

OPERATIONS COMMITTEE

DATE: Tuesday, April 6, 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. Human Services – 2021 CIP for Bus Purchase
6. **Wellness**
 - (a) Wellness Coordinator Update
7. **Finance**
 - (a) Finance Department Update
 - (b) Resolution – Budget shift – Criminal Justice Coordinator
 - (c) Resolution – Amend Provider Relief Funding to correct function
 - (d) Resolution – Amend 2020 Land and Water budget
8. **HR**
 - (a) Public Health Nurse classification discussion
9. Consider any agenda items for next meeting
10. Comments from the Chair
11. Set next regular committee meeting date
12. The Operations Committee may go into closed session pursuant to 19.85 (1)(c) and (e) Wis. Stats., to conduct interview(s) of candidate(s) for the Finance Director position and to discuss qualifications of the candidates.
13. Return to open session
14. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 187 684 8723

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m9bff1b166017a6e9cf4bf65e79ad3542>
Meeting number (access code): 187 684 8723
Meeting password: OP0406

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, March 2, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Conference Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Dennis Polach, Kim McGrath, Kelli Quinnell, Heather Gehrt, Ed Newton, Trent Miner, Jason DeMarco, Sue Kunferman, Adam Fandre, Amy Kaup, Nick Flugaur, Cindy Joosten, Mary Schlagenhaft, Marissa Laher, Melony Johnson, Danielle Hiller, Jordon Bruce, Reuben Van Tassel, Mary Solheim, Jo Timmerman, Shane Wucherpfennig, Patrick Glynn (Carlson Dettmann)

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

Public Comments: Health Director Kunferman stated that she would like to speak on agenda item 8b. Treasurer Gehrt also stated that she would like to speak on agenda item 8b. The consensus of the Committee was to allow them to speak when the item comes up on the agenda.

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

Health Director Kunferman spoke to the Committee regarding paying out comp time to exempt employees that have balances over the maximum of 80 hours. Kunferman shared with the Committee that other counties are paying out comp time. Kunferman explained that many employees in the Health Department are at their maximum accrual for vacation, and with the high comp time balances, it isn't feasible or possible for employees to take that much time off. Discussion ensued at length.

Human Resources Director McGrath stated that there are five departments in total that have exempt employees with comp time balances over the maximum of 80 hours. The departments are Health, Emergency Management, Edgewater, Human Services, and IT. The Committee requested that McGrath reach out to the impacted departments and ask if they would like comp time to be paid out to their exempt employees. The consensus of the Committee was that this would be an exception to the policy rather than a change to the policy due to the extraordinary comp time hours being earned as a direct result of the increased work load caused by the pandemic on certain departments. The Committee further agreed that this exception to the policy would be non-precedent setting

Motion (Rozar/Fischer) to direct Corporation Counsel Kastenzholz to draft a resolution to allow paying out comp time balances in the five eligible departments. Motion carried unanimously.

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

Interim Finance Director Newton shared with the Committee that there is \$465,505 of unspent CIP dollars from 2020. The majority of the unspent CIP dollars is from a Parks & Forestry project that received funding from outside sources. Newton asked the Committee how they would like to handle the unspent CIP dollars. Discussion ensued.

Motion (Pliml/Feirer) to carry over \$465,505 of unspent CIP dollars from 2020 to offset CIP borrowing in 2022. Motion carried unanimously.

Newton presented a resolution to amend the 2021 Land & Water Conservation budget for additional expenditures not anticipated in the original budget process related to purchasing equipment. Newton stated that the CEED Committee has already approved the resolution.

Motion (Rozar/Pliml) to approve the resolution to amend the 2021 Land & Water Conservation budget. Motion carried unanimously.

Pliml stated that he has heard some complaints from equipment owners in the community regarding the County renting out equipment and taking business from them. Pliml stated that, as a policy matter going forward, this should be looked at.

Human Resources Director McGrath gave a brief update on the Finance Director recruitment.

McGrath stated that 23 appeals to the wage plan were submitted to Carlson Dettmann Consulting (CDC) for re-analysis and the results are in the packet.

Health Director Kunferman stated that the Public Health Nurses (PHNs) filed an appeal. The appeal from the PHNs did not result in a reclassification. Kunferman provided the Committee with information on why she feels the placement of the PHNs in the wage plan is incorrect. Kunferman asked the Committee to reconsider the placement of the PHNs in the wage plan. Discussion ensued at length.

The consensus of the Committee was to give the Health Department 30 days to provide any additional information to CDC that they feel was missed and for CDC to re-evaluate the PHN position with that additional information and bring a recommendation back to the Committee.

Treasurer Gehrt expressed concerns over the appeal results for the Treasurer Coordinator related to the level of education that CDC stated was needed. Gehrt stated that an Associate's Degree is required and CDC determined that a one-year certificate is sufficient for the position. Discussion ensued.

Motion (Pliml/Rozar) to approve the wage plan appeal results and recommendations as presented. Motion carried unanimously.

Rozar announced to the Committee that Norwood Administrator Jordon Bruce has turned in his resignation. Rozar stated Administrator Bruce is to be commended for his exemplary service to Wood County and he is wished the best for every future success.

Pliml wanted to make the Committee aware that there is current legislation pending at the federal level that would provide Wood County with \$14.4 million in aid. Pliml further wanted to make the Committee aware that Savion is looking to break ground in the next 60 days on the Wood County Solar Project. Wood County's revenues will be around \$400,000 per year from the Solar Project.

Items for next agenda: None

There were no comments from the Chair.

The next regular Committee meeting is scheduled for April 6, 2021 at 9:00 a.m.

Wagner declared the meeting adjourned at 9:57 a.m.

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

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, March 16, 2021
TIME: 8:45 a.m.
PLACE: Wood County Courthouse – Safety Training Room 105A

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

EXCUSED: Donna Rozar

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Kim McGrath, Kelli Quinnell, Ed Newton, Sue Kunferman, Lisa Keller

The meeting was called to order by Chair Wagner at 8:45 a.m.

There were no public comments.

Human Resources Director McGrath presented a resolution for compensatory time payouts to exempt employees in three departments with balances above the maximum allowed as a result of extraordinary hours worked due to the pandemic. Brief discussion ensued.

Motion (Pliml/Feirer) to approve the resolution for compensatory time payout. Motion carried unanimously.

Wagner declared the meeting adjourned at 8:47 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 – April 2021

- The day of your meeting will be Election Day. Make sure to get out and vote. After Election Day, I plan on setting up a face-to-face meeting with my municipal clerks and go over a few things and do some training. We missed out on much of that during the COVID-19 pandemic. Later in the year, I'll do my trainings with both the chief election inspectors and municipal clerks.
- After the April election, we will be starting to update the county directory. Hopefully, fingers crossed, we will have these completed and printed by the end of May. There are a lot of moving parts involved with that publication, so we are at times waiting for updated information from other sources before we can actually hit "print".
- As you are aware, we run all of the committee packets paperless. This has gone pretty well, for the most part. We are now moving to paperless county board packets, starting with the April County Board meeting. This will cut down on the file size of the packets, make them much clearer to read, and save time for departments having to make photocopies and bring them to our office. The packets will also be more searchable. You will be able to search for key words to find something within the packet.
- Supervisor Clendenning shared with me a newspaper article with a headline about a movement in the Town of Hiles to split the township in two separate townships. He had to read into the article a ways to find that they were talking about the Town of Hiles in Forest County. I was aware there were two Town of Hiles in the state because when my lovely and gracious bride was the Hiles Town Treasurer, there were times when we would get a property tax payments meant for the "other" Town of Hiles. Anyway, this got me to thinking about how many municipalities in the state have the same name as some of our municipalities. See chart below.

Wood County Municipality	OTHER COUNTIES WITH SAME MUNICIPAL NAME
Town of Cary	None, but there is a Town of Carey in Iron County
Town of Hiles	Forest (But seriously, there really is only one)
Town of Lincoln	Adams, Bayfield, Buffalo, Burnett, Eau Claire, Forest, Kewaunee, Monroe, Polk, Trempealeau, Vilas
Town of Marshfield	Fond du Lac
Town of Richfield	Adams
Town of Rock	Rock
Town of Seneca	Crawford, Green Lake, Shawano
Town of Sigel	Chippewa



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

March 31, 2021

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	March 2021	2021 Year-to-Date
Applications Received	104	345
Positions Filled	12	34
Promotions/Transfers	4	22
New Hire Orientations	10	28
Terminations, Voluntary	8	24
Terminations, Involuntary	0	5
Retirements	2	7
Exit Interviews	5	14

Human Resources Narrative

General Highlights

1. As a result of a departmental internal audit last month, we identified a number of employee Form I-9's that were either not completed or completed incorrectly. Over the last month, we have worked with departments, supervisors, and employees to ensure compliance. We have collected, or made arrangements to collect, the vast majority of the forms that were identified in the audit. At this point, there are some County Board Supervisor and Committee/Commission members with forms outstanding, but they are hoped to be completed within the next two weeks.
2. Presented the fourth and final of the HR topics in the Human Services Manager Training sessions on March 24th. The session presented was "How to Hire and Develop Talent". We have enjoyed the opportunity to participate in these training sessions and would like to thank the Human Services management team for the invitation and opportunity.
3. Connected with and held several conversations with candidates regarding the Finance Director position. Scheduled interviews to be held on April 6th with the Operations Committee.
4. 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. The grievant made their first strike in mid-February and we have been awaiting their final strike since then. The grievant has requested additional time due to a family situation.

Meetings & Trainings

1. Attended the Operations Committee Meeting on March 2nd.
2. Attended County Board on March 16th.
3. As a member of the Project SEARCH Business Advisory Council, provided a mock interview to a participating student via Zoom on March 1st.
4. Attended a webinar presented by Wisconsin Public Employer Labor Relations Association (WPELRA) titled "COVID-19: ADA and Disability Compliance" on March 3rd.
5. Attended the Department Head Budget Work Group meeting on March 22nd.
6. Attended a "Breakfast Briefing" via Webex presented by von Briesen titled "Impact if the American Rescue Plan Act and Employee Handbook Updates" on March 24th.
7. Held the monthly conference call with The Horton Group on March 30th to discuss various benefit topics.
8. Attended the bi-weekly COVID-19 calls facilitated by Emergency Management.
9. Held individual staff evaluations to discuss and provide updates on the department's progress towards our 2021 goals.
10. Staff attended various meetings including:
 - a. Training with Visibility Software regarding offer letters in CyberRecruiter on March 5th
 - b. SPAHRA Board meeting on March 9th
 - c. SPAHRA webinar "Dealing with the Troubled Employee & How to Retain Employees" on March 10th
 - d. Webinar through The Horton Group, "Anticipated Changes to Labor & Employment Law in the Biden Administration" on March 16th
 - e. Webinar through Cottingham & Butler, "American Rescue Plan Act: What Employers Need to Know" on March 17th
 - f. SPAHRA Roundtable "Teamwork Across Generational Lines" on March 24th
 - g. Webinar through USA Employee Benefits, "Here Comes the COBRA Subsidy" on March 30th

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 February.
5. Tracked vacation accruals lost during bi-weekly accruals for essential departments due to reaching the maximum hours. This is due to the COVID-19 pandemic and many departments having to restrict staff vacation and/or time off.
6. Assisted multiple employees with questions related to FMLA, leave of absences, and retirement.
7. Processed COBRA notifications for children on the health plan reaching age 26.
8. Transferred Sick hours to CSLA for employees with balances over 100 days.
9. Completed the Compensatory Time payout for employees as approved by the County Board via resolution.

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.
5. Will attend the Heart of Wisconsin Area Job Fair in Wisconsin Rapids on April 15th.

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 – Eligibility List	Dispatch	Dispatchers	Position posted, deadline 4/11/2021.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 4/18/2021.
Replacement	Edgewater	Administrator	Position posted, applications being reviewed, deadline 4/5/2021.
Replacement	Finance	Finance Director	Position posted, applications being reviewed. First round of interviews scheduled 4/6/2021.
Replacement	Health	Public Health Nurse	Position posted, interviews conducted, final candidate selected, references and background completed. Offer accepted, filled 4/19/2021.
New – Approved by County Board	Health	Public Health Strategist	Position posted, interviews conducted, final candidate selected, references and background completed. Offer accepted, filled 4/12/2021.
New – Approved by County Board	Health	Community Health Planner	Position posted, interviews conducted, final candidate selected, references and background completed. Offer accepted, filled 3/29/2021.
Replacement	Health	Environmental Health Asst/ Specialist	Position posted, first round of interviews conducted on 3/23/2021. Second round of interviews to be conducted 3/30/2021.
Replacement	Health	LTE Community Worker	Position filled.
Replacement	Highway	Accounting Technician	Position posted, applications reviewed, interviews being conducted. Filled with an internal candidate.
Replacement	Highway	Truck Operator	Position posted, interviews conducted. Final candidate selected, references completed, offer accepted, position filled.
Replacement	Highway	Truck Operator-LTE (3)	Position posted, deadline 4/11/2021.
Replacement	Highway	Engineering Intern	Position posted, deadline 4/5/2021.
Replacement	Highway	Equipment Operator (Screed)	Position posted, deadline 3/28/2021.
Replacement	Highway	Patrol Superintendent	Position posted, deadline 3/26/2021.
Replacement	Highway	Summer Help	Position posted, deadline 4/11/2021.
Replacement	Highway	Summer Help – Shop	Position posted, deadline 4/11/2021.
Replacement	Human Services	Social Worker – Initial Assessment	Position reposted, deadline 4/11/2021.
Replacement	Human Services	Admin Asst II – Admin/FS Records (Marshfield)	Position posted, interviews conducted, final candidate selected, filled internally 3/29/2021.
Replacement	Human Services	Admin Asst II – CCS/CSP	Position posted, interviews conducted, final candidate selected, background and references completed. Filled 4/5/2021.
Replacements	Human Services	Bus Driver (Part-time)	Position posted, deadline 4/11/21.

Replacements	Human Services	Family Interaction Workers (2) - Casual	Position posted, interviews conducted, background and references conducted. Offers accepted, both positions filled 3/22/2021.
New- Approved in 2021 Budget	Human Services	Youth Mentor Case Manager	Position posted, interviews conducted, references and background completed on final candidate. Offer accepted, filled 4/5/2021.
Replacement	Human Services	Social Worker – Independent Living Coordinator	Position posted, interviews conducted, final candidate selected, references and background completed. Offer accepted, filled 4/5/2021.
Replacements	Human Services	Crisis Interventionists (Casual) – 2	Position posted, deadline 4/25/2021.
Replacement	Human Services	Support & Service Coordinator	Position posted, deadline 4/5/2021.
Replacement	Human Services	CCS/CSP RN	Position posted, applications being reviewed.
Replacement	Human Services	Social Worker – Ongoing	Position posted, deadline 4/11/2021.
Replacement	Land Conservation	Intern – 420 hours	Interviews conducted and final candidate selected, internship filled 5/10/2021.
Replacement	Norwood	Administrator	Position filled with internal candidate 4/5/2021.
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 3/24/2021.
Replacement	Parks	Camp Ranger – South Wood County Park	Position posted, interviews to be conducted 3/30/2021. Deadline 4/11/2021.
Replacement	Parks	LTE Summer – Dexter Park	Position posted, deadline 4/11/2021.
Replacements	Sheriff	Part-time Deputies (Reserves)	Position continually posted, deadline 5/9/2021. Eligibility list being established. Six offers extended and accepted.
Eligibility List	Sheriff	Corrections Officer – Casual/FT	Position posted, deadline 4/11/2021. Interviews being conducted 4/7 & 4/8/2021.
Replacement	Sheriff	Deputy Sheriff	Position posted. Civil Service Commission & Sheriff's Department reviewing applications. Position filled 3/22/2021. Also establishing an eligibility list.

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

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis throughout the month.

3. Collected information for Professional Insurance policy for Human Services and Norwood Health Center in advance of April 1st renewal.
4. Provided certificates of insurance (COIs) for various requesting entities.
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.
6. Performed additional fit testing for Edgewater Haven nursing staff due to shortage in available personal protective equipment (PPE).

NEW Workers' Compensation Claims (1)

1. 3/7/21 – Sheriff's (Jail) – Employee suffered needle stick injury while sorting medications

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. 12/7/20 – Edgewater – Employee injured lower back/R wrist lifting resident from floor
4. 12/7/20 – Edgewater – Employee injured L shoulder lifting resident from floor
5. 1/6/21 – Highway – Employee had lower-back pain from weed trimming on County highway (initially reported as First Aid only)

CLOSED Workers' Compensation Claims (3)

1. 1/11/21 – Human Services – Employee tripped and fractured R wrist leaving building after work
2. 1/30/21 – Norwood – Employee strained lower back keeping resident from falling
3. 2/11/21 – Sheriff's – Employee sustained cuts and scrapes on hands and knees when they fell on ice pursuing a resisting subject at a private residence (initially reported as First Aid only)

First Aid Injuries (2)

1. 2/24/21 – Norwood – Employee was struck on the L jaw by a combative resident
2. 3/17/21 – Human Services (Transportation) – Employee slipped on ice at Marshfield Highway Shop and bruised hip

Property/Vehicle Damage Claims (2)

1. 2/17/21 – Resident's siding was damaged when debris was thrown from Highway Department trimming operations (est. damage unknown)
2. 3/19/21 – Sheriff's – Body camera became detached and fell into Wisconsin River while on boat patrol (est. replacement \$959.00)

Liability Claims (0)

Various claims for mailbox damage from Highway Department plowing operations were submitted and processed throughout the month. These are processed at a maximum of \$50/occurrence.

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. On March 17, 2021 received notice that this claim has been dismissed by the assigned Equal Rights Officer.

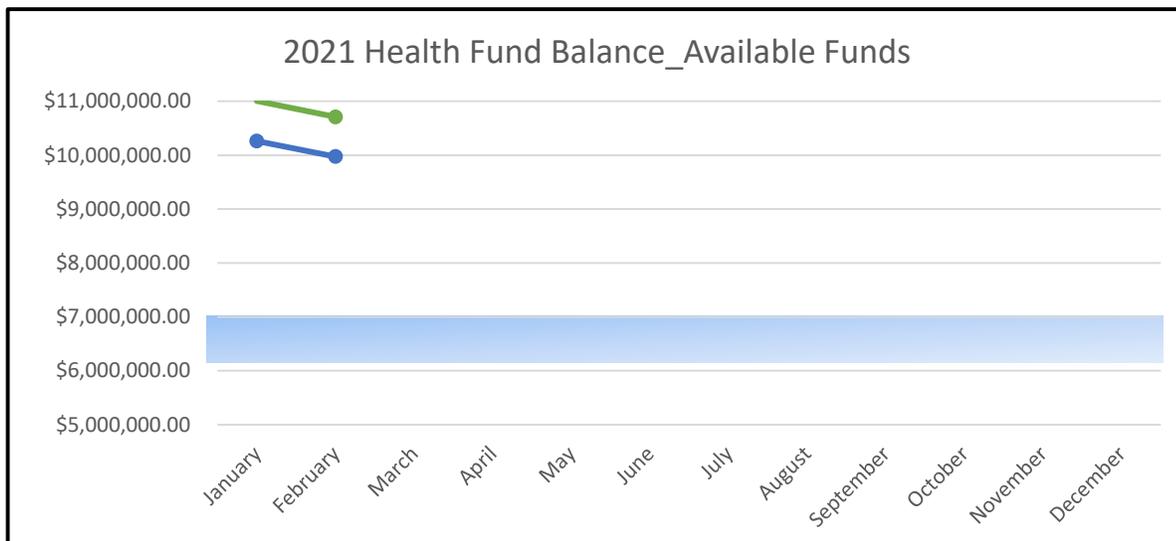
Notice of Circumstances of Claim (1)

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

Other

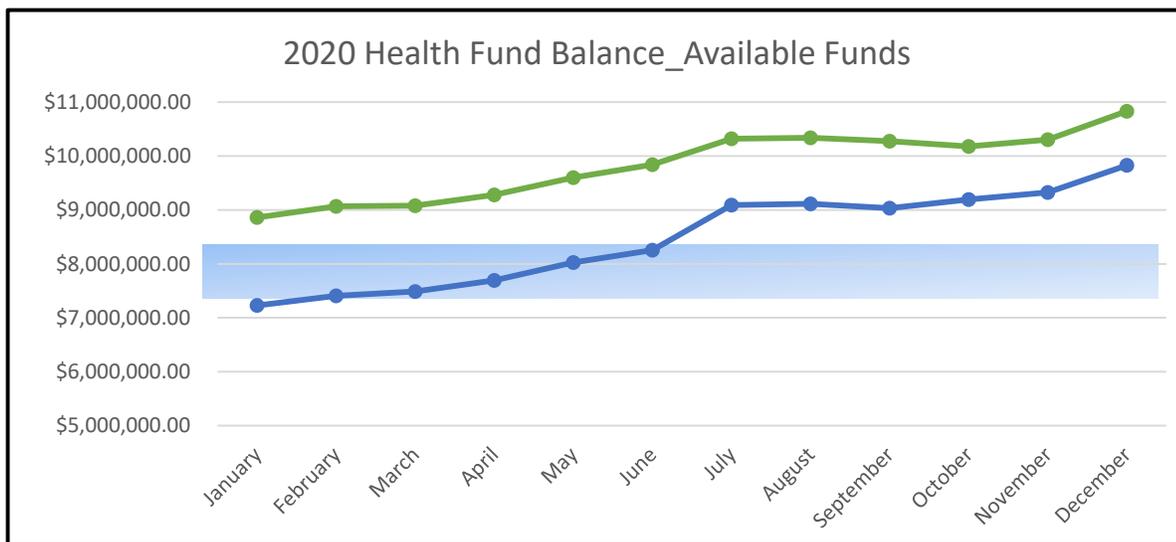
1. Worked on creating new content for the Human Resources page of the County website. Currently working with IT to update the Human Resources page with the new material. Once the new content is placed on the website, it is intended to be utilized as a recruitment tool for prospective employees.
2. Continue to update the wage plan implementation spreadsheets that will be provided to payroll prior to the July 1st effective date of the new wage structures.
3. Conducted 4 Basic Life Support (BLS) Initial Recognition Course for Dispatch employees on March 9th and 11th.
4. Completed the required DOT Random testing for Quarter 1.
5. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
6. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
7. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
8. Facilitated New Hire Orientation on March 1st, 8th, 22nd, and 29th. Provided orientation for Health LTE's on March 16th.
9. Conducted exit interviews on March 3rd, 24th, and 26th.
10. Reconciled and processed the February Unemployment Insurance payment.
11. Responded to various verifications of employment.
12. Replied to multiple requests from surrounding counties with varied information.
13. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

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



2021 Total Balance - Dashed Line

2021 Available Funds - Solid Line



2020 Total Balance - Dashed Line

2020 Available Funds - Solid Line

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



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—APRIL 2021

1. Attended Operations Committee meeting on March 2.
2. Met with IT Director on March 9 regarding the recommendations from the walk through for printers with Rhyme last month. I was told about new options that could possibly aid with the transition from the loss of three printers in the office. An agreement was reached with the discussion of if this is reduction is not working out in the future that we could possibly be able to add printers back in the future.
3. Attended WebEx for Wisconsin Counties Association Personnel, Finance, and County Organization Steering Committee on March 11.
4. Attended WebEx from with Wisconsin Counties Association on the State Budget on March 15.
5. Attended County Board meeting on March 16.
6. Attended a Department Head Budget Committee meeting on March 22.
7. Attended a WebEx from Government Finance Officers Association regarding government credit card payment acceptance on March 25.
8. I applied and have been selected as a County Treasurer representative to the Foundation for Rural Housing Board of Directors. I am excited to be able to use my knowledge and skills to help in the fight to keep people in their homes and avoid tax foreclosure in the rural households.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – April 2021

- All on-site biometric screenings scheduled for Wood County have been completed and in total we saw 312 participants. Despite the number of appointments available to participants at a given screening being lower than normal due to COVID-19, they were all well-attended. Of the 53 participants who completed the biometric screening feedback survey all indicated they were satisfied with their experience, their appointment was completed in a timely manner, and staff were professional and friendly.
- I have continued to assist 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, 448 participants have completed their biometric screening and 422 of these participants have completed their health assessment. Both activities have a deadline of March 31, 2021.
- March 29 marked the start of the last week for the quarter 1 Wellness Challenge, *The Appalachian Trail Step Challenge*, which centered around physical activity. Combined, participants have totaled more than 40 million steps and all feedback received has been very positive. Points will be awarded appropriately upon completion.
- I am in the midst of planning/finalizing the quarter 2 Wellness Challenge which most likely focus on stress, anxiety, and overall emotional well-being. This topic was chosen by the Wellness Committee and I believe it to be appropriate given the feedback I have received from employees.
- 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.
- April marks the beginning of the Health Coaching where I will meet with each Wellness participant to review their most recent biometric results, answer any questions they have, and review previous health goals and make adjustments as necessary. As mentioned last month, these will be taking place over the phone.

COUNTY BOARD CLAIMS

February-21
Paid March 2021

Feb-21

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PKGS HOTEL \$	TOTAL \$
Robert Ashbeck	February-21	300.00	69.44		\$369.44
Allen Breu	February-21	465.00			\$465.00
William Clendenning	February-21	765.00	23.52		\$788.52
Ken Curry	February-21	365.00	11.76		\$376.76
Michael Feirer	February-21	365.00	71.68		\$436.68
Adam Fischer	February-21	610.00	196.00		\$806.00
Jake Hahn	February-21	465.00	60.48		\$525.48
Brad Hamilton	February-21	350.00	7.84		\$357.84
John Hokamp	February-21	400.00	11.20		\$411.20
David La Fontaine	February-21	450.00	124.32		\$574.32
Bill Leichtnam	February-21	465.00	53.76		\$518.76
Lance Pliml	February-21	800.00	11.20		\$811.20
Dennis Polach	February-21	300.00			\$300.00
Donna Rozar	February-21	430.00	80.64		\$510.64
Lee Thao	February-21	350.00			\$350.00
Laura Valenstein	February-21	480.00			\$480.00
Ed Wagner	February-21	315.00	110.88		\$425.88
William Winch	February-21	300.00	24.64		\$324.64
Joe Zurfluh	February-21	300.00			\$300.00
Beverly Ghiloni	March-21	50.00	5.60		\$55.60
Carmen Good	March-21	50.00	39.20		\$89.20
Linda Schmidt	January-21	60.00			\$60.00
		\$ 8,435.00	\$ 902.16	\$ -	\$ 9,337.16

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: MARCH 2021

For the range of vouchers: 06210021 - 06210045

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06210021	AMAZON CAPITAL SERVICES	Office Supplies	02/26/2021	\$7.99	P
06210022	VERIZON	Monthly Modem Fee	03/01/2021	\$230.90	P
06210023	AMAZON CAPITAL SERVICES	Paper Shredder	03/05/2021	\$38.49	P
06210024	ELECTION SYSTEMS & SOFTWARE	Layout - Spring Election	03/08/2021	\$1,864.52	P
06210025	AMAZON CAPITAL SERVICES	Office Supplies	03/10/2021	\$76.32	P
06210026	HEART OF WIS CHAMBER OF COMMERCE	Leg Breakfast (Clendenning)	02/26/2021	\$28.00	P
06210027	UNITED MAILING SERVICE	MAIL FEES FEB 1-28, 2021	03/12/2021	\$1,116.46	P
06210028	ELECTION SYSTEMS & SOFTWARE	Test Ballots - Spring Election	03/05/2021	\$149.34	P
06210029	ELECTION SYSTEMS & SOFTWARE	Ballots - Spring Election	03/05/2021	\$154.89	P
06210030	ELECTION SYSTEMS & SOFTWARE	Test Ballot Set Up	03/05/2021	\$341.25	P
06210031	ELECTION SYSTEMS & SOFTWARE	Ballots - Spring Election	03/09/2021	\$8,360.96	P
06210032	STAPLES ADVANTAGE	Office Supplies	03/11/2021	\$8.22	P
06210033	STAPLES ADVANTAGE	Election Supplies	03/11/2021	\$5.66	P
06210034	WISCONSIN MEDIA	VAR ADS 2/1 - 2/28/2021	03/16/2021	\$3,697.24	P
06210035	WISCONSIN RAPIDS COMMUNITY MEDIA	County Board DVDs	03/16/2021	\$180.00	P
06210036	AMAZON CAPITAL SERVICES	Surge Protector	03/17/2021	\$7.56	P
06210037	HEART OF WIS CHAMBER OF COMMERCE	Leg Breakfast (Pliml, Hawk)	03/17/2021	\$56.00	P
06210038	US BANK	VISA Chargres	03/17/2021	\$539.00	P
06210039	ELECTION SYSTEMS & SOFTWARE	Coding - Spring Election	03/12/2021	\$12,307.28	P
06210040	ELECTION SYSTEMS & SOFTWARE	Addl Ballots - Spring Election	03/17/2021	\$234.73	P
06210041	ELECTION SYSTEMS & SOFTWARE	Prorated Licensing Fee	03/17/2021	\$6,202.50	P
06210042	AMAZON CAPITAL SERVICES	Surge Protector	03/18/2021	\$7.56	P
06210043	AMAZON CAPITAL SERVICES	Credit - Surge Protector	03/23/2021	(\$7.56)	P
06210044	AMAZON CAPITAL SERVICES	Office Supplies	03/25/2021	\$8.99	
06210045	VERIZON	Monthly Modem Fee	03/25/2021	\$230.84	
Grand Total:				\$35,847.14	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: MARCH 2021

For the range of vouchers: 14210047 - 14210057

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14210047	AMT	GARNISHMENT PAYMENT	03/11/2021	\$276.00	P
14210048	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/11/2021	\$3,986.73	P
14210049	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/11/2021	\$2,353.16	P
14210050	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	03/11/2021	\$4,042.98	P
14210051	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	03/11/2021	\$73.64	P
14210052	US BANK	TRAINING	03/17/2021	\$398.00	P
14210053	AMT	GARNISHMENT PAYMENT	03/25/2021	\$276.00	P
14210054	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/25/2021	\$3,926.55	P
14210055	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	03/25/2021	\$4,057.68	P
14210056	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/25/2021	\$2,335.51	P
14210057	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	03/25/2021	\$73.64	P
Grand Total:				\$21,799.89	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: MARCH 2021

For the range of vouchers: 17210016 - 17210031

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17210016	NATIONWIDE TRUST CO FSB	PEHP	03/09/2021	\$41,628.00	P
17210017	STAPLES ADVANTAGE	Office Supplies	03/05/2021	\$43.54	P
17210018	HORTON GROUP INC THE	Consulting Fees - March 2021	03/04/2021	\$2,083.33	P
17210019	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal - NW	03/03/2021	\$110.00	P
17210020	DIETRICH VANDERWAAL SC	Legal Fees	02/02/2021	\$1,660.00	P
17210021	DIETRICH VANDERWAAL SC	Legal Fees	03/02/2021	\$2,300.00	P
17210022	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges - Feb 21	02/28/2021	\$1,133.05	P
17210023	MULTI MEDIA CHANNELS	Advertisement - HS Bus Driver	02/28/2021	\$440.00	P
17210024	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	01/20/2021	\$475.00	P
17210025	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	02/17/2021	\$400.00	P
17210026	NATIONWIDE TRUST CO FSB	PEHP	03/24/2021	\$28,064.00	P
17210027	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal - Dispatch	03/19/2021	\$160.00	P
17210028	NORTHWOODS LASER & EMBROIDERY	Retirement Plaque	03/14/2021	\$72.25	P
17210029	LEADINGAGE WISCONSIN	EW Administrator Job Posting	03/24/2021	\$50.00	P
17210030	CHAMBER OF COMMERCE	Job Fair Registration	03/19/2021	\$75.00	P
17210031	US BANK	P Card Charges	03/17/2021	\$1,763.56	P
Grand Total:				\$80,457.73	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: MARCH 2021

For the range of vouchers: 23210014 - 23210015

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23210014	MMG EMPLOYER SOLUTIONS	Audiogram Screenings	02/26/2021	\$1,080.00	P
23210015	WI COUNTY MUTUAL INS CORP	Addtl Inusured End - WRPS	03/22/2021	\$25.00	P
Grand Total:				\$1,105.00	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: MARCH 2021

For the range of vouchers: 28210051 - 28210084

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210051	AUSTIN KRISTINA	TAX OVERPAYMENT REFUND	03/03/2021	\$12.25	P
28210052	CITY OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/03/2021	\$6,793.17	P
28210053	CITY OF NEKOOSA TREASURER	FEBRUARY SPECIAL CHARGES	03/03/2021	\$5,689.79	P
28210054	CITY OF WISCONSIN RAPIDS	FEBRUARY SPECIAL CHARGES	03/03/2021	\$316.01	P
28210055	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	03/03/2021	\$1,586.00	P
28210056	TOWN OF CARY	FEBRUARY SPECIAL CHARGES	03/03/2021	\$511.36	P
28210057	TOWN OF PORT EDWARDS	FEBRUARY SPECIAL CHARGES	03/03/2021	\$2,764.64	P
28210058	TOWN OF REMINGTON	FEBRUARY SPECIAL CHARGES	03/03/2021	\$594.72	P
28210059	TOWN OF SARATOGA	FEBRUARY SPECIAL CHARGES	03/03/2021	\$4,270.72	P
28210060	TOWN OF CAMERON	FEBRUARY SPECIAL CHARGES	03/03/2021	\$706.91	P
28210061	TOWN OF GRAND RAPIDS	FEBRUARY SPECIAL CHARGES	03/03/2021	\$3,280.63	P
28210062	TOWN OF HANSEN	FEBRUARY SPECIAL CHARGES	03/03/2021	\$454.97	P
28210063	TOWN OF LINCOLN	FEBRUARY SPECIAL CHARGES	03/03/2021	\$1,330.74	P
28210064	TOWN OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/03/2021	\$439.48	P
28210065	TOWN OF RICHFIELD	FEBRUARY SPECIAL CHARGES	03/03/2021	\$2,009.00	P
28210066	TOWN OF ROCK TREAS LISA ANDERSON	FEBRUARY SPECIAL CHARGES	03/03/2021	\$269.79	P
28210067	VILLAGE OF ARPIN TREASURER	FEBRUARY SPECIAL CHARGES	03/03/2021	\$470.21	P
28210068	VILLAGE OF VESPER	FEBRUARY SPECIAL CHARGES	03/03/2021	\$951.06	P
28210069	VILLAGE OF HEWITT	FEBRUARY SPECIAL CHARGES	03/03/2021	\$707.00	P
28210070	VILLAGE OF PORT EDWARDS TREAS	FEBRUARY SPECIAL CHARGES	03/03/2021	\$1,066.06	P
28210071	VILLAGE OF RUDOLPH	FEBRUARY SPECIAL CHARGES	03/03/2021	\$759.92	P
28210072	WI DEPT OF ADMINISTRATION	FEBRUARY WI LAND INFO	03/03/2021	\$7,581.00	P
28210073	CARPENTER LORI	TAX OVERPAYMENT REFUND	03/10/2021	\$11.37	P
28210074	DICKERSON ZACHARY	TAX OVERPAYMENT REFUND	03/10/2021	\$19.47	P
28210075	GOETZ ABSTRACT & TITLE INC	TAX DEED TITLE REPORTS	03/10/2021	\$480.00	P
28210076	LAPOINTE BILL	TAX OVERPAYMENT REFUND	03/10/2021	\$29.77	P
28210077	GILBERT BARRY OR LARONE	TAX OVERPAYMENT REFUND	03/17/2021	\$458.21	P
28210078	LABARRE EDWARD OR SHIRL	TAX OVERPAYMENT REFUND	03/17/2021	\$38.88	P
28210079	STATE OF WISCONSIN TREASURER	FEBRUARY COC REVENUES	03/17/2021	\$110,558.66	P
28210080	STAPLES ADVANTAGE	OFFICE SUPPLIES	03/17/2021	\$48.67	P
28210081	WOODTRUST BANK	FEBRUARY MONTHLY SERVICE FEES	03/17/2021	\$278.04	P
28210082	LINZMEIER DANIEL & CAROL	TAX OVERPAYMENT REFUND	03/24/2021	\$40.56	P
28210083	MILLER RONALD C & JEAN L	TAX OVERPAYMENT REFUND	03/24/2021	\$44.72	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210084	STAPLES ADVANTAGE	OFFICE SUPPLIES	03/24/2021	\$21.58	P
Grand Total:				\$154,595.36	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: MARCH 2021

For the range of vouchers: 34210002 - 34210002

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34210002	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HR/Bios/Labs	03/01/2021	\$15,960.00	P
Grand Total:				\$15,960.00	

Signatures

Committee Chair: _____

Committee Member: _____



Wood County

WISCONSIN

Office of
Deputy Finance Director

Edward Newton
Deputy Finance Director

Date: April 6, 2021
To: Operations Committee

Subject: Finance Department Update
From: Ed Newton

Departmental Activities

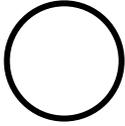
- Year-end procedures.
- Setting up recurring entries for 2021.
- Preparation and assisting departments with budget reconciliation resolutions.
- Preliminary audit discussions with Wipfli.
- Preliminary discussion with CLA ongoing consulting.
- Preliminary discussion with DSN on 2020 cost plan documentation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

Ongoing/Upcoming Projects

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

Meetings, Webinars and Conferences

- Meeting Sheriff/DOJ grants.
- Meeting Sheriff – soft cost jail expenses
- Fixed asset meetings – various departments.
- Attended Jail Ad Hoc meetings.
- Meeting department budget work group.
- Meeting HR, EM, and Human Services wage discussion.
- Meeting with Parks on various discussions.
- Review possible finance director candidates resumes.



RESOLUTION# _____

Introduced by Operations Committee
Page 1 of 2

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

INTENT & SYNOPSIS: The intent of this resolution is to transfer the funds previously budgeted in the Branch III Drug Court budget to be part of the Criminal Justice Coordinator budget. There will be no change to the amount of budgeted funds or the use of the funds; however, budgeted funds will move within expenditure categories as outline at the end of this resolution.

FISCAL NOTE: None.

		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, as a result of the establishment of the Criminal Justice Department in general and the Criminal Justice Coordinator position in particular, there is no longer a need for the Drug Court budget to be housed in Branch III in as much as the Criminal Justice coordinator is now responsible for overseeing the expenditure of funds contained therein, and

WHEREAS, it is now appropriate to move the funds housed within Branch III and appropriated for the Drug Court program to the Criminal Justice Department budget to be used as indicated therein,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to move the Drug Court program funds from Branch III to the Criminal Justice Coordinator budget as outlined below.

0502 - Branch III-Drug Court	2021 Current	2021 New
<u>Expense / Expenditure</u>		
0502-51215 - Drug Court-Branch III		
100 - Personnel Services		126,361
101 - Wages-Permanent		69,851
107 - Sick Leave		3,693
108 - Vacation		3,078
109 - Holiday		3,397
110 - Funeral/Jury/Other		0
120 - FICA		6,121
130 - Health Insurance		31,284
133 - Vision Insurance		176
140 - Life Insurance		30
151 - Retirement		5,401
160 - Worker's Compensation		1,331
172 - Training / Conference / CPE	2,000	2,000
200 - Contractual Services	177,960	55,899
214 - Prof Serv-Printing		100

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Ed Wagner (Chair)

Donna Rozar (Vice Chair)

Michael Feirer

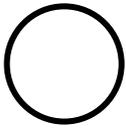
Adam Fischer

Lance Pliml

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

County Clerk

County Board Chairman



RESOLUTION# _____

Introduced by Operations Committee
Page 2 of 2

Committee

218 - Prof Serv-Human Services	68,000	50,000
219 - Prof Serv-Other	108,870	4,499
221 - Utility Service-Cellphone / Telephone	470	680
230 - R/M Serv-PC Replacement	620	620
300 - Supplies and Expense	39,800	37,500
311 - Office Supplies	0	500
331 - Mileage	500	500
332 - Meals	500	500
333 - Lodging / Hotels	2,000	1,000
341 - Operating Supplies & Expense	36,800	35,000
500 - Fixed Charges	3,168	3,168
531 - Rent-Interdepartment	3,168	3,168
0502-51215 - Drug Court-Branch III Total	222,928	222,928
Expense / Expenditure Total	222,928	222,928
<u>Revenue / Funding Source</u>		
0502-43512 - State Grants-Courts		
43 - Intergovernmental Revenues	140,000	140,000
43-000 - Intergovernmental Revenues	140,000	140,000
0502-43512 - State Grants-Courts Total	140,000	140,000
0502-46146 - Court Fees & Costs-Branch III		
46 - Public Charges for Services	12,000	12,000
46-000 - Public Charges for Services	12,000	12,000
0502-46146 - Court Fees & Costs-Branch III Total	12,000	12,000
Revenue / Funding Source Total	152,000	152,000
0502 - Branch III-Drug Court Total	70,928	70,928

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Ed Wagner (Chair)

Donna Rozar (Vice Chair)

Michael Feirer

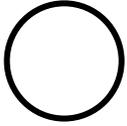
Adam Fischer

Lance Pliml

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

ITEM#

DATE April 20, 2021

Effective Date Upon Passage

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EPN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2021 budget to include monies that were amended in Resolution 21-3-2 from the wrong function for Provider Relief Funding related to compensatory time payout.

FISCAL NOTE: No additional cost to Wood County. The monies were amended from the wrong function.

Table with columns: Account, Account Name, Debit, Credit. Rows include Edgewater Misc. Revenue and Provider Relief Funding.

WHEREAS, the budget resolution 21-3-2 named an incorrect function of 48301,

THEREFORE BE IT RESOLVED, to amend the Edgewater Miscellaneous Revenue budget in 2021 (48301) by adding monies from the Provider Relief Funding function of (43240) from budget resolution 21-3-2,

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.

Table with columns: NO, YES, A. Rows list board members from LaFontaine, D to Leichtnam, B.

{ }

ED WAGNER (Chairman)

ADAM FISCHER

DONNA ROZAR

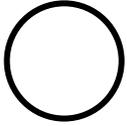
MICHAEL FEIRER

LANCE PLIML

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by CEED and Operations Committees
Page 1 of 1

LAR

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the Land and Water Conservation Department (LWCD) 2021 Budget - function (56121) for the purpose of carrying over funds for the County-wide Nitrate sampling effort of private wells in 2021 and beyond until all funds are used.

FISCAL NOTE: To transfer \$3,698 from the 2020 Land & Water Conservation Department budget to the 2021 Land & Water Conservation Department budget function (56121).

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, Rozar, Feirer, Wagner, Fischer, Breu, Ashbeck, Hahn, Winch, Thao, Curry, Valenstein, Hokamp, Polach, Clendenning, Pliml, Zurfluh, Hamilton, Leichtnam).

WHEREAS, the Land and Water Conservation Department (LWCD) and County Health Department would like to continue to encourage the County residents to test their private wells through a county-wide nitrate testing opportunity. This will be a continuation of 2020 water testing that Land & Water has already provided. This effort will also promote awareness of how important it is to test your well and have a clean, safe, supply of drinking water, and

WHEREAS, to get a better representation of water quality & continue developing a nitrate level baseline throughout the County, it is important to get a uniform grid sampling across the County.

THEREFORE BE IT RESOLVED, to amend the 2021 Land & Water Conservation Budget by transferring \$ 3,698 from 2020 Land & Water Conservation Budget (56121) Well Water Testing account to the 2021 Land & Water Conservation Budget (56121) in order to continue the testing program.

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.

()

Kenneth Curry, Chair

Ed Wagner, Chair

Bill Leichtnam

Michael Feirer

Robert Ashbeck

Adam Fischer

Jake Hahn

Lance Pliml

Dave LaFontaine

Donna Rozar

Carmen Good - Citizen Member

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

County Clerk

County Board Chairman



March 25, 2021

MEMORANDUM

TO: Kim McGrath, Human Resources Director

FR: Patrick Glynn, Senior Consultant

RE: Appeal Review – Public Health Nurse

First, I want to once again thank Wood County for the opportunity to work on this project, and for the long-standing professional relationship our firm has forged with the County over the years. We take this work seriously, and appreciate the investment of time and effort committed by the County and its departments during the course of our recent project.

The discussion at the March 2, 2021, Operations Committee meeting raised a few issues that warrant additional discussion.

Appreciation of the Public Health Profession

The public statement made that referenced Carlson Dettmann Consulting underappreciates and/or undervalues the public health profession is troubling, particularly because this unjustified sentiment appears to have gained traction on the Wisconsin public health community due to statements of this very nature. We understand that there’s not much more personal to an employee than their compensation, but we do not see the need to make this situation personal with unwarranted or unsubstantiated claims.

The classification of Public Health Nurse (PHN) is statutorily required to possess a Bachelor’s Degree, while most other nursing classifications in the marketplace require an Associate’s Degree. As you can imagine, our work requires us to essentially eat, live, and breathe market data. A quick Google search shows that the talent shortage in the occupation of nursing has been around for decades, and the market has responded in-kind, irrespective of statutory educational requirements.

First, as a firm, there is no incentive or benefit to undervaluing any classification, let alone a competitive classification like PHN. Any short-term gain from undervaluing a classification—whatever that may be—would quickly deteriorate and the parties would be right back where they began.

Second, the wage disparities in Public Health Nursing are not unique to Wood County, but rather are a national challenge. In 2016, the Journal of Public Health Management Practice published an article entitled “*Wage Inequity: Within-Market Comparative Analysis of Salary for Public Health Nurses and*

Hospital Nurses". In that article, the fact that local health departments (LHD) tend to pay lower than their counterparts in local hospitals was explored in greater detail. While the journal—serving the public health profession—opines that public health salaries should be readjusted in light of present and anticipated recruitment challenges, it also acknowledges that the funding for public health has done little to place LHD's in a position to compete. There are a couple of quotations worth noting from the article: ¹

"On average, LHDs paid significantly less than hospitals in their markets, at all levels of RN experience, and this gap increased with RN experience in the sample markets."

"Given that LHD RN salaries were found to be far less than salaries of hospital RNs in their market, PHNs appear less sensitive than other RNs to wages, with other factors seemingly affecting recruitment and retention."

Finally, using data from the Economic Research Institute (ERI)—one of our paid survey sources—we looked at the wages for PHN's compared to six other classifications in the field of nursing: Staff Nurse, Psychiatric Nurse, Home Care Nurse, Office/Clinic Nurse, Inpatient Nurse, and Hospice Nurse. Further, we looked at a cross-section of marketplaces to see if the data varied across geographies. The areas include: Appleton, Eau Claire, Green Bay, La Crosse, Madison, Marshfield, Milwaukee, Stevens Point, and Wisconsin Rapids. With the exception of two classifications—Office/Clinic Nurse and Hospice Nurse—all other classifications consistently earned more than PHN's.

The County engaged Carlson Dettmann Consulting to conduct a market analysis as it currently stands. Again, it is not our intent to devalue this classification in comparison to its peers in the nursing profession. However, there is not any market-based evidence to elevate these classifications.

Internal Discrepancies

The main reason for examining this market discrepancy surfaces when comparing the compensation structures for the "General County" structure in comparison to that of the County's "Care Facilities". The proposed (and adopted) Control Point (C/P) for a staff nurse at one of the long-term care facilities is \$30.⁴³ versus \$29.⁷⁵ for a PHN in the Health Department.

When the decision is made to create a separate wage structure internally, such as was done with the care facilities, there will undoubtedly be differences from one wage structure to another. It is unavoidable, and is indeed the case for Wood County. While positions may have the same/similar job evaluation scores, other factors (e.g. survey sources, differing pay lines, etc.) will result in different pay rates. It is our belief that the different pay rates for nurses in two different structures are reflective of these factors, and are NOT attributable to any intentional devaluing of the Public Health Nurse classification.

Other Department Classifications Rated Higher

Excepting the Environmental Health Specialists (EHS) (discussed later), there was mention that other departmental classifications were placed above the PHN's: Public Health Policy & Communications

¹ J Public Health Management Practice, 2016, 22(6), 550–558

Coordinator and Educator (Public Health Epidemiologist). It should be clearly noted that the Public Health Policy & Communications Coordinator and the Educator (Public Health Epidemiologist) were placed at a higher grade than the nurses due to the fact that they not only require a higher level of education, but also have a different set of duties and responsibilities.

Other Department Classifications Rated The Same

Due to the growth of public and environmental health initiatives, and the continued shortage of nursing talent, many departments across the state/nation created the professional-level classification of Health Educator to continue these programs. The duties of these programs are expansive and important to the delivery of public health services (e.g. strategy, health planning, etc.). The fact that they are not a nurse neither detracts from the assigned duties nor the qualifications set forth in order to qualify for the job. In other words, it's not surprising or troublesome that the Health Educators fall in the same grade as the PHN's.

Input Solicited

Upon completing our initial reviews of the jobs, following our department head interviews, our firm solicited input from the departments in late August. We provided the County with a listing—sorted by proposed grade—and this information was provided to each of the departments by email and addressed to each Department Head. In the weeks that followed, we heard from a number of departments and, when appropriate, we adjusted several classifications upwards or downwards based on that input. In fact, based on our preliminary findings, we received feedback from the Director of Public Health relating to three classifications: Epidemiologist, WIC Director, and Environmental Health Program Assistant. No comments or feedback on the PHN or EHS were provided at this time.

We then shared our revised results back to the County, in the form of a proposed wage schedule, in late-September (just prior to the Board meeting). It was at this time that we first heard any concerns related to the placement of the PHNs from the Director of Public Health.

We attempted to resolve this matter prior to the County Board meeting but we were not able to reach timely resolution. The decision to defer until the appeals process was the department's decision.

The sole factor contributing to the EHS's grade placement is the work environment. This classification was reviewed two summers ago as part of the County's annual process. At that time—and consistent with this study—the work environment was described to us in great detail. While the working conditions for both the PHN and EHS can be similar, the frequency of hazard exposure is more frequent for the EHS.

If the JDQs were incorrect, or if the placement seemed wrong, there have been several opportunities to identify and correct. In fact, we have offered a resolution to this matter dating back to the first hint of a problem in September.

We believe that the EHS's rating for "Work Environment" could reasonably be adjusted downward, while still reflecting the appropriate hazard exposure, resulting in a Grade I placement. Such an adjustment would not undermine the integrity of our recommendations, and would likely result in a

more logical placement for the EHS. This recommendation has been offered on at least two occasions, but was rejected both times in favor of pursuing elevation of the PHN's instead.

Maximum Rates of Pay

The Director of Public Health made reference to concerns of two long-term employees “maxing out” in a couple of years. First, there are maximums for every job and the fact that one or two nurses—each with greater than 14 years—will reach that maximum is not of great concern with their amount of experience. Second, and more importantly, these two individuals were “maxed out” in the 2020 wage structure. The newly adopted structure provides them with an opportunity for wage growth, which can only be viewed as a positive.

Additional Information

At its meeting on March 2, the Committee allowed thirty (30) days to the Health Department to communicate additional information to our firm regarding the PHN's. As of the date of this writing, we have not received any additional information for review or analysis, nor did we receive any comments when input was requested/solicited (August). However, we had the opportunity to review departmental feedback at several key intervals in the process, most recently during the formal appeal process. We can assure the County that all of the information provided by public health during the course of the study has been taken into consideration and the positions have been evaluated and placed appropriately.

Conclusion

It is our goal and preference to have buy-in from the involved departments in our final recommendations. We actively seek that input during our projects and, in fact, redoubled our efforts with this project based upon feedback from prior encounters with the County.

While it is regrettable that this discrepancy wasn't identified earlier in the process, it is our belief that it should be corrected prior to the official implementation of the wage structure. Our recommendation, as noted above, is to adjust the Work Environment factor for the Environmental Health Specialist and to place this classification at Grade I of the newly adopted wage structure. Even with the downward grade adjustment, the incumbents would have step movement remaining in their new grade.

We hope that this memorandum resolves any questions before the Committee and, once again, thank the County for the opportunity to serve during this project.

2019 ... Wood County ranked 19 of 33 counties (\$24.54 - \$44.06)

2019 Northern Region WALHDAB Survey			2021	
2019 Western Region WALHDAB Survey			Low	High
PHN		Low	High	
PHN	Iron	\$ 22.08	\$ 24.54	
PHN	Burnett	median \$24.66		
PHN	Forest	\$ 22.30	\$ 24.78	
PHN	Price	\$ 21.57	\$ 25.21	
PHN	Lincoln	\$ 22.96	\$ 25.99	
PHN	Rusk	\$ 26.00	\$ 26.00	
PHN	Douglas	\$ 26.61	\$ 26.61	
PHN	Ashland	\$ 24.34	\$ 27.75	
PHN	Buffalo	\$ 24.45	\$ 28.34	
PHN	Oneida	\$ 22.24	\$ 30.50	
PHN	Pepin	\$ 22.42	\$ 30.51	
PHN	Pierce	\$ 24.07	\$ 30.94	
PHN	Taylor	\$ 24.30	\$ 31.25	
PHN	Vilas	\$ 21.06	\$ 31.59	
PHN	Wood	\$ 24.92	\$ 32.03	\$ 26.06 \$ 33.50
PHN	LaCrosse	\$ 27.37	\$ 32.10	
PHN	Trempealeau	\$ 23.63	\$ 32.23	
PHN		\$ 25.78	\$ 32.55	\$ 26.29 \$ 33.21
Lead	Portage	\$ 26.48	\$ 33.25	\$ 27.01 \$ 33.92
PHN	Marquette	\$ 24.94	\$ 33.01	\$ 25.56 \$ 33.84
PHN	Waupaca	2019 wage not available		\$ 26.46 \$ 34.03
PHN	Florence	\$ 23.00	\$ 33.51	
PHN	Washburn	\$ 24.23	\$ 33.72	
PHN	Dunn	\$ 25.74	\$ 33.77	
PHN		\$ 21.23	\$ 31.85	
Lead	Jackson	\$ 22.83	\$ 34.24	
PHN	EauClaire	\$ 28.72	\$ 34.47	
PHN	Polk	\$ 28.00	\$ 35.00	
PHN	Barron	\$ 26.85	\$ 35.43	
PHN	St.Croix	\$ 34.35	\$ 35.92	
PHN	Marathon	\$ 26.09	\$ 36.52	\$ 26.09 \$ 37.62

PHN	HoChunk Nation	\$ 25.00	\$ 37.50		
PHN	Green Lake	\$ 25.95	\$ 38.92		
PHN		\$ 23.88	\$ 35.83	\$ 24.48	\$ 36.73
Lead	Clark				
PHN		\$ 26.50	\$ 39.75	\$ 27.17	\$ 40.74
PHN	Monroe	\$ 25.45	\$ 39.07		
PHN	Chippewa	\$ 25.50	\$ 44.06		

- 2019 WALHDAB Surveys show Wood County below neighboring local health departments (Portage, Clark, and Marathon) of whom we compete for PHN recruitment.
- PHN wage rate is same as Environmental Health Registered Sanitarian and/or Registered Sanitarian for Rusk, Iron, Ashland, Buffalo, Lincoln, Portage, Waupaca, Price, Trempeleau, Washburn, EauClaire, Barron, Marathon, and Clark counties.
- PHN wage rates are higher than Registered Sanitarian and/or Registered Dietician in Forest, Douglas, Taylor, Pepin, Vilas, LaCrosse, Oneida, Marquette, Florence, St. Croix, Green Lake, and Monroe Counties.
- 2021 wages as reported continues to show Wood County below neighboring counties (Portage, Clark, and Marathon) in addition to Waupaca and Marquette.
- Wood County 2021 grade placement of \$26.06-\$33.50 is less than 2019 actual wages for Marathon and Clark Counties.
- Placing the position one grade higher (at same rate as Registered Sanitarians) would be a more equitable placement, and competitive with Marathon, Portage, Clark, Waupaca, and Marquette Counties.
- This isn't about making more money, in fact the wage rate difference for our three most senior nurses would only be \$0.40/hr, \$0.14/hr, and \$0.02/hr.

Sincerely,



Sue Kunferman, RN, MSN
Wood County Health Officer