AGENDA FOR MAY 19, 2020 – 9:30 A.M. WOOD COUNTY BOARD OF SUPERVISORS WOOD COUNTY BOARD ROOM

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Rozar

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

Committee Appointments for 2020-2020 Term CDBG Housing Committee - 2 year term - Nathan Weideman, Allen Breu McMillan Library Board of Trustees – 3 year term – Susan Feith, Bill Clendenning

ACKNOWLEDGEMENTS AND RECOGNITIONS:

Deputy Alesha Brundidge – Wood County Sheriff's Dept.

READING OF MINUTES OF COMMITTEE MEETINGS, RESOLUTIONS. RESOLUTIONS INTRODUCED BY COMMITTEES SHALL BE PRESENTED IMMEDIATELY FOLLOWING THE READING OF THAT COMMITTEE'S MINUTES.

**PURSUANT TO WISCONSIN STATE STATUTE 19.85(1)(G), THE COMMITTEE MAY GO INTO CLOSED SESSION TO CONFER WITH COUNSEL REGARDING THE REICHERT LITIGATION.

PRESENTATION OF LETTERS, PETITIONS, REMONSTRANCES, COMMUNICATIONS AND OTHER DOCUMENTS.

SET DATE FOR NEXT COUNTY BOARD MEETING – June 16, 2020

ADJOURN

Join by phone

+1-408-418-9388 United States Toll

Event number (access code): 962 435 003

Join by Webex App or Web

https://woodcounty.webex.com/woodcounty/onstage/g.php?MTID=e2845170bec70109360229f3ec64f95b4

Event number (access code): 962 435 003

Event password: CB0519

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS April 21, 2020 – 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on April 21, 2020.

County Clerk Miner called the meeting to order at 9:30 a.m.

The oath of office was administered to the newly elected board by County Clerk Miner.

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hahn, Hamilton, Hokamp, LaFontaine, Leichtnam, Pliml, Polach, Rozar, Thao, Valenstein, Wagner, Winch, and Zurfluh.

Supervisor Fischer gave the invocation and led the Pledge of Allegiance.

Without objection from the board, two resolutions were placed before the board prior to election of officers.

RESOLUTION 20-4-1

Introduced by: Supervisors Machon, Rozar, and Pliml

INTENT & SYNOPSIS: To declare an emergency pursuant to Wis. Stat. ss. 323.11 and 323.14 such that the county board can waive certain rules pertaining to the operation of county board and committee meetings during the pendency of the COVID-19 pandemic.

FISCAL NOTE: Unknown; small savings in mileage reimbursements.

Motion by Zurfluh/Valenstein to adopt Resolution 20-4-1. Motion carried unanimously.

RESOLUTION 20-4-2

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To adopt procedures for the county board organizational meeting as recommended by the Wisconsin Counties Association.

FISCAL NOTE: None.

Motion by Hamilton/Zurfluh to adopt Resolution 20-4-2. Motion carried unanimously.

County Clerk Miner opened the floor for nominations for County Board Chair. Hamilton nominated Pliml. Upon call of the county clerk, and there being no other nominations, Pliml was declared the duly elected County Board Chair.

County Clerk Miner opened the floor for nominations for 1st Vice Chair. Feirer nominated Rozar. Hamilton nominated himself. Wagner nominated Fischer. County Treasurer Heather Gehrt and Register of Deeds Tiffany Ringer were appointed ballot clerks. The first ballot results were Rozar – 9; Fischer – 7; and Hamilton – 3. Hamilton withdrew his nomination. There not being a majority vote for any candidate, a second ballot was taken. After tabulation, Fischer was duly elected 1st Vice Chair.

County Clerk Miner opened the floor for nominations for 2nd Vice Chair. Wagner nominated Zurfluh. Feirer

nominated Rozar. After ballot tabulation, Zurfluh was duly elected 2nd Vice Chair.

Chairman Pliml assumed the gavel.

Motion by Hamilton/Hahn to approve the minutes of the previous meeting. Motion carried by voice vote.

Motion by Hamilton/Fischer to approve the following appointments: Land Information Council – 2 year term – Paul Bernard, Nancy Marti, Brian Spranger, Lori Heideman, Kevin Boyer, Al Breu; Health & Human Services Committee – 3 year term – Tom Buttke; Wood County Library Board – unexpired term ending May, 2021 – Susan Feith. Motion carried unanimously.

Referrals were noted.

Committee minutes presented: Executive, Renewable & Sustainable, Health Insurance Adhoc, Health & Human Services, Public Safety, and Traffic Safety Commission.

RESOLUTION 20-4-3

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To amend the 2020 budget to include monies that were amended in Resolution 20-2-4 to the wrong function for microwave replacements.

FISCAL NOTE: No additional cost to Wood County. The monies were amended to the wrong function.

Account	Account Name	Debit	Credit
57213	Capital Projects		\$120,105
52130	Radio Engineer Equip	\$120,105	•

Motion by Hamilton/Fischer to adopt Resolution 20-4-3. Motion carried unanimously.

RESOLUTION 20-4-4

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To approve the Sheriff to travel to Tampa, Florida from June 21–26, 2020 for the National Sheriffs' Association Education & Technology Expo Annual Conference.

FISCAL NOTE:	Airfare	\$500
	Vehicle Rental	\$300
	Hotel (\$172/night)	\$860
	Meals	\$172
	Registration	\$350
	Total (Sheriff Budget)	\$2182

Motion by Hamilton/Feirer to adopt Resolution 20-4-4. Motion by Wagner/Clendenning to indefinitely postpone Resolution 20-4-4, due to the conference being cancelled. Motion carried by voice vote.

Committee minutes presented: Conservation, Education, & Economic Development, Golden Sands Resource, Conservation, & Development Council, Land Information Council, Judicial & Legislative, Residential Options, and Criminal Justice Coordinator Adhoc.

RESOLUTION 20-4-5

Introduced by: Judicial & Legislative

INTENT & SYNOPSIS: To amend the 2019 Clerk of Circuit Courts budget for additional revenue and expenditures unanticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
51221	Clerk of Circuit Court		30,000
43512	Circuit Court Support	1,299	•
43514	Circuit Court Support	25,942	
45130	County Forfeitures Revenue	2,759	

Motion by Clendenning/Hamilton to adopt Resolution 20-4-5. Motion carried unanimously.

RESOLUTION 20-4-6

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To oppose pending legislation that curtails the ability of the state and local units of government from effectively addressing the siting of concentrated animal feed operations (CAFOs) within their borders.

FISCAL NOTE: Nothing direct or immediate, but like many environmental matters, there are potential significant long-term costs to the county if legislators don't maintain and enhance laws that protect the health and safety of the citizens.

Motion by Feirer/Hamilton to adopt Resolution 20-4-6. Discussion ensued. Motion carried. Voting no were Ashbeck, Winch, and Valenstein.

RESOLUTION 20-4-7

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To realign the committee structure to better serve the county's interests.

FISCAL NOTE: Minimal increase in per diems.

Motion by Hamilton/Clendenning to adopt Resolution 20-4-7. Lengthy discussion ensued. Motion carried. Voting no were: LaFontaine, Rozar, Feirer, Wagner, Breu, Winch, and Pliml.

Committee minutes presented: Highway Infrastructure & Recreation

RESOLUTION 20-4-8

Introduced by: Highway Infrastructure & Recreation

INTENT & SYNOPSIS: To become eligible for Snowmobile Trail Aid monies for replacement or rehabilitation of two bridges on private lands for the 2020-2021 snowmobile season.

FISCAL NOTE: No cost to Wood County—Total reimbursement from State Snowmobile Aid account #55441. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43574	State Aid Revenues	\$174,900.00	
55441	Snowmobile Trail Aids		\$174,900.00

Motion by Fischer/Hamilton to adopt Resolution 20-4-8. Motion carried unanimously.

RESOLUTION 20-4-9

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To amend the 2020 budget to include monies that were budgeted in 2019 for Parks & Forestry but were not used during the budget cycle.

FISCAL NOTE: No additional cost to Wood County. The monies were budgeted and were moved to the Fund Balance at the end of 2019. The monies will be expended in 2020. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
57121	Parks Building Improvements		\$27,000.00
34300	Fund Balance	\$27,000.00	

Motion by Clendenning/Zurfluh to adopt Resolution 20-4-9. Motion carried unanimously.

Committee minutes presented: Central Wisconsin State Fair Board, McMillan Memorial Library Board of Trustees, South Central Library Board of Trustees

RESOLUTION 20-4-10

Introduced by: Supervisors Rozar & Clendenning

INTENT & SYNOPSIS: To amend the 2020 Edgewater Haven budget (54211) and Norwood Health Center budget (54351) for additional expenditures for Housekeeping and Laundry Services that were unanticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54211	Housekeeping-Edgewater		\$39,990
54351	Norwood – Housekeeping		\$30,044
34300	Fund Balance	\$70,034	

Motion by Clendenning/Hamilton to adopt Resolution 20-4-10. Motion carried unanimously.

Motion by Leichtnam/Fischer to stand for a moment of silence in memory of those who have lost their lives during the COVID-19 pandemic. Motion carried by voice vote, and a moment of silence was observed.

Motion by Hamilton/Clendenning to adjourn. Motion carried by voice vote at 10:55 a.m. Next scheduled county board meeting is May 19, 2020.

Trent Miner County Clerk

WOOD COUNTY BOARD OF SUPERVISORS 2020-2022

Chairperson

Lance A. Pliml

1st Vice Chairperson

Adam G. Fischer

2nd Vice Chairperson

Joseph H. Zurfluh

OPERATIONS COMMITTEE

Ed Wagner, Chair

Lance Pliml

Adam Fischer

Michael Feirer

Donna Rozar

HEALTH & HUMAN SERVICE COMMITTEE

Donna Rozar

Adam Fischer

Lee Thao

Laura Valenstein

John Hokamp

PUBLIC SAFETY COMMITTEE

Mike Feirer

William Winch

Dennis Polach

Brad Hamilton

Joseph H. Zurfluh

CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT

Ken Curry

Bill Leichtnam

Jake Hahn

Robert Ashbeck

Dave LaFontaine

JUDICIAL COMMITTEE & LEGISLATIVE

Bill Clendenning

Bill Leichtnam

Ken Curry

Ed Wagner

Joseph Zurfluh

HIGHWAY INFRASTRUCTURE & RECREATION

Allen Breu

Jake Hahn

John Hokamp

Dave LaFontaine

Lee Thao

Property & Information Technology

Brad Hamilton

Allen Breu

Dennis Polach

Laura Valenstein

William Winch

Aging and Disability Resource Center Committee ADRC

Michael Feirer

Bill Clendenning

Central Records Advisory Committee

Joseph H. Zurfluh

Criminal Justice Task Force

Lance Plim1

Ethics Committee

Ken Curry

Fair Boards:

Board of Marshfield Fairground Commission

William Winch Robert Ashbeck Ken Curry

Central Wisconsin State Fair - Board of Directors

Robert Ashbeck

Golden Sands Resource Conservation & Development

Bill Clendenning

ITBEC (International Trade, Business & Economic Development Council)

Brad Hamilton (Chair's Designee) Lance Pliml (At-Large Member)

Liaison Officer

Adam Fischer

Liaison Officer to Ho-Chunk Nation

Adam Fischer

Library Boards:

McMillian Memorial Library Board (Note to Chrm – do not appoint to this – these are 3 yr terms – only appoint if this CB member did not get re-elected) (email: vsteiner@mcmillanlibrary.org Vicki Steiner at McMillan Library with county appointments)
Bill Clendenning

Wood County Library Board (Note to Chrm – do not appoint to this – these are 3 yr terms – only appoint if this CB member did not get re-elected)

Joseph H. Zurfluh Brad Hamilton

South Central Library Board (Note to Chrm – do not appoint to this – these are 3 yr terms – only appoint if this CB member did not get re-elected)
Bill Clendenning

Local Emergency Planning Committee - Hazardous Waste

Bill Winch

North Central Community Action Board -Term: Indefinite

Donna Rozar

North Central Wisconsin Workforce Development Board

Ed Wagner

Northeast Wisconsin Public Safety Communications (NEWCOM)

William Winch

Renewable & Sustainable Committee (Subcommittee of the Property & Information Technology Committee)

Jake Hahn

Bill Leichtnam

Allen Breu

Michael Feirer

Dave LaFontaine

Security and Facilities Committee

William Winch

State Wildlife Advisory Committee

Dennis Polach

Traffic Safety Commission

Joseph H. Zurfluh

University Commission – UW Marshfield/Wood County

Donna Rozar Al Breu Jake Hahn

Wood County Board Chaplain

Joseph H. Zurfluh

Wood County Board Parliamentarian(s)

Ed Wagner

Wood County CDBG Housing Committee (5 members, including 1 member of the County Board who shall chair -2-yr staggered terms)

Ken Curry

WOOD COUNTY BOARD SUPERVISORS AND COMMITTEES 2020-2022

Ashbeck, Robert

Conservation, Education & Economic Development Board of Marshfield Fairground Commission Central Wisconsin State Fair Board of Directors

Breu, Al

Highway Infrastructure & Recreation Property & Information Technology UW Commission Renewable & Sustainable

Clendenning, Bill

Judicial & Legislative
ADRC
Golden Sands Resource Conservation & Development
McMillan Memorial Library Board
South Central Library Board of Trustees

Curry, Ken

Conservation, Education & Economic Development Judicial & Legislative Board of Marshfield Fairgrounds Commission Ethics Committee Wood County CDBG Housing Committee Land Information Council

Feirer, Michael J.

Operations
Public Safety
ADRC – Aging & Disability Resource Center
Renewable & Sustainable

Fischer, Adam G.

Operations
Health & Human Services
Liaison Officer
Liaison Officer to HoChunk Nation

Hahn, Jake

Highway Infrastructure & Recreation Conservation, Education & Economic Development University Commission Renewable & Sustainable

Hamilton, Brad

Public Safety
Property & Information Technology
Wood County Library Board
ITBEC

Hokamp, John

Health & Human Services Highway Infrastructure & Recreation

LaFontaine, Dave

Highway Infrastructure & Recreation Conservation, Education, & Economic Development Renewable & Sustainable

Leichtnam, Bill

Conservation, Education & Economic Development Judicial & Legislative Renewable & Sustainable

Pliml, Lance

Operations Criminal Justice Task Force ITBEC

Polach, Dennis

Public Safety Property & Information Technology State Wildlife Advisory Committee

Rozar, Donna

Health & Human Services
Operations
University Commission
North Central Community Action Board

Thoa, Lee

Health & Human Services Highway Infrastructure & Recreation

Valenstein, Laura

Health & Human Services Property & Information Technology

Wagner, Ed

Operations, Chair Judicial & Legislative North Central Wisconsin Workforce Development Board Parliamentarian

Winch, William

Public Safety Committee
Property & Information Technology
Board of Marshfield Fairgrounds Commission
Local Emergency Planning Committee
Security and Facilities Committee
NEWCOM (NE Wisconsin Public Safety Communications)

Zurfluh, Joseph

Public Safety
Judicial & Legislative
Wood County Library Board
Central Records Advisory
Chaplain
Traffic Safety Commission

REFERRALS FOR MAY 19, 2020 - COUNTY BOARD

• Resolution from Portage County in regards to the results of a countywide referendum on the creation of a nonpartisan procedure for the preparation of the legislative and congressional redistricting plans and maps. Referred to County Board of Supervisors

OPERATIONS COMMITTEE MEETING MINUTES



DATE:

Tuesday, May 5, 2020

TIME:

9:00 a.m.

PLACE:

Wood County Courthouse - Room 114

PRESENT:

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

OTHERS PRESENT (for part or all of the meeting): Bill Clendenning, Dennis Polach, Lisa Keller, Kim McGrath, Kelli Quinnell, Ed Newton, Peter Kastenholz, Heather Gehrt, Brandon Vruwink, Jonette Arms, Michael Loy, Steve Kroll, Lance Leonhard, Adam Fandre, Tim Deaton, Phillip Steele, Shawn Becker

The meeting was called to order by Chair Wagner.

Wagner requested to postpone the Developers Agreement with Savion and discussion of Adult Protective Services proposal items on the agenda until Corporation Counsel Kastenholz could attend the meeting. There was no objection.

Wagner called for nominations for Vice Chair. Pliml nominated Rozar.

Motion by Fischer to cast a unanimous ballot to elect Rozar Vice Chair of the Operations Committee. Motion carried unanimously.

There was no discussion on any items in the Consent Agenda.

Motion (Feirer/Fischer) to approve the Consent Agenda. Motion carried unanimously.

Rozar gave a brief update of the status of the County Strategic Plan. Discussion ensued.

Motion (Fischer/Pliml) to have a resolution for the County Strategic Plan to come before the Operations Committee at a special meeting preceding County Board on May 19, 2020. Motion carried unanimously.

Deputy Finance Director Newton presented a resolution to amend the 2019 Norwood Health Center budget. Supervisor Clendenning questioned the origin of the resolution. Discussion ensued. It was determined that the resolution originated from Finance and was therefore appropriate to come to the Operations Committee.

Motion (Fischer/Rozar) to approve the resolution to amend the 2019 Norwood Health Center budget as presented. Motion carried unanimously.

Newton presented a resolution to amend the 2019 Coroner budget.

Motion (Feirer/Fischer) to approve the resolution to amend the 2019 Coroner budget as presented. Motion carried unanimously.

Newton presented a resolution to amend the 2019 Transportation and Economic Development budget.

Motion (Fischer/Rozar) to approve the resolution to amend the 2019 Transportation and Economic Development budget. Motion carried unanimously.

Newton presented a resolution to amend the 2020 Sheriff's Department budget.

Motion (Rozar/Feirer) to approve the resolution to amend the 2020 Sheriff's Department budget as presented. Motion carried unanimously.

Treasurer Gehrt discussed Act 185 with the Committee. Gehrt stated that she doesn't feel it would be beneficial for the County to pass a resolution under Act 185 at this time. Gehrt asked the Committee how they would like to proceed. Discussion ensued.

Motion (Rozar/Pliml) to authorize County Board Chair Pliml to send out a press release stating that Wood County will not be participating in the provisions under Act 185. Motion carried unanimously.

Wellness Coordinator Fandre gave an update on Wellness activities. The current focus is on helping employees navigate through the current pandemic and finding resources for them. Rozar thanked Fandre for the work that he has been doing assisting employees.

Fandre explained that, due to the current pandemic, it is challenging for employees to complete biometric screenings. Fandre put the deadlines on hold for the Wellness Program, but would like direction from the Committee going forward. Discussion ensued. The consensus of the Committee was to put this topic on the agenda for the June meeting.

Human Resources Director McGrath gave the Committee an update on the Finance Director recruitment. McGrath explained that the final candidate the former Executive Committee selected is still very interested in the position, however, recruitment continues for the position. Discussion ensued. The consensus of the Committee was to continue to pursue the final candidate that was previously selected and to continue recruiting at the same time.

Rozar explained the four recommendations of the Adhoc Health Insurance Committee:

- 1) Repay the General Fund \$1.5 million
- 2) Eliminate the Retiree Health Insurance Plan and only offer COBRA
- 3) Look into a PEHP buy-out
- 4) Consider paying employees to not take the County Health Insurance

Discussion ensued on how to approach paying back the General Fund.

Motion (Rozar) to pay \$500,000 back to the General Fund from the Health Fund as soon as possible. Motion died for lack of a second.

The Committee discussed taking a slower approach to paying the General Fund back due to the uncertainty surrounding the current pandemic and the potential impacts on the Health Fund that could occur.

Motion (Rozar/Pliml) to pay back \$250,000 to the General Fund from the Health Fund every quarter until \$1.5 million is reimbursed beginning Quarter 2 of 2020. Motion carried unanimously.

Discussion regarding eliminating the Retiree Health Insurance Plan ensued.

Motion (Pliml/Rozar) to eliminate the Retiree Health Insurance Plan effective October 1, 2020. Motion carried unanimously.

The Committee decided not to address the other two recommendations from the Adhoc Health Insurance Committee at this time.

Tim Deaton of The Horton Group gave a presentation on the Health Insurance. Mr. Deaton informed the Committee that he will be attending the Adhoc Health Insurance Committee meeting on May 19, 2020 with pre-renewal projections as well as some projections for potential low, medium, and high impacts due to COVID-19. Mr. Deaton stated that Wood County is currently in a good place financially and that the County will most likely see a decrease in premiums for the next year.

Corporation Counsel Kastenholz discussed the work he has been doing on the Developers Agreement with Savion. Discussion ensued. The Committee directed Kastenholz to continue working with Savion on an agreement.

Jonette Arms, Executive Director of the Aging & Disability Resource Center of Central Wisconsin (ADRC), presented a Due Diligence Report to the Committee on taking over Adult Protective Services (APS) for Marathon, Lincoln, and Langlade Counties from North Central Health Care. Discussion ensued at length. Marathon County Administrator Lance Leonhard and North Central Health Center Chief Executive Officer Michael Loy participated in the discussion as well. Questions were raised on the allocation of funds as Wood County would not be utilizing the ADRC for APS. The consensus of the Committee was to have Corporation Counsel Kastenholz work with the ADRC to discuss the contract.

Philip Steele of Cerity Partners gave a presentation on their offerings for a Deferred Compensation Benefit. The consensus of the Committee was to consider this further after more research is conducted.

Break at 12:15 p.m. Reconvene at 12:26 p.m.

Human Resources Director McGrath gave a brief recap of the events of the last few months in relation to the wages for the County Clerk, Register of Deeds, and Treasurer. Fischer expressed that his opinion is that a wage needed to be set by April 15, 2020 in order to be in effect for the next term of office for those elected officials, and because the resolution never made it to County Board, they cannot be part of the pay plan. Pliml expressed that he disagrees with Fischer's opinion and he believes that the current resolution allows the elected officials to stay in the pay plan and receive a cost of living adjustment (COLA) every year. Corporation Counsel Kastenholz stated that his interpretation of the law is that the elected officials cannot be put into the new pay plan and need to remain in a continuation of the current plan. Discussion ensued at length. The consensus of the Committee was that further information is needed.

Rozar explained that money was requested by UWSP at Marshfield on a CIP for 2020. There is documentation that the amount was requested, but it was never entered into the budgeted. The amount carried over from 2019 is \$37,000 and the total amount requested for 2020 with the carryover was \$52,000. They are requesting \$15,000 out of contingency to cover the budgeting error.

Motion (Rozar/Feirer) to add \$15,000 to the budget via a resolution that will be brought before the Committee at the special meeting prior to County Board on May 19, 2020. Motion carried unanimously.

Clendenning requested that the Committee consider placing a discussion of elected official wages on the agenda for the special meeting prior to County Board on May 19, 2020. Pliml indicated that placing it on the agenda is not necessary and he would connect with von Briesen & Roper, s.c. separately about this topic.

Items for next regular agenda:

Wellness Deadlines

Presentation from Bob Moore

Items for special meeting agenda:

County Strategic Plan Resolution

UWSP at Marshfield Greenhouse Resolution

Update on Elected Official Wages

The next regular meeting of the Operations Committee is Tuesday, June 2, 2020 at 9:00 a.m.

There will be a special Operations Committee meeting preceding the County Board Meeting on Tuesday, May 19, 2020.

Motion (Rozar/Fischer) to go into closed session at 1:07 p.m. pursuant to §19.85(1)(g), Wis. Stats., to confer with the HR Director, Sheriff, and Corporation Counsel regarding a settlement offer in the Reichert litigation.

Roll call vote: Pliml: yes, Rozar: yes, Wagner: yes, Fischer: yes, Feirer: yes. Motion carried.

Motion (Fischer/Pliml) to return to open session at 1:13 p.m. Motion carried unanimously.

Motion (Rozar/Fischer) to go into closed session at 1:14 p.m. pursuant to §19.85(1)(e), Wis. Stats., to review offer to purchase of land south of Avon Street Parking Lot.

Roll call vote: Pliml: yes, Rozar: yes, Wagner: yes, Fischer: yes, Feirer: yes. Motion carried.

Motion (Fischer/Pliml) to return to open session at 1:15 p.m. Motion carried unanimously.

The Chair declared the meeting adjourned at 1:16 p.m.



HEALTH INSURANCE ADHOC COMMITTEE **MEETING MINUTES**

DATE:

Tuesday, February 18, 2020

TIME:

1:00 PM

LOCATION:

Courthouse – Room 114

PRESENT:

Bill Clendenning, Ken Curry, Adam Fischer, Lance Pliml, Donna Rozar

OTHERS PRESENT (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Jordon Bruce, Brandon Vruwink, Ed Newton, Heather Gehrt

The meeting was called to order by Supervisor Rozar.

Public Comments: None.

Supervisor Rozar opened nominations for chairperson of the Health Insurance Adhoc Committee. Supervisor Pliml nominated Supervisor Rozar.

Moved by Clendenning to close nominations. The Committee unanimously elected Rozar chairperson.

The Committee discussed the vision, goals, and objectives of the committee. Discussion ensued at length. The Committee decided on the following:

Vision

Provide quality, cost-effective, and sustainable health insurance for our employees.

Goals

Be sensitive to the needs of employees.

Reimburse the general fund \$1.5 million from the health fund.

Objectives

Examine the current plan, evaluate the effectiveness of the current plan, and provide recommendations to the Operations Committee.

The timeline for the project was also discussed. The general consensus is that the timeline will coincide with the budget timeline as this directly impacts department budgets, however, there would be room to ask for an extension if needed.

Chair Rozar will reach out to additional Department Heads throughout the County to invite them to participate in the meetings to provide their feedback both from a budgeting standpoint as well as the view of a participant in the health insurance plan.

Agenda items for next meeting: Health Insurance Presentation from Human Resources

Discuss timeline for recommendations

The next meeting is on Thursday, March 12, 2020 at 10:30 a.m. in Conference Room 114 of the Courthouse. The following meeting is scheduled for Wednesday, March 25, 2020 at 10:00 a.m. in Conference Room 114 of the Courthouse.

Chair Rozar declared the meeting adjourned at 2:06 p.m.

HEALTH INSURANCE ADHOC COMMITTEE **MEETING MINUTES**

DATE:

Thursday, March 12, 2020

TIME:

10:30 a.m.

LOCATION:

Courthouse – Room 114

PRESENT:

Bill Clendenning, Ken Curry, Adam Fischer, Lance Pliml, Donna Rozar

OTHERS PRESENT (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Jodi Pingel, Brandon Vruwink, Heather Gehrt, Roland Hawk, Chad Schooley, Tiffany Ringer, Peter Kastenholz, Amy Kaup, Randy Dorshorst, Shawn Becker, Brent Vruwink, Ed Newton

The meeting was called to order by Supervisor Rozar.

Public Comments: None.

Human Resources Director McGrath gave the Committee an overview of the history of the health insurance and current budgeting model. McGrath further presented the Committee with an overview of the 2020 health insurance budget as well as a health fund balance sheet for December-January 2019 and January 2020. Discussion ensued at length.

Committee members questioned the status of the balance owed from the health fund to the general fund of \$1.5 million. McGrath explained that she would be meeting with the Interim Finance Director and the Treasurer on Friday, March 13th to discuss a repayment strategy.

Human Services Director Vruwink distributed a summary of the financial impact that a previously proposed vacant positions policy would have on Edgewater and Norwood, as well as the health fund. Supervisor Rozar requested that Vruwink provide the proposed policy to all Department Heads throughout the County so that they could make similar summaries of financial impacts and report them back to the Committee.

The Committee heard input from various Department Heads that were present at the meeting.

Allowing retirees to remain on the plan longer than the 18 months allowed under COBRA was discussed as well as offering a payment incentive to employees who do not enroll in the County health insurance plan.

The concensus of the Committee was to have their timeline for recommendations coincide with budget timelines.

Motion (Pliml/Fischer) to recommend the following four items to the Executive Committee:

- 1) Pay back the general fund
- 2) Eliminate the Retiree Health Insurance Plan option and only offer COBRA
- 3) Look into a PEHP buy-out
- 4) Consider paying employees to not take County health insurance

Motion carried unanimously.

Agenda items for next meeting: Approval of minutes from previous meetings

Presentation from Human Services Director on proposed vacant positions policy

The next meeting is on Wednesday, March 25, 2020 at 10:00 a.m. in Conference Room 114 of the Courthouse.

Chair Rozar declared the meeting adjourned at 11:50 a.m.

HEALTH INSURANCE ADHOC COMMITTEE MEETING MINUTES

DATE:

Tuesday, April 28, 2020

TIME:

11:00 a.m.

LOCATION:

Courthouse – Room 114

PRESENT:

Bill Clendenning, Ken Curry, Adam Fischer, Lance Pliml, Donna Rozar

OTHERS PRESENT (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Brandon Vruwink, Ed Newton, Lisa Keller

The meeting was called to order by Supervisor Rozar.

Public Comments: None.

The Committee approved the minutes of the February 18th and March 12th meetings as presented.

Human Services Director Vruwink presented information on the Vacant Position Policy to the Committee. Vruwink stated that he solicited feedback from Department Heads and received an inquiry from Parks Director Schooley regarding if the policy would be based on a rolling year or if it would reset on January 1st each year.

Vruwink explained the background of the policy and why it was created. He further explained the costs Norwood and Edgewater incur when utilizing a staffing agency to fill vacancies and that the savings the policy would create would be allocated towards covering the staffing agency expenses.

Discussion ensued at length. Building in a trigger to the policy if the health fund balance became too low was discussed. Interim Finance Director Newton and Human Resources Director McGrath provided insight on the budgeting mechanism for the health fund. The consensus of the Supervisors was to get Department Head input on the policy resetting each year.

Motion (Clendenning/Fischer) to continue working on the draft Vacant Positions Policy. Motion carried unanimously.

Vruwink will put the new language into the draft Vacant Positions Policy and send it to McGrath for review.

The Committee reviewed the four recommendations that were decided upon at the last meeting to ensure that they still wanted to proceed with sending those to the Operations Committee. The four recommendations were:

- 1) Pay back the general fund
- 2) Eliminate the Retiree Health Insurance Plan option and only offer COBRA
- 3) Look into a PEHP buy-out
- 4) Consider paying employees to not take County health insurance

Chairman Pliml requested that McGrath provide the Committee with the number of employees that would potentially be impacted with a PEHP buy-out offering. Pliml and Committee Chair Rozar suggested that work is still done to pay back the general fund, however, to do it a little bit at a time with the uncertainty of the current pandemic.

The consensus of the Committee was to go forward with providing these recommendations to the Operations Committee. Rozar directed McGrath to put this item on the next Operations Committee agenda.

The Committee discussed the timeline of their recommendations. The consensus of the Committee was to keep their original timeline that coincides with the budget process. The Committee agreed to meet every three weeks.

Agenda items for next meeting: Presentation from Tim Deaton, The Horton Group

Presentation from Michael LaMont, WCA Discuss plan design/network development The next meeting date will be scheduled the week of May 18th. Once availability is obtained from Tim Deaton and Michael LaMont, a meeting date will be scheduled.

Chair Rozar declared the meeting adjourned at 12:00 p.m.



Wood County WISCONSIN

OFFICE OF THE COUNTY CLERK

Trent Miner

<u>Letter of Comments – May 2020</u>

- Let's start out with election participation for the April 7, 2020 election. Countywide percentage turnout was 51.19%. The highest turnouts seem to be concentrated in the Pittsville area, where a \$6.7 million school district bond issue was on the ballot. Highest percentages were: City of Pittsville 64.97%; Town of Wood 62.87; Town of Dexter 62.67; Town of Cary 62.64%; Town of Hiles 62.26%.
- The week prior to the election, indeed, the day before the election, saw judicial orders, executive orders, and changes in the rules in how we normally conduct elections. It was tough to get all the municipal clerks and their poll workers on the same page when one judicial order comes out, then having it completely reversed with the next judicial order, or an executive order. All in all, the canvass, where we verify and put the pieces of the election puzzle together, went extremely well, all things considered, and that is a credit to those municipal clerks and their poll workers. I do not believe I would be far off the mark, and I think all of our municipal clerks would agree, when I say this spring election cycle went as smooth as a pig on stilts.
- Wood County was assigned National Guard members to work as poll workers for the April 7th election. The reservists called up were trained the Sunday before the election, and then were all required to check in with the county clerk on Monday. We then assigned to those polling locations where they were needed. Of the 75 we were allotted, I released about 30 of them and kept the rest on stand-by in case they were needed on Election Day. We did deploy 9 of them to the City of Marshfield, and in talking with the City Clerk, they did FANTASTIC! Just a quick kudos to Supervisor Valenstein, who is a member of the Wisconsin National Guard, and was ready to go if we needed her! My thanks to Supervisors Rozar and Fischer for agreeing to work the polls in the county as well.
- One of our municipal clerks resigned less than a week prior to the election, so I went out to them and set up their polling location and scheduled and conducted their public testing of voting equipment. We also did all of the required voter participation, absentee ballot tracking and reconciliation that was required, post-election.
- Another post-election activity we do every spring is the yearly directory. We are busy doing the updating and getting it ready to go to print.
- The special election for the 7th Congressional District will be held on May 12th. This encompasses 18 out of our 34 municipalities, basically on the west side of the county. If you draw a line from the Town of Remington, and go up through the Town of Auburndale, you can get a mental picture of the municipalities involved.
- We are starting discussions to coordinate for the election system upgrade that will be happening after the May election.



Wood County

WISCONSIN

Office of Deputy Finance Director

Edward Newton
Deputy Finance Director

May 5, 2020

Subject: Finance Department Letter of Comments

To: Operations Committee

From: Edward Newton, Deputy Finance Director

Departmental Activities

Project completion for the following:

- 1. General Fund Fund Balance Policy target date November 12, 2019.
- 2. Strategic Planning for the Finance Department target date of December 17, 2019.
- 3. 2020 Budget.
- 4. Questica support hand over.
- 5. Questica Budget Software updated to latest version.
- 6. Annual Electronic Municipal Market Access (EMMA) Financial Filing.
- 7. System for Award Management (SAM) annual renewal.

Ongoing 2020 projects:

- 1. Year End Procedures.
- 2. Preparing for the 2019 Audit.
- 3. Preparing Form A report May 2020.
- 4. Questica Budget Software Reports June 2020.
- 5. Questica Salary Sync May 2020.
- 6. Gather CIP information.
- 7. Indirect Cost Allocation Plan July 2020.
- 8. Fixed Asset Module set up October 2020.
- 9. Dynamics Workflow December 2020.
- 10. Questica Budget Software Training June 2020.
- 11. Internal Audit Policy target date December 2020.
- 12. Internal Audit implementation January 2021.

Meetings, Webinars and Conferences

- 1. Meeting with Finance department staff as needed.
- 2. Discussion with DNS Worldwide Cost Allocation Plan.
- 3. Discussion with Clifton, Larson, Allen year end consulting.
- 4. Discussion with WIPFLI on various year end related items.
- 5. Met with Sheriff department regarding resolution.
- 6. Meeting with Human Services and Norwood.
- 7. Meeting with HR Director.
- 8. Meeting with Parks.
- 9. Meeting with District Attorney.
- 10. Meeting with Branch III.
- 11. Meeting with Maintenance.
- 12. Attended Health Insurance Ad Hoc meeting.

Budget to Actual Income Statement for the 1 month ending April 30, 2020.

21

2020

		A -41	2020		
		Actual	Budget	Variance	Variance %
	REVENUES				
	Taxes				
41110	General Property Taxes	\$9,198,486.48	\$27,595,459.50	(\$18,396,973.02)	(66.67%)
41150	Forest Cropland/Managed Forest Land	59,540.72	25,000.00	34,540.72	138.16%
41220	General Sales and Retallers' Discount	59.97	220.00	(160.03)	(72.74%)
41221	County Sales Tax	1,617,058.60	6,138,000.00	(4,520,941.40)	(73.65%)
41230	Real Estate Transfer Fees	25,768.92	142,000.00	(116,231.08)	(81.85%)
41800	Interest and Penalties on Taxes	87,178.88	394,000.00	(306,821.12)	(77.87%)
41910	Payments in Lieu of Taxes		18,500.00	(18,500.00)	(100.00%)
	Total Taxes	10,988,093.57	34,313,179.50	(23,325,085.93)	(67.98%)
	Intergovernmental Revenues			(20,020,000,00)	(07.9070)
43410	State Aid-Shared Revenue		3,064,207.00	(3,064,207.00)	(400.000)
43420	Personal Property Aid		272,398.42	, , , ,	(100.00%)
43430	State Aid-Other State Shared Revenues		291,141.00	(272,398.42)	(100.00%)
43511	State Ald-Victim Witness		74,000.00	(291,141.00) (74,000.00)	(100.00%)
43512	State Aid-Courts	127,158.12	377,280.00	(250,121.88)	(100.00%)
43514	State Aid-Court Support Services	121,100112	75,775.00	(75,775.00)	(66,30%)
43516	State Ald-Modernization Grants	15,864.00	58,120,00	(42,256.00)	(100.00%)
43521	State Aid - Law Enforcement	65,962.06	146,000.00	(80,037.94)	(72.70%)
43523	State Aid-Other Law Enforcement	17,037.00	18,000.00	(963.00)	(54.82%)
43528	State Aid-Emergency Government	,	93,250.00	(93,250.00)	(5.35%) (100.00%)
43531	State Aid-Transportation	630,897.20	2,194,425.00	(1,563,527.80)	(71.25%)
43534	State Aid-LRIP	,	218,258.00	(218,258.00)	(100.00%)
43549	State Aid-Private Sewage		7,000.00	(7,000.00)	(100.00%)
43551	State Aid-Health Grants	8,162.00	83,252.00	(75,090.00)	(90.20%)
43554	State Aid-Health WIC Program	30,084.00	395,065.00	(364,981.00)	(92,39%)
43557	State Ald-Health Consolidated Contract	11,413.00	70,944.62	(59,531.62)	(83.91%)
43560	State Aid-Grants	•	68,167.00	(68,167.00)	(100,00%)
43561	State Aids	2,877,420.45	13,290,580.00	(10,413,159.55)	(78.35%)
43567	State Aid-Transportation	243,658,97	242,594.00	1,064.97	0.44%
43568	State Aid-Child Support	·	1,109,455,78	(1,109,455,78)	(100.00%)
43571	State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572	State Ald-ATV Maintenance	305,253,75	6,826.00	298,427,75	4,371.93%
43574	State Aid-Snowmobile Trail Maint	32,767.31	79,777.00	(47,009.69)	(58.93%)
43576	State Aid-Parks		76,610.00	(76,610.00)	(100.00%)
43581	State Aid-Forestry	49,133.95	74,898.00	(25,764.05)	(34.40%)
43586	State Aid-Land Conservation	43,555.17	1,036,484.86	(992,929,69)	(95.80%)
43640	State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100,00%)
43690	State Aid-Forestry Roads	3,653.91	3,300.00	353,91	10.72%
	Total Intergovernmental	4,462,020.89	23,459,308.68	(18,997,287.79)	(80.98%)
	Licenses and Permits			(1010011201110)	(00.8670)
44100	Business and Occupational Licenses	13,406.59	377,750.00	(264 242 44)	(00.450()
44101	Utility Permits	8,715.00	1,050.00	(364,343.41)	(96,45%)
44102	Driveway Permits	0,7 10.00	860.00	7,665.00	730.00%
44200	DNR & ML Fees	8,549.94	54,511.00	(860.00)	(100.00%)
44201	Dog License Fund	0,0 10.0 1	1,000.00	(45,961.06) (1,000.00)	(84.32%)
44260	Moving Permits		1,025,00	(1,025.00)	(100.00%)
44300	Sanitary Permit Fees	20,250,00	71,300.00	(51,050.00)	(100.00%)
44411	County Planner Plat Review Fees	3,250.00	7,500,00	(4,250.00)	(71.60%)
44412	Wisconsin Fund Application Fees	-,	150.00	(150.00)	(56.67%) (100.00%)
44413	Shoreland zoning Fees & Permits	2,300,00	33,825.00	(31,525.00)	(93.20%)
44415	HT Database Annual Fee	4,680.00	118,750.00	(114,070.00)	(96.06%)
	Total Licenses and Permits	61,151.53	667,721.00	(606,569.47)	
	Fines, Forfeits and Penalties	01,101.00	007,721.00	(000,008,47)	(90.84%)
45110	Ordinances Violations	050.40	1 700 00	** = *= ***	
45115	County Share of Occupational Driver	656.13	1,700.00	(1,043.87)	(61.40%)
45120	County Share of State Fines and Forfeitures	40.00	200.00	(160.00)	(80.00%)
45123	County Parks Violation Fee	38,564.87	152,000.00	(113,435.13)	(74.63%)
45130	County Forfeitures Revenue	26 497 24	750.00	(750.00)	(100.00%)
45191	Private Sewage Fines	26,187.31	94,000.00	(67,812,69)	(72.14%)
40101	Total Fines, Forfeits and Penalties	10,518.15	15,000.00	(4,481.85)	(29.88%)
	·	75,966.46	263,650.00	(187,683,54)	(71.19%)
1011-	Public Charges for Services				
46110	County Clerk-Passport Fees	9,405.00	22,000.00	(12,595.00)	(57.25%)
46121	Treasurer Fees-Redemption Notices	1,232.00	4,000.00	(2,768.00)	(69.20%)
46122	Property Conversion Charges	2,018.92	1,000.00	1,018.92	101.89%
46130	Register of Deeds-Fees	76,101.47	262,000.00	(185,898.53)	(70.95%)
46131	Register of Deeds-Laredo Tapestry	2,178.42	47,000.00	(44,821.58)	(95.37%)
46135	Land Record-Fees	19,072.00	92,880.00	(73,808.00)	(79.47%)
46140	Court Fees	69,968.48	155,000.00	(85,031.52)	(54.86%)
46141	Court Fees and Costs-Marriage Counseling	1,845.00	12,295.00	(10,450.00)	(84.99%)
46142	Court/Juvenile	11,635.03	22,000.00	(10,364.97)	(47.11%)
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2020

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		Actual	Budget	Variance	Variance %
46143	Other Professional Reimbursements	6,970.24	17,736.00	(10,765.76)	(60.70%)
46144	Circuit Court Branch I	5,739.13	28,600.00	(22,860.87)	(79.93%)
46146	Circuit Court Branch III	2,204.00	12,000.00	(9,796.00)	(81.63%)
46191	Public Charges-Clerk	1,100.00	6,800.00	(5,700.00)	(83.82%)
46192	Public Chgs-Temp Licenses	1,233.05	7,000.00	(5,766.95)	(82.39%)
46194 46195	County Clerk Copy Fees	18.50	275.00	(256.50)	(93.27%)
46196	Public Chgs-Map & Data Sales Public Chgs-Human Resources	70.00 450,774.36	100.00 1,557,476.00	(30.00)	(30.00%)
46210	Sheriff-Public Charges	714.91	325.00	(1,106,701.64) 389.91	(71.06%)
46211	Sheriff Revenue-Civil Process Fees	20,014.65	62,000.00	(41,985.35)	119.97% (67.72%)
46212	Sheriff Cost Reimbursement/Witness Fees	15.732.06	53,000,00	(37,267.94)	(70.32%)
46214	Reserve Deputy Revenue	550.00	14,000.00	(13,450.00)	(96.07%)
46215	Sheriff Escort Service	8,882.38	31,000.00	(22,117.62)	(71.35%)
46216	Restitution	146.09	200.00	(53.91)	(26.96%)
46217	OWI Restitution	445.88	1,750.00	(1,304.12)	(74.52%)
46221 46230	Public Chgs-Coroner Cremation Death Certificates	22,500.00	60,000.00	(37,500.00)	(62.50%)
46241	Jail Surcharge	7,500.00 7,852.68	15,000.00 31,000.00	(7,500.00)	(50.00%)
46242	Huber/Electronic Monitoring	65,369.00	357,678.00	(23,147.32) (292,309.00)	(74.67%)
46243	Inmate Booking/Processing Fee	3,872.84	17,000.00	(13,127.16)	(81.72%) (77.22%)
46244	Other County Transports	7,297.15	18,000.00	(10,702.85)	(59.46%)
46245	Jail Stay Fee	15,682.37	37,000.00	(21,317.63)	(57.62%)
46291	Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510	Public Chgs-Crisis Stabalization	98,748.53	477,695.00	(378,946.47)	(79.33%)
46520	Institutional Care-Private Pay	195,586.51	952,868.00	(757,281,49)	(79.47%)
46521 46525	Institutional Care-Other Pay Public Chgs- Medicare	200.00	4,146.00	(3,946,00)	(95,18%)
46526	Public Chgs- Medicald	586,928.50 909,049.92	3,210,503.00 5,717,200.00	(2,623,574.50)	(81.72%)
46527	Public Chgs-Veterans EW	17,449.89	3,7 17,200.00	(4,808,150.08) 17,449.89	(84.10%) 0.00%
46530	Public Charges	1,517,148.70	6,207,995.00	(4,690,846,30)	(75.56%)
46531	Public Chgs- Private Insurance	179,351.53	1,470,262.00	(1,290,910.47)	(87.80%)
46532	Public Chgs-County Responsible	38,992.41	154,607.00	(115,614.59)	(74.78%)
46533	Public Chgs-NW Mental Health Inpatient	(3,006.32)	200,182.00	(203,188.32)	(101.50%)
46534	Public Chgs-NW Mental Health Inpatient	445,364.95	1,745,238.00	(1,299,873.05)	(74.48%)
46536	Third Party Awards & Settlements	(222 255 25)	410,828.00	(410,828.00)	(100.00%)
46537 46590	Contractual Adjustment	(836,952.60)	(4,428,250.00)	3,591,297.40	(81.10%)
46621	Provision for Bad Debts-Edgewater Child Support-Genetic Tests	(22,999.98) 1,238.19	(92,000.00) 3,750.00	69,000.02	(75.00%)
46623	Child Support-Filing Fees	10.00	80.00	(2,511.81) (70.00)	(66.98%)
46624	Child Support-Service Fees	3,104.18	12,000.00	(8,895.82)	(87.50%) (74.13%)
46721	Public Chgs-Parks	116,563,36	550,000.00	(433,436.64)	(78.81%)
46772	UW-Extension Project Revenue	16,831.00	3,050.00	13,781.00	451,84%
46813	County Forest Revenue	145,901.15	385,000.00	(239,098.85)	(62.10%)
46825	Land Conservation Fees & Sales	54,521.88	70,860.00	(16,338.12)	(23.06%)
46826	Private Sewage Charges	1,920.00	15,250.00	(13,330,00)	(87.41%)
	Total Public Charges for Services	4,304,077.41	20,044,979.00	(15,740,901.59)	(78.53%)
	Intergovernmental Charges for Services				
47210 47230	Intergovernmental Charges State Charges	151,174.40	558,200.00	(407,025.60)	(72.92%)
47230	State Charges State Charges-Highway	337,109.61	1,702,757.00	(1,365,647.39)	(80.20%)
47250	Intergovernmental Transfer Program Rev	98,820,06	232,838.00 627,900.00	(134,017.94)	(57.56%)
47300	Local Gov Chgs	67,704.19	594,327.00	(627,900.00) (526,622.81)	(100.00%) (88.61%)
47320	Local Gov Chgs-Public Safety	12,413,59	30,000.00	(17,586.41)	(20.000)
47330	Local Gov Chgs-Transp	110,222.09	1,329,550.00	(1,219,327.91)	(58.62%) (91.71%)
47332	Local Gov Chgs-Roads	·	420,187.00	(420,187.00)	(100.00%)
47333	Local Gov Chgs-Bridges	(11,773.74)	78,103.00	(89,876.74)	(115.07%)
47350	Local Gov Chgs-Hith & Human Svcs	18,355.50	69,000.00	(50,644.50)	(73.40%)
47351	Local Gov Chgs-Other Governments	6,170.00	70,640.00	(64,470.00)	(91.27%)
47391 47392	Local Gov Chgs-BNI (Materials) Local Gov Chgs-BNI (Staff)		2,500.00	(2,500.00)	(100.00%)
47393	Local Gov Chgs-Bivi (Glair)	496,00	850.00 10,000,00	(850.00)	(100.00%)
47395	Local Gov Chgs-EM Vehicles	480.71	5,000.00	(9,504.00) (4,519.29)	(95.04%) (90.39%)
47396	Local Gov Chgs-EM Equipment	10.00	800.00	(790.00)	(98.75%)
	Total Charges to Other Governments	791,182.41	5,732,652.00	(4,941,469.59)	(86.20%)
	Interdepartmental Charges for Services	, ,	-,4,004,00	(110-111-100.00)	(30,2070)
47410	Dept Charges-Hith Benefits & Other	3,524,467.72	10,282,100.00	(6,757,632,28)	(65.72%)
47411	Dept Charges-Purchasing	10,128.87	40,200.00	(30,071.13)	(74.80%)
47412	Dept Charges-Insurance	168,370.60	500,000.00	(331,629.40)	(66.33%)
47413	Dept Charges-Gen Govt	374,477.57	1,127,105.00	(752,627.43)	(66.78%)
47415	Dept Charges-Systems	86,198.68	322,905.00	(236,706.32)	(73.31%)
47421	Dept Charges-Public Safety	4,196.72	22,100.00	(17,903.28)	(81.01%)

			2020		
		Actual	Budget	Variance	Variance %
47430	Dept Charges-Bldg Rent	303,937.00	908,643.00	(604,706.00)	(66.55%)
47435	Dept Charges-Sheriff Lockup Rent	5,333.32	16,000.00	(10,666.68)	(66.67%)
47438	Dept Charges-Riverblock Rent	198,823.84	600,708.00	(401,884.16)	(66.90%)
47440	Dept Charges	120.00	3,200.00	(3,080.00)	(96.25%)
47460	Dept Charges-Drug Court	17,000.00	73,000.00	(56,000.00)	(76.71%)
47470	Dept Charges-Highway	28,139.20	2,169,804.00	(2,141,664.80)	(98.70%)
	Total Interdepartmental Charges	4,721,193.52	16,065,765.00	(11,344,571.48)	(70.61%)
	Total Intergovernmental Charges for Services	5,512,375.93	21,798,417.00	(16,286,041.07)	(74.71%)
	Miscellaneous				
48000	Miscellaneous	713.87		713.87	0.00%
48100	Interest	51.87	20.00	31.87	159.35%
48110	Interest-Capital Projects	3.04	10.00	(6.96)	(69.60%)
48113	Unrealized Gain/Loss on Investment	62,725,68	25,500.00	37,225.68	145.98%
48114	Interest-Investment	1,114,456.71	145,000.00	969,456.71	668.59%
48115	Interest-General Investment	28,338.30	100,000.00	(71,661.70)	(71.66%)
48116	Interest-Section 125 & Health	474.22	475.00	(0.78)	(0.16%)
48117 48200	Interest-Clerk of Courts	83.27	250.00	(166.73)	(66.69%)
48300	Rental Income	30,225.88	94,503.00	(64,277.12)	(68.02%)
48320	Gain/Loss-Sale of Property Gain/Loss-Sale of Surplus Property	181,365.00 22.00	42,000.00	139,365.00	331.82%
48340	Gain/Loss-Sale of Salvage and Waste	2,390.90	500,00	(478.00)	(95.60%)
48440	Insurance Recoveries-Other	20,912.37	6,700.00 912,000.00	(4,309.10)	(64.31%)
48500	Donations	349,039.26	132,885.00	(891,087.63) 216,154.26	(97.71%)
48502	Donations-Veterans Loan Repayment	20.00	102,000.00	210,134.20	162.66% 0.00%
48503	Donations-Services ATV Club	20.00	6,000.00	(6,000.00)	(100.00%)
48540	Donations & Contributions	4,006.30	21,500.00	(17,493.70)	(81.37%)
48830	Recovery of PYBD & Contractual Adj	6,318.12	35,000.00	(28,681.88)	(81.95%)
48860	Revenue from Meals	2,495.05	18,000.00	(15,504.95)	(86,14%)
48880	Food Vending Machine Income	534.00	3,500.00	(2,966.00)	(84.74%)
48900	Other Miscellaneous Revenue	15,005.84	68,200.00	(53,194.16)	(78.00%)
48901	Other/Miscellaneous Revenue	1,892.70	2,000.00	(107.30)	(5.37%)
48910	Vending/Cafeteria Revenue	1,297.64	8,850.00	(7,552.36)	(85.34%)
48920	Vending Machine Revenue	1,190.07	4,000.00	(2,809.93)	(70.25%)
48940	Canteen Income	220.45	30.00	190.45	634.83%
48970	Rental Income- NHC, Health Annex	7,760.04	24,459.70	(16,699.66)	(68.27%)
48980	Misc/Other Workshop Revenue	8,816.01	100.00	8,716.01	8,716.01%
48990	Other Operating Income	438.00	1,700.00	(1,262.00)	(74.24%)
48991	Copier Revenue	364.00	1,800.00	(1,436.00)	(79.78%)
	Total Miscellaneous	1,841,160.59	1,654,982.70	186,177.89	11.25%
	Other Financing Sources				
49110	Proceeds from Long-Term Debt	390.00	4,904,600.00	(4,904,210.00)	(99.99%)
49210	Transfer from General Fund		341,000.00	(341,000.00)	(100.00%)
49220	Transfer from Special Revenue	1,146,837.59	6,138,000.00	(4,991,162.41)	(81.32%)
49270	Transfer from Internal Service		190,126.00	(190,126.00)	(100.00%)
	Total Other Financing Sources	1,147,227.59	11,573,726.00	(10,426,498.41)	(90.09%)
	TOTAL REVENUES	28,392,073.97	113,775,963.88	(85,383,889.91)	(75.05%)
			<u> </u>		
	EXPENDITURES				
	General Government				
51120	Committees & Commissions	63,387.27	201,711.11	138,323.84	00.500/
51212	Circuit Court Branch I	122,192.90	422,010.23	299,817.33	68.58% 71.05%
51213	Circuit Court Branch II	36,143.21	125,769.36	89,626.15	
51214	Circuit Court Branch III	37,003.88	127,042.60	90,038.72	71.26% 70.87%
51215	Drug Court	62,319,04	222,928.00	160,608.96	72.05%
51217	Clerk of Courts-Divorce Mediation	6,525.00	25,000,00	18,475.00	73.90%
51220	Family Court Commissioner	16,249,98	65,600.00	49,350.02	75.23%
51221	Clerk of Courts	403,912.46	1,513,161.98	1,109,249.52	73.31%
51231	Coroner	48,934.41	160,208.09	111,273.68	69,46%
51240	Justice Coordinator	2,848.50	44,585.57	41,737.07	93.61%
51310	District Attorney	127,690.73	498,235.63	370,544.90	74.37%
51315	Victim Witness Program	49,510.43	154,636.29	105,125.86	67.98%
51320	Corporation Counsel	87,907.17	316,881.64	228,974.47	72.26%
51330	Child Support	294,754.19	1,053,042.75	758,288.56	72.01%
51333	Child Support - 5 County	48,985.77	177,475.34	128,489.57	72.40%
51420 51424	County Clerk County Clerk Rostage Motor	88,724.22	358,199.57	269,475.35	75.23%
51424 51430	County Clerk-Postage Meter Health Benefit Payments	4,285.72	14,000.00	9,714.28	69.39%
51430	Health-Wellness	2,184,046.53	12,563,707.00	10,379,660.47	82.62%
4 (40)		98,182.79	189,588.00	91,405.21	48.21%
		885.00	30 000 00	20 405 00	07 4004
51433	Human Resources-Labor Relations	865,00 168,816,52	30,000.00 525,606,74	29,135.00	97.12%
51433 51435	Human Resources-Labor Relations Human Resources-Personnel	865.00 168,816.52	525,606.74	356,790.22	67.88%
51433	Human Resources-Labor Relations	168,816.52			
51433 51435	Human Resources-Labor Relations Human Resources-Personnel		525,606.74	356,790.22	67.88%

		Thursday, April 30, 202	0		
			2020		
		Actual	Budget	Variance	Variance %
51440	County Clerk-Elections	69,753.44	107,591.16	37,837.72	35.17%
51450	Data Processing	679,021.46	1,818,374.16	1,139,352,70	62.66%
51451	Voice over IP	57,552.94	141,500.00	83,947,06	59.33%
51452	PC Replacement	117,465.61	169,640.00	52,174,39	30.76%
51453	Co Clerk-Inform & Commun	2,249.52	18,500.00	16,250.48	87.84%
51510	Finance	134,116.86	502,458.01	368,341.15	73.31%
51520	Treasurer	136,515.42	460,901.93	324,386.51	70.38%
51550	Purchasing	2,078.06	5,144.00	3,065.94	59.60%
51590	Contingency		450,000.00	450,000.00	100.00%
51591	Efficiency		25,000.00	25,000.00	100.00%
51592	Initiatives		25,000.00	25,000.00	100.00%
51611	Bldg Maint-Courthouse and Jail	239,676.76	1,007,017.33	767,340.57	76.20%
51630	Bldg Maint-Unified Svcs Building	2,443.71	10,188.00	7,744.29	76.01%
51640 51650	Bidg Maint-Joint Use Building	2,239.89	12,188.00	9,948.11	81.62%
51670	Bidg Maint-Sheriff Lockup	845.98	5,388.00	4,542.02	84.30%
51710	Bldg Maint-River Block Register of Deeds	129,259.29	661,932.66	532,673.37	80.47%
51710	Register of Deeds Register of Deeds-Redaction	171,451.52	479,034.83	307,583.31	64.21%
51931	Property and Liability Insurance	8,289.46 371,771.97	15,800.00	7,510.54	47.54%
51933	Workers Comp Insurance	223,826.32	606,505.50	234,733.53	38.70%
51934	Sick Leave Conversion	16,895.00	467,466.49	243,640.17	52.12%
0.001	Total General Government		500,000.00	483,105.00	96.62%
		6,318,738.93	26,291,019.97	19,972,281.04	75.97%
E0140	Public Safety	700 500 50			
52110 52130	Sheriff-Administration	709,533.52	2,710,818.04	2,001,284.52	73.83%
52131	Radio Engineer Sheriff-Indian Law Enforce	50,156.92	245,943.76	195,786,84	79.61%
52140	Sheriff-Traffic Police	4,168.37	35,008.00	30,839.63	88,09%
52150	Sheriff-Civil Svc Comm	914,819.50	3,384,848.35	2,470,028.85	72.97%
52220	Sheriff- Courthouse Security	101 202 42	1,000.00	1,000.00	100.00%
52510	Emer Mgmt-SARA Title III	101,282.43 11,990.91	355,282.20	253,999.77	71.49%
52520	Emergency Management	87,295.16	53,406,66 279,329,16	41,415.75	77.55%
52601	Dispatch	505,089.93	1,818,934.65	192,034.00 1,313,844.72	68.75%
52530	Emer Mgmt-Bldg Numbering	2,342.68	3,000.00	657.32	72.23%
52540	Emer Mgmt-Work Relief	50,414.79	182,418.37	132,003.58	21.91% 72,36%
52710	Sheriff-Jail	852,766.36	2,833,595.09	1,980,828.73	69.91%
52712	Sheriff-Electronic Monitoring	49,663,46	221,737.00	172,073.54	77.60%
52713	Sheriff-PT Transp/Safekeeper	368,870.03	1,395,617.49	1,026,747.46	73.57%
52721	Sheriff-Jail Surcharge		100,000.00	100,000.00	100.00%
	Total Public Safety	3,708,394.06	13,620,938.77	9,912,544.71	72.77%
	Public Works-Highway		10,020,000.77	0,012,044.71	12.1170
53110	Hwy-Administration	115,646.97	251 070 00	000 000 00	07 4004
53120	Hwy-Engineer		351,879.80	236,232.83	67.13%
53191	Hwy-Other Administration	70,658.54	254,866.05	184,207.51	72.28%
53210	and the second s	119,446.31	335,532.33	216,086.02	64.40%
53220	Hwy-Employee Taxes & Benefits	(792,020.73)	1,753,982.36	2,546,003.09	145.16%
	Hwy-Field Tools	18,568.60	(1,839.92)	(20,408.52)	1,109.21%
53230	Hwy-Shop Operations	98,953.03	247,343.16	148,390.13	59.99%
53232	Hwy-Fuel Handling	(4,437.28)	(23,105.00)	(18,667.72)	80.80%
53240	Hwy-Machinery Operations	(308,708.77)	92,274.18	400,982.95	434.56%
53260	Hwy-Bituminous Ops	9,827.38	230,793.04	220,965.66	95.74%
53262	Hwy-Bituminous Ops	20,330.64		(20,330.64)	0.00%
53266	Hwy-Bituminous Ops	25,204.48	1,856,661.62	1,831,457.14	98.64%
53270	Hwy-Buildings & Grounds	70,681.58	181,404.12	110,722.54	61.04%
53290	Hwy-Salt Brine Operations	19,169.06		(19,169.06)	0.00%
53291	Hwy-Salt Brine Operations	(27,854.71)	150.00	28,004.71	18,669.81%
53281	Hwy-Acquistion of Capital Assets	70,628.00	100100	(70,628.00)	0.00%
53310	Hwy-Maintenance CTHS	11,020.00	21,950.55	21,950.55	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	522,605.51	1,907,786.45		
53312	Hwy-Snow Remov	573,215.67		1,385,180.94	72.61%
53313	Hwy-Maintenance Gang	13,296.19	829,981.54 103,111 <i>.</i> 16	256,765.87	30.94%
53314	Hwy-Maint Gang-Materials			89,814.97	87.10%
53320	Hwy-Maint Gang-Materials Hwy-Maint STHS	6,439.76	2,900.00	(3,539.76)	(122.06%)
		488,226.47	1,442,910.19	954,683.72	66.16%
53330	Hwy-Local Roads	165,840.51	1,195,139.14	1,029,298.63	86.12%
53340	Hwy-County-Aid Road Construction		456,930.91	456,930.91	100.00%
53341	Hwy-County-Aid Bridge Construction		131,193.61	131,193.61	100.00%
53490	Hwy-State & Local Other Services	96,315.90	555,188.46	458,872.56	82.65%
	Total Public Works-Highway	1,372,033.11	11,927,033.75	10,555,000.64	88.50%
	Health and Human Services			, ,	
54121	Health-Public Health	544,837.54	1,815,457.59	1,270,620.05	69.99%
54122	Health-WIC Program	124,471.12	395,065.34	270,594.22	68.49%
	-	,	1 1	L1 0,00-1.22	JU,40/0

		Thursday, April 30, 20			
		0 - 1 1	2020		
		Actual	Budget	Variance	Variance %
54128	Health-Public Health Grants	25,470.26	70,945.11	45,474.85	64.10%
54129	Humane Officer	12,313.12	37,046.01	24,732.89	66.76%
54130	Health-Dental Sealants	25,063,08	96,706.13	71,643.05	74.08%
54132	Adams-Juneau Sanitation	103,908.90	361,362.23	257,453.33	71.25%
54210	Edgewater-Nursing	1,203,687.45	4,419,757.32	3,216,069.87	72.77%
54211	Edgewater-Housekeeping	43,913.08	130,363.00	86,449.92	66.31%
54212	Edgewater-Dietary	207,024.33	729,116.85	522,092.52	71.61%
54213	Edgewater-Laundry	18,639.13	54,222.00	35,582.87	65,62%
54214 54217	Edgewater-Maintenance	108,222.68	392,493.45	284,270.77	72.43%
54217	Edgewater-Activities Edgewater-Social Services	54,009.75	182,474.54	128,464.79	70.40%
54219	Edgewater-Administration	51,696.59	168,537.90	116,841.31	69.33%
54220	Wood Haven TBI	195,323.60	747,104.60 865,793.39	551,781.00	73.86%
54315	Mental Health/AODA Ho Chunk		27,500.00	865,793.39	100.00%
54317	Human Services Crisis Stabilization	74,782.92	368,723,73	27,500.00 293,940.81	100.00% 79.72%
54324	Norwood-SNF-CMI	358,137.81	1,057,662.21	699,524.40	66.14%
54325	Norwood SNF TBI	294,357.28	937,316.58	642,959.30	68,60%
54326	Norwood-Inpatient	953,902.12	3,519,245.86	2,565,343.74	72.89%
54350	Norwood-Dietary	340,429.51	1,159,410,65	818,981.14	70.64%
54351	Norwood-Plant Ops & Maint	228,766.05	717,015.72	488,249.67	68.09%
54363	Norwood-Medical Records	69,861.31	226,162.81	156,301.50	69.11%
54365	Norwood-Administration	381,641.85	1,234,224.03	852,582.18	69.08%
54401	Human Services-Child Welfare	949,427.61	4,349,551.57	3,400,123,96	78.17%
54405	Human Services-Youth Aids	810,917.34	3,359,534.37	2,548,617.03	75.86%
54410	Human Services-Child Care	38,672.02	169,244.90	130,572.88	77.15%
54413	Human Services-Transportation	108,368.90	475,599.23	367,230.33	77.21%
54420	Human Services-ESS	484,231.14	1,529,765.90	1,045,534.76	68.35%
54425	Human Services-FSET	897,667.95	3,365,867.16	2,468,199.21	73.33%
54435	Human Services-LIEAP	30,255,41	108,806.93	78,551.52	72.19%
54440	Human Services-Birth to Three	136,861.49	548,250.16	411,388.67	75.04%
54445	Human Services-Childrens COP	11,539.68	72,995.09	61,455.41	84.19%
54450	Human Services-Childrens Waivers	108,114.91	363,058.61	254,943.70	70.22%
54455	Human Services-CSP	152,431.19	524,732.64	372,301.45	70.95%
54460	Human Services-OPC MH	454,284.30	1,716,242.99	1,261,958.69	73.53%
54465	Human Services-CCS	689,647.50	2,539,278.90	1,849,631.40	72.84%
54470 54475	Human Services-Crisis Legal Svc	341,890.24	1,108,473.36	766,583.12	69.16%
54475 54480	Human Services-MH Contr COP	193,936.87	1,344,677.00	1,150,740.13	85.58%
54485	Human Services-OPC AODA Human Services-OPC Day Treatment	129,491.09	448,401.72	318,910.63	71.12%
54495	Human Services-AODA Contract	23,438.42 7,697.30	77,283.03 126,100.00	53,844.61	69.67%
54500	Human Services-Administration	1,050,577.00	3,360,917.96	118,402.70 2,310,340.96	93.90%
54611	Aging-Committee on Aging	1,000,077.00	198,278.00	198,278.00	68.74% 100.00%
54710	Veterans-Veterans Relief	1,771.76	7,697.75	5,925.99	76.98%
54720	Veterans-Veterans Service Officer	104,640.67	343,488.63	238,847.96	69.54%
54730	Veterans Relief Donations	10 1,0 10,01	300,00	300.00	100.00%
54740	Veterans-Care of Veterans Graves		2,865.00	2,865.00	100.00%
54750	Veterans-WDVA Grant	2,874.59	13,000.00	10,125.41	77.89%
	Total Health and Human Services	12,149,196.86	45,868,117.95	33,718,921.09	73.51%
	Culture, Recreation and Education		10,000,777,000	00,110,021.00	70.0170
55112	County Aid to Libraries	535,268.32	1,047,953.00	512,684.68	40.000/
55210	County Parks	430,221.43	1,753,237.98		48.92%
55441	Maintenance Snowmobile Trails	•		1,323,016.55	75.46%
		23,351.92	79,777.00	56,425.08	70.73%
55442	ATV Maintenance	380.13	11,481.00	11,100.87	96.69%
55443	Powers Bluff		100.00	100.00	100.00%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	187,809.46	519,625.08	331,815.62	63.86%
55630	UW-Extension Center-Marshfield	25,453.50	50,907.00	25,453.50	50.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	710.58	17,700.00	16,989.42	95.99%
	Total Culture, Recreation and Education:	1,260,195.34	3,537,781.06	2,277,585.72	64.38%
	Conservation and Development	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	3,007,7701.00	<u> </u>	0-7.0070
56111	State Forestry Roads		7 000 00	7 000 00	100.0004
56121	Land Conservation	60 600 7F	7,000.00	7,000.00	100.00%
		60,683.75	277,575.74	216,891.99	78.14%
56122	DATCP Grant	71,320.48	277,701.93	206,381.45	74.32%
56123	Wildlife Damage Abatement	9,874.72	139,382.85	129,508.13	92.92%
56125	Non-Metalic Mining Reclamation	16,011.42	40,563.50	24,552.08	60.53%
56126	MDV	587.34	25,925.91	25,338.57	97.73%
56128	Mill Creek	13,978.68	604,421.06	590,442.38	97.69%
56310	County Planner	121,584.27	397,469.20	275,884.93	69.41%
56320	Land Record	26,634.28	408,482.15	381,847.87	93.48%
				*	

i nursday, April 30, 2020					
			2020		
		Actual	Budget	Variance	Variance %
56340	Surveyor	8,670.34	44,262.00	35,591,66	80.41%
56730	Transp & ED-Airport Aid		20,000.00	20,000.00	100.00%
56740	Payment in Lieu of Tax	(18,535.66)	77,344.10	95,879.76	123,97%
56750	Transp & Economic Develop	12,954.95	140,825.00	127,870.05	90.80%
56780	CDBG-ED	25,832.31	60,000.00	34,167.69	56,95%
56911	State Wildlife Habitat		2,500.00	2,500.00	100.00%
56913	Park & Forestry Capital Proj	27,605.06	44,330.00	16,724.94	37.73%
56943	Private Sewage System	43,622.73	271,313.94	227,691.21	83.92%
	Total Conservation and Development	420,824.67	2,839,097.38	2,418,272.71	85,18%
	Capital Outlay				
57114	Cap Projects-Finance		10,000.00	10,000.00	100.00%
57119	Cap Projects-Maintenance	36,332.33	375,000.00	338,667.67	90.31%
57120	Cap Projects-Gen Government	87.96	375,000.00	374,912.04	99.98%
57127	Cap Projects-Computers	225,964.32	898,555.00	672,590.68	74.85%
57210	Cap Projects-Communications		18,000.00	18,000.00	100.00%
57213	Cap Projects-Emergency Management	231.93	5,000.00	4,768.07	95.36%
57310 57412	Highway Capital Projects Cap Projects-Edgewater	54,447.06	2,132,862.32	2,078,415.26	97.45%
57420	Cap Projects-Edgewater Cap Projects-Norwood	269,312.35 36,466.31	320,080.00	50,767.65	15.86%
57521	Cap Projects-Parks	22,142.30	344,250,00 477,505.00	307,783.69 455,362.70	89.41%
57622	Cap Projects-Planning and Zoning	22,172.50	40,000,00	40,000,00	95,36% 100,00%
57640	UW Remodeling/Construction		12,000.00	12,000.00	100.00%
57940	Depreciation & Amortization	120,407.27	12,000.00	(120,407.27)	0.00%
	Total Capital Outlay	765,391.83	5,008,252.32	4.242.860.49	84.72%
	Debt Service				- 0111270
58140	Debt Service Principal-Highway		3,785,000.00	3,785,000.00	100.00%
58240	Debt Service Interest-Highway	299,332.08	600,548.50	301,216.42	50.16%
58295	Paying Agent & Fiscal Charges		42,835.00	42,835.00	100.00%
	Total Debt Service	299,332.08	4,428,383.50	4,129,051.42	93.24%
	Other Financing Uses				
59210	Transfers to General Fund	1,146,837.59	6,669,126.00	5,522,288.41	82.80%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses	1,146,837.59	6,482,114.00	5,335,276.41	82.31%
	TOTAL EXPENDITURES	27,440,944.47	120,002,738.70	92,561,794.23	77.13%
	NET INCOME (LOSS) *	951,129.50	(6,226,774.82)	7,177,904.32	(115.27%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

April 28, 2020

To:

Wood County Executive Committee

From:

Kimberly McGrath, Director- Human Resources

Subject:

Human Resources (HR) Monthly Letter of Comments - April 2020

Human Resources Activity

	April 2020	2020 Year-to-Date
Applications Received	139	903
Positions Filled	11	63
Promotions/Transfers	3	11
New Hire Orientations	5	38
Terminations, Voluntary	14	44
Terminations, Involuntary	2	7
Retirements	1	3
Exit Interviews	3	11

Human Resources Narrative

General Highlights

- 1. Related to the current COVID-19 pandemic and Safer At Home order, Human Resources continues to answer numerous employee and departmental questions. With the recent passage of the Families First Coronavirus Response Act (FFCRA), we finalized the updated forms and worked with IT to update the HR Intranet. We continue to review and approve employee leaves under the Act for qualifying reasons.
- 2. We are currently in Phase II of the Classification and Compensation Study with Carlson Dettmann. During this phase, the consultants are analyzing and evaluating the JDQs that were completed and submitted. Throughout this phase, we have assisted multiple departments with combining JDQ's to decrease the number of JDQ's that were submitted above the budgeted amount. We have also answered multiple questions from the vendor and/or facilitated conversations between the consultant and Department Heads. As we close out this phase, the consultant has started reaching out to individual departments to schedule 1:1 meetings via WebEx.

Meetings & Trainings

- 1. Attended County Board via WebEx on April 21st.
- 2. Attended the weekly COVID-19 calls facilitated by Emergency Management.
- 3. Scheduled and attended a WebEx call on April 8th at the request of the former Wood County Chairman to discuss with Department Heads the limited closure of the Wood County Courthouse.

- 4. Attended the Criminal Justice Coordinator Committee on April 9th.
- 5. Attended and presented at the Wood County Board Supervisor Orientation on April 16th.
- 6. With regards to the matter of Thomas Reichert v. County of Wood, attended the court-ordered mediation on April 20th. A settlement offer resolution will be presented to the Operations and Public Safety committees in May.
- 7. Held the monthly conference call with The Horton Group on April 28th to discuss benefit topics.
- 8. Attended the Ad Hoc Health Insurance Meeting on April 28th.
- 9. Staff attended various meetings including:
 - a. Attended multiple webinars related to COVID-19 through Anthem and Think HR.
 - b. Attended webinar on Self-Funded Health Plans through HR Morning.
 - c. Attended a webinar on 2020 Employment Law on April 15th through Think HR.
 - d. Attended the SPAHRA Monthly Board Meeting via phone conference on April 7th.
 - e. Attended webinar presented by Ergometrics/National Testing Network regarding virtual testing.

Benefits

- 1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
- 2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
- 3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
- 4. Printed and collated New Hire Orientation packets.
- 5. Responded to Employment Verifications requests.
- 6. Updated Health Fund Balance document for March.
- 7. Communicated with employees, Anthem representatives, and The Horton Group regarding multiple claim concerns.

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. Conducted research in hiring 16-17 year olds. Worked with HR Director, Parks Supervisor, and Safety/Risk Specialist on recommendations.
- 4. Held a telephone conference with Tier 1 Recruiting Firm.
- 5. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status. Updated exempt salaries to show annual salaries within job advertisements.
- 6. Finalized Dispatch Eligibility List with Dispatch Manager.
- Posted positions on various sites, coordinated and scheduled interviews, completed references, background checks, and degree verifications, and presented offers of employment to candidates.

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

Refilled Position	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Clerk of Courts	Records Clerk – Administrative Services 4	Position on hold due to COVID-19.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 5/17/20.

Replacement	Finance	Finance Director	Position extended – deadline 5/3/20. Interviews conducted 3/6/20. Final candidate identified. The scheduled "meet and greet" with the Finance team postponed due to COVID-19.
Replacement	Highway	LTE Truck Operators (3)	Position posted, telephone interviews held 4/1/20. Offer extended and declined.
Intern	Highway	Highway Engineering Intern	Position posted, telephone interviews held, references, DL Check, offer accepted, start date TBD.
Replacement	Highway	Summer Help (3)	Position posted, telephone interviews held, final candidates selected, references being conducted.
Replacement	Highway	Mechanic	Position posted, video interviews being held on 4/27/20.
Replacement	Highway	Accounting Tech	Position posted, video interviews being held on 4/27/20.
Replacement	Human Services	Support & Service Coordinator	Position posted, interviews held, final candidate selected, references/background being conducted.
Replacement	Human Services	FSET Case Manager	Position posted, interviews being conducted.
Replacement	Human Services	Child Care/Volunteer Coordinator	Position posted, interviews held, references/background being conducted.
Replacement	Human Services	Economic Support Specialist	Position posted, interviews held, references/background being conducted.
New	Human Services	Social Worker (Ongoing) – Replaced SW-IA & Ongoing	Position posted, deadline 5/3/20.
New	Human Services	Mental Health Clinician (Licensed)	Filled internally as of 5/18/20.
Replacement	Human Services	Social Worker – Youth Justice	Position posted, deadline 4/19/20.
Replacement	Human Services	CCS/CSP Manager	Position posted, deadline 5/3/20.
Replacement	Human Services	Family Resource	Position posted, interviews conducted, offer
		Coordinator	declined, reposted until 5/3/20.
Replacement	Human Services	CCS/CSP RN	Position posted, deadline 5/3/20.
Replacement	Human Services	Social Worker – Initial Assessment	Position posted, deadline 5/10/20.
New/Replacement	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Park & Forestry	Seasonal (LTE II)	Position posted, references being conducted.
Replacement	Sheriff	Deputy Sheriff-Eligibility List	Position posted, applications reviewed, interviews conducted, background & references in process by SH Department.
Replacement	Sheriff	Corrections Officers – Establish Eligibility List	Position posted, deadline 5/17/20.

Safety, Risk, and Liability

- 1. Continuing the process of updating the Safety and Risk Manual and associated appendices/forms (expected completion is August 2020).
- 2. Issued various certificates of insurance (COI) for requesting departments and external vendors throughout the month.

- 3. Managed open claims with Aegis throughout the month. This included a medical records review in lieu of an independent medical examination (IME) for one claim.
- 4. Purchased additional restraint chair for use by Norwood Health Center. This piece of equipment has drastically reduced workers' compensation claims for the facility since the first chair was purchased in 2017.

NEW Workers' Compensation Claims (2)

- 1. 4/12/20 Edgewater Employee strained lower back while transferring resident
- 2. 4/14/20 Sheriff's Rescue Volunteer employee slipped on snow and ice at accident scene

OPEN Workers' Compensation Claims (8)

- 1. 3/28/19 Edgewater Employee slipped and fractured wrist during patient care (surgery required)
- 2. 11/11/19 Highway Employee strained lower back while installing snow fence (surgery required)
- 3. 1/26/20 Edgewater Employee slipped on ice on sidewalk leaving building.
- 4. 2/22/20 Corrections Employee dislocated R 2nd toe restraining inmate
- 5. 2/24/20 Maintenance Employee injured R shoulder doing repetitive overhead work
- 6. 3/17/20 Sheriff's Employee had bloodborne pathogen exposure taking subject into custody
- 7. 3/28/20 Corrections Employee had bloodborne pathogen exposure from restraining inmate
- 8. 3/29/20 Corrections Employee was assaulted in the face/ribs/groin restraining inmate

CLOSED Workers' Compensation Claims (3)

- 1. 11/16/19 Sheriff's Employee was assisting with uncooperative inmate, fractured ankle (surgery required)
- 2. 12/11/19 Edgewater Employee sustained lower back injury while moving resident
- 3. 2/29/20 Edgewater Employee struck face accidentally on sink while adjusting pants at work

First Aid Injuries (3)

- 1. 4/14/20 Norwood Employee was struck in the head/neck by an uncooperative resident
- 2. 4/24/20 Corrections Employee injured left wrist removing combative inmate from cell block
- 3. 4/26/20 Sheriff's Employee sustained scrapes to knuckles and knees apprehending subject

Property/Vehicle Damage Claims (0)

None

Liability Claims (0)

None

OPEN EEOC/ERD Claims (1)

 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act-Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4, 2019 Counsel submitted the County's Reply Brief in Opposition to the Petition for Review.

Other

- 1. Assisted multiple departments with combining JDQ's to decrease the number of JDQ's that were submitted above the budgeted amount.
- 2. Answered multiple questions from Classification & Compensation Study vendor regarding JDQ's that were submitted. When necessary, facilitated conversations between the consultant and Department Heads.

- 3. Began work on creating and/or formalizing internal procedures and policies for the HR department.
- 4. Continue to process an increased volume of Unemployment Insurance questionnaires due to the COVID-19 pandemic.
- 5. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
- 6. Started obtaining information for the 2020 Affirmative Action Plan.
- 7. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
- 8. Facilitated New Hire Orientation on March 30th, April 6th, and April 27th.
- 9. Conducted exit interviews on April 22nd including benefit and payout information.
- 10. Reconciled and processed the March Unemployment Insurance payment.
- 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.

TREASURER'S REPORT

May 6, 2020

By: H. Gehrt

- 1. Attended Judicial & Legislative meeting on March 6.
- 2. Attended Executive Committee meeting on March 10.
- 3. Participated in a WRS webinar on March 10.
- 4. Met with representatives from Associated Bank on March 10.
- 5. Attended Health Insurance Sub Committee on March 12.
- 6. Participated in Health Fund discussion meeting with HR and Finance on March 13.
- 7. The office closed down the public service counter on March 19. I installed a drop box outside of the door the week on March 23 and all staff began to telecommute the week of March 30. There is physically someone in the office on Wednesday to do the mail and on Thursday to do the accounts payable checks. I come in on Friday to get the deposits from Riverblock, process the mail and to do the weekly deposit. Phones are answered through my computer on Monday, Tuesdays, and Fridays (when not in the office).
- 8. The annual interest payment on debt was made by April 1 deadline.
- 9. The lottery credit payouts to the taxing jurisdictions was made by the April 15 deadline.
- 10. Participated a conference call with the City of Wisconsin Rapids Finance Department and also participated in a conference call with the State Treasurer, WCA, and WCA Council regarding Act 185. (please see summary I have attached to my report for discussion) on April 17.
- 11. Attended Health Insurance Sub Committee on April 28.
- 12. Participated in conference call with State Treasurer, WCA, and WCA Council on April 30.
- 13. The June Wisconsin County Treasurer's Association conference has been canceled.

WOOD COUNTY



RESOLUTION#

Introduced by

NO

YES

Page 1 of 1

ITEM# /- (
DATE May 19, 2020

Effective Date Upon Passage & Publication

Operations Committee

EPN

Motion		Adopted:
1 st		Lost:
2 nd		Tabled:
No:	Yes:	Absent:
Number	of votes req	uired:
	Majority	X Two-thirds
Reviewe	d by: <i>PA</i> _	K, Corp Counsel
Reviewe	d by: <u>Fa</u>	, Deputy Finance Dir.

INTENT & SYNOPSIS: To amend the 2019 budget for Norwood Health
Center for additional revenue and expenditures unanticipated during the
original budget process.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Account Name	Debit	Credit
Norwood-SNF-CMI		2,365
		96,110
		130,126
-		33,225
•		3,514
	265,340	
	Account Name Norwood-SNF-CMI Norwood-SNF-TBI Norwood-Inpatient Norwood-Dietary Norwood-Medical Records Public Chgs-Medicare	Norwood-SNF-CMI Norwood-SNF-TBI Norwood-Inpatient Norwood-Dietary Norwood-Medical Records

Source of Money: An increase in annual Medicare payment.

WHEREAS, revenue collected by the department will be higher than unanticipated by \$265,340 due to Medicare payment, and

WHEREAS, expenditures of the above function are anticipated to exceed the originally adopted budget by \$265,340, 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

LaFontaine, D Rozar, D Feirer, M Wagner, E Fischer, A Breu, A Ashbeck, R Hahn, J Winch, W 10 Thao, L Curry, K 11 Valenstein, L 12 Hokamp, J 13 Polach, D 14 Clendenning, B 15 Pliml, L 16 Zurfluh, J 17 Hamilton, B 19 Leichtnam, B

THEREFORE BE IT RESOLVED, to amend the Wood County

Norwood Health Center budget for 2019 by appropriating unanticipated revenue of \$265,340 to the above named functions, and

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

WOOD COUNTY



RESOLUTION#

ITEM#

May 19, 2020 DATE

Upon Passage and

Effective Date Publication

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

RSD

Motion:		Adopted:
1st		Lost:
2 nd		Tabled:
No:	Yes:	Absent:
Number	of votes requi	red:
	Majority [X Two-thirds
Reviewed by: PAK, Corp Couns		, Corp Counsel
Reviewed	1 by: EN	Finance Dir.

TITO CIOIL.			- rachitai	
1 st			Lost:	
2 nd			Tabled:	
No:	Yes:		Absent:	
Number	of votes req	uired:		
	Majority	X	Two-third	ds
Reviewed	l by: _ <i>PA</i> _	K_	, Corp Co	unsel
Reviewed	l by: E	N.2	Finance	Dir.

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

INTENT & SYNOPSIS: To amend the 2020 Sheriff budget (52710) for additional expenditures for the Sheriff's Department that were unanticipated during the original budget process.

FISCAL NOTE: The adjustment to the budget as follows:

<u>Function</u>	Account Name	<u>Debit</u>	<u>Credit</u>
52710	Sheriff		\$85,000
34300	General Fund	\$85,000	

Source of Money: \$85,000 of money returned by the Sheriff's Department to the general fund from both unexpended funds and unanticipated revenues in the 2019 budget year.

WHEREAS, these carry over excess revenues and unexpended funds would be used to provide professional services for inmates (medical and mental health), and

WHEREAS, these expenditures were unanticipated during the original 2020 budget process, and

WHEREAS, the Jail's former inmate professional services provider abruptly discontinued contractual services to Wood County, and

WHEREAS, Wood County is statutorily mandated to provide medical and mental health services to inmates, and

WHEREAS, Wood County sought competitive proposals for professional services for inmates, and

WHEREAS, Wood County entered into contractual agreements for medical and mental health services, and

WHEREAS, the costs of said contractual agreements exceeds funds allocated in the 2020 budget for professional services for inmates, 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 Wood County Sheriff's Department budget for 2020 by transferring \$85,000 from the General Fund (34300) to the Sheriff Budget (52710) function, and

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

WOOD COUNTY



1 LaFontaine, D

Ashbeck, R Hahn, J

Winch, W

Thao, L

Curry, K Valenstein, L

13 Hokamp, J

Polach, D

Pliml, L

Zurfluh, J

19 Leichtnam, B

Hamilton, B

Clendenning, B

Rozar, D Feirer, M Wagner, E Fischer, A

6 Breu, A

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RESOLUTION#

ITEM#	1-3	
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DATE

Effective Date Upon Passage & Publication

Introduced by Page 1 of 1

NO

YES

Operations Committee

EPN

Motion:		Adopted:	
1 st		Lost:	
2 nd		Tabled:	
No:	Yes:	Absent:	
Number	of votes requir	ed:	
	Majority	X Two-thirds	
Reviewed	1 by: PAK	, Corp Counsel	
Reviewed	محمسد	, Deputy Finance Dir.	

INTENT & SYNOPSIS: To amend the 2019 budget for Coroner for additional expenditures unanticipated during the original budget process.

FISCAL NOTE: To transfer \$315 from available balance in contingency (51590) to the Coroner function (51231). At time of this request, the funds available in the contingency are \$233,639. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
51231	Coroner		6,915
46221	Public Charges-Cremation	1,600	
46230	Death Certificates	5,000	•
51590	Contingency	315	

Source of Money: Available appropriations in revenues in excess of budget of \$6,600 and function under budget of \$315.

WHEREAS, revenue collected by the department will be higher than unanticipated, and

WHEREAS, expenditures of the above function are anticipated to exceed the originally adopted budget by \$315, 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 Wood County Coroner budget for 2019 by appropriating unanticipated revenue of \$6,600 and function under budget funds of \$315, and

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



LaFontaine, D Rozar, D Feirer, M 4 Wagner, E

Fischer, A

Ashbeck, R

Breu, A

Hahn, J

Thao, L

Curry, K

Polach, D

15 Clendenning, B

Hamilton, B

19 Leichtnam, B

13 Hokamp, J

16 Pliml, L Zurfluh, J

Valenstein, L

Winch, W

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RESOLUTION#

ITEM# May 19, 2020 DATE Effective Date Upon Passage & Publication

Operations Committee Introduced by Page 1 of 1

EPN

Motion:		Adopted:
1 st		Lost:
2 nd		Tabled:
No:	Yes:	Absent:
Number	of votes req	uired:
	Majority	X Two-thirds
Reviewe	i by: <u>ρ_{A}</u>	Corp Counsel
Reviewe	d by: E	, Deputy Finance Dir.

NO

YES

INTENT & SYNOPSIS: To amend the 2019 budget for Transportation & Economic Development for additional revenue and expenditures unanticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
56780	CDBG-ED		46
56730	Trans & ED-Airport Aid	4,116	
56750	Trans & Econ Devel		4,116
48900	Other Misc. Revenue	46	

Source of Money: An increase in annual CDBG loan repayment.

WHEREAS, revenue collected by the department will be higher than unanticipated by \$46 due to CDBG loan repayment, and

WHEREAS, expenditures of the above function are anticipated to exceed the originally adopted budget by \$46, 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 Wood County CDBG-ED budget for 2019 by appropriating unanticipated revenue of \$46 to the above named functions, and

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



RESOLUTION#

ITEM#

DATE

May 19, 2020

Effective Date Upon Publication & Passage

EPN

Introduced by Page 1 of 1

Operations Committee

Motion:		Adopted:
1 st		Lost:
2 nd		Tabled:
No:	Yes:	Absent:
Number	of votes requir	ed:
	Majority _	X Two-thirds
Reviewed	lby: <u>PAK</u>	, Corp Counsel
Reviewed	lby: <u>Ev</u>	, Deputy Finance Dir.

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

INTENT & SYNOPSIS: To amend the 2020 budget to include monies that were budgeted in 2019 for UWSP-Marshfield but were not used during the budget cycle. In addition, increase 2020 budget as approved by the Operations Committee for higher than anticipated costs.

FISCAL NOTE: To transfer \$15,000 from available balance in contingency (51590) to the UWSP-Marshfield function (57640). The 2019 monies were budgeted and moved to the Fund Balance at the end of 2019. At the time of this request, the funds available in the contingency are \$450,000. The monies will be expended in 2020. The adjustment to the budget is as follows:

Account	Account Name	<u>Debit</u>	<u>Credit</u>
57640	UWSP-Marshfield Bldg. Improve		\$37,000
57640	UWSP-Marshfield Bldg. Improve		\$15,000
34300	Fund Balance	\$37,000	
51590	Contingency	\$15,000	

WHEREAS, UWSP Marshfield did not expend the monies for the Green House Refurbish in 2019 because vendor selection could not be completed for the project, and

WHEREAS, bids for the UWSP-Marshfield Green House Refurbish project came in higher than the original 2019 budget of \$37,000, and

THEREFORE BE IT RESOLVED, to amend the UWSP-Marshfield budget for 2020 (57640) by adding the unspent monies of \$37,000 from the 2019 budget which have been place in the Fund Balance account (34300), and transfer \$15,000 from Contingency Account (51590), and

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



RESOLUTION#

ITEM#

DATE

May 19, 2020

Effective Date May 19, 2020

Introduced by

Page 1 of 1

Committee

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Motion:		Adopted:
1 st		Lost:
2 nd		Tabled:
No:	Yes:	Absent:
Number	of votes requi	red:
X	Majority [Two-thirds
Reviewed	1 by: <u>PAK</u>	, Corp Counsel
Reviewed	l by:	, Finance Dir.

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

INTENT & SYNOPSIS: To approve the Wood County Strategic Plan

FISCAL NOTE: None

Operations Committee

WHEREAS, the Wood County Strategic Plan was developed to provide guidance to Wood County operations to enhance efficiency while implementing the County's mission and providing strategies for achieving its vision, and,

WHEREAS, the Strategic Plan provides businesses, stakeholders, and partners outside County boundaries with insights into Wood County's services, capabilities, and priorities, and,

WHEREAS, the development of this Plan and its process was initiated by a unanimous vote of the Wood County Executive Committee on November 6, 2019. Its content was developed with input from County department heads, elected officials, and department strategic plans approved by County oversight committees, and,

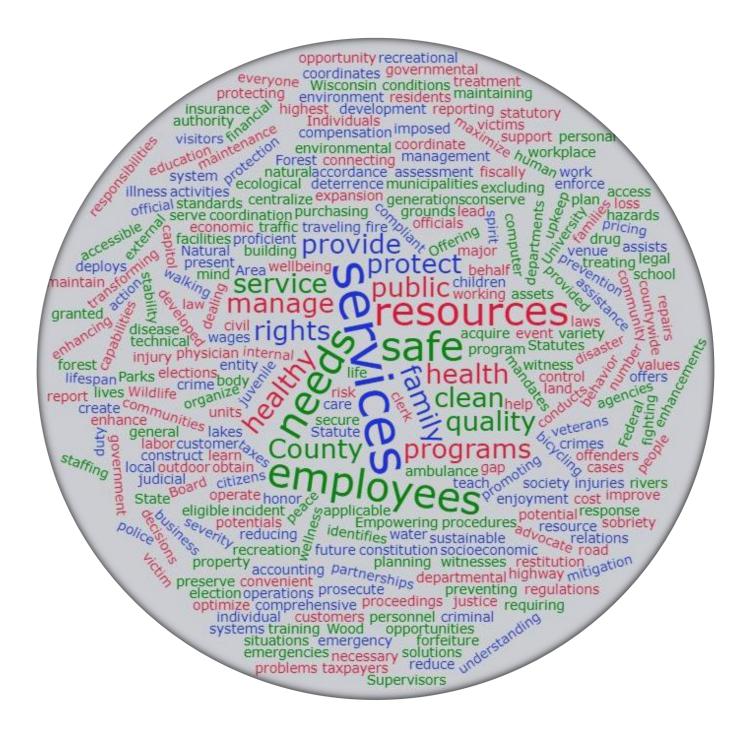
WHEREAS, six overarching categories are used in the Plan which intersect departmental boundaries. To fully achieve the strategies, the actions will be implemented by multiple departments along with partnering organizations. It is recommended that each department review the strategies and identify actionable items within the Plan that will contribute to the

achievement of the Wood County Strategic Plan, and,

WHEREAS, the success of this Plan is dependent on departments, stakeholders, and elected officials working together to identify and implement applicable and actionable strategies to achieve the content of the Wood County Strategic Plan, and,

NOW THEREFORE, BE IT RESOLVED, the Wood County Board of Supervisors supports the Wood County Strategic Plan as well as the collaboration of County departments, stakeholders, and elected officials to achieve its content.

Wood County Wisconsin Strategic Plan



EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, November 6, 2018

TIME: 8:00 a.m.

PLACE: Health Dept. EOC

River Block Building Wisconsin Rapids, WI

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

Adam Fischer

Motion (Fischer/Machon) to approve creating a process to start planning a County Strategic Plan with the County Board Vice Chair as a liaison to work with Nancy Turyk and to provide monthly reports to the EC. Motion carried unanimously.

1

Wood County Mission: A brief description of the County's purpose.

To provide quality, innovative, and cost-effective services that enhance quality of life, health, and safety, by a team committed to excellence, integrity, accountability, and respect.

Vision: What will Wood County look like in the future?

Our local government provides outstanding service, making Wood County a community of choice with safe and vibrant neighborhoods; business, educational, and cultural opportunities; connectedness; and vitality.

Guiding Principles and Operational Foundations

Respect and Collaboration

Wood County officials and employees treat residents, visitors, businesses, government representatives, and one another impartially and with dignity and civility.

Professional Service

Wood County conducts its business in an ethical, reliable, honest, accountable, and transparent manner by qualified and knowledgeable people.

Fiscally Responsible

Wood County operates efficiently and with integrity.

Leadership

Wood County anticipates change. It responds to current circumstances, while preparing for the future.

Environmental Stewardship

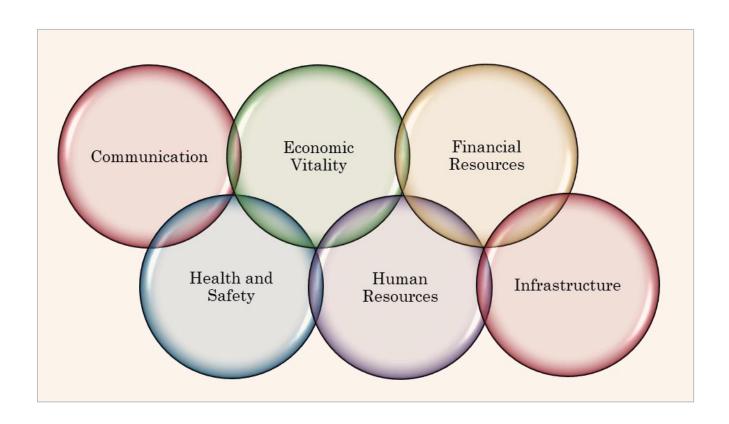
Wood County is fortunate to have a variety of natural resources that benefit residents, visitors, and businesses, through community resiliency and improved quality of life. Through stewardship, these natural resources will provide recreation, sustainable assets, and healthy living conditions for current and future generations.

Purpose

The development of this plan and its process was initiated by a unanimous vote of the Executive Committee of the Wood County Board of Supervisors on November 6, 2019. Its content was developed from input from County department heads, elected officials, and relevant plans approved by County committees. This plan was prepared by Donna Rozar, Vice Chair, Wood County Board of Supervisors and Nancy Turyk, Wood County Community Development Extension Educator. The following department heads also contributed to writing: Jason Grueneberg, Planning and Zoning; Sue Kunferman, Health Department; Kim McGrath, Human Resources and Brandon Vruwink, Human Services. This plan is intended to complement, not supersede, department plans.

The Wood County strategic plan has been developed to provide strategic guidance to Wood County operations to enhance efficiency while carrying out the County's mission and providing pathways to the achievement of its vision. Six overarching categories were used in the strategic plan which cross-cut departmental boundaries. Within each category, overarching strategies were identified. To fully attain some of the strategies, the actions will be achieved by multiple departments, along with partnering organizations. It is recommended each department review the strategies, and, if relevant, identify actionable items that contribute to the achievement of the strategy.

The success of this plan is dependent on departments, stakeholders, and elected officials to identify and implement their respective actionable items needed to achieve these strategies. To remain relevant, this five-year plan should be reviewed annually and updated as needed, with a comprehensive review by the Operations Committee in 2024.



Goals and Strategies

Communication

Effective communication is essential to the successful implementation of the County's mission and all the strategies identified in this plan. How communication occurs within the County is part of its culture. Frequently, internal efficiencies can be enhanced through interdepartmental communication and collaborations. Developing and cultivating external partnerships is also critical to County operations and services.

Collaboration

- 1. Expect a culture of collaboration by all within county government.
- 2. Intentionally and respectfully engage members of the populations we intend to serve.
- **3.** Enrich partnerships with local, state, federal, and tribal governing bodies and organizations with common service goals.

Messaging and Marketing

- 1. Maintain a welcoming environment in County facilities.
- 2. Develop implementation strategies to communicate the County's mission, vision, guiding principles, and strategic goals to attract and retain employees, residents, businesses, and tourists.
- **3.** Recognize the value of Wood County and express it to others. Frame messages to attract and retain residents, businesses, and tourists.
 - a. Conduct a rebranding initiative to develop a unified county message to attract new residents and tourists. Identified in REDI plan lead organizations to be determined.

Economic Vitality

From economic and social perspectives, economic vitality is essential to the stability of Wood County. Many of the services provided by the County enhance aspects of quality of life, which makes living, visiting, and doing business in the County more desirable. Career opportunities, strong schools, housing, diverse transportation options, parks, forestry, and recreation all contribute to economic vitality.

Countywide Strategies for Economic Development

- 1. Coordinate the development of the USDA Rural Economic Development Initiative (REDI) plan, including strategies and timelines for implementation.
 - a. Continue to develop plan content with Wood County economic development partners. Leads: Planning & Zoning Dept. and Extension
 - b. Following public comments, submit plan to USDA for their review and approval by September 2020. Leads: Planning & Zoning Dept. and Extension
- 2. Identify the role of Wood County in economic development and implement strategies to support it.
 - a. The CEED Committee will make recommendations to County Board in Fall 2020.

4

- **3.** Develop and nurture ongoing collaborations by establishing strategies for efficient communication and cooperation with local and regional economic development partners.
 - a. Continue coordinating quarterly economic development round table meetings. Lead: Planning
 & Zoning Dept.
 - b. Consider other recommendations resulting from the REDI planning process. Leads: Planning & Zoning Dept. and Extension
- 4. Improve housing options in the County for diversity, quality, and efficiency.
 - a. As part of the REDI plan, summarize studies and develop strategies throughout the County. Lead: Planning & Zoning Dept.
- **5.** Maintain, develop, and manage parks, forestry, and recreation areas to meet the needs of the County, and to attract visitors and events to Wood County.

Financial Resources

It is essential for the County to manage financial resources in a fiscally responsible manner. Decision-making related to expenditures and investments, developing long-term plans and budgets, proper tracking and management of funds, and seeking additional funding are all part of being fiscally responsible.

Financial Sustainability and Planning

- 1. Develop long-term budget plans and strategies.
- 2. Develop new revenue streams through the expansion of partnerships and collaborations, participation in grant and rebate programs, and other sustainable financial opportunities.
 - a. Maximize grant funding. Explore the possibility of a County grant writer.
- 3. Increase tax revenues through investments that will attract people to live, play, and work in Wood County.
- 4. Maximize eligible reimbursements to the County.
 - a. Lobby state and federal legislators on importance of sustainable reimbursement models.
 - b. Examine internal funding structures and adjust to maximize reimbursements. Example: IT Dept. fees

Health and Safety

Preservation of life and property in Wood County is paramount. Promoting a safe and secure environment minimizing all threats, hazards and incidents requires preparation to respond to emergencies as well as forethought to identify ways to minimize the extent of damage to people and properties. Continually providing critical services to the community involves having trained personnel, up-to-date technology, and coordinating with partners from all levels of government across every community. Wood County seeks to be a forerunner in the industry of emergency management and drive the field of emergency management forward and strives to provide the most technologically advanced and innovative methods of response to emergencies.

The Health and Safety of our residents is the foundation to creating a prosperous and engaged county. The goals outlined in this strategic plan emphasize the need for prevention and treatment options to ensure

residents are well informed and have access to necessary health services. Wood County is a beautiful place to live; taking steps to protect the air, water, and other natural resources is essential to improving our quality of life.

Public Safety

- Maintain an acceptable level of service for the community, regardless of challenges. Ensure emergency
 personnel and stakeholders are properly trained and equipped to accomplish their expanded duties
 during major emergency or disaster situations. Leads: All public safety departments
- 2. Provide the highest quality services by proactively seeking new and better ways to improve upon the services offered to Wood County. Leads: All public safety departments
- 3. Work with businesses and industry in prevention planning. Lead: Emergency Management
- 4. Abate vulnerable community assets to assure the continued provision of communication and services.
 Lead: Emergency Management
 - a. Incorporate strategies into the County resiliency plan (see Infrastructure).
- 5. Develop a "Safe Room" program for vulnerable communities. Lead: Emergency Management

Emergency Management Communication

- 1. Expand public education and awareness capabilities. Increase community education on personal mitigation measures for all hazards. Lead: Emergency Management
- 2. Strengthen EOC and emergency public information and warning capabilities.
- **3.** Enhance the Mitigation System through developing and leveraging technology, partnerships, funding opportunities, and policy.

Well Being

- 1. Promote conditions that foster the healthy growth and development of Wood County children.
 - a. Seek external funding and implement the Parents as Teachers Program.
 - b. Lead: Health Dept.
 - b. Improve health outcomes for youth aged 11-18 by ensuring all school districts complete the Youth Risk Behavior Survey and developing Providers and Teens Collaborating for Health (PATCH) in at least one school. Lead: Health Dept.
- 2. Expand prevention and treatment strategies to address substance abuse in Wood County.
 - a. Reduce underage drinking and unhealthy adult alcohol consumption in Wood County. Lead:
 Health Dept.
 - Reduce prescription drug abuse, heroin use, and methamphetamine use among youth aged 12-17 and reduce the harm associated with injection drug use among youths and adults. Lead: Health Dept.
 - c. Reduce marijuana use among youth ages 12-17. Lead: Health Dept.
 - d. Reduce tobacco and electronic nicotine delivery system use among youth ages 12-17. Lead: Health Dept.
- 3. Continue to build capacity to meet the County's mental health needs.
 - a. Promote mental health clubhouses and Peer Specialist Trainings.
 Lead: Health Dept.

- b. Collaborate with Peer Recovery Coaches. Lead: Health Dept.
- c. Integrate services into community hubs and gathering places. Lead: Health Dept.
- d. Establish a network of providers to discuss referral pathways, better coordination of care, and methods to reduce barriers to services. Lead: Health Dept.

Environmental Health

- 1. Protect and enhance the quality of surface and groundwater in Wood County.
 - a. Support the initiatives identified in the Central Sands Groundwater County Coalition resolution.
 - b. Continue developing and helping property owners implement the best management practices for water quality. Lead: Land & Water Conservation Dept.
- 2. Increase residents' awareness of the quality of their drinking water.
 - a. Continue to evaluate the health of private well water by providing support for water quality monitoring. Leads: Health Dept. and Land & Water Conservation Dept.
 - b. Develop and deliver educational information to County residents. Leads: Health Dept. and Land & Water Conservation Dept.
- 3. Reduce the incidence of childhood lead poisoning.
 - a. a. Implement a lead abatement program funded by the Wisconsin Department of Health Services. Lead: Health Dept.
- 4. Protect, enhance, and monitor air quality in Wood County.
- 5. Protect and enhance natural resources within County's parks and forestry properties. Lead: Parks

Human Resources

In Wood County, our human capital is our most important asset. Attracting and retaining exceptional talent is integral in supporting the County's programs and services. This involves providing competitive salary, benefits, and professional opportunities, as well as a welcoming and collaborative culture.

Recruitment and Retention

- 1. Sustain an equitable and competitive compensation program and structure.
- 2. Maintain benefit programs that enhance the well-being of our employees and their families.
 - a. Regularly educate employees about the Wellness Program and wellness policies. Lead: Health Dept.
- 3. Support an environment of flexibility to promote a healthy work-life balance for our employees.

Training and Development

- 1. Empower innovative leadership and provide opportunities for enhancing managerial effectiveness.
- 2. Encourage employee growth and development and champion opportunities to enhance employee skills and qualifications.
- **3.** Encourage and support internships and other opportunities to develop future professionals.

Inclusive and Collaborative Workplace Culture

1. Build a culture of employee engagement, empowerment, and involvement.

- 2. Cultivate a collaborative environment where employees are encouraged to reach across organizational lines to enhance programs and services.
- 3. Foster a diverse environment where everyone is valued and supported to reach their highest potential.

Infrastructure

Wood County's infrastructure is critically linked to the County's economic vitality, quality of life, and resiliency. Infrastructure includes transportation systems, water resources, and County-owned facilities, land, and equipment. Due to the scale of investment and availability of funding assistance, strategic long-term planning is essential to ensure this infrastructure is maintained, efficient, meets future needs, and employs modern technologies.

Resiliency

- Develop resiliency strategies to mitigate the extent of impacts from severe weather and other unpredictable events.
 - a. Provide opportunities for County staff to gain an understanding about their role in increasing resiliency in Wood County.
 - b. Identify potential challenges to County operations in the case of extreme events and maintain plans for continued operations.

Efficiency

- 1. Plan for a variety of transportation system enhancements to attract and serve residents, businesses, and visitors. Ensure connections are made to other areas in this region.
 - Update the County's bicycle and pedestrian plan by 2022.
 Leads: Planning & Zoning and Health Depts.
 - b. Research current and future transportation needs, including gathering input from community members, and research best practices for improving transportation in rural communities. Lead: Health Dept.
- 2. Explore the implementation of fleet vehicles in the County.
- **3.** Continue to develop and implement the County's energy plan to reduce short- and long-term energy expenses.
 - a. Using the 2020 baseline electricity study, prioritize County properties for additional evaluation and identify benchmarks for investment and return on investment.
 - b. Establish a monitoring strategy to quantify energy reductions. Lead: Renewable & Sustainable Committee
 - Establish a baseline for non-electrical fuel use in the County. Lead: Renewable & Sustainable Committee
- 4. Continue to support Lean Process Improvement funding.

Recreational Infrastructure

- 1. Support existing Wood County recreational opportunities.
- 2. Explore future Wood County recreational opportunities.

- a. Encourage community design and development that supports physical activity. Lead: Health Dept.
- b. Explore multi-municipality trail connectivity and signage, and overall outdoor/indoor recreation infrastructure improvements. Lead: Health Dept.
- c. Enhance accessible playground features for all age ranges at County parks. Leads: Health Dept. and Parks
- **3.** Initiate strategies that improve and maintain water quality related to recreational spaces in Wood County.
 - a. Evaluate the health of water quality at County beaches. Lead: Health Dept.
 - b. Review shoreland and upland management strategies to reduce erosion and pollutant inputs. Lead: Land & Water Conservation Dept.

County Strategic Plan

2/19/2019 County Board Meeting Special Presentation

Vice Chair Donna Rozar and

Nancy Turyk Community Development Extension Educator – Wood County

Why Plan?

Many organizations and businesses operate with a plan. In the case of a county, a vision and plan help to orient newly elected officials and employees to the county's priorities and perspectives. A strong vision can send a message about the county's direction to current and potential residents, businesses, and others. Plans should look to the future and provide the guidance needed to achieve the goals within the desired timeframe. Done right, the act of planning helps to strengthen cohesion within the county, which is key to efficient operations.

County plans can be developed for a variety of purposes. Some plans provide a broad vision for the future and identify the steps and timelines required to achieve the vision. Other county plans may focus on internal operations. The development of county plans can follow a variety of processes. Ideally, a county strategic plan incorporates a breadth of viewpoints obtained from the county's professional staff, elected officials, and residents through public forums or other participatory means. These processes take 3-5 years, starting with the development of municipal comprehensive plans, which are then compiled to create the county's comprehensive plan. Finally, the county strategic plan is developed to prioritize goals based on the comprehensive plan. This sequence is ideal because the municipal and county comprehensive planning processes include numerous opportunities for public participation, input and insight, ensuring the public's viewpoint is incorporated into each of the plans. This level of input also helps to ensure that the commitment needed to implement the plans exists.

In Wood County, the comprehensive plans need to be refreshed; some municipalities are currently in the process of updating their plans with the County's comprehensive plan updates estimated to begin in 2020. Properly done, this process will take several years to complete. Therefore, to provide the County with a strategic plan sooner than 2022, we will initially develop a County strategic plan that is based on internal knowledge for use over the short-term. Once the comprehensive plan updates are complete, the county strategic plan version 1 should be updated to incorporate and prioritize the goals identified in the new county comprehensive plan.



County Mission or Vision

Visions can be powerful if they are agreed upon and adhered to by decision makers. Many of Wood County's departments have mission and vision statements; however, an overarching mission and vision for the county is lacking. Visions and missions can provide a unified guidance for county staff, elected officials, residents, and external stakeholders.

As an example of commitment to the use of a vision, Marathon County's vision is to be **the healthiest**, **safest**, **most prosperous county in the State**. Many of their conference rooms and facilities have this statement framed on the walls as a reminder to those making decisions for the County. While working with Marathon County staff and elected officials, I have observed them referencing this vision on numerous occasions. This vison also provides a strong message to others about the extent of the County's organization and its direction.

Wood County Strategic Planning Process

The process employed is critical from the standpoint of buy-in and use after a plan is developed. Staff and elected officials are more likely to utilize a plan if they have ownership in it and if they believe their opinions have been acknowledged. A planning process can be a unique opportunity to enhance listening skills, trust, cooperation, and compromise if these and other values are identified as part of the process and modeled by all throughout the process.

County Strategic Plan - Version 1

Core Values (how the organization conducts itself) / Mission (why and what - informs) / Vision (what - future - inspires)

- 1. Core Values. Surveys will be provided to County Board supervisors to identify the 3-5 principals or core values that are most important to how the County runs and serves its clients.
 - a. The first survey will be comprised of open-ended questions.
 - b. The second survey will be a rating-scale questionnaire with questions developed from the responses of the first survey.
 - c. Planning leads will summarize survey results and if needed, results of the second survey will be refined by the Executive Committee.
- 2. Mission. Surveys will be provided to County Board supervisors to answer the question, *What is the county here to do?*
 - a. The first survey will be comprised of open-ended questions.
 - b. The second survey will be a rating-scale questionnaire with questions developed from the responses of the first survey.
 - c. Planning leads will summarize survey results and if needed, results of the second survey will be refined by the Executive Committee.
- 3. Vision. The development of a vision for Wood County will be proposed by department heads using their department missions and visions.
 - a. The department head suggestions, along with the missions and visions of the departments will be provided to the planning leads for synthesis.
 - b. Final synthesis will be accomplished with input from the Executive Committee.
- 4. The mission, vision, and core values will be provided to County Board for approval.

County Strategic Plan Development

- 1. Three meetings with department heads will be held to identify top strategic issues (current and future).
- 2. <u>Meeting 1</u> will describe the planning process to department heads. Department heads will be asked to prepare for the planning process through the review of their department plans, discussions with staff, etc. An opportunity to develop department strategic plans will be offered to department heads.
- 3. <u>Prior to meeting 2</u> Departments will prepare a list of strategic issues, their mission, vision, and values.
- 4. <u>Meeting 2</u> will involve focused discussions leading to the group's identification of the **top strategic issues**. Following meeting 2, the results will be organized and provided to department heads.

- 5. <u>Meeting 3.</u> Department heads will utilize the organized strategic issues to develop strategic goals and *S.M.A.R.T* elements (specific, measurable, attainable, realistic, and time frame). These outcomes will be compiled by project leads.
 - a. The estimated meeting duration for the first meeting is 30 minutes and 90 minutes each for the second and third meetings.
 - b. If interested and able to do so, the County Board planning lead, Supervisor Donna Rozar, will attend the meetings to listen to the discussions and later assist with the organization of department head suggestions and goals.
 - c. Department heads will be given the option to request additional meetings to complete their discussions.
- 6. <u>Meeting 4</u> will_include all County Board supervisors and department heads to review and discuss the priorities identified by the department heads.
 - a. Roberts Rules will be suspended to allow attendees to participate in small group discussions. The groups will be organized by strategic goal or topic, allowing the small group participants to discuss the goal/topic and rationale.
 - b. The outcome of these discussions will be compiled, organized, and presented to the County Board for approval.
- 7. The approved county strategic plan version 1 will be provided to department heads who will be asked to develop objectives for the goals that are relevant to their department.

Motion: 1st

2nd

No:

RESOLUTION#

ITEM#

DATE

May 19, 2020 Effective Date Upon passage & publication

LAD

Introduced by Page 1 of 1

Operations Committee and Property & Information Technology Committee

Adopted: Lost: Tabled: Yes: Absent:

Number of votes required: Majority

X Two-thirds Reviewed by: PAK

Reviewed by: En

, Corp Counsel Finance Dir.

NO YES A LaFontaine, D 2 Rozar, D Feirer, M Wagner, E 5 Fischer, A 6 Breu, A Ashbeck, R Hahn, J Winch, W 10 Thao, L Curry, K 11 12 Valenstein, L Hokamp, J 13 14 Polach, D 15 Clendenning, B Pliml, L 16

INTENT & SYNOPSIS: To amend the 2020 budget for the Wood County Maintenance Department by transferring \$75,000 from Buildings Maintenance Retained Earnings Account to pay for the purchase of vacant land at 411 East Jackson Street in Wisconsin Rapids, WI.

FISCAL NOTE: Transfer \$75,000 from Buildings Maintenance Retained Earnings Account.

<u>Account</u>	Account Name	<u>Debit</u>	<u>Credit</u>
33900	Buildings Maint. Retained Earnings	\$75,000	
51611	Courthouse/Jail Land Improvements		\$75,000

WHEREAS, the Cultural Center took ownership of the property south of the Courthouse's Avon Street parking lot that was formerly used as Ebsen's Greenhouse, which consists of about one acre of vacant land, and

WHEREAS, the Cultural Center has determined to not develop this property and, therefore, is desirous of selling the approximate one acre site and has sought out Wood County to see if the County would be interested in purchasing it, and

WHEREAS, it is not clear that Wood County has an immediate need for the property but it is possible that further development at the general Courthouse location may be needed down the road and the size and low cost of the property make it a good investment by the County to acquire at this

time, and

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Zurfluh, J

Hamilton, B

Leichtnam, B

WHEREAS, the Operations Committee and its predecessor, the Executive Committee, have been in negotiations with the Cultural Center for a number of months and the Cultural Center has acquiesced to the County's original conditional offer of \$75,000.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to amend the Wood County budget for 2020 by directing that \$75,000 be taken from Buildings Maintenance Retained Earnings Account # 33900 and placed into the Maintenance Department Land Improvements Account # 51611 to be used solely for the cost of purchasing the vacant land at 411 East Jackson Street, Wisconsin Rapids, WI

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. s. 65.90(5), the County Clerk is directed to publish a Class 1 notice of this budget change within 15 days.

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: April 30, 2020

PLACE: Wood County Courthouse, Room 114 – Wisconsin Rapids (meeting also accessible via WebEx)

PRESENT: Donna Rozar, Adam Fischer, John Hokamp, Lee Thao, and Laura Valenstein

By WebEx--Tom Buttke and Jessica Vicente (joined meeting after agenda item 5)

EXCUSED: Heather Wellach RN, Steven Kulick MD

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Jordon Bruce, Marissa Laher, Mary Solheim, Jo Timmerman, Mary Schlagenhaft (Human Services); Rock Larson (Veterans Service); Sue Kunferman, Kaṭhy Alft (Health Department); Bill Clendenning (County Board Supervisor); Lance Pliml (County Board Chair); Lisa Keller (IT) (Some of these attendees were in the room and others joined by WebEx)

1) Call to Order

Meeting called to order at 5:07 p.m. by County Board Chair Lance Pliml.

2) Quorum

Pliml declared a quorum.

3) Election of Committee Chair and Vice-Chair

PlimI called for nominations for Committee Chair. Fischer nominated Rozar for chair. Motion (Fischer/Hokamp) to close nominations and cast a unanimous ballot for Rozar as chair. All ayes. Motion carried.

PlimI called for nominations for Committee Vice-Chair. Rozar nominated Fischer for vice-chair. Motion (Buttke/Rozar) to close nominations and cast a unanimous ballot for Fischer as vice-chair. All ayes. Motion carried.

4) Public Comments

- Introductions of Committee members and department representatives.
- Orientation manuals will be shared with new Committee members.

5) Consent Agenda

Health Department Communicable Disease report page 13 and Human Services narrative page 15 pulled from consent agenda. Motion (Fischer/Thao) to approve the consent agenda. All ayes. Motion carried.

6) Discussion and consideration of items removed from consent agenda

- Health Department Communicable Disease report Sue Kunferman responded to questions of where data comes from and how it is shared, Sue also described the Outbreaks/Other category data.
- Human Services narrative Jo Timmerman responded to question about TBI take-back settlement. Motion (Hokamp/Fischer) to approve items pulled from the consent agenda. All ayes. Motion carried.

7) Financial Statements – Edgewater Haven, Human Services Community, Norwood Health Center Quarterly Reports – Veterans Service, Health Department

Department staff answered questions regarding information in the financial statements and quarterly reports.

8) Health Department COVID-19 update

Sue Kunferman provided information on testing rates and results in Wood County. The National Guard is tentatively scheduled to provide testing May 8-9th in a drive-thru manner at the Highway Department. The Health Department will follow-up with contact tracing for those who test positive. The National Guard will contact those who test negative. Sue referred Committee members to page 4 in the packet which describes in more detail the work being done around COVID-19. Sue stated there has been work with regional partners to outline a gradual reopening plan in Wisconsin. That comprehensive plan will be shared with the Department of Health Services and Governor's office.

9) Human Services discussion of ergonomic assessments and related expenses

Brandon Vruwink shared that several staff have requested ergonomic assessments and how many of those assessments have resulted in new chairs or sit/stand desks for employees. The County Wellness Program

pays for the cost of the assessment, and departments are responsible for the cost associated with the ergonomic related equipment purchase. This agenda item is intended to inform the Committee of potential increase in unbudgeted expenses.

10) Human Services Community Partnerships for Diversion from Youth Justice Grant update

The Director's Report (pages 14-15 of the Human Services narrative) provides a detailed process of the Youth Diversion Grant application to the State of Wisconsin. Brandon Vruwink described the grant request and opportunities for working with the youth in our community. Brandon described the significance of the work identified as part of the grant application process. He noted the program should be considered for inclusion in the 2021 budget regardless of whether grant funding is received. Discussion was had regarding offering the program in both Wisconsin Rapids and Marshfield.

11) Human Services Capital Improvement Plan (CIP)

Brandon Vruwink explained the need to replace a transportation bus and funding mechanisms to purchase without tax levy. Motion (Fischer/Buttke) to approve the CIP as presented. All ayes. Motion carried.

12) Resolution to support pending legislation known as the "Commitment to Veterans Support and Outreach Act" (CVSO Act)

A copy of the resolution was shared in the packet. Rock Larson explained the CVSO Act authorizes the Federal Veterans Affairs Secretary to enter into contracts with States or to award grants to States to promote health and wellness, prevent suicide, and improve outreach to veterans. Motion (Buttke/Fischer) to support the resolution as presented. All ayes. Motion carried.

13) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

14) Items for Future Agenda

The Chair noted items for future agendas.

15) Next Meeting(s)

 May 28, 2020, 5:00 pm, Wood County Courthouse 114, Wisconsin Rapids (meeting will also be accessible via WebEx)

16) Adjourn

Rozar declared the meeting adjourned at 7:31 p.m.

Minutes taken by Kathy Alft and subject to Committee approval.



If you have any questions about this report, please contact Sue Kunferman at 715-421-8928 (W) or 715-213-8493 (Cell) or skunferman@co.wood.wi.us

ADMINISTRATIVE REPORT - SUE KUNFERMAN, RN, MSN

- All of our efforts are focused on our COVID-19 response. We are in full Incident Command operations. We have a formal incident briefing internally each Monday, when we complete a new Incident Action Plan (IAP). The IAP contains all of our objectives for the coming week the important things related to our response that we need to complete with deadlines for completion. We have a Wood County Emergency Operations Center (EOC) briefing twice per week where we provide updates to and receive updates from our preparedness partners from across the county. We have good participation from law enforcement, EMS, both hospitals, long term care facilities, our coroner, schools, emergency management, the North Central WI Health Care Emergency Readiness Coalition (HERC) and others. I participate in a statewide Health Officer webinar every afternoon, seven days per week, calls for assisted living facilities twice weekly, the HERC Board of Directors call weekly, a provider webinar weekly, and daily incident briefings with Aspirus Riverview.
- We are currently working on some bigger ticket items:
 - Isolation Facility Planning this is a place, likely a hotel, for individuals with COVID-19 who do not need hospitalization, but do not have a place to safely isolate themselves. In order to stand up an isolation facility, we need to have contracts ready to go for the hotel rooms, catering to feed the individuals there, staff to "admit" new people to the facility, staff to monitor the health of the people staying there, security, housekeeping, transportation and other services to help individuals through their isolation period and then back into their homes after completion of their isolation.
 - Mortuary Plan we have the capacity to store 33 human bodies when taking into account all funeral homes and our two hospital morgues. We are working with our two hospitals to assure access to refrigerated trucks, stacking systems, fuel, body bags, and other supplies and materials needed to manage a quick increase in deaths. We are making excellent progress in this area. One major concern is the delay of funeral services. For example, if a spouse dies from COVID-19, the living spouse will need to be isolated for 14 days. That means that individual cannot attend a funeral until after that 14-day period.
 - <u>Communication</u> we are constantly pushing out public communication about the pandemic as guidelines and recommendations change. We have two staff managing our Facebook page and posting information as well as responding to public questions and comments. This is occurring nearly all day, every day. We are making a concerted effort to assure our public-facing communication is current and accurate and we are responsive to questions and concerns.
 - <u>Disease Reporting</u> providers and labs enter patient testing information and results into WEDSS
 (Wisconsin Electronic Disease Surveillance System). Health systems are no longer required to call us with
 positive results, so we are constantly monitoring WEDSS for high-risk individuals being tested and positive
 test results every day, seven days per week.
 - <u>Special populations</u> we have been working very closely with the Amish community on their response to COVID-19. We have visited them and have also sent letters in the mail. We are currently assisting them in finding ways to "hold" those who have died (from any cause) until such time that they can have their traditional funeral services.
 - <u>Faith-based community</u> we have been working closely with our churches and faith-based leadership as they work through options of delivering their messages and maintaining hope and support for their members.
 - Essential vs. Non-Essential we are answering questions every day about what is essential and what is not essential. We work closely with the Wisconsin Economic Development Corporation (WEDC) in making these determinations. We are also working with businesses on their signage and mechanisms to implement the Governor's Order to the best of their ability. We are also partnering with law enforcement when compliance issues are found.

<u>COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH</u>

Healthy People Wood County (HPWC)

Members of this team are actively engaged in the ICS for the response to COVID-19. This includes providing information to the public, identifying community resources and needs, participating in EM calls and working on Isolation Facilities Plans. Daily updates to Facebook and the health department website are done and press releases are sent out as needed.

Updates to the HPWC website were made to make it more user friendly and to ensure the information on the website is most up-to-date. Changes that have been done include adjusting the color for better contrast and easier reading, improved layout, and adding of resources.

57

The Annual Healthy People Wood County Summit was held in March. These annual summits serve as a great opportunity to share about the work happening within each coalition, provide relevant training to coalition members, and an opportunity to network. This year's summit had a theme around Community Engagement, which will become a large part of each coalition's work moving forward. During the summit, two storytellers shared their stories about living with a mental illness and being in recovery. This opportunity to recruit storytellers and the relationships and trust built in order for them to be willing to share stemmed from Authentic Community Engagement.

Community Needs Task Force:

The Community Needs Task Force was created March 18 as a means to identify and share local resources that exist in order to meet the needs of the community in response to the COVID-19 pandemic. The task force is communicating with and surveying local agencies in an effort to capture resident needs, agency needs, and available resources. A webpage will be developed where we can direct those who visit the Wood County website and Health Department page. Additional modes of communication are being planned to share community resources.

AOD Prevention Partnership:

The *In Plain Sight* bedroom display was set up at the 2020 HWPC Summit to show how various community members provided insight to put the display together. Several community members are also using the display to share information and provide trainings to others throughout the community.

Efforts were in place to work with Nekoosa High School students on a peer-to-peer program to reduce risky behaviors. A training was planned on facilitation and preventing youth vaping, but was postponed due to COVID-19 response efforts.

The Wood County Drug Task Force met Wednesday, March 11 for strategic planning. The group consensus was to continue meeting quarterly (after strategic planning is wrapped up), and be a networking resource for community organizations for community substance abuse resources. The task force is also considering ways to best connect community members to our resources. The five pillars (education/prevention, harm reduction, law enforcement, treatment, and workplace) will still exist as more of a framework for the full group.

Incarceration

The Wood County Jail Workgroup will continue to meet virtually throughout the COVID-19 pandemic. The workgroup has now met six times. The most recent meeting, held on March 19, focused on voting on shared workgroup goals, debriefing from February's presentation on the preliminary findings of the Wood County Criminal Justice System Report, and brainstorming potential solutions to the challenges described in the report.

The workgroup will meet next on April 16 from 1:00 PM - 2:00 PM over Zoom. During this meeting, the group will provide agency updates (particularly regarding the COVID-19 pandemic), debrief about, and finalize the shared workgroup goals. The solution prioritization process will be postponed until the group can gain more representation and participation from individuals with lived experience, particularly from Ex-Incarcerated People Organizing (EXPO) and other WISDOM affiliates, as these individuals should be at the core of these decision-making processes.

In partnership with Three Bridges Recovery and EXPO, the Wood County Health Department will be submitting a proposal for a grant from the Vera Institute of Justice called In Our Backyards. The grant is geared toward reducing incarceration in rural communities, specifically by making data and knowledge about incarceration more widely available, changing the public narrative about incarceration, and building public and governmental will to reverse mass incarceration in rural areas through policy and practice change. The grant funds would primarily be used for helping to complete and publish the Wood County Criminal Justice System Report, increasing the transparency and usability of local justice system data, building EXPO's Wausau chapter, and helping Three Bridges with data and outcome tracking and publicizing the work they do.

The completion of the Wood County Criminal Justice System Report will be postponed due to a delay in receiving feedback from workgroup members and challenges with connecting with formerly incarcerated individuals to interview for the report. In response to concerns from workgroup members regarding the report, the Wood County Health Department is collaborating with an organization called Human Impact Partners so they can provide professional guidance. They help develop these types of reports for local communities and have a lot of expertise in this area.

The individual who leads the workgroup gave a short speech during the Gamaliel Network's Decarceration Day of Action on March 19. In her speech, she provided a public health perspective on why jails and prisons are going to be hotspots during the COVID-19 pandemic and why rapid decarceration is the safest and most effective option for reducing the COVID-19 infections, hospitalizations, and deaths that will inevitably transpire in America's jails and

prisons. Language from this speech was then used for a letter to Governor Evers from the Wisconsin Public Health Association and Wisconsin Association (WPHA) of Local Health Departments and Boards (WALHDAB) urging him to take immediate action toward decarcerating Wisconsin's jails and prisons.

Lastly, in collaboration with EXPO and UW-Madison's Mobilizing Action Toward Community Health (MATCH), the individual who leads the workgroup is in the beginning stages of writing a policy resolution for WPHA relating to state-wide criminal legal system reform. This resolution will focus on criminal legal system involvement as a social determinant of health, making the connection between criminal legal system policy and health policy, and recommending specific legislative changes to end mass incarceration in Wisconsin and reduce the disproportionate burdens the criminal legal system imposes on marginalized groups within Wisconsin (e.g., people of color and people in poverty). They will also create a model resolution that WPHA can provide to counties in Wisconsin to use for their own purposes.

Mental Health Matters

The month of March for Mental Health Matters served as a time to provide updates on the work to come and to start seeing movement on months of planning and preparation. To start, the Community Health Improvement Plan (CHIP) was finished with the most up to date goals, objectives, and strategies being outlined for each priority area. The priority area that Mental Health Matters stems from, which was known as Mental Health from the previous plan, is now known as Behavioral Health. The change comes primarily from the desire to align the plans that the Wood County Health Department, Marshfield Clinic Health Systems, and Aspirus Health Systems all must submit to meet state and federal mandates.

The Storytellers Workgroup debriefed about the summit's storytelling opportunity and how it could translate into standalone events in the future. The storytellers will look to advertise their storytelling to local organizations, groups, and other gatherings with the overarching goal of reducing stigma around mental illness post the COVID-19 outbreak.

Staff attended the monthly Clubhouse Board Meeting. During the board meeting, information was shared about the Healthy People Wood County summit and the storytellers. There was discussion about looking for additional opportunities to have storytellers speak. One upcoming event identified during the meeting was the *We Are* event. The *We Are* event is an annual stigma-reducing event to showcase talents from people living with a mental illness or mental health challenge within Wood County. In the past, there has been a panel of individuals with lived experience, and it was suggested there could be an opportunity for the storytellers to share. Staff attended a *We Are* planning meeting to share about the Storyteller Workgroup and offered an opportunity to collaborate. Unfortunately, towards the end of March, the *We Are* event was canceled due to COVID-19 related concerns.

Discussions between the clubhouses and Crossview Church continue in order to identify ways a 12-passenger van could be utilized by clubhouse members. In addition, Crossview Church provided an update on the logo selection for the clubhouse. In February, Crossview Church contracted a graphic designer to interview clubhouse members on their thoughts of what they would like in a new logo design. The clubhouse members will be voting on the logo and the final decision will be in April.

ENVIRONMENTAL HEALTH REPORT - NANCY EGGLESTON, R.S.

COVID-19 Response

Environmental Health Staff members were involved in responding to questions from business owners affected by the series of Governor's Orders in response to the COVID-19 pandemic. Staff members talked to business about COVID-19 and how it affects them. Questions came in about the closure of self-service operations at various restaurants and hotels, sales of retail foods to the elderly population at a restaurant, essential vs non-essential workers and businesses, license category changes if a restaurant starts to deliver, and who to contact if there is a violation of the order. Other questions included how to sanitize facilities, items grocery stores could have on display such as produce, bread, fruits, and what to do if employees were sick, and the quarantine of restaurant owners who had returned from a trip out of the state. Phone calls were made to all food facilities with self-service food sales in Adams, Juneau, and Wood Counties.

The general public and establishments had a number of questions about what was and was not allowed under the Governor's Order. Staff fielded calls about pools, campgrounds and food service, church service, farm auctions, what is essential, and if driving around was permitted. Schools were provided with guidance and information. Concerns of the Humane Officer were addressed. Kate worked with a team to develop an Isolation Plan for Wood Count. Nancy is involved in mortuary planning. Staff members continue to provide support and education for the public.

Staff Training

Ben and Dave attended HealthSpace training in Madison and new TNC worker training as well. All staff are partially working from home during the COVID-19 outbreak, and are doing pre-requisite online courses in preparation for FDA training coming up at the end of summer. Kate completed lead Risk Assessor training.

Port Edwards/Armenia Groundwater Issues-MOU progress

There was no reportable activity on the MOU in March.

Wisconsin Lead Safe Homes Program

Mariah and Nancy conducted a site visit at a home in Marshfield to determine if it is suitable for the Lead Safe Homes Program. A number of lead hazards were identified. This home will receive a full lead risk assessment and will qualify for window replacements and other work due to the presence of lead. The project start will be delayed due to the COVID-19 situation. Another homeowner in Mauston submitted an application.

New Businesses and Consultations

A pre-licensing inspection was completed for the new pools at the Wisconsin Rapids YMCA. Tim also worked on a pool staffing plan with Mary at the Wisconsin Rapids Aquatic Center. A pre-licensing inspection was done at Dollar General in Marshfield. Crimson Leaf Mobile Home Park in Wisconsin Rapids was licensed to operate under new ownership. A pre-licensing inspection for a new Mexican restaurant was postponed.

Complaints

Nine complaint investigations were received in the month of March.

- We received a complaint of tiles falling off the ceiling in a bathroom. The landlord ordered tiles and will be replacing them.
- A caller complained of a rental unit with garbage, dog feces, and plumbing problems. The landlord was
 contacted and a manager entered the property. The plumbing was working, there was no accumulation of
 animal feces in the home. The landlord will fix some minor problems in the home and the tenants were
 instructed to clean the home.
- A dog caught a bat outside, bit it, and then dropped it. The bat could not be found. The dog will need a rabies booster shot and must be quarantined at home for 60 days.
- A caller complained of mold in their rental unit. He said he had called before. We made 3 attempts to contact him previously with no response. He said he was no longer living there. Complaint dismissed.
- A caller complained about a restroom door at a restaurant being locked when he goes there. The restaurant was contacted. The restroom door locks from the inside, so if it is locked, it is because someone is using it. This is a problem with timing. The restroom is functional.
- A complaint came in about a shipment of food unrefrigerated outside a restaurant. An onsite inspection revealed no deliveries outside the restaurant.
- A caller complained of grease residue at a restaurant. The restaurant was made aware of the complaint. A
 recent inspection report also noted that the floors were greasy.
- An individual emailed us about bare hand contact during food preparation. The bare hand contact is allowed because it is not on ready-to-eat foods, however handwashing must be done between tasks.
- A caller complained of bed bugs in an apartment. The landlord was contacted and will contact pest control.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

Oral Health Program - Erin Fandre, RDH

With schools being closed due to the COVID-19 pandemic, Healthy Smiles is donating our supply of gloves, masks, and gowns to healthcare facilities. In the meantime we are taking it a day at a time preparing for when schools do open again.

COMMUNICABLE DISEASE TEAM REPORTS

Tuberculosis Update – Jean Rosekrans & Alecia Pluess

One person continues on medication for latent tuberculosis infection, with regular monitoring by a communicable disease nurse. The person with tuberculosis disease completed treatment and monitoring this month.

<u>Communicable Disease Update – Jean Rosekrans & Alecia Pluess</u>

- During the month of March, Wood County had 23 cases of chlamydia, 5 cases of gonorrhea, and 1 case of Hepatitis C.
- Also during March, there were 2 suspect cases of Lyme disease and 1 case of blastomycosis reported. Two
 cases of campylobacter and 1 case of E. coli were investigated. Wood County had 20 cases of hospitalized
 influenza and 2 confirmed cases of pertussis during March as well.
- On March 12, an internal Incident Command Structure was initiated for the COVID-19 pandemic. Incident
 action planning meetings have been held consistently since that time, with communicable disease nurses

involved in the planning and response. Communicable disease nurses have been working with confirmed cases to identify contacts, performing contact investigations, monitor cases and contacts for symptoms, and giving quarantine and isolation guidance. Additionally, public health nurses have been answering phone calls and emails from the public as well as external partners regarding the pandemic. Wood County had 2 confirmed cases of COVID-19 during March. Communicable Disease nurses also attended table-top exercises for COVID-19 response with both Aspirus Riverview Hospital and Marshfield Medical Center.

- The Wisconsin Student Immunization Law requires that licensed child care centers assess and report the
 immunization status of children enrolled in the center each spring. This year, child care centers were required
 to complete their assessments by March 31, 2020. Assessment report forms have been reviewed for
 completion as they have been received by the health department, and assistance and follow-up has been
 offered to individual child care centers as needed.
- Norwood staff received two "train the trainer" sessions with Jean: one on TB skin test placements/readings and one on fit-testing for respirators.

Lead Update - Jean Rosekrans & Alecia Pluess

A home visit was done for a family whose child has elevated blood lead levels.

WOMEN, INFANTS AND CHILDREN (WIC) REPORT - CAMEN HAESSIG, RD, CLC

- Sarah Krubsack, Sarah Sugden, Jessica Hutchinson, Tiffany Halama, Betsy Mancl and I attended the 2020 WALC (Wisconsin Association of Lactation Consultants) Conference on March 5 and 6 to ensure continuing education to maintain CLC/CLS credentials.
- The Families First Coronavirus Response Act, signed into law on March 18, authorizes the USDA to permit state WIC agencies to defer anthropometric measurements and bloodwork throughout the COVID-19 emergency. This allows Wood County WIC to complete all appointments over the phone during this time.

Caseload	for 2020	(Contracted	caseload 1485	١
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If you have any questions about this report, please contact Sue Kunferman at 715-421-8928 (W) or 715-213-8493 (Cell) or skunferman@co.wood.wi.us

ADMINISTRATIVE REPORT - SUE KUNFERMAN, RN, MSN

- As of the writing of this narrative, we have one confirmed case of COVID-19. We are also currently following about 30 individuals who have been tested and are awaiting results. We are in regular communication with infection control practitioners, health systems, schools, and other emergency preparedness and response partners. We have daily conference calls with the WI Department of Health Services, calls twice weekly with the Centers for Disease Control, and weekly calls with our Healthcare Emergency Readiness Coalition. I also participate in the daily updates with the Marshfield Clinic Health System.
- The South Wood County schools (Nekoosa, Port Edwards, and Wisconsin Rapids) requested quarterly collaboration meetings with the Health Department and Human Services. We met this month and discussed current and upcoming initiatives, needs, and future opportunities to work collaboratively to enhance the health and well-being of our students.
- I attended the Governor's Conference on Emergency Preparedness in Wisconsin Dells.
- I canceled my attendance at the national Public Health Preparedness Summit at the end of the month.
- I was asked to serve on a statewide Local Capabilities Workgroup, which will work to align the emergency preparedness grant objectives for public health with the priorities and objectives of hospitals. This group is meeting in Stevens Point.

ENVIRONMENTAL HEALTH REPORT - NANCY EGGLESTON, R.S.

Wisconsin Lead Safe Homes Program

Two homeowners have expressed interest in the Lead Safe Home Project. One home is in Marshfield and the other is in Mauston. We will continue to develop a list of potential homes while DHS finalizes their application process. Tim Wuebben and Mariah Heiman both recently obtained their Lead Risk Assessor certification. Mariah participated in a WI Lead Education Committee meeting and a Healthy Homes & Lead Poisoning Surveillance System meeting.

Port Edwards/Armenia Groundwater Issues-MOU progress

The Armenia Growers Coalition (AGC) provided an outline of activities conducted over the duration of the MOU between the counties, AGC and DNR.

- AGC drove the corridor and visually inspected for address confirmations and missed residences.
- Through February 2020, provided 9350 gallons of free water, averaging 850 gallons per month, to 80+ unique residences. Water delivery occurs weekly.
- AGC and Partner Group Communication:
 - Have sent notifications to 100% of the identified residences in the corridor at least 3 times
 - August 2018: Based on EPA, DNR tests showing 10+ mg/L of nitrates, AGC mailed 45 letters to corridor residences offering to provide free water & filter system
 - August 2018: Established a toll-free # for questions or to sign up for free testing, etc.
 - Mailed 1259 letters to corridor residences (including secondary properties) in 2019 offering to test their water for free and provide free water & filter system if drinking water is >10 ppm for N.
 - April 2019: Established a website for questions or to sign up for free testing, etc.
 - AGC mailed several follow up letters to 200+ corridor residences in 2019 offering to test their water for free and provide free water & filter system if their test results show >10.
 - Wood County has held 2 testing drives in 2019 to capture residents who did not answer mailings or wanted follow-up testing
- County Testing data:
 - Tested 510+ wells through February 2020, with some residences undergoing several tests
 - Tested 44.4% (521/1173) of the identified residences in the corridor through February 2020 (approximate # as some parcels do not have wells, or are seasonals without a mailing address)
 - Identified that 394 (75.6%) of the tested wells in the corridor tested as safe, with <10 mg/L N</p>
 - Identified that 110 (21.1%) of the tested wells in the corridor were >10 and offered each of them free water & filter system installation when they have contacted our coalition
 - Identified that 17 (3.3%) of the tested wells in the corridor were >30 and offered each of them free water & special filter system installation when they have contacted AGC
 - 100% of residents tested during a Post RO test have had shown results <10ppm</p>
- Installations Notes:
 - Through February 2020, 56 installations of free water filtration systems and 2 years' worth of filters

- Through January 2020, provided two installations of free special water filtration systems and booster pumps for >30. There are currently 5 installations for >30 that include booster pumps scheduled out in March and beyond.
- Provided reimbursements equivalent to the cost of AGC installed RO systems for 4 residents who proved they installed their own system and county test results are below 10 mg/L
- 17 residents still need installation. Reasons for pending status include the need to return an Access agreement or provide more information. Residents were given the manufacturer, county, and Glen Schlueter's contact info.

Sampling for Volatile Organic Compounds (VOC) in Drinking Water

Mariah worked with the DNR in the Town of Richfield in Wood County to collect VOC samples in an area where benzene was detected in a home's drinking water. Ben and Mariah collected water samples to be analyzed for VOC's at the request of the DNR on a home in Grand Marsh in Adams County. Both sets of tests were negative for VOC contamination.

New Businesses and Consultations

A pre-licensing inspection was completed with a new food service provider at the Wood County Jail. Crimson Leaf Manufactured Home Community in Wisconsin Rapids was licensed to operate under new ownership. Pizza Ranch on North Central Ave. in Marshfield had a pre-licensing inspection and received a conditional license, with a final inspection in March prior to opening to the public. 10927 Sandy Springs Drive in Nekoosa was licensed to operate as a tourist rooming house. A consultation was done with new owners of White Sands Mini Golf in Wisconsin Rapids. A meeting was held to develop a staffing plan for the pools at the Wisconsin Rapids Aquatics Center, opening in 2020.

Complaints

Eleven complaint investigations were completed in the month of February.

- We received a complaint of no heat at a rental unit, and structural damage from last summer's storms. Tenants are using a space heater. Investigation is ongoing.
- The Health Department is working with Human Services and City Building Inspection on a home with many animals and a feces accumulation. An abatement order was written, ordering cleanup of the home and disposal of the carpet and other heavily soiled items in the home. Animals were removed from the home.
- A tenant reported mold issues in her rental unit. There are condensation issues. Tenant wants us to document the problem but take no action at this time.
- A tenant reported bed bugs in her home. She was provided information on pest control, actions that can be
 taken to prevent bites and reduce the infestation, and bed bug interceptors for the bed. She will attempt to
 eliminate the bed bugs herself.
- Law Enforcement referred a home being heated with the stove and a large accumulation of clutter, making walking in the home difficult.
- A tenant complained of a sewage smell in the home. The landlord will hire a plumber.
- We are working with Building Inspection on a home with plumbing leaks and mold.
- An abatement order was written to eliminate a bed bug infestation in a home.
- A tenant complained of a mold contamination that caused an infection in his wife's lungs. An inspection revealed no gross mold contamination in the home.
- A homeowner reported plumbing problems and mold in her home. She was provided with mold remediation information.
- A caller complained about the state of cleanliness in a restaurant.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

Oral Health Program - Erin Fandre, RDH

The sealant portion of the program is almost complete for the 2019/2020 school year. We have started the second screening and fluoride varnishes. Two oral screenings and fluoride treatments for 300 children in Wood County Head Start Centers have been completed as well. One more screening and fluoride treatment will be provided during the remainder of the school year.

COMMUNICABLE DISEASE TEAM REPORTS

Tuberculosis Update – Jean Rosekrans & Alecia Pluess

One client continues on medication for latent tuberculosis infection with continued monitoring and assessment by public health. One person continues to be monitored while on medication for tuberculosis disease.

Communicable Disease Update - Jean Rosekrans & Alecia Pluess

- During the month of February, Wood County had 25 cases of chlamydia, 6 cases of gonorrhea, and 5 cases of Hepatitis C. A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Also during February, there was 1 suspect and 1 probable case of Lyme disease reported.
- One case of cryptosporidiosis was investigated. Four long term care facilities reported acute gastroenteritis
 outbreaks during February. "Recommendations for Prevention and Control of AGE in WI LTCFs" were reviewed
 with the reporting facilities and line lists for ill residents and staff were started. The facilities did not wish to have
 specimens tested at the State Lab of Hygiene.
- During February, 14 cases of hospitalized influenza were reported. One long term care facility reported a
 respiratory outbreak. A staff member at this facility tested positive for influenza. A line list of ill residents and
 staff was started and "The Reporting, Prevention and Control of Acute Respiratory Illness Outbreaks in
 Wisconsin Long Term Care Facilities" was reviewed with the reporting nurse and emailed to facility.
- Many calls from community members, schools, health care facilities, and worksites have been received
 regarding the coronavirus outbreak (COVID-19). Communicable disease staff and management have been
 attending numerous webinars and conference calls with Centers for Disease Control and Wisconsin
 Department of Health Services to stay abreast of the evolving situation. Emails with guidance have been sent
 to area schools, worksites, health care facilities, infection control personnel, and emergency medical services.
- Jean attended an Immunization Conference on February 26th.
- The Wisconsin Student Immunization Law requires that licensed child care centers assess and report the immunization status of children enrolled in the center each spring. This year, child care centers are required to enter their assessment reports via an online system by March 31st. The health department mailed letters to Wood County child care centers in late February reminding them of the due date, and offering assistance and guidance in completing the reports.

Lead Update - Jean Rosekrans & Alecia Pluess

Letters regarding follow-up lead test recommendations were sent out to parents of children that need further testing.

FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

Maternal Child Health (MCH) - Erica Sherman

2019 MCH state objectives, which included completion of the Youth Risk Behavior Surveys in schools and work around health equity, have wrapped up. 2020 MCH objectives will focus on health equity and perinatal depression screening. A partnership between MCH nurses and WIC staff will work to improve depression screening, education, and referrals for depression during the perinatal period.

Family Health and Injury Prevention - Erica Sherman

2019 data has been compiled for maternal-child health home visiting and injury prevention programs. We received 311 referrals in 2019 for maternal-child health follow-up, up just slightly from 306 last year. The child passenger safety technicians completed 102 car seat checks and provided 68 car seats to families in need. Through the Cribs for Kids program, 7 Pack N Plays were provided to families unable to afford a safe place for their infant to sleep.

WOMEN, INFANTS AND CHILDREN (WIC) REPORT - CAMEN HAESSIG, RD, CLC

- Sarah Krubsack, Sarah Sugden, Jessica Hutchinson, Tiffany Halama, Betsy Mancl, and I attended the 2020 WALC (Wisconsin Association of Lactation Consultants) Conference on March 5th and 6th to ensure continuing education to maintain CLC/CLS credentials.
- Our lead Fit Families coach Sarah Jo held a sledding event in Pittsville on February 22nd to promote physical
 activity during the winter. The event focused on WIC and Fit Families participants, but all were invited and
 welcome. Four families attended this event.

Caseload for 2020 (Contracted caseload 1485)

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WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT April 23, 2020



Director's Report by Brandon Vruwink

The Judicial and Legislative Committee created a Criminal Justice Coordinator Ad Hoc Committee to develop the Criminal Justice Coordinator position. This committee has been meeting regularly and has asked for my input on a couple of occasions. Most recently, Deputy Director Solheim and I participated in a discussion about the potential for a Youth Mental Health Court. The committee was very intrigued by this model and tasked us along with Criminal Justice Coordinator Committee Chair Fischer to meet with a judge to discuss the interest in this model. More information to come on this in the future.

Wood County Human Services wrote a grant, which would allow us to expand our Birth to 3 Services. One of the components of the grant is to provide enhanced visitation services for Children and Families. This would include creating more "home-like" family visitation space on both ends of the County. If awarded the grant, funding would be provided to remodel our visitation space at River Block and to obtain and lease additional space at City Hall Plaza. The space at City Hall Plaza would be designed to provide a kitchen area and a living area/play area for families to use while visiting. If approved for the grant, we will discuss lease options with the HHS Committee and request permission to discuss lease options with the landlord.

The Human Services Department has spent a great deal of time responding to the COVID-19 pandemic. We are working to keep our customers and staff safe while continuing to provide quality services. The Human Services Administrative Team has been meeting at least three times each week to discuss, and problem solve challenges related to COVID-19. Everyone has worked very well together as we continue to navigate this difficult situation.

The Health Department has been an excellent support and partner through this process. The knowledge, expertise, and professionalism provided have been a great reassurance to our entire department. I can't thank the Health Department enough for all of their work through this challenging process.

We have submitted a Youth Diversion Grant to the state of Wisconsin. If approved, this grant would work very well with a youth mental health court. We are modeling our proposal off of an evidenced-based model developed at Michigan State University, called *The Adolescent Diversion Project*.

The Adolescent Diversion Project (ADP) is a strengths-based, university-led program that diverts arrested youth from formal processing in the juvenile justice system and provides them with community-based services. Based upon a combination of theoretical perspectives, the goal of the ADP is to prevent future delinquency by strengthening youth's attachment to family and other prosocial individuals, increasing youth's access to resources in the community, and keeping youth from potentially stigmatizing social contexts (such as the juvenile justice system).

The program began in 1976, through a collaboration among Michigan State University, personnel from the Ingham County (Mich.) Juvenile Court, and members of the community in response to a rise in juvenile crime and the need for cost-saving alternatives to the formal processing of juveniles.

The conceptual framework of the ADP involves three theoretical perspectives: social control and bonding, social learning, and social-interactionist theories. Social control theory emphasizes the importance of social bonds in preventing delinquent behavior (Hirschi 1969). Social learning theory suggests that delinquency is learned through interactions with family, peers, and others (Aker 1990). Finally, the social-interactionist theory suggests that it is the labeling of behavior as delinquent that results in further social interactions that intentionally or unintentionally label youth as delinquent (Shur 1973).

The ADP focuses on creating an alternative to juvenile court processing within a strengths-based, advocacy framework. During the 18-week intervention, the caseworkers (i.e., student interns) spend 6–8 hours per week with the juveniles in their home, school, and community. The caseworkers work one-on-one with juveniles in order to provide them with services tailored to their specific needs. Caseworkers focus on improving juveniles' skills in several areas, including family relationships, school issues, employment, and free-time activities. For example, caseworkers teach youth about resources available in the community so that juveniles can access these resources on their own once the program is over.

The first 12 weeks of services are called the active phase, and caseworkers spend time each week with juveniles while providing direct assistance in behavioral contracting and advocacy efforts. During the last four weeks of services, called the follow-up phase, caseworkers spend a little less time each week assisting juveniles in those same areas, but their role is that of a consultant, preparing juveniles to use the techniques and strategies they've learned following the end of the program.

We expect to learn whether our proposal was approved by the end of May. If approved, for this five-year grant, we will provide you additional information about our program plan and targeted implementation date.

Administrative Services Update by Jo Timmerman

<u>Norwood</u>: Norwood Fiscal staff relocated to remote worksites as of 03-18-20. Our Patient Accounts Billing Specialist, Accounts Payable/Accounts Receivable Specialist, and Accountant are all working from their homes. Our Intake Coordinator – Inpatient was relocated to Marshfield City Hall location.

Norwood's 2018 TBI settlement take-back was initiated by Forward Health late in March. Unfortunately, Forward Health's system has encountered the same error in processing that settlement as occurred with the 2016 TBI take-back; resulting in an underpayment of \$435.00 per patient day, with a total underpayment estimate that could reach \$342,022. We are working with the state Regional Medicaid Representative to implement corrective action.

Tax Refund Intercept Payments (TRIP) collected to date in 2020 for Norwood total \$2,745.

Additional projects worked on by staff are:

- Processed Medicare, Medicaid, HMO, Commercial Insurance, other county and patient responsible billings
- Compiled data and documents for 2019 Medicaid and Medicare cost reports
- Worked on yearend reports
- Processed TRIP collections and reimbursements
- Processed vendor payments
- Attended Norwood Department Head meetings
- Attended weekly payer source meetings for patient/resident updates

<u>Edgewater</u>: Edgewater Fiscal staff have remained on site at Edgewater to conduct COVID-19 screenings of all visitors and employees entering the building.

Additional projects worked on by staff are:

- Processed Medicare, Medicaid, HMO, Commercial Insurance, and patient responsible billings and payments
- Processed vendor payments
- Attended daily stand-up meetings for patient/resident care and payer source updates
- Compiled data and documents for 2019 Medicaid and Medicare cost reports
- Worked on yearend reports

<u>Community</u>: Administrative Services Division currently has four Fiscal staff from our Community base of operations working remotely from their homes. Those staff members are: two State Reporting Clerks, our Accounts Payable Specialist, and our Administrative Services Clerk V. There are plans to move three additional staff members to home-based worksites as equipment becomes available.

Tax Refund Intercept Payments (TRIP) collected to date in 2020 for Outpatient Clinic Services total \$32,978.

Additional projects worked on by staff are:

- Attended weekly Administrative Services Division Managers' meetings
- Attended Monthly Budget Meetings for Community Resources & Children's Services (CW/YA)
- Attended IHSS monthly teleconference
- Attended monthly CLTS Teleconference
- Supervised voucher process with staff
- Supervised Monthly state reporting
- Prepared and filed NIMC monthly State report
- Prepared and sent out NIMC monthly payment
- Monitored and ensured coverage in all Support staff areas during absences, illnesses, meetings and appointments daily
- Developed COVID-19 preparedness work flow plans for staff working onsite and remotely
- Compiled data and documentation for Community Services programs' 2019 yearend cost reports
- Developed new telehealth billing codes for COVID-19 response services provision
- Trained Outpatient Clinic managers and staff on new emergency response telehealth billing codes
- Developed cost tracking tool for FEMA grant related to COVID-19 associated expense for all divisions of Human Services Department
- Attended Streamline clinic management and billing system planning meetings with vendor
- Worked on yearend reports
- Processed TRIP collections and reimbursements
- Worked with Clinic Manager and Counselors notifying clients of appointment and procedural changes related to COVID-19 response
- Conducted COVID-19 screenings of all visitors to the River Block Building
- Attended several teleconferences with DHS, DCF, and CMS related to COVID-19 emergency funding

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunsen

Jill Trzebiatowski has decided to leave her current position as the River Block CCS/CSP Manager and pursue a different career aspiration as a Mental Health Therapist. Jill has been in her current position for 6 years and has done an amazing job seeing the programs through growth and change and continuous dedication to supporting consumers. While we will no longer have Jill as a manager, we are pleased to announce that she has accepted the Mental Health Therapist position in the Outpatient Clinic. Jill's last day as CCS/CSP Manager will be May 15, 2020. Her first day as Outpatient Clinic Therapist will be May 16th.

Kathy Lisiecki left her position as Behavioral Health RN on 4/13/20.

I would like to commend the Behavioral Health and Long Term Support staff for their efforts over the last month to continue to provide services to our consumers. The efforts of the staff to roll with constant

changes and quickly develop an entirely new way of providing services has been remarkable. It has been a true team effort among many staff from different divisions and our community partners to continue to meet our consumer's needs during this time.

All visits including case management, therapy, and psychiatry are being accomplished primarily using video conferencing, or phone when video is not available. Helping our consumers who have the devices to use the videoconference option has been a significant task and is ongoing. We continue to see consumers in person on an emergency basis and for services such as medication monitoring and injections.

We implemented an emergency procedure to offer additional support to our consumers during this difficult time. Staff volunteer to take calls on a daily basis. Individuals, who are not in crisis, but need some extra support or someone to talk to are routed to the available staff for that day.

For individuals who are in crisis, we implemented an emergency procedure to create Behavioral Health Emergency Response Teams. Beyond our typical crisis services, we rapidly create a team of staff that can include case managers, therapists, crisis staff and psychiatry. The goal is immediate access to any of our services that will allow the person in crisis to safely remain in the community and avoid hospitalization.

At this time, we are seeing a significant decrease in use of Bridgeway and an increase in Adult Protective Services referrals. We continue to prepare for different scenarios for providing essential face-to-face services such as responding to crisis call, protective services calls and providing medication.

We have also started the process of transitioning to SmartCare for our new electronic health record. This will be a major undertaking and we are on an aggressive schedule to go live on 1/1/2021. The first step is writing up all of our processes in preparation for a week long Business Process Analysis with the SmartCare team that will occur the week of May 11, 2020.

Community Resources Update by Steve Budnik

<u>Personnel Updates</u>: The Community Resources Receptionist position is filled. Jennifer Boivin started on Monday, March 16. Jennifer is from Nekoosa and is excited to help fellow residents in Wood County with their human services needs. We are delighted to have her on board!

Due to a resignation, there is a vacancy for the Child Care/Volunteer Coordinator position. This position is located in the River Block building and conducts the Department of Children & Families (DCF) certifications for in-home daycares as well as teaches the School-Aged Parenting Curriculum as a part of the Five-County-Demonstration Project. We hope to fill this position within the next 30 days.

<u>Transportation</u>: In February, we provided 1377 rides. As part of these rides, 630 were for employment. In the last month, the transportation program started providing three new employment rides for Inclusa members. Comparatively, in February 2019, there were 1205 total rides with 515 for employment.

The Wood County Transportation Program provides rides to persons over the age of 55 and anybody with a disability. The Transportation program is affordable and ensures customers can remain independent and receive safe, enjoyable, and comfortable service. The transportation fleet offers a power lift, so individuals in wheelchairs can utilize the program as well.

In light of the COVID-19 pandemic, the transportation program remains open and provides mobility services for customers. In March, there were a total of 1018 rides. Of these rides, 438 were for employment, 318 for nutrition and grocery visits, and 144 for medical. Following the modification of our 85.21 Transportation Grant in light of the pandemic, we are now able to offer rides for non-traditional

customers for their transportation needs, including taking individuals to and from the grocery store and pharmacy. We are also providing the opportunity for food delivery service to families and seniors.

<u>Energy Assistance:</u> The WHEAP (Wisconsin Heating Assistance Program) assists with heating and electric costs, and energy crises. Operating with federal and state funding, the program assists approximately 2400 Wood County households annually.

Our YTD paid household application total is 2073. The Energy Assistance Program has repaired 21 furnaces and replaced 20 as well. Under the direction of the Department of Administration (DOA), the program has changed its application process to serve customers during the COVID-19 pandemic better. Customers now only need to verify the last 30-days of income compared to the previous three months. This new process will help with customers who are not working or recently furloughed so that they receive additional assistance for their utility bills.

Edgewater Haven Update by Marissa Laher

In the month of February, we had 11 admissions and 9 readmissions. Current Memory Care census is 15 residents.

In the month of March we had 12 admissions and 3 readmissions with a memory care census is 15 residents.

Census comparison to last year:

February 2019 – 54.36 average census with 3.92 rehab February 2020 – 51.21 average census with 7.13 rehab

March 2019 – 55.26 average census with 5.32 rehab March 2020 – 49.65 average census with 6.80 rehab

Admissions/Discharges Comparison:

February 2019 – Admissions 9/Discharges 8/Readmissions 2 February 2020 – Admissions 11/Discharges 9/Readmission 8

March 2019 – Admissions 7/Discharges 5/Readmissions 2 March 2020 – Admissions 12/Discharges 8/Readmission 3

As of March 13th, we are completely onto our electronic health record, Matrix. We are now doing all charting and medication/treatment administration on the computer vs. paper.

Jordon and I attended LeadingAge Wisconsin Day at the Capital in February. The first part of the day was spent listening to DHS Secretary Andrea Palm, various senators, and the Capital Insiders speak to our entire group. We then made visits on the hill and advocated regarding Medicaid reimbursement, staffing levels, and issues we encounter with the Medicaid managed care organizations.

COVID-19 has completely dominated our time and focus at this time. The Centers for Medicare and Medicaid Services (CMS) has issued a lot of guidance for skilled nursing facilities regarding COVID-19. We have implemented all of their guidance. We have reviewed our emergency preparedness plans, written and implemented specific policies and procedures for COVID-19, and started screening all visitors and staff through one entrance on March 10th. On March 13th, we completely restricted all visitors, except in end of life situations. On the 13th, we were also instructed by CMS to halt congregate dining and group activities. IT was able to lend us five iPads for use in video calling between residents and their families to keep them in contact. The 300 South remodel is complete and we are planning to use it as an isolation unit when/if one of our residents develop COVID-19. Please contact Marissa at 715-

885-8324 or mlaher@co.wood.wi.us if you would like to review our current policies and plans in place related to COVID-19 or with specific questions.

Employment & Training Update by Lacey Piekarski

<u>FSET Program</u>: Due to the COVID-19 situation, the DHS on-site tour to complete the approval process for the in-house Certified Nursing Assistant (C.N.A.) training program has been delayed until further notice. Specific course details will be shared once the final approval has been received.

Beginning 04/01/20, Wisconsin applied discretionary exemptions to ABAWD (Able-bodied adults without dependents) FoodShare recipients who do not already have a work requirement exemption identified. The exemptions, also called waivers, will end by 09/30/20, if not sooner, depending on their use and total remaining. Prior to application of the waivers, customers with a work requirement in March are now exempt from the work requirement due to COVID-19.

The NorthCentral FSET Program is continuing full operation to serve our customers, completing enrollment and phone appointments for resume assistance, employment search guidance and continued goal development. We utilize our regional team for on-demand FSET enrollment appointments and have continued to support our customers. For hiring employers and COVID-19 resources during this time, please visit http://www.myfset.net/. From April 1 – April 20, the FSET region enrolled 49 customers by phone, serving 923 total customers in our nine-county region.

<u>IL Program</u>: The Independent Living Program has maintained contact with all 55 currently active youth in the region during COVID-19. With 8 total youth turning 21 years old and aging out of the program in the next quarter, we will begin intensive transitional support to ensure housing, employment, education, healthcare and other identified goals are identified.

Housing continues to be a need for our youth. During the $1^{\rm st}$ quarter of 2020, 15 regional youth identified a housing need or goal, five gained housing through the support of the IL program, six youth were homeless in the period and three of those youth gained housing after homelessness. With support of DCF, our region is sharing information for a federally funded voucher available for our IL-eligible youth to support permanent housing options.

In the 1st quarter of 2020, we began tracking co-enrolled youth with partner agencies. Of our 55 active youth, 23% are currently co-enrolled as we begin tracking this metric. The programmatic goal is to increase our co-enrollment rate, specifically with the FSET Program to 50% by December 31, 2020.

Family Services Update by Jodi Liegl

Social work is founded on purpose and provides rewards that can sometimes seem short or insufficient in the face of challenging circumstances. In light of the current pandemic, we have found that while faced with challenges, we are finding new and unique ways to service our families and work through those challenges. We continue to look to provide quality services while adhering to the guidelines and recommendations to ensure health and safety are not compromised. Our Family Services staff are committed to remaining connected to their families to ensure the safety of children, youth, families, and our community. We continue to follow the guidance received by the State and have modified the way we do visits by maximizing video-conferencing, where appropriate, and by using the guidance of both our State as well as our local Health Department when contact is necessary.

Family Services has seen a significant influx of referrals to our Child Protective Services Initial Assessment and Ongoing teams this year. To date, we have filed 81 petitions for Children in Need of Protection or Services. To provide context to this number, in all of 2019, we filed a sum total of 108 Petitions alleging children to be in need of protection or services. We continue to assess what is

occurring within our community that is resulting in such alarming numbers, but have confirmed we are not alone in this trend. While the attention has historically focused on the national drug epidemic, we have been experiencing a diversity of cases including physical abuse, sexual abuse, neglect, medical neglect, and drug-endangered children. Through a collaboration with the State, we were told this surge we are currently experiencing is occurring in many counties, particularly due to drug abuse. The high number of children entering into out of home placement has increased the number of kinship referrals and kinship conversion foster care licenses that are required to be completed as a result of this increase has likewise increased.

The Youth Justice team continues to work to implement evidence-based practices into the daily work they do with youth and families. Prior to the COVID-19 pandemic, workers were facilitating Aggression Replacement Training (ART) groups in some of the schools within the Wisconsin Rapids School District. Positive feedback was received from the school and participants. Carey Guides and BITS are other evidence-based activities that staff are learning how to implement into their work with youth. The team has shifted their practice style with a focus on providing intensive, wrap-around type services in the community, introducing and supporting pro-social activities to prevent institutional placements. We are prepared to participate in our phase of the state roll out of YASI which is a risk assessment tool used with youth. Through these enhancements of services, we hope to maintain more youth within their home and/or community.

Through a partnership with CW Solutions and Wood County Child Support four evidence-based parenting curriculums were purchased to enhance the education and skills provided to the families we serve. Two are from the Nurturing Parenting Programs: Parents & Their Infants, Toddlers, and Preschoolers; and Parents & Their School-Age Children 5-11. Parenting Wisely was a curriculum purchased specifically for parents of adolescents with a focus on those served through Youth Justice. The fourth curriculum is the Nurturing Father's Program. All of the programs are designed as group based with some having individual home parent session components as well. The facilitators of these groups held mock sessions in preparation for the launch of the groups. Due to COVID-19, the groups are on hold to ensure the health and safety of everyone, but we are continuing to work through the curriculums with our families on an individual basis and exploring ways in which we can provide this service to families through audio-visual means.

Nicole Stelzer was hired by CW Solutions through our partnership with them to provide in-home family therapy services. Dr. Mike Nelson continues to provide clinical supervision of the therapists. The program allows families to engage in therapeutic services in their home environment. We continue to receive referrals and will be recruiting for another casual position as the needs increase.

Family Services had the following resignations: HOME (Honoring families through Outreach, Motivation and Empowerment) Team Supervisor Amanda Hocking's last day was February 21, 2020, and Family Resource Coordinator Lisa Gutsch's last day was February 14, 2020. Initial Assessment Social Worker Samantha Kirschbaum's last day will be April 28, 2020. We welcomed the following new staff to the Division: Jasmine Peterson and Kayla Reinwand were hired as Initial Assessment Social Workers. Rachel Charron has accepted the Ongoing Social Work Supervisor position and will joining the team in May. Amanda Amani has accepted an Ongoing Social Worker position. Stacy Lehman, a current Youth Justice Social Worker, has accepted the HOME Team Supervisor and will be transitioning roles in the coming weeks.

Norwood Health Center Update by Jordon Bruce

The last six weeks has been incredible and unprecedented. I am not only talking about COVID-19 but also our staff's response and dedication during this extremely stressful time. We have been ahead of the majority of the CDC & DHS's recommendations, often implementing these guidelines weeks prior. We

have restricted the building to essential facility staff that are imperative for us to continue operations. A few staff have been able to work from another location. Our Providers have been working via telehealth.

Although we have not had a confirmed positive case, we remain guarded against this contagious disease in keeping it out of our facility. In order to do this, we will continue to need PPE, surgical and N95 masks, gowns, gloves, disinfectant wipes, among other critical items. Not only are we experiencing difficulties obtaining this supplies from old and new vendors, the cost of supplies in some cases are over 1,000% increase for the same product two months ago.

We will continue with this "new normal" until Phase 3 of the Opening America plan. We will certainly benefit from increased testing for COVID however the more important tool will be antibody testing and contact tracing as well as continued compliance with infection control guidelines.

Again, I want to formally express my deepest gratitude to all of the staff of Wood County Annex and Health Center for all of their hard work, sacrifices and dedication they have exhibited during this pandemic that will forever change our industry.

Norwood Nursing Department by Liz Masanz

Admissions Unit: The Admissions unit February average patient days was 7. We have seen a decrease in census related to the stay at home order and the COVID outbreak. Obviously, March was spent focusing on policy changes and monitoring residents for illness. We are screening all new admissions. Staff started wearing masks and eyewear 3/26/20 at all times to mitigate the risk of them bringing it into the facility and to protect the staff. Some of the increase risk of the admissions unit is the fact that we contract with 22 other counties from the state. Liz and Jordon are reviewing any potential admissions with symptoms that are presenting for admission. Hospitals are only COVID testing critically ill patients currently.

Long Term Care: Crossroads census last month was 14. Our census has been 11 on Pathways this last month. We continue to have an influx of census on both units with patients being admitted and stabilizing, returning to the community.

The largest focus for March has been the ongoing safety of the residents. As stated above, the LTC staff is wearing masks and eye protection to increase the safety of staff and residents. We are trying to do activities with residents while keeping social distances between staff and between residents. Residents are encouraged, as much as able, to wear a mask out of their rooms, but compliance is an issue Liz is working on a QAPI project looking at deferred admissions from last year and looking at

Norwood Health Information Department by Jerin Turner

Since 3-14-20, the front desk staff have been assisting in screening visitors and staff that enter the building for COVID-19. Once visitors stopped being allowed in the building, the front desk staff have continued to assist in the majority of the screenings. Our full time receptionist has taken the initiative and responsibility of streamlining the screening process and ensuring that everything remains organized.

We continue to purge old charts in medical records and are approaching the end of our project of entering our master patient index into Matrix.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of February totaled 10,447, and 11,228 for March. Revenues for February totaled \$48,056; March was \$51,653. YTD meals are 32,738 and YTD revenues are \$150,599.

Norwood Maintenance Department by Lee Ackerman

Two of our Capital Projects, Roof Replacement Phase 4 and Crossroads Renovation Phase 2, were awarded to the contractors offering the lowest acceptable bids. Fortunately, Wood County has worked with each of these contractors prior, and had positive experiences. Those companies are Michels & Sons Roofing, R&R Flooring, Quality Door and Hardware, and Schulist Custom Cabinets. We hope to start the Crossroads work in April and the roofing is slated for September (due to the high volume of jobs already scheduled this year). The Crossroads renovation has been put on hold due to the virus outbreak.

I am pleased to report that two of our other Capital projects have been completed in February. A new Pass-Thru cooler has be installed in Dietary and the controls have been upgraded to digital controls for the AC-9 fan, which serves the Maintenance, Sheriff, and Classroom area. Work continues on repairing the Boiler Room exhaust fan controls and the plans for converting individual room thermostats and their corresponding heating valves to fully digital models.

Efforts continue towards improving our housekeeping services. The staffing level remains at the bare minimum, with only two housekeepers and one part-time laundry staff covering the full cleaning schedule. I met with BSG's Regional Manager and Site Supervisor this month to discuss this issue and the need to improve consistency in this service. I will report again next month on the progress.

An unexpected breakdown of one of our heating boilers resulted in a significant expenditure. A failed gas valve cost \$4,154.15 in total to repair; the part alone was \$3,036.65. This repair was deemed warranted as this boiler is expected operate another 10 years at minimum and replacement cost for a new boiler would be around \$40,000.

As with everyone in our field, Covid-19 has dominated much of my time in March. I worked together with the DON at the onset of the pandemic in implementing plans, adjusting building access, communicating with Annex tenants regarding how our guidelines will affect them, and acquiring PPE, cleaning supplies, sanitizers, and other supplies to ensure safety in the facility.

I have had frequent interactions with my fellow department heads and the Administrator to problem solve, update, report, seek clarification, consult, and encourage during this crisis, often 7-days/week as updates were happening quickly and changes were needed urgently.

The HVAC Renovation project, now focused on replacing individual thermostats and their controls for the first portion of the building continues to progress; we have received blueprint plans and a detailed breakdown of wire, valve, thermostat types, and wiring routes, and prepared the location for the control panel that will be installed. We are planning to pull all of the wire through the crawlspace ourselves; 126 in total.

We are still waiting to receive the replacement boiler water pump, which has been delayed in production.

The Housekeeping Supervisor quit unexpectedly the first week of March, leaving only one housekeeper and one part time laundry tech. I contacted BSG's Owner, Regional, and Area Managers to remedy this problem; at time of this report, there have been no extra staff nor managers come to assist the two employees.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: April 30, 2020

February Activity:

Caseload activity for February 2020 - 19 new veterans served. During the month of February, we completed/submitted 353 federal forms to include:

- 32 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 8 Appeal Higher level review, Notice of Disagreement (appeal)
- 19 new claims for disability compensation
- 0 new claim for pension
- 4 new claim for surviving spouse benefits (DIC or surviving spouse pension)
- 20 new applications for VA Healthcare
- 32 appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 13 burial and marker applications

March Activity:

Caseload activity for March 2020 - 19 new veterans served. During the month of March, we completed/submitted 376 federal forms to include:

- 46 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 8 Appeal Higher level review, Notice of Disagreement (appeal)
- 22 new claims for disability compensation
- 2 new claim for pension
- 3 new claim for surviving spouse benefits (DIC or surviving spouse pension)
- 8 new applications for VA Healthcare
- 30 appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 12 burial and marker applications

Activities:

- 1. Completed as of April 22:
 - a. February 26 Housing and Homeless Coalition meeting.
 - b. February 27 Presentation to Wisconsin Counties Association's Personnel, Finance, and County Organization Steering Committee CVSOs and legislative agenda.
 - c. March 4 Wood Co CCS/CST Coordination Committee meeting.
 - d. March 18 Crisis Intervention training presentation/panel CANCELLED.
 - e. CVSO Association Executive Committee phone meeting.
 - f. April 6 CVSO leadership meeting with Federal VA Milwaukee Regional Office Leadership **Postponed.**
 - g. April 22 Housing and homeless Coalition meeting CANCELLED.
- 2. Near Future:
 - a. May 11-15 CVSO Spring Training Conference Keshena WI Postponed.
 - b. May 20 Department head meeting.
 - c. May 28- Marshfield Veterans Expo CANCELLED.
- 3. Long Term- July 26-30 CVSO Training Conference Keshena, WI.

Office updates:

- 1. Office and VA response to COVID-19
 - a. Federal VA
 - i. Health care for most routine issues is by phone, telehealth or secure email. Veterans are receiving phone consults to extend prescriptions. Local VA clinics and hospitals are working issues case by case.
 - ii. Veterans Benefit Administration-
 - 1. Not taking in person contacts at regional offices
 - 2. Many employees are working from home, as all active case files are virtual.
 - 3. Compensation and Pension disability exams (except mental health) are on hold.
 - 4. Mental health disability exams are being offered via video conference.
 - b. Wisconsin Department of Veterans Affairs:
 - i. Veterans Nursing Homes are not allowing visitors.
 - ii. Many Madison and Milwaukee staff are working remotely.
 - iii. Expanded eligibility to the subsistence aid grant to accommodate veterans with loss of income due to COVID-19.
 - c. Wood County Veterans Service Department:
 - i. Continuing ongoing operations through non-personal contact means.
 - ii. Responding to veterans and other agencies to connect veterans in crisis to resources.
 - III. Reviewing local case files for potential expansion of benefits (see item 4 below).
- 2. Wood County veteran hiring initiative: Contacted by local Disabled American Veterans (DAV) chapter in regards to their state resolution pertaining to Veteran Preference Eligibility for all 72 counties. They have approached Wisconsin State Senator Testin on proposed legislation.
- 3. Update on department head's goal to get legislative action to reform the hiring requirements for the WDVA grant. Both the Senate and Assembly bill had an executive hearing but a change of the Grant amounts and formulary was in the works however, both failed to progress to a floor vote before the session ended.
- 4. Office continues to review and reach out to Blue Water Vietnam Navy and Marine personnel. Several veterans have responded and we have submitted claims for compensation. To date two claims have been finalized based directly on our review of internal files.
 - a. Widow of a Camp Lejeune Marine who died in 2015 of a presumptive cancer was awarded a \$21,189 retroactive payment, a monthly payment going forward of \$1340. The Wisconsin Disabled Veteran/surviving Spouse property tax credit and Federal VA health insurance (premium free) CHAMPVA.
 - b. A blue water navy veteran who served off the coast of Vietnam was awarded a 20% disability for Diabetes Mellitus retroactive back to 2006 his original date of denial. Payment of \$41,000 and monthly payments of \$281.

Since the office has been closed to in person contact (walk ins and appointments) a significant effort has been placed on reviewing files. Letters to veterans have been sent medical records requested/received/reviewed and claims submitted. Over 20 disability claims have been submitted in less than a month based on our reviews.

WOOD COUNTY | DATE | May, 19, 2020 | | RESOLUTION# | Effective Date | May 19, 2020 | | Introduced by Page 1 of 1 | Committee | | RAL | | Motion: | Adopted: | INTENT & SYNOPSIS: To support the 116th Congress Senate Bill 3020 and

Mo	tion:	Add	Adopted:			
1 st			Lost: [
2 nd		Та	abled:			
No:	Yes:	Al	Absent:			
Nui	mber of votes require	ed:				
	X Majority	Tw] Two-thirds			
Rev	Reviewed by: PAK, Corp Counse					
Rev	iewed by:	, F	, Finance Dir.			
		NO	YES	<u>A</u>		
1	LaFontaine, D					
2	Rozar, D					

Feirer, M

Wagner, E

Fischer, A

Ashbeck, R Hahn, J

Winch, W

Valenstein, L

Clendenning, B

Hokamp, J

Polach, D

Pliml, L

Zurfluh, J Hamilton, B

Leichtnam, B

Thao, L Curry, K

Breu, A

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INTENT	& SYNOPSIS:	To support the	16 116" Co	ngress Sena	ate Bill 3020	and
House of	Representative	Bill 5516 the	"Commitm	ent to Vete	ran Support a	and
Outreach	Act" (CVSO A	ct).				

FISCAL NOTE: None

WHEREAS, the number of veteran suicides nationwide continues to rise, and approximately 14 of the 20 veterans who die by suicide each day are not receiving care from the Veterans Health Administration. County Veteran Service Officers (CVSOs) are often the first point of contact in the community for veterans and are on the frontlines in this battle against veteran suicides by helping enroll veterans into the VA Health Administration. CVSOs also provide assistance to veterans on a range of benefits and services, including compensation benefits, VA home loans, education benefits and available job placement assistance. However, there is currently no federal funding support directly available for CVSOs, and

WHEREAS, there is pending legislation, the "Commitment to Veterans Support and Outreach Act" that authorizes the United States Secretary of Veterans Affairs to enter into contracts with States or to award grants to States to promote health and wellness, prevent suicide, and improve outreach to veterans. The CVSO Act will authorize \$50 million annually for five years to expand and support through County Veteran Service Offices if they exist or similar local entities if they do not exist. States must show that these federal funds do not simply supplant current state or local funding, and

WHEREAS, improved outreach to veterans improves the quality of life and the resources available to veterans and their families in Wood County.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES, to support pending legislation, known as the "Commitment to Veterans Support and Outreach Act" (CVSO Act) that authorizes the Federal Veterans Affairs Secretary to enter into contracts with States or to award grants to States to promote health and wellness, prevent suicide, and improve outreach to veterans, and

BE IT FURTHER RESOLVED, that a copy of this resolution be directed to the attention of the Governor of the State of Wisconsin, Wisconsin Counties Association, Wood County's Federal Legislators, and to each Wisconsin County.





Date:

Tuesday, April 28, 2020

Time:

9:00 a.m.

Location:

Wood County Courthouse, Room 114

Members Present:

Mike Feirer, William Winch, Dennis Polach, Brad Hamilton, Joe Zurfluh

Other present:

County Board Chair Lance Pliml, Trent Miner, Lisa Keller, Bill Clendenning,

Adam Fischer, Dave LaFontaine

County Board Chair Pliml called the meeting to order at 9:00 a.m.

Pliml discussed appointments to the WCA Steering Committees and County Ambassador Program, and encouraged those interested to apply.

Pliml informed the committee that there is current discussion being held on how to open up county government and individual departments. There will be a webinar on Tuesday, May 5th for department heads for discussion.

Chair Pliml opened the nominations for Chair, Public Safety Committee. Zurfluh nominated Feirer. Hamilton nominated Winch. The vote results were: Feirer -3; Winch -2. Feirer was duly elected as chair.

Chair Pliml opened the nominations for Vice Chair, Public Safety Committee. Zurfluh nominated Polach. There being no other nominations, Motion by Zurfluh/Feirer to close nominations and cast a unanimous ballot for Polach. Motion carried by voice vote.

Feirer assumed the gavel.

The meeting next meeting date was set for Monday, May 11th at 9:00 a.m.

Motion by Zurfluh/Hamilton to adjourn. Motion carried at 9:09 a.m.

Minutes taken by Trent Miner, County Clerk



Wood County

OFFICE OF CORONER

SCOTT D. BREHM

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DATE:

May 1, 2020

TO:

Wood County Public Safety Committee

FROM:

Scott D. Brehm, Wood County Coroner

SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner's Office for April 2020:

Deaths in Wood County Calls for Service	78 59
Sudden/Suspicious Deaths and Falls	21 0 1 0 0
Suspected Overdoses	1
Death Certificates Signed	21 54 1 0

Remarks:

Respectfully Submitted,

Scott D. Brehm

Wood County Coroner

WOOD COUNTY



RESOLUTION#

ITEM# May 19, 2020

LAD

DATE

Effective Date May 19, 2020

Introduced by

Public Safety and Operations Committees

Page 1 of 1

Motion:		Adopted:		
1 st			Lost:	
2 nd			Tabled:	
No:	Yes:		Absent:	
Number	of votes rec	quired:		
X	Majority] Two-thire	ils
Reviewed by:		, Corp Counsel		
Reviewed by:			, Finance Dir.	

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

INTENT & SYNOPSIS: To settle former Sheriff Reichert's lawsuit against the county for a benefit the county does not believe him to have been eligible for.

FISCAL NOTE: \$3,000.00. The funds for the settlement would come from the "OPEB Sick Leave Conversion to Health" account #704-9500-51934-000-341. This account is located within the Finance Department. For 2020, \$500,000 was budgeted for this account so this settlement is not likely to put the account over budget.

WHEREAS, former Sheriff Thomas Reichert has sued the county to receive PEHP (Post Employment Health Benefits) for sick time hours he accrued prior to becoming the sheriff; the claim is based upon the resolution setting the compensation for his final term of office; the wording on the resolution provides that the sheriff would receive the same retirement benefits as non-elected department heads and Reichert claims that the PEHP is a retirement benefit and hours accrued 14 years previous as a deputy sheriff can be used now to apply to the PEHP, and

WHEREAS, the case is currently set for a two-day trial to the court in late May but the parties recently concluded a court ordered mediation and the mediator pointed out the strengths and weaknesses of each side's case and Reichert has, as a part of this process, offered to settle the case for \$3,000.00. and

WHEREAS, the Public Safety and Operations Committees have discussed the risks associated with proceeding to trial and potentially losing wherein Reichert could be awarded his full claim for relief of approximately \$45,000 plus costs and attorney fees, and

WHEREAS, the county has a strong case but there are no guarantees and payment of the \$3,000.00 may/would conclude the case and Reichert would be responsible for his own legal fees and costs and the county would not incur further costs; the settlement would not create any binding precedents for the county and sometimes paying nuisance value to make a case go away is the best approach.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to go on record in authorizing the Corporation Counsel to settle the case of Reichert v. Wood County (Case no. 18-CV-436) in an amount not to exceed \$3,000.00 with the funds therefor coming from the OPEB Sick Leave Conversion to Health" account #704-9500-51934-000-341



MINUTES

Conservation, Education, & Economic Development Committee

Date:

Tuesday, April 28, 2020

Time:

9:20 a.m.

Location:

Wood County Courthouse, Room 114

Members Present:

Ken Curry, Bill Leichtnam, Jake Hahn, Robert Ashbeck, Dave LaFontaine

Other present:

County Board Chair Lance Pliml, Trent Miner, Lisa Keller, Adam Fischer,

Brad Hamilton, Dennis Polach, Bill Clendenning, Jason Hausler, Jason Grueneberg

County Board Chair Pliml called the meeting to order at 9:20 a.m.

Pliml discussed appointments to the WCA Steering Committees and County Ambassador Program, and encouraged those interested to apply.

Pliml informed the committee that there is current discussion being held on how to open up county government and individual departments. There will be a webinar on Tuesday, May 5th for department heads for discussion.

Consensus of the committee was to conduct the elections by voice vote instead of secret ballot.

Chair Pliml opened the nominations for Chair, CEED Committee. Leichtnam nominated Curry. There being no other nominations, motion by LaFontaine/Hahn to close nominations and cast a unanimous ballot for Curry. Motion carried by voice vote.

Chair Pliml opened the nominations for Vice Chair, CEED Committee. Hahn nominated Leichtnam. There being no other nominations, motion by Hahn/ Curry to close nominations and cast a unanimous ballot for Leichtnam. Motion carried by voice vote.

Curry assumed the gavel.

The next meeting date was set as Wednesday May 6th at 9:00 a.m.

Chair Curry declared the meeting adjourned at 9:27 a.m.

Minutes taken by Trent Miner, County Clerk

MINUTES

CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE WEDNESDAY, MAY 6, 2020 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Bill Leichtnam, Robert Ashbeck, Dave LaFontaine and Jake Hahn.

Members Excused: Carmen Good.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn and Kim Keech.
Land & Water Conservation Staff: Shane Wucherpfennig.
UW Extension Staff: Jason Hausler, Jackie Carattini, Allison Jonjak and Nancy Turyk.

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning and Dist. #16 Supervisor Lance Pliml.

- 1. Call to Order. Chairperson Curry called the CEED Meeting to order at 9:00 a.m.
- 2. Declaration of Quorum. Chairperson Curry declared a quorum.
- 3. Public Comment. None
- 4. Review Correspondence. None
- 5. Consent Agenda. The Consent Agenda included the following Items: 1) minutes of the March 4, 2020 and Tuesday, April 28, 2020 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW-Madison Division of Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Paul Bernard, Jeff Brewbaker, Kim Keech, Victoria Wilson, Shane Wucherpfennig, Adam Groshek, Rod Mayer, Emily Salvinski, Caleb Armstrong, Lori Ruess, Matt Lippert, Nancy Turyk, Jackie Carattini, Laura Huber, Hannah Wendels, Kelly Hammond, Rachael Whitehair and Allison Jonjak.
 - A. Minutes of March 4, 2020. No additions or corrections needed.
 - B. Minutes of April 28, 2020. No additions or corrections needed.
 - C. Department Bills. No additions or corrections needed.
 - D. Staff Activity Reports. No additions or corrections needed

Motion by Dave LaFontaine to approve and accept the March 4, 2020 and April 28, 2020 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.

6. Risk and Injury Report.

- A. Planning & Zoning COVID-19 Update (Jason Grueneberg)
 - Staff: 2 working in office, 4 working remotely and 1 on leave.
 - Thanks to IT Department for providing support for employees to work remotely.
 - Network connections provided by IT.
 - Follows-up with staff on projects.
 - Sanitary Permits are up by 17 permits as of 4/30/2020.
 - Current workload is acceptable.
 - Town of Grand Rapids surveys entered in Survey Monkey by office staff.
 - Mapping and address updated by Victoria.
 - Economy Inspections continue to increase.
 - Plastic shields on counter.

- Office routinely cleaned.
- Social distancing office challenges due to space. Plans to keep some staff working remotely.
- B. UW-Madison Division for Extension COVID-19 Update (Jason Hausler)
 - Staff working remotely. Staff comes into the office sporadically rotating into the office.
 - Social distancing office challenges due to space.
 - Plastic shields placed on counter.
 - COVID-19 signage available through Wood County Health Department.
 - Programming continues through virtual programming.
 - Some in-person meetings on hold (i.e. 4-H).
 - Public internet speed can be challenging.
 - Child care challenges.
 - Services are still be being delivered but may look differently than in the past.
- C. Land & Water Conservation COVID-19 Update (Shane Wucherpfennig)
 - Majority of staff is working remotely.
 - Staff come into the office every few days.
 - Telephone calls go directly to the computer to be answered.
 - No-till drill rental is booking up.
 - Child Care challenges for some staff.
 - Plenty of work.

7. Land & Water Conservation Department.

- A. Approval of 2021-2025 Capital Improvement Requests (CIP). .
 - 12' Crimper Roller \$7,500
 - A Crimper Roller would benefit no-till and organic farmers with cover crop management. No-till drills and cover cropping will help minimize ground disturbance for soil erosion, phosphorus and Nitrogen movement to streams, lakes and rivers. A \$2,000 grant was received from Farm Technology Days. Donations are an option to help pay for the Crimper Roller. Crimper Roller will pay for itself through rental fees.
 - GPS Receiver \$23,000
 Current GPS Receiver has no issues but is 9 years old. A GPS Receiver usually lasts approximately 10 years.

Motion by Dave LaFontaine to approve 2021-2025 Capital Improvement Requests (CIP). Second by Bill Leichtnam. Motion carried unanimously.

B. Approval for Jeremy Kring's MIG plan for CREP acres. Jeremy Kring's MIG plan for CREP acres is being revised to allow more limited access through CREP acres. There is a struggle to get animals from point A to point B. A grazing plan is needed. Final version needs CEED Committee approval before going to DATCP for approval. Jeremy Krings incurring own costs. Staff have reviewed the contract and have no resource concerns. Bill Leichtnam mentioned that this could be a possible field trip in the fall.

Motion by Bill Leichtnam to approve Jeremy Kring's MIG plan for CREP acres. Second by Dave LaFontaine. Motion carried unanimously.

C. <u>Discuss intergovernmental Agreement for the Mill Creek Watershed between Wood & portage Counties.</u> Shane Wucherpfennig shared that the Intergovernmental Agreement has been drafted to address the Implementation of a Large Scale Watershed Targeted Runoff Management Grant Project for the Mill Creek Watershed which overlaps the political boundaries of Wood and Portage Counties. Portage County did not apply for the Mill Creek Watershed grant. Shane Wucherpfennig has agreed to fund Portage and Wood County. 2019 Grant is \$660,000.

- D. <u>Discuss cancellation of 2020 tree sale.</u> Shane Wucherpfennig mentioned that it was a tough decision to cancel the 2020 tree sale due to the COVID-19 pandemic. The Health Department did not feel comfortable to pull 300+ people from their homes due to Safer-At-Home orders. All tree sales have been refunded. There is a liability issue from the tree nurseries due to cancellation of the tree sale. Trees will be rebundled, resold or destroyed by the nurseries. Resolution needs to be drafted to pay bills from contingency approval from CEED Committee and County Board. Approximates liability is \$13,000.
- E. <u>Update on Surface Water Grant Agreement for the Bear Creek monitoring project.</u> This project will pay for the lab costs for additional sampling of the Bear Creek to fill gaps for the Mill Creek 9-Key Element Plan. The monitoring will be used to identify potential high nutrient load areas in the sub-watershed. Project activities include: six surface water sampling points over the growing season, flow monitoring and load calculation. DNR approved the project with the grant covering the project. There is no cost to county or committee approval.
- F. Update on TRM Grant application for Serenity River, LLC in Saratoga \$40,000 grant. Wisconsin DNR reached out to department staff for a co-sponsoring agency regarding a privately engineered project on the Wisconsin River. The TRM Grant would need a resolution for unanticipated funds with the grant then distributed to landowner. There is no cost to Wood County.
- G. <u>No-till drill use update.</u> No-till Drill has been booked the last 3 weeks. Office staff have been getting the no-till drill from farmer to farmer. One Wood County farmer has purchased a no-till drill after using the counties. The next push will be in the fall.

H. Committee Reports

- i. <u>Citizens Groundwater Group meeting</u> Bill Leichtnam commented that the Citizen's Groundwater Committee meeting did not meet in March or April due to COVID-19. Lance Pliml was supposed to be the speaker for the March meeting. A possible virtual meeting is being discussed for the May meeting.
- ii. <u>Health Committee report</u> A conference call is scheduled with the Armenia Growers Coalition (AGC) with an update on the MOU on Wednesday, May 20th @ 10:00 a.m.
- iii. <u>Central Sands Groundwater County Collaborative (CSGWCC) Committee Report.</u> A virtual meeting is scheduled for Friday, May 29th with the 6 counties.
- 8. **Private Sewage.** Staff report in the packet. Sanitary permits are up by 17 permits through April 2020 versus April 2019. Shoreland/Floodplain permits and CSM's are up. The Planning & Zoning fee schedule that was updated in 2019 helps with the increase in revenue.
- 9. Land Records. Staff report in the packet. The aerial flight was completed the last week of April by Ayres & Associates. This is a cooperative project with the City of Marshfield, City of Wisconsin Rapids, Water Works & Lighting Commission and Marshfield Utilities.

10. County Surveyor.

A. Review proposals and select Registered Land Surveyor to complete Public Land Survey System Maintenance of 206 corners. Jason Grueneberg shared that Rutzen Survey Services has the low bid of the PLSS 206 corner maintenance. Rutzen Survey Services project proposed for \$42,219.70 with \$204.95 per corner.

Motion by Kenneth Curry to approve the low bid from Rutzen Survey Services contract for Public Land Survey System 206 corner maintenance. Second by Bill Leichtnam. Motion carried unanimously.

11. Planning.

A. Review/Action on Preliminary County Plat of Hidden Chapel Subdivision. Adam DeKleyn explained the request for the Preliminary County Plat of Hidden Chapel Subdivision in the Town of Saratoga. The parcel is owned by William and Cheryl Miles proposing 12 lots ranging from 2.0-4.5 acres in lot size. The Wood County Land Subdivision Ordinance is administered countywide within the unincorporated areas of the county. This ordinance regulates procedures and standards for dividing a parcel of land into smaller parcels. Preliminary plat was sent to the town of Saratoga for comment/review. Additional, copies of the preliminary plat were sent to the following review agencies for comment /review: County Treasurer's Office, County Surveyor, Emergency Management, Sheriff's Department and applicable utilities. All agencies having the authority to review the preliminary plat. Planning & Zoning staff has reviewed the request and recommends to conditionally approve the preliminary county plat of Hidden Chapel Subdivision.

Motion by Kenneth Curry to conditionally approve the Preliminary County Plat of Hidden Chapel Subdivision with developer to review the diameter or radius of cul-de-sac for emergency vehicles in the Town of Saratoga. Second by Bill Leichtnam. Motion carried unanimously.

- B. <u>Discuss creating a Broadband Forward Community Ordinance.</u> Public Service Commission administers broadband development by certifying local communities as being Broadband Forward. A Broadband Forward Community Certification signals that a local unit of government has taken steps to reduce obstacles to broadband infrastructure investment. Jason Grueneberg discussed creating a Wood County Broadband Forward Community Ordinance. The purpose of the ordinance is to expedite the review process for Broadband and by having a point of contact in the county. A Wood County ordinance would create an additional review process step for the contractor to go through and for the department to review something it is in not familiar with. Broadband will be addressed with REDI Grant.
- C. <u>Discuss Planning & Zoning COVID-19 response and strategy to reopen office in future.</u> Jason Grueneberg shared that he would like feedback how to proceed to reopen office in the future mentioning that some staff will continue to work remotely. Chair Curry mentioned that it is a day-to-day process. Dave LaFontaine commended the county offices for addressing the Safer-At-Home order.

12. Economic Development

- A. <u>Update on the Rural Economic Development Innovation Initiative.</u> Nancy Turyk shared that USDA has extended the completion of the REDI Grant to 1 year. Purdue University meets once per month with the coordinators of all of their REDI projects. The Purdue team is willing to engage in conversations about how to help the business community become more resilient. Continue to develop strategies for planning and funding initiatives. Planning and funding initiatives conversations on businesses being more resilient. Continue to develop strategies for planning and funding initiatives. Jason Grueneberg shared that the Economic Development Roundtable has been meeting weekly every Thursday @ 9:00 a.m. discussing business needs. REDI Grant is not a priority due to COVID-19. Chambers of Commerce have been guiding any businesses and non-profits, not just members. Revenue is down for businesses and governments. City of Marshfield and City of Wisconsin Rapids created grant opportunities for small business to assist in rent/mortgage payments, but businesses outside of the cities lack this type of support.
- B. <u>Update on the status of \$5,000 funding request for proposed City of Marshfield Sports Tourism Strategic Plan.</u> Visit Marshfield has temporarily put the project on hold.
- C. North Central Wisconsin Regional Planning Commission update. North Central Wisconsin Regional Planning Commission is in weekly conversation at the Economic Development Roundtable. A letter was sent to the municipalities regarding Wood County as a first year paid member. Appointments have been approved from the State of Wisconsin. The following appointments: Dave LaFontaine (State appointee) and Jerry Nelson (Wood County appointee). The Wood County and State joint approval of Doug Machon has not yet been acted on yet.

Break @ 11:37 a.m. Reconvened @ 11:44 a.m.

13. UW-Madison Division of Extension.

A. General Office Update

Jason Hausler shared the following office updates:

- See Staff Report regarding COVID-19 Safer-At-Home order.
- Social distancing office challenges due to space.
- Springtime planning.
- Following Public Health best practice.
- Office looks different.
- State Staff will be furloughed between May 15th October 31st. Furlough days are based on current salary. County share will be returned.
- B. <u>Introduction Allison Jonjak, Cranberry Outreach Specialist.</u> Jason Hausler explained that Matt Lippert was the Agriculture and Cranberry Specialist with Wood County. His position is a shared Agriculture position between Wood County and Clark County. The shared position had a cost savings of \$20,000. The Cranberry Outreach Specialist was created with cost savings funds of Matt Lippert position.

Allison Jonjak grew up on Cranberry Farm in Sawyer County. The start date of her position was on April 1st but is currently living in St. Louis due to the Safer-At-Home COVID-19 order. The plan is to move to the Wisconsin Rapids area. Allison Jonjak is serving on the Education Committee and Research Farm Advisory Committee for the Wisconsin State Cranberry Growers Association.

- C. <u>Horticulture Coordinator position update.</u> Jason Hausler mentioned that there is a hiring freezing of all UW-Madison Division of Extension positions due to COVID-19. Janell Wehr of Marathon County is offering support until position is filled.
- D. <u>FoodWise Agreement.</u> UW-Madison Division of Extension FoodWise program has been offering nutrition education programming to the SNAP/FoodShare-eligible residents of Wood County since 1997. The copy of FoodWise Agreement is in the packet. A Wood county official needs to sign the agreement. Funds are already in the budget with no extra cost to Wood County.

Motion by Dave LaFontaine to approve the UW-Madison Division of Extension FoodWise Agreement. Second by Jake Hahn. Motion carried unanimously.

E. <u>Educational Presentation-Jackie Carattini.</u> Jackie Carattini gave a presentation on her role in Extension and during the COVID-19 pandemic. Extension Staff has been doing programming virtually while working from home.

Educational Virtual Programming:

- Recorded Mindful Minutes for WFHR.
- Recorded "Gardening" lunch n learn for Wood County Wellness Program.
- Taught a program of "Taking Care of You" sessions.
- Virtual meetings on "Heart of the Farm-Coffee Chat series".
- Attended the 2 day National Public Issues in Leadership Development virtual conference.
- Taught 2 virtual national sessions on "Connecting with your stakeholders" for NEAFCS.
- Recorded a lesson on "Connecting with your stakeholders" virtual newsletter.
- Taught a 2 day National Rent Smart Train the Trainer Curriculum with the Extension Rent Smart team.
- Attended virtual meetings with United Way of South Wood and Adams County.
- Provided activity packets to the Boys and Girls Club for distribution with supper.
- Helped children with grief.
- Virtual financial needs programming.

- **14. Schedule Next Regular Committee Meeting.** The next regular CEED meeting is scheduled for Wednesday, June 3, 2020 at 9:00 a.m. at Wood County Courthouse in Conference Room #114.
- 15. Agenda items for next meeting. Agenda items are due by Wednesday, May 27th.
- 16. Schedule any additional meetings if necessary. None.
- 17. Adjourn. Chairman Curry declared the meeting adjourned at 12:30 p.m.

Minutes by Kim Keech, Planning & Zoning Office



Golden Sands Resource, Conservation & Development Council, Inc. Personnel/Finance Committee Meeting Minutes January 16, 2020 Golden Sands RC&D Office, Stevens Point, WI

Attendees: Al Barden (Member-at-Large); Gary Beastrom (Marathon); Joshua Benes (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Hugh O'Donnell (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff). Bill Clendenning was also present.

CALL TO ORDER: Hernandez called the meeting to order at 9:05 a.m.

INTRODUCTIONS: No introductions were made. All familiar.

APPROVAL OF MINUTES: Motion made by Barden, seconded by Hernandez, to pass the minutes for the November 2019 meeting. Motion carried unanimously.

TREASURER'S REPORT: Hilgart passed out the most recent treasurer's report. Most of the expenditures have been payroll and working season related. No use of the contingency fund. Some donations were deposited in the endowment fund. The storage unit rent was due. There is one large and several small reimbursements outstanding. Motion by Barden, seconded by Evans, to forward to the full council. Motion carried unanimously.

FINANCIAL PROCEDURES: None.

STAFF AND MEMBERSHIP:

Wisconsin Farmers Union (WFU) Delegate: Deb Jacubek has resigned as the Wisconsin Farmers Union representative, but has indicated she may want to be a Member-at-Large. Benes has spoken by telephone with the WFU about assigning a new delegate. It is unclear whether the new delegate would want to be involved in the P/F Committee. Hopefully, the new WFU delegate can attend the March meeting.

Personnel/Finance Committee Vacancy: Ed Miller resigned from Golden Sands and the PF Committee as of January 13, 2020. This leaves at least two vacancies on the P/F Committee. After some discussion, it was decided by consensus to wait to fill any vacancies until after the April elections.

New Soil Conservation Technician: Klayton Kree recently started as the Soil Conservation Technician that will be working out of the Medford NRCS office.

Personnel Reviews: Thorstenson's review is completed, but not reviewed with her yet. Next reviews will be the Soil Conservationists.

COUNCIL PURCHASES: None

INSURANCE & BENEFITS:

Liability: Benes is still looking into liability insurance for the state RC&D vs the coverage Golden Sands has. He will take his information to the state RC&D meeting in January.

PERSONNEL POLICY & PROCEDURE HANDBOOK:

Handbook Revisions: Benes passed out a two sided sheet about some additional changes needed in the personnel manual. These had to do with limiting sick time accumulation for part-time seasonal employees and recommending two weeks of parental leave after the birth or adoption of a child. Motion made by Hernandez, seconded by Evans, to approve the recommended changes. Motion carried unanimously. Members of the Executive Committee all signed the new personnel/policy handbook.

OTHER BUSINESS: Hilgart noted that a change in the IRA provider had raised some questions about personnel policy for IRA applying to seasonal workers. Thorstenson reminded there are funds in the budget for professional services, so professional advice on the issue should be explored.

Benes passed around an updated list of council members from each county and corporation within the Golden Sands area. He has managed to get in touch with all of the members who haven't attended several meetings or the County Conservationist for member counties, and is recommending that the following be removed as members: Don Peterson (Member-at-Large); Julie Morrow (Portage); and Mark Piechowski (Waushara).

County Board elections will be held in early April this year. That means the Executive Committee elections will occur at the May 2020 meeting.

ADJOURNMENT: The meeting was adjourned at 9:41 a.m. upon a motion made by Barden, seconded by Evans.

Respectfully submitted,

Reesa Evans
Recording secretary



Golden Sands Resource, Conservation & Development Council, Inc. Waters Committee Meeting Minutes January 16, 2020 Golden Sands RC&D Office, Stevens Points, WI

Attendees: Pat Kilbey (Marquette); Bill Leichtnam (Wood); Paul Pisellini (Adams); Reesa Evans (Member-at-Large); Joe Tomandl (Taylor); Al Rosenthal (Marquette); Ed Hernandez (Waushara); Shane Wucherpfennig (Wood); Amanda Burzynski (Golden Sands RC&D Staff); Chris Hamerla (Golden Sands RC&D Staff); Anna Cisar (Golden Sands RC&D Staff); Asa Plonsky (Golden Sands RC&D Staff); Gary Beastrom (Marathon); Brian Haase (Waupaca). Raymond Hansen (Porter's Lake) and Sam Peterson (Adams) were also present.

CALL TO ORDER: Kilbey called the meeting to order at 10:00 a.m.

INTRODUCTIONS: Roundtable introductions were given.

<u>APPROVAL OF MINUTES:</u> The minutes were presented. <u>Marquette County motioned to approve the November 2019 Minutes, seconded by Wood County.</u> Motion Carried unanimously.

NEW PROJECTS:

Six gold sheets were presented at this meeting. Clean Boats, Clean Waters (CBCW) Co-employment agreements for Lake Helen, Green Lake, Pearl, Silver, and Waupaca Chain were discussed. Evans motioned to approve the five gold sheets and forward them to the full council, seconded by Hernandez. Motion carried. Porter's Lake (Lake in Waushara) had representatives present to discuss the Wisconsin Department of Natural Resources (WDNR) property acquisition grant. Porter's is contracting with Golden Sands to write a grant on their behalf. Early Detection/Response Grant for Japanese Knotweed was presented by Plonsky for Tomorrow River/Waupaca County in the amount of \$9,960 for three years. Marquette County motioned to approve Plonsky pursuing this grant, seconded by Evans. Motion carried.

UPDATE ON GROUNDWATER PROTECTION:

Leichtnam reviewed the January 6th panel discussion on groundwater in Nekoosa. Speakers Task Force on water quality report was discussed. Plenty of positives for surface and groundwater in the region. Bills being passed to supply funding is the next step. Discussion followed on the Wisconsin Land and Water Conservation's stance on the issue. Update was given on the Seven County Groundwater Consortium and the Conservation Lobby Day.

COUNCIL & STAFF UPDATES:

Marquette County: Completed 2020-2029 Land & Water Resource Management Plan.

Adams County: Nine Key Element Plan in final stages with WDNR.

Waushara County: Manure Run-off/NR151 complaint issue in court.

Waupaca County: Haase opted out.

Taylor County: Tree Sale Program started. New employee started. Elk are showing up in the county.

Wood County: New position updated. Will be gaining a part-time position.

Marathon County: Manure spill happened.

Evans: Reminded all of the Wisconsin Lakes Convention on April 1st-3rd.

Cisar/Hamerla: The 2018 grant is finalized and money for the reimbursement is on its way. The first reimbursement for the 2019 grant is about final and going to be sent off to the WDNR. It was mentioned that the counties should attend a session at the Lakes Convention regarding the new aquatic invasive species (AIS) and Lakes grants. Discussion followed.

Burzynski: The Tomberg Family Philanthropies Grant for groundwater education in Portage, Wood, Adams, Juneau, and Marquette Counties was not awarded. The grant from the Natural Resources Foundation of Wisconsin was awarded and work is underway to expand groundwater education in Waupaca and Waushara Counties.

ADJOURN: The meeting was adjourned.

Respectfully submitted,

Pat Kilbey Recording secretary



Golden Sands Resource, Conservation & Development Council, Inc. Forestry / Agriculture / Wildlife Committee Meeting Minutes January 16th, 2020 Golden Sands RC&D Office, Stevens Point, WI

Attendees: Al Barden (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Bill Clendenning (Wood); Brent Tessmer (Taylor); Amy Thorstenson (Golden Sands RC&D Staff); Hugh O'Donnell (Member-at-Large); Shannon Rohde (CWWP); Klayton Kree (Golden Sands RC&D Staff); Dick Hanson (Citizen Volunteer); Doug Machon (Wood); Gerry Zastrow (Portage).

CALL TO ORDER: Barden called the meeting to order at 10:02 a.m.

INTRODUCTIONS: Everyone attending verbally identified themselves and named the organization and/or county being represented.

<u>APPROVAL OF MINUTES:</u> A motion from O'Donnell, which was seconded by Clendenning, to approve the minutes from the November meeting was passed unanimously.

PROJECT UPDATES:

Demo Forests: Benes explained that he will be working on updating the brochures for Demo Forests in March. A member made the point to have Benes look at permits that may be required for signs in certain townships.

NRCS Cooperative Agreements: Klayton Kree introduced himself as the new Soil Conservation Technician that will be working out of the Natural Resources Conservation Service (NRCS) Medford Office. Benes explained that the 4 other Soil Conservationists that are part of a separate agreement have been doing well, and that he will be completing performance reviews for all of them by the next council meeting.

Bluebird And Bat Houses: There is a good supply of the bird houses. Wood was donated for new bat houses. Chris Hamerla (Golden Sands RC&D Staff) will be bringing the wood to the Tomorrow River School today. Benes is hoping that the new bat houses will be available before the next meeting.

Tree Shelters: One last large order for 2019 left the project \$889 in the black. Benes will be using some funds for paint/screws/sealant for new bat houses.

Stevens Point Area Neighborhood Gardens (SPANG): Amanda Burzynski (Golden Sands RC&D Staff) will be organizing spring orders for the garden.

Woods & Wildlife For Today & Tomorrow (WWFTT): Benes said that Golden Sands RC&D ranked 7 out of 39 applicants for a new project through the Landscape Scale Restoration (LSR) project. We will find out if we received funding later this spring, but it should be likely given the ranking. Benes gave information about the upcoming workshop series "Cooperating for Woods and Wildlife". The first workshop will take place on April 18th "Cooperating for Wildlife Habitat", the second on May 2nd "Cooperating for Invasive Species Control", and the last on

May 30th "Cooperating for Forest Management". All workshops will be held at the Mead Wildlife Center.

Central Wisconsin Invasives Partnership (CWIP): CWIP submitted a GLRI USFS grant application earlier this month.

Northeast Wisconsin Invasive Species Coalition (NEWISC): Golden Sands RC&D successfully completed a visioning meeting that was held on December 12th at the Mosquito Hill Nature Center for a new Cooperative Invasive Species Management Area (CISMA). 27 attendees came in-person, and 10 were online. The group developed a name "Northeast Wisconsin Invasive Species Coalition" (NEWISC), goals, and potential partners. NEWISC submitted a GLRI USFS grant application earlier this month.

NACD Technical Assistance Project: Bouressa, Grazing Specialist, wrote 3 grazing plans and has 3 that she is currently working on. She is also working on outreach through display booths and attended the Green Lands Blue Waters Conference in Minneapolis.

Managed Grazing Program: Bouressa is working on a project through Grassworks and writing grazing plans mostly through the NACD grant.

Waupaca County Conservation Field Day: Planning will start in March.

Marquette & Waupaca County Habitat Restoration: Benes explained that he is working with WDNR (Wisconsin Department of Natural Resources) Foresters on developing a USFS (United States Forest Service) grant application that will help to do habitat restoration on private lands in Marquette and Waupaca Counties; mostly on properties impacted by tornado damage.

WI Tree Farm Website: Golden Sands RC&D will be doing updates on WI Tree Farm's website as a contracted service.

NEW PROJECTS:

New projects were reviewed.

- Catalyzing regional forest & wildlife habitat management through cooperative management & landowner engagement in Central Wisconsin (#757)
- Wisconsin Tree Farm Website Design (#758)
- Motion by Clendenning, second by O'Donnell, both projects approved.

MEMBER REPORTS:

Shannon Rhode with the Central Wisconsin Windshield Partnership (CWWP) gave updates to the work his organization has been doing. The CWWP is now a self-sustaining organization that is working on windbreaks and 'living snow fences', plantings for farmers, and around highway areas to prevent wind erosion and snow drifting.

ADJOURN: Motion by Clendenning, second by O'Donnell to adjourn. Meeting adjourned. Respectfully submitted,
Joshua Benes
Temporary recording secretary



Golden Sands Resource, Conservation & Development Council, Inc. Regular Business/Executive Committee Meeting Minutes January 16, 2020 Golden Sands RC&D Office, Stevens Points, WI

Attendees: Al Barden (Member-at-Large); Gary Beastrom (Marathon); Joshua Benes (Golden Sands RC&D Staff); Bill Clendenning (Wood); Reesa Evans (Member-at-Large); Brian Haase (Waupaca); Dick Hansen (Porter's Lake); Raymond Hansen (Porter's Lake); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Mike Kapp (Waupaca); Derek Kavanaugh (Green Lake, by phone); Pat Kilbey (Marquette); Klayton Kree (Golden Sands RC&D Staff); Bill Leichtnam (Wood); Doug Machon (Wood); Hugh O'Connell (Member-at-Large); Sam Peterson (Adams); Paul Pisellini (Adams); Al Rosenthal (Marquette); Brent Tessmer (Taylor); Amy Thorstenson (Golden Sands RC&D Staff); Joe Tomandl (Taylor); Scott Wilhorn (Juneau); Shane Wucherpfennig (Wood); Jerry Zastrow (Portage). Alex Dallman (Congressman Glenn Grothman's office, Attending on the phone: Derek Kavanaugh (Green Lake).

<u>CALL TO ORDER:</u> The meeting was called to order by President O'Donnell at 11:14 a.m.

INTRODUCTIONS: At the request of O'Donnell, everyone attending verbally identified themselves and named the organization, person, and/or county being represented.

APPROVAL OF MINUTES: Motion made by Barden, seconded by Clendenning, to accept the minutes of the November 2019 meeting as corrected. Motion carried unanimously.

TREASURER'S REPORT: The treasurer's report for November and December 2019 was passed around. Hilgart indicated that dispersals and receipts were fairly routine for the working season. No use of the contingency fund. Information on the credit card use was also made available. Motion made by Wucherpennig, seconded by Evans, to accept and file the treasurer's report.

OLD BUSINESS:

Wisconsin RC&D Update: Barden reported that the next state meeting is January 31, 2020.

Groundwater Legislation: Leitchnam discussed a public meeting with a panel held on January 6, 2020, in Nekoosa. About 200 members of the public attended. The panel included several water researchers, two farmers, and several politicians. A report from the Speakers Task Force on Water was released to the public last Wednesday. There are currently at least 13 bills related to groundwater issues pending. All but one of the delegates on the Task Force have signed on to represent the bills. It is not clear whether there is time to get the bills through both the assembly and senate by the time the Wisconsin legislature recesses for the campaign season.

There are about 200 landowners now in a lawsuit against Wysocki for nitrate contamination in wells in Juneau County. There is a Lobby Day set for January 30 with the legislature.

Council Membership Update: Benes passed around an updated list of council members from each county and corporation within the Golden Sands area. He has managed to get in touch with all of the members who haven't attended several meetings and is recommending that the following be removed as members: Don Peterson (Member-at-Large); Julie Morrow (Portage); and Mark Piechowski (Waushara). Motion made by Barden, seconded by Evans, to accept Benes' recommendation of removal. Motion carried unanimously.

Benes reported on delegates from several counties. Since the last meeting, several people have been appointed as alternates for various counties: Brian Haase (Waupaca); Gary Zastrow (Portage); Pat Kilbey (Marquette). Also, Ed Miller has resigned from both the Personnel/Finance Committee and as the Outagamie County representative. This means that there are no current delegates from Monroe or Outagamie Counties. Since Deb Jacubek resigned, there is also no current delegate for the Wisconsin Farmers Union. Sauk County is interested in joining Golden Sands. Benes will be meeting next month with Columbia County to gauge its interest in joining Golden Sands.

NEW BUSINESS: None.

COMMITTEE REPORTS:

Personnel/Finance Committee Report: Evans reported on the meeting this morning. In discussing the most recent treasurer's report, Hilgart noted that several donations were deposited in the endowment fund. The storage unit rent was paid. There are some reimbursements still pending. Benes reported that he had contacted the Wisconsin Farmers Union about a replacement delegate for Deb Jacubek. It is not clear whether the new representative would be interested in taking Deb's position on the P/F Committee. Jacubek has indicated she may be interested in being a Member-at-Large. With Ed Miller resigning, there are at least two vacancies on the P/F Committee. After discussion, it was decided it would be best to wait until after the April elections, since there may be new delegates to Golden Sands. Klayton Klee started as the new soil conservation technician last Monday in Medford. Personnel reviews are ongoing. Benes is still looking into liability insurance for the state RC&D vs the coverage Golden Sands has. The new Personnel/Policy manual was signed by the Executive Committee members. There was a change in IRA laws that may require seeking professional services to sort out.

Forestry/Agriculture/Wildlife Committee Report: Benes reported on today's Forestry/Agriculture/Wildlife meeting. There are two gold sheets pending for consideration by the Council. The Natural Resources Conservation Service (NRCS) contracts seem to be going well. The Amherst School is building new bat houses for Golden Sands. New brochures on tree shelters are available for people to take back to their counties. Grants that can be used for the neighborhood gardens project are being pursued. A Cooperating for Woods & Wildlife Workshop Series is being planned, with workshops set for April 18, May 2, and May 30, in Mead Wildlife Center. There are currently over 10,000 acres and 80 owners involved in this project. There are plans to expand the demo forest project to all 12 counties. A grant application to NACD is pending for forestry owner meetings and more grazing plans. Another pending project involves working with forest owners in two counties damaged by recent tornadoes. Finally, there is a contract to update a website for the Wisconsin Tree Farmers group and train members on how to use it.

Water Committee Report: Kilbey reported on today's meeting. There are six new projects from the Waters Committee. Hamerla and Cisar are still working on aquatic invasive species (AIS) reimbursements. The new AIS grant application was sent for the December 2019 deadline. An answer is expected sometime in February. This would take the AIS Regional program through to December 31, 2021. The one for 2018 is submitted, but not the one for 2019 yet. By that time, it is expected that the Wisconsin Department of Natural Resources (WDNR) will be giving counties block grants for AIS activities. There will be a session on this plan at the 2020 Wisconsin Lakes Conference. Burzynski reported that Golden Sands did not get the grant that would have provided for expanding groundwater education into other counties within the Golden Sands region, but did get the one to increase the lessons in Waupaca and Waushara counties. Skip Hansen, from Porter's Lake, discussed that they hired Golden Sands to write a grant to acquire three acres of shoreland on their lake to keep it undeveloped. Plonsky described the project to control Japanese Knotweed with an Early Detection & Response Grant. Leichtnam discussed a recent panel discussion at Nekoosa about water issues and the release of the Speakers Task Force on Water report last week. All of the members of the Task Force, except for one, have signed on as sponsors for 13 bills dealing with groundwater issues. Hernandez described the litigation involving a manure spill in Waushara County. Beastrom indicated that a manure spill into the Eau Plaine last spring is being cleaned up. It was reported that more funding is being sought for the ordered Central Sands Study. Motion by Rosenthal, seconded by Beastrom, to accept the committee reports. Motion carried unanimously.

NEW PROJECTS:

There are two new projects from the Forestry/Ag/Wildlife Committee:

- (1) A contract for services with the Wisconsin Tree Farmers to update its website and train members how to use it. This started on January 20, 2020 and will be completed by June 30, 2020.
- (2) The second project involves working with forestry owners to set up group cooperatives in the entire Golden Sands area, as well as setting up new demo forests, including some on public land. Costs anticipated are \$248,000 from federal funds, with a total project budget including match and in-kind is \$496,000.

There are six projects that came from the Waters Committee:

- (1) Applying for an Early Detection & Response grant from the WDNR for treating Japanese Knotweed on the Tomorrow River. Expected start date is May 1, 2020. Total cost is \$9960, with \$7459 from the grant and \$2501.40 from Great Lakes Restoration Initiative (GLRI) funds.
- (2) Provide hiring, training, and supervision services for Pearl Lake Clean Boats Clean Waters (CBCW) from February to October 2020, for a total of \$6063, \$3985 from grant funds and \$2078 from local shares.

- (3) Provide hiring, training, and supervision services for Green Lake CBCW from February to October 2020, for a total of \$6063, \$3985 from grant funds and \$2078 from local shares.
- (4) Provide hiring, training, and supervision services for Silver Lake CBCW from February to October 2020, for a total of \$6063, \$3985 from grant funds and \$2078 from local shares.
- (5) Provide hiring, training, and supervision services for Lake Helen CBCW from February to October 2020, for a total of \$6063, \$3985 from grant funds and \$2078 from local shares.
- (6) Provide training and supervision services for Chain O' Lakes CBCW from February to October 2020, for a total of \$4482, \$3360 from grant funds and \$1122 from local shares.

Motion by Barden, seconded by Wucherpfennig, to approve the new projects and the resolution required for the early detection and response (EDR) grant application. Motion carried unanimously.

STAFF/PROJECT UPDATES: Written staff reports were sent out electronically before the meeting.

AGENCY/PARTNER REPORTS: Rhode, from Central Wisconsin Windshed Partnership (CWWP), described the current CWWP activities. He explained that, although it started with agricultural windbreaks, lately there has been a substantial increase in installing living snow fences along state highways working with the Wisconsin Department of Transportation. He expects to be attending the Vegetable and Potato Growers conference in February. Leichtnam informed Rhode of an expected solar farm to be built in the Town of Saratoga that may need windbreakers.

OTHER REPORTS: Benes announced the birth of his son, Luke William. This resulted in applause.

NEXT MEETING: The next meeting will be March 19, 2020.

ADJOURNMENT: The meeting was adjourned at 11:56 a.m. on motion by Rosenthal, seconded by Tomandl.

Respectfully submitted,

Reesa Evans Recording Secretary



CEED Committee Report March 2020

LAURA HUBER

Extension Wood County, 4-H Program Coordinator

- Met Kaitlyn Bernarde (Extension Marathon County) to plan 4-H Treasurer training via Zoom (3 March)
- Appeared on WFHR with members of the Youth Success Coalition to discuss the upcoming Teen Job Fair at Lincoln HS (6 March)
- Met colleague Kaitlyn Bernarde at the 4-H Shooting Sports practice to introduce her to the program and our volunteer instructors (8 March)
- Attended the WI 4-H Policy Advisory Standing Committee meeting via Zoom (9 March)
- Visited Nekoosa High School over lunch to promote the Teen Job Fair at Lincoln HS (9 March)
- Attended the Youth Success Coalition meeting at McMillan Memorial Library (9 March)
- Appeared on WDLB with members of Marawood County Line Riders 4-H to promote the Marawood County Line Riders Tack Swap (10 March)
- Treasurer Training planning meeting with Kaitlyn Bernarde (10 March)
- Visited Port Edwards High School over lunch to promote Teen Job Fair (11 March)
- Attended Upham Woods camp health planning Zoom meeting (13 March)
- Participated in primary interviews for the Wood County Horticulture Coordinator (16 March)
- Met with members of the Area 7 Camp Committee re: summer camp planning (18 March)
- Listened to the Dean's Exchange on COVID-19 (via Zoom) (18 March)
- Attended the Area 7 Zoom (18 March)
- Attended Colleague Connect Zoom (19 March)
- Attended WI Positive Youth Development Zoom meeting (19 March)
- Appeared on Facebook Live to share updates with Wood County 4-H families and leaders (20 March)
- Created a YouTube video slideshow of Creative Arts Day projects in lieu of live event (21 March) Find a link to our video on the Wood County 4-H,WI Facebook page or on our YouTube Channel "Wood County 4-H, WI"
- Met with the WI 4-H Policy Advisory Standing Committee (23 March)
- Met with the Wood County 4-H Teen Leadership Group via Zoom (23 March)
- Met with the Wood County 4-H Leaders Association via Zoom (23 March)
- Joined the WI 4-H Online Resource Screen & Filter ad hoc committee. Participated in two working meetings via Zoom(25 & 27 March)
- Learned about the state summer 4-H programs on a Zoom with Amber Rehberg (26 March)
- Met with the WI 4-H Policy Advisory Standing Committee via Zoom (30 March)
- Met with the Executive Committee of the Wood County 4-H Leaders Assn. to plan 2021 budget (30 March)

Special Projects:

- Planning for new 4-H Tech Changemakers program
- Communicating with volunteer leaders, state staff and membership RE: COVID-19
- Planning for summer camp
- Developing Club Treasurer Training



Ongoing Responsibilities:

- Working cooperatively with state programs and club leaders and volunteers to address insurance and other logistical questions
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 879 followers
- Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 342 followers
- Updated and maintained the Wood County 4-H Instagram page with currently has 18 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
 - o Ongoing assistance for new leaders and the volunteer background checks

MATT LIPPERT

Extension Wood & Clark Counties, Agriculture Agent

- I met with agriculture educators from across the state to plan for future programming in 2020
- I met with the Wood County Farm Bureau as they planned for summer activities.
- I interviewed on the Extension hour on WDLB radio.
- A number of activities were cancelled:Heart of the Farm a program for farm women, the Central Wisconsin Forage council, dairy promotion committee etc.
- I assisted with the Holstein Breeders calf sale that was held the week before activities started being cancelled. They had an outstanding sale and generated much needed money to support local activities.
- I have been training on being a zoom coordinator.
- I am collaborating with other agents to develop curriculum for remote presentations.
- I have been writing articles for the Central Wisconsin Newsletter.

NANCY TURYK

Extension Wood County, Community Resource Development Educator

Economic Development

- Continued coordinating with USDA REDI facilitating team and Wood County team.
- Continued coordination with the USDA REDI facilitating team and the Wood County REDI and
 grant writing teams. Communicated with Wood County REDI Team about March meeting
 options and then the cancellation of the meeting. Discussing options to continue moving the
 project forward during the pandemic.
- Held a discussion with UW-Madison Extension specialists and their graduate student about how their involvement with the USDA REDI project will be most suitable and helpful.
- Participated in County Economic Development round-table at Ho-Chunk casino.
- Participated in Wisconsin Rapids' UniverCity economic development planning call.
- Attended Marshfield Economic Development Board meeting.
- Discussed grant options and strategies for maker's space equipment funding with Kylan Hastrieiter. Space would be provided by UWSP Marshfield.

Strategic Planning



- Updated the County's strategic plan. It was presented to the Executive Committee and was unanimously approved to move on to full County Board. The March County Board meeting was cancelled due to pandemic.
- Assisted the Wisconsin Forest History Association with a full day of strategic planning. Summarizing the results for them.

Energy

- Continued to work with the graduate student intern from the UW Madison Resource Energy Demand Analysis (REDA) on his baseline analysis of Wood County energy use. Provided his report to the Renewable and Sustainable Committee and some property managers. Responded to questions by a couple property managers.
- Worked with the UW-Madison Resource Energy Demand Analysis (REDA) graduate student intern on the final version of his baseline analysis of Wood County electricity use.
- Conversed with UW-Platteville faculty on support for Wood County individual building energyuse analyses, as requested by the Renewable and Sustainable Committee. They have already identified their capstone projects for spring semester but may be able to help the County hire a summer intern. I also connected with Faith Technologies regarding the support they could provide related to the building analysis. Conversations are currently on hold as building managers address issues associated with the pandemic.
- Contribute to the Renewable and Sustainable Committee, as requested by committee members. Continue to review materials that may be relevant to County initiatives. In their recent meeting we reviewed the County's Energy Plan with the committee to identify timelines, leaders, and collaborators for each initiative. I will try to incorporate some of these initiatives into my work plans for the upcoming year.
- Attended the Wisconsin's Dept. Administration listening session at CWA about the allocation of VW mitigation funds for EV charging stations. Learned about funding options for municipalities and discussed the need to allocate for sites beyond the major interstate and state highways.
- Attended presentations at the Lt. Governor's Climate Change Task Force meeting in Stevens Point.

Local Community Initiatives

- Served the CSGCC committee through the management of their listserv and the dissemination of email communications. Prepared and disseminated a doodle poll to re-schedule March meeting. Discussed the matter with Supervisor Leichtnam and cancelled March meeting. Communicated with a number of CSGCC members regarding their views related to the group's next steps.
- Prepared and displayed a poster about voter registration and information at the courthouse entrance. Preparing information on this topic for new Facebook page.
- Ongoing discussions about a potential Biron Reservoir Association with interested citizens, UW-Stevens Point Extension Lakes, and staff from the Wisc. Dept. Natural Resources.

UW-Madison Division of Extension

- Submitted 18 month Plan of Work for Extension.
- Participated in the UW-Madison performance review process.
- Participated in planning sessions with UW-Madison Extension Climate Change Leadership Team and the National Extension Educators Climate Change Team.
- Participated in webinars with UW-Madison Extension Dean, Community Development Institute, and Wood County staff - primarily related to telecommute work during the height of the pandemic.



- Expanding technical knowledge of Zoom to assist with the (now online) Wisconsin Lakes and Rivers conference in early April.
- Discussed Wisconsin Lakes and Rivers conference with UW-Stevens Point Extension Lakes Director Eric Olson on WDLB.
- Keeping current on the pandemic and sharing relevant information with appropriate partners and the business community.
- Preparing a Wood County Extension Community Development Facebook page to expand communication options.
- Preparing home office, worked with Wood County and state IT on access to software and other IT issues. Purchased an office chair.

JACKIE CARATTINI

Extension Wood County, Human Development and Family Relationships Educator

- · Attended a Faculty Senate meeting via zoom
- Attended a programming meeting with the Job Center about Fall programming
- Lead a session at the Financial Investment Challenge Bowl at Mid-State Tech for area teens.
- Two individual financial coaching sessions
- Taught "Keeping up with Credit and Debt" at SWEPS
- Attended a Wood Co Drug Task force meeting
- Attended the Financial Stability Coalition meeting
- Taught a program on social isolation on WFHR radio
- Attended a Virtual office Training
- Attended zoom instructional training's

Attended multiple zooms on:

- Peer Mentor Cohort
- Department of Extension Meetings
- PILD conference prep/transition to virtual
- JCEP conference prep/transition to virtual
- Department of Extension Administrative Committee
- Extension Wellness moments
- Justice Involved Audiences team meeting
- Financial team meeting zoom
- Racism as a Public Health Crisis
- Taking Care of You- video shorts
- Institute meetings on changes and programming

HANNAH WENDELS & KELLY HAMMOND

Extension Wood County, FoodWIse Nutrition Educator and Coordinator

- 3/2 Started series of five third grade nutrition lessons at Howe Elementary school
- Met with Ho Chunk Head Start program director to plan for preschool nutrition lessons
- 3/4 Attend Healthy People Wood County Summit in Wisconsin Rapids (Wendels)



- 3/10 Finished series of five third grade nutrition lessons at Mead Elementary school
- 3/11 Started series of five kindergarten nutrition lessons at Mead Elementary school
- 3/16 Began mandated telecommuting due to COVID-19
- 3/19 Attend Dean's Exchange on COVID-19 virtually
- Continue with program planning while adapting to telecommuting

RACHAEL WHITEHAIR

Extension Wood County, Natural Resources Educator

- Met with other state Natural Resource Educators to develop facilitation process for DATCP partnership meetings, intended to collect data on resource and information needs regarding county NR-151 implementation (March 3)
- Attended WI Land & Water Meetings to collaborate with statewide conservation staff and improve skillsets in native plantings and community engagement (March 4-6)
- Attended the 14-Mile Watershed Committee Meeting to support their work and develop foundations for future partnerships (March 9)
- Facilitated a planning committee meeting for the Central WI Farm Profitability Expo to be held December 2020 (March 10)
- Finished developing my Plan of Work (March 11)
- Conducted performance reviews with supervisors Jason Hausler and Kris Tiles (March 11)
- Attended the Red Cedar Watershed Conference at UW-Stout (March 12)
- Conducted a site visit to a Wood Co. farm regarding a prairie planting to secure a drainage creek bed
- Discussed Land & Water cost-share opportunities and benefits of conservation practices on WDLB radio and WFHR radio (March 17)
- Developed outreach strategy with Farmer of Mill Creek support staff (March 18)
- Hosted EPPIC Meeting via Zoom and assisted with strategic planning session (March 19)
- Attended PACRS Meeting via zoom (March 20)
- Met with extensions, DNR, and UWSP staff to discuss development of Biron Flowage water group and Rapids recreational river corridor re-branding initiative (March 20)
- Develop bulletin board content on water quality for courthouse entry way (March 23)



CEED Committee Report April 2020

LAURA HUBER

Extension Wood County, 4-H Program Coordinator

- Appeared on WFHR with members of the Youth Success Coalition to discuss the upcoming Teen Met with WI 4-H Online Resource Screen & Filter ad hoc committee via Zoom (1 April.) Our final product: https://4h.extension.wisc.edu/2020/04/03/wisconsin-4-h-releases-curated-list-of-fun-hands-on-learning-at-home-activities/
- Viewed the UW Extension Dean's COVID-19 update Zoom (1, 8, 15, 22, and 29 April)
- Met with Extension Area 7 colleagues (1, 15, and 29 April)
- Met with the Central WI State Junior Fair's Home & Family Committee to plan Foods Revue and Clothing Revue 2020 (1 April)
- Met with the Executive Committee of the Wood County 4-H Leaders Association to assist with 2020-21 budget development and bylaws review (4, 11, 18 April)
- Met with Wood County Extension colleagues via Zoom (6, 13, 20, 27 April)
- Participated in WI 4-H Policy Advisory Standing Committee (6, 13, 20, and 27 April)
- Met with colleagues to discuss summer camp 2020 decided to cancel both June and July overnight camps (6 April)
- Participated in training to be able to facilitate Volunteer in Preparation Training via Zoom (8 and 16 April)
- Appeared on WFHR radio to discuss 4-H in times of social distancing (9 April)
- Met with Northern Region WI 4-H Colleagues via Zoom (14 and 29 April.) Taught how to effectively connect and interact on virtual meetings on the 29th.
- Met with Jackie, Hannah, and Jason to discuss and plan the Educational Outreach program with Boys & Girls Club (20 April)
- Met with colleagues to begin planning "Camp in a Box" for summer 2020. At least 5 counties will partner (22 April)
- Attended Zoom on virtual education facilitated by Upham Woods camp staff (24 April)
- Delivered 220 activity packets to Boys & Girls Club of Wisconsin Rapids Area for distribution today (24 April)
- Met with colleague Kevin Palmer to co-write policies for the WI 4-H Advisory Standing Committee (27 April)
- Attended WI 4-H Program statewide Zoom update (9 and 30 April)

Special COVID-19 Educational Programs:

- Lego Club, a teen-led virtual club. I attend to ensure safety of participants and to support the teen leader. The club met every Sunday of April, including Easter.
- Art Club, a teen-led virtual club. I attend to ensure safety of participants and to support the teen leader. The club met on the 19th and 26th of April.
- 4-H Flat Stanley Pen Pal Project for youth in K-3rd grade in Langlade, Lincoln, Manitowoc, Waupaca, and Wood counties.
- Outreach activities A partnership between Extension Wood County and Boys & Girls Club of Wisconsin Rapids Area. Extension will provide an activity to all youth who receive a meal from the B&GC each Friday beginning 24 April.



• "Camp in a Box" - an alternative to summer camp (in planning stages now)

Ongoing Responsibilities:

- Working cooperatively with state programs and club leaders and volunteers to address insurance and other logistical questions
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 897 followers
- Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 345 followers
- Updated and maintained the Wood County 4-H Instagram page with currently has 19 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
 - o Ongoing assistance for new leaders and the volunteer background checks

MATT LIPPERT

Extension Wood & Clark Counties, Agriculture Agent

- I met with agriculture educators from across the state to plan for future programming in 2020. We are doing a lot of teleconferencing. We have unique and special needs to work on developing materials.
- In my area of expertise, we are working on reducing milk production in herds due to processor demands, how to do this most economically.
- How can waste milk be utilized- feeding calves, feeding mature animals, land spread with manure, consequences of each method.
- I met with the Wood County Farm Bureau as they planned for summer activities.
- I interviewed on the Extension hour on WDLB and WFHR radio.
- The CWAS Agriculture newsletter was produced and is available online.
- There have been many questions on how to communicate to Spanish speaking labor about Covid-10 prevention.
- How to dispose of animals if processors cannot take them due to plant closures because of Covid-19.
- There are still general questions coming in on land rent, land prices, seeding practices, tillage methods, etc.
- I have been developing material for identifying which animals in the herd should be selected for making dairy replacement heifers while using other animals for dairy-beef crosses.
- I have been training on using distance learning technologies.
- I have been corresponding with reporters to explain milk shortages in the grocery store while milk being dumped on the farms and how does this make sense.
- Farmers are asking questions on alternative forage crops due to short forage inventories from last year's wet season.

NANCY TURYK

Extension Wood County, Community Development Educator

Economic Development

 Joined forces with City of Wisconsin Rapids, Heart of Wisconsin Chamber, Visit Wisconsin Rapids Area, Small Business Development Center, and others to initiate an Economic Development Task Force aimed at assisting businesses during the pandemic and recovery.



We are organizing a similar task force to address issues though Wood County. Both task forces plan to meet weekly.

- Continued coordination with the USDA Rural Economic Development Initiative (REDI) facilitating team and the Wood County REDI and plan writing teams about the economic development initiatives for the County and its partners. The plan writing team is comprised of people from Wood County, North Central Wisconsin Regional Planning Commission (NCWRPC), Marshfield Area Chamber of Commerce and Industry (MACCI), and UW-Madison's intern to coordinate efforts to write portions of the plan. Initiated discussions with USDA and Purdue University partners about grant extensions to allow time to revisit and adjust the initiatives for the Wood County REDI plan, if needed. After consultation with others, cancelled the REDI team meeting scheduled for April 8th.
- Participated in webinars hosted by WEDC, Heart of Wisconsin, and WMC and read about
 programs designed to support businesses during the pandemic and best practices being
 implemented by workplaces designated as essential in order to evaluate opportunities for
 Wood County businesses and municipalities.
- Shared information about pandemic-related business support opportunities through grants and loans by emails, Facebook posts, telephone, and web conferencing conversations primarily with Wood County towns/villages/cities, chambers of commerce, visitor and convention bureaus, Mid-State Technical College, UW-Stevens Point@Marshfield, Ho-Chunk Nation, Wood County health and planning and zoning departments.
- WDLB radio show focused on the support that is available to businesses and municipalities during the pandemic. Guest on the show included Marshfield's Development Services Director and Mainstreet Marshfield's Executive Director. Set up and tested Zoom with the radio show host and guests for use during the live show.
- Participated in conversations about strategies for community recovery and support with UW-Madison Extension colleagues. Discussions focused on business recovery, housing, and broadband. Assisted my Lincoln County Extension colleague with a Zoom program for businesses and other interested in learning about federal and state assistance programs.

Strategic Planning

- Updated the County's strategic plan. It was presented to the Executive Committee and was unanimously approved to move on to full County Board. In was not taken up by full County Board since the March meeting was cancelled; awaiting future guidance.
- Summarizing the result for the Wisconsin Forest History Association's strategic plan.

Energy

- Review new information about energy efficiencies and renewable energy programs. Shared relevant newsletters such as "Energy on Wisconsin" with County staff interested in these topics.
- Exploring how implementation of energy efficiencies can reduce costs for municipalities.

Local Community Initiatives

- Developed a Wood County Extension Community Development Facebook page to enhance community communication options.
- Communicated about absentee voting procedures and voter safety on the Facebook page.
 Inquired about poll worker needs by Wood County Towns on behalf of the UW Local Government Center.



- Forwarded Wood County Health Dept. and other relevant COVID outreach to town/village/city clerks and REDI team listserv.
- Stayed informed about the County by reading county email updates, county committee packets, and reading local newspapers and Facebook posts.
- Participated in meetings related to Wisconsin Rapid's UniverCity projects through UW.
 Meetings and follow up correspondence focused on developing the concept and outcomes for centralized communication and the development of a marketing plan.

UW-Madison Division of Extension

- Obtained and set up a Jabber account phone number in lieu of giving out my personal number for business purposes.
- Assisted UW Extension Lakes with their virtual Lakes and Rivers Conference by providing technical support for some of their Zoom sessions.
- Participated in planning sessions with UW-Madison Extension Climate Change Leadership
 Team and Assessment sub-team to discuss the content of train the trainer curriculum and
 determine programming needs for Extension Educators. Weighed in on the content for the UWMadison Extension Climate Change Leadership Team's presentation during the National
 Extension Educators Climate Change Team's virtual meeting.
- Discussed possible collaborations about community resiliency with UW-Madison Extension Community Development colleagues and Wisconsin's Green Fire.
- Accepted invitation from NOAA and the US Global Change Research Program (USGCRP) to
 participate in the development of a plan that will identify what is needed to support climate
 adaptation initiatives in communities across the county so they can improve their ability to
 rebound from extreme weather events.
- Participated in virtual meetings primarily related to the pandemic with UW-Madison Extension Dean, Community Development Institute, and Wood County staff.
- Participated in CommUnity Conversations for non-profits in response to the pandemic. Shared information about this series of discussion on the Wood County Extension website, Facebook, and direct emails to some of the non-profits that I have worked with in Wood County.
- Keeping current on the pandemic and sharing relevant information with appropriate partners and the business community.

ALLISON JONJAK

Extension Wood County, Cranberry Outreach Specialist

Started position April 1, 2020

- Met cranberry extension specialists via Zoom to form research relationships
- Joined WSCGA Education committee to choose curriculum for 2020 trainings
- Sent growers information on PPP financing and safely distancing while operating a cranberry marsh
- Sought & received contributions for issue 1 of the new 'all online' format of the Cranberry Crop Management Journal
- Will serve on committee to research Healthy Grown certification
- Attended WSCGA board meeting via Zoom
- Helped a grower navigate herbicide label concerns to ensure DNR won't write permits that would prevent water from being used for cranberry irrigation
- Will serve on Cranberry Research Station Advisory Committee



- Co-hosted a Cranberry Virtual Mini-Clinic via Zoom to replace the face-to-face spring clinic; had 75 attendees
- Received many University trainings for an effective onboarding as a new Extension employee

JACKIE CARATTINI

Extension Wood County, Human Development and Family Relationships Educator

- Attended a Faculty Senate meeting via zoom
- Attended a Faculty Senate meeting via zoom
- Hosted 3 weeks of "Catch Your Breath" for community partners and taught mini Taking Care of You lesson.
- Held weekly individual financial coaching sessions with two clients
- Recorded 12 "Mindful Minutes" for WFHR radio
- Taught a program on "Taking Care of You-Tips for Isolation" on WFHR radio
- Taught 3 "Extension Wellness Moments"
- Recorded a gardening lunch n learn for the Wood Co Wellness Program
- Attended the 2 day National PILD (Public Issues in Leadership Development) conference and hosted a breakout
- Taught 2 national sessions on "Connecting with your Stakeholders" for NEAFCS (National Association for Family Consumer Sciences)
- Recorded a lesson on "Connecting with your stakeholders" for NEAFCS virtual newsletter
- Authored re-writes of 2 modules of Taking Care of You
- Authored 2 "mini" Taking care of you modules for social media
- Taught a 2 day National Rent Smart Train the Trainer curriculum with the Extension Rent Smart team.
- Attended virtual meeting with Program Manager
- Attended virtual meeting with men-tee
- Attended virtual meetings with United Way of South Wood and Adams County
- Attended a virtual "Stuff the Bus" meeting
- Attended virtual meetings on planning programming for the Boys and Girls Club
- Attended virtual meetings on "Heart of the Farm- Coffee Chat series"

Attended multiple zooms on:

- PILD conference prep/transition to virtual (attended on 4-6 and hosted break-out on 4-7) and post conference evaluation
- JCEP conference prep/transition to virtual
- JCEP Forward Fridays (attended and took Lead on kick-off presentation on 4-17)
- Department of Extension Administrative Committee
- Extension Wellness moments (daily at 8:15am)
- Justice Involved Audiences team meeting
- Financial team meeting zoom
- Racism as a Public Health Crisis
- Taking Care of You- video shorts
- Rent Smart Team



- Pre-planning for the death of a loved one team
- Life Span program check-in
- Free Throw Fridays (institute weekly zoom)
- Institute meetings on changes and programming

HANNAH WENDELS & KELLY HAMMOND

Extension Wood County, FoodWIse Nutrition Educator and Coordinator

- Attend virtual FoodWIse North Region check in calls (ongoing, Tuesdays)
- Attend virtual FoodWIse State check in calls (ongoing, Tuesdays)
- Attend virtual Wood County Extension check in calls (ongoing, Mondays)
- Attend virtual Extension Area 7 check in calls (ongoing, every other Wednesday)
- 4/2 Began working with "Greener in FoodWIse" workgroup with colleagues throughout the state (ongoing, Hannah)
- 4/3 Attend virtual Health and Wellbeing Institute meeting
- 4/3 Began working with "Physical Activity/Nutrition for Colleagues in FoodWIse" workgroup (ongoing, Hannah)
- 4/16 Began working on FoodWIse curriculum workshop (ongoing, Hannah)
- 4/16 Completed professional development opportunity: Racial Equity Challenge
- 4/17 Completed and submitted the FY21 FoodWIse Plan (Kelly)
- (4/20) Began working with Wood County 4-H and Wood County Human Development and Relationships to partner with the Boys & Girls Club to provide educational outreach with their meals every week (Hannah)

RACHAEL WHITEHAIR

Extension Wood County, Natural Resources Educator

- Hosted several virtual workshops for the 2020 WI Lakes and Rivers Convention that was moved online due to the pandemic (April 1-2)
- Drafted and sent out a mini-grant proposal for a Farmers of Mill Creek Watershed Council programming effort, the 'Prairie and Pollinators' program. The funding would cover costs of implementing prairie plantings at schools and on area farms as well as field day events to educate the public about the benefits of native prairie. (April 3)
- Interviewed Jason Cavadini of the Marshfield Ag Research Station on the benefits and options for interseeding cover crops, then produced an article for the Mill Creek Farmers newsletter. (April 6)
- Met with technical staff at EZ texting, a mass texting service, to discuss potential usage of this service with area farmers. A mass texting service would allow for fast and efficient communication of events, producer-led updates, and pop-up field days. (April 7)
- Met with Kadi Row, UW-Madison program and evaluation specialist, about the development of a
 cross-institute effort with extension and partners like DATCP and DNR to conduct a pilot study
 that evaluates the social outcomes of farmer network programming and the effects of these
 outcomes on environmental impacts. (April 8)
- Met with Area conservation staff and DATCP to discuss strategies for organizing regional producer-led communication and collaboration. (April 9)
- Organized an internal team within Extension with input from DATCP partners to create a proposal for the Dean's Innovative Funding Initiative to complete a pilot evaluation of the social



outcomes of farmer networks and the role Extension plays in these farmer-networks. (April 10-16)

- Met with Water Quality focused Extension staff to discuss and brainstorm about a potential website focused on supporting and disseminating information regarding the nexus between agriculture, nitrates, and groundwater. (April 17)
- Served on the Marathon County Land and Water Plan Advisory Committee (April 20)
- Went on WDLB-Marshfield radio to discuss opportunities for folks to get outside and enjoy the outdoors safely, Extension opportunities for families and small businesses available on Facebook, and interseeding cover crops, and other soil health practices. (April 21)
- Met with Natural Resource Education Regional staff to review DNR water contract deliverables to date (April 22)
- Drafted a Qualtrics survey to collect information from Extension educators and specialists about their roles with, and the services they provide farmer-led networks. This is part of a larger effort to evaluate the social outcomes of producer-led networks as well as begin to formalize the understand the impact extension plays in the success of farmer networks. (April 23)
- Met with the EPPIC advisory panel via Webex platform to discuss ongoing and future programming efforts. (April 27)
- Met with a newly formed collaborative work team focused on soil health programming to brainstorm structure and programming foci (April 28)
- Went on WFHR-Was. Rapids Radio to discuss indicators of healthy environments both in your town and on the farm. (April 30)

April Staff Report Caleb Armstrong

- Reviewed Checklists for Nutrient Management Plans
- Reviewed farmer/Co-Op written plans sent for a 4 yearlong Nutrient Management being placed and used on farmers' lands.
- Did on-site visit with Adam Groshek to visit farm with streambank erosion due to years of grazing/crossing of cattle. Also looked at crossing that is being put into place.
- Did on-site visit with Adam Groshek to visit a concerned couple with severe streambank erosion due to stream eroding away most of their backyard. This project will be involved with DATCP.
- Received and attended online trainings.
- Attended webinars and researched multiple links with interest into the Changes in Farming due to the COVID-19.
- Attended online webinar of Farmland Preservation Tax Credit Webinar
- Attended online webinar of Developing a County Streambank Easement Program: A Roadmap for Landowners and Counties.
- Attended online webinar for Understanding the Pandemic's Impact on Wisconsin Farms: What Conservation Agency Staff need to know
- Watched most of the old webinars and trainings located under the WI + Land and Water page.
- Researched how nitrates can have an affect to the economy both health and tourist wise.

Wood County WISCONSIN

LAND AND WATER CONSERVATION DEPARTMENT

Activities Report for Shane Wucherpfennig - April, 2020

- April 1 Worked with County Lidar and produced maps. River. Phone calls, emails and correspondence.
- April 2 Worked on TRM grant for Serenity River Project for Rip-Rapping along the Wisconsin River. Phone calls, emails and correspondence.
- April 3 Phone calls, emails and correspondence. Worked on Grant proposals.
- April 6 Phone calls, emails and correspondence. Worked on Grant proposals.
- April 7- Remote Work Preparation & Correspondence with HR and IT to allow department staff to work remotely. Phone calls, emails and correspondence.
- April 8 Phone calls, emails and correspondence. Worked on Grant proposals.
- April 9 Worked on Caste Rock, Lake Dubay & Black River MDV Plan revisions with Pat Oldenburg. Phone calls, emails and correspondence.
- April 10 Worked on GIS Projects and on WAMS to submit MDV plans forms to DNR with Pat Oldenburg.
- April 13 Worked on proposed 2020 projects. Phone calls, emails and correspondence.
- April 14— Worked on GIS projects and maps for field visits. Phone calls, emails and correspondence. Attended Wood County Board Meeting using WebEx.
- April 15 Worked on GIS projects and maps for field visits. Phone calls, emails and correspondence.
- April 16 Field visit with Todd Karl to walk property and look at field erosion for fields in The Mill Creek Watershed.
- April 17 Phone calls with landowners and producers, emails and correspondence. Worked on TRM grant for Serenity River Project for Rip-Rapping along the Wisconsin River.
- April 20 Remote Work Preparation & Correspondence with HR and IT to allow two department staff to work remotely. Phone calls, emails and correspondence.
- April 21 Coordinated No-Till Drill Schedule. Phone calls, emails and correspondence. Worked on Mill Creek Cover Crop Contracts and got signatures.
- April 22 Talked with DNR to discuss MDV Plans and programing to enter into cost-share contracts. Talked with Supervisor Ken Curry to discuss CEED and office operations. Phone calls, emails and correspondence. Worked on TRM grant for Serenity River Project for Rip-Rapping along the Wisconsin River.
- April 23 Delivered No-Till Drill to the Roth farm for 100 Acres of interseeding into Alfalfa. Phone calls, emails and correspondence. Stopped at Todd Karl farm to discuss waterway designs on his farm in the Mill Creek watershed.
- April 24 Coordinated No-Till Drill Schedule. Phone calls, emails and correspondence. Worked on Mill Creek Cover Crop Contracts and got signatures.
- April 27 Coordinated No-Till Drill Pickup. Phone calls, emails and correspondence. Call DNR to discuss the Mill Creek funding, contracting, programing, tracking, etc. Worked on Mill Creek Cover Crop Contracts and got signatures.
- April 28 Ran to Milladore to Enos Yoder Farm to repair the No-Till Drill. Once fixed Enos planted 25 acres of legumes. Calling and coordination the Drill on the calendar. Phone calls, emails and correspondence. Talked with Supervisor Ken Curry to discuss CEED and office operations.
- April 29 Picked up No-Till drill from Enos Yoder and delivered it to Ralph Hamel at Hamel Forest Products. Worked on Grant approvals for grants applied for and signed contract for summer internship.
- March 30 Worked with County Lidar and produced maps.
- March 31 Worked on proposal 2020 MDV projects and contacts for potential projects in 2020.

(1)

Activities Report for Rod Mayer

April 2020

- Contact DNR for Pankratz/Brand mine
- Enrolled Moonlight Apiary in Wildlife Damage and Abatement program and obtained fencers for Apiary bear damage prevention
- Completed tree sale scheduling directions sheet for staff
- Worked on NMM reference binder
- Field visit to Verso mine site check active acres, look into current permit, document all with photos and scans
- Sold tree shelters to two customers
- Reviewed CARBO Ch. 11 documents
- Contacted Real Fence for ROW issue with Twin Lakes fence build
- Contact DNR in regards to Verso mine expansion
- Received new reclamation plan from Verso completed by Tetra Tech 400+ pages
- Completed Verso mine reclamation plan review completed write up of edits needed submitted to Verso and Tetra Tech.
- Contacts made to multiple DNR staff, Town of Rudolf, Co. Zoning for Verso mine.
- Multiple phone and email correspondence made with Tetra Tech in regards to changes needed in reclamation plan documented, organized, and filed all correspondence.
- Completed webinars through Land+Water: Wildlife and Forestry, Vital Wetland Solutions, and Wetlands Water Management.
- Wildlife damage questions and answers with landowner
- Researched Twin Lakes fence file look over agreement, contact Town of Sigel chairman for copy of variance to build closer to town road, read over fence specifications, obtain inspection forms etc.
- Twin Lakes fence build completed completed fence inspection (walked entire fence checking all posts etc.)
- Complete write up for needed fixes on Twin Lakes fence sent to Real Fence and Twin Lakes
- Exported and indexed fence inspection photos into file.
- Answer pond exemption questions for landowner
- Correspondence through phone and email with Twin Lakes and Real Fence
- Received draft map for Reber mine amendment from Tetra Tech reviewed and sent correspondence
 waiting for draft of write up on amendment.
- Received Draft for Verso Mine Addendum to the reclamation plan completed review put write up together for needed items including indexing.
- Multiple phone and email correspondence with Tetra Tech in regards the Verso Addendum discussed changes needed and how to move forward. Waiting on final draft to the addendum.
- Began working on Twin Lakes Final Contract: input additional such as town variance, prorate 75% cost over 15 years, etc.
- Correspondence with Nurseries in regards to the cancelling of the tree sale asking them to attempt to distribute any of our trees to others prior to final invoicing.

Activities Report for Lori Ruess – April 2020

- Meeting with Shane and Rodney to discuss status of 2020 tree distribution. Following direction of Health Department, the 2020 tree distribution was canceled
- Had several telecommunication meetings with Dan Brandl to work through reversing orders out of our new tree and shrub program.
- Put together tree and shrub cancellation notice and emailed to all customers with email addresses.
- Responded to all calls and emails regarding the cancellation of the 2020 tree distribution.
- Typed and requested new vendors set up in Dynamics for tree and shrub refunds.
- Typed 194 voucher for tree and shrub refunds
- Entered 194 vouchers \$18,015.59 for tree refunds into Dynamics and requested checks.
- Sorted prairie flower seeds for distribution to 8 customers.
- Completed Cashen's cost-share contact for streambank and shoreland protection.
- Took calls from three people interested in purchasing tree shelters; arranged pickup time with staff.
- Completed the 2021 Joint DATCP/DNR Grant application.
- Reviewed general ledger.
- Reviewed payroll reports and payroll registers.
- Completed March sales tax report and forwarded to Finance.
- Completed LWCD payroll percentages and forwarded to Finance prior to the April 9 and April 23 payrolls.
- Electronically submitted staff reports to the County Clerk's office for the May CEED packet.

Activities Report for Adam Groshek - April 2020

Land and Water Resource Management Program/Animal Waste Storage Ordinance/CREP Activities:

- "Working through CREP contract name change to Pep Acres, LLC and cancellation of some contracts that were not eligible to start into CREP for Glen Peplinski and family.
- ~Manure storage abandonment discussion, sizing calculations, & methods to empty pit with Don Mrozek to convert to fresh water pond.
- "Behrend culvert crossing site survey, project planning, mapping, permitting discussion, and investigation for 2020 project construction.
- "Site visit, earnest money, contract agreement finalizing, and discussions for a project on a severe streambank erosion site for Kirby & Karen Cashen. Planning with State DATCP engineering staff to find best solution to this severe erosion site.
- ~Kueffer creek crossing asbuilt documentation.
- ~Site visit, design, asbuilt documentation, and discussions on the 2 well abandonments for Lori and Dennis Ruess near Vesper.
- ~No-till drill calls, discussions, scheduling, and coordination with different LWCD employees to rent out to various Wood and Portage County landowners for spring planting/interseeding.
- ~Participation in the NE Area Engineering Technician cost estimating spreadsheet process to better estimate contractor pricing/bidding.
- "Wil-bar Dairy manure pushoff ramp plan design, cost estimate, and discussions with landowner on project construction timeline.
- "WI Land + Water Technical Committee Online Zoom meeting to discuss quarterly state engineering technical standards and updates.
- ~Krings grazing plan review, forward to CEED committee, and discussions with landowner and DATCP on next steps.
- ~Attempt at conference call online staff meeting, did not work, will try again last week of April.
- ~Required health coaching related calls/scheduling with Wood County wellness coach.
- ~CREP GIS updating and 2020 renewal/new contract discussions.
- ~Full cancellation of 2020 annual Wood County LWCD tree sale due to COVID-19 pandemic. Plan is to resume normal tree sale in 2021 with landowners reimbursed for 2020 dropped sales.
- ~Discussions, planning, nutrient management options, and contractor phone calls on the Reber Farm waste storage lagoon abandonment planned for summer 2020.

Activities Report for Emily Salvinski April 2020

- Wednesday, April 1. Reviewed 4 nutrient management plans.
- Thursday, April 2. Looked for hot spots that may need cost-sharing.
- Friday, April 3. Looked for hot spots that may need cost-sharing. Gathered and organized no-till stats.
- Monday, April 6. Updated nutrient management database.
- **Wednesday, April 8.** Prepped and sent out tree sale cancel notices. Attended discovery farm's tile webinar for free credits.
- Thursday, April 9. Reviewed 2 nmps, updated maps.
- Wednesday, April 15. Gathered maps and information for cost share contract for Shane. Looked at cropping scenarios in snap for P reductions. Watched a video on STEPL software.
 Thursday, April 16. E-mailed multiple people for nmp checklists. Updated maps from submitted plans.
- Monday, April 20. Reviewed 1 NMP. Updated NMP layer with many farms after a group of checklists were turned in. Started preparing new shapefiles to track cost-share dollars from the new and different sources.
- Tuesday, April 21. Met a tree shelter purchaser at the forestry garage to give him his tree shelters. Started adding all of a farmer's fields to new to me contract.
- Friday, April 24. Worked with IT on Jabber issues. Attempted a meeting using Jabber with the office. Printed and organized vouchers for tree sale reimbursements. Attended an online wetland webinar. Updated a maps from a submitted NMP.

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director

Adam DeKleyn, County Planner
Paul Bernard, Land Records Coordinator
Jeff Brewbaker, Code Administrator
Stevana Hamus, Code Technician
Kim Keech, Admin Services 5

Victoria Wilson, Admin Services 4

RE: Staff Report for May 6, 2020

1. Economic Development (Jason Grueneberg)

- a. <u>Heart of Wisconsin Empower Meeting</u> On April 7th, I participated in an Empower meeting to talk about economic recovery efforts and planning future municipal meetings.
- b. <u>Wisconsin Rapids Economic Recovery</u> On April 17th and 30th, I participated in economic recovery strategy meetings facilitated by the city of Wisconsin Rapids.
- c. Wood County Economic Development Roundtable On April 23rd and 30th, I facilitated Wood County Economic Development Roundtable meetings to talk about economic recovery in the County. Notes from the April 23rd meeting are attached to this report.
- d. <u>Wisconsin Economic Development Corporation (WEDC) COVID-19 Webinars</u> On April 24th and May 1st, I attended WEDC COVID-19 Leadership webinars.
- e. Central Wisconsin Economic Development (CWED) Executive Committee On April 24th, the CWED Executive Committee met to discuss the possibility of pursing grant funds from the Coronavirus Aid, Relief, and Economic Security Act (CARES) or the Economic Development Administration (EDA). If the request is successful, the funds could be used to help businesses in the CWED region. The committee also talked about the possibility of using CWED funds to establish an emergency relief grant fund.
- f. Central Wisconsin Economic Development (CWED) Nominations Committee On April 24th, the CWED Nominations Committee met to put together a slate of candidates for the CWED Officer election that will be held in May.
- g. Town of Saratoga Canoe/Kayak Launch On April 27th, I met with town of Saratoga representatives and Wood County Code Administrator, Jeff Brewbaker at the Wakely property. The purpose of the meeting was to walk the site where the canoe/kayak launch is proposed and determine what permits the project would need.
- h. <u>Wisconsin Counties Association Redistricting</u> On April 28th, I attended a webinar presented by the Wisconsin Counties Association on redistricting.

2. Planning (Adam DeKleyn)

- a. COVID-19 Operational Planning Working remotely in response to the COVID-19 pandemic. County Planner functions and programs will remain operational as normal. I will be available by phone: (715) 421-8568 or email: adekleyn@co.wood.wi.us.
- b. <u>Land Subdivision Plat Review</u> (10) CSMs were submitted for review/approval. (12) CSMs were approved/recorded. (6) CSMs are pending approval.

Preliminary plat for Hidden Chapel Subdivision (Town of Saratoga) submitted for review/approval. Sent out to all review authorities. Staff report and exhibits attached for review/action by CEED in May.

(1) Condominium Plat submitted for review/approval (Town of GR).

Currently drafting amendments/updates to the Wood County Land Subdivision Ordinance #701. Review/Action by CEED in future.

- c. <u>Town of Lincoln Independent Town Zoning</u> Working with the Town of Lincoln to prepare updates/amendments to their town zoning ordinance and official zoning map.
- d. Town of Grand Rapids Comprehensive Plan As part of the planning process, 3,330 community surveys were mailed out to all town residents and property owners. 1,378 completed surveys were retuned by mail with a completion/response rate of over 41.4%. Results of the survey will be compiled into a summary report and will be used to guide the plan update.
- e. <u>Sewer Service Area (SSA) Water Quality Management (WQM)</u> 208 Review Compliance Letter issued for:
 - i. Sanitary Sewer Reconstruction Project Prairie Drive (Wildflower Drive to Sunflower Street) City of Marshfield
- f. Wood County (CDAC) Meeting Appointed tourism/economic development representative on the Council. Preliminary quotas and recommendations were developed. Final recommendations will be developed in May after a public input period.
- g. <u>Town Planning and Zoning Assistance</u> Provided planning and zoning assistance for several town officials.
- h. <u>US 2020 Census</u> Help shape your future and your community's future. Participate in the 2020 Census. Visit **2020CENSUS.GOV** to learn more.

3. Land Records (Paul Bernard)

a. Automating the parcel publishing process

- b. Creating a plss dataset
- c. Updating the dispatching data

4. Code Administrator's (Jeff Brewbaker)

Jeff Brewbaker April Progress Report 2020

03-26-2020 - Reviewed/approved soils report, pressurized plan mound, sanitary permit TN 18

03-27-2020 - Preliminary review condo plat for private sewage, shoreland, and floodplain, reviewed/approved soils report, hydrograph conventional system plan, and sanitary permit 3 BR conv TN 07, inspection report 4 BR new conventional TN 07

03-30-2020 - Issued shoreland zoning permit for new house at NEPCO TN 18, reviewed approved soils report, pressurized sewer mound plan, and sanitary permit 2 BR new house TN 19

03-31-2020 - Reviewed/approved soils report for mound system new home TN 02, reviewed/approved soils report for new home TN 09

04-01-2020 - Reviewed/approved pressurized plan mound, and sanitary permit new 3 BR TN 09, on-site shoreland setback determination TN 19

04-02-2020 - Reviewed/approved shoreland and floodplain zoning permits for Enbridge repair TN 03, on-sited wetland/shoreland/floodplain implications for new development TN 07

04-03-2020 - Citizen meeting in office regarding shoreland zoning near Moccasin Creek new home placement TN 13, reviewed/approved shoreland zoning permit for new 1 BR TN 19

04-06-2020 - Reviewed/approved floodplain zoning permit for American Transmission Co. TN 07 & 18

04-07-2020 - Reviewed/soils report, conv. plan, and sanitary permit TN 18, property on seven mile creek needs shoreland & floodplain zoning permits, sent notice TN 18, approved reconnect permit for holding tanks TN 04

04-08-2020 - Reviewed/approved soils report, holding tank plan, 4 BR replacement TN 22, reviewed/approved shoreland zoning permit for an accessory structure > 90' to Wis River TN 17

04-09-2020 - JB Vacation

04-10-2020 - Holiday

04-13-2020 - Reviewed/approved soils report, hydrograph report, conv plan, airport hangar, TN 07, reviewed/approved soils report, hydrograph report, conv plan, and sanitary permit new 3 BR TN 18, holding tank replacement permit 4 BR TN 22,

reviewed/approved soil report, hydrograph report, conv plan, and sanitary permit 4 BR conv TN 18, approved new 4 BR holding tank plan TN 01

04-14-2020 - Reviewed/approved soils report, hydrograph report, conv plan, sanitary permit 3 BR replacement conv TN 18, reviewed/approved soils report, pressurized plan mound, sanitary permit TN 02, phone calls as usual

04-15-2020 - Prepared inspection report conventional system TN 18, numerous calls and emails

04-16-2020 - Reviewed/approved holding tank plan & sanitary permit 3 BR new house TN 15, inspection of conventional system Airport Hanger Rapids, reviewed/approved soil report, pressurized plan mound, & sanitary permit TN 11

04-17-2020 - Shoreland zoning onsite NEPCO new home TN 18, plb abandonment Village 24, wetland/impervious surface onsite TN 03, Town rd. bridge replacement in the floodway TN 14, shoreland zoning onsite new cabin TN 14 (5 on-sites total)

04-20-2020 - Shoreland & floodplain zoning onsite consultation with builder and plumber TN 18, issued mound permit new 2 BR home TN 10, conventional plan review & sanitary permit issued 4 BR replacement TN 07

04-21-2020 - #1 Review/approved new 3 BR conv soils report, hydrograph report, plan, & sanitary permit TN 18, #2 review/approved new 3 BR conv soils report, hydrograph report, plan, & sanitary permit TN 18, reviewed/approved 3 BR mound re-connect permit new home, inspection report conv 4 BR TN 18, insp. report holding tank 4 BR TN 22

04-22-2020 - reviewed/approved/on-sited flooded agriculture district cranberry farm certification TN 05, inspected 4 BR replacement conventional system TN 07, inspected new 12 BR 4-plex conv system TN 18

04-23-2020 - New 3 BR mound plow inspection TN 07, later mound tanks and absorption cell TN 07

04-24-2020 - Reviewed/approved 3 BR system-in-fill individual site design TN 17, new addition shoreland/floodplain on-site TN 18, shoreland/wetland on-site investigation TN 19, took readings at Eichorn well and Tri-Co well TN 07 & TN 18 respectively

04-27-2020 - On-sited proposed kayak/canoe launch site TN 18, reviewed/approved soil evaluation for 3 BR replacement TN 17

04-28-2020 - Reviewed/approved Eljen Geo Sand filter pressurized plan 3 BR soil report, plan, & permit TN 17, first of its kind in the history of Wood County. Inspected new 12 BR 4-plex conv TN 18

04-29-2020 - Reviewed/approved 3 BR new holding tank plan & permit, requested holding tank agreement

5. Office Activity (Kim Keech and Victoria Wilson)

a. Monthly Sanitary Permit Activity – There were 8 sanitary permits issued in March 2020 (5 New, 3 Replacements, 0 Reconnects and 0 Non-Plumbing) with

revenues totaling \$6,825. There were 3 sanitary permits issued in March 2019 (1 New, 1 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$1,400.

There were 22 sanitary permits issued through March 2020. For comparison purposes, the following are through the same period for the previous five years: 2019 - 12, 2018 - 20, 2017 - 22, 2016 - 17 and 2015 - 14.

*As of Wednesday, April 29th, Sanitary Permits are up by 17 permits compared to the same period through April 2019.

- b. <u>2020 Tax Refund Intercept Program (TRIP)</u> As of April 27^{tht}, Wood County received an additional \$5,455.77 for a total of \$6,686.65 on nine (9) outstanding cases for 2020.
- c. 2020 Maintenance Notices Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices are scheduled to be mailed approximately Friday, April 24th with a due date of Friday, August 14th. There are approximately 2,583 scheduled to be mailed between the four notices. Service Providers (plumbers, pumpers and soil testers) were sent an email regarding the 2020 Septic Maintenance Notices mailing and COVID-19 pandemic guidelines issued by Governor Evers ordering a ban on all public gatherings of 10 people or more statewide and Safer-at-Home. Service Providers are encouraged to take every day precautions to ensure they remain healthy and able to provide essential services to the residents of Wood County.
- d. Enforcement Activities Update (Small Claims)
 - i. Small Claims Court Cases Rescheduled due to COVID-19

Date
<u>Small Claims</u>
6/02/2020

Cases & Court Case Type

(6) Failure to pay \$20 program fee (2019)

Court Case Summary:

- (3) cases have been rescheduled from 3/31/20
- (3) cases have been rescheduled from 4/07/20.
- e. Wisconsin Fund Grant Program 2017 Wisconsin Act 59, the 2017 biennial budget act, repealed, effective June 30, 2021 the Wisconsin Fund Grant Program for failing septic systems. 2019 Wisconsin Assembly Bill 791 delayed the elimination of the Wisconsin Fund Grant Program to June 30, 2023 passed on February 18, 2020. 2019 Wisconsin Senate Bill 791 was scheduled for consideration late March but has not been considered due to COVID-19. No extension yet for the Wisconsin Fund Grant Program. Office Staff continues to take applications for the program.
 - (4) Wisconsin Fund Applications FY2021 Wisconsin Fund Grant Applications were emailed to the State of Wisconsin on January 30th meeting the deadline date of January 31st. Disbursement of Wisconsin Fund Grant is expected late fall 2020.

- f. <u>Sanitary Permit Database System Project</u> The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. Information Technology Department continues work on the design phase of the project.
- g. <u>Survey Document Indexing Project</u> There are over 4,000 survey documents that are being indexed with a tentative completion by the end of 2020.
- h. ArcGIS Software Project Editing addresses in 22 townships.
- i. <u>Grand Rapids Comprehensive Survey</u> Town of Grand Rapids surveys are compiled and 1,378 entered into Survey Monkey.
- j. Kim attended the following meetings/trainings:
 - i. Staff Meeting on April 20th
 - ii. Wellness Committee Meeting on April 30th
- k. Victoria attended the following meetings/trainings:
 - i. Staff Meeting on April 20th
 - ii. Economic Development Meeting (COVID-19 Recovery) on April 23rd
 - iii. Economic Development Meeting (COVID-19 Recovery) on April 30th

Proposals for PLSS Perpetuation and Maintenance - 2020 **Wood County, WI** 206 Corners Cost Per Corner Rating By Cost Company **Proposed Project Cost** \$ 42,219.70 **Rutzen Survey Services** \$ 204.95 1 \$ 51,182.00 \$ 2 Quest Civil Engineers, LLC 248.46 55,002.00 \$ **Central Staking** 267.00 3 57,680.00 Lampert-Lee & Associates \$ \$ 280.00 4



Wood County WISCONSIN

OFFICE OF PLANNING AND ZONING

DATE:

May 6th, 2020 Meeting

TO:

CEED Committee

Adam DeKleyn, County Planner

RE:

Preliminary County Plat of Hidden Chapel Subdivision

STAFF REPORT

REQUEST:

Review/Action on Preliminary County Plat of Hidden Chapel Subdivision

SUBDIVISION NAME:

Hidden Chapel Subdivision (Exhibit 1)

LOCATION:

SE Corner of Church Avenue and Dusty Trail, Town of Saratoga (Exhibit 2)

LEGAL:

BEING PART OF THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 12,

TOWNSHIP 21 NORTH, RANGE 5 EAST, TOWN OF SARATOGA, WOOD COUNTY,

WISCONSIN.

OWNER/SUBDIVIDER: William and Cheryl Miles

SURVEYOR:

Vreeland Associates, INC.

INTRODUCTION:

The Wood County Land Subdivision Ordinance is administered countywide within the unincorporated areas of the county. This ordinance regulates procedures and standards for dividing a parcel of land into smaller parcels. The purpose of this ordinance is to promote the public health, safety and general welfare; and to encourage orderly subdivision layouts. The Preliminary County Plat of Hidden Chapel Subdivision shall be in conformance with all provisions of this ordinance and the Wis. Stats.

BACKGROUND:

A preliminary plat for Hidden Chapel Subdivision was submitted to the Department of Planning and Zoning (DPZ) on January 23, 2020. Preliminary plat was sent to the Town of Saratoga for comment/review. Additionally, copies of the preliminary plat were sent to the following review agencies for comment/review: County Treasurer's Office, County Surveyor, Emergency Management, Sheriff's Department, and applicable utilities. DPZ staff have reviewed the preliminary plat.

ANALYSIS:

Site is wooded, relatively flat and consists of approximately 40 acres total. The preliminary plat proposes 12 lots ranging from 2.0 to 4.5 acres in size. Proposed land use is residential. Size of the lots provide adequate area for development and provision of Private Onsite Wastewater Treatment Systems (POWTS). Soils appear to be consistent with the installation of conventional septic systems. The preliminary plat proposes a new ±750' cul-de-sac street (Voit Trail) to be dedicated to the public. All lots will have adequate access to Voit Trail or Church Ave depending on lot location. Additionally, no WI-DNR mapped wetlands or FEMA flood hazard areas are located on the site. County Zoning on the site is Unrestricted. Land use/zoning onsite is regulated by the Town of Saratoga zoning ordinance.



Wood County WISCONSIN

OFFICE OF PLANNING AND ZONING

REVIEW AND DECISION:

CEED review and decision concerning approval or disapproval of preliminary subdivision plats shall be based on compliance with county/town ordinances and comprehensive plans. Objections by any review agencies shall also be considered.

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

Findings of Fact:

Preliminary plat is consistent with:

- ➤ Wood County Comprehensive Plan and Future Land Use Map (Exhibit 3)
- > Wood County Land Subdivision Ordinance and Zoning Ordinance
- > Town of Saratoga Comprehensive Plan and Future Land Use Map (Exhibit 4)
- Applicable Town of Saratoga ordinances

Saratoga Town Board approved the preliminary plat on 03/18/2019. All agencies having the authority to review the preliminary plat have approved.

Conclusions of Law:

The actions being taken and followed in this report are in accordance with the provisions of Chapter 701.04(2) of the Wood County Land Subdivision Ordinance #701.

RECOMMENDATION:

Based on DPZ review and the aforementioned Findings of Fact and Conclusions of Law, I forward a recommendation to **conditionally approve** the Preliminary Plat of Hidden Chapel Subdivision.

CEED COMMITTEE OPTIONS:

- > Conditionally approve preliminary plat.
- > Reject the preliminary plat.
- > Table the item to later date with just cause.

EXHIBITS:

- 1. Preliminary County Plat of Hidden Chapel Subdivision
- 2. Location Map
- 3. Wood County Future Land Use Map
- 4. Town of Saratoga Future Land Use Map

SURTEYORS CERTIFICATE

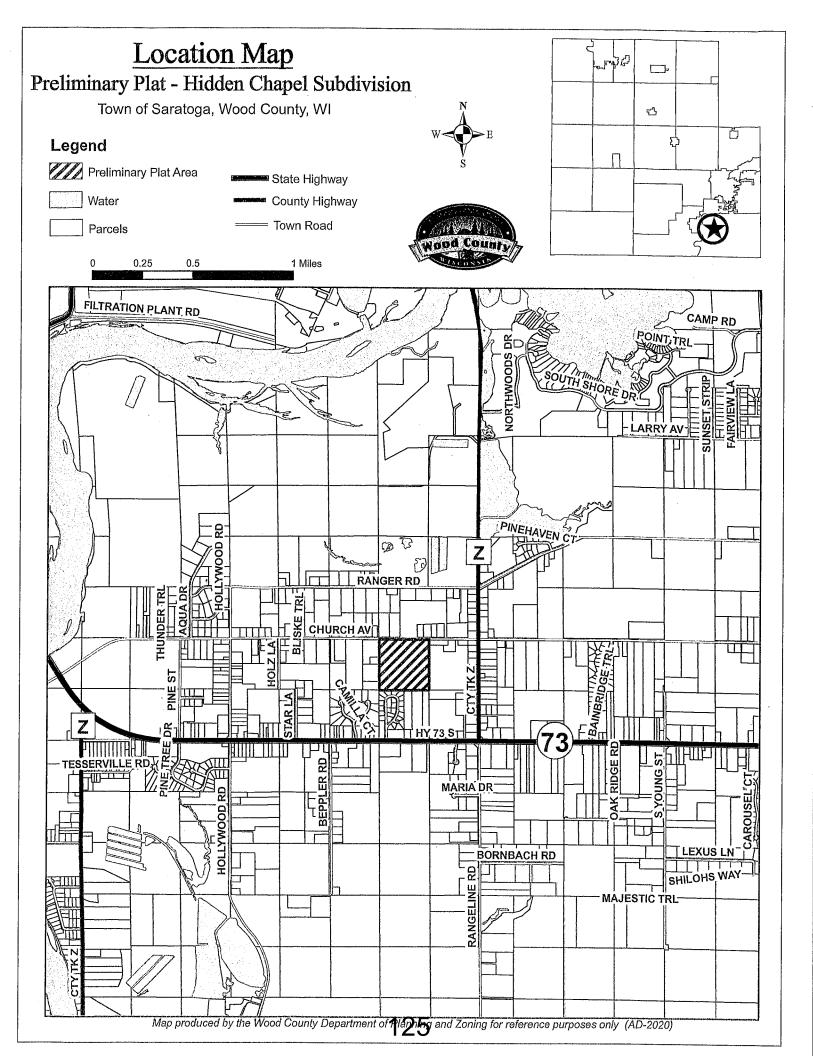
1 NUMBER OF VERSION, PROPESSIONAL LAND SUMMEROR, DO HERBERY CERTIFY THAT AT THE DIRECTION OF
WILLIAM MARKS, LANGECTS, MARKET AND ROOMED THAT PART OF THE NORMACEST 1/4 OF THE SOURCEST 1/4 OF
SECTION 122, TOWNSHIP 21 HORTH, RANGE E EAST, TOWN OF SANDON, VISION CONSIST, MICRORISM, DECORRECT, MARKET

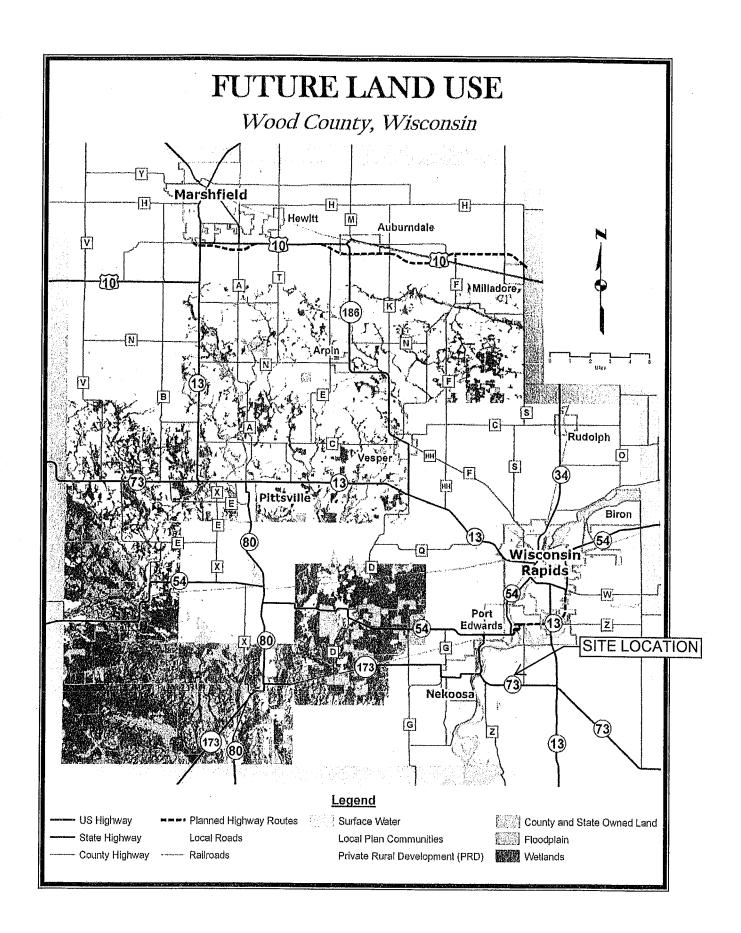
FOLLOWS: PRELIMINARY HIDDEN CHAPEL SCALE 1" = 100" LOCATOR RECEIVED PART OF THE MORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 12, TOWNSHIP 21 NORTH, RANGE 5 EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN. ERCEND

O = GONERHAMON CONNECTION
PRI COLUMN SUMMER RECORDO
PRI COLUMN SUMMER RECORDO
O = 344 REMAN FURBO IN PLACE
O = 344 REMAN FURBO IN PLACE
O = 1144 SO FORMO BORDO
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PREPARED FOR: BILL MILES LEB 58 JUN WOOD COUNTY OFFICE FILE #: M-68-19 MILES DRAFTED AND DRAWN BY: TIMOTHY G. VREELAND . That such Map is a correct representation of all extensor boundaries of the land surveyed and the danson and the county plat Map Thereof Made. CHURCH AVENUE _H 89:59'41" W √—⊕ S 89"58"01" E TIMOTHY G. VREELAND PLS - 2281 DATED THIS 25TH DAY OF FEBRUARY, 2020 200,00 423.05 0440 3K 8665 10L 1 CSA 2665-15-365 225,00 PLAT DOWN OWNERS LOT 3 2.185 ACRES 95,174 SQ.FT. <u>OFFIXES_CERTIFICATE OF DEDICATION</u>

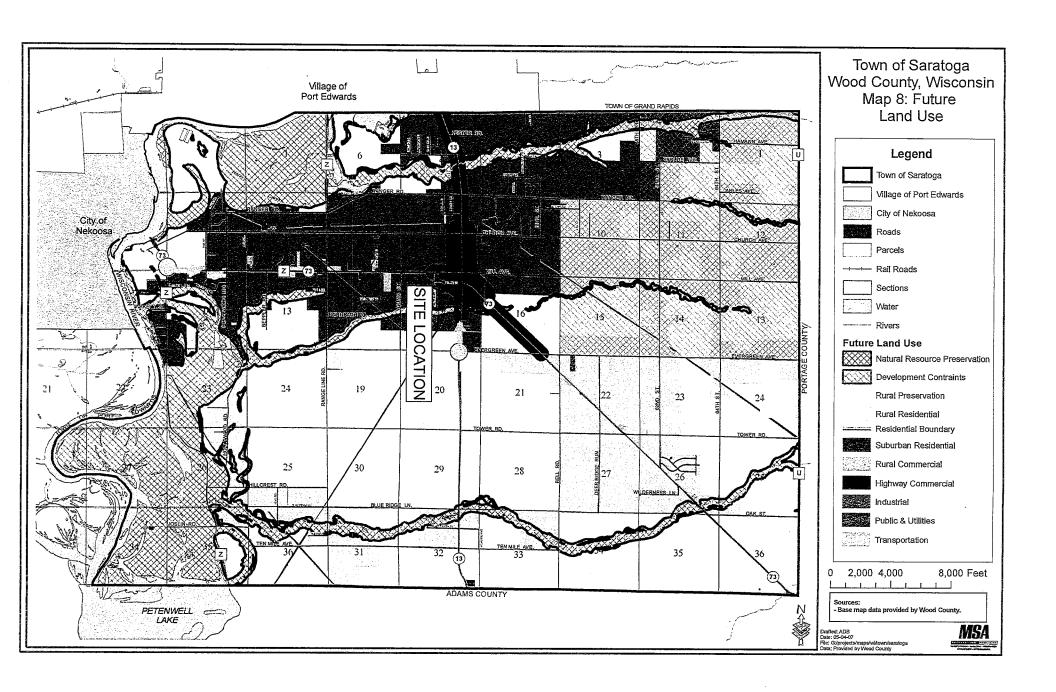
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Wood County Comprehensive Plan Element 8: Land Use Page 8 - 15



Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Scott Larson-Executive Director-MACCI; Josh Miller-Development Services Director-City of Marshfield; Jodi Friday-Community Impact Director-United Way; Jim Webster-General Manager-Ho Chunk Gaming, Nekoosa; Matt McLean-Director-Visit Marshfield; Michelle Boernke-Campus Executive-UWSP@Marshfield; Jennifer Resch-Director Economic & Community Development-UWSP; Nancy Turyk-Community Development Educator-UWEX; Craig Bernstein-Manager-Workforce Development-MSTC; Kristen Fish-Peterson-CWED; Meredith Kleker-Executive Director-Wisconsin Rapids CVB; Adam Fischer-Wood County Board-Disctrict 5 Supervisor; Ken Curry-Wood County Board-District 11 Supervisor; Kyle Kearns-Community Development Director-Wisconsin Rapids; Kristie Rauter-Egge-Community Health Planner-Wood County; Ericka Totzke-Director of Marketing-Ho-Chunk Gaming, Nekoosa; Tari Jahns-CEO-United Way of South Wood & Adams County; Dennis Lawrence-Executive Director-North Central Wisconsin Regional Planning Commission; Betsy Wood-Managing Director-Incourage; Bobbi Damrow-VP of Workforce & Economic Development-Mid-State Technical College; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

Updates from attendees:

Matt McLean-Marshfield CVB:

The State Department of Tourism has revamped their JEM (Joint Effort Marketing) grant programs to help with the COVID recovery effort. We have a group called the Central Wisconsin Tourism Association. Working with Meredith from Wisconsin Rapids CVB. They are putting together marketing plans to help with naturally social distant sports, such as ATV/UTV, golf, hiking & biking, kayaking etc. They will have a \$100,000 marketing campaign with 75% matched by the State Department of Tourism that will be launched once travel is open again. We will need help from ED partners once this has been launched.

Jim Webster-Ho-Chunk Gaming, Nekoosa:

- Having read some information on the government Small Business Administration loans of \$349 billion dollars, most of the funding seems to have gone to larger corporations rather than smaller businesses. How did the smaller businesses fare in that loan and are they prepared for the second round of funding?
 - Jason Grueneberg spoke to some smaller businesses when funding was first approved. There was some difficulty with the technology/website when it came out. There was also a rumor that the system may have been hacked. There were definitely some challenges initially.
 - Angel Whitehead is trying to get the message to small businesses that although the first round of funding has been depleted, businesses should continue to put in applications for when the second round of funding becomes available.
 - Scott Larson states the businesses need to work through a SBA certified lender. There were a number of businesses that were able to get loans through the Paycheck Protection Program (PPP). There is another program called Economic Injury Disaster Loan Program (EIDL). Both programs exhausted all funds immediately. The PPP program starts as a loan but if you keep your payroll intact, the loan can be forgiven. The EIDL program is a low interest rate loan where you can get funds to help your business. Congress is voting on April 23rd to provide another \$311 billion dollars in funding. The businesses need to work with their banks on the application process.

Angel Whitehead states they have partnered with the City of Wisconsin Rapids and the Wood County Health Department to host business briefings. A survey was done to gain feedback from the businesses attending those briefings that asked if they were participating in the programs that provided funding. Over half of the businesses indicated that they had applied for the SBA loan programs, specifically the PPP program.

Jim Webster-How can we encourage businesses that have not applied to apply for funding? Scott Larson-We (MACCI & HOW) are constantly working to let the businesses (whether they are members or not) know that these programs are out there and encourage them to work with their financial institutions to apply for funding. Once the funding is available, we will be doing a mass media announcement to let businesses know so they can have a conversation with their financial institution.

Jim Webster-Is it true that the banks are working with their customers first and then non-customers after?

Scott Larson states this is the case. Banks are prioritizing their customer applications first and non-customers as capacity opens up.

Nancy Turyk has also been providing information to town clerks and created a Facebook page as well as posting on the Extension website to get information out to as many people/businesses as possible.

Scott Larson-Marshfield Area Chamber of Commerce and Industry:

Pight now, we need to keep doing what we are doing, which is focusing on our areas of expertise to provide service to the community. Much of what we will need to do won't take place until after the shelter order has been lifted. That is when we will see a lot of the damage that has occurred, which businesses have survived, and start taking action to rebuild that lost capacity. We will need to have communication with our partners in order to help with the recovery.

Nancy Turyk-UW Extension :

Extension is very involved in trying to meet local needs. If you see gaps in terms of future recovery, please let her know so she can indicate the need to UW Extension. Businesses will need to adapt to different ways of doing business and will need support in doing so. Can we help businesses be ahead of the curve on what they will need when the time comes to re-open?

Kristie Rauter-Egge-Wood County Health Department:

Wood County Health Department is currently working on guidance documents for the Badger Bounce Back plan and reopening of businesses. Will let the group know when those documents are available. Scott Larson-This information will be critical as businesses start opening up again. What types of materials & supplies will be needed? Can we buy needed items in bulk and re-sell them to businesses at a reduced rate.

Jason Grueneberg-Wood County Planning & Zoning:

What role does the Economic Development group play in this recovery? Bobbi Damrow-We have experienced some amazing unity from Wood County to support our college and our students. One of our roles is working together to make sure information and messages are getting out to the community.

Matt McLean-One of the tools we are going to use to get some positive messaging out is the Best of Marshfield campaign. There may need to be different categories this year amid the pandemic. We are trying to figure out when a good time is to launch this campaign. We want to be a leader in celebrating the things and businesses we have as everything starts to open back up.

Meredith Kleker-One of things we are doing to generate awareness and attention to the recreation, arts and amenities in our community is to have a Facebook "Where is Cranberry Guy" contest. We are asking people to guess where he is, like and share, and then we will post where he is and tag the business, recreation etc. We are hoping to raise awareness and get people working together on something positive. This will launch later this week.

Jason Grueneberg suggests that MACCI and HOW are in the best position to take the lead role in harnessing the resources of the Economic Development Roundtable group. Scott Larson feels that both Chambers are happy to be leads but will call on other partners to help as things open up again. Kyle Kearns suggests we should meet regularly to stay on top of things and help each other look at best practices, share ideas and see what other ideas are working in the state. Michelle Boernke-Concerned that we need to get in front of recovery. Do we need to bring in partners that are suppliers of goods (gloves, masks, hand sanitizer) that may be needed as businesses recover? Will we need to take temperatures? How do we do that? What if someone has a fever? This and many other questions will need answers.

Ken Curry-Wood County Board of Supervisors:

There was an election in April that brought four new members to the board and a new county board chair. Lance PlimI is County Board Chair, Adam Fischer is Vice-Chair and Joe Zurfluh is 2nd Vice-Chair. Government is going to suffer financial issues similar to businesses. The next step for the county will be reassessing what kind of financial situation we are in, the budget for next year and how we are going to operate in this new environment.

Josh Miller-City of Marshfield:

> The City of Marshfield is working on a grant program for local businesses. The EDB is meeting to review a program that will provide up to \$1500 for businesses to cover mortgages, lease costs and utilities bills. That will potentially be implemented the middle of next week if approved.

Next meeting: Thursday April 30th, 2020 at 9:00am via teleconference

Adjourned at 10:40am

Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Scott Larson-Executive Director-MACCI; Josh Miller-Development Services Director-City of Marshfield; Jim Webster-General Manager-Ho Chunk Gaming, Nekoosa; Matt McLean-Director-Visit Marshfield; Michelle Boernke-Campus Executive-UWSP@Marshfield; Jennifer Resch-Director Economic & Community Development-UWSP; Nancy Turyk-Community Development Educator-UWEX; Meredith Kleker-Executive Director-Wisconsin Rapids CVB; Adam Fischer-Wood County Board-Disctrict 5 Supervisor; Ken Curry-Wood County Board-District 11 Supervisor; Kyle Kearns-Community Development Director-Wisconsin Rapids; Kristie Rauter-Egge-Community Health Planner-Wood County; Tari Jahns-CEO-United Way of South Wood & Adams County; Betsy Wood-Managing Director-Incourage; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

Jason Grueneberg-Wood County Planning & Zoning:

We have seen many changes over the last week. The federal social distancing requirement has expired. Some states are reopening. The governor just announced a 5% budget decrease on the state level. Discussions in the state on starting to re-open businesses safely. This is all part of the Badger Bounce Back plan put in place by Governor Evers. Many non-essential businesses are looking at re-opening in the next few weeks.

Angel Whitehead-Heart of WI Chamber of Commerce:

Working with Kyle Kearns and some others on a grant process to assist some of our Wisconsin Rapids storefronts with mortgages and leases. A special city council meeting will be held tonight to discuss this. We are hoping to have something out next week. The chamber will help facilitate the application process by reviewing applications, taking information and answering questions for this grant. From there the applications will be turned over to the City to verify the documentation needed. The grant is up to \$1500. We are also working on different things to engage the community. A lot of businesses want to open but have to remain within the guidelines. How can we strategically help them? We are doing interviews with some local businesses and sharing them online. We are calling it a BOSS series-Business Operator/Owners Supplies and Services. They will share what they are doing that is making their business successful amid the pandemic. The hope is to give other businesses ideas on how they can open or possibly provide online services. We have reached out to the Small Business Development Center (SBDC) to see if we can get a resource list of where people can get a tutorial on how to set up online supplies etc. We have reached out to the school districts to see if there is any support we can provide them.

Scott Larson-Marshfield Area Chamber of Commerce and Industry:

We continue to work on event planning; planning for when things start to re-open and how to help accelerate the re-opening, accelerate the economy and the economic impact for those companies. We have been pushing out a lot of information on the Paycheck Protection Program and Economic Injury Disaster Loan program funding so that businesses that were not able to get funding during the first round, may be able to get help during the second round of funding. Remaining in communication with other community partners to help resolve issues.

Josh Miller-City of Marshfield:

The response to the grant from the City of Marshfield has been very good. There were some difficulties with the link in the initial press release, which has since been fixed. Overall it is going well. We have 35 applications so far, the grant was opened yesterday at 11:00am. The biggest challenge

- is people understanding what documentation is required for grant eligibility. There is a lot more follow up than anticipated. The amount approved by the EDB and city council was \$100,000 for the initial program. The maximum grant award is \$2000 per business.
- ➤ Kyle Kearns-City of Wisconsin Rapids is requesting \$75,000 for grant funding with a maximum grant award of \$1500 to pay towards mortgages and leases only.

Kristie Rauter-Egge-Wood County Health Department:

- > We are hoping to have some guideline documents to share by tomorrow as well as tool kits, help documents and resources. There are many documents out there already; however, there are things missing in each of those. We are trying to provide information that will include signage for hand washing, physical distancing and policy language among other things. Essentially we want the best information possible available to people. Nancy Turyk has offered assistance on setting up webinars if needed to help get information out to people. The chambers will also help to push this information out to the businesses.
- > Jason Grueneberg has identified the guideline documents/tool kits/webinars as an action item to have further discussion on at next week's meeting.
- > Jason asks Kristie if anyone has considered working one on one with businesses on site to help in some of the more complex situations. Kristie states, this has not been discussed but she can speak to the Environmental Health Staff to discuss the possibility.
- Nancy and Angel discussed how the BOSS series through HOW may be helpful with this also as a way of having peers provide advice and support where they have had successes.

Discussion regarding PPE (Personal Protection Equipment):

- Nancy wonders if cloth coverings will be sufficient for businesses or will they need PPE? Kristie states cloth coverings are sufficient, as PPE is short in supply and needed by the health care providers and those providing care to someone with COVID. They are coordinating with 30 sewers in Wood County to sew cloth masks. United Way also has some homemade masks available to the public. Tari Jahns states they are distributing between 20 and 30 a day. People in need of masks can call 211. If a business is in need of a larger quantity of masks, they can contact United Way or the Wood County Health Department. We may need to look at having a list of preferred vendors for supplies and equipment that we can provide to the businesses. Nancy-Portage County Create is making face shields using a 3D printer. Maybe the chambers can look into this option.
- ➤ Jim Webster gives an update on what Ho-Chunk Gaming, Nekoosa is doing. All customers will be required to have a cloth facemask or they will not be allowed in the casino. All employees will be required to have a facemask that will be provided by the casino. A company will come in and fog the back of the house, slot floor, kitchen etc, to sanitize the casino. The fog provides a protective covering that kills viruses that land on it and is effective for 28 days. The casino also plans to go non-smoking. The casino has about 650 slot machines but will only open up 200 machines to comply with social distancing. Customers will be limited to only 200 at a time and the casino hours will be limited to 8:00am to 1:00am. Jason questions whether we want to look into a group purchase of PPE or to have a vendor list available to businesses. Jim indicates a vendor list would be preferred. They are currently sourcing through Amazon. Scott Larson feels it would be beneficial to have a list of acceptable alternatives for PPE.
- > Jason indicates having a vendor list created is an action item. Jim Webster will ask his procurement officer who their vendors are and provide this information to Jason, Nancy, Scott and Angel.

Discussion regarding communication:

It was brought up in the last meeting, the importance of communicating the resources out there and things that are happening locally in regard to the COVID response. Is there any way to improve communication? On the other hand, are we functioning well when it comes to communicating to the public? Matt McLean feels we, especially the chambers, are doing well with communication and they

can continue to lead the charge on getting the word out and ensuring the entire county is covered. Nancy is communicating with town clerks in an effort to cover all parts of the county. A countywide press release about our group, what we're doing and where people can go for information may be a good idea.

Matt McLean-Visit Marshfield:

- An update on the JEM grant. The Central WI Tourism Association, which includes Visit Marshfield, Wisconsin Rapids Convention and Visitors Bureau and the Stevens Point Convention and Visitors Bureau, co-wrote a grant together regarding helping to open the economy back up with naturally social distancing sports. Originally, he thought the grant would be \$100,000 but it will actually be around \$60,000. The grant will be submitted tomorrow and we should know if we receive the grant in about two weeks. Target date for the marketing if the grant is approved, will be the beginning of June.
- Meredith Kleker reminds us that May 3rd through the 9th is National Travel and Tourism week. Information will come out about being safe but encouraging the spirit of travel and encouraging people to dream and plan for the future.

Next meeting: Thursday May 7th, 2020 at 9:00am via teleconference

Adjourned at 9:57am

Via: Teleconference

Jason Grueneberg, Wood County Planning & Zoning Director, as facilitator

In Attendance: Angel Whitehead-President-Heart of Wisconsin Chamber of Commerce; Scott Larson-Executive Director-MACCI; Matt McLean-Director-Visit Marshfield; Michelle Boernke-Campus Executive-UWSP@Marshfield; Jennifer Resch-Director Economic & Community Development-UWSP; Nancy Turyk-Community Development Educator-UWEX; Meredith Kleker-Executive Director-Wisconsin Rapids CVB; Adam Fischer-Wood County Board-Disctrict 5 Supervisor; Ken Curry-Wood County Board-District 11 Supervisor; Kyle Kearns-Community Development Director-Wisconsin Rapids; Kristie Rauter-Egge-Community Health Planner-Wood County; Tari Jahns-CEO-United Way of South Wood & Adams County; Betsy Wood-Managing Director-Incourage; Kristen Fish-Peterson-Administrator-CWED; Victoria Wilson-Administrative Services-Wood County Planning & Zoning

Jason Grueneberg-Wood County Planning & Zoning:

A lot has happened in the last week. We are approaching the May 26th date of businesses gradually starting to open back up in the state. The Wisconsin Supreme Court is reviewing the safer at home order with the governor. Hopefully, in the next couple of days, this should give us an idea of what that means for re-opening businesses. It sounds like both parties agree, when things start to open up it should be a staged approach. COVID 19 testing is ramping up which will help us to track things better and respond more quickly to outbreaks. There will be testing taking place at the Highway Department tomorrow and Saturday. Currently, we are at 16% unemployment with 500,000 claims in Wisconsin. With numbers such as these, it has wiped out any job creation. Marshfield Chamber of Commerce and Industry and Heart of Wisconsin Chamber of Commerce have taken the lead on recovery efforts.

Scott Larson-Marshfield Area Chamber of Commerce and Industry:

➤ Both chambers have been working with the Health Department to push out the testing that will be done at the Highway Department. We've been using our communication avenues to push out information on this. We are also working with the Health Department to review their draft Took Kit that will be made available to businesses when they start to re-open. MACCI is starting to focus attention and resources towards re-opening. This includes what types of information, materials, supplies and efforts will be necessary to undertake the re-opening actions. We will starting presenting information on our website regarding re-opening of businesses.

Kyle Kearns-City of Wisconsin Rapids:

- ➤ We have received about 80 applications for the grant. Requests totaled a little over \$100,000. Our fund is \$100,000. A few of the applications may not be eligible which will take the requested amount down under the \$100,000 mark. The grant awards are up to \$1500 each. We hope to have letters out next week, which will identify the next step in the process of the grant and then have checks out early the week of May 18th.
- > Scott Larson gave an update for the City of Marshfield grants: Marshfield made \$100,000 available through the Marshfield Economic Development Board. Grants were reviewed over the weekend. An announcement will be coming shortly on whom the grant recipients will be. The grant awards up to \$2000 each.
- Jason indicated people are now looking to the County to provide some type of funding. Discussion on this subject is just starting to take place. It is uncertain what kind of funding would be available as we are facing a huge cut in sales tax revenue.

Discussion regarding PPE (Personal Protection Equipment):

> There are options out there right now for individuals to acquire PPE. At the moment, our group may just provide resources on contacts for where to order.

Matt McLean-Visit Marshfield:

An update on the Joint Effort Marketing grant. We turned in the JEM grant application on Friday. This was a joint application with Marshfield, Stevens Point and Wisconsin Rapids area. The Core element of the marketing program is outdoor recreation and socially distant sports. We should hear something by the middle of next week if we are awarded the grant. Our grant request was for \$40,000.

Discussion on our group's role in re-opening:

- > Scott Larson feels that our group should be a communication tool to help disseminate information and provide feedback from the businesses as they begin to open up.
- Detsy Wood from Incourage has been having conversations with another foundation in town on how to fill in the gaps as businesses begin to re-open. Is there a collective place where a vendor list is available for purchasing the PPE that they need to open? Jason said there was some discussion at the last meeting about a vendor list. We do not have a comprehensive list at this time but we could move in that direction. Scott Larson stated that the Tool Kit the Health Department is working on will provide some information on what type of PPE, barriers and cleaning materials may be needed for businesses.
- A meeting will be set up for PPE discussion early next week. (Meeting is set for Tuesday May 12th @9:00am via teleconference)

Angel Whitehead-Heart of WI Chamber of Commerce:

I am working with some of our partners at the state level and some of the local education institutes to see if there are additional opportunities for some of the smaller rural communities for grants or brainstorming opportunities. Madelin from the City of Wisconsin Rapids gave me a contact at the Wisconsin Economic Development Corporation where they are giving free one on one consultations to businesses to assess their business, costs and brainstorm ideas on how to open properly.

Kristie Rauter-Egge-Wood County Health Department:

- The National Guard will be coming to the Highway Department Friday May 8th and Saturday May 9th from 8:00am to 4:00pm to provide testing for COVID19. They will be able to do 600 tests, which will be just a nasal swab. People will need to call to make an appointment. You do not have to be a county resident. We are looking for those who are symptomatic. This testing will give us a better idea of what is going on in our community. We are putting together Tool Kits for businesses for when they re-open. Some will be general and some will be tailored to specific businesses. People have been calling and asking questions so we've been giving recommendations based on the type of business they have.
- ➤ PPE meeting: Tuesday May 12th, 2020 at 9:00am via teleconference
- Next meeting: Thursday May 14th, 2020 at 9:00am via teleconference

Adjourned at 9:52am



MINUTES Judicial & Legislative Committee

Date:

Tuesday, April 28, 2020

Time:

9:40 a.m.

Location:

Wood County Courthouse, Room 114

Members Present:

Bill Clendenning, Bill Leichtnam, Ken Curry, Ed Wagner, Joe Zurfluh

Other present:

County Board Chair Lance Pliml, Trent Miner, Lisa Keller, Dennis Polach, Dave

LaFontaine, Adam Fischer, Mary Anderson

County Board Chair Pliml called the meeting to order at 9:40 a.m.

Pliml discussed appointments to the WCA Steering Committees and County Ambassador Program, and encouraged those interested to apply.

Pliml informed the committee that there is current discussion being held on how to open up county government and individual departments. There will be a webinar on Tuesday, May 5th for department heads for discussion.

Consensus of the committee was to conduct the elections by voice vote instead of secret ballot.

Chair Pliml opened the nominations for Chair, Judicial & Legislative Committee. Zurfluh nominated Clendenning. There being no other nominations, motion by Wagner/Zurfluh to close nominations and cast a unanimous ballot for Clendenning. Motion carried by voice vote.

Chair Pliml opened the nominations for Vice Chair, Judicial & Legislative Committee. Zurfluh nominated Leichtnam. There being no other nominations, motion by Wagner/Zurfluh to close nominations and cast a unanimous ballot for Leichtnam. Motion carried by voice vote.

Chairman Clendenning assumed the gavel and made the following liaison assignments to the various departments under the jurisdiction of the committee:

- Zurfluh Child Support
- Leichtnam Register of Deeds
- Wagner District Attorney
- Curry Clerk of Courts
- Clendenning Judges, Corp Counsel

The meeting date was set as first Friday of the month. Next meeting will be held Friday, May 8th at 9:30 a.m.

Chair Clendenning declared the meeting adjourned at 9:46 a.m.

Minutes taken by Trent Miner, County Clerk

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: May 8, 2020 TIME: 9:30 a.m.

PLACE: Room 114, Wood County Courthouse

TIME ADJOURNED: 11:05 a.m.

MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,

Kenneth Curry, Ed Wagner, Joseph Zurfluh

OTHERS PRESENT: Peter Kastenholz. See attached list.

By AV: Adam Fischer, Lance Pliml, Jason Hausler,

Lisa Keller, Cindy Joosten.

- 1. At 9:36 a.m., the meeting was called to order.
- 2. Public comments. None.
- 3. The minutes for the April 3 and 28, 2020, meetings were reviewed. There being no objections, the minutes were deemed approved by the Chair. Chairman Clendenning explained that cat licensing was left off the agenda per the Corporation Counsel's advice that the County is not in a position of authority to establish such a regulation.
- 4. The Committee reviewed the claim of Zachary Mohler. This claim will be provided to the county board.
- 5. There were no new animal claims against the County.
- 6. Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Leichtnam, seconded by Wagner, to approve the reports and payment of department vouchers. All ayes.
- 7. The Committee reviewed correspondence and legislative issues.

 Moved by Wagner, seconded by Curry, to forward a copy of the resolution directing a countywide advisory referendum on creation of nonpartisan legislative redistricting and the voting results to the governor, the county's state legislative representatives, and the WCA via the County Clerk. All ayes.
 - a. Report of Citizens Groundwater Group.

 The March meeting was cancelled. The May meeting may be conducted virtually, possibly utilizing Zoom.
 - b. WEXA Membership. Sub-group of Wisconsin Counties Association (WCA) that oversees University of Wisconsin-Extension. Chairman Pliml will gather more information on this. Pliml later reported that the WCA would simply be serving as the fiscal agent of the Wisconsin Extension offices' association (WEXA).

- c. Eau Claire County resolution on refugees living in the state. No action taken.
- 8. County Board rules.
 Discussion on rule establishing duties of the second vice chairperson. Chairman Clendenning asked the committee to think about possible rule changes.
- 9. Criminal Justice Coordinator Committee update. A revised position description has been prepared by Human Resources. Committee Chair Fischer gave an oral update on the work being done. Possible location of the coordinator in the old sheriff's office was mentioned.
- 10. Attendance at meetings. No specific meeting updates given, but the committee discussed the importance and obligation of supervisors who attend non-committee meetings to report on the results of the meetings.
- 11. Child Support using the old offices of Victim/Witness room 112, was discussed. Brent Vruwink explained his office would temporarily be using the old offices of Victim/Witness.
- 12. Agenda items for the June 2020 meeting:
 - Scope of responsibility of Property Committee.
 - Duties of second vice chairperson.
- 13. The next committee meeting will be June 5, 2020, at 9 a.m.
- 14. Meeting adjourned without objection by the Chairperson at 11:05 a.m.

Minutes taken by Peter Kastenholz.

38

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Date: 5/8/2020

NAME (PLEASE PRINT)	REPRESENTING
DENNIS POLACH	WCB-#14
Tiffany Ringer REUBEN VANTASSEC	ROD
REUBEN VON TASSEL	MAINT.
CRAIG LAMBERT	D.A.
Brent VIUWING	CSA
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CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE MEETING MINUTES

DATE:

Wednesday, May 6, 2020

TIME:

1:00 p.m.

PLACE:

Wood County Courthouse-Room 114

Wisconsin Rapids, WI

PRESENT:

Adam Fischer, Bill Clendenning, Bill Leichtnam, Brent Vruwink, Mary Solheim,

and Shawn Becker; Brad Hamilton appeared via video conferencing;

OTHERS PRESENT:

(for part or all of the meeting): Kim McGrath, Shannon Lobner, Reuben Van

Tassel, Brandon Vruwink and Lisa Keller

1. The meeting was called to order at 1:00 p.m. by Chairman Fischer.

2. A quorum was declared as all committee members were present at the meeting.

3. There were no public comments.

- 4. A motion was made by Hamilton and seconded by Solheim to approve the minutes from the April 9, 2020 meeting. All voted aye, motion carried.
- 5. Without objection from the committee, discussion of the Criminal Justice Coordinator office space was moved up on the agenda in order for Reuben Van Tassel, Maintenance Director, to attend another previously scheduled meeting. Van Tassel informed the committee that the office space for the Criminal Justice Coordinator position that was discussed at the April 9, 2020 meeting, and that is located on the second floor of the courthouse across from the Sheriff's Department reception area, is available and ready to go for the position needs. Costs for the office space will need to be addressed in the 2021 budget process.

Van Tassel left the meeting at 1:05 p.m.

- 6. Mary Solheim, Human Services Deputy Director, gave an overview of her meeting with Wood County Circuit Court Judge, Nicholas Brazeau, regarding the establishment of a Youth Mental Health Court. Judge Brazeau is supportive and interested in this project and would like to further discussions on the scope of the project, implementation, timelines and differences in Youth Mental Health Court versus Juvenile Court. Brandon Vruwink, Human Services Director and Solheim answered questions from the committee on how mental health issues are identified in youths; current number of youths that are being served by Human Services; level of service and costs; and differences in traditional court processes and specialty diversion courts. The committee instructed Solheim and Sheriff Becker to set up another meeting with Judge Brazeau and further discuss the look and process of the Youth Mental Health Court, and to report these findings back to the committee.
- 7. Brandon Vruwink, Human Services Director, presented an overview of the Adolescent Diversion Project that the department recently submitted a grant proposal for. The program is designed to work with youths, provide community resources and increase collaboration between schools, law enforcement, district attorneys and human services. The department is hoping to hear if the grant monies will be received by the end of month.

Sheriff Becker left the meeting at 1:50 p.m.

- 8. Kim McGrath, Human Resources Director, provided the committee with a draft of the Job Description for the Criminal Justice Coordinator. Discussion ensued on items to remove and incorporate in the job description that included preferred educational requirements, case management duties and court experience or knowledge. McGrath will make the requested revisions to the job description and have the changes made so that the revised job description can be presented at the Judicial and Legislative committee meeting on Friday, May 8, 2020, per the request of the committee.
- 9. The committee discussed the Criminal Justice Coordinator Recruitment Timeline and Interview Process. A determination was made that second interviews should be built into the existing recruitment timeline and that the timeline should be revised to reflect an October 2020 start date for the position. McGrath will make the necessary changes to the recruitment timelines. Discussion also took place on who would be involved with the recruitment, hiring and interview processes. Finalization of the interview committee will be established at a later date.

The committee identified that the Sheriff's Department will supervise the Criminal Justice Coordinator position and the budget for the position will be under the Sheriff's Department and the Judicial and Legislative Committee. Discussion ensued on if this item needs to be presented to the Public Safety committee. A motion was made by Fischer and seconded by Clendenning that the position supervision of the Criminal Justice Coordinator does not need to be presented to the Public Safety committee. Since no action being taken, Fischer withdrew his motion.

- 10. Technology needs for the Criminal Justice Coordinator were discussed by the committee. The committee identified that the position will need a computer, office phone, cell phone and printer, or access to a shared printer within a department. A motion was made by Vruwink and seconded by Hamilton to order a computer for the Criminal Justice Coordinator. All voted aye, motion carried. Lisa Keller with the Wood County IT Department provided the committee with estimated costs and a recommended timeline for ordering electronics. A motion was made by Leichtnam and seconded by Clendenning to purchase the technology needs for the Criminal Justice Coordinator position. All voted aye, motion carried.
- 11. The committee will finalize what needs to be accomplished by July 2020 to have the foundational and conceptual vision for the Criminal Justice Coordinator position in place. The next meeting for the committee will be determined after the Judicial and Legislative committee meets on May 8, 2020. Chairman Fischer will attend the Judicial and Legislative committee meeting.
- 12. Chairman Fischer declared the meeting adjourned at 2:59 p.m.

Minutes taken by Shannon Lobner and are in draft format until approved by the committee at the next meeting.



Wood County wisconsin

CHILD SUPPORT AGENCY

MAY 2020

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE Prepared by Child Support Director Brent Vruwink

- The agency has been busy adjusting to working remotely as a result of the COVID-19 outbreak. We have been able to maintain operations and serve our customers. We will re-open our lobby on May 4th and will begin genetic testing at that time as well.
- We worked with Facilities Manager Van Tassel to set up space in the old Victim Witness office to use for genetic testing. He was able to provide the agency with a protective barrier so we can facilitate genetic testing in a safe manner.
- In looking at our long term space needs the old Victim Witness office is probably a better use of agency resources than the current expense of conference room 115. The agency currently pays rent for room 115 but we sometimes can't even use the space because other departments have reserved it.
- The Wood County Elevate Program is still operating but we have not been able to enroll new participants as a result of COVID-19. We hope to get approval to resume enrollments by June 1st. The program will be extremely important as we work to help folks find employment during this challenging time.
- I submitted a request to once again serve on the WCA Health and Human Services Steering Committee.
- The agency is currently on track to meet all four federal performance measures.
- The current IV-D case count is 3,880.



Wood County WISCONSIN

CORPORATION COUNSEL OFFICE

Peter A. Kastenholz, CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE April 2020

Residential Options Committee. My office continues to work in conjunction with the Sheriff's Dept. and others on finding a placement for the sex offender who by law must be released and placed in Wood County. By the time of the committee meeting there will hopefully be more to report as we believe we are on the cusp of having a vendor secure a residence that would be suitable, albeit not ideal, for the placement of the subject.

Reichert v. Wood County. Court ordered mediation was conducted by retired Judge Zappen recently. Essentially, Zappen got the parties to agree to recommend to their clients to settle the case for nuisance value. We haven't quite agreed with what is nuisance value but I am proceeding to work with the appropriate oversight committees to develop a recommendation to the county board for action. Meanwhile, the case is still scheduled for a two-day trial to the court at the end of May and I have spent quite a bit of time on it.

Saratoga Solar Farm. About a week or so ago I heard from a representative of the solar farm developer, Savion, that they haven't forgotten about us and still want to work something out with the county. I responded that the county was still interested in a developer's agreement but that irrespective of that, the county does support the installation of the solar farm and is here to assist in any way we can. It might be a while but I expect to hear back from Savion at some point and I will keep the committee posted.

<u>COVID-19</u>. My workload associated with the coronavirus has lessened, as anticipated. The office continues to be 'manned' and there hasn't been a diminution in court work.

<u>Humane Officer</u>. My office brought an action to euthanize a dog that had injured a neighborhood child in one occurrence and killed a dog and injured its owner at another time. The county was successful. It was the first time I have brought this type of action on behalf of the Humane Officer. It seemed like the type of case I should report on in case any supervisor had any questions of me or the Humane Officer or are contacted by a constituent in regard to it.



Wood County WISCONSIN

REGISTER OF DEEDS OFFICE

Tiffany R. Ringer Register of Deeds

MAY 2020

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

- 1. On April 3rd, I attended the Judicial and Legislative committee meeting.
- 2. Effective April 6th, at 4:30pm, the Wood County Register of Deeds office was closed to the public due to the Covid-19 pandemic. The office remains fully staffed and will continue to record documents and fulfill vital record applications.
- 3. On April 8th, I attended the WebEx call to discuss limited access/closure of courthouse.
- 4. I attended the Wood County Board meeting on April 21st.
- 5. I will be attending a web meeting with Brandon, from Pro-West & Associates regarding the integration with Fidlar and GIS on May 5th.
- 6. I am anticipating the Register of Deeds office to be open and operating face-to-face with the public in the near future. In that event, I am working with the Maintenance Department to improve the safety of the customer window in the lobby.
- 7. I will be attending the Webex meeting for Department Heads on May 5th.
- 8. I am attending the PRIA webinar on May 6th for PRIA Local. This meeting will provide updates on remote and electronic notary. During the Covid-19 pandemic, remote and electronic notary was instrumental for our business partners to continue their operations.
- 9. On May 6th, I will be attending a Webex meeting with members from the WRDA Legislative committee.
- 10. On May 8th, I will be attending the Judicial and Legislative committee meeting.

RECEIVED

APR 30 2020 TM

NOTICE OF INJURY AND CLAIM

To:

Wood County Clerk

400 Market Street

Wisconsin Rapids, WI 54494

cc: +IR Corp Coursel Huy

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

against wood County.		
TH	HE INCIDENT	RECEIVED
Date: 4-29-2020		
Time: 12:45		APR 3 0 2020
Place: Wood county, Pittsu,	Me, wet.	WOOD CO. CORP. COUNSEL
The circumstances giving rise to my claim I was driving Down Co when I met my truck noticed the Rocks/Asfor off 5: de of much. I Grass not able to slow de notice Rock Falling ou Several chips in drive The names of other witnesses are: Heather Adrian. (girlt request the following monetary or other re-	Tist after lown ty Row with was falling out to proceeded to slow do own enough belower I t soon enough. Now r side of losnosherid. e: partners differs. Griend) HE CLAIM	ad E I in Shoot on but I have
chips in windsheeled or		
4-29-2020 Date	Signature Print Name: Dachary month Address: 5288 3rd Au pit WZ 54466 Phono: 715-315-6812	er tsville

WOOD COUNTY



LaFontaine, D

Rozar, D

RESOLUTION#

YES

NO

ITEM# 5- /

May 19, 2020

Effective Date May 19, 2020

Introduced by Page 1 of 1

Judicial and Legislative Committee

LAD

Motion: Adopted:			
1 st		Lost:	
2 nd		Tabled:	
No:	Yes:	Absent:	
Number	of votes requ	ired:	
X	Majority [Two-thirds	
Reviewe	d by: PAK	, Corp Counsel	
Reviewe	d by:	, Finance Dir.	

INTENT & SYNOPSIS: To present to the elected state officials the results of the referendum supporting nonpartisan legislative redistricting.

DATE

FISCAL NOTE: None.

WHEREAS, in November 2019 the county board unanimously approved resolution 19-11-8 seeking to place an advisory referendum on the April 2020 ballot ascertaining if Wood County residents supported having legislative and congressional redistricting maps and plans prepared by a nonpartisan entity or not, and

WHEREAS, the countywide referendum passed by a vote of 14,077 in favor of nonpartisan redistricting and 5,367 opposed to it, and

WHEREAS, the Wood County Board of Supervisors feels that its elected legislators need to be made aware of this strong preference of the electorate to have nonpartisan redistricting so that they may vote in accordance with the desires of their constituents.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to direct the Wood County Clerk to send a copy of resolution 19-11-8 and the referendum results to Governor Evers, the state officials elected to represent residents of Wood County, and the Wisconsin Counties Association.

3	Feirer, M		
4	Wagner, E		
5	Fischer, A		
6	Breu, A		
7	Ashbeck, R		
8	Hahn, J		
9	Winch, W		
10	Thao, L		ļ
11	Curry, K		
12	Valenstein, L		
13	Hokamp, J		
14	Polach, D		
15	Clendenning, B		
16	Pliml, L		
17	Zurfluh, J		
18	Hamilton, B		
19	Leichtnam, B		



MINUTES

Highway Infrastructure & Recreation Committee

Date:

Tuesday, April 28, 2020

Time:

10:00 a.m.

Location:

Wood County Courthouse, Room 114

Members Present:

Al Breu, Jake Hahn, John Hokamp, Dave LaFontaine, Lee Thao

Other present:

County Board Chair Lance Pliml, Trent Miner, Lisa Keller, Brad Hamilton,

Bill Clendenning, Dennis Polach, Joe Zurfluh.

County Board Chair Pliml called the meeting to order at 10:00 a.m.

Pliml discussed appointments to the WCA Steering Committees and County Ambassador Program, and encouraged those interested to apply.

Pliml informed the committee that there is current discussion being held on how to open up county government and individual departments. There will be a webinar on Tuesday, May 5th for department heads for discussion.

Consensus of the committee was to conduct the elections by voice vote instead of secret ballot.

Chair Pliml opened the nominations for Chair, HIRC Committee. LaFontaine nominated Breu. Hokamp nominated Hahn. The vote results were: Breu -2, Hahn -3. Hahn was duly elected the chair of HIRC.

Chair Pliml opened the nominations for Vice Chair, HIRC Committee. LaFontaine nominated Breu. There being no other nominations, motion by Hahn/Thao to close nominations and cast a unanimous ballot for Breu. Motion carried by voice vote.

Chair Hahn assumed the gavel.

The next meeting date was set as Thursday, May 7th at 9:00 a.m.

Chair Hahn declared the meeting adjourned at 10:07 a.m.

Minutes taken by Trent Miner, County Clerk

MINUTES OF THE HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE



DAY & DATE:

Thursday, May 7, 2020

PLACE:

Wood County Courthouse, Conference Room 114, 400 Market St,

Wisconsin Rapids, WI 54495

WebEx virtual meeting room was provided as well.

MEETING TIME:

9:00 am

ADJOURNMENT TIME:

11:20 am

MEMBERS PRESENT:

In person: Chairman Jake Hahn; Supervisor Dave LaFontaine; Supervisor

John Hokamp and Supervisor Lee Thao

Via WebEx - Supervisor Al Breu

EXCUSED:

Not Applicable.

OTHERS PRESENT:

In person: County Board Chairman, Lance Pliml; Supervisor Bill

Clendenning; Chad Schooley, Parks & Forestry Director; Fritz Schubert, Forest Administrator; Roland Hawk, Highway Commissioner; Lisa Keller, Information Technology; Supervisor William Winch; Supervisor Dennis

Polach and Sandra Green, Parks & Forestry Office Supervisor

Via WebEx - Caitlin Carmody, Highway Accounting Technician; Supervisor

Adam Fischer, Jack Esser from Arpin, WI;

- 1. Call meeting to order. Meeting called to order at 9:00 am by Supervisor Hahn.
- 2. Declaration of Quorum. Yes.
- 3. Public comments.
 - a. Jack Esser joined us via WebEx to express his thoughts regarding the Flagger Certification and cost of the highway rumble strips.
 - b. Supervisor Clendenning asked if the solar information would be on the internet. C Schooley stated he just forwarded this information to the IT Department to be placed on our website.
 - c. The Minutes on Item 8, Page 4. Supervisor Clendenning and Supervisor Winch would like to talk about the rumble strips.
 - d. Supervisor Clendenning, regarding page 4 regarding the 71st Street culvert. He would like more discussion on this topic.
- 4. Correspondence. None
- 5. Approve minutes from previous committee meetings. **Supervisor Hahn declared the previous minutes approved.**
- 6. Department Staff Reports

Highway Commissioner Report: R. Hawk highlights that he would like to keep the committee informed of open positions. They interviewed two excellent candidates for the mechanic position. They have made an offer to one and are waiting for a response.

COVID19 testing will be done at the Hwy. Dept. this weekend. People need to make an apt. As of today, there are only about 80 registered. They have enough tests for 600 people over the course of two days. County Board Chairman also stated that anyone who has any of the

symptoms, even if mild, should get test and to pass the word on to as many as you can. All the testing will be done in the parking of the highway shop. They will decontaminate if they need to come into the shop for any reason.

C. Schooley would like to know if there are any questions on how the Parks and Forestry Dept. is handling the COVID19 in our parks areas. We had a good weekend for camping even though many things are restricted such as restrooms, showers, playgrounds, etc. Only the vault toilets are open.

One item that did not make R. Hawk's report is that the LaCrosse Hwy Dept. is selling their used equipment. They have about six trucks on this listing that are newer than what Hwy. has. They are bidding on some of these through the state auction site, WI Surplus.

WI County Highway Assoc. Updates: If anyone is, interested on additional information or what R. Hawk's role is and he can provide information on this. R. Hawk states they have an open vice-chair. The person has to be an elected board member in order to be considered. This voting has been extended from June to August when the Association is scheduled to meet next.

- 7. Department Vouchers.
- 8. Department Revenue Reports

Motion by D. LaFontaine and second by J. Hokamp to approve the Highway Vouchers and Revenue Reports. Motion carried.

Motion carried.

9. Review items, if any, pulled from consent agenda. N/A

10. ATV Update

R. Hawk gave an update on the most recent routes that will be presented very soon. Later, there will be a more extensive plan to connect parks, fuel sources, places to eat and more. R. Hawk would like to get our ATV planning committee together again to talk about future plans of ATV recreation. R. Hawk explained CTH AA is currently open from Lynn Hill Rd. into City of Nekoosa. There has been two requests to extend ATV access on AA to Hwy. G, which then connects to Batterman Rd., which is part of County trail system. It would give more access to the WI River area and resident's access to more venues and trail systems. CTY X, from Hwy. 173/80 to Hwy. 54 came up as a request a while back. We did not have access across Hwy 173/80 Babcock bridge previously. Opening this up would connect Dexterville Park. These are the two sections he would like to have the committee approve.

Motion by J. Hokamp and second by L. Thao. No by A. Breu. Reason is the old idea that there is a warning decal on the equipment that it is not meant for highway use. Motion carried.

Chairman Hahn stated that a way we could help these businesses currently struggling is by providing the best environment possible to help our businesses open and thrive. We should do what we can to open up as many roads and highways as possible to allow ATV's to use so business can receive this

revenue they need so desperately during these hard times. A plan will be brought forward to the committee in the next month or two.

Towns that do not allow ATV's on their routes are Grand Rapids, Lincoln, Marshfield, Cameron and Milladore. In these townships, the route can end at the Township boundary. L. Pliml stated that Counties that have opened their roads completely, have dealt with problems as they arise, rather than prohibiting riding and opening routes on a road by road basis. The bridge in Remington is now open. Section of 54 from Dexter Park to Hwy. 80 where the drive-in is and the gas station, they have a plan to get that request to the T. of Dexter this year. T. of Dexter would have to pass an ordinance to approve this. We are hoping by the end of summer to have this open to the public.

11. HIGHWAY

- a. ATV Route Review. Discussed under item 10.
- b. Wisconsin County Highway Association updates. See update under item 5b.
- c. Review of recently approved policies
 - a. Certified Flagger: R. Hawk summarized the certified flagger policy. The State offers online training and R. Hawk would like to see many of local contractors participate in this Webinar. The purchase of the rumble strips are expensive and he realizes this. R. Hawk believes that these should be required on county highways just as they are on State highways. R. Hawk wants his employees and contractors to have all the protection they can get and should not have less because it is a county road. R. Hawk, Highway will work with contractors over the next several months to educate and inform them of the new policy and will bring this back when the grace period ends. No other comments.
 - b. Access Control: They spent a good part of a year putting this policy together. In previous access ordinance, property owners could only have one driveway per residence. This new policy will allow property owners to have one residential driveway and additional agricultural or wood lot driveways. We will want to maintain as much safety as we possibly can. This new policy also allows the county to let the property owner know when a culvert needs to be replaced. If the landowner does not replace it, the county will replace it and charge the landowner. The \$25 flat fee has increased to \$350 with a \$300 refund if installation is completed correctly, and on time. Breu thinks the culvert replacements ordinance is a good policy moving forward.

d. Review of Permit revisions

- a. Access/Driveway Permits. Discussed previously.
- b. Seasonal Weight Restriction Permit. \$300 for single trip for a straight truck or \$600 for multiple (up to 3) trips. \$400 for a combination truck or \$800 for multiple (up to 3) trips, in both cases the truck is allowed to haul 80% of its maximum allowed weight. Developed special use permits for milk, trash, and septic haulers \$300 for the posted season. Having the permits allowed the highway department to determine time of day when the loads could be moved to protect the pavements.
- c. Utility Permits Utility permit fees increased from \$25 to \$50 and fees for boring increased from \$25 to \$100 and open cut fees increased from \$250 to \$500 plus there is an additional \$35 fee per 1000 feet of work within the R/W.
- d. OS/OW/OH/OL Truck Permit. Increased from \$25 to \$50 per permit.
- e. Marshfield Facility Update. The Hwy. Dept. has received tentative agreement from WDOT to fund the construction of a replacement State salt shed. R. Hawk handed out a site plan they

150

have been working on for over a year. They will construct two additional salt sheds one State shed and one County Shed and remove the old one. There is definitely a need for a new salt shed as they ran out of salt many times this past winter.

12. PARKS AND FORESTRY

a. Timber Sale Contract Extensions: #719, #724, #741, #744. The reason for most of these extensions is our timer sales require frozen ground access.

Motion by D. LaFontaine moves to approve the extensions and consideration of increase as recommended by the Forest Administrator and second by A. Breu. Motion carried.

b. 2021-2025 CIP Request. C. Schooley included a proposed 5-year CIP in the committee packet last month and the recommendations were to bring it forward to the new committee for review. Schooley pointed out that he removed all of the larger projects, and only included CIP items needed for general operations. He listed the larger projects, some of which would be eligible for state grants, separately. He would like to discuss these and prioritize them with the HIRC in future meetings. For the time being, the only items on the CIP are those listed for general operations.

Motion to approve the proposed 5-year CIP with the understanding it may have to be revised based on the County's financial year. Second by A. Breu. Motion carried.

- c. Parks Revenue Report
- d. Forestry Revenue Report

Motion to approve the Parks & Forestry revenue reports by A. Breu and second by D. LaFontaine. Motion carried.

Special Use Permits. Per Chairman Hahn, for future meetings, we will take Special Use Permits as a separate agenda item. C. Schooley reviewed the Special Use Permit request for the committee.

Northward Peddle and Paddle request to supply Kayak/Canoe/possibly Fat Tire Bike Rentals at South Park. They would operate out of a trailer during the summer on Thursdays-Sundays depending on the type of traffic they are seeing. C. Schooley is finalizing agreement with them, which would include a % based payment that would come back to the County. Corporation Council and Safety/Risk will be reviewing agreement.

B. Clendenning asked about the trees purchased from Laura's Lane Nursery (LWCD), and C. Schooley stated he did speak with that Dept. and said he would be interested in trees if they could not get rid of them. They do have a lack of staff right now due to no EG workers, but they would make the time. C. Schooley will reach out to the Shane W. regarding this.

Forest Administrator Report. Timber Bid opening is May 27 at 9am at the ATV Intensive Use Park. Bid results and contract awards will be presented in June. We also had an audit this past winter by the DNR. We have not received the results yet, but will present when received. Our Certification Audit for forestry operations is coming up as well. The ATV Trail project of 4 miles that we received funding for from the DNR will begin when we are able to meet the DNR specialists out in the field. This has not been possible due to COVID19.

151

Supervisor D. LaFontaine commented on the vouchers and why so many, and why so many details. R. Hawk and C. Schooley stated that employees are spending triple the amount of time doing vouchers with this process that was put into place in 2019. R. Hawk explained the new accounting and bill pay process that was put into place to Supervisor D. LaFontaine. L. Pliml stated that if the committees would like to see this changed back to the way it used to be, he can take this back to the Finance Committee to come up with a new process for vouchers. The Department heads R. Hawk and C. Schooley would both like to see this changed so L. Pliml will bring this forward to the Finance Dept.

Motion by Supervisor D. LaFontaine a second to L. Thao for L. Pliml to get this to the Finance Department. Motion carried.

- 13. Future Agenda Items. If there are any, please send to Chairman J. Hahn or Vice Chair A. Breu.
- 14. Set next regular meeting date: June 4, 2020 at 9:00am at Wood County Highway Shop, 555 17th Ave North, Wisconsin Rapids, WI 54495 if set up for WebEx. If not, the meeting will be held at the Courthouse, Room 114, 400 Market St., WI Rapids, WI 54495.

Meeting adjourned by Chairman Hahn at 11:20 am.

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor



Wood County WISCONSIN

OFFICE OF HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

May 7, 2020

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for May 7, 2020 HIRC meeting

Department Activities

Personnel

Department staff are required to follow the social distancing directive from Governor Ever's Safer at Home order. Highway Department has a plan for limiting exposure for our staff in order to maintain a healthy work place while we ensure there are sufficient staffing required for winter and maintenance operations.

Department has completed web or conference call interviews for mechanic and accounting technician positions. Reference checks are being completed and offers should be sent by 5-7-20.

Highway Projects

CTH U (STH 54 – South Biron Drive) STP Urban project started April 20 and is scheduled to be completed in late September. The Highway Department has set up temporary mailboxes for residents while the construction project makes it difficult for mail carriers to access individual residents. Weekly updates are being posted on the WCH web site.

Work on 2020 construction projects is slated to begin in later part of May. Initial projects are CTH Y between CTH V and City of Marshfield and CTH V from STH 10 to Yellow River Bridge. Three bridge replacements are scheduled to begin after June 15.

Highway Commissioner has negotiated with WisDOT to provide funding to replace deficient state salt shed at the Marshfield facility in 2020-2021 FY. WisDOT has provided an offer to use unused RMA funds from 2019-2020 contracts for Wood County forces to replace aged/undersized state salt shed. This work would be done in conjunction with Wood County replacing aged/deficient/under-sized County salt shed in 2021. HIRC approval to use bonded 2021Capital Improvement Funds funds in the amount of \$350,000 to construct a County 2500 Ton Salt Shed at the Marshfield facility. HIRC approved constructing a county shed in 2019 but the funding source was not defined. With the State MLS grant and potential Ho-Chunk BIA Roads division grant for CTH X the Highway Department would limit the total Bonded Capital Improvement funds for 2021 to \$2,000,000 for highway improvement funds.

Highway Maintenance

Patrol Superintendents are preparing for 2020 construction projects. Crews are grading ditches, cutting trees & brush from the right-of-way, performing bridge repairs, and replacing culverts where possible.

Crews are patching holes, filling cracks, and placing mastic on spots where pavements have been damaged over the winter.

The Highway Department performs chip seal projects during the first two weeks in June. This year a process new to Wood County is being performed as an alternate to chip seal, and it is referred to as GSB88. Bids were received in April for this work and two contractors will be used to perform this maintenance procedure. This work is not currently scheduled but is expected to take place in late-June or July.

ATV Plan

HIRC has directed the Commissioner to review the approved ATV County Highway Routes in May. Included in the packet is a map showing approved routes and proposed routes, in addition there is a map showing the Wood County ATV Route Trail System.

Commissioner has received a request to evaluate CTH AA from CTH G to Lynn Hill Road and CTH X from STH 80 to STH 54 for ATV access. The Commissioner is in favor of approving these segments of County Highway open to ATV/UTV access.

On Line Permitting

Department is working with RTVision to implement on-line permitting. Anticipate segments go live in 2020, with recent work place restrictions due to Covid-19, this will be delayed until later in 2020.

Access/Driveway Policy / Fees approved November 7, 2019 HIRC. (This policy & fee structure is available on line at the Wood County Highway Web site.

Fee revisions approved March 12, 2020 HIRC:

Seasonal Truck Weight Restriction Permit (new) \$300, \$400, single trip, double for multi-trip up to 3x Utility Permit increase \$25 - \$50

Boring fee increase to \$100

Open Cut Fee increase to \$500 plus \$35 per additional 1000 feet

Oversize/Overweight increase from \$25 - \$50 Over Height/Over Length increase from \$25 - \$50

Wisconsin County Highway Association (WCHA)

Commissioner was elected to Secretary in January, he will serve in this position for two years then assume the President role for two years, and then move to the Past President position for two years. There are opportunities for elected County Board members to serve on the WCHA Executive committee. Currently the Vice Chair position is open and nominations are being accepted.

WCHA Summer Road School scheduled for June 1-3 at Chula Vista in Wisconsin Dells has been rescheduled for August 10 - 12. This is an opportunity for county highway staff and committee members to receive education and training regarding county highway business.

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor HIRC Meeting

Revenues

Revenues are as anticipated.

Expenses

Expenses are as anticipated in most areas.

Due to the deep deficit in the Snow Budget at the end of last year, we have only about \$137,000 left in the fund at this time.

<u>Other</u>

I have concluded the preparation of the audit workpapers for Finance and the auditors. There were no surprises during the preparation. I am prepared for the auditors on-site questions beginning in May.

County of Wood DETAILED INCOME STATEMENT W/SUBTOTALS Highway Departmentwide Thursday, April 30, 2020

			2020		
	<u></u>	Actual	Budget	Variance	Variance %
	REVENUES				
10501	Intergovernmental Revenues	4000 007 00	AO 404 407 00	(04 500 507 00)	(24 0 201)
43531	State Aid LDD	\$630,897.20	\$2,194,425.00	(\$1,563,527.80)	(71.25%)
43534	State Aid-LRIP	630,897.20	218,258.00	(218,258.00)	(100.00%)
	Total Intergovernmental Licenses and Permits	030,897.20	2,412,683.00	(1,781,785.80)	(73.85%)
44101	Utility Permits	8,715.00	1,050.00	7,665.00	730.00%
44102	Driveway Permits	0,7 10.00	860.00	(860.00)	(100.00%)
44260	Moving Permits		1,025.00	(1,025.00)	(100.00%)
	Total Licenses and Permits	8,715.00	2,935.00	5,780.00	196.93%
	Intergovernmental Charges for Services	-,			
47230	State Charges	337,109.61	1,702,757.00	(1,365,647.39)	(80.20%)
47231	State Charges-Highway	98,820.06	232,838.00	(134,017.94)	(57.56%)
47300	Local Gov Chgs	67,704.19	594,327.00	(526,622.81)	(88.61%)
47330	Local Gov Chgs-Transp	110,222.09	1,277,200.00	(1,166,977.91)	(91.37%)
47332	Local Gov Chgs-Roads		420,187.00	(420,187.00)	(100.00%)
47333	Local Gov Chgs-Bridges	(11,773.74)	78,103.00	(89,876.74)	(115.07%)
	Total Charges to Other Governments	602,082.21	4,305,412.00	(3,703,329.79)	(86.02%)
	Interdepartmental Charges for Services				
47470	Dept Charges-Highway	28,139.20	2,169,804.00	(2,141,664.80)	(98.70%)
	Total Interdepartmental Charges	28,139.20	2,169,804.00	(2,141,664.80)	(98.70%)
	Total Intergovernmental Charges for Ser	630,221.41	6,475,216.00	(5,844,994.59)	(90.27%)
	Miscellaneous				
48300	Gain/Loss-Sale of Property	185,060.00		185,060.00	0.00%
48340	Gain/Loss-Sale of Salvage and Waste	2,390.90	6,700.00	(4,309.10)	(64.31%)
	Total Miscellaneous	187,450.90	6,700.00	180,750.90	2,697.77%
10110	Other Financing Sources		0 000 000 00	(0.000.000.00)	(400.000/)
49110	Proceeds from Long-Term Debt		2,300,000.00	(2,300,000.00)	(100.00%)
	Total Other Financing Sources TOTAL REVENUES	1,457,284.51	2,300,000.00	(2,300,000.00)	(100.00%)
	TOTAL REVENUES	1,457,204.51	11,197,534.00	(9,740,249.49)	(86.99%)
	EXPENDITURES				
	Public Works-Highway				
53110	Hwy-Administration	115,646.97	351,879.80	236,232.83	67.13%
53120	Hwy-Engineer	70,458.54	254,866.05	184,407.51	72.35%
53191	Hwy-Other Administration	119,446.31	335,532.33	216,086.02	64.40%
53210	Hwy-Employee Taxes & Benefits	(908,300.75)	1,753,982.36	2,662,283.11	151.79%
53220	Hwy-Field Tools	18,568.60	(1,839.92)	(20,408.52)	1,109.21%
53230	Hwy-Shop Operations	98,953.03	247,343.16	148,390.13	59.99%
53232	Hwy-Fuel Handling	(4,437.28)	(23,105.00)	(18,667.72)	80.80%
53240	Hwy-Machinery Operations	(308,708.77)	92,274.18	400,982.95	434.56%
53260	Hwy-Bituminous Ops	9,827.38	230,793.04	220,965.66	95.74%
53262	Hwy-Bituminous Ops	20,330.64		(20,330.64)	0.00%
53266	Hwy-Bituminous Ops	25,204.48	1,856,661.62	1,831,457.14	98.64%
53270	Hwy-Buildings & Grounds	70,681.58	181,404.12	110,722.54	61.04%
53290	Hwy-Salt Brine Operations	19,169.06		(19,169.06)	0.00%
53291	Hwy-Salt Brine Operations	(27,854.71)	150.00	28,004.71	18,669.81%
53281	Hwy-Acquistion of Capital Assets	70,628.00		(70,628.00)	0.00%
53310	Hwy-Maintenance CTHS		21,950.55	21,950.55	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	522,605.51	1,907,786.45	1,385,180.94	72.61%
53312	Hwy-Snow Remov	573,215.67	802,481.54	229,265.87	28.57%
53313	Hwy-Maintenance Gang	13,296.19	103,111.16	89,814.97	87.10%
53314	Hwy-Maint Gang-Materials	6,439.76	2,900.00	(3,539.76)	(122.06%)
53320	Hwy-Maint STHS	488,226.47	1,442,910.19	954,683.72	66.16%
53330	Hwy-Local Roads	165,840.51	1,195,139.14	1,029,298.63	86.12%
53340	Hwy-County-Aid Road Construction		456,930.91	456,930.91	100.00%
53341	Hwy-County-Aid Bridge Construction	00 045 00	131,193.61	131,193.61	100.00%
53490	Hwy-State & Local Other Services	96,315.90	555,188.46	458,872.56	82.65%
	Total Public Works-Highway	1,255,553.09	11,899,533.75	10,643,980.66	89.45%
E7040	Capital Outlay	E4 447 00	0.400.000.00	0.070.445.00	07 4501
57310	Highway Capital Projects Total Capital Outlay	54,447.06 54,447.06	2,132,862.32 2,132,862.32	2,078,415.26 2,078,415.26	97.45% 97.45%
	Total Capital Outlay	04,447.00	۷, ۱۵۷,00۷.3۷	4,010,410.20	91.40%
	TOTAL EXPENDITURES	1,310,000.15	14,032,396.07	12,722,395.92	90.66%
		1,010,000,10	17,002,000.01	14,144,000.04	30.00 /6

4/24/2020

County of Wood DETAILED INCOME STATEMENT W/SUBTOTALS Highway Departmentwide Thursday, April 30, 2020

2020

NET INCOME (LOSS) *

 Actual
 Budget
 Variance
 Variance %

 147,284.36
 (2,834,862.07)
 2,982,146.43
 (105.20%)



Parks & Forestry Committee Reports

Thursday, May 7, 2020

Director Report, by Chad Schooley

- COVID-19 response. Our most recent News Release is included in the packet. I have been working
 with staff on developing signage and operational changes as we navigate through this process. I
 continue communicating with other professionals in the field on how they are operating under
 "Safer at Home" orders.
- I have asked James Patrick, Chairman for Town of Cary, to forward the Right Of Way Agreement, which was drafted with input from a number of townships, to the entire Wood County Town's Association for review. I will forward followup information once I receive it.
- I have included the 5yr CIP summary sheet. I would like to discuss this in more detail at the meeting.
- Finalized 3-yr contract extensions for garbage/recycling in all parks, and mowing at South Park/Nepco.
- Assisted in meetings with Campground staff/volunteers to discuss COVID-19 restrictions, and overview of job duties/expectations.

• Special Use Permits

O Northward Peddle and Paddle has requested providing canoe/kayak rentals at Lake Wazeecha this summer. They would like to keep an equipment trailer on-site at Portage Point, which is the far North East corner of Lake Wazeecha. This company was allowed to have two "pop up" rental events last summer. These went quite well, and I would recommend approving this agreement for the summer. I propose a similar arrangement as our winter concessionaire agreement, where Wood County retains a % of sales. I have included a draft agreement for your review.

Construction Supervisor Report, by Dennis Quinnell

Current Projects

- White Beach Remodel is nearing completion.
- Sobczak Concrete will be laying the concrete slab for the North Park firewood storage building project. We will start as soon as the weather permits.
- River Cities Construction provided the low quote, and will be performing roof repairs on the South Park Ranger Cabin and the South Park Red Beach Vault Toilet projects. These were damaged in the windstorm last July.
- River Cities Construction also provided the low quote for remodeling the Willow Run Vault Toilet at South Park. This project will occur this summer.

Maintenance Operations

- Crews are are getting buildings and grounds prepped for opening. Campground and park areas open May 1st..
- All boat launches are open.

 Beaches typically open Memorial weekend, but will not open this year until the "Safer at Home" order is lifted.

Employee Matters

- All LTE II employee positions are filled or in the process of being filled for the 2020 summer season.
- We have postponed the spring employee meeting/training until a later date.

Other

• We sold the 2004 Chevrolet 4x4 pickup on the Wisconsin Surplus auction for \$3400.00

Office Supervisor Report, by Sandra Green

Snowmobile

- Completed Snowmobile bridge grant applications and submitted to State.
- Began to receive SNARS submissions for snowmobile maintenance from the snowmobile clubs. Will begin reconciling and submitting for reimbursement in mid-May.

Office Property of the second second

- For the month of April, our loss of Revenues due to COVID19 has increased.

 Reservations canceled beginning March 1 = Shelter = \$7,050. Camping = \$8,600.
- Sent out LTE/Ranger PAF's to HR.
- News Release regarding opening of Campgrounds and COVID19.
- Worked with IT in getting Rangers email and reservation system logins.
- Submitted several PAF's for LTE's/Rangers to HR.
- Responding to **COVID 19** changes on a daily basis. Sue and I are working at home. My plan is to return to the office on Mondays and Tuesdays beginning the week of May 3. This is mainly to handle Monday Ranger/Campground reconciliations.
- Updated our website, Facebook & Instagram regarding COVID19 and news release information.
- Completed first draft of the Money Handling Policy for Parks & Forestry.
- Continuing to working on a "Ranger Training Manual".
- Began work on 2019 Annual Report.
- Continued on working on CO-27, White Sands Beach Grant.
- Continuing to work w/D. Quinnell, C. Schooley & Rangers to set up a summer work schedule.
- Corresponded w/new Dexter Host for a meeting with staff on April 29.
- Participated in weekly department planning for COVID19 and opening of campgrounds.
- Meeting at South Park on 4/28 at 1pm with Ranger, Host, Lead Maintenance Worker, Chad, .
 Denny and myself on opening of campgrounds and COVID19.
- Meeting at North and Dexter Parks on 4/28 with Rangers, Hosts, Lead Maintenance Workers, Chad, Denny and myself on opening of campgrounds and COVID19.
- Created, printed and laminated many signs for the campgrounds regarding closures and restrictions.
- Movement of all reservations on Group Sites at Dexter and North on Memorial Day weekend onto regular sites. Group sites canceled due to COVID19.

Forest Administrator, by Fritz Schubert

- Routine Timber sale administration (Office Admin 0 sales currently being cut).
- Timber Sale Establishment -Finalized fieldwork for timber sales to be bid in May.
- Completed paperwork/reports for May bid opening.
- Established new firewood cutting areas.
- Sold several firewood permits by appointment (office closed to public due to Covid-19).
- Brushing on Hazelnut Trail.
- Cleaned up storm debris on Lonetree Lane.
- Cleaned up public shooting range.

WOOD COUNTY PARKS & FORESTRY DEPARTMENT REVENUE SUMMARY 2020

			APRIL REVENUE -	MAY HIRC							
	BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2020	Υ	TD REVENUE 2019	APRIL REV 2020		APRIL REV 2019	į	ACTUAL REV 2019
\$	290,000.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$18/\$21/\$23/\$26/\$33	\$56,150.60	\$	75,710.64	\$3,104.26	\$	16,967.52	\$	278,508.8
.\$	84,000.00	Camping Self-Registration, All site types	\$18/\$21/\$23/\$26/\$33	\$0.00	Ś	72.04	\$0.00	Ś	72.04	Ś	76,893.8
\$	30,000.00	Campground Firewood Sales	\$6 per rack	\$0.00		_	\$0.00	Ś		s	25,949.3
\$	7,000.00	lce	\$3 (7 lbs.) /\$6 (20 lbs.)	\$0.00	\$	-	\$0.00	\$		Ś	5,058.3
\$	1,700.00	Non-Camper Dump Fee	\$7	\$0.00	Ś	~		\$		\$	1,530.8
\$	900.00	Camper Storage Fee	\$15/wk - \$60/mo	\$0.00	s	-		\$		\$	630.3
\$	900.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods		\$	_	\$0.00			\$	742.65
\$	54,600.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	\$100/\$150/\$175/\$200/\$225	\$14,922.15	\$	12,800.92	····	_	1,568.72	\$	43,755.47
\$	10,000.00	Shelters - Open (DX, SP, RSBP, White Sands)	\$75/\$125	\$4,000.00	\$	2,796.21	\$331.76	\$	521.33	\$	6,507.11
\$	900.00	General Park User Fees (outside of normal shelter fee areas)	\$50 / \$10 per picnic table	\$616.11	\$	616.11	\$0.00	\$		\$	710.89
\$	20,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$10/\$15/\$250/\$450/\$500	\$31,810.06	\$	27,822.46	\$0.00	\$	_	\$	29,102.08
\$	2,000.00	X-Country Skiing	\$5/daily; \$15/annual; \$40/family	\$1,474.88	\$	1,855.64	\$0.00	Ś	14.22	\$	2,046.16
\$	6,000.00	Disc Golf	\$2 / \$4 / \$20 / \$40 (2019 inc.)	\$69.20	\$	-	\$31.28	Ś	14.22	\$	4,004.17
\$	2,000.00	Parks Pulpwood	Market Price	\$0.00	\$	-	\$0.00	\$	_	\$	1,758.89
\$	20,000.00	Boat Launch	\$20/annual; \$5/daily	\$3,872.04	\$	1,729.86	\$3,644.55	\$	1,483.41	\$	19,828.58
\$	1,000.00	45123 - Violations (non-tax)	\$50.00	\$0.00	\$		\$0.00	\$	2,400.41	\$	495.00
\$	18,000.00	Miscellaneous*	Scrap Metal, etc.	\$4,444.46	\$	250.41	\$1,380.59	Ś	_	\$	16,110.73
\$	1,000.00	Gift Certificates	Gift Certificates	\$0.00	\$		\$0.00	Ś		ر	10,110.75
\$	550,000.00			\$117,359.50	\$	123.654.29	\$9,606.18		\$20,627.24		\$513,633.18
Misc.	*PB Land Rental	, General Donations, Hay Cutting, Scrap Metal	, Cost of replacement of damaged mate	erials in campgrour	ıds (f	irepits), etc.			420,027.24		7313,033.10
\$	5,000.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$0.00	\$	425.11	\$0.00	\$	-	\$	1,711.11
\$	385,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships)	CONTRACTED	\$148,814.01	\$	144,779.01	\$10,274.63	; \$	33,666.14	\$	259,456.44
	Line / 2020	Auctions - Non-Lapsing	WI Surplus	\$0.00	\$	-	\$0.00	\$	_	\$	
What'	's New 2020:	Added the White Sands Shelters under OPEN .	Sholtors				*			<u>~</u>	

what's New 2020:

Added the White Sands Shelters under OPEN Shelters.

What's New 2020:

Added the White Sands Shelters under OPEN Shelters.

Added a Gift Certificate line to track how much we sell each year. This revenue was listed under "Misc" in the past.

Added an Auction Line.

FOREST ADMINISTRATOR REVENUE REPORT & TIMBER SALE BALANCES

Apr-20

		· · · · · · · · · · · · · · · · · · ·			12p1 20				
			CONTRACT	CONTRACT		@ F0 F0 CVF0 F1 CVF0 F1	AMOUNT		
			AWARD	AWARD		\$ RECEIVED	BILLED TO	AMOUNT	ENDING
CONTRACT	TRACT	CONTRACTOR	AMOUNT	DATE	CONTRACT	CURRENT	DATE CURRENT		
719	9-13	SCHREINER			EXPIRATION DATE	MONTH	YR	CURRENT YR	BALANCE
724	14-13	FUTUREWOOD	47,060.00	10/03/13	03/31/20		\$0.00	\$0.00	\$0.00
741	8-15		28,856.00	06/05/14	03/31/20		\$0.00	\$0.00	\$0.00
744	2-16	THURS LOGGING	23,936.00	04/07/16	03/31/20		\$3,417.68	\$3,417.68	\$0.00
/	2-10	DELANEY FP	26,079.50	04/07/16	03/31/20		\$0.00	\$0.00	\$0.00
748	5 16	THE REWOOD	The state of the s	9497.16			\$19,935.94	\$5,557.51	-\$14,378.43
749	5-16	FUTUREWOOD	18,522.10	10/06/16	12/31/20		\$0.00	\$0.00	\$0.00
758	6-16	FUTUREWOOD	33,638.00	10/06/16	12/31/20		\$0.00	\$0.00	\$0.00
759	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/20		\$14,768.80	\$15,407.25	\$638.45
	15-16	VERSO	35,935.00	04/04/18	03/15/21	\$892.55	\$46,489.92	\$45,010.02	-\$587.25
761	4-18	VERSO	36,625.00	07/07/18	06/01/20	\$5,605.64	\$39,112.33	\$39,112.33	\$0.00
762	4-17	FUTUREWOOD	14,431.60	11/14/17	12/31/20		\$0.00	\$0.00	\$0.00
764	6-17	FUTUREWOOD	14,091.00	11/17/17	12/31/20		\$0.00	\$0.00	\$0.00
765	2-17	FUTUREWOOD	16,850.05	07/02/18	06/01/21	\$3,236.52	\$23,420.66	\$23,420.66	
766	7-17	YODER LOGGING	6,120.00	07/02/18	06/01/20		\$0.00	\$0.00	\$0.00
767	2-18	WIITALA & VOZKA	37,800.04	07/07/18	12/31/20		\$0.00	\$0.00	\$0.00
770	6-18	LAMBERT FP	64,706.00	07/07/18	06/01/20	\$1,601.54	\$26,838.87		\$0.00
<i>7</i> 71	3-18	YODER LOGGING	64,671.00	07/07/18	07/01/21	Ψ1,001.51		\$26,897.75	\$58.88
773	7-18	KOERNER	22,990.00	03/29/19	04/01/21		\$37,862.97	\$29,441.11	-\$8,421.86
775	9-18	COUNTRY F.P.	37,260.00	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
776	10-18	FUTUREWOOD	15,998.00	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
777	1-19	KOERNER	38,680.50	03/29/19	04/01/21		\$1,553.73	\$1,553.73	\$0.00
755		FIREWOOD		33/27/17	04/01/21	\$80.00	\$0.00	\$0.00	\$0.00
				Darme	a Descine Land				
				rayment	s Received This Month:	\$11 416 25			(00 (00 01)

Payments Received This Month: \$11,416.25 (22,690.21)

*HIDE Payments received this month SUB TOTAL: \$ 11,416.25
THESE 10% Town Revenue: \$1,141.63
CELLS* 90% County Revenue: \$ 10,274.63

Total County Forestry Revenue for this month: \$ 10,274.63 (should match TimberBase 90% Forestry Revenue total for the current year)

Description: \$ 385,000

2020 Budgeted Total Revenues
2020 Total County Forestry Revenues this month (90%) \$

10,274.63

2020 Total Township Revenues this monthe (10%):

\$1,141.63

Jobs Continuing
Jobs Gone Inactive

2020 TOTAL NET FORESTRY REVENUE TO DATE: \$ 143,814.00



MINUTES Property & Information Technology Committee

Date:

Tuesday, April 28, 2020

Time:

10:20 a.m.

Location:

Wood County Courthouse, Room 114

Members Present:

Brad Hamilton, Al Breu, Dennis Polach, Laura Valenstein, William Winch

Other present:

County Board Chair Lance Pliml, Trent Miner, Lisa Keller, Reuben

VanTassel, Dennis Polach, Joe Zurfluh Bill Clendenning, Amy Kaup

County Board Chair Pliml called the meeting to order at 10:00 a.m.

Pliml discussed appointments to the WCA Steering Committees and County Ambassador Program, and encouraged those interested to apply.

PlimI informed the committee that there is current discussion being held on how to open up county government and individual departments. There will be a webinar on Tuesday, May 5th for department heads for discussion.

Consensus of the committee was to conduct the elections by voice vote instead of secret ballot.

Chair Pliml opened the nominations for Chair, PIT Committee. Polach nominated Breu. Hamilton nominated Hamilton. The vote results were: Breu – 3; Hamilton – 2. Breu was duly elected as chair.

Chair Pliml opened the nominations for Vice Chair, PIT Committee. Hamilton nominated Polach. There being no other nominations, motion by Hamilton/Valenstein to close nominations and cast a unanimous ballot for Polach. Motion carried by voice vote.

Chair Breu assumed the gavel.

The next meeting date was set as Monday June 1st at 9:30 a.m.

Breu declared the meeting adjourned at 10:32 a.m.

Minutes taken by Trent Miner, County Clerk



Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin Location: Wausau ADRC-CW boardroom, 2600 Stewart Avenue, Wausau, Wisconsin February 13, 2020

Board members present: Chair – Tim Buttke, Vice-chair – Dora Gorski, Mike Feirer, Jim Hampton, Sharon Rybacki, Danielle Yuska, Sandi Cihlar, Doug Machon, Dona Schwichtenberg. Present via phone conference: Will Hascall, Vern Cahak, and Dick Hurlbert

Board members excused: Norbert Ashbeck

Others present: Jonette Arms, Pa Thao, Mike Rhea, Steve Prell, Jennifer Cummings, Ronda James, Emily Gilbertson, Lisa Sobczak, and Angela Hansen.

- 1. Call to order:
 - a. Chair Tim Buttke called meeting to order at 9:42 am.
- 2. Public comments:
 - a. Doug Machon states he will not be running for Wood County Board for another term which will end his term with the ADRC-CW. Would consider being a citizen member
 - b. Jonette Arms introduces Emily Gilbertson and Lisa Sobczyk from Wisconsin Independent Living Centers.
- 3. Discussion/possible action Approval of Minutes:
 - a. January 9, 2020
 - i. No corrections.
 - ii. Motion to approve January 9, 2020 minutes by Mike Feirer, seconded by Doug Machon. Motion carried, minutes approved.
- 4. Discussion/possible action Report from the Finance Committee:
 - a. Steve Prell presents the report.
 - i. Full report in the packet.
 - b. Capital purchases explained.
 - c. Motion to approve the Finance Committee Report by Doug Machon, seconded by Daniele Yuska. Motion carried, report approved.
- 5. Discussion/possible action 2019 Budget Adjustments
 - a. Steve Prell explains the adjustments.
 - i. Many congregate nutrition purchases for new sites and updates to existing sites.
 - b. Motion to approve the Budget Adjustments by Sandi Cihlar, seconded by Mike Feirer. Motion carried, adjustments approved.
- 6. Discussion/possible action Ad hoc Policy Review Update
 - a. Policies presented and approved individually:
 - i. Major Contracts: Motion to approve by Danielle Yuska, seconded by Dora Gorski. Motion carried, policy approved.
 - ii. Finance Committee: Motion to approve by Sandi Cihlar, seconded by Danielle Yuska. Motion carried, policy approved.

- iii. Board Composition: Motion to approve by Danielle Yuska, seconded by Doug Machon. Motion carried, policy approved.
- iv. Annual Report: Motion to approve by Jim Hamption, seconded by Dora Gorski. Motion carried, policy approved.
- v. Advisory Committee Composition: Motion to approve by Will Hascall, seconded by Danielle Yuska. Motion carried, policy approved.
- 7. Motion/possible action Landline Infrastructure Decline
 - a. Sandi Cihlar speaks to the board regarding rural customers not having a reliable phone service.
 - b. No action taken.
- 8. Discussion/possible action Updates re: WI Rapids regional office lease and communications between WI Rapids Mayor and Wood County Corporation Council on behalf of Lowell Center tenants.
 - a. Doug Machon states the request to pursuit the resolution was completed.
 - b. No action taken.
- 9. Discussion/possible action Update on APS acquisition process
 - a. Jonette Arms refers to sections of her ED report addressing the investigation progress with North Central Health Care and the four counties.
 - i. Discussion regarding the next steps and conversations with the four counties requested previously by the ADRC-CW board.
- 10. Executive Director's Report 2019 Goals Review and Accomplishments and recommendation
 - a. This item was number 11 on the agenda.
 - b. Jonette Arms highlights several items in the ED report on which the board had requested information.
 - i. Wausau parking lot status, Quality report, CHE classes, volunteers, and advocacy meetings.
 - c. Full report in packet.
 - d. No action taken.
- 11. Discussion/possible action Presentation on Disability Services, Funding and Resources by Supervisor, Office for Physical Disabilities and Independent Living, Bureau of Aging and Disability Resources, Wisconsin Department of Health Services
 - a. This item was number 10 on the agenda.
 - b. Lisa Sobczyk and Emily Gilbertson provide information and resources to the board regarding services and funding sources and restrictions.
- 12. Motion to convene in closed session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, namely, the performance evaluation of the Executive Director of the ADRC of Central Wisconsin.
 - a. Motion by Danielle Yuska, seconded by Dona Schwichtenberg. Roll call taken, all approved, meeting in closed session at 11:25 am.

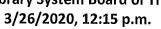
- 13. Motion to reconvene in open session pursuant to Wis. Stats. 19.85(2) immediately following the closed session.
 - a. Motion by Jim Hampton, seconded by Sharon Rybacki. Meeting resumed in open session at 12:15 am.
 - b. Motion to accept the Executive Director performance review by Dick Hurlbert, seconded by Dona Schwichtenberg. Motion carried, review approved.

14. Adjournment:

a. Motion to adjourn by Danielle Yuska, seconded by Dona Schwichtenberg. Motion carried, meeting adjourned at 12:20 am.

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South Central Library System Board of Trustees Minutes 3/26/2020, 12:15 p.m.





4610 S. Biltmore Lane, Suite 101, Madison, WI 53718 Meeting held remotely via BlueJeans

Action Items:

Approved Executive Committee actions Approved to halt the review of bills by on site trustee

Present: N. Brien, F. Cherney, P. Cox, N. Foth, M. Furgal, J. Healy-Plotkin, M. Hokamp, N. Long, M. Meloy, K.

Michaelis, M. Nelson, P. Nelson, G. Poulson, T. Walske, A. Weier, C. Whitsell, K. Williams

Absent:

Excused: J. Honl Recorder: H. Moe

SCLS Staff Present: K. Goeden, M. Van Pelt, C. Baumann

Call to Order Time: 12: 15 p.m. J. Healy-Plotkin, President

a. Introduction of guests/visitors: Corey Baumann, Delivery Coordinator, was introduced.

b. Changes/additions to the agenda: None

c. Requests to address the Board: None

Approval of previous meeting minutes: 2-27-2020 Board Minutes, 3/18/2020 Executive Committee minutes

a. Motion: N. Long moved approval of the 2/27/2020 Board minutes. A. Weier seconded.

b. Changes or corrections: None

c. Vote: Motion carried.

a. Motion: P. Cox moved approval of the 3/18/2020 Executive Committee minutes.

G. Poulson seconded.

b. Changes or corrections: None

c. Vote: Motion carried.

Bills for Payments: K. Goeden noted the Bills for payment amount is \$180,752,68

a. Motion: N. Foth moved approval of the bills for payment. Motion seconded.

b. Discussion: None

c. Vote: Motion carried.

Financial Statements: Kerrie G gave a quick review of the financial statements.

Presentation: None

Committee Reports:

a. Advocacy: A. Weier noted ALA has asked folks to thank representatives for supporting libraries during this time. Senator Baldwin signed the appropriations letter. National Library Legislative Day in D.C. and the ALA annual conference have been cancelled.

Action Items:

- a. Approval to Ratify Executive Committee Actions
 - i. Motion: N. Long moved approval. A. Weier seconded.

- ii. Discussion: M. Van Pelt noted the committee was presented with two proposed changes to the Employee Handbook regarding building closure and working remotely as well as calling in absent due to health or medical reasons. Under severe weather and emergency conditions, a facility closure is defined as the building is closed and employees are not able to work remotely. Declared emergency conditions was added as well as in the event it is deemed necessary to close a facility for an emergency condition, employees who have the ability to work remotely will continue to work in remote status. The other area changed was under "calling in absent due to health or medical reasons". If an employee is sick for more than 3 consecutively scheduled days, they are required to submit a written statement from a physician for their absence. The added change is "unless waived by the department supervisor or director".
- iii. Motion: Motion carried.

b. Approval to Halt the review of bills by on site trustee

- i. Motion: N. Foth moved approval. M. Nelson seconded.
- ii. Discussion: Having a trustee review the bills for payment is not required nor does any other system request this from their trustees. N. Long inquired whether there should there be a time limit on the halting of reviewing the bills. This will be an indefinite hold until the board can meet in person and it is discussed again.
- iii. Motion: Motion carried.

SCLS Foundation Report: T. Walske and M. Van Pelt met to discuss fund raising through local restaurants. This has been put on hold for now because of the pandemic.

System Director's Report: M. Van Pelt noted The Madison Community Foundation donated \$50,000 to the Advantage OverDrive account and SCLS has contributed an additional \$10,000 from the general contingency to the account as well. The SCLS directors agreed to allocate more money to Advantage from SCIDS and individual libraries were invited to contribute to Advantage OverDrive too. WI Dells contributed an extra \$200 toward the Advantage program. DPI is releasing \$250,000 of state LSTA funds to contribute to the statewide OverDrive pool. M. Van Pelt has sent a grant request to First Business Bank. The SCLS Foundation and SCLS home page have been updated to encourage people to donate directly to Advantage through PayPal. All libraries in SCSL are closed. We are planning to operate remotely until April 24^{th.} This date matches the Safer At Home order issued by Governor Evers. The staff is meeting every Monday morning via Bluejeans. System directors are meeting every Tuesday remotely and SCLS coordinators are meeting every Wednesday remotely.

Libraries are leaving their Wi-Fi open to enable patrons to use their internet in the library parking lot. *Internet Archive* has opened their resources for free and libraries are trying to help their members as much as possible. Libraries that did not have staff laptops could bring their public laptops to SCLS and our tech teams converted them to allow staff to work remotely. N. Long noted libraries allowing access to the Wi-Fi in library parking lots permits people to do their 2020 census on line.

- C. Baumann discussed what is happening in delivery. Decisions were made Monday March 13th to shut down delivery and the situation is being monitored. At some point return to service will occur and the facility floor currently has 650 totes filled with materials that was collected on Monday, which amounts to close to 20,000 items. The Delivery Committee will be meeting April 9th and will be discussing the pandemic and what to expect and how to resume services.
- K. Michaelis inquired if staff that are not able to work are getting paid. All full time staff are being paid as well as part time staff based on what they would regularly be scheduled to work.
- M. Nelson suggested the possibility of libraries allowing a couple days to get caught up prior to opening the libraries to patrons.

Discussion:

- a. Management Discussion & Analysis 2019 Audit Review: K. Goeden noted this is part of the annual audit done each year and the auditors update the numbers portion of the MD&A. M. Van Pelt and K. Goeden update the document for the "why" if there has been a change.
- A. Weier inquired about the pension which indicated "expenses exceeded employer's contributions". Is that anything to worry about? That information comes directly from the Dept. of Employee Trust funds, which discusses the performance of the retirement plan at a state level. N. Long asked what is a "discretely presented component unit". K. Goeden will contact the auditors for the answer. M. Nelson inquired if the Personnel Committee will be meeting via teleconference/Bluejeans to discuss the two hour wage study. Yes.
- b. System Effectiveness Statements: All libraries indicated yes on the annual report with one exception from the Middleton Public Library. SCLS will write a letter to the Middleton P.L. Board and Director and M. Van Pelt will follow up directly with the Director. The chair requested that M. Van Pelt provide follow up after communicating with Middleton.

Administrative Council (AC) Report: The All Directors Meeting was held 3/19/2020. You may view the minutes online.

Other Business: None

Information Sharing:

- K. Michaelis noted the document sent to Marathon County was really well done. She also noted the board should take the time to view the "Guide to Homelessness Services". All board members were provided the link via email.
- N. Brien inquired if libraries are letting the public know that Wi-Fi is available to patrons in the library parking lots, specifically to assist with education for kids without Internet. Libraries are letting people know through Facebook and their websites.
- J. Anderson is also sharing additional resources for school children and adults.
- K. Goeden noted the Middleton/Cross Plains school district provided free hot spots and Chrome books to school children without Internet access or computers.
- M. Meloy noted the parking lot Wi-Fi has been advertised at Madison College. She will be discussing Wi-Fi access with other MMSD librarians to figure out how to best serve the children. MMSD is also providing Chrome books to children without computers.

Stay safe and well. The next board meeting is April 23 and we will **not** be meeting in person. M. Van Pelt noted if the trustees are having trouble with Bluejeans, they may contact H. Moe to set up a time to test it.

Adjournment: 1:10 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt

BOT/Minutes/3-26-2020