

## OPERATIONS COMMITTEE

DATE: Tuesday, June 1, 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. Presentation by Bug Tussel Wireless – CEO Steve Schneider
6. Discuss American Rescue Plan Act
7. **Wellness**
  - (a) Wellness Coordinator Update
8. **Finance**
  - (a) Finance Department Update
  - (b) Request to fill Payroll Administrator vacancy
  - (c) Resolution – Authorize the building of a new Wood County Jail and Sheriff's Department
  - (d) Resolution – Authorize the issuance of bond or promissory note for a new Wood County Jail and Sheriff's Department
  - (e) CIP discussion
9. **HR**
  - (a) Health Insurance Presentation by Tim Deaton, The Horton Group
  - (b) Employee Service and Retirement Recognition Program
  - (c) Request to end the Employee Coronavirus Pandemic Plan
10. Consider any agenda items for next meeting
11. Comments from the Chair
12. Set next regular committee meeting date
13. Adjourn

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### **Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 187 600 9659

### **Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m3162b0f1481feb693afd3642a4f6d1e8>  
Meeting number (access code): 187 600 9659  
Meeting password: Op0601

## **OPERATIONS COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, May 4, 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 Webex)

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): Dennis Polach, Bill Clendenning, Brad Hamilton, Ed Newton, Kim McGrath, Kelli Quinnell, Trent Miner, Jason DeMarco, Reuben Van Tassel, Amy Kaup, Sue Kunferman, Nick Flugaur, Nancy Turyk, Mary Schlagenhaft, Brandon Vruwink, Marissa Laher, Sarah Christensen, Steve Kreuser

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

There were no public comments.

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

Nancy Turyk discussed the Strategic Plan with the Committee. Turyk explained that the strategic plan includes guidance for the Committee to review it annually and update it as needed with a comprehensive review occurring every five years. Turyk offered options to the Committee on how to obtain Department Head feedback on the progress with the goals outlined in the plan. Discussion ensued. The consensus of the Committee was to have Turyk create a spreadsheet that Department Heads will contribute to with information on the progress of the goals. Turyk will bring the information gathered back to the Committee.

Treasurer Gehrt discussed the American Rescue Plan Act (ARPA) funds. Gehrt stated that there is still very little information available in regards to what the funds can be used for, however, she stated that the funds can be placed in an interest-bearing account. Gehrt is meeting with PMA to further discuss the depositing and holding of the funds. Discussion ensued.

Wellness Coordinator Fandre provided a brief update on Wellness Program activities.

Treasurer Gehrt presented a resolution to sell tax deed property.

**Motion (Feirer/Fischer) to approve the resolution to sell tax deed property. Motion carried unanimously.**

Gehrt stated that the first quarter sales tax came in at 11% above where it was in 2020.

Interim Finance Director Newton gave an update on Finance Department activities. Newton stated that the audit began on May 3<sup>rd</sup>.

Human Resources Director McGrath explained the market comparable information for the Public Health Nurse (PHN) wage that was included in the packet. McGrath stated that the mid-point of the grade that the PHN's are placed in is within 2% of the average of the mid-point wages from the counties used as comparables, which places them in line with the market. She also explained the competitiveness of the health insurance and other benefits offered through Wood County compared to the others. Health Director Kunferman thanked the Committee for looking into this and stated that she would have liked to see the PHN's be reclassified, but that she understands the decision. Discussion ensued at length. The

consensus of the Committee was to keep the PHN's at their current placement in the new wage plan (Grade I).

McGrath stated that there is a request from a retiring employee to pay out an excess amount of vacation above the maximum of eight weeks (320 hours) which is outside of what is allowed by policy. The request is for three additional weeks (120 hours) to be paid out due to being unable to use vacation time during the COVID-19 pandemic. Pliml explained that he met with McGrath and the retiring employee because the Public Safety Committee approved a payout of five additional weeks, and they came to a compromise of three additional weeks to be more consistent with past practice and with budgetary impacts in mind. Discussion ensued at length. Treasurer Gehrt stated to the Committee that the payout of the excess of vacation would be an allowable use of the American Rescue Plan Act (ARPA) dollars.

**Motion (Pliml/Rozar) to grant the payout of three additional weeks of vacation. Motion (Pliml/Fischer) to amend the motion to grant the full five weeks of vacation in excess of the maximum of eight weeks to be paid out based on the fact that the American Rescue Plan Act (ARPA) dollars will be available to cover the expense and due to the extenuating circumstances of COVID. Amendment carried unanimously. Amended motion carried unanimously.**

Pliml provided information regarding the timeframe of redistricting to the Committee.

Items for next agenda: American Rescue Plan Act (ARPA) funds  
CIP

The next regular Committee meeting is scheduled for June 1, 2021 at 9:00 a.m.

The July regular Committee meeting has been rescheduled to July 13, 2021 at 9:00 a.m. in order to accommodate the Health Insurance presentation from The Horton Group.

Rozar was excused from the meeting.

**Motion by Fischer, second by Feirer, to go into closed session at 10:15 a.m. pursuant to 19.85(1)(c) and (e) Wis. Stats., to discuss the qualifications of the candidates for Finance Director.**

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

**Motion (Fischer/Pliml) to return to open session at 10:25 a.m. Motion carried unanimously.**

Wagner declared the meeting adjourned at 10:26 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*

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### Letter of Comments – June 2021

- We have another blood drive scheduled for Friday, June 4<sup>th</sup> here at the Courthouse. Since former County Clerk Cindy Cephress started this program, over 840 pints of blood have been donated by Wood County Employees. There are two milestone donations this time that deserve recognition:
  - Laura Clark – Clerk of Courts – 2 gallons
  - Rita Eichsteadt – Register of Deeds – 1 gallonAs always, we are more than happy to welcome County Board Supervisors to the event. Just give me a call to schedule a time.
- Also, on June 4<sup>th</sup>, before the blood drive starts, I will be helping out at the Dairyfest Breakfast in Marshfield for a couple of hours. This year is a little bit different set up than in the past with drive up and pre-ordering being encouraged, but I look forward to seeing a lot of folks come through.
- As we move into our off year of elections, I took a look at the current WisVote provider agreement that we have in place with the municipalities and decided I wanted to make a couple of minor changes. In short, there are a couple of things that were once their responsibility that my office is going to take over. These items are not terribly time consuming, but easily forgotten about, and make our voter registration rolls more accurate. The amount we charge them did not change, but the new agreement accurately outlines each of our responsibilities.
- The Wisconsin County Clerk's Association will be having their summer conference in Black River Falls at the end of this month, which I will be attending. I will not have to stay overnight, fortunately, since the distance from the western frontier of Wood County to Black River Falls is about the same as it is to Rapids.
- As you are aware, Wood County Coroner Scott Brehm resigned, effective May 15<sup>th</sup>. I worked with the governor's office in getting the information to them in order to start their appointment process. Vacancies in this office, as it is with Sheriff and Register of Deeds, is done by gubernatorial appointment, and not county board appointment.
- I am finalizing curriculum for an election training for chief inspectors and municipal clerks on Wednesday, July 7<sup>th</sup> and Saturday, July 10<sup>th</sup>. Because the county does not have any adequate facilities for bringing together 50-60 people per session, I am extremely grateful that the Pittsville Community Center is willing to host us. Each chief inspector and municipal clerk needs 6 hours of training every two year term and, because I am a certified trainer, I am able to help them get their hours in with trainings such as these, and I have gotten excellent feedback on holding a session on Saturday mornings for those that work during the week. I will also do an election security table top exercise again, probably late summer or early fall.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

May 31, 2021

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

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### Human Resources Activity

	May 2021	2021 Year-to-Date
Applications Received	122	619
Positions Filled	18	68
Promotions/Transfers	9	35
New Hire Orientations	7	42
Terminations, Voluntary	12	42
Terminations, Involuntary	1	6
Retirements	2	10
Exit Interviews	4	23

### Human Resources Narrative

#### General Highlights

1. Presented an offer to the final Finance Director candidate on behalf of the Operations Committee, effective May 4<sup>th</sup>.
2. Interviews for the Emergency Management Director position were held on May 18<sup>th</sup> and 21<sup>st</sup>. Presented an offer to the final candidate on behalf of the Public Safety Committee, effective June 7<sup>th</sup>.
3. Created a proposal for a new employee service and retirement recognition program. This new program will recognize employees beginning at 15 years of service, as compared to the current program beginning to recognize service at year 25. Additionally, the new program provides the opportunity for employees to choose from a selection of gifts. The new program remains within the budget of the existing program and was presented to Department Heads at their meeting on May 26<sup>th</sup>.
4. Met with the County Humane Officer and Administrative Coordinator on May 13<sup>th</sup> to discuss various options for a change in status of the Humane Officer position. Options for consideration will be presented to the Public Safety Committee at their June meeting.
5. With regards to a former Wood County employee appealing their termination, the grievance has been dismissed by the Impartial Hearing Officer. The grievant failed to respond to the IHO by the provided deadline.

#### Meetings & Trainings

1. Attended the Operations Committee Meeting on May 4<sup>th</sup>.
2. Attended the Judicial & Legislative Committee Meeting on May 7<sup>th</sup>.

3. Attended the Public Safety Committee Meeting on May 10<sup>th</sup>.
4. Attended the WCA/von Briesen Breakfast Briefing Webinar titled “Wage and Hour Flash Points and Compliance Assessment Opportunities” on May 13<sup>th</sup>.
5. Attended County Board on May 18<sup>th</sup>.
6. Held the monthly conference call with The Horton Group on May 25<sup>th</sup> to discuss various benefit topics.
7. Attended and presented several topics at the Department Head Meeting on May 26<sup>th</sup>.
8. Held individual staff and team meetings to discuss and provide updates on the department’s progress towards our 2021 goals.
9. Staff attended various meetings including:
  - a. SPAHRA “Marijuana Law” webinar on May 12<sup>th</sup>
  - b. CWSHRM Roundtable webinar on May 25<sup>th</sup>

#### **Benefits**

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, 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 April.
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. Continued contact with 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.**

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Clerk of Courts	Bailiff	Position filled 6/1/2021.
Replacement – Eligibility List	Dispatch	Dispatchers	Position posted, deadline 5/2/2021. Dispatch testing conducted at MSTC on 5/20/2021. Tentative interviews scheduled for 6/2 & 6/4/21.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 7/18/2021.
Replacement	Emergency Management	Director	Position posted, interviews conducted. Filled with internal candidate 6/7/2021.

Replacement	Emergency Management	Work Relief Shop Coordinator	Position posted, deadline 5/6/2021, interviewing.
Replacement	Emergency Management	Program Assistant	Position posted, deadline 5/28/2021.
Replacement	Finance	Finance Director	Position posted, interviews conducted. Filled with internal candidate 5/4/2021.
Replacement	Finance	Deputy Finance Director	Position posted, interview conducted. Filled with internal candidate 5/11/2021.
Replacement	Finance	Payroll Administrator	Position posted, deadline 5/28/2021.
Replacement	Health	Environmental Health Asst/ Specialist	Position posted, applications reviewed, final candidate selected. Backgrounds/references completed. Filled 6/28/2021.
Replacements	Highway	Truck Operators (3)	Positions posted, interviews conducted, final candidates selected. References being conducted as of 5/24/2021.
Replacement	Highway	Truck Operator-LTE (3)	Position posted, two positions filled, conducting references on third candidate.
Replacement	Highway	Engineering Intern	Position posted, interviews conducted, filled internally 6/1/2021.
Replacement	Highway	Summer Help	Position posted, interviews conducted, references completed, offer pending 5/25/2021.
Replacement	Highway	Summer Help – Shop	Position posted, interviews conducted, references completed, filled 5/18/2021.
Replacement	Human Services	Social Worker – Initial Assessment (2)	Position posted, interviews conducted, final candidates selected, conducting references and backgrounds.
Replacements	Human Services	Bus Driver (Part-time)	Position posted, interviews to be scheduled.
Replacements	Human Services	Crisis Interventionists (Casual) – 2	Position posted, deadline 6/27/2021. One position filled.
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, interviews conducted, background and references completed, filled 5/17/2021.
Replacement	Human Services	Youth Justice Mental Health – Social Worker	Position posted, interviews conducted, background and references completed, filled 6/14/2021.
Replacement	Human Services	FSET Case Manager (WR)	Position posted, interviews conducted, background and references completed, filled 6/14/2021.
Replacement	Human Services	Emergency Mental Health/ Adult Protective Serv Coord	Position posted, interviews conducted, filled internally 6/28/2021.
Replacement	Human Services	Administrative Services Division Administrator	Position posted, interviews conducted, filled internally 6/14/2021.
Replacement	Human Services	FSET Case Manager (St Pt)	Position posted, interviews conducted, background and references completed, filled 6/7/2021.
Replacement	Human Services	CCS/CSP Service Facilitator (Mfld)	Position posted, interviews conducted, filled internally 6/7/2021.

Replacement	Human Services	Family Resource Coordinator	Position posted, deadline 5/23/2021.
Replacement	Human Services	Economic Support Specialist (WR)	Position posted, filled internally 5/10/2021.
Replacement	Human Services	Economic Support Specialist (Mfld)	Position posted, deadline 5/23/2021.
Replacement	Human Services	Crisis Interventionist	Position posted, deadline 6/6/2021.
Replacement	Human Services	Administrative Services Division Assistant Mgr	Position posted, deadline 5/27/2021.
Replacement	IT Dept	IT Intern	Position posted, interviews conducted, final candidate selected, filled 5/24/2021.
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 6/2/2021.
Replacement	Parks	LTE Summer (4)	Positions posted, interviews conducted, references completed, positions filled.
Replacements	Sheriff	Part-time Deputies (Reserves)	Position continually posted, deadline 6/14/2021. Eligibility list being established. Offers extended and accepted.
Replacements	Sheriff	Corrections Officer – Establishing Eligibility List	Position posted, deadline 8/1/2021.
Replacement	Sheriff	Deputy Sheriff (2)	Positions filled.
Replacement	Sheriff	Patrol Lieutenant	Position filled internally.

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. Attended Edgewater, Norwood, and Highway Safety Committee meetings.
6. Provided various requested documents for Finance as part of external audit.

### **NEW Workers' Compensation Claims (0)**

### **OPEN Workers' Compensation Claims (4)**

1. 8/4/20 – Highway – Employee fractured L elbow in fall at asphalt plant (surgery required)
2. 12/7/20 – Edgewater – Employee injured L shoulder lifting resident from floor



3. 1/11/21 – Human Services – Employee tripped and injured R arm leaving building after work
4. 4/20/21 – Highway – Employee strained R elbow shoveling asphalt on roadway

#### CLOSED Workers' Compensation Claims (4)

1. 12/7/20 – Edgewater – Employee injured lower back/R wrist lifting resident from floor
2. 3/17/21 – Human Services – Employee slipped on ice at Marshfield Highway Shop and bruised hip (originally reported as First Aid only)
3. 4/15/21 – Human Services – Employee suffered needlestick injury to L index finger giving IM injection
4. 4/22/21 – Health (Student) – Employee suffered needlestick injury to L thumb at COVID-19 vaccination clinic

#### First Aid Injuries (4)

1. 4/27/21 – Highway – Employee twisted L ankle while working in ditch
2. 4/28/21 – Highway – Employee was cut when struck on forehead by broken bolt head
3. 4/30/21 – Edgewater – Employee was struck in the face while attempting to redirect resident
4. 5/6/21 – Edgewater – Employee injured R knee while catching tipping file cabinet

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

1. 4/9/21 – Sheriff's – Squad #31 was backed into by County resident while parked on road (actual damage \$2,332.62) – Subrogation letter sent 5/5/21
2. 5/14/21 – Sheriff's – Squad #25 had windshield chip that was repaired (actual repair cost \$92.98)

#### NEW EEOC/ERD Claims (1)

1. 5/3/2021 – Former Norwood contracted employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our position statement is due on June 10, 2021. External counsel is currently drafting the statement.

#### 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.

#### OPEN Notice of Circumstances of Claim (1)

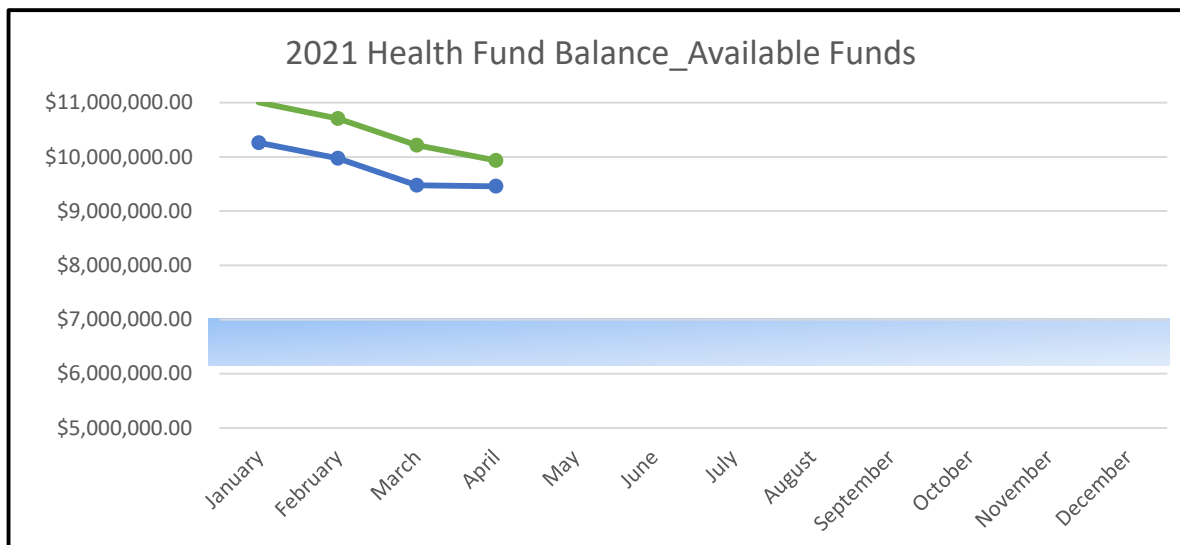
1. 9/8/20 - Received notice of a former Wood County employee seeking damages related to the denial of Post-Employment Health Plan benefits.

#### Other

1. Continue to update the wage plan implementation spreadsheets that will be provided to payroll prior to the July 1<sup>st</sup> effective date of the new wage structures.
2. Conducted three Basic Life Support (BLS) Initial Certification Course for Parks and Norwood employees on May 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.

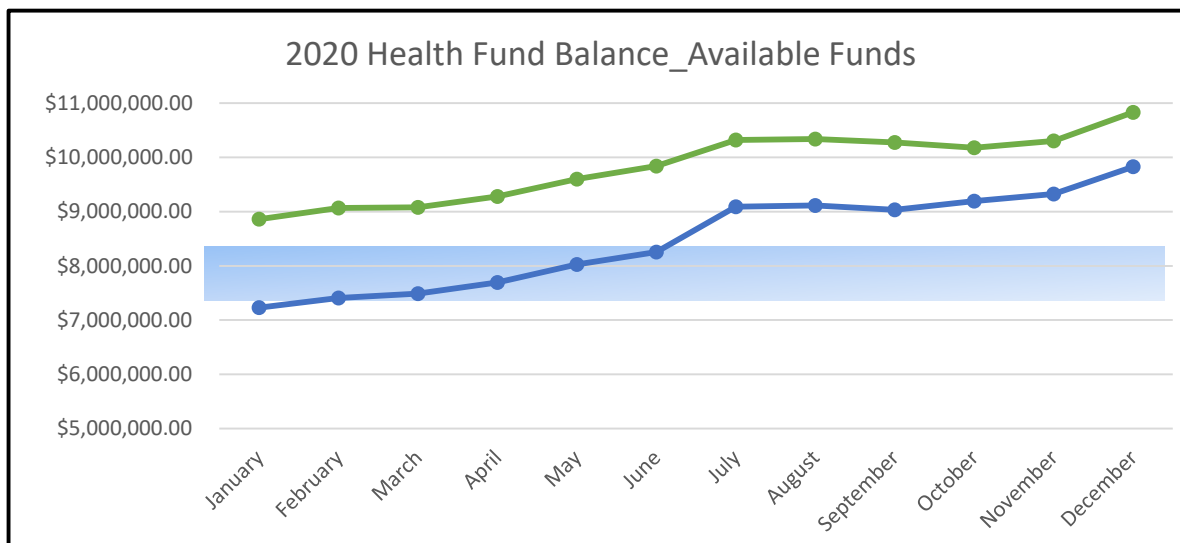
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on May 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>.
7. Conducted exit interviews on May 4<sup>th</sup>, 6<sup>th</sup>, and 27<sup>th</sup>.
8. Reconciled and processed the April Unemployment Insurance payment.
9. Responded to various verifications of employment.
10. Replied to multiple requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.
12. Created a brochure for Norwood to spotlight the services they provide to customers and surrounding counties.

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	\$ 9,935,399.73	\$ 9,457,063.69	\$ 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 - Green Line

2021 Available Funds - Blue Line



2020 Total Balance - Green Line

2020 Available Funds - Blue Line

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



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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### LETTER OF COMMENTS—JUNE 2021

1. Attended Wisconsin Counties Association zoom meetings on May 3, 10, and 17.
2. Attended Operations Committee meeting on May 4.
3. Applied for the Coronavirus State and Local Fiscal Recovery Funds (ARPA) with the US Treasury on May 11.
4. Attended County Board on May 18.
5. Attended GFOA zoom meeting on May 19 regarding ARPA funds.
6. Received the first payment from the US Treasury for the ARPA funds on May 20 in the amount of \$7,089,600.
7. On May 21 I sent the ARPA funds to one of our investment companies where it was put into its own account separate from any other county funds. I then worked with Finance to create its own general ledger accounts for tracking purposes. We can have the option where we can have the investment company pay the vendors directly if we so choose depending on what the money is decided to be spent on.
8. Participated in a conference call regarding the Foundation for Rural Housing Board of Directors that I am on to learn the history and get a training before the meeting in June.
9. Participated in the Department Head meeting at RiverBlock on May 26.
10. I have been trying to think of ways that the ARPA funds could be used and it is my understanding that most of the help in the County is for renters and not homeowners. There are two areas of need I have heard about. One is mortgage assistance and the other one is utility assistance. Again, without more guidance from WCA, NACCO, other organizations, I am not sure this is an option.
11. There were 736 delinquent notices mailed out on 1,006 delinquent parcels for a total unpaid amount of \$2,965,829.23. This amount is less than previous years.



# Wood County

## WISCONSIN

### Employee Wellness

Adam Fandre

#### Letter of Comments – June 2021

- As was the case for the past two months, much 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 237 participants and an additional 182 participants have an appointment scheduled with me. 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	464
<i>Health Assessment</i>	465	462	459
<i>Health Coaching</i>	448	450	237*

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

- May 31, 2021 marked the start of the fourth week of the Wellness Challenge, *Keeping Connected*. 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. Although this is a different type of wellness challenge than is normally offered, feedback received so far has been very positive.
- I continue to connect with various departments, community members, and the alike to find presenters for the bi-monthly lunch & learns made available to all Wood County employees. Historically, these have taken place in-person but since the switch to virtual recordings due to Covid-19, employee feedback has made it clear these are the preferred and as such, this is how I am planning on proceeding with these moving forward.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on [www.managewell.com](http://www.managewell.com) so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.
- Planning for the quarter 3 Wellness Challenge is underway and will most likely focus on nutrition since this routinely comes up during health coaching sessions and is highly requested for lunch & learn topics. Likewise, this is one of the higher risk areas per the 2020 aggregate report which makes it a perfect area of focus. More details will be shared in the months ahead.

**COUNTY BOARD CLAIMS**

April-21

**Apr-21**

Paid May 2021

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	SEALS/PK	TOTAL \$
				HOTEL \$	
Robert Ashbeck	April-21	300.00	69.44		<b>\$369.44</b>
Allen Breu	April-21	465.00	33.60		<b>\$498.60</b>
William Clendenning	April-21	565.00	11.76		<b>\$576.76</b>
Ken Curry	April-21	365.00	15.68		<b>\$380.68</b>
Michael Feirer	April-21	365.00	107.52		<b>\$472.52</b>
Adam Fischer	April-21	580.00	156.80		<b>\$736.80</b>
Jake Hahn	April-21	415.00	60.48		<b>\$475.48</b>
Brad Hamilton	April-21	350.00	7.84		<b>\$357.84</b>
John Hokamp	April-21	450.00	11.20		<b>\$461.20</b>
David La Fontaine	April-21	500.00	165.76		<b>\$665.76</b>
Bill Leichtnam	April-21	530.00	67.20		<b>\$597.20</b>
Lance Pliml	April-21	850.00	64.96		<b>\$914.96</b>
Dennis Polach	April-21	300.00			<b>\$300.00</b>
Donna Rozar	April-21	315.00	80.64		<b>\$395.64</b>
Lee Thao	April-21	450.00	4.48		<b>\$454.48</b>
Laura Valenstein	April-21	480.00			<b>\$480.00</b>
Ed Wagner	April-21	380.00	73.92		<b>\$453.92</b>
William Winch	April-21	300.00	36.96		<b>\$336.96</b>
Joe Zurfluh	April-21	350.00	6.16		<b>\$356.16</b>
Tom Buttke	April-21	350.00	141.67		<b>\$491.67</b>
		<b>\$8,660.00</b>	<b>\$1,116.07</b>	<b>\$0.00</b>	<b>\$9,776.07</b>

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Chairman

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Operations Committee

## Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: MAY 2021

For the range of vouchers: 06210057 - 06210064

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06210057	PITTSVILLE RECORD THE	APRIL 2021 ELECTION PUBLICATIO	05/03/2021	\$720.00	P
06210058	POSTMASTER - WISCONSIN RAPIDS	POSTAGE FEE 2021-2022 DIRECTOR	05/05/2021	\$132.98	P
06210059	QUALITY PLUS PRINTING INC	Directory Printing	05/03/2021	\$1,760.00	P
06210060	UNITED MAILING SERVICE	MAIL FEES APRIL 1 - 30, 2020	05/10/2021	\$1,037.23	P
06210061	WCCA (COUNTY CLERK'S ASSOC)	Summer Symposium Registration	05/13/2021	\$125.00	P
06210062	POSTMASTER - WISCONSIN RAPIDS	Presort Permit #127 - 1 Year	05/20/2021	\$245.00	P
06210063	WISCONSIN MEDIA	VAR ADS 4/1 - 4/31-21 WISC MED	05/17/2021	\$2,396.54	P
06210064	AMAZON CAPITAL SERVICES	Office Supplies	05/14/2021	\$26.97	P
<b>Grand Total:</b>				<b>\$6,443.72</b>	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: MAY 2021

For the range of vouchers: 14210074 - 14210092

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14210074	AMT	GARNISHMENT PAYMENT	05/06/2021	\$276.00	P
14210075	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	05/06/2021	\$2,299.97	P
14210076	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	05/06/2021	\$3,988.55	P
14210077	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	05/06/2021	\$4,027.81	P
14210078	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	05/06/2021	\$73.64	P
14210079	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	05/06/2021	\$355.85	P
14210080	GFOA	ANNUAL MEMBERSHIP DUES	05/07/2021	\$640.00	P
14210081	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/16/2021	\$15.98	P
14210082	AMT	GARNISHMENT PAYMENT	05/20/2021	\$276.00	P
14210083	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS - YANG	05/18/2021	\$32.79	P
14210084	DIAMOND BUSINESS GRAPHICS	BUSINESSS CARDS - NEWTON	05/18/2021	\$32.79	P
14210085	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	05/20/2021	\$4,075.18	P
14210086	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	05/20/2021	\$2,316.96	P
14210087	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	05/20/2021	\$4,090.46	P
14210088	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	05/20/2021	\$73.64	P
14210089	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/15/2021	\$48.38	P
14210090	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/18/2021	\$17.76	P
14210091	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	05/20/2021	\$355.85	P
14210092	WIPFLI LLP	2020 AUDIT FINAL BILLING	05/12/2021	\$53,600.00	P
<b>Grand Total:</b>				<b>\$76,597.61</b>	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: MAY 2021

For the range of vouchers: 17210039 - 17210048

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17210039	HORTON GROUP INC THE	Consulting Fees - May 2021	05/04/2021	\$2,083.33	P
17210040	WI DEPT OF WORKFORCE DEVELOPMENT	Apr 2021 Unemployment Charges	04/30/2021	\$4,275.58	P
17210041	NORTHWOODS LASER & EMBROIDERY	Retirement Plaque	05/03/2021	\$72.25	P
17210042	DIETRICH VANDERWAAL SC	Legal Fees	05/03/2021	\$760.00	P
17210043	QUALITY PLUS PRINTING INC	Employee Policy Handbooks	05/06/2021	\$452.00	P
17210044	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	04/01/2021	\$1,050.00	P
17210045	MID-STATE TECHNICAL COLLEGE	NW BLS/CPR Renewal	05/12/2021	\$60.00	P
17210046	NATIONWIDE TRUST CO FSB	PEHP	05/19/2021	\$32,712.00	P
17210047	STAPLES ADVANTAGE	Office Supplies	05/22/2021	\$11.19	P
17210048	US BANK	P Card Charges	05/17/2021	\$173.18	P
<b>Grand Total:</b>				<b>\$41,649.53</b>	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: MAY 2021

For the range of vouchers: 23210022 - 23210026

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23210022	WI COUNTY MUTUAL INS CORP	2021 Gen & Auto Liab Prem 2	04/15/2021	\$183,383.00	P
23210023	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad #31	05/05/2021	\$2,332.62	P
23210024	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal - Parks	05/18/2021	\$60.00	P
23210025	SAFELITE FULFILLMENT INC	Vehicle Damage-Sheriff's Dept	05/14/2021	\$92.98	P
23210026	AMAZON CAPITAL SERVICES	Safety Supplies	05/19/2021	\$46.96	P
<b>Grand Total:</b>				<b>\$185,915.56</b>	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: MAY

For the range of vouchers: 28210116 - 28210143

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210116	ADELMAYER SUSAN	TAX OVERPAYMENT REFUND	05/05/2021	\$496.12	P
28210117	BADGER TITLE LLC	TAX OVERPAYMENT REFUND	05/05/2021	\$106.48	P
28210118	CITY OF MARSHFIELD	APRIL SPECIAL CHARGES	05/05/2021	\$1,058.89	P
28210119	CITY OF NEKOOSA TREASURER	APRIL SPECIAL CHARGES	05/05/2021	\$1,637.87	P
28210120	CITY OF WISCONSIN RAPIDS	APRIL SPECIAL CHARGES	05/05/2021	\$218.99	P
28210121	GOWEY ABSTRACT	TAX OVERPAYMENT REFUND	05/05/2021	\$166.32	P
28210122	POTTER & SON INC	TAX OVERPAYMENT REFUND	05/05/2021	\$1,329.58	P
28210123	SCHNEIDER AMY	TAX OVERPAYMENT REFUND	05/05/2021	\$59.62	P
28210124	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/05/2021	\$48.23	P
28210125	TOWN OF CARY	APRIL SPECIAL CHARGES	05/05/2021	\$109.82	P
28210126	TOWN OF PORT EDWARDS	APRIL SPECIAL CHARGES	05/05/2021	\$175.51	P
28210127	TOWN OF REMINGTON	APRIL SPECIAL CHARGES	05/05/2021	\$668.80	P
28210128	TOWN OF SARATOGA	APRIL SPECIAL CHARGES	05/05/2021	\$1,842.93	P
28210129	TOWN OF CAMERON	APRIL SPECIAL CHARGES	05/05/2021	\$221.91	P
28210130	TOWN OF GRAND RAPIDS	APRIL SPECIAL CHARGES	05/05/2021	\$1,037.55	P
28210131	TOWN OF LINCOLN	APRIL SPECIAL CHARGES	05/05/2021	\$645.89	P
28210132	TOWN OF RICHFIELD	APRIL SPECIAL CHARGES	05/05/2021	\$227.18	P
28210133	TOWN OF ROCK TREAS LISA ANDERSON	APRIL SPECIAL CHARGES	05/05/2021	\$573.35	P
28210134	VILLAGE OF HEWITT	APRIL SPECIAL CHARGES	05/05/2021	\$721.00	P
28210135	VILLAGE OF PORT EDWARDS TREAS	APRIL SPECIAL CHARGES	05/05/2021	\$557.37	P
28210136	VILLAGE OF RUDOLPH	APRIL SPECIAL CHARGES	05/05/2021	\$774.97	P
28210137	WI DEPT OF ADMINISTRATION	APRIL WI LAND INFO	05/05/2021	\$8,988.00	P
28210138	CAFLISCH WILLIAM	TAX OVERPAYMENT REFUND	05/19/2021	\$25.09	P
28210139	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIAL CHARGES	05/19/2021	\$321.70	P
28210140	STATE OF WISCONSIN TREASURER	APRIL CLERK OF COURTS REVENUES	05/19/2021	\$141,811.25	P
28210141	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/19/2021	\$18.09	P
28210142	WOODTRUST BANK	APRIL MONTHLY SERVICE FEES	05/19/2021	\$207.27	P
28210143	US BANK	P-CARD CHARGES	05/26/2021	\$66.00	P
Grand Total:				\$164,115.78	

Signatures

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

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

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

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## Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: MAY 2021

For the range of vouchers: 34210003 - 34210004

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34210003	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	04/01/2021	\$21,047.63	P
34210004	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	05/01/2021	\$7,355.00	P
Grand Total:				\$28,402.63	

### Signatures

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

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

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

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# Wood County

## WISCONSIN

Office of  
Finance Director

**Edward Newton**  
Finance Director

**Date:** June 1, 2021  
**To:** Operations Committee

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

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### **Departmental Activities**

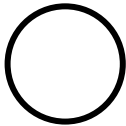
- Year-end procedures.
- Preparation and assisting departments with budget resolutions.
- Preliminary ongoing audit discussions with WIPFLI.
- Preliminary discussion with CLA ongoing consulting.
- Preliminary discussion with DSN on 2020 cost plan documentation and audit visit.
- Ongoing discussions with 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 and preliminary filing.
- 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.
- CIP discussions – various departments.
- Various discussions with Treasury regarding ARPA.
- Attend various webinars regarding ARPA.
- Attended Jail Ad Hoc meetings.
- Attended County Board meeting.
- Presentation at County Board regarding proposed new jail.
- Meeting with HR on various discussions.
- Promotion of new deputy finance director.
- Review application for new payroll administrator.



RESOLUTION#

Introduced by Operations, Public Safety and Property & Information Technology Committee  
Page 1 of 1

ITEM#  
DATE June 15, 2021  
Effective Date Upon passage and publication

EPN

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

INTENT & SYNOPSIS: Authorize the building of a new Wood County Jail and Sheriff’s Department.

FISCAL NOTE: Proceeds from general obligation promissory notes not to exceed \$58,000,000 for the design and construction of the new Jail and Sheriff’s Department, acquisition of land and equipment, and including demolition of existing jail upon occupancy of the new facility.

WHEREAS, Wood County has been studying jail needs dating back to 1996, has completed a new and updated jail study, established a Jail Study Ad Hoc Committee, and

WHEREAS, after extensive research the Jail Study Ad Hoc Committee finds the current jail facility to have an outdated/unsafe configuration, lack of inmate housing capacity resulting in significant expense housing inmates in other counties, the lack of programming space, is a source of raised insurance costs, and

WHEREAS, the Jail Study Ad Hoc Committee presented its findings at the May 18, 2021 County Board of Supervisors meeting and recommended to bond for, and build a new Jail and Sheriff’s Department,

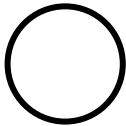
WHEREAS, interest rates are at a historical low for the issuance of bonds making a bond issue very favorable at this time, and

WHEREAS, Public Safety Committee, Operations Committee, and Property and Technology Committee feel it is in the best interest of Wood County to build a new Jail and Sheriff’s Department, and

NOW THEREFORE BE IT RESOLVED by the Wood County Board of Supervisors to authorize the building of a new Wood County Jail and Sheriff’s Department project, not to exceed \$58 million, subject to approval for bonding.

Operations	Public Safety	Property and Information Technology

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



RESOLUTION#

Introduced by Operations Committee  
Page 1 of 1

ITEM#  
DATE June 15, 2021  
Effective Date Upon passage and publication

EPN

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

INTENT & SYNOPSIS: Initial resolution authorizing the issuance of general obligation bonds or promissory notes in an amount not to exceed \$58,000,000.

FISCAL NOTE: Proceeds from general obligation bonds or promissory notes not to exceed \$58,000,000 for the design and construction of the new Jail and Sheriff’s Department, acquisition of land and equipment, and including demolition of existing jail upon occupancy of the new facility.

		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			

BE IT RESOLVED, by the County Board of Supervisors of Wood County, Wisconsin that there shall be issued, pursuant to Section 67.04, Wisconsin Statutes, and Section 67.12(12), Wisconsin Statutes, general obligation bonds or promissory notes in an amount not to exceed \$58,000,000 for the public purpose of financing a new Jail and Sheriff’s Department project to include the design, construction, acquisition of land and equipment including demolition of the existing jail upon occupancy of the new facility. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such bonds or notes.

{ }

ED WAGNER (Chairman)  
DONNA ROZAR  
LANCE PLIML

ADAM FISCHER  
MICHAEL FEIRER

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



# Wood County



Prepared for:



June 1, 2021



# Agenda

Wood County - June 1, 2021



- **Health Plan Spend History**
- **2020 Reserve Calculation**
- **2019 vs 2020 Claims**
- **2020 vs 2021 Claims**
- **2022 Renewal Projection**
- **Historical Benefit Plan Changes**

## Wood County

Health Plan Total Spend and High Cost Claimants, Paid 1/1/2014 - 12/31/2020

Health Plan Total Spend							
	2014	2015	2016	2017	2018	2019	2020
Average Annual Enrollment	493	504	497	498	502	500	498
Administrative Fees	\$197,594	\$205,534	\$206,653	\$220,690	\$225,257	\$228,253	\$43,964
Stop Loss Premiums	\$1,574,116	\$1,827,262	\$1,891,390	\$1,904,448	\$1,975,668	\$2,153,669	\$1,964,339
Total Net Claims	\$8,623,687	\$8,780,524	\$8,414,432	\$8,764,697	\$8,246,880	\$8,268,588	\$6,694,126
2014-2018 Total Spend	\$10,395,397	\$10,813,320	\$10,512,475	\$10,889,836	\$10,447,806	\$10,650,510	\$8,702,429
High Cost Claimants							
	2014	2015	2016	2017	2018	2019	2020
Number of High Cost Claimants (Over \$100,000 Paid Claims)	8	8	14	16	15	10	10
Stop Loss Premiums	\$1,574,116	\$1,827,262	\$1,891,390	\$1,904,448	\$1,975,668	\$2,153,669	\$1,964,339
Reimbursements	\$578,581	\$291,266	\$882,066	\$1,511,347	\$2,064,386	\$1,487,023	\$770,749
Stop-Loss Loss Ratio	36.76%	15.94%	46.64%	79.36%	104.49%	69.05%	39.24%

Insurance / Risk Advisory / Employee Benefits

**HORTON**

# Wood County

Self-Funded Reserve Calculator, Paid 1/1/2020 - 12/31/2020

Participation by Month	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Traditional PPO												
Single	141	146	144	142	144	144	145	144	132	144	147	148
Family	347	348	344	345	342	347	342	345	341	340	336	338
	488	494	488	487	486	491	487	489	473	484	483	486
Participation by Month	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
HDHP												
Single	7	7	6	7	7	7	7	8	7	9	9	10
Family	1	2	2	2	2	3	4	4	5	6	6	6
	8	9	8	9	9	10	11	12	12	15	15	16
Premium Equivalents	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Traditional PPO												
\$979.49	\$138,108	\$143,006	\$141,047	\$139,088	\$141,047	\$141,047	\$142,026	\$141,047	\$129,293	\$141,047	\$143,985	\$144,965
\$2,247.03	\$779,719	\$781,966	\$772,978	\$775,225	\$768,484	\$779,719	\$768,484	\$775,225	\$766,237	\$763,990	\$755,002	\$759,496
TOTALS per MO	\$917,828	\$924,972	\$914,025	\$914,313	\$909,531	\$920,766	\$910,510	\$916,272	\$895,530	\$905,037	\$898,987	\$904,461
HDHP												
\$783.59	\$5,485	\$5,485	\$4,702	\$5,485	\$5,485	\$5,485	\$5,485	\$6,269	\$5,485	\$7,052	\$7,052	\$7,836
\$1,797.62	\$1,798	\$3,595	\$3,595	\$3,595	\$3,595	\$5,393	\$7,190	\$7,190	\$8,988	\$10,786	\$10,786	\$10,786
TOTALS per MO	\$7,283	\$9,080	\$8,297	\$9,080	\$9,080	\$10,878	\$12,676	\$13,459	\$14,473	\$17,838	\$17,838	\$18,622
Accumulated	\$925,110	\$1,859,163	\$2,781,484	\$3,704,878	\$4,623,489	\$5,555,133	\$6,478,319	\$7,408,050	\$8,318,053	\$9,240,928	\$10,157,753	\$11,080,835
Fixed Costs	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Extended PPO												
Medical Admin	\$23,590	\$24,018	\$23,495	\$23,400	\$23,400	\$23,732	\$23,542	\$23,828	\$22,876	\$23,637	\$23,685	\$23,875
Stop Loss	\$163,695	\$166,665	\$163,035	\$162,375	\$162,375	\$164,685	\$163,365	\$165,345	\$158,744	\$164,025	\$164,355	\$165,675
Network Access	\$0	\$5,655	\$9,419	\$6,112	\$5,798	\$4,693	\$5,206	\$13,527	\$8,742	\$9,610	\$6,782	\$6,513
Rx Rebate Offset	-\$19,919	-\$20,281	-\$19,919	-\$19,759	-\$19,759	-\$20,040	-\$19,879	-\$20,120	-\$19,317	-\$19,960	-\$20,000	-\$20,160
TOTALS per MO.	\$167,365	\$176,057	\$176,029	\$172,127	\$171,813	\$173,070	\$172,234	\$182,579	\$171,046	\$177,312	\$174,823	\$175,903
Accumulated	\$167,365	\$343,422	\$519,451	\$691,578	\$863,392	\$1,036,462	\$1,208,696	\$1,391,275	\$1,562,321	\$1,739,633	\$1,914,455	\$2,090,358
Claim Costs	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Anthem Medical Claims	\$177,030	\$404,404	\$395,555	\$424,180	\$357,060	\$215,333	\$564,981	\$773,996	\$627,126	\$596,107	\$628,330	\$505,405
Anthem Rx Claims	\$69,477	\$66,686	\$119,330	\$99,523	\$99,971	\$107,386	\$109,095	\$109,584	\$103,389	\$105,258	\$128,182	\$141,216
Prior Year Run Out	\$415,394	\$55,885	\$38,975	-\$8,975	\$31,593	\$3,397	\$0	\$0	\$0	\$0	\$0	\$0
Less Reimbursements	-\$28,159	\$0	\$0	-\$34,804	-\$28,146	-\$17,082	-\$37,568	-\$153,564	-\$139,560	-\$156,878	-\$61,489	-\$113,498
TOTALS per MO.	\$633,742	\$526,976	\$553,860	\$479,924	\$460,478	\$309,034	\$636,509	\$730,016	\$590,955	\$544,486	\$695,023	\$533,122
Accumulated	\$633,742	\$1,160,718	\$1,714,578	\$2,194,502	\$2,654,980	\$2,964,014	\$3,600,523	\$4,330,539	\$4,921,494	\$5,465,981	\$6,161,003	\$6,694,126
Reserves	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Equivalents	\$925,110	\$924,972	\$914,025	\$914,313	\$909,531	\$920,766	\$910,510	\$916,272	\$895,530	\$905,037	\$898,987	\$904,461
Less Fixed Costs	\$167,365	\$176,057	\$176,029	\$172,127	\$171,813	\$173,070	\$172,234	\$182,579	\$171,046	\$177,312	\$174,823	\$175,903
Less Claims	\$633,742	\$526,976	\$553,860	\$479,924	\$460,478	\$309,034	\$636,509	\$730,016	\$590,955	\$544,486	\$695,023	\$533,122
Monthly total	\$124,003	\$221,939	\$184,136	\$262,261	\$277,239	\$438,662	\$101,768	\$3,676	\$133,529	\$183,238	\$29,142	\$195,435
Accumulated Reserves	\$124,003	\$345,942	\$530,078	\$792,339	\$1,069,579	\$1,508,241	\$1,610,009	\$1,613,685	\$1,747,214	\$1,930,452	\$1,959,594	\$2,155,029
Monthly Loss Ratio	86.60%	76.01%	79.85%	71.32%	69.52%	52.36%	88.82%	99.60%	85.09%	79.75%	96.76%	78.39%
Overall Loss Ratio	80.30%											

# Wood County

Paid Claim Comparison, 2019 and 2020

Claims by Month	2019	2020	Difference	2019 YTD	2020 YTD	Difference YTD
January	\$468,713	\$661,901	\$193,188	\$468,713	\$661,901	\$193,188
February	\$1,080,569	\$526,976	-\$553,593	\$1,549,282	\$1,188,877	-\$360,404
March	\$951,446	\$553,860	-\$397,586	\$2,500,728	\$1,742,737	-\$757,991
April	\$1,138,085	\$514,729	-\$623,356	\$3,638,813	\$2,257,466	-\$1,381,347
May	\$741,616	\$488,624	-\$252,992	\$4,380,429	\$2,746,090	-\$1,634,339
June	\$641,952	\$326,116	-\$315,836	\$5,022,381	\$3,072,206	-\$1,950,175
July	\$746,750	\$674,076	-\$72,674	\$5,769,131	\$3,746,282	-\$2,022,849
August	\$893,150	\$883,580	-\$9,570	\$6,662,281	\$4,629,862	-\$2,032,419
September	\$683,882	\$730,515	\$46,633	\$7,346,163	\$5,360,377	-\$1,985,786
October	\$843,378	\$701,365	-\$142,013	\$8,189,541	\$6,061,742	-\$2,127,799
November	\$818,921	\$756,512	-\$62,409	\$9,008,462	\$6,818,254	-\$2,190,208
December	\$747,149	\$646,621	-\$100,528	\$9,755,611	\$7,464,875	-\$2,290,736

Values based on medical and prescription drug plan paid claims incurred 1/1/2015 - 12/31/2020 and paid 1/1/2019 - 12/31/2020.

# Wood County

Paid Claim Comparison, 2020 and 2021

Claims by Month	2020	2021	Difference	2020 YTD	2021 YTD	Difference YTD
January	\$661,901	\$459,592	-\$202,308	\$661,901	\$459,592	-\$202,308
February	\$526,976	\$596,112	\$69,136	\$1,188,877	\$1,055,705	-\$133,172
March	\$514,885	\$876,939	\$362,054	\$1,703,762	\$1,932,644	\$228,882
April	\$523,703	\$631,805	\$108,102	\$2,227,465	\$2,564,449	\$336,984
May						
June						
July						
August						
September						
October						
November						
December						

Values based on medical and prescription drug plan paid claims incurred 1/1/2015 - 4/30/2021 and paid 1/1/2020 - 4/30/2021.

# Wood County

2022 PEPM Renewal Projection

	Experience Period 5/1/18 - 4/30/19	Experience Period 5/1/19 - 4/30/20	Experience Period 5/1/20 - 4/30/21
(1) Group Specific Claims	\$10,564,837	\$8,374,264	\$7,771,858
(2) Stop Loss Reimbursements	(\$2,122,154)	(\$1,244,191)	(\$736,407)
(3) Claims with Catastrophic Removed	\$8,442,682	\$7,130,073	\$7,035,451
(4) Trend Adjustment	10%	10%	5%
(5) Adjusted Claims, Trended to Rating Period	\$9,286,951	\$7,843,080	\$7,387,224
(6) Plan/Network Change Adjustment	1.00	0.93	1.00
(7) Claims with Plan/Network Adjustment	\$9,286,950.68	\$7,294,064.39	\$7,387,224.02
(8) Employee Months (# of Employees * # months in experience period)	6016	5976	5963
(9) Projected PEPM Claim Rate	\$1,543.71	\$1,220.56	\$1,238.84
(10) Weight	25.00%	45.00%	30.00%
(11) Weighted PEPM Claim Rate	\$385.93	\$549.25	\$371.65
(12) Combined Projected PEPM Claim Rate	\$1,306.83		



## Wood County

2022 PEPY Pre-Renewal Projection

<b>2022 Claims PEPY*</b>	\$15,681.98
<b>Administration (+5% Estimated Increase)</b>	\$369.29
<b>Stop Loss (+15% Spec +5% Agg Estimated Increase)</b>	\$4,340.29
<b>Wellness Program Expenses</b>	\$380.00
<b>2022 Projected Total PEPY Plan Costs</b>	\$20,771.57
<b>2022 Projected Total PEPY Plan Costs minus EE Contribution</b>	\$18,694.41
<b>2022 Projected Budget</b>	\$9,347,207
<b>2021 Budgeted</b>	\$9,424,825
<b>Projected 2022 Decrease (%)</b>	-0.82%
<b>Projected 2022 Decrease (\$)</b>	-\$77,618

# Wood County

Medical Plan Design Change History, 1/1/2016 - 1/1/2021

Plan Change History	Prior Value	New Value
<b>January 1, 2016:</b>	<b>Prior Value (2015)</b>	<b>New Value (2016)</b>
Eliminated Extended Plus PPO	---	---
Extended PPO and Standard PPO Deductible	\$100 Single / \$300 Family	\$250 Single / \$750 Family
Extended PPO and Standard PPO Out of Pocket (Ded/Coins)	\$500 Single / \$1,500 Family	\$900 Single / \$2,700 Family
Extended PPO and Standard PPO Maximum Out of Pocket (Ded/Coins/Copay)	\$6,600 Single / \$13,200 Family	\$6,850 Single / \$13,700 Family
Extended PPO and Standard PPO Urgent Care Copay	\$25 copay	\$75 copay
Extended PPO and Standard PPO Prescription Drug Copays	\$5/\$20/\$35	\$10/\$30/\$50
<b>January 1, 2017:</b>	<b>Prior Value (2016)</b>	<b>New Value (2017)</b>
Extended PPO and Standard PPO Deductible	\$250 Single / \$750 Family	\$500 Single / \$1,500 Family
Extended PPO and Standard PPO Out of Pocket (Ded/Coins)	\$900 Single / \$2,700 Family	\$1,150 Single / \$3,450 Family
Extended PPO and Standard PPO Maximum Out of Pocket (Ded/Coins/Copay)	\$6,850 Single / \$13,700 Family	\$7,150 Single / \$14,300 Family
Extended PPO and Standard PPO Primary Care Copay	\$20 copay	\$25 copay
Extended PPO and Standard PPO Specialist Copay	\$20 copay	\$35 copay
Extended PPO and Standard PPO Prescription Drug Deductible	None	\$100 Single \$200 Family Tiers 2 & 3
<b>January 1, 2018:</b>	<b>Prior Value (2017)</b>	<b>New Value (2018)</b>
Extended PPO and Standard PPO Maximum Out of Pocket (Ded/Coins/Copay)	\$7,150 Single / \$14,300 Family	\$7,350 Single / \$14,700 Family
Extended PPO and Standard PPO Emergency Room Copay	\$150 copay	\$250 copay
Extended PPO and Standard PPO Specialist Copay	\$35 copay	\$50 copay
<b>January 1, 2019</b>	<b>Prior Value (2018)</b>	<b>New Value (2019)</b>
Extended PPO and Standard PPO Maximum Out of Pocket (Ded/Coins/Copay)	\$7,350 Single / \$14,700 Family	\$7,900 Single / \$15,800 Family
<b>January 1, 2020</b>	<b>Prior Value (2019)</b>	<b>New Value (2020)</b>
Change from WPS to Anthem/IngenioRx	---	---
Extended PPO and Standard PPO Merged to Anthem Traditional PPO on Broad Network	---	---
Introduction of Anthem HDHP Plan	---	---
<b>January 1, 2021</b>	<b>Prior Value (2020)</b>	<b>New Value (2021)</b>
No Medical Plan Design Changes	---	---

## Notes Page

[illegible]





## **Employee Service and Retirement Recognition Program**

### **Purpose**

To recognize and show appreciation to Wood County employees for their dedicated years of service at specific and identified intervals throughout their tenure. All Wood County employees are eligible for this program including all full-time, part-time, and casual employees as well as Elected Officials in constitutional offices. County Board Supervisors are not eligible for this program.

### **Years of Service Awards**

Service awards are provided to employees beginning at 15 years of continuous service, and every five (5) year increment after that. Employees will be recognized quarterly, in the month following the quarter of their service anniversary. Qualifying employees will be asked to select the gift they would like to receive from the available options in the corresponding category based on years of service. Service awards will be ordered by Human Resources and provided to the Department Head or supervisor to present to the employee.

Twice per year, employees will be recognized at County Board by resolution. This commemorative occasion is reserved for employees achieving 25 years of service or more, in five (5) year increments. In addition to the gift selection they have chosen, they will also be presented with a certificate and a copy of the County Board resolution in which they are recognized. Attendance at County Board is encouraged but not mandatory. The employee's Department Head will have the opportunity to present the recognition and certificate to the employee.

### **Retirement Awards**

Retirement awards are awarded to employees with at least 15 years of service who retire from Wood County.

### **Award Options**

The award options in each category will be maintained and periodically evaluated by Human Resources. The options may be changed periodically based on interest, pricing fluctuations, and/or availability. Human Resources will make every effort to ensure there is a variety of options in each category for employees to choose from.

## 15 Years of Service

### Service Plaque



**\$30.00 Chamber of Commerce Gift Certificate** (Wisconsin Rapids or Marshfield) *\*This option is taxed. The tax will be deducted from the employee's paycheck when the gift certificate is issued.*



### Sport-Tek Posi Charge ¼" Zip Wood County logo embroidered



### CamelBak 25 Oz Water Bottle Wood County logo screen printed

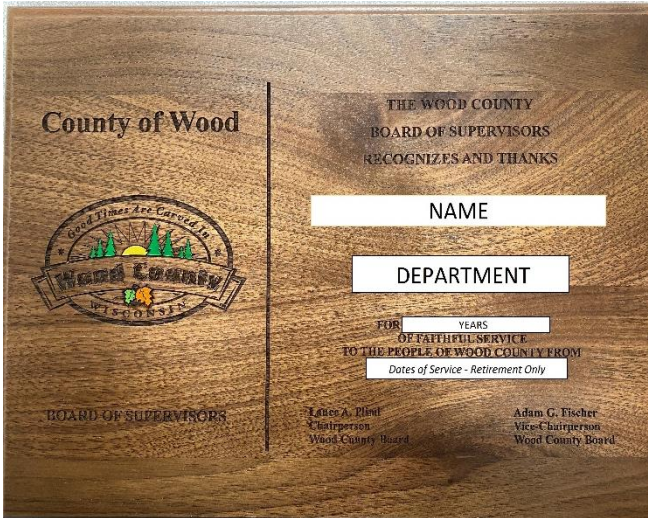


### CamelBak 12oz Camp Mug Wood County logo screen printed



## 20 Years of Service

### Service Plaque



### \$50.00 Chamber of Commerce Gift Certificate (Wisconsin Rapids or Marshfield)

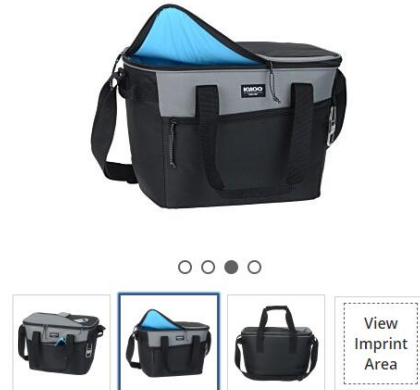
*\*This option is taxed. The tax will be deducted from the employee's paycheck when the gift certificate is issued.*



### Eddie Bauer Full Zip Microfleece Wood County logo embroidered



### Igloo Party to Go Cooler – 32 Can Capacity Wood County logo embroidered



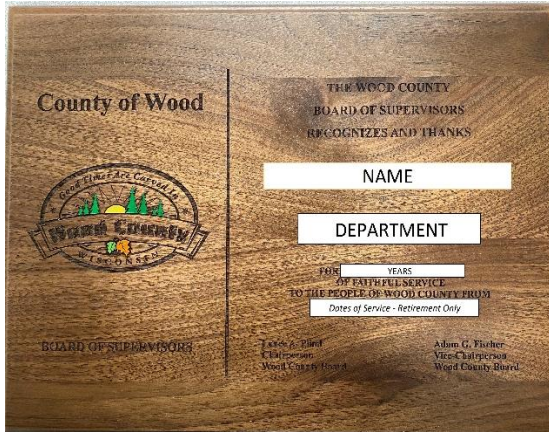
### Cross Classic Century Ballpoint Pen (Refillable) *Engraved with name and years of service*





## 25 & 30 Years of Service

### Service Plaque



**\$75.00 Chamber of Commerce Gift Certificate**  
(Wisconsin Rapids or Marshfield) *\*This option is taxed. The tax will be deducted from the employee's paycheck when the gift certificate is issued.*



### Carhartt Duck Vest

Wood County logo embroidered



### Eddie Bauer Weather-Resistant Soft Shell Jacket

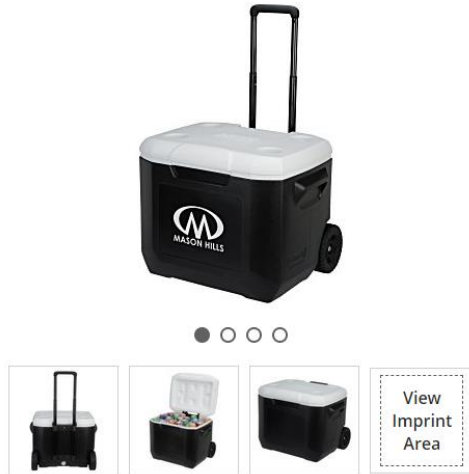
Wood County logo embroidered



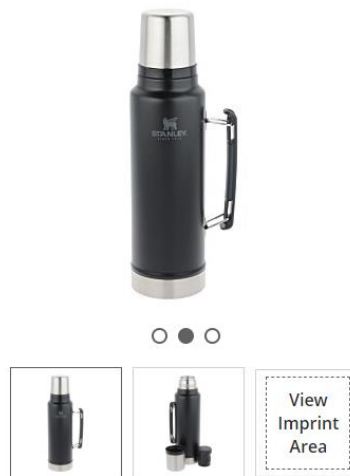


## 25 & 30 Years of Service Continued

**Coleman 60-Quart Wheeled Cooler**  
*Wood County logo screen printed*



**Stanley Classic Vacuum Bottle**  
*Wood County logo laser engraved*



**Howard Miller Glass Clock**  
*Engraved with name and years of service*

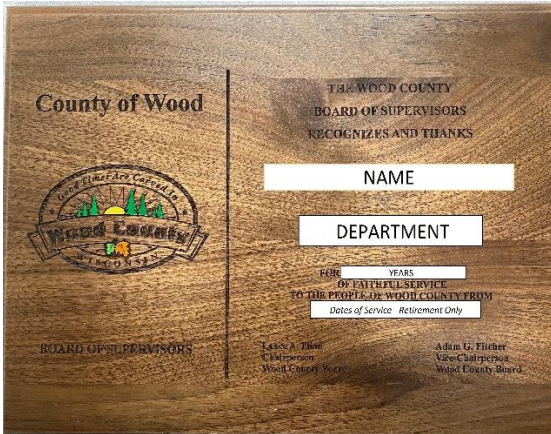


**Crystal Vase**



## 35, 40, & 45 Years of Service and Retirement

### Service Plaque or Retirement Plaque



### \$100.00 Chamber of Commerce Gift Certificate

(Wisconsin Rapids or Marshfield) *\*This option is taxed. The tax will be deducted from the employee's paycheck when the gift certificate is issued.*



### Eddie Bauer WeatherEdge Jacket

Wood County logo embroidered



## 35, 40, & 45 Years of Service and Retirement Continued

### Men's Citizen Quartz Watch – Option A

*Back plate engraved with name and years of service*



### Women's Citizen Quartz Watch – Option A

*Back plate engraved with name and years of service*



### Men's Citizen Quartz Watch – Option B

*Back plate engraved with name and years of service*



### Women's Citizen Quartz Watch – Option B

*Back plate engraved with name and years of service*



## 35, 40, & 45 Years of Service and Retirement Continued

### Bulova Clock

*Engraved with name and years of service*



## Recognition Gifts for 16-19 and 21-24 Years of Service in 2021

This gift option is for those employees who will reach between 16-19 years of service and 21-24 years of service in 2021 and have not yet received a service award gift from Wood County. This is a one-time, implementation-related service award option.

Option A	Option B
<p><b>Urban Peak Vacuum 30 oz. Stainless Steel Travel Tumbler</b>  <i>Wood County logo laser engraved</i></p> 	<p><b>\$20 Chamber of Commerce Gift Certificate</b> (Wisconsin Rapids or Marshfield)  <i>*This option is taxed. The tax will be deducted from the employee's paycheck when the gift certificate is issued.</i></p> 





## Employee Coronavirus (COVID-19) Pandemic Plan

### Overview

The COVID-19 pandemic, also known as the coronavirus pandemic, is the current and ongoing pandemic of the coronavirus disease 2019 (COVID-19), caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The World Health Organization (WHO) declared the outbreak a Public Health Emergency of International Concern in January 2020 and subsequently declared a pandemic in March 2020. The Centers for Disease Control and Prevention (CDC) and the Wisconsin Department of Health Services (DHS) has provided, and continues to provide, advice and recommendations to both prevent and slow the spread of the virus.

According to the CDC, COVID-19 is thought to spread mainly through close contact from person-to-person. Asymptomatic individuals (those who have the virus but are not exhibiting any symptoms) are still able to spread the virus. The virus is thought to spread mainly:

- Between people who are in close contact with one another (within about 6 feet), and
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks, and those droplets then land, or are inhaled, in the mouths or noses of people who are nearby.

COVID-19 infection has been reported to cause a wide variety of flu-like symptoms including fever, cough, shortness of breath, sore throat, headache, fatigue, body/muscle aches, nausea, vomiting, and loss of smell and/or taste.

### Purpose

Wood County will take appropriate measures to limit or slow the spread of the virus in our workplace, as well as in our community, in accordance with the recommendations set forth by the CDC and DHS. Employees play an important role in protecting themselves, their peers, and our community by following the guidelines set forth in this policy.

### Practice Good Hygiene

Employees should take these everyday steps to protect their health and lessen the spread of the virus:

- Wash hands often
  - Employees should frequently wash their hands with soap and water for at least 20 seconds especially after having been in a public place, or after blowing their nose, coughing, or sneezing.
  - If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol. The most effective way to use hand sanitizer is to cover all surfaces of both hands and rub them together until they feel dry.
  - Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes
  - Employees who may be in a private setting and do not have a face covering should always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow.
  - Used tissues should be discarded in the trash immediately.
  - Following the cover of a cough or sneeze or after using a tissue, employees should immediately wash their hands with soap and water for at least 20 seconds. If soap and



## Employee Coronavirus (COVID-19) Pandemic Plan

water are not readily available, they should clean their hands with a hand sanitizer as described above.

- Clean and disinfect
  - When possible, employees should thoroughly clean AND disinfect all frequently touched surfaces daily. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
  - Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.
  - The Wood County Maintenance Department will provide bottles/refills of disinfectant upon request.
- Monitor for symptoms
  - Employees should be alert for symptoms.
  - Attached to this policy, in Appendix A and B, employees can find a Self-Monitoring Information Sheet and Form, related to daily self-monitoring that should be reviewed and performed daily before coming to work.
    - This is especially important when in a setting where it may be difficult to keep a social and physical distance.
  - Follow CDC guidance if symptoms develop.
- Stay home when feeling sick
  - Other than to seek medical care, employees that are sick or symptomatic should self-isolate at home.
  - Further, they should isolate themselves from other household members as much as possible.
  - If an employee has been notified they are COVID-19 positive, they should notify their immediate supervisor within 24 hours of receiving the test results.

### Social Distancing

Social distancing is one of the best practices employees can use to avoid being exposed to the virus, and therefore slow its spread. Social distancing may also be referred to as physical distancing. It refers to the practice of maintaining a physical space between individuals. To practice social distancing:

- Individuals should stay at least 6 feet (about 2 arms' length) away from others,
- Limit the number of interactions; only meet with individuals for essential reasons,
- Limit the number of people gathering in any space; do not gather in groups, and
- Avoid crowded places and mass gatherings.

Enacting social distancing at work means that employees should always stay six (6) feet away from each other, as well as any customers, clients, or members of the public that they interact with. If this is not possible due to the nature of the job, it is recommended that all individuals wear appropriate personal protective equipment (PPE) such as a face mask or face covering. Employees should be advised that wearing a face mask or face covering does not provide a guarantee that they will not or cannot contract the virus, but it is a precautionary measure to protect all individuals. All employees are welcome to wear a face mask or face covering if they choose. See *Personal Protective Equipment* for more information on face masks and face coverings.



## Employee Coronavirus (COVID-19) Pandemic Plan

### Serving the Public

The following protective measures are encouraged when serving customers/clients:

- Post public entrance notices indicating individuals with COVID-19 symptoms shall seek services by phone, or another means, if/when applicable.
- Mark service counter areas to prompt 6-foot distancing between customers/employees.
- Place tissue, hand sanitizer, and face masks at the service counter in the event the customer presents with symptoms.
- Determine the need for plastic barriers/shields at counter service areas. The Maintenance Department will order and assemble plastic barriers/shields as requested. There is a nominal fee per barrier that will be charged to the department. Employees shall seek supervisor approval before ordering/requesting barriers/shields from Maintenance.
- Limit in-person meetings with customers and ensure 6-foot distancing and limit the number of persons in a confined room. In the event a customer cannot be served remotely and 6-foot distancing is not feasible, pre-screen the customer for symptoms of COVID-19. In this instance, the employee should wear a face mask/covering and the customer is encouraged to do the same.
- Welcome all customers to wear face masks/coverings if they choose.

### Work Travel

Until further notice, all non-essential work travel is suspended. If an employee has a question about whether their travel is considered essential, they should seek guidance from their supervisor or Department Head.

If work travel is considered essential, it is recommended that one person be in a vehicle at a time. This applies to both using a County vehicle and a personal vehicle. During this time, departments may reimburse employees mileage for those that travel alone. Mileage reimbursement is not provided from the employee's home to the work location or work site. If one-person travel is not feasible, employees should ensure they socially distance themselves in the vehicle and wear a face mask or face covering for the duration of the travels.

### Personal Travel

In accordance with the DHS and current CDC guidelines, it is recommended that all individuals stay home as much as possible and avoid traveling outside of one's home community. This is especially important for those that have a higher risk of severe illness, or who may work with high-risk populations, such as the elderly. For these reasons, Wood County employees are requested to limit any non-essential personal travel.

Department Heads, or their designees, have the authority to modify or cancel previously approved, and future time off requests, including vacation, compensatory, or personal time, but not including FMLA leaves, in situations involving essential personnel or essential job functions which must be performed, under the following circumstances:





## Employee Coronavirus (COVID-19) Pandemic Plan

- An employee reports plans to travel to a destination which will result, or is likely to result, in a restriction from the workplace upon return, and/or
- If the absence will result, or is likely to result, in staff shortages.

If employees feel it is essential to travel outside of the State of Wisconsin, it is the employee's responsibility to notify their supervisor of their travel intentions so that plans can be made for the potential of a 14-day quarantine upon return.

Department Heads, or their designees, will make every effort to work with employees to develop a manner and method that will allow the employee to return to work, however in the event the employee refuses to follow the directives, they may be restricted from the workplace and may be subject to discipline.

### Restricted From the Workplace

In order to maintain a safe work environment, a Department Head or their designee, in conjunction with the Human Resources Director, may restrict employees from the workplace under the following circumstances:

- Employees WILL be restricted if they:
  - Are being tested for COVID-19,
  - Are diagnosed by a healthcare provider as being COVID-19 positive,
  - Are named by a local Health Department as a "close contact" with someone who has tested positive for COVID-19, or
  - Have traveled by cruise ship within the last 14 calendar days.
- Employees MAY be restricted if they:
  - Have traveled or been involved in activities in such a way that they were unable to properly socially distance and perform adequate hand hygiene,
  - Have traveled outside of the country within the last 14 calendar days, or
  - Are currently experiencing symptoms consistent with COVID-19, as defined by the CDC, including fever, cough, shortness of breath, etc. Employees who are currently experiencing symptoms are directed to follow-up with their primary care provider or seek care through a telehealth provider for further instructions. Employees are required to report instructions they receive from their healthcare provider to their supervisor.

If an employee is restricted from the workplace for any of the above reasons, the Department Head or their designee will determine if the employee is able or eligible to work from home. Not all positions or employees are eligible to work from home.

### Return to Work

Employees who were restricted from the workplace for a period of time due to travel or being identified as a close contact to a COVID-19 case, may return if:

- A 14-calendar-day self-quarantine lapses,
- A local health official has determined a 14-calendar-day self-quarantine is no longer necessary, or
- A local health official releases the employee from isolation.



## Employee Coronavirus (COVID-19) Pandemic Plan

Employees that had signs and/or symptoms consistent with COVID-19, were not tested, and were advised to self-isolate are able to return if all three of the following criteria are met:

- At least 10 days have passed since symptoms first appeared,
- The employee has been fever-free for at least 72 hours (without the use of fever reducing medications), and
- All other symptoms have improved (such as cough or shortness of breath).

Employees that have been tested for COVID-19 shall self-isolate at home until test results are received.

Employees who have been tested may return to work when:

- A negative test result has been received and all symptoms have cleared.
  - There are exceptions to this, including employees who were close contacts of a confirmed case and were instructed to do a 14-day quarantine by a local health official. Even if an employee who is quarantined tests negative during the quarantine period, they must complete the quarantine as instructed. Because of the incubation period of the virus, a negative test does not guarantee the employee will not convert to positive during the quarantine period.
- A positive test result has been received and the employee has been released from self-isolation by a local health official.

Employees who have signs and symptoms of illness that their healthcare provider does not believe are consistent with COVID-19 may return to work as indicated by the healthcare provider. No medical documentation is necessary.

An employee who is restricted from the workplace shall provide, at minimum, weekly updates to their supervisor related to their anticipated return to work.

### Remote Work Options

Where practical, Department Heads have the ability and authority to allow their staff to work remotely to allow for both social/physical distancing in the office as well as limiting the number of employees gathered at one time. Not all Wood County positions are eligible for telework. Departments are encouraged to work collaboratively with their staff and employees to determine if positions are eligible to work remotely or if other flexible options may be beneficial (blend of working remotely and working onsite, staggering shifts/schedules, etc). Employees who are authorized to work from home must abide by the Telework Policy located in the Employee Policy Handbook.

### Leave Provisions

Employees should contact their supervisor immediately if they need to be away from work due to one of the following situations related to COVID-19, as they may qualify for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA):



## Employee Coronavirus (COVID-19) Pandemic Plan

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

As defined by the Department of Labor, Wood County has excluded healthcare providers and emergency responders from eligibility for the EPSL qualifying reasons #4, #5, and #6. Healthcare providers and emergency responders are also excluded from all provisions of the Emergency Family and Medical Leave Expansion Act.

For more information on the employee paid leave rights under the FFCRA, please contact Human Resources or view the FFCRA Employee Paid Leave Rights overview on the Wood County Intranet (Human Resources → Employee Resources).

### **Workers' Compensation**

Employees may be eligible to receive workers' compensation benefits for medical treatment related to COVID-19 in such circumstances where the employee has a confirmed exposure to a COVID-positive patient during the course of normal employment. Workers' compensation procedures, outlined in the Safety and Risk Manual, must be followed, and all claims will be evaluated on a case-by-case basis.

### **Personal Protective Equipment (PPE)**

Personal protective equipment, or PPE, is any approved device provided by the employer to reduce or eliminate hazard exposure, such as infectious materials like COVID-19. Per the Occupational Safety and Health Administration (OSHA), respiratory protection is to be provided to any employee that is required to perform any activity that will expose them to an airborne pathogen. This may include, but is not limited to, the Sheriff and Health Departments.

All required N95 masks will be issued, fit tested, and maintained according to the most current guidance from the CDC and OSHA. N95 masks may be decontaminated and reused; N95 masks should be discarded if soiled, damaged, or difficult to breathe through.

Cloth or surgical/procedure masks do not provide the same level of protection as N95 masks, and should be worn in circumstances where N95 masks are not required, but the job operation does not lend itself to social distancing. Cloth or procedure masks may not be used as a substitute when filtering respirators, such as N95s, are required. The CDC recommends wearing cloth face masks/coverings as a measure to contain the wearer's respiratory droplets and help protect their co-workers and members of the public. They may prevent workers, including those who don't know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19. Cloth masks/coverings should be



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routinely washed depending on the frequency of use; it is recommended to wash cloth face masks/coverings daily. Disposable surgical masks should be disposed of after use.

All face masks/coverings should be carefully removed after use, ensuring not to touch one's eyes, nose, or mouth during removal. Proper hand hygiene should be performed immediately after removing and properly storing or disposing of the mask/covering. N95 masks should be stored in a breathable paper bag at the end of the workday. A minimum of five (5) days must elapse before the mask can be used/worn again. Cloth face masks/coverings should be folded so the contaminated outside is folded inward against itself; place in a clean bag until used again or laundered. Machine or hand-washing should suffice to properly wash a cloth face mask/covering with regular laundry detergent. It is recommended to use hot water and a hot dryer setting.

If an employee is unable to wear the recommended PPE due to medical or other conditions, they are encouraged to discuss reasonable alternatives with their supervisor or Department Head.

The Emergency Management Department has various types of PPE available for employees to use in the course of their employment. Types of PPE available include reusable cotton face coverings, non-surgical and disposable face masks, gloves, etc. Requests for PPE should be made directly to the Emergency Management Department.

### Disclaimers

Departments of Wood County are actively monitoring the COVID-19 pandemic with respect to its impact on our employees, clients, and community. Wood County reserves the right to adopt new policies and procedures affecting conditions of employment and benefits, or to modify, alter, change, or cancel existing policies and procedures at any time due to changing circumstances. Federal, state, and local authorities may issue executive orders, guidance, and/or pass legislation that supersedes this plan, or a portion thereof. If and when that occurs, this policy will be updated to reflect the changes.

This policy does not apply to the Wood County Circuit Courts, as they are governed by the WI Supreme Court. Employees of Edgewater Haven and Wood County Annex & Health Center (Norwood) are governed by the US Centers for Medicare & Medicaid Services (CMS) and should follow the policies set forth by those facilities, however the "Personal Travel" and Restricted from the Workplace" sections of this policy apply to all staff.

### Revision

This policy may be revised in accordance with recommendations by the CDC, DHS, or the Wood County Health Department (WCHD). This policy will only remain in effect for the duration of the Public Health Emergency and pandemic, as outlined by the WHO.



## Employee Coronavirus (COVID-19) Pandemic Plan

### Appendix A- Self Monitoring Information Sheet



### Self-Monitoring Information Sheet

To ensure all of our safety during the COVID-19 outbreak, all employees are asked to self-monitor for symptoms of COVID-19. Please complete the following **BEFORE COMING TO WORK**.

#### What is self-monitoring?

Self-monitoring means that you monitor or watch yourself for the following symptoms of COVID-19 and if you develop symptoms, report them to your supervisor:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Fever                  | <input type="checkbox"/> Muscle aches     | <input type="checkbox"/> Loss of smell |
| <input type="checkbox"/> New or worsening cough | <input type="checkbox"/> Sore Throat      | <input type="checkbox"/> Runny nose    |
| <input type="checkbox"/> Shortness of breath    | <input type="checkbox"/> Nausea/ Vomiting | <input type="checkbox"/> Chills        |
|   | <input type="checkbox"/> Diarrhea         | <input type="checkbox"/> Fatigue       |

#### Why should I self-monitor?

The purpose of self-monitoring is to identify illness early and self-isolate at home to reduce the potential of transmission to others you work with. It is a good idea to be aware of any of the symptoms of COVID-19 listed above that you might have. If you develop symptoms you can protect others by staying home. If you are unwell, let your health care provider know so you can receive the right care and advice.

#### What should I do if I develop symptoms of COVID-19 or my symptoms worsen?

##### **IF YOU ARE SICK, PLEASE STAY HOME.**

If you have a fever (temperature of  $\geq 100.4^{\circ}\text{F}$ ) **OR** symptoms of COVID-19 (symptoms listed above), you **MUST STAY HOME** and immediately notify your supervisor. If your symptoms worsen enough that you feel that you need to see a healthcare provider but it is not an emergency, contact your healthcare provider before you seek medical care. When arriving at the healthcare facility, wear a mask and let the staff know that you are ill and have symptoms of COVID-19.

If your symptoms are severe (i.e. shortness of breath) call 9-1-1.





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### Appendix B- COVID-19 Daily Self-Monitoring Form



Here is a sheet to help you keep track of your daily symptoms while self-monitoring

### COVID-19 Daily Self-Monitoring Form

Date each day, check your temperature and then check any of the symptoms

Name: \_\_\_\_\_

Date															
No Symptoms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Symptoms	Let your supervisor know if you develop symptoms														
Fever ≥ 100.4°F															
Chills															
Difficulty Breathing	Call 9-1-1														
New or worsening cough															
Runny Nose															
Nausea/Vomiting or Diarrhea															
Sore throat															
Fatigue															
Muscle aches															
Headache															
Loss of smell															
Generally feeling unwell															
Other, specify															

Help protect yourself and your coworkers



Stay home if you are sick



Maintain 6 feet physical distance



Wash your hands



Clean/Disinfect work space



Cover mouth and nose