

OPERATIONS COMMITTEE

DATE: Tuesday, January 5, 2021
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse
Room 114
400 Market St.
Wisconsin Rapids, WI

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. **County Clerk**
 - (a) Resolution – Amend 2020 Elections Budget
6. **Wellness**
 - (a) Wellness Coordinator Update
7. **Finance**
 - (a) Finance Department Update
 - (b) Carryover of CIP dollars for Edgewater Haven
 - (c) Resolution – Amend 2020 ATV and Snowmobile Program budgets
8. **HR**
 - (a) Resolution- creating grant funded positions in the Health Department
 - (b) Resolution- continuation of self-insured Worker's Compensation program
 - (c) Discuss Hiring Freeze and proposed procedure for staffing approval
9. Consider any agenda items for next meeting
10. Set next regular committee meeting date
11. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 146 266 8759

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mcc797933b84660a8110f1f8f2a4ed571>

Meeting number (access code): 146 266 8759

Meeting password: OP0105

OPERATIONS COMMITTEE MEETING MINUTES

DATE: Tuesday, December 1, 2020
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Conference Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Kim McGrath, Kelli Quinnell, John Peckham, Adam Fandre, Trent Miner, Al Thurber, Ed Newton, Amy Kaup, Lisa Keller, Heather Gehrt, Kim McGrath, Nick Flugaur, Reuben Van Tassel, Jordon Bruce, Marissa Laher,

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

There were no public comments.

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

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

Treasurer Gehrt presented two resolutions to sell tax deeded property. Gehrt gave background information on one of the properties located in Nekoosa that was relevant to the resolutions.

Motion (Rozar/Fischer) to approve both of the resolutions presented for the sale of tax deeded properties. Motion carried unanimously.

Gehrt explained that many municipal treasurers are not going to collect taxes in-person this year. She further explained that the majority of municipalities do not take credit card payments. Gehrt discussed the option of covering the fees associated with online credit card payments for tax payers so that the County could collect the taxes and then transfer the payments to municipalities without having to charge the processing fees back to the tax payer. Discussion ensued at length. The consensus of the Committee was that they would not move forward with covering the fees of online payments for taxes at this time due to the unknown volume of tax payers that would potentially utilize the system, resulting in an unknown cost to the County in fees.

Wellness Coordinator Fandre gave a brief updated of Wellness Program activities to the Committee.

Finance Director Thurber provided an update to the Committee on Finance activities. Thurber explained that he has been working on the justice center financial analysis and that he had the opportunity to tour the jail with Sheriff Becker and Jail Captain Ashbeck as well as review the study from the consultant. Wagner stated that he is working with Thurber and Human Resources Director McGrath to create a process/procedure to evaluate the efficacy and priority of positions within the County. Discussion ensued.

Thurber presented four 2020 budget reallocation resolutions. The resolutions were for the Human Services, Highway, Humane Officer, and UW Extension offices. Thurber explained that these budget reallocation resolutions are done every year.

Motion (Rozar/Fischer) to approve the four 2020 budget reallocation resolutions. Motion carried unanimously.

Supervisor Clendenning questioned why the budget allocation resolutions needed to come to the Operations Committee and could not go directly from the oversight committees to the County Board. Fischer stated that it is common practice that the resolutions come through the Operations Committee, however, there is no rule in writing regarding it. Discussion ensued.

Motion (Feirer/Pliml) to go into closed session at 9:29 a.m. pursuant to Wisconsin Stats. §19.85(1)(c) for the purpose of conducting the annual evaluations for the Human Resources Director and the Finance Director.

Roll call vote. Wagner: Yes; Rozar: Yes; Pliml: Yes; Fischer: Yes; Feirer: Yes. Motion carried.

Motion (Rozar/Fischer) to return to open session at 9:55 a.m. Motion carried unanimously.

Agenda items for next meeting: Carryover of CIP project at Edgewater

The next regular Committee meeting is scheduled for January 5, 2021 at 9:00 a.m.

Chair Wagner adjourned the meeting at 10:00 a.m.

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



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – January 2021

- I am conducting chief election inspector baseline training in January. These are trainings sponsored and sanctioned by the Wisconsin Elections Commission. I have scheduled 3 sessions with two being held here at the courthouse and one at the Pittsville Community Center on a Saturday morning. I am limiting the participation to 10 at each session and masks will be required. This should get our municipalities through the Spring Election season. I am also doing 2 sessions for Portage County as well. These will all be completed during the month of January.
- Speaking of Spring Elections, we are well underway. The deadline for the candidates who circulate nomination papers will be the day of your meeting at 5:00 p.m. Those towns that use the caucus method of nomination have until the end of the month to hold those meetings. At this point, we do not know if we will have a spring primary or not. Stay tuned.
- To date, there are two referendums to be included on the April ballot. One of them, of course, is the advisory county question that was moved on at the December County Board meeting. The Village of Rudolph also has a levy limit exemption question also moving forward. There may be a school referendum coming as well, but has not been filed in my office as of yet. The deadline for placing questions on the ballot is January 27th.
- I have a Red Cross blood drive scheduled for Friday, January 29th here at the Courthouse. The need for blood never subsides, especially during a pandemic, so we are thankful to all of those donors, and to the supervisors that allow their employees the time to donate. We are CERTAINLY more than happy to schedule any county board supervisor who wishes to take part! Yes, that was a not-so-subtle hint. Just give me a call, and we can get you scheduled.
- I will be presenting a budget resolution for the Elections budget at your meeting and will have information in that regard in the packet for your review. I will attend this meeting virtually to answer any questions you may have on the subject.
- On a related note, we were successful in obtaining the CARES grant for additional county election expenses related to the pandemic. The award amount was \$10,000.
- And, one last thing.....because I know he reads the county board packet yet.....Happy Birthday to former County Board Supervisor & Chair, and, most importantly, County Clerk Anthony Ruesch! He will be 94 years young on County Board day. I still go to Tony from time to time for advice and his vast historical knowledge of everything Wood County. It is always a good day when I get an email from him!



Wood County

WISCONSIN

Finance Department

Allen Thurber
Finance Director

Date: January 5, 2021

Subject: Finance Department Update
December, 2020

To: Operations Committee

From: Al Thurber

Departmental Activities

- Year-end procedures.
- Budget upload to Dynamics.
- Setting up recurring entries for 2021.
- Fixed asset system update.
- Preparation and assisting departments with budget reconciliation resolutions.
- Staff performance evaluations.
- Developed draft personnel changes report.
- Preliminary audit discussions with Wipfli.
- Preliminary work on fund handbook.
- Discussions with Baird on justice center financing and 2021 bonding issues.
- Prepare for year-end accounts payable roll forward.
- Prepare for year-end payroll roll forward.

Ongoing/Upcoming Projects

- Develop proposal with options to balance 2022 budget.
- Model impact of new justice center on operating expenses, operating levy and debt levy.
- Annual review of all fund balances.
- Standardize quarterly financial reporting package for operations committee.
- Year-end procedures.
- 2020 Audit and CAFR preparation.
- Creation of a fund handbook.
- Continue to refine Questica – improve current reports, create new reports, training, so we can get the most out of this powerful tool.
- Refresh of Capital Improvement Plan and determine borrowing needs.
- Review of all financial policies – prioritize needs for new policies.
- Staff development - succession planning.
- Strategic financial plan.

Meetings, Webinars and Conferences

- Attended Village of Auburndale TIF District Joint Review Board meeting.
- Self-study courses (primarily through GFOA).



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

December 30, 2020

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – December 2020

Human Resources Activity

	December 2020	2020 Year-to-Date
Applications Received	82	4,034
Positions Filled	5	200
Promotions/Transfers	2	35
New Hire Orientations	5	120
Terminations, Voluntary	5	122
Terminations, Involuntary	1	23
Retirements	4	16
Exit Interviews	6	47

Human Resources Narrative

General Highlights

1. We continue the post-Compensation and Classification Study Appeals Process in which employees were able to request an appeal to the grade placement of their position. Patrick Glynn was onsite December 8th to review the formal appeals. As a few appeals require additional information before completion, final recommendations will be brought to the Operations Committee at their February meeting.
2. Began the process of completing the EEOP Certification Form and process through the Office of Justice Programs, Office for Civil Rights. The EEOP certification process was designed by the Department of Justice to assist recipients of financial assistance with meeting civil rights reporting requirements.
3. With regards to a former Wood County employee appealing their termination, Human Resources is in the process of updating the list of available Impartial Hearing Officers to serve, if selected, to hear the grievance.

Meetings & Trainings

1. Attended the Operations Committee Meeting on December 1st.
2. Attended the Property & Information Technology Committee Meeting on December 7th.
3. Attended the Public Safety Committee Meeting on December 14th.
4. Attended County Board on December 15th.
5. Attended the weekly COVID-19 calls facilitated by Emergency Management.

6. Held individual staff evaluations to discuss and provide updates on the department's progress towards our 2020 goals and identified individual 2021 goals.
7. Held the monthly conference call with The Horton Group on December 2nd to discuss various benefit topics including Open Enrollment.
8. Staff attended various meetings including:
 - a. SPAHRA Board Meeting on December 2nd
 - b. Creating a Resilient Workplace Culture webinar with SHRM on December 17th
 - c. Wellness Committee Meeting on December 8th.
 - d. COVID Workplace FAQ Virtual meeting through CWSHRM on December 11th.
 - e. Vaccinations: What Employers Need to Consider webinar with The Horton Group on December 17th.

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, Stop Loss Admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Fund Balance document for November.
5. Tracked hours used under the FFCRA and processed approvals.
6. Tracked vacation accruals lost during bi-weekly accruals for essential departments due to reaching the maximum hours. This is due to the COVID-19 pandemic and many departments having to restrict staff vacation and/or time off.
7. Assisted multiple employees with open enrollment election questions.
8. Updated employee enrollments on the vendor websites for Anthem, Delta Dental, Superior Vision, Mutual of Omaha and TASC.
9. Worked with multiple employees with questions on retirement and PEHP.
10. Processed COBRA notifications for children on the health plan reaching age 26.
11. Transferred sick hours to catastrophic sick account for all hours over 100 days.
12. Ran and submitted health enrollment reports to BlueWater for ACA reporting and 1095 form completion.

Recruitment

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

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Clerk of Courts	Court Clerk	Position posted, applications reviewed, interviews conducted, final candidate selected, references complete, offer extended and accepted. Filled 1/11/2021.
New – Approved by County Board	Criminal Justice	Case Manager	Job description developed, position posted, applications being reviewed. Deadline

			12/22/2020. Interviews being conducted 12/23/2020.
New - Approved by County Board	Criminal Justice	Administrative Support	Job description developed, position posted, applications being reviewed. Deadline 12/22/2020. Interviews being conducted 12/23/2020.
New – Approved by County Board	Criminal Justice	Program Specialist	Job description developed, position posted. Deadline 12/22/2020.
Replacement	District Attorney	Legal Administrative Assistant	Position posted, applications reviewed. Interviews conducted 12/1/20, final applicant withdrew. Reposted, deadline 1/3/2021.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 1/24/2021.
Replacement	Edgewater	Certified Dietary Supervisor	Position posted, applications being reviewed, deadline 12/21/2020.
Replacement	Emergency Management	Work Relief Shop Coordinator	Position posted, deadline 1/3/2021.
Replacement	Health	Public Health Nurse	Position posted, applications being reviewed, deadline 1/10/2021
Replacement	Health	WIC-Health Educator/ Nutritionist	Position posted, applications reviewed, interviews conducted. Final candidate selected, references and background completed. Offer extended and accepted. Filled 12/7/2020.
Replacement	Health	Environmental Health Supervisor	Position posted, applications being reviewed, deadline 12/27/2020.
Replacement	Highway	Administrative Services	Position posted, applications reviewed, interviews held. Final candidate selected, in process of conducting references 12/18/2020.
Replacement	Highway	Truck Operator	Position posted, deadline 1/3/2021.
Replacements	Human Services	Social Worker – Initial Assessment (1)	Vacancy is on hold due to hiring freeze.
Replacement	Human Services	Secretary – Marshfield City Hall	Vacancy is on hold due to hiring freeze.
Replacements	Human Services	Bus Driver (One casual, one full-time)	Positions posted, deadline 1/10/2021.
Replacement	Human Services	Family Interaction Workers (2)	Position posted, deadline 1/3/2021.
Replacement	Human Services	CCS/CSP Service Facilitator	Position posted, deadline 12/20/2020.
Replacement	IT	IT Intern	Position posted, interviews conducted, final candidate selected. References and background completed. Filled 1/5/2021.
Replacement	Land Conservation	Engineering Technician	Position posted, deadline 1/3/2021.
Replacement	Maintenance	Maintenance Technician II	Position posted, interviews conducted, final candidate selected. Filled internally 1/4/2021.
New/Replacement	Norwood	COTA, Occupational Therapist, Therapy Asst., Dietary Aide, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood.

Replacement	Norwood	Receptionist (Casual)	Position posted, deadline 12/28/2020.
Replacement	Norwood	Payroll/Scheduler	Position posted, deadline 12/28/2020.
Replacement	Norwood	Cook – Full-Time	Position posted, deadline 12/28/2020.
Replacements	Sheriff	Part-time Deputies (Reserves)	Position continually posted, deadline 1/18/2021. Eligibility list being established.
Replacement	Sheriff	Corrections Officer – FT	Position filled through eligibility list, 11/30/2020.
Eligibility List	Sheriff	Corrections Officer – Casual/FT	Position posted, deadline 1/31/2021.
Replacement	Sheriff	Deputy Sheriff	Position posted. Civil Service Commission & Sheriff's Department reviewing applications. One position filled with internal candidate, establishing eligibility list.

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms (expected completion is January 2021).
2. Managed open claims with Aegis throughout the month.
3. Continuing process of updating various insurance policies with Aegis/County Mutual and other providers.

NEW Workers' Compensation Claims (5)

1. 11/16/20 – Highway – Employee injured L shoulder assembling culvert (initially reported as First Aid only).
2. 11/25/20 – Highway – Employee suffered lower back sprain/spasms using tool in Highway Shop.
3. 12/2/20 – Highway – Employee twisted R knee in ditch placing snow fence.
4. 12/7/20 – Edgewater – Employee injured lower back/R wrist lifting resident from floor.
5. 12/7/20 – Edgewater – Employee injured L shoulder lifting resident from floor.

OPEN Workers' Compensation Claims (5)

1. 8/4/20 – Highway – Employee fractured L elbow in fall at asphalt plant (surgery required).
2. 8/18/20 – Highway – Patrol truck tailgate dropped onto employee's R foot on roadside after it became detached from truck bed.
3. 8/22/20 – Sheriff's Rescue – Employee injured R knee at accident scene performing extrication (surgery required).
4. 9/3/20 – Highway – Employee strained lower abdominal muscles pulling posts at roadside (surgery required)
5. 11/13/20 – Sheriff's (Jail) – Employee was struck in the face while attempting to restrain combative inmate.

CLOSED Workers' Compensation Claims (2)

1. 10/10/20 – Sheriff's Rescue – Employee had bloodborne pathogen exposure from lacerated forearm at accident scene.
2. 10/19/20 – Sheriff's – Employee contracted COVID-19 while in close contact during field training (delayed reporting).

First Aid Injuries (2)

1. 12/6/20 – Sheriff's – Employee injured R hand while dealing with combative individual.
2. 12/14/20 – Highway – Employee injured L side stepping in hole at Pittsville salt shed.

Property/Vehicle Damage Claims (0)

Liability Claims (0)

OPEN EEOC/ERD Claims (3)

1. 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4, 2019 Counsel submitted the County's Reply Brief in Opposition to the Petition for Review.
2. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our position statement was submitted to the Equal Rights Division by counsel on July 1, 2020.
3. 12/9/20 – Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our response and position statement is currently being drafted by counsel and is due on January 11, 2021.

Notice of Circumstances of Claim (1)

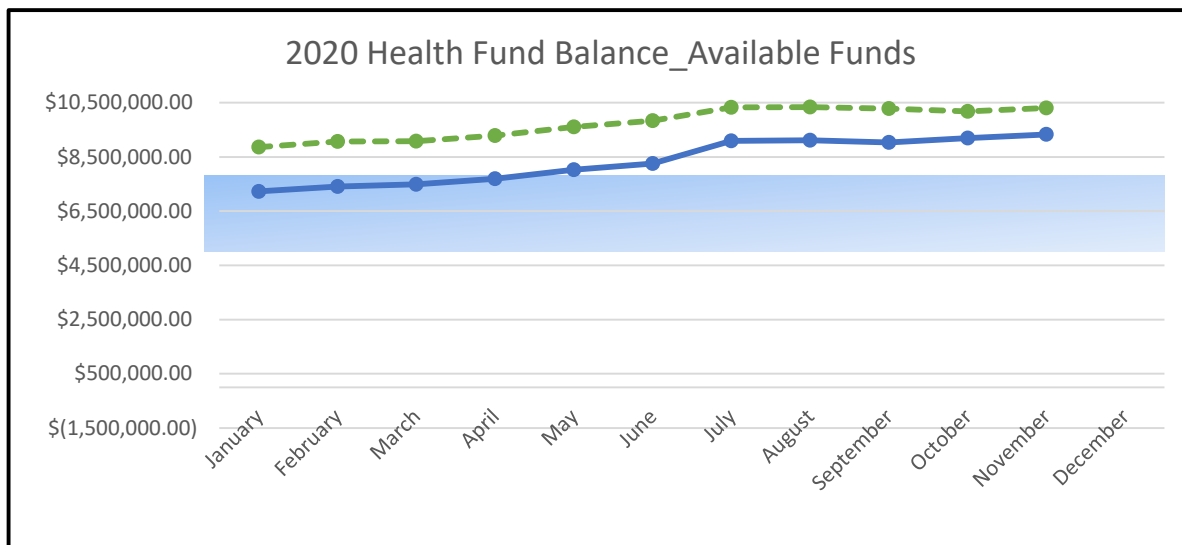
1. 9/8/20 - We received notice of a former Wood County employee seeking damages related to the denial of Post Employment Health Plan benefits.

Other

1. Distributed updated lists to Department Heads with performance evaluations that need to be completed prior to the December 18th deadline.
2. Worked with UI to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
3. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
4. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
5. Facilitated New Hire Orientation on November 30th and December 7th and 21st including meeting with casual staff on separate occasions to complete new hire paperwork.
6. Conducted exit interviews on December 1st, 2nd, 15th, and 16th including the benefit and payout information.
7. Completed the 4th Quarter Random DOT Drug testing selection/results received.
8. Reconciled and processed the November Unemployment Insurance payment.
9. Reconciled October and November Work Comp claims.
10. Responded to various verifications of employment.
11. Replied to multiple requests from surrounding counties with varied information.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

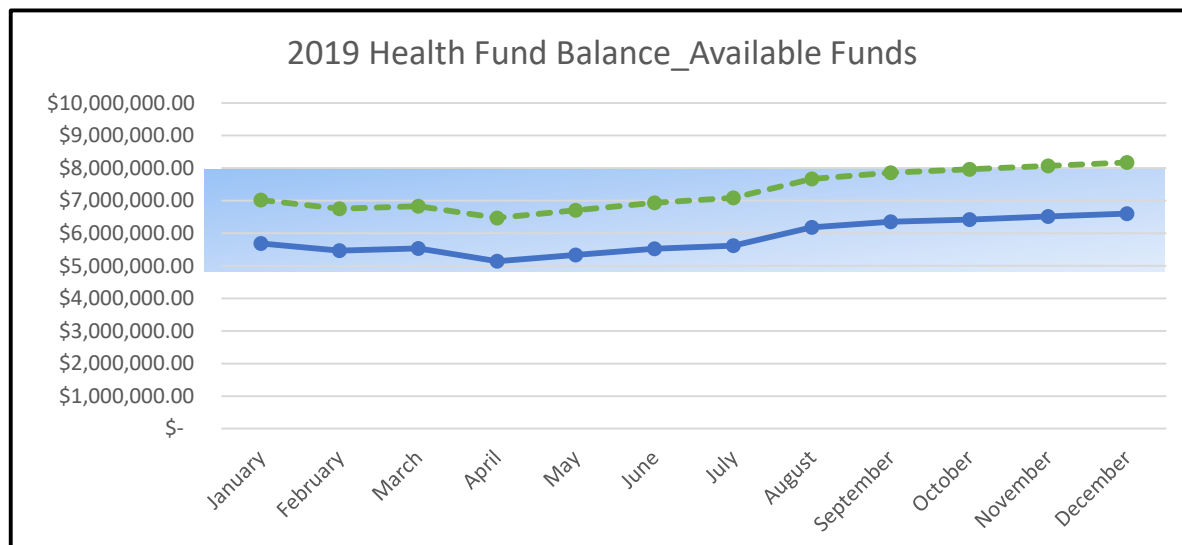
Health Fund Reserve Fund Balance

Months	2020		2019	
	Total	Available	Total	Available
January	\$ 8,859,244.13	\$ 7,228,926.49	\$ 7,021,371.56	\$ 5,685,137.45
February	\$ 9,064,996.83	\$ 7,409,523.04	\$ 6,755,901.70	\$ 5,469,001.54
March	\$ 9,079,691.15	\$ 7,488,748.95	\$ 6,834,145.97	\$ 5,529,400.66
April	\$ 9,279,880.64	\$ 7,691,704.49	\$ 6,472,162.23	\$ 5,141,045.93
May	\$ 9,599,909.66	\$ 8,026,137.54	\$ 6,701,880.37	\$ 5,329,290.53
June	\$ 9,840,229.19	\$ 8,254,329.92	\$ 6,935,298.36	\$ 5,526,859.63
July	\$ 10,321,385.10	\$ 9,087,944.61	\$ 7,088,744.49	\$ 5,617,057.79
August	\$ 10,335,598.89	\$ 9,112,572.26	\$ 7,670,878.32	\$ 6,182,575.07
September	\$ 10,276,396.74	\$ 9,033,305.33	\$ 7,858,325.78	\$ 6,358,024.31
October	\$ 10,175,941.90	\$ 9,194,424.53	\$ 7,964,236.62	\$ 6,416,974.66
November	\$ 10,306,696.67	\$ 9,326,076.42	\$ 8,073,695.68	\$ 6,514,699.74
December			\$ 8,173,200.57	\$ 6,603,418.96



2020 Total Balance - Dashed Line

2020 Available Funds - Solid Line



2019 Total Balance - Dashed Line

2019 Available Funds - Solid Line

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



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—JANUARY 2021

1. Attended Executive Committee meeting on December 1.
2. Attended Land Information Council Meeting on December 8.
3. Attended County Board on December 15.
4. All Statement of Taxes were due to the Department of Revenue by December 21 and a copy submitted to the county. I have one municipality that did not submit theirs until December 28. I have been busy compiling the numbers to make sure all tax rolls are in agreement and amending the incorrect ones. I then resubmit them to the State and forward a corrected copy to the municipal clerks.
5. The Deputy Treasurer and I have been busy helping out the City of Wisconsin Rapids in tax collections by going to City Hall to help in entering mail/drop off tax payments as they have an upcoming retirement and are down a floater for tax collections. We were asked to assist again later this month.
6. Due to the pandemic, the office has been very busy answering phone calls after constituents received their tax bills and had questions on who is open and how to pay. People are paying the County and we have been very busy redirecting these payments either by mail or ACH payments to the correct municipality. We are not sure if it is because the municipalities said they were closed and only accepting payments by mail that people are trying to pay the county.
7. Also, with some of the municipalities not collecting taxes in person, the lottery credit program is getting harder to administer in guaranteeing that the forms are being mailed by the municipalities or returned to the county by the qualifying person.
8. Sales Tax is still really strong. We are still a little over \$300,000 of where we were at this time last year with a month of reporting left. Going with the State numbers Wood County ended the year with an increase of over 6.7% versus 2019. I would expect around the same results and will bring to the Committee in February.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – January 2021

- December 21 marked the beginning of the final week of the Quarter 4 Wellness Challenge, *Bounce Back*. Although not much feedback has been received, the feedback I have received so far has been extremely positive. Points will be awarded appropriately by the end of 2020.
- I have continued to work with various Wood County locations/departments to reserve rooms and get other behind-the-scenes work completed for the upcoming biometric screenings in early 2021. Everyone has been more than accommodating. Currently, I have 11 tentative dates set between January 1 and March 31 with an additional backup date if needed.
- Much of this past month has been focused on wrapping up the various 2020 wellness activities. I have been performing audits on participants, double-checking points have been awarded correctly, pulling reports, sending reminder emails, etc. In the start of 2021, I will get a finalized list of how many participants earned the health insurance premium discount in addition to the bronze, silver, and gold wellness packages. This will also be the time I do the prize drawings. Cash incentives earned are tentatively set to go on the January 14, 2021 paycheck.
- I have continued to prepare the 2021 wellness portal for participants. As you know, the Wellness Program's point structure and activities will remain relatively unchanged apart from a few minor tweaks to various activities to improve the user-experience and make it more intuitive and user-friendly.
- The Wellness Committee and I met on December 8 and as always, they continue to provide valuable feedback and suggestions. This next year will interesting as things (hopefully) begin to return to somewhat normal. As I mentioned last month, one of the hardest parts about this year was keeping employees engaged year-long with many working from home. Our primary focus right now is finding different ways to keep employees involved so there is continued year-long participation in the Wellness Program.
- As a result of many participants still unable to schedule routine eye exams, dental exams, and/or annual well check-ups due to the pandemic, an additional game-show style activity in a question-and-answer format has been created to help offset these missing points.

COUNTY BOARD CLAIMS

November-20

Nov-20

Paid December 2020

CLAIMANT	MONTH		PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Robert Ashbeck	November-20		300.00	71.30		\$371.30
Allen Breu	November-20		365.00			\$365.00
William Clendenning	November-20		715.00	24.15		\$739.15
Ken Curry	November-20		415.00	12.07		\$427.07
Michael Feirer	November-20		365.00	73.60		\$438.60
Adam Fischer	November-20		560.00	201.25		\$761.25
Jake Hahn	November-20		365.00	62.10		\$427.10
Brad Hamilton	November-20		300.00	0.00		\$300.00
John Hokamp	November-20		300.00	8.63		\$308.63
David La Fontaine	November-20		300.00	125.92		\$425.92
Bill Leichtnam	November-20		565.00	41.40		\$606.40
Lance Pliml	November-20		850.00	11.50		\$861.50
Dennis Polach	November-20		300.00	0.00		\$300.00
Donna Rozar	November-20		380.00	82.80		\$462.80
Lee Thao	November-20		300.00	4.60		\$304.60
Laura Valenstein	November-20		300.00			\$300.00
Ed Wagner	November-20		315.00	113.85		\$428.85
William Winch	November-20		300.00	37.95		\$337.95
Joe Zurfluh	November-20		300.00	18.97		\$318.97
Carmen Good	November-20		50.00	20.13		\$70.13
			\$7,645.00	\$910.22	\$0.00	\$8,555.22

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: December 2020

For the range of vouchers: 06200197 - 06200209

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06200197	CENTER FOR INTERNET SECURITY INC	Election Grant - Albert Fee	11/30/2020	\$10,680.00	P
06200198	OFFICE ENTERPRISES INC	Sealing Brush - Mail Machine	11/25/2020	\$36.85	P
06200199	AMAZON CAPITAL SERVICES	Air Purifier	11/27/2020	\$225.99	P
06200200	VERIZON	Monthly Modem Fee	11/19/2020	\$237.30	P
06200201	STAPLES ADVANTAGE	CREDIT - Recount Supplies	11/20/2020	(\$7.56)	P
06200202	STAPLES ADVANTAGE	CREDIT - Recount Supplies	12/01/2020	(\$19.92)	P
06200203	STAPLES ADVANTAGE	CREDIT - Recount Supplies	12/01/2020	(\$77.82)	P
06200204	STAPLES ADVANTAGE	CREDIT - Recount Supplies	12/01/2020	(\$78.11)	P
06200205	MARYANN LIPPERT CONSULTANT LLC	Consulting Services	12/02/2020	\$2,725.00	P
06200206	AMAZON CAPITAL SERVICES	Office Supplies	12/15/2020	\$11.99	P
06200207	WISCONSIN MEDIA	VAR ADS 11/1 - 11/30/2020	12/21/2020	\$509.02	P
06200208	UNITED MAILING SERVICE	MAIL FEES 11/1 - 30, 2020 UMS	12/21/2020	\$981.88	P
06200209	VERIZON	Monthly Modem Fee	12/28/2020	\$228.08	
Grand Total:				\$15,452.70	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: DECEMBER 2020

For the range of vouchers: 14200249 - 14200271

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14200249	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/02/2020	\$66.64	P
14200250	AMT	GARNISHMENT PAYMENT	12/03/2020	\$274.00	P
14200251	BLITT AND GAINES PC	GARNISHMENT PAYMENT	12/03/2020	\$248.47	P
14200252	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	12/03/2020	\$4,148.21	P
14200253	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	12/03/2020	\$4,001.50	P
14200254	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	12/03/2020	\$2,271.96	P
14200255	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	12/03/2020	\$73.64	P
14200256	TRUE IT LLC	DYNAMICS EONE ENHANCEMENT	12/09/2020	\$510.00	P
14200257	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	12/09/2020	\$3,510.00	P
14200258	AMAZON CAPITAL SERVICES	DRY ERASE BOARD	12/06/2020	\$169.50	P
14200259	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/10/2020	\$15.98	P
14200260	AMT	GARNISHMENT PAYMENT	12/17/2020	\$274.00	P
14200261	BLITT AND GAINES PC	GARNISHMENT PAYMENT	12/17/2020	\$250.53	P
14200262	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	12/17/2020	\$2,274.79	P
14200263	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	12/17/2020	\$4,002.41	P
14200264	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	12/17/2020	\$4,136.49	P
14200265	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	12/17/2020	\$73.64	P
14200266	AMT	GARNISHMENT PAYMENT	12/30/2020	\$274.00	
14200267	BLITT AND GAINES PC	GARNISHMENT PAYMENT	12/30/2020	\$277.15	
14200268	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	12/30/2020	\$73.64	
14200269	AMAZON CAPITAL SERVICES	1099 FORMS & ENVELOPES	12/23/2020	\$158.94	
14200270	CLIFTON LARSON ALLEN LLP	ACCOUNTING CONSULTATION SVCS	12/22/2020	\$27,000.01	
14200271	TRUE IT LLC	DYNAMICS SUPPORT	10/05/2020	\$200.00	
Grand Total:				\$54,285.50	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: DECEMBER 2020

For the range of vouchers: 17200098 - 17200109

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17200098	LEADINGAGE WISCONSIN	LeadingAge 2020 Survey	11/11/2020	\$150.00	P
17200099	STAPLES ADVANTAGE	Office Supplies	12/01/2020	\$21.04	P
17200100	HORTON GROUP INC THE	Consulting Fees - Dec 2020	12/04/2020	\$2,083.33	P
17200101	WI DEPT OF WORKFORCE DEVELOPMENT	Nov 2020 Unemployment Charges	12/01/2020	\$4,931.41	P
17200102	NORTHWOODS LASER & EMBROIDERY	Retirement Plaques	12/11/2020	\$74.25	P
17200103	DIETRICH VANDERWAAL SC	Legal Fees	12/02/2020	\$1,460.00	P
17200104	UW HEALTH	Medical Charges Post-Runout	12/15/2020	\$15,882.00	P
17200105	CARLSON DETTMAN CONSULTING	Compensation Study Excess JDQs	11/12/2020	\$8,750.00	P
17200106	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	11/17/2020	\$600.00	P
17200107	NORTHWOODS LASER & EMBROIDERY	Retirement and Service Plaques	12/19/2020	\$279.25	P
17200108	NATIONWIDE TRUST CO FSB	PEHP	12/17/2020	\$19,501.15	P
17200109	US BANK	P Card Charges	12/17/2020	\$234.05	
Grand Total:				\$53,966.48	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: DECEMBER 2020

For the range of vouchers: 23200043 - 23200055

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23200043	RELEASE GUARD	Underground Storage Liability	12/07/2020	\$1,270.00	P
23200044	WI COUNTY MUTUAL INS CORP	2021 Excess Work Comp	12/03/2020	\$63,069.00	P
23200045	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	12/02/2020	\$4,128.00	P
23200046	AEGIS CORPORATION	Position Schedule Bond	11/10/2020	\$1,505.00	P
23200047	ALLIED 100 LLC	BLS/CPR Updated Materials- EW	12/03/2020	\$215.00	P
23200048	ALLIED 100 LLC	BLS/CPR Updated Materials	11/17/2020	\$295.00	P
23200049	DWD BUREAU OF FINACE	FY 2021 WC General Assessment	12/04/2020	\$183.00	P
23200050	WI COUNTY MUTUAL INS CORP	2021 Gen & Auto Liab Prem 1	12/11/2020	\$183,383.00	P
23200051	WI COUNTY MUTUAL INS CORP	2021 Deductible Fund Deposit	12/11/2020	\$94,500.00	P
23200052	WI COUNTY MUTUAL INS CORP	EW Nursing Home Liab 2021	12/11/2020	\$18,222.00	P
23200053	WI COUNTY MUTUAL INS CORP	Comm Prop & Auto Prem 2021	12/15/2020	\$103,672.00	P
23200054	AEGIS CORPORATION	Crime Policy	12/15/2020	\$1,910.00	P
23200055	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad #24	12/18/2020	\$2,226.12	P
Grand Total:				\$474,578.12	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: DECEMBER 2020

For the range of vouchers: 28200330 - 28200355

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28200330	CITY OF MARSHFIELD	NOVEMBER SPECIAL CHARGES	12/02/2020	\$281.48	P
28200331	CITY OF NEKOOSA TREASURER	NOVEMBER SPECIAL CHARGES	12/02/2020	\$9,318.09	P
28200332	CITY OF WISCONSIN RAPIDS	NOVEMBER SPECIAL CHARGES	12/02/2020	\$1,515.71	P
28200333	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/02/2020	\$50.45	P
28200334	TOWN OF PORT EDWARDS	NOVEMBER SPECIAL CHARGES	12/02/2020	\$307.67	P
28200335	TOWN OF REMINGTON	NOVEMBER SPECIAL CHARGES	12/02/2020	\$421.92	P
28200336	TOWN OF SARATOGA	NOVEMBER SPECIAL CHARGES	12/02/2020	\$127.92	P
28200337	TOWN OF GRAND RAPIDS	NOVEMBER SPECIAL CHARGES	12/02/2020	\$875.35	P
28200338	VILLAGE OF PORT EDWARDS TREAS	NOVEMBER SPECIAL CHARGES	12/02/2020	\$166.10	P
28200339	VILLAGE OF RUDOLPH	NOVEMBER SPECIAL CHARGES	12/02/2020	\$518.38	P
28200340	WI DEPT OF ADMINISTRATION	NOVEMBER WI LAND INFO	12/02/2020	\$9,044.00	P
28200341	CITY OF MARSHFIELD	TAX DEED SPECIALS	12/22/2020	\$3,953.00	P
28200342	CITY OF MARSHFIELD	TAX DEED SALE 2020 TAXES	12/22/2020	\$3,006.92	P
28200343	NIKOLAI CONSTRUCTION	TAX OVERPAYMENT REFUND	12/22/2020	\$15.98	P
28200344	STATE OF WISCONSIN TREASURER	NOV CLERK OF COURTS REVENUES	12/22/2020	\$115,522.45	P
28200345	TOWN OF RUDOLPH	TAX DEED SALE 2020 TAXES	12/22/2020	\$11.53	P
28200346	VALLEY COMMUNITIES CREDIT UNION	TAX OVERPAYMENT REFUND	12/22/2020	\$46.18	P
28200347	VILLAGE OF ARPIN TREASURER	TAX DEED SALE 2020 TAXES	12/22/2020	\$56.28	P
28200348	WISCONSIN DEPT OF REVENUE	DEL LOTTERY CREDIT DUE STATE	12/22/2020	\$127.81	P
28200349	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	12/22/2020	\$30.00	P
28200350	WOODTRUST BANK	NOVEMBER MONTHLY SERVICE FEES	12/22/2020	\$290.44	P
28200351	CARRINGTON MORTGAGE SERVICES	TAX OVERPAYMENT REFUND	12/28/2020	\$8.93	
28200352	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIALS	12/28/2020	\$1,601.00	
28200353	CITY OF WISCONSIN RAPIDS	TAX DEED 2020 TAXES	12/28/2020	\$1,212.25	
28200354	EO JOHNSON COMPANY INC	FOLDING MACHINE	12/28/2020	\$2,389.00	
28200355	US BANK	OFFICE SUPPLIES	12/28/2020	\$65.18	
Grand Total:				\$150,964.02	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: DECEMBER 2020

For the range of vouchers: 34200013 - 34200014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34200013	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	12/01/2020	\$6,667.50	P
34200014	ASPIRUS OCCUPATIONAL HEALTH	Aspirus Flu Vaccine Assistance	12/01/2020	\$418.75	P
Grand Total:				\$7,086.25	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

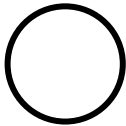
Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM# 1-
DATE January 19, 2021
Effective Date Upon Passage & Publication

TDM

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

INTENT & SYNOPSIS: To amend the 2020 County Clerk – Elections budget for unanticipated revenues and expenditures unanticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The additional expenses are funded by increased revenues and the designated fund balance for Elections. The adjustment to the budget is as follows:

		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			

Function	Account Name	Debit	Credit
46141	Elections – Public Charges	\$63,620	
34300	Fund Balance - Designated	\$18,380	
51440	Elections		\$82,000

WHEREAS, the Elections budget incurred higher expenses due to increased absentee ballot costs, grant funded projects and increased revenues that were not anticipated in the 2020 budget, and,

WHEREAS, the overage for expenses is paid for by an overage in revenues and by using designated fund balance that was set up strictly for funding unforeseen Election budget expenses, 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 budget for 2020 to transfer \$63,620 from the Elections – Public Charges function (46141), and \$18,380 from the Fund Balance function (34300) to the Elections budget (51440) function.

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.

{ }

Ed Wagner, Chair
Donna Rozar
Michael Feirer
Adam Fischer
Lance Pliml

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

County Clerk

County Board Chairman



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

DATE: January 5, 2021

TO: Operations Committee

FROM: Trent Miner, County Clerk

RE: Elections Budget

As has been relayed to you numerous times over the past year, the Elections budget was gone over and requires an amendment. I want to take a moment to go through where we went over and the reasons why. I have attached the financial statement for the Elections budget and will refer to separate lines of it below.

What happened? Well, the easy answer is COVID happened, and sprinkle in that with the fact it was a Presidential election year. That is the easy answer. But let us delve in a little further.

Line 119 – In or Out Call Pay: This is not a big issue. This is the canvass board expense, as well as \$25.00 paid to Emergency Management to help with setting up and tearing down the recount space that was discussed in depth in my December Letter of Comments. The recount expense was not able to be recouped from the Trump campaign as Wood County was not chosen for a recount.

Line 311 – Office Supplies: The biggest expense out of this budget was the purchase of absentee ballot envelopes. The wheels started to come off bus early in the year, around March and April. While some counties did run out of envelopes, we were extremely fortunate to be able to use a local supplier that really came through for us when the normal supplier was not able to supply envelopes. Add to this the fact that the law changed due to a court decision in July that was over 3 ½ years in coming. This changed the residency requirement from 10 days to 28 days and required new printing of the inner envelopes. We did get through the Partisan Primary using up old envelopes, but did get new envelopes for the November election. This overage is offset by revenues of two different sources. When the CARES Act came out, it was not offered to counties for our election expenses, but only for municipalities. I asked municipalities to help chip in on a portion of the envelope expense for a total of \$2,340. Later in the year, CARES funding was offered to counties in the form of a grant of \$10,000. I applied and was awarded that amount. My biggest unknown is if the absentee voting continues at such a high rate. This could cause me budgetary concerns in the future if it does. There were some supplies that I have also ordered for the recount, and while I kept some of them, I returned and was credited most all of that expense.

Line 313 – Postage: While I did not go over in this account, the vast majority of this expense is related to unreimbursed recount expense. I had to UPS all of the election material that the municipalities were required to provide to us back to them.

Line 321 – Paper Ballots: The reason for this overage is two-fold. First, there was a

special election called for the 7th Congressional District for May 12, 2020. This line absorbed \$8,861.51 of that expense, which is the greatest part of that election expense. In addition, because we started to see larger turnout amounts during the 2020 elections, with a good majority of that being in absentee ballots, I ordered heavier on ballot quantities. I absolutely could NOT run the risk of running low on ballots. First, absentee ballots cost more because of the scoring. Second, many times absentee ballots have to be remade because of the folding and subsequent jamming of the tabulators. Third, we started hearing more and more people that had requested an absentee ballot, call and say AFTER they had received it, that they intended to vote in person on Election Day. This caused huge expense for municipalities in postage, but also in my ballot ordering projections.

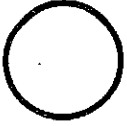
Line 331 – Mileage: This mileage was all paid to Emergency Management for the miles they made in picking up sanitation supplies from the Emergency Operations Center in Antigo, running of supplies to Marshfield, Grand Rapids, and Wisconsin Rapids, and for running back and forth for the recount setup and tear down. I do not charge the county for mileage for my running of supplies and ballots, and I will admit, I did a lot of running this year. Some of it I had to do on weekends to specific clerks homes because of the timing of when supplies came. When the state provided the various supplies, it was up to the county clerks to split out and distribute.

Line 350 – Repair and Maintenance: The reason for this overage is from expenses related to a security grant we were successful in getting from the Elections Commission. We applied for and received \$52,712.90, of which \$5,775 was used in offsetting some of the CIP expense from this year. This helped pay for an additional firewall for the election system as well as items within the IT budget, such as the Albert Sensor fees and the KnowBe4 training. I was a little lower on the expense side of this line a little bit because we did not start up the modeming until later in the year. Since this is paid for by the municipalities, I was also a little short in the revenue side of that equation as well.

I hope this answers the questions of why we were over budget, but if you have any further questions, please feel free to reach out to me prior to the meeting.

County of Wood
Clerk-Elections
DETAILED EXPENDITURES
For the Twelve Months Ending Wednesday, December 30, 2020

	Actual	Budget	Variance	Variance %
Elections :				
101-0603-51440-000-101 Elections Wages	687.12	1163.32	476.20	0.41
101-0603-51440-000-119 Elections In or Out Call Pay	825.00		(825.00)	0.00
101-0603-51440-000-120 Elections FICA	51.11	88.99	37.88	0.43
101-0603-51440-000-311 Elections Office Supplies	18399.13	4500.00	(13899.13)	(3.09)
101-0603-51440-000-312 Elections Copy Expense	261.48	1100.00	838.52	0.76
101-0603-51440-000-313 Elections Postage	98.00	100.00	2.00	0.02
101-0603-51440-000-321 Elections Paper Ballots	93699.24	75000.00	(18699.24)	(0.25)
101-0603-51440-000-323 Elections Public Notices	13704.08	14000.00	295.92	0.02
101-0603-51440-000-331 Elections Mileage	702.51	500.00	(202.51)	(0.41)
101-0603-51440-000-350 Elections Repair & Maintenance	59886.34	11000.00	(48886.34)	(4.44)
101-0603-51440-000-160 Elections Workers Compensation		38.85	38.85	1.00
101-0603-51440-000-172 County Clerk Elections - Conferences		100.00	100.00	1.00
Total Elections	188314.01	107591.16	(80722.85)	(0.75)



COPY

ITEM#

DATE

January 18, 2021

RESOLUTION#

Effective Date Upon passage of publication

Introduced by
Page 1 of 1

Highway Infrastructure & Recreation & Executive Committees

Committee

SMG

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No:	Yes:	Absent:
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u>	, Corp Counsel	
Reviewed by: <u>[Signature]</u>	, 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	Clenderning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

INTENT & SYNOPSIS: To provide for unanticipated expenses and revenue from the State of Wisconsin Department of Natural Resources, and Wood County Economic Development grant, to finance additional maintenance and grooming, and for payments for ATV trail projects after the 2020 budget was approved, for the Wood County Snowmobile and ATV Trail/Route System for 2019-2020.

FISCAL NOTE: ATV: No cost to Wood County. The source of the funding is increased revenues from the Wood County Economic Development grant and the State of WI DNR ATV Trail Aids Grant, and offsets both revenues and expenditures. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43572	ATV Program Rev	\$33,000.00	
	CEED Grant Rev.	\$10,000.00	
55442	ATV Program Exp		\$33,000.00
	CEED Grant Exp.		\$10,000.00

Source of Money: Non-lapsing ATV program revenue account (43572).

FISCAL NOTE: SNOWMOBILE: No cost to Wood County. The source of the funding is increased revenues from the State of WI DNR Snowmobile Trail Aids Grant. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43574	Snow Program Rev	\$43,291.56	
55441	Snow Program Exp		\$43,291.56

SOURCE OF MONEY: Non-lapsing SNOWMOBILE program revenue account (43574).

WHEREAS, the additional expenses and revenues were not anticipated during the 2020 budget process, and

WHEREAS, both the ATV & Snowmobile budgets will incur expenses that were not anticipated or approved prior to the 2020 budget process, and

THEREFORE BE IT RESOLVED to amend the 2020 Wood County Parks & Forestry ATV Trail Aids budget by appropriating \$43,000.00 of additional revenue (43572) monies to Parks & Forestry Maintenance ATV Trails (55442) and:

to amend the 2020 Wood County Parks & Forestry Snowmobile Trail Aids budget by appropriating \$43,291.26 of additional revenue (43574) monies to Parks & Forestry Maintenance Snowmobile Trails (55441).

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

{ }

Jake Hahn (Chairman)

Ed Waener (Chairman)

Lee Thao

Lance Pliml

David LaFontaine

Mike Feirer

John Hokamp

Adam Fischer

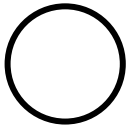
Al Breu

Donna Rozar

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Health & Human Services and Operations Committee

ITEM#
DATE January 19, 2021
Effective Date Upon Passage

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No: Yes: Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PAK

 , Corp Counsel

Reviewed by:

AT

 , Finance Dir.

INTENT & SYNOPSIS: To create (.97 FTE) Public Health Strategist and (.5 FTE) Community Health Planner positions, and to amend the 2021 Public Health 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
54121	Public Health		\$125,000
43551	State Grants	\$125,000	

Source of Funding: Drug-Free Communities (DFC) Support Program grant

WHEREAS, drug overdose deaths in the United States increased by 9.6% per year from 2016 to 2017, and

WHEREAS, alcohol is the most commonly used and abused drug among youth in the United States, and

WHEREAS, the complex and changing nature of substance use/misuse among youth (individuals 18 years of age and younger), highlights the need for an interdisciplinary, comprehensive, and cohesive public health approach, and

WHEREAS, the purpose of the DFC Support Program is to establish and strengthen collaborations to support the efforts of community coalitions working to prevent and reduce substance use/misuse among youth by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance use/misuse, and

WHEREAS, evidence exists that well-conceived and implemented policies at the local, state, and national levels can reduce community-level alcohol and other drug use/misuse, and

WHEREAS, the Director of the Office of National Drug Control Policy (ONDCP) may employ any necessary staff and may enter into contracts or agreements with national drug control agencies (of which CDC is one), including interagency agreements, to delegate authority for the execution of grants and for such other activities necessary to carry out the Drug-Free Communities Support Program, and

WHEREAS, this position is fully funded in Fiscal years 2020-2021 through 2024-2025 by the ONDCP DFC Support Program, and

WHEREAS, revenues generated by the department will be higher than anticipated by \$125,000 due to additional grant funding, and

WHEREAS, the reasons for the over expended functions have been adequately justified, 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”,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to amend the Wood County Public Health (54121) budget for 2021 by appropriating \$125,000 of unanticipated revenue from the ONDCP DFC Support Program, and 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,

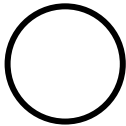
BE IT FURTHER RESOLVED to create one (.97 FTE) Public Health Strategist and one (.5 FTE) Community Health Planner position, and when grant funds are no longer able to support the positions in full or at the current level, the positions will be reviewed by the oversight committee to make sure its continuance is justified.

()

Donna Rozar-Chair	Ed Wagner
Adam Fischer	Michael Feirer
John Hokamp	Lance Pliml
Laura Valenstein	Lee Thao
Jessica Vicente	Heather Wellach
Tom Buttke	Dr. Kristen Iniguez M.D.

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

County Clerk County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE January 19, 2021
Effective Date January 19, 2021

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No: Yes: Absent:

Number of votes required:

X

 Majority Two-thirds

Reviewed by: PAK, Corp Counsel

Reviewed by: AT, Finance Dir.

KQ

INTENT & SYNOPSIS: To approve the continuation of the self-insured Workers Compensation program for the County of Wood in compliance with Wisconsin Administrative Code DWD 80.60(3).

FISCAL NOTE: The general assessment rate for self- insured employers is pro-rated and assessed as a percentage of the State of Wisconsin Worker's Compensation Division costs compared to insurers claim costs.

Source of Money: Budget

		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			

WHEREAS, the Department of Workforce Development (DWD) requires that the governing body of a political subdivision pass a resolution every three years regarding its intent and agreement to self-insure for workers compensation, and

WHEREAS, the County of Wood is a qualified political subdivision of the State of Wisconsin, and

WHEREAS, the Wisconsin Workers Compensation Act provides that employers covered by the Act either insure their liability with worker’s compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker’s compensation risk and payment, and

WHEREAS, the State and its political subdivisions may self-insure worker’s compensation without a special order from the Department of Workforce Development if they agree to report faithfully all compensable

injuries, and agree to comply with the Workers Compensation Act and rules of the Department of Workforce Development, and

WHEREAS, the Wood County Operations Committee at its January 5, 2020 meeting approved the continuation of the self-insured worker’s compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3), and

NOW, THEREFORE, BE IT RESOLVED that the County Board of the County of Wood hereby resolves as follows:

(1) Provide for the continuation of a self-insured worker’s compensation program that is currently in effect.

(2) Authorize the Safety & Risk Specialist to forward certified copies of this resolution to the Worker’s Compensation Division, Wisconsin Department of Workforce Development.

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Ed Wagner-Chair

Michael Feirer

Adam Fischer

Lance Pliml

Donna Rozar

Adopted by the County Board of Wood County, this 19th day of January 20 21 .



2021 Staffing Approval Procedure (Draft)

Purpose

Due to budgetary challenges identified in the annual Wood County budget process, the Operations Committee has expressed and indicated the need for structural changes to be made. A proactive approach to addressing these challenges includes thoroughly and comprehensively analyzing each request to fill a vacant position. If successful over the year, the Operations Committee will strive to avoid mandated layoffs or position eliminations that impact current Wood County employees.

Procedure

The Operations Committee will review all requests to refill vacant positions and/or add new positions in the 2021 budget year. Prior to the commencement of recruitment, the department must first seek approval of the Operations Committee. If approval is granted, the department may recruit and fill positions per normal Wood County hiring practices.

This procedure provides an equitable and consistent framework to all departments as they seek to fill vacant positions. It serves as a tool for departments to think strategically and creatively about services and staffing requirements. The rubric provided below will be used to analyze the relative priority of the position being requested. Department Heads, or their designee, shall attend an Operations Committee meeting (scheduled for the first Tuesday of each month, with a tentative possible meeting following each monthly County Board meeting, generally the third Tuesday of each month) to provide the committee with an overview of the request to refill a vacant position and/or add a position. The Department Head shall be prepared to provide the committee with detailed information regarding the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if approval is not granted.

Sample Rubric

	1	2	3	4
Funding Source	The position is fully levy funded.	The position is funded with both levy and grant/revenue dollars, with the majority of funding being levy dollars.	The position is funded with both levy and grant/revenue dollars, with the majority of funding being non-levy.	The position is fully grant and/or revenue funded.
Statutory Requirement	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or critical programs and/or services.	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.



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Efficiency	The position provides few, if any, efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.
Overall departmental resources	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
Safety	The position does not impact safety in any way.	The position has slight impact over safety.	This position has moderate impact over safety.	The position is critical to maintaining safety.
Cost shifting	There will be no additional costs if the position is not filled.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost lower than the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost equivalent to the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost higher than the total cost to fill the position.
Delay of hiring	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.
Mission analysis	The position does not provide significant contribution to the	The position does not provide significant contribution to	The position provides significant contribution to the County and/or	The position provides significant contributions to the County and/or



2021 Staffing Approval Procedure (Draft)

	County and/or Department's mission.	the County and/or Department's mission, but it supports programs, services, or staff that do.	Department's mission, and without it, there would be some negative impacts to fulfilling the mission.	Department's mission and without it, fulfilling the mission would be nearly impossible.
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DRAFT

EXAMPLE REPORT FOR DISCUSSION - Position Changes

Department	Position Title	Action	Requested by Department Head	Operations Committee Recommended	Adopted by County Board	Comments
Administration	Management Analyst, unfunded (1.0 FTE)	Eliminate	No	Yes		Position is funded 100% with tax levy and unfunded in 2020. Total Tax Levy Savings: \$0.00.
	Management Analyst/Public Relations Officer (1.0 FTE)	Create	No	Yes		Position is funded 100% with tax levy . Total Tax Levy Cost: \$93,560.97.
Clerk of Courts	Intern/Student, (.28 FTE)	Unfund	No	Yes		Position is funded 100% with tax levy . Total Tax Levy Savings: \$6,930.00.
County Clerk	Program Assistant/Deputy Elections Clerk (.48 FTE)	Unfund Benefits	No	Yes		Position is funded 100% with tax levy . Total Tax Levy Savings: \$11,385.00.
Parks	Park Supervisor (1.0 FTE)	Unfund	No	Yes		Position is funded 100% with tax levy . Total Tax Levy Savings: \$88,227.59.
Health Department	1 Clinic LPN (.8 FTE)	Eliminate	Yes	Yes		Position is funded 100% through the Rock River Free Clinic. Total Savings: \$44,909.00. Total Tax Levy Savings: \$0.00.
	Nurse supervisor, unfunded (1.0 FTE)	Eliminate	Yes	Yes		Position is funded 100% with tax levy and unfunded in 2020. Total Tax Levy Savings: \$0.00.
	LPN (1.0 FTE)	Eliminate	Yes	Yes		Position is funded 100% with tax levy . Total Tax Levy Savings: \$65,300.00.
	LPN (.92 FTE)	Eliminate	Yes	Yes		Position is funded 100% with tax levy . Total Tax Levy Savings: \$74,438.00.
	Nurses -pool (.4 FTE)	Eliminate	Yes	Yes		Position is funded 100% with tax levy . Total Tax Levy Savings: \$30,936.00.
Human Services - Maintenance	Maintenance I Worker (1.0 FTE)	Unfund	Yes	Yes		The unfunding of the Maintenance I position is contingent on the creation of the Lead Maintenance Worker position. Total Cost: \$4481.00. Total tax-levy cost: \$4481.00.
	Lead Maintenance Worker (1.0 FTE)	Create	Yes	Yes		
Human Services-Behavioral Health Division	Alternate Care Coordinator (1.0 FTE)	Eliminate	Yes	Yes		The elimination of the Alternate Care Coordinator position is contingent on the creation of the Psychosocial Rehab Worker position. Both positions are funded 100% by Medicaid. Total Savings: \$21,764.53. Total tax-levy savings: \$0.00.
	Psychosocial Rehab Worker (1.0 FTE)	Create	Yes	Yes		

Department	Position Title	Action	Requested by Department Head	Operations Committee Recommended	Adopted by County Board	Comments
Human Services - Child and Family Division	Children's Long Term Support and Services Coordinator I (1.0 FTE)	Create	Yes	Yes		Position is 100% funded by billing case management to the TPA (WPS) under CLTS contract with DHS. Total Cost: \$71,926.55. Total tax-levy cost: \$0.00.
LWCD	Water Resource Management Specialist (.5 FTE)	Fund Part-time (.5 FTE)	No	Yes		Although position is funded half-time in the 2021 budget, the County Administer is directed to search for sustainable funding to fund the position full-time in accordance with the County's Comprehensive Plan. Position is funded 100% with tax levy . Total Tax Levy Savings: \$31,493.49.
Med Examiner	Medical Investigator (1.0 FTE)	Create	Yes	No		Position is funded 100% with tax levy . Total Tax Levy Cost: \$71,117.23.
	Medical Investigator (.48 FTE)	Create	No	Yes		Position is funded 100% with tax levy . Total Tax Levy Cost: \$24,055.24.
Public Safety	Communication Operator Supervisor (1.0 FTE)	Eliminate	Yes	Yes		The elimination of the Communication Operator Supervisor and the Communication Operator I/II positions are contingent on the creation of the Communications IT Project . Coordinator and the Communication Operator III positions. Positions are funded 100% by tax levy. Total tax-levy cost: \$2,322.11.
	Communication IT Project Coordinator (1.0 FTE)	Create	Yes	Yes		
	Comm Op II (1.0 FTE)	Eliminate	Yes	Yes		
	Communication Operator III (1.0 FTE)	Create	Yes	Yes		

FTE and COST	DEPARTMENT HEAD	OPERATIONS COMMITTEE	COUNTY BOARD
Total FTEs Created	7.00	7.98	
Total FTEs Eliminated	6.92	7.92	
Sub-Total (in FTEs)	.08	.06	
Total FTEs Unfunded	3.00	7.54	
Total FTEs Funded	0.00	0.00	
Net Change (in FTEs)	-2.92	-7.48	
General Tax-levy change in overall budget	\$(186,056.66)	\$(391,247.12)	
Non-County levy change	\$232,649.65	\$232,649.65	