

OPERATIONS COMMITTEE

DATE: Tuesday, February 2, 2021
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse
Safety Conference Room 105A
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. **Wellness**
 - (a) Wellness Coordinator Update
6. **Treasurer**
 - (a) Resolution to sell tax deed property
7. **Finance**
 - (a) Approve resignation of Finance Director
 - (b) Discuss interim management of Finance Department
 - (c) Finance Department Update
 - (d) Carryover of CIP dollars for Edgewater Haven
 - (e) Carryover of CIP dollars for Information Technology
 - (f) Resolution – Amend 2020 ATV and Snowmobile Program budgets
 - (g) Resolution – Amend 2020 Coroner budget
8. **HR**
 - (a) Discuss Department Head Feedback on Staffing Procedure & Rubric
9. Consider any agenda items for next meeting
10. Comments from the Chair
11. Set next regular committee meeting date
12. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 146 614 4690

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m3279493f8105dcba81cde62b4959e7fb>

Meeting number (access code): 146 614 4690
Meeting password: OP0202

OPERATIONS COMMITTEE MEETING MINUTES

DATE: Tuesday, January 5, 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): Bill Clendenning, Dennis Polach, Kim McGrath, Kelli Quinnell, Al Thurber, Ed Newton, Lisa Keller, Nick Flugaur, Reuben Van Tassel, Adam Fandre, Trent Miner, Heather Gehrt, Amy Kaup, Marissa Laher, Ashley Normington, Kristie Egge, Mary Schlagenhaft, Mary Solheim, Jordon Bruce, Brandon Vruwink

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

There were no public comments.

Fischer requested to remove page 5 from the packet for discussion.

Motion (Fischer/Feirer) to approve the consent agenda with the exception of page 5, Finance Director's comments. Motion carried unanimously.

Fischer requested clarification on the discussion that Finance Director Thurber had with Baird regarding Justice Center financing and 2021 bonding issues. Thurber clarified that he held a few calls with Justin from Baird to talk about the interest rate environment as well as if additional costs could be borrowed for in regards to the Justice Center such as the cost of transporting inmates, leasing safe keeping space in another county, etc.

Motion (Fischer/Feirer) to approve page 5, Finance Director's comments. Motion carried unanimously.

County Clerk Miner presented a resolution to amend the 2020 Elections Budget.

Motion (Fischer/Pliml) to approve the resolution to amend the 2020 Elections Budget. Motion carried unanimously.

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

Finance Director Thurber briefly discussed the carryover of CIP dollars for Edgewater Haven. Thurber stated that he discussed the proper procedures for carryover of CIP funds with attorneys. Thurber shared that there are three options for unspent CIP monies: finance paying down the debt, move it into debt service fund, or use it for another project of the same nature that was put in the bonding. Supervisor Clendenning requested that Thurber put out a memo explaining the handling of excess CIP funds to Department Heads. Rozar stated that this request to carryover is coming from Edgewater due to the lockdown at Edgewater as a result of COVID. Vendors were unable to access the building to complete work, so the timelines need to be extended slightly.

Motion (Rozar/Feirer) to approve the carryover of CIP funds for Edgewater Haven. Motion carried unanimously.

The resolution to amend the 2020 ATV and Snowmobile Program budgets will be brought to the February Operations Committee meeting.

Kristie Egge, Supervisor of Strategic Initiatives with the Health Department, introduced a resolution to create grant funded positions in the Health Department. She explained that a grant was submitted to the CDC and they were notified that they were awarded the grant. It is a five year grant cycle that began December 31st. The grant is for \$125,000 per year. The resolution is for the creation of one full time and one half time position that were written into the grant.

Motion (Pliml/Feirer) to approve the resolution creating grant funded FTE's in the Health Department. Motion carried unanimously.

Human Resources Director McGrath presented a resolution to continue the self-insured worker's compensation program. McGrath explained that this is a standard recertification that needs to be completed every three years with the State of Wisconsin. The resolution certifies our status for 2021-2024.

Motion (Fischer/Pliml) to approve the resolution to continue the self-insured worker's compensation program. Motion carried unanimously.

McGrath presented a draft staffing procedure and rubric in response to the budget challenges and FTE count. McGrath gave a brief history of the hiring freeze and the reason that she was requested by the Committee to draft the procedure. McGrath explained that the rubric drafted is intended to serve as an objective guide when making the decision whether to fill a vacant position. She requested feedback from the Committee and an opportunity to solicit Department Head feedback.

Discussion ensued at length. Multiple members of the Committee questioned if the authority for the decisions on filling vacant positions should lie solely with the Operations Committee, or if oversight committees should be responsible for their own departments that they oversee. The Committee discussed the rubric itself and stated that it was a good starting point. The Committee directed McGrath to obtain feedback from Department Heads and return with that feedback at the next Committee meeting.

McGrath asked how the Committee would like to proceed with hiring going forward since the hiring freeze ended at the end of the year. The consensus of the Committee was that the hiring freeze would continue and the process of Department Heads clearing positions to be hired through their oversight committees and Chair Pliml will continue as well. The Committee will review the process again at the February Committee meeting.

Items for next agenda: Carryover of CIP dollars for Norwood
Hiring freeze and procedure for staffing approval

The next regular Committee meeting is scheduled for February 2, 2021 at 9:00 a.m.

Motion (Feirer/Pliml) to adjourn. Chair Wagner declared the meeting adjourned at 9:44 a.m.

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



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – February 2021

- 2020, in the County Clerk's Office, by the numbers:

Outgoing Mail Pieces Processed	143,994
DMV Titles & Renewals Processed	1,062
Marriage License Applications	358
Passport Applications Accepted	298
Timber Cutting Notices Processed	111
Elections Administered	5
Recounts Assisted With	1

Discussion on the numbers:

- Marriage Licenses - Lowest number on record. Is it COVID related? I believe that is unknown at this time. The falling marriage license number has been an issue before COVID came on the scene.
- Recount – I did not administer this recount. I assisted with the City of Wisconsin Rapids recount for their 2nd Aldermanic District race recount in April.
- Passports – WAY, WAY down. And I mean **WAY** down. No question, this is COVID related. We have seen an uptick in applications in January, but it is MUCH slower than a normal January.
- DMV Services – This is an actual increase, and it is related to COVID. The state DMV offices have been closed to in-person vehicle transactions since the pandemic started. I believe our number of transactions will decrease once the DMV opens back up.
- Outgoing Mail – This is all outgoing mail for all departments in Wisconsin Rapids. Our office also receives and sorts incoming mail. On the incoming end, if I were to guess, I would say we receive about half of the amount of outgoing. There is some mail that is directly delivered to River Block and Highway by the USPS.

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- We are all set for the Spring Primary. There is only one race on our ballot for the county, that being the State Superintendent of Public Instruction. There are 7 candidates which will be narrowed to 2 at this election.
 - After the final reconciliation, the dog fund ended up in deficit. This is not a budgeted function, but rather a liability function, I am working with the Finance Department in how best to address it. Since the Judicial & Legislative Committee sort of, kind of, oversees the dog fund (the approve any damage claims against the fund), I am reporting directly to them on this matter instead of my direct oversight committee.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

January 29, 2021

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	January 2021	2021 Year-to-Date
Applications Received	113	113
Positions Filled	6	6
Promotions/Transfers	12	12
New Hire Orientations	5	5
Terminations, Voluntary	10	10
Terminations, Involuntary	5	5
Retirements	4	4
Exit Interviews	6	6

Human Resources Narrative

General Highlights

1. We continue the post-Compensation and Classification Study Appeals Process in which employees were able to request an appeal to the grade placement of their position. Patrick Glynn of Carlson Dettmann Consulting continues to work on the recommendations resulting from this process and we anticipate receiving those back in early February for discussion at the March Operations Committee.
2. Presented the Staffing Approval Procedure and Rubric to the Department Heads in an email on January 5th and at a Department Head meeting on January 26th. Feedback from departments was gathered and will be presented at the February Operations Committee meeting.
3. With regards to a former Wood County employee appealing their termination, Human Resources provided the updated list of available Impartial Hearing Officers to the former employee on January 19th and is awaiting their first strike.

Meetings & Trainings

1. Attended the Operations Committee Meeting on January 1st.
2. Attended the Judicial & Legislative Committee Meeting on January 8th.
3. Attended County Board on January 19th.
4. Attended the weekly COVID-19 calls facilitated by Emergency Management.
5. Held individual staff evaluations to discuss and provide updates on the department's progress towards our 2020 goals and identified individual 2021 goals.
6. Held the monthly conference call with The Horton Group on January 27th to discuss various benefit topics.

7. Staff attended various meetings including:
 - a. The EFMLEA and EPSLA Have Expired: Expanded Leave Entitlements for COVID-19 Reasons Are Gone in 2021 – What Does This Mean For Public Sector Employers? Webinar on January 5th.
 - b. Part 1: Vaccine 101 Webinar with Cottingham & Butler on January 15th.
 - c. Part 2: Employer Vaccine Considerations & Implications Webinar with Cottingham & Butler on January 19th.
 - d. Meaningful Virtual Training Webinar with ABR/Cottingham & Butler on January 28th.

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 December.
5. Tracked hours used under the FFCRA and processed approvals.
6. Tracked vacation accruals lost during bi-weekly accruals for essential departments due to reaching the maximum hours. This is due to the COVID-19 pandemic and many departments having to restrict staff vacation and/or time off.
7. Assisted multiple employees with open enrollment election questions.
8. Updated employee enrollments on the vendor websites for Anthem, Delta Dental, Superior Vision, Mutual of Omaha and TASC.
9. Processed COBRA notifications for children on the health plan reaching age 26.
10. Conducted CPR Renewal classes at Norwood on January 12th and 26th.
11. Updated HRMS with FSA/HSA enrollments effective with the January 14th payroll.

Recruitment

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

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Clerk of Courts	Collection Deputy	Position posted, applications reviewed, interviews conducted, filled with internal candidate.
Replacement	Clerk of Courts	Traffic Clerk	Position posted, applications reviewed, interviews conducted, filled with internal candidate.
New – Approved by County Board	Criminal Justice	Case Manager	Job description developed, position posted, applications reviewed, interviews conducted, final candidate selected and filled.
New - Approved by County Board	Criminal Justice	Administrative Support	Job description developed, position posted, applications being reviewed.

New – Approved by County Board	Criminal Justice	Program Specialist	Job description developed, position posted, applications reviewed, interviews conducted, final candidate selected and filled.
Replacement	Dispatch	Dispatcher	Vacancy created by exiting employee, former employee returning, position filled.
Replacement	District Attorney	Legal Administrative Assistant	Position posted, applications being reviewed, interviews to be conducted 1/26/21.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 1/24/2021.
Replacement	Edgewater	Certified Dietary Supervisor	Position posted, applications being reviewed, interviews conducted, filled internally.
Replacement	Emergency Management	Work Relief Shop Coordinator	Position posted, applications reviewed, interviews conducted. Final candidate selected, references completed. Verbal offer pending.
Replacement	Health	Public Health Nurse	Position posted, applications being reviewed, interviews being conducted 1/22/2021.
New – Approved by County Board	Health	Public Health Strategist	Position posted, applications being reviewed, interviews to be conducted.
New – Approved by County Board	Health	Community Health Planner	Position posted, applications being reviewed, interviews to be conducted.
Replacement	Health	Environmental Health Supervisor	Position posted, applications being reviewed, deadline 1/31/2021.
Replacement	Health	Program Coordinator	Position posted, application being reviewed, deadline 1/24/2021.
Replacement	Highway	Administrative Services	Position posted, applications reviewed, interviews held. Final candidate selected, references completed, position filled.
Replacement	Highway	Truck Operator	Position posted, interviewing 2/2/2021.
Replacement	Human Services	Social Worker – Initial Assessment	Vacancy is on hold due to hiring freeze.
Replacement	Human Services	Secretary – Marshfield City Hall	Vacancy is on hold due to hiring freeze.
Replacements	Human Services	Bus Driver (One casual, one part-time)	Positions posted, deadline 2/8/2021.
Replacements	Human Services	Family Interaction Workers (2) - Casual	Position posted, deadline 1/24/2021.
Replacement	Human Services	CCS/CSP Service Facilitator	Position posted, deadline 1/24/2021.
Incorporated into 2021 Budget – Approved by oversight Comm.	Human Services	Youth Mentor Case Manager	Position posted, applications being reviewed.
Replacement	Human Services	Social Worker – Family Services Ongoing	Position posted, interviews conducted, prior employee returning, position filled.
Replacement	Human Services	Social Worker – Independent Living Coordinator	Position posted, deadline 2/8/21.
Replacement	Land Conservation	Engineering Technician	Position posted, interviews conducted 1/12/21, second interviews to be conducted 1/22/21.

New/Replacement	Norwood	COTA, Occupational Therapist, Therapy Asst., Dietary Aide, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood.
Replacement	Norwood	Receptionist (Casual)	Position posted, interviews conducted.
Replacement	Norwood	Payroll/Scheduler	Position posted, interviews conducted, filled internally.
Replacement	Norwood	Cook – Full-Time	Position posted, interviews conducted.
Replacements	Parks	Medical 1 st Responders	Positions posted, deadline 1/24/21.
Replacements	Sheriff	Part-time Deputies (Reserves)	Position continually posted, deadline 2/22/2021. Eligibility list being established.
Eligibility List	Sheriff	Corrections Officer – Casual/FT	Position posted, deadline 1/31/2021.
Replacement	Sheriff	Deputy Sheriff	Position posted. Civil Service Commission & Sheriff's Department reviewing applications. One position filled with internal candidate, establishing eligibility list.
Replacement	Sheriff	Jail Sergeant	Position filled by promoting from within dept.
Replacement	Sheriff	Investigator Sergeant	Position filled by promoting from within dept.
Replacement	Sheriff	Chief Deputy	Position filled by promoting from within dept.
Replacement	Sheriff	Operations Captain	Position filled by promoting from within dept.

IMPACTED POSITIONS DUE TO HIRING FREEZE (Positions currently on hold)	
Department	Position
Clerk of Courts	Administrative Services 4
Human Services	Social Worker – CCS/CSP
Human Services	Social Worker – Ongoing
Human Services	Social Worker – IA
Human Services	RB Receptionist
Human Services	Transcriptionist
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. Submitted required OSHA logs to Wisconsin Department of Safety and Professional Services (DSPS) and Bureau of Labor Statistics (BLS).
4. Provided certificates of insurance (COIs) for various requesting entities, including South Wood County Airport Commission for County COVID-19 clinics.
5. 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.

NEW Workers' Compensation Claims (3)

1. 1/7/21 – Sheriff's (Corrections) – Employee injured L hand/wrist while restraining combative inmate.
2. 1/9/21 – Highway – Employee injured R wrist handling snow fence in field.
3. 1/11/21 – Human Services – Employee tripped and injured R arm leaving building after work.

OPEN Workers' Compensation Claims (5)

1. 8/4/20 – Highway – Employee fractured L elbow in fall at asphalt plant (surgery required).
2. 8/22/20 – Sheriff's Rescue – Employee injured R knee at accident scene performing extrication (surgery required).
3. 11/16/20 – Highway – Employee injured L shoulder assembling culvert (initially reported as First Aid only).
4. 12/7/20 – Edgewater – Employee injured lower back/R wrist lifting resident from floor.
5. 12/7/20 – Edgewater – Employee injured L shoulder lifting resident from floor.

CLOSED Workers' Compensation Claims (5)

1. 8/18/20 – Highway – Patrol truck tailgate dropped onto employee's R foot on roadside after it became detached from truck bed.
2. 9/3/20 – Highway – Employee strained lower abdominal muscles pulling posts at roadside (surgery required).
3. 11/13/20 – Sheriff's (Jail) – Employee was struck in the face while attempting to restrain combative inmate.
4. 11/25/20 – Highway – Employee suffered lower back sprain/spasms using tool in Highway Shop.
5. 12/2/20 – Highway – Employee twisted R knee in ditch placing snow fence.

First Aid Injuries (3)

1. 1/6/21 – Highway – Employee strained back while weed cutting under bridge.
2. 1/13/21 – Norwood – Employee was choked by combative resident.
3. 1/21/21 – Norwood – Employee was pinched on L thigh by combative resident.

Property/Vehicle Damage Claims (0)

Liability Claims (0)

OPEN EEOC/ERD Claims (3)

1. 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4, 2019 Counsel submitted the County's Reply Brief in Opposition to the Petition for Review.
2. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our position statement was submitted to the Equal Rights Division by counsel on July 1, 2020.
3. 12/9/20 – Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our response and position statement was submitted to the Equal Rights Division by counsel on January 7, 2021.

Notice of Circumstances of Claim (1)

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

Other

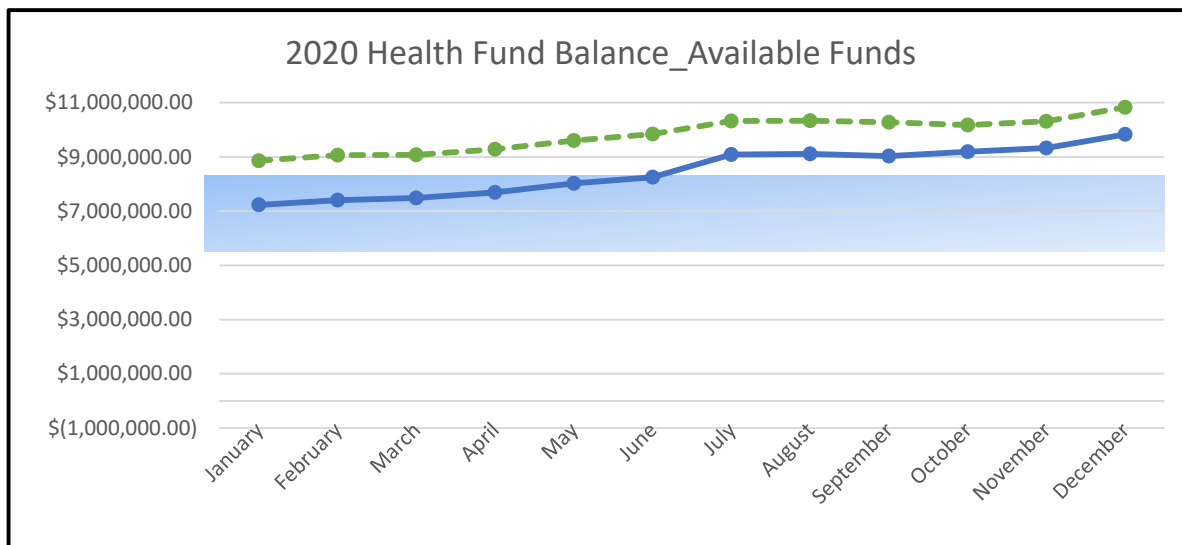
1. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
2. Contacted UI to obtain information regarding the expected timeline to receive reimbursement for 50% of unemployment charges from the federal government through the CARES Act. There is

no current timeline and it is estimated that more information will be made available in the summer of 2021.

3. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
4. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
5. Facilitated New Hire Orientation on January 4th, 11th, and 18th.
6. Conducted exit interviews on January 4th, 6th, 12th, 19th, and two on the 22nd, including the benefit and payout information.
7. Notifications sent for the 1st Quarter Random DOT Drug testing selection.
8. Reconciled and processed the December Unemployment Insurance payment.
9. Reconciled December Work Comp claims.
10. Responded to various verifications of employment.
11. Replied to multiple requests from surrounding counties with varied information.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

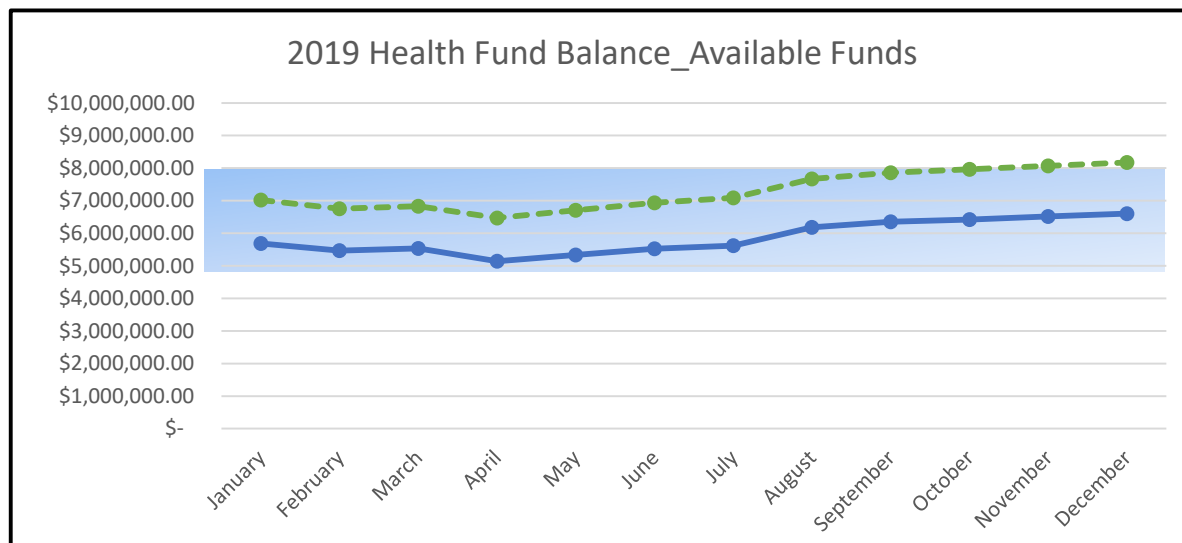
Health Fund Reserve Fund Balance

Months	2020		2019	
	Total	Available	Total	Available
January	\$ 8,859,244.13	\$ 7,228,926.49	\$ 7,021,371.56	\$ 5,685,137.45
February	\$ 9,064,996.83	\$ 7,409,523.04	\$ 6,755,901.70	\$ 5,469,001.54
March	\$ 9,079,691.15	\$ 7,488,748.95	\$ 6,834,145.97	\$ 5,529,400.66
April	\$ 9,279,880.64	\$ 7,691,704.49	\$ 6,472,162.23	\$ 5,141,045.93
May	\$ 9,599,909.66	\$ 8,026,137.54	\$ 6,701,880.37	\$ 5,329,290.53
June	\$ 9,840,229.19	\$ 8,254,329.92	\$ 6,935,298.36	\$ 5,526,859.63
July	\$ 10,321,385.10	\$ 9,087,944.61	\$ 7,088,744.49	\$ 5,617,057.79
August	\$ 10,335,598.89	\$ 9,112,572.26	\$ 7,670,878.32	\$ 6,182,575.07
September	\$ 10,276,396.74	\$ 9,033,305.33	\$ 7,858,325.78	\$ 6,358,024.31
October	\$ 10,175,941.90	\$ 9,194,424.53	\$ 7,964,236.62	\$ 6,416,974.66
November	\$ 10,306,696.67	\$ 9,326,076.42	\$ 8,073,695.68	\$ 6,514,699.74
December	\$ 10,830,812.12	\$ 9,826,870.72	\$ 8,173,200.57	\$ 6,603,418.96



2020 Total Balance - Dashed Line

2020 Available Funds - Solid Line



2019 Total Balance - Dashed Line

2019 Available Funds - Solid Line

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



Wood County WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—FEBRUARY 2021

1. Attended Executive Committee meeting on January 5.
2. Completed January settlements with all 34 municipalities and received all but 2 payments by the January 15 deadline. One check was received on January 19 and the remaining check was received on January 20.
3. Attended County Board meeting on January 19.
4. Attended Department Head meeting on January 26.
5. Attended Land Information Council meeting on January 27. I have had a project in the Land Information Plan since 2019 with no mention of the project ever being started, therefore, I am going to have to put those costs in the 2022 budget and just do it. I'm hoping that I will have enough money this year to cover the costs and just offset with revenues. This project is scanning of all the historical tax rolls to digital format to preserve what we have. Currently the tax rolls are housed in our vault and with their no climate/humidity control in there, they are starting to deteriorate. Also, in case of natural disaster or another pandemic having this information available on line will allow us to access these books/documents with computers. I have received 2 quotes for this project and have been working with IT on this project.
6. I participated in the employee blood drive on January 29.
7. The Deputy Treasurer and I have been busy helping out the City of Wisconsin Rapids in tax collections by going to City Hall to help in entering mail/drop off tax payments as they have not hired any replacement office staff and are currently using a floater.
8. I will provide the final sales tax numbers at the meeting.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – February 2021

- The start of 2021 marked the beginning of the new Wellness year. As such, the primary focus is assisting employees with completing the first two qualifying activities to earn the reduced health insurance rate in 2022 – their biometric screening and health assessment. As of writing this, 311 participants have either signed up for or completed their biometric screening and 34 of these participants have completed their health assessment. Both activities have a deadline of March 31, 2021.
- Two of the eleven on-site biometric screenings scheduled for Wood County have been completed in which we saw 59 participants. Due to COVID-19 the number of appointments available to participants at a given screening is a bit lower than usual to allow for social distancing and disinfecting between appointments. Nevertheless, there are still plenty of appointments available and if needed, additional dates/times may be added.
- The quarter 1 Wellness Challenge is set to begin this month and will center around physical activity via the Walking Challenge. As always, this challenge is well-received, and the Wellness Committee and I thought this would be a nice way to jump start the 2021 wellness year and help participants earn points early on.
- With 2020 coming to an end, I was able to finalize the payouts for cash incentives earned. 55 participants qualifying for the Gold Package worth \$150, 35 participants qualifying for the Silver Package worth \$100, and 69 participants qualifying for the Bronze Package worth \$50. Additionally, a total of \$1,000 from the cash-prize drawing was also awarded to 14 participants. Total cash incentive payouts for 2020 was \$15,550.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.
- With the start of the New Year many employees have inquired about employer-related discounts for local fitness centers. In previous years we did have these but with COVID-19 many of these centers discontinued such discounts due to the financial struggles they faced. I am in the process of reaching out once more and getting an updated list to share with employees.

COUNTY BOARD CLAIMS

December-20

Dec-20

Paid January 2021

CLAIMANT	MONTH		PER DIEM \$	MILEAGE \$	SEALS/PH	TOTAL \$
				HOTEL \$		
Robert Ashbeck	December-20		350.00	94.30		\$444.30
Allen Breu	December-20		415.00			\$415.00
William Clendenning	December-20		615.00	24.15		\$639.15
Ken Curry	December-20		415.00	51.75		\$466.75
Michael Feirer	December-20		415.00	73.60		\$488.60
Adam Fischer	December-20		445.00	201.25		\$646.25
Jake Hahn	December-20		380.00	62.10		\$442.10
Brad Hamilton	December-20		350.00			\$350.00
John Hokamp	December-20		300.00	8.63		\$308.63
David La Fontaine	December-20		350.00	165.02		\$515.02
Bill Leichtnam	December-20		565.00	69.00		\$634.00
Lance Pliml	December-20		500.00	11.50		\$511.50
Dennis Polach	December-20		300.00			\$300.00
Donna Rozar	December-20		415.00	124.20		\$539.20
Lee Thao	December-20		300.00	4.60		\$304.60
Laura Valenstein	December-20		300.00			\$300.00
Ed Wagner	December-20		315.00	113.85		\$428.85
William Winch	December-20		350.00	37.95		\$387.95
Joe Zurfluh	December-20		350.00	12.65		\$362.65
David Barth	January-21		50.00			\$50.00
Bev Ghiloni	January-21		50.00	5.60		\$55.60
Thomas Heiser	January-21		50.00	5.60		\$55.60
Dave Laude	Sept-Dec 20/Jan 21		400.00			\$400.00
Linda Schmidt	July&Oct 2020		110.00			\$110.00
Jessica Vicente	Feb-Dec 2020		600.00			\$600.00
Bill Voight	January-21		50.00			\$50.00
Mitch Waite	January-21		50.00	7.28		\$57.28
						\$0.00
			\$8,790.00	\$1,073.03	\$0.00	\$9,863.03

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JANUARY 2021

For the range of vouchers: 06200210 - 06200214 06210001 - 06210011

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06200210	BEAR GRAPHICS INC	ASSESSOR PA 003	01/04/2021	\$145.45	P
06200211	BEAR GRAPHICS INC	ASSESSOR PA 500	01/04/2021	\$80.67	P
06200212	UNITED MAILING SERVICE	MAIL FEES DEC 1 - 31 2020	01/15/2021	\$1,095.28	P
06200213	WISCONSIN MEDIA	VAR ADS 12/1 - 12/31/2020	01/15/2021	\$1,497.50	P
06200214	WI DEPT OF ADMINISTRATION	2020 ANNUAL DOG/MARR FEES DUE	01/15/2021	\$10,212.40	P
06210001	WISCONSIN COUNTIES ASSOCIATION	2021 Dues	01/01/2021	\$11,312.00	P
06210002	WCCA (COUNTY CLERK'S ASSOC)	2021 Dues	01/01/2021	\$125.00	P
06210003	UNITED PARCEL SERVICE	REPLENISH UPS JAN 9 2021	01/12/2021	\$250.00	P
06210004	NORTH CENTRAL ITBEC	2021 Dues	01/07/2021	\$1,955.00	P
06210005	QUADIENT LEASING USA INC	Mail Machine Lease	01/02/2021	\$1,552.86	P
06210006	QUALITY PLUS PRINTING INC	Election Envelopes	01/15/2021	\$400.00	P
06210007	ELECTION SYSTEMS & SOFTWARE	Ballots - Spring Primary	01/26/2021	\$5,113.71	P
06210008	ELECTION SYSTEMS & SOFTWARE	Yearly Maintenance Fees	01/20/2021	\$428.71	P
06210009	ELECTION SYSTEMS & SOFTWARE	Layout Chrg - Spring Primary	01/15/2021	\$1,212.64	P
06210010	OFFICE ENTERPRISES INC	Ink Tank - Mail Machine	01/22/2021	\$216.45	P
06210011	VERIZON	Monthly Modem Fee	01/19/2021	\$230.84	P
Grand Total:				\$35,828.51	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: JANUARY 2021

For the range of vouchers: 14200272 - 14200274 14210001 - 14210026

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14200272	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	12/31/2020	\$21,961.35	P
14200273	US BANK	TRAINING	01/19/2021	\$725.20	
14200274	EAGLE FLIGHT BUSINESS FORMS	W-2S AND ENVELOPES	12/31/2020	\$263.36	P
14210001	AMT	GARNISHMENT PAYMENT	01/14/2021	\$276.00	P
14210002	BLITT AND GAINES PC	GARNISHMENT PAYMENT	01/14/2021	\$360.54	P
14210003	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	01/14/2021	\$4,388.05	P
14210004	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	01/14/2021	\$2,324.03	P
14210005	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	01/14/2021	\$4,124.01	P
14210006	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	01/14/2021	\$73.64	P
14210007	ARPIN PUBLIC LIBRARY	2021 1ST INSTALLMENT TAX AID	01/18/2021	\$24,216.50	P
14210008	CHARLES AND JOANNE LESTER LIBRARY	2021 1ST INSTALLMENT TAX AID	01/18/2021	\$40,853.00	P
14210009	CITY OF MARSHFIELD TREASURER	2021 TAX AID	01/18/2021	\$25,000.00	P
14210010	GRANTON COMMUNITY LIBRARY	2021 LIBRARY REIMBURSEMENT	01/18/2021	\$766.58	P
14210011	LESTER PUBLIC LIBRARY OF ROME	2021 LIBRARY REIMBURSEMENT	01/18/2021	\$2,955.96	P
14210012	MARSHFIELD PUBLIC LIBRARY	2021 1ST INSTALLMENT TAX AID	01/18/2021	\$138,840.50	P
14210013	MCMILLAN MEMORIAL LIBRARY	2021 1ST INSTALLMENT TAX AID	01/18/2021	\$319,268.00	P
14210014	NEILLSVILLE PUBLIC LIBRARY	2021 LIBRARY REIMBURSEMENT	01/18/2021	\$62.18	P
14210015	PITTSVILLE COMMUNITY LIBRARY	2021 1ST INSTALLMENT TAX AID	01/18/2021	\$16,846.00	P
14210016	SOUTH CENTRAL LIBRARY SYSTEM	DELIVERY SERVICES	01/11/2021	\$15,222.00	P
14210017	UW - MARSHFIELD WOOD COUNTY	2021 1ST INSTALLMENT TAX AID	01/18/2021	\$25,453.50	P
14210018	VESPER PUBLIC LIBRARY	2021 1ST INSTALLMENT TAX AID	01/18/2021	\$7,958.00	P
14210019	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	1ST QTR 2021 TAX LEVY	01/11/2021	\$49,569.50	P
14210020	AMT	GARNISHMENT PAYMENT	01/28/2021	\$276.00	
14210021	BLITT AND GAINES PC	GARNISHMENT PAYMENT	01/28/2021	\$110.22	
14210022	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	01/28/2021	\$4,063.24	
14210023	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	01/28/2021	\$2,252.75	
14210024	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	01/28/2021	\$4,038.88	
14210025	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	01/28/2021	\$73.64	
14210026	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT FOR CIP EXPENSES	01/22/2021	\$25,453.75	
Grand Total:				\$737,776.38	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JANUARY 2021

For the range of vouchers: 17200110 - 17200115 17210001 - 17210006

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17200110	BLUE WATER BENEFITS CONSULTING LLC	2020 Q4 Reporting	12/27/2020	\$947.40	P
17200111	DIETRICH VANDERWAAL SC	Legal Fees	12/31/2020	\$580.00	P
17200112	NATIONWIDE TRUST CO FSB	PEHP	12/31/2020	\$18,046.42	P
17200113	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges Dec 2020	12/31/2020	\$3,103.08	P
17200114	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	10/21/2020	\$600.00	
17200115	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	12/21/2020	\$400.00	
17210001	KEY BENEFIT CONCEPTS LLC	OPEB/GASB75 Valuation 2020	01/04/2021	\$5,750.00	P
17210002	HORTON GROUP INC THE	Consulting Fees - January 2021	01/12/2021	\$2,083.33	P
17210003	NATIONWIDE TRUST CO FSB	PEHP	01/12/2021	\$32,233.65	P
17210004	NORTHWOODS LASER & EMBROIDERY	Service Plaques	01/09/2021	\$293.40	P
17210005	AMAZON CAPITAL SERVICES	Office Supplies	01/12/2021	\$6.90	P
17210006	NATIONWIDE TRUST CO FSB	PEHP	01/27/2021	\$540.42	
Grand Total:				\$64,584.60	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: JANUARY 2021

For the range of vouchers: 23200056R - 23210001 - 23210002
23200056R

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23200056R	SAFELITE AUTOGLASS	Vehicle Damage - Squad #29	12/31/2020	\$359.98	P
23210001	WI COUNTY MUTUAL INS CORP	Addtl Insured End- Am State Eq	01/14/2021	\$25.00	
23210002	WI COUNTY MUTUAL INS CORP	Addtl Ins End- St Johns Church	01/14/2021	\$25.00	
Grand Total:				\$409.98	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: JANUARY 2021

For the range of vouchers: 28200356 - 28200363 28210001 - 28210027

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28200356	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIAL CHARGES	12/30/2020	\$1,326.49	P
28200357	CITY OF WISCONSIN RAPIDS	TAX DEED SALE	12/30/2020	\$188.76	P
28200358	CITY OF WISCONSIN RAPIDS	TAX DEED SALE	12/30/2020	\$1,230.66	P
28200359	TOWN OF SARATOGA	TAX DEED SALE	12/30/2020	\$721.66	P
28200360	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEE	12/30/2020	\$30.00	P
28200361	CITY OF WISCONSIN RAPIDS	TAX DEED TAXES	12/30/2020	\$1,157.85	P
28200362	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIALS	12/30/2020	\$429.89	P
28200363	WOODTRUST BANK	DECEMBER MONTHLY SERVICE FEES	12/30/2020	\$206.16	P
28210001	CARPENTER JAY	TAX OVERPAYMENT REFUND	01/06/2021	\$22.90	P
28210002	CITY OF MARSHFIELD	DECEMBER SPECIAL CHARGES	01/06/2021	\$227.62	P
28210003	CITY OF NEKOOSA TREASURER	DECEMBER SPECIAL CHARGES	01/06/2021	\$688.86	P
28210004	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIALS	01/06/2021	\$300.00	P
28210005	CITY OF WISCONSIN RAPIDS	TAX DEED SALE 2020 TAXES	01/06/2021	\$1,724.13	P
28210006	CITY OF WISCONSIN RAPIDS	DECEMBER SPECIAL CHARGES	01/06/2021	\$672.76	P
28210007	GFOA	GFOA MEMBERSHIP DUES	01/06/2021	\$150.00	P
28210008	LINDEMOOD CHRISTIAN	TAX OVERPAYMENT REFUND	01/06/2021	\$140.65	P
28210009	STATE OF WISCONSIN TREASURER	PROBATE & BIRTH FEES	01/06/2021	\$28,725.11	P
28210010	STAPLES ADVANTAGE	OFFICE SUPPLIES	01/06/2021	\$70.62	P
28210011	TOWN OF CARY	DECEMBER SPECIAL CHARGES	01/06/2021	\$107.45	P
28210012	TOWN OF PORT EDWARDS	DECEMBER SPECIAL CHARGES	01/06/2021	\$189.14	P
28210013	TOWN OF SARATOGA	DECEMBER SPECIAL CHARGES	01/06/2021	\$387.73	P
28210014	TOWN OF GRAND RAPIDS	DECEMBER SPECIAL CHARGES	01/06/2021	\$521.40	P
28210015	TOWN OF HANSEN	DECEMBER SPECIAL CHARGES	01/06/2021	\$146.52	P
28210016	TOWN OF MARSHFIELD	DECEMBER SPECIAL CHARGES	01/06/2021	\$241.49	P
28210017	VILLAGE OF VESPER	DECEMBER SPECIAL CHARGES	01/06/2021	\$212.63	P
28210018	VILLAGE OF PORT EDWARDS TREAS	DECEMBER SPECIAL CHARGES	01/06/2021	\$167.61	P
28210019	VILLAGE OF RUDOLPH	DECEMBER SPECIAL CHARGES	01/06/2021	\$1,320.46	P
28210020	WEISTER WILLIAM OR CAREY	TAX OVERPAYMENT REFUND	01/06/2021	\$435.81	P
28210021	WI DEPT OF ADMINISTRATION	DECEMBER WI LAND INFO	01/06/2021	\$8,036.00	P
28210022	WI REAL PROPERTY LISTERS ASSN	WRPLA MEMBERSHIP DUES	01/06/2021	\$80.00	P
28210023	GCS SOFTWARE INC	TAX SOFTWARE FEES	01/18/2021	\$15,810.00	P
28210024	STATE OF WISCONSIN TREASURER	DECEMBER COC REVENUES	01/18/2021	\$98,769.04	P
28210025	STAPLES ADVANTAGE	OFFICE SUPPLIES	01/18/2021	\$37.80	P
28210026	TOWN OF REMINGTON	REFUND FOR OVERPAYMENT	01/18/2021	\$63.35	P

Committee Report - County of Wood

TREASURER - JANUARY 2021

28210001 - 28210027 28200356 - 28200363

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210027	WISCONSIN CO TREAS ASSN SEC TR	2021 WCTA DUES	01/18/2021	\$100.00	P
Grand Total:				\$164,640.55	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: JANUARY 2021

For the range of vouchers: 34200015 - 34200015

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34200015	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	12/31/2020	\$6,550.00	P
Grand Total:				\$6,550.00	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

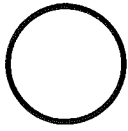
Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#

DATE February 16, 2021

Effective Date February 16, 2021

Committee

CAK

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

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

FISCAL NOTE: Offered Amount **\$2,500.00**
R.E. Taxes **(236.22)**
Tax Deed Expense **(361.94)**

GAIN **\$1,901.84**

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

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

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

THEREFORE BE IT RESOLVED, that the following offer be accepted

Town of Arpin

01-00336 The Northerly 75 feet of Lot 1 of Wood County Certified Survey Map No. 7582 (recorded in Volume 26 of Survey Maps at Page 82 as Document No. 905984) being part of the SE ¼ of the SW ¼ of Section 21, Township 24 North, Range 4 East, Town of Arpin, Wood County, Wisconsin, intending to describe that part of Lot 1 of said Survey Map lying within the boundaries of the Town of Arpin..

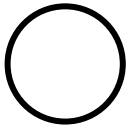
OFFERED AMOUNT

\$2,500.00

APPRAISED AMOUNT

\$5,000.00

Property is a vacant lot located directly north of 8167 Church Rd., Town of Arpin.



RESOLUTION#

Introduced by
Page 1 of 1

ITEM#

DATEFebruary 16, 2021

Effective DateUpon Passage & Publication

Property & Info. Technology and Operations Committee

EPN

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

INTENT & SYNOPSIS: To amend the 2021 Information Technologies Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2020:

FISCAL NOTE: No cost to Wood County. The source of the funding is available unspent previously approved capital project funds. The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
57127	Capital Projects IT		\$224,170
34112	Fund Balance Capital Project	\$224,170	

WHEREAS, the Property and Information Technology Committee authorized several capital projects at a cost of \$898,555, and

WHEREAS, the County Board authorized the borrowing of \$898,555 from the Debt Funding to fund the Information Technology project at their meeting of June18, 2019, and

WHEREAS, \$898,555 of the project expenditures were estimated to be incurred in 2020, and

WHEREAS, only \$674,385 was actually expended in 2020 leaving an additional unappropriated funds of \$224,170 in the capital projects fund balance, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level, and

THEREFORE BE IT RESOLVED to amend the Wood County budget for 2021 by appropriating \$224,170 of unexpended debt proceeds revenues in the Capital Projects Fund (34112) with \$224,170 being appropriated for the remaining information technology projects expenditures, and

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

{ }

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

ADAM FISCHER

MICHAEL FEIRER

ALLEN BREU

DENNIS POLACH

BRAD HAMILTON

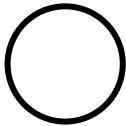
LAURA VALENSTEIN

WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Highway Infrastructure & Recreation & Operations Committees

ITEM#
DATE February 16, 2021
Effective Date Upon passage of publication
Committee

SMG

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No: Yes: Absent:

Number of votes required:

Majority

☒ Two-thirds

Reviewed by: , Corp Counsel

Reviewed by: , Finance Dir.

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

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

Account	Account Name	Debit	Credit
43572	ATV Program Rev	\$33,000	
	CEED Grant Rev.	\$10,000	
55442	ATV Program Exp		\$33,000
	CEED Grant Exp.		\$10,000

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

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

Account	Account Name	Debit	Credit
43574	Snow Program Rev	\$68,292	
55441	Snow Program Exp		\$68,292

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

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

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

THEREFORE BE IT RESOLVED to amend the 2020 Wood County Parks & Forestry ATV Trail Aids budget by appropriating \$43,000 of additional revenue (43572) monies to Parks & Forestry Maintenance ATV Trails (55442) and:

to amend the 2020 Wood County Parks & Forestry Snowmobile Trail Aids budget by appropriating \$68,292 of additional revenue (43574) monies to Parks & Forestry Maintenance Snowmobile Trails (55441).

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

{ }

Jake Hahn (Chairman)

Lee Thao

David LaFontaine

John Hokamp

Al Breu

Ed Wagner (Chairman)

Lance Pliml

Mike Feirer

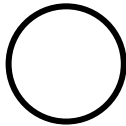
Adam Fischer

Donna Rozar

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#
DATE February 16, 2021
Effective Date Upon Passage & Publication

EPN

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

INTENT & SYNOPSIS: To amend the 2020 budget for Coroner for additional revenues and expenditures unanticipated during the original budget process.

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

Function	Account Name	Debit	Credit
51231	Coroner		30,600
46221	Public Charges-Cremation	19,500	
46230	Death Certificates	11,100	

Source of Money: An increase in cremation and death certificates payments.

WHEREAS, revenue collected by the department will be higher than anticipated by 30,600 due to cremation and death certificates, and

WHEREAS, expenditures of the above function are anticipated to exceed the originally adopted budget by \$30,600, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”, and

THEREFORE BE IT RESOLVED, to amend the Wood County Coroner budget for 2020 by appropriating unanticipated revenue of \$30,600 to the above named function, and

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

{ }

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML

MICHAEL FEIRER
ADAM FISCHER

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



2021 Staffing Approval Procedure (Draft)

Purpose

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

Procedure

Each Wood County Oversight Committee will review all requests to refill vacant positions and/or add new positions in the 2021 budget year being requested by the departments they oversee. Prior to the commencement of recruitment, the department must first seek approval of their Oversight Committee. If approval is granted, the department may recruit and fill positions per normal Wood County hiring practices. For positions that are deemed critical and difficult-to-fill, the Department Head may seek approval of their Oversight Committee Chair to recruit for the position, prior to the next regularly scheduled Oversight Committee meeting, with the understanding that the Committee will need to discuss and approve the refill prior to an offer of employment being extended to a final candidate.

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

Sample Rubric

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



2021 Staffing Approval Procedure (Draft)

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



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

Wood County Department Head Meeting Review of Draft Staffing Approval Procedure

January 26th, 2021 - 9:00am

Kim McGrath (HR) briefly presented an overview of the Staffing Approval Procedure and Rubric including the current hiring freeze and discussions that have occurred at the Operations Committee meeting recently related to the budget challenges, vacancies, and the request for consistent and objective parameters that all departments can utilize to assess and analyze the need to fill vacancies as they arise.

Discussed breaking out into separate rooms. The consensus of the group was to continue the discussion as a large group rather than breaking out.

Strengths/Limitations

(Chad Schooley - Parks) - Operations having final approval is problematic - Cautions about timing. Oversight committee might be best as they are 'resident' experts on what is happening within each department. The way it is currently written lacks trust and does not acknowledge the professionalism that DH's have. The rubric is a good process to walk through. Good exercise in critical thinking. Does it have to be a point system and run through Operations? Trust in fellow Department Heads and hopefully everyone is already going through that process.

(Al Thurber - Finance) - Lots of politics here; he is not tied to any one department having authority. His goal is to balance the budget. Challenge is to change the structure that has gotten the county to this point. No way to get there without changes in personnel (as that accounts for 50% of the county budget). Wood County is not unique in its challenges based upon Al's research. Wisconsin has the counties 'back to the wall' due to levy limits and such. 2021 is slated to be a \$4 million deficit. Anything to help reduce that deficit in 2021 will help substantially in 2022.

(Shane Wucherpennig – Land Con) - comments echo Chad S's - concern for the oversight committee not being able to provide leadership.

(Jordon Bruce - Norwood) - No concern with Rubric, understands the need to go through the exercise. Concern for the budget, with expenses rising and no additional revenue. "Which position do we cut to balance the budget" - cutting positions will affect the quality of services. Concerns from JB centered about the budget overall. How is the rubric going to help us cut 40-50 positions when we are already at the short end? This needs to be kicked back to the County Board to have a philosophical conversation on what positions to keep and what we don't based on the services the County wants to offer. This is a much larger discussion than following this rubric or this policy.

(Trent Miner - Clerk) – Jordon & Chad are correct – we have cut as much as we can. Doesn't believe the oversight committees are going to cut positions that department heads are going to be asking to fill. The

whole county board is going to have to make some philosophical decisions as it relates to services that they are going to provide and to what level.

(Amy Kaup - IT) – Retention of employees is already an issue and this would place another obstacle in our way. This discussion should focus on the services provided by the County. What are the services that the county is providing and do they align with their focus/direction? Adding positions in some departments might be more cost effective. Would like to see a conversation on what services we provide and what services are needed rather than just cutting open positions.

(Brandon Vruwink - HS) - Philosophical switch. A few years ago, we were asked to look at all contracted services and reduce them if possible. We did it by adding County staff as it was cheaper than hiring contracted services. This cut of county staff would lead to potential contractual services - with increased costs - to meet our obligations. Sometimes adding positions can add revenue to the county via state contracts. Cutting a position is not clean – you will lose some revenue, see increased costs in other places. The rubric is a good tool. We should still look at this, and we do. Oversight committees should help to make decisions, not Operations (especially since some are based upon state statute). What does the county want to do? HS cut 5 positions in the fall and their services are less because of it. DH's do their due diligence when looking at positions already. Should go to oversight committees.

(Roland Hawk – Highway) – Oversight Committee should have the say in this rather than Operations.

(Brent Vruwink – Child Support) – The rubric is fine and makes sense. A lot of DH's do this already. Sometimes adding staff is more efficient. Concerns over the process, not the rubric. Going through oversight committees rather than Operations reaffirms to them our mission and our goals and what we do as a department. It is a good educational tool for our oversight committees. If you report to Operations, the proposed plan makes it easier for those departments as there is only one committee to go through rather than two. Possibly needs to be two different processes/policies – one for filling a position and one for creating a position since that is more involved.

(Kim McGrath – HR) – The consensus of the group is that the procedure needs to change, but that the rubric itself is workable.

(Jason Hausler – UW-Extension) – Many DH's go through something like this rubric already. Does the rubric have to be a point system or could it be check boxes? Subjectivity can be thought about by the Operations Committee.

What are we not seeing? Any additional thoughts to bring forward?

(Marissa Laher – Edgewater) - Timing of the process. Could result in loss of candidates if needing to wait for a Committee meeting to post a vacancy.

(Shane Wucherpennig – Land Con) – The formula for revenues from the state uses total FTE count in the department. If we eliminate a position, our revenues from the state will decrease and then we will require additional levy dollars.

(Amy Kaup – IT) – The hiring freeze hasn't slowed new hires coming in. We are going to have a budgetary challenge even if this procedure is put into place. We don't want the County Board to start cutting positions or services without our input. We need to be proactive and deal with the budgetary challenges.

(Brandon Vruwink – HS) – Discussions amongst the DH group are really important. Transparency is really important. If there is going to be a change, we should bring this group together before some sort of big change is presented to a committee.

(Jason Hausler – UW Extension) –A reminder that there is another Department Head group meeting scheduled for the end of February. Potentially if there are other things that we need to have clarity on or rumors are flying, it is the opportunity for us to get together to discuss those things.

(Brent Vruwink – Child Support) –If there is an issue or problem that needs to be solved, we can form a work group and put together some policies in order to avoid conflict and bad discussions. We can work together on a solution and bring it forward. There is enough talent in the DH group to get together and solve these problems. It prevents having one or two people solve these problems and bring it to the group and find out that one size does not fit all. Let's get the group together rather than have a couple departments put things together that don't work for a vast majority of folks.

Minutes taken by Jason Hausler (UW Extension) and Kelli Quinnell (HR)