

## OPERATIONS COMMITTEE

DATE: Tuesday, October 4, 2022  
TIME: 9:00 AM  
LOCATION: Courthouse – Room 114

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
  - (a) Review/approve minutes from previous committee meetings
  - (b) Review monthly letters of comment from department heads.
  - (c) Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. **Wellness Coordinator Update**
7. **Treasurer**
  - (a) Resolution to sell tax deed properties.
  - (b) Resolution to sell tax deed property to former owner.
8. **Finance**
  - (a) Finance Department update
  - (b) Resolution – Veterans department
  - (c) P-Card Rebate discussion
  - (d) 2023 Budget discussion
9. **HR**
  - (a) Step Increase Procedure
  - (b) Overtime/Comp Time Policy
10. Comments from the Chair
11. Consider any agenda items for next meeting
12. Set next regular committee meeting date
13. Adjourn

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### Join by phone

+1-408-418-9388 United States Toll  
Meeting number (access code): 2488 209 9437

### Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mdec3c8dd5062a131f925178f79f685e5>  
Meeting number (access code): 2488 209 9437  
Meeting password: 100422

MINUTES  
OPERATIONS COMMITTEE

DATE: Tuesday, September 6, 2022  
TIME: 9:00 AM  
LOCATION: Courthouse – Room 114

Members Present: Ed Wagner, Donna Rozar, Lance Pliml, Laura Valenstein, Adam Fischer

Others present: See attached sign-in sheet

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There were no public comments.
3. The items within the consent agenda were reviewed. Motion by Valenstein/Rozar to approve the consent agenda. Motion carried unanimously.
4. Pliml stated that the ARPA Adhoc Committee was meeting today after this meeting and would be acting on 2 different time-sensitive funding requests and that once the 2023 budget was completed, more meeting would be held to determine funding.
5. County Clerk Miner presented the 2023 budgets for County Clerk. Noted was the small increase in levy due to moving a position to 80% all while taking on a larger role in some elections administration items for municipalities. Motion by Rozar/Fischer to approve the County Clerk 2023 budget. Motion carried.
6. Miner brought forward a grant opportunity for employers to conduct blood drives for their employees. This is a state grant from the Dept. of Health Services that he was made aware of from Health Dept. employee, Kayleigh Mengel. The grant amount is \$25.00 per donor. Miner wants to turn this into prizes for the employees who do donate. McGrath and Newton stated that this would be a taxable income based on IRS guidelines. Miner is looking for committee approval to apply for the grant and the use of grant funds. Motion by Rozar/Fischer to approve the grant application with the proceeds going towards prizes for the employees. Motion carried unanimously.
7. Wellness Coordinator Fandre presented an update, which included work on the flu vaccination clinics for employees.
8. Treasurer Gehrt presented the 2023 County Treasurer budget. She highlighted the lowering of revenue due to the new law change as it relates to the sale of tax deeded property and an increase in computer software pricing. Motion by Fischer/Pliml to approve the 2023 County Treasurer budget. Motion carried unanimously.

9. Gehrt also highlighted the possible Wis. Stats. §74.69(3) hearing (timely payment due to postal error) that may be forthcoming to the county board. The committee took no action as this was informational only.

10. Finance Director Newton provided the department update.

11. Justin Fischer from Baird presented updated financing scenarios for the borrowing resolutions coming up. There was extensive discussion about the possible scenario of the jail project bids coming in higher than what has been approved to be spent, and how contracts get signed based on this possibility. Corp Counsel Kastenholz was advised and will be drafting a resolution that addresses this. Newton presented the two borrowing resolutions for action. Motion by Pliml/Rozar to approve the Resolution-Authorizing the Issuance of \$10,000,000 General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of a Not to Exceed \$10,000,000 Note Anticipation Note –AND- Resolution- Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$10,000,000 General Obligation Refunding Bonds and forward to the county board for their consideration. Motion carried unanimously.

12. Newton presented the 2023 Finance Dept. budget and highlighted areas of increase and decrease. Motion by Rozar/Valenstein to approve the budget as presented. Motion carried unanimously.

13. The committee set the following dates for the budget hearing: Thursday, September 22<sup>nd</sup>, starting at 1:00 PM, and Friday, September 23<sup>rd</sup> starting at 9:00 AM. It was noted that not all departments will be called to appear to the budget hearings. A schedule will be forthcoming.

14. Human Resources Director McGrath presented the 2023 Human Resources and Risk Management budgets. The increase was basically confined to the property & liability insurance lines, which saw an over 12% increase. Motion by Pliml/Valenstein to approve the 2023 Human Resources/Risk Management budget.

15. The next regular meeting date will be Tuesday, October 4, 2022 at 9:00 AM in Room 114.

16. Chair Wagner declared the meeting adjourned at 10:04 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

**Operations Committee**  
**September 6, 2022**

NAME	REPRESENTING
Trent Miner	County Clerk
Jeff Fewer	District 11
Kim McGrath	HR
Ed Newton	Finance
Justin Fischel	Baird
Joe Smith	Health Dept.
Heather Gehrt	Treasurer
Bill Clemmings	WCB #15
R VANTASSEL	WCMANT.
Peter Kastenholz	Corp. Counsel
Dennis Polach	WCB #14
Pattyia Yang	Finance
Ed Newton	Finance
Amy Kaup - WebEx	IT Director
Adam Fandre - WebEx	Wellness Coordinator
Ray Bossert	V/PE
Kurt Berner	Samuals Group
Shane Wacherpfenning WebEx	LWCA
Nick Flugger	Risk Mgmt
Mary Schlagenhaft WebEx	Human Services
Roland Hawk	Hwy
Brad Hamilton	WCB #18

## **OPERATIONS COMMITTEE MEETING MINUTES**

**DATE:** Thursday, September 22, 2022  
**TIME:** 1:00 p.m.  
**PLACE:** Wood County Courthouse – Conference Room 114

**PRESENT:** Ed Wagner, Adam Fischer, Lance Pliml, Donna Rozar, Laura Valenstein (via Webex)

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): Dennis Polach, Joe Zurfluh, PaNyia Yang, Ed Newton, Kelli Francis, Brandon Vruwink, Mary Schlagenhaft, Darrin Steinbach, Dennis Polach, Jason Grueneberg, Trent Miner, Amy Kaup, Marissa Kornack, Mary Solheim, Jason DeMarco, Quentin Ellis, Shawn Becker, Sarah Christensen

The meeting was called to order by Chair Wagner at 1:00 p.m.

There were no public comments.

Finance Director Newton shared an overview of the 2023 budget as it currently stands. Discussion ensued.

Human Services Director Vruwink provided an overview on the Norwood budget and the changes in expenses and revenues that account for the overall increase in the budget from 2022 to 2023. Norwood Administrator Kornack, along with Vruwink, answered questions from the Committee. Discussion ensued at length.

Supervisor Polach stated that he was representing the Property & Information Technology (PIT) Committee at the meeting and that PIT discussed the IT budget and was satisfied with it. IT Director Kaup provided an overview of the IT budget and explained the increase in expenses which primarily included adding a new FTE as a Help Desk Lead. Kaup answered questions from the Committee. Discussion ensued at length.

**Motion (Pliml/Fischer) to approve the new FTE requested by IT pending additional information. Motion carried unanimously.**

The Committee requested that Director Kaup bring the requested information for the new FTE to the next regular Committee meeting on October 4<sup>th</sup>.

Break at 2:11 p.m. Reconvene at 2:16 p.m.

Sheriff Becker and Chief Deputy Ellis provided an overview of the Sheriff's Department budget and explained the changes in expense and revenue. Ellis explained that the most significant change to the budget was the addition of four (4) Corrections Officers for 2023 in anticipation of the new jail. Ellis and Becker answered questions from the Committee. Discussion ensued at length.

Emergency Management Director Christensen provided an overview of the Emergency Management budget and stated that the primary cause of the increase is a CIP request for the partial funding of a new, dual-purpose vehicle. Christensen answered questions from the Committee. Discussion ensued.

**Motion (Rozar/Fischer) to approve and forward to the full County Board the Norwood, Sheriff's Department, and Emergency Management 2023 budgets as presented. Motion carried unanimously.**

Newton reminded the Committee that the next budget meeting starts tomorrow, September 23<sup>rd</sup>, at 9:00 a.m.

Rozar asked if the Committee can see a report of rebates obtained from the US Bank P Card program. Newton stated that the information will be provided at the next regular Committee meeting.

Chair Wagner adjourned the meeting at 2:35 p.m.

## **MINUTES OPERATIONS COMMITTEE**

DATE: Friday, September 23, 2022

TIME: 9:00 am

LOCATION: Courthouse – Room 114

Members Present: Ed Wagner, Donna Rozar, Lance Pliml, Laura Valenstein (WebEx), Adam Fischer (WebEx)

Others Present (for all or part of meeting, in person or via WebEx): Trent Miner, Jeff Penzkover, John Peckham, Ray Bossert, Jake Hahn, Bill Clendenning, Jason Grueneberg, Bill Leichtnam, Brent Vruwink, Victoria Wilson, Travis Hofer, Dennis Polach, Tiffany Ringer, Brad Hamilton, Joe Zurfluh, Kimberly Stimac, Susan Feith, Ed Newton, PaNya Yang

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. Under public comment, Ray Bossert expressed his opposition about the use of ARPA funding for the jail project and inquired about the status of those funds. This assumption was incorrect and he was subsequently corrected by the committee in that no ARPA funds have been allocated to the jail project, but this had been an option proposed by the financial advisor at the county board meeting at which no decision had been made in that regard.
3. Finance Director Newton provided the most current information based on the actions of yesterday's meeting.
4. HIRC Chair Hahn and Highway Dept. Accounting Supervisor Peckham reviewed the Highway Dept. budget and shared a letter from the Highway Commissioner who was not able to attend the meeting. They also reviewed past levy requests. The Committee reviewed how much of the actual levy increase was because of the unorthodox mid-year salary adjustment paid to the truck drivers. Motion by Pliml/Rozar to tentatively accept the Highway Department budget and forward to the full board for approval. Motion carried unanimously.
5. Planning & Zoning Director Grueneberg reviewed the multiple budgets he oversees, including the non-lapsing budgets from Private Sewage & Land Records. Reviewed the projects coming up with LIDAR. He also discussed the surveyor projects being planned (Highway right-of-ways) and how well our current set up of a part-time surveyor is working out to the county's advantage. Motion by Pliml/Rozar to tentatively accept the Planning & Zoning budgets and forward to the full board for approval. Motion carried unanimously.
6. Planning & Zoning Director Grueneberg presented the Economic Development budget and reviewed the number of grant applications received and vetted by the CEED

Committee. There were 19 total applications and of those, 6 were denied. The rest were approved as submitted, partially funded, or funded at more than the request. He discussed the ROI on the North Central Wisconsin Regional Planning Commission membership and that this amount dropped slightly for next year. Supervisor Clendenning that the Central Wisconsin State Fair is also looking for more money but it was noted that they had not submitted anything to the county at this point. Motion by Rozar/Pliml to tentatively accept the Economic Development budget and forward to the full board for approval. Motion carried unanimously.

7. Clerk of Courts Stimac and Supervisor Clendenning answered questions related to the Clerk of Courts budget, including the increase in bailiff wages and the new position needed for the Branch 4 court, starting mid-year. Motion by Rozar/Valenstein to tentatively accept the Clerk of Courts budget and forward to the full board for approval. Motion carried unanimously.
8. Child Support Director Vruwink and Supervisor Clendenning provided an overview of Child Support funding and comparables to other counties. While the percentage increase in the levy is high, the dollar amount is very low. Vruwink highlighted what they are hoping for during the next state budget process. Motion by Pliml/Rozar to tentatively accept the Child Support budget and forward to the full board for approval. Motion carried unanimously.
9. Library Board Chair Hamilton, along with Library Board members Feith and Zurfluh, presented the request to increase the library levy to 100% reimbursement level. Feith commented on the changes to library services due to the pandemic and the transition to electronic delivery. Miner provided historical perspective on the levels of funding and how the county had committed to incrementally get to 100% reimbursement and that this levy is not related to the county operational levy. Motion by Pliml/Rozar to move the library reimbursement to 100%. Motion carried unanimously.
10. Finance Director presented the UW Commission budget. Motion by Rozar/Pliml to tentatively accept the UW Commission budget and forward to the full board for approval. Motion carried unanimously.
11. The Marshfield Fairgrounds budget was discussed. The loan that necessitated specific budget amount has been paid off. This budget is in a holding pattern, pending further information.
12. The Ho-Chunk Donation budget was reviewed and discussed. There are no changes to this budget from past years. Motion by Pliml/Rozar to tentatively accept the Ho-Chunk Donation budget and forward to the full board for approval. Motion carried unanimously.
13. The Contingency budget of \$600,000 was presented. This is the same amount as last year. Any unused contingency reverts back to the undesignated general fund at the end of the year. Motion by Pliml/Rozar to tentatively accept the Contingency budget and forward to the full board for approval. Motion carried unanimously.



14. The Payment-in-lieu-of-taxes (PILOT) budget was presented. These amounts have remained constant over many years. Motion by Rozar/Pliml to tentatively accept the PILOT budget and forward to the full board for approval. Motion carried unanimously.
15. The discussion of movement of wages is in a holding pattern at this point and will be addressed further as the budget becomes more finalized.
16. Chairman Wagner adjourned the meeting at 11:18 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – October 2022

- I attended the fall meeting of the WI County Clerks Association which corresponds with the WCA Conference. Our portion was a little bit different than other years, in that our new association president encouraged us to attend some of the breakout sessions that the supervisors attended. We had a brief meeting Monday morning, and then were on our own that afternoon. Since we had the room for the rest of the day, I demoed our voting system from Meridia to a handful of clerks. I let them play with the system so they could see what I see on the clerk side, as well as the supervisor side. This went over really well and a number of those counties have contacted Meridia to purchase their system.
- I signed the contract to purchase the ExpressVotes yet this year. We should be receiving them mid-October. By signing that contract now, I was able to save the municipalities, and us, about \$500.00 per machine. The cost was due to go up next year. They will not be operational until next year, however we have space that we can store them until that time comes. Another benefit is that we still have access to the maintenance ramp, so we don't have to lug them through the front door once construction starts. This transaction will require a budget amendment, which I will do after the November election so we can incorporate any other overages (already known ballot quantities, possible recounts) into one document.
- We have lost two more municipal clerks due to resignation in this past month or so. Carrie Merk, from the Town of Dexter resigned from the position her uncle, former Dexter Town Chairman and County Board Supervisor Cliff Bowden (for those with a long enough memory), convinced her to take back in about 1974. That is about 48 years of continuous service with 4 county clerks, 11 presidential elections, roughly 70 total elections, and so many election law changes, it makes my head spin. Rosie Ewoldt from the Town of Sherry also resigned this past month. While she hasn't been clerk as long as Carrie, she was invaluable in training municipal clerks when we went from SVRS to WisVote back in 2016. I'll miss them both! While both of these clerks had deputies to take over, we are working with their successors to ensure a smooth transition as we approach a very busy rest of the year, election-wise.
- We were hoping to be able to start to destroy the November 2020 election material, in accordance with state statutes, but the last few days before that deadline, a number of notices were received stating that future lawsuits/claims may be forthcoming, which according to Corp Counsel Kastenholtz (and every other Corp Counsel in the state), means we have to keep these items, which includes all of the ballots, electronic files, poll books, inspectors statements, used absentee ballot envelopes, etc. The requests I received includes everything going forward as well. I am not sure what the "end game" looks like or when that will happen, but secured storage space will shortly become an issue. You will recall that when the County Clerk's office moved from the 2<sup>nd</sup> floor, we ended up with a substantially smaller storage area than what we had previously had in the vault on the second floor.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

September 30, 2022

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – September 2022

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### Human Resources Activity

	September 2022	2022 Year-to-Date
Applications Received	117	1,007
Positions Filled	15	155
Promotions/Transfers	4	42
New Hire Orientations	13	119
Terminations, Voluntary	11*	128
Terminations, Involuntary	3	19
Retirements	1	15
Exit Interviews	1	44

\*5 of these are casual positions

### Human Resources Narrative

#### General Highlights

1. Began the Open Enrollment process for 2023 benefit elections including finalizing the Benefit Guide, the Open Enrollment presentation slides, recording, and enrollment forms. Again this year we are pleased to offer an electronic Benefit Election process through Employee Self Service (ESS). Open enrollment meetings are scheduled to be held the week of October 3<sup>rd</sup>- both in-person and virtual options will be provided and all benefit eligible employees are encouraged to attend a meeting. Employees may earn wellness points for their attendance by logging into the ManageWell portal and completing the required information. All benefit eligible employees must complete and return an enrollment form by November 4<sup>th</sup>.
2. Began the initial preparation for the 2022 Leadership Retreat to be held at the Nepco Shelter Building on December 13<sup>th</sup>. Todd Kuckkahn, Executive Coach, Leadership Consultant, and Certified speaker with The John Maxwell Team, will be presenting “The 21 Irrefutable Laws of Leadership” based on the best-selling book by John Maxwell. We are anticipating approximately 50 attendees (Wood County Department Heads and departmental supervisors).
3. Finalized the Human Resources/Risk Management budget for 2023 and presented to the Operations Committee on September 6<sup>th</sup>.

#### Meetings & Trainings

1. Attended the Operations Committee Meeting on September 6<sup>th</sup>.

2. Attended the CEED Committee on September 7<sup>th</sup>.
3. Attended the virtual von Briesen Public Sector Town Hall meeting “Social Media Issues” on September 15<sup>th</sup>.
4. Attended the County Board Meeting on September 21<sup>st</sup>.
5. Attended and participated in the Health Department’s final Strategic Planning Meeting on September 26<sup>th</sup>.
6. Held the monthly conference call with The Horton Group on September 27<sup>th</sup> to discuss various benefit topics.
7. Attended the virtual von Briesen Breakfast Briefing “Post-COVID New World on September 29<sup>th</sup>.
8. Held individual staff and team meetings to discuss and provide updates on the department’s progress towards our 2022 goals.
9. Staff attended various meetings/trainings including:
  - a. Attended SPAHRA half day conference “Breakthrough with Benevolence and Tactical Skills to Strengthen Leadership Impact” on September 7<sup>th</sup>.
  - b. Attended seminar on “Accountability – Holding people accountable even when you report to them” through CWSHRM on September 8<sup>th</sup>.
  - c. Attended a webinar on “Monkeypox Preparedness: Keys for Small Businesses” through The Horton Group on September 14<sup>th</sup>.
  - d. Attended a virtual meeting with a representative from Jet Dental on September 20<sup>th</sup>.
  - e. Attended a virtual meeting with representatives from EBC on September 27<sup>th</sup>.
  - f. Attended SPAHRA virtual roundtable on September 28<sup>th</sup>.

### **Benefits**

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Reserve Spreadsheet and Health Fund Balance document.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.
7. Completed the Non-Discrimination Testing for the Flexible Spending Plans.
8. Submitted the CMS Disclosure for creditable coverage.
9. Sent open enrollment forms to Retiree and COBRA participants for 2023 benefit elections.
10. Sent notification to retirees on the Retiree Life Insurance plan.
11. Transferred Sick Hours over the maximum to Catastrophic Sick Leave Accounts.
12. Assisted numerous employees and supervisors with questions on accruals in TimeStar.

### **Recruitment**

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Working with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
6. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations (including out-of-state) for applicants offered employment.

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	Dispatch	Dispatcher	Applicant pulled from eligibility list, references conducted, verbal offer pending 9/26/2022.
Eligibility List	Dispatch	Dispatcher(s)	Establish new eligibility list. Posting 9/26/2022 to 10/24/2022. Assessment at MSTC 11/17/2022.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 12/7/2022.
New position (converted from Contracted)	Health	Dental Hygienist	Contracted position converted to .70 FTE, approved by HHSC 9/8/2022. Background, references conducted, filled 9/12/2022.
Replacement	Highway	Truck Operators (2)	Position posted, interviews conducted, final candidates selected, DL check and references completed. Both positions filled 9/26/2022.
Replacement	Highway	Highway Engineer	Position posted, deadline 10/26/2022.
Replacement	Highway	Equipment Operator (Screed)	Position posted, filled internally 9/4/2022.
New position	Highway	Mechanic I	Position posted, interviews conducted, final candidate selected, DL check and references completed. Position filled 9/26/2022.
Replacement	Human Services	CCS/CSP Service Facilitator	Position posted, interviews conducted, final candidate selected, background and references completed. Position filled internally 10/17/2022.
Replacement	Human Services	Family Resources Coordinator	Position posted, interviews conducted, final candidate selected, background and references completed. Position filled 9/6/2022.
Replacements	Human Services	Family Interaction Workers (2 Marshfield, 2 Wisc Rapids)	Positions posted, one WR position filled 9/19/2022. Deadline for remaining positions 10/10/2022.
Replacement	Human Services	Case Manager/SW – Initial Assessment	Position posted, interviews conducted, final candidate selected, background and references completed. Position filled 9/19/2022.
Replacement	Human Services	Outpatient Clinic Manager	Position posted, deadline 10/17/2022.
Replacement	Human Services	Casual Crisis Interventionist	Position posted, interviews conducted, final candidate selected, background and references completed. Position filled 9/12/2022.
Replacement	Human Services	Contract Coordinator	Position posted, interviews conducted, filled internally 9/19/2022.
Replacement	Human Services	Social Work Supervisor – Ongoing	Position posted, deadline 9/30/2022.
Replacement	Human Services	Reporting Systems Clerk	Position posted, interviews conducted, final candidate selected, background and references completed. Filled 9/26/2022.
Replacement	Human Services	Community Treatment Teams Service Facilitator	Position posted, deadline 10/7/2022.

Replacements	Human Services	Case Manager/Social Worker – Ongoing (3)	Positions posted, deadline 9/26/2022.
Replacement	Human Services	Family Resource Coordinator	Position posted, deadline 10/10/2022.
Replacement	Human Services	Case Manager/Social Worker-Initial Assessment	Position posted, deadline 10/10/2022.
Replacement	IT/Systems	IT Intern	Position posted, deadline 9/26/2022.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant/Cas Rec	Ongoing recruitment by Norwood.
Replacement	Norwood	Psychiatrist	Position posted, deadline 12/5/2022.
Replacement	Norwood	Full-time Cook (1)	Positions posted, deadline 9/22/2022.
Replacements-Establish Eligibility List	Sheriff	Corrections Officer (3)	Position posted, deadline 10/17/2022.
Replacement	Sheriff	Deputy Sheriff	Position posted, deadline 9/11/2022, interviews to be conducted by Civil Service Commission.
Replacement	Sheriff	Part-time Deputies	Position posted, deadline 10/31/2022.

### **Safety/Risk Management**

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Attended Highway Safety Committee meeting on September 28<sup>th</sup>.
4. Completed and submitted various items for 2023 Property, Liability and Worker's Compensation Insurance policies.
5. Conducted N95 fit testing for Edgewater staff on September 20<sup>th</sup>.
6. Secured Builder's Risk policy for Jail Construction project in conjunction with Facilities Manager.
7. Attended Wisconsin Emergency Management Association (WEMA) annual conference in Stevens Point on September 21<sup>st</sup> and 22<sup>nd</sup>.

### **First Aid Injuries (2)**

1. 8/26/22 – Corrections – Employee was struck in the L eye by uncooperative inmate
2. 8/30/22 – Highway – Employee burned L forearm while repairing vendor's equipment

### **Property/Vehicle Damage Claims (1)**

1. 9/14/22 – Sheriff's – Squad struck sign at WRPD Shooting Range (est. damage \$680.00)

### **Liability Claims (1)**

1. 8/29/22 – Highway – Driver alleges glass damage from mowing operations (no damage amount claimed) – investigation underway

### **OPEN EEOC/ERD Claims (3)**

1. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of Probable Cause on July 1, 2021. On January 6, 2022 we responded to the Complainant's first set of interrogatories and requests for production of documents. We are currently waiting on opposing counsel to confirm dates for virtual depositions. No activity since January 2022.
2. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb

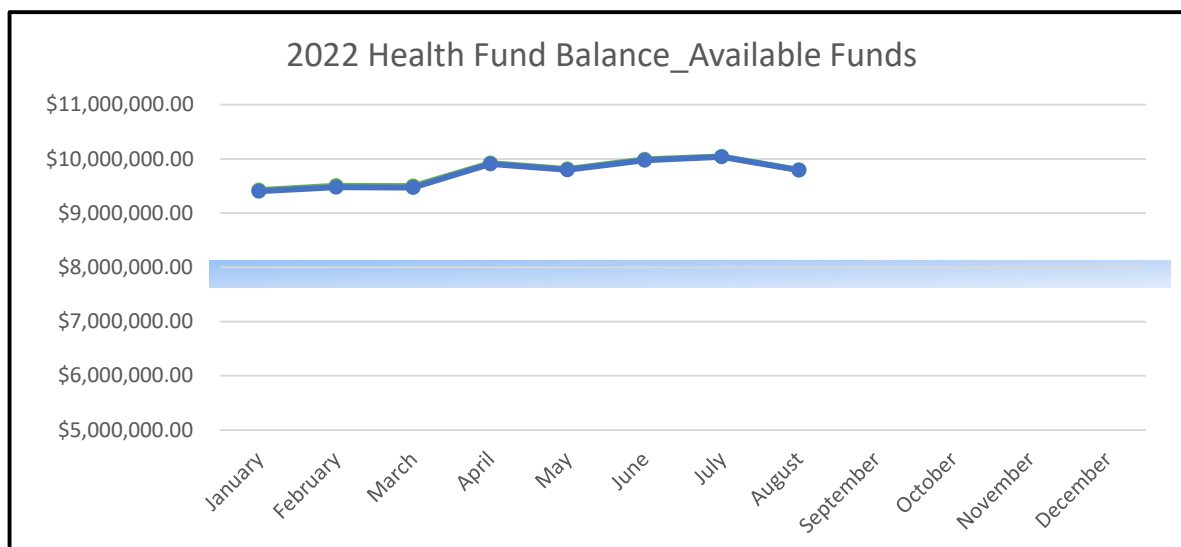
Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022.

3. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a pre-hearing conference is scheduled for October 20<sup>th</sup>.

#### **Other**

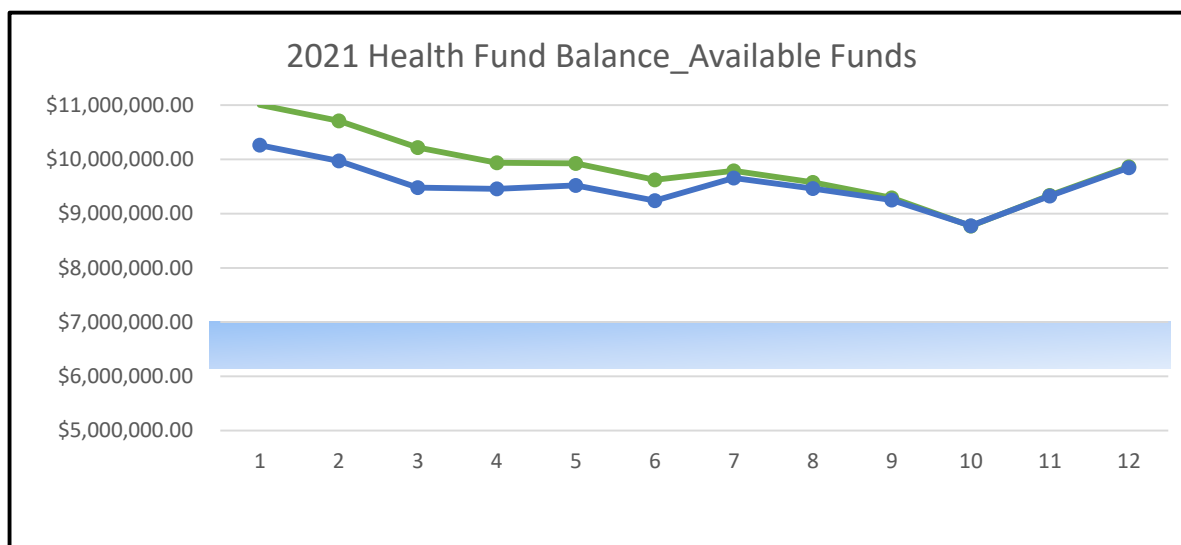
1. All 3rd Quarter DOT Random tests are complete.
2. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
3. Created and distributed quarterly employee newsletter, County Connection.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Reconciled and processed the August Unemployment Insurance payment.
6. Completed Workers Compensation account reconciliation and forwarded to Finance.
7. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
8. Facilitated New Hire Orientation on September 6<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>.
9. Conducted exit interviews on September 14<sup>th</sup> and forwarded memo to department head.
10. Responded to multiple verifications of employment.
11. Replied to multiple requests from surrounding counties with varied information.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2022		2021	
	Total	Available	Total	Available
January	\$ 9,425,257.81	\$ 9,402,815.78	\$ 11,005,587.80	\$ 10,261,473.82
February	\$ 9,507,106.04	\$ 9,474,416.97	\$ 10,710,181.62	\$ 9,972,678.38
March	\$ 9,499,684.04	\$ 9,470,991.36	\$ 10,216,683.96	\$ 9,478,341.34
April	\$ 9,925,297.90	\$ 9,903,866.81	\$ 9,935,399.73	\$ 9,457,063.69
May	\$ 9,815,542.94	\$ 9,799,681.50	\$ 9,923,879.65	\$ 9,518,856.96
June	\$ 9,989,672.54	\$ 9,974,919.91	\$ 9,623,261.99	\$ 9,238,695.09
July	\$ 10,045,869.34	\$ 10,037,583.16	\$ 9,786,923.19	\$ 9,658,473.47
August	\$ 9,794,557.38	\$ 9,791,325.99	\$ 9,575,356.85	\$ 9,462,636.66
September			\$ 9,293,544.53	\$ 9,250,358.73
October			\$ 8,772,668.55	\$ 8,777,240.31
November			\$ 9,336,398.97	\$ 9,327,803.05
December			\$ 9,862,291.34	\$ 9,844,864.57



2021 Total Balance - Green Line

2021 Available Funds - Blue Line



2021 Total Balance - Green Line

2021 Available Funds - Blue Line

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





# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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### LETTER OF COMMENTS—OCTOBER 2022

1. Went to the Town of Grand Rapids to train new Treasurer on entering personal property payments into software on September 1.
2. Completed historic tax roll scanning with Heartland Business Systems and received all books back on September 2.
3. Participated in Wisconsin Counties Associations Webinars on Mondays in September.
4. Attended Operations Committee meeting on September 6.
5. Met with the Town of Auburndale Clerk on September 8 to go over miscellaneous items and roles and responsibilities of forms.
6. Attended Rural Housing Board of Directors meeting in Bayfield on September 12.
7. Met with Associated Bank staff to go over products, services, and fees on September 13.
8. Participated in LandNav/GCS software demonstration on September 14 for new system that will replace the old one in 2023.
9. Attended County Board on September 21.
10. Met with a representative from the Wisconsin State Historical Society on September 22 to pick up old historic tax rolls ending in the years 0 & 5.
11. Held bid opening on September 26 for tax deed properties.
12. Met with representatives from WoodTrust Bank on September 27 to go over current fees, products, and services.
13. Held the Treasurer's District 6 conference on September 28 in Thorp.
14. Held an employee United Way Fundraiser with walking tacos on September 29.
15. Made bonding principal and interest payment on September 30.
16. Participated in employee blood drive on September 30.



# Wood County

## WISCONSIN

### Employee Wellness

*Adam Fandre*

#### Letter of Comments – September 2022

- The Quarter 3 Wellness Challenge, *Healthy Bingo* focused on high-risk areas such as exercise, nutrition, stress, and sleep and wrapped up on September 18. In total, 117 of the 155 participants who registered successfully complete this challenge and earned 300 wellness points. Feedback from the post-evaluation survey was very positive and this will return in the future.
- September reintroduced the InBody Body Composition Analysis that allows participants to analyze what their body is made of using electricity. It can measure things such as total body water, dry lean mass, body fat mass, muscle mass, body fat percentage, and more in just a few seconds. This provides valuable insight into why body weight alone is a poor indicator of health and instead, the focus should be on the percentage of muscle mass and fat mass. In the month of September, 23 appointments were completed which is about average, when compared to historical participation rates.
- Flu shot clinics are set to take place at Steinle Plaza on October 5 and River Block on October 21 and 28. Additional clinics will be created if demand warrants it. We are still waiting on an additional 70 vaccines which are set to arrive in late October. Flu shots will be available to all Wood County employees and any dependents (12 years and older) on health insurance. Just like last year, appropriate COVID-19 protocols and safety measures will be implemented at each clinic. Human Services nursing staff have been kind enough to assist with administering these once more. Sign up will take place through [www.signupgenius.com](http://www.signupgenius.com). I will report the finalized numbers once completed.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on [www.managewell.com](http://www.managewell.com) so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program. So far, engagement from the new hires that I meet with on a regular basis continues to be very positive. I am continuing to reach out to those I have not heard from to ensure they are aware of the Wellness Program and the benefits it offers.
- The October Lunch and Learn has been finalized and will focus on open enrollment including any changes from last year to this year that employees should be aware of. Questions were created with the help of Human Resources.

# COUNTY BOARD CLAIMS

August-22

Aug-22

Paid Sept 2022

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PH	TOTAL \$
				HOTEL \$	
Allen Breu	August-22	465.00	75.00		\$540.00
Tom Buttke	May-July 22	1,150.00	333.87		\$1,483.87
William Clendenning	August-22	765.00	368.13		\$1,133.13
Adam Fischer	August-22	365.00	131.25		\$496.25
Jake Hahn	August-22	480.00	112.50		\$592.50
Brad Hamilton	August-22	300.00	17.50		\$317.50
John Hokamp	August-22	400.00	12.50		\$412.50
David La Fontaine	August-22	450.00	221.25		\$671.25
Bill Leichtnam	August-22	560.00	135.00		\$695.00
Jeff Penzkover	August-22	250.00			\$250.00
Lance Pliml	August-22	750.00	31.25		\$781.25
Dennis Polach	August-22	300.00			\$300.00
Donna Rozar	August-22	415.00	90.00		\$505.00
Laura Valenstein	August-22	545.00	50.00		\$595.00
Bill Voight	August-22	450.00	188.75		\$638.75
Ed Wagner	August-22	315.00	123.75		\$438.75
William Winch	August-22	400.00	55.00		\$455.00
Joe Zurfluh	August-22	315.00	20.63		\$335.63
Beverly Ghiloni	August-22	50.00	6.25		\$56.25
Thomas Heiser	August-22	50.00	6.25		\$56.25
Rebecca Spiros	August-22	50.00	38.50		\$88.50
Mitchell Waite	August-22	50.00			\$50.00

\$ 8,875.00 \$ 2,017.38

\$ 10,892.38

Chairman

Operations Committee

## Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: SEPTEMBER 2022

For the range of vouchers: 06220105 - 06220150

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06220105	ELECTION SYSTEMS & SOFTWARE	Layout Chgs - General Election	08/26/2022	\$1,733.00	P
06220106	ELECTION SYSTEMS & SOFTWARE	Coding Ballots - Gen. Election	08/26/2022	\$65.00	P
06220107	UNITED PARCEL SERVICE	REPLENISH UPS ACCT SEPT 2022	09/12/2022	\$250.00	P
06220108	UNITED MAILING SERVICE	MAIL FEES AUG 1-31, 2022	09/15/2022	\$1,433.77	P
06220109	SOUTH WOOD COUNTY HUMANE SOCIETY	2022 CONT PYMT DOGS SWCHS	09/15/2022	\$2,500.00	P
06220110	AMAZON CAPITAL SERVICES	Office Supplies	09/14/2022	\$83.60	P
06220111	WISCONSIN MEDIA	VAR ADS 8/1 - 8/31/2022 WI MED	09/20/2022	\$1,039.81	P
06220112	BOUMA KARMEN M	2022 DOG LISTER PAYOUT T/ARP22	09/21/2022	\$53.00	P
06220113	AUE JAMES	2022 DOG LISTER PAYOUT T/AUB22	09/21/2022	\$42.50	P
06220114	IMMERFALL SHARI L	2022 DOG LISTER PAYOUT T/CAM22	09/21/2022	\$31.50	P
06220115	TOWN OF CARY	2022 DOG LISTER PAYOUT T/CAR22	09/21/2022	\$26.00	P
06220116	LILLEY CHARLES ASSESSOR	2022 DOG LISTER PAYOUT T/DEX22	09/21/2022	\$51.50	P
06220117	TOWN OF GRAND RAPIDS	2022 DOG LISTER PAYOUT T/GRR22	09/21/2022	\$537.00	P
06220118	MARTINSON PAMELA	2022 DOG LISTER PAYOUT T/HAN22	09/21/2022	\$39.50	P
06220119	KROSTAG SORAYA YASMEEN	2022 DOG LISTER PAYOUT T/HIL22	09/21/2022	\$11.50	P
06220120	BELL JANET	2022 DOG LISTER PAYOUT T/LIN22	09/21/2022	\$74.50	P
06220121	DANHOF RENEE	2022 DOG LISTER PAYOUT T/MFL22	09/21/2022	\$58.50	P
06220122	SORENSEN MICHELLE	2022 DOG LISTER PAYOUT T/PTE22	09/21/2022	\$59.00	P
06220123	HAASL BRENDA J	2022 DOG LISTER PAYOUT T/REM22	09/21/2022	\$20.50	P
06220124	PERNSTEINER TAMMI	2022 DOG LISTER PAYOUT T/RIC22	09/21/2022	\$88.50	P
06220125	ANDERSON LISA	2022 DOG LISTER PAYOUT T/ROC22	09/21/2022	\$51.50	P
06220126	HULCE AMY	2022 DOG LISTER PAYOUT T/RUD22	09/21/2022	\$56.00	P
06220127	KESTER BILLIE JO M	2022 DOG LISTER PAYOUT T/SAR22	09/21/2022	\$392.50	P
06220128	CAROLFI BERNADETTE D	2022 DOG LISTER PAYOUT T/SEN22	09/21/2022	\$63.50	P
06220129	HAAS LINDA M	2022 DOG LISTER PAYOUT T/SHE22	09/21/2022	\$45.50	P
06220130	LARSON DAWN M	2022 DOG LISTER PAYOUT T/SIG22	09/21/2022	\$76.00	P
06220131	TRITZ RALPH J	2022 DOG LISTER PAYOUT T/WOO22	09/21/2022	\$46.00	P
06220132	RICHARDSON JILL	2022 DOG LISTER PAYOUT V/ARP22	09/21/2022	\$11.00	P
06220133	MARTH DALE R	2022 DOG LISTER PAYOUT V/AUB22	09/21/2022	\$31.00	P
06220134	DAUGHERTY SAMANTHA	2022 DOG LISTER PAYOUT V/BIR22	09/21/2022	\$65.50	P
06220135	BURR MARY JANE	2022 DOG LISTER PAYOUT V/HEW22	09/21/2022	\$72.00	P
06220136	KING KAY F	2022 DOG LISTER PAYOUT V/MIL22	09/21/2022	\$17.00	P
06220137	VILLAGE OF PORT EDWARDS TREAS	2022 DOG LISTER PAYOUT V/PTE22	09/21/2022	\$56.50	P
06220138	PAWELSKI SANDRA	2022 DOG LISTER PAYOUT V/RUD22	09/21/2022	\$16.00	P

## Committee Report - County of Wood

COUNTY CLERK - SEPTEMBER 2022

06220105 - 06220150

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06220139	SCHALOW DEBRA E	2022 DOG LISTER PAYOUT V/VES22	09/21/2022	\$24.00	P
06220140	CITY OF MARSHFIELD TREASURER	2022 DOG LISTER PAYOUT C/MFL22	09/21/2022	\$367.50	P
06220141	CITY OF NEKOOSA TREASURER	2022 DOG LISTER PAYOUT C/NEK22	09/21/2022	\$64.00	P
06220142	HAHN TAMI	2022 DOG LISTER PAYOUT C/PIT22	09/21/2022	\$69.50	P
06220143	CITY OF WIS RAPIDS TREASURER	2022 DOG LISTER PAYOUT C/WR22	09/21/2022	\$338.00	P
06220144	ELECTION SYSTEMS & SOFTWARE	ExpressVote Card Stock	09/14/2022	\$843.28	
06220145	ELECTION SYSTEMS & SOFTWARE	Credit - Ballot Folding	08/12/2022	(\$193.00)	
06220146	AMAZON CAPITAL SERVICES		09/18/2022	\$124.11	
06220147	ELECTION SYSTEMS & SOFTWARE	ExpressVotes - 1st Payment	09/19/2022	\$61,075.00	
06220148	VERIZON	Monthly Modem Fee	09/19/2022	\$221.20	
06220149	OFFICE ENTERPRISES INC	Ink Tank - Mail Machine	09/27/2022	\$253.18	
06220150	US BANK	VISA Charges	09/19/2022	\$820.17	
<b>Grand Total:</b>				<b>\$73,205.62</b>	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: SEPTEMBER 2022

For the range of vouchers: 14220210 - 14220242

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14220210	CITY OF MARSHFIELD	2022 PILOT PAYMENT	09/01/2022	\$35,269.62	P
14220211	CITY OF MARSHFIELD	2022 PILOT PAYMENT	09/01/2022	\$28,329.77	P
14220212	PORT EDWARDS SCHOOL DISTRICT	2022 PILOT PAYMENT	09/01/2022	\$4,964.33	P
14220213	TOWN OF GRAND RAPIDS	2022 PILOT PAYMENT	09/01/2022	\$899.91	P
14220214	VILLAGE OF PORT EDWARDS TREAS	2022 PILOT PAYMENT	09/01/2022	\$4,442.21	P
14220215	WISCONSIN RAPIDS SCHOOL DISTRICT	2022 PILOT PAYMENT	09/01/2022	\$3,438.39	P
14220216	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/19/2022	\$19.98	P
14220217	QUESTICA LTD	2023 ANNUAL MAINTENANCE	08/29/2022	\$11,106.38	P
14220218	AMAZON CAPITAL SERVICES	BINDERS	08/31/2022	\$22.58	P
14220219	AMAZON CAPITAL SERVICES	BINDERS	09/01/2022	\$27.82	P
14220220	AMT	GARNISHMENT PAYMENT	09/08/2022	\$276.00	P
14220221	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	09/08/2022	\$161.30	P
14220222	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	09/08/2022	\$269.16	P
14220223	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	09/08/2022	\$358.18	P
14220224	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	09/08/2022	\$2,385.03	P
14220225	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	09/08/2022	\$4,840.96	P
14220226	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	09/08/2022	\$3,977.95	P
14220227	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	09/08/2022	\$20.00	P
14220228	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	09/08/2022	\$355.85	P
14220229	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/09/2022	\$40.65	P
14220230	STAPLES ADVANTAGE	PAPER	09/10/2022	\$22.48	P
14220231	STAPLES ADVANTAGE	LAMINATING POUCHES	09/13/2022	\$21.59	P
14220232	AMT	GARNISHMENT PAYMENT	09/22/2022	\$276.00	P
14220233	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	09/22/2022	\$141.62	P
14220234	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	09/22/2022	\$267.54	P
14220235	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	09/22/2022	\$358.18	P
14220236	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	09/22/2022	\$3,858.31	P
14220237	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	09/22/2022	\$2,415.26	P
14220238	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	09/22/2022	\$4,892.78	P
14220239	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	09/22/2022	\$20.00	P
14220240	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	09/22/2022	\$355.85	P
14220241	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/20/2022	\$21.50	

FINANCE - SEPTEMBER 2022

14220210 - 14220242

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14220242	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/21/2022	\$19.96	
<b>Grand Total:</b>				<b>\$113,877.14</b>	

Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: SEPTEMBER 2022

For the range of vouchers: 17220074 - 17220089

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17220074	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	08/31/2022	\$107.00	P
17220075	CHAMBER OF COMMERCE	Recognition Program	09/12/2022	\$105.00	P
17220076	QUALITY PLUS PRINTING INC	Benefit Guides	09/12/2022	\$685.00	P
17220077	WELD RILEY SC	Legal Fees	09/12/2022	\$1,520.00	P
17220078	PAUL GROSS JEWELERS INC	Recognition Program	09/08/2022	\$98.99	P
17220079	HORTON GROUP INC THE	Consulting Fees - Sept 2022	09/12/2022	\$2,083.33	P
17220080	HORTON GROUP INC THE	Consulting Fees - Aug 2022	08/05/2022	\$2,083.33	P
17220081	MARSHFIELD AREA CHAMBER OF COM	Retirement Recognition	09/20/2022	\$100.00	P
17220082	AMAZON CAPITAL SERVICES	Office Supplies	09/18/2022	\$33.98	P
17220083	AMAZON CAPITAL SERVICES	Leadership Retreat Supplies	09/16/2022	\$80.00	P
17220084	STAPLES ADVANTAGE	Office Supplies	09/16/2022	\$6.73	P
17220085	US BANK	P Card Charges	09/16/2022	\$343.97	
17220086	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges - August	09/01/2022	\$669.70	P
17220087	KUCKKAHN TODD	Leadership Retreat Presenter	09/08/2022	\$3,938.00	
17220088	BLUE WATER BENEFITS CONSULTING LLC	2022 Qtr 3 Reporting	09/27/2022	\$947.40	
17220089	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	09/01/2022	\$850.00	
<b>Grand Total:</b>				<b>\$13,652.43</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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Committee Member: \_\_\_\_\_



## Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: SEPTEMBER 2022

For the range of vouchers: 23220045 - 23220049

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23220045	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Excess	09/01/2022	\$906.00	P
23220046	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	09/01/2022	\$632.00	P
23220047	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	09/01/2022	\$5,000.00	P
23220048	MARSHFIELD CLINIC	BLS/CPR - NW 8/25/22	09/02/2022	\$23.80	P
23220049	WI COUNTY MUTUAL INS CORP	Builders Risk Endorsement	09/16/2022	\$24,700.00	P
<b>Grand Total:</b>				<b>\$31,261.80</b>	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: SEPTEMBER 2022

For the range of vouchers: 28220211 - 28220227

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28220211	CITY OF MARSHFIELD	AUGUST SPECIAL CHARGES	09/07/2022	\$115.03	P
28220212	CITY OF NEKOOSA TREASURER	AUGUST SPECIAL CHARGES	09/07/2022	\$303.94	P
28220213	CITY OF WISCONSIN RAPIDS	AUGUST SPECIAL CHARGES	09/07/2022	\$2,248.59	P
28220214	TOWN OF PORT EDWARDS	AUGUST SPECIAL CHARGES	09/07/2022	\$186.05	P
28220215	TOWN OF SARATOGA	AUGUST SPECIAL CHARGES	09/07/2022	\$1,114.25	P
28220216	TOWN OF GRAND RAPIDS	AUGUST SPECIAL CHARGES	09/07/2022	\$866.97	P
28220217	TOWN OF LINCOLN	AUGUST SPECIAL CHARGES	09/07/2022	\$492.80	P
28220218	VILLAGE OF PORT EDWARDS TREAS	AUGUST SPECIAL CHARGES	09/07/2022	\$1,177.57	P
28220219	VILLAGE OF RUDOLPH	AUGUST SPECIAL CHARGES	09/07/2022	\$973.39	P
28220220	WI DEPT OF ADMINISTRATION	AUGUST WI LAND INFO	09/07/2022	\$8,036.00	P
28220221	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	09/07/2022	\$270.00	P
28220222	HETZEL ZACHARY	TAX OVERPAYMENT REFUND	09/21/2022	\$12.81	P
28220223	MOEN ROGER OR DIANE	TAX OVERPAYMENT REFUND	09/21/2022	\$1,234.53	P
28220224	STATE OF WISCONSIN TREASURER	AUGUST CLERK OF COURT REVENUE	09/21/2022	\$120,135.43	P
28220225	WOODTRUST BANK	AUGUST MONTHLY SERVICE FEES	09/21/2022	\$99.44	P
28220226	CREATIVE DESIGNS	OFFICE SUPPLIES	09/28/2022	\$677.43	
28220227	DOVENMUEHLE MORTGAGE INC	TAX OVERPAYMENT REFUND	09/28/2022	\$20.32	
Grand Total:				\$137,964.55	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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**Committee Report**

County of Wood

Report of claims for: WELLNESS

For the period of: SEPTEMBER 2022

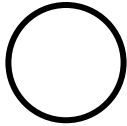
For the range of vouchers: 34220008 - 34220008

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34220008	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	09/01/2022	\$7,200.00	
Grand Total:				\$7,200.00	

Signatures

Committee Chair: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_



RESOLUTION#

Introduced by Operations Committee  
Page 1 of 3

ITEM#  
DATE October 18, 2022  
Effective Date October 18, 2022

Committee

CAK

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

INTENT & SYNOPSIS: To accept offer of sale of tax deeded property.		
FISCAL NOTE:	Offered Amount	\$46,760.05
	R.E. Taxes	(5,124.03)
	Special Charges	(1,000.80)
	Publication Fees	(150.79)
	Tax Deed Expense	(839.00)
GAIN		\$39,645.43

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

WHEREAS, a sealed bid process was held and these were the best offers received on the below mentioned properties, and,

WHEREAS, proceeds will be distributed in accordance with Act 216, and,

WHEREAS, it is beneficial for Wood County to sell tax deeded 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 offers be accepted

Town of Remington

14-01432 Lot 1 of Wood County Certified Survey Map No. 6611 (recorded in Volume 23 of Survey Maps at Page 11 as Document No. 833206) being part of Lots 1, 2, and 3 and all of Lots 4, 5, 6, 7, 8, 9, 10, and 11, Block 36, Plat of Babcock and all of the alley located in said Block 36, together with the North 30 feet of the vacated adjoining Juneau Avenue, Town of Remington, Wood County, Wisconsin.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$5,000.00	\$5,000.00

Property is located at 1530 State Hwy 80, Town of Remington.

Town of Rock

16-00610 The West 208 feet of the East 624 feet of the South 1,320 feet of the South Fractional ½ of the SW ¼ of Section 31, Township 24 North, Range 2 East, Town of Rock, Wood County, Wisconsin.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$7,500.00	\$13,111.00

Property is vacant land on Cary Rock Dr., Town of Rock.

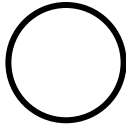
Town of Saratoga

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ED WAGNER, CHAIRMAN	
DONNA ROZAR, VICE CHAIR	
ADAM G FISCHER	
LANCE A PLIML	
LAURA VALENSTEIN	

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

County Clerk County Board Chairman



18-00173G That part of the NW ¼ of the SW ¼ of Section 9, Township 21 North, Range 6 East, described as follows: Commencing at the NW corner of said forty acre tract, thence East along the North line of said forty acre tract a distance of 156 feet, thence East along the North line of the forty acre tract a distance of 120 feet, and thence South perpendicular with the North line of said forty acre tract a distance of 40 rods to the point of the land hereby conveyed; thence West parallel with the North line of said forty acre tract a distance of 120 feet; thence North 220 feet, thence East parallel with the North line of said forty acre tract a distance of 120 feet, thence South 220 feet to the point of beginning, and reserving the South 3 rods thereof for street and highway purposes. Said parcel being located in the Town of Saratoga, Wood County, Wisconsin.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$5,000.00	\$10,025.00

Property is located at 1621 Moon Court, Town of Saratoga.

Village of Arpin

32-00083 That part of Lot 1 of Wood County Certified Survey Map No. 5233 (recorded in Volume 18 of Survey Maps at Page 133 as Document No. 747930) described as follows to-wit: Commencing at the North quarter corner of Section 28, thence N 90° W, along the North line of the NW ¼, 215 feet; thence S 0° 39’ 24” E, 231 feet to the point of beginning; thence N 90° E, 25 feet; thence S 0° 39’ 24” E, 134 feet; thence S 90° W, 25 feet; thence N 0° 39’ 24” W, 134 feet to the point of beginning, all being part of the NE ¼ of the NW ¼ of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$200.00	\$501.00

Property is a landlocked parcel off of Church Road, Village of Arpin.

City of Wisconsin Rapids

34-01906 That part of Block 104 of Scott & Witter’s Addition to Centralia, now Wisconsin Rapids, lying within the “Depot Grounds” being part of the Subdivision of the SW ¼ of the SE ¼ of Section 7, Township 22 North, Range 6 East according to Sargent & Philleos Plat of City of Wisconsin Rapids, Wood County, Wisconsin.

<u>MINIMUM BID</u>	<u>OFFER</u>
\$500.00	\$622.05

Property is vacant land in the Railroad Depot Grounds, City of Wisconsin Rapids.

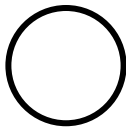
City of Wisconsin Rapids

34-10680 That part of the SE ¼ of the NW ¼ of Section 16, Township 22 North, Range 6 East, City of Wisconsin Rapids, Wood County, Wisconsin, described as follows to-wit: Commencing at a point 92 feet South from the NW corner of the above described forty for a place of beginning of the land herein described; run thence East 173 feet, thence South 251.9 feet, thence West 173 feet, thence North 251.9 feet, more or less and to the place of beginning, except highways; AND A part of the SE ¼ of the NW ¼ of Section 16, Township 22 North, Range 6 East, City of Wisconsin Rapids, Wood County, Wisconsin, described as follows to-wit: Beginning at a point 1026.47 feet West and 188.5 feet South of the NE corner of the above described forty, thence South on the East line of the lands described in

(                      )

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ .



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 3 of 3 Committee

Volume 202 of Deeds, Page 137, Wood County Records, a distance of 155.25 feet, thence West parallel to Saratoga Street, 115.5 feet, thence North 155.25 feet, thence East parallel to Saratoga Street 115.5 feet to the place of beginning.

MINIMUM BID  
\$15,000.00

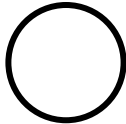
OFFER  
\$17,501.00

Property is located at 210 20<sup>th</sup> Street North, City of Wisconsin Rapids.

( )

Adopted by the County Board of Wood County, this day of 19 .

County Clerk County Board Chairman



RESOLUTION#

Introduced by Operations Committee  
Page 1 of 1

ITEM#  
DATE October 18, 2022  
Effective Date October 18, 2022

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

CAK

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

FISCAL NOTE: Paid Amount \$7,025.26

WHEREAS, by Resolution No. 22-6-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 18-00703E, more particularly described as:

That part of the SW ¼ of the SE ¼ of Section 11, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin, described as follows: Commencing at a point on the NW corner of the land described in Volume 192 of Deeds, Page 633, Wood County Records, for a starting point; thence North 223 ½ feet; thence East 132 feet; thence South 223 ½ feet; thence West 132 feet to the point of beginning, excepting the North 30 feet for roadway.

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 September 14, 2022 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	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

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ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

ADAM G FISCHER

LANCE A PLIML

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



# Wood County

## WISCONSIN

Office of  
Finance Director

**Edward Newton**  
Finance Director

**Date:** October 4, 2022  
**To:** Operations Committee

**Subject:** Finance Department Update  
**From:** Ed Newton

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### **Departmental Activities and Projects - Ongoing/Upcoming**

- 2022 Annual Audit and Reporting.
- 2022 Single Audit.
- 2022 Cost Allocation Plan planning and preparation.
- 2022 Form A preliminary/audited filing.
- Ongoing year-end/audit/single audit/budget discussions with WIPFLI.
- Ongoing consulting with CLA.
- Prepare/file quarterly ARPA report.
- Review departments budget to actuals expenditures.
- Assisting departments on various questions.
- Questica – Upgrade, improve current reports, update functions, and training.
- 2023 – 2027 Capital Improvement Plan – request/borrowing/funding needs.
- Debt funding – 2023 CIP projects/Jail/cash expenditure timeline.
- Staff development - succession planning.
- American Rescue Plan Act (ARPA) discussion.
- Opioid settlement information.
- 2023 budget process.

### **Meetings, Webinars and Conferences**

- Weekly WCA County Leadership meetings.
- Attend County Board meeting.
- Attend various committee meetings.
- File necessary documents on EMMA (Bug Tussel & year-end).
- Various discussions and meeting with Human Resources.
- Various discussions – Treasurer.
- Various discussion with WIPFLI – budget/audit.
- Various discussion with CLA regarding budget reporting.
- Document review regarding Bug Tussell financing.
- Discussion with Baird regarding 2023 debt funding.
- Discussion with Quarles & Brady regarding 2023 debt funding.
- Document review regarding Debt financing (due diligence-resolutions).
- Department meeting regarding sales tax questions with Parks.
- Discussion with OC chair regarding budget information.
- Various department budget and Questica questions.





RESOLUTION#

Introduced byHealth & Human Services, Operations Committees

Page 1 of 2

RAL

Motion:Adopted:1stLost:2ndTabled:No:Yes:Absent:

Number of votes required:

MajorityXTwo-thirds

Reviewed by:PAK, Corp Counsel

Reviewed by:EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 budget for Veterans Relief with a transfer of available appropriations from fund balance.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed in the Veterans Relief account is available in a non-lapsing fund balance, and the adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
54710	Veterans Relief		\$5,000
34210	Fund Balance	\$5,000	

Source of Money: N/A

WHEREAS, Veterans Relief budget is expected to incur expenditures in excess of amounts appropriated during the adoption of the 2022 budget, and

WHEREAS, it is expected that the amount of the additional expenditures will be approximately \$5,000.00, and

WHEREAS, the Veterans Relief has a balance of \$ 17,803 in total equity, and

WHEREAS, the \$5,000.00 will have no impact on the county tax levy, and

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

THEREFORE BE IT RESOLVED, to amend the Veterans Relief budget to reflect a transfer out of appropriations of \$5,000.00 from the Fund Balance (34210) and transfer in appropriations of the same amount to the Veterans Relief Budget (54710), and

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

Adam Fischer (Chairman)

Tom Buttke

John Q. Hokamp

Kristen Iniguez, DO

Lori Nordman

Donna Rozar

Rebecca Spiros, RN

Lee P. Thao

Mary Jo Wheeler-Schueller

Adopted by the County Board of Wood County, this day of 20



## Annual Step Increase Procedure

1. The annual step increase process is performance based. As such, increase awards are not guaranteed.
2. Step increases will be awarded to those eligible on January 1<sup>st</sup> of each year unless the County Board directs otherwise.
3. Employees who receive a satisfactory review for their current position during the 2022 calendar year will be eligible for a step increase in 2023. For all employees, a satisfactory review is defined as receiving an Overall Performance Rating of 3 or higher. If an employee is under a current disciplinary or performance improvement process, that should be factored into the overall rating.
4. Employees who receive an unsatisfactory review will not receive a step increase in 2023. If the employee's performance changes during the year a second review may be done at the supervisor's discretion. The supervisor will need to initiate the review in this case.
  - a. A "change in performance" review should not be done less than 90 days from the preceding review. The most currently dated review is the one that will be considered for step increases.
  - b. If an employee received an **unsatisfactory review** during the calendar year, or is on a **Performance Improvement Plan (PIP)**, and has a subsequent improvement during the same calendar year, a satisfactory review would need to be submitted prior to **December 9, 2022** in order to be eligible for a January step increase.
5. Employees who transfer, or are hired, into a new position will not be eligible for a step increase until after a satisfactory three to six month introductory period review is completed. Normally the introductory period review is completed after six months, but the supervisor may complete one at their discretion any time after 90 days. Exceptions may be granted in some circumstances.
6. **Employees hired on or after October 1<sup>st</sup>** will not be eligible for the January step increase, since they would not have sufficient service to have a three month evaluation completed prior to the cutoff date. Typically this is taken into consideration at time of hire when looking at the beginning rate of pay.
7. Step increases for employees on **protected leave** such as **FMLA or military leave** as of January 1<sup>st</sup> of the year will be effective as if the employee was working, assuming that the employee had a satisfactory performance review during 2022.
8. ~~Casual employees on the Wood County Wage Scales will receive a cost of living adjustment if one is approved by the County Board to remain at their current Grade and Step in the Wage Scale, but will not receive a step increase.~~

### Late Reviews

All reviews (both employee and supervisory) should be completed, administered, and returned to the Human Resources Department by **December 9, 2022**. Employees who have not been reviewed during the calendar year will not receive a step increase in January.

**Supervisors and/or Department Heads that are not current in completing their staffs' performance evaluations as of the cutoff date will not be eligible to receive their own step increase in January.**

## **OVERTIME/COMPENSATORY TIME DRAFT REVISION**

### **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 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.

### **Straight Time for Sheriff Lieutenants**

Sheriff’s Department Lieutenants may be paid at the equivalent straight-time rate for hours worked in excess of their normal scheduled hours (over 8 or 12 hours per day), if assigned by a higher level of management to directly supervise on-duty, subordinate, non-exempt employees. Employees in this group may elect to receive compensatory time off, instead of straight-time pay, for the additional hours worked.