARD	UNDERGROUND TANK PREMIUM	12/26/2017	\$3,900.00	
23170053	RELEASE GUARD	ABOVEGROUND TANK PREMIUM	12/26/2017	\$1,615.00	
Grand Total:				\$343,302.53	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
DECEMBER 2017

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	LINDNER & MARSACK	ATTORNEY BILLS	\$30.00
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$8.71
PREPAID	ASPIRUS WAUSAU HOSPITAL	WC MED REIMBURSE	\$9.00
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$242.50
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$477.63
PREPAID	WORK COMP CLAIM	TTD	\$58.94
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$7.99
PREPAID	ASPIRUS WAUSAU HOSPITAL	WC MED REIMBURSE	\$421.82
PREPAID	ASPIRUS WAUSAU HOSPITAL	WC MED REIMBURSE	\$255.00
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$5,007.74
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$705.00
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$207.00
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$207.00
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$247.30
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$178.50
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$1,864.49
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$205.13
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$51.00
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$7.50
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$7.50
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$224.00
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$158.00
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$527.80
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$716.04
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$72.75
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$525.74
PREPAID	WORK COMP CLAIM	TTD	\$535.52
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.50
PREPAID	WELLNESS WITHIN CHROPRRACTIC	WC MED REIMBURSE	\$156.92
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$876.49
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$78.69
PREPAID	CHROPRRACTIC PLACE	WC MED REIMBURSE	\$121.58
PREPAID	CHROPRRACTIC PLACE	WC MED REIMBURSE	\$240.64
PREPAID	WORK COMP CLAIM	TTD	\$535.52
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$9.72
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$275.37
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$755.89
PREPAID	WORK COMP CLAIM	TPD	\$106.10
PREPAID	WORK COMP CLAIM	TTD	\$405.98
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$363.00
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$158.00
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$112.16
PREPAID	CHROPRRACTIC PLACE	WC MED REIMBURSE	\$240.64

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
DECEMBER 2017

#1

PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$1,040.81
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$604.90
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$88.65
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$443.29
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$27.35
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$332.90
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$839.99
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$623.52
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$618.13
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$1,271.67
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$1,615.05
PREPAID	STOIBER CHIROPRACTIC	WC MED REIMBURSE	\$65.00
PREPAID	STOIBER CHIROPRACTIC	WC MED REIMBURSE	\$145.00
PREPAID	STOIBER CHIROPRACTIC	WC MED REIMBURSE	\$145.00
PREPAID	EMERGENCY MEDICAL SPECIALISTS	WC MED REIMBURSE	\$397.55
PREPAID	ADVANCED CHIRO & LASER CENTERS	WC MED REIMBURSE	\$24.00
PREPAID	ADVANCED CHIRO & LASER CENTERS	WC MED REIMBURSE	\$24.00
PREPAID	ADVANCED CHIRO & LASER CENTERS	WC MED REIMBURSE	\$24.00
PREPAID	ADVANCED CHIRO & LASER CENTERS	WC MED REIMBURSE	\$48.00
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$64.60
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$200.79
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$63.34
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$375.79
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$262.29
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$172.76
PREPAID	CENTRAL WISCONSIN RADIOLOGISTS	WC MED REIMBURSE	\$57.17
		TOTAL	\$27,551.39

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

CHAIRMAN

Committee Report

County of Wood

Report of claims for: IT Department

For the period of: December 2017

For the range of vouchers: 27170421 - 27170474

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27170421	IVES MATTHEW	Mileage	11/14/2017	\$97.02	P
27170422	FLEXSTAFF	Temp Services	11/22/2017	\$196.56	P
27170423	FRONTIER COMMUNICATIONS	Phone charges	11/22/2017	\$542.00	P
27170444	FRONTIER COMMUNICATIONS	phone charges	11/22/2017	\$1,128.92	P
27170445	CDW GOVERNMENT INC	Ink cartridges	11/21/2017	\$32.61	P
27170446	CDW GOVERNMENT INC	lobby phone for riverblock	11/21/2017	\$48.23	P
27170447	ULTRACOM WIRELESS COMMUNICATI	LG envoy III for HS 7152131744	11/13/2017	\$49.99	P
27170457	US CELLULAR	CELL PHONE CHGS ACT 277407322	11/16/2017	\$2,030.02	P
27170458	US CELLULAR	CELL PHONE CHGS 85170598	11/16/2017	\$534.81	P
27170459	US CELLULAR	CELL PHONE CHGS ACT 203538532	11/16/2017	\$987.90	P
27170460	US CELLULAR	CELL PHONE CHGS ACT 203391922	11/16/2017	\$132.46	P
27170461	US CELLULAR	CELL PHONE CHGS ACT 217293182	11/16/2017	\$706.02	P
27170462	CDW GOVERNMENT INC	FSET Surface Pro	10/03/2017	\$1,196.74	P
27170463	CDW GOVERNMENT INC	Vet Scanners	12/01/2017	\$4,345.00	P
27170464	CDW GOVERNMENT INC	Ink Cartridges	11/20/2017	\$38.01	P
27170465	CDW GOVERNMENT INC	Admissions battery toughbook	11/15/2017	\$110.00	P
27170466	INSIGHT PUBLIC SECTOR INC	Land mount kit	12/29/2017	\$14.50	P
27170467	SOLARUS	phone chgs acct 00063942-1	12/01/2017	\$8,494.16	P
27170468	CCB TECHNOLOGY	FA Maintenance	11/28/2017	\$826.00	P
27170469	SOLARUS	phone chgs acct 00061009-7	12/01/2017	\$74.99	P
27170470	SOLARUS	phone chgs acct 00111161-9	12/01/2017	\$20.00	P
27170471	SOLARUS	Phone chgs acct 00077856-5	12/01/2017	\$303.26	P
27170472	AMAZON CAPITAL SERVICES	DP to VGA Adaptor	12/05/2017	\$55.92	P
27170473	INSIGHT PUBLIC SECTOR INC	Health Dept WIC laptop	12/07/2017	\$1,677.79	P
27170474	INSIGHT PUBLIC SECTOR INC	Health Dept WIC laptop	12/08/2017	\$30.82	P

Grand Total:

\$23,673.73

Committee Report

County of Wood

Report of claims for: Wellness

For the period of: December 2017

For the range of vouchers: 34170018 - 34170099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34170018	ASPIRUS OCCUPATIONAL HEALTH	Wellness Program Expenses	12/01/2017	\$7,107.50	P
Grand Total:				\$7,107.50	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: DECEMBER 2017

For the range of vouchers: 28170254 - 28170273

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28170254	BEAR GRAPHICS INC	TAX BILLS	12/05/2017	\$1,090.48	P
28170255	WI DEPT OF ADMINISTRATION	NOVEMBER WI LAND INFO	12/05/2017	\$6,454.00	P
28170256	WOODTRUST BANK NA	MONTHLY VISA	12/05/2017	\$95.76	P
28170257	WOOD COUNTY REGISTER OF DEEDS	5 TAX DEED RECORDING FEES	12/05/2017	\$150.00	P
28170258	CITY OF MARSHFIELD	NOVEMBER SPECIALS	12/07/2017	\$7,877.33	P
28170259	CITY OF NEKOOSA TREASURER	NOVEMBER SPECIALS	12/07/2017	\$107.54	P
28170260	CITY OF WISCONSIN RAPIDS	NOVEMBER SPECIALS	12/07/2017	\$17.50	P
28170261	TOWN OF PORT EDWARDS	NOVEMBER SPECIALS	12/07/2017	\$73.69	P
28170262	TOWN OF SARATOGA	NOVEMBER SPECIALS	12/07/2017	\$748.43	P
28170263	TOWN OF GRAND RAPIDS	NOVEMBER SPECIALS	12/07/2017	\$1,477.96	P
28170264	TOWN OF RICHFIELD	NOVEMBER SPECIALS	12/07/2017	\$229.42	P
28170265	VILLAGE OF PORT EDWARDS TREAS	NOVEMBER SPECIALS	12/07/2017	\$147.40	P
28170266	VILLAGE OF RUDOLPH	NOVEMBER SPECIALS	12/07/2017	\$517.28	P
28170267	KROHN CHERYL	Mileage	12/14/2017	\$29.96	P
28170268	MOBILE LOCK & SECURITY	SERVICE CALL AND REKEY LOCKS	12/14/2017	\$250.00	P
28170269	STATE OF WISCONSIN TREASURER	NOV CLERK OF COURTS FEES	12/14/2017	\$155,441.80	P
28170270	CITY OF MARSHFIELD	TAX DEED SALE 33-03137J	12/19/2017	\$3,572.98	P
28170271	MARSHFIELD UTILITIES	FINAL BILL TAX DEED 33-03545E	12/19/2017	\$46.46	P
28170272	CITY OF MARSHFIELD	TAX DEED SALE 33-02545E	12/19/2017	\$1,148.23	P
28170273	WOOD COUNTY CLERK OF COURTS	E-FILE FEES FOR WI DOJ	12/19/2017	\$60.00	P

Grand Total:

\$179,536.22

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Finance

For the period of: December 2017

For the range of vouchers: 14170051 - 14170099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14170051	WIPFLI LLP	Payroll Implentation SmartB/C	11/29/2017	\$6,638.75	P
14170052	MARTIN MICHAEL F	Payroll Implentation Lunch	11/28/2017	\$60.00	P
14170053	CUMMINGS MARLA	Payroll Implentation Snacks	11/28/2017	\$34.85	P
14170054	GFOA	Webinar and Books	12/05/2017	\$235.00	P
14170055	DELUXE BUSINESS FORMS & SUPP	1099 forms and envelopes	12/05/2017	\$161.48	P
Grand Total:				\$7,130.08	

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: HR

For the period of: December 2017

For the range of vouchers: 17170333 - 17170380

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17170333	AXA	LTD 120717	12/07/2017	\$1,610.37	P
17170334	AXA	BASIC & SUPP LIFE 120717	12/07/2017	\$3,494.32	P
17170335	BOSTON MUTUAL	WHOLE LIFE INSURANCE 12012017	12/07/2017	\$1,509.15	P
17170336	HARRING MARK STANDING CHAPTER 13 TRUSTEE	PR GARNISHMENT 120717	12/07/2017	\$150.12	P
17170337	AMT	PR GARNISHMENT 120717	12/07/2017	\$203.00	P
17170338	US DEPARTMENT OF EDUCATION	PR GARNISHMENT 120717	12/07/2017	\$195.67	P
17170339	GREAT LAKES HIGHER EDUCATION CORP	PR GARNISHMENT 120717	12/07/2017	\$230.59	P
17170340	ALLIANCE COLLECTION AGENCIES	PR GARNISHMENT 120717	12/07/2017	\$357.28	P
17170341	ANDERSON AARON	USFIT CORRECTION CHECK	12/12/2017	\$497.42	P
17170342	ARENDT JUSTUS	USFIT CORRECTION CHECK	12/12/2017	\$466.77	P
17170343	BANNERMAN RYAN S	USFIT CORRECTION CHECK	12/12/2017	\$496.64	P
17170344	BERRES DANIEL	USFIT CORRECTION CHECK	12/12/2017	\$499.56	P
17170345	DORSHORST KALVIN	USFIT CORRECTION CHECK	12/12/2017	\$496.36	P
17170346	DREW SCOTT	USFIT CORRECTION CHECK	12/12/2017	\$530.21	P
17170347	GOLDBERG SCOTT	USFIT CORRECTION CHECK	12/12/2017	\$556.79	P
17170348	LEIGH CORY	USFIT CORRECTION CHECK	12/12/2017	\$496.77	P
17170349	LIEBE ROBERT	USFIT CORRECTION CHECK	12/12/2017	\$498.08	P
17170350	MARTEN ERIC	USFIT CORRECTION CHECK	12/12/2017	\$481.18	P
17170351	PIDGEON JAMES	USFIT CORRECTION CHECK	12/12/2017	\$496.10	P
17170352	PLEET KYLE	USFIT CORRECTION CHECK	12/12/2017	\$498.32	P
17170353	SHRODA JAYME	USFIT CORRECTION CHECK	12/12/2017	\$560.92	P
17170354	SUSA MATT	USFIT CORRECTION CHECK	12/12/2017	\$496.69	P
17170355	CHRISTIANSOON BRANDON R	USFIT CORRECTION CHECK	12/12/2017	\$498.73	P
17170356	MATTHEWS JOHN	USFIT CORRECTION CHECK	12/12/2017	\$449.37	P
17170357	BURROUGHS BRANDON	USFIT CORRECTION CHECK	12/12/2017	\$494.08	P
17170358	DEAN NATHAN	USFIT CORRECTION CHECK	12/12/2017	\$491.99	P
17170359	ROSANDICH ERIC	USFIT CORRECTION CHECK	12/12/2017	\$484.07	P
17170360	PHILLIPPI DEREK	USFIT CORRECTION CHECK	12/12/2017	\$429.98	P
17170361	MARSHFIELD LABORATORIES	DRUG AND ALCOHOL TESTING	12/14/2017	\$69.00	P
17170362	NORTHWOODS LASER & EMBROIDERY	SERVICE AND RETIREMENT PLAQUES	12/10/2017	\$552.00	P
17170363	ASPIRUS BUSINESS HEALTH RIVERVIEW	DRUG AND ALCOHOL TESTING	12/01/2017	\$184.00	P
17170364	WOODTRUST BANK NA	VISA CHARGES DECEMBER 2017	11/20/2017	\$70.00	P
17170365	SHRED SAFE LLC	SHREDDING	11/21/2017	\$448.50	P
17170366	QUINNELL KELLI	MILEAGE REIMBURSEMENT	12/14/2017	\$90.95	P

Committee Report - County of Wood

HR - December 2017

17170333 - 17170380

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17170367	MCGRATH KIM	MILEAGE REIMBURSEMENT	12/14/2017	\$73.83	P
17170368	WI DEPT OF WORKFORCE DEVELOPMENT	UNEMPLOYMENT NOV 2017	12/21/2017	\$2,939.01	P
17170369	AXA	AXA - LTD 12/21/17	12/21/2017	\$1,610.60	P
17170370	AXA	AXA - TERM LIFE 12/21/17	12/21/2017	\$3,498.46	P
17170371	BOSTON MUTUAL	WHOLE LIFE 12/21/17	12/21/2017	\$1,691.89	P
17170372	ALLIANCE COLLECTION AGENCIES	GARNISHMENT-ALLIANCE 12/21/17	12/21/2017	\$327.63	P
17170373	AMT	AMT GARNISHMENT 12/21/17	12/21/2017	\$203.00	P
17170374	GREAT LAKES HIGHER EDUCATION CORP	GREAT LAKES GARNISHMENT 122117	12/21/2017	\$233.14	P
17170375	HARRING MARK STANDING CHAPTER 13 TRUSTEE	MARK HARRING GARNISHMENT 1221	12/21/2017	\$150.12	P
17170376	US DEPARTMENT OF EDUCATION	US DEPT EDU GARNISHMENT 122117	12/21/2017	\$238.60	P
17170377	NATIONWIDE TRUST CO FSB	PEHP 12/21/17	12/21/2017	\$48,557.87	P
17170378	HORTON GROUP INC THE	HORTON DEC 2017	12/21/2017	\$2,083.33	P
17170379	KRAFT WARREN P.	MEETING AND TRAVEL EXPENSES	12/26/2017	\$601.88	P
17170380	NORTHWOODS LASER & EMBROIDERY	SERVICE AND RETIREMENT PLAQUES	12/17/2017	\$183.75	P
Grand Total:				\$81,478.09	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Comments from the County Clerk
January 2018 Executive Committee Meeting

There are two items within the Finance portion of the agenda that relate to this office, both of which have been discussed previously and now need action. The first is a resolution to transfer \$20,000 from contingency to the County Board budget. This is related to the increased number of per diems being claimed and the addition of ad-hoc committees. This should not be an issue for 2018 as the budget for that function was increased by 18.95% from \$170, 246 to \$202,513.

The other item is an overage in the county clerk's budget. This past year saw the retirement of the Deputy County Clerk, a 25 year employee who had a large unused vacation payout that amounted to approximately \$9,250.40. The motion being requested of the committee will be to transfer \$3,500 from the Information & Communications function to the County Clerk function within our budget.

Election season is starting to ramp up. All nomination papers and associated forms for those seeking a county board supervisor position need to have those in our office no later than Tuesday, January 2nd at 5:00 p.m. Our office will be open until that time on that day.

Please remember to get your per diem vouchers to Sheri as soon as possible so we can close out 2017 with the January payroll. There is a new mileage amount for 2018, so once we have all of the 2017 vouchers submitted, we will upload the new form for 2018 into DropBox. All of your December meetings need to be put on the 2017 voucher even though it will be paid out in 2018.

I have been talking with IT about a new system for supervisors to obtain the materials they need via their iPad. We continue to see where supervisors have saving their altered documents back to the original location that my office placed it. We constantly need to check documents in DropBox to see if this is the case. A new software will prevent this. Watch for updates on this. Perhaps we'll roll this out with the new county board in April.



Wood County WISCONSIN

MAINTENANCE
DEPARTMENT

Maintenance Monthly Comments From the Desk of Reuben Van Tassel

January 2, 2018

Work has resumed on the Veterans Office now that the old data center has been completely vacated by IT.

Remodeling on second floor in the Sheriff's Department's expanded office space has been completed.

Continued work on layout options, pricing and information gathering for options to alleviate space needs issues with the Courthouse and River Block.

Maintenance has been completed on both River Block elevators and the Courthouse elevator was load tested and work completed to resolve issues.

The annual fire inspections for the Courthouse and Jail were conducted by Complete Control.

Several meetings with architect regarding Edgewater capital improvement projects for 2018.

Attended Executive Committee, County Board, Employee Feedback, Health and Human Services Committee and Executive Committee Ad Hoc Public Property Committee meetings.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

December, 2017

- ◆ The IT Security Team launched a Security Awareness Program. In December all employees with a County email address were enrolled in an Initial Security Training Program, *The Top 10 Security Awareness Fundamentals*. Several future CyberSecurity campaigns and training will be scheduled as the IT Security Team works to train and educate users in an effort to protect staff and the County network from Cyber related events. All IT staff have completed this initial training. Training documentation was created and provided to all staff to assist with participating in the online training.
- ◆ GCS property tax system, vendor for replacement property tax software, has been implemented and functioning successfully for a full year. The 2017 real and personal property tax bills were generated and distributed by the County Treasurer's Office.
- ◆ RtVision, Highway Department time and materials tracking software, payroll export file is now updated with new earnings codes. These codes will map to new payroll software, HRMS, new codes that will alleviate a rounding issue. The RtVision server will be moved from a company owned hardware server to a County owned virtual server, as contracted and scheduled, in January 2018. Work creating the VM server will begin early in January.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. IT works continually to address some remaining issues related to holiday worked calculations and department change requests. The PBJ reporting for CMS (Centers for Medicare & Medicaid) is being adjusted to meet needs and requirements for the Norwood facility. PBJ reports were submitted met the November deadline.
- ◆ Time Simplicity, the add on module that will provide scheduling software to select department, training will continue. The addition of the TimeStar & Time Simplicity software eliminated the need for manual paper time card tracking and entry and will provide a staff scheduling solution for select departments.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system needs to be replaced with added functionality in the sanitary permit web application. Sanitary permit entry into the web based system is complete.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is complete. Replacement system creation and implementation of these system continues as we plan to decommission the SCO Unix server early in 2018.
- ◆ Setup and configured a complete CIS Training environment for Dispatch and the Sheriff's department. This will help our CIS users with training and testing new features within the program.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
- ◆ Applied some new Breastfeeding updates for the health department to help out the users when making calls to breastfeeding mothers.
 - ◆ Worked with Sheriff's department to apply the latest TraCS fall update.
 - ◆ Installed Category 6 network cabling and jacks per standards in the new Dexter Park Garage. Tested and labeled each drop.
 - ◆ Configured, tested and installed switch/router and wireless access point in Dexter Park Garage. Tested phone, wireless and wired network connections. Facility is ready for full deployment of network devices.
 - ◆ Recycled a UPS unit from the old data center. Reinstalled it in the Jail "Door Control" network rack to replace a failing unit. The Courthouse Maintenance department provided modification and testing of the existing building wiring to accommodate the increased capacity of the new device. Connected UPS to the network allowing remote monitoring and management.
 - ◆ Two FALSE low-temp alarms were generated by the Health Department Vaccine Monitoring System. Adjustments were made per the Health Departments advise, to a lower operating temperature without generating an alert.
 - ◆ Working to configure new phones for the UW Extension Department to replace current desk phones.
 - ◆ Provided assistance to Maintenance Department. Removed and recycled network racking and other equipment from the old Data Center in preparation of building remodeling.
 - ◆ Provided Windows 10 training via video to staff that were interested. New PC's are being deployed with Windows 10.
 - ◆ 11 new PC's have been deployed. Several other computers have been imaged and will be deployed in January. The PC setup area within the IT department setup was completed in December. This will allow IT staff to image a higher number of computers more efficiently.
 - ◆ 465 helpdesk requests were created in September, with staff completing 486 tickets leaving 325 open requests. These numbers represent service requests from departments throughout the County.
 - ◆ Identified and resolved additional erroneous PPS, Program Participation System, data. This system is utilized in the Human Services Department.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
- ◆ Continue to work with the vendor, Clinical Data Systems to address lingering erroneous PPS data.
 - ◆ Setup new service codes for Mental Health to become compliant in PPS SPC code reporting.
 - ◆ Attended the Multi-County Project Managers meeting in Appleton.
 - ◆ Developed preliminary auditing for TCM database, still in testing phase.
 - ◆ Installed and configured 3 new Fujitsu scanners in the Veteran's Wisconsin Rapids location. An additional scanner will also be installed soon in Veteran's Marshfield location.
 - ◆ Director and Network Administrator met with several departments to discuss current and upcoming IT projects. The main projects being Security Training, replacement of the County webfilter, Public WiFi Self-enrollment, and PC replacement.
 - ◆ Director participated in the WCA Educational Webinar Series – Employee Engagement in a Post-Act 10 Wisconsin on December 18th.

Wood County Employee Wellness Update
January 2nd, 2018 Submitted: Adam Fandre

2018 Employee Wellness Program

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

Portal Updates-

173 participants registered for the quarter 5 Wellness Challenge: Common Cents

Created online biometric screening consent form

Wellness Committee Updates-

- 2018 Wellness Program Planning and Promotion.
- Discussion/constructive feedback of Quarter 5 wellness challenge.
- Discussion/constructive feedback on mailing for 2018 wellness year.
- Reviewed activities and changes for 2018 wellness year.
- Discussed Lunch & Learn topics for 2018.
- Created and distributed monthly fliers/handouts on common health practices (covering mouth, getting vaccinated, winter driving safety, healthy holiday food option, etc) in place of Health Fair.
- Assisting in posting wellness coupons redeemable for points periodically throughout the year to draw more attention to materials on them.
- Discussion of the current state of Wellness Program and where we would like it to be a year from now and how to get there took place. Brainstormed new communication methods using paycheck stuffers, emails, word of mouth, etc. It was also decided to try and livestream the monthly lunch & learns to encourage more participation. A trial run will be held in Norwood for January 2018 lunch & learn.
- Conversation of aligning on-site massage therapists through Secondary Traumatic Stress Committee with Wellness Program.
- Discussion how to color code vending machines to make the healthy choice the easy choice.

Wellness Board Updates-

- Aspirus reported that 40% of Wood County Employees are enrolled in Aspirus Arise and not in WPS. The Health Resource Team with Aspirus Arise is available to that 40% of individuals for chronic disease management. Health coaching is available through the care coordinator with that program. Motion to award 500 points to individuals who are actively participating in case management/coaching through the Aspirus Arise offerings. All ayes. Motion carried.
- Mr. Kraft reported that approximately 200 more employees have taken advantage of the health insurance premium incentive with participation in the Wellness Program. There are approximately 90 employees who have not chosen to participate.
- Discussion regarding policy/process for dealing with rude or uncooperative employees will be placed on the next meeting's agenda. It was agreed that a policy needs to be in place and the language of that policy will be decided upon at a future meeting.
- Discussion regarding providing points for attending the lunch yoga class took place. The Board, after much discussion, decided not to add this specific activity to the list of options. There are already provisions in place to use workout activities for points.

Coordinator Monthly Updates-

- Working extensively with ManageWell's support team to ready portal for 2018 Wellness Year (biometric calendars, staffing, room reservations, equipment, etc).
- Wrapping up and finalizing the Quarter 5 Wellness Challenge called Common Cents.
- Crafting monthly Lunch & Learn quizzes for portal and hard-copies for Parks and Forestry.
- Coordinated presenters for January and February Lunch & Learns.
- Recorded December lunch & learn to post in ManageWell and share with community partners.

- Coordinated 2018 Lunch & Learn topics and presenters with Health Department and Wendy Young.
 - Working with systems to livestream Lunch & Learn presentations at off-site Wood County location.
 - Working with Aspirus and department heads to coordinate ergonomic assessments for employees.
 - Meeting with department heads to discuss ergonomic assessment results and recommendations.
 - Coordinating with Wood County vending machine vendors to include healthy options/alternatives.
 - Updated Wellness bulletin boards with handouts from Wellness Board and Committee.
 - Planning/crafting/designing Wellness Program activities for 2018.
 - Crafted and finalized hard-copies of 2018 Wellness Program mailing to be sent out in mid-December.
 - Worked extensively with Human Resources to gather mailing list for Wood County employees.
 - Serving on Secondary Traumatic Stress Committee.
 - Sending out Quarter 5 reminders about deadlines.
-
- Coordinating with on-site massage therapists through Secondary Traumatic Stress Committee to expand to all of Wood County.
 - Helping with portal support.

Wellness Activities-Going on Now

Work out Watch - Quarter 5: Employees have the opportunity to earn 500 wellness points just by sticking to their physical fitness goal for the quarter. In order to claim these points they must complete and submit a "Workout Watch Form" to the Wellness coordinator by each quarter deadline. Must have goal created and approved by the Wellness Coordinator by: Quarter 2-January 15th, Quarter 3-April 15th, Quarter 4-July 15th. Employees complete a self- review form of their goal and submit to the Coordinator at the end of each quarter to determine employee wellness points awarded.

Fitness Assessments- Quarter 5: Employees will have an opportunity to complete a MET fitness assessment. This assessment is calculated based on a formula that incorporates the employees' current activity level, height, weight, and resting pulse. The fitness assessments will be offered every six months to allow employees to measure progress over time.

Common Cents Wellness Challenge: Our latest wellness challenge is called Common Cents and will help you make your financial health a priority. The daily saving activities are worth 100 points and help you to avoid common expenses that take a big toll on your bottom line. For example:

- Skipping that morning latte can save as much as \$5 per day.
- Bringing your lunch to work three times per week can save as much as \$30 per week.
- Maintaining a garden can provide you with \$25 in fresh produce each week.

Avoiding regular expenses is just one way you can begin to get your financial house in order. Common Cents also provides you with weekly worksheets worth a 250 point bonus to help you establish your financial baseline and develop a long-view Personal Financial Plan. Whether you choose to complete the worksheets on your own or in concert with a financial planner they will provide a road map to a healthy financial future.

Enclosures:

November 7th 2017 Wellness Board Meeting Minutes

November 21st 2017 Wellness Committee Meeting Minutes

Wood County Employee Wellness Board Meeting Minutes

Tuesday, November 7, 2017

Wood County River Block, Health EOC Room

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Warren Kraft (HR Director—ex-officio), Sue Kunferman

Excused: Jordan Bruce

Also present: (for part of all of the meeting) Amanda Handrahan (Aspirus Business Health), Adam Fandre (Wellness Coordinator), Angela Zausch (by phone), Kim McGrath (Human Resources)

1. Chair Kunferman called the meeting to order at 1:03 p.m.
2. **Introductions** were made around the table.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the August 7, 2017 meeting as presented. All ayes. Motion carried.
5. **Update regarding influenza vaccination policy at the Wood County Annex and Health Center:** tabled until next meeting for Jordon Bruce's input
6. **Health plan/benefit/open enrollment update:** Mr. Kraft reported that approximately 200 more employees have taken advantage of the health insurance premium incentive with participation in the Wellness Program. There are approximately 90 employees who have not chosen to participate. Open enrollment went well. An on-line option for open enrollment is a future goal.
7. **Discussion regarding collaboration with the Health Resource Team:** Adam and Amanda reported that 40% of Wood County Employees are enrolled in Aspirus Arise and not in WPS. The Health Resource Team with Aspirus Arise is available to that 40% of individuals for chronic disease management. Health coaching is available through the care coordinator with that program. The question was asked what equivalent might be available through the Marshfield Clinic with the WPS plan.
Motion (Rozar/Kaup) to award 500 points to individuals who are actively participating in case management/coaching through the Aspirus Arise offerings. All ayes. Motion carried. Adam and Amanda will work out the details.
8. **Update regarding Wellness Program activities and points structure:** Overview reviewed (update on file). 100 points are scheduled to be awarded for taking the Financial Health Survey. Research needs to be done on follow-up options prior to putting this activity on the list.

9. **Discussion regarding providing points for attending the lunch yoga class:** Adam shared correspondence regarding this request. The Board, after much discussion, decided not to add this specific activity to the list of options. There are already provisions in place to use workout activities for points. An email was shared regarding the donation of “double-reds” with the blood bank. “Could extra points be awarded for this donation” was the question. The decision was made to keep blood donations at 400 points per year.
10. **Discussion regarding policy/process for dealing with rude or uncooperative employees:** This discussion will be placed on the next meeting’s agenda. It was agreed that a policy needs to be in place and the language of that policy will be decided upon at a future meeting.
11. **Review financials as of September 30, 2017:** Sue reported that the Wellness Budget is under-budget thus far in the year. There will be an impact in 2018 because of increased participation. Adam will keep detailed statistics for participation over the next year. It was reiterated that new hires (hired after October 31st) will be grand-fathered in for the next year’s health premium incentive but must do the biometrics, health coaching, and health assessment for subsequent years for continued health premium incentives.
12. **Update from the Wellness Committee**—Updates received and documents on file. Healthy vending machine options continue to be discussed for the Courthouse, River Block, and the Wood County Annex. Color-coding of those options will align with the “Go-slow-whoa”, “green-yellow-red” coding.
13. **General employee wellness updates**—Concerns were expressed about smoking outside the River Block building. Follow-up with department heads will take place.
14. **Future meeting agenda items**—noted
15. Next meeting date: February 8, 2018, 1 p.m., IT Conference Room, Wood County Courthouse
16. The Chair declared the meeting adjourned at 2:34 p.m.

Submitted and electronically signed,

Donna M. Rozar

Donna Rozar, secretary

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

Name of Meeting: Wellness Committee Meeting Minutes
Date: 11/21/2017

Location: HSD RB 130 Large Training Conf Room

Time Called to Order: 1:30 p.m.

Time Adjourned: 2:30 p.m.

Call in Number: *8408

Members Present/Call in

Adam Fandre, Lacey Piekarski, Brad Martinson, Dawn Schmutzer, Janet Karberg, Laura Clark, Ryan Soyk, Kristie Rauter Egge, Maria Luepke, Lisa Keller, Kim Keech

Members Absent:

Recording Professional:

Laura Clark

Next Meeting:

- Date: 3rd Tuesday of each month, December 19th, 2017
- Time: 1:30pm
- Location: TBA
- Call in #: *8408

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
New Champs	<ul style="list-style-type: none"> • Introductions • Amy Flagel & Kim Keech 	Amy Flagel from Norwood and Kim Keech from Planning & Zoning are new Wellness Champs. Welcome to the group!	All
Common Cents Challenge	<ul style="list-style-type: none"> • Registration/start date • Test run/feedback on survey • Incentive prizes? 	The Common Cents Challenge will start November 27 th . Adam went over how the challenge will work and the worksheets affiliated with the it.. It will be available on the Wellness portal. Adam asked for suggestions on prizes. Contact Adam if you have any "new" ideas!	All
Vending Machines	<ul style="list-style-type: none"> • Updates 	There have been some changes to the options available in vending machines. Adam will be contacting the vendors to see if they can make new options available. Milk has been added to vending machines at the River Block.	Adam/All
Lunch & Learns	<ul style="list-style-type: none"> • Live streaming test-run planned 1/18 	The topic for the January 18 th tentative date has not been set yet. The live streaming will be tested at Norwood first, with a live stream available in a conference room. Anyone attending would have to sign in so Adam knows who was in attendance. If this gets more people to participate the live streaming will be looked into at different locations, such as Highway, Edgewater, and River Block. Discussion about the time of the Lunch & Learns always being at 12 noon. Adam stated he's talked to different presenters and it is felt 12 noon works better than any other time frame.	Adam/Lisa/All
Bulletin Boards	<ul style="list-style-type: none"> • Good health procedures for holidays 	Discussion was held regarding how to get more people to actually read what's on the Wellness bulletin board. A "scavenger hunt" was talked about or maybe giving away wellness points in coupons; such as coupons being put on the wellness board randomly and if a person sees them they can use the free points.	Adam/All
How to Get Wellness Word Out & Increase Participation	<ul style="list-style-type: none"> • Identified locations whose participation rates are lowest, will try to reach out to these areas. • Update on department interactions (who talked to who) 	Adam stated approximately 90 people did not take advantage of the Wellness Program; however some of those may be under someone else's insurance plan. As Wellness Champs, please keep your staff and any other employees informed of upcoming challenges.	All
2018 Communication	<ul style="list-style-type: none"> • Mailing/Email/Feedback • Biometric screening dates and locations 	Approximately mid-December everyone will be getting mailings sent to their home regarding the 2018 Wellness Program and the January dates and locations for the biometric screenings. Emails will also be sent out by Adam regarding the 2018 program. Sign-up sheets will hopefully be available, like last year. Adam will look into this.	Adam/All

Other	<ul style="list-style-type: none"> • On-site chair massages • Water filling stations 	<p>Massage therapists are available at the River Block once a month and every Wednesday in Marshfield. It is \$10 for 10 minutes of a chair massage. The River Block has water filling stations, which everyone really likes. Hopefully they will be making their way to all County locations in the future! Janet wanted to remind everyone that Zumba classes are every Tues & Thurs at 4:45 (right after work) on the 3rd Floor of the River Block. Adam is working on getting yoga classes going as well.</p>	Adam/All
Wellness Activities	Quarter 5 activities and deadlines	<p>The Common Cents Challenge will be completed just before the holidays, with the survey to get your points needing to be completed by December 31st.</p>	Adam

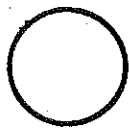
Have a great Thanksgiving!

TREASURER'S REPORT

01-02-2018

By: H. Gehrt

- Worked with Sheriff's Department and local locksmith to lock up remaining properties that had businesses or homes on them.
- Attended Executive Committee meeting on December 5.
- Helped new treasurer for local municipality with computer program download and going through the program one on one in my office on December 6.
- Attending Special Executive Committee meeting on December 13.
- The office was very busy with tax bill creation. There were about 5 municipalities that didn't have their budget meeting until well into December. With that being said, the final municipality's bills were printed on December 13.
- All Statement of Taxes were due to the State by December 18 and a copy submitted to the County. I have been busy compiling the numbers to make sure all tax rolls are in agreement and amending the incorrect ones after speaking with the Clerk of those municipalities.
- Attended County Board on December 19.
- I met with the IT Director and Network Administrator to discuss how the department would like to receive information going forward with cyber security/training. We also discussed open tickets the department has, computer replacement/printers, and other general concerns.
- This office has been busy answering phone calls about people wanting to pre-pay their 2018 property taxes due to the new tax bill that was signed by the President. Unfortunately, this is not an option for Wisconsin residents due to State Statute 74.13 that states pre-payment of taxes can only be made August 1 through the 3rd Monday of December. So pre-payment of 2017 taxes could only be made August 1-December 18, 2017 and pre-payment of 2018 taxes can only be made August 1-December 17, 2018.
- As the year comes to an end, I feel that we are in a good place with our investments and liquidity. I hope to be able to diversify our portfolio a bit more this next year and enter into some longer term investments that will generate more revenue in future years.



RESOLUTION#

Introduced by EXECUTIVE COMMITTEE
Page 1 of 1

ITEM#

DATE January 16, 2018Effective Date January 16, 2018

Committee

CAK

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

Number of votes required:

☒ Majority ☐ Two-thirds

Reviewed by: PAK, Corp CounselReviewed by: MAC, Finance Dir.

INTENT & SYNOPSIS: To accept the transfer of tax deeded property to an adjacent landowner

FISCAL NOTE: \$1

WHEREAS, Wood County owns tax deeded property in the City of Marshfield since 1987,

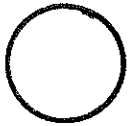
WHEREAS, the adjacent landowner has agreed to take this property for \$1 as it is only .07 acres and he has been maintaining the property,

NOW THEREFORE BE IT RESOLVED that Wood County transfer the below described property to David W. Kroening.

City of Marshfield

33-00462 That part of Lots 1 & 2 laying Northwesterly of Becker Road, being former Chicago & Northwestern Railroad right of way Block 23, City of Marshfield, Wood County, Wisconsin.

		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	Kremer, B			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			



RESOLUTION# _____

 Introduced by EXECUTIVE COMMITTEE
 Page 1 of 1

Committee

CAK

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

INTENT & SYNOPSIS: To accept the transfer of tax deeded property to the School District of Nekoosa

FISCAL NOTE: \$5

WHEREAS, Wood County owns tax deeded property in the City of Nekoosa that is located in a flood zone and wetlands, and,

WHEREAS, the School District of Nekoosa has agreed to take this property for \$1 for each parcel to use for conservation projects and education,

NOW THEREFORE BE IT RESOLVED that Wood County transfer the below described property to the School District of Nekoosa.

City of Nekoosa

30-00940 Lot 6 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin

30-00941 Lot 7 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin

30-00942 Lot 8 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin

30-00943 Lot 9 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin

30-00944 Lot 10 of Votava Subdivision, City of Nekoosa, Wood County, Wisconsin

		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	Kremer, B			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			



Wood County

WISCONSIN

Office of
Finance Director
Marla A. Cummings
Finance Director

December 28, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

Departmental Activities

State Trust Fund Loans

January 2, 2018 we will pay the two outstanding State Trust Fund Loans; one for \$1,000,000 and one for \$750,000 plus incurred interest. These were refunded with the 2018 G.O. Debt.

Update on Payroll Project

We hired PaNyia Yang to be the Payroll Administrator She starts on January 2, 2018. She has an Associate Degree and is currently working on her Bachelor Degree. She has worked for the County since August of 2013 and we are excited for her to join the Finance team.

The next step on the payroll project is to continue to clean up the payroll data base prior to the migration of the data to the Dynamics GP test company. Finance has requested the data and has only received partial data that is required to move forward from Human Resources. The rest we will have to be hand input which will be very time consuming so the go live date will most likely be pushed back to April 1st unless we can get a script or report from IT pulling the data that we require.

Once again I would like to offer for this department to take over payroll starting in January after some training on the current system.

Finance would also like access to any payroll data we need so we can get the withholding accounts cleaned up and reconciled.

2017 Budget Resolutions

- 1) County Board (51120) – This resolution is transferring \$20,000 from contingency to cover higher than anticipated County Board per diems, mileage and associated costs being claimed has greatly increased beyond what was anticipated during the original budget process due to additional committee meetings being held and additional ad hoc committees being formed.

Motions to amend the 2017 budget

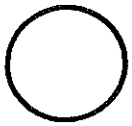
Wisconsin Statutes (65.90) and the Wood County Budget Policy Statement allow for budget transfers within a department to be approved through a motion by the Executive Committee as long as they are not greater than the

lesser of \$5,000 or 10% of the function receiving the transfer. There is one transfer needed for 2017 that meet that criterion.

- 1) Transfer of \$3,500 from Information & Communications budget (51453) to County Clerk budget (51420)
(10% of budget is \$32,200)

Budget to Actual Income Statement

Budget and actual reports for 12 months ending December 31, 2017 and budget to actual reports on both of the State Trust Fund Loans.



ITEM# 1-
 DATE January 16, 2017
 Effective Date Upon County Board approval and publication

RESOLUTION#

Introduced by Executive Committee
 Page 1 of 1

TDM

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>mac</u> , Finance Dir.	

INTENT & SYNOPSIS: To amend the 2017 budget for County Board (51120) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$20,000 from available balance in contingency (51590) to County Board (51120). At the time of this request, the funds available in contingency are \$ 311,217. 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	Kremer, B			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
51120	County Board		\$20,000
51590	Contingency	\$20,000	

WHEREAS, the amount of per diem, mileage, and associated costs being claimed has greatly increased beyond what was anticipated during the original budget process due to additional committee meetings being held and additional ad hoc committees being formed, and

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

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2017 to transfer \$20,000 from the Contingency Account (51590) to

the County Board (51120) 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.

12/28/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$24,886,359.93	\$24,886,360.00	(\$0.07)	0.00%
41120 Tax Increments	15,199.45		15,199.45	0.00%
41150 Forest Cropland/Managed Forest Land	37,735.70	20,000.00	17,735.70	88.68%
41220 General Sales and Retailers' Discount	208.22	180.00	28.22	15.68%
41221 County Sales Tax	4,920,942.10	5,330,606.00	(409,663.90)	(7.69%)
41230 Real Estate Transfer Fees	211,599.72	85,000.00	126,599.72	148.94%
41800 Interest and Penalties on Taxes	535,436.84	378,000.00	157,436.84	41.65%
41910 Payments in Lieu of Taxes	18,370.24	13,350.00	5,020.24	37.60%
Total Taxes	30,625,852.20	30,713,496.00	(87,643.80)	(0.29%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,250.00	(1,250.00)	(100.00%)
43410 State Aid-Shared Revenue	3,069,185.36	3,059,556.00	9,629.36	0.31%
43430 State Aid-Other State Shared Revenues	212,236.00	291,141.00	(78,905.00)	(27.10%)
43511 State Aid-Victim Witness	38,626.41	75,372.00	(36,745.59)	(48.75%)
43512 State Aid-Courts	405,265.79	378,464.00	26,801.79	7.08%
43514 State Aid-Court Support Services	59,411.00	57,000.00	2,411.00	4.23%
43516 State Aid-Modernization Grants	60,352.00	59,752.00	600.00	1.00%
43521 State Aid - Law Enforcement	134,205.30	131,500.00	2,705.30	2.06%
43523 State Aid-Other Law Enforcement	18,027.00	18,000.00	27.00	0.15%
43528 State Aid-Emergency Government	73,950.23	111,050.00	(37,099.77)	(33.41%)
43531 State Aid-Transportation	1,823,123.43	1,823,123.00	0.43	0.00%
43549 State Aid-Private Sewage	15,799.00	25,000.00	(9,201.00)	(36.80%)
43551 State Aid-Health Immunization	69,137.06	67,843.00	1,294.06	1.91%
43554 State Aid-Health WIC Program	237,660.00	365,542.00	(127,882.00)	(34.98%)
43557 State Aid-Health Consolidated Grant	64,675.00	69,879.00	(5,204.00)	(7.45%)
43560 State Aid-Grants	55,092.00	62,477.00	(7,385.00)	(11.82%)
43561 State Aids	9,437,060.32	10,875,471.00	(1,438,410.68)	(13.23%)
43567 State Aid-Transportation	199,367.15	203,436.00	(4,068.85)	(2.00%)
43568 State Aid-Child Support	705,062.34	912,617.00	(207,554.66)	(22.74%)
43571 State Aid-UW Extension	2,688.00	6,000.00	(3,312.00)	(55.20%)
43572 State Aid-ATV Maintenance	6,715.00	6,715.00		0.00%
43574 State Aid-Snowmobile Trail Maint	79,326.09	67,925.00	11,401.09	16.78%
43576 State Aid-Parks		69,330.00	(69,330.00)	(100.00%)
43581 State Aid-Forestry	45,596.88	45,858.00	(261.12)	(0.57%)
43586 State Aid-Land Conservation	31,488.72	374,692.00	(343,203.28)	(91.60%)
43640 State Aid-Co Share Managed Forest Lands	20,822.17	20,000.00	822.17	4.11%
43690 State Aid-Forestry Roads	3,277.19	3,280.00	(2.81)	(0.09%)
Total Intergovernmental	16,868,149.44	19,183,073.00	(2,314,923.56)	(12.07%)
Licenses and Permits				
44100 Business and Occupational Licenses	182,039.77	170,000.00	12,039.77	7.08%
44101 Utility Permits	1,300.00	1,050.00	250.00	23.81%
44102 Driveway Permits	1,225.00	860.00	365.00	42.44%
44200 DNR & ML Fees	22,328.18	22,500.00	(171.82)	(0.76%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,725.00	1,025.00	700.00	68.29%
44300 Sanitary Permit Fees	48,375.00	45,000.00	3,375.00	7.50%
44410 County Planner Document Sales	193,615.75	154,658.00	38,957.75	25.19%
44411 County Planner Plat Review Fees	1,855.00	1,650.00	205.00	12.42%
44412 Wisconsin Fund Application Fees	600.00		600.00	0.00%
44413 Shoreland zoning Fees & Permits	6,075.00	3,850.00	2,225.00	57.79%
44415 HT Database Annual Fee	85,760.01	75,000.00	10,760.01	14.35%
Total Licenses and Permits	544,898.71	476,593.00	68,305.71	14.33%
Fines, Forfeits and Penalties				
45110 Ordinances Violations	2,724.60	1,700.00	1,024.60	60.27%
45115 County Share of Occupational Driver	280.00	200.00	80.00	40.00%
45120 County Share of State Fines and Forfeitures	137,574.71	159,000.00	(21,425.29)	(13.48%)
45123 County Parks Violation Fee	550.40	750.00	(199.60)	(26.61%)
45130 County Forfeitures Revenue	94,578.17	120,000.00	(25,421.83)	(21.18%)
45191 Private Sewage Fines	16,945.69	20,000.00	(3,054.31)	(15.27%)
Total Fines, Forfeits and Penalties	252,653.57	301,650.00	(48,996.43)	(16.24%)

12/28/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
Public Charges for Services				
46110 County Clerk-Passport Fees	21,750.00	20,000.00	1,750.00	8.75%
46121 Treasurer Fees-Redemption Notices	5,626.40	2,500.00	3,126.40	125.06%
46122 Property Conversion Charges	1,417.60	100.00	1,317.60	1,317.60%
46130 Register of Deeds-Fees	312,240.58	309,000.00	3,240.58	1.05%
46135 Land Record-Fees	91,776.00	91,248.00	528.00	0.58%
46140 Court Fees	170,224.35	175,000.00	(4,775.65)	(2.73%)
46141 Court Fees and Costs-Marriage Counseling	15,477.67	15,000.00	477.67	3.18%
46142 Court/Juvenile	19,499.89	25,000.00	(5,500.11)	(22.00%)
46143 Other Professional Reimbursements	14,577.62	12,890.00	1,687.62	13.09%
46144 Circuit Court Branch I	31,517.59	28,600.00	2,917.59	10.20%
46146 Circuit Court Branch III	9,430.99	4,835.00	4,595.99	95.06%
46191 Public Charges-Clerk	7,940.00	8,000.00	(60.00)	(0.75%)
46192 Public Chgs-Temp Licenses	7,495.60	7,000.00	495.60	7.08%
46194 County Clerk Copy Fees	140.50	410.00	(269.50)	(65.73%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	1,246,801.43	1,372,400.00	(125,598.57)	(9.15%)
46210 Sheriff-Public Charges	375.00	500.00	(125.00)	(25.00%)
46211 Sheriff Revenue-Civil Process Fees	64,565.01	60,000.00	4,565.01	7.61%
46212 Sheriff Cost Reimbursement/Witness Fees	50,509.03	53,000.00	(2,490.97)	(4.70%)
46214 Reserve Deputy Revenue	12,626.30	12,000.00	626.30	5.22%
46215 Sheriff Escort Service	25,908.82	30,000.00	(4,091.18)	(13.64%)
46216 Restitution	434.80	600.00	(165.20)	(27.53%)
46217 OWI Restitution	1,616.59	1,500.00	116.59	7.77%
46221 Public Chgs-Coroner Cremation	45,300.00	66,000.00	(20,700.00)	(31.36%)
46230 Death Certificates	12,800.00	15,000.00	(2,200.00)	(14.67%)
46241 Jail Surcharge	32,937.75	42,000.00	(9,062.25)	(21.58%)
46242 Huber/Electronic Monitoring	206,716.69	262,044.00	(55,327.31)	(21.11%)
46243 Inmate Booking/Processing Fee	16,775.64	23,000.00	(6,224.36)	(27.06%)
46244 Other County Transports	20,587.85	22,000.00	(1,412.15)	(6.42%)
46245 Jail Stay Fee	40,286.06	44,895.00	(4,608.94)	(10.27%)
46330 Public Chgs-Ho Chunk/AODA	27,500.00	27,500.00		0.00%
46510 Public Chgs-Crisis Stabilization	337,407.69	768,918.00	(431,510.31)	(56.12%)
46520 Institutional Care-Private Pay	901,534.35	1,470,975.00	(569,440.65)	(38.71%)
46521 Institutional Care-Other Pay	7,579.30	6,800.00	779.30	11.46%
46525 Public Chgs- Medicare	2,582,341.65	3,394,973.00	(812,631.35)	(23.94%)
46526 Public Chgs- Medicaid	4,668,232.63	5,236,812.00	(568,579.37)	(10.86%)
46527 Public Chgs-Veterans EW	8,541.12	64,747.00	(56,205.88)	(86.81%)
46530 Public Charges	4,483,629.55	5,873,370.00	(1,389,740.45)	(23.66%)
46531 Public Chgs- Private Insurance	1,358,790.61	1,239,799.00	118,991.61	9.60%
46532 Public Chgs-County Responsible	149,892.05	230,716.00	(80,823.95)	(35.03%)
46533 Public Chgs-NW Mental Health Inpatient	233,741.86	262,581.00	(28,839.14)	(10.98%)
46534 Public Chgs-NW Mental Health Inpatient	1,365,604.40	1,698,900.00	(333,295.60)	(19.62%)
46536 Third Party Awards & Settlements	108,000.00	224,087.00	(116,087.00)	(51.80%)
46537 Contractual Adjustment	(3,668,240.87)	(4,583,724.00)	915,483.13	(19.97%)
46590 Provision for Bad Debts-Edgewater	(11,000.00)	(12,000.00)	1,000.00	(8.33%)
46621 Child Support-Genetic Tests	2,810.39	4,500.00	(1,689.61)	(37.55%)
46622 Child Support-Application Fees		70.00	(70.00)	(100.00%)
46623 Child Support-Filing Fees	70.00	200.00	(130.00)	(65.00%)
46624 Child Support-Service Fees	11,473.29	14,000.00	(2,526.71)	(18.05%)
46625 Child Support-Extradition Charges	742.30	500.00	242.30	48.46%
46721 Public Chgs-Parks	530,785.53	475,000.00	55,785.53	11.74%
46771 UW-Extension Publication Revenue	1,314.00		1,314.00	0.00%
46772 UW-Extension Project Revenue	9,729.32	4,100.00	5,629.32	137.30%
46813 County Forest Revenue	213,532.31	385,000.00	(171,467.69)	(44.54%)
46825 Land Conservation Fees & Sales	68,660.37	68,745.00	(84.63)	(0.12%)
46826 Private Sewage Charges	1,740.00	3,000.00	(1,260.00)	(42.00%)
46901 Contractual Adjustment-Other	264.00		264.00	0.00%
Total Public Charges for Services	15,882,031.61	19,564,191.00	(3,682,159.39)	(18.82%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	489,375.78	564,877.00	(75,501.22)	(13.37%)
47230 State Charges	1,272,447.66	1,343,223.00	(70,775.34)	(5.27%)
47231 State Charges-Highway	215,786.29	250,030.00	(34,243.71)	(13.70%)
47232 State Charges-Machinery	2,163,210.33	2,186,893.00	(23,682.67)	(1.08%)

12/28/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

		2017			
		Actual	Budget	Variance	Variance %
47250	Intergovernmental Transfer Program Rev	558,400.00	589,760.00	(31,360.00)	(5.32%)
47300	Local Gov Chgs	451,325.79	494,154.00	(42,828.21)	(8.67%)
47310	Local Gov Debt Service Charges		22,000.00	(22,000.00)	(100.00%)
47320	Local Gov Chgs-Public Safety	27,526.30	32,000.00	(4,473.70)	(13.98%)
47330	Local Gov Chgs-Transp	1,180,667.65	1,075,471.00	105,196.65	9.78%
47332	Local Gov Chgs-Roads	275,488.31	377,467.00	(101,978.69)	(27.02%)
47333	Local Gov Chgs-Bridges	51,798.09		51,798.09	0.00%
47350	Local Gov Chgs-Hlth & Human Svcs	56,526.50	21,050.00	35,476.50	168.53%
47360	Local Gov Chgs-Other Governments		6,996.00	(6,996.00)	(100.00%)
47391	Local Gov Chgs-BNI (Materials)	1,552.85	5,000.00	(3,447.15)	(68.94%)
47392	Local Gov Chgs-BNI (Staff)	361.50	1,250.00	(888.50)	(71.08%)
47393	Local Gov Chgs-Work Relief	4,662.30	3,500.00	1,162.30	33.21%
47395	Local Gov Chgs-EM Vehicles	5,482.69	4,500.00	982.69	21.84%
47396	Local Gov Chgs-EM Equipment	2,161.00	800.00	1,361.00	170.13%
	Total Charges to Other Governments	6,756,773.04	6,978,971.00	(222,197.96)	(3.18%)
Interdepartmental Charges for Services					
47410	Dept Charges-Hlth Benefits & Other	9,180,873.38	9,351,977.00	(171,103.62)	(1.83%)
47411	Dept Charges-Purchasing	28,374.81	2,000.00	26,374.81	1,318.74%
47412	Dept Charges-Insurance	420,183.63	486,200.00	(66,016.37)	(13.58%)
47413	Dept Charges-Gen Govt	1,123,672.52	997,500.00	126,172.52	12.65%
47415	Dept Charges-Systems	275,428.58	285,170.00	(9,741.42)	(3.42%)
47421	Dept Charges-Public Safety	16,279.90	27,000.00	(10,720.10)	(39.70%)
47430	Dept Charges-Bldg Rent	870,898.11	872,364.00	(1,465.89)	(0.17%)
47432	Dept Charges-Rent Unified	708.00	704.00	4.00	0.57%
47435	Dept Charges-Sheriff Lockup Rent	15,996.00	16,000.00	(4.00)	(0.03%)
47436	Dept Charges-CBRF Rent		30,000.00	(30,000.00)	(100.00%)
47438	Dept Charges-Riverblock Rent	430,291.42	562,320.00	(132,028.58)	(23.48%)
47440	Dept Charges	3,398.00	3,298.00	100.00	3.03%
47460	Dept Charges-Drug Court	73,000.00	40,000.00	33,000.00	82.50%
47470	Dept Charges-Highway	3,742,080.78	3,615,000.00	127,080.78	3.52%
	Total Interdepartmental Charges	16,181,185.13	16,289,533.00	(108,347.87)	(0.67%)
	Total Intergovernmental Charges for Services	22,937,958.17	23,268,504.00	(330,545.83)	(1.42%)
Miscellaneous					
48000	Miscellaneous	165,734.00		165,734.00	0.00%
48100	Interest	167.55	220.00	(52.45)	(23.84%)
48110	Interest-Capital Projects	1,404.25	1,395.00	9.25	0.66%
48113	Unrealized Gain/Loss on Investment	(24,514.91)	40,000.00	(64,514.91)	(161.29%)
48114	Interest-Investment	126,233.13	86,000.00	40,233.13	46.78%
48115	Interest-General Investment	73,725.10	25,000.00	48,725.10	194.90%
48116	Interest-Section 125 & Health	305.29	1,003.00	(697.71)	(69.56%)
48117	Interest-Clerk of Courts	251.93	300.00	(48.07)	(16.02%)
48200	Rental Income	130,365.90	140,124.00	(9,758.10)	(6.96%)
48201	Rental Income- CSP/CCS	50,400.00	50,400.00		0.00%
48300	Gain/Loss-Sale of Property	32,806.21	55,500.00	(22,693.79)	(40.89%)
48301	Occupational Therapy Misc Rev		100.00	(100.00)	(100.00%)
48320	Gain/Loss-Sale of Surplus Property	403.20	500.00	(96.80)	(19.36%)
48340	Gain/Loss-Sale of Salvage and Waste	30,249.10	6,700.00	23,549.10	351.48%
48440	Insurance Recoveries-Other	1,186,448.20	412,000.00	774,448.20	187.97%
48500	Donations	4,030,661.06	397,050.00	3,633,611.06	915.15%
48501	Donations-Designated Projects	1,410.20		1,410.20	0.00%
48502	Donations-Veterans Loan Repayment	1,830.00		1,830.00	0.00%
48503	Donations-Services ATV Club	3,984.52	6,000.00	(2,015.48)	(33.59%)
48540	Donations & Contributions	129,075.61	85,402.00	43,673.61	51.14%
48830	Recovery of PYBD & Contractual Adj	38,979.32	32,000.00	6,979.32	21.81%
48860	Revenue from Meals	17,821.12	16,900.00	921.12	5.45%
48880	Food Vending Machine Income	3,953.00	4,500.00	(547.00)	(12.16%)
48900	Other Miscellaneous Revenue	20,765.63	46,895.00	(26,129.37)	(55.72%)
48901	Other/Miscellaneous Revenue	5,130.09		5,130.09	0.00%
48910	Vending/Cafeteria Revenue	8,576.88	7,400.00	1,176.88	15.90%
48920	Vending Machine Revenue	4,315.22	9,000.00	(4,684.78)	(52.05%)
48940	Canteen Income	39.00	500.00	(461.00)	(92.20%)
48960	FSP Parental Fees	822.00	1,200.00	(378.00)	(31.50%)
48970	Rental Income- NHC, Health Annex	17,309.04	17,309.00	0.04	0.00%
48980	Misc/Other Workshop Revenue	36.52	2,500.00	(2,463.48)	(98.54%)

12/28/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
48990 Other Operating Income	2,529.74	3,100.00	(570.26)	(18.40%)
48991 Copier Revenue	1,595.34	2,000.00	(404.66)	(20.23%)
Total Miscellaneous	6,062,813.24	1,450,998.00	4,611,815.24	317.84%
Other Financing Sources				
49110 Proceeds from Long-Term Debt	7,165,000.00	1,896,999.00	5,268,001.00	277.70%
49210 Transfer from General Fund		188,969.00	(188,969.00)	(100.00%)
49220 Transfer from Special Revenue	4,386,583.78	5,356,535.00	(969,951.22)	(18.11%)
49270 Transfer from Internal Service		266,256.00	(266,256.00)	(100.00%)
Total Other Financing Sources	11,551,583.78	7,708,759.00	3,842,824.78	49.85%
TOTAL REVENUES	104,725,940.72	102,667,264.00	2,058,676.72	2.01%

EXPENDITURES**General Government**

51120 Committees & Commissions	176,519.69	170,246.00	(6,273.69)	(3.69%)
51212 Circuit Court Branch I	351,692.59	382,751.00	31,058.41	8.11%
51213 Circuit Court Branch II	104,455.96	117,844.00	13,388.04	11.36%
51214 Circuit Court Branch III	117,384.70	120,051.00	2,666.30	2.22%
51215 Drug Court	209,029.21	211,835.00	2,805.79	1.32%
51217 Clerk of Courts-Divorce Mediation	9,800.00	20,000.00	10,200.00	51.00%
51220 Family Court Commissioner	92,338.52	103,480.00	11,141.48	10.77%
51221 Clerk of Courts	1,239,388.83	1,308,163.00	68,774.17	5.26%
51231 Coroner	120,224.74	132,769.00	12,544.26	9.45%
51310 District Attorney	257,925.62	281,899.00	23,973.38	8.50%
51315 Victim Witness Program	141,730.70	147,819.00	6,088.30	4.12%
51316 Task Force	689.28	900.00	210.72	23.41%
51320 Corporation Counsel	215,974.26	226,995.00	11,020.74	4.86%
51330 Child Support	924,125.36	990,221.00	66,095.64	6.67%
51420 County Clerk	312,729.63	322,026.00	9,296.37	2.89%
51424 County Clerk-Postage Meter	12,683.45	14,300.00	1,616.55	11.30%
51430 Health Benefit Payments	11,259,737.99	10,900,069.00	(359,668.99)	(3.30%)
51431 Health-Wellness	228,603.42	266,256.00	37,652.58	14.14%
51433 Human Resources-Labor Relations		28,200.00	28,200.00	100.00%
51435 Human Resources-Personnel	484,182.69	501,754.00	17,571.31	3.50%
51436 Human Resources-Programs	198.72	3,452.00	3,253.28	94.24%
51440 County Clerk-Elections	39,657.78	51,884.00	12,226.22	23.56%
51450 Data Processing	1,303,435.26	1,344,214.00	40,778.74	3.03%
51451 Voice over IP	116,254.44	127,000.00	10,745.56	8.46%
51452 PC Replacement	200,740.85	201,000.00	259.15	0.13%
51453 Co Clerk-Inform & Commun	12,928.81	18,500.00	5,571.19	30.11%
51510 Finance	303,931.12	335,095.00	31,163.88	9.30%
51520 Treasurer	332,973.35	429,486.00	96,512.65	22.47%
51550 Purchasing	47,340.13	54,454.00	7,113.87	13.06%
51590 Contingency		311,217.25	311,217.25	100.00%
51611 Bldg Maint-Courthouse and Jail	764,631.22	747,101.00	(17,530.22)	(2.35%)
51620 Bldg Maint-Courthouse Annex	1,047.18	2,306.00	1,258.82	54.59%
51630 Bldg Maint-Unified Svcs Building	40,072.59	51,946.00	11,873.41	22.86%
51640 Bldg Maint-Joint Use Building	18,576.90	63,049.00	44,472.10	70.54%
51650 Bldg Maint-Sheriff Lockup	3,633.92	9,111.00	5,477.08	60.12%
51660 Bldg Maint-CBRF's	13,367.58	41,826.00	28,458.42	68.04%
51670 Bldg Maint-River Block	187,754.97	562,320.00	374,565.03	66.61%
51710 Register of Deeds	382,232.76	404,716.00	22,483.24	5.56%
51711 Register of Deeds-Redaction	29,146.40	30,987.00	1,840.60	5.94%
51931 Property and Liability Insurance	531,080.98	612,622.00	81,541.02	13.31%
51933 Workers Comp Insurance	282,625.57	485,578.00	202,952.43	41.80%
51934 Sick Leave Conversion	293,096.46	500,000.00	206,903.54	41.38%
Total General Government	21,163,943.63	22,635,442.25	1,471,498.62	6.50%

Public Safety

52110 Sheriff-Administration	2,241,093.82	2,481,864.00	240,770.18	9.70%
52130 Radio Engineer	153,781.23	223,835.00	70,053.77	31.30%
52131 Sheriff-Indian Law Enforce	23,940.47	33,137.00	9,196.53	27.75%
52140 Sheriff-Traffic Police	2,747,159.07	3,019,764.00	272,604.93	9.03%
52150 Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510 Emer Mgmt-SARA Title III	31,764.74	50,132.00	18,367.26	36.64%

12/28/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
52520 Emergency Management	252,825.56	261,599.00	8,773.44	3.35%
52601 Dispatch	1,689,740.83	1,849,095.00	159,354.17	8.62%
52530 Emer Mgmt-Bldg Numbering	2,352.92	3,000.00	647.08	21.57%
52540 Emer Mgmt-Work Relief	169,304.83	174,661.00	5,356.17	3.07%
52710 Sheriff-Jail	2,208,940.52	2,432,886.00	223,945.48	9.20%
52712 Sheriff-Electronic Monitoring	113,017.75	123,188.00	10,170.25	8.26%
52713 Sheriff-PT Transp/Safekeeper	1,024,261.65	1,066,215.00	41,953.35	3.93%
52721 Sheriff-Jail Surcharge	95,378.45	214,090.00	118,711.55	55.45%
Total Public Safety	10,753,561.84	11,934,466.00	1,180,904.16	9.89%
Public Works-Highway				
53110 Hwy-Administration	269,472.86	284,066.00	14,593.14	5.14%
53120 Hwy-Engineer	210,243.68	221,920.00	11,676.32	5.26%
53191 Hwy-Other Administration	311,546.38	332,882.00	21,335.62	6.41%
53210 Hwy-Employee Taxes & Benefits	(550,031.68)		550,031.68	0.00%
53220 Hwy-Field Tools	4,935.17	12,778.00	7,842.83	61.38%
53230 Hwy-Shop Operations	278,517.75	298,247.00	19,729.25	6.62%
53232 Hwy-Fuel Handling	4,413.84	9,600.00	5,186.16	54.02%
53240 Hwy-Machinery Operations	894,524.28	1,640,056.00	745,531.72	45.46%
53260 Hwy-Bituminous Ops	226,913.78	219,095.00	(7,818.78)	(3.57%)
53262 Hwy-Bituminous Ops	4,214.83	49,123.00	44,908.17	91.42%
53266 Hwy-Bituminous Ops	2,527,033.48	3,139,553.00	612,519.52	19.51%
53270 Hwy-Buildings & Grounds	288,509.61	311,845.00	23,335.39	7.48%
53281 Hwy-Acquisition of Capital Assets	100,768.84		(100,768.84)	0.00%
53310 Hwy-Maintenance CTHS	2,514.98	7,325.00	4,810.02	65.67%
53311 Hwy-Maint CTHS Patrol Sectn	1,307,009.54	1,419,369.00	112,359.46	7.92%
53312 Hwy-Snow Remov	835,706.31	934,885.00	99,178.69	10.61%
53313 Hwy-Maintenance Gang	119,679.74	135,691.00	16,011.26	11.80%
53314 Hwy-Maint Gang-Materials	1,406.36	1,607.00	200.64	12.49%
53315 Hwy-Maint Gang		765.00	765.00	100.00%
53320 Hwy-Maint STHS	1,267,105.89	1,327,258.00	60,152.11	4.53%
53323 Hwy-Maint STHS PBM	64,308.80	15,965.00	(48,343.80)	(302.81%)
53330 Hwy-Local Roads	1,068,457.19	1,054,383.00	(14,074.19)	(1.33%)
53340 Hwy-County-Aid Road Construction	342,605.07	444,502.00	101,896.93	22.92%
53341 Hwy-County-Aid Bridge Construction	126,979.52	200,000.00	73,020.48	36.51%
53490 Hwy-State & Local Other Services	378,532.76	485,636.00	107,103.24	22.05%
Total Public Works-Highway	10,085,368.98	12,546,551.00	2,461,182.02	19.62%
Health and Human Services				
54121 Health-Public Health	1,869,476.04	1,966,697.00	97,220.96	4.94%
54122 Health-WIC Program	331,625.99	365,542.00	33,916.01	9.28%
54128 Health-Public Health Grants	76,678.36	78,890.00	2,211.64	2.80%
54129 Humane Officer	37,154.50	34,764.00	(2,390.50)	(6.88%)
54130 Health-Dental Sealants	120,765.57	128,053.00	7,287.43	5.69%
54210 Edgewater-Nursing	3,861,667.78	4,199,014.00	337,346.22	8.03%
54211 Edgewater-Housekeeping	130,804.91	155,400.00	24,595.09	15.83%
54212 Edgewater-Dietary	642,501.50	796,159.00	153,657.50	19.30%
54213 Edgewater-Laundry	137,552.08	146,073.00	8,520.92	5.83%
54214 Edgewater-Maintenance	333,162.75	401,929.00	68,766.25	17.11%
54217 Edgewater-Activities	158,587.18	181,959.00	23,371.82	12.84%
54218 Edgewater-Social Services	133,979.82	140,152.00	6,172.18	4.40%
54219 Edgewater-Administration	636,011.97	652,662.00	16,650.03	2.55%
54315 Mental Health/AODA Ho Chunk	27,500.00	27,500.00	0.00	0.00%
54316 Mental Institutions State Charge	423.93	424.00	0.07	0.02%
54317 Human Services Crisis Stabilization	365,483.43	388,863.00	23,379.57	6.01%
54324 Norwood-SNF-CMI	880,632.44	928,828.00	48,195.56	5.19%
54325 Norwood SNF TBI	804,816.85	864,870.00	60,053.15	6.94%
54326 Norwood-Inpatient	3,261,301.60	3,512,791.00	251,489.40	7.16%
54330 Norwood Nursing Administration	214,208.72	218,758.00	4,549.28	2.08%
54350 Norwood-Dietary	986,194.67	975,655.00	(10,539.67)	(1.08%)
54351 Norwood-Plant Ops & Maint	587,898.92	680,489.00	92,590.08	13.61%
54363 Norwood-Medical Records	179,229.39	190,765.00	11,535.61	6.05%
54365 Norwood-Administration	1,188,857.13	1,199,775.00	10,917.87	0.91%

12/28/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Sunday, December 31, 2017

		2017			
		Actual	Budget	Variance	Variance %
54401	Human Services-Child Welfare	3,202,685.84	3,745,101.00	542,415.16	14.48%
54405	Human Services-Youth Aids	2,968,555.14	3,031,172.00	62,616.86	2.07%
54410	Human Services-Child Care	121,360.09	140,564.00	19,203.91	13.66%
54413	Human Services-Transportation	360,094.80	429,270.00	69,175.20	16.11%
54420	Human Services-ESS	1,241,294.25	1,223,127.00	(18,167.25)	(1.49%)
54425	Human Services-FSET	2,337,662.96	2,061,246.00	(276,416.96)	(13.41%)
54430	Human Services-FSET 50/50	38,517.80	590,180.00	551,662.20	93.47%
54435	Human Services-LIEAP	112,890.62	123,351.00	10,460.38	8.48%
54440	Human Services-Birth to Three	432,287.56	445,739.00	13,451.44	3.02%
54445	Human Services-Childrens COP	287,466.32	371,669.00	84,202.68	22.66%
54450	Human Services-Childrens Waivers	178,464.12	204,866.00	26,401.88	12.89%
54455	Human Services-CSP	513,702.58	542,324.00	28,621.42	5.28%
54460	Human Services-OPC MH	1,123,495.43	1,307,679.00	184,183.57	14.08%
54465	Human Services-CCS	1,646,507.61	1,629,561.00	(16,946.61)	(1.04%)
54470	Human Services-Crisis Legal Svc	667,303.70	692,722.00	25,418.30	3.67%
54475	Human Services-MH Contr COP	1,064,215.59	1,555,300.00	491,084.41	31.57%
54480	Human Services-OPC AODA	478,894.79	483,066.00	4,171.21	0.86%
54485	Human Services-OPC Day Treatment	73,360.59	76,128.00	2,767.41	3.64%
54495	Human Services-AODA Contract	70,315.55	104,900.00	34,584.45	32.97%
54500	Human Services-Administration	2,983,066.28	3,096,908.00	113,841.72	3.68%
54611	Aging-Committee on Aging	146,261.24	198,278.00	52,016.76	26.23%
54630	Aging-Alzheimer's Contrib Exp	4,482.32		(4,482.32)	0.00%
54674	Aging-Trust Fund Schmidt	53,400.93		(53,400.93)	0.00%
54710	Veterans-Veterans Relief	7,189.65	8,161.00	971.35	11.90%
54720	Veterans-Veterans Service Officer	290,547.47	314,448.00	23,900.53	7.60%
54730	Veterans Relief Donations		300.00	300.00	100.00%
54740	Veterans-Care of Veterans Graves	2,860.93	2,865.00	4.07	0.14%
54750	Veterans-WDVA Grant	5,940.02	11,300.00	5,359.98	47.43%
	Total Health and Human Services	37,379,339.71	40,626,237.00	3,246,897.29	7.99%
Culture, Recreation and Education					
55112	County Aid to Libraries	889,668.00	889,668.00		0.00%
55210	County Parks	1,497,727.51	1,597,796.00	100,068.49	6.26%
55441	Maintenance Snowmobile Trails	86,490.58	67,925.00	(18,565.58)	(27.33%)
55442	ATV Maintenance	9,375.74	12,715.00	3,339.26	26.26%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	456,857.63	510,670.00	53,812.37	10.54%
55630	UW-Extension Center-Marshfield	47,727.00	47,727.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	23,553.56	27,700.00	4,146.44	14.97%
55661	UW-Ext Farm Technology Days		43,000.00	43,000.00	100.00%
	Total Culture, Recreation and Education:	3,068,400.02	3,254,201.00	185,800.98	5.71%
Conservation and Development					
56111	State Forestry Roads	2,819.26	4,000.00	1,180.74	29.52%
56121	Land Conservation	198,884.44	224,183.00	25,298.56	11.28%
56122	DATCP Grant	285,663.38	327,148.00	41,484.62	12.68%
56123	Wildlife Damage Abatement	73,353.51	83,975.75	10,622.24	12.65%
56125	Non-Metalic Mining Reclamation	29,340.91	36,771.00	7,430.09	20.21%
56127	Don Aron Memorial Fund	20,709.34	25,000.00	4,290.66	17.16%
56310	County Planner	307,383.43	362,464.00	55,080.57	15.20%
56320	Land Record	127,642.50	225,164.00	97,521.50	43.31%
56340	Surveyor	35,263.11	44,750.00	9,486.89	21.20%
56730	Transp & ED-Airport Aid	15,000.00	15,000.00		0.00%
56740	Payment in Lieu of Tax	77,344.60	77,345.00	0.40	0.00%
56750	Transp & Economic Develop	109,110.00	109,110.00		0.00%
56780	CDBG-ED	63,551.42	40,000.00	(23,551.42)	(58.88%)
56911	State Wildlife Habitat	2,000.00	2,000.00		0.00%
56913	Park & Forestry Capital Proj	39,121.72	313,660.00	274,538.28	87.53%
56943	Private Sewage System	182,252.80	235,070.00	52,817.20	22.47%
	Total Conservation and Development	1,569,440.42	2,125,640.75	556,200.33	26.17%
Capital Outlay					
57120	Cap Projects-Gen Government	921,083.07	925,000.00	3,916.93	0.42%

12/28/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

	Actual	2017 Budget	Variance	Variance %
57140 Cap Projects-Gen Gov Land	2,904,320.17	3,058,487.00	154,166.83	5.04%
57210 Cap Projects-Communications	497,998.76	542,850.00	44,851.24	8.26%
57310 Highway Capital Projects	4,899,627.67	4,730,000.00	(169,627.67)	(3.59%)
57410 Cap Projects-Human Services	184,945.58	255,429.00	70,483.42	27.59%
57510 Cap Projects-Rec & Ed Bldg Impr		15,000.00	15,000.00	100.00%
57610 Cap Projects-Cons & Dev-Vehicles	30,000.00	30,000.00		0.00%
57640 UW Remodeling/Construction	4,372,344.13		(4,372,344.13)	0.00%
57940 Depreciation & Amortization	244,397.23		(244,397.23)	0.00%
Total Capital Outlay	14,054,716.61	9,556,766.00	(4,497,950.61)	(47.07%)
Debt Service				0.00%
58110 Debt Service Principal-Gen Gov	460,000.00	460,000.00		0.00%
58140 Debt Service Principal-Highway	1,908,900.00	1,908,900.00		0.00%
58210 Debt Service Interest-General Gov	72,154.65	72,155.00	0.35	0.00%
58240 Debt Service Interest-Highway	343,573.06	343,574.00	0.94	0.00%
58295 Paying Agent & Fiscal Charges	46,232.84	50,000.00	3,767.16	7.53%
Total Debt Service	2,830,860.55	2,834,629.00	3,768.45	0.13%
Other Financing Uses				24.32%
59210 Transfers to General Fund	4,386,583.78	5,796,479.00	1,409,895.22	100.00%
59220 Transfer to Special Revenue		15,281.00	15,281.00	100.00%
59270 Transfer to Internal Service		(158,843.00)	(158,843.00)	100.00%
Total Other Financing Uses	4,386,583.78	5,652,917.00	1,266,333.22	22.40%
TOTAL EXPENDITURES	105,292,215.54	111,166,850.00	5,874,634.46	5.28%
NET INCOME (LOSS) *	(566,274.82)	(8,499,586.00)	7,933,311.18	(93.34%)

Ranges: From: To:

Date: 1/1/2017 12/31/2017

Account: 401- - -200- 401- - -299-

Sorted By: FUND

Include: Posting, Zero Balance/No Trx

^ Inactive Account

Account	Description	Current Balance	Revised Budget
401-1210-57412-210-822	Edgewater Admin Building Architec	\$0.00	\$0.00
401-1210-57412-220-822	Edgewater Admin Building Construc	\$0.00	\$0.00
401-1210-57412-230-822	Edgewater Admin Building Other-EW	\$0.00	\$0.00
401-1403-49110-200-000	Debt Proceeds STFL 02-FINANCE-Cap	(\$1,000,000.00)	(\$1,000,000.00)
401-1403-57120-227-811	Capital Projects-Gen Gov Furnitur	\$93,364.71	\$107,000.00
401-1403-57120-227-814	Capital Projects-Gen Gov-Computer	\$304,212.07	\$293,000.00
401-1403-57210-208-814	Capital Projects-Pub Safety-Compu	\$284,775.00	\$284,775.00
401-1403-57210-213-813	Capital Projects-Pub Safety-Vehic	\$24,000.00	\$24,000.00
401-1403-57210-213-814	Capital Projects-Pub Safety-Compu	\$0.00	\$9,075.00
401-1403-57410-212-811	Capital Projects-Hlth & HS-Furnit	\$0.00	\$10,000.00
401-1403-57410-212-822	Capital Projects-Hlth & HS-Buildi	\$73,322.78	\$97,500.00
401-1403-57410-220-819	Capital Projects-Hlth & HS-Oth Eq	\$62,244.80	\$97,929.00
401-1403-57410-220-823	Capital Projects-Hlth & HS-Bldg I	\$49,378.00	\$50,000.00
401-1403-57510-299-823	Capital Projects-Rec & Ed-Bldg Im	\$0.00	\$15,000.00
401-1403-57610-218-813	Capital Projects-Cons & Dev-Vehic	\$30,000.00	\$30,000.00

Grand Totals:

(\$78,702.64)

\$18,279.00

Total Accounts:

15

System: 12/28/2017 9:03:06 AM County of Wood Page: 1
 User Date: 12/28/2017 TRIAL BALANCE SUMMARY BUDGET VS ACTUAL FOR 2017 User ID: MCUMMINGS
 General Ledger

Ranges: From: To:
 Date: 1/1/2017 12/31/2017
 Account: 401- - -100- 401- - -199-

Sorted By: FUND
 Include: Posting, Zero Balance/No Trx

^ Inactive Account

Account	Description	Current Balance	Revised Budget
401-1205-57412-110-822	Edgewater Therapy Building-Archit	\$0.00	\$0.00
401-1205-57412-120-822	Edgewater Therapy Building Constr	\$0.00	\$0.00
401-1205-57412-130-822	Edgewater Therapy Building Other-	\$0.00	\$0.00
401-1403-49110-100-000	Debt Proceeds-STFL 01	(\$750,000.00)	(\$750,000.00)
401-1403-49120-105-000	Capital Projects-Proceeds from LT	\$0.00	\$0.00
401-1403-57120-119-822	Capital Projects-Gen Gov Bldg	\$98,449.97	\$100,000.00
401-1403-57120-127-101	Capital Projects-Wages	\$364.80	\$0.00
401-1403-57120-127-115	Capital Projects-FINANCE-Capital	\$11,630.78	\$0.00
401-1403-57120-127-120	Capital Projects-FICA	\$857.45	\$0.00
401-1403-57120-127-130	Capital Projects- Health Insuranc	\$0.00	\$0.00
401-1403-57120-127-132	Capital Projects-Post Employment	\$0.00	\$0.00
401-1403-57120-127-133	Capital Projects-Vision Insurance	\$0.00	\$0.00
401-1403-57120-127-140	Capital Projects-Life Insurance	\$0.00	\$0.00
401-1403-57120-127-151	Capital Projects-Retirement	\$0.00	\$0.00
401-1403-57120-127-160	Capital Projects-FINANCE-Capital	\$0.00	\$0.00
401-1403-57120-127-814	Capital Projects-Gen Gov Comp Eq	\$264,373.22	\$275,000.00
401-1403-57120-127-822	Capital Projects-Gen Gov Bldg	\$147,830.07	\$150,000.00
401-1403-57210-108-814	Capital Projects-Pub Safety-Compu	\$79,707.25	\$100,000.00

System: 12/28/2017 9:03:06 AM County of Wood
 User Date: 12/28/2017 TRIAL BALANCE SUMMARY BUDGET VS ACTUAL FOR 2017
 General Ledger

Page: 2
 User ID: MCUMMINGS

Account	Description	Current Balance	Revised Budget
401-1403-57210-108-822	Capital Projects-Pub Safety Bldg	\$109,516.51	\$125,000.00
401-1403-57640-105-814	Capital Projects-FINANCE-Capital	\$0.00	\$0.00
401-1403-57640-105-822	Capital Projects-Building	\$0.00	\$0.00
Grand Totals:		----- (\$37,269.95) =====	----- \$0.00 =====
Total Accounts:	21		



Wood County

WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

December 27, 2017

To: Ed Wagner, Donna Rozar, Hilde Henkel, Al Breu, Mike Feirer, Bill Clendenning
and Lance Pliml

From: Warren Kraft, Director of Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – December 2017

General Highlights:

- Met with Conservation, Education & Economic Development Committee to review performance review process. Attended Judicial & Legislative Committee meeting to listen to discuss of HR realignment. Attended special Executive Committee to process grievance filed by Wood County Deputy Sheriff's Association. (Provided follow-up with Sheriff as directed by Committee.) On standby to participate, if called, in the Health & Human Services Committee concerning educational reimbursement policy and HR realignment.
- Review and upheld denial of prescription coverage, as recommended by the County's third party administrator.
- Continued payroll transition efforts and secured signed confidentiality agreement with Wipfli to permit access to personal and confidential employee information.
- With one HR staff member on continuing intermittent medical leave, continued adjusting and distributing work responsibilities on an as-needed basis.
- With safety/risk manager on medical leave, amended and distributed revised Emergency Contact Roster.
- At the request of the chair of the Public Safety Committee, reviewed and provided summary of work hours for Humane Office, regarding qualification for participation in the Wisconsin Retirement System.
- Reviewed with consultant and Executive Committee chairperson the draft report of Market Review for Wood County Compensation Plan. Discussed process for further consideration and potential implementation ideas.
- Continuing response to a records request from an investigative reporter for the USA Today Network (Gannett) the request seeks discipline and roster records from the Sheriff's Department. Quentin Ellis responded on the Department's behalf and referred the reporter to the Human Resources Department for follow up records requests.
- Under guidance of corporation counsel, provided records and documentation for EEOC claim filed by former employee.
- Met with Department Head concerning personnel matters. Met with Department Head regarding hiring concerns. Discussed with administrator and supervisor the potential ADA and FMLA concerns raised by employee and established protocol to follow.
- Resolved administrator concerns regarding former employee.

- Participated in webinars “Proving - or Disproving - Employee Discrimination Claims”, “Intermittent FMLA Leave and Other Complicated Leave Issues” and “Employee Engagement in a Post-Act 10 Wisconsin”.
- Met with IT staff regarding the continuing educational efforts about phishing and email security, and reviewed program for 2018.

Administrative – Kim McGrath

- Conducted, completed, and documented three separate employee conduct investigations, including one onsite in Marshfield. Corrective actions are being or have been implemented in two of the cases; the third is being handled by the department.
- Created and implemented a “Request for Medical Accommodation Form” for employee’s seeking accommodations under the Americans with Disabilities Act.
- Conducted five exit interviews.
- Spent time with the Recruitment Coordinator, before her departure, learning the Cyber Recruiter system and recruitment process.
- Attended a special Executive Committee to discuss a grievance filed by Wood County Deputy Sheriff’s Association.
- Met with IT staff to discuss educational efforts regarding phishing and systems security.
- Attended the Stevens Point Area Human Resources Association December Board Meeting and Monthly Membership Meeting.
- Held conversations with several department heads and supervisors concerning employee relations and HR practices. Provided HR guidance and support.

Payroll and Benefits – Jodi Pingel

WPK note: Limited staff time and the impact of redistributed duties do not permit going through Jodi’s activity logs to itemize her tasks prior to medical leave. Though these are from her August report to the Committee, essentially these are the same tasks that she performed until medical leave and are provided for the Committee’s information. (Dates withstanding.) Thank you for your understanding.

Updated with working limited hours while on medical leave

- Processing Family Medical Leave requests.
- Vacation awards.
- Terminations – Cancel insurance benefits, COBRA notification, report final earnings and hours to WRS, PEHP.
- November COBRA remittance and vendor payments.
- Unemployment charges for November 2017.
- Update Reusable timecards in HRMS with Basic Life enrollments.
- Answer employee questions on concerns related to 2018 insurance plans including the new option for short-term disability
- Completion of payroll for 12/7/17 12/21/17
- Employment Verifications
- Payroll Updates including Tax changes, employee transfers, deductions, etc.
- Cobra Renewal with new 2018 rates
- Vendor set-up with Finance for AXA (Life Insurance) and Mutual of Omaha (Short Term Disability)
- New Hire Entries and Benefit Elections

- AXA Census file for Term Life and Long Term Disability Insurance
- Update New Hire/Termination forms with Short-Term Disability Enrollment forms
- Update Flexible Spending Contributions for the 12/21/17 to reflect actual contribution election for 2017
- Medical enrollments 1/1/18 sent to WPS for open enrollment changes
- Mailing list sent to Wellness for 2018 mailing
- Reports for Finance for data migration for payroll (4 hrs obtaining information)
- EAP – Q4 2017 payment
- Employee insurance term letters
- EOI – scanned/saved/mailed EOI forms to AXA
- Worked w/IT on WC Double Check Report
- Sheriff Deputy correction checks
- Payroll Integration files 11/22/17 (corrected) and 12/7/17
- WRS Monthly Remittance – Nov 2017
- Update WC percentage for 2018
- Update WRS percentage for 2018
- TimeStar
 - Assisting with employee and supervisor questions related to the usage of TimeStar
 - Working with IT on configuration updates and verifying data export

Recruitment – Angel Butler-Meddaugh

- Per the November 2017 Wood County Board of Supervisors meeting, this position has been eliminated from the budget effective January 1, 2018.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

Refilled Position	Department	Position	Status
Replacement	Child Support	Administrative Services 4	Filled (start date 1/15/17)
Replacement	Clerk of Courts	Small Claims- Branch 2 Clerk	Deadline 12/31/17
Replacement	Edgewater	CNA (2 FT, Multiple Casual)	Recruitment by Edgewater
Replacement	Edgewater	Dietary Aide (Casual)	Recruitment by Edgewater
Elig List	Edgewater	RN's (1 PT, 1 Casual)	Recruitment by Edgewater
Replacement	Edgewater	LPN (1 PT)	Recruitment by Edgewater
Replacement	Edgewater	Minimum Data Set Coordinator	Recruitment by Edgewater
New	Finance	Payroll Administrator	Filled (start date 1/2/18)
Replacement	Highway	Mechanic (2)	1 Filled (start date 1/2/18), 1 Deadline 12/31/17
Replacement	Human Services	Accounting Clerk	Deadline 12/31/17
New	Human Services	Bus Driver- Casual	Deadline 1/5/18
Replacement	Human Services	CCS/CSP Service Facilitator	Deadline 12/31/17
Replacement	Human Services	Crisis Interventionist	Deadline 1/30/18
Replacement	Human Services	Family Resources Coordinator	Deadline 1/14/18
Replacement	Human Services	Residential Aides (1 FT and 1 Casual)	Deadline 12/31/17 & 1/14/18
Replacement	Human Services	Secretary (Marshfield)	Deadline 12/31/17
Replacement	Maintenance	Maintenance Technician I	Deadline 12/31/17
Replacement	Norwood	Dietary Aide (1 PT, 1 Casual)	Recruitment by Norwood
Replacement	Norwood	RN (1 FT, 1 Casual)	Recruitment by Norwood
Replacement	Norwood	CNA (2 FT, 1 PT, 3 Casual)	Recruitment by Norwood
Replacement	Norwood	Mental Health Technicians (1 FT, 3 PT, 2 Casual)	Recruitment by Norwood
Replacement	Norwood	Receptionist (Casual)	Recruitment by Norwood
Replacement	Norwood	Discharge Case Manager	Recruitment by Norwood
Replacement	Sheriff	Part-Time (Reserve) Deputies	Eligibility List Established
Replacement	Sheriff	Corrections Officers-Female (Elig list)	Deadline 12/31/17

Administrative Services – Kelli Quinnell

- Continue to fill in for the Payroll & Benefits Coordinator as needed.
- Conducted three new hire orientations in the month of December for eight new hires.
- Entered New Hires and accompanying New Hire paperwork into HRMS.
- Entered FSA elections and Life Insurance/Disability changes for Open Enrollment for all employees into HRMS.
- Continue to assist and educate employees on TimeStar timekeeping system as they call or email for assistance.
- Responded to multiple requests for information from employees and supervisors.
- Responded to multiple Verification of Employment requests.
- Completed numerous payroll-related changes – W-4 Updates, Direct Deposit changes, etc.
- Copied, scanned and sent an employee personnel file per request from Warren Kraft.
- Collecting and entering 2017 Performance Evaluations throughout the month of December to prepare for January Step Increases.

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

Interdepartmental Memo

October 02, 2017

To: Ed Wagner, Donna Rozar, Hilde Henkel, Al Breu, Mike Feirer, Bill Clendenning and Lance Pliml

From: Warren Kraft
Director of Human Resources

Subject: Educational Leave; Career Advancement; Educational Assistance

Having received general recommendations for a revised policy of Educational Reimbursement and Career Planning last month, the Committee asked for more information regarding other entities' policies, practices and procedures. Those survey results are attached for further review.

As has been previously noted for the Committee, IRS has rules governing education assistance programs, when offered as a fringe benefit. [See Publication 15-B (2017), also attached.]

From the IRS publication, educational assistance means amounts paid for employees' education expenses. These expenses generally include the cost of books, equipment, fees, supplies, and tuition. However, these expenses do not include the cost of a course or other education involving sports, games, or hobbies, unless the education has a reasonable relationship to the business, or is required as part of a degree program. Under IRS rules, graduate coursework is also eligible for reimbursement if the employer chooses.

Education expenses do not include the cost of tools or supplies (other than textbooks) that the employee is allowed to keep at the end of the course. Nor do they include the cost of lodging, meals, or transportation. The employee must be able to provide substantiation that the educational assistance provided was used for qualifying education expenses.

The IRS has an annual cap of educational assistance. An employee can exclude up to \$5,250 from one's wages each year. If the County does not have an educational assistance plan, or if the County's assistance would exceed \$5,250, the value of these benefits as must be included as wages and is subject to withholding.

To maintain IRS compliance, an educational assistance program is a separate written plan that provides educational assistance only to employees. The program qualifies only if all of the following tests are met, as it relates to Wood County:

- The program benefits employees who qualify under rules that do not favor highly compensated employees. (A highly compensated employee for 2017 is an employee who received more than \$120,000 in pay for the preceding year.) To determine whether the program meets this test, employees covered by a collective bargaining agreement are

excluded if there is evidence that educational assistance was a subject of good-faith bargaining. (This provision would apply only to the Deputy Sheriffs' Association. Bargaining history indicates the members received a lump sum payment in exchange for deleting educational benefits from the contract.)

- The program does not allow employees to choose to receive cash or other benefits that must be included in gross income instead of educational assistance.
- Reasonable notice of the program is given to eligible employees.

With that background, a draft policy is presented below. Beneath each paragraph, there are other considerations that the Committee may wish to discuss.

CAREER ADVANCEMENT

PURPOSE

Wood County encourages employees to continually find ways to improve their careers. Improving your career may be defined in several ways: more responsibility, more income, another shift, or a type of work you like better.

(NOTE: There is no change to this introductory paragraph, as found on page 20 of the Employee Policy Handbook. Except, the last sentence is deleted which reads "The following are several ways of achieving this." Thereafter is an explanation of the two ways: "Job Announcements," which will not change, and "Career Advancement Program," the subject of this memo.)

TUITION ASSISTANCE PROGRAM *(NEW paragraph)*

The Tuition Assistance Program is designed to provide financial assistance to fulltime employees who voluntarily enroll in job-related, educational courses that are of benefit to the County as an employer. (Fulltime is defined as 2,080 hours or 2,015 hours in a calendar year period.) This is a voluntary program and does not create any employee rights or County obligations. Subject to funding availability, tuition assistance may be available for courses which are directly related to the employee's current job and would improve one's skills on the job, or which must directly enhance potential for the employee's advancement to a position which the individual has a reasonable expectation of achieving within the County. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid, or provide proof of ineligibility, before applying for benefits under this Program.

Other consideration: Some entities include part-time employees as they may become eligible for advancement to a fulltime position. If so, benefits are proportioned to the number of hours worked in a calendar year versus a fulltime position.

APPROVAL *(NEW paragraph)*

The Department Head shall be responsible for administering this Program within his/her department and is subject to approval of the Department's oversight committee. The employee shall consult with, and receive prior approval from, the Department Head before commencing

any course work to be eligible for consideration for reimbursement under this Program. The Department Head shall advise the oversight committee of his/her approval. If the Department Head does not approve of the request, the employee is not eligible for reimbursement. As part of the approval, the employee understands that he/she agrees to sign a promissory note covering the amount of tuition reimbursement, which will require repayment of any reimbursement under this Program.

The oversight committee shall retain final authority to grant or deny approval to begin any coursework, and to grant or deny reimbursement.

There is no appeal from any decision of the Department Head or the oversight committee under this Program.

Other considerations: Some entities place the authority to approve coursework with the Director of Human Resources and to report to the employee's oversight committee for information purposes. Some entities do not require the oversight committee to approve an actual reimbursement, provided the committee has previously approved the coursework and the request for reimbursement complies with the criteria of the program. In this situation, the Department Head reports the reimbursement action to the committee for its information.

AMOUNT OF ASSISTANCE *(NEW paragraph)*

All courses must be successfully completed before reimbursement may occur. After the employee has successfully completed the class, an official grade report or transcript must be submitted to the Department Head. Reimbursement is limited to tuition only and is based on the final grade for the course. Proof of tuition payment from the school is required for reimbursement. This Program does not provide reimbursement for books, student fees, personal expenses and other non-tuition costs.

Tuition is reimbursed on the following scale:

- For a grade of A-minus or greater: eighty percent (80%) of tuition;
- For a grade of B-minus, B or B-plus, or a grade of "Pass" where the grading is "Pass/Fail": sixty-five percent (65%) of tuition;
- For a grade of C or C-plus: fifty percent (50%) of tuition;
- For a grade of C-minus or lower: no reimbursement.

The actual amount of reimbursement is subject to the availability of funds within the Department. As part of the application for reimbursement, the employee agrees to sign a promissory note covering the amount of tuition reimbursement that requires repayment of any reimbursement under this Program.

Other considerations:

- 1) Some entities also cover books and lab fees in addition to tuition. Marathon County, for example, covers tuition, books and lab fees. Outagamie County provides 100% reimbursement and 50% for books. (See caps in next paragraph.) City of Marshfield provides for 100% of tuition and books. City of Appleton provides up to 50% of the semester cost for tuition and books.

- 2) Some entities cap the amount of reimbursement. Other entities specifically include graduate school credits as well as undergraduate course work. For example, Washburn County has a separate career advancement budget rather than relying on individual departments, and it caps reimbursement at \$3,000 per calendar year. Bayfield County sets the caps at \$500 per semester and \$1,000 per calendar year, and its administrator reported that it spent \$2,000 countywide in 2016 – the first year of its program. Waukesha County's cap is \$400/semester and \$800/calendar year. Bayfield County reimburses 66% and caps it at \$500 per semester and \$1,000 per calendar year. Calumet County sets the maximums at \$500 per semester and \$1,000 per calendar year. Langlade County limits reimbursement to \$1,000 per calendar year with expenses in excess of \$1,000 (up to \$2,000) requiring approval from the supervisor/department head and the oversight committee. Walworth County's cap is \$1,600 per calendar year and has budgeted \$25,000 countywide for 2018. Outagamie provides \$1,600 per calendar year for undergraduate work and up to \$2,450 for graduate school classes. Marathon County provides 75% reimbursement, up to \$1,500 for undergraduate and \$2,000 for graduate school. Douglas County caps yearly tuition at 50% of IRS cap. (The IRS limits the tuition reimbursement tax benefit to \$5,250 per employee per year.) In addition, the County sets the reimbursement amount at 75% for course content that "has a direct affect and will enhance employee's effectiveness in his/her current position, as well as benefit the department in which the employee is assigned" or 66% if the content "would enable the employee to acquire the knowledge, skills and abilities to perform the duties required of a position employee aspires to within the county." Milwaukee County's cap is based on the employee's income: \$2,500 if the employee earns less than \$75,000 annually; \$1,500 if the employee earns \$75,000 or more annually. (This complies with the IRS requirement concerning Highly-compensated employees.)
- 3) Some entities based reimbursement on specific tuition rates, whether it is for undergraduate or graduate work. For example, Rock County limits reimbursement to the per credit tuition cost at UW-Whitewater. (If Wood County wanted a comparable standard, it would be UW-Stevens Point.)
- 4) Some entities have different proration formulae. For example, Walworth County: 50%-C, 75%-B and 100%-A. Taylor County provides full reimbursement with a passing grade. Marathon County requires grade B or above, and City of Marshfield requires a "C" grade or better.
- 5) One entity reported a 30-day time limit within which to request reimbursement. Calumet County requires a copy of the grade report and original receipts. If the submittal is beyond the thirty days, reimbursement is denied.

EDUCATIONAL LEAVE (*NEW paragraph*)

Subject to Department needs and requirements, an employee may receive approved unpaid educational leave without the requirement to exhaust one's other paid time off benefits, as provided elsewhere in this Handbook. However, the employee may substitute compensatory time and/or vacation with the approval of the Department Head. An employee who takes an approved educational leave shall not lose his/her rights of longevity in relation to vacation or sick leave accruals; however, these benefits will not accrue while the employee is on leave. An employee on approved educational leave shall have the option of paying insurance premiums so

as to remain a part of the County health, dental, vision and life insurance plans. The employee will pay the entire premium. If a premium is not timely paid, that will be treated as a discontinuance of that benefit and COBRA rights, as may apply, will be implemented.

Other considerations: Some entities specifically cap leave time. For example Clark, Juneau and Portage Counties, which do not have reimbursement programs, each provide up to six months of educational leave. Rock County provides up to 18 months. Eau Claire County grants up 24 months in any five-year period but it too does not provide reimbursement.

AGREEMENT FOR CONTINUED EMPLOYMENT (*NEW paragraph*)

By accepting tuition reimbursement under this Program, the employee is agreeing to continue employment with the County for a period of no less than 36 continuous months in a fulltime position following any reimbursement. Employees who do not complete 36 months of continuous fulltime service following reimbursement will be required to repay the full reimbursement amount.

In an employee resigns his/her position for any reason (including retirement) or is terminated before an approved course is complete, or if the employee voluntarily reduces employment to less than fulltime, eligibility for reimbursement ends immediately. If the employee has already been reimbursed, but has not met the requirement for 36 months of continuous fulltime service, the County will withhold the previously reimbursed amount from the employee's final paycheck(s). If that is not possible, the County will make reasonable efforts to collect the debt.

Other considerations: The Fair Labor Standards Act and Wisconsin's Minimum Wage Law, by requiring payment of minimum wage to any employee, may impact the amount of money that can be withheld from the final paycheck(s). In addition, some entities differ in the time period for the reimbursement requirement. Calumet County, Waukesha County, City of La Crosse and Milwaukee County set it at one year or 12 months from date of reimbursement. Langlade County is two years. Douglas County is three years. City of Marshfield and City of Fitchburg are five years. Other entities have a sliding scale of forgiveness based on length of time since reimbursement.

TAX STATUS (*NEW paragraph*)

The rules of this Program are governed by the Internal Revenue Code. As such, certain reimbursements may be subject to income taxes or other withholdings. All reimbursements are processed on a pre-tax basis, regardless of whether they are subject to taxes or other withholdings or not. The payment of any taxes or other withholdings that may be due remains exclusively the responsibility of the employee. The rules of this Program may be modified at any time without notice to keep the program in compliance with the Internal Revenue Code.

Please let me know if you have any questions. Thank you very much.

Educational Leave; Career Advancement; Educational Assistance

02 OCT 2017

(Excludes job related, continuing educational training, unless otherwise noted)

Entity	Yes/No	Summary
Adams County	Yes	No reimbursement; flex scheduling to attend class
City of Antigo	Yes	Job related; reimbursement based on grade received; if EE leaves City sliding reimbursement schedule, up to three years; city-time available if approved
City of Appleton	Yes	Job-related toward degreed program; up to 50% of semester cost for tuition & books; flexible scheduling
Ashland County	No	
Village of Ashwaubenon	Yes	Job-related educational pursuits; up to \$500; repaid if EE leaves village within 12 months
Barron County	No	
Bayfield County	Yes	\$500/semester, \$1,000/yr.; began in 2016, spent \$2,000 countywide. From administrator: "Implemented this to remain competitive, encourage staff to pursue continuing education on their own."
Calumet County	Yes	Directly related to current job, would improve skills on the job, and would allow employee to be considered for promotional opportunities; 66% of tuition, books, course-required materials, and lab fees, up to \$500/semester or \$1,000/calendar (grade C for undergrad, B for grad); repayment if EE leaves within 12 months
Chippewa County	No	
Clark County	Yes	Unpaid educational leave up to 6 months, longevity rights frozen till return; option to maintain health & Life at full EE-paid premium
Crawford County	No	
Dodge County	No	Educational leave of absence available but not used
Door County	No	
Douglas County	Yes	Yearly tuition reimbursement capped at 50% of IRS cap, subject to budget; based of "C" grade or above; limited to courses that provide knowledge and skills not available through ins-service training unpaid leave upon request; 3-yr. reimbursement, signed promissory note at time of reimbursement.
Eau Claire County	Yes	Educational Leave only; director approved, no reimbursement of expenses, limited to aggregate of 24 months in any 5-yr. period.
City of Fitchburg	Yes	must have a clear, direct relationship to current work or profession, not intended to fund education that will qualify an employee for a new trade, business or

		career; no specific leave per se; tuition, books, fees reimbursable on sliding scale for grade C or above, max-\$3K/yr.; five year repayment. "While the City is interested in aiding employees to improve or extend their job skills through outside education, participation in the program does not imply any guarantee of advancement in position or wages."
Florence County	No	
Fond du Lac County	Yes	Educational leave; tuition reimbursement to benefit employer (not expressed in policy) e.g., paid for two nurses: one was an RN to get her NP license as she is slotted to be the Director of Nursing on the Acute Unit in a year and the other was a NP that employer paid to get her advance psychiatric NP license
Forest County	No	
Grant County	No	
City of Green Bay	No	
Green Lake County	No	"We do have a representative from Rasmussen College that comes in every so often. She offers our employees the opportunity to apply for scholarships or financial aid through Rasmussen and discusses programs that are available that may be suitable for them."
Jackson County	Yes	Flexible schedule available
Jefferson County	No	
Juneau County	Yes	No reimbursement; Unpaid leave up to 6 months (longer if approved)
Kewaunee County	No	
City of La Crosse	Yes	Direct relationship to current work/profession, not for new trade, business or career; tuition and text books, EE \$750 max and max \$15K budgeted per year, amount based on grade; EE repayment if leaves within 12 months of reimbursement
La Crosse County	No	
Langlade County	Yes	"reimbursement of educational expenses that would assist the employee in the performance of existing job duties or otherwise enhance the employee's skills, knowledge and abilities as would benefit Langlade County." Max-\$2,000/yr. (tuition and books only), 2-yr. reimbursement. Grade C or above. Leave during work hours requires manager's approval.
Lincoln County	No	
City of Marshfield	Yes	Job-related; 100% of tuition and books, reimbursed if course dropped or lower than grade C <i>or</i> sliding scale if leaves employment within five years; flexible

		scheduling if needed
Marathon County	Yes	Certificate or degree programs; must be directly related to the employee's current position or must directly enhance potential for advancement with employer to a position which the individual has a reasonable expectation of achieving; Grade B or higher; 75% reimbursement for tuition, books, and lab fees – max: \$2,000 per calendar year for graduate degree programs and \$1,500 per calendar year for under-graduate degree and certificate programs; no flexible scheduling
Marinette County	No	
Marquette County	No	
Milwaukee County	Yes	Tuition only, \$2,500 cap <\$75K, \$1,500 cap >\$75K; to increase knowledge and abilities and to prepare for future opportunities with employer, HR-preapproval of courses; 1-yr. reimbursement; processed through payroll as pretax but taxes are EE responsibility
Monroe County	No	
City of Neenah	No	
Oneida County	No	
Outagamie County	Yes	must be directly related to the employee's current job, be preparation for a promotion to an existing job for which the applicant would otherwise qualify, meet the requirements for specialized training related to a current assignment; or be required as part of a degree program that meets these qualifications; full tuition & 50% book reimbursement (capped per year: undergrad-\$1,600, grad-\$2,450), sliding scale EE repayment within two years; flexible scheduling
Pepin County	No	
Polk County	No	From its HR director: "Although it has been on my list for several years now. With the shift in generations in our workforce and greater demands on staff, it comes up more and more as a desired benefit. Hoping to tackle something within the next year."
Portage County	Yes	Unpaid educational leave (6 mos. max) & professional training for conferences and seminars but not degrees; no reimbursement policy (ad-hoc requests)
Richland County	No	
Rock County	Yes	Up to 18 months leave; improve EE's skills for current position; reimbursement limited to UW-W per credit tuition rate and book costs
Rusk County	No	Eliminated in 2001
Saint Croix County	No	

Shawano County	No	
City of Superior	No	
Taylor County	No	Full Cost of any job-required continuing education course with passing grade, upon prior approval by dept. head.
Trempealeau County	No	
Vernon County	No	
Walworth County	Yes	“Enhances the knowledge, skills and abilities of the employee for improved performance in their job.” Max: \$1,600/yr. (50%-C, 75%-B, 100%-A) 2018 budget-\$25,000
Washburn County	Yes	ER pre-approval for budgeting, to acquire or improve job skills or training within position classification; 2-yr. reimbursement; capped at \$3K/yr.-books & tuition
Waukesha County	Yes	Job-related; benefit employee for reasonable job promotion; \$400/semester; \$800/year; repayment within 12 months
Waupaca County	No	
Winnebago County	No	

Publication 15-B (2017), Employer's Tax Guide to Fringe Benefits (For use in 2017)

https://www.irs.gov/publications/p15b#en_US_2017_publink1000193667

Educational Assistance

This exclusion applies to educational assistance you provide to employees under an educational assistance program. The exclusion also applies to graduate level courses.

Educational assistance means amounts you pay or incur for your employees' education expenses. These expenses generally include the cost of books, equipment, fees, supplies, and tuition. However, these expenses don't include the cost of a course or other education involving sports, games, or hobbies, unless the education:

- Has a reasonable relationship to your business, or
- Is required as part of a degree program.

Education expenses don't include the cost of tools or supplies (other than textbooks) your employee is allowed to keep at the end of the course. Nor do they include the cost of lodging, meals, or transportation. Your employee must be able to provide substantiation to you that the educational assistance provided was used for qualifying education expenses.

Educational assistance program.

An educational assistance program is a separate written plan that provides educational assistance only to your employees. The program qualifies only if all of the following tests are met.

- The program benefits employees who qualify under rules set up by you that don't favor highly compensated employees. To determine whether your program meets this test, don't consider employees excluded from your program who are covered by a collective bargaining agreement if there is evidence that educational assistance was a subject of good-faith bargaining.
- The program doesn't provide more than 5% of its benefits during the year for shareholders or owners (or their spouses or dependents). A shareholder or owner is someone who owns (on any day of the year) more than 5% of the stock or of the capital or profits interest of your business.
- The program doesn't allow employees to choose to receive cash or other benefits that must be included in gross income instead of educational assistance.
- You give reasonable notice of the program to eligible employees.

Your program can cover former employees if their employment is the reason for the coverage.

For this exclusion, a highly compensated employee for 2017 is an employee who meets either of the following tests.

1. The employee was a 5% owner at any time during the year or the preceding year.
2. The employee received more than \$120,000 in pay for the preceding year.

You can choose to ignore test (2) if the employee wasn't also in the top 20% of employees when ranked by pay for the preceding year.

Employee.

For this exclusion, treat the following individuals as employees.

- A current employee.
- A former employee who retired, left on disability, or was laid off.
- A leased employee who has provided services to you on a substantially full-time basis for at least a year if the services are performed under your primary direction or control.
- Yourself (if you're a sole proprietor).

- A partner who performs services for a partnership.

Exclusion from wages.

You can exclude up to \$5,250 of educational assistance you provide to an employee under an educational assistance program from the employee's wages each year.

Assistance over \$5,250.

If you don't have an educational assistance plan, or you provide an employee with assistance exceeding \$5,250, you must include the value of these benefits as wages, unless the benefits are working condition benefits. Working condition benefits may be excluded from wages. Property or a service provided is a working condition benefit to the extent that if the employee paid for it, the amount paid would have been deductible as a business or depreciation expense. See Working Condition Benefits , later in this section.