

EXECUTIVE COMMITTEE

DATE: Tuesday, May 7, 2019
TIME: 8:00 a.m.
LOCATION: Nepco County Park – Shelter Building
1410 Griffith Avenue
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Fleet Vehicle update
6. Discuss Renewable and Sustainable Committee Structure
7. Update on Sol-Smart
8. Update on county strategic plan
9. **IT Department**
 - (a) County 911 Issue
 - (b) IT CIP Requests
10. **Treasurer**
 - (a) Resolution(s) to sell tax deed property to former owner(s).
 - (b) Resolution to sell tax deed property.
11. **Finance**
 - (a) Discuss RFP for Financial Advisor
 - (b) Drug Task Force Grant Resolution – Sheriff's Department
12. **Human Resources (HR)**
 - (a) Health Insurance RFP Presentation – Tim Deaton, The Horton Group
 - (b) Facilities Manager Job Description
 - (c) Employee Policy Handbook Discussion
 - (d) Wage Plan Discussion
13. Administrative Coordinator's Report
14. Set next regular committee meeting date – Tuesday, June 4, 2019
15. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, April 9, 2019
TIME: 8:00 a.m.
PLACE: Wood County Courthouse- Room 114
Wisconsin Rapids, WI

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

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

The meeting was called to order by Chair Machon.

Public Comment – None

Consent Agenda:

Supervisor Clendenning requested pages 2, 3, 7, 16, 25, 35, 37, and 38 be pulled from the consent agenda for discussion.

Motion (Fischer/Curry) to approve the consent agenda, excluding the items pulled as requested for discussion. Motion carried unanimously.

Clendenning questioned if the Wellness Committee minutes in this month's packet were the same he spoke about in the minutes of last Executive Committee. Rozar confirmed. He questioned why the same information was put in the packet again.

Clendenning indicated the date of the evening County Board meeting should be October 15, 2019 instead of the October 6th as stated in the minutes. Minutes will be corrected to reflect the correct date of October 15th, meeting at 7 pm.

Clendenning questioned if the Administrative Coordinator's report in the packet would be discussed. Chair Machon confirmed it would be discussed as an agenda item # 14.

Clendenning questioned Finance Director Cummings on the report in the packet for the Detailed Income from 2018, wondering if changes were still being made. Cummings indicated that at this time, changes can only be made to this report by the Finance Department.

Clendenning questioned Human Resource Director McGrath's Letter of Comments regarding developing an RFP for a comprehensive wage plan review and why the process was taking so long. McGrath indicated the RFP would be completed by the end of April and sent to companies with a target date of return by the end of June. This would allow her to present to the Executive Committee at the July meeting. Clendenning stated no more time should be wasted and he would like to see an AdHoc Committee created to handle this RFP.

Motion (Clendenning/Polach) for the Executive Committee Chair to appoint an AdHoc Committee to explore a comprehensive wage study plan. Motion failed.

Discussion ensued. Chair Machon indicated an agenda item regarding the wage plan discussion would be included in the May Executive Committee meeting.

Clendenning questioned the meaning of Wellness Board updates in the packet regarding the 2019 budget numbers being the same as the 2018 budget. Rozar, the Executive Committee's representation of the Wellness Board, indicated that the Wellness budget numbers for 2019 are close to the same as those in 2018.

Motion (Rozar/Fischer) to approve the pulled items from the consent agenda. Motion carried. Voting no: Clendenning.

Rozar stated the Fleet Vehicle contract with Enterprise was presented to Corporation Counsel, Peter Kastenholz. Kastenholz indicated there were issues in the contract that were discussed with Sue Kunferman and Brandon Vruwink. There was consensus that the contract details, when examined closely, showed there was not the benefit of entering into a contract with Enterprise for fleet vehicle management that was initially believed to be beneficial. Discussion ensued.

Motion (Clendenning/Curry) to discontinue negotiations with Enterprise for fleet vehicle management. Motion carried unanimously.

Rozar stated that due to the control environment policy discussion at previous meetings, Finance has reinstated accountant and financial support staff monthly meetings. Rozar is attending these meetings as the Executive Committee liaison. Cummings commented the meetings have been well received. She will be diligent to continue regular monthly meetings.

Jason Grueneberg from Planning & Zoning presented an updated application form for the Renewable & Sustainable & Lean Process grant.

Motion (Clendenning/Curry) to move forward with the grant approval application and allow Executive Committee to review applications. Motion carried unanimously.

Motion (Clendenning/Rozar) to allow the County Clerk to distribute applications to department heads. Motion carried unanimously.

Jason Grueneberg gave an update on the status of the Sol-Smart certification process. We are currently at a bronze status and close to silver status.

Rozar updated the Committee on the County Strategic Plan progress. Together with Nancy Turyk, she has reviewed results from the first survey. Based on the first survey, they have developed a second survey with categories of common themes. They will present the second survey at the next County Board meeting and will release the surveys after the meeting. Additional third and fourth surveys will be developed based on the results.

Rozar presented a resolution from the Health & Human Services Committee to increase ongoing Social Worker position to a (.97 FTE) position.

Motion (Clendenning/Fischer) to approval resolution to increase (.60 FTE) ongoing Social Worker Position to a (.97 FTE) position. Motion carried unanimously.

IT Director Kaup stated that on March 16, 2019 an outage of the 911 system affected all of Wood County besides the two main cities. The problem was on Solarus' end and the County will work with Solarus to find a resolution.

Kaup discussed the IT Department CIP requests for 2020 and noted many items are at end-of-life which will result in no vendor support and no software updates. Discussion ensued.

Finance Director Cummings presented a resolution to amend the 2018 Emergency Management budget resolution clean-up.

Motion (Rozar/Fischer) to amend the 2018 budget to include monies that were amended in Resolution 18-6-2 to the wrong function for the emergency operations remodel. Motion carried unanimously

Cummings presented a resolution to amend the 2019 Emergency Management budget in the amount of \$17,800. Discussion ensued.

Motion (Clendenning/Polach) to amend the 2019 Emergency Management Budget for additional expenditures that were not anticipated during the initial budget process. Motion carried. Voting no: Fischer, Curry, Machon.

Rozar presented a resolution to amend the Human Services Department 2019 budget for build-out expenses at Marshfield City Hall. Discussion ensued.

Motion (Clendenning/Fischer) to amend the 2019 Human Services Administration budget for additional expenditures for the Human Services Department that were unanticipated during the original budget process. Motion (Rozar/Curry) to amend the original motion to change the budget to the 2018 (instead of the 2019) Human Services budget and to debit the Human Services undesignated fund balance (instead of the general fund) as well as eliminate the 5th "Whereas,". Amendment carried. Voting no: Clendenning, Winch. Amended motion carried. Voting no: Winch.

Cummings presented a resolution to amend the 2019 Sheriff budget. Discussion ensued.

Motion (Clendenning/Polach) to amend the 2019 Sheriff budget for additional expenditures for the Sheriff's office that were unanticipated during the original budget process. Motion carried. Voting no: Winch, Rozar, Machon.

Cummings presented two resolutions to amend the 2019 IT budget for printer resolutions clean-up.

Motion (Clendenning/Curry) to amend the 2019 budget to include monies that were amended to the wrong function for printer and copier fleet. Motion carried unanimously.

Cummings discussed the changes with the current Financial Advisor Company (Springsted) being bought out by Baker Tilly.

Motion (Curry/Rozar) to allow Finance Director Cummings to pursue RFPs for a new Financial Advisor for bonding counsel and present her recommendations at the next Executive Committee meeting. Motion carried unanimously.

Cummings reported all department heads have had the opportunity to attend a WebEx and a question/answer session with the representative from US Bank regarding the Purchase Card/County Credit Card program.

Motion (Rozar/Clendenning) to let Finance Director Cummings start the process for implementation of the Purchase Card/County Credit Cards. Motion carried unanimously.

Cummings discussed the Finance Department's CIP request for 2020-2024.

HR Director McGrath provided an update on the revision of the Employee Policy Handbook. McGrath stated she shared the revised handbook with the department heads and made some minor changes after receiving feedback. McGrath sent the handbook draft to Von Briesen & Roper for a legal review on March 15th. This legal review is provided at no charge through County Mutual Insurance. The redlined handbook from the legal review is expected to be returned to McGrath on April 10th. McGrath will be distributing the handbook containing changes from the legal review electronically to members of this Committee ahead of the next Committee meeting to allow members to review the changes prior to the May meeting.

McGrath presented a request for a refund of health insurance premiums from Edgewater. McGrath explained that Edgewater has budgeted for nine positions for the TBI unit that was supposed to open earlier this year. Due to unforeseen delays, the TBI unit has been unable to open and these positions remain vacant. Edgewater is requesting that \$41,697 be returned to them for health insurance premiums they paid into the health fund for these nine positions in the first quarter of 2019. Human Services Director Vruwink stated that opening the TBI unit is top priority for his Department and they would like to open it as soon as possible. Vruwink stated a potential start date for the TBI unit would be July 1, 2019. Supervisor Rozar pointed out that with the potential start date not

until the beginning of the third quarter, there are premiums that would be charged for the second quarter as well. McGrath stated that there is currently \$6.8 million in the health fund.

Motion (Clendenning/Winch) to refund Edgewater the health insurance premiums that were paid for the nine positions for the TBI unit that have not been filled in the first quarter of 2019 totaling \$41,697. Motion (Rozar/Clendenning) to amend the original motion to add that health insurance premiums for the nine TBI positions not be charged to Edgewater until the positions have been filled. Amendment carried unanimously. Amended motion carried unanimously.

McGrath presented the draft of the new supervisory performance evaluation form that HR developed. McGrath explained the form to Committee members and stated that HR will be developing instructions and trainings on utilizing the new form.

Motion (Clendenning/Rozar) to approve the new supervisory performance evaluation developed by Human Resources. Motion carried unanimously.

McGrath provided an update on the RFP process for health insurance. McGrath stated that the Horton Group sent RFPs to nine TPAs in February that were due on April 1st. One TPA, WCA Group Health Trust, requested an extension and has until April 15th to submit their proposal. Tim Deaton of the Horton Group will be coming to the May, June, and July Executive Committee meetings. Due to Mr. Deaton's schedule, McGrath requested that the Committee consider either changing the date of the July meeting from July 2nd to July 9th or hold a special meeting in July to accommodate Mr. Deaton's schedule. Without objection, Chair Machon stated the July Executive Committee meeting will be moved to July 9th.

Chair Machon asked the Committee if there were any questions on the Administrative Coordinator's report included in the packet. Supervisor Clendenning asked for clarification on the meeting that Machon had with former UW Marshfield Dean Keith Montgomery, the WCUTA meeting he attended in Madison, the lunch he attended with Wisconsin Rapids and Marshfield mayors, the selection committee that he served on for the Mid-State Board of Directors, and the NORESCO meeting.

Agenda items for next meeting: 1. Wage Study RFP
2. Renewable & Sustainable Committee

The next regular meeting of the EC will be on Tuesday, May 7, 2019 at the Nepco Shelter House.

Rozar shared that on April 8th, the Round Barn Quilters group donated quilts and pillow cases for the new unit opening at Norwood. The group said they have never been thanked the way they were thanked by Norwood.

Clendenning shared individuals from many different counties participate in Choose to Reuse and find great benefit in the event.

Machon shared that the Rural Economic Development Innovation (REDI) Grant with the USDA has been submitted to aide in Economic Development.

The Chair declared the meeting adjourned at 10:58 a.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

Executive Committee Meeting

April 9, 2019

NAME (PLEASE PRINT)	REPRESENTING
Jason Grunberg	Planning + Zoning
Sue Kuyperman	Health Dept.
Amy Karp	IT
William Winch	District 16
Kelli Quinnell	HR
Bill Clendenning	WCB District 15
Adam Fischer	WCD # 5
Jordon Bruce	Norwood.
REUBEN VAN TASSEL	MAINT
Marka Cunningham	Finance
Shawn Becker	WCSO
Quenton Ellis	WOSO
Peter Kastenholz	Corp. Co.
Brandon Vruwink	
Kim McGram	HR
Heather Gehrt	Treasurer
Jo Timmerman	Human Services
Roland Hawk	Hwy
RANDY DORSHORST	SHERIFF'S DEPT.
Nancy Lyle	UWEX
Ted Asch	Wood County Sheriff's Dept.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – May 2019

- Here is a little recap of the Spring Election, held on April 2, 2019:
 - County-wide turnout for the Spring Election = 40.2%
 - Average turnout for Spring, Odd-Year, Election 2005-2017 = 27.55%
- Top 3 turnout municipalities
 - Village of Port Edwards = 55.49%
 - Town of Auburndale = 53.47%
 - Town of Dexter = 53.24%
- Bottom 3 turnout municipalities
 - Town of Milladore = 34.65%
 - Town of Marshfield = 35.10%
 - City of Wisc. Rapids = 35.62%
- We did run out of pre-printed ballots in 7 municipalities. Not knowing what to expect for turnout, and looking at past statistics, I ordered for a 40-45% turnout. While we make every effort to ensure this does not happen, our municipal clerks followed the proper procedure of making photo copies of blank ballots and having the election inspectors hand count those ballots at the end of the night.
- The Supreme Court race ended up within the margin required for a recount, however because the margin exceeded 0.25%, the losing candidate would have had to pay the cost of that recount, pursuant to state statutes. We conducted our canvass on Thursday, April 4th and all the election night totals stood. We certified the following Tuesday after Marathon County certified their election. We had a new Multi-Jurisdictional Judge elected for the City of Marshfield, Village of Stratford, and Village of Spencer, so Marathon County had to certify their totals to me in order for us to certify the aggregate.
- While we waited to find out if Judge Neubauer would concede, or petition for recount, our office started with the preparations to conduct a recount. We had warned all the municipal clerks to be ready to bring their election materials in, I reserved the rooms we were going to use, and started getting tabulators and extra Board of Canvass members lined up. The timeline moves quickly after a petition is filed, so we wanted to make sure we were ready to go if a recount was ordered.
- At the canvass, we once again conducted a voluntary audit of 2 randomly drawn municipalities and races to ensure our tabulators are correctly reporting. I bring in a municipal clerk and have them and Deputy County Clerk Evanson conduct that hand count audit while the Board of Canvass reconciles the other reporting units. This audit, once again, came out exactly as the tabulator reported. The Elections Commission reimburses the cost of bringing in that additional person.
- Speaking of the Board of Canvass, the following is a publication that Cindy left for me in the office. It shows, what I believe to be, a county canvass that occurred back in November of 1952 in the County Clerk's office in the old courthouse. You will notice the long sheets of paper on the table. These were old tabulation sheets used to report election results by municipality. The guy in the bottom left corner appears to be holding

the old style poll books we used to use as well. All names had to be hand written in that book along with the voter's address. (I remember doing that when I sat on elections!) You probably also noticed the cigarettes and ash trays on the table. My, how times have changed. Now we only have my coffee cup on the table when we conduct canvass.....but I digress. The County Clerk at the time was Joachim A. "Joe" Schindler. He served from 1933-1959 and is, to date, the longest serving County Clerk in Wood County history. He went on to serve on the County Board after he retired, and passed away in 1960. I have seen pictures of him and I do not see him in this photo, which leads me to believe this was a canvass. Mr. Schindler would have been on the ballot in November 1952 and probably did not canvass his own race, especially if he had competition. That counter you see in the background that those gentlemen are leaning on actually made the move from the old courthouse to the new courthouse in 1956 and was used in the County Clerk's office until 2009 (some of you will remember this) when the office was remodeled back when we were located on the second floor.



November 2004 Volume II #3

South Wood County Historical Corp.

Artifacts



Election Issue

Cover Photo by Don Krohn. At "old" Wood County Courthouse?

It's that time again: counting the chads. The Fritzsinger's Insurance Agency wall calendar seems to matches those dated November 1952.

In this issue: Krohn photos of politicians, pages 2-5; Peterson plane photo, p. 6; May 2004 *Artifacts* bicycle photo I.D., Brown Derby photo, 7; Our 20th Century interview with Don and Marion Farrish, 10-21; Harold Stassen pix, 23; History From McMillan by Don Litzer, 23; From the Museum by Karen Pecher, Jeff Davis, 24.



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

May 7, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

Departmental Activities

Project completion for the following:

1. Employee expense reimbursements on payroll checks (starting with the first paycheck in May)
2. CIP compiled and ready for presentation to the Executive Committee (need to set a date to go over the CIP with committee chairs and department heads)
3. Dynamics Upgrade (It seems as though we have worked out all of the kinks)
4. The audit will be taking place May 6th through 17th. We did not get all the required information on time for the audit. So the closing of the audit will be delayed along with the Comprehensive Annual Financial Report. I want to thank everyone who contributed and worked hard in preparing for 2018 yearend and audit. It is nice to work with such great staff who are dedicated and work as a team.

Ongoing projects:

1. The Deputy Finance Director submitted her resignation (The position is posted until May 5, 2019 then I will be conducting interviews)
2. RFP for Financial Advisory Services (We received 5 RFP for consideration)
3. Audit (Auditors are currently here)
4. Municipal Financial Report (Form A) due to the State by May 15, 2019
5. Budget Software with a target release date of July 1, 2019
6. Cost Report Audit set for June 5th and 6th 2019
7. Comprehensive Annual Financial Report (CAFR) target release date June 15, 2019
8. Strategic Planning for the Finance Department target date of September 1, 2019
9. Laserfiche set up for accounts payable target date of November 30, 2019
10. Encumbrances and workflow target date of January 1, 2020
11. Fixed Asset Module target date of March 1, 2020
12. Chart of Accounts and Vendor clean up an ongoing process
13. Employee portal for check viewing target date of July 1, 2019

Meetings, Webinars and Conferences

1. Weekly Status Call with the Budgeting Software Vendor
2. Attended Oversight Committee meetings
3. Budget Software Training
4. Monthly meeting with Wood County's Fiscal Staff
5. TID Review meetings
6. Fixed Asset Conference call with Dynamics Vendor
7. IT Discussion meeting with various Department Heads
8. Met with the County Board Chairman and the HR director on the Deputy Finance Director position
9. Met with IT Programmer on the best way to handle CIP from all three software programs for a smooth integration

Budget to Actual Income Statement for the 4 months ending April 30, 2019.

5/1/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Tuesday, April 30, 2019

	Actual	2019 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$8,968,193.68	\$26,904,581.00	(\$17,936,387.32)	(66.67%)
41150 Forest Cropland/Managed Forest Land	56,133.91	25,000.00	31,133.91	124.54%
41220 General Sales and Retailers' Discount	57.90		57.90	0.00%
41221 County Sales Tax	1,349,869.49	5,800,000.00	(4,450,130.51)	(78.73%)
41230 Real Estate Transfer Fees	27,490.32	120,000.00	(92,509.68)	(77.09%)
41800 Interest and Penalties on Taxes	114,960.06	410,000.00	(295,039.94)	(71.96%)
41910 Payments in Lieu of Taxes	18,398.73	18,500.00	(101.27)	(0.55%)
Total Taxes	10,535,104.09	33,278,081.00	(22,742,976.91)	(68.34%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government	1,058.00		1,058.00	0.00%
43410 State Aid-Shared Revenue		3,059,556.00	(3,059,556.00)	(100.00%)
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		73,300.00	(73,300.00)	(100.00%)
43512 State Aid-Courts	133,419.95	377,350.00	(243,930.05)	(64.64%)
43514 State Aid-Court Support Services		58,400.00	(58,400.00)	(100.00%)
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	73,446.43	121,000.00	(47,553.57)	(39.30%)
43523 State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00	0.49%
43528 State Aid-Emergency Government		93,250.00	(93,250.00)	(100.00%)
43531 State Aid-Transportation	548,606.26	2,096,592.00	(1,547,985.74)	(73.83%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	10,895.84	77,978.00	(67,082.16)	(86.03%)
43554 State Aid-Health WIC Program	26,484.00	360,000.00	(333,516.00)	(92.64%)
43557 State Aid-Health Consolidated Contract	11,592.00	66,766.00	(55,174.00)	(82.64%)
43560 State Aid-Grants	7,384.00	66,391.00	(59,007.00)	(88.88%)
43561 State Aids	3,187,668.33	12,352,657.00	(9,164,988.67)	(74.19%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	12,077.00	938,661.00	(926,584.00)	(98.71%)
43571 State Aid-UW Extension	1,344.00	11,500.00	(10,156.00)	(88.31%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		75,006.81	(75,006.81)	(100.00%)
43576 State Aid-Parks		162,500.00	(162,500.00)	(100.00%)
43581 State Aid-Forestry	48,407.18	49,090.00	(682.82)	(1.39%)
43586 State Aid-Land Conservation	10,967.53	407,487.00	(396,519.47)	(97.31%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,245.08	3,249.00	(3.92)	(0.12%)
Total Intergovernmental	4,348,563.60	21,076,224.81	(16,727,661.21)	(79.37%)
Licenses and Permits				
44100 Business and Occupational Licenses	15,133.07	350,000.00	(334,866.93)	(95.68%)
44101 Utility Permits	1,150.02	1,050.00	100.02	9.53%
44102 Driveway Permits	180.00	860.00	(680.00)	(79.07%)
44200 DNR & ML Fees	9,369.00	54,250.00	(44,881.00)	(82.73%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	75.00	1,025.00	(950.00)	(92.68%)
44300 Sanitary Permit Fees	8,300.00	60,253.00	(51,953.00)	(86.22%)
44411 County Planner Plat Review Fees	430.00	7,500.00	(7,070.00)	(94.27%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	1,503.78	15,675.00	(14,171.22)	(90.41%)
44415 HT Database Annual Fee	3,300.00	90,560.00	(87,260.00)	(96.36%)
Total Licenses and Permits	39,440.87	582,923.00	(543,482.13)	(93.23%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	465.75	1,700.00	(1,234.25)	(72.60%)
45115 County Share of Occupational Driver	40.00	200.00	(160.00)	(80.00%)
45120 County Share of State Fines and Forfeitures	33,113.42	152,000.00	(118,886.58)	(78.21%)
45123 County Parks Violation Fee		750.00	(750.00)	(100.00%)
45130 County Forfeitures Revenue	25,907.93	92,000.00	(66,092.07)	(71.84%)
45191 Private Sewage Fines	9,262.90	15,000.00	(5,737.10)	(38.25%)
Total Fines, Forfeits and Penalties	68,790.00	261,650.00	(192,860.00)	(73.71%)
Public Charges for Services				
46110 County Clerk-Passport Fees	1 10,455.00	20,000.00	(9,545.00)	(47.73%)
46121 Treasurer Fees-Redemption Notices	3,159.65	4,000.00	(840.35)	(21.01%)
46122 Property Conversion Charges		1,000.00	(1,000.00)	(100.00%)

5/1/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Tuesday, April 30, 2019

		Actual	2019 Budget	Variance	Variance %
46130	Register of Deeds-Fees	67,690.41	309,000.00	(241,309.59)	(78.09%)
46131	Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135	Land Record-Fees	16,440.00	92,880.00	(76,440.00)	(82.30%)
46140	Court Fees	42,711.06	170,000.00	(127,288.94)	(74.88%)
46141	Court Fees and Costs-Marriage Counseling	1,500.00	12,700.00	(11,200.00)	(88.19%)
46142	Court/Juvenile	9,885.40	22,000.00	(12,114.60)	(55.07%)
46143	Other Professional Reimbursements	5,426.02	14,750.00	(9,323.98)	(63.21%)
46144	Circuit Court Branch I	10,795.54	28,600.00	(17,804.46)	(62.25%)
46146	Circuit Court Branch III	4,165.00	7,500.00	(3,335.00)	(44.47%)
46191	Public Chgs-Clerk	980.00	7,600.00	(6,620.00)	(87.11%)
46192	Public Chgs-Temp Licenses	2,519.20	7,000.00	(4,480.80)	(64.01%)
46194	County Clerk Copy Fees	40.00	275.00	(235.00)	(85.45%)
46195	Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196	Public Chgs-Human Resources	569,330.67	1,500,767.00	(931,436.33)	(62.06%)
46210	Sheriff-Public Charges	50.00	350.00	(300.00)	(85.71%)
46211	Sheriff Revenue-Civil Process Fees	23,445.76	60,000.00	(36,554.24)	(60.92%)
46212	Sheriff Cost Reimbursement/Witness Fees	17,649.90	53,000.00	(35,350.10)	(66.70%)
46214	Reserve Deputy Revenue	300.00	12,000.00	(11,700.00)	(97.50%)
46215	Sheriff Escort Service	12,265.42	30,000.00	(17,734.58)	(59.12%)
46216	Restitution	1,875.92	200.00	1,675.92	837.96%
46217	OWI Restitution	404.79	1,800.00	(1,395.21)	(77.51%)
46221	Public Chgs-Coroner Cremation	17,000.00	60,000.00	(43,000.00)	(71.67%)
46230	Death Certificates	5,400.00	15,000.00	(9,600.00)	(64.00%)
46241	Jail Surcharge	7,746.01	35,000.00	(27,253.99)	(77.87%)
46242	Huber/Electronic Monitoring	61,961.36	347,678.00	(285,716.64)	(82.18%)
46243	Inmate Booking/Processing Fee	6,050.91	18,000.00	(11,949.09)	(66.38%)
46244	Other County Transports	3,735.11	22,000.00	(18,264.89)	(83.02%)
46245	Jail Stay Fee	11,749.25	41,975.00	(30,225.75)	(72.01%)
46291	Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46310	Public Chgs-Frac Sand	163,912.16		163,912.16	0.00%
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510	Public Chgs-Crisis Stabilization	106,680.30	509,837.00	(403,156.70)	(79.08%)
46520	Institutional Care-Private Pay	230,985.03	1,380,056.00	(1,149,070.97)	(83.26%)
46521	Institutional Care-Other Pay	100.00	5,500.00	(5,400.00)	(98.18%)
46525	Public Chgs- Medicare	632,150.14	2,156,613.00	(1,524,462.86)	(70.69%)
46526	Public Chgs- Medicaid	973,773.60	6,227,595.00	(5,253,821.40)	(84.36%)
46527	Public Chgs-Veterans EW	1,055.34		1,055.34	0.00%
46530	Public Charges	1,276,240.15	5,893,278.00	(4,617,037.85)	(78.34%)
46531	Public Chgs- Private Insurance	204,532.38	923,369.00	(718,836.62)	(77.85%)
46532	Public Chgs-County Responsible	25,793.07	202,819.00	(177,025.93)	(87.28%)
46533	Public Chgs-NW Mental Health Inpatient	70,008.56	529,195.00	(459,186.44)	(86.77%)
46534	Public Chgs-NW Mental Health Inpatient	210,854.71	1,823,383.00	(1,612,528.29)	(88.44%)
46536	Third Party Awards & Settlements		404,946.00	(404,946.00)	(100.00%)
46537	Contractual Adjustment	(850,239.14)	(4,430,479.00)	3,580,239.86	(80.81%)
46590	Provision for Bad Debts-Edgewater	(22,999.98)	(92,000.00)	69,000.02	(75.00%)
46621	Child Support-Genetic Tests	1,266.14	4,300.00	(3,013.86)	(70.09%)
46623	Child Support-Filing Fees	50.00	200.00	(150.00)	(75.00%)
46624	Child Support-Service Fees	2,650.72	12,000.00	(9,349.28)	(77.91%)
46625	Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721	Public Chgs-Parks	105,382.85	550,000.00	(444,617.15)	(80.84%)
46772	UW-Extension Project Revenue	1,326.03	3,050.00	(1,723.97)	(56.52%)
46813	County Forest Revenue	150,314.30	385,000.00	(234,685.70)	(60.96%)
46825	Land Conservation Fees & Sales	55,300.51	68,185.00	(12,884.49)	(18.90%)
46826	Private Sewage Charges	240.00	19,150.00	(18,910.00)	(98.75%)
	Total Public Charges for Services	4,254,129.25	19,503,072.00	(15,248,942.75)	(78.19%)
	Intergovernmental Charges for Services				
47210	Intergovernmental Charges	74,944.49	570,700.00	(495,755.51)	(86.87%)
47230	State Charges	491,352.78	1,433,100.00	(941,747.22)	(65.71%)
47231	State Charges-Highway	108,519.18	232,838.00	(124,318.82)	(53.39%)
47232	State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47250	Intergovernmental Transfer Program Rev		618,800.00	(618,800.00)	(100.00%)
47300	Local Gov Chgs	106,249.59	561,660.00	(455,410.41)	(81.08%)
47320	Local Gov Chgs-Public Safety	2 11,972.27	30,000.00	(18,027.73)	(60.09%)
47330	Local Gov Chgs-Transp	223,852.38	1,207,485.00	(983,632.62)	(81.46%)
47332	Local Gov Chgs-Roads		403,360.00	(403,360.00)	(100.00%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Tuesday, April 30, 2019

	Actual	2019 Budget	Variance	Variance %
47333 Local Gov Chgs-Bridges	(23,142.30)	27,440.00	(50,582.30)	(184.34%)
47350 Local Gov Chgs-Hlth & Human Svcs		66,858.00	(66,858.00)	(100.00%)
47351 Local Gov Chgs-Other Governments		5,000.00	(5,000.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)		2,500.00	(2,500.00)	(100.00%)
47392 Local Gov Chgs-BNI (Staff)		850.00	(850.00)	(100.00%)
47393 Local Gov Chgs-Work Relief	647.50	14,200.00	(13,552.50)	(95.44%)
47395 Local Gov Chgs-EM Vehicles	911.72	5,000.00	(4,088.28)	(81.77%)
47396 Local Gov Chgs-EM Equipment	162.50	800.00	(637.50)	(79.69%)
Total Charges to Other Governments	995,470.11	7,270,817.00	(6,275,346.89)	(86.31%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	3,810,619.41	10,813,388.00	(7,002,768.59)	(64.76%)
47411 Dept Charges-Purchasing	12,739.89	38,200.00	(25,460.11)	(66.65%)
47412 Dept Charges-Insurance	166,136.80	498,408.00	(332,271.20)	(66.67%)
47413 Dept Charges-Gen Govt	411,680.55	1,128,105.00	(716,424.45)	(63.51%)
47415 Dept Charges-Systems	95,343.26	318,245.00	(222,901.74)	(70.04%)
47421 Dept Charges-Public Safety	4,066.31	21,500.00	(17,433.69)	(81.09%)
47430 Dept Charges-Bldg Rent	297,463.68	926,936.00	(629,472.32)	(67.91%)
47435 Dept Charges-Sheriff Lockup Rent	5,333.32	16,000.00	(10,666.68)	(66.67%)
47438 Dept Charges-Riverblock Rent	198,395.00	597,276.00	(398,881.00)	(66.78%)
47440 Dept Charges		3,400.00	(3,400.00)	(100.00%)
47460 Dept Charges-Drug Court	17,000.00	73,000.00	(56,000.00)	(76.71%)
47470 Dept Charges-Highway	15,136.02	1,783,420.00	(1,768,283.98)	(99.15%)
Total Interdepartmental Charges	5,033,914.24	16,217,878.00	(11,183,963.76)	(68.96%)
Total Intergovernmental Charges for Services	6,029,384.35	23,488,695.00	(17,459,310.65)	(74.33%)
Miscellaneous				
48000 Miscellaneous	46.10		46.10	0.00%
48100 Interest	6.77	20.00	(13.23)	(66.15%)
48110 Interest-Capital Projects	1.14	10.00	(8.86)	(88.60%)
48113 Unrealized Gain/Loss on Investment	50,827.59	(24,500.00)	75,327.59	(307.46%)
48114 Interest-Investment	62,752.73	124,812.00	(62,059.27)	(49.72%)
48115 Interest-General Investment	50,022.89	30,000.00	20,022.89	66.74%
48116 Interest-Section 125 & Health	231.46	378.00	(146.54)	(38.77%)
48117 Interest-Clerk of Courts	57.79	400.00	(342.21)	(85.55%)
48200 Rental Income	45,597.98	138,196.00	(92,598.02)	(67.00%)
48300 Gain/Loss-Sale of Property	(1,888.72)	152,000.00	(153,888.72)	(101.24%)
48320 Gain/Loss-Sale of Surplus Property	851.00	500.00	351.00	70.20%
48340 Gain/Loss-Sale of Salvage and Waste	897.15	6,700.00	(5,802.85)	(86.61%)
48440 Insurance Recoveries-Other	130,570.15	1,404,240.00	(1,273,669.85)	(90.70%)
48500 Donations	142,956.77	127,550.00	15,406.77	12.08%
48502 Donations-Veterans Loan Repayment	1,828.00		1,828.00	0.00%
48503 Donations-Services ATV Club		6,000.00	(6,000.00)	(100.00%)
48540 Donations & Contributions	25,983.78	45,000.00	(19,016.22)	(42.26%)
48830 Recovery of PYBD & Contractual Adj	10,114.99	46,500.00	(36,385.01)	(78.25%)
48860 Revenue from Meals	3,035.25	21,000.00	(17,964.75)	(85.55%)
48880 Food Vending Machine Income	547.00	4,500.00	(3,953.00)	(87.84%)
48900 Other Miscellaneous Revenue	61,449.36	37,450.00	23,999.36	64.08%
48901 Other/Miscellaneous Revenue	4,829.81	1,500.00	3,329.81	221.99%
48910 Vending/Cafeteria Revenue	3,629.10	8,700.00	(5,070.90)	(58.29%)
48920 Vending Machine Revenue	1,030.35	4,200.00	(3,169.65)	(75.47%)
48940 Canteen Income		500.00	(500.00)	(100.00%)
48970 Rental Income- NHC, Health Annex	5,836.00	17,508.00	(11,672.00)	(66.67%)
48980 Misc/Other Workshop Revenue		100.00	(100.00)	(100.00%)
48990 Other Operating Income	690.52	1,984.00	(1,293.48)	(65.20%)
48991 Copier Revenue	366.75	1,800.00	(1,433.25)	(79.63%)
Total Miscellaneous	602,271.71	2,157,048.00	(1,554,776.29)	(72.08%)
Other Financing Sources				
49110 Proceeds from Long-Term Debt	1,886.00	59,486.00	(57,600.00)	(96.83%)
49210 Transfer from General Fund		310,000.00	(310,000.00)	(100.00%)
49220 Transfer from Special Revenue	1,018,082.01	5,800,000.00	(4,781,917.99)	(82.45%)
49270 Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
Total Other Financing Sources	1,019,968.01	6,546,753.00	(5,526,784.99)	(84.42%)
TOTAL REVENUES	26,897,651.88	106,894,446.81	(79,996,794.93)	(74.84%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, April 30, 2019

	Actual	2019 Budget	Variance	Variance %
EXPENDITURES				
General Government				
51120 Committees & Commissions	72,142.91	216,928.00	144,785.09	66.74%
51212 Circuit Court Branch I	130,788.35	412,441.00	281,652.65	68.29%
51213 Circuit Court Branch II	36,029.68	122,773.00	86,743.32	70.65%
51214 Circuit Court Branch III	51,044.45	130,614.00	79,569.55	60.92%
51215 Drug Court	64,371.71	216,187.00	151,815.29	70.22%
51217 Clerk of Courts-Divorce Mediation	4,750.00	25,000.00	20,250.00	81.00%
51220 Family Court Commissioner	16,249.98	65,000.00	48,750.02	75.00%
51221 Clerk of Courts	396,740.01	1,344,176.00	947,435.99	70.48%
51231 Coroner	43,681.38	160,607.00	116,925.62	72.80%
51310 District Attorney	94,181.50	322,279.00	228,097.50	70.78%
51315 Victim Witness Program	47,099.34	152,796.00	105,696.66	69.18%
51320 Corporation Counsel	89,014.07	310,643.00	221,628.93	71.35%
51330 Child Support	316,856.36	1,049,541.00	732,684.64	69.81%
51420 County Clerk	86,867.62	302,827.00	215,959.38	71.31%
51424 County Clerk-Postage Meter	4,207.76	14,000.00	9,792.24	69.94%
51430 Health Benefit Payments	3,032,749.84	13,210,172.00	10,177,422.16	77.04%
51431 Health-Wellness	105,654.40	377,267.00	271,612.60	71.99%
51433 Human Resources-Labor Relations	3,878.00	30,000.00	26,122.00	87.07%
51435 Human Resources-Personnel	126,831.45	415,754.00	288,922.55	69.49%
51436 Human Resources-Programs	198.72	24,739.00	24,540.28	99.20%
51440 County Clerk-Elections	29,222.66	50,953.00	21,730.34	42.65%
51450 Data Processing	595,824.29	1,776,746.00	1,180,921.71	66.47%
51451 Voice over IP	68,795.65	147,300.00	80,504.35	54.65%
51452 PC Replacement	42,609.62	176,500.00	133,890.38	75.86%
51453 Co Clerk-Inform & Commun	4,591.55	18,500.00	13,908.45	75.18%
51510 Finance	146,038.91	467,934.00	321,895.09	68.79%
51520 Treasurer	135,361.54	453,189.00	317,827.46	70.13%
51550 Purchasing	18,013.18	53,006.00	34,992.82	66.02%
51590 Contingency		304,465.13	304,465.13	100.00%
51591 Efficiency		25,000.00	25,000.00	100.00%
51592 Initiatives		25,000.00	25,000.00	100.00%
51611 Bldg Maint-Courthouse and Jail	341,353.15	1,227,675.00	886,321.85	72.20%
51630 Bldg Maint-Unified Svcs Building	3,602.79	10,022.00	6,419.21	64.05%
51640 Bldg Maint-Joint Use Building	2,527.70	12,272.00	9,744.30	79.40%
51650 Bldg Maint-Sheriff Lockup	1,445.90	5,472.00	4,026.10	73.58%
51660 Bldg Maint-CBRF's		3,450.00	3,450.00	100.00%
51670 Bldg Maint-River Block	118,992.60	597,276.00	478,283.40	80.08%
51710 Register of Deeds	176,084.98	463,224.00	287,139.02	61.99%
51931 Property and Liability Insurance	360,088.55	613,429.00	253,340.45	41.30%
51933 Workers Comp Insurance	97,581.00	488,268.00	390,687.00	80.01%
51934 Sick Leave Conversion	41,113.31	500,000.00	458,886.69	91.78%
Total General Government	<u>6,904,584.91</u>	<u>26,323,425.13</u>	<u>19,418,840.22</u>	<u>73.77%</u>
Public Safety				
52110 Sheriff-Administration	690,428.46	2,662,120.00	1,971,691.54	74.06%
52130 Radio Engineer	50,087.46	231,544.00	181,456.54	78.37%
52131 Sheriff-Indian Law Enforce	6,967.04	34,541.00	27,573.96	79.83%
52140 Sheriff-Traffic Police	912,643.59	3,172,419.00	2,259,775.41	71.23%
52150 Sheriff-Civil Svc Comm	175.00	1,000.00	825.00	82.50%
52220 Emer Mgmt-Fire Suppression		143,164.00	143,164.00	100.00%
52510 Emer Mgmt-SARA Title III	11,647.20	52,807.00	41,159.80	77.94%
52520 Emergency Management	85,392.57	290,606.00	205,213.43	70.62%
52601 Dispatch	547,847.09	1,801,711.00	1,253,863.91	69.59%
52530 Emer Mgmt-Bldg Numbering	234.00	3,000.00	2,766.00	92.20%
52540 Emer Mgmt-Work Relief	54,365.89	185,677.00	131,311.11	70.72%
52710 Sheriff-Jail	810,585.76	2,725,304.00	1,914,718.24	70.26%
52712 Sheriff-Electronic Monitoring	49,146.00	221,737.00	172,591.00	77.84%
52713 Sheriff-PT Transp/Safekeeper	203,432.46	1,388,247.00	1,184,814.54	85.35%
52721 Sheriff-Jail Surcharge		100,000.00	100,000.00	100.00%
Total Public Safety	<u>3,422,952.52</u>	<u>13,013,877.00</u>	<u>9,590,924.48</u>	<u>73.70%</u>
Public Works-Highway				
53110 Hwy-Administration	100,369.53	334,628.00	234,258.47	70.01%
53120 Hwy-Engineer	60,108.04	232,838.00	172,729.96	74.18%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, April 30, 2019

		Actual	2019 Budget	Variance	Variance %
53191	Hwy-Other Administration	110,722.51	323,806.00	213,083.49	65.81%
53210	Hwy-Employee Taxes & Benefits	(658,058.50)		658,058.50	0.00%
53220	Hwy-Field Tools	(4,524.38)	13,400.00	17,924.38	133.76%
53230	Hwy-Shop Operations	107,478.18	331,129.00	223,650.82	67.54%
53232	Hwy-Fuel Handling	(10,134.66)	12,100.00	22,234.66	183.76%
53240	Hwy-Machinery Operations	(578,573.29)	2,173,434.00	2,752,007.29	126.62%
53260	Hwy-Bituminous Ops	12,674.79	230,902.00	218,227.21	94.51%
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01	74.39%
53266	Hwy-Bituminous Ops	35,548.73	1,762,924.00	1,727,375.27	97.98%
53270	Hwy-Buildings & Grounds	75,303.35	181,436.00	106,132.65	58.50%
53290	Hwy-Salt Brine Operations	8,256.17		(8,256.17)	0.00%
53291	Hwy-Salt Brine Operations	(205.58)		205.58	0.00%
53281	Hwy-Acquisition of Capital Assets	312,740.50		(312,740.50)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	325,926.14	1,701,201.00	1,375,274.86	80.84%
53312	Hwy-Snow Remov	1,011,447.77	947,088.00	(64,359.77)	(6.80%)
53313	Hwy-Maintenance Gang	9,076.88	107,015.00	97,938.12	91.52%
53314	Hwy-Maint Gang-Materials	1,610.00		(1,610.00)	0.00%
53320	Hwy-Maint STHS	760,230.27	1,386,445.00	626,214.73	45.17%
53330	Hwy-Local Roads	241,415.99	1,190,217.00	948,801.01	79.72%
53340	Hwy-County-Aid Road Construction		440,617.00	440,617.00	100.00%
53341	Hwy-County-Aid Bridge Construction		200,422.00	200,422.00	100.00%
53490	Hwy-State & Local Other Services	96,205.96	555,842.00	459,636.04	82.69%
	Total Public Works-Highway	2,048,195.39	12,248,116.00	10,199,920.61	83.28%
	Health and Human Services				
54121	Health-Public Health	528,629.92	1,808,272.00	1,279,642.08	70.77%
54122	Health-WIC Program	109,045.92	359,800.00	250,754.08	69.69%
54128	Health-Public Health Grants	25,968.29	67,205.00	41,236.71	61.36%
54129	Humane Officer	12,989.99	35,485.00	22,495.01	63.39%
54130	Health-Dental Sealants	40,340.49	114,654.00	74,313.51	64.82%
54132	Adams-Juneau Sanitation	93,071.57	307,487.00	214,415.43	69.73%
54210	Edgewater-Nursing	1,208,408.56	4,320,403.00	3,111,994.44	72.03%
54211	Edgewater-Housekeeping	33,451.53	130,363.00	96,911.47	74.34%
54212	Edgewater-Dietary	214,852.68	742,634.00	527,781.32	71.07%
54213	Edgewater-Laundry	13,083.05	54,322.00	41,238.95	75.92%
54214	Edgewater-Maintenance	109,191.15	428,717.87	319,526.72	74.53%
54217	Edgewater-Activities	53,499.15	184,131.00	130,631.85	70.95%
54218	Edgewater-Social Services	47,305.45	152,037.00	104,731.55	68.89%
54219	Edgewater-Administration	213,298.10	720,970.00	507,671.90	70.42%
54220	Wood Haven TBI	12,820.32	897,983.00	885,162.68	98.57%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54317	Human Services Crisis Stabilization	89,251.60	291,153.00	201,901.40	69.35%
54324	Norwood-SNF-CMI	327,486.35	1,146,558.00	819,071.65	71.44%
54325	Norwood SNF TBI	228,196.24	728,974.00	500,777.76	68.70%
54326	Norwood-Inpatient	997,566.44	3,524,103.00	2,526,536.56	71.69%
54350	Norwood-Dietary	348,312.69	1,129,370.00	781,057.31	69.16%
54351	Norwood-Plant Ops & Maint	191,922.47	675,913.00	483,990.53	71.61%
54363	Norwood-Medical Records	81,642.25	261,728.00	180,085.75	68.81%
54365	Norwood-Administration	379,674.00	1,199,527.00	819,853.00	68.35%
54401	Human Services-Child Welfare	1,053,095.86	3,822,418.00	2,769,322.14	72.45%
54405	Human Services-Youth Aids	826,521.86	3,343,095.00	2,516,573.14	75.28%
54410	Human Services-Child Care	40,975.97	159,188.00	118,212.03	74.26%
54413	Human Services-Transportation	98,164.84	449,566.00	351,401.16	78.61%
54420	Human Services-ESS	453,474.38	1,466,547.00	1,013,072.62	69.08%
54425	Human Services-FSET	804,259.83	3,176,589.00	2,372,329.17	74.68%
54435	Human Services-LIEAP	35,870.22	120,256.00	84,385.78	70.17%
54440	Human Services-Birth to Three	145,100.80	545,393.00	400,292.20	73.40%
54445	Human Services-Childrens COP	21,979.52	181,750.00	159,770.48	87.91%
54450	Human Services-Childrens Waivers	109,846.73	350,302.00	240,455.27	68.64%
54455	Human Services-CSP	174,843.78	590,056.00	415,212.22	70.37%
54480	Human Services-OPC MH	5337,921.52	1,516,881.00	1,178,959.48	77.72%
54465	Human Services-CCS	604,002.53	2,284,175.00	1,680,172.47	73.56%
54470	Human Services-Crisis Legal Svc	301,593.28	979,664.00	678,070.72	69.21%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Tuesday, April 30, 2019

		2019		
		Actual	Budget	Variance
				Variance %
54475	Human Services-MH Contr COP	96,959.46	1,393,677.00	1,296,717.54
54480	Human Services-OPC AODA	132,576.14	428,196.00	295,619.86
54485	Human Services-OPC Day Treatment	25,053.03	84,601.00	59,547.97
54495	Human Services-AODA Contract	13,812.00	126,100.00	112,288.00
54500	Human Services-Administration	1,049,103.47	3,508,916.00	2,459,812.53
54611	Aging-Committee on Aging		198,278.00	198,278.00
54710	Veterans-Veterans Relief	2,813.19	5,411.00	2,597.81
54720	Veterans-Veterans Service Officer	104,784.56	344,334.00	239,549.44
54730	Veterans Relief Donations	255.92	300.00	44.08
54740	Veterans-Care of Veterans Graves		2,865.00	2,865.00
54750	Veterans-WDVA Grant	1,612.02	11,058.00	9,445.98
	Total Health and Human Services	11,792,829.12	44,398,903.87	32,606,274.75
	Culture, Recreation and Education			
55112	County Aid to Libraries	498,976.07	977,893.00	478,916.93
55210	County Parks	444,514.71	1,679,377.00	1,234,862.29
55441	Maintenance Snowmobile Trails	18,041.20	88,591.81	70,550.61
55442	ATV Maintenance	594.36	11,370.00	10,775.64
55460	Marshfield Fairgrounds	25,000.00	25,000.00	0.00%
55620	UW-Extension	207,359.75	522,198.00	314,838.25
55630	UW-Extension Center-Marshfield	23,936.00	47,872.00	23,936.00
55650	UW-Extension Junior Fair	32,000.00	32,000.00	0.00%
55660	UW-Extension Projects	513.29	17,700.00	17,186.71
	Total Culture, Recreation and Education:	1,250,935.38	3,402,001.81	2,151,066.43
	Conservation and Development			
56111	State Forestry Roads		7,000.00	7,000.00
56121	Land Conservation	98,874.18	285,452.00	186,577.82
56122	DATCP Grant	61,449.23	314,582.00	253,132.77
56123	Wildlife Damage Abatement	6,359.91	61,019.00	54,659.09
56125	Non-Metalic Mining Reclamation	14,620.63	40,288.00	25,667.37
56126	MDV	95.58	1,390.00	1,294.42
56128	Mill Creek	2,584.08	22,000.00	19,415.92
56310	County Planner	121,576.63	387,027.00	265,450.37
56320	Land Record	29,976.99	246,750.00	216,773.01
56340	Surveyor	6,472.29	44,304.00	37,831.71
56730	Transp & ED-Airport Aid		13,384.00	13,384.00
56740	Payment in Lieu of Tax		77,345.00	77,345.00
56750	Transp & Economic Develop	1,606.68	145,191.00	143,584.32
56780	CDBG-ED	33,666.45	35,000.00	1,333.55
56911	State Wildlife Habitat		2,500.00	2,500.00
56913	Park & Forestry Capital Proj	10,146.53	359,330.00	349,183.47
56943	Private Sewage System	54,341.19	261,793.00	207,451.81
	Total Conservation and Development	441,770.37	2,304,355.00	1,862,584.63
	Capital Outlay			
57120	Cap Projects-Gen Government	242,296.30	375,000.00	132,703.70
57121	Cap Projects-Parks	5,935.20	75,300.00	69,364.80
57213	Cap Projects-Emergency Management		249,000.00	249,000.00
57216	Cap Projects-Computer Software		15,337.00	15,337.00
57310	Highway Capital Projects	167,885.86	2,313,082.00	2,145,196.14
57410	Cap Projects-Human Services	7,176.39		(7,176.39)
57412	Cap Projects-Edgewater	48,804.38	169,000.00	120,195.62
57420	Cap Projects-Norwood	163,688.20	357,477.00	193,788.80
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00	0.00%
57640	UW Remodelling/Construction	322.50	70,500.00	70,177.50
57940	Depreciation & Amortization	55,131.15		(55,131.15)
	Total Capital Outlay	725,239.98	3,658,696.00	2,933,456.02
	Debt Service			
58140	Debt Service Principal-Highway		3,400,000.00	3,400,000.00
58240	Debt Service Interest-Highway	278,002.92	568,620.00	290,617.08
	Total Debt Service	278,002.92	3,968,620.00	3,690,617.08
	Other Financing Uses			

5/1/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Tuesday, April 30, 2019

	Actual	2019 Budget	Variance	Variance %
59210 Transfers to General Fund	1,018,082.01	6,487,267.00	5,469,184.99	84.31%
59270 Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
Total Other Financing Uses	1,018,082.01	6,300,255.00	5,282,172.99	83.84%
TOTAL EXPENDITURES	27,882,392.60	115,618,249.81	87,735,857.21	75.88%
NET INCOME (LOSS) *	(984,740.72)	(8,723,803.00)	7,739,062.28	(88.71%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

April 30, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	April 2019	2019 Year-to-Date
Applications Received	134	619
Positions Filled	12	62
Promotions/Transfers	3	14
New Hire Orientations	6	30
Terminations, Voluntary	10	36
Terminations, Involuntary	1	4
Retirements	2	4
Exit Interviews	6	16

Human Resources Narrative

1. General Highlights - Kim McGrath

- a) Attended the Executive Committee meeting on April 9th where the HR-related topics discussed included the Employee Policy Handbook draft, Edgewater Health Insurance Premium Refund, Supervisory Performance Evaluation Form, and an update on the Health Insurance RFP.
- b) Notified all Department Heads of the annual Job Description Questionnaire (JDQ) Appeal process officially opening as of April 1st with all completed forms due to Human Resources by May 31st.
- c) Attended the Cyber Security Tabletop Planning meeting in Emergency Management on April 3rd.
- d) Attended the monthly Stevens Point Area Human Resources Association board meeting on April 2nd and the monthly membership meeting on April 10th titled "Putting the Humanity Back into HR with Emotional Intelligence".
- e) Met with Hon. Judge Brazeau, Corp Counsel Kastenholz, Clerk of Court Joosten, and Judicial & Legislative Chair Clendenning on April 4th to discuss drafting a resolution and job description to request a Justice Coordinator position. Drafted the job description and resolution and solicited feedback. Attended the Judicial & Legislative meetings on April 5th and 16th.
- f) Attended a call with The Horton Group and Employee Benefits Corp (EBC) on April 5th to discuss the procedure to run COBRA coverage concurrent with Retiree coverage.
- g) Attended the IT Prioritization Discussion meeting with Department Heads on April 16th.
- h) Met with the Health Director and Office Manager to discuss and update department job descriptions on April 18th.
- i) Attended the Quarterly "Project Search" meeting at Riverview Hospital on April 15th as a member of the Business Advisory Council. Project Search is an organization that provides valuable employment and life skills training for young adults with disabilities. At this meeting,

the students held a "Reverse Job Fair" and presented their skills, interests, and abilities to the Council.

- j) Planned for and attended a former employee's Unemployment Hearing on April 29th.
- k) Attended the monthly call with The Horton Group on April 23rd. Tim Deaton provided a report on the results of the Health Insurance RFP process and we discussed our proposed plan for the May Executive Committee meeting. Tim will plan on attending the May, June, and July Executive Committee meetings.
- l) Met with the Maintenance Manager and County Board Supervisor Fischer on April 24th to review the job description for a Facilities Manager. Edited the job description and, at the request of the Health & Human Services Committee, will be again discussing the job description at the May 7th Executive Committee.
- m) Attended the Wisconsin Local Government Leadership Academy to-day workshop on "Communication Tools for Effective Leadership" on April 25-26th. Completed required pre-workshop online modules.
- n) Attended the Health & Human Services Committee meeting on April 25th.
- o) Spoke with Attorney Jonathan Eiden of von Briesen & Roper regarding the legal review of the Employee Policy Handbook draft. Both Atty. Eiden and Atty. Andy Phillips (also of Von Briesen & Roper) reviewed the draft document and provided feedback. The legal review feedback was then incorporated into the document and shared with the Executive Committee on May 1st.
- p) Together with the Human Resources Coordinator, continued developing the training guide and presentation materials for the new Supervisory Performance Evaluation Form. Managers and supervisors will be provided the materials in May and invited to attend on-site sessions in June.
- q) Finalized the Classification and Compensation Study RFP for a comprehensive wage plan review and distributed the RFP to 16 potential consultants. Responses are due back by June 3rd.
- r) Started initial planning phases of the 2019 Department Head Retreat. We have secured an external management consultant to present on the topics of employee loyalty, engagement, and culture. Sent an initial email to Department Heads and selected a date of December 10, 2019.
- s) Received and responded to open records requests.
- t) Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
- u) Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

2. Benefits & HRIS Administrator - Jodi Pingel

- a) Processed Family Medical Leave requests.
- b) Processed Benefit Elections/Qualifying Events and enrolled in benefits via vendor websites and updated mailing addresses, if applicable.
- c) Processed terminations included cancelling insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc. Prepared payout sheets for terminated employees and suspend accruals.
- d) Conducted Exit Interviews with four employees.
- e) Prepared April 2019 COBRA Remittance.
- f) Processed May 2019 TASC Admin Fees and WPS Billing Statements/Bill Summary.
- g) Reviewed completed Beneficiary Designation Forms and processed updates.
- h) Sent mailing to all employees enrolled in Life Insurance with Certificate of Coverage, Amount of Coverage, and Beneficiary Designation.
- i) Facilitated benefit portion of New Hire Orientations on March 25th, April 1st, 15th, and 22nd.
- j) Reconciled April 2019 invoices for health, dental, vision, life, and disability.
- k) Prepared March 2019 Turnover Report details.
- l) Processed mailing address updates.
- m) Processed Nationwide election changes.
- n) Assisted Wellness Coordinator with Biometrics Screenings process.
- o) Completed KnowB4 Training.
- p) Created online registration through SignUpGenius for CPR and Civil Rights Trainings.
- q) Sent a communication to all employees to register/attend a Civil Rights Training.

- r) Taught CPR Renewal at Norwood on April 17th and April 25th.
- s) Created Affirmative Action Plan Reports assisting HR Generalist
- t) Participated in Webinar-“Preventing and Addressing Sexual Harassment”.
- u) Completed and responded to STD claims and questions.
- v) Created Tuition Assistance Request Form.
- w) Completed Annual Safety Trainings assigned by Safety/Risk Manager.
- x) Sorted and distributed WRS Annual Statements.
- y) Provided retiree data to the Finance Department for Audit purposes.
- z) Participated in a training via Webex regarding the new WPS portal.
- aa) Participated in the monthly call with The Horton Group and WPS.
- bb) Completed a benefit verification form for a current employee and completed PLSA form for a previous employee.

3. Human Resource Generalist - Angel Butler-Meddaugh

- a) Posted nine open positions on Cyber Recruiter, Job Net, Indeed, Wood County Employment Opportunities and any other position specific websites.
- b) Worked with Department Heads and Supervisors to develop interview questions and coordinate interviews as needed.
- c) Completed six caregiver background checks with the Department of Justice and State of Wisconsin. Forwarded results to supervisors for review.
- d) Working with Human Services to update and finalize Crisis Interventionist job description.
- e) Extended an offer to an internal candidate regarding a Maintenance Technician position. Offer accepted, with a promotion date of April 22, 2019.
- f) Replied to three requests from other counties requesting information on various topics.
- g) Conducted six exit interviews with outgoing employees. Sent memos to Department Heads and HR Director for review.
- h) Set-up and reconfigured users in Cyber Recruiter.
- i) Sent the 30-day new hire feedback survey out to two new employees.
- j) Completed references, background check (if applicable) and degree verification (if applicable) for Legal Administrative Assistant – DA’s, Family Resource Coordinator, LTE II, PC Technician, Youth Justice Social Worker, Initial Response Social Worker and Camp Ranger positions. Offers extended and accepted. Closed recruitment files.
- k) Received license list from the Department of Safety and Professional Services for Nursing Home Administrators. Developed a three piece mailing which included an introduction letter, vacancy flyer, and summary of benefits. Stuffed, labeled and mailed to 743 active license holders.
- l) Attended job fair at MSTC on April 3, 2019.
- m) Completed the Affirmative Action Plan.
- n) Assisted IT Department in obtaining two paid interns.
- o) Assisted with and attended interviews for the District Attorney’s Office.
- p) Completed KnowBe4 training – 2019 Common Threats.
- q) Sent our Quarter 2 Random DOT test documentation.
- r) Scheduled post-offer pre-employment (POPE) drug tests for four employee(s).

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	District Attorney	Legal Administrative Assistant	Filled
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Edgewater	Maintenance Technician	Deadline 4/28/19
Replacement	Finance	Deputy Finance Director	Deadline 5/5/19
Replacement	Health	Environmental Hlth Asst/Specialist	Deadline 5/12/19

Replacement	Highway	Summer Help	Intrvwg 5/8/19
Replacement	Highway	Truck Operators – LTE's	Deadline 4/21/19
Replacement	Highway	Truck Operator	Filled
Replacement	Human Services	Social Worker (Fam Services) -2	Deadline 4/21/19
Replacement	Human Services	Youth Justice Social Worker	Filled
Replacement	Human Services	Initial Response Social Worker	Filled
Replacement	Human Services	Family Resource Coord-Kinship	Filled
Replacement	Human Services	CST Coordinator	Deadline 4/28/19
Replacement	Human Services	Economic Support Supervisor	Deadline 4/28/19
Replacement	Human Services	Residential Aides (Casual)	Deadline 5/19/19
Replacement	IT	PC Technician	Filled
Internship	IT	Intern – Help Desk	Filled
Replacement	Maintenance	Maintenance Technician II	Filled
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Parks	Seasonal Mtn Worker (LTE II)	Offers pending
Replacement	Parks	Camp Ranger	Offer Pending
New	Sheriff	Part-Time Corrections Officers	Intrvwg 4/24 & 4/25/19

4. Human Resources Coordinator - Kelli Quinnell

- a) Created instructions for the new Supervisory Performance Evaluation form.
- b) Created a SMART Goals Guide to accompany the instructions for the Supervisory Performance Evaluation form.
- c) Continued work on scanning employee files into Laserfiche.
- d) Updated the Complaint Resolution Process form that employees can utilize if they need assistance filing their written complaint.
- e) Completed multiple questionnaires for Unemployment Insurance.
- f) Assisted the HR Director and a department in preparing for a hearing on an appeal of an unemployment determination.
- g) Provided multiple employees with copies of past JDQ's for the Salary Grade Review process.
- h) Assisted the HR Director with preliminary planning of the 2nd annual Department Head Retreat.
- i) Began work on a new employee newsletter with the goal of the first issue being distributed by June 30th.
- j) Reconciled and paid the March 2019 Unemployment Insurance invoice.
- k) Continued working with Concentra, the County's MRO for the drug testing program, on obtaining a refund for services that were mistakenly charged by collection sites.
- l) Facilitated portions of New Hire Orientation on April 1st, 15th, and 22nd.
- m) Attended the April 9th Executive Committee Meeting. Recorded and prepared the HR minutes.
- n) Attended the Stevens Point Area Human Resources Association monthly meeting on April 10th where the topic of the presentation was emotional intelligence.
- o) Entered multiple HR vouchers for payment.
- p) Responded to requests for information from other municipalities.
- q) Completed multiple verification of employment requests.
- r) Assisted multiple employees with benefit and policy related questions.
- s) Assisted the HR Generalist with labeling and stuffing a recruitment mailing.

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



Wood County WISCONSIN

INFORMATION TECHNOLOGY

March 2019

1. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
2. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Software preparation begins for the Norwood TBI unit move to Edgewater. Investigation and discussion with the Matrix vendor and facility directors for increased security continues and implementation for Matrix access site restriction is tentatively planned for late May.
3. Initial discovery was conducted for the Treasurer's Office for a project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.
4. The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application.
5. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as changes requests occur. These changes include supporting modifications of the Human Resource policy manual, implementing new org level codes that interface with the payroll and financial software, and addressing time punching issues. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
6. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
7. Discovery phase was completed for Fidar Technologies AVID software implementation for the Register of Deeds Office. Implementation is set for early 2020.
8. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

9. Outdated software used by the Health Department to print Medicare & Medicaid claims was discovered because of a printing issue. The software, "Smartforms", has been updated and installation and storage has been relocated to a secure location that provides ideal data backup.
10. Programmers are preparing for their annual presentation at the GIPAW (Governmental Information Processing Association of Wisconsin) spring conference. These presentations are designed to share technical knowledge and experience with other governmental agencies in Wisconsin. This year's presentation will focus on the latest web development technologies that Wood County IT programmers employ. Topics include ASP.net Core, MVC, Razor, Bootstrap, and jQuery plugins.
11. Programmer Analysts continued training on new software development technologies, including ASP.NET Core, MVC, Razor Pages, C# programming language, Entity Framework Core, and others. These new technologies will help IT develop custom programs more efficiently, and enable us to migrate our existing programs to more modern platforms.
12. Continued implementation of Questica budget software, involving Finance, IT, and Questica staff. Currently work has moved on from Operating and into the Capital portion of budget management.
13. Continued support of Dynamics GP (accounting software). Worked with Finance staff on resolving issues with general ledger account number maintenance, fixed assets, corrections to accounts payable check voids, and check printing alignment.
14. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing program. The new program has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on data exports and mail merges for results letters.
15. Resumed work with the Parks and Forestry Department on the Park Reservations system. The goal is to implement features needed during the 2019 and 2020 camping season. This summer, IT will work with Parks and Forestry to evaluate continuing with the in-house system versus purchasing a commercial off-the-shelf software package.
16. Developed In-House Employee Self Service (ESS) to integrate with our current Payroll system. This will allow employees to view their Paystubs and other payroll related information online. This system is currently in testing and will be rolled out to all departments after testing is complete.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

17. Set up and attended a demo of Netsmart's Avatar EHR system as a replacement for TCM, Human Services Billing Software.
18. Continued creating forms for Crisis Intervention in Frevvo software and working with Frevvo, Human Services Crisis Intervention software, on server issues.
19. Investigated TCM claim errors. Found 40k records that are incorrect dating back to 2010. HS was informed and is deciding the next steps.
20. Support of Human Services TCM software is ongoing. IT continues to receive many requests for service to change service codes or hours on notes. This is due to providers that sign off without confirming data. Once the provider signs, the service is ready for charging. After the service is charged in the current system, TCM, only IT has the ability to make the correction. These continued data entry errors cause extra work for IT and for HS billing clerks.
21. Worked with Norwood Maintenance Department and vendor to begin installation of equipment supporting the Wood County Business Continuity Project.
22. In an effort to make the Sheriff's squads more efficient, we have migrated their cellular data to Verizon, which allows them unlimited access for uploading squad video, county maps, and receiving calls from Dispatch via the computer. This is also providing them with a better signal with much fewer dead spots.
23. Planning and preparation has begun for the Human Services Cornerstone employees move to Marshfield City Hall Plaza.
24. IT's Business Continuity project for the Wood County Annex & Health Center continues. This month an equipment rack was installed, cables were ran and power was installed. This is part of the plan IT is enacting to ensure County services have reduced downtime in the event of an emergency.
25. Dispatch and IT have identified a joint backup dispatch center and IT office at the Wood County Annex & Health Center. Both the Sheriff's department and Norwood Administration have been very accommodating in working to find a location suitable for both Dispatch and IT.
26. Deployed two WebEx Room Kit video conferencing units at Norwood and Cornerstone. The new units are more cost effective than the old Cisco units. The new units also integrate with the County phone system which allows us to take advantage of existing equipment.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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27. Active Directory (AD), a service that provides authentication and user information is being updated by IT staff. AD is integrated with several other software packages utilized throughout the County.
 28. Due to an industry wide processor shortage, computer orders are taking much longer than normal to receive. IT have been working with departments to place multiple orders for new equipment. This month equipment for the Sheriff's department has been ordered and Human Services 2019 equipment will be ordered in early May.
 29. In March nine new toughbooks were installed for Norwood Nursing staff and 14 new computers were installed for Human Services staff.
 30. For the month of March, 523 helpdesk requests were created, with staff completing 530 tickets and leaving 164 open requests. These numbers represent service requests from departments throughout the County.
 31. The Printer Management project has been completed. The last of the printers were installed at the Parks locations. Rhyme, the main Printer Management vendor, provided department training on the new equipment and special features. Recycle bins for toner have been placed throughout County facilities.
 32. Preparation for the County wide Exchange server upgrade continues. This will be a major upgrade to the County's email system. The County will be moving from Exchange 2010 to Exchange 2019. In preparation for this upgrade, all County devices will be upgraded from Microsoft Office 2010 to Microsoft Office 2016 to ensure optimal email performance. Most upgrades to Office 2016 have been complete and the remaining computers will be upgraded in early May.
 33. IT is currently in the process of updating all of our Domain Controllers. Domain Controllers control access to many resource including computers, data files, software, network devices, etc. The upgrade from the 2003 functional level to the most current level, 2016, will provide added security and resolve other issues as well.
 34. The PC Technician position was filled as of April 15th. Two interns were also hired to help IT meet the various needs of the Departments we support.



Wood County

WISCONSIN

MAINTENANCE DEPARTMENT

Reuben Van Tassel

Monthly Letter of Comments April 2019

1. Ongoing Projects and Planning

- a. River Block – We will be scheduling a weekend power outage in the coming weeks to inspect and service our high-voltage equipment. Unlike many facilities, River Block is fed with high voltage that requires us to provide and maintain electrical transformers; these are located inside the building and must be serviced periodically to ensure reliable performance. We will coordinate with affected departments to schedule this work.
- b. Marshfield City Hall Plaza – Participating in ongoing meetings and discussion regarding the second floor space, which Human Services will be moving into. I expect to be spending some time in Marshfield to assist with oversight for this project over the next few months.
- c. Courthouse Security – Progress continues on the first floor Security Office. X-ray and metal detector calibration and initial operator orientation is scheduled for May 8th.
- d. NREL – Continuing to work with NREL, providing information for their analysis regarding solar installations at County properties.
- e. Emergency Management Office – There was a noticeable change on the North side of the Courthouse recently where we began the needed alterations to our landscaping in order to mitigate the water that has been seeping into that area of first floor in the past.

2. Maintenance Staff Update

- a. One of our Maintenance Technicians recently accepted an outside job offer; we were unable to match the compensation that was offered. John Schmutzer, a Technician at Edgewater Haven, filled the vacancy.
- b. Another one of our staff, Brian Young, attended an Asbestos Operations and Maintenance course that will certify him to perform OSHA Class III & IV asbestos work activity.

3. Miscellaneous

- a. Attended: Building for Performance & Sustainability seminar in Sun Prairie.
- b. Attended: County Board, Executive, Judicial & Legislative, Public Safety and HHS Committee meetings.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – April 2019

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

- Logging Wood County safety training power point topics for 2019.
- DSPS Highway Department Safety Inspection on 5/9/2019.

Lost Time/ Restricted Duty/Medical Injuries: 2

- 04/15/2019 – Highway – Employee sustained a left shoulder strain from a slip and fall. Medical Only.
- 04/23/2019 – Edgewater – Employee sustained lower back strain while turning a resident over. One day lost time.

First Aid Injuries: 3

- 04/10/2019 – Sheriff's – Employee sustained a cut to the left middle finger while deploying a NFDD. (Noise Flash Distraction Device).
- 04/10/2019 – Edgewater – Employee sustained a strain and contusion to the right wrist and knee from a slip and fall.
- 04/25/2019 – Sheriff's – Employee sustained a chemical exposure while sorting drugs on take-back day.

Property/Vehicle Damage Claims: 1

- 04/17/2019 – Sheriff's - Squad windshield cracked and needed replacement. Cost of \$375.00

Liability – Wood County - Notice of Injury and Claim: 2

- 04/11/2019 – Mailbox damage claim. Cost \$50.00.
- 04/10/2019 – Sign damage claim. Claim denied.

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

- Currently 1 active suicide claim.
- Currently 1 active EEOC claim.
- 1 active internal liability claim.

2019 Goals: Continue Pro Active Injury and Loss Control Initiatives.

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

Continue to lower work comp department charges for future budgets if work comp reserve funds remain high. The proactive approach to safety is working well for Wood County.

TREASURER'S REPORT

05-07-2019

By: H. Gehrt

- Assisted the County Clerk's Office with canvas on April 9.
- Attended Executive Committee meeting on April 9.
- Participated in the employee blood drive on April 12.
- Paid all taxing jurisdictions their lottery credit payment by April 15.
- Attended County Board meeting on April 16.
- Had a meeting with Finance Director to work out new policy for stale-dated checks along with voiding checks on April 16.
- Participated in IT meeting discussing ways to improve work flow and other topics with various Department Heads on April 16.
- Participated in monthly Accountant's meeting on April 18.
- Went around to various properties located in the Town of Cameron and the City of Marshfield with assistance from the Sheriff's Department and locksmith to secure properties and get ready for sale on April 22 and April 24.
- Met with IT Staff to discuss a future project of getting all old tax rolls converted to digital imaging and what would be needed to accomplish this task on April 24.
- Attended Wisconsin County Leadership Academy conference on April 25 and April 26 in Stevens Point.
- There are 19 properties that will be going up for sealed bid on May 6.
- I am working with the Engineering Firm that is doing the Grand Ave project and possible suggestions/issues with the former Shammy Car Wash on the corner of 8th/Grand. At this point I have not heard anything back, but have some ideas in the works to share with the Committee at a later date on options to help sell this property.

Wood County Employee Wellness Update

May 7th, 2019 Submitted: Adam Fandre

2019 Employee Wellness Program

New Hire Orientation- Continue to promote and encourage new hires to participate in the 2019 Wellness year. New hires will 90 days from their date of hire to complete their biometric screening, health risk assessment and health coaching appointment to enroll in the 2019 year and receive the 2020 health insurance premium discount.

Portal Updates-

556 participants have completed their biometric screening and health risk assessment

473 participants registered for their health coaching appointment

152 participants have completed their health coaching appointment

193 participants have registered for the Workout Watch activity

Wellness Committee Updates-

Updates are from the March Wellness Committee Meeting

- Discussed extending the health risk assessment deadline to April 15th rather than the originally communicated deadline of March 31st due to the unusual winter weather. The biometric screening deadline will remain March 31st. Champs will communicate this at department meetings.
- Reviewed no-show policy approved by Executive Committee at length.
- Reviewed health coaching schedule and when sign-up for health coaching will begin. Adam is tentatively planning on opening coaching sign-up later in the week of March 18th and will communicate appropriately to wellness participants.
- Reviewed wellness bulletin board signage for quarter 2. Topics will include knowing your numbers, healthy activities, sleep information, various nutrition articles, and other wellness related events such as the Rapids Run in April. Signage as well as new bulletin board coupons will be finalized in the last week of March before quarter 2 begins.

Wellness Board Updates-

- The Wellness Coordinator presented the No Show Procedure. Following a thoughtful and deliberative discussion, motion (Rozar/Bruce) to approve this procedure as presented and forward to the Executive Committee for approval. All ayes. Motion passed.
- A total of 317 vaccines were given in 2018 (as compared to 290 in 2017) at a cost of \$14.18/vaccine (\$16.50/vaccine in 2017) which is less than the \$22.00/vaccine previously spent on employee flu vaccine administration. This cost does not include employee wages of those RNs administering the vaccine in the various facilities. This cost only reflects the supply cost. There were some comments about providing privacy during the administration of the vaccine which will be addressed during the next flu season. Because of the cost-effectiveness of having flu vaccines being administered in this way over 2 seasons, Jordon will discuss with Brandon the process of continuing this program.
- The 2018 budget is on track. The 2019 budget (\$377,267) was reviewed. The budget reflects increased participation in the Wellness Program.
- Angela from The Horton Group distributed a Compliance Bulletin from the EEOC. A discussion of the removal of incentive limits from final Wellness Plan Rules was discussed. Also discussed were the implications of cannabis use by potential employees and what those implications will be on pre-employee screening, background checks, and drug testing. Angela also mentioned a potential application for the Workplace Wellness Award.
- Adam reported the Wellness Committee is going smoothly. Committee members are helping get the word out about Wellness activities and additional Wellness Champs are being identified in various County departments. Communication continues to be a major focus of this Committee.

Coordinator Monthly Updates-

- Continue to send reminders, updates, and other various communications in regards to completing the required steps in order to stay on track for enrolling in the 2019 Wellness Program.
- Extended deadline for health risk assessment April 15th due to unusual winter weather and the resulting biometrics screenings that had to be postponed until late March. This message was communicated via email and at department meetings from Wellness Champ representative.
- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings.
- Working with staff at departments who do not have computers or readily available access to computers in order to complete their health risk assessment or sign up for health coaching.
- Worked with various departments and locations to reserve rooms and times for health coaching schedule for the months of April, May and June. Over 500+ appointment times have been created and made available for participants to schedule their health coaching appointment.
- Communicated health coaching sign-up is available to employees and spouses with step-by-step instructions of how to schedule an appointment.
- Met with participants face-to-face or over the phone to complete 127 in-person and 25 telephonic health coaching appointments. Locations traveled to include River Block, Wisconsin Rapids Courthouse, Edgewater Haven Nursing Home, the Highway Department, Cornerstone (Marshfield) and the Old City Hall Plaza (Marshfield).
- Working closely with Human Resources to send any applicable 1st quarter \$100 payouts to participants who are terminating employment before the end of June.
- Worked with local martial arts studios to coordinate April Lunch & Learn focused on self-defense. Recorded presentation with the help of video equipment from Wisconsin Rapids Community Media Center.
- Crafted March and April lunch & learn quizzes to be uploaded to ManageWell for participants unable to view in-person.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations. Also working with maintenance to assist with installation of any recommended equipment.
- Coordinated with various massage therapists to hold chair massages at the courthouse and River Block in order to meet the needs/wants of various shifts/departments. Sending out appointment reminders to employees who scheduled appointments.
- Meeting with new hires to review Wellness Program and assist with registration and successful completion of three required activities by their appropriate deadlines.
- Updated information on Wellness internet and intranet pages with the help of IT.
- Finalizing communication for quarter 2 wellness challenge focused on physical activity. Registration is tentatively set for early May with a tentative start date in late May.
- Created quarter 2 activities, events and updates in ManageWell portal for quarter 2.
- Updated wellness bulletin boards at various Wood County locations with most up-to-date information and wellness resources.
- Continue to assist participants with navigating wellness portal and answering questions as they arise. Any feedback received is passed along to ManageWell support staff.

Wellness Activities Currently Going on in 2019

Health Coaching: During this session you will go over your results from your Biometric Screening/Health Risk Assessment, and create a wellness goal to work on or continue to work on throughout the year. The deadline for this activity is June 30th, 2019.

Enclosures:

February 19th, 2019 Wellness Board Meeting Minutes

Wood County Employee Wellness Board Meeting Minutes

Tuesday, February 19, 2019

Wood County Courthouse, IT Conference Room

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Director—ex-officio), Sue Kunferman, Jordon Bruce, Angela Zausch (Horton Group)

Also present: (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus)

1. Chair Kunferman called the meeting to order at 12:00 p.m.
2. **Introductions:** around the room
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the November 6, 2018 meeting. All ayes. Motion carried.
5. **Review and approve No Show Procedure**
The Wellness Coordinator presented the above procedure. Following a thoughtful and deliberative discussion, motion (Rozar/Bruce) to approve this procedure as presented and forward to the Executive Committee for approval. All ayes. Motion passed.
6. **Update on employee flu vaccinations**
A total of 317 vaccines were given in 2018 (as compared to 290 in 2017) at a cost of \$14.18/vaccine (\$16.50/vaccine in 2017) which is less than the \$22.00/vaccine previously spent on employee flu vaccine administration. This cost does not include employee wages of those RNs administering the vaccine in the various facilities. This cost only reflects the supply cost. There were some comments about providing privacy during the administration of the vaccine which will be addressed during the next flu season. Because of the cost-effectiveness of having flu vaccines being administered in this way over 2 seasons, Jordon will discuss with Brandon the process of continuing this program.
7. **Update on biometrics and HRA processes**
These processes are going well. Adam reported there have been 240 completions and 487 have signed-up. The weather caused some cancellations but 201 HRAs have been completed. The deadline is 3/31/19. Health coaching sessions will begin in April.
8. **Review financials**
The 2018 budget is on track. The 2019 budget (\$377,267) was reviewed. The budget reflects increased participation in the Wellness Program.

9. Update from The Horton Group

Angela distributed a *Compliance Bulletin* from the EEOC. A discussion of the removal of incentive limits from final Wellness Plan Rules was discussed. Also discussed were the implications of cannabis use by potential employees and what those implications will be on pre-employee screening, background checks, and drug testing. Angela also mentioned a potential application for the Workplace Wellness Award.

10. Updates from Wellness Committee

Adam reported the Wellness Committee is going smoothly. Committee members are helping get the word out about Wellness activities and additional Wellness Champs are being identified in various County departments. Communication continues to be a major focus of this Committee.

11. General employee wellness updates

Nothing specific to report.

12. Future meeting agenda items—2019-2020 Influenza Vaccine Clinic logistics

13. Next meeting date: Tuesday, May 7, 2019, 1 – 3 p.m., IT Conference Room, Wood County Courthouse

14. Chair declared the meeting adjourned at 1:05 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

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
CB	Robert Ashbeck	March Per Diem	\$ 400.00
CB	Allen Breu	March Per Diem	\$ 250.00
CB	William Clendenning	March Per Diem	\$ 815.00
CB	Ken Curry	March Per Diem	\$ 465.00
CB	Adam Fischer	March Per Diem	\$ 615.00
CB	Jake Hahn	March Per Diem	\$ 250.00
CB	Brad Hamilton	March Per Diem	\$ 200.00
CB	Marion Hokamp	March Per Diem	\$ 350.00
CB	Bill Leichnam	March Per Diem	\$ 650.00
CB	Doug Machon	March Per Diem	\$ 580.00
CB	Lance Pliml	March Per Diem	\$ 450.00
CB	Dennis Polach	March Per Diem	\$ 465.00
CB	Donna Rozar	March Per Diem	\$ 470.00
CB	William Winch	March Per Diem	\$ 200.00
CB	Joe Zurfluh	March Per Diem	\$ 250.00
CB	David Barth	April Per Diem	\$ 50.00
CB	Steve Kulick	March Per Diem	\$ 50.00
TOTAL			\$ 6,510.00

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: APRIL 2019

For the range of vouchers: 06190092 - 06190124

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190092	PITTSVILLE RECORD THE	Election Ad - Spring Election	04/03/2019	\$630.00	P
06190093	MAILFINANCE	Lease Payment - Mail Machine	04/05/2019	\$1,552.86	P
06190094	CEPRESS CINDY	Canvass Board - Spring Elec.	04/05/2019	\$50.00	P
06190095	HOKS DAVID E	Canvass Board - Spring Elec.	04/05/2019	\$50.00	P
06190096	EWOLDT ROSIE	Canvass Board - Audit	04/05/2019	\$50.00	P
06190097	WISCONSIN MEDIA	VAR ADS 3/1 - 3/31/19 WIS MEDI	04/08/2019	\$921.70	P
06190098	UNITED MAILING SERVICE	MAIL FEES MARCH 1 - 31 2019	04/10/2019	\$901.11	P
06190099	CENTURYLINK	Various Long Distance - Mar	04/15/2019	\$165.83	P
06190100	ASHBECK ROBERT	R ASHBECK MARCH 19 MILEAGE	04/22/2019	\$71.92	P
06190101	BARTH DAVID	D BARTH APRIL 19 MILEAGE	04/22/2019	\$20.30	P
06190102	BREU ALLEN	A BREU MARCH 19 MILEAGE	04/22/2019	\$40.60	P
06190103	CLENDENNING WILLIAM	W CLENDENNING MAR 19 MILEAGE	04/22/2019	\$429.20	P
06190104	CURRY KENNETH	K CURRY MAR 19 MILEAGE	04/22/2019	\$12.18	P
06190105	FISCHER ADAM	A FISCHER MARCH 19 MILEAGE	04/22/2019	\$327.70	P
06190106	HAHN JAKE	J HAHN MARCH 19 MILEAGE	04/22/2019	\$41.76	P
06190107	HAMILTON BRAD R	B HAMILTON MAR 19 MILEAGE	04/22/2019	\$8.12	P
06190108	HOKAMP MARION	M HOKAMP MARCH 19 MILEAGE	04/22/2019	\$53.36	P
06190109	LEICHTNAM BILL	B LEICHTNAM MARCH 19 MIL/HOT/P	04/22/2019	\$572.22	P
06190110	MACHON DOUG	D MACHON MARCH 19 MILEAGE	04/22/2019	\$366.56	P
06190111	PLIML LANCE	L PLIML MARCH 2019 MILEAGE	04/22/2019	\$37.50	P
06190112	POLACH DENNIS	D POLACH MARCH 19 MILEAGE	04/22/2019	\$49.01	P
06190113	ROZAR DONNA	D ROZAR MARCH 19 MILEAGE	04/22/2019	\$179.80	P
06190114	WINCH WILLIAM	W WINCH MARCH 19 MILEAGE	04/22/2019	\$25.52	P
06190115	ZURFLUH JOSEPH SR	J ZURFLUH MARCH 19 MILEAGE	04/22/2019	\$48.72	P
06190116	FRONTIER COMMUNICATIONS	Various Mfld Phone Chgs - Apr	04/29/2019	\$135.80	
06190117	WOOD TRUST BANK	VISA Charges - April	04/29/2019	\$50.12	
06190118	WCCA (COUNTY CLERK'S ASSOC)	2019 WCCA Symposium Reg.	04/30/2019	\$125.00	
06190119	LANGTON DENNIS	April Deliveries	04/30/2019	\$199.50	
06190120	TDS TELECOM	TDS PH BILL 715-652-2107 3/19	05/01/2019	\$57.30	
06190121	TDS TELECOM	TDS PH BILL 715-884-6479 3/19	05/01/2019	\$58.95	
06190122	TDS TELECOM	TDS PH BILL 715-652-2067 3/19	05/01/2019	\$69.51	
06190123	TDS TELECOM	TDS PH BILL 715-652-3551 3/19	05/01/2019	\$43.46	

Committee Report - County of Wood

COUNTY CLERK - APRIL 2019

06190092 - 06190124

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190124	TDS TELECOM	TDS PH BILL 715-884-6596 3/19	05/01/2019	\$25.10	
Grand Total:				\$7,370.71	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: APRIL 2019

For the range of vouchers: 14190120 - 14190152

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190120	AMAZON CAPITAL SERVICES	PHONE ACCESSORIES	03/27/2019	\$42.61	P
14190121	AMAZON CAPITAL SERVICES	LAPTOP BAG	03/27/2019	\$43.99	P
14190122	TRUE IT LLC	DYNAMICS SUPPORT	03/27/2019	\$100.00	P
14190123	TRUE IT LLC	DYNAMICS SUPPORT	03/31/2019	\$50.00	P
14190124	ALLIANCE COLLECTION AGENCIES	GARNISHMENT PAYMENT	04/11/2019	\$272.69	P
14190125	AMAZON CAPITAL SERVICES	ANNUAL BUS PRIME MEMBERSHIP	04/05/2019	\$1,299.00	P
14190126	BOSTON MUTUAL	WHOLE LIFE INSURANCE	04/11/2019	\$1,257.90	P
14190127	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	04/11/2019	\$279.32	P
14190128	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	04/11/2019	\$287.96	P
14190129	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	04/11/2019	\$150.12	P
14190130	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	04/11/2019	\$194.88	P
14190131	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP(VOL) LIFE INS	04/11/2019	\$3,659.31	P
14190132	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/11/2019	\$1,855.98	P
14190133	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	04/11/2019	\$2,947.07	P
14190134	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	04/11/2019	\$328.26	P
14190135	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	04/11/2019	\$225.11	P
14190136	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	04/11/2019	\$216.29	P
14190137	AMAZON CAPITAL SERVICES	SUPPLIES	04/10/2019	\$11.99	P
14190138	TRUE IT LLC	GP ACCOUNT MOD ISSUES	04/10/2019	\$300.00	P
14190139	TRUE IT LLC	GP FA DEPRECIATION ISSUE	04/10/2019	\$250.00	P
14190140	TRUE IT LLC	DYNAMICS SUPPORT	04/16/2019	\$50.00	P
14190141	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	2ND QTR 2019 TAX LEVY	04/15/2019	\$49,569.50	P
14190142	ALLIANCE COLLECTION AGENCIES	GARNISHMENT PAYMENT	04/25/2019	\$272.69	P
14190143	AMERICOLLECT INC	GARNISHMENT PAYMENT	04/25/2019	\$336.91	P
14190144	BOSTON MUTUAL	WHOLE LIFE INSURANCE	04/25/2019	\$1,281.02	P
14190145	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	04/25/2019	\$285.26	P
14190146	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	04/25/2019	\$287.96	P
14190147	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	04/25/2019	\$3,034.93	P
14190148	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/25/2019	\$1,930.14	P
14190149	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	04/25/2019	\$3,669.95	P
14190150	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	04/25/2019	\$268.32	P
14190151	QUESTICA LTD	BUDGETING SOFTWARE	03/15/2019	\$16,185.00	P

FINANCE - APRIL 2019

14190120 - 14190152

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190152	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	04/25/2019	\$225.11	P
Grand Total:				\$91,169.27	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: APRIL 2019

For the range of vouchers: 17190025 - 17190032

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17190025	WI DEPT OF WORKFORCE DEVELOPMENT	March Unemployment Charges	04/08/2019	\$3,921.78	P
17190026	NATIONWIDE TRUST CO FSB	PEHP	04/10/2019	\$18,096.25	P
17190027	TASC	2018 FSA Utilization	04/09/2019	\$4,401.51	P
17190028	BLUE WATER BENEFITS CONSULTING LLC	2018 Filing/2019 Q1 Reporting	03/27/2019	\$2,470.21	P
17190029	WOOD TRUST BANK	Visa Charges - March 2019	03/20/2019	\$119.96	P
17190030	PINGEL JOLENE	CPR Training Supplies	04/20/2019	\$8.44	P
17190031	HORTON GROUP INC THE	Consulting Fees April 2019	04/12/2019	\$2,083.33	P
17190032	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	04/17/2019	\$700.00	P
Grand Total:				\$31,801.48	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: APRIL 2019

For the range of vouchers: 27190105 - 27190141

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190105	AMAZON CAPITAL SERVICES	IPAD CASES	01/10/2019	\$369.09	P
27190106	AMAZON CAPITAL SERVICES	HS HEADSET & IT SUPPLIES	01/11/2019	\$110.21	P
27190107	AMAZON CAPITAL SERVICES	WIRELESS MOUSE	03/25/2019	\$19.99	P
27190108	AMAZON CAPITAL SERVICES	SCREEN PROTECTORS	03/27/2019	\$32.94	P
27190109	AMAZON CAPITAL SERVICES	VIDEO CONFERENCE TV	03/21/2019	\$299.99	P
27190110	AMAZON CAPITAL SERVICES	VIDEO CONFERENCE TV	03/21/2019	\$299.99	P
27190111	CDW GOVERNMENT INC	AIRWATCH LICENSING	03/28/2019	\$4,498.00	P
27190112	CDW GOVERNMENT INC	VISTAPOINT RENEWAL	03/29/2019	\$2,295.00	P
27190113	FRONTIER COMMUNICATIONS	PHONE CHARGES	03/22/2019	\$542.00	P
27190114	FRONTIER COMMUNICATIONS	PHONE CHARGES	03/22/2019	\$1,147.23	P
27190115	INSIGHT PUBLIC SECTOR INC	EOC/HIGHWAY/NORWOOD PCS	03/20/2019	\$1,923.52	P
27190116	INSIGHT PUBLIC SECTOR INC	EOC/HIGHWAY/NORWOOD PCS	03/21/2019	\$229.05	P
27190117	INSIGHT PUBLIC SECTOR INC	EOC/HIGHWAY/NORWOOD PCS	03/23/2019	\$437.97	P
27190118	INTER-QUEST CORP	TECH SUPPORT-DIGITAL RECORDING	02/11/2019	\$593.52	P
27190119	MARSHFIELD UTILITIES	FIBEROPTIC - 1ST QTR 2019	03/19/2019	\$903.25	P
27190120	SOLARUS	PHONE CHGS ACCT 00063942-1	04/01/2019	\$8,194.89	P
27190121	SOLARUS	PHONE CHGS ACCT 00077856-5	04/01/2019	\$293.56	P
27190122	TRUE IT LLC	DYNAMICS VOUCHER&SACWIS ISSUES	03/31/2019	\$450.00	P
27190123	US BANK	CREDIT CARD CHARGES	03/27/2019	\$9.99	P
27190124	US CELLULAR	CELL PHONE CHGS ACCT 203538532	03/20/2019	\$802.54	P
27190125	US CELLULAR	CELL PHONE CHGS ACCT 217293182	03/20/2019	\$736.23	P
27190126	US CELLULAR	CELL PHONE CHGS ACCT 203391922	03/20/2019	\$108.56	P
27190127	VERIZON	CELL CHGS ACCT 242258062-00001	04/01/2019	\$1,784.77	P
27190128	AMAZON CAPITAL SERVICES	CREDIT MEMO PO 56331	06/15/2018	(\$35.99)	P
27190129	AMAZON CAPITAL SERVICES	CREDIT MEMO PO 56346	06/29/2018	(\$58.00)	P
27190130	AMAZON CAPITAL SERVICES	CREDIT MEMO PO 56346	06/29/2018	(\$209.90)	P
27190131	AMAZON CAPITAL SERVICES	PHONE ACC & OFFICE SUPPLIES	04/14/2019	\$178.53	P
27190132	AMAZON CAPITAL SERVICES	PHONE ACC & OFFICE SUPPLIES	04/14/2019	\$161.44	P
27190133	CDW GOVERNMENT INC	HPE SMART STORAGE BATTERY	04/03/2019	\$79.57	P
27190134	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	04/04/2019	\$3,342.81	P
27190135	TRUE IT LLC	DYNAMICS SUPPORT	04/10/2019	\$4,000.00	P
27190136	ZOHO CORPORATION	ANNUAL MAINTENANCE RENEWAL	04/09/2019	\$6,021.00	P
27190137	KAUP AMY	MILEAGE, PARKING REIMB	04/02/2019	\$146.28	P
27190138	MARTIN CAROLYNN	MILEAGE	04/17/2019	\$39.67	P

Committee Report - County of Wood

INFORMATION TECHNOLOGY - APRIL
2019

27190105 - 27190141

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190139	AMAZON CAPITAL SERVICES	CD/DVD DRIVES	04/11/2019	\$51.98	P
27190140	CDW GOVERNMENT INC	PHONE MOUNTS	04/09/2019	\$84.60	P
27190141	PAGEFREEZER SOFTWARE INC	SOCIAL MEDIA COMPLIANCE	03/24/2019	\$4,788.00	P
Grand Total:				\$44,672.28	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: APRIL 2019

For the range of vouchers: 19190253 - 19190340

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190253	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	03/25/2019	\$3,979.85	P
19190254	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	03/26/2019	\$155.22	P
19190255	AMAZON CAPITAL SERVICES	FRAME	03/13/2019	\$10.98	P
19190256	AMAZON CAPITAL SERVICES	FRAMES	03/14/2019	\$25.98	P
19190257	AMAZON CAPITAL SERVICES	FRAMES	03/17/2019	\$58.00	P
19190258	AMAZON CAPITAL SERVICES	FRAME	03/18/2019	\$10.98	P
19190259	AMAZON CAPITAL SERVICES	CREDIT MEMO - FRAME	03/27/2019	(\$12.99)	P
19190260	AMAZON CAPITAL SERVICES	CREDIT MEMO - FRAME	03/27/2019	(\$12.99)	P
19190261	CRESCENT ELECTRIC SUPPLY CO	REGISTER OF DEEDS - LIGHTS	03/21/2019	\$97.95	P
19190262	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	03/26/2019	\$7,758.74	P
19190263	RON'S REFRIGERATION & AC INC	IGNITOR KIT - JAIL BOILER	03/28/2019	\$318.45	P
19190264	SMITHS DETECTION	CH SECURITY - XRAY INSPECT SYS	03/20/2019	\$23,000.00	P
19190265	WOOD TRUST BANK	CH SUPPLIES, TRAINING	03/20/2019	\$416.10	P
19190266	KRANZ INC	PAPER SUPPLIES	04/03/2019	\$185.24	P
19190267	CHANNING BETE COMPANY INC	SAFETY/CPR SUPPLIES	04/03/2019	\$1,259.26	P
19190268	ADVANCED ASBESTOS REMOVAL INC	CH SECURITY OFFICE - REMOVAL	03/30/2019	\$2,132.50	P
19190269	AMAZON CAPITAL SERVICES	PAPER	03/28/2019	\$17.49	P
19190270	AMAZON CAPITAL SERVICES	CH SECURITY UPGRADES	04/02/2019	\$67.53	P
19190271	AMAZON CAPITAL SERVICES	CH SECURITY UPGRADES	04/02/2019	\$39.72	P
19190272	COMPLETE CONTROL	CH HVAC UPDATES	03/28/2019	\$63.00	P
19190273	COMPLETE CONTROL	CH HVAC UPDATES	03/28/2019	\$218.30	P
19190274	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	04/02/2019	\$4,018.06	P
19190275	ERON & GEE/HERMAN'S PLUMBING & HEATING	PUMP & FLANGES - JAIL	03/26/2019	\$2,628.00	P
19190276	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	04/03/2019	\$176.94	P
19190277	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	03/27/2019	\$387.16	P
19190278	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	03/27/2019	\$208.84	P
19190279	WATER WORKS & LIGHTING COMM	ELEC SERVICE SHERIFF LOCKUP	03/27/2019	\$67.27	P
19190280	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	03/27/2019	\$10.30	P
19190281	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	03/27/2019	\$551.47	P
19190282	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	03/27/2019	\$92.70	P
19190283	WE ENERGIES	GAS SERVICE JAIL	03/28/2019	\$1,102.17	P
19190284	WE ENERGIES	GAS SERVICE COMMUNICATIONS	03/28/2019	\$350.35	P
19190285	WE ENERGIES	GAS SERVICE COURTHOUSE	03/28/2019	\$3,910.55	P
19190286	WE ENERGIES	GAS SERVICE HUMAN SERVICES	03/28/2019	\$184.36	P

MAINTENANCE / PURCHASING - APRIL
2019

19190253 - 19190340

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190287	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	03/31/2019	\$161.19	P
19190288	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	03/31/2019	\$407.61	P
19190289	WE ENERGIES	GAS SERVICE RIVER BLOCK	03/31/2019	\$1,909.03	P
19190290	AIRGAS USA LLC	SAFETY SUPPLIES	04/17/2019	\$75.10	P
19190291	DIAMOND BUSINESS GRAPHICS	PRINTING	04/17/2019	\$161.70	P
19190292	DASH MEDICAL GLOVES	GLOVES	04/17/2019	\$361.20	P
19190293	MIDLAND PAPER	PAPER SUPPLIES	04/17/2019	\$1,855.35	P
19190294	ACE HARDWARE	HARDWARE	04/11/2019	\$5.48	P
19190295	ACE HARDWARE	HARDWARE	04/12/2019	\$5.77	P
19190296	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	03/31/2019	\$70.29	P
19190297	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	03/31/2019	\$590.20	P
19190298	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	04/05/2019	\$273.19	P
19190299	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	04/12/2019	\$135.00	P
19190300	AMAZON CAPITAL SERVICES	CH SECURITY - TRANSMITTERS	04/08/2019	\$119.16	P
19190301	CRESCENT ELECTRIC SUPPLY CO	PARTS - JAIL SHOWER	04/04/2019	\$2.55	P
19190302	ERON & GEE/HERMAN'S PLUMBING & HEATING	REPLACE WATER HEATER	04/03/2019	\$2,665.00	P
19190303	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	04/16/2019	\$40.00	P
19190304	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	04/16/2019	\$40.00	P
19190305	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	04/10/2019	\$80.91	P
19190306	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY-INSTALL ELEC STRIK	04/05/2019	\$952.00	P
19190307	HOME DEPOT CREDIT SERV (Maintenance)	CH, SHOP DRAIN, RB	04/05/2019	\$378.26	P
19190308	LYCON INC	SHOP DRAIN - CONCRETE	03/31/2019	\$296.50	P
19190309	NICK MICHELS & SONS	BACKUP GENERATOR-ROOF WORK	04/01/2019	\$752.00	P
19190310	NORTHSTAR ENVIRONMENTAL TESTING LLC	JAIL - ACM TESTING	04/05/2019	\$380.00	P
19190311	NORTHSTAR ENVIRONMENTAL TESTING LLC	CH SECURITY OFFICE-ACM TESTING	04/05/2019	\$450.00	P
19190312	PEARL ENGINEERING CORPORATION	CH GENERATOR-ROOF EVALUATION	03/31/2019	\$1,452.50	P
19190313	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	04/16/2019	\$150.00	P
19190314	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	04/11/2019	\$55.79	P
19190315	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	04/11/2019	\$40.13	P
19190316	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	04/11/2019	\$329.80	P
19190317	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	04/11/2019	\$2,590.81	P
19190318	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	04/11/2019	\$836.61	P
19190319	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	04/11/2019	\$7.45	P
19190320	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	04/11/2019	\$76.83	P
19190321	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	04/11/2019	\$35.27	P
19190322	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	04/11/2019	\$5,728.65	P
19190323	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	04/11/2019	\$4,078.68	P
19190324	WERNER ELECTRIC SUPPLY	EM OFFICE - LIGHTING	04/02/2019	\$1,900.00	P
19190325	WISCONSIN VALLEY BUILDING PRODUCTS	CORE DRILL RENTAL	04/05/2019	\$40.00	P
19190326	WRIGHTS CAP LLC	PLOW MAINTENANCE & PARTS	04/04/2019	\$658.52	P
19190327	KRANZ INC	PAPER SUPPLIES	04/24/2019	\$62.34	P
19190328	MIDLAND PAPER	PAPER SUPPLIES	04/24/2019	\$242.25	P
19190329	NASSCO INC	PAPER SUPPLIES	04/24/2019	\$472.95	P
19190330	NASSCO INC	PAPER SUPPLIES	04/24/2019	(\$398.78)	P

MAINTENANCE / PURCHASING - APRIL
2019

19190253 - 19190340

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190331	QUALITY PLUS PRINTING INC	PRINTING	04/24/2019	\$915.00	P
19190332	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	04/24/2019	\$5,304.77	P
19190333	VAN TASSEL REUBEN	MILEAGE REIMBURSEMENT	04/24/2019	\$419.34	P
19190334	OFFICE DEPOT	OFFICE SUPPLIES	04/29/2019	\$104.77	
19190335	OFFICE DEPOT	OFFICE SUPPLIES	04/29/2019	(\$89.90)	
19190336	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	04/29/2019	\$108.24	
19190337	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/29/2019	\$1,033.55	
19190338	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/29/2019	\$1,352.68	
19190339	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/29/2019	\$128.98	
19190340	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/29/2019	(\$44.98)	

Grand Total:**\$93,237.22**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
MARCH 2019

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
	ALL THE BELOW WERE PAID BY AEGIS (TPA)		
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$576.65
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$2,632.83
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.99
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$245.28
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$238.19
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$265.56
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.99
PREPAID	WORK COMP	TTD	\$1,326.42
PREPAID	ANESTHESIA ASSOC OF WIS	WC MED REIMBURSE	\$2,042.35
PREPAID	CRAWFORD EVALUATION GROUP	WC MED REIMBURSE	\$2,250.00
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$159.60
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$225.03
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$2,092.85
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$358.12
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$173.76
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$173.76
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$2,089.05
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$265.56
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$85.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$170.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$127.50
PREPAID	LINDER & MARSACK	WC MED REIMBURSE	\$208.00
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$179.42
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$245.28
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$151.91
	TOTAL		\$16,369.60

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

CHAIRMAN

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: APRIL

For the range of vouchers: 23190009 - 23190011

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23190009	TJ'S AUTO & COLLISION REPAIR	VEHICLE DAMAGE REPAIR BILL	04/10/2019	\$1,347.00	P
23190010	PROASSURANCE CASUALTY COMPANY	PROF LIABILITY INS - NORWOOD	04/22/2019	\$8,216.00	P
23190011	CENTRAL WI GLASS COMPANY INC	VEHICLE DAMAGE REPAIR BILL	04/30/2019	\$375.00	
Grand Total:				\$9,938.00	

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: APRIL 2019

For the range of vouchers: 28190068 - 28190099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28190068	CITY OF MARSHFIELD	MARCH SPECIALS	04/03/2019	\$1,322.36	P
28190069	CITY OF NEKOOSA TREASURER	MARCH SPECIALS	04/03/2019	\$3,451.13	P
28190070	CITY OF PITTSVILLE TREASURER	TAX DEED UTILITIES	04/03/2019	\$194.78	P
28190071	CITY OF PITTSVILLE TREASURER	MARCH SPECIALS	04/03/2019	\$71.44	P
28190072	CITY OF WISCONSIN RAPIDS	MARCH SPECIALS	04/03/2019	\$798.80	P
28190073	CLAUSEN DARRYL OR SHELLY	TAX OVERPAYMENT REFUND	04/03/2019	\$10.95	P
28190074	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	04/03/2019	\$1,926.00	P
28190075	KOLAR KERI	TAX OVERPAYMENT REFUND	04/03/2019	\$15.92	P
28190076	NELSON HOLDINGS LLC	TAX OVERPAYMENT REFUND	04/03/2019	\$10.35	P
28190077	STATE OF WISCONSIN TREASURER	1ST QTR PROBATE & BIRTH FEES	04/03/2019	\$30,929.56	P
28190078	TOWN OF PORT EDWARDS	MARCH SPECIALS	04/03/2019	\$1,396.01	P
28190079	TOWN OF REMINGTON	MARCH SPECIALS	04/03/2019	\$881.28	P
28190080	TOWN OF SARATOGA	MARCH SPECIALS	04/03/2019	\$4,454.88	P
28190081	TOWN OF GRAND RAPIDS	MARCH SPECIALS	04/03/2019	\$2,817.73	P
28190082	TOWN OF LINCOLN	MARCH SPECIALS	04/03/2019	\$1,269.01	P
28190083	TOWN OF MARSHFIELD	MARCH SPECIALS	04/03/2019	\$260.70	P
28190084	TOWN OF RICHFIELD	MARCH SPECIALS	04/03/2019	\$1,107.38	P
28190085	TOWN OF ROCK TREAS LISA M WALLIS	MARCH SPECIALS	04/03/2019	\$260.22	P
28190086	VILLAGE OF ARPIN TREASURER	MARCH SPECIALS	04/03/2019	\$26.30	P
28190087	VILLAGE OF VESPER	MARCH SPECIALS	04/03/2019	\$177.48	P
28190088	VILLAGE OF PORT EDWARDS TREAS	MARCH SPECIALS	04/03/2019	\$558.82	P
28190089	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	04/03/2019	\$118.66	P
28190090	WI DEPT OF ADMINISTRATION	MARCH WI LAND INFO	04/03/2019	\$4,690.00	P
28190091	WOOD TRUST BANK	MONTHLY VISA BILL	04/03/2019	\$477.00	P
28190092	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	04/03/2019	\$150.00	P
28190093	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	04/17/2019	\$1,128.00	P
28190094	STATE OF WISCONSIN TREASURER	MARCH CLERK OF COURTS REVENUES	04/17/2019	\$142,536.40	P
28190095	WISCONSIN CO TREAS ASSN SEC TR	TREASURER'S CONFERENCE REG	04/17/2019	\$125.00	P
28190096	WOODTRUST BANK	MONTHLY SERVICE FEES	04/17/2019	\$670.41	P
28190097	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	04/24/2019	\$945.00	P
28190098	MOBILE LOCK & SECURITY	TAX DEED LOCK UP FEES	04/24/2019	\$190.00	P
28190099	WISCONSIN DEPT OF REVENUE	DEL LOTTERY CREDIT DUE STATE	04/24/2019	\$127.81	P

Grand Total:

\$203,099.38

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: APRIL 2019

For the range of vouchers: 34190006 - 34190006

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34190006	ASPIRUS OCCUPATIONAL HEALTH	Mileage/HRA/Bio/Lab/Advisor	04/01/2019	\$19,729.21	P
Grand Total:				\$19,729.21	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Renewable and Sustainable Committee

Draft: Role and Responsibilities of the Renewable and Sustainable Committee

Prepared by: Jason R. Grueneberg, Director of Planning & Zoning – 2019-4-3

1. Review annual County grant requests
 - a. Annual Sustainable and Renewable Grant requests
 - b. Annual Lean Process Improvement Grant
2. Identify sources of renewable and sustainable grants
3. Promote sustainable and renewable programs
 - a. SolSmart resource/implementation
 - b. Property Assessed Clean Energy (PACE)
 - c. Solar Group Buy
 - d. Choose-to-Reuse
 - e. Clean Sweep
 - f. Consider implementation of Green Tier Legacy County
4. Serve as conduit for renewable and sustainable projects for consideration brought forward by County Board Supervisors and staff, as well as the general public
5. Create web page sharing sustainable and renewable resources (almost complete)
6. Set examples for residents and businesses – catalyst projects
7. Provide and facilitate sustainable and renewable resources
8. Develop a sustainable and renewable plan/strategy for Wood County – Adoption by Executive Committee and County Board
 - a. Develop a sustainable and renewable Capital Improvement Plan
9. Establish sustainable and renewable goals
10. Meet quarterly or as-needed
11. No budget anticipated – Budget considerations could include continuing education opportunities as well as funds to be applied towards planning activities to be facilitated by a consultant



Option 1:

Wood County Sustainable and Renewable Committee

2 County Board Supervisors

University of Wisconsin Extension Educator

Maintenance Department Director

Health Department Director

(Report to Executive Committee)

Option 2:

Wood County Sustainable and Renewable Committee

County Board Chair

2 County Board Supervisors

3 County Staff

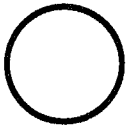
City of Marshfield - Future SolSmart Community

City of Wisconsin Rapids - SolSmart Community

Town of Grand Rapids - Future SolSmart Community

1 Rural County Representative

1 at large member



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

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

CAK

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

FISCAL NOTE: Paid Amount \$3,518.28

WHEREAS, by Resolution No. 19-3-5, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 34-06158, more particularly described as:

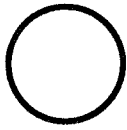
Lot 19 of East Side Assessor's Plat No. 46, City of Wisconsin Rapids, Wood County, Wisconsin.

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

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on April 4, 2019 will compensate the County in full for the amounts due and owing,

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

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



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

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

CAK

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

FISCAL NOTE: Paid Amount \$15,064.82

WHEREAS, by Resolution No. 19-3-5, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 34-07812, more particularly described as:

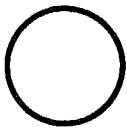
		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam,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

That part of Lot 4 in Block 6 in Subdivision of the SE ¼ of the NW ¼ of Section 17, Township 22 North, Range 6 East, according to the Sargent's Plat of the City of Grand Rapids, now City of Wisconsin Rapids, Wood County, Wisconsin, more particularly described as follows: commencing at a point obtained by running 947 feet South and 450 feet West of the NE corner of the SE ¼ of the NW ¼ of Section 17, Township 22 North, Range 6 East, running thence South 53 feet; thence West 120 feet; thence North 53 feet; thence East 120 feet to the point of beginning, being part of the same lands and premises described in and conveyed by Deed recorded in Volume 120 of Deeds, Wood County Registry Records.

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

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on April 12, 2019 will compensate the County in full for the amounts due and owing,

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



RESOLUTION#

Introduced by EXECUTIVE COMMITTEE
Page 1 of 1

Committee

CAK

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

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

FISCAL NOTE:

Offered Amount	\$17,000.00
R.E. Taxes	(15,634.12)
Tax Deed Expense	(645.52)
Special Charges	(720.36)

GAIN OR LOSS \$0

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

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

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

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

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Marshfield

33-03289A Lot 1 of Wood County Certified Survey Map No. 8083 (recorded in Volume 27 of Survey Maps at Page 283) being part of the NW fractional ¼ of the NW ¼ of Section 6, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

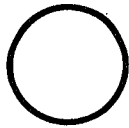
OFFERED AMOUNT

\$17,000.00

APPRAISED AMOUNT

\$28,500.00

Property is a vacant lot on W Veteran's Parkway, City of Marshfield.



DATE May 21, 2019

RESOLUTION#

Effective Date Upon Passage & Publication

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

Committee

RSD

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
No: _____ Yes: _____	Absent: _____
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 provide for unanticipated revenue from the Department of Justice (DOJ), Byrne Memorial Justice Assistance Grant Program available through the US Department of Justice and supplemented by funds derived from the State of Wisconsin budget through penalty assessment fees.

FISCAL NOTE: The costs to be funded in the 2019 budget are in lines 101-2501-52110-000-115 (Overtime - Sheriff Administration). The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
52110	Sheriff Administration		\$91,326
43521	State Traffic Aids	\$91,326	

SOURCE OF MONEY: Department of Justice, Byrne Memorial Justice Assistance Grant Program.

WHEREAS, Wood County has been awarded \$91,326 from the Department of Justice, Byrne Memorial Justice Assistance Grant Program, and

WHEREAS, the funds from Department of Justice, Byrne Memorial Justice Assistance Grant Program will be used to support overtime costs for members of the Central Wisconsin Drug Task Force, and

WHEREAS, the Wood County Sheriff's Department participates in the Central Wisconsin Drug Task Force, a multi-jurisdictional drug enforcement task force to disrupt and dismantle drug trafficking organizations, and

WHEREAS, Wood County will be the fiduciary of the grant program and the Sheriff's Department will be responsible for all programmatic reporting requirements outlined in the grant award and seeing that grant funds are administered according to the approved application materials and certifications, and

WHEREAS, the opioid epidemic continues to increase nationwide, the Wood County Sheriff's Department recognizes the need for cooperation and coordination of drug enforcement efforts with state and local counterparts. This cooperation provides several advantages including the ability to draw on the expertise of state and local law enforcement partners and the ability to share resources and expenses thereby increasing the investigative possibilities available to all, and

WHEREAS, it is a benefit to the citizens of Wood County to provide drug enforcement with assistance from state and local counterparts within the boundaries of Wood County and surrounding counties over the 2019 operational year, and

NOW THEREFORE BE IT RESOLVED to amend the Wood County Budget for 2019 for unanticipated revenue from the Department of Justice, Byrne Memorial Justice Assistance Grant Program of \$91,326 to the Sheriff Administration (43521) Law Enforcement State Aids and (52110) Sheriff Administration.

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
Position Description**

Name:		Department:	Maintenance
Position Title:	Facilities Manager DRAFT	Pay Grade:	12 FLSA: E
Date:	January 2019	Reports To:	Executive Committee

Purpose of Position

The purpose of this position is to plan, schedule and oversee all maintenance, repair and beautification projects and activities on and in county buildings and facilities including the Wood County Courthouse, River Block, Edgewater Haven, and the Wood County Annex and Health Center (Norwood Health Center). Determines priority of maintenance work to be performed and provides estimates for project duration, scope, and materials. The work is performed under the direction of the Executive Committee.

Essential Duties and Responsibilities

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

Planning

- Plans, schedules, and oversees all routine maintenance services on an ongoing basis.
- Establish a shared vision of preventative maintenance planning with all County maintenance staff (including staff at outlying County facilities).
- Develops and maintains a five and ten year plan for county wide maintenance projects and capital improvement projects. Communicates long-range plans to the appropriate maintenance staff members.
- Develops a plan and timeline for preventive maintenance projects. Assesses need for maintenance, repair and/or improvement and develops specifications. Continually works to evolve maintenance from reactionary to a proactive process.
- Provides oversight and direction to the Maintenance Department staff and oversees facility maintenance and projects at the Wood County Courthouse and River Block building.
- Acts as a consultant for maintenance supervisors and staff of all outlying County facilities.
- Development of the County's CIP plan and prioritizes long term projects.
- Communicates regularly with maintenance supervisors of the County's Healthcare facilities and collaborates on all capital projects, renovations, and the assessment of future needs. Provides knowledge and expertise on materials, safe work practices, appropriate maintenance history, and other critical information.

- Collaborates with Department Heads, other members of management, and/or facility administration to assess departmental and/or facility needs. Provides estimates of project and completion time, priority, and cost.
- Coordinates major maintenance activities between County facilities to maximize efficiencies and control costs.
- Provides overall direction and vision of the County's maintenance philosophy and priorities to all maintenance department staff employees. Works closely with all County facilities maintenance teams.

Budgetary

- Prepares annual maintenance budget for Courthouse maintenance. Forecasts materials, equipment, supplies and staffing needs. Submits and recommends budget. Administers budget and approves expenditures.
- Ensures that maintenance work is carried out at a minimum cost in labor and materials.
- Annually presents to the Executive Committee with a schedule of major or multi-facility projects and projected costs. Presents CIP requests for the Wood County Courthouse, River Block, Edgewater Haven, and the Wood County Annex and Health Center (Norwood Health Center).
- Reviews and verifies invoices. Approves vouchers for payment.

Contract Management

- Prepares specifications for contracts and letting of contracts for multi-facility projects.
- In coordination with the County facilities maintenance teams, monitors the work of outside contractors to ensure compliance with contract and specifications. Approves any changes or deviations from such contract.
- Develops, implements, and oversees the building inspection program and ensures compliance with the program.

Other Management Duties

- Prepares reports, completes forms, drafts correspondence and memos regarding the Maintenance Department's activities and projects.
- Approves Maintenance Department employees' requests for vacation. Approves time cards.
- Coach, mentor, and support the Lead Maintenance Technician in the Maintenance Department. Provide ongoing feedback and direction with goal setting and prioritization of work.
- Ensures all appropriate safe working policies and procedures are followed by employees and contractors under his direction.
- In the event of a difference of opinion with another member of management, Department Head, or Maintenance Supervisor, on a County-related facility or maintenance project, the Facilities Manager presents the project, scope, cost analysis, and prioritization to the Executive Committee and/or Health and Human Services Committee for final decision and direction.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs incidental skilled carpentry, masonry, plumbing, electrical, engine and other repair tasks.
- Ensures courthouse building, boilers, elevators and other equipment are in safe operating condition.
- Performs other maintenance tasks as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma; and two year vocational/technical diploma in maintenance, mechanical, plumbing and electrical systems repair; five years building and building systems repair with supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin motor vehicle operator's license required. Must complete "OSHA 10 hour" or higher level of safety training within three months of date of hire.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, treat and mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as billing invoices, vouchers, expenditure reports, budgets, work orders, architectural drawings, specifications, electrical diagrams, maintenance records, maintenance reports, materials safety data sheets, computer software operating manuals, technical operating and repair manuals, statutes, regulations, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with maintenance staff, courthouse personnel, vendor representatives and the general public.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments such as snowblower, snowplow, motor vehicles, mechanic's tools, carpenter tools, mason tools, electrician tools, welder, cutting torch, shovel, telephone, computer terminal and calculator. Ability to repair complex equipment and machinery.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as assembling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.

Environmental Adaptability

Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, irate individuals, noise, machinery, electrical currents and/or dust. This exposure may cause some discomfort and presents a risk of injury.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

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

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human

Date

Resources Department

DRAFT

Employee Policy Handbook



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FOREWORD

This *Wood County Employee Policy Handbook* (Handbook) is designed to promote consistent human resources management throughout Wood County. This Handbook is intended to give information to Wood County employees about the main features of our employment policies, procedures, guidelines, benefits and other general information. It does not, and is not intended to, cover these matters in detail or serve as any type of contract. The Wood County Board of Supervisors retains the right to change these and any existing policies, when it is deemed to be in the best interest of Wood County. An employee may be adversely impacted by changes in this Handbook. Wood County facilities or departments may make policies that address the particular interests of that facility or department, provided the policy does not conflict with policies contained or discussed in this Handbook. Deviations from these policies must be approved by the Executive Committee in advance of their implementation.

Some policies herein may be superseded by a union contract or Civil Service Ordinance, and are subject to Wood County Board Rules. This Handbook is effective June 1, 2019, and supersedes all previous Wood County Policy Handbooks or policies discussed in this Handbook.

The policies and procedures of Wood County are continually being reviewed and revised to ensure they stay current with the needs of the employees and Wood County. To find out if there have been any changes since this Handbook was published, please consult with the Human Resources Department. A current version of the Handbook will be available on the Employee Intranet.

Should any part of this Handbook be ruled obsolete or invalid, the balance of the document will remain in effect.

This Handbook shall govern human resources administration for all employees and departments of Wood County except:

- Members of the Wood County Board of Supervisors.
- Elected Wood County officials.
- Members of boards, commissions, committees, and judges.
- Persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the Wood County Board of Supervisors, a committee thereof, or the Wood County Board Chairperson.
- Contracted or leased individuals.
- Employees covered by a collective bargaining agreement shall be governed by that Agreement. This Handbook shall govern represented employees to the extent that the issues at hand are not addressed by the respective labor agreement. Where a union contract has language dealing with any subject covered in this Handbook, the contract will be considered as the full rights of the employees in that bargaining unit and this Handbook will not extend those rights beyond the contractual language.

EQUAL OPPORTUNITY POLICY

Wood County will conduct business in compliance with the equal opportunity policy and standards of the Wisconsin Department of Workforce Development, Department of Health Services, Department of Family Services, and all applicable state and federal statutes, and regulations relating to non-discrimination in employment and service delivery.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment, or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or non-use of lawful products off the employer's premises, or any other characteristic protected by law. All employees are expected to support goals and programmatic activities relating to non-discrimination in employment.

No otherwise qualified applicant for service or service recipient shall be excluded from participation, be denied benefits,

or otherwise be subject to discrimination in any manner on the basis of race, color, national origin or ancestry, sex, religion, age, political belief or affiliation, disability or association with a person with a disability. This policy covers eligibility for the access to service delivery, and treatment in all of the programs and activities.

To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, the Human Resources Director has been appointed as Equal Opportunity Coordinator. Employees are encouraged to discuss any perceived discrimination concerns in employment or service delivery with the Human Resources Director.

The Human Resources Director may be reached Monday through Friday, from 8:00 a.m. through 4:30 p.m., at 715-421-8457.

AMERICANS WITH DISABILITIES ACT (ADA)

Wood County is committed to providing equal opportunity to all qualified persons in all aspects of employment. This extends to our current employees and applicants for positions with Wood County. As part of this commitment, we intend to fully comply with the guidelines established by the ADA and its amendments. A qualified person is an individual who meets the skills, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the job.

Any person who suffers from a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is covered by the ADA. If the condition restricts their ability to perform some aspects of their job, or the job for which they are applying, Wood County will provide or allow reasonable accommodation to enable the person to perform the necessary tasks.

If an employee believes they may need accommodation in accordance with this policy, they should contact both their immediate supervisor and the Human Resources Department to discuss what reasonable accommodations may be necessary. Applicants needing accommodation should notify the Human Resources Department at any time during the application or interview process to discuss necessary accommodations. When a request for accommodation is made, Human Resources together with the department will initiate an interactive process to determine what reasonable accommodations may be made.

Any employee or applicant who feels they have not received full and fair consideration under this policy should meet with the Human Resources Director to discuss their complaint.

WOOD COUNTY DEPARTMENT POLICIES

Wood County has a number of policies that have been approved either by the Wood County Board of Supervisors or by an Oversight Committee. These policies set the overriding principles of Wood County operations and cannot be changed without action by the approval authority.

The “approval authority” is the highest body to formally approve the policy or the body that has the delegated authority to approve deviations from the policy.

Departments have the responsibility to set policies related to their specific operations. They may also set procedures, guidelines or work rules related to their operations. Policies tend to be broad; procedures or guidelines tend to be more specific, and typically work rules are the most specific, but the terms may be used interchangeably. Departmental policies should not conflict with Wood County policies; however, departments may request approval to deviate from Wood County policy. Any deviation from a Wood County policy requires approval of the approval authority. A department may also set a procedure or work rule on how a Wood County policy will be administered.

PERSONNEL POLICY PRINCIPLES

Wood County policies should be fair, respectful of employees, consistently applied, and there should be clear expectations set forth in the policy and the administration of the policy. Policies are necessary for a well-run operation. Both employees and management need to know what the guidelines are and what to do in a given situation. Wood County intends to follow its policies in all situations. However, if an employee believes they have a situation that warrants a deviation from a specific policy, they are encouraged to discuss it with their supervisor as soon as practical.

To ensure that our policies are well written, Wood County considers the following criteria:

Fairness

The guidelines should apply the same to all employees in a given situation. That does not mean that every department will administer everything exactly the same, but the basic principle of the guidelines should apply to all departments. (An example of this is that some departments might have a different starting time, but all employees should be expected to be at their workstation at their designated start time.)

Respectful of employees

Policies or guidelines are written with the understanding that the majority of our employees want to come to work and do a good job. Written policies are provided to help employees understand how situations are expected to be handled.

Consistently applied

Policies should be administered consistently. “Consistently” means that the basic principles of the policy should remain constant from case to case without regard to personal feelings, friendships, or any discriminatory factors. However, good policy administration also requires that the employees and their individual or unique circumstances be considered to make sure the administration of the policy is also fair.

Clear expectations

Employees have the right to be aware of a policy and how it will be administered up front. Employees also have the responsibility to learn the policy and ask questions if they are unclear about a policy. Management has the responsibility to make the policies available to the employees in a reasonable manner. The purpose of this Handbook is to make our Employee Policies available to all employees. We will notify all employees of any policy changes or new policies. Employees are encouraged to check the Wood County Employee Intranet to make sure they are aware of the most recent revisions to Wood County policies. Employees are encouraged to consult with their supervisor or Human Resources on any questions they may have related to Wood County policies.

CODE OF CONDUCT

Wood County is committed to conducting its business ethically and with honesty, integrity, and respect for all. In all situations, Wood County strives to comply with applicable laws, rules, and regulations. Wood County is committed to acting honorably and professionally and treating all employees, elected officials, vendors, clients, patients, and members of the public with courtesy and respect. Compliance with the Code of Conduct (the Code) is an expectation and a condition of employment.

Conducting County Business

Wood County conducts all of its business with integrity and professionalism. Employees are expected to communicate clearly, respectfully, and professionally in their interactions. All individuals are treated fairly and equitably. Our reputation as a County is a valuable asset and one that each and every employee has a part in upholding. We continuously challenge ourselves, our teams, and our departments to improve.

Acting with Professionalism

Wood County values each and every employee as an important member of our organization. The goal is for every employee to be treated with fairness, courtesy, and respect. Wood County values open and honest communication. We encourage employees to raise work-related questions and concerns as they arise in a well-thought out and respectful manner. Employees are expected to act honorably which includes:

- Never to attack each other's character, appearance, beliefs or values.
- Respect each other's differences; it is acceptable to "agree to disagree".
- Be polite, helpful, and friendly.
- Avoid gossiping, misrepresenting, and/or spreading rumors about any individual, including peers, managers, vendors, clients, patients, and other members of the public.
- Speak at a respectful volume and tone; it is never acceptable to yell, shout, scream, or use profanity in any business conversation or setting.
- Allow others the opportunity to share their opinion in the same respectful manner.
- Be prompt and punctual in any commitments.

Wood County is an Equal Opportunity Employer and we provide equal treatment for all applicants and employees. We will not tolerate discrimination based on age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or non-use of lawful products off the employer's premises, or any other characteristic protected by law. (See Wood County's "Equal Opportunity" Policy for more information.) We follow these principles in all areas of employment including recruitment, hiring, training, promotion, compensation and benefit eligibility, transfers, and employment status.

Wood County is committed to providing employees a safe workplace, free from unlawful discrimination and threats of violence. Any such behavior or threat should be reported immediately. Managers who receive such information should contact Human Resources. (See Wood County's "Discrimination/Harassment" Policy and "Safety/Security" Policy for more information.)

Compliance with Legal Regulations

Wood County employees are expected to act in a manner that upholds the intent of all local, state, and federal laws in all County business and interactions. Violations of such laws have potentially serious consequences, both for Wood County and for individuals. If questions or concerns arise, it is important to seek guidance immediately.

Conflicts of Interest

A conflict of interest may occur if an employee's personal, social, financial, or political activities interfere, or potentially interfere, with the responsibilities of their position at Wood County. Employees should seek advice before proceeding with a situation that is or could be perceived as a conflict of interest. (See Wood County's "Conflict of Interest" Policy for more information.)

We recognize these situations may arise without any willful action on the employee's behalf and that changes in circumstances may occur at any time. Employees who become aware of a potential conflict of interest should disclose the situation immediately to their supervisor or Department Head.

Protect Wood County's Assets and Reputation

Wood County expends considerable resources to develop assets to use for its business, including:

- Physical assets- our facilities, equipment, vehicles, technology and communication systems,
- Information Security- internal and external communication and digital and hard copy documentation, and
- Reputation- the name and reputation of Wood County.

Employees are expected to follow applicable security, use, and safety procedures to protect Wood County's assets from theft, loss, damage, or misuse. Wood County assets are only to be used for business purposes. Employees are expected to uphold the reputation of Wood County whenever representing the County.

Reporting Concerns

All employees are responsible for reading, understanding, and following the Code. Any violations of the Code are subject to disciplinary action, up to and including termination of employment. Any violation of the law may also be subject to civil and criminal penalties.

Employees are encouraged to ask questions, raise concerns, and/or report potential and actual violations to their immediate supervisor, Department Head, or the Human Resources Director. Wood County takes all reports seriously, investigates all matters thoroughly, and will take appropriate action.

No Retaliation

Wood County does not tolerate retaliation against employees for making good faith reports of possible violations of the law or Wood County policies, including this Code. Employees who retaliate, attempt to retaliate, or commit any other similar misconduct will be disciplined.

I. EMPLOYMENT

EMPLOYMENT FORMS

At the time of hire, employees complete tax withholding forms, insurance forms, proof of employability documents, and any other necessary forms regarding employment with Wood County. All responses on these forms, or any other forms required and completed throughout the course of employment, are expected to be complete, factual and honest. Any attempt to mislead or conceal relevant information, or give a false or incorrect answer to any requested information related to an employee's application, qualifications, benefit eligibility or other employment related questions, may result in Wood County terminating the employment relationship without prior warning or notice.

EMPLOYEE PERSONNEL FILE

Important employment related documents are kept in a central file known as an employee's "personnel file". An example of the type of information that is kept includes the employment application, insurance enrollment forms, annual performance evaluations, disciplinary actions, and any relevant employment test scores. The personnel file is maintained in the Human Resources Department or in a secure area at Wood County Annex and Health Center (Norwood Health Center) or Edgewater Haven, depending on what facility the employee is employed. Employees have the right to review their file during normal business hours, but on unpaid time. If an employee wishes to do so, they should inform their supervisor or the Human Resources Department in writing and arrangements will be made as soon as practical, but no later than seven (7) business days from the date of the request, for the employee to review the non-confidential parts of their personnel file. A representative from the Human Resources Department will explain how the file is arranged and what contents are confidential. Employees are able to supplement any papers in the file with a written statement if they choose. Employees may request a copy of the non-confidential documents in their own personnel file for a fee, with written notice to Human Resources.

PERSONAL INFORMATION

If an employee has a change to any of their personal information, such as address or telephone number, the Human Resources Department should be informed in writing, as soon as possible. The most recent address provided to the Human Resources Department will be considered the employee's "address of record". It is important that this information is kept current, so that Wood County can ensure proper delivery of work-related mail or messages. This information will only be used by Wood County for business purposes, and will not be given to anyone for any other purpose without the employee's written consent, or as required by law or union contract.

INTRODUCTORY PERIOD

Newly Hired Employees

A newly hired employee must complete an introductory period of six (6) months. During this time, each employee should receive appropriate "on-the-job" training, together with information on the operation of the department and Wood County. The introductory period provides the employee with an opportunity to learn the new position, and gives management the ability to assess if the employee has the skills and aptitude to successfully perform the job. During the introductory period, Wood County may end employment without notice. Completion of the introductory period does not waive the "at-will employment" status discussed in this Handbook. Under certain circumstances, a supervisor may extend the introductory period with approval of the Human Resources Director.

Promoted Employees

An employee who is promoted or transferred to another position, will serve a thirty (30) working day introductory period in the new position.

EMPLOYEE STATUS

Full-time

An employee who is regularly scheduled between thirty-eight and three-quarters (38.75) and forty (40) hours per week is considered full-time (2,015 or 2,080 hours per year).

Part-time

An employee who is regularly scheduled for less than thirty-eight and three-quarter (38.75) hours per week is considered part-time. Employees who are regularly scheduled for twenty (20) or more hours per week are eligible to receive Wood County benefits (sick leave, vacation, and holidays) on a pro-rated basis.

Casual

An employee that holds a position budgeted for fewer than twenty (20) hours per week, is considered casual and not eligible for Wood County benefits. Effective July 1, 2011, employees who are employed more than 1,200 hours in any continuous twelve (12) month period, are eligible for Wisconsin Retirement System (WRS) participation.

Temporary/Seasonal

An employee who fills a position that is of limited duration or is for a specified period of time, is considered to be a casual employee. The wage rate for a temporary/seasonal position shall be subject to approval of the Human Resources Director or the Executive Committee.

Contract/Leased/Agency Employees

Persons contracted to perform specific tasks through an agency or paid as an independent contractor, are not considered Wood County employees, and may be used on a specific need basis with approval of the Human Resources Director or the Executive Committee. They receive no pay or benefits from Wood County, and should be used only as long as a specific need exists. A formal contract is necessary to ensure that the relationship is not interpreted as employer/employee.

Exempt/Non-Exempt Status

This status is defined by state and federal regulations and is based on a number of criteria such as, but not limited to, job duties and supervisory responsibilities. The primary difference is how overtime and compensatory time is handled.

Temporary Increase In Duties

Occasionally, employees may be assigned to perform a job in a higher salary grade than their regular position. If the assignment is short-term, no adjustment to the employee's wage will be made. However, if the assignment is for a significant period of time (as described below), and the employee assumes the full duties of the higher position, the following guidelines will apply:

1. **Non-exempt employees** who are temporarily assigned to a position with a minimum pay rate which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days, and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head.
2. **Exempt employees** who are temporarily assigned to a position which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head. In the event the position being covered is a Department Head role, the oversight committee determines the rate of increase.
3. The temporary increase in pay requires approval of the Department Head and the Human Resources Director. No temporary assignment shall exceed six (6) months unless permission is obtained in advance from the Executive Committee.

PAYCHECKS AND TIMECARDS

The payroll period is two (2) weeks beginning on a Sunday and ending on a Saturday. All Wood County employees are required to participate in the mandatory direct deposit program. Employees receive a pay statement, and funds are directly deposited on the Thursday after the end of the payroll period. Questions related to an employee's pay should be discussed with the employee's supervisor. If the question is still not resolved, contact the Payroll Administrator.

Employees are required to complete a timecard each pay period. The timecard should be approved by both the employee and the supervisor at the end of the pay period. Questions regarding the completion of time cards should be directed to the supervisor or the Payroll Administrator.

Falsely recording time, altering or tampering with timecards, or punching or recording on another employee's timecard, is a serious offense and may result in termination. Employees may not work before or after their scheduled work period, unless such time is authorized in advance by their immediate supervisor.

LENGTH OF SERVICE

Length of service is defined as the amount of continuous employment since an employee's most recent hire date. That hire date is considered an employee's "anniversary date". Some Wood County benefits, such as vacation, are based on an employee's length of service with Wood County. An employee's length of service ends when the employment relationship ends. If an employee terminates employment with Wood County and is rehired at a later date, the employee's hire date starts over with no accrued length of service. In some cases, an employee may not accrue service credit while on a leave of absence. Employees would be notified of those cases in advance, and would return with an "adjusted" length of service date.

Full or part-time employees transferring from one Wood County position to another full or part-time Wood County position will retain their anniversary date and length of service rights.

Length of service for employees wishing to transfer between a non-union and union position will be subject to negotiations between Wood County and the union, if applicable.

WORKFORCE REDUCTION OR LAYOFF

A workforce reduction, commonly called a "layoff", is a method of reducing the number of employees either on a permanent, temporary, or emergency basis. Layoffs are usually used to reduce the cost of operating a business. If Wood County needs to reduce costs by layoff, management will meet with employees to ensure that they understand their rights and responsibilities. Employees to be laid off will be given as much notice as practical prior to the effective date of the layoff.

Permanent Layoff

If a permanent reduction in the number of employees is necessary, the decision of who will be laid off will be based primarily on department needs, position title, skill needs and past performance evaluations. Length of service with Wood County will be considered as a secondary factor in the determination of who will be laid off. Employees rated as "satisfactory" or above on their most recent evaluation, will be considered to have demonstrated the required skills of the position unless there is more recent documentation to the contrary. Skill needs are defined in the position description. Permanent layoffs must be approved by the Executive Committee.

Employees being permanently laid off will be given at least seven (7) calendar days' notice, and will be offered out placement assistance.

Emergency Layoff

The Wood County Board Chairperson has the authority to direct an emergency layoff for all Wood County employees. A Department Head may implement an emergency layoff if an unforeseen circumstance arises, causing the employee's work to be unnecessary, impractical or unsafe to perform. Emergency layoffs should not extend beyond five (5) workdays and are unpaid, but employees will continue to maintain their Wood County benefits. Time off will be considered as time worked for calculation of future benefits. Employees may choose to be paid accrued vacation or compensatory time instead of taking the layoff. An emergency layoff that extends beyond five (5) days, the Department Head should consult with Human Resources to enact Temporary Layoff procedures.

Layoff Notification

Employees being placed on permanent or temporary layoff status will receive written notification of the effective date of the layoff, their benefit rights, their recall rights and how to file for unemployment compensation. A copy of the layoff notification will be kept in the employee's personnel file. The Human Resources Department and the Department Head will be available to answer questions employees may have at the time of the layoff.

TRAINING

In today's world, training is an on-going process. This is especially true in the workplace. Both the technology and the skills we use in performing our jobs are constantly changing. To continually stay proficient in our positions, employees have a need to continually learn. The two (2) main types of training an employee may encounter are discussed below.

On-the-job Training

This method of training is used to help a new employee learn how to perform their job. It consists of explaining what needs to be done, showing the new employee how to do it, having the new employee perform the task, and then monitoring their performance. Most on-the-job training is done right where the work is performed. The supervisor is responsible to ensure that employees receive the proper on-the-job training. Questions related to job training should be discussed with the supervisor.

Skills Training

This type of training is designed to help an employee learn a specific skill, or skills, that is related to their job. This type of training is usually done in a classroom setting and may be done internally or externally. An example of this type of training may be attendance at a conference or seminar. If a supervisor feels there are additional job-related skills that an employee should learn, it will be discussed with the employee individually. If there is an additional job-related skill that an employee would like to learn, the request should be made directly to the supervisor. There is no guarantee of skills training being provided upon employee request.

MANAGEMENT RIGHTS

Wood County reserves certain rights of management including, but not limited to: direct all operations of government; hire, promote, transfer, assign, retain and terminate employees; establish and enforce work rules and determine work schedules; suspend, demote, discharge, and take other disciplinary action against employees; relieve employees from their duties because of lack of work or for other reasons; maintain the efficiency of government operations; introduce new or improved methods; change existing methods; contract out for goods or services; determine the methods, means and personnel by which such operations are to be conducted; take whatever action may be necessary to carry out the functions of government in situations of emergency; and take whatever action is necessary to comply with state or federal laws. It is our intention to abide by all applicable state and federal guidelines, statutes and regulations in exercising the actions listed above.

AT-WILL EMPLOYMENT

Employment with Wood County is governed by the common law doctrine of “at-will” employment. This means that both the employee and Wood County have the right to end the employment relationship at any time with or without cause. No employee or agent of Wood County has the authority to imply, negotiate, agree to, or sign a contract of employment regarding wages, hours, or conditions of employment for a stated period of time except the Executive Committee or Wood County Board of Supervisors.

POSITION DESCRIPTIONS

Each job in Wood County has a position description, or job description, on file in the Human Resources Department. The position description shows the title of the job, department, salary grade, basic purpose of the job, key or essential duties of the position, required qualifications, and educational/physical requirements of the job. At the time of hire, the position description document will be presented to the employee. The employee will sign the current version of the position description and it will be kept in the employee’s personnel file. Employees should be very familiar with their individual position description. If an employee is considering applying for another position in Wood County, the position description is a valuable and informational resource. Employees may review any position description by contacting the Human Resources Department.

The position description is a general document, but in no way is intended to be a full or final list of duties. Other duties may occasionally be added or deleted. If a position description is changed, the change will be discussed with the employee, who will be asked to sign the revised copy to document that the change was discussed. Employees are encouraged to contact their supervisor or Human Resources with any questions regarding their position description.

EMPLOYMENT OF RELATIVES

Wood County must ensure that all decisions made in the course of Wood County business are free of bias. Wood County does not have a policy of total restriction of employment of relatives. Typically, it is a decision between two (2) persons if they wish to be employed in the same organization, provided it does not conflict with appropriate management of Wood County. Therefore, employment of relatives is permitted within Wood County, provided the relationship does not interfere, nor appear to interfere, with appropriate management of Wood County or its activities.

In business decisions, it is imperative to make fair and consistent decisions free of bias due to family relationships. This is especially true in making personnel related decisions. If a family or personal relationship exists between a supervisor and an employee, both the decisions that affect the employee and the supervisor making the decision, may be viewed by others as biased. If this happens, the efficiency of a department or its creditability may suffer.

Nothing in this policy is intended to supersede the Wood County Board Rules or the Wood County Code of Ethics. For more information, employees should refer to those documents.

Guidelines

To avoid conflict of interests, whether real or perceived, no person may hold a position where there is a direct or indirect reporting relationship with a spouse, parent, child, sibling, grandchild or other similar family relationship. “Similar family relationships” include, but are not restricted to “in-law”, “step”, “partner” or “significant other” relationships. An “indirect reporting relationship” is when a decision made by a person may affect the wages, hours of work, work assignments or other conditions of employment.

No employee may hold a position where there is a direct or indirect approval relationship of financial transactions of a spouse, parent, child, sibling or other similar family relationships.

This policy may affect a person’s eligibility to be hired into, transfer into, or be employed in a specific department. In

cases where a violation of this policy exists or develops, preference will be given to the employee with the longest service in the department. The Executive Committee has final review authority regarding this policy.

While Wood County does not intend to unduly restrict personal relationships that have no effect on Wood County, any relationship between Wood County employees or a relationship between a Wood County employee and another person that, real or perceived, disrupts Wood County's business, causes a conflict of interest or jeopardizes the public image of Wood County, will be considered to be a violation of this policy.

JOB VACANCIES AND CAREER ADVANCEMENT

Wood County encourages employees to continually find ways to improve their careers. This may be defined in several ways: more responsibility, more income, another shift, or a different type of work. The following are several ways of achieving this.

All regular exempt and non-exempt job vacancies are posted on the Wood County website, and may be advertised on other applicable websites, for a minimum of two weeks. A list of vacancies is also placed on the employment bulletin board outside the Human Resources Department and forwarded to the Department of Workforce Development. Current Wood County employees who wish to be considered for a vacancy should apply for the position on the Wood County website. All employment applications, and any other supporting documentation, will be reviewed and if qualified, applicants may be scheduled for an interview. The selection of the person to fill the vacancy will be made based on skill, ability, experience and other job related criteria.

Reassignment of duties or caseloads between persons within the same department and job title is not considered a vacancy or position opening. These types of changes are normal departmental duties and do not require a vacancy announcement.

Employees who may be interested in a future vacancy with Wood County may want to learn about the requirements and duties of the position and then prepare for an opening before it occurs. Wood County must hire the best qualified applicant based on a number of factors, and while being a current Wood County employee may factor into the overall decision, it does not guarantee that the employee will be awarded the position.

TUITION ASSISTANCE PROGRAM

The Tuition Assistance Program is designed to provide financial assistance to full-time employees who voluntarily enroll in educational courses that are of benefit to Wood County as an employer, to help the employee prepare for future positions or career advancement within Wood County, for which there is a reasonable expectation that the individual could qualify. (Refer to "Employee Status" section for the definition of full time.) Subject to funding availability, this program is completely voluntary and does not create any employee rights or Wood County obligations. To qualify, an employee must have worked full-time for Wood County for at least thirty-six (36) consecutive and continuous months and have a rating of "satisfactory" or better on his/her most recent performance evaluation. 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.

Approval

For each semester that a qualifying employee seeks reimbursement, the employee shall complete an application on forms provided by the Human Resources Department. As part of the application process, 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 if the employee does not remain employed in a full-time capacity with Wood County for 36 months following the date of reimbursement. Before each semester, 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 recommend approval to the Department's oversight committee. If the Department Head does not approve of the request, the employee is not eligible for reimbursement.

The oversight committee shall retain final authority to grant or deny approval to begin any coursework covered under this policy, and to grant or deny reimbursement. Approval for reimbursement for one semester does not automatically guarantee future approval(s).

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

Amount of Assistance

Wood County shall establish a single fund, from which reimbursement requests will be considered for payment. The annual amount will be established in the annual budget. For the course(s) taken each semester, Wood County will reimburse fifty percent (50%) the tuition costs only, up to a maximum \$1,500 per semester.

All courses must be successfully completed before reimbursement may occur. After the employee has successfully completed the class(es), an official grade report or transcript must be submitted to the Department Head. Reimbursement is based on the final grade for the course, at least "C" or above or "pass" if the course is graded "pass/fail". (If the employee has taken multiple courses, the reimbursement is based on the average of grades received for the courses taken during that semester.) 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.

The actual amount of reimbursement is subject to the availability of funds. Prior approval by the oversight committee does not guarantee reimbursement if the annual budget allocation is exhausted.

An employee may request, and may be approved for, up to two semesters per calendar year. The maximum amount an employee may be reimbursed is \$3,000 per calendar year, per employee.

Educational Leave

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 length of service 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 Wood County's 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.

Agreement for Continued Employment

By accepting tuition reimbursement under this Program and as part of the application process, the employee is agreeing to continue employment with Wood County for a period of no less than 36 continuous months in a full-time position following the date of the most recent reimbursement. Employees who do not complete 36 months of continuous full-time service following reimbursement will be required to repay the full reimbursement amount. The employee agrees to sign a promissory note, on a form provided as part of the application process, for this purpose.

If 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 full-time, eligibility for reimbursement ends immediately. If the employee has already been reimbursed, but has not met the requirement for 36 months of continuous full-time service, Wood County will withhold the previously reimbursed amount from the employee's final paycheck(s). If that is not possible, Wood County will make reasonable efforts to collect the debt.

Tax Status

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, depending on the employee's particular situation. 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.

GARNISHMENTS AND INCOME ASSIGNMENTS

Employees who are subject to a legal garnishment, and/or income assignment, may have a fee deducted from their paycheck to cover administrative charges in accordance with state or federal law.

II. WORK SCHEDULES AND PAY

PAY PLAN AND DEDUCTIONS

Wood County uses a two (2) week payroll cycle and employees are paid every two (2) weeks. For security and confidentiality reasons, pay statements will not be issued to anyone other than the employee without written authorization from the employee.

Certain payroll deductions and/or withholdings are mandated by law. These include:

1. **FICA (Social Security Tax):** The Federal Insurance Contribution Act (FICA) requires that a percentage of gross wages be deducted from paychecks each pay period. In addition, employer contributions to the fund equal or exceed what the employee contributes each year.
2. **Federal Income Tax Withholding:** Federal law requires that a portion of employee's wages be withheld for taxes. The amount deducted is based upon the amount of earnings and the number of dependents claimed as deductions. An annual statement of earnings and taxes withheld, IRS form W-2, will be provided to each employee by January 31, or the deadline determined by the IRS, for the preceding calendar year.
3. **State Income Tax Withholding:** In Wisconsin, state law also requires that a portion of wages be withheld for taxes. Like Federal withholding, the amount deducted is based on earnings and the number of dependents claimed.

Some payroll deductions are for individual benefit options. These include, but are not limited to, the programs or options shown below. For more information regarding these plans, please contact the Human Resources Department or the plan documents.

1. **Wisconsin Retirement System (WRS):** WRS is the state mandated retirement plan that covers most state and county employees. The percentage contribution that is required by the employer and employee is set by state law and may change annually. For more information regarding this benefit, see the "Benefits" section of this Handbook or contact the WRS office at their toll-free number, 877-533-5020.
2. **Individually selected benefits:** Deferred Compensation or to establish a Flexible Spending Account.
3. **Insurance premiums:** Benefit premiums are based on the insurance plan(s) selected and the level of coverage. Premium amounts communicated annually by Human Resources are deducted from the employee's gross wages.

Employees are compensated on a bi-weekly, per pay period basis. Pay is based on the timecard information that has been completed, submitted, and approved. If an employee feels an error has been made on their pay statement, they should discuss it with their supervisor, the payroll representative at their facility, or the Payroll Administrator.

ATTENDANCE

Regular attendance is expected of all employees. Regular attendance includes arriving on time, taking breaks at the proper time and working until the end of the designated shift. If an employee is absent from work, it can cause a hardship for the rest of the department. An unsatisfactory attendance record may result in disciplinary action, up to and including termination. We understand that occasionally it is necessary for employees to be unexpectedly absent because of an illness or other unforeseen emergencies. Employees must inform their supervisor as soon as practical if they are unable to report to work. The supervisor has the right to know the basic reason for the absence and the anticipated return date. In some cases, including but not limited to, an absence of three (3) days or more, or contagious disease, the supervisor may require medical certification confirming the employee is able to return to work.

If an employee's attendance record is unsatisfactory, the supervisor will take appropriate disciplinary action, up to and including termination of employment. Failure to report for work for three (3) consecutive workdays without notification will be considered voluntary termination of employment.

As a public sector employer responsible directly to the taxpayers, principles of public accountability require Wood County to mandate all employees, including those covered by the Fair Labor Standards Act (non-exempt employees) and those excluded from its coverage (exempt employees), that employees be docked pay for any amount of time not worked, except when paid leave is requested and available as a defined benefit. All Wood County employees, except for elected officials, are subject to the attendance requirements detailed above.

OVERTIME/COMPENSATORY TIME

Exempt Employees

An exempt employee required to work more than eight (8) hours per day shall receive compensatory time on a “straight time” basis (hour for hour), for any time worked over eight (8) hours per day. To qualify for compensatory time off, the work must involve a specific project or meeting that cannot be performed during normal work hours. Paid time off is not counted as hours worked for compensatory time purposes. Accrued compensatory time may be taken with approval of the supervisor. An exempt employee may only accumulate up to eighty (80) hours of compensatory time. No compensatory time may be accrued beyond eighty (80) hours and no accrued compensatory time will be paid out, either at the time it is accrued or at termination. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

Non-exempt Employees

A non-exempt employee who works more than forty (40) hours in one (1) week will receive overtime pay, at the rate of one and one-half (1½) hours for every one (1) hour worked in excess of forty (40) hours. If there is a mutual agreement between the employee and the supervisor, the employee may take the overtime as “compensatory time earned” at the rate of one and one-half (1½) hours for each one (1) hour of overtime worked. To qualify for overtime or compensatory time off, the employee must have approval from their direct supervisor to work any additional hours beyond their normal or regular schedule.

Paid time off is not counted as hours worked for overtime/compensatory time purposes. The employee should attempt to schedule compensatory time off so it does not unduly disrupt the operations of the department, and with approval of the supervisor. A non-exempt employee may accumulate up to eighty (80) hours of compensatory time. Overtime hours worked after an accumulation of eighty (80) hours of compensatory time will be paid at the appropriate overtime rate. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head. Accrued compensatory time will be paid out at the time of termination for non-exempt employees.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

Part-time Employees

Part-time non-exempt employees must work over forty (40) hours a week to qualify for overtime pay or compensatory time off. Part-time exempt employees earn compensatory time off after eight (8) hours worked in a day. Work outside of a part-time employee’s “normally scheduled work week” does not automatically qualify for overtime pay or compensatory time earned. Overtime pay/compensatory time earned will be calculated based on the rates in the exempt/non-exempt employee guidelines.

Compensatory Time Off Records

To ensure the accuracy of our payroll and attendance records, all compensatory time (both worked/earned and taken off) must be recorded on the timecard. Employees should talk to their supervisor, or contact Human Resources, with questions regarding compensatory time.

JURY DUTY/WITNESS PAY

Jury Duty

If an employee is called to serve jury duty, they will continue to receive their regular pay based on the number of hours they are regularly scheduled on the days they are required to miss work, for no more than thirty (30) days in one (1) calendar year. To be eligible for this compensation, employees will need to return the completed jury duty form, and any compensation, not including mileage, issued from the Clerk of Courts office. To be eligible for this compensation, the employee will provide verification of jury service to their supervisor.

Witness Pay

If an employee is subpoenaed as a witness by Wood County, or in relation to their Wood County duties, they will continue to receive their regular pay based on the number of hours they are regularly scheduled to work, on the days they are required to miss work. To be eligible for this compensation, the employee will provide a copy of the subpoena to their supervisor.

Return to Work

If an employee is excused from jury duty, or as a witness, on a particular day, the employee will be expected to return to work, provided there are two (2) or more hours remaining in the workday.

WAGE PLAN

Wood County has established a wage plan for all positions that maintains a fair rate of pay for all full-time and part-time positions. The wage rate for a position is compared to both the internal comparable positions and to comparable positions outside of Wood County employment. "Comparable positions" are other jobs that perform similar types of work and require similar basic skills. Each job is evaluated based on a number of factors and then assigned a salary "Grade". Each salary grade has eleven (11) total steps.

Salary Increases

The actual wage rates for each salary grade are evaluated and wage increases (typically referred to as "cost of living adjustment" or COLA) are approved, as appropriate, by the Wood County Board of Supervisors.

Step Increases

There are eleven (11) steps, or salaries, for each job grade with the normal starting salary being Step 1. Step 6 is considered the "control point". The control point is the market average wage for that type of work. Employees will normally progress one step per year to Step 11 based on years of service and satisfactory performance. Employees are typically hired at Step 1 and, with a satisfactory annual review, will move up one step annually on January 1st. For more detailed information regarding step increases, employees should contact their supervisor or Human Resources.

Merit Pay

Employees who are eligible to receive a "merit" increase may progress past Step 11. Merit increases are awarded based on the employee's performance over the past year and on the amount of money budgeted for merit increases each year.

Annual Salary Grade Appeals

Every year there is a thirty (30) day window for employees to request a review of their position. If the duties or responsibilities of a position have significantly changed, the employee may request to have their position reevaluated. To do this, the employee shall submit a completed appeal form to their supervisor by the deadline set forth by Human Resources, along with a completed Job Description Questionnaire (JDQ) showing the changes from the previous JDQ. Appeal forms are available from Human Resources. If the supervisor and Department Head support the appeal, the Department Head shall forward it to Human Resources by the deadline communicated. Human Resources will forward the appeal for review. The Executive Committee will review the recommendations regarding the appeal and make a final decision if the appeal will be approved, denied or referred for further consideration. The employee will be informed of

the review results. If the wage grade is changed as a result of an appeal, the change will be effective on January 1st of the following year.

New Position Reviews

A new position will require a job description which is reviewed and ranked by the Department Head and Human Resources. One year after the position has been operational, a formal JDQ may be submitted for ranking based on any changes that may have occurred during that first year in the role. Recommendations for any adjustments based on evaluation may be implemented by Human Resources without further review or approval.

Market Reviews

A position that is found to be below the competitive market rate based on available market survey information, in conjunction with a history of at least 12 months of unsuccessful recruitment or retention due to market rates, will be reviewed by the Executive Committee upon the recommendation of Human Resources. This may include positions that are already in a pay grade, or positions that are seasonal, limited term employment or casual. If the position is found to be below market to the detriment of Wood County's efforts to recruit or retain critical staffing, the Executive Committee may approve a pay grade adjustment for the position. Positions moved based on market reviews will be noted as such in the Wood County Pay Structure Plan, and will be reviewed the following year to ensure the move remains appropriate to the market.

RECRUITMENT AND RETENTION

The purpose of this policy is to provide departments with the necessary tools to be able to recruit and retain quality employees in an ever-changing job market while working within Wood County's current pay plan structure.

Employee Recruitment Guidelines

Departments have the ability to hire new employees up to Step 6. Departments also have the ability to negotiate up to two (2) weeks of vacation for new hires. If a department needs to offer Step 7 or above, the Department Head will work with the Human Resources Director to review and finalize the offer. If the Department Head and Human Resources Director are unable to come to an agreement on an offer, the hiring department's oversight committee will make the final offer decision.

Employee Retention Guidelines

Department Heads have the ability to advance employees who are identified as working above average to skip one step per year higher on the pay scale, up to Step 6.

Wage Plan Review

In order to stay competitive, the wage plan should be reviewed by the Executive Committee every two years to ensure its effectiveness and verify the plan has kept up with current market values.

LUNCH PERIODS AND BREAKS

Employees will receive a thirty (30) minute, forty-five (45) minute, or one (1) hour lunch period as determined by their supervisor or the Department Head. Where possible, Wood County offices are to remain open during the lunch hour and employees shall stagger their lunch periods to accommodate this schedule.

Normally, each employee should be scheduled for a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon during the normal workday based on the ability of the department to relieve the employee from their work duties. Breaks not taken are lost. Breaks cannot be accumulated and/or used to extend lunch periods or to shorten the workday, unless approved by the supervisor for an approved wellness activity as permitted by the Employee Wellness Policy. Break times should be established by the supervisor or Department Head.

Part-time employees may receive breaks based on their daily work schedule. Part-time employees scheduled to work less

than four (4) hours would not normally be scheduled for any breaks. Part-time employees working between four (4) and eight (8) hours in any day, may be scheduled for fifteen (15) minute breaks and a lunch break.

In some cases, departments, shifts, or specific positions may be required to have a different lunch or break schedule. In those cases, the Department Head has the authority to approve the adjusted break times subject to approval by the Human Resources Director. Short term adjustments of break times due to work needs do not require prior approval of the Human Resources Director. Lunch breaks of thirty (30) minutes or longer will not be paid time.

III. POLICIES AND PROCEDURES

CONFIDENTIALITY

In the course of employment, employees may have access to confidential Wood County or personal information. All employees have a strict and legal responsibility to protect the confidentiality of this information. This may include information concerning Wood County's practices, employee records, client information, court records, and so forth. Failure to properly protect confidential information may result in legal action against the employee and/or Wood County. Any violation of this policy may subject the employee to discipline, up to and including termination of employment. Questions regarding the confidentiality of information or of an employee's responsibilities related to confidentiality should be discussed with the direct supervisor or Corporation Counsel at the earliest possible time.

Open Records Requests. As a governmental agency we are subject to "Open Records" laws. This means that anyone may request specific information in writing, and in most cases, we are required to provide them with the information in a timely manner. However, in some cases the information requested should not be released, or there may be several things that must be done before the information can be released. When any request for information is received, whether the person calls it an "Open Records" request or not, the employee in receipt of the request should discuss it with their supervisor or Corporation Counsel prior to providing the information.

FITNESS FOR DUTY

For health, safety, and protection reasons, all employees are expected to be mentally and physically ready for work when they report to work. If for any reason an employee feels they are not able to report for work, they should notify their supervisor according to the department policy, but at least prior to the start of the shift.

If a supervisor, or any member of management, feels that an employee is unable to mentally or physically perform their duties in a safe manner, the employee may be required to submit to an examination by a qualified person to determine fitness for duty. This includes, but is not restricted to, a qualified medical practitioner or drug and/or alcohol testing. If the provider determines the employee is able to perform their duties, the employee will be paid for all missed work hours. If the provider determines that the employee is not fit for duty, any time missed after the determination will not be paid and the employee may receive disciplinary action up to and including termination of employment. Failure to submit to mandatory fitness for duty testing will be considered voluntary termination.

Wood County maintains a mandatory drug testing procedure which is available for review in the Human Resources Department. Some positions, including any position requiring a Commercial Driver's License (CDL), are subject to random drug/alcohol testing, due to the nature of their duties or state and federal laws.

An employee's off-duty physical or mental condition is a private issue, unless it affects or impairs their ability to perform their duties in a satisfactory manner. In that case, Wood County may take corrective action or provide accommodation, where appropriate.

PERFORMANCE EVALUATIONS

Employees should know what performance is expected from them and how their supervisor views their performance. This is usually done on an informal basis through frequent interactions between the employee and supervisor in normal business conversations. However, there is a benefit to having a formal performance evaluation completed annually. Each year, supervisors will meet with their employees to discuss how they view the employee's performance compared to the expectations of the job. During this discussion, a Performance Evaluation form will be completed. Employees should review all ratings and written comments, and if they choose, may add or attach their own comments to the form.

After the original has been signed, a copy should be provided to the employee and the original forwarded to the Human Resources Department to be placed in the employee's personnel file.

The performance evaluation form is divided into several performance factors. This allows for discussion of specific areas or competencies related to the employee's job. A rating of "satisfactory" indicates that the employee is performing that skill or competency at the level expected. To obtain a rating of "satisfactory", the employee should be able to handle their duties on a daily and weekly basis with minimal instruction or assistance.

Performance evaluations are important because they provide an opportunity for discussion. It allows an open discussion between the employee and the supervisor about performance expectations, giving recognition, challenges and concerns, and setting goals for the next year. The employee has the ability to share their desire to learn additional skills or duties. The supervisor can provide insight on where the employee exceeds expectations, meets expectations, and where they can improve on current skills. Evaluations may be done mid-year if there is a significant reason to do so. Performance evaluations should also be done at the end of any introductory period, or if the employee transfers to another Wood County position.

If an employee receives a rating of less than satisfactory in any category or competency, the supervisor will provide clear expectations regarding the level of performance needed and required to obtain a satisfactory rating. The employee may be placed on a Performance Improvement Plan (PIP), which is intended to provide greater transparency and communication between the employee and the supervisor during a specified period of time. The PIP includes a formal document and process that is intended to help the employee by providing detailed areas of concern, clear and written expectations for success, and regular feedback and communication with their supervisor. A copy of the PIP will be placed in the employee's personnel file.

Performance evaluations are intended to be a candid dialog between the employee's supervisor and the employee on how well the employee is doing in meeting their specific job expectations. The supervisors rating should be based on clear job expectations and all employees in a job classification should be evaluated on similar factors and levels of expectations. Hopefully both the supervisor and employee agree on the ratings, however, that may not always be the case. If an employee feels their evaluation does not accurately reflect their performance and one or more factors are rated below satisfactory, the employee has the option to submit a written statement to be attached to and filed with the evaluation form.

TERMINATION OF EMPLOYMENT

Voluntary Termination

Attendance at work is critical to assist in a smooth transition as an employee prepares to leave Wood County employment. Any employee who voluntarily resigns is expected to provide at least fourteen (14) calendar days advance written notice to his/her immediate supervisor. This notice should include the effective date and reason for resignation. It is expected that the employee will continue to work during this fourteen (14) day period. However, should Wood County choose for any reason, other than misconduct, to release the employee sooner, the employee will be paid for their remaining time up to the anticipated last day of work, but not to exceed two (2) weeks. Unless released from duty prior to the effective date of resignation, the last day the employee physically reported for work will be the last date of employment.

During the last two (2) weeks of employment, the employee is expected to work all scheduled hours. Good faith use of preapproved vacation, or illness related sick time is allowed, if approved by the supervisor, following the usual departmental procedures. Any use of unpaid time or accrued compensatory time requires prior Department Head approval. Employees will be paid for earned and accrued vacation. Non-exempt employees are paid for any accrued compensatory time that they have not taken. The last day of work will be the last day the employee reported for work. Paid leave benefits, paid time off or holidays do not extend the final date of employment.

In some professional positions, a thirty (30) day notice is requested to ensure an efficient and smooth transition of duties. However, in all cases, providing the most notice possible is advantageous for all parties involved.

Involuntary Termination

Employees who are terminated involuntarily will be paid for earned and accrued vacation. Non-exempt employees will be paid for any accrued compensatory time that they have not taken.

Retirement

Wood County funds an excellent retirement plan for employees through the Wisconsin Retirement System (WRS). When nearing retirement, employees should contact both the Benefits Administrator in the Human Resources Department, and WRS (toll free number 877-533-5020) to discuss their individual situation and retirement options. Once an employee has decided on a retirement date, written notice should be provided to the supervisor with as much notice as possible, but at least fourteen (14) calendar days' notice.

Exit Interviews

An exit interview may be conducted for anyone who leaves Wood County employment. This exit interview is held to obtain open and honest opinions from the exiting employee on their experience while working for Wood County. The insight provided may lead to improvements. At the exit interview, Human Resources will also provide complete information on any employee benefits that are applicable.

REQUEST FOR EMPLOYMENT REFERENCE CHECKS

Wood County will respond to factual questions regarding an employee's work performance or attendance, provided the individual requesting the information has a need to know and Wood County is supplied with a satisfactory and current release of information signed by the employee. Normally the request for information is directed to the Human Resources Department, but occasionally the request is directed to the person's former supervisor. Any requests for an employment related reference check, or verification of employment, should be referred to the supervisor, Department Head, or the Human Resources Department.

Occasionally supervisors are asked to be a "personal reference". Unfortunately, any answer given by a member of management is considered to be a professional reference, not a personal one, even if it is not on work time. Therefore, supervisors need to be very careful on how they handle such requests. If a supervisor has a concern with providing a reference, please contact Human Resources.

EMERGENCY FACILITY CLOSURES

Although it does not happen frequently, there may be some circumstances under which the Wood County Courthouse, Wood County offices, or a Wood County department would be ordered closed. In those cases, employees would be notified by an announcement on local radio stations. Additional notification may be given on local TV stations or personal notification to employees. The ultimate decision to close Wood County offices rests with the Wood County Board Chairperson. Any emergency closure will be considered an "emergency layoff" and will be handled in accordance with that policy. In case of a county-wide closing, the Wood County Clerk's office staff is responsible for notifying the media.

Inclement weather may make it impossible for some employees to report to work, or require employees to leave work before the end of normal office hours, or require employees to remain at work for the next shift. The decision to report to work during inclement weather, or to remain at work, is an individual decision based on a number of individual factors. We urge all employees to seriously consider their own safety, the safety of their family, as well as the needs of Wood County in these situations. If an employee is unable to report to work, or will need to leave early due to inclement weather, they should notify their supervisor as soon as possible. Employees may request that this time off be charged to unused vacation, compensatory time, or they may take the time unpaid. Sick leave may not be used.

LEAVES OF ABSENCE

Wood County may authorize an employee for a leave of absence (leave) for a select number of reasons. The employee's rights, responsibilities, and benefits under various types of leave are discussed below. Wood County reserves the right to verify the need for the leave.

Family Medical Leaves

Wood County understands that occasionally employees may need to miss work due to a family medical crisis. We intend to abide by the state and federal laws that apply to when and how Family and Medical Leave Act (FMLA) requests are granted. These rules cover how many hours a person must work prior to the absence to qualify for a leave, who is covered by FMLA, and what conditions qualify for a leave. If an employee anticipates an absence due to the birth or adoption of a child, a serious medical condition for themselves or a family member, or a military family or caregiver leave, the employee must obtain a "Family Medical Leave Request Form" from the Human Resources Department (also available on the Human Resources Employee Intranet) or the facility business office, to determine if the employee would qualify for an FMLA leave. Completed forms must be returned to Human Resources thirty (30) days prior to the start date of the leave. If an unforeseeable illness occurs, the completed form must be returned to Human Resources no later than three (3) days after returning to work. Contact the Benefits Administrator in the Human Resources Department with any questions.

If Wood County determines that an absence qualifies for FMLA leave, a leave will be granted even if the employee has not requested one. This is done to ensure that we fully comply with both the state and federal laws. Employees granted a Federal FMLA leave will be required to use any accrued benefit time (including sick time, vacation time, compensatory time, and floating holidays) starting the first day of the FMLA leave. Employees granted State FMLA leave may choose to use any accrued benefit time starting the first day of the FMLA leave, but are not required to substitute paid leave. If an employee is granted both State and Federal FMLA leaves, they will run concurrently. In this case, the employee has the option to use paid time or not for the combined state/federal portion of the leave. Once the state portion of the leave runs out, the employee will be required to use accrued benefit time if they have any, unless the employee has filed a short or long-term disability claim.

The following is a brief overview of the qualifying number of hours worked and amount of FMLA available to employees. It is only intended to summarize appropriate FMLA Laws and employees should direct specific questions to the Benefits Administrator.

FMLA OVERVIEW

Leave Reason	Type of Leave	Qualifying Hours	Amount of Leave Available	Pay Status (4)
Birth or Adoption of a Child	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 6 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time
Personal Illness or Injury	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 2 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time
Family Illness or Injury	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 2 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time.

Maximum Time in a Year	State		Total 8 weeks	
	Federal		Total of 12 weeks	

(1) Calculated as hours worked including holidays, sick, comp, and vacation time.

(2) Calculated as only hours actually worked.

(3) Based on 52 calendar weeks prior to the first requested date of the leave.

(4) Where State and Federal Leaves run concurrently, the state benefits will apply until those benefits are exhausted.

Personal Leaves

Employees may be granted personal leaves to resolve urgent personal issues. A personal leave is not intended to be a medical leave, however if an employee does not qualify for FMLA or has exhausted all FMLA leave, they are able to request leave under this policy. Such leave is not intended to be used as unpaid vacation time off.

- Unpaid leaves may be granted only after an employee has used all accrued paid time (vacation, compensatory time, floating holiday, sick, etc.).
- The Department Head may grant an unpaid leave of up to thirty (30) days.
- The department's oversight committee may grant a leave of three (3) months or less.
- The Executive Committee may grant a leave of up to six (6) months.
- The total time away from work for a personal leave should not exceed six (6) months.
- Personal leaves should be requested through the "Leave of Absence Request Form".

Political Leave

The Wood County Board of Supervisors may grant a leave of absence to any employee assuming a county elected office for the period of time up to one (1) term of that elected office. The leave will commence on the day of swearing in and run to the last day of the term. Such political offices shall be those as set forth and designated by Wisconsin Law or the United States Constitution, and such positions must constitute a full-time endeavor. A political leave of absence may not be available for all positions. Employees interested in seeking a political leave of absence should consult with Human Resources with any questions. Political leaves should be requested through the "Leave of Absence Request Form".

Education Leave

A leave of absence up to twelve (12) consecutive months may be granted for attendance at a college, university, vocational-technical or similar accredited school, as part of an approved Career Advancement Program, if approved by the Department Head and the employee's oversight committee. Education leaves should be requested through the "Leave of Absence Request Form".

Military Leave

Wood County promotes the defense of the United States by adhering to applicable state and federal laws pertaining to the granting of leave to employees for service in the United States Armed Forces. Military service is defined as active duty, initial active duty for training purposes, and/or active and inactive military training duty. Requests for military leave should be submitted in writing, accompanied by the order to report to active duty, to the supervisor who will review it with the Human Resources Department. Employees must notify their supervisor of the need for a military leave of absence as soon as the Order(s) are published, or the Inactive Duty Training schedule is available.

General Conditions of All Leaves

- Unpaid leave status will be effective from the date immediately after the expiration of paid time (sick time, vacation, etc.) or FMLA, whichever is longer, and until the date the employee is able to return to work, or the maximum approved leave time expires. Intermittent leave time or partial day leaves should not be granted without prior approval of the Human Resources Department.
- Unpaid leaves should be requested and approved in writing. Employees should complete the "Leave of Absence Request Form" form or a FMLA leave request form, if the leave is for medical reasons. The completed form should be given to Human Resources as soon as possible, but no later than during the first week of absence. Wood County may require medical or other verification of the need for the leave. Wood County may also require periodic verification of the need for the leave.

- Employees are expected to return from leave as soon as possible, regardless of the expiration date of the leave. If the employee is unable to return to work on the first regularly scheduled work day after the leave expires, the supervisor must be notified as soon as possible, but no later than the start of the scheduled work shift.
- Leaves are not to be used for other employment, or purposes other than the reason given at the time the leave was granted.
- Wood County will attempt to keep the position open until the employee returns from the unpaid leave status. However, if business conditions warrant, the position may be filled on either a permanent or temporary basis at Wood County's discretion and in accordance with federal and state law.
- Continuation of any insurance benefits are explained in the "Insurance" section of this Handbook or in the Wood County Benefits Guide. However, the employee is responsible to ensure that benefits are maintained and provisions have been made for the premiums to be paid.
- Leaves for medical reasons, FMLA, or military service will be considered as "time worked" for length of service purposes. Personal, political or educational leaves longer than a total of thirty (30) days will not be considered as time worked for time-off accrual purposes, unless prior approval has been received from the Human Resources Director or Executive Committee.
- The benefits described in this section do not change the at-will employment relationship with Wood County.

DISCRIMINATION/HARASSMENT

Wood County is an equal opportunity employer and as such is committed to maintaining a workplace free of discrimination against any protected group. Wood County will support both the spirit and intent of all state and federal statutes relating to affirmative action and specifically, sexual harassment. In keeping with this commitment, Wood County will not tolerate discrimination, sexual harassment, or other inappropriate actions by, or of, any of its employees. All employees are required to abide by this policy and all state and federal statutes relating to affirmative action. If any employee feels they, another employee, or a member of the public have been the victim of discrimination or harassment they should immediately notify one of the following: supervisor, Department Head, Human Resources Director, or Corporation Counsel. If a complaint is received, or if a situation is thought to exist which could be construed as harassment or discrimination, Wood County will take the necessary steps to investigate the situation in a sincere and timely manner. If harassment, inappropriate actions, or any other violation of Wood County policy, state or federal statute by any person is determined to exist, Wood County will take the appropriate steps to correct the situation.

Sexual Harassment/Discrimination

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, as a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include sexual propositions, sexual innuendos, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, or name calling, or communications containing any of the above.

Designated Contact Persons

Any employee who believes they have been subject to discrimination including sexual harassment, should immediately report the matter to their supervisor, Department Head, or to the Human Resources Director. If for any reason, the complainant is uncomfortable reporting the action to any of these representatives, they may report it to the Corporation Counsel. If any member of management receives a complaint, or is aware of a situation that may constitute discrimination or harassment, they should immediately notify the Human Resources Director.

Investigation/Resolution of a Complaint

It is the policy of Wood County to investigate all complaints of harassment or discrimination promptly. Wood County will, to the extent possible, maintain the confidentiality of those involved in the complaint and investigation. If the investigation confirms that harassment or discrimination has occurred, Wood County will take appropriate corrective action including, but not limited to, formal disciplinary action. The employee filing the complaint may or may not be notified of the final determination prior to closure of the complaint. Wood County forbids intimidation of or retaliation against anyone for reporting harassment or discrimination or otherwise assisting in the investigation of the complaint.

Employees found to have violated this policy will be subject to disciplinary action up to and including termination of their employment.

OTHER EMPLOYMENT

Wood County employees are generally not able to hold another regular position with Wood County that requires compensation. This does not preclude employees from holding temporary assignments in addition to their regular duties. There may be instances in which it would be beneficial to both Wood County and the employee to hold two separate positions. This would be allowable if the affected departments are amenable on the joint scheduling, the employee has interest in, is qualified for, and is selected to hold dual positions, and the dual employment arrangement has the approval of the affected Department Head(s) and Human Resources.

Wood County employees are allowed to hold a job outside of Wood County employment provided the other job does not distract, discredit, or interfere with his/her employment with Wood County. If the other employer is a vendor of Wood County, or the employee is considering working for a vendor of Wood County, the employee is encouraged to disclose the employment relationship with the Department Head and Human Resources to ensure the situation does not present a conflict of interest or violate state ethics laws.

Volunteer Work

Employees may volunteer to help on a Wood County related project as long as the project does not relate to the type of work they normally perform for Wood County. Questions regarding volunteer work should be directed to the employee's Department Head or Human Resources.

TOBACCO USE POLICY

Wood County is committed to providing healthy, clean and productive workplaces for our employees and those who visit these places. In support of our commitment to a culture of health, we have adopted this policy prohibiting the use of tobacco products in Wood County buildings and structures, on Wood County property and grounds and in all Wood County vehicles and equipment, except in designated areas.

"Wood County buildings and structures" includes any building or structure owned or leased by Wood County and any real property or grounds owned or leased by Wood County. This excludes all Wood County Park and Forestry Properties.

"Wood County vehicles and equipment" is any vehicle or equipment owned, rented or leased by Wood County.

"Tobacco products" includes cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, cheroots, stogies, periques, smoking tobacco, cavendish, plug and twist tobacco, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.

It is prohibited for anyone to use tobacco products in or on Wood County buildings and structures, on Wood County property, or in or while operating Wood County vehicles or equipment, except in designated areas. Every attempt will be made to assure designated areas are 25 feet from any door, other entrance, or window. Employees are prohibited from

smoking during working hours, except during a break or lunch period.

Department Heads with primary responsibility for operations performed on that site are delegated responsibility to ensure compliance with this policy.

UNEMPLOYMENT COMPENSATION

Wisconsin Unemployment Compensation laws cover employees of Wood County. Employees who lose their job, or have a reduction in work hours, may have a legal right to file for Unemployment Compensation through the State of Wisconsin Unemployment Insurance. The state laws will then determine if or how much benefits the employee will receive. Wood County does not determine eligibility for unemployment benefits. All questions regarding unemployment claims should be directed to the State of Wisconsin Department of Workforce Development, Unemployment Insurance Division.

WORKERS' COMPENSATION

Wisconsin Workers' Compensation laws cover employees of Wood County. If an employee is injured while performing the duties of their job, they have a legal right to file for Workers' Compensation benefits through the Wood County Safety/Risk Management Department. All questions regarding Workers' Compensation claims should be directed to the Safety/Risk Manager.

If injured on the job, no matter how insignificant, if medical attention is sought, the employee must immediately notify their supervisor (or another member of management) that a work related injury has occurred. Failure to report an injury in a timely matter may cause the original injury to become worse and may also result in disciplinary action. No employee will suffer any retaliatory action as a result of filing a Workers' Compensation claim. Questions regarding Workers' Compensation should be directed to the supervisor or the Safety/Risk Manager.

TRAVEL

Wood County will reimburse employees for actual necessary and reasonable itemized travel costs incurred while on authorized Wood County business, other than to a location that is considered as the employee's normal work site. Wood County may specify the mode of travel used to ensure that travel costs are reasonable. Commuting expense between an employee's residence and their normal place of employment is not reimbursable. All travel must be pre-authorized by the supervisor or Department Head in order to be eligible for reimbursement. Employees may receive mileage reimbursement based on the IRS rate for all authorized travel in a personal automobile. A completed and approved travel expense form is required before reimbursement will be made. Wood County Board Rules specify how travel must be approved. Receipts are required for air, train, or rental car travel, hotel and motels, conference registration and other items, as stated in the Wood County Board Rules.

Expenses for meals and reasonable tips do not require a receipt, but are limited to the amount set by the Wood County Board Rules, which, as of April 19, 2016 are:

	Morning Meal (Breakfast)	Noon Meal (Lunch)	Evening Meal (Dinner)
Amount not to exceed	\$8.00	\$12.00	\$18.00
Reimbursement Eligibility	Leave before 6:00 a.m.	Leave before 10:30 a.m., Return after 1:30 p.m.	Return after 6:00 p.m.

Employees attending a conference, seminar, or event where a meal, or meals, are provided as part of the registration or attendance fee are not eligible for an additional meal reimbursement under this policy for the meals that are provided.

ACCOMMODATIONS FOR MOTHERS OF NEWBORN CHILDREN

Wood County recognizes that natural breastfeeding of infants is an excellent method of providing the infant with a healthy start on their development. To facilitate the breastfeeding process, Wood County will take appropriate measures to

facilitate breastfeeding and expression of milk by mothers of newborns less than one year of age. Because each case may be different, Wood County encourages the mother to discuss her particular needs with her supervisor or with a representative of the Health Department.

- Wood County will designate an appropriate and private lactation room for mothers to use for breastfeeding or to express milk. If the mother prefers she may use her private office area.
- Wood County will make other reasonable accommodations to provide a comfortable and private environment for the mother to breastfeed or express milk, when access to a lactation room is not practical because of the work environment or duties.
- The Wood County Health Department will provide information to mothers regarding breastfeeding or expression of milk.
- Mothers may use paid break times and/or unpaid lunch breaks for breastfeeding or expression of milk. If the designated break times are not adequate, or the scheduled break time does not meet the needs of the mother, she should discuss scheduling options with her supervisor. If the normal break time is not adequate, the mother may use compensatory time, vacation time, or approved unpaid time off in the smallest increment of an hour normally approved for that department. Sick time would not be an option.
- Scheduling of the lactation room is the responsibility of the mother(s) using the room.
- Employees will be expected to provide their own equipment and refrigeration as needed.
- Mothers needing special accommodations should discuss it with their supervisor, a representative of the Health Department, or Human Resources.
- The Department may also make accommodations for the mother to breastfeed the newborn.

LOST AND FOUND ITEMS

Wood County feels that whenever practical, personal items should be returned to their rightful owner. Any perception that a Wood County employee acquired an item at the expense of a private party, would create a negative public image and is potentially an ethics violation. Any lost items that are recovered by Wood County employees must be retained for a reasonable period of time, giving the proper owner an opportunity to reclaim the item. If the owner does not reclaim the item in a reasonable period of time, the item will be donated to a charitable organization, sold at a periodic public sale, or disposed of in the trash. No Wood County employee, family member, or member of the general public may take ownership of a retrieved item for any reason except by purchase at auction on personal time.

Guidelines

- Any item that is found should be taken to the designated “lost and found” area for that facility.
- Any employee finding, or given a lost item should deliver it to the appropriate lost and found area as soon as practical in keeping with their normal duties. Any attempt to transport a lost and found item off Wood County premises other than to the lost and found area will be interpreted as an attempt to take ownership of the item in violation of this policy. Such action may result in disciplinary action up to, and including, termination of the person’s employment.

The designated area for the Courthouse is the Emergency Management department. The designated area for the River Block building is the main reception desk at the first floor entrance.

RIGHT TO SEARCH POLICY

In an effort to ensure safe, secure, and cost effective operations of Wood County, Wood County and its representatives have the right to search any and all employees while on, or in, any Wood County controlled building or grounds, or while performing duties associated with their work. This includes, but is not limited to, the person’s clothing, vehicles, workplace, handbag, locker, electronic or telephone communications or activities, and other items under that person’s control, or used in performance of their work or used while at work. Such searches should be conducted in a reasonable manner, and may be with or without cause, prior notice, or suspicion. Wood County will strive to maintain an atmosphere of respect for all parties if a search is administered. A request to search a person’s property, garments or workplace is not to be interpreted as an accusation of any sort. Any results of a search may be used in disciplinary

actions or referred to legal authorities for other action. All searches shall be performed in a legal manner in keeping with appropriate state and federal guidelines. Failure of an employee to submit to a search will result in disciplinary action up to, and including, termination of the person's employment with Wood County.

Employees, including full-time, part-time, casual, temporary, contracted employees, and volunteers, are not to bring any personal items, equipment or similar items to work or the workplace with any expectation of privacy. They are not to use any locker spaces, storage containers, closets, or similar areas with any expectation of privacy. Employees are restricted from using any private or personal locks or similar devices to secure items or areas without prior approval of the Department Head, and if approved, the employee must furnish a key or combination to their supervisor with the understanding that such area may be opened at any time without prior notice to the employee.

Personal vehicles may be parked on a daily basis in Wood County parking lots or areas. This benefit is optional to the employee and does not create any form of responsibility for Wood County. Vehicles are subject to search per this policy, based upon reasonable suspicion. Employees are exempted from the requirement to furnish the Department Head with a key or combination to personal vehicles.

All searches should be performed in a discreet manner and the employees' rights and dignity should be considered prior to, during, and after the search. A request to search a person's property, garments or workplace is not to be interpreted as an accusation of any sort.

All persons being searched have the right to a witness, and they should be informed that the search may lead to further discipline or legal actions. A search will not be unreasonably delayed until a specific witness is available. If the requested witness is not reasonably available, the person will need to select another witness.

Employees may request to have a qualified third party perform the search. The employee does not have the right to select the individual who will be performing the search. The third party would not reveal any confidential or personal information resulting from the search that was not in violation of Wood County or facility policy, but would confirm if there was or was not a violation of Wood County or facility policy. All law officers are considered to be properly trained to conduct searches.

Searches may include, but are not limited to, the person, any lockers, or other spaces used by the individual, work areas or workspace, work equipment, electronic communications, handbags, parcels, vehicles, clothing or similar items or areas. Search of electronic activities or communications does not require prior notice, the employee's presence or a witness, pursuant to Wood County policy.

All searches of Wood County employees will be considered as paid work time for the person being searched and witnesses. No minor person shall be searched without notification to the parent or legal guardian or prior approval.

TELEWORK POLICY

Teleworking, or telecommuting, is the concept of working from home or another remote location. As Wood County is committed to conducting its business to best serve the needs of our citizens, customers, clients, patients, and members of the public, teleworking is generally not available for Wood County positions. However, there may be times when it is necessary and beneficial for an employee to work remotely and therefore this option may be available, only at the direction and approval of the Department Head.

If an employee is approved for telework, it must be on a temporary or limited short-term basis. No position at Wood County is eligible for full-time remote work. Wood County has the right to refuse an employee's request for telework as well as the right to terminate a telework agreement at any time.

Any employee who is given authorization to work from home must comply with an IT-approved remote access methodology and have appropriate systems access privileges to the Wood County network to ensure that their connection is secure. Employees must maintain a heightened sense of security when working remotely so that the

security and confidentiality of Wood County systems and network is never in a position to be compromised. Any questions or concerns about remote connectivity security should be directed to the IT Department.

The employee's compensation, benefits, work status, and work responsibilities will not change as a result of teleworking. The employee must accurately report all hours worked remotely on their timecard. Failure to accurately report hours is a violation of this policy.

The employee must have a dedicated workspace at their remote or home location for safe placement of equipment to be used while teleworking. It is the responsibility of the employee to maintain this workspace in a safe condition, free from hazards to the employee and equipment. Wood County will not reimburse an employee for any internet or communication charges incurred at their personal residence for this purpose.

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

WELLNESS POLICY

Wood County recognizes that in order for employees to be effective in their roles, they need to be physically, mentally, emotionally, and spiritually healthy. To that end, we will make every effort to support employees in achieving their wellness goals. During work hours, one means of providing that support is to allow employees to use their lunch and other breaks collectively to work toward their wellness goals.

Objectives

1. To provide a culture of wellness where employees feel supported and empowered to work toward their individual wellness goals.
2. To contribute to a workforce that is healthy, present, and productive.
3. To provide flexibility during work hours to maximize well-being.

Employees who wish to combine their breaks for wellness activities should request to meet with their supervisor to discuss the feasibility of doing so. Adequate coverage must be assured. If feasible, the supervisor may approve an employee to combine their breaks with their lunch to allow a longer period of time, not to exceed the normal daily combined break time. Breaks cannot be used to delay start times or for early release.

IV. PERSONAL CONDUCT AND DISCIPLINE

DISCIPLINARY GUIDELINES

Wood County employees are expected to follow established work rules, policies and procedures. In addition, they are expected to make reasonable decisions in performing their job duties in line with the mission of their department and Wood County as a whole. Supervisors have the responsibility to ensure that work expectations are clearly understood by their employees, and that they have had adequate opportunity to learn the required skills and duties. In the majority of cases, Wood County employees meet or exceed these expectations. However, when employees fail to perform to the expected level, their supervisor will be responsible to take corrective action. If the first corrective action does not resolve the problem, the supervisor should take progressively more severe disciplinary action until the problem is resolved.

Supervisors administering corrective discipline should document the performance issue to be corrected and each step of the disciplinary process. Copies of disciplinary actions will be provided to the employee, and will be kept in the employee's personnel file. Demotions and terminations must be approved by the Human Resources Director, or their designee, before such actions are taken. In the event that dismissal is anticipated and the Human Resources Director, or their designee, cannot be reached, the employee shall be suspended by the person in charge of the department at that time, pending review.

The disciplinary process typically starts with a warning, either verbal or written. However, in serious cases it may be necessary to take a higher level of disciplinary action including termination of a person's employment immediately. In all cases, employees are considered to be at-will employees. Nothing in this, or any other Wood County policy, negates the employment at-will status.

Causes for Disciplinary Action

The following non-exclusive examples will be grounds for disciplinary action ranging from a warning to immediate discharge:

- Dishonesty or falsification of records.
- Possession of alcoholic beverages or illegal drugs on Wood County premises or while performing Wood County business. This includes off-duty use of alcoholic beverages or drugs that affect a person's job performance.
- Unauthorized use, theft, abuse or destruction of Wood County equipment, property, or supplies.
- Insubordination or refusal to comply with the proper order of an authorized supervisor.
- Violation of, or refusal to comply with, pertinent laws or regulations.
- Conduct that impairs the efficiency of Wood County services and/or impairs, or is perceived to impair, the ethical operation of Wood County.
- Habitual tardiness, unauthorized or excessive absence, or abuse of sick leave.
- Use of official position or authority for personal or political profit or advantage.
- Disregard for, or violations of work rules or procedures, safety rules or regulations.
- Possession of any weapon or dangerous item that is in violation of Wood County, or department policy, or state law while at work or on duty.
- Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.

Progressive Disciplinary Action

The following are progressive disciplinary actions that may be taken if an employee's performance needs to be corrected. In most cases, the first step of discipline should be a Verbal or Written Warning with appropriate documentation.

- Verbal Warning (documented)
- Written Warning
- Final Written Warning or Suspension
- Termination of employment

Depending on the nature of the violation, Wood County reserves the right to escalate any action taken, up to and including termination. Further, if an employee is placed on a Performance Improvement Plan and fails to complete the plan in the specified period of time, their employment may be terminated with or without progressive disciplinary action.

The Disciplinary Action Form is available from the Human Resources Department, or on the Employee Intranet, for use in documenting discipline at any stage. If any supervisor has a question on if, or how to take disciplinary action, they should discuss it with the Human Resources Director, or their designee.

GRIEVANCE PROCEDURE PROCESS

Wood County will strive to treat all employees equitably and fairly within established Wood County and department policies, procedures, and state or federal guidelines affecting the workplace. If an employee does not feel that they have received fair treatment within the established policies, procedures, or state and federal guidelines, they have the right to discuss the matter with representatives of Wood County, and/or to request formal consideration of their complaint under this policy.

This grievance procedure is established pursuant to Section 66.0509(1m), Wisconsin Statutes. Eligible employees shall use the procedure to resolve qualifying disputes regarding covered employee termination, discipline or workplace safety issues.

This policy is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee. This grievance procedure may be modified or eliminated by the County at any time, with or without prior notice.

The grievance procedure is intended to resolve complaints about application or administration of existing Wood County policies and not intended as a mechanism to change an existing policy. This process is not intended to hear complaints regarding application of issues related to health, disability, wellness, or other insurances. No retaliatory action will be taken against any employee for proper and good faith use of this process or participation in the processing of a complaint. Time spent in preparation of a complaint is not considered a work activity and should be done on the employee's time, not paid time.

Administration

The Human Resources Director will supervise and administer the grievance procedure process. Supervisors and Department Heads should keep the Human Resources Director informed of all complaints in progress.

Definitions

The following definitions shall apply to this grievance procedure:

- A. "Employee" for purposes of a grievance of Discipline and Termination (as defined in this grievance procedure) means a regular full-time employee or a part-time employee who has worked one thousand two hundred hours (1200) for the County in the year preceding the event which is being grieved. "Employee" does not include, without limitation, any of the following: elected officials, other part-time employees, temporary employees, seasonal employees, contract employees, limited term employees, contractors or their respective employees, employees covered by a collective bargaining agreement which contains a grievance procedure covering Discipline or Termination (as defined in this grievance procedure) or any employees, officials or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statutes.

- B. "Employee" for purposes of Workplace Safety (as defined in this procedure) means any employee of the County.
- C. "Discipline" is defined as any of the following adverse employment actions: disciplinary suspension of employment, disciplinary reduction in base pay; and disciplinary reduction in rank or demotion with a reduction in pay. "Discipline" does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; non-disciplinary wage, benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.
- D. "Termination" is defined as an involuntary separation of employment initiated by the County that is not a layoff, furlough or workforce reduction or termination arising from disability.
- E. "Working day" means a day when the Wood County Courthouse is open for business.
- F. "Workplace safety" means any condition of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. Workplace Safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.

Grievance Procedure for Discipline and Termination

1. **Appeal to Department Head:** A grievance may only be filed by the Employee who is the subject of the Discipline or Termination. An Employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance (either in letter format or on the approved grievance form available in Human Resources) to the Department Head within ten (10) working days of the event giving rise to the grievance.

A meeting will be held to discuss the complaint at a mutually agreeable time between the Department Head and the employee. The Department Head shall give an answer to the complaint, in writing; within ten (10) working days from the date the meeting was held to discuss the complaint.

2. **Appeal to Human Resources Director:** If the employee is not satisfied with the Department Head's response, they may present a written grievance to the Human Resources Director within ten (10) working days of the date of delivery of the Department Head's response.

A meeting will be held to discuss the complaint at a mutually agreeable time between the Human Resources Director and the employee. Within ten (10) working days of the meeting, the Human Resources Director will issue a written response to the grievance which may include, without limitation, the following: the terms and conditions of any agreements to resolve the grievance; findings and recommendations regarding the disposition of the grievance.

Within five (5) working days from receipt of the County's response to the grievance, the Employee may request a hearing before the impartial hearing officer. A written request shall be submitted to the Human Resources Department. Failure to submit a written request for hearing within five (5) working days of the County's response shall constitute an abandonment of the grievance.

Failure of the County to respond within the time periods set forth in this Policy shall not be deemed as an approval of the grievance.

3. **Hearing Procedure:** The impartial hearing officer will be selected by mutual agreement from a list maintained by the Human Resources Department. Once a hearing date is scheduled it may be adjourned only upon written request by the Employee or the County to the impartial hearing officer and a finding by the impartial hearing officer that there is “good cause” for an adjournment. The decision of the impartial hearing officer regarding a request for adjournment shall be final, binding and not subject to any appeal.

The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any documents relating to the Discipline/Termination which they intend to introduce no less than three (3) working days before the hearing.

The parties shall provide a copy of the witness list and documents to the impartial hearing officer. Each party may file a pre-hearing statement of no more than three (3) type written single space pages outlining their respective positions.

The hearing before the impartial hearing officer will be digitally recorded or transcribed. The digital recording and/or transcript of the hearing shall be maintained by the County for one (1) year following the completion of the hearing after which time it may be destroyed. The hearing shall be closed to the public.

The Employee may be represented by an attorney at the hearing. Neither party shall be responsible for the attorneys’ fees of the other party.

The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. The Employee may call one or more County witnesses in the Employee’s case and question the County witnesses. At the close of the Employee’s case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless extended by the impartial hearing officer.

The impartial hearing officer shall not be bound by the statutory rules of evidence. The impartial hearing officer shall have the discretion to admit all evidence that the impartial hearing officer determines is relevant and shall exclude immaterial, irrelevant or unduly repetitious testimony or evidence. During the hearing, the impartial hearing officer may ask questions as the impartial hearing deems necessary. Any defects in the proceedings that do not substantially affect the rights of the parties shall be disregarded by the hearing officer. Notwithstanding the foregoing, the impartial hearing officer may not base any finding or conclusion based solely on hearsay evidence.

After the Employee and the County have finished introducing evidence, the impartial hearing officer shall close the record. The parties shall have no right to file briefs or position statements. The IHO will be requested to issue a decision stating if the issue is an appropriate application of existing policy or not, within thirty (30) working days of a hearing.

Decision Standards

The Employee bears the burden of proof by clear, convincing and satisfactory evidence that the County’s decision to Discipline/Terminate the Employee did not have a rational basis. If the Employee does not meet his or her burden of proof, the impartial hearing officer shall deny the grievance.

The impartial hearing officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain: a description of the grievance, statement of issues under review, and the officer’s findings and conclusions.

If the grievance is approved, the impartial hearing officer may recommend, without limitation, the following: reinstatement; a lesser adverse employment action including, suspension of employment, reduction in base pay,

demotion, oral or written reprimand or performance improvement plan; documentation of officer's findings placed in an employment file; restitution of pay and lost benefits.

Grievance Procedure for Workplace Safety

- 1. Report of an Unsafe Condition:** An employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the employee's Department Head and the Human Resources Director in writing. A grievance may only be filed by an "Employee." The Employee need not be personally impacted by a condition alleged to constitute a Workplace Safety violation.
- 2. Investigation Procedure:** Upon receiving a written report of an alleged Workplace Safety violation from an Employee, the County shall have ten (10) working days in which to investigate the condition and advise the employee in writing of the County's findings and recommendations.

If the County advises the employee in writing within ten (10) working days that it is taking corrective action to address the workplace safety issue as may be required by law, an Employee may not initiate a Workplace Safety grievance.

An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance the office of the County Human Resources Director. Upon receipt of the grievance, the County shall have ten (10) working days to provide a written response to the Employee. Failure to timely file a grievance with the Office of the Human Resources Director within ten (10) working days of the County's response shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

- 3. Hearing Procedure:** An employee shall have five (5) working days from receipt of the County's response to file a written request with the Human Resources Director for a hearing before the impartial hearing officer. Failure to submit a request for a hearing shall constitute an abandonment of the grievance.

The same hearing procedure shall be utilized as set forth in the Discipline/Termination Hearing Procedure of this Policy.

Decision Standards

The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Employee does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the impartial hearing officer shall uphold the grievance.

The impartial hearing officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain: a description of the alleged unsafe condition and the County's response; the standard of review; the provisions of Wis. Admin. Code Chap. SPS 332 that are implicated by the Workplace Safety grievance; the officer's findings of fact and conclusions.

If the grievance is sustained, then the impartial hearing officer may recommend that the County take corrective action to address the Workplace Safety violation. The impartial hearing officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

Wood County Board Review

- 1. File of An Appeal:** An appeal of the impartial hearing officer's decision may be filed by the Employee or by the Wood County Executive Committee.

An appeal may be initiated to the County Board by filing a written appeal with the Corporation Counsel within ten (10) working days of the date of the impartial hearing officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.

A timely request for appeal shall be forwarded to the County Board Chairperson along with a copy of hearing record including the transcript of the hearing (if available) and any exhibits introduced at the grievance hearing. The Chairperson shall direct the Wood County Clerk to place the matter on the next Wood County Board meeting agenda, but not sooner than ten (10) working days from receipt of the appeal.

- 2. Standard of Review:** The County Board's review shall be limited to the decision made by the hearing officer and therefore, the Board will not accept additional testimony, evidence, written or oral arguments or otherwise conduct a hearing of any sort in relation to an appeal. The Board shall not overturn or otherwise modify the impartial hearing officer's decision unless, upon two-thirds (2/3) vote of the members present and eligible, the decision is found to be arbitrary, oppressive or unreasonable and represented the will of the impartial hearing officer and not its judgment.

The Wood County Board Chairperson will direct the Wood County Clerk to inform both parties of the Wood County Board's decision within ten (10) working days of the Wood County Board's consideration of the matter. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

Employee Representation

Employees may be accompanied by a representative of their choice at any level of the complaint procedure after the appeal to the Department Head, provided the employee notifies Wood County at least twenty-four (24) hours ahead of the meeting that the representative will attend and who the representative will be. The representative is allowed to help the employee present their complaint, but the employee is responsible to initiate actions related to the processing of the appeal. Any representation on behalf of the employee is at the employee's expense.

PERSONAL USE OF WOOD COUNTY EQUIPMENT

Wood County does not allow personal use of Wood County equipment. Employees assigned Wood County equipment for business purposes may be permitted to keep equipment overnight depending on department policy and procedure. Employees failing to return Wood County property may be charged for the items not returned in a timely matter.

PERSONAL COMMUNICATIONS

Mail/Phone Calls/Electronic Communications

Employees are not allowed to use Wood County phone lines, mail systems or any form of electronic communications for personal use, without prior approval of their supervisor. The reason for this policy is that these systems are paid for by Wood County, and are intended for Wood County business only. Use of these systems for purposes other than Wood County business increases the cost of Wood County operations and may conflict with employee's responsibilities to Wood County and your job. Employees are further prohibited from using their workplace to send or receive personal deliveries or mail. Personal use of personal communication devices, such as cell phones and/or smart phones, during work time may be allowable on a very limited and intermittent basis with Department Head approval.

Urgent Personal Messages

We recognize that occasionally employees may need to take an urgent call or message during work time, either on Wood County equipment or on personal devices. Employees are encouraged to attend the urgent situation, be as brief as possible, and return to their duties as soon as possible. If an employee needs to make a personal phone call during

business hours, the same rules apply, and the employee should inform their supervisor prior to making the call. If violations of this policy cause department disruptions or problems, the supervisor may take corrective actions.

Visual Image Devices Prohibited

To ensure the privacy of our employees and customers, avoid disruption in the workplace, and protect the confidentiality of certain information, the use of any photographic equipment or device to take pictures in any Wood County facility is expressly prohibited without specific approval of the Department Head, Human Resources Director or Corporation Counsel.

Use of Electronic Recording Devices

No conversation, communications, or similar activities may be recorded without prior notice to all parties involved in the communications. Exceptions may be approved by the Wood County Sheriff or designee for investigative purposes. Employees do not have any right to record any conversations or meetings without prior and specific approval of their supervisor and the parties involved.

COMPUTER USAGE

Wood County provides its employees with computer equipment including hardware, software, files, and manuals. This policy covers usage of the aforementioned computer equipment for work-related purposes. Personal use of Wood County computers or similar equipment may interfere with a person's ability to perform their duties and is not authorized.

All computer software and hardware is to be installed by or authorized by the IT Department. All computer documents, including e-mail, may be subject to inspection by Wood County. Most employee-deleted files can be recovered, including e-mail, even if not sent. No computer equipment shall be removed from Wood County premises without express permission from the employee's Department Head. Permission can only be granted for the purposes of Wood County business.

Employees must not allow another person to work under their login. Employees must always logoff when away from their terminal or computer, unless in a secured area.

Employees are prohibited from:

- Using Wood County-owned computer hardware, software and internet access accounts for personal use.
- Copying software, data files, etc., owned by or licensed to Wood County, for personal use.
- Installing or copying personally owned or licensed files or programs to Wood County-owned computer equipment.

In addition to the policy above, any use that is deemed to be offensive or harassing, per Wood County policy will be subject to disciplinary action.

CONFLICT OF INTEREST/CODE OF ETHICS

All Wood County business should be conducted with the best interests of Wood County in mind and free of personal interests. Occasionally situations arise where an employee may have a personal interest in the outcome of a decision or action. In such cases, a "conflict of interest" may exist and the employee should get advice before proceeding any further with the issue. If that personal interest causes the employee to take or influence an action, or make or influence a decision to benefit themselves, a family member, or a friend, a conflict of interest and possibly a violation of the Wood County Code of Ethics may exist.

The following excerpt from the Wood County Code of Ethics should serve as general guidelines regarding conflict of interest:

"No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family."

No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee shall use or disclose privileged information gained in the course of, or by reason of, his/her official position or activities."

Code of Ethics

The entire Wood County Code of Ethics, and any updates, is incorporated herein, by reference. Copies of the Wood County Code of Ethics are available through the Wood County Clerk's office. The Ethics Committee has the authority to investigate and determine if a violation of the Wood County Code of Ethics has occurred. Employees are encouraged to ask questions, raise concerns, and/or report potential and actual violations to their immediate supervisor, Department Head, or the Corporation Counsel.

Gifts and Gratuities

To ensure that there is no actual or perceived breach of the Wood County Code of Ethics, good business practices or any conflict of interest, no employee is allowed to accept gifts or gratuities from vendors, Wood County residents or others, except as permitted in the Wood County Code of Ethics. Questions regarding this policy can be directed to an employee's supervisor, Department Head, or the Corporation Counsel.

PERSONAL ATTIRE

In almost every Wood County job we interact with the public. The appearance of all employees is important to project a positive public image to the citizens we serve. Without unduly restricting individual tastes, it is the policy of Wood County to require personal cleanliness, good grooming, and appropriate attire while employees are on duty. It is the responsibility of the employee to dress appropriately for the job. Appropriate attire is determined by the type of work being performed, and the people the position interacts with. Appropriate attire may change from day-to-day based on a number of factors. Each Department Head is responsible to establish what attire, jewelry, or manner of dress is appropriate for each situation. However, all clothing or accessories should be free of signs, slogans, insignias or the like, that present a negative public image or may be offensive to other groups or individuals.

SOLICITATION/DISTRIBUTION OF MATERIALS

During work time employees are expected to concentrate on performing their assigned duties. Any interruptions or distractions cause a loss of time and may result in less than satisfactory performance. Solicitation and/or distribution of any materials, by an employee, to another employee, is prohibited while either employee is on their working time or in working areas. Solicitation or distribution of any materials by non-employees is not allowed to an employee, if the employee is on work time or in working areas. Furthermore, in the interest of employee safety and well-being, the distribution of materials of any kind shall not be permitted at any time in working areas of the Courthouse or other Wood County facilities, without the express permission of the Human Resources Department.

Wood County time should not be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees, is strictly prohibited. Contributions for community based charitable fund raising activities may be solicited on Wood County property, with the advance permission of the Human Resources Department.

SAFETY/SECURITY

Wood County is committed to providing a safe work environment for employees and customers.

Workplace Safety

Wood County will take appropriate actions to provide safe working conditions for its employees. To do this, Wood County and our employees must both be aware of conditions in all work areas that can produce injuries. Employees are

expected to perform their duties in line with established safety procedures, correct any unsafe conditions they see, and inform their supervisor or the Safety/Risk Manager immediately of any unsafe situation beyond the employee's ability or authority to correct. Wood County establishes the following overall safety policy statements:

- Wood County intends to comply with all applicable safety regulations.
- The safety of Wood County employees and the public are of greatest importance.
- Safety will take precedence over shortcuts.
- Every attempt will be made to reduce the possibility of accidents or recurrence.
- All employees are expected to follow established rules of safety and use safety equipment and Personal Protective Equipment (PPE) that has been provided.

If an employee feels that their work environment is not safe, the employee should contact their supervisor or the Safety/Risk Manager immediately. Persons violating this policy or violating established safety procedures or practices, will be subject to disciplinary action, including but not limited to, termination of their employment.

For further information consult the Safety/Risk Manager or the Wood County Safety and Risk Management Website.

Facility Security

Wood County will take appropriate actions to provide secure facilities for our employees. Employees must be aware of the security protocols and procedures in place at the facility/facilities which they are assigned. Employees are expected to access only the areas of facilities that they are authorized to access. Employees are to report any suspicious activities or persons to management immediately.

Employees are provided with the applicable keys and/or access cards they need to enter Wood County facilities and/or departments to which they are assigned to perform the duties of their position. Keys and access cards are to remain in the employees possession for the duration of time they are employed by Wood County. Keys and access cards are never to be shared, lent/borrowed, or intentionally damaged/destroyed. If a Wood County key or access card is lost, stolen, damaged, or destroyed employees must report the item to their supervisor or the Maintenance Department immediately. Keys and access cards must be returned to Wood County at the time of employment separation. There may be a replacement fee imposed to the employee if a key or access card is lost, stolen, damaged, or destroyed. Questions regarding keys and access cards should be directed to the Maintenance Department.

Employees are issued a name badge at the time of hire. Some name badges are also the employee's access card, as described in the paragraph above. Employees are encouraged to wear their name badge at all times in which they are performing work as a Wood County employee.

VIOLENCE IN THE WORKPLACE PREVENTION

Wood County is committed to providing a safe work environment free from the risk of violence for our employees and customers.

Wood County will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any Wood County owned or leased facility or any Wood County sponsored activity. Violence/threats include, but are not limited to striking another, pushing, kicking, throwing things, abusing/destroying property, physical threats of violence, stalking or harassment. Such action by or directed at Wood County employees, clients, or visitors will lead to disciplinary and possible legal action. Wood County will take immediate corrective action in the case of a threat of violence. Employees are responsible to immediately report anything they feel is physically threatening towards themselves or another person or Wood County Property.

Employees are restricted from possessing any weapon or dangerous item that is in violation of Wood County or department policy, or state or federal law while at work, or on duty. Employees need to be aware of Wood County's

restrictions on carrying concealed weapons and are responsible to abide by those restrictions. Any employee who becomes aware of a violation of Wood County's restrictions regarding carrying weapons should immediately report it to their supervisor or another member of the management team.

INTERNET AND SOCIAL MEDIA USAGE

It is generally accepted that anything posted on or transmitted over the internet is open to the general public as information and may be retained there indefinitely. Therefore, greater care should be taken when using the internet than may normally be necessary for written or verbal communications. The responsibility for such care rests with the original poster of the information or communication, and any person who reuses or forwards such information or communications.

Personal use of the internet or social media during work time is a violation of this and other Wood County policies. Individual departments may authorize employees to access social media sites for work related reasons during work hours. The parameters of such authorizations are a departmental responsibility and must comply with the Wood County Social Media Policy, available on the Employee Intranet.

Personal use of the internet during non-working hours from personal equipment, or a personal computer is not restricted unless it conflicts with this or other Wood County policies.

Employees using the internet or any form of social media must ensure that they do not represent themselves as speaking for Wood County or as a representative of Wood County, unless they are authorized to do so. Any personal views or opinions expressed by employees related to Wood County, its facilities, operations, policies, initiatives, activities, or past or present employees must be clearly identified as personal opinions and not those of Wood County. Even if the poster does not identify themselves as an employee of Wood County, simple silence on not representing Wood County is not sufficient; a clear statement that the information or opinion is the poster's personal view and not that of Wood County is required.

No information related to Wood County may be posted that violates the "Health Insurance Portability and Accountability Act" (HIPAA), proprietary information, copyright or other confidential or protected information, or in any other way violates state or federal laws.

Employees are required to abide by the "Terms of Service" of any media they are using, and are restricted from using a false identity to avoid compliance with this or other Wood County policies.

Copyright infringement is also strictly prohibited. Wood County's Copyright Liability Prevention Policy can be located on the Employee Intranet.

Employees violating this policy may be subject to disciplinary action based on the severity of the violation, up to and including, possible termination of their employment. Specific disciplinary action will be based on a number of factors including, but not limited to, the assumed knowledge or expertise of the poster in relation to the topic of the communication.

V. BENEFITS

BENEFIT ELIGIBILITY

Employees classified as “full-time” qualify for the maximum level of benefits available under Wood County’s benefit programs. Those individual benefits are discussed in this Handbook.

Part-time employees are eligible for pro-rated benefits if their position is budgeted to work an average of at least twenty (20) hours per week in that (calendar) year.

Annual Budgeted Hours	Average Hours Per Week	FTE
2015-2080	38.75-40	100%
1872	34-38.5	90%
1664	30-33	80%
1456	26-29	70%
1248	22-25	60%
1040	20-21	50%

Full or-part time employees whose scheduled work hours are reduced on a permanent basis will have their benefit eligibility level reduced effective on the first day of the month after the reduction in hours occurs.

Full or part-time employees whose hours are increased on a “non-voluntary basis” for at least three (3) calendar months will have their benefit level increased effective on the first day of the month after the increase in hours occurs.

Full or part-time employees whose hours are increased or decreased will maintain their current vacation and sick day balance, but will receive future allocations at the accrual level associated with their new position status.

For this policy, the term “calendar month” means from the first day to the last day of the month not 30 or 31 consecutive days.

Casual employees do not qualify for Wood County benefits.

County Employee to Elected Official

In the event a Wood County employee should be appointed or elected to a Wood County elected office, the employee will be treated as a terminated employee for accrued benefit purposes. Benefits such as health, dental, and life insurance shall continue as if the person was a classified, active employee. Elected Officials shall contribute to the Wisconsin Retirement System, at the rate established annually by the Department of Employee Trust Fund for each applicable employment category. Vacation and sick leave will no longer accrue. Any vacation earned prior to becoming an elected official will be paid out at the current rate of pay. Sick leave accrued shall be forfeited

BEREAVEMENT LEAVE/PAY

We understand that the loss of a family member or close friend is a sad and stressful time. We want to assist our employees to take care of personal business as best we can, therefore, Wood County has the following types of bereavement leave:

Spouse or Dependent Children

An employee may be allowed up to five (5) workdays with pay to mourn the loss of their spouse or dependent child (less than 26 years of age).

Immediate Family

An employee may be allowed up to three (3) workdays with pay to mourn the loss of their child (26 years or older), parent, stepparent, stepchild, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepbrother, stepsister, and grandparents-in-law.

Extended Family

An employee may be allowed up to one (1) workday with pay to mourn the loss of their aunt, uncle, niece, or nephew.

Coworker

An employee may be allowed to take up to one-half (1/2) day, or four (4) hours, whichever is less, with pay to attend the funeral of a fellow coworker subject to the discretion of the Department Head.

General Bereavement Guidelines

This policy is intended to provide time for mourning, arranging and/or attending the funeral or memorial service, and taking care of any family and legal matters related to the loss. Wood County may require the employee to furnish proof of death and their relationship to the deceased. If an employee needs additional time off due to related family matters, they may use accrued time or apply for a personal leave of absence.

Because of the changing nature and definition of a “family member”, bereavement leave may be extended to other family relations or any person with which the employee has a legal “loco-parentis” relationship. In such cases, the Department Head should discuss the specifics of the request with the Human Resources Director, prior to approval.

The employee will be allowed to use compensatory hours, vacation, or unpaid time off, if it does not impair the efficient operations of the department, to attend the funeral of a friend or a relative not included above.

Part-time employees will receive paid time off for the hours they would have regularly worked during the applicable bereavement leave period.

DEFERRED COMPENSATION

In addition to the Wisconsin Retirement System (WRS) plan, Wood County employees are eligible to defer wages to a legally qualified tax sheltered savings plan that has been approved for payroll deduction by the Wood County Board of Supervisors. This plan allows employees to invest some of their earnings for future use. To learn more about this program, contact the Human Resources Department or the Deferred Compensation representative, toll free number 877-677-3678.

FLEXIBLE SPENDING ACCOUNT

Wood County provides employees the opportunity to participate in a flexible spending program (IRS Section 125), which allows certain medical and/or childcare expenses to be paid in pre-tax dollars. The program is subject to annual review. Details are available through the Human Resources Department.

HOLIDAYS

Wood County will provide ten (10) paid holidays each calendar year, as follows:

New Year's Day	Thanksgiving Day
Friday before Easter	Friday after Thanksgiving
Memorial Day	Last workday immediately preceding Christmas Day
Independence Day	Christmas Day
Labor Day	Last workday immediately preceding New Years Day

Holiday pay is awarded based on employment type not scheduled work hours. Facilities with 24-hour operations, or non-

standard shift schedules may have different holidays or scheduling provisions. Any holiday falling on Saturday shall be celebrated on the preceding Friday, and any holiday falling on Sunday shall be celebrated on Monday. To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday, and the first regularly scheduled workday following the holiday, unless the employee is on approved paid time off.

Holiday Pay

A non-exempt employee required to work on a scheduled holiday, shall be paid holiday pay plus time and one-half (1½) for actual hours worked on the day the holiday is celebrated. If mutually agreed between the employee and supervisor, the employee may receive one (1) compensatory day instead of holiday pay.

INSURANCE

Wood County offers our employees plan options with different levels of benefits and premiums. Employees are encouraged to learn about all available health insurance options and then select the option that best fits their situation.

The Wood County Health Insurance Plan is a self-funded comprehensive major medical insurance plan offered to all regular full-time and appropriate part-time employees. Upon hire, insurance coverage becomes effective beginning the first day of the month following sixty (60) days of employment for non-exempt employees and the first of the month following date of hire for exempt employees. Coverage will cease on the last day of the month that the individual was actively at work prior to termination of their employment or retirement.

Insurance Plan Enrollment

Wood County offers two (2) different levels of benefits: Single or Family. Employees can sign up for their preferred coverage option no later than three (3) weeks after their first date of employment. Failure to sign up during that time-frame will result in the employee considered as a late enrollee, and requiring “proof of insurability” related to a Qualifying Event. Employees are encouraged to contact the Benefits Administrator in the Human Resources Department with any questions.

Annually, there is an “open enrollment” period. During open enrollment, benefit eligible employees are able to make changes to their benefit elections including health, vision, and dental insurance, flexible spending enrollment, and life and disability insurance. Employees will be notified of the open enrollment period in writing, and will have an opportunity to attend an informational open enrollment meeting to learn of the changes in plans and premiums and to allow employees the ability to make an informed decision that best meets their needs and the need of their family.

Premiums

Wood County will pay a portion of the premium for medical insurance for full-time employees, or a prorated percentage for part-time. Participation in the Wood County Wellness Program and completion of the three (3) core activities qualify employees for an additional Wellness Incentive Premium Discount.

Insurance Benefit While on Approved Leave of Absence

Employees who are on an approved, unpaid leave of absence may continue their insurance coverage provided they pay fifty percent (50%) of the full premium to the Human Resources Department, by the tenth of each month. Employees are allowed to participate in this program for a maximum of six (6) months. Upon their return to work, at the time they have returned for the same duration of the leave of absence, the employee will be reimbursed for the Wood County share of the insurance premium paid while on leave. Employees will continue to pay their regular premium contribution while on an approved FMLA leave.

Continuation of Health Insurance Benefits Upon Retirement

Employees retiring from Wood County employment who meet the retirement criteria as defined by WRS are eligible to continue on the Wood County Health Plan at the defined retiree rates (subject to change annually). Retirees can remain on this plan until Medicare eligible. Employees who retire without meeting the WRS retirement eligibility criteria may be able to remain enrolled in the Wood County Health Insurance Plan under the Federal Consolidated Omnibus Reconciliation

Act (COBRA). For more information see the information below.

Continuation of Health, Dental, Vision Insurance After Termination of Employment

COBRA gives employees certain rights to carry their health insurances forward when they leave an employer. The main COBRA benefit is that an employee can normally remain on their current health insurance plan, provided they pay the full premium plus administrative costs. Employees will receive information on their COBRA rights upon termination of employment.

Dental Insurance

Dental insurance is offered to Wood County employees on a voluntary basis. Employees are responsible for the entire dental insurance premium.

Vision Insurance

Vision insurance is offered to Wood County employees on a voluntary basis. The premium is subsidized by Wood County.

GROUP TERM LIFE INSURANCE

Life insurance can be a major benefit for families. To help our employees, Wood County offers a group term life insurance plan. Wood County will pay fifty percent (50%) of the premium cost of the plan for full-time, part-time 80% and part-time 90% employees. Employees may enroll in this plan by returning a completed enrollment form to the Benefits Administrator in the Human Resources Department by the end of the fifth month of employment (one (1) month prior to the end of the introductory period as a new employee). The plan is effective the first of the month after 180 days of employment. Late enrollees may be required to submit evidence of insurability.

Employees may also enroll in a supplemental life insurance plan to cover themselves, their spouse and dependents under the age of twenty-six (26). For more information, contact the Benefits Administrator in the Human Resources Department.

POST EMPLOYMENT HEALTH PLAN (PEHP)

Employees hired prior to January 1, 2019 are eligible to take part in this program. The PEHP program offers an excellent plan to help employees fund their health, dental, vision and disability insurance premiums after retirement. The PEHP plan allows employees who have completed fifteen (15) consecutive years of service, and who qualify for WRS retirement benefits to deposit up to one hundred (100) unused sick days in a personal fund to pay future health, dental, vision or disability insurance premiums. Employees who have their employment involuntarily terminated due to actions significantly against the best interests of Wood County or for significant violation of an existing policy will not be entitled to any form of pay out for sick days or for enrollment in the PEHP plan. Wood County Elected Officials are not eligible to participate in this program.

Eligible employees are automatically enrolled in this program and their sick days are converted to a cash fund the day of retirement. Starting the first day of retirement, or any time after that, eligible participants may withdraw funds from the account to reimburse the actual costs of health, dental, vision or disability plans of their choice. Eligible employees will be given more information regarding their specific account by the Benefits Administrator during the exit interview.

RETIREMENT

Each pay period, Wood County will contribute, at a minimum, the legally required amount to the Wisconsin Retirement System (WRS) fund for eligible employees. An employee, who works in excess of 1,200 hours in a twelve (12) month period of time, is normally eligible for participation in the WRS program. In addition to the Employer's normal share of the contribution, employees may be required to contribute to the WRS fund.

For more information please contact the WRS at etf.wi.gov.

SICK DAYS

We understand that occasionally a serious health condition of an employee or their immediate family may cause missed time at work. Wood County provides regular full and part-time employees with up to twelve (12) sick days per year to use in those cases.

1. Sick days may be used when an employee must be absent from work because of:
 - Illness or injury of the employee.
 - Serious illness or injury of an employee's immediate family where the immediate family member requires the constant care and attention of the employee. Immediate family for sick day purposes includes spouse, child, parent, and stepparent.
 - Contact with or exposure to a contagious disease causing the employee's presence to be a risk to fellow workers.
 - Validated reasonable medical or dental attention that cannot be scheduled during non-working hours
2. Each employee (except casuals) shall receive one (1) day of credit for each full calendar month actually worked. Number of hours accrued are based on employment type not hours actually worked.
3. Sick days shall accrue to a maximum of one hundred (100) days.
4. Wood County may require an employee to submit a medical statement to verify the need for sick days. The Department Head or Human Resources may require an employee to provide a medical release to return to work.
5. Sick days shall be granted in no less than one-quarter (1/4) hour units.
6. If using sick time for a partial day, the total amount of sick time and regular hours worked must equal the number of budgeted hours. Sick time may only be used to cover regularly scheduled hours, up to a maximum of the employee's daily or weekly budgeted hours.
7. A full-time employee in his/her introductory period shall accrue sick days during the first six (6) months of service, but shall only be allowed to use three (3) sick days during those first six (6) months.
8. Employees who were hired before January 1, 2019 and have at least 15 years of consecutive service, and meet the other criteria, may have up to one hundred (100) accrued sick days deposited in the Wood County PEHP plan.
9. Unused sick days are lost upon resignation, termination, or death of an employee.
10. An employee will not be paid sick days for any illness or injury which arises from non-Wood County employment or as a result of contracted work.
11. An employee receiving Workers Compensation or Short or Long-Term Disability payments from a Wood County Third Party Administrator will not be allowed to receive sick day payments concurrently.
12. Catastrophic Sick Days Account (CSLA): After an employee has reached the maximum accumulation of one hundred (100) sick days, any additional sick days accumulated thereafter shall be placed in an individual CSLA. Sick days in the CSLA may only be used when an employee is absent from work because of illness or injury and the employee's regular sick days have been exhausted. Upon resignation, termination, or death of an employee, CSLA shall be forfeited.
13. Part-time employees who work over twenty (20) hours per week will be eligible for a pro-rated sick days benefit based on total hours of sick days for a full-time employee. Part-time employees working under twenty (20) hours per week, temporary employees, or seasonal employees will not be eligible for paid sick days. Such employees should be informed of their ineligibility at time of employment.

SOCIAL SECURITY

The Social Security (FICA) Plan is established and administered by the Federal government to fund the Social Security program. Both Wood County and the employee make contributions to this fund. Employees can see their contributions on their paycheck.

VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and to attend to personal affairs. Wood County encourages employees to have a work-life balance and use vacation hours to enjoy time away from work. Employees qualify for and accrue vacation based on their employment type and length of service with Wood County.

Vacation Accrual

Eligible employees begin accruing vacation upon hire at the annual accrual rates set forth below:

FTE	0-4 years	5-9 years	10-14 years	15-24 years	25+ years
100%	80.0	120.0	160.0	200.0	240.0
97%	77.5	116.3	155.0	193.8	232.6
90%	72.0	108.0	144.0	180.0	216.0
80%	64.0	96.0	128.0	160.0	192.0
70%	56.0	84.0	112.0	140.0	168.0
60%	48.0	72.0	96.0	120.0	144.0
50%	40.0	60.0	80.0	100.0	120.0

The chart below provides the bi-weekly accrual amounts:

FTE	0-4 years	5-9 years	10-14 years	15-24 years	25+ years
100%	3.06639288	4.59958932	6.13278576	7.66598220	9.19917864
97%	2.97056810	4.45776865	5.94113621	7.42833676	8.91553730
90%	2.75975359	4.13963039	5.51950719	6.89938398	8.27926078
80%	2.45311431	3.67967146	4.90622861	6.13278576	7.35934292
70%	2.14647502	3.21971253	4.29295003	5.36618754	6.43942505
60%	1.83983573	2.75975359	3.67967146	4.59958932	5.51950719
50%	1.53319644	2.29979466	3.06639288	3.83299110	4.59958932

Employees will continue to accrue vacation hours until the maximum accumulation of hours is earned, which is two (2) weeks over the annual awarded hours.

Sheriff's Department employees who are covered under the Deputies contract will accrue vacation time based on the language in the current and applicable union contract.

Part-time employees who are budgeted to work over twenty (20) hours per week will be eligible for pro-rated vacation benefits based on total hours of vacation for a full-time employee. Part-time employees working under twenty (20) hours per week, casual employees, temporary employees, and seasonal employees are ineligible for vacation benefits.

Vacation accruals are suspended during any approved, unpaid leave of absence, excluding leaves approved under the Family and Medical Leave Act (FMLA).

Vacation Scheduling

Each department is responsible to approve or deny vacation requests within that department using the scheduling system that works best for the department. Employees are encouraged to meet with their supervisor for an explanation of how scheduling works in the department. Wood County reserves the right to adjust vacation schedules based upon work load variations.

Vacation Pay

Employees will be paid at their normal rate of pay and normal number of scheduled hours for each vacation day/week. If an employee's vacation is interrupted by a death in the family that qualifies for Bereavement Leave, the employee should discuss with their supervisor if they wish to reschedule the affected vacation days.

All paid vacation time must be exhausted before unpaid time off is approved.

Vacation Donation

Wood County employees will be allowed to donate earned vacation days to other Wood County employees, who are on approved Leaves of Absence (LOA) and who have exhausted all their available benefit time. Donated time will be paid to employees at the same schedule as the employee normally works. Donated time does not extend the LOA, or qualifications for benefits. Other benefit time will not accrue during such days; accruals will be suspended. Employees must complete the "Vacation Donation Form" to donate hours to either a specific individual employee or to the Banked Hours Account. For more information, contact the Human Resources Department.

Termination of Employment

In the event of resignation or retirement, or death of an employee, any vacation earned and unused will be paid out on the employee's final paycheck.

VOLUNTARY EMPLOYEE ASSISTANCE PROGRAM

As our world becomes more complex, personal and family problems increase and also become more complicated. These problems, whether emotional, marital, family related, alcohol and drug or psychological, affect more families every day. Wood County wants to ensure that help is available to assist employees in dealing with these types of problems. Therefore, we offer an Employee Assistance Program (EAP) that is available to all Wood County employees and their families. The EAP provides free problem assessment, referral, and/or follow-up consultation. They can also help find other resources, if necessary, to help employees deal with any issues or problems, including support groups or community programs.

Participation in the program is voluntary and all contacts with the EAP are confidential. Counselors are available 24 hours a day. They can be contacted at:

Ascension Employee Assistance Program

Phone: 715-344-6379 or 1-800-540-3758

Email: eap@ascension.org

Website: ascensionWIEAP.org

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ACKNOWLEDGEMENT OF RECEIPT

I, _____, acknowledge receipt of the revised “Wood County Employee Policy Handbook” dated **June 1, 2019**. Wood County reserves the right to amend, change or delete any or all of these policies with or without prior notice. I understand that any questions, which may arise from the contents of this Handbook, can be clarified by contacting the Human Resources Department.

This “Acknowledgement of Receipt”, the attached Handbook and policies and procedures contained therein, are not intended to, nor do they, constitute any contract of employment, or imply a contract of employment obligating either the employee or Wood County, except as specified in those policies and procedures.

Signature

Date

Name (Printed)

Department

Administrative Coordinator Report

1. Contacted several officials to gather support for Wood County's REDI Grant application.
2. Talked with two ATV/UTV dealerships regarding Wood County's new emphasis on trail development.
3. Met with REGI president Rick Bakovka.
4. Met with Chair Curry, Nancy Turyk and Jason Grueneberg regarding Economic Development.
5. Met with HR Director and Finance Director regarding vacancy in Deputy Finance Director position.
6. Radio interview with WFHR.
7. Lunch with several Department Heads.
8. Attended ADRC-CW Volunteer Recognition Breakfast.
9. Attended Business Roundtable in Pittsville.
10. Met with Heart of Wisconsin and Jason G. regarding ATV trail ribbon cutting.
11. Dealt with several solar queries.
12. Talked with Ashland County Chairman Pete Russo about multiple county issues.