

OPERATIONS COMMITTEE

DATE: Tuesday, July 12, 2022
TIME: 9:00 AM
LOCATION: Courthouse – Safety Conference Room 105

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. **County Clerk**
 - (a) Timeline for purchase of ExpressVotes
7. **Wellness Coordinator Update**
8. **Treasurer**
 - (a) Opioid Securitization Funding/Investing by July 22
 - (b) Non-Lapsing Account due to Act 216
9. **Finance**
 - (a) Finance Department update
 - (b) Debt financing/Bond timeline (Baird presentation)
 - (c) 2023 CIP requests
 - (d) J&L Resolution
 - (e) GFOA recognition
 - (f) Review 2023 Budget Parameter letter
10. Consider final resolution regarding unconditional county guaranty of its pro rata share, intergovernmental agreement and taxable revenue bond financing for Bug Tussel 1, LLC Project.
11. **HR**
 - (a) Health Insurance Presentation by Tim Deaton, The Horton Group
 - (b) Resolution- Wood County Core Values and Merit Pay Procedure
 - (c) Annual Wage Grade Appeal Results
 - (d) Highway Department Truck Operator Wages
12. Comments from the Chair
13. Consider any agenda items for next meeting
14. Set next regular committee meeting date
15. The Committee may go into closed session pursuant to Wis. Stats. 19.85(1)(c) to consider a temporary increase in pay for the Facilities Manager.
16. Return to open session.
17. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2486 328 2452

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=me3b3c5bbaa28c44425d089a9ab35943c>
Meeting number (access code): 2486 328 2452
Meeting password: 061222

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, June 7, 2022
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Jeff Penzkover, Heather Gehrt, Trent Miner, Kim McGrath, Kelli Francis, Ed Newton, Reuben Van Tassel, Jason Grueneberg, Adam Fandre, Jodi Pingel, Sue Smith, Amy Kaup, Marissa Kornack, Nick Flugaur, Shawn Becker, Lee Ackerman, PaNyia Yang, Brandon Vruwink, Bob Moore (Institutional Capital Management), Tim Deaton (The Horton Group)

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

There were no public comments.

Valenstein stated that the May 2022 minutes state that Pliml and Valenstein nominated Rozar for Vice Chair and it was actually Valenstein and Fischer.

Motion (Pliml/Fischer) to approve the May 2022 minutes as amended and approve the consent agenda. Motion carried unanimously.

Pliml provided a brief update on ARPA funds.

Wellness Coordinator Fandre provided an update on the Wellness Program.

Bob Moore of Institutional Capital Management gave an investment presentation to the Committee. Brief discussion ensued.

Treasurer Gehrt presented a resolution to tax deed properties. Brief discussion ensued.

Motion (Pliml/Valenstein) to approve the resolution to tax deed properties. Motion carried unanimously.

Gehrt briefly discussed Act 216 as it relates to the proceeds of property sales to lienholders.

Finance Director Newton provided an update on Finance Department activities.

Newton briefly discussed the 2023 CIP requests.

Newton updated the Committee on the bond timeline.

Newton introduced a resolution for Norwood's boiler stack exhaust system replacement. Norwood Administrator Kornack explained that the funds were being requested from contingency because it is an unexpected and unbudgeted expense.

Motion (Fischer/Pliml) to approve the resolution for Norwood's boiler stack exhaust system replacement. Motion carried unanimously.

Planning & Zoning Director Grueneberg provided an update on Bug Tussel bonding. Brief discussion ensued.

Human Resources Director McGrath introduced Tim Deaton of The Horton Group. Mr. Deaton presented information on health insurance projections to the Committee. Brief discussion ensued.

McGrath presented the Wood County Core Values and Merit Pay Procedure to the Committee. McGrath explained that Merit Pay is incorporated into the Human Resources budget and that the program, as outlined, would be under budget.

Motion (Pliml/Fischer) to prepare a resolution that would put forward the Wood County Core Values and Merit Pay Procedure to the full County Board. Motion carried unanimously.

Chair Wagner presented a service recognition plaque to Treasurer Gehrt for 20 years of service to Wood County.

There were no items presented for the next meeting agenda.

Motion (Pliml/Fischer) to go into closed session at 11:03 a.m. pursuant to Wis. Stats. 19.85(1)(e) to establish bargaining parameters and grant authority to the Human Resources Director to enter into bargaining with the Wood County Deputy Sheriff's Association, WPPA/LEER on behalf of Wood County.

Roll call vote: Wagner: yes; Fischer: yes; Pliml: yes; Rozar: yes; Valenstein: yes. Motion carried

Fischer was excused at 11:04 a.m.

Motion (Pliml/Valenstein) to return to open session at 11:20 a.m. Motion carried unanimously.

The next regular meeting is July 12, 2022 at 9:00 a.m.

Pliml noted that the August County Board meeting may be moving to August 23rd.

Wagner declared the meeting adjourned at 11:21 a.m.

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



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – July 2022

- The Partisan Primary is set to go after terribly shortened timelines and ballot access challenges were completed. The final list with the correct candidate order came down at 1:44 AM on a Saturday morning. I was up early and finished up on the programming, sent it to our vendor, received ballot proofs back (thank goodness they worked that Saturday as well!), and signed off on them in the early hours of Saturday morning. This enabled us to get in the queue at the printers right away and get our ballots prior to the statutory deadline, which was an issue throughout the state this time. The shortage of paper, the shorter deadline, and lack of printers contributed to a lot of counties not getting their ballots on time.
- I attended the Wisconsin County Clerks Association Annual Summer Symposium this past month, held in Chippewa County. While a long conference (I DO NOT like being away from home) it was certainly informative. We heard from the Elections Commission and the Ethic Commission (campaign finance) which is always beneficial. Probably the biggest benefit of these conferences, as you well know, is the networking with your peers, especially now that the Elections Commission does not really give out legal advice anymore. Also at the conference I was elected Vice President of the Wisconsin County Clerks Association.
- My office is once again a drop point for STUFF THE BUS for United Way. Donations of school supplies can be dropped off in my office or at the Security Station. This goes through August 3rd and will be delivered to the United Way on August 4th during Lunch by the River. Our employees are ALWAYS so generous during this event. County Board Supervisors are encouraged to participate as well!
- I have numerous election trainings this month in preparation for the fall elections. I will be conducting Chief Election Inspector baseline training at the end of the month both here and at the Hiles Town Hall. These trainings are open statewide. Our Wood County group of clerks and chief election inspectors will be meeting Wednesday, July 13th and Saturday, July 16th, both at the Pittsville Community Center. The Saturday sessions are a huge benefit for those that have to work during the week. In those two sessions alone, we will have over 100-120 folks attend.
- I will be attending your meeting to update you on the purchase of the ES&S ExpressVotes and the timing issues that may come into play. Stay tuned.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

June 30, 2022

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	June 2022	2022 Year-to-Date
Applications Received	183	763
Positions Filled	19	111
Promotions/Transfers	4	32
New Hire Orientations	17	85
Terminations, Voluntary	8*	96
Terminations, Involuntary	3	13
Retirements	2	9
Exit Interviews	9	35

*4 of these are casual positions

Human Resources Narrative

General Highlights

1. Following an incident that occurred earlier this month at the River Block building, we created a First Amendment Audit FAQ document and distributed to all County employees. The document serves as a reference guide for employees when potentially faced with an audit. After reaching out to County Mutual for training and/or reference materials, they partnered with WCA and held a training session via Zoom on June 27th. They are working on a follow-up reference guide that will be distributed when final.
2. Worked with the Highway Commissioner to finalize the agreement to pay for course costs for employee/new hire Commercial Driver's License certifications with promissory note language included following approval from HIRC.
3. At the request of HIRC, completed an analysis of Truck Operator wages in the area and provided a memo to the Committee for their July 7th meeting.
4. Conducted the Initial Deputy Union Negotiation Meeting on June 29th with WPPA. We have tentative agreement on the proposed changes to the next contract.

Meetings & Trainings

1. Attended the Operations Committee Meeting on June 7th.
2. Attended HIRC on June 2nd to discuss Truck Operator wages and recruitment.
3. Attended J&L Committee on June 3rd to discuss Bailiff's wages.

4. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2022 goals.
5. Attended and participated in the Health Department's Strategic Planning Meetings on June 13th and 27th.
6. Attended the County Board Meeting on June 21st.
7. Attended the River Block Security and Access meeting on June 23rd.
8. Attended the Health & Human Services Committee on June 23rd.
9. Held the monthly conference call with The Horton Group on June 28th to discuss various benefit topics.
10. Held a call with Carlson Dettmann Consulting on June 28th regarding the Annual Wage Grade Appeal Results.
11. Attended the Wisconsin Rapids Area HR Roundtable Meeting at MSTC on June 29th.
12. Staff attended various meetings/trainings including:
 - a. Attended SPAHRA Board meeting on June 7th.
 - b. Attended webinar on Effective Hiring Practices for a Candidate-Driven Labor Market on June 14th offered through The Horton Group.
 - c. Attended the monthly Wellness Committee Meeting on June 14th.
 - d. Attended a Total Rewards Seminar on June 21st offered through Brown & Brown.
 - e. Attended webinar on Update on Transparency, Surprise Billing, and Prescription/Health Cost Reporting Requirements on June 23rd offered through The Horton Group.
 - f. Met with Jessica Schroeder from County Mutual on June 23rd to review training needs.
 - g. Attended the SPAHRA Roundtable discussion on June 28th.
 - h. Attended webinar on Employment Drug Testing for "Marijuana, CBD, and More" on June 29th offered through JJ Keller.

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 for May.
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. Moved Sick hours over the 100 day maximum to the Catastrophic Sick Leave Account.
8. Addressed multiple questions of employees who are soon retiring regarding the resignation process as well as the PEHP plan.
9. Discussions with Finance regarding FastPay for PEHP funds being sent to Nationwide.

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 our subscription 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 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	Branch I	Legal Admin Asst-Probate & Juvenile	Position posted, interviews conducted, final candidate selected, references completed. Offer extended and accepted, filled 7/5/2022.
New position(s)	Coroner	Deputy Coroner (2)	Two positions filled, 6/2 & 6/6/2022.
Replacement	County Clerk	County Board Member	Position filled 6/21/2022.
Replacement	Dispatch	Dispatcher	Applicant pulled from eligibility list, conducting references as of 6/30/2022.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 9/6/2022.
Replacement	Health	Accounting Clerk	Position posted, interviews conducted, filled internally 6/27/2022.
Replacement	Health	Community Health Worker	Position filled 7/6/2022.
Replacements	Highway	Truck Operators (2)	Positions posted, interviews conducted, references completed. One position filled as of 6/20/2022, working on 2 nd candidate.
Replacement	Highway	Certified Engineer	Position posted, deadline 7/11/2022.
Replacement	Highway	Mechanic	Position posted, deadline 7/11/2022
New position	Human Services	CCS/CSP Service Facilitator-YES (Youth Extended Services)	Position posted, interviews conducted. Final candidate selected. References/background completed, filled 6/6/2022.
New positions	Human Services	Youth Extended Services Coaches (2)	New positions approved on 2/15/2022. Positions posted, both positions filled 5/31 and 7/5/2022.
Replacements	Human Services	CCS/CSP Service Facilitator (2)	Position posted, deadline 7/7/2022. 2 nd position filled internally 6/26/2022.
Replacement	Human Services	Case Manager/SW – Initial Assessment	Position posted, interviews conducted, references/background completed. Offer extended and accepted, filled 6/6/2022.
Replacements	Human Services	Case Mgr/SW – Ongoing (2)	Position posted, both positions filled internally 6/20 and 7/11/2022.
Replacement	Human Services	Crisis Interventionist – FT	Position posted, interviews conducted, references/background conducted, offer extended and accepted, filled 6/6/2022.
Replacement	Human Services	Admin Asst II – Admin/FS Records	Position posted, interviews conducted, references/background conducted, offer extended and accepted, filled 7/5/2022.
Replacement	Human Services	Support & Service Coordinator (Wisc Rapids)	Position posted, deadline 7/18/2022.
New position	Human Services	Support & Service Coordinator (Marshfield)	Position posted, deadline 7/18/2022.

Replacement	Human Services	Case Manager/SW – Youth Justice	Position posted, interviews conducted, references/background being completed.
Replacements	Human Services	Family Resources Coordinator (2)	Positions posted. Once position filled internally, 2 nd position expires on 7/7/2022.
Replacement	Human Services	Admin Asst II – OC/MH	Position posted, interviews conducted, references/background completed. Offer extended and accepted, filled 7/11/2022.
Replacements	Human Services	Family Interaction Workers (2 Marshfield, 1 Wisc Rapids)	Positions posted, deadline 7/7/2022.
Replacement	Human Services	Economic Support Specialist	Position posted, filled internally 7/25/2022.
Replacement	Human Services	Crisis Interventionist	Position posted, deadline 7/6/2022.
Replacement	Human Services	Case Manager/SW – Initial Assessment	Position posted, deadline 7/18/2022.
Replacements	IT Department	IT Interns (3)	Position posted, references/ background completed, all three positions filled as of 6/6/2022.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Norwood	Psychiatrist	Position posted, deadline 9/12/2022.
Replacement	Norwood	Full-time Cook	Position posted, deadline 7/5/2022.
Replacement	Parks	Parks Maintenance Worker (Dexter)	Position posted, interviews conducted. Final candidate selected, references completed, offer extended and accepted, filled 6/20/2022.
Replacement	Parks	Parks Maintenance Worker (All Parks)	Position posted, deadline 7/5/2022.
Replacements	Parks	LTE I & LTE II (Seasonal)	Ongoing recruitment, deadline 9/12/2022.
Establish Eligibility List	Sheriff	Corrections Officer – Eligibility List	Position posted, deadline 7/11/2022.

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 Norwood Safety Committee meeting on 6/21/22.
4. Conducted N95 fit testing for Edgewater staff on 6/9/22 and 6/17/22.
5. Attended InsurEd Seminar in Stevens Point on 6/15/22.
6. Conducted incident management refresher training for Health Department staff on 6/16/22 and 6/23/22.
7. Attended Owner-Direct Insurance Program (ODIP) meeting at the Wisconsin Department of Workforce Development (DWD) for the County Jail project. This program will allow the County to save money on the project by purchasing one umbrella worker's compensation policy that covers all contractors working on the site, and will allow individual companies to remove the typical WC costs from their bids.

CLOSED Workers' Compensation Claims (4)

1. 4/30/22 – Sheriff's (Corrections) – Employee was struck in the face by combative inmate
2. 5/7/22 – Sheriff's (Corrections) – Employee had R thumbnail partially torn off by combative inmate
3. 5/24/22 – Norwood – Employee injured L hand/wrist during training exercise
4. 5/26/22 – Sheriff's – Employee injured lower back pursuing uncooperative subject through ditch on County Road

First Aid Injuries (3)

1. 6/8/22 – Edgewater – Employee strained mid/upper back while assisting resident in the bathroom
2. 6/13/22 – Highway – Employee strained lower back picking up garbage on roadside
3. 6/14/22 – Edgewater – Employee tripped and fell while exiting resident room

Property/Vehicle Damage Claims (2)

1. 5/29/22 – Sheriff's – Squad backed into metal pole in parking lot while responding to emergency call (est. damage \$1,689.64)
2. 5/31/22 – Human Services (Transportation) – Bus 252 was struck by private vehicle while transporting clients – no fault on County's part (will be subrogated) – (est. damage \$974.60)

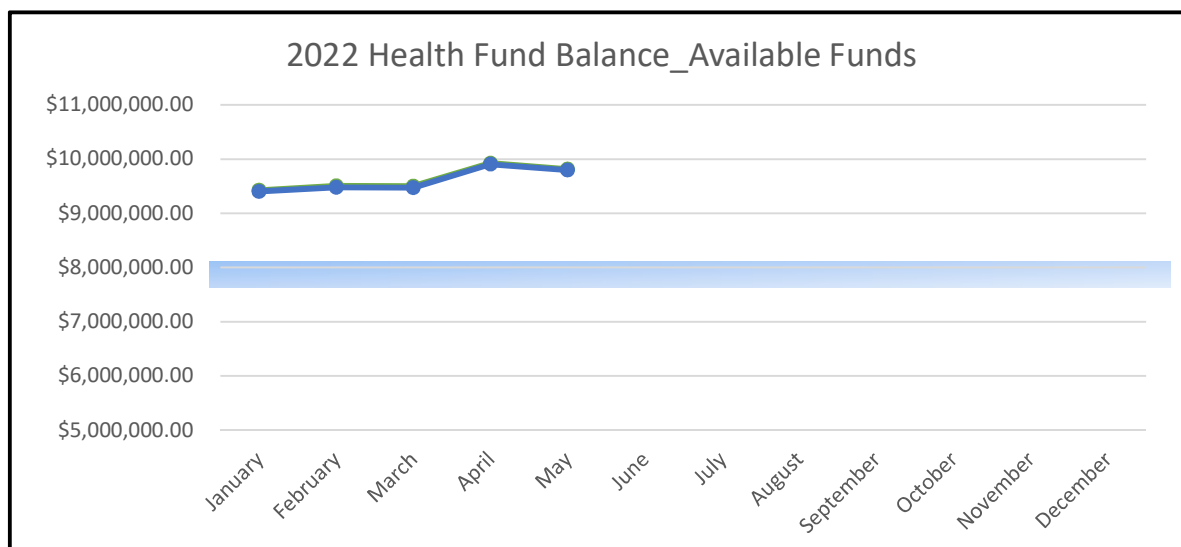
OPEN EEOC/ERD Claims (3)

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 a Notice of Complaint on February 28, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the WI Department of Workforce Development, Equal Rights Division on April 11, 2022.

Other

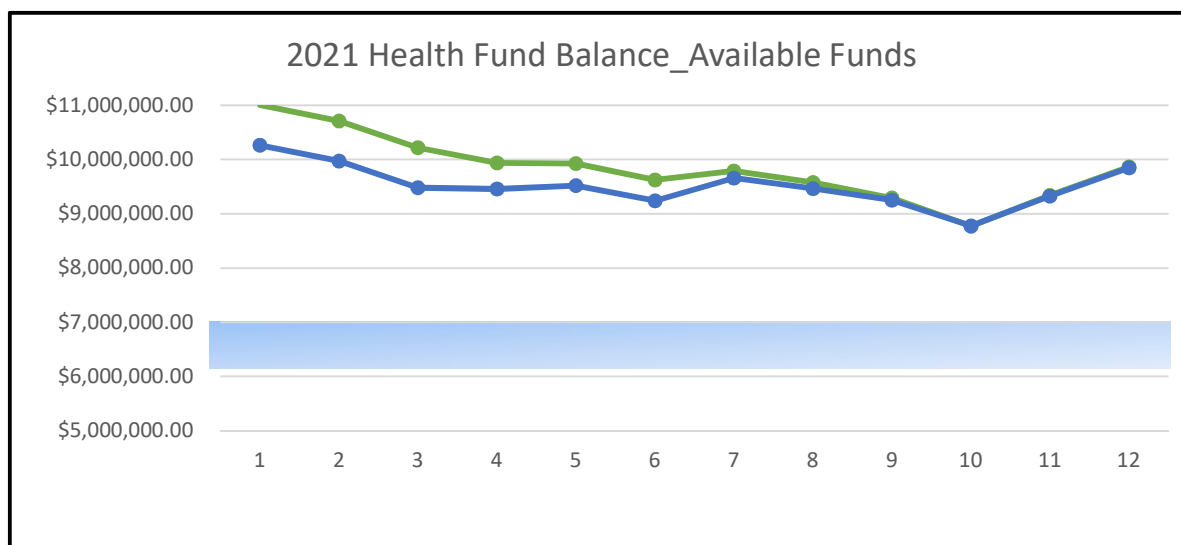
1. Developing the Civil Rights Training for all Wood County employees. This training is required of current employees every three years.
2. Created and distributed the quarterly County Connection newsletter.
3. Scheduled CPR/BLS training for Human Services Staff on July 27th, August 3rd, and 10th.
4. Continuing to work on updating all job descriptions based on completed JDQs.
5. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
6. Reconciled and processed the May Unemployment Insurance payment.
7. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
8. Facilitated New Hire Orientation on June 6th, 13th, 20th, and 27th.
9. Conducted exit interviews on June 3rd, 8th, 14th, 15th, 16th, 17th, 20th, 22nd, and 28th.
10. Provided requested employment documents to Human Services for their audit.
11. Responded to multiple verifications of employment.
12. Replied to multiple requests from surrounding counties with varied information.
13. 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			\$ 9,623,261.99	\$ 9,238,695.09
July			\$ 9,786,923.19	\$ 9,658,473.47
August			\$ 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

LETTER OF COMMENTS—JULY 2022

1. Attended Wisconsin County Treasurers Association conference June 1-3 in Appleton.
2. Started training Jennifer Cline, our new Treasurer Coordinator, on June 6.
3. Attended Operations Committee meeting on June 7
4. Worked with WoodTrust Bank on implementation of a new upgrade for Positive Pay which is an anti-fraud tool for all county checks that are written on June 10.
5. Met with PMA/WISC regarding investment accounts on June 10.
6. Attended Board of Directors meeting for Foundation for Rural Housing in Wisconsin Dells on June 13.
7. Attended County Board meeting on June 21.
8. Participated in a County Treasurer/IT/RPL webinar regarding the LandNav/GCS tax system that we use and sending a unified message to them in regards to the recent service that has been received on June 23.
9. Deputy Treasurer participated in Wisconsin Counties Association, the Wisconsin County Mutual Insurance Corporation and Community Insurance Corporation webinar related to the legal and practical challenges associated with visits from First Amendment Auditors on June 27.
10. Participated in Opioid securitization funding webinar on June 29.
11. Met with representatives from Associated Bank regarding their services, fees, and interest rates on June 30.
12. Sent out 666 delinquent notices for 2019-2021 taxes for a total owed of \$2,402,856.96 which is about \$560,000 less than this time last year.
13. Sent out 4,896 postponed notices for 2021 second half installment of taxes for a total of \$13,750,059.57 due by July 31.
14. Sales tax for the month was 13% above where we were at this time last year. Overall month by month, we are about 29% above where we were the previous year.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – June 2022

- As was the case for the past two months, much of my time was spent meeting one-on-one with employees telephonically to complete their health coaching appointment – the third and final step to qualify for the reduced health insurance rates in 2023 and enroll in the Wellness Program. As of writing this, 421 participants successfully completed their health coaching appointment. Below you may find a snapshot of participation in the three qualifying activities this year compared to the last two.

Annual Completion of Qualifying Activities			
	<u>2020</u>	<u>2021</u>	<u>2022</u>
<i>Biometric Screening</i>	462	464	457
<i>Health Assessment</i>	462	459	453
<i>Health Coaching</i>	450	440	421

- June 19, 2022, marked the end of the Quarter 2 Wellness Challenge, *Five for Life*. This activity was a 4-week individual challenge where participants focused on developing habits around nutrition, exercise, sleep, and digital detox. These focuses correlated with the 2021 aggregate report data as areas for improvement. Feedback received was very positive and this will likely return in the future.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.
- Planning for the quarter 3 Wellness Challenge is underway and will most likely focus on nutrition in addition to taking mental “breathers” throughout the day since these routinely came up during health coaching sessions and are highly requested for lunch & learn topics. Likewise, these is one of the higher risk areas per the 2021 aggregate report which makes it a perfect area of focus. More details will be shared in the months ahead.
- Information on the Wellness bulletin boards at several Wood County locations and in www.managewell.com have been updated with the most recent information and other helpful handouts that seem appropriate based on biometric screening data, Wellness Committee feedback, and information gleaned during health coaching appointments.

COUNTY BOARD CLAIMS

May-22

May-22

Paid June 2022

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PK	TOTAL \$
				HOTEL \$	
Allen Breu	May-22	415.00	111.15		\$526.15
William Clendenning	May-22	715.00	312.39		\$1,027.39
Adam Fischer	May-22	415.00	122.85		\$537.85
Jake Hahn	May-22	365.00	63.18		\$428.18
Brad Hamilton	May-22	350.00	24.57	12.00	\$386.57
John Hokamp	May-22	350.00	8.77		\$358.77
David La Fontaine	May-22	350.00	124.60		\$474.60
Bill Leichtnam	May-22	545.00	143.91		\$688.91
Jeff Penzkover	May-22	250.00	40.95		\$290.95
Lance Plimi	May-22	700.00	11.70		\$711.70
Dennis Polach	May-22	300.00			\$300.00
Lee Thao	April-22	350.00	3.51		\$353.51
Laura Valenstein	May-22	445.00			\$445.00
Bill Voight	May-22	350.00	107.64		\$457.64
Ed Wagner	May-22	365.00	154.44		\$519.44
William Winch	May-22	350.00	38.61		\$388.61
Joe Zurfluh	May-22	315.00	19.30		\$334.30
Carmen Good	May & June 22	100.00	81.90		\$181.90
Lori Nordman	May-22	100.00			\$100.00
Linda Schmidt	May-22	50.00	11.70		\$61.70
Rebecca Spiros	May-22	100.00			\$100.00
		\$7,280.00	\$1,381.17	\$12.00	\$8,673.17

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JUNE 2022

For the range of vouchers: 06220013 - 06220016 06220026 - 06220026 06220070 - 06220077

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06220013	VERIZON	Monthly Modem Fee	01/27/2022	\$319.54	P
06220014	AMAZON CAPITAL SERVICES	Office Supplies	01/26/2022	\$28.38	P
06220015	AMAZON CAPITAL SERVICES	Monitor Stand	01/28/2022	\$108.89	P
06220016	ELECTION SYSTEMS & SOFTWARE	Coding - Spring Primary	01/26/2022	\$3,600.43	P
06220026	AMAZON CAPITAL SERVICES	Office Supplies	02/23/2022	\$7.64	P
06220070	VERIZON	Monthly Modem Fee	05/27/2022	\$215.20	P
06220071	POSTMASTER - WISCONSIN RAPIDS	PO Box Fee - 1 year	05/31/2022	\$1,410.00	P
06220072	AMAZON CAPITAL SERVICES	Office Supplies	06/10/2022	\$31.18	P
06220073	UNITED MAILING SERVICE	MAIL FEES MAY 1 -31, 2022	06/13/2022	\$1,097.64	P
06220074	ELECTION SYSTEMS & SOFTWARE	Coding Ballots - Partisan Prim	06/22/2022	\$72.50	P
06220075	US BANK	VISA Charges	06/17/2022	\$350.00	P
06220076	WISCONSIN MEDIA	VAR ADS MAY 1 - 31, 2022	06/23/2022	\$635.66	P
06220077	CLENDENNING WILLIAM	Refund - NACO Conference	06/23/2022	\$1,952.67	P
Grand Total:				\$9,829.73	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: JUNE 2022

For the range of vouchers: 14220128 - 14220156

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14220128	AMT	GARNISHMENT PAYMENT	06/02/2022	\$276.00	P
14220129	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	06/02/2022	\$92.86	P
14220130	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	06/02/2022	\$415.31	P
14220131	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	06/02/2022	\$81.41	P
14220132	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/02/2022	\$2,289.44	P
14220133	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/02/2022	\$4,732.82	P
14220134	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/02/2022	\$3,813.28	P
14220135	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	06/02/2022	\$20.00	P
14220136	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/02/2022	\$355.85	P
14220137	AMT	GARNISHMENT PAYMENT	06/16/2022	\$276.00	P
14220138	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	06/16/2022	\$121.79	P
14220139	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	06/16/2022	\$125.48	P
14220140	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	06/16/2022	\$368.76	P
14220141	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	06/16/2022	\$4,763.46	P
14220142	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/16/2022	\$2,289.41	P
14220143	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/16/2022	\$3,809.18	P
14220144	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	06/16/2022	\$20.00	P
14220145	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/16/2022	\$355.85	P
14220146	DELPHIA CONSULTING LLC	TIMESTAR SUPPORT RENEWAL	04/26/2022	\$8,529.02	P
14220147	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/27/2022	\$11.56	P
14220148	AMT	GARNISHMENT PAYMENT	06/30/2022	\$276.00	P
14220149	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	06/30/2022	\$366.58	P
14220150	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	06/30/2022	\$133.10	P
14220151	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	06/30/2022	\$380.85	P
14220152	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/30/2022	\$4,704.00	P
14220153	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/30/2022	\$2,306.39	P
14220154	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/30/2022	\$3,830.00	P
14220155	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	06/30/2022	\$20.00	P
14220156	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/30/2022	\$355.85	P
Grand Total:				\$45,120.25	

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____
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Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JUNE 2022

For the range of vouchers: 17220042 - 17220056

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17220042	NORTHWOODS LASER & EMBROIDERY	Recognition Program	06/02/2022	\$59.00	P
17220043	WI DEPT OF WORKFORCE DEVELOPMENT	May 2022 Unemployment Charges	06/01/2022	\$2,604.18	P
17220044	WELD RILEY SC	Legal Fees	06/13/2022	\$600.00	P
17220045	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	06/10/2022	\$107.00	P
17220046	HORTON GROUP INC THE	Consulting Fees - June 2022	06/13/2022	\$2,083.33	P
17220047	UNITED STATES TREASURY	PCORI Fees 2021	06/21/2022	\$2,681.28	P
17220048	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	05/01/2022	\$1,360.50	P
17220049	CHAMBER OF COMMERCE	Recognition Program	06/21/2022	\$175.00	P
17220050	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	06/22/2022	\$182.00	P
17220051	NATIONWIDE TRUST CO FSB	PEHP	06/29/2022	\$20,836.95	P
17220052	BLUE WATER BENEFITS CONSULTING LLC	2022 Q2 Reporting & Mailing	06/27/2022	\$1,072.80	P
17220053	WI DEPT OF ADMINISTRATION	WiscJobs Posting - HS	06/22/2022	\$350.00	P
17220054	PSYCHOLOGY CENTER SC THE	Fitness for Duty Evaluation	06/01/2022	\$1,150.00	P
17220055	PAUL GROSS JEWELERS INC	Recognition Program	06/23/2022	\$80.95	P
17220056	US BANK	P Card Charges	06/16/2022	\$859.47	P
Grand Total:				\$34,202.46	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: JUNE 2022

For the range of vouchers: 23220026 - 23220035

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23220026	WHEELERS OF MARSHFIELD	Vehicle Damage - HS	05/04/2022	\$1,401.80	P
23220027	MID-STATE TECHNICAL COLLEGE	CPR/BLS Certifications	06/01/2022	\$160.00	P
23220028	MARSHFIELD CLINIC	BLS/CPR Renewal	05/26/2022	\$27.12	P
23220029	JJ KELLER & ASSOCIATES	SMS Incident Center Essential	05/06/2022	\$595.00	P
23220030	JACKSON LEWIS P.C.	Liability Deductible	05/11/2022	\$2,072.00	P
23220031	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2022	\$5,000.00	P
23220032	PROASSURANCE CASUALTY COMPANY	Prof Liab Ins Qtrly Excess	06/01/2022	\$906.00	P
23220033	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2022	\$1,517.00	P
23220034	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad 9	06/21/2022	\$11,837.35	P
23220035	JACKSON LEWIS P.C.	Liability Deductible	06/15/2022	\$4,284.00	P
Grand Total:				\$27,800.27	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: JUNE 2022

For the range of vouchers: 28220129 - 28220151

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28220129	CITY OF MARSHFIELD	MAY SPECIAL CHARGES	06/01/2022	\$793.36	P
28220130	CITY OF NEKOOSA TREASURER	MAY SPECIAL CHARGES	06/01/2022	\$1,950.18	P
28220131	CITY OF WISCONSIN RAPIDS	MAY SPECIAL CHARGES	06/01/2022	\$1,576.43	P
28220132	TOWN OF CARY	MAY SPECIAL CHARGES	06/01/2022	\$266.88	P
28220133	TOWN OF PORT EDWARDS	MAY SPECIAL CHARGES	06/01/2022	\$361.66	P
28220134	TOWN OF REMINGTON	MAY SPECIAL CHARGES	06/01/2022	\$217.07	P
28220135	TOWN OF SARATOGA	MAY SPECIAL CHARGES	06/01/2022	\$1,249.95	P
28220136	TOWN OF CAMERON	MAY SPECIAL CHARGES	06/01/2022	\$236.25	P
28220137	TOWN OF GRAND RAPIDS	MAY SPECIAL CHARGES	06/01/2022	\$1,521.47	P
28220138	TOWN OF HANSEN	MAY SPECIAL CHARGES	06/01/2022	\$91.72	P
28220139	TOWN OF MARSHFIELD	MAY SPECIAL CHARGES	06/01/2022	\$556.96	P
28220140	TOWN OF RICHFIELD	MAY SPECIAL CHARGES	06/01/2022	\$363.54	P
28220141	VILLAGE OF ARPIN TREASURER	MAY SPECIAL CHARGES	06/01/2022	\$192.50	P
28220142	VILLAGE OF HEWITT	MAY SPECIAL CHARGES	06/01/2022	\$1,981.05	P
28220143	VILLAGE OF PORT EDWARDS TREAS	MAY SPECIAL CHARGES	06/01/2022	\$157.04	P
28220144	WI DEPT OF ADMINISTRATION	MAY WI LAND INFO	06/08/2022	\$7,336.00	P
28220145	STATE OF WISCONSIN TREASURER	MAY CLERK OF COURTS REVENUE	06/15/2022	\$129,984.69	P
28220146	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/15/2022	\$52.23	P
28220147	WOODTRUST BANK	MAY MONTHLY SERVICE FEES	06/15/2022	\$131.81	P
28220148	21ST MORTGAGE CORP	TAX OVERPAYMENT REFUND	06/21/2022	\$160.00	P
28220149	GOWEY ABSTRACT	TAX OVERPAYMENT REFUND	06/21/2022	\$30.63	P
28220150	WISCONSIN TITLE SERVICE COMPANY	TAX OVERPAYMENT REFUND	06/21/2022	\$124.51	P
28220151	US BANK	CONFERENCE HOTEL	06/29/2022	\$270.00	P
Grand Total:				\$149,605.93	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: JUNE 2022

For the range of vouchers: 34220005 - 34220005

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34220005	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	06/01/2022	\$7,431.39	P
Grand Total:				\$7,431.39	

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Member: _____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: July 12, 2022
To: Operations Committee

Subject: Finance Department Update
From: Ed Newton

Departmental Activities

- Preparation and assisting departments with various questions.
- Ongoing year-end/audit/single audit discussions with WIPFLI.
- Ongoing consulting with CLA.
- Review departments budget to actuals expenditures.
- Review and prepare final year-end entries and reports.
- File preliminary Form A.
- File Annual Report.

Ongoing/Upcoming Projects

- 2021 Annual Audit.
- 2021 Annual Report preparation.
- 2021 Cost Allocation Plan planning and preparation.
- 2021 Form A preliminary/audited filing.
- Questica – Upgrade, improve current reports, update functions, and training.
- 2023 – 2027 Capital Improvement Plan – request/borrowing/funding needs.
- Staff development - succession planning.
- American Rescue Plan Act (ARPA) discussion.
- Jail project – Cash expenditures timeline.
- Opioid settlement.
- Debt funding – 2023 CIP projects/Jail.

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings.
- Attend County Board meeting.
- Attend other various committee meetings.
- Discussion with Justice Coordinator/Sheriff department regarding resolution.
- Various discussions and meetings with Human Services on various topics.
- Various discussions and meeting with Human Resources.
- Various discussions – Treasurer.
- Various discussion with WIPFLI – year-end audit, single audit and annual report.
- Various discussion with CLA regarding year-end reporting.
- Various discussion with DSN regarding cost allocation audit.
- Meeting with Planning & Zoning regarding Bug Tussell.
- Discussion with Baird regarding 2023 debt funding.
- Discussion with County Board Chair regarding CIP and budget parameters requests.
- Various discussions regarding Riverblock security access.

Wood County

Tentative Financing Timetable⁽¹⁾

July2022							August2022							September2022							October2022							November2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6						1	2	3						1			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				
31																				30	31													

Tuesday, July 12, 2022.....	Operations Committee selects financing scenario.
Monday, August 1, 2022	Official Statement Disclosure Questionnaire sent to the County for the preparation of the Preliminary Official Statement ("POS").
Monday, August 22, 2022	Requested information due to Baird from the County.
Tuesday, September 6, 2022	Operations Committee considers plan of finance and "Not to Exceed" Parameters Borrowing Resolutions for Anticipation Construction Note (NAN) and GO Refunding Bonds.
Wednesday, September 7, 2022	Baird sends out NAN Term Sheet to local and national banks to review and submit bids.
Tuesday, September 20, 2022.....	County Board considers Parameters Resolutions for NAN and GO Refunding Bonds.
Thursday, September 29, 2022	Draft POS to Support Banker and Banker for review. Draft POS to Moody's Investors Service.
Monday, October 3, 2022.....	NAN sale to low bidder. Authorized Officer(s) sign Approving Certificate.
Thursday, October 6, 2022	Comments received from Support Banker and Banker. Updated Draft POS e-mailed to the County and Bond Counsel for review.
Thursday, October 13, 2022.....	Comments received from the County and Bond Counsel on the Draft POS. Updated Draft POS forwarded to the County, Banker and Moody's.
Monday, October 17, 2022.....	NAN Closing.
Week of October 17, 2022	Moody's rating due diligence call.
Friday, October 28, 2022	Moody's rating report received.
November-Early December	GO Refunding Bonds sale when ready and timing is optimal. Authorized Officer(s) sign Approving Certificate.
To be determined, 2022	GO Refunding Bonds Closing.

**Authority for final sign-off of the NAN/Bond sales, within designated parameters, is delegated to County Finance Director or County Board Chair.*

⁽¹⁾Baird will be closed on Monday, September 5 in observance of Labor Day.



Wood County
Future Financing Plan: 2022 - 2026 CIP With Jail

Sale: September 2022			Sale: Fall 2023		Sale: Before End of 2023		TOTAL		COMBINED FUTURE DEBT SERVICE (B)	TOTAL COMBINED DEBT SERVICE (B)	COMBINED MILL RATE (A)	IMPACT OVER PRIOR YEAR	YEAR DUE
Levy Supported CIP - Issue #1			Issue #2		Issue #3		Issues #1, #2, & #3						
\$3,500,000			\$17,500,000		\$3,500,000 \$14,000,000		\$21,000,000						
General Obligation Promissory Notes Dated: October 15, 2022			NANs (CIP & Jail) 10/15/23		G.O. Refunding Bonds* Dated: 12/15/23		Notes & Bonds						
PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)	TOTAL	TIC= 3.50%	TIC= 4.00%	TIC= 4.75%								
	TIC= 3.50%												
	\$117,736	\$117,736	\$102,083			\$117,736				\$6,654,280	\$1.15		2022
\$50,000	\$122,500	\$172,500				\$812,028				\$6,815,744	\$1.15	\$0.00	2023
\$100,000	\$120,750	\$220,750		\$111,222	\$528,306					\$7,861,728	\$1.30	\$0.15	2024
\$125,000	\$117,250	\$242,250	Assumes NAN principal and interest refinanced with G.O. Refunding Bonds on 12/15/2023 call date.	\$390,000	\$945,000	\$1,555,750	\$140,000			\$8,103,900	\$1.30	\$0.00	2025
\$250,000	\$112,875	\$362,875		\$255,000	\$751,700	\$1,248,950	\$280,000			\$8,279,600	\$1.30	\$0.00	2026
\$250,000	\$112,875	\$362,875		\$275,000	\$696,950	\$1,334,825	\$1,130,000			\$8,245,875	\$1.26	(\$0.04)	2027
\$555,000	\$104,125	\$659,125		\$269,000	\$694,575	\$1,622,700	\$1,461,600			\$8,284,050	\$1.24	(\$0.02)	2028
\$575,000	\$84,700	\$659,700		\$363,000	\$692,200	\$1,714,900	\$1,463,800			\$8,301,200	\$1.21	(\$0.03)	2029
\$595,000	\$64,575	\$659,575		\$708,000	\$689,825	\$2,057,400	\$1,464,200			\$8,356,400	\$1.19	(\$0.02)	2030
\$615,000	\$43,750	\$658,750		\$708,800	\$837,450	\$2,205,000	\$1,457,800			\$8,219,900	\$1.14	(\$0.05)	2031
\$635,000	\$22,225	\$657,225		\$708,600	\$827,950	\$2,193,775	\$1,454,800			\$8,154,325	\$1.10	(\$0.04)	2032
				\$712,400	\$1,118,450	\$1,830,850	\$1,460,000			\$7,788,600	\$1.03	(\$0.07)	2033
					\$1,394,700	\$1,394,700	\$1,463,000			\$7,544,450	\$0.97	(\$0.06)	2034
				\$1,356,700	\$1,356,700	\$943,800			\$7,267,250	\$0.91	(\$0.06)	2035	
				\$1,218,700	\$1,218,700	\$473,200			\$6,770,650	\$0.83	(\$0.08)	2036	
				\$1,585,450	\$1,585,450				\$6,272,200	\$0.75	(\$0.08)	2037	
				\$1,533,200	\$1,533,200				\$5,728,575	\$0.67	(\$0.08)	2038	
				\$1,380,950	\$1,380,950				\$5,193,450	\$0.59	(\$0.08)	2039	
				\$1,333,450	\$1,333,450				\$4,564,950	\$0.51	(\$0.08)	2040	
				\$1,285,950	\$1,285,950				\$3,947,700	\$0.43	(\$0.08)	2041	
				\$3,138,450	\$3,138,450				\$3,138,450	\$0.33	(\$0.10)	2042	
				\$2,220,700	\$2,220,700				\$2,220,700	\$0.23	(\$0.10)	2043	
\$3,500,000	\$910,486	\$4,410,486		\$4,501,022	\$24,230,656	\$33,142,164	\$13,192,200	\$147,713,976					



Wood County
Future Financing Plan: 2022 - 2026 CIP With Jail

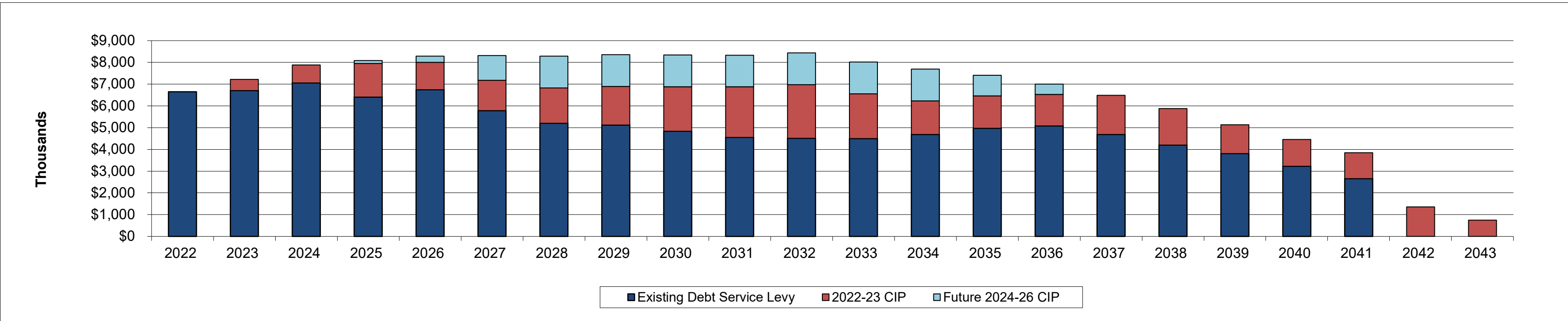
				Sale: September 2022		Sale: Before End of 2022		Sale: Before End of 2023		TOTAL						
				Issue #1		Issue #2		Issue #3		Issues #1, #2, & #3						
				\$10,000,000		\$3,500,000 \$6,500,000		\$3,500,000 \$7,500,000		\$21,000,000						
		NAN (CIP & Jail)		G.O. Refunding Bonds		G.O. Refunding Bonds*		G.O. Refunding Bonds*		Notes & Bonds						
		Dated: 10/15/22		Dated: 12/15/22		Dated: 12/15/23										
LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE	EXISTING MILL RATE (A)	TIC= 2.75%	TIC= 3.50%	TIC= 4.25%	TIC= 4.00%	TIC= 4.75%				COMBINED FUTURE DEBT SERVICE (B)	TOTAL COMBINED DEBT SERVICE (B)	COMBINED MILL RATE (A)	IMPACT OVER PRIOR YEAR	YEAR DUE
2021	2022	\$6,654,280	\$1.15	\$45,833									\$6,654,280	\$1.15		2022
2022	2023	\$6,698,008	\$1.13		\$97,319	\$419,465			\$516,785				\$7,214,792	\$1.22	\$0.07	2023
2023	2024	\$7,049,700	\$1.16		\$172,500	\$267,750	\$111,222	\$283,021	\$834,493				\$7,884,193	\$1.30	\$0.08	2024
2024	2025	\$6,408,150	\$1.03		\$120,750	\$367,750	\$470,000	\$576,250	\$1,534,750	\$140,000			\$8,082,900	\$1.30	\$0.00	2025
2025	2026	\$6,750,650	\$1.06		\$170,750	\$263,500	\$471,800	\$345,800	\$1,251,850	\$280,000			\$8,282,500	\$1.30	\$0.00	2026
2026	2027	\$5,781,050	\$0.89		\$219,000	\$263,500	\$473,000	\$445,800	\$1,401,300	\$1,130,000			\$8,312,350	\$1.27	(\$0.03)	2027
2027	2028	\$5,199,750	\$0.78		\$215,500	\$498,500	\$468,600	\$441,050	\$1,623,650	\$1,461,600			\$8,285,000	\$1.24	(\$0.03)	2028
2028	2029	\$5,122,500	\$0.75	Assumes NANs principal and interest refinanced with G.O. Refunding Bonds on 12/15/2022 call date.	\$512,000	\$353,513	\$468,800	\$436,300	\$1,770,613	\$1,463,800			\$8,356,913	\$1.22	(\$0.02)	2029
2029	2030	\$4,834,800	\$0.69		\$698,000	\$449,263	\$468,400	\$431,550	\$2,047,213	\$1,464,200			\$8,346,213	\$1.19	(\$0.03)	2030
2030	2031	\$4,557,100	\$0.63		\$977,000	\$440,763	\$472,400	\$426,800	\$2,316,963	\$1,457,800			\$8,331,863	\$1.16	(\$0.03)	2031
2031	2032	\$4,505,750	\$0.61		\$1,345,500	\$282,263	\$470,600	\$372,050	\$2,470,413	\$1,454,800			\$8,430,963	\$1.14	(\$0.02)	2032
2032	2033	\$4,497,750	\$0.59			\$770,138	\$473,200	\$819,675	\$2,063,013	\$1,460,000			\$8,020,763	\$1.06	(\$0.08)	2033
2033	2034	\$4,686,750	\$0.60			\$747,188		\$795,925	\$1,543,113	\$1,463,000			\$7,692,863	\$0.99	(\$0.07)	2034
2034	2035	\$4,966,750	\$0.62			\$724,238		\$772,175	\$1,496,413	\$943,800			\$7,406,963	\$0.93	(\$0.06)	2035
2035	2036	\$5,078,750	\$0.62			\$701,288		\$748,425	\$1,449,713	\$473,200			\$7,001,663	\$0.86	(\$0.07)	2036
2036	2037	\$4,686,750	\$0.56			\$678,338		\$1,124,675	\$1,803,013				\$6,489,763	\$0.78	(\$0.08)	2037
2037	2038	\$4,195,375	\$0.49			\$655,388		\$1,031,925	\$1,687,313				\$5,882,688	\$0.69	(\$0.09)	2038
2038	2039	\$3,812,500	\$0.43		\$632,438		\$691,550	\$1,323,988				\$5,136,488	\$0.59	(\$0.10)	2039	
2039	2040	\$3,231,500	\$0.36		\$614,488		\$615,425	\$1,229,913				\$4,461,413	\$0.50	(\$0.09)	2040	
2040	2041	\$2,661,750	\$0.29		\$591,325		\$591,675	\$1,183,000				\$3,844,750	\$0.42	(\$0.08)	2041	
2041	2042				\$568,163		\$782,925	\$1,351,088				\$1,351,088	\$0.14	(\$0.28)	2042	
2042	2043						\$748,963	\$748,963				\$748,963	\$0.08	(\$0.06)	2043	
		\$101,379,612			\$4,528,319	\$10,289,253	\$4,348,022	\$12,481,958	\$31,647,553	\$13,192,200	\$146,219,365					

*Would be preceded by Note Anticipation Note.

(A) Mill rate based on 2021 Equalized Valuation (TID-OUT) of \$5,769,025,700 with annual growth of 2.50% thereafter.

(B) Includes hypothetical future CIP borrowings (2024-2026) of \$3,500,000 annually; each issue amortized over 10-years at 4.00%.

This information is provided for information purposes only. It does not recommend any future issuances and is not intended to be, and should not be regarded as, advice.



Preliminary (Scenario 3)

Wood County

Future Financing Plan: 2022 - 2026 CIP With Jail

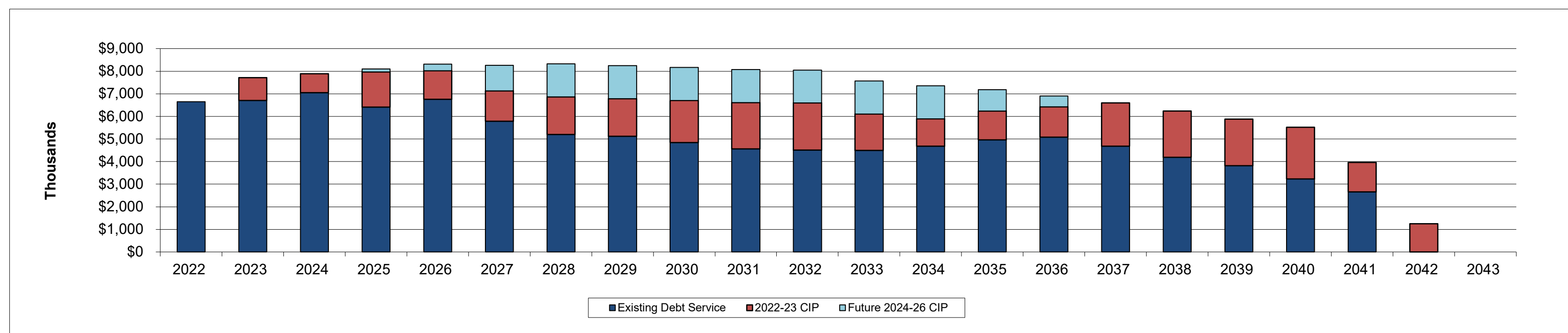


				Sale: September 2022		Sale: Before End of 2022		Sale: Fall 2023		TOTAL					
				Issue #1		Issue #2		Issue #3		Issues #1, #2, & #3					
				\$17,500,000		\$3,500,000 \$14,000,000		\$3,500,000		\$21,000,000					
				NANs (CIP & Jail)		G.O. Refunding Bonds		G.O. Prom. Notes (CIP)		Notes & Bonds					
				Dated: 10/15/22		Dated: 12/15/22		Dated: 10/1/23							
LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE	EXISTING MILL RATE (A)	TIC= 2.75%	TIC= 3.50%	TIC= 4.25%	Est. AVG= 4.00%			COMBINED FUTURE DEBT SERVICE (B)	TOTAL COMBINED DEBT SERVICE (B)	COMBINED MILL RATE (A)	IMPACT OVER PRIOR YEAR	YEAR DUE	
2021	2022	\$6,654,280	\$1.15	\$80,208							\$6,654,280	\$1.15		2022	
2022	2023	\$6,698,008	\$1.13		\$97,319	\$917,694			\$1,015,014		\$7,713,021	\$1.30	\$0.15	2023	
2023	2024	\$7,049,700	\$1.16		\$122,500	\$576,088	\$140,000		\$838,588		\$7,888,288	\$1.30	\$0.00	2024	
2024	2025	\$6,408,150	\$1.03	Assumes NAN principal and interest refinanced with G.O. Refunding Bonds on 12/15/2022 call date.	\$457,500	\$626,088	\$470,000		\$1,553,588	\$140,000	\$8,101,738	\$1.30	\$0.00	2025	
2025	2026	\$6,750,650	\$1.06		\$180,775	\$623,963	\$471,800		\$1,276,538	\$280,000	\$8,307,188	\$1.30	\$0.00	2026	
2026	2027	\$5,781,050	\$0.89		\$258,325	\$621,838	\$473,000		\$1,353,163	\$1,130,000	\$8,264,213	\$1.27	(\$0.03)	2027	
2027	2028	\$5,199,750	\$0.78		\$573,075	\$619,713	\$468,600		\$1,661,388	\$1,461,600	\$8,322,738	\$1.24	(\$0.03)	2028	
2028	2029	\$5,122,500	\$0.75		\$576,625	\$617,588	\$468,800		\$1,663,013	\$1,463,800	\$8,249,313	\$1.20	(\$0.04)	2029	
2029	2030	\$4,834,800	\$0.69		\$629,475	\$765,463	\$468,400		\$1,863,338	\$1,464,200	\$8,162,338	\$1.16	(\$0.04)	2030	
2030	2031	\$4,557,100	\$0.63		\$624,875	\$956,963	\$472,400		\$2,054,238	\$1,457,800	\$8,069,138	\$1.12	(\$0.04)	2031	
2031	2032	\$4,505,750	\$0.61		\$879,750	\$739,963	\$470,600		\$2,090,313	\$1,454,800	\$8,050,863	\$1.09	(\$0.03)	2032	
2032	2033	\$4,497,750	\$0.59			\$1,131,463	\$473,200		\$1,604,663	\$1,460,000	\$7,562,413	\$1.00	(\$0.09)	2033	
2033	2034	\$4,686,750	\$0.60				\$1,205,963		\$1,205,963	\$1,463,000	\$7,355,713	\$0.95	(\$0.05)	2034	
2034	2035	\$4,966,750	\$0.62			\$1,276,213		\$1,276,213	\$943,800	\$7,186,763	\$0.90	(\$0.05)	2035		
2035	2036	\$5,078,750	\$0.62			\$1,347,213		\$1,347,213	\$473,200	\$6,899,163	\$0.85	(\$0.05)	2036		
2036	2037	\$4,686,750	\$0.56			\$1,903,750		\$1,903,750		\$6,590,500	\$0.79	(\$0.06)	2037		
2037	2038	\$4,195,375	\$0.49			\$2,040,000		\$2,040,000		\$6,235,375	\$0.73	(\$0.06)	2038		
2038	2039	\$3,812,500	\$0.43			\$2,067,750		\$2,067,750		\$5,880,250	\$0.67	(\$0.06)	2039		
2039	2040	\$3,231,500	\$0.36			\$2,291,250		\$2,291,250		\$5,522,750	\$0.61	(\$0.06)	2040		
2040	2041	\$2,661,750	\$0.29			\$1,302,000		\$1,302,000		\$3,963,750	\$0.43	(\$0.18)	2041		
2041	2042					\$1,251,000		\$1,251,000		\$1,251,000	\$0.13	(\$0.30)	2042		
		\$101,379,612			\$4,400,219	\$22,881,957	\$4,376,800	\$31,658,976	\$13,192,200	\$146,230,789					

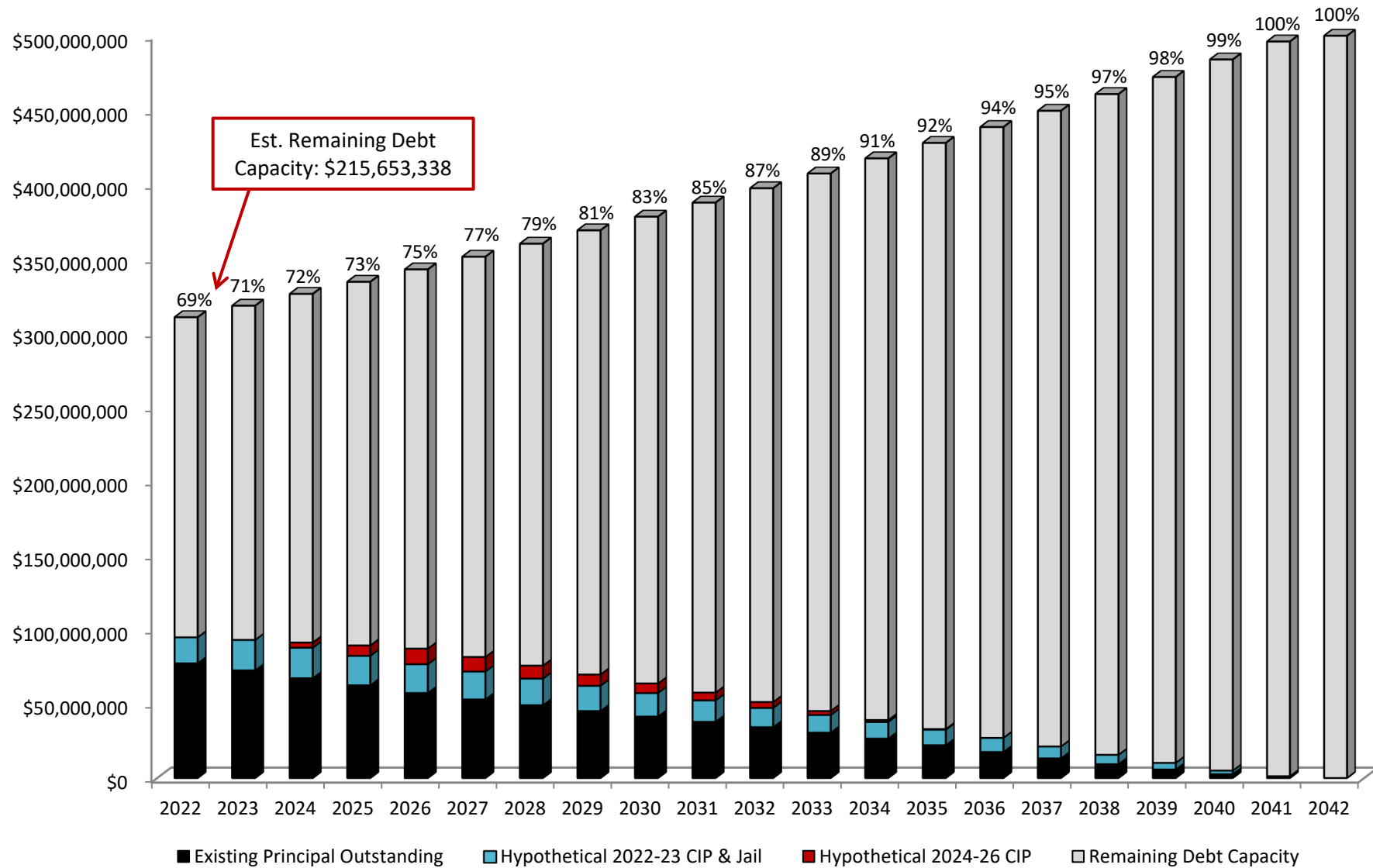
(A) Mill rate based on 2021 Equalized Valuation (TID-OUT) of \$5,769,025,700 with annual growth of 2.50% thereafter.

(B) Includes hypothetical future CIP borrowings (2024-2026) of \$3,500,000 annually; each issue amortized over 10-years at 4.00%.

This information is provided for information purposes only. It does not recommend any future issuances and is not intended to be, and should not be regarded as, advice.



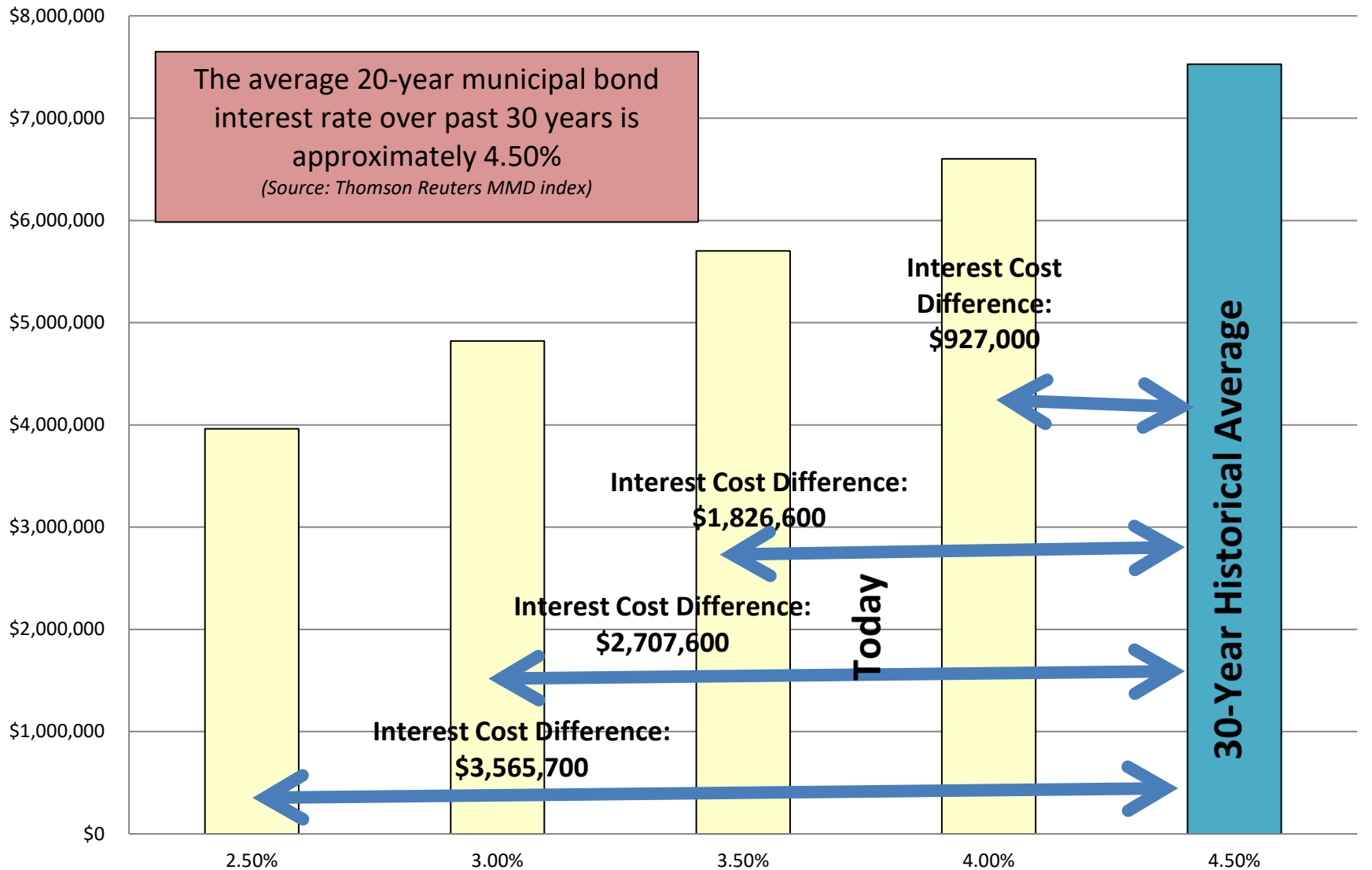
PERCENT OF CAPACITY REMAINING (12/31)

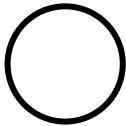


Note: Future capacity based on 2021 Equalized Valuation (TID-IN) of \$6,055,382,200 with annual growth of 2.50%.

Wood County

Estimated Interest Cost on \$14,000,000 Jail Project





RESOLUTION#

Introduced by Judicial and Legislative Committee & Operations Committee
Page 1 of 1

ITEM#
DATE July 19, 2022
Effective Date Upon Passage & Publication

Committee

CSS

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

INTENT & SYNOPSIS: To provide for unanticipated revenue from the Wisconsin Department of Justice, Division of Law Enforcement Services, to finance the development and implementation of a comprehensive plan to reduce the risk of overdose death and enhance treatment and recovery service engagement among the pretrial and post-trial populations leaving the Wood County Jail.

FISCAL NOTE: The costs to be funded in the 2022 budget are in lines 101-3501-51240-000-219 (Professional Services-Other). The adjustment to the budget is as follows:

		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			

Account	Account Name	Debit	Credit
51240	Prof Services-Other		\$75,000
43515	State Grants	\$75,000	

SOURCE OF MONEY: Wisconsin Department of Justice, Division of Law Enforcement Services Medication-Assisted Treatment Grant Program.

WHEREAS, it is a benefit to the Wood County staff and citizens to provide Medication-Assisted Treatment and alcohol and addiction recovery services for individuals incarcerated in the Wood County Jail and those re-entering the community and

WHEREAS, the Wood County Criminal Justice Department’s budget is restricted in nature and would be compensated \$75,000 for expenses associated with implementation and management of a medication assisted treatment program, and

WHEREAS, the Wood County Sheriff’s Department is currently unable to fund a medication assisted treatment program for those leaving jail, and

WHEREAS, Wood County Criminal Justice Department will be reimbursed \$75,000 for expenses associated with a medication assisted treatment program which include: medical staff wages, medication costs, recovery and peer support services, training/conference fees, and housing/transportation vouchers and

NOW THEREFORE BE IT RESOLVED to amend the Professional Services-Other (51240) Budget for 2022 to add \$75,000 of unanticipated revenue from the Wisconsin Department of Justice, Division of Law Enforcement Services Medication Assisted Treatment Grant Program into the revenue account (43515) known as State Grants.

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.

{ }

Bill Clendenning (Chair)	Donna Rozar
William Voight	Adam Fischer
Ed Wagner	Lance Pliml
Joseph H. Zurfluh	Laura Valenstein
Bill Leichtnam	

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

County Clerk

County Board Chairman



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

6/2/2022

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **County of Wood** for its annual comprehensive financial report for the fiscal year ended December 31, 2020. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.

Wood County



Prepared for:



July 12, 2022

Agenda

Operations Committee Meeting - July 12, 2022



- 1) **2022** YTD Medical Reserve Calculator
- 2) **Renewal** Projection
- 3) IngenioRx Savings Analysis (1yr vs 3yr)
- 4) Recommendations for 2023 Plan Year

Wood County

Medical Loss Ratio Report, Paid 1/1/2022 - 12/31/2022

Report Parameters		2022 Funding Rates - Monthly				Fixed Fees			
Medical Administrator	Anthem	Traditional PPO Plan		HDHP Plan		Administration Fee		\$15.35	PEPM
Prescription Drug Administrator	IngenioRx	Single		Single		Stop Loss Specific Premium		\$326.64	PEPM
Reinsurance Carrier	Sun Life	Family		Family		Stop Loss Agg Premium		\$3.94	PEPM
Transplant Carrier	N/A								
Specific Stop-Loss Deductible	\$100,000								

Plan Experience

2022	Fixed Cost Analysis							Variable Cost Analysis					Total Cost	Enrollment					Funding & Loss Ratio	
Month	Medical Admin	Rx Admin	Stop Loss Prem	Network Cost Share	Retiree Prem Offset	Rx Rebate Offset	Total Fixed Costs	Medical Paid Claims	Prescription Drug Claims	Stop Loss Reimb	Rx Rebate True Up	Total Variable Cost	Total Plan Cost	PPO SGL	PPO FAM	HDHP SGL	HDHP FAM	Total Contracts	Monthly Funding	Monthly Loss Ratio
Jan 2022	\$26,891	\$540.10	\$160,661.88	\$11,490.15	-\$11,390.56	-\$19,522.94	\$168,669.74	\$818,283.81	\$96,628.92	-\$276,133.23	\$0.00	\$638,779.50	\$807,449.24	132	322	17	15	486	\$855,785.67	126.62%
Feb 2022	\$26,705	\$1,795.20	\$159,670.14	\$8,071.46	-\$11,390.56	-\$19,321.77	\$165,529.59	\$511,121.93	\$99,793.83	-\$21,701.16	-\$28,627.27	\$560,587.33	\$726,116.92	133	318	17	15	483	\$848,097.38	91.55%
Mar 2022	\$33,858	\$836.30	\$159,670.14	\$6,056.17	-\$11,390.56	-\$24,659.09	\$164,371.23	\$425,345.52	\$125,866.13	-\$37,320.45	-\$3,897.09	\$509,994.11	\$674,365.34	130	320	18	15	483	\$850,311.65	84.16%
Apr 2022	\$26,650	\$657.80	\$158,678.40	\$8,317.72	-\$15,857.00	-\$19,281.60	\$159,164.92	\$533,512.09	\$112,247.13	-\$376,650.12	-\$43,185.20	\$225,923.90	\$385,088.82	131	318	16	15	480	\$845,495.86	95.20%
May 2022	\$26,650	\$3,868.14	\$159,008.98	\$8,679.57	-\$11,390.46	-\$19,281.60	\$167,534.23	\$582,545.34	\$145,454.86	-\$7,807.31	\$0.00	\$720,192.89	\$887,727.12	132	319	17	13	481	\$846,006.60	105.85%
Jun 2022							\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Jul 2022							\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Aug 2022							\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Sep 2022							\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Oct 2022							\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Nov 2022							\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Dec 2022							\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
2022 Totals	\$140,754	\$7,697.54	\$797,689.54	\$42,615.07	-\$61,419.14	-\$102,067.00	\$825,269.71	\$2,870,808.69	\$579,990.87	-\$719,612.27	-\$75,709.56	\$2,655,477.73	\$3,480,747.44	658	1597	85	73	2413	\$4,245,697.16	81.98%
% of Total Cost	4.04%	0.22%	22.92%	1.22%	-1.76%	-2.93%	23.71%	82.48%	16.66%	-20.67%	-2.18%	76.29%	100.00%							

Pending reimbursements as of 5/31/2022: \$0.00

Key Indicators

Average Single Enrollment	149	Total Plan Costs	\$3,480,747.44	Fixed Costs per Employee per Year	\$4,104.12
Average FAM Enrollment	334	Plan Funding	\$4,245,697.16	Variable Costs per Employee per Year	\$13,205.86
Average Family Enrollment	483	Dollar Difference	\$764,949.72	Total Costs per Employee per Year	\$17,309.97
		Loss Ratio	81.98%		

Wood County

2023 PEPM Renewal Projection

	Experience Period 6/1/19 - 5/31/20	Experience Period 6/1/20 - 5/31/21	Experience Period 6/1/21 - 5/31/22
(1) Group Specific Claims	\$7,588,400	\$7,995,006	\$9,069,365
(2) Stop Loss Reimbursements	(\$1,139,095)	(\$803,152)	(\$1,384,330)
(3) Claims with Catastrophic Removed	\$6,449,305	\$7,191,854	\$7,685,035
(4) Trend Adjustment (6.5% annually)	20.5%	13%	6.5%
(5) Adjusted Claims, Trended to Rating Period	\$7,771,413	\$8,126,795	\$8,184,562
(6) Plan/Network Change Adjustment	0.93	1.00	1.00
(7) Claims with Plan/Network Adjustment	\$7,227,414	\$8,126,795	\$8,184,562
(8) Employee Months (# of Employees * # months in experience period)	5965	5962	5827
(9) Projected PEPM Claim Rate	\$1,211.64	\$1,363.10	\$1,404.59
(10) Weight	20.00%	10.00%	70.00%
(11) Weighted PEPM Claim Rate	\$242.33	\$136.31	\$983.21
(12) Combined Projected PEPM Claim Rate	\$1,361.85		

Wood County

2023 PEPY Pre-Renewal Projection

2023 Claims PEPY*	\$16,342.23
Administration (+5% Estimated Increase)	\$193.41
Network Access Discount Share (2% of In-Network Savings)	\$221.31
Rx Admin Fees	\$38.42
Stop Loss (+15% Spec +5% Agg Estimated Increase)	\$4,557.28
Wellness Program Expenses	\$380.00
2023 Projected Total PEPY Plan Costs	\$21,732.64
2023 Projected Total PEPY Plan Costs minus EE Contribution	\$19,559.38
2023 Projected Expenses	\$10,453,402
2022 Budgeted	\$10,152,079
Projected 2023 Increase (%)	2.97%
Projected 2023 Increase (\$)	\$301,323

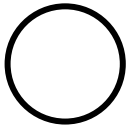
	1 Year Projection / Closed Formulary	IngenioRx (2022)	IngenioRx (2023)
Estimated Savings	Administrative & UM Fees (+)	\$20,709	\$20,709
	Estimated Carve Out Fees (+)	\$0	\$0
	Estimated Claim Cost (+) ¹	\$1,526,611	\$1,492,706
	PBM Allowances (-)	\$0	(\$5,000)
	Estimated Rebates (-) ²	(\$377,411)	(\$614,185)
	Member Cost Share (-)	(\$156,191)	(\$156,191)
	Total Estimated Plan Cost ³	\$1,013,719	\$738,039
	PMPM Plan Cost (1,314 Mbrs)	\$64.29	\$46.81
	Savings (-) / Increased Cost (+)	\$0	(\$275,680)
	% Savings (-) / % Increase (+)	0.00%	(27.19%)
	Cost Rank	2	1
Estimated Savings with Optional Programs	Specialty Copay Assistance (Est.)	\$0	(\$125,773)
	Manufacturer Assistance Program (Est.) ⁵	\$0	\$0
	Savings (-) / Increased Cost (+) ⁶	\$0	(\$401,453)
	% Savings (-) / % Increase (+)	0.00%	(39.60%)
	Cost Rank w/ Optional Programs	2	1
# Members	Formulary Disruption - Positive ⁵		0
	Formulary Disruption - Negative ⁵		0
	Formulary Disruption - Excluded ⁵		0
Contract Details	Contract Type	Traditional	Traditional
	Discount Offsetting Not Allowed	✗	✓
	"All In" Generic Discounts	✓	✓
	Client Level Pricing Guarantees	✓	✓
	Rebate Pass Through %	100%	100%

	3 Year Projection / Closed Formulary	IngenioRx (2022)	IngenioRx (2023)
Estimated Savings	Administrative & UM Fees (+)	\$62,127	\$62,127
	Estimated Carve Out Fees (+)	\$0	\$0
	Estimated Claim Cost (+) ¹	\$4,576,798	\$4,469,724
	PBM Allowances (-)	\$0	(\$15,000)
	Estimated Rebates (-) ²	(\$1,132,233)	(\$2,134,124)
	Member Cost Share (-)	(\$468,573)	(\$468,573)
	Total Estimated Plan Cost ³	\$3,038,119	\$1,914,153
	PMPM Plan Cost (1,314 Mbrs)	\$64.23	\$40.46
	Savings (-) / Increased Cost (+)	\$0	(\$1,123,965)
	% Savings (-) / % Increase (+)	0.00%	(37.00%)
	Cost Rank	2	1
# Members	Specialty Copay Assistance (Est.)	\$0	(\$377,319)
	Manufacturer Assistance Program (Est.) ⁵	\$0	\$0
	Savings (-) / Increased Cost (+) ⁶	\$0	(\$1,501,284)
	% Savings (-) / % Increase (+)	0.00%	(49.41%)
	Cost Rank w/ Optional Programs	2	1
	Formulary Disruption - Positive ⁵		0
	Formulary Disruption - Negative ⁵		0
	Formulary Disruption - Excluded ⁵		0
Contract Details	Contract Type	Traditional	Traditional
	Discount Offsetting Not Allowed	✗	✓
	"All In" Generic Discounts	✓	✓
	Client Level Pricing Guarantees	✓	✓
	Rebate Pass Through %	100%	100%

Notes

[illegible]





RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE July 19, 2022
Effective Date Upon Passage

KM

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority Two-thirds

Reviewed by: , Corp Counsel

Reviewed by: , Finance Dir.

INTENT & SYNOPSIS: To approve the Wood County Core Values and Merit Pay Procedure.

FISCAL NOTE: None. Merit Pay is already budgeted for in the Human Resources budget.

WHEREAS, the Wood County Core Values were developed to provide a guiding philosophy on how Wood County departments and elected officials conduct business, and,

		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, the Wood County Core Values are utilized as the basis for the Merit Pay Procedure. The Merit Pay Procedure recognizes employees who consistently and intentionally display the Wood County Core Values in their everyday work, and,

WHEREAS, the Employee Policy Handbook includes Merit Pay and the proposed procedure provides clarity to employees about how that is awarded, and,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to approve the Wood County Core Values and Merit Pay Procedure.

BE IT FURTHER RESOLVED, that the Core Values will be added to the Wood County Strategic Plan to complement the Mission, Vision, and Guiding Principles of the County.

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Ed Wagner (Chair)

Adam Fischer

Lance Pliml

Donna Rozar

Laura Valenstein

Adopted by the County Board of Wood County, this 19th day of July 20 22 .

County ClerkCounty Board Chairman



CORE VALUES



Integrity: We honor our commitments and hold ourselves accountable while promoting respect, honesty, and trust in everything we do.



Professionalism: We hold ourselves to the highest of standards, work collaboratively, and represent Wood County as leaders in our respective fields.



Service: We believe in making intentional decisions that put internal and external customers above ourselves without the expectation of recognition or reward.



Compassion: We seek to understand the perspective of others and value human dignity.



Diversity: We are intentional about welcoming and valuing persons with different perspectives, experiences, and backgrounds.



Initiative: We foster creativity and innovation through self-motivation to complete our respective work with the goal of exceeding expectations and achieving positive results.



Core Values and Merit Pay Procedure

Overview

This procedure contains guidelines for recognizing Wood County employees who demonstrate exceptional performance by exemplifying one or more of the Wood County Core Values. Recognizing those employees who consistently and intentionally display the Wood County Core Values in their everyday work strengthens and reinforces our commitment to our employees and ensures that everyone has a better understanding of the behaviors that drive and support Wood County's culture.

- **Integrity:** We honor our commitments and hold ourselves accountable while promoting respect, honesty, and trust in everything we do.
- **Professionalism:** We hold ourselves to the highest of standards, work collaboratively, and represent Wood County as leaders in our respective fields.
- **Service:** We believe in making intentional decisions that put internal and external customers above ourselves without the expectation of recognition or reward.
- **Compassion:** We seek to understand the perspective of others and value human dignity.
- **Diversity:** We are intentional about welcoming and valuing persons with different perspectives, experiences, and backgrounds.
- **Initiative:** We foster creativity and innovation through self-motivation to complete our respective work with the goal of exceeding expectations and achieving positive results.

There are numerous reasons for nominating an employee for exemplifying a Wood County Core Value, such as:

- Identifying a significant and successful process improvement or monetary savings (Initiative)
- Providing exceptional customer service- above and beyond the scope of their position (Service)
- Consistently taking responsibility and accountability for one's actions, especially when unexpected obstacles arise or faced with adversity (Integrity/Professionalism)
- Finding and initiating creative or innovative ways to enhance services, efficiency, effectiveness, or productivity (Initiative)
- Contributing to an outstanding effort or result which benefits the department and/or County in a specific way (Service/Initiative)
- Displaying outstanding initiative to complete a seemingly impossible task or assignment (Initiative)
- Consistently displaying an empathetic consciousness of others and making successful and mindful steps to increase workplace engagement (Compassion)
- Creating a culture of empowerment, inclusion, and recognition in a specific way (Diversity)

Nomination Process

Current employees may nominate another employee (peer, stakeholder, manager, etc.) who has demonstrated exemplary behavior consistent with the County's Core Values. Employees are able to nominate those within their department or within a different department. All nominations must be



Core Values and Merit Pay Procedure

made using the Nomination Form and all fields must be completed in their entirety to be considered. Incomplete nomination forms will be returned to the nominator, if known. Nominations can be made at any time throughout the year and will be reviewed on a quarterly basis.

Nomination Forms can be found on the HR Intranet and must be submitted to Human Resources to be considered.

Eligibility

All current Wood County employees are eligible to be nominated, excluding those in Department Head and elected positions. Employees are prohibited from nominating any employee who is a relative (ie-spouse or significant other, sibling, child, parent, etc.). Employees may receive multiple nominations but may only receive one award per Core Value each calendar year.

In general, employees should not be nominated for the following:

- Performing their regular jobs and meeting the expectations and standards set by their job description
- Covering a temporary need in which the employee is already being compensated over and above their normal rate of pay by receiving the "Temporary Increase in Duties" compensation
- Working additional hours in which the employee is compensated by receiving either overtime pay or compensatory time off
- Achieving an educational certificate/degree or a professional license that is required as a minimum qualification in their current job

Review and Selection Process

The Department Head team will review nominations quarterly and will select one employee per Core Value to award the merit pay award to. Nominations will be reviewed in the following quarter in which they were received in accordance with this schedule:

- Nominations received January 1st through March 30th will be reviewed in Q2
- Nominations received April 1st through June 30th will be reviewed in Q3
- Nominations received July 1st through September 30th will be reviewed in Q4
- Nominations received October 1st through December 31st will be reviewed in Q1

Department Heads will each receive one vote per Core Value. Voting will take place during the quarterly Department Head meetings. If a Department Head is unable to attend the meeting, they may send a proxy. Votes will be forfeited for any departments without in-person representation. As there are six (6) Wood County Core Values, six (6) merit pay awards may be given each quarter. If there are no nominations for one or more of the Core Value categories, additional awards may be given in the category(s) that received the highest amount of nominations, not to exceed six (6) awards per quarter.



Core Values and Merit Pay Procedure

Recognition Process

The successful employee will be notified by their supervisor or Department Head, highlighted in the quarterly issue of the County Connection Newsletter, and provided a monetary award (merit pay) on their next payroll check. The exact amount of merit pay awarded is determined annually through the budget process. All payments are subject to applicable payroll taxes per IRS guidelines and WRS contributions.



Core Values Nomination Form

Current Wood County employees may nominate another employee whom they believe consistently and intentionally exemplifies one or more of the Wood County Core Values in their everyday work. This nomination form must be completed in its entirety to be considered. Nominations can be made at any time throughout the year and will be reviewed on a quarterly basis. Please review the Core Values and Merit Pay Procedure for additional details.

Nominator Information	
Date of Nomination:	
Name(s):	
Department(s):	

Person Nominated	
Name:	
Job Title:	
Department:	

Please indicate the Core Value(s) exhibited by the employee being nominated:

- ☐ Integrity: We honor our commitments and hold ourselves accountable while promoting respect, honesty, and trust in everything we do.
- ☐ Professionalism: We hold ourselves to the highest of standards, work collaboratively, and represent Wood County as leaders in our respective fields.
- ☐ Service: We believe in making intentional decisions that put internal and external customers above ourselves without the expectation of recognition or reward.
- ☐ Compassion: We seek to understand the perspective of others and value human dignity.
- ☐ Diversity: We are intentional about welcoming and valuing persons with different perspectives, experiences, and backgrounds.
- ☐ Initiative: We foster creativity and innovation through self-motivation to complete our respective work with the goal of exceeding expectations and achieving positive results.

Please provide an overview of why you are nominating this employee.



Core Values Nomination Form

Provide a description or specific situation(s) of the exemplary behavior demonstrated. Please be specific and explain how the behavior exemplifies the Core Value(s) selected above.

Explain who was impacted by these exemplary actions and how.

Additional comments (optional):

Completed nomination forms may be submitted to Human Resources via mail, interoffice mail, or email to hr@co.wood.wi.us.



June 28, 2022

MEMORANDUM

TO: Kimberly McGrath, Human Resources Director

FR: Heather Barber, Consultant

RE: Job Classification Reviews

The County requested we evaluate job documentation provided for four classifications. Based on our review of the job documentation, the following are our recommendations:

- **Emergency Mental Health / APS Coordinator:** It was requested that we review the placement of this position. Following our job evaluation, the overall score did increase, however, it was not enough to move the position from its current grade. It is our recommendation that this position remain in Grade H.
- **Health Information Coordinator:** It was requested that we conduct a review based on changes made to this position specifically related to Covid. In reviewing the job documentation, this position remains an entry-level position requiring a high school diploma, and the updated duties, which account for 15% of the position, fell into a similar complexity level as the other scheduling duties. As a result, it is our recommendation that this position remain in Grade FF.
- **Asphalt Plant Operator:** Updated information related to this position was provided for evaluation. In reviewing this position, it appears similar in complexity to other heavy equipment operator positions within the County that are currently in Grade H. A job evaluation was completed for the position, and it confirmed this. As a result, it is our recommendation that the Asphalt Plant Operator be moved from Grade G to Grade H.
- **Infection Control Nurse:** Updated information was provided related to this position. This position was originally placed in Grade JJ, and was moved to Grade KK in March of 2022. Based on the job evaluation, there have not been sufficient changes made to the position to justify increasing the position another grade based on job duties, and as a result, it is our recommendation that the position remain in Grade KK.

Please feel free to contact us with any questions on these evaluations.