

OPERATIONS COMMITTEE

DATE: Tuesday, March 2, 2021
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse – Room 114
400 Market St.
Wisconsin Rapids, WI

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. Discussion of Comp Time Balances in Health Department
6. **Wellness**
 - (a) Wellness Coordinator Update
7. **Finance**
 - (a) Finance Department Update
 - (b) Discussion of carryover of unspent CIP dollars
 - (c) Resolution – Amend 2020 Land and Water budget
8. **HR**
 - (a) Finance Director Recruitment Update
 - (b) Wage Plan Appeal Results and Recommendations
9. Consider any agenda items for next meeting
10. Comments from the Chair
11. Set next regular committee meeting date
12. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 187 808 9819

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m5ed53b374709e5f72989d8093b19fe0a>
Meeting number (access code): 187 808 9819
Meeting password: OP0302

OPERATIONS COMMITTEE MEETING MINUTES

DATE: Tuesday, February 2, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Safety Training Room

PRESENT: Ed Wagner, Lance Pliml, Adam Fischer, Mike Feirer, Donna Rozar

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Kim McGrath, Kelli Quinnell, Ed Newton, Lisa Keller, Nick Flugaur, Reuben Van Tassel, Adam Fandre, Trent Miner, Heather Gehrt, Amy Kaup, Marissa Laher, Jason Demarco, Sue Kunferman, Brandon Vruwink, Jordon Bruce, Mary Schlagenhaft, Jo Timmerman

The meeting was called to order by Chair Wagner at 9:00 a.m.

There were no public comments.

Deputy Finance Director Newton stated that on page 16 of the packet, the Finance vouchers showed a voucher paid to UW – Marshfield Wood County with a description of “reimbursement for CIP expenses”. That description is incorrect and it was the payment for the budgeted operational expenses.

Motion (Feirer/Fischer) to approve the consent agenda. Motion carried unanimously.

Wellness Coordinator Fandre provided a brief update of Wellness Program activities to the Committee. Brief discussion ensued.

Treasurer Gehrt presented a resolution to sell tax deeded property.

Motion (Rozar/Fischer) to approve the resolution to approve the sale of tax deeded property. Motion carried unanimously.

Gehrt stated that Wood County was up 4% in sales tax from 2019. 2020 sales tax was \$6.6 million and 2019 was \$6.3 million.

Wagner stated that he received a written resignation from Finance Director Thurber and he would like a motion to accept the resignation.

Motion (Rozar/Feirer) to accept the resignation of Finance Director Thurber. Motion carried unanimously.

Wagner stated that Deputy Finance Director Newton will serve as the interim Finance Director as he did in the past. Wagner stated that we have an existing relationship with CliftonLarsonAllen (CLA) if we need consulting on specific projects. Wagner asked HR Director McGrath if we would consider using a search firm for filling the Finance Director position. McGrath explained that there are currently a large number of job openings for high-level financial positions in the state, and specifically the central region. The consensus of the Committee was for McGrath to post the Finance Director position for recruitment immediately.

McGrath stated that the last time Newton took on the interim Finance Director role, he was provided with a 10% increase in pay to compensate for additional duties. McGrath asked the Committee if they would like to do the same again.

Motion (Pliml/Fischer) to increase Deputy Finance Director Newton's pay by 10% to compensate for additional duties. Motion carried unanimously.

Fischer asked if the increase would be effective immediately and McGrath explained that it would be effective 10 days following the resignation of the Finance Director per policy.

Rozar discussed the carryover of CIP funds for Edgewater Haven. Rozar stated that the Finance Department recommended that the carryover be done by resolution until there is a policy in place addressing carryover of CIP funds.

Motion (Rozar/Fischer) to approve the resolution for the carryover of CIP funds for Edgewater Haven. Motion carried unanimously.

A resolution for the carryover of CIP funds for IT was presented.

Motion (Feirer/Pliml) to approve the resolution for the carryover of CIP funds for IT. Motion carried unanimously.

A resolution to amend the 2020 ATV and Snowmobile Program budgets was presented.

Motion (Rozar/Feirer) to approve the resolution to amend the 2020 ATV and Snowmobile Program budgets. Motion carried unanimously.

A resolution to amend the 2020 Coroner budget was presented.

Motion (Fischer/Rozar) to approve the resolution to amend the 2020 Coroner budget. Motion carried unanimously.

Human Resources Director McGrath directed the Committee to view the comments from Department Heads regarding the draft Staffing Procedure & Rubric beginning on page 27 of the packet. McGrath stated that there were three main thoughts that came out of the Department Head meeting:

- 1) It would be problematic to come to the Operations Committee with requests to fill positions, so it would be more appropriate to have the oversight committees have the authority.
- 2) It would be beneficial to Department Heads if the County Board had a philosophical discussion regarding services offered by the County and business practices.
- 3) The timing component could be an issue if authorization is needed from oversight committees that meet once per month and it is a vital/hard to recruit for role that needs to be filled.

McGrath stated that she updated the draft Staffing Procedure & Rubric to reflect the Department Head comments by changing the authority from the Operations Committee to the individual oversight committees and by adding in an option for Department Heads to seek approval from the chair of their oversight committee to recruit for a position that is vital/hard to fill before the oversight committee meets. Discussion ensued.

Motion (Rozar/Pliml) to approve the Staffing Procedure & Rubric as presented. Motion carried unanimously.

Items for next agenda: Finance Director Recruitment Update
Discussion of Comp Time Balances in Health Department

Wagner stated that he did not have any comments to add so the agenda item for Comments from the Chair was skipped.

The next regular Committee meeting is scheduled for March 2, 2021 at 9:00 a.m.

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



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – March 2021

- The February Primary came and went without any major hiccups. Total county turnout was 8.05%. The top municipalities were:
 - Town of Cranmoor – 17.70%
 - Town of Hiles – 13.46%
 - City of Pittsville – 12.13%

I will grant you that the top two percentage municipalities have the lowest number of registered voters in the county, so it doesn't take as many voters to reach those percentages.

- Another statistic from the election; of the 3,368 absentee ballots sent out to individuals that requested them, only 1,845 were returned.
- The blood drive held on January 29th was very successful, resulting in 34 employees donating 36 pints of blood!! FAN-TAB-ULOUS!! Special thanks to all the employees who donated, and a shout out to Supervisor Hahn for taking time to donate!!
- By time you read this, we will have all the ballot proofs approved, and the ballots ordered for the Spring Election, to be held on April 6th. It will be interesting to see what turnout will be. I am ordering heavier on ballots for some municipalities because of the amount of absentee ballots we are sending out and because of some localized races that I think could bring folks out.
- Two years ago, I did a spreadsheet of the amount of local contests on the ballots in Wood County, listing the quantity of contests in each municipality, the number of uncontested seats, the number of contested seats, and the number of contests where no candidate filed. The total number of races is down (-8) due to off-year races not being included, and two municipalities choosing to appoint their clerks and treasurers vs. electing these positions. The total number of contests without candidates rose this year, from 8 in 2019, to 9 in 2021. That spreadsheet is attached, for your reference.

April 6, 2021
Spring Election

<i>Muni</i>	<i>Total Contests/ Positions</i>	<i>Unopposed</i>	<i>Opposed</i>	<i>No Candidate Filing</i>	<i>Positions With No Candidate</i>
Arpin	5	5	0	0	
Auburndale	5	5	0	0	
Cameron	5	5	0	0	
Cary	5	5	0	0	
Cranmoor	5	5	0	0	
Dexter	6	5	1	0	
Grand Rapids	3	2	1	0	
Hansen	5	5	0	0	
Hiles	6	4	0	2	Chairman, Clerk
Lincoln	4	3	1	0	
Marshfield	5	5	0	0	
Milladore	5	5	0	0	
Port Edwards	5	4	1	0	
Remington	5	4	1	0	
Richfield	5	4	0	1	Clerk
Rock	5	5	0	0	
Rudolph	5	4	1	0	
Saratoga	6	4	2	0	
Seneca	3	1	0	2	2 Supervisors
Sherry	5	5	0	0	
Sigel	5	5	0	0	
Wood	5	5	0	0	
Arpin	3	0	3	0	
Auburndale	6	3	0	3	President, 1 Trustee, Clerk
Biron	5	5	0	0	
Hewitt	3	2	1	0	Trustee
Milladore	4	4	0	0	
Port Edwards	4	4	0	0	
Rudolph	2	2	0	0	
Vesper	5	5	0	0	
Marshfield	5	4	1	0	
Nekoosa	4	4	0	0	
Pittsville	3	2	1	0	
Wisc Rapids	4	1	2	1	Alderperson, District 5
Totals	156	131	16	9	

84%

10%

6%



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

February 28, 2021

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – February 2021

Human Resources Activity

	February 2021	2021 Year-to-Date
Applications Received	128	241
Positions Filled	16	22
Promotions/Transfers	6	18
New Hire Orientations	13	18
Terminations, Voluntary	6	16
Terminations, Involuntary	0	5
Retirements	1	5
Exit Interviews	3	9

Human Resources Narrative

General Highlights

1. We have now concluded the Classification and Compensation Study with Carlson Dettmann. Final appeal results and recommendations will be presented to the Operations Committee for adoption at their March 2nd meeting. We continue to prepare for the July 1st implementation date of the new wage plans.
2. As a result of a departmental internal audit, we identified a number of employee Form I-9's that were either not completed or completed incorrectly. As this form is required by USCIS and to ensure compliance, we have notified the affected employees and requested departmental assistance, as necessary, to complete these forms expeditiously. Going forward, we will perform an annual audit of these forms.
3. After approval of the Staffing Approval Procedure and Rubric at the February 2nd Operations Committee, we shared the final/approved policy with Department Heads. The procedure can also be found on the HR Intranet, under Manager Toolkit.
4. With regards to a former Wood County employee appealing their termination, Human Resources provided the updated list of available Impartial Hearing Officers to the former employee on January 19th. The former employee made their first strike on Feb 11th but we are waiting on their final strike. Multiple attempts have been made to contact the former employee at this point.

Meetings & Trainings

1. Attended the Operations Committee Meeting on February 2nd.
2. Attended County Board on February 16th.

3. Attended the Central WI City/County HR Professionals Roundtable via videoconference on February 18th. The Roundtable is facilitated by attorneys from both von Briesen & Roper and Dietrich VanderWaal. Topics included minimum wage increases, COVID vaccines, and potential impacts on municipalities with regards to the proposed state budget.
4. Attended the Department Head meeting on February 24th.
5. Attended the Business Advisory Council meeting of the Project SEARCH team via Zoom on February 25th.
6. Attended the weekly COVID-19 calls facilitated by Emergency Management.
7. Held individual staff evaluations to discuss and provide updates on the department's progress towards our 2021 goals.
8. Held the monthly conference call with The Horton Group on February 23rd to discuss various benefit topics.
9. Held a meeting to discuss processes with Finance including new hire orientation, HRMS data entry, and 2021 wage changes.
10. Staff attended various meetings including:
 - a. SPAHRA Board Meeting on February 4th
 - b. "The Good, The Bad And The Ugly" Employment Law Update Webinar through CWSHRM on February 11th
 - c. "Hidden Risks of Workers' Compensation Leave & FMLA Liability" Webinar through Cottingham and Butler on February 19th
 - d. "Monthly Roundtable – Travel Policies" Zoom meeting through CWSHRM on February 23rd

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, Stop Loss Admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Fund Balance document for January.
5. Tracked vacation accruals lost during bi-weekly accruals for essential departments due to reaching the maximum hours. This is due to the COVID-19 pandemic and many departments having to restrict staff vacation and/or time off.
6. Assisted multiple employees with questions related to FMLA, leave of absences and retirement.
7. Processed COBRA notifications for children on the health plan reaching age 26.
8. Completed online CPR Renewal Course and live skills testing session.
9. Reviewed new American Heart Association (AHA) curriculum which needs to be used for all classes effective March 1st.
10. Ran reports and worked with BlueWaters to create and finalize the 1095 forms for submission and distribution to all benefit eligible employees.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying issues.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
New - Approved by County Board	Criminal Justice	Administrative Support	Job description developed, position posted, applications being reviewed.
Replacement	Dispatch	Dispatcher	Vacancy created by exiting employee, former employee returning, position filled.
Replacement	District Attorney	Legal Administrative Assistant	Position posted, applications reviewed, interviews conducted, references completed, offer extended, position filled.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 4/18/2021.
Replacement	Emergency Management	Work Relief Shop Coordinator	Position posted, applications reviewed, interviews conducted. Final candidate selected, references completed, position filled.
Replacement	Finance	Finance Director	Position posted, deadline 3/7/21. Position will remain open until filled.
Replacement	Health	Public Health Nurse	Position posted, applications being reviewed, interviews conducted, final candidate selected. Background/degree verification and references being conducted.
New – Approved by County Board	Health	Public Health Strategist	Position posted, applications being reviewed, interviews are currently being conducted.
New – Approved by County Board	Health	Community Health Planner	Position posted, applications being reviewed, interviews are currently being conducted.
Replacement	Health	Environmental Health Supervisor	Position posted, applications being reviewed, interviews conducted. Filled internally.
Replacement	Health	Program Coordinator	Position posted, applications reviewed, interviews conducted, final candidate selected. References/background completed. Position filled.
Replacement	Health	LTE Public Health Nurse	Vacancy filled by returning Wood County employee on a temp basis.
Replacement	Health	LTE Community Health Workers (3)	COVID Response, all positions filled.
Replacement	Health	Environmental Health Asst/ Specialist	Position posted, deadline 3/7/21.
Replacement	Highway	Accounting Technician	Position posted, applications reviewed, interviews being conducted.
Replacement	Highway	Truck Operator	Position posted, interviews conducted. Final candidate selected, references completed, offer accepted, position filled.
Replacement	Human Services	Social Worker – Initial Assessment	(Previously on hold-received approval to fill) Position posted, deadline 3/7/21.
Replacement	Human Services	Admin Asst II – Admin/FS Records (Marshfield)	Position posted, deadline 3/8/21.
Replacement	Human Services	Admin Asst II – CCS/CSP	Position posted, interviews being conducted.
Replacements	Human Services	Bus Driver (One casual, one part-time)	Positions posted, deadline 3/8/2021.

Replacements	Human Services	Family Interaction Workers (2) - Casual	Position posted, deadline 3/14/2021.
Replacement	Human Services	CCS/CSP Service Facilitator	Position posted, interviews conducted. Filled internally.
Incorporated into 2021 Budget – Approved by oversight Comm.	Human Services	Youth Mentor Case Manager	Position posted, applications being reviewed.
Replacement	Human Services	Social Worker – Independent Living Coordinator	Position posted, deadline 2/28/21.
Replacements	Human Services	Crisis Interventionists (Casual) – 2	Position posted, deadline 2/28/21
Replacement	Land Conservation	Engineering Technician	Position posted, interviews conducted, final candidate selected, references completed. Offer extended and accepted, position filled.
New/Replacement	Norwood	COTA, Occupational Therapist, Therapy Asst., Dietary Aide, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood.
Replacement	Norwood	Receptionist (Casual)	Position posted, interviews conducted, position filled.
Replacement	Norwood	Cook – Full-Time	Position posted, applications being reviewed.
Replacements	Parks	Medical 1 st Responders (3)	Positions posted, interview conducted, one position filled. Due to winter season nearing an end, will not fill remaining vacancies.
Replacements	Sheriff	Part-time Deputies (Reserves)	Position continually posted, deadline 2/22/2021. Eligibility list being established. Six offers extended and accepted.
Eligibility List	Sheriff	Corrections Officer – Casual/FT	Position posted, deadline 3/7/2021. 1 st round of interviews being conducted 3/3/2021.
Replacement	Sheriff	Deputy Sheriff	Position posted. Civil Service Commission & Sheriff's Department reviewing applications. One position filled with internal candidate and one filled with external candidate. Also establishing an eligibility list.
Replacement	Sheriff	PT Deputy – Transport	Position filled.

IMPACTED POSITIONS DUE TO HIRING FREEZE (Positions currently on hold)	
Department	Position
Clerk of Courts	Administrative Services 4
Human Services	Social Worker – CCS/CSP
Human Services	Social Worker – Ongoing
Human Services	RB Receptionist
Human Services	Transcriptionist/Admin Asst/FS
Human Services	Mental Health Therapist

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.

2. Managed open claims with Aegis throughout the month.
3. Collected information for Professional Insurance policy for Human Services and Norwood Health Center in advance of April 1st renewal.
4. Provided certificates of insurance (COIs) for various requesting entities.
5. Participated in multiple planning meetings with the Health Department in preparation for COVID-19 vaccination clinics. Also performed traffic control and logistical support for clinics.
6. Mentored/coached Health Department's Incident Command System (ICS) Safety Officer at various points throughout the month.

NEW Workers' Compensation Claims (3)

1. 1/6/21 – Highway – Employee had lower-back pain from weed trimming on County highway (initially reported as First Aid only)
2. 1/30/21 – Norwood – Employee strained lower back keeping resident from falling
3. 2/11/21 – Sheriff's – Employee sustained cuts and scrapes on hands and knees when they fell on ice pursuing a resisting subject at a private residence (initially reported as First Aid only)

OPEN Workers' Compensation Claims (7)

1. 8/4/20 – Highway – Employee fractured L elbow in fall at asphalt plant (surgery required)
2. 8/22/20 – Sheriff's Rescue – Employee injured R knee at accident scene performing extrication (surgery required)
3. 11/16/20 – Highway – Employee injured L shoulder assembling culvert (initially reported as First Aid only)
4. 12/7/20 – Edgewater – Employee injured lower back/R wrist lifting resident from floor
5. 12/7/20 – Edgewater – Employee injured L shoulder lifting resident from floor
6. 1/9/21 – Highway – Employee injured R wrist handling snow fence in field
7. 1/11/21 – Human Services – Employee tripped and injured R arm leaving building after work

CLOSED Workers' Compensation Claims (1)

1. 1/7/21 – Sheriff's (Corrections) – Employee injured L hand/wrist while restraining combative inmate

First Aid Injuries (7)

1. 1/28/21 – Edgewater – Employee was hit on top of head by shred lid bin that was propped on wall.
2. 1/28/21 – Norwood – Employee strained lower back/hip lifting resident
3. 2/4/21 – Highway – Employee strained lower back slipping on ice at Highway Shop
4. 2/7/21 – Edgewater – Employee bruised backside while slipping on ice in parking lot
5. 2/10/21 – Health – Employee slipped on unplowed sidewalk while leaving COVID vaccination clinic at the Marshfield FD
6. 2/11/21 – Highway – Employee strained lower back lifting floor grates at Highway Shop
7. 2/18/21 – Highway – Employee strained groin muscle reentering truck on County roadway

Property/Vehicle Damage Claims (4)

1. 1/20/21 – Branch II – Biohazard cleanup contractor after incident in Branch II courtroom (actual \$1,207.11) – restitution will be sought through Victim/Witness
2. 1/25/21 – Sheriff's – Windshield replacement (actual \$389.98)
3. 1/27/21 – Sheriff's – Squad #33 windshield replacement (actual \$399.98)
4. 1/27/21 – EM – Director's vehicle windshield replacement (actual \$599.33)

Liability Claims (1+)

1. 2/4/21 – Highway – Kwik Trip semi-trailer was struck by Highway Department plow on icy roads (est. damage unknown)
2. Various claims for mailbox damage from Highway Department plowing operations were submitted and processed throughout the month. These are processed at a maximum of \$50/occurrence.

OPEN EEOC/ERD Claims (3)

1. 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4, 2019 Counsel submitted the County's Reply Brief in Opposition to the Petition for Review.
2. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our position statement was submitted to the Equal Rights Division by counsel on July 1, 2020.
3. 12/9/20 – Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our response and position statement was submitted to the Equal Rights Division by counsel on January 7, 2021.

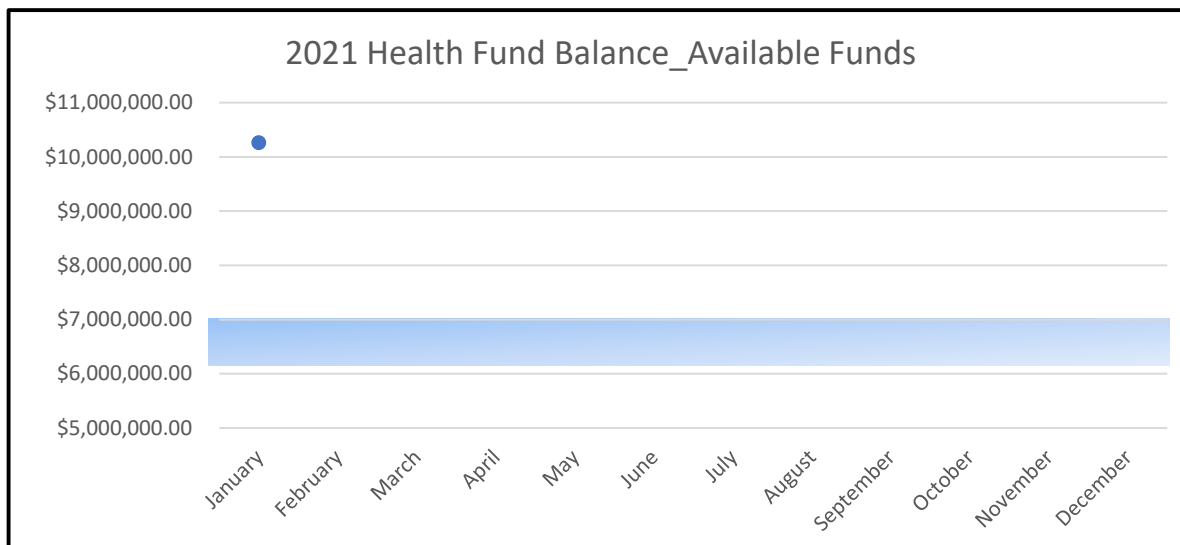
Notice of Circumstances of Claim (1)

1. 9/8/20 - We received notice of a former Wood County employee seeking damages related to the denial of Post-Employment Health Plan benefits.

Other

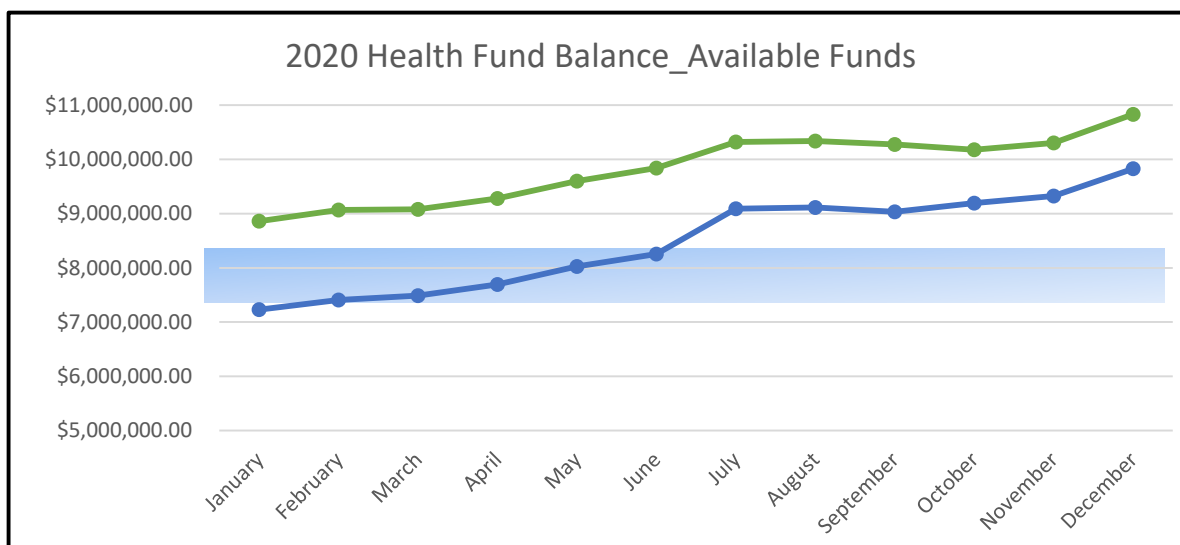
1. Completed and distributed a new issue of the HR newsletter, County Connection.
2. Continued work with Human Services Deputy Director on employee engagement. Met on February 9th where topics discussed were rounding and new hire onboarding.
3. Developed a survey for new hires regarding the New Hire Orientation session to monitor and improve our processes.
4. Developed a survey for new hires regarding onboarding that will be distributed approximately one month after their start date. The HR Director presented the survey at the Department Head Meeting for feedback on February 24th.
5. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
6. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
7. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
8. Facilitated New Hire Orientation on February 1st, 8th, 15th, and 22nd and orientation for Health LTE's on February 8th.
9. Conducted exit interviews on February 10th and 16th, including the benefit and payout information.
10. Reconciled and processed the December Unemployment Insurance payment.
11. Reconciled January and February Work Comp claims.
12. Responded to various verifications of employment.
13. Replied to multiple requests from surrounding counties with varied information.
14. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2021		2020	
	Total	Available	Total	Available
January	\$ 11,005,587.80	\$ 10,261,473.82	\$ 8,859,244.13	\$ 7,228,926.49
February			\$ 9,064,996.83	\$ 7,409,523.04
March			\$ 9,079,691.15	\$ 7,488,748.95
April			\$ 9,279,880.64	\$ 7,691,704.49
May			\$ 9,599,909.66	\$ 8,026,137.54
June			\$ 9,840,229.19	\$ 8,254,329.92
July			\$ 10,321,385.10	\$ 9,087,944.61
August			\$ 10,335,598.89	\$ 9,112,572.26
September			\$ 10,276,396.74	\$ 9,033,305.33
October			\$ 10,175,941.90	\$ 9,194,424.53
November			\$ 10,306,696.67	\$ 9,326,076.42
December			\$ 10,830,812.12	\$ 9,826,870.72



2021 Total Balance - Dashed Line

2021 Available Funds - Solid Line



2020 Total Balance - Dashed Line

2020 Available Funds - Solid Line

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



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—MARCH 2021

1. Attended Executive Committee meeting on February 2.
2. Completed February settlements with all 34 municipalities and received all but 2 payments by the February 19 deadline.
3. Had a meeting with Phil Brown from the South Wood County Historical Museum that is housing some old tax rolls from the county. It was determined that they would share a list of the inventory and the tax rolls will stay in their possession as I work with final numbers for the scanning of the old tax rolls project that is expected to begin this fall.
4. Attended County Board meeting on February 16.
5. Participated in a United Way zoom meeting on February 17.
6. Had a meeting with Rhyme representatives and a walk through to go over the printing needs for the department as the office is still on the old plan and will need to switch over once the contract expires in April.
7. Participated in the election canvass for State School Superintendent on February 21.
8. Attended Department Head meeting on February 24.
9. The office processed and mailed out 1200 delinquent notices for all years taxes on 1650 parcels for a total outstanding balance owed of \$4,409,301.02. This is a REDUCTION of \$406,081.54 over 2019 delinquencies at this time.



Wood County WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – March 2021

- I have continued to assist employees with completing the first two qualifying activities to earn the reduced health insurance rate in 2022 – their biometric screening and health assessment. As of writing this, 395 participants have either signed up for or completed their biometric screening and 142 of these participants have completed their health assessment. Both activities have a deadline of March 31, 2021.
- Five of the eleven on-site biometric screenings originally scheduled for Wood County have been completed in which we saw 170 participants. One screening date in Marshfield was cancelled due to inclement weather and all participants were successfully rescheduled. Due to COVID-19 the number of appointments available to participants at a given screening is a bit lower than usual to allow for social distancing and disinfecting between appointments. Nevertheless, of the 24 participants who completed the biometric screening feedback survey all indicated they were satisfied with their experience, their appointment was completed in a timely manner, and staff were professional and friendly.
- The quarter 1 Wellness Challenge, *The Appalachian Trail Step Challenge*, officially began on Monday, February 22, and centers around physical activity. As of writing this, 143 participants are currently registered and a total of 1,652,015 steps have been recorded.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.
- On Tuesday, February 23, the first bi-monthly Lunch & Learn was made available to employees on www.managewell.com and focuses on Emotional Eating and Mindfulness. The presenter is Tracy Major, RD, CD, of Aspirus Business Health.
- In anticipation of the start of Quarter 2 I have begun creating health coaching appointments for the months of April, May, and June. Like last year, I am planning on most of these appointments taking place over the phone, rather than in-person, to avoid unnecessary face-to-face contact.

COUNTY BOARD CLAIMS

January-21
Paid February 2021

Jan-21

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	SEALS/PK	TOTAL \$
			HOTEL \$		
Robert Ashbeck	January-21	350.00	92.96		\$442.96
Allen Breu	January-21	465.00			\$465.00
William Clendenning	January-21	665.00	19.60		\$684.60
Ken Curry	January-21	465.00	15.68		\$480.68
Michael Feirer	January-21	415.00	107.52		\$522.52
Adam Fischer	January-21	495.00	117.60		\$612.60
Jake Hahn	January-21	430.00	80.64		\$510.64
Brad Hamilton	January-21	400.00			\$400.00
John Hokamp	January-21	300.00	5.60		\$305.60
David La Fontaine	January-21	450.00	202.72		\$652.72
Bill Leichtnam	January-21	680.00	33.60		\$713.60
Lance Pliml	January-21	700.00	16.80		\$716.80
Dennis Polach	January-21	350.00			\$350.00
Donna Rozar	January-21	315.00			\$315.00
Lee Thao	January-21	350.00	3.36		\$353.36
Laura Valenstein	January-21	365.00			\$365.00
Ed Wagner	January-21	315.00	73.92		\$388.92
William Winch	January-21	300.00	36.96		\$336.96
Joe Zurfluh	January-21	350.00			\$350.00
Francis Cherney	8/20-1/21	430.00			\$430.00
Carmen Good	January-21	50.00	39.20		\$89.20
		\$8,640.00	\$846.16	\$0.00	\$9,486.16

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: FEBRUARY 2021

For the range of vouchers: 06210012 - 06210020

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06210012	ELECTION SYSTEMS & SOFTWARE	Coding - Spring Primary	02/04/2021	\$2,766.40	P
06210013	WISCONSIN MEDIA	VAR ADS JANUARY 2021 GANNETT	02/12/2021	\$257.93	P
06210014	UNITED MAILING SERVICE	MAIL FEES JANUARY 2021	02/12/2021	\$1,142.26	P
06210015	HOKS DAVID E	Canvass Board - Spring Primary	02/19/2021	\$50.00	
06210016	CEPRESS CINDY	Canvass Board - Spring Primary	02/19/2021	\$50.00	
06210017	QUALITY PLUS PRINTING INC	Election Envelopes	02/19/2021	\$185.00	
06210018	QUALITY PLUS PRINTING INC	Absentee Envelopes	02/18/2021	\$1,200.00	
06210019	QUALITY PLUS PRINTING INC	Absentee Envelopes - C/Mfld	02/18/2021	\$460.00	
06210020	US BANK	VISA CHARGES FEB 2021	02/24/2021	\$526.28	
Grand Total:				\$6,637.87	

Signatures

Committee Chair:

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Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: FEBRUARY 2021

For the range of vouchers: 14200275 - 14200276 14210027 - 14210046

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14200275	UW - MARSHFIELD WOOD COUNTY	2019 CIP CARRYOVER REIMB	02/06/2021	\$1,732.19	P
14200276	UW - MARSHFIELD WOOD COUNTY	2020 CIP - GREENHOUSE	02/06/2021	\$12,000.00	P
14210027	AMT	GARNISHMENT PAYMENT	02/11/2021	\$276.00	P
14210028	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	02/11/2021	\$2,282.93	P
14210029	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	02/11/2021	\$3,982.81	P
14210030	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	02/11/2021	\$3,887.34	P
14210031	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	02/11/2021	\$73.64	P
14210032	WIPFLI LLP	AUDIT PREP AND CONSULTATING	02/05/2021	\$4,500.00	P
14210033	INSPERITY BUSINESS SERVICES LP	TIMESTAR NW CLOCK SUPPORT	02/15/2021	\$450.00	P
14210034	INSPERITY BUSINESS SERVICES LP	TIMESTAR EW CLOCK SUPPORT	02/15/2021	\$225.00	P
14210035	INSPERITY BUSINESS SERVICES LP	TIMESTAR SUPPORT RENEWAL	02/15/2021	\$7,275.38	P
14210036	US BANK	W-2 FILING FEES, 1099 POSTAGE	02/17/2021	\$1,110.45	
14210037	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	02/20/2021	\$10.35	
14210038	STRATEGIC INSIGHTS INC	PLAN IT RENEWAL	02/23/2021	\$750.00	
14210039	UW - GREEN BAY	WGFOA DUES - NEWTON	02/23/2021	\$25.00	
14210040	UW - GREEN BAY	WGFOA DUES - YANG	02/23/2021	\$25.00	
14210041	AMT	GARNISHMENT PAYMENT	02/25/2021	\$276.00	
14210042	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	02/25/2021	\$3,897.20	
14210043	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	02/25/2021	\$3,985.27	
14210044	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	02/25/2021	\$2,288.71	
14210045	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	02/25/2021	\$73.64	
14210046	WI SCTF	GARNISHMENT PAYMENT	02/25/2021	\$184.62	
Grand Total:				\$49,311.53	

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: FEBRUARY 2021

For the range of vouchers: 17200116 - 17200118 17210007 - 17210015

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17200116	NORTHWOODS LASER & EMBROIDERY	Retirement & Service Plaques	11/27/2020	\$72.25	P
17200117	WI DEPT OF WORKFORCE DEVELOPMENT	Jan 2021 Unemployment Charges	12/31/2020	\$9,377.20	P
17200118	CARLSON DETTMAN CONSULTING	Wage Plan Appeals	12/31/2020	\$4,200.00	
17210007	NORTHWOODS LASER & EMBROIDERY	Retirement & Service Plaques	01/30/2021	\$115.50	P
17210008	WI DEPT OF WORKFORCE DEVELOPMENT	Jan 2021 Unemployment Charges	02/01/2021	\$3,341.56	P
17210009	STAPLES ADVANTAGE	Office Supplies	02/05/2021	\$32.42	P
17210010	HORTON GROUP INC THE	Consulting Fees - Feb 2021	02/04/2021	\$2,083.33	P
17210011	NATIONWIDE TRUST CO FSB	PEHP	02/10/2021	\$37,504.00	P
17210012	WACPD	2021 WACPD Membership	02/10/2021	\$25.00	P
17210013	BLUE WATER BENEFITS CONSULTING LLC	2020 ACA Reporting/Mailing	02/15/2021	\$1,516.00	P
17210014	WATERLOO FIRE DEPARTMENT	2019 Medical Charges	02/24/2021	\$1,880.00	
17210015	US BANK	P Card Charges	02/16/2021	\$844.00	
Grand Total:				\$60,991.26	

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: FEBRUARY 2021

For the range of vouchers: 23210003 - 23210013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23210003	SAFELITE FULFILLMENT INC	Vehicle Damage - Sheriff Dept	07/27/2021	\$389.98	P
23210004	SAFELITE FULFILLMENT INC	Vehicle Damage - Emergency Mgt	01/29/2021	\$599.33	P
23210005	SAFELITE FULFILLMENT INC	Vehicle Damage - Squad 33	01/29/2021	\$399.98	P
23210006	WI COUNTY MUTUAL INS CORP	Addtl Ins End - Comm Leasing	01/26/2021	\$25.00	P
23210007	WI COUNTY MUTUAL INS CORP	Addtl Ins End - City of WR	01/26/2021	\$25.00	P
23210008	WI COUNTY MUTUAL INS CORP	Addtl Ins End- Fabco Equipment	01/26/2021	\$25.00	P
23210009	WI COUNTY MUTUAL INS CORP	Addtl Ins End-Mead Witter Foun	01/26/2021	\$25.00	P
23210010	WI COUNTY MUTUAL INS CORP	Addtl Ins End-Sunbelt Rentals	01/26/2021	\$25.00	P
23210011	WI COUNTY MUTUAL INS CORP	Addtl Ins End - Lakeland Care	01/26/2021	\$25.00	P
23210012	WI COUNTY MUTUAL INS CORP	Addtl Ins End-Mfld School Dist	01/26/2021	\$25.00	P
23210013	K-TECH KLEENING SYSTEMS INC	Courthouse Biohazard Cleanup	01/20/2021	\$1,207.11	P
Grand Total:				\$2,771.40	

Signatures

Committee Chair:

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Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: FEBRUARY 2021

For the range of vouchers: 28210028 - 28210050

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210028	CITY OF MARSHFIELD	JANUARY SPECIAL CHARGES	02/03/2021	\$1,023.91	P
28210029	CITY OF NEKOOSA TREASURER	JANUARY SPECIAL CHARGES	02/03/2021	\$468.75	P
28210030	CITY OF WISCONSIN RAPIDS	JANUARY SPECIAL CHARGES	02/03/2021	\$562.26	P
28210031	KORSLIN ERIC OR CHERYL	TAX OVERPAYMENT REFUND	02/03/2021	\$7.95	P
28210032	TOWN OF PORT EDWARDS	JANUARY SPECIAL CHARGES	02/03/2021	\$453.34	P
28210033	TOWN OF SARATOGA	JANUARY SPECIAL CHARGES	02/03/2021	\$1,678.37	P
28210034	TOWN OF GRAND RAPIDS	JANUARY SPECIAL CHARGES	02/03/2021	\$601.43	P
28210035	TOWN OF HANSEN	JANUARY SPECIAL CHARGES	02/03/2021	\$147.84	P
28210036	TOWN OF LINCOLN	JANUARY SPECIAL CHARGES	02/03/2021	\$877.54	P
28210037	TOWN OF RICHFIELD	JANUARY SPECIAL CHARGES	02/03/2021	\$243.67	P
28210038	TOWN OF ROCK TREAS LISA ANDERSON	JANUARY SPECIAL CHARGES	02/03/2021	\$316.35	P
28210039	VILLAGE OF AUBURNDALE TR D MARTH	JANUARY SPECIAL CHARGES	02/03/2021	\$582.87	P
28210040	VILLAGE OF PORT EDWARDS TREAS	JANUARY SPECIAL CHARGES	02/03/2021	\$1,107.32	P
28210041	VILLAGE OF RUDOLPH	JANUARY SPECIAL CHARGES	02/03/2021	\$458.08	P
28210042	WI DEPT OF ADMINISTRATION	JANUARY WI LAND INFO	02/03/2021	\$8,204.00	P
28210043	US BANK	GFOA MEMBERSHIP FEES	02/17/2021	\$150.00	P
28210044	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	02/17/2021	\$1,904.00	P
28210045	STATE OF WISCONSIN TREASURER	JANUARY COC REVENUES	02/17/2021	\$124,523.71	P
28210046	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/17/2021	\$59.17	P
28210047	WOODTRUST BANK	JANUARY MONTHLY SERVICE FEES	02/17/2021	\$324.27	P
28210048	ALLEN GREGORY OR WENDY	TAX OVERPAYMENT REFUND	02/24/2021	\$450.31	P
28210049	BOLLER ANNEMARIE	TAX OVERPAYMENT REFUND	02/24/2021	\$185.56	P
28210050	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	02/24/2021	\$1,952.00	P
Grand Total:				\$146,282.70	

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: FEBRUARY 2021

For the range of vouchers: 34210001 - 34210001

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34210001	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	02/01/2021	\$12,795.00	P
Grand Total:				\$12,795.00	

Signatures

Committee Chair: _____

Committee Member: _____

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Wood County

WISCONSIN

Office of
Deputy Finance Director

Edward Newton
Deputy Finance Director

Date: March 2, 2021
To: Operations Committee

Subject: Finance Department Update
From: Ed Newton

Departmental Activities

- Year-end procedures.
- Budget upload to Dynamics.
- Setting up recurring entries for 2021.
- Preparation and assisting departments with budget reconciliation resolutions.
- Preliminary audit discussions with Wipfli.
- Preliminary discussion with CLA ongoing consulting.
- Preliminary discussion with DSN on 2020 cost plan documentation and audit visit.
- Ongoing discussions with Baird on jail study regarding financing and bonding issues.

Ongoing/Upcoming Projects

- Assist with development proposal with options to balance 2022 budget.
- Impact of jail study on operating expenses, operating levy and debt levy.
- Annual review of all fund balances.
- Year-end procedures.
 - Fixed asset gathers, reconciliation and schedule.
 - Audit gathers and checklists.
- 2020 CAFR preparation.
- 2020 Cost Plan preparation.
- 2020 Form A preparation.
- Continue to refine Questica – improve current reports, create new reports, and training.
- Refresh of Capital Improvement Plan and determine borrowing needs.
- Staff development - succession planning.
- Questica 2022 budget wage plan implementation.

Meetings, Webinars and Conferences

- Attended Marshfield TIF District Joint Review Board meeting.
- Drug Free Communities Support Program grant budget meeting.
- Meeting Sheriff/DOJ grants.
- Fixed asset meetings – various departments.
- Attended Criminal Justice Ad Hoc meeting.
- Attended Jail Ad Hoc meeting.
- Attended Judicial and Legislative meeting.
- Attended Property and Information Technology meeting.
- Payroll/HR meeting - discuss new hire orientation, payroll process, and wage implementation plan.

RESOLUTION#

Introduced by

CEED and Operations Committee

Page 1 of 1

LAR

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

INTENT & SYNOPSIS: To amend the 2021 Land & Water Conservation (LWCD) Admin budget function (56121) for additional expenditures not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is from the LWCD Licenses/Permits revenue account. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
56121	LWCD Expenditures		\$4,100
59210	Licenses/Permit Expenditures	\$4,100	

WHEREAS, the purchase of a roller crimper was approved in capital outlay for 2021 and the roller crimper is ordered with an estimated April 2021 delivery date.

WHEREAS, the roller crimper will be rented to farmers throughout the county/area for use and a trailer is needed to transport the roller crimper to and from landowner's property.

WHEREAS, the trailer to transport the roller crimper was overlooked and was intended to be with the roller crimper in capital outlay during the budget.

WHEREAS, this request to amend the LWCD budget expenditure account 56121 is for the purchase of a trailer to transport the roller crimper.

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

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, amend the LWCD (56121) budget for 2021 by appropriating \$4,100 of additional expenses from the Licenses/Permit expenditures (59210).

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



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

February 22, 2021

To: Operations Committee

From: Kimberly McGrath, Director of Human Resources

Subject: Wage Plan Appeal Results and Recommendations

The attached grid was received from Patrick Glynn of Carlson Dettmann. The changes detailed in this document are summarized below.

The following eleven (11) reclassifications are being recommended due to additional documentation submitted during the formal appeal process that resulted in a grade increase:

- Program Coordinator (Emergency Management)- increase from Grade F to Grade G
- Public Health Nurse Supervisor (Health)- increase from Grade K to Grade L
- Engineering Technician (Highway)- increase from Grade H to Grade I
- Behavioral Health Division Administrator (Human Services)- increase from Grade N to Grade O
- Employment & Training Manager (Human Services)- increase from Grade J to Grade K
- Birth to 3 Teacher/Coordinator- Certified (Human Services)- increase from Grade H to Grade I
- Accounting Clerk (Human Services)- increase from Grade E to Grade F
- Head Nurse, Hospital Unit (Norwood)- increase from Grade K to Grade L
- Accountant (Norwood)- increase from Grade G to Grade H
- Patient Account Billing Specialist (Norwood)- increase from Grade F to Grade G
- Jail Admin Lead Officer (Sheriff)- increase from Grade H to Grade I

The positions that were not indicated to receive a reclassification were:

- Accounting Services (Child Support)
- Public Health Nurse (Health)
- Birth to 3 Teacher/Coordinator- Uncertified (Human Services)
- CST Coordinator (Human Services)
- EMP/APS Service Coordinator (Human Services)
- Family Resources Coordinator (Human Services)
- Accounting Services (Norwood)
- Lieutenants (Sheriff)
- Admin Services (Sheriff)
- Deputy Treasurer (Treasurer)
- Real Property Lister (Treasurer)
- Treasurer Coordinator (Treasurer)

Wood County: Classification Reviews

Title	Department	Recommended Changes / Comments	Original CDC Grade	Proposed CDC Grade
Accounting Services 6	Child Support	Based on the additional information provided to us, we do not believe there is sufficient evidence to warrant additional movement.	F	F
Program Coordinator *	Emergency Management	Based on further review of the job evaluation score, we recommend changing the rating levels for “Thinking Challenges”, “Decision Making”, and “Interactions and Communications”. The additional points result in a change in grade placement.	F	G
Public Health Nurse Supervisor	Health	Based on further review of the job evaluation score, we recommend changing the rating levels for “Decision Making”, “Interactions and Communications”, and “Education and Experience”. The additional points result in a change in grade placement.	K	L
Public Health Nurses	Health	Based on the additional information provided to us, we do not believe there is sufficient evidence to warrant additional movement.	I	I
Engineering Tech	Highway	Based on further review of the job evaluation score, we recommend changing the rating levels for “Interactions and Communications” and “Education and Experience”. The additional points result in a change in grade placement.	H	I
Behavioral Health & LTS Division Administrator	Human Services	Based on further review of the job evaluation score, we recommend changing the rating level for “Education and Experience” to reflect a Master’s level of education. The additional points result in a change in grade placement.	N	O
Employment & Training Manager	Human Services	Based on further review of the job evaluation score, we recommend changing the rating level for “Decision Making”. The additional points result in a change in grade placement.	J	K
B-3 Teacher/Coordinator – Certified	Human Services	Based on further review of the job evaluation score, and an ongoing dialogue with the affected department, we have adjusted our rating profile to reflect two levels. This level would include a state-certified Teacher or Social Worker (as applicable). Based on this new rating profile, we recommend placement at Grade I.	H	I

Wood County: Classification Reviews

Title	Department	Recommended Changes / Comments	Original CDC Grade	Proposed CDC Grade
B-3 Teacher/Coordinator – Uncertified	Human Services	This level would include incumbents that either do not possess the necessary credential(s). The intent is that this would be a temporary grade placement until such time that the credential is earned. Based on this new rating profile, we recommend placement at Grade H.	H	H
CST Coordinator	Human Services	Based on further review of the job evaluation score, we recommend changing the rating level for “Interactions and Communications”. However, the additional points DO NOT result in a change in grade placement.	I	I
EMP/APS Service Coordinator	Human Services	Based on further review of the job evaluation score, we recommend changing the rating level for “Decision Making”. However, the additional points DO NOT result in a change in grade placement.	H	H
Accounting Clerk	Human Services	Based on further review of the job evaluation score, we recommend changing the rating levels for “Decision Making” and “Education and Experience”. The additional points result in a change in grade placement.	E	F
Family Resources Coordinator	Human Services	Based on the additional information provided to us, we do not believe there is sufficient evidence to warrant additional movement.	E	E
NW Head Nurse, Hospital Unit	Norwood	Based on further review of the job evaluation score, we recommend changing the rating levels for “Thinking Challenges” and “Interactions and Communications”. The additional points result in a change in grade placement.	K	L
Accountant (Accounting Services 7) *	Norwood	Based on further review of the job evaluation score, we recommend changing the rating levels for “Education and Experience”. The additional points result in a change in grade placement.	G	H
Patient Account Billing Specialist	Norwood	Based on further review of the job evaluation score, we recommend changing the rating levels for “Decision Making” and “Education and Experience”. The additional points result in a change in grade placement.	F	G

Wood County: Classification Reviews

Title	Department	Recommended Changes / Comments	Original CDC Grade	Proposed CDC Grade
Accounting Services 6 (AP/AR)	Norwood	Based on the additional information provided to us, we do not believe there is sufficient evidence to warrant additional movement.	F	F
Lieutenants	Sheriff	Addressed in the December 8, 2020, memo to the HR Director re: salary compression.	L	L
Admin Lead Officer (Jail)	Sheriff	Based on further review of the job evaluation score, we recommend changing the rating levels for “Thinking Challenges”, “Decision Making”, and “Interactions and Communications”. The additional points result in a change in grade placement. Further, we recommend adjusting the job description to more accurately reflect the supervisory duties of the job.	H	I
Admin Services 5	Sheriff	Based on the additional information provided to us, we do not believe there is sufficient evidence to warrant additional movement.	E	E
Deputy Treasurer	Treasurer	Based on further review of the job evaluation score, we recommend changing the rating level for “Decision Making”. However, the additional points DO NOT result in a change in grade placement.	G	G
Real Property Lister	Treasurer	Based on further review of the job evaluation score, we recommend changing the rating levels for “Thinking Challenges” and “Decision Making”. However, the additional points DO NOT result in a change in grade placement.	G	G
Treasurer Coordinator	Treasurer	Based on further review of the job evaluation score, we recommend changing the rating level for “Education and Experience”. While the duties provided in the job documentation do not rise to the level to require a two-year degree, there is enough complexity to rate this classification as requiring a one-year certificate. However, the additional points DO NOT result in a change in grade placement.	E	E