

## EXECUTIVE COMMITTEE

DATE: Tuesday, July 9, 2019  
TIME: 8:00 a.m.  
LOCATION: North Wood County Park – Shelter House  
7500 Park Lane  
Arpin, WI 54410

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, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Discuss sale of 12<sup>th</sup> Street Property
6. Update on Sol-Smart
7. Update on county strategic plan
8. **Treasurer**
  - (a) Resolution(s) to sell tax deed property.
9. **Finance**
  - (a) Introduce Deputy Finance Director
  - (b) Veterans Resolution
  - (c) Out of state travel for training Resolution
  - (d) Debt Calendar
  - (e) Capital Improvement Plan (CIP)
  - (f) Discuss 2020 Budget Parameter Letter
  - (g) 2020 Budget
10. **Wellness**
  - (a) Wood County Employee Wellness Program policies
11. **Human Resources (HR)**
  - (a) Health Insurance Presentation – Tim Deaton, The Horton Group
  - (b) Classification and Compensation Study RFP presentation
12. Administrative Coordinator's Report
13. Set next regular committee meeting date – Tuesday, August 6, 2019
14. Adjourn

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, June 4, 2019  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County River Block – Auditorium, Room 206  
Wisconsin Rapids, WI  
**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach,  
Donna Rozar, Adam Fischer, Bill Winch  
**OTHERS PRESENT** (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

**Public Comment** – None.

**Consent Agenda:**

Supervisor Fischer requested page 21 be removed for discussion from the consent agenda. Supervisor Curry requested page 28, Supervisor Clendenning requested pages 31 thru 33, and Supervisor Winch requested pages 27, 36, 39, 41, 43, 45, and 47.

**Motion (Rozar/Curry) to approve the consent agenda, excluding the requested items removed for discussion. Motion carried unanimously.**

Fischer requested clarification regarding Director McGrath's letter of comments regarding questions related to the RFP for a comprehensive wage plan review. McGrath indicated she has had 6 responses and will have a presentation for the Committee in July.

Clendenning requested clarification regarding the No Show Procedure for the Wellness Program. Discussion ensued. Director McGrath indicated Wellness is drafting a policy that will be discussed at the next Wellness Board Meeting and presented to the Executive Committee (EC) when approved.

Facilities Manager Van Tassel answered Supervisor Curry's question regarding the acronym for the National Renewable Energy Laboratory (NREHL).

Answers to the pages Supervisor Winch requested be removed for discussion follow:

Page 27 regarding a new form for the Coroner. Director Kaup indicated this form was an online form to replace a previous paper form.

Page 36 regarding the Dynamics software maintenance. "Why doesn't our IT Department handle the software maintenance?" Director Kaup indicated the fee includes necessary software updates provided by the software vendor.

Page 39 regarding numerous phone charges. "Is it necessary to have both landlines and cell phones?" Kaup indicated it is up to the individual departments, but it would not likely be efficient if they only had one or the other.

Page 41 regarding the Liberty Cleaners charge. "What amount is specific to the Jail?" Van Tassel indicated this is broken down in the billing, but he will inquire about the specifics of the bill.

Page 43 regarding two separate charges to Eron & Gee for valves. "Are these two separate valves?" Van Tassel answered "yes".

Page 45 regarding all the Power Surge damages. "Will these charges be reimbursed by insurance?" Van Tassel stated they will after the \$25,000 deductible is met. This deductible is budgeted annually. Clendenning questioned

whether Consolidated Water Power Co. is responsible for any portion. Van Tassel replied Corporation Counsel Kastenholz reviewed the contract and they are not.

Page 45 regarding the County Mutual charge. "Is this now paid in full?" Safety/Risk Manager Stelzer was not present but Finance Director Cummings indicated she believes it is.

Page 47 questioning April Specials. Treasurer Gehrt indicated these are the charges for delinquent tax properties.

**Motion (Rozar/Curry) to approve the removed items from the Consent Agenda. Motion carried unanimously.**

Committee reviewed 2 applications for Renewable & Sustainable Grants and Lean Process Initiative Grants. Discussion ensued.

**Motion (Curry/Fischer) to award the Renewable & Sustainable Grant to the Maintenance Department for LED Lighting upgrade and to extend the deadline until September 2019 for the Lean Process Initiative Grant and carry-over the current application for consideration. Motion carried unanimously.**

Jason Grueneberg of Planning & Zoning presented updated documents regarding the Renewable & Sustainable Committee structure. Discussion ensued.

**Motion (Rozar/Clendenning) to accept option 1 for the Renewable & Sustainable Committee structure. Motion carried unanimously.**

Van Tassel presented initial draft information from a broad analysis from NREHL for Solar options on 4 County properties. Discussion ensued. Van Tassel will bring back more information when this analysis is finalized.

Nancy Turyk presented information from the 3<sup>rd</sup> phase of the survey regarding the County Strategic Plan. The response rate was 47.3%, which was higher than the average response rate and statistically significant. Turyk and Supervisor Rozar will meet again to prioritize the responses from the current survey for the 4<sup>th</sup>, and last survey.

Treasurer Gehrt presented 2 resolutions to accept offers of sale of tax deed property.

**Motion (Fischer/Rozar) to accept the resolutions to accept offers of sale of tax deed property. Motion carried unanimously.**

Finance Director Cummings presented the initial resolution authorizing the issuance of general obligation promissory notes in the amount not to exceed \$6,000,000 for Highway Projects and Capital Improvement Projects.

**Motion (Rozar/Clendenning) to accept the initial resolution authorizing the issuance of general obligation promissory notes in the amount not to exceed \$6,000,000 for Highway and Capital Improvement Projects. Motion carried unanimously.**

Cummings stated she is planning on meeting, along with the Chair, with the new Financial Advisor to discuss funding options for CIP. Discussion ensued. Machon noted CIP discussion are ongoing as part of the preparations for the budget process.

Machon stated he would like feedback from the Committee regarding the budget parameters letter. Discussion ensued. It was determined that a special Executive Committee meeting will be set for Thursday, June 20<sup>th</sup>, at 8 a.m. to discuss the budget parameters letter.

Break at 9:28 a.m. Reconvened at 9:33 a.m.

HR Director McGrath introduced Tim Deaton of the Horton Group to present on the Health Insurance and renewal projections. He presented information to the Committee on updated claims data and the savings that are projected for the switch to Anthem as the third party administrator. He also presented the performance guarantees Anthem will put in place for the County. Discussion ensued.

Supervisor Clendenning excused at 9:40 a.m.

Mr. Deaton will be providing updated projections including May claims data to McGrath later this week. McGrath will email the updated projections to Committee members. Mr. Deaton will return for the July Committee meeting to provide final projections and plan design options for a final decision regarding 2020 health insurance premiums. Supervisor Rozar requested that McGrath include a summary of the health fund balance to the Committee each month going forward.

McGrath presented a resolution to correct the function listed in resolution 19-5-6.

**Motion (Rozar/Fischer) to approve the resolution to correct resolution 19-5-6. Motion carried unanimously.**

McGrath presented a resolution to approve the Employee Policy Handbook. McGrath explained the only change made since the last draft the Committee saw was to change the wording of the vacation accrual section to make it clearer. McGrath stated she will be distributing an email to all County Board Supervisors ahead of the next County Board meeting detailing the changes made from the current Handbook to the revised Handbook.

**Motion (Rozar/Fischer) to approve the resolution for the Employee Policy Handbook. Motion carried unanimously.**

Machon reminded the Committee that the Wood County ATV/UTV Trail and Route System Ribbon Cutting Ceremony is scheduled for June 5, 2019 at Ho-Chunk Gaming, Nekoosa. Doors open at 4:30 p.m. with the ceremony beginning at 5:00 p.m.

There will be a special meeting on June 20<sup>th</sup> to discuss budget parameters.

The next regularly scheduled Committee meeting is Tuesday, July 9<sup>th</sup> at North Wood County Park. Machon reminded the Committee there is no internet at the North Wood County Park Shelter; therefore, Committee members will need to either download the packet on their iPad or print it prior to the meeting.

The Chair declared the meeting adjourned at 10:07 a.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.



## Executive Committee Meeting

**June 4, 2019**

[illegible]

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Thursday, June 20, 2019  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114  
Wisconsin Rapids, WI  
**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach,  
Donna Rozar, Bill Winch, Adam Fischer (via tele-conference)  
**OTHERS PRESENT** (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

### Public Comment – None

Machon shared some suggestions from the Realtor regarding the 12<sup>th</sup> Street property. Discussion ensued.

**Motion (Fischer/Rozar) to drop the asking price to \$500,000.00 for the 12<sup>th</sup> Street property. Motion failed. Voting “no” were Curry, Winch, Clendenning (reason-would like to see it as an “offer only” listing)**

**Motion (Curry/Winch) to remove the asking price for the 12<sup>th</sup> Street property and make it an “offer only” listing. Motion and second were withdrawn.**

Committee consensus to allow the Chair to meet with the Realtor and discuss options for listing the property.

Machon shared some information regarding Health Insurance renewal projections as well as various counties' cost of living adjustment (COLA) numbers in preparation for establishing the 2020 Wood County budget parameters letter. Discussion ensued.

**Motion (Rozar/Clendenning) to list a COLA increase of 1.5% with step increases in the budget parameters letter. Motion carried. Voting “no” were Machon, Winch.**

Discussion ensued regarding various items that should be listed in the budget parameters letter.

The next regularly scheduled Committee meeting is Tuesday, July 9<sup>th</sup>, at North Wood County Park. Machon reminded the Committee there is no internet at the Park Shelter; therefore, Committee members will need to either download the packet on their iPad or print it prior to the meeting.

The Chair declared the meeting adjourned at 8:53 a.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

# Executive Committee Meeting

**June 20, 2019**

[illegible]



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – July 2019

- Along with Sheriff Becker, Register of Deeds Ringer, and Treasurer Gehrt, I helped out the Mayor's Breakfast, held in Marshfield on May 31<sup>st</sup>.
- I attended the annual Wisconsin County Clerk's Association Summer Symposium on June 23<sup>rd</sup>-26<sup>th</sup>. This year, St. Croix County hosted the event in Hudson. The history of this event goes back 114 years, and it has been hosted in Wood County 6 times. It was in Wisconsin Rapids in 1912, 1958, 1980, and 2014. It was in Marshfield in 1917 and 1941. Much of the conference dealt with elections and election security. As we head into 2020 and beyond, security will be the forefront in all aspects of the election process. We were briefed by the WI Dept. of Justice, Division of Criminal Investigations as well as the U.S. Dept. of Homeland Security on incidents that already have played out within the state. They stated that their roles in security and cyber security has changed over the past 3-5 years as well, and election security is a very large portion of their jobs now.
- Elections were not the only topic on the multi-day agenda. Also discussed was the tax deed process, presentations from the WCA, and a sit down with our election program vendors. I cannot express enough how valuable these conferences are, not only for the breakout session, but also networking with other county clerks and talking about how they do various functions within their office and discussing issues together.
- Marriage licenses are down even from our record low year from last year. You will recall that when we went through the budget process last year, the numbers looked like they would hold at 380-400, however when we hit the fall, after the budget had been presented, the application numbers just tanked and we only ended up with 364 applications. This year, applications, as I have reported to you previously, have been down from the very beginning. I tell you this in preparation of the budget process when, if this trend continues, I will be lowering our estimations for 2019 and 2020 even further. Just a heads up. Many other counties in the state are seeing their numbers going way down as well. Where they seem to be up are in counties along the border, where out-of-state applicants apply in the county they will be married in. State residents apply in the county they reside.
- While our marriage licenses are down, our passport business is doing very well. Apparently folks would rather skip the country than get married. I'll let you draw your own conclusions.
- I am attaching the Committee & Commissions year-to-date financial report for your review. Keep in mind that there are really only 5 months of expenses in this report even though it was run at the end of June. You are always paid the next month from when the meetings are actually held. Currently you have 53% of your budget left. After 5 months there should be 58.34% of your budget left. Do I think you will be OK? I think so, but it will be close. We will keep an eye on it as the year progresses.

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**County of Wood**  
County Board  
**DETAILED EXPENDITURES**  
For the Six Months Ending Sunday, June 30, 2019

	Actual	Budget	Variance	Variance %
Committees & Commissions :				
101-0605-51120-000-101 Committees & Commissions Wages	54763.84	131910.00	77146.16	0.58
101-0605-51120-000-120 Committees & Commissions FICA	4171.79	10091.00	5919.21	0.59
101-0605-51120-000-160 Committees & Commissions Workers Compensation	114.87	277.00	162.13	0.59
101-0605-51120-000-221 Committees & Commissions Cellphone / Telephone	336.85	900.00	563.15	0.63
101-0605-51120-000-230 Committees & Commissions PC Replacement	1500.00	3000.00	1500.00	0.50
101-0605-51120-000-312 Committees & Commissions Copy Expenses	122.55	550.00	427.45	0.78
101-0605-51120-000-313 Committees & Commissions Postage	34.83	250.00	215.17	0.86
101-0605-51120-000-325 Committees & Commissions Dues & Subscriptions	13267.00	17500.00	4233.00	0.24
101-0605-51120-000-331 Committees & Commissions Mileage	12716.96	30000.00	17283.04	0.58
101-0605-51120-000-332 Committees & Commissions Meals	28.44		(28.44)	0.00
101-0605-51120-000-333 Committees & Commissions Lodging / Hotels	537.00	4500.00	3963.00	0.88
101-0605-51120-000-341 Committees & Commissions Operating Supplies & Exp-	13783.52	17450.00	3666.48	0.21
101-0605-51120-000-214 Committees & Commissions Professiona Svc Printing		500.00	500.00	1.00
Total Committees & Commissions	101377.65	216928.00	115550.35	0.53



# Wood County

## WISCONSIN

Office of  
Finance Director

**Marla A. Cummings**  
Finance Director

July 9, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

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### **Departmental Activities**

#### Project completion for the following:

1. On June 25 we had a representative from Questica our Budget Software give an onsite training to around 20 Wood County Staff members.
2. The first draft of the Comprehensive Annual Financial Report (CAFR) was sent to the Auditors for review.
3. Hired a new Deputy Finance Director. Ed Newton started on June 24<sup>th</sup>.
4. Indirect Cost Audit was conducted on June 5<sup>th</sup> and 6<sup>th</sup>. We have received and are reviewing the preliminary draft.
5. Employee Self Service Portal was deployed on July 2, 2019 to all employees.

#### Ongoing 2019 projects:

1. Budget Software with a target release date of July 15, 2019
2. Comprehensive Annual Financial Report (CAFR) target release date July 15, 2019
3. Budget Prep for the 2020 budget
4. P-Cards Policy target date of September 1, 2019
5. Strategic Planning for the Finance Department target date of September 1, 2019
6. P-Cards implemented target date of October 1, 2019
7. Procurement/Accounts Payable Policy target date December 31, 2019
8. Fund Balance Policy target date December 31, 2019
9. Internal Audit Policy target date December 31, 2019
10. Internal Audit implementation January 1, 2020

#### Meetings, Webinars and Conferences

1. Weekly Status Call with the Budgeting Software Vendor
2. Attended Oversight Committee meeting
3. Budget Software Training
4. Civil Rights Training
5. Monthly meeting with Wood County's Fiscal Staff
6. Biweekly meeting with Finance Department Staff
7. Met with IT and HR on the Employee Self Service Portal

#### Budget to Actual Income Statement for the 6 months ending June 30, 2019.

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Sunday, June 30, 2019

	Actual	2019 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$13,452,290.52	\$26,904,581.00	(\$13,452,290.48)	(50.00%)
41150 Forest Cropland/Managed Forest Land	56,133.91	25,000.00	31,133.91	124.54%
41220 General Sales and Retailers' Discount	96.51		96.51	0.00%
41221 County Sales Tax	2,377,538.60	5,800,000.00	(3,422,461.40)	(59.01%)
41230 Real Estate Transfer Fees	56,642.04	120,000.00	(63,357.96)	(52.80%)
41800 Interest and Penalties on Taxes	161,004.18	410,000.00	(248,995.82)	(60.73%)
41910 Payments in Lieu of Taxes	18,398.73	18,500.00	(101.27)	(0.55%)
Total Taxes	16,122,104.49	33,278,081.00	(17,155,976.51)	(51.55%)
<b>Intergovernmental Revenues</b>				
43211 Federal Grants-Emergency Government	1,058.00		1,058.00	0.00%
43410 State Aid-Shared Revenue		3,059,556.00	(3,059,556.00)	(100.00%)
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		73,300.00	(73,300.00)	(100.00%)
43512 State Aid-Courts	177,344.58	377,350.00	(200,005.42)	(53.00%)
43514 State Aid-Court Support Services		58,400.00	(58,400.00)	(100.00%)
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	88,640.35	212,326.00	(123,685.65)	(58.25%)
43523 State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00	0.49%
43528 State Aid-Emergency Government	1,250.47	93,250.00	(91,999.53)	(98.66%)
43531 State Aid-Transportation	548,606.26	2,096,592.00	(1,547,985.74)	(73.83%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	30,161.16	77,978.00	(47,816.84)	(61.32%)
43554 State Aid-Health WIC Program	80,782.00	360,000.00	(279,218.00)	(77.56%)
43557 State Aid-Health Consolidated Contract	25,968.00	66,766.00	(40,798.00)	(61.11%)
43560 State Aid-Grants	7,384.00	66,391.00	(59,007.00)	(88.88%)
43561 State Aids	4,254,214.07	12,352,657.00	(8,098,442.93)	(65.56%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	239,833.08	938,661.00	(698,827.92)	(74.45%)
43571 State Aid-UW Extension	1,344.00	11,500.00	(10,156.00)	(88.31%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		75,006.81	(75,006.81)	(100.00%)
43576 State Aid-Parks		162,500.00	(162,500.00)	(100.00%)
43581 State Aid-Forestry	48,407.18	49,090.00	(682.82)	(1.39%)
43586 State Aid-Land Conservation	50,166.04	407,487.00	(357,320.96)	(87.69%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,245.08	3,249.00	(3.92)	(0.12%)
Total Intergovernmental	5,830,372.27	21,167,550.81	(15,337,178.54)	(72.46%)
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	260,099.95	350,000.00	(89,900.05)	(25.69%)
44101 Utility Permits	1,725.02	1,050.00	675.02	64.29%
44102 Driveway Permits	500.00	860.00	(360.00)	(41.86%)
44200 DNR & ML Fees	26,742.67	54,250.00	(27,507.33)	(50.70%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	300.00	1,025.00	(725.00)	(70.73%)
44300 Sanitary Permit Fees	22,575.00	60,253.00	(37,678.00)	(62.53%)
44411 County Planner Plat Review Fees	740.00	7,500.00	(6,760.00)	(90.13%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	4,203.78	15,675.00	(11,471.22)	(73.18%)
44415 HT Database Annual Fee	3,360.00	90,560.00	(87,200.00)	(96.29%)
44435 Water Meter Revenues	165.00		165.00	0.00%
Total Licenses and Permits	320,411.42	582,923.00	(262,511.58)	(45.03%)
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	881.12	1,700.00	(818.88)	(48.17%)
45115 County Share of Occupational Driver	160.00	200.00	(40.00)	(20.00%)
45120 County Share of State Fines and Forfeitures	58,874.66	152,000.00	(93,125.34)	(61.27%)
45123 County Parks Violation Fee	95.00	750.00	(655.00)	(87.33%)
45130 County Forfeitures Revenue	40,728.17	92,000.00	(51,271.83)	(55.73%)
45191 Private Sewage Fines	9,659.90	15,000.00	(5,340.10)	(35.60%)
Total Fines, Forfeits and Penalties	110,398.85	261,650.00	(151,251.15)	(57.81%)
<b>Public Charges for Services</b>				
46110 County Clerk-Passport Fees	17,565.00	20,000.00	(2,435.00)	(12.18%)

7/1/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Sunday, June 30, 2019

	Actual	2019 Budget	Variance	Variance %
46121 Treasurer Fees-Redemption Notices	7,254.53	4,000.00	3,254.53	81.36%
46122 Property Conversion Charges		1,000.00	(1,000.00)	(100.00%)
46130 Register of Deeds-Fees	120,972.61	309,000.00	(188,027.39)	(60.85%)
46131 Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135 Land Record-Fees	31,232.00	92,880.00	(61,648.00)	(66.37%)
46140 Court Fees	67,754.52	170,000.00	(102,245.48)	(60.14%)
46141 Court Fees and Costs-Marriage Counseling	2,545.00	12,700.00	(10,155.00)	(79.96%)
46142 Court/Juvenile	13,919.88	22,000.00	(8,080.12)	(36.73%)
46143 Other Professional Reimbursements	8,142.33	14,750.00	(6,607.67)	(44.80%)
46144 Circuit Court Branch I	15,265.49	28,600.00	(13,334.51)	(46.62%)
46146 Circuit Court Branch III	6,693.00	7,500.00	(807.00)	(10.76%)
46191 Public Charges-Clerk	2,880.00	7,600.00	(4,720.00)	(62.11%)
46192 Public Chgs-Temp Licenses	3,839.30	7,000.00	(3,160.70)	(45.15%)
46194 County Clerk Copy Fees	81.50	275.00	(193.50)	(70.36%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	798,757.60	1,500,767.00	(702,009.40)	(46.78%)
46210 Sheriff-Public Charges	150.49	350.00	(199.51)	(57.00%)
46211 Sheriff Revenue-Civil Process Fees	33,665.76	60,000.00	(26,334.24)	(43.89%)
46212 Sheriff Cost Reimbursement/Witness Fees	26,114.70	53,000.00	(26,885.30)	(50.73%)
46214 Reserve Deputy Revenue	520.00	12,000.00	(11,480.00)	(95.67%)
46215 Sheriff Escort Service	16,539.92	30,000.00	(13,460.08)	(44.87%)
46216 Restitution	1,886.17	200.00	1,686.17	843.09%
46217 OWI Restitution	657.11	1,800.00	(1,142.89)	(63.49%)
46221 Public Chgs-Coroner Cremation	30,800.00	60,000.00	(29,200.00)	(48.67%)
46230 Death Certificates	8,200.00	15,000.00	(6,800.00)	(45.33%)
46241 Jail Surcharge	12,835.80	35,000.00	(22,164.20)	(63.33%)
46242 Huber/Electronic Monitoring	112,679.17	347,678.00	(234,998.83)	(67.59%)
46243 Inmate Booking/Processing Fee	7,617.15	18,000.00	(10,382.85)	(57.68%)
46244 Other County Transports	6,410.18	22,000.00	(15,589.82)	(70.86%)
46245 Jail Stay Fee	18,207.66	41,975.00	(23,767.34)	(56.62%)
46291 Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46310 Public Chgs-Frac Sand	163,912.16		163,912.16	0.00%
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabilization	204,407.52	509,837.00	(305,429.48)	(59.91%)
46520 Institutional Care-Private Pay	373,777.46	1,380,056.00	(1,006,278.54)	(72.92%)
46521 Institutional Care-Other Pay	372.00	5,500.00	(5,128.00)	(93.24%)
46525 Public Chgs- Medicare	1,158,296.71	2,156,613.00	(998,316.29)	(46.29%)
46526 Public Chgs- Medicaid	1,953,945.13	6,227,595.00	(4,273,649.87)	(68.62%)
46527 Public Chgs-Veterans EW	2,462.46		2,462.46	0.00%
46530 Public Charges	2,201,576.79	5,893,278.00	(3,691,701.21)	(62.64%)
46531 Public Chgs- Private Insurance	613,857.74	923,369.00	(309,511.26)	(33.52%)
46532 Public Chgs-County Responsible	40,921.16	202,819.00	(161,897.84)	(79.82%)
46533 Public Chgs-NW Mental Health Inpatient	88,502.97	529,195.00	(440,692.03)	(83.28%)
46534 Public Chgs-NW Mental Health Inpatient	805,671.82	1,823,383.00	(1,017,711.18)	(55.81%)
46536 Third Party Awards & Settlements		404,946.00	(404,946.00)	(100.00%)
46537 Contractual Adjustment	(1,522,492.95)	(4,430,479.00)	2,907,986.05	(65.64%)
46590 Provision for Bad Debts-Edgewater	(38,333.30)	(92,000.00)	53,666.70	(58.33%)
46621 Child Support-Genetic Tests	2,340.95	4,300.00	(1,959.05)	(45.56%)
46623 Child Support-Filing Fees	80.00	200.00	(120.00)	(60.00%)
46624 Child Support-Service Fees	5,167.31	12,000.00	(6,832.69)	(56.94%)
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	191,133.68	550,000.00	(358,866.32)	(65.25%)
46772 UW-Extension Project Revenue	739.52	3,050.00	(2,310.48)	(75.75%)
46813 County Forest Revenue	162,466.47	385,000.00	(222,533.53)	(57.80%)
46825 Land Conservation Fees & Sales	56,502.00	68,185.00	(11,683.00)	(17.13%)
46826 Private Sewage Charges	1,720.00	19,150.00	(17,430.00)	(91.02%)
Total Public Charges for Services	7,840,214.47	19,503,072.00	(11,662,857.53)	(59.80%)
<b>Intergovernmental Charges for Services</b>				
47210 Intergovernmental Charges	223,896.94	570,700.00	(346,803.06)	(60.77%)
47230 State Charges	800,856.42	1,433,100.00	(632,243.58)	(44.12%)
47231 State Charges-Highway	142,907.81	232,838.00	(89,930.19)	(38.62%)
47232 State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47250 Intergovernmental Transfer Program Rev		618,800.00	(618,800.00)	(100.00%)
47300 Local Gov Chgs	129,737.04	561,660.00	(431,922.96)	(76.90%)



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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Sunday, June 30, 2019

		2019		
		Budget	Variance	Variance %
	Actual			
47320	Local Gov Chgs-Public Safety	17,346.68	(12,653.32)	(42.18%)
47330	Local Gov Chgs-Transp	292,648.28	(914,836.72)	(75.76%)
47332	Local Gov Chgs-Roads		(403,360.00)	(100.00%)
47333	Local Gov Chgs-Bridges	(23,142.30)	(50,582.30)	(184.34%)
47350	Local Gov Chgs-Hlth & Human Svcs	18,355.50	(48,502.50)	(72.55%)
47351	Local Gov Chgs-Other Governments		(5,000.00)	(100.00%)
47391	Local Gov Chgs-BNI (Materials)	104.92	(2,395.08)	(95.80%)
47392	Local Gov Chgs-BNI (Staff)	27.00	(823.00)	(96.82%)
47393	Local Gov Chgs-Work Relief	1,226.00	(12,974.00)	(91.37%)
47395	Local Gov Chgs-EM Vehicles	1,625.44	(3,374.56)	(67.49%)
47396	Local Gov Chgs-EM Equipment	272.50	(527.50)	(65.94%)
	Total Charges to Other Governments	1,605,862.23	(5,664,954.77)	(77.91%)
<b>Interdepartmental Charges for Services</b>				
47410	Dept Charges-Hlth Benefits & Other	5,461,821.99	(5,351,566.01)	(49.49%)
47411	Dept Charges-Purchasing	18,103.24	(20,096.76)	(52.61%)
47412	Dept Charges-Insurance	249,205.20	(249,202.80)	(50.00%)
47413	Dept Charges-Gen Govt	591,578.71	(536,526.29)	(47.56%)
47415	Dept Charges-Systems	145,979.95	(172,265.05)	(54.13%)
47421	Dept Charges-Public Safety	15,723.77	(5,776.23)	(26.87%)
47430	Dept Charges-Bldg Rent	446,195.52	(480,740.48)	(51.86%)
47435	Dept Charges-Sheriff Lockup Rent	7,999.98	(8,000.02)	(50.00%)
47438	Dept Charges-Riverblock Rent	297,807.00	(299,469.00)	(50.14%)
47440	Dept Charges	3,178.00	(222.00)	(6.53%)
47460	Dept Charges-Drug Court	34,000.00	(39,000.00)	(53.42%)
47470	Dept Charges-Highway	63,941.84	(1,719,478.16)	(96.41%)
	Total Interdepartmental Charges	7,335,535.20	(8,882,342.80)	(54.77%)
	Total Intergovernmental Charges for Services	8,941,397.43	(14,547,297.57)	(61.93%)
<b>Miscellaneous</b>				
48000	Miscellaneous	336.10	336.10	0.00%
48100	Interest	33.39	20.00	66.95%
48110	Interest-Capital Projects	1.22	10.00	(8.78)
48113	Unrealized Gain/Loss on Investment	85,789.17	(24,500.00)	110,289.17
48114	Interest-Investment	117,125.99	124,812.00	(7,686.01)
48115	Interest-General Investment	116,352.78	30,000.00	86,352.78
48116	Interest-Section 125 & Health	395.10	378.00	17.10
48117	Interest-Clerk of Courts	103.42	400.00	(296.58)
48200	Rental Income	69,750.04	138,196.00	(68,445.96)
48300	Gain/Loss-Sale of Property	27,581.84	152,000.00	(124,418.16)
48310	Gain/Loss-Sale of Fixed Assets	23,664.87		23,664.87
48320	Gain/Loss-Sale of Surplus Property	851.00	500.00	351.00
48340	Gain/Loss-Sale of Salvage and Waste	2,775.54	6,700.00	(3,924.46)
48440	Insurance Recoveries-Other	434,327.11	1,404,240.00	(969,912.89)
48500	Donations	258,322.35	127,550.00	130,772.35
48502	Donations-Veterans Loan Repayment	4,290.92		4,290.92
48503	Donations-Services ATV Club		6,000.00	(6,000.00)
48540	Donations & Contributions	28,611.11	45,000.00	(16,388.89)
48830	Recovery of PYBD & Contractual Adj	31,442.62	46,500.00	(15,057.38)
48860	Revenue from Meals	7,294.45	21,000.00	(13,705.55)
48880	Food Vending Machine Income	1,375.00	4,500.00	(3,125.00)
48900	Other Miscellaneous Revenue	35,866.84	37,450.00	(1,583.16)
48901	Other/Miscellaneous Revenue	5,169.47	1,500.00	3,669.47
48910	Vending/Cafeteria Revenue	4,175.32	8,700.00	(4,524.68)
48920	Vending Machine Revenue	1,690.48	4,200.00	(2,509.52)
48940	Canteen Income		500.00	(500.00)
48970	Rental Income- NHC, Health Annex	8,754.00	17,508.00	(8,754.00)
48980	Misc/Other Workshop Revenue	66.87	100.00	(33.13)
48990	Other Operating Income	1,290.52	1,984.00	(693.48)
48991	Copier Revenue	848.00	1,800.00	(952.00)
	Total Miscellaneous	1,268,285.52	2,157,048.00	(888,762.48)
<b>Other Financing Sources</b>				
49110	Proceeds from Long-Term Debt	2,126.00	59,486.00	(57,360.00)
49210	Transfer from General Fund		310,000.00	(310,000.00)
49220	Transfer from Special Revenue	1,910,464.24	5,800,000.00	(3,889,535.76)

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Sunday, June 30, 2019

	Actual	2019 Budget	Variance	Variance %
49270 Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
Total Other Financing Sources	1,912,590.24	6,546,753.00	(4,634,162.76)	(70.79%)
<b>TOTAL REVENUES</b>	<b>42,345,774.69</b>	<b>106,985,772.81</b>	<b>(64,639,998.12)</b>	<b>(60.42%)</b>

**EXPENDITURES****General Government**

51120 Committees & Commissions	101,377.65	216,928.00	115,550.35	53.27%
51212 Circuit Court Branch I	195,218.71	412,441.00	217,222.29	52.67%
51213 Circuit Court Branch II	54,546.34	122,773.00	68,226.66	55.57%
51214 Circuit Court Branch III	70,856.47	130,614.00	59,757.53	45.75%
51215 Drug Court	105,661.49	216,187.00	110,525.51	51.12%
51217 Clerk of Courts-Divorce Mediation	8,250.00	25,000.00	16,750.00	67.00%
51220 Family Court Commissioner	31,249.96	65,000.00	33,750.04	51.92%
51221 Clerk of Courts	61,121.65	1,344,176.00	732,964.35	54.53%
51231 Coroner	70,855.07	160,607.00	89,751.93	55.88%
51310 District Attorney	137,978.04	322,279.00	184,300.96	57.19%
51315 Victim Witness Program	70,496.39	152,796.00	82,299.61	53.86%
51320 Corporation Counsel	133,400.40	310,643.00	177,242.60	57.06%
51330 Child Support	470,386.29	1,049,541.00	579,154.71	55.18%
51420 County Clerk	129,781.27	302,827.00	173,045.73	57.14%
51424 County Clerk-Postage Meter	6,606.25	14,000.00	7,393.75	52.81%
51430 Health Benefit Payments	5,368,870.45	13,210,172.00	7,841,301.55	59.36%
51431 Health-Wellness	168,794.52	377,267.00	208,472.48	55.26%
51433 Human Resources-Labor Relations	3,878.00	30,000.00	26,122.00	87.07%
51435 Human Resources-Personnel	178,283.12	415,754.00	237,470.88	57.12%
51436 Human Resources-Programs	198.72	6,000.00	5,801.28	96.69%
51440 County Clerk-Elections	30,921.67	50,953.00	20,031.33	39.31%
51450 Data Processing	904,482.28	1,776,746.00	872,263.72	49.09%
51451 Voice over IP	72,752.96	147,300.00	74,547.04	50.61%
51452 PC Replacement	161,622.62	176,500.00	14,877.38	8.43%
51453 Co Clerk-Inform & Commun	5,786.55	18,500.00	12,713.45	68.72%
51510 Finance	220,525.05	467,934.00	247,408.95	52.87%
51520 Treasurer	194,520.56	453,189.00	258,668.44	57.08%
51550 Purchasing	26,001.67	53,006.00	27,004.33	50.95%
51590 Contingency		301,614.13	301,614.13	100.00%
51591 Efficiency		25,000.00	25,000.00	100.00%
51592 Initiatives		25,000.00	25,000.00	100.00%
51611 Bldg Maint-Courthouse and Jail	511,141.23	1,227,675.00	716,533.77	58.37%
51630 Bldg Maint-Unified Svcs Building	4,978.98	10,022.00	5,043.02	50.32%
51640 Bldg Maint-Joint Use Building	3,540.96	12,272.00	8,731.04	71.15%
51650 Bldg Maint-Sheriff Lockup	1,864.51	5,472.00	3,607.49	65.93%
51660 Bldg Maint-CBRF's		3,450.00	3,450.00	100.00%
51670 Bldg Maint-River Block	167,612.71	597,276.00	429,663.29	71.94%
51710 Register of Deeds	239,476.27	463,224.00	223,747.73	48.30%
51931 Property and Liability Insurance	544,592.17	613,429.00	68,836.83	11.22%
51933 Workers Comp Insurance	131,557.36	488,268.00	356,710.64	73.06%
51934 Sick Leave Conversion	75,807.86	500,000.00	424,192.14	84.84%
Total General Government	11,215,086.20	26,301,835.13	15,086,748.93	57.36%

**Public Safety**

52110 Sheriff-Administration	1,171,818.34	2,753,446.00	1,581,627.66	57.44%
52130 Radio Engineer	77,291.39	231,544.00	154,252.61	66.62%
52131 Sheriff-Indian Law Enforce	10,940.43	34,541.00	23,600.57	68.33%
52140 Sheriff-Traffic Police	1,370,583.41	3,172,419.00	1,801,835.59	56.80%
52150 Sheriff-Civil Svc Comm	175.00	1,000.00	825.00	82.50%
52220 Emer Mgmt-Fire Suppression	1,932.85	143,164.00	141,231.15	98.65%
52510 Emer Mgmt-SARA Title III	17,305.37	52,807.00	35,501.63	67.23%
52520 Emergency Management	135,618.46	290,606.00	154,987.54	53.33%
52601 Dispatch	819,212.15	1,801,711.00	982,498.85	54.53%
52530 Emer Mgmt-Bldg Numbering	234.00	3,000.00	2,766.00	92.20%
52540 Emer Mgmt-Work Relief	80,969.57	185,677.00	104,707.43	56.39%
52710 Sheriff-Jail	1,224,031.90	2,741,849.00	1,517,817.10	55.36%
52712 Sheriff-Electronic Monitoring	85,016.75	221,737.00	136,720.25	61.66%
52713 Sheriff-PT Transp/Safekeeper	595,845.29	1,388,247.00	792,401.71	57.08%

7/1/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Sunday, June 30, 2019

		2019			
		Actual	Budget	Variance	Variance %
52721	Sheriff-Jail Surcharge		100,000.00	100,000.00	100.00%
	Total Public Safety	5,590,974.91	13,121,748.00	7,530,773.09	57.39%
Public Works-Highway					
53110	Hwy-Administration	155,235.82	334,628.00	179,392.18	53.61%
53120	Hwy-Engineer	92,397.55	232,838.00	140,440.45	60.32%
53191	Hwy-Other Administration	160,084.56	323,806.00	163,721.44	50.56%
53210	Hwy-Employee Taxes & Benefits	(604,167.61)		604,167.61	0.00%
53220	Hwy-Field Tools	(7,581.56)	13,400.00	20,981.56	156.58%
53230	Hwy-Shop Operations	164,592.06	331,129.00	166,536.94	50.29%
53232	Hwy-Fuel Handling	(14,398.51)	12,100.00	26,498.51	219.00%
53240	Hwy-Machinery Operations	(645,801.74)	2,173,434.00	2,819,235.74	129.71%
53260	Hwy-Bituminous Ops	54,318.23	230,902.00	176,583.77	76.48%
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01	74.39%
53266	Hwy-Bituminous Ops	140,448.84	1,762,924.00	1,622,475.16	92.03%
53270	Hwy-Buildings & Grounds	99,288.61	181,436.00	82,147.39	45.28%
53290	Hwy-Salt Brine Operations	9,103.32		(9,103.32)	0.00%
53291	Hwy-Salt Brine Operations	(1,068.85)		1,068.85	0.00%
53281	Hwy-Acquisition of Capital Assets	181,735.25		(181,735.25)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	997,614.89	1,701,201.00	703,586.11	41.36%
53312	Hwy-Snow Remov	1,044,359.00	947,088.00	(97,271.00)	(10.27%)
53313	Hwy-Maintenance Gang	41,573.65	107,015.00	65,441.35	61.15%
53314	Hwy-Maint Gang-Materials	1,610.00		(1,610.00)	0.00%
53320	Hwy-Maint STHS	889,130.38	1,386,445.00	497,314.62	35.87%
53323	Hwy-Maint STHS PBM	3,364.00		(3,364.00)	0.00%
53330	Hwy-Local Roads	356,665.81	1,190,217.00	833,551.19	70.03%
53340	Hwy-County-Aid Road Construction		440,617.00	440,617.00	100.00%
53341	Hwy-County-Aid Bridge Construction		200,422.00	200,422.00	100.00%
53490	Hwy-State & Local Other Services	148,603.12	555,842.00	407,238.88	73.27%
	Total Public Works-Highway	3,297,683.81	12,248,116.00	8,950,432.19	73.08%
Health and Human Services					
54121	Health-Public Health	799,794.79	1,808,272.00	1,008,477.21	55.77%
54122	Health-WIC Program	171,060.05	359,800.00	188,739.95	52.46%
54128	Health-Public Health Grants	40,532.64	67,205.00	26,672.36	39.69%
54129	Humane Officer	19,766.01	35,485.00	15,718.99	44.30%
54130	Health-Dental Sealants	56,043.48	114,654.00	58,610.52	51.12%
54132	Adams-Juneau Sanitation	142,894.90	307,487.00	164,592.10	53.53%
54210	Edgewater-Nursing	1,815,209.33	4,320,403.00	2,505,193.67	57.99%
54211	Edgewater-Housekeeping	65,089.34	130,363.00	65,273.66	50.07%
54212	Edgewater-Dietary	322,380.63	742,634.00	420,253.37	56.59%
54213	Edgewater-Laundry	26,411.10	54,322.00	27,910.90	51.38%
54214	Edgewater-Maintenance	156,996.24	428,717.87	271,721.63	63.38%
54217	Edgewater-Activities	80,219.77	184,131.00	103,911.23	56.43%
54218	Edgewater-Social Services	72,497.24	152,037.00	79,539.76	52.32%
54219	Edgewater-Administration	336,095.27	726,015.00	389,919.73	53.71%
54220	Wood Haven TBI	2,557.16	897,983.00	895,425.84	99.72%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54317	Human Services Crisis Stabilization	127,595.63	291,153.00	163,557.37	56.18%
54324	Norwood-SNF-CMI	504,013.86	1,146,558.00	642,544.14	56.04%
54325	Norwood SNF TBI	349,626.88	728,974.00	379,347.12	52.04%
54326	Norwood-Inpatient	1,526,161.72	3,524,103.00	1,997,941.28	56.69%
54350	Norwood-Dietary	539,328.73	1,129,370.00	590,041.27	52.25%
54351	Norwood-Plant Ops & Maint	290,893.74	675,913.00	385,019.26	56.96%
54363	Norwood-Medical Records	122,662.02	261,726.00	139,063.98	53.13%
54365	Norwood-Administration	590,630.78	1,199,527.00	608,896.22	50.76%
54401	Human Services-Child Welfare	1,719,700.52	3,822,418.00	2,102,717.48	55.01%
54405	Human Services-Youth Aids	1,335,598.56	3,343,095.00	2,007,496.44	60.05%
54410	Human Services-Child Care	59,274.01	159,188.00	99,913.99	62.76%
54413	Human Services-Transportation	163,875.20	449,566.00	285,690.80	63.55%
54420	Human Services-ESS	691,826.53	1,466,547.00	774,720.47	52.83%
54425	Human Services-FSET	1,344,136.76	3,176,589.00	1,832,452.24	57.69%

7/1/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Sunday, June 30, 2019

		2019		
		Actual	Budget	Variance
				Variance %
54435	Human Services-LIEAP	49,211.78	120,256.00	71,044.22
54440	Human Services-Birth to Three	235,803.86	545,393.00	309,589.14
54445	Human Services-Childrens COP	36,488.54	181,750.00	145,261.46
54450	Human Services-Childrens Waivers	163,209.61	350,302.00	187,092.39
54455	Human Services-CSP	262,266.07	590,056.00	327,789.93
54460	Human Services-OPC MH	518,708.16	1,516,881.00	998,172.84
54465	Human Services-CCS	991,747.64	2,284,175.00	1,292,427.36
54470	Human Services-Crisis Legal Svc	452,761.50	979,664.00	526,902.50
54475	Human Services-MH Contr COP	212,908.60	1,393,677.00	1,180,768.40
54480	Human Services-OPC AODA	197,707.00	428,196.00	230,489.00
54485	Human Services-OPC Day Treatment	38,159.91	84,601.00	46,441.09
54495	Human Services-AODA Contract	14,876.00	126,100.00	111,224.00
54500	Human Services-Administration	1,594,359.44	3,508,916.00	1,914,556.56
54611	Aging-Committee on Aging		198,278.00	198,278.00
54710	Veterans-Veterans Relief	4,588.35	5,411.00	822.65
54720	Veterans-Veterans Service Officer	156,456.38	344,334.00	187,877.62
54730	Veterans Relief Donations	255.92	300.00	44.08
54740	Veterans-Care of Veterans Graves	240.00	2,865.00	2,625.00
54750	Veterans-WDVA Grant	4,690.60	11,058.00	6,367.40
	<b>Total Health and Human Services</b>	<b>18,407,312.25</b>	<b>44,403,948.87</b>	<b>25,996,636.62</b>
	<b>Culture, Recreation and Education</b>			
55112	County Aid to Libraries	498,976.07	977,893.00	478,916.93
55210	County Parks	690,387.75	1,679,377.00	988,989.25
55441	Maintenance Snowmobile Trails	18,041.20	88,591.81	70,550.61
55442	ATV Maintenance	1,159.93	11,370.00	10,210.07
55460	Marshfield Fairgrounds	25,000.00	25,000.00	0.00%
55620	UW-Extension	236,404.77	522,198.00	285,793.23
55630	UW-Extension Center-Marshfield	23,936.00	47,872.00	23,936.00
55650	UW-Extension Junior Fair	32,000.00	32,000.00	0.00%
55660	UW-Extension Projects	584.52	17,700.00	17,115.48
	<b>Total Culture, Recreation and Education:</b>	<b>1,526,490.24</b>	<b>3,402,001.81</b>	<b>1,875,511.57</b>
	<b>Conservation and Development</b>			
56111	State Forestry Roads	3,426.76	7,000.00	3,573.24
56121	Land Conservation	127,732.51	285,452.00	157,719.49
56122	DATCP Grant	98,000.28	314,582.00	216,581.72
56123	Wildlife Damage Abatement	11,735.40	61,019.00	49,283.60
56125	Non-Metalic Mining Reclamation	23,391.89	40,288.00	16,896.11
56126	MDV	138.06	1,390.00	1,251.94
56128	Mill Creek	3,132.56	22,000.00	18,867.44
56310	County Planner	180,342.88	387,027.00	206,684.12
56320	Land Record	44,215.45	246,750.00	202,534.55
56340	Surveyor	8,470.77	44,304.00	35,833.23
56730	Transp & ED-Airport Aid	7,500.00	13,384.00	5,884.00
56740	Payment in Lieu of Tax		77,345.00	77,345.00
56750	Transp & Economic Develop	102,750.00	145,191.00	42,441.00
56780	CDBG-ED	33,666.45	35,000.00	1,333.55
56911	State Wildlife Habitat		2,500.00	2,500.00
56913	Park & Forestry Capital Proj	88,679.01	359,330.00	270,650.99
56943	Private Sewage System	78,643.36	261,793.00	183,149.64
	<b>Total Conservation and Development</b>	<b>811,825.38</b>	<b>2,304,355.00</b>	<b>1,492,529.62</b>
	<b>Capital Outlay</b>			
57120	Cap Projects-Gen Government	245,501.58	375,000.00	129,498.42
57121	Cap Projects-Parks	17,499.51	75,300.00	57,800.49
57213	Cap Projects-Emergency Management		249,000.00	249,000.00
57216	Cap Projects-Computer Software		15,337.00	15,337.00
57310	Highway Capital Projects	479,127.42	2,313,082.00	1,833,954.58
57410	Cap Projects-Human Services	20,402.79		(20,402.79)
57412	Cap Projects-Edgewater	148,263.96	169,000.00	20,736.04
57420	Cap Projects-Norwood	194,833.20	357,477.00	162,643.80
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00	0.00%
57640	UW Remodeling/Construction	322.50	70,500.00	70,177.50

7/1/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Sunday, June 30, 2019

		Actual	2019 Budget	Variance	Variance %
57930	Depreciation & Amortization	5,857.18		(5,857.18)	0.00%
57940	Depreciation & Amortization	91,885.25		(91,885.25)	0.00%
	Total Capital Outlay	1,237,693.39	3,658,696.00	2,421,002.61	66.17%
	<b>Debt Service</b>				
58140	Debt Service Principal-Highway		3,400,000.00	3,400,000.00	100.00%
58240	Debt Service Interest-Highway	278,002.92	568,620.00	290,617.08	51.11%
	Total Debt Service	278,002.92	3,968,620.00	3,690,617.08	92.99%
	<b>Other Financing Uses</b>				
59210	Transfers to General Fund	1,910,464.24	6,487,267.00	4,576,802.76	70.55%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses	1,910,464.24	6,300,255.00	4,389,790.76	69.68%
	<b>TOTAL EXPENDITURES</b>	<b>44,275,533.34</b>	<b>115,709,575.81</b>	<b>71,434,042.47</b>	<b>61.74%</b>
	<b>NET INCOME (LOSS) *</b>	<b>(1,929,758.65)</b>	<b>(8,723,803.00)</b>	<b>6,794,044.35</b>	<b>(77.88%)</b>



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

June 28, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – June 2019

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### Human Resources Activity

	June 2019	2019 Year-to-Date
Applications Received	117	904
Positions Filled	20	99
Promotions/Transfers	3	20
New Hire Orientations	9	44
Terminations, Voluntary	7	57
Terminations, Involuntary	2	6
Retirements	1	5
Exit Interviews	4	26

### Human Resources Narrative

#### **1. General Highlights - Kim McGrath**

- a) Attended the Executive Committee meeting on June 4<sup>th</sup> where the HR-related topics discussed included a Health Insurance presentation and the Employee Policy Handbook resolution.
- b) Along with the Sheriff's Department Chief Deputy and Corporation Counsel, drafted Wood County's proposal for the 2020 Sheriff's Deputy contract. Met with WPPA representatives on June 10<sup>th</sup> to exchange proposals and schedule future meetings dates.
- c) Attended the Civil Rights Compliance Training on June 11<sup>th</sup>. These sessions occurred throughout the County in the months of May and June as required by the County's Civil Rights Compliance Plan. Thanks to all who attended! We have received positive feedback overall on these sessions.
- d) Reviewed and provided feedback to the Wellness Coordinator on the Wellness Appeal Process.
- e) Attended the Wisconsin Local Government Leadership Academy Unit on "Effective Decision Making" on June 13<sup>th</sup> and 14<sup>th</sup>.
- f) Attended WCA's seminar on Fraud Risk, Awareness, Prevention, and Response on June 17<sup>th</sup>.
- g) Attended Executive Committee on June 20<sup>th</sup>. Provided information to the committee related to other WI counties anticipated COLA increase amounts for 2020.
- h) At the direction of the Wellness Board, drafted and deployed a county-wide employee benefits survey on June 24<sup>th</sup>. The survey will close on July 7<sup>th</sup> and results will be shared with the Executive Committee at the July 9<sup>th</sup> meeting to aid in planning the 2020 health insurance plan.
- i) Attended the Human Services Manager's meeting on June 21<sup>st</sup> to present on the topics of mileage reimbursement policy and performance improvement plans.
- j) Attended the monthly call with The Horton Group on June 25<sup>th</sup>. Discussed the presentation and deliverables for the July 9<sup>th</sup> Executive Committee meeting.

- k) Upon approval from the Wood County Board, communicated to employees the changes set forth in the new Employee Policy Handbook. An electronic copy of the handbook was provided to all employees on June 27<sup>th</sup>. Printed copies have been ordered and are due to arrive on July 19<sup>th</sup>.
- l) On June 25<sup>th</sup>, met with the Wood County Treasurer and Bob Moore, our representative from ICM, who advises on the investment portfolio of the Wood County Health Fund. Bob presented us with an update on fund performance and market trends and updates.
- m) Reviewed and analyzed the results of the Classification and Compensation Study RFP responses. Created a matrix for Executive Committee review and discussion.
- n) Attended the Employee Self-Service demo with the IT and Finance Directors on June 28<sup>th</sup>. The ESS system is intended to allow employee's electronic access to their payroll and benefit information and is set to roll out to all employees in early July.
- o) Together with the Human Resources Coordinator, continued developing the training guide and presentation materials for the new Supervisory Performance Evaluation Form. Managers will be invited to attend on-site sessions in July.
- p) With regards to a former employees' appeal related to the Department of Workforce Development Equal Rights Division initial finding of "No Probable Cause", the Administrative Law Judge assigned to the case issued her decision on June 6<sup>th</sup> confirming the finding of "No Probable Cause" on all counts.
- q) With regards to a former employee's initial complaint to the Department of Workforce Development Equal Rights Division and Equal Employment Opportunity Commission in November 2018, we received a Notice of Dismissal.
- r) Conducted an employee conduct investigation.
- s) Received and responded to open records requests.
- t) Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
- u) Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

## 2. **Benefits & HRIS Administrator - Jodi Pingel**

- a) Processed Family Medical Leave requests.
- b) Processed Benefit Elections/Qualifying Events and enrolled in benefits via vendor websites and updated mailing addresses, if applicable.
- c) Processed terminations included cancelling insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc. Prepared payout sheets for terminated employees and suspend accruals.
- d) Conducted Exit Interviews with two employees.
- e) Processed June 2019 COBRA Remittance.
- f) Processed July 2019 TASC Admin Fees and June 2019 WPS Billing Statements/Bill Summary.
- g) Facilitated benefit portion of New Hire Orientations on June 17<sup>th</sup> and June 24<sup>th</sup>.
- h) Reconciled May 2019 invoices for health, dental, vision, life, and disability.
- i) Prepared May 2019 Turnover Report details.
- j) Processed mailing address updates.
- k) Instructed CPR Renewal and Initial Courses throughout the month for multiple employees.
- l) Provided data to the WIPFLI for the Audit related to OPEB and Active Employee counts.
- m) Attended CWSHRM Half Day Conference on June 13<sup>th</sup>.
- n) Attended the Executive Committee Meeting on June 4<sup>th</sup>.
- o) Worked with Jessica Schroeder from Aegis/County Mutual to conduct mandatory Civil Rights Compliance Trainings at multiple locations. Created course evaluation and distributed to attendees. Entered attendance/completion of Civil Rights Training in HRMS.
- p) Met with WPPA Union representatives to exchange proposals for 2020 contract. Established future meeting dates and booked rooms.
- q) Created instructions for running WRS Rolling Look Back report in TimeStar.
- r) Completed salary surveys with Carlson Dettmann for Upper Midwest Chief Appointed Administrative Officer (CAAO) and Upper Midwest Wage Increase.

- s) Participated in Webinar for Discrimination & Harassment Training for Management in the “Me Too” Era.

**3. Human Resource Generalist - Angel Butler-Meddaugh**

- a) Posted the following job vacancies on Cyber Recruiter, Job Net, Indeed, Wood County Employment Opportunities and any other position specific websites: Truck Operator, Psychiatrist, Social Work Supervisor, Land Records Coordinator/GIS Specialist, Director of Nursing – Edgewater, Environmental Health Specialist/Assistant – LTE, AODA Counselor and Bridgeway CBRF Supervisor.
- b) Worked with Department Heads and Supervisors to develop interview questions and coordinate interviews as needed for the following positions: FSET Case Manager, Conservation Program Coordinator (and 2<sup>nd</sup> interviews) and Corrections Officer (full and part-time).
- c) Completed nine caregiver background checks with the Department of Justice and State of Wisconsin. Forwarded results to supervisors for review.
- d) Replied to five requests from other counties requesting information on various topics.
- e) Conducted six exit interviews with outgoing employees. Prepared and sent memos to Department Heads and HR Director for review.
- f) Set-up and reconfigured users in Cyber Recruiter.
- g) Completed references, background check (if applicable) and degree verification (if applicable) for the following positions: Environmental Health Assistant, five Social Work positions, Residential Aide, two Crisis Interventionists and Conservation Program Coordinator.
- h) Offers have been extended and accepted on the following positions: Receptionist/Secretary, LTE Truck Operator, Casual Crisis Interventionist, Environmental Health Assistant, Dispatcher, Social Worker – Ongoing, Casual Crisis Interventionist, Casual Bus Driver, CST Coordinator, PT 60% Crisis Interventions, FSET Coordinator. Closed recruitment files and notified all candidates’ positions have been filled.
- i) Worked on the following job descriptions with Department Head/Supervisor for finalization: Land Records Coordinator/GIS Specialist, Treasurer Coordinator, Bridgeway CBR Supervisor and Health Manager.
- j) Provided information to Child Support regarding their new employee for State Reimbursements.
- k) Ordered service plaque for long-term Human Services employee based on their request.
- l) Scheduled post-offer pre-employment (POPE) drug tests for multiple new hires.
- m) Met with the Child Support Deputy Director to establish an account with Homeland Security to perform E-Verifications with their department.
- n) Met with two County Department Heads, listened to their concerns and provided advice.
- o) Assisted multiple casual employees at the front counter in completing their employment paperwork.
- p) Attended weekly team meeting to discuss current HR activities.

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

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Dispatch	Dispatcher	Filled
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Edgewater	Director of Nursing	Deadline 7/14/19
Replacement	Finance	Deputy Finance Director	Filled
Replacement	Health	Environmental Hlth Asst/Specialist	Filled
New – (LTE)	Health	Environmental Hlth Asst/Spec. (LTE)	Deadline 6/26/19
Replacement	Highway	Summer Help	Filled
Replacement	Highway	Truck Operators – LTE’s	Filled
Replacement	Highway	Truck Operator	Deadline 6/23/19
Replacement	Human Services	Psychiatrist	Deadline 9/3/19



Replacement	Human Services	Social Worker (Fam Services) -3	2 Filled/1 Refs/Bkgrd
Replacement	Human Services	Social Worker (Initial Response)	Refs/Bkgrd
Replacement	Human Services	FSET Case Manager	Filled
Replacement	Human Services	Receptionist/Secretary	Filled
Replacement	Human Services	Casual Bus Driver	Filled
Replacement	Human Services	CST Coordinator	Filled
Replacement	Human Services	Residential Aides (Casual)	Refs/Bkgrd
Replacement	Human Services	Crisis Interventionist – Full-time	Filled
Replacement	Human Services	Crisis Interventionist – Part-time	Filled
Replacement	Human Services	Crisis Interventionists – Casual (2)	Filled
Replacement	Human Services	Social Work Supervisor	Deadline 6/30/19
Replacement	Human Services	AODA Counselor	Deadline 7/7/19
Reinstated	Human Services	Bridgeway CBRF Supervisor	Deadline 7/7/19
Replacement	Land Cons.	Consvtn Program Coordinator	Filled
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Planning & Zoning	Land Records Coordinator/GIS Specialist	Deadline 6/30/19
Replacement	Parks	Camp Ranger	Filled
New	Sheriff	Part-Time Corrections Officers	Interviewing
Replacement	Sheriff	Corrections Officer	Filled
Eligibility List	Sheriff	Corrections Officer	Interviewing
Replacement	Sheriff	Deputy Sheriff	Filled

#### 4. **Human Resources Coordinator - Kelli Quinnell**

- a) Reviewed all JDQ's submitted by departments for the annual Salary Grade Review process with the HR Director. Submitted the Salary Grade Review documents to Carlson Dettmann for review.
- b) Distributed letters to all individuals affected by the market adjustments approved by the Executive Committee and County Board with a July 1<sup>st</sup> effective date.
- c) Created and submitted Personnel Action Forms for market adjustment changes.
- d) Finalized the new employee newsletter and distributed it to all employees on June 27<sup>th</sup>.
- e) Distributed notes from the May Employee Feedback Group meeting to all employees.
- f) Completed multiple questionnaires for Unemployment Insurance.
- g) Reconciled and paid the May 2019 Unemployment Insurance invoice.
- h) Facilitated portions of New Hire Orientation on June 17<sup>th</sup> and 24<sup>th</sup>.
- i) Attended the June 4<sup>th</sup> Executive Committee Meeting. Recorded and prepared the HR minutes.
- j) Attended the Civil Rights Compliance Training on June 11<sup>th</sup>.
- k) Attended the Wood County Wellness Board meeting on June 18<sup>th</sup> in place of the HR Director who was unable to attend.
- l) Assisted the HR Director with creating a survey regarding the Health Insurance Plan and distributed it to all employees. A summary of the results of this survey will be presented to the Executive Committee at their July meeting to aid them in making a decision regarding plan and premium changes.
- m) Attended Discrimination & Harassment Training for Management in the #MeToo Era webinar on June 12<sup>th</sup>.
- n) Entered multiple HR vouchers for payment.
- o) Continued work on scanning employee documents and files into Laserfiche.
- p) Responded to requests for information from other municipalities.
- q) Completed multiple verification of employment requests.
- r) Assisted multiple employees with benefit and policy related questions.

**For specific information on HR activities, please contact the HR Department.**

**WPPA UNION NEGOTIATION/PROPOSAL  
(Human Resources/Sheriff Departments)  
MEETING**

**DATE:** Monday, June 10, 2019  
**PLACE:** Room 114, Wood County Courthouse  
**TIME:** 3:00 p.m.

**PRESENT:** Randy Dorshorst, Peter Kastenholz, Kim McGrath, Jodi Pingel, Scott Goldberg, Rich Burghaus (WPPA)

**EXCUSED:** Shawn Becker

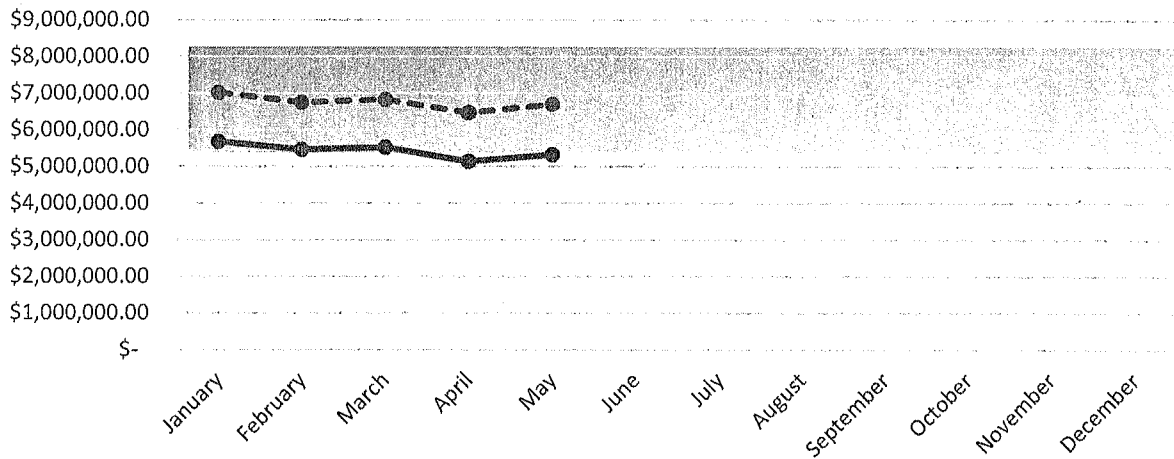
Wood County and Wisconsin Professional Police Association exchanged proposals: Discussion ensued regarding wage scale and placement of current deputies along with performance review related to annual step increase.

Dates established for negotiations as follows: July 15, 2019, July 29, 2019 and August 19, 2019. All meetings will be scheduled to begin at 1:00 pm.

# Health Fund Reserve Fund Balance

Months	2019		2018	
	Total	Available	Total	Available
January	\$ 7,021,371.56	\$ 5,685,137.45	\$ 5,325,107.44	\$ 4,466,063.78
February	\$ 6,755,901.70	\$ 5,469,001.54	\$ 5,115,644.74	\$ 4,342,724.58
March	\$ 6,834,145.97	\$ 5,529,400.66	\$ 5,551,583.01	\$ 4,304,425.43
April	\$ 6,472,162.23	\$ 5,141,045.93	\$ 5,462,109.67	\$ 4,228,079.72
May	\$ 6,701,880.37	\$ 5,329,290.53	\$ 5,430,613.86	\$ 4,027,710.81
June			\$ 5,389,571.46	\$ 4,578,811.63
July			\$ 5,247,789.82	\$ 4,822,978.42
August			\$ 5,817,203.30	\$ 4,820,156.19
September			\$ 6,067,797.47	\$ 4,901,947.05
October			\$ 6,105,707.22	\$ 4,820,156.19
November			\$ 6,198,294.08	\$ 4,901,947.05
December			\$ 6,321,744.80	\$ 5,006,814.05

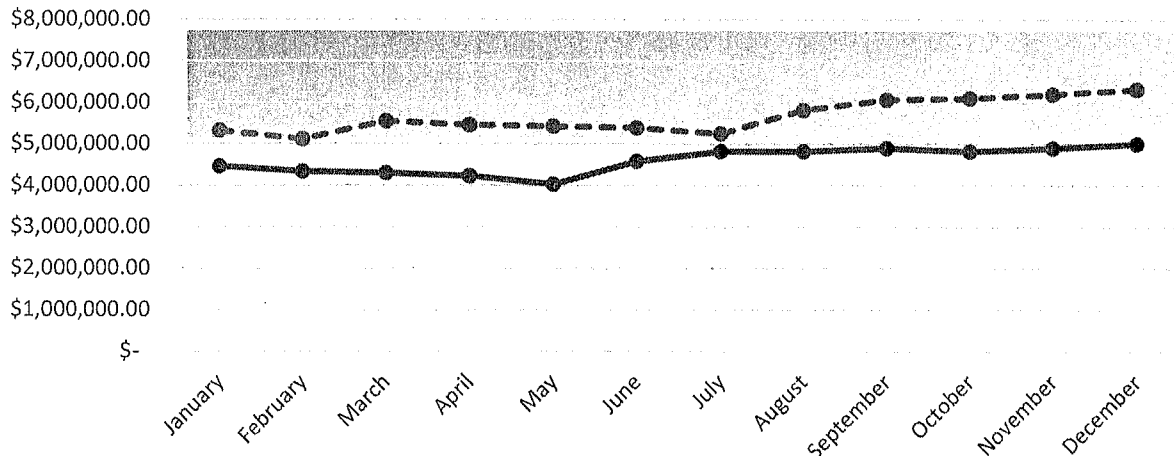
2019 Health Fund Balance\_Available Funds



2019 Total Balance - Dashed Line

2019 Available Funds - Solid Line

2018 Health Fund Balance\_Available Funds



2018 Total Balance - Dashed Line

2018 Available Funds - Solid Line



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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**June 2019**

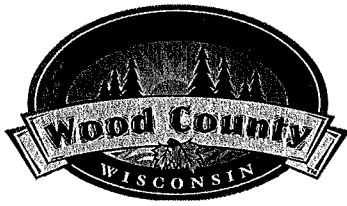
1. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. The Risks of Social Media Sharing training was assigned to all staff.
2. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Software preparation begins for the Norwood TBI unit move to Edgewater. System discovery is scheduled for June regarding a solution to Norwood and Edgewater needs for facility infection reporting. Investigation begins concerning a new software, PRN+ Home Health & Therapy, that will replace Greenfield therapy at Edgewater Haven effective July 1, 2019.
3. Discovery continues for the Treasurer's Office for a project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.
4. The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application.
5. Initial system discovery was discussed with Highway staff regarding a permit management solution for various departments, specifically a timeline for a system for the Highway department.
6. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as changes requests occur. These changes include supporting modifications of the Human Resource policy manual, specifically vacation accrual modifications with a July 1 activation date and preparation for possible other department accrual modifications. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
7. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
8. Discovery phase is complete for Fidler Technologies AVID software implementation for the Register of Deeds Office. Implementation is set for early 2020.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

9. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.
10. Deployed a major update to the Parks and Forestry Department on the Park Reservations system. The update includes mobile device support as well as behind-the-scenes changes to make the system code more maintainable and easier to extend with new features. This summer, IT will work with Parks and Forestry to evaluate continuing with the in-house system versus purchasing a commercial off-the-shelf software package.
11. Continued implementation of Questica budget software, involving Finance, IT, and Questica staff. Work continues on integration between our Dynamics GP accounting software and the capital budget portion of Questica. Key users have been trained on the operating budget portion of the software. Final implementation and "go-live" should be completed in July.
12. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing program. The new program has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on data exports and mail merges for results letters.
13. Investigated possibility of retrieving and exporting specific jail records from IMS as part of records request. This is not possible to automate and extensive staff time will be required to fulfil request.
14. Developed proof-of-concept of office mapping software.
15. Created custom reports for the Jail Department to help with some open record requests.
16. Updated Per Diem & Expense form for County Board Supervisors.
17. Tested RollCall Software with County Clerk
18. Met with HR and Finance to discuss roll out of the new in-house developed Employee Self Service, ESS, system from IT. This system allows employees to access their own data like pay stubs, online. Employees will be able to access this system beginning with the first payroll run in July.
19. Started work on integrating our Security Access Control system with our Active Directory system to keep both of them in sync and up to date with accurate data.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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20. Initial Discovery for Human Services print management is still ongoing. Researching needs and placement.
21. Worked with Highway staff to make changes to the way calls come into the Highway Department.
22. Upgraded Network Switch Software at Norwood. Norwood Paging is operational.
23. Active Directory (AD), a vital network service that provides authentication and user information, continues to be updated by IT staff. AD is integrated with several other software packages utilized throughout the County.
24. Staff are working to complete a physical inventory of computer devices throughout County.
25. Continue to employ two interns to assist IT staff in meeting the daily needs and requests from the Departments we support. The additional staff has allowed IT staff to begin new projects sooner than expected.
26. For the month of May, 631 helpdesk requests were created, with staff completing 614 tickets and leaving 170 open requests. These numbers represent service requests from departments throughout the County.
27. Work in preparation for the Exchange upgrade project continues. Performed a focused effort on infrastructure modification to support upgrade of the email system. Several changes occurred throughout the network. Exchange has been successfully upgraded from Exchange 2010 to Exchange 2016. Preparation is now underway to upgrade to Exchange 2019. This is a major infrastructure upgrade and IT staff need to touch several network servers and devices as a result of these upgrades. During June Four Domain Controllers, (really important servers), were demoted. This leaves us with just one remaining Domain controller to demote prior to beginning the next upgrade.
28. We have received and started configuring new network equipment that will be placed at the North Annex. This is part of our business continuity project. However, it is also assisting in the Exchange upgrade project as we will be relocating a server from Marshfield City Hall to the North Annex. We have also temporarily increased the bandwidth to the North Annex in preparation for moving the new servers to Marshfield. This increase will be removed again once the new microwave circuit is completed.
29. The network team has also been working on preparing our new Citrix environment for use. We plan to start migrating servers from the old environment onto the new environment within the coming days.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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30. IT staff sat through several software demonstrations that can potentially improve IT's infrastructure by better monitoring the County network, keeping third-party software current, and possibly providing improvements in imaging of new PCs.
31. Reviewing software options for phone attendant consoles. Currently Human Services, Norwood, Health, IT, Child Support, and the Sheriff's department use VistaPoint for this purpose. The current solution has been problematic at times and options are being reviewed.
32. Continue to configure new Video Conferencing Units. In an effort to reduce cost, a new model is being deployed. New Video Conferencing Units at Cornerstone and Norwood are operational.
33. Attended Civil Rights training.



# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

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### Letter of Comments June 2019

#### 1. Ongoing Projects and Planning

- a. Emergency Management Office – Drywall is nearly complete, painting will begin soon. Other finishes (carpet, ceiling, etc.) will be getting started in the next few weeks as we have time.
- b. Focus on Energy programs – Continuing to explore opportunities for facility improvements that offer increased efficiency, reliability, and rebate funding where available. The recent extension of the County's Lean Process and Renewable & Sustainable grant deadline will give me time to gather information for another small project that will offer some cost reduction opportunities.
- c. National Renewable Energy Laboratory (NREL) – The recent solar screening that was completed by NREL offers an overview of potential solar installations at four County properties. I met with a local solar installer to discuss more details about two sites and should have more information for the Committee soon.
- d. Marshfield City Hall Plaza 2<sup>nd</sup> Floor – Remodeling for the Cornerstone offices will commence in July, and will be completed no later than October 14<sup>th</sup>.
- e. River Block – We are continuing to work with contractors to finish repairing all the damage caused by a large power surge in May, I am expecting all the repairs to be completed by the end of July.
- f. Jail Sewer Line Inspection – We have completed inspecting a majority of the Jail sewer lines and found the condition to be a little better than expected. That is good news, however, there will still be some updates and repairs needed to our plumbing system in the Jail.
- g. Edgewater Haven Renovations – Working with Human Services staff to begin planning requested 2020 CIP projects.
- h. Facility Management Software – Working with Human Services and Information Technology to implement software that will track work orders and preventive maintenance at Norwood Health Center and Edgewater Haven.

#### 2. Miscellaneous

- a. Civil Rights Training, Budget Software Training.
- b. Attended: County Board, Executive, Judicial & Legislative, Public Safety, Security, HIRC, and Health & Human Services Committee meetings.
- c. Planning to participate in the WCA Annual Conference with the Wisconsin Facility Management Association.





# Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – June 2019

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#### **Safety/Risk/Insurance/Work Comp - News & Activities:**

- Insurance policy premium charges to departments.
- DSPS Highway Department Safety Inspection. Purchased safety labels. Only one possible violation.
- Annual Safety Training is being completed by Departments.

#### **Lost Time/ Restricted Duty/Medical Injuries: 4**

- 06/11/2019 – Sheriffs – Employee sustained injuries from a gunshot wound to the right upper arm. On administrative leave. Lost Time Injury.
- 06/11/2019 – Sheriffs – 2 Employees sustained BBP exposures while administering CPR. Medicals Only.
- 06/15/2019 - Sheriff's Deputy sustained multiple dog bites to both hands. Medical Only.

#### **First Aid Injuries: 5**

- 05/29/2019 – Maintenance – Employee sustained a contusion to the right hand when it struck a metal stud.
- 05/25/2019 – Edgewater – Employee a scratch to the left forearm from a combative resident.
- 05/30/2019 – Corrections – Employee sustained an abrasion to right elbow from contact with an inmate.
- 05/30/2019 – Corrections - Employee sustained a left hip injury from a combative inmate.
- 06/19/2019 – Edgewater – Employee sustained scratches from a combative resident.

#### **Property/Vehicle Damage Claims: 0**

#### **Liability – Wood County - Notice of Injury and Claim: 0**

#### **Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases/ EEOC claims/ etc:**

- Currently 1 active suicide claim.
- Currently 1 active EEOC claim.

#### **2019 Goals: Continue Pro Active Injury and Loss Control Initiatives.**

Continue to encourage departments and employee's to call the Alaris Care Line when injured at work and the injury requires medical treatment. This will help control work comp claims costs.

Continue to lower work comp department charges for future budgets if work comp reserve funds remain high. Continue the proactive approach to safety for Wood County.

## **TREASURER'S REPORT**

07-09-2019

By: H. Gehrt

1. Attended Executive Committee meeting on June 4.
2. Attended the Wisconsin County Treasurers Association Summer Conference in Waupaca on June 5-7.
3. Attended mandatory Civil Rights Training on June 11.
4. Attended bi-monthly Wisconsin Local Government Leadership Academy workshop in Stevens Point on June 13-14.
5. Attended a Fraud Training session in Stevens Point on June 17.
6. Attended County Board on June 18.
7. Attended Executive Committee meeting on June 20.
8. Had a meeting with HR Director McGrath to discuss reclassifying the Administrative Services 4 position to Coordinator position within the office on June 20.
9. Attended Accounts Meeting on June 20.
10. Attended budget software training on June 25.
11. Met with our Financial Advisor, Bob Moore, on June 25.
12. Met with fiscal staff at the City of Marshfield on June 26 to go over where the County would be sitting for tax collections on July 24 due to the moving into the new building. We will be utilizing the front desk area, however, this area is not secured like the other collection area was in the former building. We may have to re-evaluate the collections procedures for future years.
13. The Department sent out 6,105 postponed notices reminding people of their second half tax payment due by July 31. It also gave them notice of the Marshfield tax collection date and times (July 24 9am-3pm).
14. The Department sent out 894 delinquent notices to people whom owe back taxes for all years.

## **Wood County Employee Wellness Update**

July 9th, 2019 Submitted: Adam Fandre

### 2019 Employee Wellness Program

**New Hire Orientation-** Continue to promote and encourage new hires to participate in the 2019 Wellness year. New hires will 90 days from their date of hire to complete their biometric screening, health risk assessment and health coaching appointment to enroll in the 2019 year and receive the 2020 health insurance premium discount.

### **Portal Updates-**

542 participants have completed their health coaching appointment

541 participants have received their quarter 1 \$100 incentive

225 participants have complete the quarter 2 wellness challenge

### **June 19, 2019 Wellness Committee Updates-**

- Wellness Champ stated they received inquiry from employee if the County Parks would be willing to offer discount to employees. Sandra Green, Champ representative from Parks & Forestry Department did discuss this with Chad Schooley prior to meeting. Chad is open to the idea, but more details would need to be discussed. Sandra will get more information and bring to the Wellness Committee.
- Reviewed general feedback received in regards to quarter 2 walking challenge. Overall, very positive and well received. Numerous employees requested a challenge like this will continue to allow them to track steps moving forward. Reviewed post-evaluation survey and process for receiving points.
- General discussion took place in regards to the focus of the Quarter 3 Wellness Challenge. Consensus of Wellness Committee was to bring back Healthy Bingo as it was well received and very popular previously.
- Adam updated Wellness Committee on discussion that took place at the most recent Wellness Board meeting and the drafted version of the Wellness Appeal policy. Extensive discussion ensued. Many questions and concerns were brought up about the process for employees who missed a deadline to earn cash incentives, the new deadlines for these individuals, etc. Adam will touch-base with Sue Kunferman to share Wellness Committee's concerns and feedback.
- General reminders for completing health coaching appointments, the third and final qualifying wellness activity to enroll in the wellness program, were discussed. Champs will send written and verbal reminders to respective departments.

### **May 7, 2019 Wellness Board Updates-**

- General discussion lead by Jordan Bruce on the logistics of clinics in the fall. The vaccine has been ordered and logistics of serving the employees in Wood County buildings are being formalized.
- Discussion regarding formal appeal process for participants who missed deadline and eligibility for the insurance premium discount took place. No exceptions have been made in the past. Extensive conversation took place regarding the need for a formal appeal policy as well as pros and cons of deadlines and grace periods. Motion (Rozar/Bruce) to develop an appeal process policy draft to be considered at the next meeting. This policy will address missing deadlines. After approved by this Board, the policy will be forwarded to the Executive Committee for consideration and approval.
- Adam reported the Committee is active and going well. There is a planning focus with the Committee, and they are open to constructive feedback to their functioning.

### **Coordinator Monthly Updates-**

- Continue to send reminders, updates, and other various communications in regards to completing the required steps in order to stay on track for enrolling in the 2019 Wellness Program.
- Worked with Human Resources to finalize tentative wellness appeal procedure to be discussed at June Wellness Board meeting in addition to appeal policy form.
- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings. Sent out individualized numbers for various departments of employees who had yet to complete their health coaching appointment.

- Working with staff at departments who do not have computers or readily available access to computers in order to complete their health coaching appointments.
- Communicated final, individual reminders that health coaching sign-up is available to employees and spouses with step-by-step instructions of how to schedule an appointment.
- Met with participants face-to-face or over the phone to complete in-person and telephonic health coaching appointments. Locations traveled to include River Block, Wisconsin Rapids Courthouse, Edgewater Haven Nursing Home, the Highway Department, Cornerstone (Marshfield), the Old City Hall Plaza (Marshfield) the Annex & Health Center.
- Working closely with Human Resources and Finance to send any applicable 1<sup>st</sup> quarter \$100 payouts to participants who are terminating employment before the end of the month.
- Working with finance department to send 1<sup>st</sup> quarter \$100 payouts to employees and spouses who complete their health coaching appointment.
- Worked with UW-Extension and Health Department to coordinate June Lunch & Learn focused on the farmer's market. Recorded presentation with the help of video equipment from Wisconsin Rapids Community Media Center.
- Crafted June lunch & learn quiz to be uploaded to ManageWell for participants unable to view in-person as well as hard copy versions for employees without readily available computer access.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations. Also working with maintenance to assist with installation of any recommended equipment.
- Coordinated with various massage therapists to hold chair massages at the courthouse and River Block in order to meet the needs/wants of various shifts/departments. Sending out appointment reminders to employees who scheduled appointments.
- Working with IT to transfer current chair massages schedules and appointments on google spreadsheets to Signup Genius, a new appointment scheduling website.
- Meeting with new hires to review Wellness Program and assist with registration and successful completion of three required activities by their appropriate deadlines.
- Updated information on Wellness internet and intranet pages with the help of IT.
- Wrapped up the quarter 2 wellness challenge, Hawaiian Hike, which focused on tracking steps and meeting a minimum of 50,000 each week for four weeks. This challenge began on Monday, May 27<sup>th</sup> and ended on Sunday, June 23<sup>rd</sup>. Crafted post-evaluation survey and sent to participants for feedback.
- Created quarter 3 activities, events and updates in ManageWell portal. Sent out quarter 3 "kick off" email providing overview of upcoming activities, lunch & learns, reminders, etc. for quarter 3.
- Continue to update wellness bulletin boards at various Wood County locations with most up-to-date information and wellness resources.
- Continue to assist participants with navigating wellness portal and answering questions as they arise. Any feedback received is passed along to ManageWell support staff.
- Completed KnowBe4 training module as well as IT account clean-up project.

#### Wellness Activities Currently Going on in 2019

**Work out Watch:** Employees have the opportunity to earn 500 wellness points by creating and sticking to physical fitness goal for the quarter. In order to claim these points they must complete and submit a "Work Out Watch Form" to the Wellness coordinator by each quarter deadline. Must have goal created and approved by the Wellness Coordinator by: Quarter 2-January 15<sup>th</sup>, Quarter 3-April 15<sup>th</sup>, Quarter 4-July 15<sup>th</sup>. Employees complete a self- review form of their goal and submit to the Coordinator at the end of each quarter to determine employee wellness points awarded.

Enclosures:

Jun 19<sup>th</sup>, 2019 Wellness Committee meeting minutes

May 7<sup>th</sup>, 2019 Wellness Board meeting minutes

2019 Quarter 3 Wellness Story

**Name of Meeting:** Wellness Committee Meeting Agenda  
**Date:** 6/19/2019

**Location:** Courthouse Room 114 or \*8408

**Time Called to Order:** 1:00 p.m.

**Time Adjourned:** 2:00 p.m.

**Call in Number:** \*8408

**Members Present/Call in**

Adam Fandre, Amy Kniprath, Kim Keech, Sandra Green, Lisa Keller, Dawn Schmutzer, Kirsten Wentzel, Michaela Rucker, Caity Carmody, Laura Clark,

**Members Absent:**

**Recording Professional:**  
 Laura Clark

**Next Meeting:**

- Date: 3rd Tuesday of each month, July 16th, 2019
- Time: 1:30pm
- Location: TBD
- Call in #: \*8408

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
Massages at Edgewater	<ul style="list-style-type: none"> <li>• Update</li> </ul>	Adam is working on getting massages set up to be once per month at Edgewater from 10 a.m. to 1 p.m.	All
Wellness Program Participation Form – Rough Draft	<ul style="list-style-type: none"> <li>• Review</li> <li>• Thoughts</li> </ul>	Adam sent out a Wellness Program Participation Form with the minutes. He asked for any feedback from the group. This will go out at the end of the year.	Adam/Jodi
County Parks/Camping Discounts	<ul style="list-style-type: none"> <li>• Thoughts?</li> </ul>	Question was asked of one of the champs if the County Parks would give a discount to County employees. Sandy will work with Chad on this and get back to the Committee.	Adam/Kim
Quarter 2 Wellness Challenge Wrap-up	<ul style="list-style-type: none"> <li>• Feedback</li> <li>• Completion deadline</li> <li>• When points will be awarded</li> </ul>	The walking challenge ends on Sunday, June 23 <sup>rd</sup> . Everyone stated they have received positive feedback. Everyone seems to love a walking challenge. It was asked if the tracking in Managewell could continue, even though the challenge is over. Adam stated this unfortunately can't be done.	All
Quarter 3 Wellness Challenge	<ul style="list-style-type: none"> <li>• Ideas?</li> </ul>	Healthy Bingo was discussed as a Quarter 3 challenge.	Adam
Health Coaching	<ul style="list-style-type: none"> <li>• Send reminders</li> </ul>	Adams stated he has 500+ Health Coaching meetings done to date. There are a few people who haven't signed up yet, much less had their health coaching done. He will send reminders to those people, as this needs to be completed by June 30 <sup>th</sup> . Health Coaching is the third thing that needs to get done to insure an employee gets lower health insurance premiums for 2020. Adam also asked members if anyone has any good health stories on how the Wellness Program made a positive impact on them, to send the story to him so he has them by the September Wellness Board meeting.	All
Wellness Bulletin Board Handouts	<ul style="list-style-type: none"> <li>• Topics?</li> </ul>	Adam will get information out to update the bulletin boards at all locations.	Adam
Wellness Board Updates	<ul style="list-style-type: none"> <li>• Review</li> <li>• Appeal Procedure</li> <li>• July Executive Committee on 7/9</li> </ul>	The Wellness Board met on Tuesday, June 18 <sup>th</sup> and discussed the tentative appeal process. It was decided a person would have a 10 day grace period to contact Adam of a missed activity. If Adams says no, that person would have 10 days to fill out an appeal form. Discussion was held regarding people who didn't complete the first three required activities, can they participate in the last three quarters to help make up for their increase in premiums? Apparently they can, however Adam stated there are still some gray areas and they definitely need more answers. Adam will touch-base with Wellness Board Chair to Committee's concerns and feedback.	All

Other	<ul style="list-style-type: none"> <li>Any other items?</li> </ul>	Lisa stated its possible a folder will be made in the L:/ drive for wellness information only. More to come on this.	Adam/All
How to Get Wellness Word Out & Increase Participation	<ul style="list-style-type: none"> <li>Identified locations whose participation rates are lowest, will try to reach out to these areas.</li> <li>Update on department interactions (who talked to who)</li> </ul>	N/A	All

## **Wood County Employee Wellness Board Meeting Minutes**

Tuesday, May 7, 2019

Wood County Courthouse, IT Conference Room

400 Market Street, Suite 205, Wisconsin Rapids

**Board members present:** Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Director—ex-officio), Sue Kunferman, Jordon Bruce

**Excused:** Angela Zausch (Horton Group)

**Also present:** (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus), Shawn Becker, Caitlin Carmachy, Bill Clendenning

1. Chair Kunferman called the meeting to order at 1:02 p.m.
2. **Introductions:** around the room
3. **Public comments:** None
4. Motion (Kaup/Bruce) to receive and place on file the minutes from the February 19, 2019 meeting. All ayes. Motion carried.
5. **Flu Vaccine Clinic Logistics**  
General discussion lead by Jordan Bruce on the logistics of clinics in the fall. The vaccine has been ordered and logistics of serving the employees in Wood County buildings are being formalized.
6. **Discussion regarding sit/stand desk requests by departments**  
Request from DA's office has been resolved. No other requests currently.
7. **Update on biometrics, HRA, and health coaching**  
This process is going well. 566 employees have completed biometrics, 558 have completed the HRA questionnaire, and 167 have completed coaching. 500 individuals have registered or completed health coaching.
8. **Review of missed deadline situations**  
Discussion part of agenda #9
9. **Discussion regarding formal appeal process**  
This agenda item was discussed at the beginning of the meeting to accommodate public members present who presented their cases for having missed deadlines. Board discussion followed those comments. 6 individuals missed the deadlines to be eligible for the insurance premium discount. No exceptions have been made in the past. 1 individual missed a date

because of the weather but had other chances to meet the deadline. Discussion ensued regarding the need for a policy. Comments made regarding the pros and cons of deadlines and grace periods. Motion (Rozar/Bruce) to develop an appeal process policy draft to be considered at the next meeting. This policy will address missing deadlines. After approved by this Board, the policy will be forwarded to the Executive Committee for consideration and approval.

**10. Review Financials**

Budget on track with no concerns currently.

**11. Review from The Horton Group**

Kim reported the Executive Committee (EC) requested RFPs for 3<sup>rd</sup> party administrators. Those RFPs were presented to the EC and a motion was made to change 3<sup>rd</sup> party administration to Anthem from WPS. Implementation of this change will occur over the coming months.

**12. Update from Wellness Committee**

Adam reported the Committee is active and going well. There is a planning focus with the Committee, and they are open to constructive feedback to their functioning.

**13. General Employee Wellness updates**

There was discussion of a JAMA article forwarded to Board members regarding workplace wellness programs and their effectiveness.

**14. Future Agenda Items**—as previously discussed.

**15. Set Next Meeting date**—June 18, 2019, 1:00 – 2:30 p.m., IT Conference Room, Courthouse

**16. The Chair declared the meeting adjourned at 2:24 p.m.**

Submitted and electronically signed,

*Donna M. Rozar*

Donna Rozar, secretary

Minutes in draft form until approved at the next Wood County Wellness Board meeting



"I lost my best friend on February 12, 2019 after 35 years and it's the best thing that ever happened to me"

### Featured WellStory!

I lost my best friend on February 12, 2019 after 35 years and it's the best thing that ever happened to me. She stole from me and I allowed it to happen. My money, my time and my confidence were all taken from me, by my own choice. She cost me \$63,875 and nearly 2 hours of my time, every single day.

Her name. Marlboro Lights. A pack a day for 35 years. I decided it was time to quit.... again. This would be my third and final attempt. It wasn't an easy decision; although it still took me a year.

Adam Fandre, our Wellness Coordinator, suggested I read "Easy Way to Quit Smoking" by Allen Carr. I can't even tell you how hesitant I was. Really? A book? Not happening. In my past attempts, I used nicotine patches. They worked initially; but I never stopped thinking that I had given up something so precious to me. It wasn't "fair" that I had to quit. I remember looking at other smokers thinking how lucky they are that they get to smoke. Really?

What did I have to lose if I tried the book? Either it works or it doesn't. I did a lot of research and read the over 5,000 comments and so many said "I don't know how, I just knew after I finished the book, I was done smoking". Talk about skeptical. I ordered the book on Amazon for \$7.59. About the price of a pack of cigarettes. I started to read the book, then put it down for months. I'd pick it back up and read another chapter. It was a slow process all the while thinking about HOW am I going to do this?

I finally picked my date. February 12, 2019, it was a Tuesday. Now I HAD to finish the book, which I did only hours before putting out my last cigarette. I was afraid to quit. Terrified. Smoking had been a part of my routine for more than half of my life. How can I "live" without her? How would I relax? How would I handle stress? WHAT AM I GOING TO DO WITHOUT HER? She went with me everywhere I went; I never forgot to bring her. It was terrifying, but I also knew it was something I HAD to do.

As I was reading the book, I realized I was thinking ALL WRONG! She wasn't my friend, she was my enemy. I didn't NEED her. I thought to myself how does a non-smoker handle stress? How does a non-smoker relax? Obviously, they do, but they don't need cigarettes in order to do so. What did I do before I became a smoker? If anything, it brought me more stress. Not having the money to afford them, not being able to smoke, not wanting people to know I smoked, not going to certain events because I couldn't smoke. The list could go on.

As I read the book, it encourages you to smoke while you are still reading. He tells you to “light one up” and inhale deeply, while asking yourself how that makes you feel. Really THINK about it. Now mind you, I wasn’t a chain smoker and didn’t smoke in the house. I always went outside no matter what the weather.

During the week, I would smoke two in the morning, one on break, two at lunch, one on break, then one every half hour until 8 p.m. I didn’t smoke past then because I didn’t want to “stink” when I went to bed (even though I already did – my hair, my breathy, my skin, my clothes). On the weekends, I smoked every half hour. I smoked before I ate, after I ate, before I showered, after I showered, when I got in my car, before I got out of my car and on and on and on.

I only mentioned when I smoked because it was MY time, which is what I mentioned I had lost. About five minutes every time. One hour and 40 minutes every single day just to smoke. I used to think “well that’s my time to relax”. That’s MY time. Knowing all the while that as I’m “relaxing” I’m slowly killing myself AND PAYING FOR IT! Literally, at the end, \$8 per pack, which I smoked every day, sometimes more. Since I started, \$63,875. That’s averaging \$5 per pack, per day for 35 years. Imagine what I could have spent that money on?

Like I said, my money, my time and my confidence were taken from me, by my own choice. I’m hoping my health wasn’t affected, but only time will tell. My husband had quit years’ ago, on my second attempt, but he never berated me or told me to quit, he was patient while I worked through my addiction, which is what it was.

So much time and energy was put into smoking that I had to find something else to fill that void. So, I started walking. A lot. In the process, I’ve lost 10 pounds and am feeling so much better. My only regret is that I didn’t do this long ago.

I do not have a fear that I will ever smoke again. My thought process is very different from the other two times I quit. I didn’t “give up” anything, instead I’ve gained SO much. My time, my money, my freedom, my confidence and my health. That is my wellness story. If you smoke or love someone who does, buy the book. What do you have to lose?

Angel Meddaugh



# COUNTY BOARD CLAIMS

May-19

May 2019

Paid June 2019

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Robert Ashbeck	May-19	400.00	71.92		\$471.92
Allen Breu	May-19	350.00	81.20		\$431.20
William Clendenning	May-19	665.00	76.56		\$741.56
Ken Curry	May-19	515.00	24.36		\$539.36
Michael Feirer	May-19	300.00	122.96		\$422.96
Adam Fischer	May-19	515.00	420.50		\$935.50
Jake Hahn	May-19	300.00	63.80		\$363.80
Brad Hamilton	May-19	250.00	16.24		\$266.24
Marion Hokamp	May-19	350.00	37.12		\$387.12
Bill Leichtnam	May-19	650.00	193.14		\$843.14
Doug Machon	May-19	565.00	342.20		\$907.20
Lance Pliml	May-19	450.00	32.48	8.44	\$490.92
Dennis Polach	May-19	515.00	11.25		\$526.25
Donna Rozar	May-19	670.00	189.08		\$859.08
Jason Zaleski	Jan - May 19	1,250.00	294.64		\$1,544.64
Joe Zurfluh	May-19	250.00	12.76		\$262.76
Steve Kulick	May-19	50.00	0.00		\$50.00
		\$ 8,045.00	\$ 1,990.21	\$ 8.44	\$ 10,043.65

Chairman

Executive Committee

## Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JUNE 2019

For the range of vouchers: 06190144 - 06190160

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190144	POSTMASTER - WISCONSIN RAPIDS	PO BOX Fee - 1 year	06/03/2019	\$1,310.00	P
06190145	LANGTON DENNIS	May 2019 Deliveries	06/03/2019	\$209.00	P
06190146	CENTURYLINK	Various Long Distance Chgs	06/11/2019	\$166.67	P
06190147	UNITED MAILING SERVICE	MAIL FEES FOR MAY 1 - 31 2019	06/13/2019	\$947.17	P
06190148	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD - May County Board Mtg	06/14/2019	\$20.00	P
06190149	WISCONSIN MEDIA	Various Newspaper Ads	06/18/2019	\$2,049.38	P
06190150	UNITED PARCEL SERVICE	REPLENISH UPS ACCT JUNE 2019	06/24/2019	\$250.00	P
06190151	TDS TELECOM	TDS PHONE 715-652-2107 MAY 19	06/28/2019	\$57.30	
06190152	TDS TELECOM	TDS PHONE 715-84-6479 MAY 19	06/28/2019	\$57.55	
06190153	TDS TELECOM	TDS PHONE 715-652-2067 MAY 19	06/28/2019	\$69.51	
06190154	TDS TELECOM	TDS PHONE 715-652-3551 MAY 19	06/28/2019	\$43.46	
06190155	TDS TELECOM	TDS PHONE 715-884-6596 MAY 19	06/28/2019	\$23.45	
06190156	FRONTIER COMMUNICATIONS	Various Mfld Phone Chgs	06/28/2019	\$136.22	
06190157	WOOD TRUST BANK	VISA Charges - June	06/28/2019	\$178.00	
06190158	LANGTON DENNIS	June 2019 Deliveries	07/01/2019	\$190.00	
06190159	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD County Board June	06/24/2019	\$20.00	
06190160	OFFICE ENTERPRISES INC	Ink Tank for mail machine	06/21/2019	\$231.62	
<b>Grand Total:</b>				<b>\$5,959.33</b>	

### 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: JUNE 2019

For the range of vouchers: 14190181 - 14190204

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190181	AMERICOLLECT INC	GARNISHMENT PAYMENT	06/06/2019	\$77.51	P
14190182	BADGER STATE INDUSTRIES	SIGNAGE FOR UW MFLD	03/29/2019	\$1,041.68	P
14190183	BADGER STATE INDUSTRIES	SIGNAGE FOR UW MFLD	05/29/2019	\$27,631.57	P
14190184	BOSTON MUTUAL	WHOLE LIFE INSURANCE	06/06/2019	\$1,245.72	P
14190185	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	06/06/2019	\$294.29	P
14190186	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	06/06/2019	\$287.96	P
14190187	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	06/06/2019	\$176.24	P
14190188	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/06/2019	\$3,105.77	P
14190189	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/06/2019	\$2,073.04	P
14190190	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/06/2019	\$3,659.39	P
14190191	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	06/06/2019	\$416.36	P
14190192	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	06/06/2019	\$225.11	P
14190193	QUESTICA LTD	BUDGETING SOFTWARE	05/31/2019	\$100.00	P
14190194	LAMBERT STEVEN	6/6/19 DIRECT DEPOSIT RETURN	06/07/2019	\$40.00	P
14190195	BOSTON MUTUAL	WHOLE LIFE INSURANCE	06/20/2019	\$1,245.72	P
14190196	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	06/20/2019	\$279.59	P
14190197	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	06/20/2019	\$288.68	P
14190198	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	06/20/2019	\$183.40	P
14190199	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSUR	06/20/2019	\$1,939.84	P
14190200	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/20/2019	\$2,923.06	P
14190201	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/20/2019	\$3,713.38	P
14190202	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	06/20/2019	\$348.27	P
14190203	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	06/20/2019	\$225.27	P
14190204	UW - GREEN BAY	WGFOA DUES - NEWTON	06/24/2019	\$25.00	P
Grand Total:				\$51,546.85	

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: JUNE 2019

For the range of vouchers: 17190045 - 17190053

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17190045	JEFF SCOTT LAW FIRM SC	Attorney Fees & Costs	06/04/2019	\$41,225.60	P
17190046	LACHAPELLE ANNE	Payout Subject to 1099	06/04/2019	\$30,919.40	P
17190047	HORTON GROUP INC THE	Consulting Fees - June 2019	06/12/2019	\$2,083.33	P
17190048	WI DEPT OF WORKFORCE DEVELOPMENT	May 2019 Unemployment Charges	05/31/2019	\$2,599.07	P
17190049	WOOD TRUST BANK	Visa Charges - May 2019	05/20/2019	\$762.50	P
17190050	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	05/29/2019	\$1,200.00	P
17190051	NATIONWIDE TRUST CO FSB	PEHP	06/18/2019	\$11,832.05	P
17190052	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal Classes	06/06/2019	\$90.00	P
17190053	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal Classes	06/14/2019	\$200.00	P
Grand Total:				\$90,911.95	

### Signatures

Committee Chair:

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Committee Member:

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**Committee Report**  
County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: JUNE 2019

For the range of vouchers: 27190181 - 27190231

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190181	AMAZON CAPITAL SERVICES	TRANSPORTATION HEADSET	05/28/2019	\$52.66	P
27190182	AMAZON CAPITAL SERVICES	TRANSPORTATION HEADSET	05/28/2019	\$149.99	P
27190183	BAYCOM INC	NORWOOD TOUGHBOOKS	05/21/2019	\$26,100.00	P
27190184	CDW GOVERNMENT INC	ADOBE LICENSES PO 56547	05/14/2019	\$91.62	P
27190185	CDW GOVERNMENT INC	BUSINESS CONTINUITY UPS UNIT	05/23/2019	\$500.18	P
27190186	CDW GOVERNMENT INC	BUSINESS CONTINUITY UPS UNIT	05/24/2019	\$4,786.10	P
27190187	CHARTER COMMUNICATIONS	INTERNET PRO100	05/24/2019	\$130.00	P
27190188	FRONTIER COMMUNICATIONS	PHONE CHARGES	05/22/2019	\$1,145.77	P
27190189	INSIGHT PUBLIC SECTOR INC	NORWOOD NETWORK UPGRADE	05/15/2019	\$644.18	P
27190190	INSIGHT PUBLIC SECTOR INC	SHERIFFS DEPT PC REPLACEMENT	05/16/2019	\$11,759.86	P
27190191	INSIGHT PUBLIC SECTOR INC	SHERIFFS DEPT PC REPLACEMENT	05/20/2019	\$262.14	P
27190192	INSIGHT PUBLIC SECTOR INC	HS ROOM KITS FOR EW AND RB	05/20/2019	\$13,226.40	P
27190193	INSIGHT PUBLIC SECTOR INC	SHERIFFS DEPT PC REPLACEMENT	05/22/2019	\$2,238.18	P
27190194	SOLARUS	PHONE CHGS ACCT 00063942-1	06/01/2019	\$10,096.97	P
27190195	SOLARUS	PHONE CHGS ACCT 00077856-5	06/01/2019	\$292.20	P
27190196	SOLARUS	PHONE CHGS ACCT 00061009-7	06/01/2019	\$69.99	P
27190197	US CELLULAR	CELL PHONE CHGS ACCT 277407322	05/16/2019	\$1,989.29	P
27190198	US CELLULAR	CELL PHONE CHGS ACCT 851710598	05/16/2019	\$724.91	P
27190199	US CELLULAR	CELL PHONE CHGS ACCT 203538532	05/16/2019	\$802.54	P
27190200	US CELLULAR	CELL PHONE CHGS ACCT 217293182	05/20/2019	\$931.69	P
27190201	US CELLULAR	CELL PHONE CHGS ACCT 203391922	05/20/2019	\$130.36	P
27190202	AMAZON CAPITAL SERVICES	DELL BATTERY	05/30/2019	\$28.99	P
27190203	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/05/2019	\$12.98	P
27190204	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/05/2019	\$15.95	P
27190205	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/05/2019	\$7.98	P
27190206	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/07/2019	\$7.10	P
27190207	AMAZON CAPITAL SERVICES	USB CABLES	06/08/2019	\$41.37	P
27190208	INSIGHT PUBLIC SECTOR INC	2019 PC ORDER	05/22/2019	\$635.80	P
27190209	INSIGHT PUBLIC SECTOR INC	2019 PC ORDER	05/25/2019	\$4,181.28	P
27190210	INSIGHT PUBLIC SECTOR INC	2019 PC ORDER	05/29/2019	\$8,810.85	P
27190211	INSIGHT PUBLIC SECTOR INC	2019 PC ORDER	06/03/2019	\$26,483.84	P
27190212	INSIGHT PUBLIC SECTOR INC	NORWOOD NETWORK UPGRADE	06/03/2019	\$21,765.00	P
27190213	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	06/04/2019	\$3,342.81	P
27190214	US BANK	CREDIT CARD CHARGES	05/28/2019	\$2,998.30	P



## Committee Report - County of Wood

INFORMATION TECHNOLOGY - JUNE  
2019

27190181 - 27190231

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190215	VERIZON	CELL CHGS ACCT 242258062-00001	06/01/2019	\$1,438.06	P
27190216	AMAZON CAPITAL SERVICES	DATA CENTER CART	06/14/2019	\$188.15	P
27190217	AMAZON CAPITAL SERVICES	HS CD DRIVE	06/15/2019	\$34.99	P
27190218	BAYCOM INC	SHERIFF TOUGHBOOK Q	06/05/2019	\$3,500.00	P
27190219	INSIGHT PUBLIC SECTOR INC	EMAIL SERVER UPGRADE	05/31/2019	\$994.50	P
27190220	INSIGHT PUBLIC SECTOR INC	2019 PC ORDER	06/01/2019	\$7,448.58	P
27190221	VISTA IT GROUP	CISCO 8821 PHONE FOR NORWOOD	03/14/2019	\$464.00	P
27190222	VISTA IT GROUP	CONFERENCE PHONE PAD - HEALTH	04/25/2019	\$185.17	P
27190223	BAYCOM INC	SO RESCUE TOUGHBOOK	06/17/2019	\$309.00	P
27190224	CDW GOVERNMENT INC	EDGEWATER PHONE MOUNTS	06/14/2019	\$84.60	P
27190225	CDW GOVERNMENT INC	EDGEWATER PHONE MOUNTS	06/19/2019	\$211.50	P
27190226	ECON ELECTRIC	NORWOOD DATA SAFE PROJECT	05/24/2019	\$23,475.00	P
27190227	INSIGHT PUBLIC SECTOR INC	NORWOOD NETWORK UPGRADE	06/10/2019	\$1,080.80	P
27190228	INSIGHT PUBLIC SECTOR INC	NORWOOD NETWORK UPGRADE	06/11/2019	\$1,496.80	P
27190229	INSIGHT PUBLIC SECTOR INC	2019 PC ORDER	06/11/2019	\$20,560.89	P
27190230	INSIGHT PUBLIC SECTOR INC	2019 PC ORDER	06/12/2019	\$2,734.59	P
27190231	INSIGHT PUBLIC SECTOR INC	HEALTH THINKPAD DOCK	06/17/2019	\$160.59	P
<b>Grand Total:</b>				<b>\$208,824.50</b>	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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## Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: JUNE 2019

For the range of vouchers: 19190451 - 19190544 50121002 - 50121003

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190451	ACE HARDWARE	WATER SOFTENER SALT	05/22/2019	\$377.37	P
19190452	ACE HARDWARE	EM OFFICE - SUPPLIES	05/29/2019	\$10.99	P
19190453	ACE HARDWARE	EM OFFICE - SUPPLIES	05/29/2019	\$33.80	P
19190454	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	05/25/2019	\$3,979.85	P
19190455	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	05/28/2019	\$393.48	P
19190456	CURRENT TECHNOLOGIES INC	EM OFFICE - HEATER CIRCUITS	05/24/2019	\$850.00	P
19190457	EAGLE CONSTRUCTION CO INC	CH SECURITY OFFICE - MASONRY	05/24/2019	\$948.42	P
19190458	FOUNDATION BUILDING MATERIALS	EM OFFICE - BUILDING SUPPLIES	05/22/2019	\$1,555.61	P
19190459	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	05/30/2019	\$200.44	P
19190460	GAPPA SECURITY SOLUTIONS LLC	KEYS	05/24/2019	\$14.80	P
19190461	GRAINGER (Maintenance)	FLUORESCENT LAMPS - JAIL	05/29/2019	\$34.44	P
19190462	VIKING ELECTRIC SUPPLY	EM OFFICE-ELECTRICAL SUPPLIES	05/29/2019	\$569.36	P
19190463	WOOD TRUST BANK	SD CORKBOARD, CLK OF CTS PURCH	05/20/2019	\$707.20	P
19190464	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	05/31/2019	\$148.26	P
19190465	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	06/04/2019	\$5,715.13	P
19190466	ECON ELECTRIC	HVAC UPDATES - WIRE PUMPS	04/19/2019	\$168.14	P
19190467	CINTAS CORPORATION	MAT CLEANNG RIVER BLOCK	06/05/2019	\$87.46	P
19190468	GRAINGER (Maintenance)	REPAIR KITS	05/31/2019	\$31.80	P
19190469	GRAINGER (Maintenance)	FLUORESCENT LAMPS - JAIL	06/05/2019	\$95.16	P
19190470	GRAINGER (Maintenance)	CREDIT MEMO	06/06/2019	(\$34.44)	P
19190471	GROUND DETAIL SERVICE LLC	GROUNDS CARE COURTHOUSE	06/03/2019	\$386.07	P
19190472	GROUND DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	06/03/2019	\$286.00	P
19190473	GROUND DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	06/03/2019	\$253.00	P
19190474	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	05/26/2019	\$7,758.74	P
19190475	NAPA CENTRAL WI AUTO PARTS	OIL FOR LAWN MOWER	06/06/2019	\$17.97	P
19190476	RAPIDS RENTAL & SUPPLY	PARTS FOR LAWN MOWER	06/06/2019	\$29.23	P
19190477	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	05/28/2019	\$382.42	P
19190478	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	05/28/2019	\$190.71	P
19190479	WATER WORKS & LIGHTING COMM	ELEC SERVICE SHERIFF LOCKUP	05/28/2019	\$71.00	P
19190480	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	05/28/2019	\$10.70	P
19190481	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	05/28/2019	\$544.80	P
19190482	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	05/28/2019	\$91.44	P
19190483	WE ENERGIES	GAS SERVICE JAIL	05/30/2019	\$340.57	P
19190484	WE ENERGIES	GAS SERVICE COMMUNICATIONS	05/30/2019	\$54.53	P

## Committee Report - County of Wood

MAINTENANCE / PURCHASING - JUNE  
2019

50121002 - 50121003 19190451 - 19190544

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190485	WE ENERGIES	GAS SERVICE COURTHOUSE	05/30/2019	\$2,131.31	P
19190486	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	05/30/2019	\$76.34	P
19190487	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	05/30/2019	\$14.82	P
19190488	WE ENERGIES	GAS SERVICE HUMAN SERVICES	05/30/2019	\$16.70	P
19190489	WE ENERGIES	GAS SERVICE RIVER BLOCK	05/30/2019	\$1,326.61	P
19190490	WISCONSIN VALLEY BUILDING PRODUCTS	SHOP SUPPLIES	05/31/2019	\$25.45	P
19190491	ACE HARDWARE	SHOP SUPPLIES	06/07/2019	\$44.44	P
19190492	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	05/31/2019	\$590.20	P
19190493	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	06/07/2019	\$101.45	P
19190494	COMFORTAIRE HEATING AND COOLING	CH HVAC UPDATES	06/07/2019	(Voided)	P
19190494R	COMPLETE CONTROL	CH HVAC UPDATES	06/07/2019	\$614.80	P
19190495	CRESCENT ELECTRIC SUPPLY CO	EM OFFICE-ELECTRICAL SUPPLIES	06/04/2019	\$117.85	P
19190496	CRESCENT ELECTRIC SUPPLY CO	EM OFFICE-ELECTRICAL SUPPLIES	06/05/2019	\$128.97	P
19190497	CRESCENT ELECTRIC SUPPLY CO	EM OFFICE - CABLE	06/06/2019	\$140.19	P
19190498	CRESCENT ELECTRIC SUPPLY CO	EM OFFICE - CABLE	06/07/2019	\$140.19	P
19190499	ERON & GEE/HERMAN'S PLUMBING & HEATING	JAIL SEWER LINE REPAIRS	06/06/2019	\$1,530.00	P
19190500	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	06/12/2019	\$268.27	P
19190501	GRAINGER (Maintenance)	VALVE ASSEMBLY - JAIL	06/12/2019	\$227.79	P
19190502	PEARL ENGINEERING CORPORATION	CH GENERATOR-ROOF EVALUATION	05/31/2019	\$1,027.25	P
19190503	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	06/10/2019	\$24.65	P
19190504	WISCONSIN VALLEY BUILDING PRODUCTS	DRILL	06/11/2019	\$102.00	P
19190505	WISCONSIN VALLEY BUILDING PRODUCTS	EM OFFICE - GROUT	06/11/2019	\$46.78	P
19190506	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	06/11/2019	\$11.93	P
19190507	AIRGAS USA LLC	SAFETY SUPPLIES	06/19/2019	\$20.76	P
19190508	KRANZ INC	PAPER SUPPLIES	06/19/2019	\$259.27	P
19190509	INDIANHEAD SPECIALTY CO	STAMPS	06/19/2019	\$124.07	P
19190510	QUALITY PLUS PRINTING INC	PRINTING	06/19/2019	\$242.50	P
19190511	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	06/19/2019	\$263.00	P
19190512	ACE HARDWARE	EM OFFICE - SUPPLIES	06/19/2019	\$29.23	P
19190513	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	06/18/2019	\$356.79	P
19190514	AMAZON CAPITAL SERVICES	CH SECURITY - BR 3 MIRROR	06/13/2019	\$36.95	P
19190515	CENTRAL CONCRETE CUTTING INC	EM OFFICE-CUT WINDOW OPENINGS	05/31/2019	\$4,650.00	P
19190516	COMPLETE CONTROL	CH HVAC UPDATES	06/07/2019	\$6,930.00	P
19190517	EAGLE CONSTRUCTION CO INC	EM OFFICE - CONCRETE WORK	06/13/2019	\$5,642.00	P
19190518	FERGUSON ENTERPRISES INC	ACCESS COVER - JAIL	06/13/2019	\$11.28	P
19190519	FIRE & SAFETY EQUIPMENT INC	RECHARGE EXTINGUISHER	06/18/2019	\$15.37	P
19190520	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	06/17/2019	\$40.00	P
19190521	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	06/17/2019	\$40.00	P
19190522	GRAINGER (Maintenance)	INSULATION FOR JAIL	06/13/2019	\$23.85	P
19190523	HOME DEPOT CREDIT SERV (Maintenance)	CH,RB,CIP PROJS,RB POWER SURGE	06/05/2019	\$1,434.83	P
19190524	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	06/21/2019	\$7,758.74	P
19190525	MCMMASTER-CARR SUPPLY CO	SHOP SUPPLIES	06/12/2019	\$21.13	P
19190526	MCMMASTER-CARR SUPPLY CO	CREDIT MEMO	06/17/2019	(\$21.13)	P
19190527	MCMMASTER-CARR SUPPLY CO	JAIL SUPPLIES	06/18/2019	\$65.69	P

## Committee Report - County of Wood

MAINTENANCE / PURCHASING - JUNE  
2019

50121002 - 50121003 19190451 - 19190544

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190528	PRECISION GLASS & DOOR LLC	EM OFFICE - WINDOWS	06/12/2019	\$2,450.00	P
19190529	RAPIDS RENTAL & SUPPLY	SHOP SUPPLIES	06/17/2019	\$59.92	P
19190530	RON'S REFRIGERATION & AC INC	JAIL CHILLER REPAIRS	06/11/2019	\$1,196.00	P
19190531	RON'S REFRIGERATION & AC INC	JAIL CHILLER REPAIRS	06/18/2019	\$258.50	P
19190532	RYAN JEFFERY CONSTRUCTION	EM OFFICE - FOAM INSULATION	06/13/2019	\$1,580.00	P
19190533	SCHULIST'S CUSTOM CABINETS	EM OFFICE - COUNTERTOP	06/20/2019	\$206.00	P
19190534	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	06/18/2019	\$60.00	P
19190535	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	06/12/2019	\$52.23	P
19190536	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	06/12/2019	\$34.97	P
19190537	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	06/12/2019	\$332.36	P
19190538	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	06/12/2019	\$2,464.08	P
19190539	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	06/12/2019	\$923.32	P
19190540	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	06/12/2019	\$7.45	P
19190541	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	06/12/2019	\$76.83	P
19190542	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	06/12/2019	\$35.27	P
19190543	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	06/12/2019	\$8,154.41	P
19190544	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	06/12/2019	\$4,125.60	P
50121002	MIDLAND PAPER		06/19/2019	\$172.90	P
50121003	SCHILLING SUPPLY COMPANY		06/19/2019	\$217.86	P

**Grand Total:****\$85,364.47**Signatures

Committee Chair:

Committee Member:

Committee Member:

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## Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: JUNE 2019

For the range of vouchers: 23190025 - 23190030

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23190025	COMPLETE CONTROL	POWER SURGE DAMAGES - RB	06/04/2019	\$3,307.30	P
23190026	PBBS EQUIPMENT CORPORATION	POWER SURGE DAMAGES - RB	06/04/2019	\$4,265.55	P
23190027	COMPLETE CONTROL	POWER SURGE DAMAGES - RB	06/12/2019	\$256.30	P
23190028	PROASSURANCE CASUALTY COMPANY	PROF LIABILITY INSURANCE	06/12/2019	\$5,870.00	P
23190029	EMMONS BUSINESS INTERIORS	POWER SURGE DAMAGE REPAIR	06/22/2019	\$116.10	
23190030	J & D AUTO BODY	VEHICLE DAMAGE REPAIR BILL	06/22/2019	\$3,035.80	
<b>Grand Total:</b>				<b>\$16,851.05</b>	

### Signatures

Committee Chair:

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Committee Member:

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COMMITTEE REPORT  
SAFETY, WORK COMP  
AND INSURANCE  
MAY 2019

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$768.55
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.50
PREPAID	WELLNESS WITHIN CHIROPRACTIC	WC MED REIMBURSE	\$743.41
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$1,646.84
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$292.52
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$365.50
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$34.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$102.00
PREPAID	LINDER & MARSACK	WC MED REIMBURSE	\$78.00
PREPAID	BONE AND JOINT CLINIC	WC MED REIMBURSE	\$3,289.70
PREPAID	CENTRAL WISCONSIN RADIOLOGIST	WC MED REIMBURSE	\$101.56
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$157.99
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$278.36
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$2,334.33
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$98.16
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$245.28
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$243.20
TOTAL			\$10,829.80

TTD - TEMPORARY TOTAL DISABILITY  
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY  
DB - DEATH BENEFIT

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CHAIRMAN

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**Committee Report**  
County of Wood

Report of claims for: TREASURER

For the period of: JUNE

For the range of vouchers: 28190126 - 28190153

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28190126	CITY OF MARSHFIELD	MAY SPECIALS	06/05/2019	\$1,079.42	P
28190127	CITY OF NEKOOSA TREASURER	MAY SPECIALS	06/05/2019	\$477.54	P
28190128	CITY OF PITTSVILLE TREASURER	MAY SPECIALS	06/05/2019	\$300.00	P
28190129	CITY OF WISCONSIN RAPIDS	MAY SPECIALS	06/05/2019	\$779.55	P
28190130	JECEVICUS AARON OR JILL	TAX OVERPAYMENT REFUND	06/05/2019	\$16.97	P
28190131	TOWN OF REMINGTON	MAY SPECIALS	06/05/2019	\$22.70	P
28190132	TOWN OF SARATOGA	MAY SPECIALS	06/05/2019	\$798.56	P
28190133	TOWN OF CAMERON	TAX DEED FIRE CALL	06/05/2019	\$236.83	P
28190134	TOWN OF GRAND RAPIDS	MAY SPECIALS	06/05/2019	\$820.88	P
28190135	TOWN OF LINCOLN	MAY SPECIALS	06/05/2019	\$354.49	P
28190136	TOWN OF RICHFIELD	MAY SPECIALS	06/05/2019	\$742.11	P
28190137	TOWN OF ROCK TREAS LISA M WALLIS	MAY SPECIALS	06/05/2019	\$42.65	P
28190138	VILLAGE OF ARPIN TREASURER	MAY SPECIALS	06/05/2019	\$1.64	P
28190139	VILLAGE OF MILLADORE	MAY SPECIALS	06/05/2019	\$2.98	P
28190140	VILLAGE OF PORT EDWARDS TREAS	MAY SPECIALS	06/05/2019	\$108.53	P
28190141	VILLAGE OF RUDOLPH	MAY SPECIALS	06/05/2019	\$86.84	P
28190142	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	06/05/2019	\$40.59	P
28190143	WI DEPT OF ADMINISTRATION	MAY WI LAND INFO	06/05/2019	\$7,133.00	P
28190144	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	06/05/2019	\$60.00	P
28190145	CITY OF MARSHFIELD	TAX DEED SPECIALS	06/19/2019	\$720.36	P
28190146	JECEVICUS AARON OR JILL	TAX OVERPAYMENT REFUND	06/19/2019	\$1.61	P
28190147	MARSHFIELD UTILITIES	TAX DEED UTILITIES	06/19/2019	\$10.56	P
28190148	STATE OF WISCONSIN TREASURER	MAY CLERK OF COURTS REVENUE	06/19/2019	\$140,206.52	P
28190149	CITY OF PITTSVILLE TREASURER	TAX DEED SPECIALS	06/26/2019	\$919.40	P
28190150	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIALS	06/26/2019	\$800.00	P
28190151	TOWN OF SARATOGA	TAX DEED SPECIALS	06/26/2019	\$709.80	P
28190152	TOWN OF CAMERON	TAX DEED SPECIALS	06/26/2019	\$1,039.80	P
28190153	WOODTRUST BANK	MAY MONTHLY SERVICE FEES	06/26/2019	\$758.50	P

**Grand Total:**

**\$158,271.83**

## Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: JUNE 2019

For the range of vouchers: 34190008 - 34190008

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34190008	ASPIRUS OCCUPATIONAL HEALTH	Mileage/HRA/BIO/Lab/Adv	06/03/2019	\$7,857.75	P
<b>Grand Total:</b>				<b>\$7,857.75</b>	

### Signatures

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

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

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

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

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

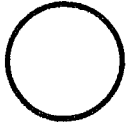
Committee Member: \_\_\_\_\_

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

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

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





## RESOLUTION#

Introduced by EXECUTIVE COMMITTEE  
Page 1 of 1

Committee

CAK

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	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: _____, Finance Dir.		

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

**FISCAL NOTE:** Offered Amount \$21,100.00  
Real Estate Taxes (6,437.06)  
Tax Deed Expense (2,708.34)

**GAIN \$11,954.60**

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

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

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

**THEREFORE BE IT RESOLVED**, that the following offer be accepted

**City of Wisconsin Rapids**

34-02208 Lot 20, Block 5, Lyon Land Company's 2<sup>nd</sup> Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

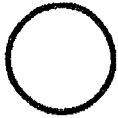
**OFFERED AMOUNT**

\$21,100.00

**APPRAISED AMOUNT**

\$30,000.00

Property is located at 541 15<sup>th</sup> Ave N, City of Wisconsin Rapids.



## RESOLUTION#

Introduced by Health & Human Services, Executive Committees  
Page 1 of 2

RAL

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

INTENT & SYNOPSIS: To amend the 2019 budget for Veterans Relief with a transfer of available appropriations from fund balance.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed in the Veterans Relief account is available in a non-lapsing fund balance, and the adjustment to the budget is as follows:

		Account	Account Name	Debit	Credit
		54710	Veterans Relief		\$3,825
		34210	Fund Balance	\$3,825	
1	LaFontaine, D				
2	Rozar, D				
3	Feirer, M				
4	Zaleski, J				
5	Fischer, A				
6	Breu, A				
7	Ashbeck, R				
8	Hahn, J				
9	Winch, W				
10	Holbrook, M				
11	Curry, K				
12	Machon, D				
13	Hokamp, M				
14	Polach, D				
15	Clendenning, B				
16	Pliml, L				
17	Zurfluh, J				
18	Hamilton, B				
19	Leichtnam, B				

Source of Money: N/A

WHEREAS, Veterans Relief budget is expected to incur expenditures in excess of amounts appropriated during the adoption of the 2019 budget, and

WHEREAS, it is expected that the amount of the additional expenditures will be approximately \$3,825.00, and

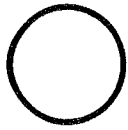
WHEREAS, the Veterans Relief has a \$ 4995.00 in total equity, and

WHEREAS, the \$3,825.00 will have no impact on the county tax levy, 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 Veterans Relief budget to reflect a transfer out of appropriations of \$3,825.00 from the Fund Balance (34210) and transfer in appropriations of the same amount to the Veterans Relief Budget (54710), and

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



## RESOLUTION#

Introduced by  
Page 1 of 1

Executive

ITEM# 1-1

DATE July 16, 2019

Effective Date Upon Passage

9c

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: 0
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: _____, Corp Counsel		
Reviewed by: _____, Finance Dir.		

**INTENT & SYNOPSIS:** To authorize out-of-state training and travel for the Finance Director and the Deputy Finance Director.

**FISCAL NOTE:** \$2,500 for travel expenses and registration fee

**Source of Money:** budget

**WHEREAS,** the Government Finance Officers Association is conducting training for Capital Improvement Plan, Bond Issuance and Capital Asset August 12 through August 14, and

**WHEREAS,** the training will give the Finance Director and Deputy Finance Director training of highly specialized rules, guidelines and practices applicable to Wood County finance, and

**WHEREAS,** the training and networking will provide opportunities to network with colleagues from across the country, and

**WHEREAS,** Wood County will have many opportunities to share knowledge and learn from others, and

**WHEREAS,** approval to attend this conference has been approved by the Executive Committee at their July 9, 2019 meeting.

**WHEREAS,** the Wood County Executive Committee has authorized in-state travel when necessary,

**THEREFORE BE IT RESOLVED,** that the Wood County Finance Department send the Finance Director and Deputy Finance Director to the Government Finance Officers Association Training August 12 – 14 2019, Minneapolis, MN.

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

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Aug 13 2019 - 8:30am to 4:30pm CDT

**Region:** Central**Location:** Minneapolis, MN (Hyatt Regency Minneapolis)

1300 Nicollet Mall

Minneapolis, MN 55403

United States

See map: [Google Maps](#)**Level:** Intermediate**Field of Study:** Finance**CPE Credits:** 16**Member Price:** \$640.00**Non-Member Price:** \$870.00**Prerequisite:**

Basic understanding and past experience working with a local government capital improvement planning and budgeting process.

**Speakers:**

Kent R. Austin, CPFO, Capital Budget Manager, City of Dallas, TX

Laurie Brewer, CGFO, Assistant City Manager, City of Georgetown, TX

Mark Ruff, Chief Financial Officer, City of Minneapolis

**Who Will Benefit:**

All staff involved in preparing the capital improvement plan. The class will have useful information for individuals with both financial and non-financial backgrounds.

**Program Description:**

Capital assets are expensive: from planning, to construction, to operations and maintenance. Therefore, maintaining capital infrastructure in the condition necessary preserve and enhanced your community's vitality and quality of life takes forethought and planning. This course will walk you through best practices in long-range capital planning, budgeting, and asset maintenance planning.

In addition, the class will focus on highlight key skills necessary to meet the many challenges governments face in infrastructure and asset management.

**Seminar Objectives:**

- Learn the essentials practices your community needs for:
  - Long-range capital planning
  - Capital project budgeting
  - Regular asset maintenance and renewal
- Identify key responsibilities of the finance office for facilitating an effective capital improvement planning process
- Learn how to take a proactive approach to identifying capital needs
- Learn how to communicate with operations staff
- Analyze approaches to selecting, timing, rating, and prioritizing capital projects
- Estimate and analyze capital projects
- Design a capital financing strategy
- Prepare a capital budget document that is consistent with long-term capital improvement plans
- Evaluate and monitor capital project expenditures

**Registration Form:** [download](#)**Hotel Form:** [download](#)

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Online](#)**Course Status:** New Course**Date and Time:** Aug 14 2019 - 8:30am to 4:30pm CDT**Region:** Central**Location:** Minneapolis, MN (Hyatt Regency Minneapolis)

1300 Nicollet Mall

Minneapolis, MN 55403

United States

See map: [Google Maps](#)**Level:** Basic**Field of Study:** Finance**CPE Credits:** 8**Member Price:** \$405.00**Non-Member Price:** \$605.00**Prerequisite:**

None.

**Who Will Benefit:**

Finance staff responsible for issuing debt for their government. The class is focused on providing an overview of key requirements and best practices for finance staff not frequently involved in the process.

**Program Description:**

Governmental entities have been using debt for over 200 years to fund public infrastructure such as government buildings, water distribution systems, schools, police stations and many other projects that require significant capital investment. Debt issuance requires working with a number of partners, each of whom has a specific role. The debt issuance will result in a financing agreement that is legally binding, and it is critically important that government officials understand the basic terms of the agreement and what the agreement commits them to do. This course will provide an overview of the debt issuance process and explain the many requirements governments need to adhere to focusing on GFOA's best practices as guidance.

The class will follow GFOA's guide on Issuing debt.

**Seminar Objectives:**

- Learn how to use GFOA's Debt Issuance Checklist
- Understand the types of legal counsel available for governments
- How credit rating agencies as part of the process
- Understand how to evaluate and select the method of sale
- Identify post issuance responsibilities.

**Registration Form:** [download](#)**Hotel Form:** [download](#)

Gc

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1300 Nicollet Mall

Minneapolis, MN 55403

United States

See map: [Google Maps](#)**Level:** Basic**Field of Study:** Accounting – Governmental**CPE Credits:** 8**Member Price:** \$405.00**Non-Member Price:** \$605.00**Prerequisite:***Intermediate Governmental Accounting or a basic understanding of GAAP for state and local governments***Speakers:**

David Schoen, Computer Systems Manager, City of New York Department of Finance

Michael M. Nielsen, Director, Government Fixed Asset Services, Inc.

**Who Will Benefit:**

Mid- to senior-level government finance officers, property accountants, and others responsible for developing or maintaining capital asset records.

**Program Description:**

The seminar will furnish participants with the basic information needed to properly account for capital assets and report them in financial statements prepared in conformity with generally accepted accounting principles (GAAP).

*Participants may wish to bring a copy of their CAFR to the course.***Seminar Objectives:**

Those who successfully complete this seminar should be able to:

- Identify the basic information requirements for a capital asset management system;
- Make appropriate journal entries for capital assets under both the economic resources and the current financial resources measurement focus;
- Identify the major capital asset classes and the specific types of capital assets properly included in each;
- Distinguish costs that should be capitalized from those that should not;
- Determine the value at which capital assets should be reported;
- Identify and calculate capital asset impairments;
- Properly depreciate or amortize capital assets;
- Prepare financial statements that conform to the display and disclosure requirements of GAAP for capital assets;
- Identify the essential elements of system design for a capital asset management system, including specific policies related to capital assets; and
- Identify the essential elements of a successful physical inventory

**Registration Form:** [download](#)**Hotel Form:** [download](#)

# Wood County

*Tentative Financing Timetable\**

July 2019							August 2019							September 2019							October 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Monday, July 15, 2019 .....	Baird e-mails Official Statement Disclosure Questionnaire to the County for the preparation of the Preliminary Official Statement ("POS").
Monday, August 5, 2019.....	Requested information returned to Baird for the preparation of the POS.
Monday, August 12, 2019 .....	Draft POS to Support Banker and Banker for review.
Thursday, August 15, 2019.....	Comments received from Support Banker and Banker. Draft POS e-mailed to County, Bond Counsel and Moody's Investors Service.
Thursday, August 22, 2019.....	Comments received from the County. Comments and legal documents received from Bond Counsel.
Week of August 26, 2019.....	Moody's conference call scheduled.
Tuesday, September 3, 2019 .....	Executive Committee considers the Plan of Finance.
Friday, September 6, 2019 .....	Moody's rating report received.
Monday, September 9, 2019 .....	Baird due diligence call.
Tuesday, September 10, 2019.....	Preliminary Official Statement distributed.
Monday, September 16, 2019 .....	Competitive sale at 10:00am CT.
Tuesday, September 17, 2019.....	County Board meeting to award the Notes at 9:30am CT.
To be determined .....	Settlement Date.

\*Baird will be closed on Monday, September 2, 2019 in observance of Labor Day.

## **WOOD COUNTY EMPLOYEE WELLNESS PROGRAM**

Wood County recognizes that in order for employees to be effective in their roles, they need to be physically, mentally, emotionally, and spiritually healthy. To that end, management will make every effort to support employees in achieving their wellness goals. To assist employees in maintaining healthy lifestyles, Wood County implemented the Wood County Employee Wellness Program (Wellness Program).

### **Objectives**

1. To provide a culture of wellness where employees feel supported and empowered to work toward their individual wellness goals.
2. To contribute to a workforce that is healthy, present, and productive.
3. To provide flexibility during work hours to maximize well-being.

Funding for the Wellness Program and incentives comes from the Wood County Health Insurance Fund. Dollars are contributed to this fund by employees enrolled in Wood County health insurance and by Wood County Departments on behalf of all benefit-eligible employees.

### **Eligibility**

All current Wood County employees are eligible to participate in the Wellness Program and activities. Only benefit-eligible employees of Wood County are eligible to receive incentives for participation in wellness activities and events. Other individuals, such as contracted staff, interns, and non-benefits-eligible employees may participate in employee wellness initiatives, provided there is no cost to Wood County for the activity or event. When incentives are offered for spousal participation, only those spouses enrolled in Wood County health insurance will be eligible to participate and receive incentives.

### **Program Outline**

Participation in the Wellness Program consists of three (3) core activities and a variety of supporting activities. The three core activities are:

1. Biometrics Screening
2. Health Risk Assessment
3. Health Coaching Session

The first two core activities must be completed by March 31<sup>st</sup> of each year, and the third core activity must be completed by June 30<sup>th</sup> of each year to qualify for the health insurance premium incentive for the following calendar year. Supporting activities are optional and may be completed to earn quarterly wellness incentive bonuses. All individual Wellness Program activity progress is tracked through [www.managewell.com](http://www.managewell.com).

### **Appeal Process**

While the deadlines indicated above are important to maintain the program's structure and integrity, in the event that an employee misses any deadline and still wishes to participate in the wellness program, the following appeal process may be utilized:

1. **Appeal to Wellness Coordinator:** Any employee wishing to appeal a missed deadline of the Wellness Program or a decision made by the Wellness Coordinator should first discuss the problem with the Wood County Wellness Coordinator, within ten (10) working days of the missed deadline that is the subject of the appeal. A meeting will be held, either by phone or in-



person, to discuss the complaint at a mutually agreeable time between the Wellness Coordinator and the employee. The Wellness Coordinator shall give an answer to the complaint, in writing; within ten (10) working days from the date the initial appeal meeting was held. If any employee is uncomfortable addressing their appeal directly with the Wellness Coordinator, they may request assistance from the Wellness Board Chair.

2. **Appeal to the Wellness Board:** If the employee is not satisfied with the response or decision of the Wellness Coordinator, the employee may present a written appeal directed to the Wood County Wellness Board. Written appeals shall be delivered to the Wellness Coordinator within ten (10) working days of the Wellness Coordinator's initial appeal response. Upon receiving the written appeal, the Wellness Coordinator will remove any and all personally identifiable information before sending the appeal to the Wellness Board members for review. The written appeal must include the specific deadline the employee is wishing to appeal, the date of the deadline, the reason for missing the deadline, the proposed resolution, and as much supporting information as possible. It is recommended, but not required, that the employee use the established Wellness Appeal Process Form. If the initial appeal does not provide the required information (as listed above), the employee will be notified and given ten (10) working days from the date it was submitted to provide this information. Unless there are significant mitigating circumstances, failure to provide the required information before the ten (10) working days will invalidate the appeal. The Wellness Board may request additional information if necessary.

The Wellness Board shall review the written appeal and any relevant documentation at their next regularly scheduled meeting. The majority vote of the Board will either approve or deny the appeal. In the event that an appeal is denied, a written letter or email will be generated and sent to the employee within ten (10) working days and, at a minimum, contain the reason for denial and any incentives lost, in this year or the year to follow, as they pertain to the employee. In the event that an appeal is approved, the Wellness Coordinator will work with the employee and Human Resources to ensure that any activities missed as a result of the appeal are completed within a reasonable amount of time and any incentives, in the current year and/or the year to follow, are awarded appropriately.

Timelines and submission dates detailed above may be modified by mutual agreement of the parties involved at that step of the appeal process, up to twice the original response time. If such an agreement is reached, it should be put in writing for future reference.

Failure of an employee to submit a written appeal to the Wellness Coordinator within ten (10) working days of the Wellness Coordinator's original response or the missed deadline in question will be considered as a denial and a written letter or email will be sent to the employee and, at a minimum, contain the reason for denial and any incentives lost, in this year or the year to follow, as they pertain to the employee.

#### **No-Show**

To further maintain the Wellness Program's structure and integrity, it is important that employees sign-up in advance for Health Coaching sessions and arrive on time for scheduled appointments. This policy establishes a standardized process for the dismissal of participants from the Wood County Employee Wellness Program for the calendar year, if the employee fails to attend scheduled appointments three (3) times.

The Wellness Coordinator will monitor “no-shows” and cancellations. The specific data will be shared with the Wellness Board Chair and a joint decision will be made regarding dismissal for excessive no-shows and/or cancellations as outlined below. Although Wood County strives to provide compassionate and excellent care for all wellness participants, certain occurrences may make it necessary to dismiss a participant from the Wellness Program. In that event, the following procedure will apply:

#### Definitions

No-Show - any time a participant does not show for a scheduled coaching appointment or cancels same day.

Late Cancellation – when an employee cancels a scheduled appointment with less than 24 hours advance notice.

Late Arrival – arriving 10 minutes or more past the employee’s scheduled appointment time.

#### Procedure

1. Upon the first no-show or cancellation by a participant, the Wellness Coordinator will notify the participant via e-mail or letter. The e-mail will contain, at minimum, the following components:
  - a. Notification of the dismissal procedure
  - b. Instructions for setting up new coaching appointment
2. After the second no-show or cancellation by a participant, the Wellness Coordinator will notify the participant via e-mail. The e-mail will contain, at minimum, the following components:
  - a. Notification of the dismissal procedure
  - b. Instructions for setting up new coaching appointment
  - c. Notification that a third no show will result in dismissal from the Wellness Program for the remainder of the year.
3. After the third no-show or cancellation by a participant, the Wellness Coordinator will notify the Wellness Board Chair. A dismissal letter will be generated and will contain, at minimum, the following components:
  - a. Reason for dismissal
  - b. Elimination of any health insurance premium incentive for the following year

The letter will be mailed to the participant via certified mail, with a return receipt requested.

Employees who miss one of the three core activities will still be allowed to participate in the supporting activities and earn related incentives.

#### **Influenza Vaccination Policy**

Influenza vaccinations will be offered free of charge to all current Wood County employees (regardless of health insurance coverage) and Wood County health insurance covered dependents. Dependents must bring a current Wood County health insurance card and minors must be accompanied by a parent or guardian. Adult dependents must bring one form of identification to receive the vaccine. All employees and dependents must register in advance of the clinics to assure an adequate supply of vaccine is available.

#### **Sit/Stand Workstations and other Ergonomic Equipment**

In order to ensure the appropriate purchase of sit/stand workstations or other ergonomic equipment, departments will work with the Wellness Coordinator and Maintenance Manager to select materials

approved by the Executive Committee or recommended by an occupational health professional skilled in ergonomic assessment. The Wellness Coordinator will connect employees with such professionals with the approval of the Department Head whenever sit/stand or other ergonomic materials are needed or are being considered. Costs associated with professional ergonomic assessments that are approved by the Wellness Coordinator and the Department Head will be reimbursed through the Wellness Program budget. Specific equipment purchased will be at the expense of the department employing the individual receiving the equipment. The team will also work with the Safety and Risk Manager and the Purchasing Clerk to order equipment to ensure best quality, price, and warranty.

### **Ergonomic Computer Workstation Evaluations**

When an employee files an injury report or has complaints of pain, numbness, tingling, etc. or they sit at a computer terminal for greater than five hours a day, an ergonomic assessment should be considered. An ergonomic specialist can identify problem areas and make recommendations to decrease pain or prevent future problems.

An ergonomic specialist will complete a comprehensive evaluation that includes:

- Observation of employee at their workstation
- A thorough history of signs and symptoms, and any related issues
- Workstation measurements
- Workstation modifications, if possible
- Recommendations for changes
- Suggestions for equipment needs

### **Wellness Break**

During work hours, one means of providing wellness support is to allow employees to use their lunch and other breaks collectively to work toward their wellness goals. Employees who wish to combine their breaks for wellness activities should consult the Wellness Policy in the Employee Policy Handbook for more details.

### Administrative Coordinator Report

1. Met with Finance Director and Financial Advisor regarding bonding strategies.
2. Acted as MC for ATV/UTV Trail Ribbon Cutting ceremony.
3. Met with Terry Whitmore regarding REGI.
4. Attended UWSP Economic Impact presentation in Marshfield.
5. Met with former UW Marshfield Dean Keith Montgomery.
6. Monthly radio interview with WFHR.
7. Attended Civil Rights Training.