

OPERATIONS COMMITTEE

DATE: Tuesday, May 4, 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. Discuss County Strategic Plan Update
6. Discuss American Rescue Plan Act
7. **Wellness**
 - (a) Wellness Coordinator Update
8. **Treasurer**
 - (a) Resolution to sell tax deed property
9. **Finance**
 - (a) Finance Department Update
10. **HR**
 - (a) Public Health Nurse classification discussion
 - (b) Discuss request for exception of vacation policy
11. Consider any agenda items for next meeting
12. Comments from the Chair
13. Set next regular committee meeting date
14. The Operations Committee may go into closed session pursuant to 19.85 (1)(c) and (e) Wis. Stats. to discuss qualifications of the candidates for Finance Director.
15. Return to open session
16. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 187 195 1429

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m8958166acbd82ea2c15529c7b80b36bd>

Meeting number (access code): 187 195 1429

Meeting password: Op0504

OPERATIONS COMMITTEE MEETING MINUTES

DATE: Tuesday, April 6, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Conference Room 114

PRESENT: Ed Wagner, Lance Pliml, Adam Fischer, Mike Feirer, Donna Rozar (via telephone)

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Dennis Polach, Ken Curry, Bill Clendenning, Kim McGrath, Kelli Quinnell, Ed Newton, Heather Gehrt, Adam Fandre, Amy Kaup, Marissa Laher, Trent Miner, Sue Kunferman, Lisa Keller, Nick Flugaur, Jason DeMarco, Brandon Vruwink

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

There were no public comments.

Motion (Pliml/Feirer) to approve the consent agenda. Motion carried unanimously.

Rozar provided information to the Committee on the purchases of a bus by Human Services (HS) for the transportation program. Rozar further explained that HS was turned down for a grant because the fund balance in the 85.21 trust fund for the transportation program is currently too high. HS Director Vruwink explained that the CIP for HS included 20% of the cost of a bus with the other 80% coming from the grant. Because the grant was not received, the request from HS is to purchase a bus using the County's 85.21 trust fund as the sole funding source. Discussion ensued.

Motion (Pliml/Fischer) to approve the transfer of the funding source for purchasing the bus from grant funds to solely the 85.21 trust fund. Motion carried unanimously.

Wellness Coordinator Fandre provided a brief update of Wellness Program activities to the Committee.

Interim Finance Director Newton gave a brief update of Finance Department activities to the Committee.

Newton presented a resolution for a shift in the Criminal Justice Coordinator budget.

Motion (Fischer/Feirer) to approve the Criminal Justice Coordinator budget shift resolution. Motion carried unanimously.

Newton presented a resolution to amend the Provider Relief Funding at Edgewater to the correct function.

Motion (Pliml/Fischer) to approve the resolution to amend the Provider Relief Funding to correct function. Motion carried unanimously.

Curry presented a resolution to carryover funds from the 2020 Land & Water Conservation (LWC) Department budget to the 2021 LWC budget for the purpose of continuing the County-wide Nitrate sampling effort of private wells. Brief discussion ensued.

Motion (Feirer/Pliml) to approve the resolution to amend the 2020 Land and Water Conservation Department budget. Motion carried unanimously.

Human Resources Director McGrath reintroduced the discussion related to the Public Health Nurse (PHN) wage classification and stated that there was some confusion between Patrick from Carlson Dettmann Consulting (CDC) and Health Director Kunferman on the timing of providing information to each other. McGrath explained that information was placed in the packet from both CDC and Kunferman. She further explained that CDC's recommendation remains to keep the PHN classification at Grade I. Kunferman explained the information that she placed in the packet and her concern over the competitiveness of the wages for PHN's in comparison to other counties as well as internal equity in the Health Department. Discussion ensued at length.

The Committee requested that McGrath, Kunferman, and CDC work together to bring back comprehensive compensation data, including benefits, for the market comparables to the May Committee meeting. The Committee asserted that a decision will be made regarding the placement of the PHN's at that meeting.

Items for next agenda: Public Health Nurse Classification
COVID-19 relief funds (American Rescue Plan Act of 2021)

The next regular Committee meeting is scheduled for May 4, 2021 at 9:00 a.m.

Recess at 9:40 a.m.

Reconvene at 10:55 a.m. Rozar and Feirer were excused.

Motion by Pliml, second by Fischer, to go into closed session at 10:55 a.m. pursuant to 19.85(1)(c) and (e) Wis. Stats., to conduct interview(s) of candidate(s) for the Finance Director position and to discuss qualifications of the candidates.

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

Motion (Pliml/Fischer) to return to open session at 12:02 p.m. Motion carried unanimously.

Recess at 12:02 p.m.

Reconvene at 12:56 a.m.

Motion by Fischer, second by Pliml to go into closed session at 12:56 p.m. pursuant to 19.85(1)(c) and (e) Wis. Stats., to conduct interview(s) of candidate(s) for the Finance Director position and to discuss qualifications of the candidates.

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

Motion (Pliml/Fischer) to return to open session at 2:05 p.m. Motion carried unanimously.

Wagner declared the meeting adjourned at 2:08 p.m.

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

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, April 20, 2021
TIME: 1:00 p.m.
LOCATION: Wood County Courthouse – Room 114
400 Market St.
Wisconsin Rapids, WI

PRESENT: Ed Wagner, Adam Fischer, Lance Pliml, Mike Feirer (via Webex)

EXCUSED: Donna Rozar

OTHERS PRESENT: Bill Clendenning, Kim McGrath

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

There were no public comments.

Motion by Fischer, Second by Pliml to go into closed session at 1:01 p.m. pursuant to 19.85 (1)(c) and (e) Wis. Stats., to conduct interview(s) of candidate(s) for the Finance Director position and to discuss qualifications of the candidate(s).

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

Motion (Feirer/Fischer) to return to open session at 3:30 p.m. Motion carried unanimously.

The chair declared the meeting adjourned at 3:33 p.m.

Minutes recorded and prepared by Kim McGrath. Minutes in draft form until approved at the next meeting.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – May 2021

- The April Election turnout, county-wide, was 24.35%. This is about normal for a Spring Election such as this. There was concern that it would be higher, especially in the Wisconsin Rapids School District, where they had two referendum questions. That turned out to not be the case. In fact, some of the lowest turnouts were in municipalities with those questions on them. Former Speaker of the House, Tip O'Neill had a saying, "All politics is local", and that certainly held true for this election. The highest turnouts were:
 - Town of Milladore – 51.82%
 - A hotly contested Town Chair race which saw a registered write-in defeat the incumbent, who was the only one on the ballot. They ran out of pre-printed ballots, and ended up making photocopies and hand counting 16 additional ballots. I had ordered for a 40-45% turnout.
 - Village of Arpin – 45.86%
 - There were 3 running for 2 trustee positions that ended up being decided by 1 vote. No recount was petitioned for.
 - Village of Vesper – 45.12%
 - A registered write-in defeated the one only ballot candidate for village clerk.
- We completed updating the county directory and I have signed off on the proof for printing. We should see them by the county board meeting in May, I would think. I have eliminated the back section of the directory which contained the functions and duties of county offices in order to streamline both process and product.
- I attended a district meeting of the County Clerks Association on April 28th in Wausau. We met with Rep. Donna Rozar to discuss, and give our opinions on, election law changes. We also heard from representatives from the Legislative Technology Services Bureau, on the statutory role of the county clerk during redistricting. It is always good to get together with them and much is shared and learned during these more informal sessions.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

April 30, 2021

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – April 2021

Human Resources Activity

	April 2021	2021 Year-to-Date
Applications Received	152	497
Positions Filled	16	50
Promotions/Transfers	4	26
New Hire Orientations	7	35
Terminations, Voluntary	6	30
Terminations, Involuntary	0	5
Retirements	1	8
Exit Interviews	5	19

Human Resources Narrative

General Highlights

1. Interviews for the Finance Director position were held on April 6th and 20th. The position remains posted and advertised on various online recruitment sites; applicants are reviewed as they apply.
2. With regards to a former Wood County employee appealing their termination, an Impartial Hearing Officer has been selected. Former Waukesha County Human Resources Director, Jim Richter, will serve as the IHO in this matter. The parties are currently engaged in a process to schedule and hold a pre-hearing conference.
3. Researched and compiled market comparable information for the Public Health Nurse position in four neighboring counties. Shared and discussed the data with the Public Health Director. The market information is included in the May Committee packet.

Meetings & Trainings

1. Attended the Operations Committee Meeting on April 6th.
2. Attended County Board on April 20th.
3. Held the monthly conference call with The Horton Group on April 6th and 27th to discuss various benefit topics.
4. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2021 goals.
5. Staff attended various meetings including:

- a. Webinar through Cottingham & Butler regarding multiple topics on benefits, insurances, and the impact on employees on March 31st
- b. SPAHRA Board meeting on April 1st
- c. "Refocusing Your Employee Wellbeing Strategies" webinar through The Horton Group & WCWI on April 8th
- d. Unemployment Appeal Hearing on April 14th on behalf of Edgewater Haven
- e. SPAHRA virtual meeting "Self-Engagement in Talent Management" on April 14th
- f. Job Fair at East Junior High School on April 15th
- g. SHRM Webcast "The Future of the Office: How to Return to the Office with Mental Health in Mind" on April 21st
- h. "Deep Dive into COBRA Subsidy Rules" webinar through Assurex Global on April 22nd
- i. CWSHRM Roundtable meeting through Zoom on April 27th
- j. Mental Health First Aid Training April 27th

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 March.
5. 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.
6. Assisted multiple employees with questions related to FMLA, leave of absences, and retirement.
7. Processed COBRA notifications for children on the health plan reaching age 26.
8. Assisted employee with questions and enrollment into the Health Savings Account.
9. Created handout regarding the benefit election process through the Employee Self Service (ESS) portal for newly hired employees.
10. Created report and provided eligible Assistance Eligible Individuals (AEIs) to Employee Benefits Corporation for the COBRA subsidy as required under the American Rescue Plan Act (ARPA).

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Worked with Visibility Software to develop an E-Offer with electronic response to employment offers. Provided training to Norwood Admin Assistant on this process.

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	Bailiff	Position filled 5/3/2021.
Replacement – Eligibility List	Dispatch	Dispatchers	Position posted, deadline 5/2/2021. Dispatch testing to be conducted at MSTC on 5/20/2021.

Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 4/18/2021.
Replacement	Edgewater	Administrator	Position posted, applications reviewed, interviews held. Final candidate selected. References/background completed. Offer extended and accepted. Filled 5/17/2021.
Replacement	Emergency Management	Director	Position posted, deadline 5/11/2021.
Replacement	Emergency Management	Work Relief Shop Coordinator	Position posted, deadline 5/6/2021.
Replacement	Finance	Finance Director	Position posted, applications being reviewed. Interviews were held on 4/6 and 4/20/2021.
Replacement	Health	Environmental Health Asst/ Specialist	Position posted, applications reviewed, final candidate selected. Backgrounds/references completed. Offer pending as of 4/26/2021.
Replacement	Highway	Truck Operator	Position posted, deadline 4/25/2021.
Replacement	Highway	Truck Operator-LTE (3)	Position posted, interviewing 4/27/2021.
Replacement	Highway	Engineering Intern	Position posted, deadline 4/19/2021.
Replacement	Highway	Equipment Operator (Screed)	Position posted, applications reviewed, interviews conducted. Filled internally 5/3/2021.
Replacement	Highway	Patrol Superintendent	Position posted, applications reviewed, interviews conducted. Filled internally 4/26/2021.
Replacement	Highway	Summer Help	Position posted, interviewing 4/27/2021.
Replacement	Highway	Summer Help – Shop	Position posted, interviewing 4/27/2021.
Replacement	Human Services	Social Worker – Initial Assessment	Position reposted, deadline 4/18/2021. Interviews being conducted.
Replacements	Human Services	Bus Driver (Part-time)	Position posted, deadline 5/16/2021.
Replacements	Human Services	Family Interaction Workers (2) - Casual	Position posted, interviews conducted, background and references conducted. Offers accepted, both positions filled 5/3/2021.
Replacements	Human Services	Crisis Interventionists (Casual) – 2	Position posted, deadline 4/25/2021.
Replacement	Human Services	Support & Service Coordinator	Position posted, applications reviewed, interviews conducted. Final candidate selected, filled internally 5/10/2021.
Replacement	Human Services	CCS/CSP RN	Position posted, applications reviewed, interviews conducted. Final candidate selected, filled internally 5/3/2021.
Replacement	Human Services	Social Worker – Ongoing	Position posted, deadline 5/16/2021.
Replacement	Human Services	Crisis Interventionist-50%	Position posted, filled internally 5/3/2021.
Replacement	Human Services	Kinship & Foster Care Coordinator	Position posted, application reviewed, interviews conducted. Final candidate selected. References and background completed, filled 5/10/2021.
Replacement	Human Services	Youth Justice Mental Health – Social Worker	Position posted, interviews were held on 4/20 and 4/21/2021.
Replacement	Human Services	FSET Case Manager (WR)	Position posted, deadline 5/2/2021.
Replacement	Human Services	Emergency Mental Health/ Adult Protective Serv Coord	Position posted, deadline 5/16/2021.
Replacement	Human Services	Administrative Services Division Administrator	Position posted, deadline 5/9/2021.

Replacement	Human Services	FSET Case Manager (St Pt)	Position posted, deadline 5/9/2021.
Replacement	Human Services	CCS/CSP Service Facilitator (Mfld)	Position posted, deadline 5/9/2021.
Replacement	Human Services	Family Resource Coordinator	Position posted, deadline 5/23/2021.
Replacement	IT Dept	IT Intern	Position posted, deadline 5/2/2021.
New/Replacement	Norwood	COTA, Occupational Therapist, Therapy Asst., Dietary Aide, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood.
Replacement	Norwood	Cook – Full-Time	Position posted, applications being reviewed, deadline 4/21/2021.
Replacement	Parks	Camp Ranger – South Wood County Park	Position posted, interviews conducted, final candidate selected, position filled 4/19/2021.
Replacement	Parks	LTE Summer	Position posted, deadline 4/25/2021.
Replacements	Sheriff	Part-time Deputies (Reserves)	Position continually posted, deadline 5/9/2021. Eligibility list being established. Six offers extended and accepted.
Eligibility List	Sheriff	Corrections Officer – Casual/FT	Position posted, deadline 5/16/2021. Interviews were held on 4/7 and 4/8/2021.

IMPACTED POSITIONS DUE TO HIRING FREEZE (Positions currently on hold)	
Department	Position
Clerk of Courts	Administrative Services 4
Human Services	Bus Driver-Casual
Human Services	RB Receptionist
Human Services	Transcriptionist/Admin Asst/FS
Human Services	Mental Health Therapist

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis throughout the month.
3. Provided certificates of insurance (COIs) for various requesting entities.
4. Participated in multiple planning meetings with the Health Department in preparation for COVID-19 vaccination clinics. Also performed traffic control and logistical support for clinics.
5. Assisted in development of Incident Action Plan (IAP) and Site Safety Plan for COVID-19 vaccination clinics at Grand Rapids location.
6. Conducted annual safety walkthrough for Norwood Health Center on 4/19/2021.
7. Attended Edgewater, Norwood and Highway Safety Committee meetings.

NEW Workers' Compensation Claims (4)

1. 3/17/21 – Human Services (Transportation) – Employee slipped on ice at Marshfield Highway Shop and bruised hip (originally reported as First Aid only)
2. 4/15/21 – Human Services – Employee suffered needlestick injury to L index finger giving intramuscular injection
3. 4/20/21 – Highway – Employee strained R elbow shoveling asphalt on roadway
4. 4/22/21 – Health (Student) – Employee suffered needlestick injury to L thumb at COVID-19 vaccination clinic

OPEN Workers' Compensation Claims (5)

1. 8/4/20 – Highway – Employee fractured L elbow in fall at asphalt plant (surgery required)
2. 12/7/20 – Edgewater – Employee injured lower back/R wrist lifting resident from floor
3. 12/7/20 – Edgewater – Employee injured L shoulder lifting resident from floor
4. 1/11/21 – Human Services – Employee tripped and injured R arm leaving building after work
5. 2/11/21 – Highway – Employee strained lower back lifting floor grates at Highway Shop

CLOSED Workers' Compensation Claims (2)

1. 8/22/20 – Sheriff's Rescue – Employee injured R knee at accident scene performing extrication (surgery required)
2. 1/6/21 – Highway – Employee had lower-back pain from weed trimming on County highway (initially reported as First Aid only)

First Aid Injuries (2)

1. 4/4/21 – Norwood – Employee was kicked in R knee by combative resident
2. 4/20/21 – Human Services – Employee twisted R ankle while stepping in pothole in River Block parking lot

Property/Vehicle Damage Claims (1)

1. 4/9/21 – Sheriff's – Squad #31 was backed into by County resident while parked on road (est. damage \$3,629.62) – Will be subrogated

Liability Claims (1)

1. 4/10/21 – Sheriff's – Squad #8 struck rear of vehicle at private residence (est. damage \$1,039.18)

OPEN EEOC/ERD Claims (2)

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.

Notice of Circumstances of Claim (1)

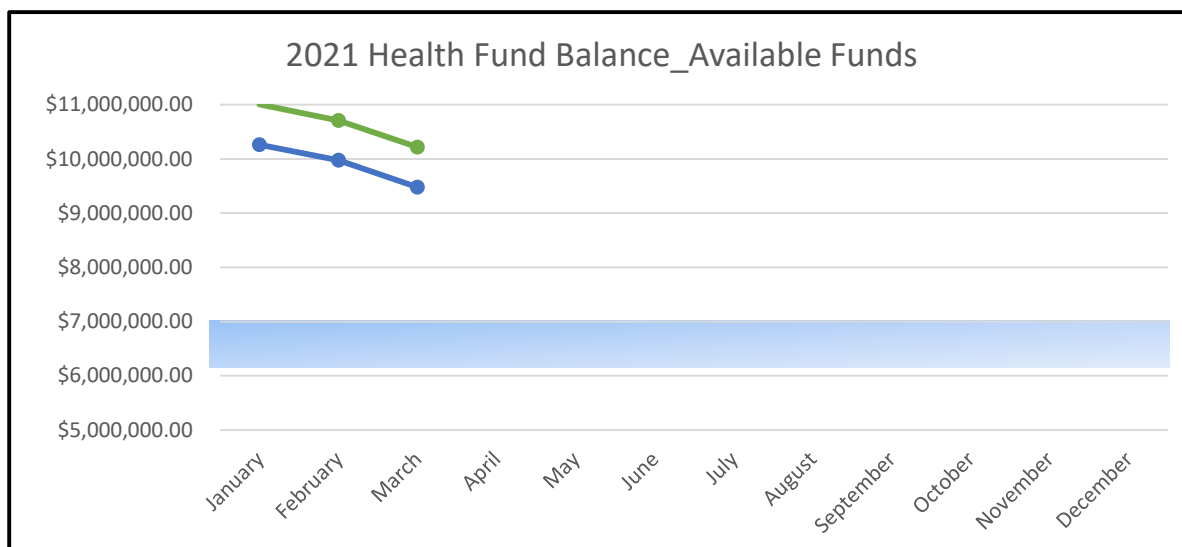
1. 9/8/20 - Received notice of a former Wood County employee seeking damages related to the denial of Post-Employment Health Plan benefits.

Other

1. Completed pre-work for Mental Health First Aid (MHFA) training.
2. Created a checklist to be included in new hire orientation packets to aid new employees in keeping track of and completing required tasks in their first few weeks of employment.
3. Continue to update the wage plan implementation spreadsheets that will be provided to payroll prior to the July 1st effective date of the new wage structures.
4. Conducted three Basic Life Support (BLS) Initial Certification Course for Norwood employees on April 20th.
5. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.

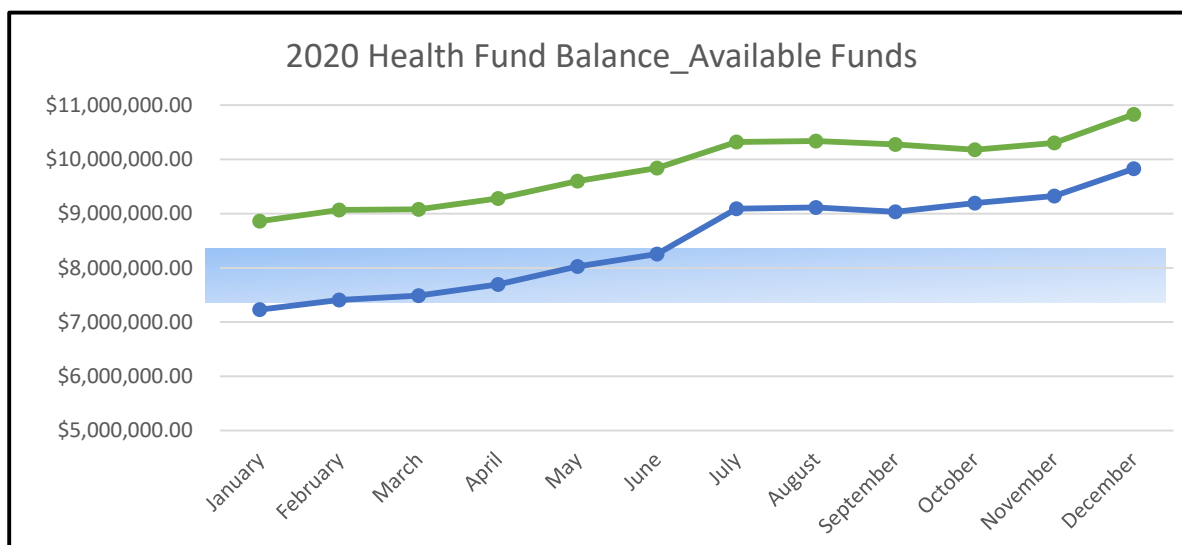
6. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
7. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
8. Facilitated New Hire Orientation on April 5th and 19th.
9. Conducted exit interviews on April 7th, 13th, 19th and 29th.
10. Reconciled and processed the March Unemployment Insurance payment.
11. Responded to various verifications of employment.
12. Replied to multiple requests from surrounding counties with varied information.
13. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2021		2020	
	Total	Available	Total	Available
January	\$ 11,005,587.80	\$ 10,261,473.82	\$ 8,859,244.13	\$ 7,228,926.49
February	\$ 10,710,181.62	\$ 9,972,678.38	\$ 9,064,996.83	\$ 7,409,523.04
March	\$ 10,216,683.96	\$ 9,478,341.34	\$ 9,079,691.15	\$ 7,488,748.95
April			\$ 9,279,880.64	\$ 7,691,704.49
May			\$ 9,599,909.66	\$ 8,026,137.54
June			\$ 9,840,229.19	\$ 8,254,329.92
July			\$ 10,321,385.10	\$ 9,087,944.61
August			\$ 10,335,598.89	\$ 9,112,572.26
September			\$ 10,276,396.74	\$ 9,033,305.33
October			\$ 10,175,941.90	\$ 9,194,424.53
November			\$ 10,306,696.67	\$ 9,326,076.42
December			\$ 10,830,812.12	\$ 9,826,870.72



2021 Total Balance - Dashed Line

2021 Available Funds - Solid Line



2020 Total Balance - Dashed Line

2020 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—MAY 2021

1. The annual interest payment was paid on debt by April 1 deadline. There were a few issues with the company that the payments go through with not having the most current debt interest amounts and not having very good communication, but with the help of BAIRD, it was all straightened out and I sent the amount that I knew was correct.
2. Attended Property & Information Technology Committee on April 5.
3. Attended Operations Committee on April 6.
4. Attended via Zoom the Wisconsin Counties Association weekly update on April 12.
5. All new printers were installed on April 13. It has taken some adjustment and there has been minimal waiting for someone to get done printing before another person can use the printer. There are certain issues with certain types of paper to resolve.
6. Had a meeting with Outagamie County Treasurer to see their operating system for credit card processing as I would like to possibly look into switching providers due to customer service and fee issues. I have spoken with IT about the process and I am not sure that all the other departments currently using our current system would be able to switch over to the new vendor. More research is needed before moving forward with any new vendor.
7. Paid out all taxing jurisdictions lottery credits on April 15.
8. Attended via Zoom the Wisconsin Counties Association weekly update on April 19.
9. Attended County Board meeting on April 20.
10. Attended via Zoom the Wisconsin Counties Association weekly update on April 26.
11. Attended Land Information Council meeting on April 29.
12. Paid out any personal property chargebacks that were submitted by municipalities by the April 1 deadline.
13. The June Wisconsin County Treasurer's Association conference has been canceled again this year. There will be 2 days of educational webinars in place of the meeting.
14. As of this update, our tax collections software vendor has broken a server that allows the City of Wisconsin Rapids (3 installment tax collection) to upload their tax information to the County. April 30 is the last day for the 2nd installment to be paid (May 7 grace

period) I am not sure how we will be able to do settlements if this server is not fixed by that date. After settlement, the City only has until May 15th to pay the taxing jurisdictions.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – May 2021

- Most of my time is currently spent meeting one-on-one with employees telephonically to complete their health coaching appointment – the third and final step to qualify for the reduced health insurance rates in 2022 and enroll in the Wellness Program. Currently, I have met with 104 participants and an additional 280 participants have an appointment scheduled with me. This is where much of my efforts will continue to be for both this month and the next. Below you may find a snapshot of participation in the three qualifying activities this year compared to the last two.

Annual Completion of Qualifying Activities			
	<u>2019</u>	<u>2020</u>	<u>2021</u>
<i>Biometric Screening</i>	462	462	465
<i>Health Assessment</i>	465	462	460
<i>Health Coaching</i>	448	450	104*

*Health Coaching is currently in progress and numbers will be finalized after June 30, 2021.

- Registration for the quarter 2 Wellness Challenge, *Keeping Connected*, was announced April 27 and will begin May 10. This activity is a 6-week individual challenge where participants will work on mental well-being and the social dimension of Wellness through learning new and different ways to connect with others in these challenging times. This topic seemed appropriate given the Wellness Committee's feedback along with the countless conversations I have had with employees during their health coaching sessions which highlight how many are struggling in this area.
- I did hear back from several additional fitness center facilities in the Wood County area and was able to secure several discounts for employees at these locations. This is a very highly requested component of the Wellness Program and I will continue to work on growing this list as I hear from others.
- Information on the Wellness bulletin boards at several Wood County locations and in www.managewell.com have been updated with the most recent information and other helpful handouts that seem appropriate based on biometric screening data, Wellness Committee feedback, and information gleaned during health coaching appointments.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.

COUNTY BOARD CLAIMS

March-21

Mar-21

Paid April 2021

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PK	TOTAL \$
				HOTEL \$	
Robert Ashbeck	March-21	350.00	91.84		\$441.84
Allen Breu	March-21	415.00	33.60		\$448.60
William Clendenning	March-21	1,015.00	19.60		\$1,034.60
Ken Curry	March-21	365.00	11.76		\$376.76
Michael Feirer	March-21	365.00	71.68		\$436.68
Adam Fischer	March-21	480.00	156.80		\$636.80
Jake Hahn	March-21	415.00	80.64		\$495.64
Brad Hamilton	March-21	400.00	7.84		\$407.84
John Hokamp	March-21	400.00	11.20		\$411.20
David La Fontaine	March-21	400.00	166.88		\$566.88
Bill Leichtnam	March-21	615.00	80.64		\$695.64
Lance Pliml	March-21	900.00	15.12		\$915.12
Dennis Polach	March-21	350.00			\$350.00
Donna Rozar	March-21	430.00	80.64		\$510.64
Lee Thao	March-21	400.00	2.24		\$402.24
Laura Valenstein	March-21	380.00			\$380.00
Ed Wagner	March-21	315.00	110.88		\$425.88
William Winch	March-21	300.00	36.96		\$336.96
Joe Zurfluh	March-21	350.00	12.32		\$362.32
David Barth	April-21	50.00			\$50.00
Carmen Good	April-21	50.00	39.20		\$89.20
		\$8,745.00	\$1,029.84	\$0.00	\$9,774.84

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: APRIL 2021

For the range of vouchers: 06210046 - 06210056

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06210046	QUADIENT LEASING USA INC	Lease Payment - Mail Machine	04/05/2021	\$1,552.86	P
06210047	STAPLES ADVANTAGE	Office Supplies	04/09/2021	\$10.30	P
06210048	CEPRESS CINDY	Canvass Brd - Spring Election	04/13/2021	\$100.00	P
06210049	HOKS DAVID E	Canvass Brd - Spring Election	04/13/2021	\$100.00	P
06210050	UNITED MAILING SERVICE	MAIL FEES MARCH 1 - 31, 2021	04/13/2021	\$1,117.62	P
06210051	WISCONSIN MEDIA	VAR ADS MARCH 1 - 31, 2021	04/13/2021	\$673.76	P
06210052	UNITED PARCEL SERVICE	REPLENISH UPS APRIL 2021	04/13/2021	\$300.00	P
06210053	AMAZON CAPITAL SERVICES	Office Supplies	04/20/2021	\$12.99	
06210054	STAPLES ADVANTAGE	Office Supplies	04/22/2021	\$15.98	
06210055	OFFICE ENTERPRISES INC	Ink Tank - Mail Machine	04/23/2021	\$225.56	
06210056	OFFICE ENTERPRISES INC	e-Cert Labels - Postage	04/27/2021	\$3.40	
Grand Total:				\$4,112.47	

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: APRIL 2021

For the range of vouchers: 14210058 - 14210073

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14210058	AMAZON CAPITAL SERVICES	ANNUAL BUS PRIME MEMBERSHIP	04/05/2021	\$1,299.00	P
14210059	AMT	GARNISHMENT PAYMENT	04/08/2021	\$276.00	P
14210060	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	04/08/2021	\$4,030.48	P
14210061	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/08/2021	\$2,329.19	P
14210062	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	04/08/2021	\$3,942.81	P
14210063	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	04/08/2021	\$73.64	P
14210064	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	2ND QTR 2021 TAX LEVY	04/05/2021	\$49,569.50	P
14210065	AMT	GARNISHMENT PAYMENT	04/22/2021	\$276.00	P
14210066	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	04/22/2021	\$4,022.17	P
14210067	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	04/22/2021	\$4,179.26	P
14210068	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/22/2021	\$2,330.58	P
14210069	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	04/22/2021	\$73.64	P
14210070	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	04/22/2021	\$355.85	P
14210071	CWIKLO CHRISTINE	4/22/21 DIRECT DEPOSIT RETURN	04/22/2021	\$467.14	
14210072	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/22/2021	\$8.39	
14210073	TRUE IT LLC	DYNAMICS ANNUAL MAINTENANCE	04/28/2021	\$9,314.40	
Grand Total:				\$82,548.05	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: APRIL 2021

For the range of vouchers: 17210032 - 17210038

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17210032	BLUE WATER BENEFITS CONSULTING LLC	2021 Q1 Reporting	03/29/2021	\$947.40	P
17210033	WI DEPT OF ADMINISTRATION	WiscJobs Posting - Finance Dir	03/17/2021	\$175.00	P
17210034	ASCENSION BEHAVIORAL HEALTH	Employee 2018 Medical Charges	02/18/2021	\$6,996.00	P
17210035	HORTON GROUP INC THE	Consulting Fees - April 2021	04/08/2021	\$2,083.33	P
17210036	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges - Mar 21	03/31/2021	\$4,379.86	P
17210037	NORTHWOODS LASER & EMBROIDERY	Retirement Plaques	04/10/2021	\$72.25	P
17210038	US BANK	P Card Charges	04/16/2021	\$1,238.09	
Grand Total:				\$15,891.93	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: APRIL 2021

For the range of vouchers: 23210016 - 23210021

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23210016	UNITED EMERGENCY MED RESPONSE	EW CO Incident Response	03/09/2021	\$1,240.21	P
23210017	ALLIED 100 LLC	BLS/CPR Equipment	03/09/2021	\$142.27	P
23210018	ALLIED 100 LLC	BLS/CPR Equipment	04/06/2021	\$158.25	P
23210019	BAYCOM INC	SH Dept Body Cam Replacement	03/31/2021	\$959.00	P
23210020	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	04/10/2021	\$10,355.00	P
23210021	AMAZON CAPITAL SERVICES	Safety Supplies	04/18/2021	\$65.94	
Grand Total:				\$12,920.67	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: APRIL 2021

For the range of vouchers: 28210085 - 28210115

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210085	ASHER BRIAN OR ERIN	REFUND OF TAX OVERPAYMENT	04/07/2021	\$9.10	P
28210086	CITY OF MARSHFIELD	MARCH SPECIAL CHARGES	04/07/2021	\$2,778.26	P
28210087	CITY OF NEKOOSA TREASURER	MARCH SPECIAL CHARGES	04/07/2021	\$6,743.26	P
28210088	CITY OF WISCONSIN RAPIDS	MARCH SPECIAL CHARGES	04/07/2021	\$3,748.01	P
28210089	LEWERENZ JANE	TAX OVERPAYMENT REFUND	04/07/2021	\$234.50	P
28210090	PARMETER MARLACE OR WALTER	TAX OVERPAYMENT REFUND	04/07/2021	\$78.03	P
28210091	STATE OF WISCONSIN TREASURER	1ST QTR PROBATE & BIRTH FEES	04/07/2021	\$30,996.06	P
28210092	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/07/2021	\$41.09	P
28210093	TOWN OF CARY	MARCH SPECIAL CHARGES	04/07/2021	\$103.02	P
28210094	TOWN OF PORT EDWARDS	MARCH SPECIAL CHARGES	04/07/2021	\$1,514.50	P
28210095	TOWN OF REMINGTON	MARCH SPECIAL CHARGES	04/07/2021	\$687.52	P
28210096	TOWN OF SARATOGA	MARCH SPECIAL CHARGES	04/07/2021	\$5,340.29	P
28210097	TOWN OF CAMERON	MARCH SPECIAL CHARGES	04/07/2021	\$2.36	P
28210098	TOWN OF GRAND RAPIDS	MARCH SPECIAL CHARGES	04/07/2021	\$3,843.13	P
28210099	TOWN OF HANSEN	MARCH SPECIAL CHARGES	04/07/2021	\$282.80	P
28210100	TOWN OF LINCOLN	MARCH SPECIAL CHARGES	04/07/2021	\$529.00	P
28210101	TOWN OF MARSHFIELD	MARCH SPECIAL CHARGES	04/07/2021	\$441.65	P
28210102	TOWN OF RICHFIELD	MARCH SPECIAL CHARGES	04/07/2021	\$2,090.63	P
28210103	TOWN OF ROCK TREAS LISA ANDERSON	MARCH SPECIAL CHARGES	04/07/2021	\$544.92	P
28210104	VILLAGE OF VESPER	MARCH SPECIAL CHARGES	04/07/2021	\$377.10	P
28210105	VILLAGE OF BIRON	MARCH SPECIAL CHARGES	04/07/2021	\$817.18	P
28210106	VILLAGE OF PORT EDWARDS TREAS	MARCH SPECIAL CHARGES	04/07/2021	\$2,317.65	P
28210107	WI DEPT OF ADMINISTRATION	MARCH WI LAND INFO	04/07/2021	\$8,848.00	P
28210108	CENTRAL CITY STATION LLC	TAX OVERPAYMENT REFUND	04/21/2021	\$42.01	P
28210109	DIAMOND BUSINESS GRAPHICS	ENVELOPES	04/21/2021	\$68.23	P
28210110	FULLER JR ROY C	TAX OVERPAYMENT REFUND	04/21/2021	\$274.30	P
28210111	SIMPLICITY CREDIT UNION	TAX OVERPAYMENT REFUND	04/21/2021	\$1,701.10	P
28210112	STATE OF WISCONSIN TREASURER	MARCH CLERK OF COURTS REVENUES	04/21/2021	\$155,787.90	P
28210113	WOOD COUNTY 4-H ASSOCIATION	PLAT BOOK	04/21/2021	\$30.00	P
28210114	WOODTRUST BANK	MARCH MONTHLY SERVICE FEES	04/21/2021	\$155.23	P
28210115	US BANK	GFOA TRAINING	04/28/2021	\$85.00	
Grand Total:				\$230,511.83	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

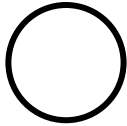
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Committee Member: _____



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE May 18, 2021
Effective Date May 18, 2021

Committee

CAK

Motion:
1st
2nd
No: Yes: Absent:

Adopted:
Lost:
Tabled:
Absent:

☒ Majority ☐ Two-thirds

Reviewed by: , Corp Counsel
Reviewed by: , Finance Dir.

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

FISCAL NOTE:	Offered Amount	\$1,800.00
	R.E. Taxes	(1,273.49)
	Tax Deed Expense	(204.81)
	Special Charges	(321.70)

GAIN/LOSS \$0

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

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

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

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Wisconsin Rapids

34-04503 Lot 4, Block 1 Teske’s Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

		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			

OFFERED AMOUNT
\$1,800.00

APPRAISED AMOUNT
\$4,000.00

Property is a vacant lot located on the corner of Gaynor Ave and 23rd Ave S, City of Wisconsin Rapids.

{ }

ED WAGNER, CHAIRMAN

MICHAEL FEIRER

ADAM FISCHER

LANCE PLIML

DONNA ROZAR

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

County Clerk County Board Chairman



Wood County

WISCONSIN

Office of
Deputy Finance Director

Edward Newton
Deputy Finance Director

Date: May 4, 2021
To: Operations Committee

Subject: Finance Department Update
From: Ed Newton

Departmental Activities

- Year-end procedures.
- Setting up recurring entries for 2021.
- Preparation and assisting departments with budget reconciliation resolutions.
- Preliminary ongoing audit discussions with WIPFLI.
- Preliminary discussion with CLA ongoing consulting.
- Preliminary discussion with DSN on 2020 cost plan documentation and audit visit.
- Ongoing discussions with Baird on jail study regarding financing and bonding issues.

Ongoing/Upcoming Projects

- Assist with development proposal with options to balance 2022 budget.
- Impact of jail study on operating expenses, operating levy and debt levy.
- Year-end procedures.
 - Fixed asset gathers, reconciliation and schedule.
 - Audit gathers and checklists.
 - Cost Plan gathers and checklists.
- 2020 Annual Report preparation.
- 2020 Cost Plan preparation.
- 2020 Form A preparation.
- 2020 Audit.
- Continue to refine Questica – improve current reports, create new reports, and training.
- Refresh of Capital Improvement Plan and determine borrowing needs.
- Staff development - succession planning.
- American Rescue Plan Act spending discussion.
- Questica 2022 budget wage plan implementation.

Meetings, Webinars and Conferences

- Meeting Sheriff/DOJ grants.
- Fixed asset discussions – various departments.
- CIP discussions – various departments.
- Attended Jail Ad Hoc meetings.
- Attended County Board meeting.
- Meeting with HR on various discussions.
- Review possible finance director candidate's resumes.
- Interview possible finance director candidate.

Market Comparables for PHN Wages and Benefits

Created 4/2021

	Clark	Marathon	Portage	Waupaca	Wood
Minimum Wage	\$ 23.88	\$ 26.09	\$ 26.29	\$ 26.46	\$ 26.06
Mid Point Wage	\$ 30.75	\$ 31.31	\$ 29.77	\$ 30.24	\$ 29.78
Maximum Wage	\$ 35.83	\$ 37.62	\$ 33.21	\$ 34.03	\$ 33.50
Health Premium (Per Paycheck)					
HDHP Single	N/A	\$ 34.87	\$ 17.84	\$ 34.62	\$ 33.27
HDHP Family	N/A	\$ 98.34	\$ 44.94	\$ 96.09	\$ 76.33
PPO Single	\$ 63.23	N/A	\$ 44.97	N/A	\$ 43.40
PPO Family	\$ 187.43	N/A	\$ 105.27	N/A	\$ 99.56
Deductible					
HDHP Single	N/A	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 2,800.00
HDHP Family	N/A	\$ 3,500.00	\$ 4,000.00	\$ 3,000.00	\$ 5,600.00
PPO Single	\$ 100.00	N/A	\$ 1,500.00	N/A	\$ 500.00
PPO Family	\$ 200.00	N/A	\$ 3,000.00	N/A	\$ 1,500.00
OOP Maximum					
HDHP Single	N/A	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ 3,800.00
HDHP Family	N/A	\$ 6,500.00	\$ 8,000.00	\$ 5,000.00	\$ 7,600.00
PPO Single	\$ 1,500.00	N/A	\$ 3,000.00	N/A	\$ 1,150.00
PPO Family	\$ 3,000.00	N/A	\$ 6,000.00	N/A	\$ 3,450.00
HSA ER Contribution					
HDHP Single	N/A	\$ 750.00	\$ 500.00	\$ -	\$ 1,040.00
HDHP Family	N/A	\$ 1,500.00	\$ 1,000.00	\$ -	\$ 2,080.00
FLSA Status	Non-Exempt	Exempt	Non-Exempt	Non-Exempt	Exempt
Comp Time	After 40 hours in a week, earned at 1.5x	After 88 hours in a pay period, earned at straight time up to 160 hours.	After 40 hours in a week, earned at 1.5x	After 40 hours in a week, earned at 1.5x	After 8 hours in a day, earned at straight time up to 80 hours.
Paid Holidays	9	9	10	10	10
Vacation Accrual Hours (days per year)	PTO	PTO	Vacation	Vacation	Vacation
	0-6 yrs: 18.2	0-4 yrs: 20	At Hire: 10	At Hire: 5	0-4 yrs: 10
	7-12 yrs: 23.4	5-9 yrs: 23	1 yr: 11	1-6 yrs: 10	5-9 yrs: 15
	13-19 yrs: 28.6	10-14 yrs: 26	2 yrs: 12	7-11 yrs: 15	10-14 yrs: 20
	20+ yrs: 33.8	15-19 yrs: 29	3 yrs: 13	12-19 yrs: 20	15-24 yrs: 25
		20+ yrs: 32	6 yrs: 16	20+ yrs: 25	25+ yrs: 30
			10 yrs: 20		
			15 yrs: 25		
			29 yrs: 30		
Sick Time (days per year)	N/A	N/A	12	7	12