

## OPERATIONS COMMITTEE

DATE: Tuesday, August 3, 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. Update on County Strategic Plan with Dept. Head Responses
6. Discuss American Rescue Plan Act
7. **Wellness**
  - (a) Wellness Coordinator Update
8. **Treasurer**
  - (a) Resolution—Cancel stale dated checks
9. **Finance**
  - (a) Finance Department update
  - (b) Disclosure Counsel Service by Quarles & Brady
  - (c) Debt timetable
  - (d) Debt resolution – Draft
  - (e) CIP update
  - (f) 2022 budget update
10. **HR**
  - (a) Health Insurance Presentation by Tim Deaton, The Horton Group
  - (b) Annual Wage Grade Appeal Recommendations
11. Consider any agenda items for next meeting
12. Comments from the Chair
13. Set next regular committee meeting date
14. Adjourn

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### **Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 146 921 6076

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

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=ma6fb05c2b277805482712d0976e92e9a>  
Meeting number (access code): 146 921 6076  
Meeting password: OP0803

## OPERATIONS COMMITTEE MEETING MINUTES

**DATE:** Tuesday, July 13, 2021  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Conference Room 114

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

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): Dennis Polach, Bill Clendenning, Jake Hahn, Ken Curry, Allen Breu, Kim McGrath, Kelli Quinnell, Marissa Laher, John Peckham, Ed Newton, PaNya Yang, Roland Hawk, Reuben Van Tassel, Jason DeMarco, Amy Kaup, Sue Kunferman, Chad Schooley, Adam Fandre, Jodi Pingel, Trent Miner, Cheryl Krohn, Nick Flugaur, Mary Solheim, Kyle Theiler, Brandon Vruwink, Mary Schlagenhaft, Amy Beathard, Tim Deaton (The Horton Group)

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

There were no public comments.

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

Pliml shared that there are additional grant funds available for the broadband project. Pliml stated that Bug Tussel is requesting permission to pursue the grant on behalf of Wood County.

**Motion (Rozar/Fischer) to grant permission to Bug Tussel to pursue the grant opportunity. Motion carried unanimously.**

Pliml provided the Committee with additional information about the ARPA funds. Pliml stated that the general guidance he is hearing from the Department of Treasury is to wait on spending and be patient. The County has until 2024 to decide how to use the funds and until the end of 2026 to spend it. Finance Director Newton stated that he has attended many webinars and he is hearing the same thing. Discussion ensued.

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

Deputy Treasurer Krohn presented a resolution to sell tax deed properties.

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

Finance Director Newton gave an update on Finance Department activities. Newton stated that Michelle Weiler has been hired to fill the Payroll Administrator vacancy and began employment the previous week. He further stated that the Finance Department is working on entering new wage information for employees with the implementation of the new wage plan occurring on July 1<sup>st</sup>. The Finance Department will work with the IT Department to get this information pulled into Questica.

Chair Wagner explained that the total amount of CIP requests from departments totals \$5.1 million. Wagner shared that the consultant from the jail study had programmed in \$3.5 million each year for spending on additional CIP, aside from the jail borrowing. He explained that the \$3.5 million was already figured in to the tax rate. Wagner, Pliml, and Newton met and agreed that a CIP limit of \$3.5 million would be appropriate as it was already calculated into the tax rates. Wagner asked standing committee chairs to work with the departments that report to them to reduce CIP requests to meet this

lower threshold. Discussion ensued at length, including a discussion of possibly utilizing ARPA funds to offset some projects.

**Motion (Rozar/Feirer) to approve the initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$3.5 million for High Projects and Capital Improvement Projects. Motion carried unanimously.**

Newton provided the Committee with a debt timetable and stated that he would continue to provide this going forward.

Wagner stated that 2022 budget discussions are beginning and that work will begin over the next month to determine health insurance cost, CIP costs, and potential COLA increases for wages.

Tim Deaton, of The Horton Group, provided updated claims and projection information to the Committee. Mr. Deaton explained that, currently, the projected increase in the Per Employee Per Year (PEPY) cost in 2022 is 0.95%. Discussion ensued. Wagner requested that HR Director McGrath look into the cost of Wellness Programs with other organizations and report back to the Committee at the next meeting.

HR Director McGrath presented a draft Telework Policy that was developed by the Department Head Telework Work Group. McGrath explained that there is one highlighted sentence that there was difference of opinion in among the group. The sentence had to do with the percentage of the annual hours of work that would be required to be onsite for employees that telework. Discussion ensued at length regarding the percentage of annual hours that should be worked onsite.

**Motion (Rozar/Feirer) to approve the Telework Policy with the sentence stating that 50% of annual hours should be onsite amended to 25% of annual hours. Motion carried. Voting no: Pliml.**

McGrath shared a revised Wage Plan Policy and Recruitment & Retention Policy with the Committee. McGrath stated that the revisions to the policies were based on recommendations that Patrick Glynn from Carlson Dettmann had presented at the County Board meeting in September 2020.

**Motion (Rozar/Fischer) to approve the Wage Plan and Recruitment & Retention policies as presented. Motion carried unanimously.**

Items for next agenda: ARPA Funds  
Health Insurance Presentation  
2022 Budget Discussion  
Feedback from standing committee chairs concerning CIP

The next regular Committee meeting is scheduled for August 3, 2021 at 9:00 a.m.

Break at 10:04 a.m. Reconvene at 10:15 a.m.

**Motion by Rozar, second by Fischer, to go into closed session at 10:16 a.m. pursuant to 19.85(1)(c) Wis. Stats., for the purpose of discussing the completion of the introductory period of the Finance Director.**

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

**Motion (Fischer/Pliml) to return to open session at 10:21 a.m. Motion carried unanimously.**

Wagner declared the meeting adjourned at 10:22 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 – August 2021

- At the beginning of July, I conducted two sessions of training for clerks and chief election inspectors. These sessions were held on a Wednesday and a Saturday morning and in Pittsville at the Community Center. The Wednesday session had around 75 participants and the Saturday session was around 30-35. Since I am a certified trainer, these session count towards recertification hours for clerks and chiefs for the next term. I will probably do another round of training before the end of the year.
- I will be conducting two Election Security tabletop exercises in Portage County, on the morning of Tuesday, August 3<sup>rd</sup> and the afternoon of Wednesday, August 4<sup>th</sup>. These trainings are interactive and go through an expedited election day in about an hour and a half and have a multitude of problems that can pop up during an active election day. I did these in Wood County back in 2018 and they were well received.
- I've been listening to webinars and working with Jason Grueneberg to develop a workable timeline for the Census Review & Redistricting Committee now that we are forced to complete redistricting in an extremely shortened timeframe. The first meeting of that committee will be a short meeting prior to the August County Board meeting to go over the timelines and general guidelines to be used during the process. My office is perhaps a little more involved in this process than it has been in the past. It makes sense for us to be more helpful since we have good working relations with all of the municipal clerks and can work with them to ensure they have the tools they need to accomplish their portion of the process.
- In looking at our revenues, I can pretty easily predict we will not make our budgeted revenue amount in passports. While the numbers are trending upwards, we will still not have anywhere near record numbers. The year prior to the pandemic, we had over 800 applications. If we get around 300 this year, I will be doing backflips and handsprings. Marriage licenses are up a little bit as compared to last year and our vehicle transactions are starting to slow up now that the DMVs are starting to do some vehicle transactions. As the 2022 budget work commences, I will get out my cracked and shattered crystal ball and a dart board and see where we come out.
- There was a virtual assessment of our office as a passport acceptance facility the past month. It went well and we were complimented on our organizational processes. The last assessment we had was about 4 years ago, and was in person.
- As we talk about passports, it is worth noting that the turnaround time on an application is up to 18 weeks, and we have seen a definite uptick in applications for trips being planned in spring of 2022. Whether this blip of heightened activity holds remains to be seen. Fingers crossed.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

July 30, 2021

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

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### Human Resources Activity

	July 2021	2021 Year-to-Date
Applications Received	84	864
Positions Filled	14	109
Promotions/Transfers	4	49
New Hire Orientations	13	68
Terminations, Voluntary	10	74
Terminations, Involuntary	0	6
Retirements	2	14
Exit Interviews	2	31

### Human Resources Narrative

#### General Highlights

1. Officially implemented the two new Wood County Wage Plans effective July 1<sup>st</sup>. This implementation date marks the completion of an almost two-year long process to update our compensation plans to ensure equitable and competitive wages and benefits to all County employees. This project would not have been successful without the support and collaboration of the HR staff, all Department Heads, supervisors, and employees. We extend our gratitude to all as this project successfully and officially comes to a close.
2. Launched the new employee recognition program that recognizes employees with milestone anniversary achievements. We formerly recognized employees beginning at 25 years of service. With the new program, we are recognizing employees beginning at 15 years of service. Eligible employees received a letter to select their recognition gift.

#### Meetings & Trainings

1. Attended the Operations Committee Meeting on July 13<sup>th</sup>.
2. Attended the Public Safety Committee Meeting on July 12<sup>th</sup>.
3. Attended County Board on July 20<sup>th</sup>.
4. Attended von Briesen's "Public Sector Collective Bargaining in the Post-Pandemic Environment" webinar on July 14<sup>th</sup>.
5. Met with the Health Department management team on July 19<sup>th</sup> to discuss creative ways to support their front-line staff through the continuation of the COVID pandemic.
6. Held the monthly conference call with The Horton Group on July 27<sup>th</sup> to discuss various benefit topics.

7. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2021 goals.
8. Met with Aegis to discuss training needs for the upcoming year and an update on client services.
9. Attended a web demo of Employee Benefits Corporation (EBC) Flexible Spending Account (FSA) options on July 29<sup>th</sup>.
10. Staff attended various meetings including:
  - a. SPAHRA Board Meeting on July 1<sup>st</sup>
  - b. Wellness Committee Meeting on July 13<sup>th</sup>
  - c. "Medicare 101" webinar on July 15<sup>th</sup> through The Horton Group
  - d. Virtual call with Gregory & Appel to introduce members of Advantage Group on July 16<sup>th</sup>
  - e. "Discrimination Today: Current Trends and Tips For Your Workplace" webinar on July 21<sup>st</sup> through ThinkHR by Mineral
  - f. "Employee Benefit Nondiscrimination Rules Review" webinar on July 22<sup>nd</sup> through Assurex Global
  - g. Met with Ryan from Advantage Group on July 22<sup>nd</sup> to discuss and schedule Boston Mutual Whole Life enrollment meetings
  - h. "The Impacts of COVID-19 on Hiring, Retaining and Paying Employees" webinar on July 13<sup>th</sup> through the Horton Group
  - i. "How to Attract Talent: Post-Pandemic Amid a Worker Shortage" webinar on July 23<sup>rd</sup> through the Horton Group

### **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 Reserve Spreadsheet and Health Fund Balance document for June.
5. Tracked vacation accruals lost during bi-weekly accruals for essential departments due to reaching the maximum hours.
6. Assisted multiple employees with questions related to FMLA, leave of absences, retirement, and claims concerns.
7. Processed COBRA notifications for dependents 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).
9. Submitted COBRA subsidy details to Finance for tax credit.
10. Updated pay rates on Mutual of Omaha website for calculation of STD/LTD premiums.

### **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. Updated new wage scales in Cyber Recruiter for July 2021.
6. Worked with IT Department to ensure our vacancies are linked to Indeed.

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 – Eligibility List	Dispatch	Dispatchers (3)	One position filled, checking references on the 2 <sup>nd</sup> vacancy. Eligibility list established.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 9/27/2021.
Replacement	Edgewater	Cook	Position posted, interviews held. Offer declined due to personal reasons, reposted, deadline 7/25/2021.
Replacement	Emergency Management	Program Assistant	Position posted, deadline 8/2/2021.
Replacement	Emergency Management	Emergency Preparedness Coordinator	Position posted, interviews conducted, filled with internal candidate 7/12/2021.
Replacement	Health	WIC Health Educator/ Nutritionist (PT 80%)	Position posted, applications reviewed, initial interviews conducted. 2 <sup>nd</sup> interviews scheduled. Offer extended and accepted, filled 7/26/2021.
Replacement	Highway	Truck Operator	Position posted, interviews conducted, final candidate selected. References completed, verbal offer to be pending as of 7/20/2021.
Replacement	Highway	Mechanic	Position posted, deadline 8/1/2021.
New position	Humane Officer	Humane Officer	Position posted, deadline 8/30/2021.
Replacements	Human Services	Bus Driver (Part-time)	Position posted, deadline 8/1/2021.
Replacements	Human Services	Crisis Interventionists (Casual)	Position posted, deadline 8/29/2021. Two positions filled. Will continue recruitment in order to establish eligibility list for future vacancies.
Replacement	Human Services	Family Resource Coordinator	Position posted, interviews conducted. Final candidate selected, background and references completed. Offer accepted, filled 8/2/2021.
Replacement	Human Services	Crisis Interventionist – Full-time (Days)	Position posted, deadline 8/8/2021.
Replacement	Human Services	Accounting Clerk	Position posted, interviews conducted. Final candidate selected, background and references completed. Offer accepted, filled 7/26/2021.
Replacement	Human Services	CST Coordinator (WR)	Position posted, interviews conducted. Final candidate selected, background and references completed. Offer accepted, filled 8/23/2021.
Replacement	Human Services	EMH/MH Adult Protective Services Coordinator	Position posted, interviews conducted. Final candidate selected, references and background completed. Offer accepted, filled 8/9/2021.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, deadline 8/1/2021.
Replacement	Human Services	Social Work Supervisor – Ongoing	Position posted, interviews conducted. Filled internally 10/4/2021.
Replacement	Human Services	Mental Health Clinician (Licensed)	Position posted, interviews conducted. Filled internally 8/16/2021.

Replacement	Human Services	Economic Support Specialist	Position posted, interviews conducted 7/22 and 7/23/2021.
Replacement	Human Services	Community Resource Receptionist	Position posted, interviews conducted 7/21 and 7/22/2021.
New Position	Human Services	Emergency Mental Health Services Program Manager	Position posted, deadline 8/15/2021.
Replacement	Human Services	Administrative Assistant II – Admin/FS Transcriptionist	Position posted, deadline 8/8/2021.
Replacements	Human Services	Social Workers-Ongoing (2)	Positions posted, deadline 8/9/2021.
Replacement	Human Services	Social Worker – IA (WR)	Position posted, deadline 8/9/2021.
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 7/14/2021.
Replacement	Parks	LTE Summer (1)	Positions posted, deadline 8/1/2021.
Replacements	Sheriff	Part-time Deputies (Reserves)	Offers extended and accepted. Eligibility List established.
Replacements	Sheriff	Corrections Officer (1)– Establishing Eligibility List	Position posted, interviews conducted, position filled. Posted for eligibility list, deadline 8/1/2021.
Replacement	Sheriff	Patrol Lieutenant	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. Worked with IT to get Safety & Risk Management Intranet page updated with updated training presentations, forms and written programs.
3. Managed open claims with Aegis throughout the month.
4. Attended Edgewater and Norwood Safety Committee meetings.

### **NEW Workers' Compensation Claims (1)**

1. 7/14/20 – Maintenance – Employee cut R hand lifting manhole cover

### **OPEN Workers' Compensation Claims (1)**

1. 8/4/20 – Highway – Employee fractured L elbow in fall at asphalt plant (surgery required)

### **CLOSED Workers' Compensation Claims (2)**

1. 1/11/21 – Human Services – Employee tripped and injured R arm leaving building after work

2. 5/28/21 – Human Services – Employee was exposed to hazardous substance while at home visit with WRPD

#### First Aid Injuries (4)

1. 7/10/21 – Norwood – Employee was scratched on L hand by combative resident
2. 7/14/21 – Norwood – Employee cut L middle finger on sharp section of laundry bin lid
3. 7/21/21 – Norwood – Employee cut R index finger on tape dispenser in patient's room
4. 7/23/21 – Sheriff's – Employee bruised R leg and knee chasing fleeing suspect

#### Liability Claims (1)

1. 3/25/21 – Jail – Jail inmate had property misplaced during their intake and discharge (est. value \$1,234.39)

#### OPEN EEOC/ERD Claims (3)

1. 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4, 2019 counsel submitted the County's Reply Brief in Opposition to the Petition for Review.
2. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of Probable Cause on July 1, 2021.
3. 5/3/2021 – Former Norwood contracted employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our position statement was submitted to the Equal Rights Division on June 10, 2021.

#### Other

1. Collected salary grade appeals from departments that wanted to appeal the placement of one or more of their positions. Three (3) appeals were sent to Carlson Dettmann for review and results are expected back prior to the August committee meeting.
2. Conducted Basic Life Support (BLS) Certification Courses on July 28<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 July 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>.
7. Conducted exit interviews on July 7<sup>th</sup> and 28<sup>th</sup>.
8. Reconciled and processed the June Unemployment Insurance payment.
9. Responded to various verifications of employment.
10. Replied to multiple requests from surrounding counties with varied information.
11. Provided demonstrations and handouts for relieving choking in an adult and infant at the Farmer's Market in collaboration with the Wood County Health Department on July 22<sup>nd</sup>.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.



# Wood County WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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## LETTER OF COMMENTS—AUGUST 2021

1. Met with one of our investment firms to discuss markets and future investing on July 1.
2. Attended Wisconsin Counties Association zoom meetings on July 6, 19, 26.
3. Met with Human Resources staff to discuss changing flexible spending account vendors and the ramifications that may happen with bookkeeping on June 3.
4. Attended County Board meeting on July 20.
5. Met with one of our investment firms to discuss markets and future investing on July 20.
6. Went to Marshfield City Hall to collect taxes in person on July 21.
7. Volunteered at the Chamber Summer Hummer Golf Outing on July 27.
8. The Department has been busy with 2<sup>nd</sup> installment tax collections this month.
9. July payments from the State of Wisconsin for shared revenue, first dollar credit, computer aid, and school levy were received in the amount of \$9,256,299.67 which overall is down slightly compared to last year at this time. (111,716.22)
10. I have been trying to work on the Department budget as time allows due to the property tax collections.



# Wood County WISCONSIN

## Employee Wellness

*Adam Fandre*

### Letter of Comments – August 2021

- Next month I will be bringing the InBody Body Composition Analysis which is a unique piece of equipment that allows participants to analyze what their body is made of using electricity. It can measure things such as total body water, dry lean mass, body fat mass, muscle mass, body fat percentage, and more in just a few seconds. This provides valuable insight into why body weight alone is a poor indicator of overall health and instead, the focus should be on the percentage of muscle mass and fat mass. This also provides the opportunity for participants to see how their body composition changes with age and how proper exercise and nutrition can influence this over time.
- I have begun work on the Quarter 3 Wellness Challenge which, after discussing with the Wellness Committee, will focus on nutrition. It will focus primarily on various nutrition topics that come up repeatedly during health coaching sessions with an emphasis on getting more into the details of why particular nutrition choices are considered healthy and how these play a role in overall well-being. Additionally, various recipes relating to the weekly nutrition focuses will be made available. Topics tentatively include calorie intake, fiber, sodium, fruits, vegetables, and water.
- Last month I mentioned the WELCOA Well Workplace Award application which, again, is considered the gold standard regarding results orientated workplace wellness programs and serves to evaluate effectiveness of current wellness programming efforts. To do this, seven benchmarks are used:
  1. Committed and Aligned Leadership
  2. Collaboration in Support of Wellness
  3. Collecting Meaningful Data to Evolve a Wellness Strategy
  4. Crafting an Operating Plan
  5. Choosing Initiatives that Support the Whole Employee
  6. Supportive Health Promoting Environments, Policies and Practices
  7. Conduct Evaluation, Communicate, Celebrate, and Iterate

Over the next month or two I plan on completing this application which will require working with various parties within Wood County in order to meet the September 29, 2021 submission deadline. This will provide a useful means of quantifying Wood County's Wellness Program with others around the nation so we may continue to improve and help employees live well.

# COUNTY BOARD CLAIMS

June-21

Jun-21

Paid July 2021

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Robert Ashbeck	June-21	300.00	69.44		<b>\$369.44</b>
Allen Breu	June-21	365.00	39.20		<b>\$404.20</b>
William Clendenning	June-21	530.00	19.60		<b>\$549.60</b>
Ken Curry	June-21	365.00	15.68		<b>\$380.68</b>
Michael Feirer	June-21	415.00	154.56		<b>\$569.56</b>
Adam Fischer	June-21	480.00	117.60		<b>\$597.60</b>
Jake Hahn	June-21	365.00	80.64		<b>\$445.64</b>
Brad Hamilton	June-21	350.00	66.08	12.00	<b>\$428.08</b>
John Hokamp	June-21	350.00	44.24		<b>\$394.24</b>
David La Fontaine	June-21	300.00	119.28		<b>\$419.28</b>
Bill Leichtnam	June-21	615.00	123.76		<b>\$738.76</b>
Lance Pliml	June-21	850.00	73.92		<b>\$923.92</b>
Dennis Polach	June-21	300.00			<b>\$300.00</b>
Donna Rozar	June-21	315.00	80.64		<b>\$395.64</b>
Lee Thao	June-21	300.00	3.36		<b>\$303.36</b>
Laura Valenstein	June-21	415.00	35.84		<b>\$450.84</b>
Ed Wagner	June-21	415.00	147.84		<b>\$562.84</b>
William Winch	June-21	300.00	36.96		<b>\$336.96</b>
Joe Zurfluh	June-21	350.00	18.48		<b>\$368.48</b>
Beverly Ghiloni	June-21		5.60		<b>\$5.60</b>
Tom Heiser	June-21	50.00	5.60		<b>\$55.60</b>
Mitch Waite	June-21	50.00	7.39		<b>\$57.39</b>
		<b>\$7,780.00</b>	<b>\$1,265.71</b>	<b>\$12.00</b>	<b>\$9,057.71</b>

Chairman

Operations Committee

## Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JULY 2021

For the range of vouchers: 06210071 - 06210079

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06210071	QUADIENT LEASING USA INC	Lease Payment - Mail Machine	07/06/2021	\$1,552.86	P
06210072	CASTLEROCK VETERINARY CLINIC	ANIMAL CLAIM 6/7,6/14,6/1721	07/07/2021	\$96.00	P
06210073	UNITED PARCEL SERVICE	REPLENISH UPS JULY 10 2021	07/12/2021	\$250.00	P
06210074	OFFICE ENTERPRISES INC	Ink Tank & Labels - Mail Mach.	07/09/2021	\$245.82	P
06210075	WISCONSIN MEDIA	VAR ADS JUNE 1 - 30, 2021	07/13/2021	\$191.84	P
06210076	NATIONAL BAND AND TAG CO	2022 DOG TAGS	07/13/2021	\$774.00	P
06210077	UNITED MAILING SERVICE	MAIL FEES JUNE 1 - 30, 2021	07/14/2021	\$1,326.50	P
06210078	US BANK	VISA Charges	07/21/2021	\$296.60	P
06210079	STAPLES ADVANTAGE	Office Supplies	07/28/2021	\$37.44	P
Grand Total:				\$4,771.06	

### Signatures

Committee Chair:

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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: JULY 2021

For the range of vouchers: 14210109 - 14210142

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14210109	ARPIN PUBLIC LIBRARY	2021 2ND INSTALLMENT TAX AID	07/01/2021	\$24,216.50	P
14210110	CHARLES AND JOANNE LESTER LIBRARY	2021 2ND INSTALLMENT TAX AID	07/01/2021	\$40,853.00	P
14210111	MARSHFIELD PUBLIC LIBRARY	2021 2ND INSTALLMENT TAX AID	07/01/2021	\$138,840.50	P
14210112	MCMILLAN MEMORIAL LIBRARY	2021 2ND INSTALLMENT TAX AID	07/01/2021	\$319,268.00	P
14210113	PITTSVILLE COMMUNITY LIBRARY	2021 2ND INSTALLMENT TAX AID	07/01/2021	\$16,846.00	P
14210114	UW - STEVENS POINT AT MARSHFIELD	2021 2ND INSTALLMENT TAX AID	07/01/2021	(Voided)	P
14210115	VESPER PUBLIC LIBRARY	2021 2ND INSTALLMENT TAX AID	07/01/2021	\$7,958.00	P
14210116	AMT	GARNISHMENT PAYMENT	07/01/2021	\$276.00	P
14210117	DEPARTMENT OF CORRECTIONS	GARNISHMENT PAYMENT	07/01/2021	\$100.00	P
14210118	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	07/01/2021	\$2,255.95	P
14210119	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	07/01/2021	\$4,191.24	P
14210120	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	07/01/2021	\$3,969.07	P
14210121	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	07/01/2021	\$73.64	P
14210122	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	07/01/2021	\$355.85	P
14210123	AMT	GARNISHMENT PAYMENT	07/15/2021	\$276.00	P
14210124	DEPARTMENT OF CORRECTIONS	GARNISHMENT PAYMENT	07/15/2021	\$100.00	P
14210125	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	07/15/2021	\$4,027.22	P
14210126	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	07/15/2021	\$2,317.93	P
14210127	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	07/15/2021	\$4,362.01	P
14210128	OFFICE DEPOT	OFFICE SUPPLIES	07/08/2021	\$18.58	P
14210129	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	07/15/2021	\$73.64	P
14210130	STAPLES ADVANTAGE	OFFICE SUPPLIES	07/08/2021	\$14.17	P
14210131	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	07/15/2021	\$355.85	P
14210132	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	3RD QTR 2021 TAX LEVY	07/06/2021	\$49,569.50	P
14210133	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	07/15/2021	\$27.99	P
14210134	DIVERSIFIED SERVICES NETWORK INC	2020 INDIRECT COST ALLOCATION	07/16/2021	\$7,960.00	P
14210135	AMAZON CAPITAL SERVICES	MONITOR STAND	07/22/2021	\$69.98	
14210136	AMT	GARNISHMENT PAYMENT	07/29/2021	\$276.00	
14210137	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	07/29/2021	\$2,310.32	
14210138	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	07/29/2021	\$4,253.95	
14210139	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	07/29/2021	\$4,088.81	
14210140	DEPARTMENT OF CORRECTIONS	GARNISHMENT PAYMENT	07/29/2021	\$100.00	
14210141	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	07/29/2021	\$73.64	

FINANCE - JULY 2021

14210109 - 14210142

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14210142	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	07/29/2021	\$355.85	
<b>Grand Total:</b>				<b>\$639,835.19</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 Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JULY 2021

For the range of vouchers: 17210062 - 17210066

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17210062	NATIONWIDE TRUST CO FSB	PEHP	07/14/2021	\$16,086.07	P
17210063	DIETRICH VANDERWAAL SC	Legal Fees	07/03/2021	\$860.00	P
17210064	WI DEPT OF WORKFORCE DEVELOPMENT	June Unemployment Charges	06/30/2021	\$2,354.82	P
17210065	US BANK	P Card Charges	07/16/2021	\$411.11	
17210066	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	07/01/2021	\$1,685.00	
<b>Grand Total:</b>				<b>\$21,397.00</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 Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: JULY 2021

For the range of vouchers: 23210035 - 23210039

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23210035	WI COUNTY MUTUAL INS CORP	Addtl Ins End - Brooks Tractor	07/13/2021	\$25.00	P
23210036	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal-Health Dept	06/28/2021	\$180.00	P
23210037	ASPIRUS OCCUPATIONAL HEALTH	Blood Borne Pathogen Exposure	05/03/2021	\$231.25	
23210038	MID-STATE TECHNICAL COLLEGE	BLS/CPR In-Person 06/22/2021	07/22/2021	\$90.00	
23210039	JACKSON LEWIS P.C.	Liability Deductible	07/20/2021	\$2,046.00	
<b>Grand Total:</b>				<b>\$2,572.25</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: TREASURER

For the period of: JULY 2021

For the range of vouchers: 28210160 - 28210190

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210160	CITY OF MARSHFIELD	JUNE SPECIAL CHARGES	07/07/2021	\$4,240.16	P
28210161	CITY OF NEKOOSA TREASURER	JUNE SPECIAL CHARGES	07/07/2021	\$3,949.74	P
28210162	CITY OF WISCONSIN RAPIDS	JUNE SPECIAL CHARGES	07/07/2021	\$2,278.99	P
28210163	STATE OF WISCONSIN TREASURER	QUARTERLY BIRTH & PROBATE FEES	07/07/2021	\$27,791.39	P
28210164	TOWN OF PORT EDWARDS	JUNE SPECIAL CHARGES	07/07/2021	\$88.07	P
28210165	TOWN OF REMINGTON	JUNE SPECIAL CHARGES	07/07/2021	\$273.64	P
28210166	TOWN OF SARATOGA	JUNE SPECIAL CHARGES	07/07/2021	\$1,114.41	P
28210167	TOWN OF GRAND RAPIDS	JUNE SPECIAL CHARGES	07/07/2021	\$1,326.36	P
28210168	TOWN OF HANSEN	JUNE SPECIAL CHARGES	07/07/2021	\$172.42	P
28210169	TOWN OF LINCOLN	JUNE SPECIAL CHARGES	07/07/2021	\$323.69	P
28210170	TOWN OF MARSHFIELD	JUNE SPECIAL CHARGES	07/07/2021	\$1,262.81	P
28210171	TOWN OF ROCK TREAS LISA ANDERSON	JUNE SPECIAL CHARGES	07/07/2021	\$280.48	P
28210172	VILLAGE OF VESPER	JUNE SPECIAL CHARGES	07/07/2021	\$195.05	P
28210173	VILLAGE OF HEWITT	JUNE SPECIAL CHARGES	07/07/2021	\$877.20	P
28210174	VILLAGE OF PORT EDWARDS TREAS	JUNE SPECIAL CHARGES	07/07/2021	\$992.29	P
28210175	WI DEPT OF ADMINISTRATION	JUNE WI LAND INFO	07/07/2021	\$9,961.00	P
28210176	HARDINGER RONALD	TAX OVERPAYMENT REFUND	07/14/2021	\$350.00	P
28210177	LADWIG RYAN OR ERICA OTT	TAX OVERPAYMENT REFUND	07/14/2021	\$26.36	P
28210178	PERKINS LLC	TAX OVERPAYMENT REFUND	07/14/2021	\$108.58	P
28210179	SIEMS ROSEMARIE	TAX OVERPAYMENT REFUND	07/14/2021	\$230.89	P
28210180	STATE OF WISCONSIN TREASURER	JUNE CLERK OF COURTS REVENUES	07/14/2021	\$146,828.34	P
28210181	THE SWAN BARN DOOR LLC	TAX OVERPAYMENT REFUND	07/14/2021	\$21.88	P
28210182	WOODTRUST BANK	JUNE MONTHLY SERVICE FEES	07/14/2021	\$253.69	P
28210183	BEAR GRAPHICS INC	OFFICE SUPPLIES	07/28/2021	\$595.06	
28210184	BULLSEYE COUNTRY CLUB	TAX OVERPAYMENT REFUND	07/28/2021	\$946.30	
28210185	CORELOGIC	TAX OVERPAYMENT REFUND	07/28/2021	\$1,265.62	
28210186	DOMTAR INDUSTRIES	TAX OVERPAYMENT REFUND	07/28/2021	\$1,562.55	
28210187	BEEK RANDAL WALLACE	TAX OVERPAYMENT REFUND	07/28/2021	\$1,625.83	
28210188	KLINGFORTH KARL OR MARGARITA	TAX OVERPAYMENT REFUND	07/28/2021	\$13.95	
28210189	KUMM JEROME	TAX OVERPAYMENT REFUND	07/28/2021	\$134.34	
28210190	WI REAL PROPERTY LISTERS ASSN	WRPLA MEETING	07/28/2021	\$140.00	
Grand Total:				\$209,231.09	

Signatures

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

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

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

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

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**Committee Report**

County of Wood

Report of claims for: WELLNESS

For the period of: JULY 2021

For the range of vouchers: 34210006 - 34210006

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34210006	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	07/01/2021	\$7,720.00	
Grand Total:				\$7,720.00	

Signatures

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

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

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

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

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**Wood County Strategic Plan Tracker  
2021**

<b>COMMUNICATION</b>	<b>Name of lead dept (s)</b>	<b>Anticipated starting year</b>	<b>Anticipated completion year</b>	<b>Internal partners</b>	<b>External partners</b>	<b>Additional personnel needed?</b>	<b>Additional finances required?</b>	<b>Comments</b>
<b>COLLABORATION</b>								
<p>1. Expect a culture of collaboration by all within county government.</p> <p>2. Intentionally and respectfully engage members of the populations we intend to serve.</p> <p>3. Enrich partnerships with local, state, federal, and tribal governing bodies and organizations with common service goals.</p>								
<b>MESSAGING AND MARKETING</b>								
<p>1. Maintain a welcoming environment in County facilities.</p> <p>2. Develop implementation strategies to communicate the County's mission, vision, guiding principles, and strategic goals to attract and retain employees, residents, businesses, and tourists.</p> <p>3. Recognize the value of Wood County and express it to others. Frame messages to attract and retain residents, businesses, and tourists.</p> <p>a. Conduct a rebranding initiative to develop a unified county message to attract new residents and tourists. Identified in REDI plan – lead organizations to be determined.</p>								

**Wood County Strategic Plan Tracker  
2021**

STRATEGIES FOR ECONOMIC DEVELOPMENT	Name of lead dept (s)	Anticipated starting year	Anticipated completion year	Internal partners	External partners	Additional personnel needed?	Additional finances required?	Comments
1. Coordinate the development of the USDA Rural Economic Development Initiative (REDI) plan, including strategies and timelines for implementation.								
a. Continue to develop plan content with Wood County economic development partners.	Planning & Zoning Dept. and Extension							
b. Following public comments, submit plan to USDA for their review and approval by September 2020.	Planning & Zoning Dept. and Extension		2020					
2. Identify the role of Wood County in economic development and implement strategies to support it.								
a. The CEED Committee will make recommendations to County Board in Fall 2020.			2020					
3. Develop and nurture ongoing collaborations by establishing strategies for efficient communication and cooperation with local and regional economic development partners								
a. Continue coordinating quarterly economic development round table meetings.	Planning & Zoning Dept.		Ongoing					
b. Consider other recommendations resulting from the REDI planning process. Leads: Planning & Zoning Dept. and Extension	Planning & Zoning Dept.							
4. Improve housing options in the County for diversity, quality, and efficiency.								
a. As part of the REDI plan, summarize studies and develop strategies throughout the County.	Planning & Zoning Dept.							
5. Maintain, develop, and manage parks, forestry, and recreation areas to meet the needs of the County, and to attract visitors and events to Wood County.	Parks & Forestry							

**Wood County Strategic Plan Tracker  
2021**

<b>FINANCIAL SUSTAINABILITY AND PLANNING</b>	<b>Name of lead dept (s)</b>	<b>Anticipated starting year</b>	<b>Anticipated completion year</b>	<b>Internal partners</b>	<b>External partners</b>	<b>Additional personnel needed?</b>	<b>Additional finances required?</b>	<b>Comments</b>
<p>1. Develop long-term budget plans and strategies.</p> <p>2. Develop new revenue streams through the expansion of partnerships and collaborations, participation in grant and rebate programs, and other sustainable financial opportunities.</p> <p>a. Maximize grant funding. Explore the possibility of a County grant writer.</p> <p>3. Increase tax revenues through investments that will attract people to live, play, and work in Wood County.</p> <p>4. Maximize eligible reimbursements to the County.</p> <p>a. Lobby state and federal legislators on importance of sustainable reimbursement models.</p> <p>b. Examine internal funding structures and adjust to maximize reimbursements. Example: IT Dept. fees</p>								

**Wood County Strategic Plan Tracker  
2021**

HEALTH AND SAFETY	Name of lead dept (s)	Anticipated starting year	Anticipated completion year	Internal partners	External partners	Additional personnel needed?	Additional finances required?	Comments
<b>PUBLIC SAFETY</b>								
1. Maintain an acceptable level of service for the community, regardless of challenges. Ensure emergency personnel and stakeholders are properly trained and equipped to accomplish their expanded duties during major emergency or disaster situations.	All public safety depts.							
2. Provide the highest quality services by proactively seeking new and better ways to improve upon the services offered to Wood County.	All public safety depts.							
3. Work with businesses and industry in prevention planning.	Emergency Management							
4. Abate vulnerable community assets to assure the continued provision of communication and services.	Emergency Management							
a. Incorporate strategies into the County resiliency plan (see Infrastructure).								
5. Develop a "Safe Room" program for vulnerable communities.	Emergency Management							

**Wood County Strategic Plan Tracker  
2021**

HEALTH AND SAFETY	Name of lead dept (s)	Anticipated starting year	Anticipated completion year	Internal partners	External partners	Additional personnel needed?	Additional finances required?	Comments
<b>EMERGENCY MANAGEMENT COMMUNICATION</b>								
1. Expand public education and awareness capabilities. Increase community education on personal mitigation measures for all hazards.	Emergency Management							
2. Strengthen EOC and emergency public information and warning capabilities.								
3. Enhance the Mitigation System through developing and leveraging technology, partnerships, funding opportunities, and policy.								
<b>WELL BEING</b>								
1. Promote conditions that foster the healthy growth and development of Wood County children.	Health Dept./Human Services							
a. Seek external funding and implement the Parents as Teachers Program.								
b. Lead: Health Dept.								
c. b. Improve health outcomes for youth aged 11-18 by ensuring all school districts complete the Youth Risk Behavior Survey and developing Providers and Teens Collaborating for Health (PATCH) in at least one school.	Health Dept.							
2. Expand prevention and treatment strategies to address substance abuse in Wood County.	Human Services	2021	Ongoing			Evaluating needs		The need for pr
a. Reduce underage drinking and unhealthy adult alcohol consumption in Wood County.	Health Dept., Human Services	Continual	Ongoing		CW Solutions, Wood County Schools	Evaluating needs		
b. Reduce prescription drug abuse, heroin use, and methamphetamine use among youth aged 12-17 and reduce the harm associated with injection drug use among youths and adults.	Health Dept., Human Services	Continual	Ongoing		CW Solutions, Wood County Schools	Evaluating needs		
c. Reduce marijuana use among youth ages 12-17.	Health Dept., Human Services	Continual	Ongoing		CW Solutions, Wood County Schools	Evaluating needs		
d. Reduce tobacco and electronic nicotine delivery system use among youth ages 12-17.	Health Dept., Human Services	Continual	Ongoing		CW Solutions, Wood County Schools	Evaluating needs		
3. Continue to build capacity to meet the County's mental health needs.	Human Services	2020	Based upon needs			Evaluating needs		
a. Promote mental health clubhouses and Peer Specialist Trainings.	Human Services	Ongoing	Ongoing					
Lead: Health Dept.								
b. Collaborate with Peer Recovery Coaches.	Health Dept.							
c. Integrate services into community hubs and gathering places.	Health Dept.							
d. Establish a network of providers to discuss referral pathways, better coordination of care, and methods to reduce barriers to services.	Health Dept.							

**Wood County Strategic Plan Tracker  
2021**

HEALTH AND SAFETY	Name of lead dept (s)	Anticipated starting year	Anticipated completion year	Internal partners	External partners	Additional personnel needed?	Additional finances required?	Comments
ENVIRONMENTAL HEALTH								
1. Protect and enhance the quality of surface and groundwater in Wood County. a. Support the initiatives identified in the Central Sands Groundwater County Coalition resolution. b. Continue developing and helping property owners implement the best management practices for water quality.	Land & Water Conservation Dept.							
2. Increase residents' awareness of the quality of their drinking water. a. Continue to evaluate the health of private well water by providing support for water quality monitoring. b. Develop and deliver educational information to County residents.	Health Dept. and Land & Water Conservation Dept. Health Dept. and Land & Water Conservation Dept.							
3. Reduce the incidence of childhood lead poisoning. a. a. Implement a lead abatement program funded by the Wisconsin Department of Health Services.	Health Dept.							
4. Protect, enhance, and monitor air quality in Wood County.								
5. Protect and enhance natural resources within County's parks and forestry properties.	Parks and Forestry							

**Wood County Strategic Plan Tracker  
2021**

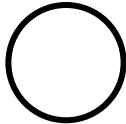
HUMAN RESOURCES	Name of lead dept (s)	Anticipated starting year	Anticipated completion year	Internal partners	External partners	Additional personnel needed?	Additional finances required?	Comments
<b>RECRUITMENT AND RETENTION</b>								
1. Sustain an equitable and competitive compensation program and structure.	HR	2021	Ongoing	All Departments	External consultant	No	No	
2. Maintain benefit programs that enhance the well-being of our employees and their families.	HR	Ongoing	Ongoing	Operations Committee	External consultant, ver	No	Budget	
a. Regularly educate employees about the Wellness Program and wellness policies.	Wellness							
3. Support an environment of flexibility to promote a healthy work-life balance for our employees.	All Departments							
<b>TRAINING AND DEVELOPMENT</b>								
1. Empower innovative leadership and provide opportunities for enhancing managerial effectiveness.								
2. Encourage employee growth and development and champion opportunities to enhance employee skills and qualifications.								
3. Encourage and support internships and other opportunities to develop future professionals.								
<b>INCLUSIVE AND COLLABORATIVE WORKPLACE CULTURE</b>								
1. Build a culture of employee engagement, empowerment, and involvement.								
2. Cultivate a collaborative environment where employees are encouraged to reach across organizational lines to enhance programs and services.								
3. Foster a diverse environment where everyone is valued and supported to reach their highest potential.								

**Wood County Strategic Plan Tracker  
2021**

<b>INFRASTRUCTURE</b>	<b>Name of lead dept (s)</b>	<b>Anticipated starting year</b>	<b>Anticipated completion year</b>	<b>Internal partners</b>	<b>External partners</b>	<b>Additional personnel needed?</b>	<b>Additional finances required?</b>	<b>Comments</b>
<b>RESILIENCY</b>								
<p>1. Develop resiliency strategies to mitigate the extent of impacts from severe weather and other unpredictable events.</p> <p>a. Provide opportunities for County staff to gain an understanding about their role in increasing resiliency in Wood County.</p> <p>b. Identify potential challenges to County operations in the case of extreme events and maintain plans for continued operations.</p>								
<b>EFFICIENCY</b>								
<p>1. Plan for a variety of transportation system enhancements to attract and serve residents, businesses, and visitors. Ensure connections are made to other areas in this region.</p> <p>a. Update the County's bicycle and pedestrian plan by 2022.</p> <p>b. Research current and future transportation needs, including gathering input from community members, and research best practices for improving transportation in rural communities.</p> <p>2. Explore the implementation of fleet vehicles in the County.</p> <p>3. Continue to develop and implement the County's energy plan to reduce short- and long-term energy expenses.</p> <p>a. Using the 2020 baseline electricity study, prioritize County properties for additional evaluation and identify benchmarks for investment and return on investment.</p> <p>b. Establish a monitoring strategy to quantify energy reductions.</p> <p>c. Establish a baseline for non-electrical fuel use in the County.</p> <p>4. Continue to support Lean Process Improvement funding.</p>								
	Planning & Zoning and Health Depts.							
	Health Dept.							
	Renewable & Sustainable Committee							
	Renewable & Sustainable Committee							

**Wood County Strategic Plan Tracker**  
**2021**

INFRASTRUCTURE	Name of lead dept (s)	Anticipated starting year	Anticipated completion year	Internal partners	External partners	Additional personnel needed?	Additional finances required?	Comments
<b>RECREATIONAL INFRASTRUCTURE</b>								
1. Support existing Wood County recreational opportunities.								
2. Explore future Wood County recreational opportunities.								
a. Encourage community design and development that supports physical activity.	Health Dept.							
b. Explore multi-municipality trail connectivity and signage, and overall outdoor/indoor recreation infrastructure improvements.	Health Dept.							
c. Enhance accessible playground features for all age ranges at County parks.	Health Dept. and Parks & Forestry Dept.							
3. Initiate strategies that improve and maintain water quality related to recreational spaces in Wood County.								
a. Evaluate the health of water quality at County beaches.	Health Dept.							
b. Review shoreland and upland management strategies to reduce erosion and pollutant inputs.	Land & Water Conservation Dept.							



RESOLUTION#

Introduced by Operations Committee  
Page 1 of 2

ITEM#  
DATE August 17, 2021  
Effective Date August 17,2021

**Motion:**  
1<sup>st</sup>  
2<sup>nd</sup>  
No: Yes: Absent:

Adopted:  
Lost:  
Tabled:

☒ Majority ☐ Two-thirds

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

CAK

INTENT & SYNOPSIS: To cancel stale dated checks as recommended by the auditors. Said checks from County General Account as per office of the County Treasurer.

FISCAL NOTE: As per resolution-total to be canceled \$1,830.46.

WHEREAS, we have received a recommendation from the County’s outside audit firm that all stale dated checks be canceled, and

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

WHEREAS, the below listed checks are stale dated and appropriate for cancelling now.

NOW, THEREFORE, be it resolved, by the Wood County Board of Supervisors, that the below listed stale dated checks in the amount of \$1,830.46 be canceled.

Check #	Date	Name	Amount
529119	1/17/2018	Tyler Miller	\$9.05
530439	2/21/2018	Patrick Weinfurter	\$6.86
531807	4/6/2018	Timothy Meshak	\$31.09
533008	5/9/2018	Ryan John Goetz	\$30.71
533031	5/9/2018	Mark Sanders	\$50.90
536034	8/1/2018	Tyler Miller	\$5.35
536247	8/8/2018	Taylor Oleson	\$32.73
537268	9/7/2018	Aleshia Kaszuba	\$31.09
537975	9/19/2018	Ryan Ladwig & Erica Ott	\$8.30
538334	10/3/2018	April Wymer	\$38.72
538381	10/3/2018	Soua Vue	\$27.00
538383	10/3/2018	Khue Yang	\$8.00
539041	10/17/2018	Brandi Stewart	\$16.80
539596	11/2/2018	Danielle Zuege	\$40.20
541090	12/12/2018	David Akkerman	\$43.57

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ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

MIKE FEIRER

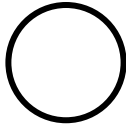
ADAM G FISHER

LANCE PLIML

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

County Clerk

County Board Chairman



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Introduced by \_\_\_\_\_  
Page 2 of 2 \_\_\_\_\_ Committee

542936	1/31/2019	Seri-Flex Printers LLC	\$6.00
543127	2/7/2019	Joshua Vetrone	\$31.53
543128	2/7/2019	James Vitort	\$38.67
543807	2/21/2019	Austin Condrack	\$16.20
543815	2/21/2019	Kyle Cline	\$36.12
544643	3/14/2019	Town of Sigel	\$16.00
545375	4/4/2019	Justin Herman	\$33.06
547662	6/6/2019	Village of Arpin	\$1.64
548224	6/20/2019	Aaron & Jill Jecevicus	\$1.61
548885	7/11/2019	James Cornwell	\$4.26
549072	7/18/2019	Destiny Kujawa	\$16.00
549396	7/25/2019	Wisconsin Central LTD	\$9.76
549685	8/8/2019	Joseph Bilgrien	\$29.00
549774	8/8/2019	Jay Butts	\$5.40
550293	8/22/2019	Ryan Ladwig & Erica Ott	\$12.28
551930	10/10/2019	Chai Xiong	\$34.00
552136	10/10/2019	Registration Fee Trust	\$43.00
552264	10/17/2019	Kia Yang	\$40.00
552305	10/17/2019	Nita Canfield	\$24.36
552334	10/17/2019	Registration Fee Trust	\$60.00
552336	10/17/2019	Registration Fee Trust	\$35.00
552337	10/17/2019	Registration Fee Trust	\$15.00
552343	10/17/2019	State of Wisconsin-Vital Records	\$23.00
552443	10/24/2019	Seth Fagbemi	\$17.22
552504	10/24/2019	John & Brigit Swartwout	\$560.00
552513	10/24/2019	Registration Fee Trust	\$35.00
552517	10/24/2019	Registration Fee Trust	\$35.00
552707	10/31/2019	Registration Fee Trust	\$35.00
553013	11/7/2019	Registration Fee Trust	\$35.00
553015	11/7/2019	Registration Fee Trust	\$43.00
553457	11/21/2019	Randall Bell	\$68.00
553647	11/27/2019	Registration Fee Trust	\$35.00
553748	12/5/2019	Jason Joling	\$4.98
553825	12/5/2019	Registration Fee Trust	\$35.00
554164	12/12/2019	Registration Fee Trust	\$15.00

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

County Clerk

County Board Chairman



# Wood County

## WISCONSIN

Office of  
Finance Director

**Edward Newton**  
Finance Director

**Date:** August 3, 2021  
**To:** Operations Committee

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

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### **Departmental Activities**

- Preparation and assisting departments with budget, budget resolutions and questions.
- Ongoing audit discussions with WIPFLI.
- Ongoing consulting with CLA.
- DSN on 2020 cost plan documentation and audit visit.
- Ongoing discussions with Baird on jail and CIP financing and bonding issues.

### **Ongoing/Upcoming Projects**

- 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 Annual Audit completion.
- Continue to refine Questica – improve current reports, create new reports, and training.
- Questica 2022 budget wage plan implementation.
- Refresh of Capital Improvement Plan and determine borrowing needs.
- Staff development - succession planning.
- American Rescue Plan Act discussion.
- Prepare Preliminary Official Statement – Baird – Debt financing.

### **Meetings, Webinars and Conferences**

- Meeting budget plan - operations committee supervisor.
- Various discussions with CLA regarding ARPA.
- Attend various webinars regarding ARPA and ARPA reporting.
- Attend County Board meeting.
- Attend PIT meeting.
- Meeting grant application – sheriff department.
- Meeting Questica reports update and salary sync – IT department.
- Meeting various topics - HR/Safety & Risk Specialist.
- Various discussion with WIPFLI – single audit, annual report and Form A.
- Discussion DSN on annual cost allocation audit.
- Various discussions regarding CIP with departments.



# Wood County

*Tentative Financing Timetable\**

June2021							July2021							August2021							September2021									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4	5					1	2	3											1	2	3	4		
6	7	8	9	10	11	12		4	5	6	7	8	9	10		8	9	10	11	12	13	14		5	6	7	8	9	10	11
13	14	15	16	17	18	19		11	12	13	14	15	16	17		15	16	17	18	19	20	21		12	13	14	15	16	17	18
20	21	22	23	24	25	26		18	19	20	21	22	23	24		22	23	24	25	26	27	28		19	20	21	22	23	24	25
27	28	29	30					25	26	27	28	29	30	31		29	30	31						26	27	28	29	30		

Tuesday, June 15, 2021 .....	County Board adopts Initial Resolution for Jail.
Tuesday, July 20, 2021 .....	County Board adopts Initial Resolution for annual CIP "Not to Exceed: borrowing amounts.
Wednesday, July 21, 2021 .....	Draft POS to Support Banker and Banker for review.
Wednesday, July 28, 2021 .....	Comments received from Support Banker and Banker. Updated Draft POS e-mailed to the County and Bond Counsel.
Wednesday, August 4, 2021.....	Comments received from the County and Bond Counsel.
Tuesday, August 10, 2021 .....	Baird due diligence call. Preliminary Official Statement distributed.
Tuesday, August 17, 2021 .....	Pricing. Issue the Anticipation Construction Note (NAN) for the total Jail and annual CIP "Not to Exceed" borrowing amount approved at the July 20th meeting.
Tuesday, September 7, 2021 .....	Close on the NAN. County can start paying invoices with NAN proceeds.
September - December 2021 .....	Finalize CIP amount and apply any unused CIP money & potential federal money to reduce long-term General Obligation Refunding Bonds. Issue General Obligation Refunding Bonds to lock-in rates when ready and timing is optimal.

*\*Baird will be closed on Monday, July 5 in observance of Independence Day and Monday, September 6 in observance of Labor Day.*

# Wood County



Prepared for:



August 3, 2021

# Agenda

Wood County - August 3, 2021



- 2021 Reserve Calculator
- 2019 – 2021 Claim Comparison
- 2022 Updated Renewal Project
- Wellness Benchmarking

# Wood County

Self-Funded Loss Ratio, Paid 1/1/2021 - 12/31/2021

Participation by Month	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Traditional PPO												
Single	145	143	141	141	143	140						
Family	332	332	329	326	325	325						
	477	475	470	467	468	465	0	0	0	0	0	0
Participation by Month	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
HDHP												
Single	13	13	12	13	15	15						
Family	11	11	11	11	11	11						
	24	24	23	24	26	26	0	0	0	0	0	0
Premium Equivalents	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Traditional PPO												
\$940.31	\$136,345	\$134,464	\$132,584	\$132,584	\$134,464	\$131,643	\$0	\$0	\$0	\$0	\$0	\$0
\$2,157.15	\$716,174	\$716,174	\$709,702	\$703,231	\$701,074	\$701,074	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS per MO	\$852,519	\$850,638	\$842,286	\$835,815	\$835,538	\$832,717	\$0	\$0	\$0	\$0	\$0	\$0
HDHP												
\$720.90	\$9,372	\$9,372	\$8,651	\$9,372	\$10,814	\$10,814	\$0	\$0	\$0	\$0	\$0	\$0
\$1,653.81	\$18,192	\$18,192	\$18,192	\$18,192	\$18,192	\$18,192	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS per MO	\$27,564	\$27,564	\$26,843	\$27,564	\$29,005	\$29,005	\$0	\$0	\$0	\$0	\$0	\$0
Accumulated	\$880,082	\$1,758,284	\$2,627,413	\$3,490,791	\$4,355,335	\$5,217,057	\$5,217,057	\$5,217,057	\$5,217,057	\$5,217,057	\$5,217,057	\$5,217,057
Fixed Costs	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Extended PPO												
Medical Admin	\$26,931	\$26,931	\$26,578	\$26,416	\$26,578	\$26,470						
Stop Loss	\$157,735	\$157,105	\$155,216	\$154,586	\$155,531	\$154,586						
Network Access	\$2,272	\$11,399	\$13,674	\$7,769	\$12,278	\$7,949						
Rx Rebate Offset	-\$20,225	-\$40,450	-\$19,962	-\$19,840	-\$17,368	-\$19,881						
Ret. Premium Offset	-\$23,485	\$0	-\$31,173	-\$10,897	-\$13,548	-\$15,309						
TOTALS per MO.	\$143,229	\$154,986	\$144,333	\$158,034	\$163,471	\$153,816	\$0	\$0	\$0	\$0	\$0	\$0
Accumulated	\$143,229	\$298,214	\$442,548	\$600,581	\$764,052	\$917,868	\$917,868	\$917,868	\$917,868	\$917,868	\$917,868	\$917,868
Claim Costs	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Anthem Medical Claims	\$367,978	\$487,070	\$763,906	\$522,262	\$592,024	\$623,827						
Anthem Rx Claims	\$91,614	\$109,042	\$113,033	\$109,542	\$123,145	\$119,441						
Less Reimbursements	-\$28,621	\$0	\$0	-\$94,891	\$0	-\$3,784						
TOTALS per MO.	\$430,971	\$596,112	\$876,939	\$536,913	\$715,169	\$739,484	\$0	\$0	\$0	\$0	\$0	\$0
Accumulated	\$430,971	\$1,027,084	\$1,904,023	\$2,440,936	\$3,156,105	\$3,895,589	\$3,895,589	\$3,895,589	\$3,895,589	\$3,895,589	\$3,895,589	\$3,895,589
Reserves	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Equivalents	\$880,082	\$878,202	\$869,129	\$863,378	\$864,543	\$861,723	\$0	\$0	\$0	\$0	\$0	\$0
Less Fixed Costs	\$143,229	\$154,986	\$144,333	\$158,034	\$163,471	\$153,816	\$0	\$0	\$0	\$0	\$0	\$0
Less Claims	\$430,971	\$596,112	\$876,939	\$536,913	\$715,169	\$739,484	\$0	\$0	\$0	\$0	\$0	\$0
Monthly total	\$305,882	\$127,104	(\$152,144)	\$168,431	(\$14,096)	(\$31,577)	\$0	\$0	\$0	\$0	\$0	\$0
Accumulated Reserves	\$305,882	\$432,986	\$280,842	\$449,273	\$435,177	\$403,600	\$403,600	\$403,600	\$403,600	\$403,600	\$403,600	\$403,600
Monthly Loss Ratio	65.24%	85.53%	117.51%	80.49%	101.63%	103.66%						
Overall Loss Ratio	92.26%											

# Wood County

## Paid Claim Comparison, 2019 and 2021

Claims by Month	2019	2020	2021	Difference 2020-2021	2019 YTD	2020 YTD	2021 YTD	Difference 2020-2021 YTD
January	\$468,713	\$661,901	\$459,592	-\$202,308	\$468,713	\$661,901	\$459,592	-\$202,308
February	\$1,080,569	\$526,976	\$596,112	\$69,136	\$1,549,282	\$1,188,877	\$1,055,705	-\$133,172
March	\$951,446	\$514,885	\$876,939	\$362,054	\$2,500,728	\$1,703,762	\$1,932,644	\$228,882
April	\$1,138,085	\$523,703	\$631,805	\$108,102	\$3,638,813	\$2,227,465	\$2,564,449	\$336,984
May	\$741,616	\$457,031	\$715,169	\$258,137	\$4,380,429	\$2,684,497	\$3,279,618	\$595,121
June	\$641,952	\$322,719	\$743,268	\$420,549	\$5,022,381	\$3,007,216	\$4,022,886	\$1,015,670
July	\$746,750				\$5,769,131			
August	\$893,150				\$6,662,281			
September	\$683,882				\$7,346,163			
October	\$843,378				\$8,189,541			
November	\$818,921				\$9,008,462			
December	\$747,149				\$9,755,611			

Values based on medical and prescription drug plan paid claims incurred 1/1/2015 - 6/30/2021 and paid 1/1/2020 - 6/30/2021.

# Wood County

## 2022 PEPM Renewal Projection

	Experience Period 7/1/2018 - 6/30/2019	Experience Period 7/1/2019 - 6/30/2020	Experience Period 7/1/2020 - 6/30/2021
(1) Group Specific Claims	\$9,626,845	\$7,805,436	\$8,415,555
(2) Stop Loss Reimbursements	(\$1,660,913)	(\$1,058,475)	(\$789,854)
(3) Claims with Catastrophic Removed	\$7,965,933	\$6,746,960	\$7,625,701
(4) Trend Adjustment	10%	10%	5%
(5) Adjusted Claims, Trended to Rating Period	\$8,762,526	\$7,421,656	\$8,006,986
(6) Plan/Network Change Adjustment	1.00	0.93	1.00
(7) Claims with Plan/Network Adjustment	\$8,762,526	\$6,902,140	\$8,006,986
(8) Employee Months (# of Employees * # months in experience period)	5994	5971	5952
(9) Projected PEPM Claim Rate	\$1,461.88	\$1,155.94	\$1,345.26
(10) Weight	25.00%	30.00%	45.00%
(11) Weighted PEPM Claim Rate	\$365.47	\$346.78	\$605.37
(12) Combined Projected PEPM Claim Rate	\$1,317.62		

# Wood County

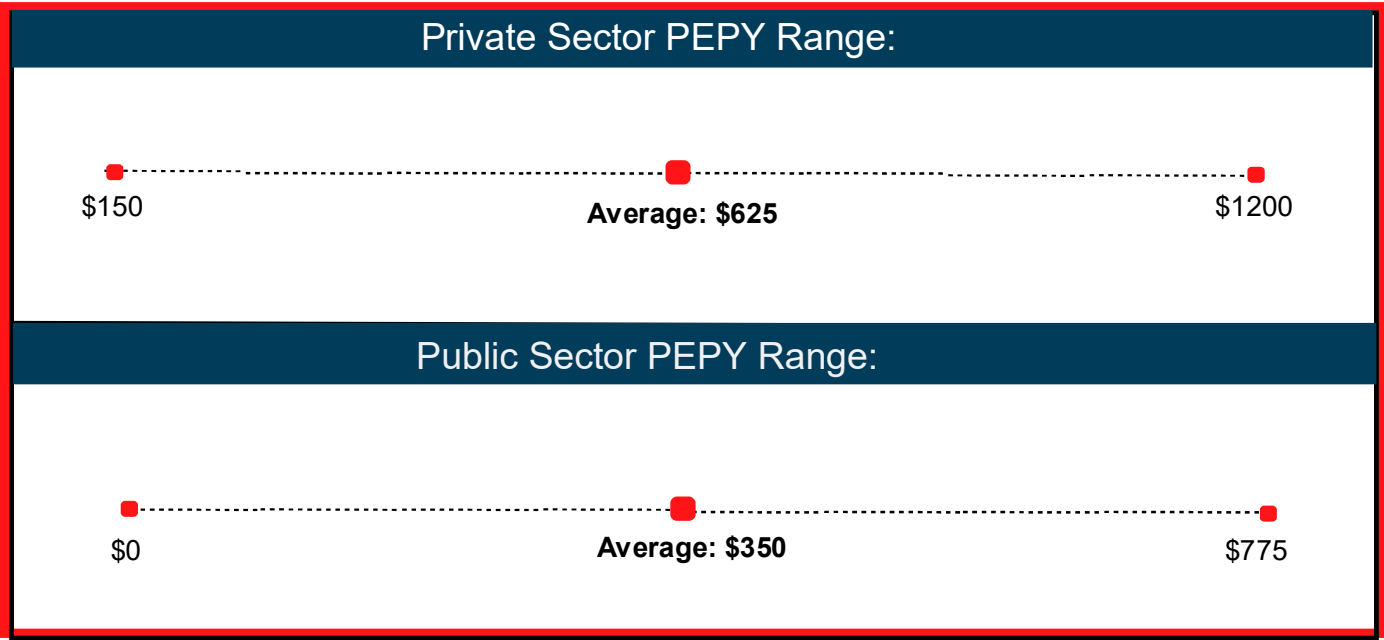
## 2022 PEPY Pre-Renewal Projection

<b>2022 Claims PEPY*</b>	\$15,811.45
<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>	\$20,901.03
<b>2022 Projected Total PEPY Plan Costs minus EE Contribution</b>	\$18,810.93
<b>2022 Projected Budget</b>	\$9,236,167
<b>2021 Budgeted</b>	\$9,137,325
<b>Projected 2022 Increase (%)</b>	1.08%
<b>Projected 2022 Increase (\$)</b>	\$98,842

**\$16,030.39**

# Wood County

Wellness Program Cost Per Employee Per Year Benchmarking (Including Incentives)





**HORTON**



July 27, 2021

**MEMORANDUM**

**TO:** Kimberly McGrath, Human Resources Director

**FR:** Heather Barber, Consultant

**RE:** Classification Reviews – Dispatcher, Lead Dispatcher, and Criminal Justice Coordinator

The County provided job documentation for the above-mentioned positions. The positions were evaluated, and recommendations follow below.

**Dispatcher:** In reviewing this position, we reviewed changes to the duties for the position related to some new systems, and we also reviewed the training expectations. In reviewing these updates, and the training information, it is our recommendation that the Dispatcher be increased one grade, from **Grade F to Grade G** to better reflect the challenges of this position.

**Lead Dispatcher:** A lead position is typically one grade above the position it leads, so with the movement of the Dispatcher position, it would be appropriate to move this position one grade as well. It should be noted that due to new Quality Assurance mandates effective July 2021, the complexity of this position will increase, which also supports the grade movement. Due to the grade movement of the Dispatcher position, and as a result of the new mandates, it is our recommendation that the Lead Dispatcher be increased one grade, from **Grade G to Grade H** to better reflect the challenges of this position.

**Criminal Justice Coordinator:** This position was created after the county's positions were evaluated, and as a result, it has not been evaluated by us previously. The county appropriately placed the position in Grade K based on its duties, however, the position has since evolved in terms of its supervisory authority. In applying our job evaluation system, this position scored consistent with positions one grade higher. It is our recommendation that this position be reclassified in **Grade L** of the County's plan.

Please feel free to contact us with questions on any of these classification recommendations.