

OPERATIONS COMMITTEE

DATE: Tuesday, July 13, 2021
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse – Room 114
400 Market St.
Wisconsin Rapids, WI

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. Presentation by Bug Tussel Wireless – CEO Steve Schneider
6. Discuss American Rescue Plan Act
7. **Wellness**
 - (a) Wellness Coordinator Update
8. **Treasurer**
 - (a) Resolution—Tax deed properties
9. **Finance**
 - (a) Finance Department Update
 - (b) New Payroll Administrator
 - (c) CIP discussion
 - (d) Resolution – CIP resolution
 - (e) Debt timetable
 - (f) 2022 budget discussion
10. **HR**
 - (a) Health Insurance Presentation by Tim Deaton, The Horton Group
 - (b) Telework Policy
 - (c) Wage Plan Policy
 - (d) Recruitment & Retention Policy
11. Consider any agenda items for next meeting
12. Comments from the Chair
13. Set next regular committee meeting date
14. The committee may go into closed session pursuant to Wisconsin Stats. 19.85(1)(c), for the purpose of discussing completion of the introductory period of the Finance Director.
15. Return to open session
16. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 146 770 4302

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m12ad88f3e0904c6742589551848bf1c6>

Meeting number (access code): 146 770 4302
Meeting password: OP0713

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, June 1, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Conference Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Dennis Polach, Bill Clendenning, Adam Fandre, Kim McGrath, Kelli Quinnell, Reuben Van Tassel, Heather Gehrt, Ed Newton, Shawn Becker, Quentin Ellis, Jason DeMarco, Trent Miner, Sue Kunferman, Sandra Green, Amy Kaup, PaNyia Yang, Marissa Laher, Mary Solheim, Nick Flugaur, Fritz Schubert, Kyle Theiler, Jason Grueneberg, Chad Schooley, Brandon Vruwink, Mary Schlagenhaft, Jodi Pingel, Lori Heideman, WAOW, Thomas Heiser, Tim Deaton (The Horton Group), Steve Schneider (Bug Tussel Wireless)

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

Public Comments: Thomas Heiser, retired Police Chief from the Town of Grand Rapids, spoke in favor of, and asked the Committee to support, the building of a new jail.

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

Finance Director Newton stated that the County has received half of the American Rescue Plan Act (ARPA) funds in the amount of \$7.4 million. Treasurer Gehrt stated that the funds have been deposited in a separate, interest-bearing account with unique general ledger accounts associated with them. There is also a separate account established for the other half of the funds that will be received in 2022. Discussion on how the funds can be utilized ensued.

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

Finance Director Newton gave an update on Finance Department activities. Newton stated that the year-end audit will be finalized this week and the cost allocation audit will begin next week. Newton announced that the Deputy Finance Director position has been filled internally by PaNyia Yang, formerly the Payroll Administrator.

Newton requested permission from the Committee to fill the Payroll Administrator vacancy. Brief discussion ensued.

Motion (Rozar/Pliml) to approve the request to fill the Payroll Administrator vacancy. Motion carried unanimously.

Newton introduced two resolutions to the Committee. One resolution is to authorize the building of a new Wood County Jail and Sheriff's Department and the other resolution is to authorize the issuance of bond or promissory note for a new Wood County Jail and Sheriff's Department. The resolution to authorize the building of a new Wood County Jail and Sheriff's Department is co-introduced by this Committee as well as the Public Safety and the Property and Information Technology Committees. Newton explained that this was because all three Committees have direct interest in the project. The official recommendation of the Jail Study Ad Hoc Committee was to bond for \$58 million to build a new jail to reduce recidivism, increase community safety, and reduce long-term cost while improving the health and well-being of the community. Discussion ensued at length.

Motion (Feirer/Rozar) to approve the resolution to authorize the issuance of bond or promissory note for a new Wood County Jail and Sheriff's Department. Motion carried unanimously.

Motion (Feirer/Pliml) to authorize the building of a new jail. Motion carried unanimously.

Newton provided information to the Committee members regarding the initial CIP requests. Newton stated that a separate meeting will be needed to go through the requests. Newton stated that the CIP requests total close to \$9 million and the debt level of the request is \$5 million. Newton reminded the Committee that there is still \$455,000 left over from 2020 that Parks & Forestry did not utilize due to receiving grant funds for their project that was allocated in the 2020 CIP. Discussion ensued.

HR Director McGrath introduced Tim Deaton of The Horton Group. Mr. Deaton presented information regarding claims experience over 2020 and year-to-date in 2021. Additionally, Mr. Deaton presented preliminary information on premium projection for 2022. Brief discussion ensued. He will return to the July Committee meeting with additional claims experience data.

Bug Tussel Wireless CEO, Steve Schneider, gave a presentation to the Committee regarding rural broadband funding opportunities. Mr. Schneider explained a three-tiered approach that his company would like to take for addressing rural broadband in Wood County. He explained that work is already under way for the first tier by getting all residents access to internet at 25 Mbps. The second tier that he proposed is a "Middle Mile Network" that would create a network connecting all of the towers and critical community institutions throughout the County. The third tier would be to partner with organizations that will do fiber to home installation. Mr. Schneider stated that his company would like to partner with Wood County on a grant that is part of the Public Service Commission's \$100 million allocated for rural broadband to complete tier two, the Middle Mile Network. Mr. Schneider explained that Bug Tussel Wireless would offer 40 basis points on a conduit bond that the County would issue and offer to Bug Tussel. Discussion ensued.

HR Director McGrath presented information to the Committee regarding an overhaul to the Employee Service and Retirement Program. McGrath explained the program to the Committee and that it was designed to fit into the current budget. She further explained that she solicited feedback from the Department Head group and obtained a lot of favorable feedback. She stated that she included it in the packet and on the agenda as an informational piece only and that no action is needed by the Committee.

McGrath stated that the current Employee Coronavirus Pandemic Plan was approved by the Operations Committee in July of 2020. She stated that it is currently outdated and she is requesting that the Committee end the Plan.

Motion (Fischer/Feirer) to end the Employee Coronavirus Pandemic Plan. Motion carried unanimously.

Pliml stated that the Health and Human Services (HHS) Committee requested that he bring the telework policy to the Committee for consideration. The current directive is that all employees should be back working on site as of today, June 1st. The current policy allows for telework on a limited or short term basis with Department Head approval, but does not allow for any position to be 100% telework. Health Director Kunferman stated that the current policy is restrictive to the point that she would not be comfortable telling someone that they can have a hybrid telework arrangement where they work from home two days per week. Discussion ensued at length. The Committee directed McGrath to work with Department Heads to develop a revised policy that works best for all departments and bring the policy back to the Committee.

Items for next agenda: CIP
Bug Tussel Wireless
Telework Policy
ARPA Funds

The next regular Committee meeting is scheduled for July 13, 2021 at 9:00 a.m.

Wagner declared the meeting adjourned at 10:33 a.m.

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



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – July 2021

- After working through a pandemic, I updated our emergency operations plans for both our office in general and for elections, and submitted both to Emergency Management. It is good to go through those every so often and see if there are better ways and methods of providing service during emergency situations, and to do it while recent events are still fresh in the mind.
- I attended the annual Wisconsin County Clerks Association Summer Symposium in Jackson and Trempealeau Counties. Our base of operations was in Black River Falls, which was close enough to home that I drove back and forth each day. It is always good to get together and talk through various subjects that affect our offices. We will meet again in September at the WCA Conference. There were 13 new clerks elected this past November, so it was nice to meet and get to know them as well. New committee assignments and leadership appointments will be made in the next month or so.
- If you walk into our office, you will notice a couple of large chalkboards on the wall in our customer service area. We call it the “I DO Wall”. Each person coming in for a marriage license is offered the opportunity to sign their names and their date of marriage on the wall. We will take a picture of them if they would like, and post it to the county’s Facebook page. It is a fun way to highlight “good” things on our social media page, and in turn, maybe garner more interest in it. I cannot take credit for the idea of the “I DO Wall”. This was first done in Washington County by their clerk, Ashley Reichert, when she took office in 2017, and I completely, and unapologetically, plagiarized her idea, with her blessing. Now, I know exactly how a county board supervisor thinks, so let me just plainly and emphatically state that no tax levy was used to purchase the chalkboards or chalk. My wife, Kimberly, and I paid for the supplies.
- The Wisconsin DMV is pushing third-party providers to get away from sending transaction documents to them, via USPS, and to scan them into their system. This will take us more time, but will save us a quite a bit in postage over a years’ time. I have contacted IT to have them help us out with this endeavor. In looking at an ROI, I would say it would take a couple of years to pay off the scanner with the savings in postage. There is a destruction schedule for the documents we would have to house, but it is not an inordinate amount of time and we would be able to house those documents without any trouble. It is just a matter of time before the DMV forces our hand on this, so better to just bite the bullet and get it done with.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

June 30, 2021

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	June 2021	2021 Year-to-Date
Applications Received	161	780
Positions Filled	27	95
Promotions/Transfers	10	45
New Hire Orientations	13	55
Terminations, Voluntary	22	64
Terminations, Involuntary	0	6
Retirements	2	12
Exit Interviews	6	29

Human Resources Narrative

General Highlights

1. Finalized the wage plan implementation spreadsheets for the July 1st implementation of the new wage plans. Created and distributed individual employee letters detailing their specific placement on the new plans. Answered multiple questions and provided information related to the implementation model.
2. Revised several Employee Policy Handbook policies for discussion at the July Operations Committee Meeting including the Telework Policy, Wage Plan Policy, and Recruitment and Retention Policy.

Meetings & Trainings

1. Attended the Operations Committee Meeting on June 1st.
2. Attended the Judicial & Legislative Committee Meeting on June 4th.
3. Attended the Public Safety Committee Meeting on June 14th.
4. Attended County Board on June 15th.
5. Attended the von Briesen Public Sector Town Hall on June 2nd.
6. Attended the Department Head Budget Work Group on June 9th.
7. Attended the Department Head Telework Work Group on June 14th.
8. Met with Finance and Treasurer Departments to discuss potential 2022 FSA vendor change on June 3rd. Met with The Horton Group and EBC on June 8th regarding the same.
9. Met with Maintenance on June 14th to discuss department door locks.
10. Attended the Wisconsin Public Employer Labor Relations Association's (WPELRA) Annual Training Conference on June 17th and 18th.

11. Held the monthly conference call with The Horton Group on June 29th to discuss various benefit topics.
12. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2021 goals.
13. Staff attended various meetings including:
 - a. SPAHRA Board Meeting on June 3rd
 - b. Wellness Committee Meeting on June 8th
 - c. "How to Meet Your 2021 Anti-Harassment Training Requirements" webinar on June 10th through Mineral (ThinkHR)
 - d. von Briesen Breakfast Briefing webinar on "OSHA Emergency Temporary Standard for Healthcare" on June 30th

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Fund Balance document for May.
5. Tracked vacation accruals lost during bi-weekly accruals for essential departments due to reaching the maximum hours. This is due to the COVID-19 pandemic and many departments having to restrict staff vacation and/or time off.
6. Assisted multiple employees with questions related to FMLA, leave of absences, retirement, and claims concerns.
7. Processed COBRA notifications for dependents on the health plan reaching age 26.
8. Continued contact with Employee Benefits Corporation for the COBRA subsidy as required under the American Rescue Plan Act (ARPA).
9. Submitted COBRA subsidy details to Finance for tax credit.
10. Completed the PCORI Fees with IRS Form 720 and processed payment voucher.
11. Received training on the completion of the Health Fund spreadsheet/record keeping by the Deputy Finance Director.
12. Moved Sick hours over the max (100 days) to the Catastrophic Sick Leave Account (CSLA) for Quarter 2.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Provided training to Edgewater and Human Services Admin Assistant on the E-Offer with electronic response to employment offers in Cyber Recruiter.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement – Eligibility List	Dispatch	Dispatchers	One position filled, checking references on the 2 nd vacancy. Eligibility list established.

Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 7/18/2021.
Replacement	Edgewater	Cook	Position posted, interviews conducted. Background and references completed. Filled 7/12/2021.
Replacement	Emergency Management	Director	Position posted, interviews conducted. Filled with internal candidate 6/7/2021.
Replacement	Emergency Management	Work Relief Shop Coordinators (2)	Positions posted, interviews conducted, reference completed, offers extended and accepted. Both filled on 6/21/2021.
Replacement	Emergency Management	Program Assistant	Position posted, interview conducted. Filled with internal candidate 6/7/2021.
Replacement	Emergency Management	Emergency Preparedness Coordinator	Position posted, deadline 6/28/2021, applications being reviewed.
Replacement	Finance	Payroll Administrator	Position posted, interviews conducted, final candidate selected, references completed. Offer extended and accepted, filled 7/6/2021.
Replacement	Health	WIC Health Educator/ Nutritionist (PT 80%)	Position posted, applications reviewed, initial interviews conducted. 2 nd interviews scheduled for 6/29/2021.
Replacements	Highway	Truck Operators (3)	Positions posted, interviews conducted, final candidates selected. Offers extended and accepted. Filled 6/14 and 6/21/2021.
Replacement	Highway	Truck Operator	Position posted, deadline 7/5/2021.
Replacement	Highway	Truck Operator-LTE (2)	Position posted, interviews conducted, both positions filled on 6/8/2021.
Replacement	Highway	Summer Help	Position posted, interviews conducted, references completed, filled 6/8/2021.
New position	Humane Officer	Humane Officer	Position posted, deadline 7/11/2021.
Replacement	Human Services	Social Worker – Initial Assessment (2)	Position posted, interviews conducted, final candidates selected, references and backgrounds completed. Both filled 7/12/2021.
Replacements	Human Services	Bus Driver (Part-time)	Position posted, deadline 7/11/2021.
Replacements	Human Services	Crisis Interventionists (Casual) – 2	Position posted, deadline 7/25/2021. One position filled.
Replacement	Human Services	Family Resource Coordinator	Position posted, deadline 6/29/2021.
Replacement	Human Services	Economic Support Specialist (Mfld)	Position posted, interviews conducted. References and background conducted. Offer extended and accepted. Filled 6/28/2021.
Replacement	Human Services	Crisis Interventionist	Position posted, deadline 7/9/2021.
Replacement	Human Services	Administrative Services Division Assistant Mgr	Position posted, interviews conducted. Filled internally 6/14/2021.
Replacement	Human Services	Accounting Clerk	Position posted, deadline 6/20/2021.
Replacement	Human Services	Economic Support Specialist (WR)	Position posted. Interviews conducted. Filled internally 7/12/2021.
Replacement	Human Services	CST Coordinator (WR)	Position posted, deadline 7/11/2021.
Replacement	Human Services	Family Interaction Worker	Position posted, interviews conducted. Background and references completed. Offer extended and accepted. Filled 7/12/2021.

Replacement	Human Services	EMH/MH Adult Protective Services Coordinator	Position posted, interviews conducted. Final candidate selected, references and background being completed as of 6/28/2021.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, deadline 6/27/2021.
Replacement	Human Services	Social Work Supervisor – Ongoing	Position posted, deadline 7/5/2021.
Replacement	Human Services	Mental Health Clinician (Licensed)	Position posted, deadline 7/11/2021.
Replacement	Human Services	Economic Support Specialist	Position posted, deadline 7/13/2021.
New/Replacement	Norwood	COTA, Occupational Therapist, Therapy Asst., Dietary Aide, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood.
Replacement	Norwood	Cook – Full-Time	Position posted, applications being reviewed, deadline 7/14/2021.
Replacement	Parks	LTE Summer (1)	Positions posted, deadline 7/4/2021.
Replacements	Sheriff	Part-time Deputies (Reserves)	Position continually posted, deadline 7/19/2021. Eligibility list being established. Offers extended and accepted.
Replacements	Sheriff	Corrections Officer – Establishing Eligibility List	Position posted, deadline 8/1/2021.
Replacement	Sheriff	Deputy Sheriff (2)	Both filled internally 6/14 and 7/26/2021.

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

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis throughout the month.
3. Attended Edgewater and Norwood Safety Committee meetings.
4. Attended Job Hazard Analysis (JHA) webinar on 6/16/21.
5. Completed AssetWorks training for new Statement of Values (SOV) system through County Mutual on 6/17/21 and 6/24/21.

NEW Workers' Compensation Claims (2)

1. 5/28/21 – Human Services – Employee was exposed to hazardous substance while at home visit with WRPD
2. 6/30/21 – Parks & Forestry – Employee strained R calf muscle exiting vehicle

OPEN Workers' Compensation Claims (2)

1. 8/4/20 – Highway – Employee fractured L elbow in fall at asphalt plant (surgery required)
2. 1/11/21 – Human Services – Employee tripped and injured R arm leaving building after work

CLOSED Workers' Compensation Claims (2)

1. 12/7/20 – Edgewater – Employee injured L shoulder lifting resident from floor
2. 4/20/21 – Highway – Employee strained R elbow shoveling asphalt on roadway

First Aid Injuries (3)

1. 6/3/21 – Highway – Employee was bitten by tick on upper abdomen while flagging on County roadway
2. 6/29/21 – Highway – Employee strained lower back lifting CO₂ gas bottles
3. 7/6/21 – Highway – Employee suffered cut on L forearm when tree branch fell on his arm

Property/Vehicle Damage Claims (2)

1. 6/2/21 – Sheriff's – Squad 12 windshield was broken by rock from passing semi (actual cost \$467.98)
2. 6/11/21 – Sheriff's – Squad 5 windshield was broken by rock (actual cost \$587.42)

Liability Claims (1)

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

OPEN EEOC/ERD Claims (3)

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

OPEN Notice of Circumstances of Claim (1)

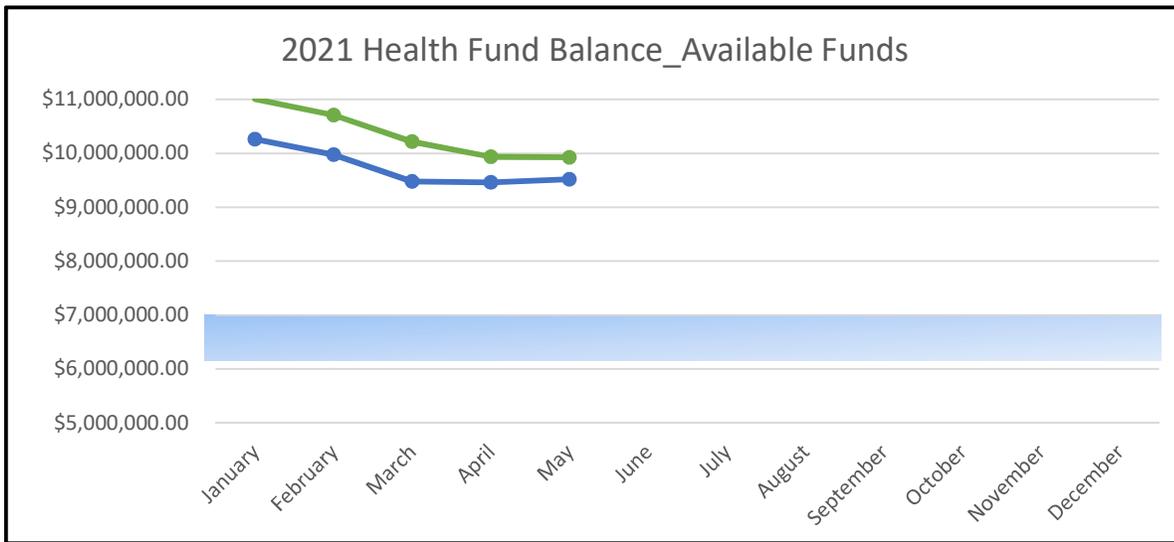
1. 9/8/20 - Received notice of a former Wood County employee seeking damages related to the denial of Post-Employment Health Plan benefits. Please note that due to inactivity on this claim, this will be the last month it will appear on the monthly report. In the event the former employee would submit a Notice of Claim in the future, we will report on the claim at that time.

Other

1. Worked with Department Heads and supervisors to update job titles per the recommendations in the Classification and Compensation Study results.
2. Gathered and compiled information from other counties across the state in regards to Dispatcher wages.
3. Conducted Basic Life Support (BLS) Certification Courses for 27 employees in the Health, Clerk of Courts, Human Services, Parks, and Highway departments on June 9th, 15th, 16th and 22nd.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on June 7th, 14th, 21st, and 28th.
8. Conducted exit interviews on June 3, June 17th, June 22nd, June 24th, and June 30th.

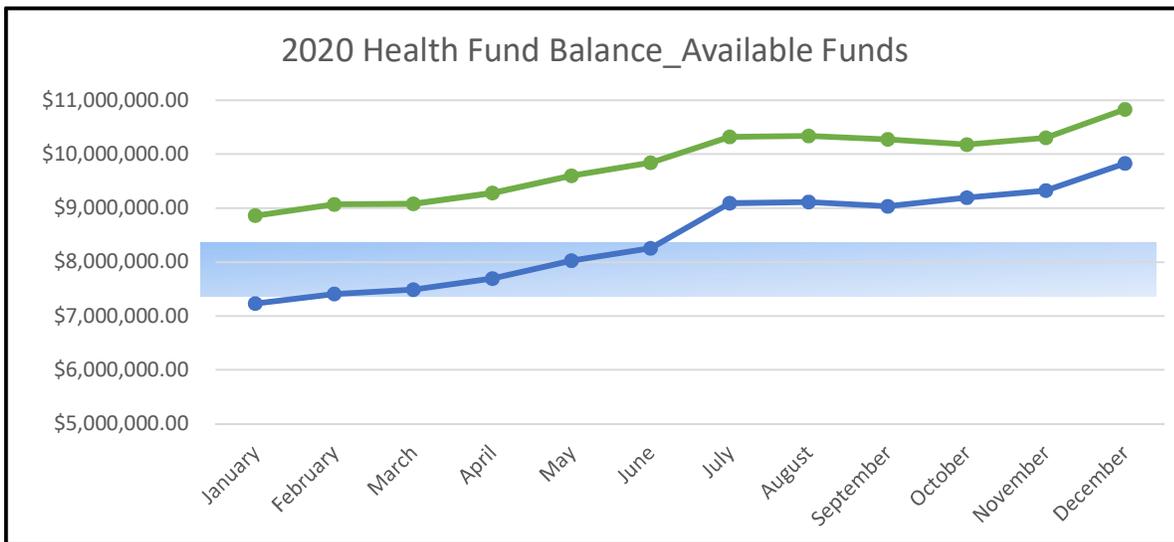
9. Reconciled and processed the May Unemployment Insurance payment.
10. Responded to various verifications of employment.
11. Replied to multiple requests from surrounding counties with varied information.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2021		2020	
	Total	Available	Total	Available
January	\$ 11,005,587.80	\$ 10,261,473.82	\$ 8,859,244.13	\$ 7,228,926.49
February	\$ 10,710,181.62	\$ 9,972,678.38	\$ 9,064,996.83	\$ 7,409,523.04
March	\$ 10,216,683.96	\$ 9,478,341.34	\$ 9,079,691.15	\$ 7,488,748.95
April	\$ 9,935,399.73	\$ 9,457,063.69	\$ 9,279,880.64	\$ 7,691,704.49
May	\$ 9,923,879.65	\$ 9,518,856.96	\$ 9,599,909.66	\$ 8,026,137.54
June			\$ 9,840,229.19	\$ 8,254,329.92
July			\$ 10,321,385.10	\$ 9,087,944.61
August			\$ 10,335,598.89	\$ 9,112,572.26
September			\$ 10,276,396.74	\$ 9,033,305.33
October			\$ 10,175,941.90	\$ 9,194,424.53
November			\$ 10,306,696.67	\$ 9,326,076.42
December			\$ 10,830,812.12	\$ 9,826,870.72



2021 Total Balance - Green Line

2021 Available Funds - Blue Line



2020 Total Balance - Green Line

2020 Available Funds - Blue Line

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



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—JULY 2021

1. Attended Wisconsin Counties Association zoom meetings on June 1, 7, 21 and 28.
2. Attended Operations Committee meeting on June 1.
3. Met with Human Resources staff to discuss changing flexible spending account vendors and the ramifications that may happen with bookkeeping on June 3.
4. Provided information for the county annual cost plan audit on June 8.
5. Attended budget meeting for department heads on June 9.
6. Attended Foundation for Rural Housing Board of Directors meeting in Wisconsin Dells on June 14.
7. Attended County Board meeting on June 15.
8. Met with Maintenance Department staff to discuss keycard access to the office and individual locks on doors within the office on June 15.
9. Participated in Foundation for Rural Housing zoom meeting with counties involved in a pilot program for property tax payment assistance on June 22.
10. Attended the Judicial and Legislative meeting on June 22.
11. Attended Wisconsin County Treasurer's Association summer conference held virtually on June 23 & 24.
12. Met with Human Services staff to sign off on changes to bank account information and also recertification at Norwood and Edgewater on June 25.
13. Attended a meeting with County Board Chair, Village of Port Edwards Administrator and President to discuss an entity with delinquent taxes and possible solutions on June 29.
14. Sent out 30 final notice to pay to delinquent 2017 taxpayers on 42 parcels in the amount of \$134,558.53. As of this report there are only 24 outstanding for a total of \$47,770.60. There will be a resolution to tax deed these remaining properties.
15. Sent out just over 5,100 postponed notices to remind people that the 2nd installment of taxes is due by July 31 in the amount of \$13,520,411.45.
16. I will be out the week of the meeting, if you have questions, please contact me before then.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – July 2021

- June 30, 2021 marked the deadline for participants to complete their health coaching appointment in order to enroll in Wood County’s Employee Wellness Program and qualify for any incentives offered. As of writing this, 452 participants have completed their health coaching appointment with me. Below you can find the number of completions for the three steps and how they compare to previous years.

Annual Completion of Qualifying Activities			
	<u>2019</u>	<u>2020</u>	<u>2021</u>
<i>Biometric Screening</i>	462	462	469
<i>Health Assessment</i>	465	462	464
<i>Health Coaching</i>	448	450	452

As you know, each year I provide feedback from the coaching survey I send out to everyone who completes this activity. This information was submitted with my letter of comments/packet materials. If you have any questions regarding this, please let me know

- June 25, 2021 marked the end of the 6-week Wellness Challenge, *Keeping Connected*. This activity challenged participants to work on mental well-being and the social dimension of Wellness through learning new and different ways to connect with others in these challenging times. Although this is a different type of wellness challenge than is normally offered, feedback received was very positive and some variation of this challenge will likely return in the future.
- I have begun work on the WELCOA Well Workplace Award application. This award is considered the “gold standard” regarding results-orientated workplace wellness programs and the application serves as a way evaluate the effectiveness of current wellness programming practices and offers suggestions and ways the program can be improved in the future. With continuous improvement in mind, it makes sense to pursue and apply for this award and I am planning on spending the time required to make this happen. I am planning on bringing additional information and materials to our next meeting as this application will most likely require input from various levels within Wood County.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.

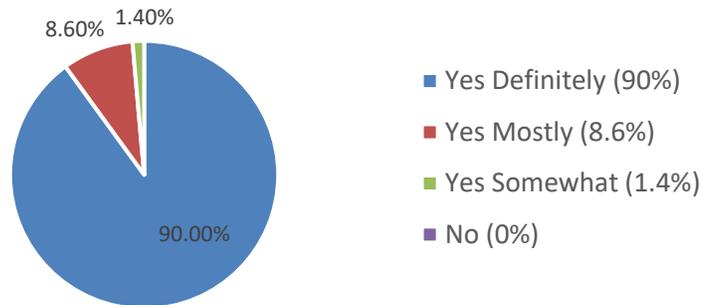


Wood County WISCONSIN

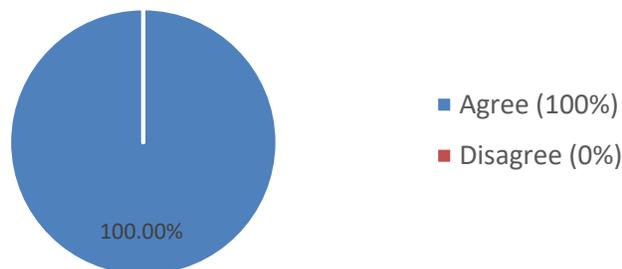
2021 Health Coaching Feedback Survey Results

Research shows that health coaching is one of the most effective ways for long-lasting behavior change which is ultimately the key to improving and maintaining health and wellbeing. As such, one of my goals is to continually improve in this area to ensure the time I spend with participants reviewing their health and setting goals is meaningful and effective. One of the ways I do this is by sending a survey with closed and open-ended questions to all employees who complete the health coaching activity to receive candid feedback about their experience, what they would like to see improve, what other resources they think would be valuable and so on. Below you can find the results of the survey. A total of 70 participants completed the survey this year.

Were you able to schedule your health coaching appointment with the Aspirus Business Health Staff in a timely manner?



The health coach assisted me in obtaining useful advice, resources, or health care services that help support my lifestyle choices.





Wood County

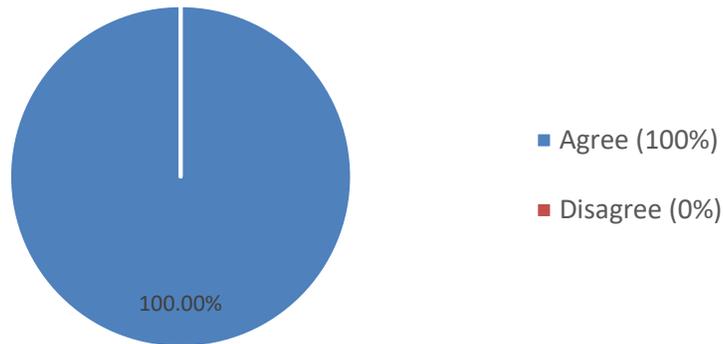
WISCONSIN

Employee Wellness

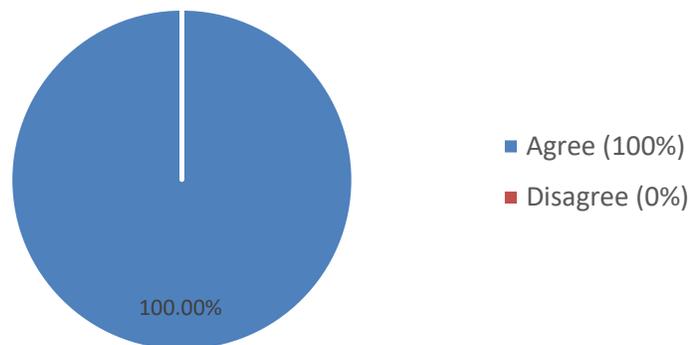
Adam Fandre

2021 Health Coaching Feedback Survey Results Continued

Throughout the coaching session(s) the health coach was engaged and motivational.



The health coach helped me develop my personal goals and next steps in my action plan.



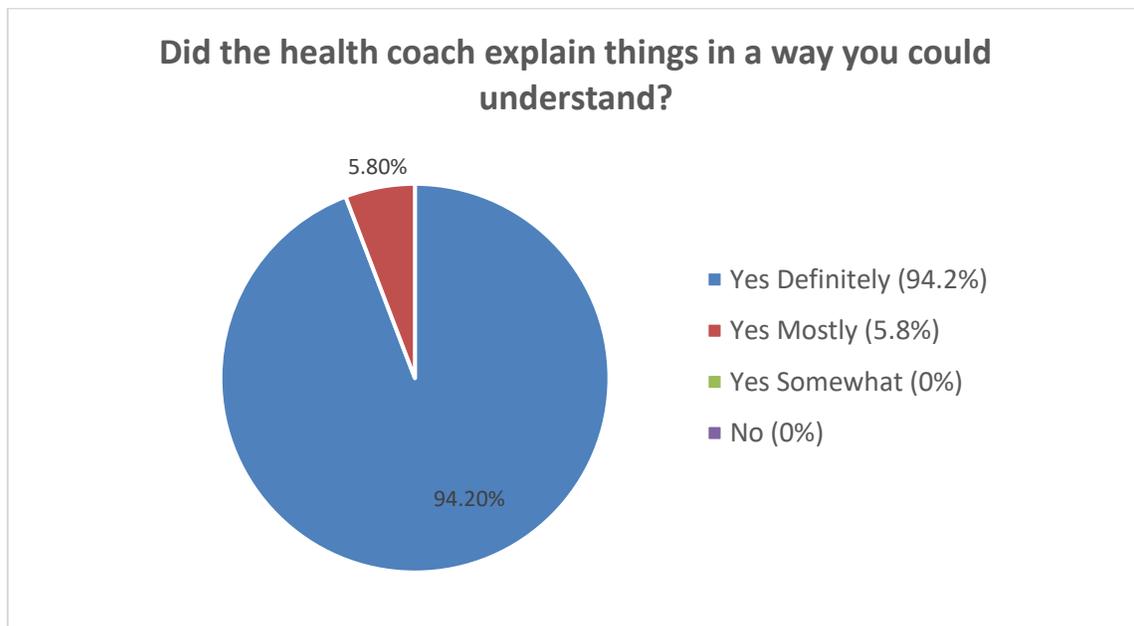
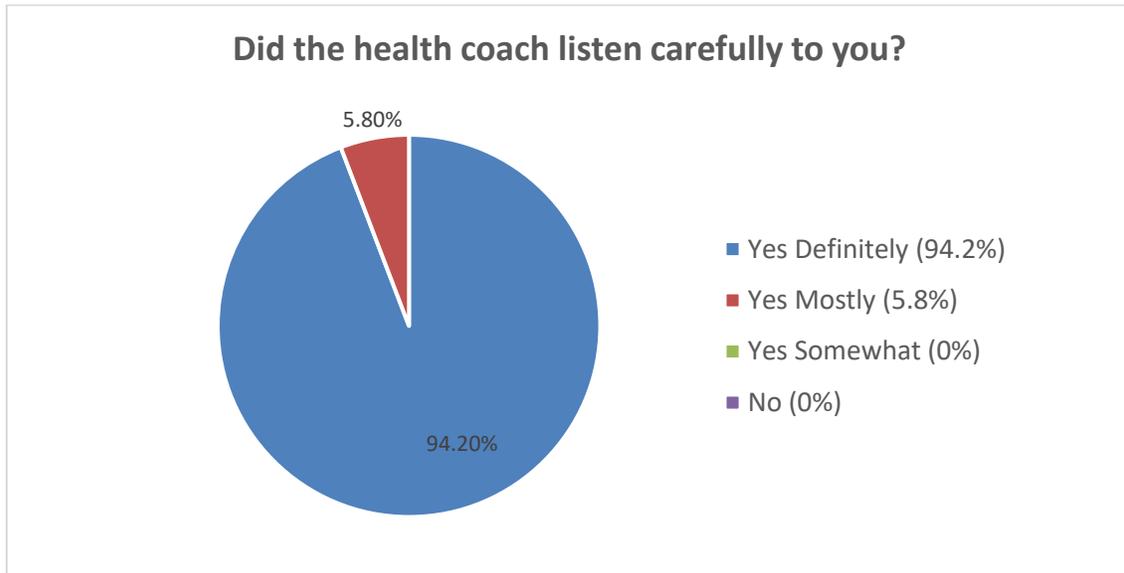


Wood County WISCONSIN

Employee Wellness

Adam Fandre

2021 Health Coaching Feedback Survey Results Continued





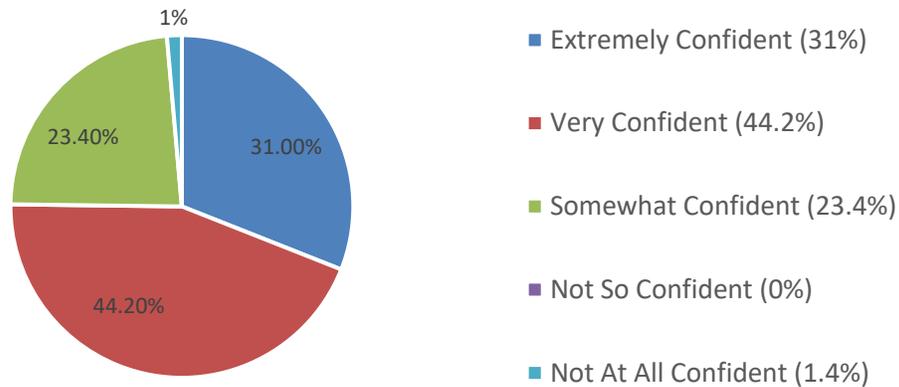
Wood County WISCONSIN

Employee Wellness

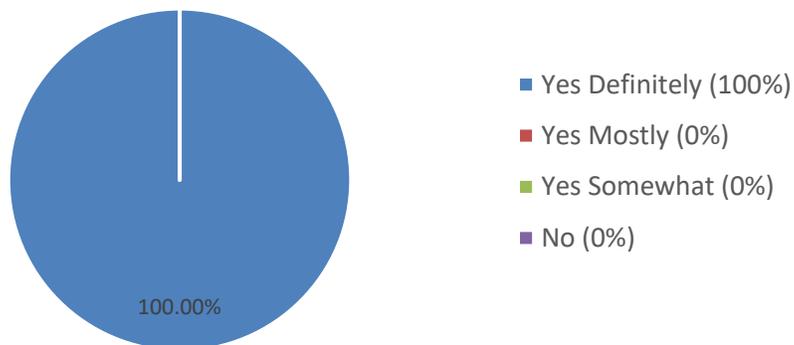
Adam Fandre

2021 Health Coaching Feedback Survey Results Continued

How confident are you that your health coaching will help you achieve your goals?



Did you know what to do if you had more questions after your health coaching session?





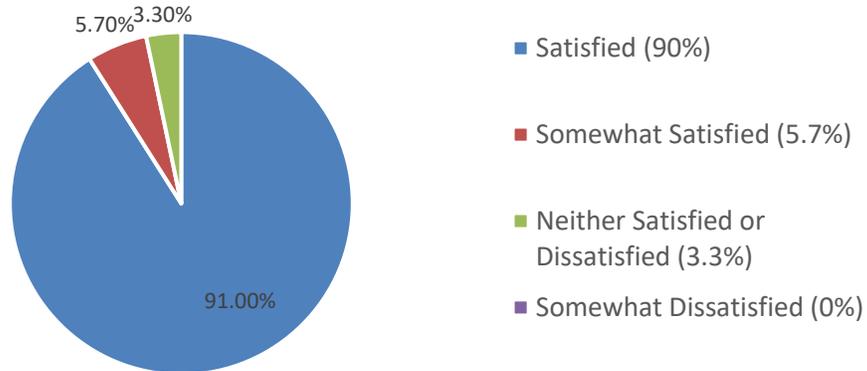
Wood County WISCONSIN

Employee Wellness

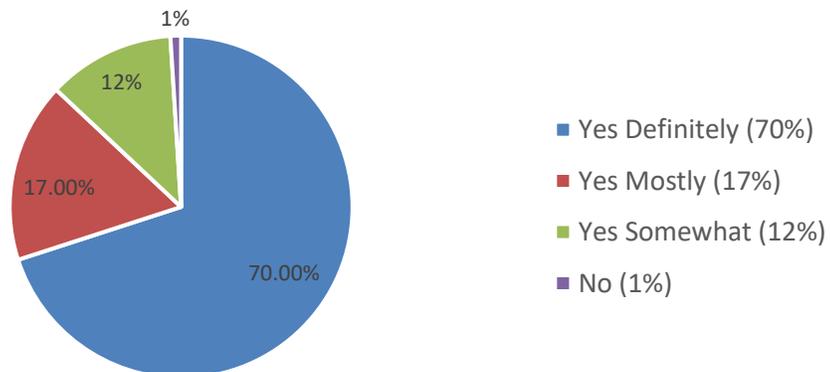
Adam Fandre

2021 Health Coaching Feedback Survey Results Continued

Overall, how satisfied were you with Aspirus Business Health Wellness Staff?



Would you recommend using our health coaching services to others based on your experience?





Wood County

WISCONSIN

Employee Wellness

Adam Fandre

2021 Health Coaching Feedback Survey Results Continued

What comments do you have about your health coach?

- He is a good listener.
- Even throughout COVID-19 I felt like Adam was there to help in any way possible.
- It is always a pleasure to chat with Adam. He makes you feel important, and you can tell he truly cares about your well-being.
- Very nice person.
- Adam is very knowledgeable about health, and he practices what he preaches!
- Adam is always very helpful and willing to answer any questions I might have.
- Very pleasant.
- Adam is professional, detailed, and always timely.
- He does a good job of reviewing, setting new goals, and encouraging working towards them.
- Adam does an awesome job.
- As said before, is easy to talk to and very knowledgeable!
- Very helpful and encouraging.
- Adam is so pleasant to work with. He is very motivational.
- Wonderful!
- Adam is a great listener.
- Adam is easy to talk to.
- Easy to talk to about any concerns I have.
- Good.
- He is not judgmental which is nice.
- Very professional.
- He is doing a great job.
- He is personable and encouraging without being pushy or invasive.
- Very knowledgeable.
- He is a very nice person and means well and does just that.
- Adam is always uplifting and helpful.
- Adam does an excellent job at coaching us. He is always good at helping us come up with goals for ourselves. He is always very helpful when answering questions.
- He is good.
- Very pleasant.
- Very professional, friendly, supportive, and informative!
- Very helpful!



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

2021 Health Coaching Feedback Survey Results Continued

- Adam is always very professional, personable, and supportive. He is top notch, and we need more Adams in our lives!
- Adam is great. Good at his job.
- Very caring personality.
- Adam is always very helpful! He coaches you to set a realistic goal for yourself. I feel this helps more people succeed to meet their wellness goals.
- I feel that he lives, breaths and believes in what he does. It is easier to take advice from someone who also is living a healthful life.
- No, just thanks for the help and direction.
- Adam is very open minded and a great listener. He also offers advice that is appropriate to my health goals.
- None, he is great.
- He was very friendly and informative.
- I think that he has good personal skills.
- He was very helpful, informative, and easy to talk to.
- Our Wellness Coordinator is always very prepared to meet with me as an individual and makes an effort to understand what I would like my wellness goals to be. He offers great support and input if he does not feel I'm challenging myself enough or should possibly focus on other aspects of my overall wellness. I like that he gave me different ideas of how I can increase my steps each day- I appreciate learning about different tips/strategies for improving my wellness.

What else would you like to say about your health coaching experience?

- He always listens.
- Just that Adam is doing a fabulous job!
- Adam is a great motivator and is always very pleasant. Wood County is lucky to have Adam as their Wellness Coordinator!
- Adam is Awesome!
- Adam is very good at his job. he is not judgmental and has ideas that are helpful.
- I appreciate the professional support to review screening results and navigate other options, especially suggested connections to county resources and little changes to incorporate in my workday.
- All is well. Thank you.
- I like the telephonic interviews/easier access
- Always something I look forward to!
- Adam is very helpful and encouraging.
- It has always been very helpful and positive.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

2021 Health Coaching Feedback Survey Results Continued

- Helpful and very concerned with my overall health.
- Great.
- Helps me refocus on goals each time & reminds me to take care of myself.
- It is a good way to keep things on track.
- It was easy to do and helpful.
- it works for me 'as is'.
- it is great to see my results and talk about them. Plenty of time for going over any questions I have.
- He is very understanding and listens to our goals.
- Very positive, supportive, and judgement free experience.
- Nothing. I think it is a good program.
- Adam is great!! Love working with him! :)
- I hope Adam stays with us for a long time because he is very nice and easy to talk to.
- I appreciate the annual appointments to review my health and wellness. I feel it helps me keep on track and holds me accountable. Thank you!!
- I think it would be cool to have a way to have a mass text/email motivation from the health coach to encourage us to keep heading towards our goal(s).
- Adam is helpful and knowledgeable about how to create realistic goals.
- Nice person to work with.
- It was very helpful.

COUNTY BOARD CLAIMS

May-21

May-21

Paid June 2021

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	EALS/PK HOTEL \$	TOTAL \$
Robert Ashbeck	May-21	400.00	114.24		\$514.24
Allen Breu	May-21	415.00	33.60		\$448.60
William Clendenning	May-21	515.00	84.56		\$599.56
Ken Curry	May-21	365.00	54.32		\$419.32
Michael Feirer	May-21	515.00	143.36		\$658.36
Adam Fischer	May-21	530.00	241.92		\$771.92
Jake Hahn	May-21	465.00	100.80		\$565.80
Brad Hamilton	May-21	450.00	15.68		\$465.68
John Hokamp	May-21	350.00	11.20		\$361.20
David La Fontaine	May-21	400.00	206.64		\$606.64
Bill Leichtnam	May-21	415.00	40.32		\$455.32
Lance Pliml	May-21	1,000.00	26.88		\$1,026.88
Dennis Polach	May-21	500.00	14.78		\$514.78
Donna Rozar	May-21	380.00	80.64		\$460.64
Lee Thao	May-21	400.00	5.60		\$405.60
Laura Valenstein	May-21	430.00			\$430.00
Ed Wagner	May-21	315.00	110.88		\$425.88
William Winch	May-21	450.00	61.60		\$511.60
Joe Zurfluh	May-21	400.00	24.64		\$424.64
Bev Ghiloni	June-21	50.00	5.60		\$55.60
Carmen Good	June-21	50.00	39.20		\$89.20
Thomas Heiser	June-21	50.00	5.60		\$55.60
Linda Schmidt	April-21	60.00			\$60.00
Mitchell Waite	June-21	50.00			\$50.00
		\$8,955.00	\$1,422.06	\$0.00	\$10,377.06

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JUNE 2021

For the range of vouchers: 06210065 - 06210070

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06210065	UNITED PARCEL SERVICE	REPLINISH UPS MAY 29 2021	06/02/2021	\$250.00	P
06210066	POSTMASTER - WISCONSIN RAPIDS	PO Box Yearly Fee	06/01/2021	\$1,320.00	P
06210067	UNITED MAILING SERVICE	MAIL FEES MAY 1 - 31, 2021	06/09/2021	\$1,058.36	P
06210068	WISCONSIN MEDIA	VAR ADS 5/1 - 5/31/2021	06/14/2021	\$1,017.30	P
06210069	STAPLES ADVANTAGE	Office Supplies	06/18/2021	\$11.28	
06210070	US BANK		06/17/2021	\$1,490.00	
Grand Total:				\$5,146.94	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: JUNE 2021

For the range of vouchers: 14210093 - 14210108

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14210093	AMT	GARNISHMENT PAYMENT	06/03/2021	\$276.00	P
14210094	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/03/2021	\$3,980.69	P
14210095	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/03/2021	\$2,243.17	P
14210096	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/03/2021	\$4,059.53	P
14210097	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	06/03/2021	\$73.64	P
14210098	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/03/2021	\$355.85	P
14210099	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	05/21/2021	\$3,000.00	P
14210100	AATRIX SOFTWARE INC	EFILING PACKAGE	06/11/2021	\$829.00	P
14210101	AMT	GARNISHMENT PAYMENT	06/17/2021	\$276.00	P
14210102	DEPARTMENT OF CORRECTIONS	GARNISHMENT PAYMENT	06/17/2021	\$100.00	P
14210103	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/17/2021	\$4,001.68	P
14210104	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/17/2021	\$2,254.23	P
14210105	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/17/2021	\$4,071.79	P
14210106	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	06/17/2021	\$73.64	P
14210107	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/17/2021	\$355.85	P
14210108	US BANK	TRAINING	06/17/2021	\$615.00	P
Grand Total:				\$26,566.07	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JUNE 2021

For the range of vouchers: 17210049 - 17210061

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17210049	NORTHWOODS LASER & EMBROIDERY	Retirement Plaque	05/21/2021	\$72.25	P
17210050	NATIONWIDE TRUST CO FSB	PEHP	06/02/2021	\$13,008.00	P
17210051	HORTON GROUP INC THE	Consulting Fees - June 2021	06/09/2021	\$2,083.33	P
17210052	DIETRICH VANDERWAAL SC	Legal Fees	06/02/2021	\$840.00	P
17210053	WI DEPT OF WORKFORCE DEVELOPMENT	May 2021 Unemployment Charges	05/31/2021	\$3,158.00	P
17210054	NATIONWIDE TRUST CO FSB	PEHP	06/16/2021	\$66,424.00	P
17210055	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	05/01/2021	\$550.00	P
17210056	UNITED STATES TREASURY	PCORI Fees - 2020	06/21/2021	\$2,681.28	P
17210057	US BANK	P Card Charges	06/16/2021	\$1,223.13	P
17210058	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	06/01/2021	\$1,250.00	P
17210059	NORTHWOODS LASER & EMBROIDERY	Retirement & Service Plaques	06/28/2021	\$72.25	P
17210060	STAPLES ADVANTAGE	Office Supplies	06/19/2021	\$1.41	P
17210061	BLUE WATER BENEFITS CONSULTING LLC	2021 Q2 Reporting	06/28/2021	\$947.40	P
Grand Total:				\$92,311.05	

Signatures

Committee Chair:

Committee Member:

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: JUNE 2021

For the range of vouchers: 23210027 - 23210034

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23210027	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal - Parks	05/27/2021	\$60.00	P
23210028	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2021	\$7,398.00	P
23210029	SAFELITE FULFILLMENT INC	Vehicle Damage - Sheriff Dept	06/14/2021	\$467.98	P
23210030	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal-NW	06/09/2021	\$30.00	P
23210031	J & D AUTO BODY	Vehicle Damage - Sheriff	06/11/2021	\$2,410.21	P
23210032	SAFELITE FULFILLMENT INC	Vehicle Damage - Squad #5	06/23/2021	\$587.42	P
23210033	WI COUNTY MUTUAL INS CORP	Addtl Insured End - City of WR	03/30/2021	\$25.00	P
23210034	ALLIED 100 LLC	BLS/CPR Materials	06/16/2021	\$209.95	P
Grand Total:				\$11,188.56	

Signatures

Committee Chair:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: JUNE 2021

For the range of vouchers: 28210144 - 28210159

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210144	CITY OF MARSHFIELD	MAY SPECIAL CHARGES	06/02/2021	\$1,769.84	P
28210145	CITY OF NEKOOSA TREASURER	MAY SPECIAL CHARGES	06/02/2021	\$1,203.48	P
28210146	CITY OF WISCONSIN RAPIDS	MAY SPECIAL CHARGES	06/02/2021	\$55.02	P
28210147	TOWN OF PORT EDWARDS	MAY SPECIAL CHARGES	06/02/2021	\$763.30	P
28210148	TOWN OF SARATOGA	MAY SPECIAL CHARGES	06/02/2021	\$1,620.46	P
28210149	TOWN OF GRAND RAPIDS	MAY SPECIAL CHARGES	06/02/2021	\$892.86	P
28210150	TOWN OF LINCOLN	MAY SPECIAL CHARGES	06/02/2021	\$269.69	P
28210151	TOWN OF RICHFIELD	MAY SPECIAL CHARGES	06/02/2021	\$229.38	P
28210152	VILLAGE OF VESPER	MAY SPECIAL CHARGES	06/02/2021	\$386.38	P
28210153	VILLAGE OF PORT EDWARDS TREAS	MAY SPECIAL CHARGES	06/02/2021	\$204.45	P
28210154	TOWN OF REMINGTON	MAY SPECIAL CHARGES	06/09/2021	\$220.97	P
28210155	WI DEPT OF ADMINISTRATION	MAY WI LAND INFO	06/09/2021	\$8,897.00	P
28210156	SCHROEDER GARY OR SKILTON LINDA	TAX OVERPAYMENT REFUND	06/23/2021	\$447.81	P
28210157	STATE OF WISCONSIN TREASURER	MAY CLERK OF COURTS REVENUES	06/23/2021	\$121,928.26	P
28210158	WOODTRUST BANK	MONTHLY SERVICE FEES	06/23/2021	\$281.71	P
28210159	US BANK	OFFICE SUPPLIES	06/23/2021	\$7.25	P
Grand Total:				\$139,177.86	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: JUNE 2021

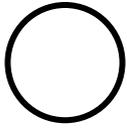
For the range of vouchers: 34210005 - 34210005

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34210005	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	06/01/2021	\$5,995.00	P
Grand Total:				\$5,995.00	

Signatures

Committee Chair:

Committee Member:



RESOLUTION#

Introduced by Operations Committee
Page 1 of 6

ITEM#
DATE July 20, 2021
Effective Date July 20, 2021

Committee

CAK

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

INTENT & SYNOPSIS: Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

FISCAL NOTE: TAXES 2017 – 2020 \$100,344.09
SPEC. ASSESSMENTS 1,557.70
SPEC. CHARGES 33,477.88
DEL UTILITIES 6,373.00
PUBLICATION FEES 798.71
TAX DEEDING EXP. 2,034.00

TOTAL \$144,585.38

Table with 5 columns: NO, YES, A and 19 rows of names (LaFontaine, D to Leichtnam, B)

WHEREAS, Wood County holds tax certificates which have not been Redeemed as provided by law on the described land, and,

WHEREAS, there are delinquent taxes and special charges owing since 2015. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll.

WHEREAS, Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the land described be taken by tax deed pursuant to Section 75.14, Wisconsin Statutes.

02-00048 Lot 1 of Wood County Certified Survey Map No. 5108 (recorded in Volume 18 of Survey Maps at Page 8 as Document No. 738805) being part of the SW 1/4 of the SE 1/4 of Section 3, Township 25 North, Range 4 East, Town of Auburndale, Wood County, Wisconsin. Together with an apparent perpetual easement for ingress and egress as indicated on the Warranty Deed recorded in Volume 668 of Records at Page 405.

Taxes 2017-2020 \$4,890.78
Publication Fees \$20.00
Tax Deed Expense \$100.00

Property is located at 5738 County Rd Y, Town of Auburndale.

02-00067A Lot 1 of Wood County Certified Survey Map No. 3757 (recorded in Volume 13 of Survey Maps at Page 157 as Document No. 663930) being part of the NE Fr'l. 1/4 of the NE 1/4 of Section 5, Township 25 North, Range 4 East, Town of Auburndale, Wood County, Wisconsin.

Taxes 2017-2020 \$6,850.73
Tax Deed Expense \$30.00

Property is located at 12051 Shady Rd, Town of Auburndale.

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ED WAGNER, CHAIRMAN

MICHAEL FEIRER

ADAM FISCHER

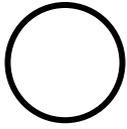
LANCE PLIML

DONNA ROZAR

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

County Clerk

County Board Chairman



RESOLUTION# _____

Introduced by _____
Page 2 of 6 _____ Committee

02-00441A Lot 1 of WCCSM No. 7404 (recorded in Volume 25 of Survey Maps at Page 204 as Document No. 886868) being part of the SE ¼ of the SE ¼ of Section 27, Township 25 North, Range 4 East, Town of Auburndale, Wood County, Wisconsin.

Taxes 2017-2020	\$26.02
Publication Fees	\$115.56
Tax Deed Expense	\$154.00

Property is located at 10121 North Rd, Town of Auburndale.

08-00171 Lot 1 of WCCSM No. 8064 (recorded in Volume 27 of Survey Maps at Page 264 as Document No. 2004R13525) being part of the SW ¼ of the SE ¼ of Section 9, Township 23 North, Range 4 East, Town of Hansen, Wood County, Wisconsin.

Taxes 2017-2020	\$1,185.48
Special Charges	\$272.00
Tax Deed Expense	\$30.00

Property is located at 6218 County Rd C, Town of Hansen.

18-00565DA Parcel 1: Lot 2 of WCCSM No. 3154 (recorded in Volume 11 of Survey Maps at Page 154 as Document No. 632839) being part of the NE ¼ of the NE ¼ of Section 33, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin. Together with an existing easement of ingress and egress purposes.

Parcel 2: A part of the NE ¼ of the NE ¼ of Section 33, Township 21 North, Range 6 East, described as follows: Commencing at the NE corner of said Section 33 run thence North 88°34'35" W 1,076.55 feet to the NW corner WCCSM No. 828 as corrected, said point being the NE corner of Lot 1 of WCCSM No. 3154 thence South on the East line of said CSM No. 3154 1,043.55 feet to the point of beginning; thence S 88°34'35" E 33 feet; thence North on the West line of WCCSM No. 2355 and 877 to the South line of WCCSM No. 2827 thence West on the South line of said CSM No. 2827 to the East line of WCCSM No. 3154; thence South to the point of beginning, all in the Town of Saratoga, Wood County, Wisconsin. Said property is subject to an easement for ingress and egress as described on WCCSM No. 3154. Together with an existing easement for ingress and egress purposes.

Taxes 2017-2020	\$1,041.91
Special Charges	\$426.60
Publication Fees	\$20.00
Tax Deed Expense	\$80.00

Property is a strip of land west of 2695 Winding Trail, Town of Saratoga.

23-00232 Parcel I: Lot 31 of Apache Gardens, Village of Auburndale, Wood County, Wisconsin.

Parcel II: A part of the E ½ of the NW ¼ of the SE ¼ of Section 22, Township 25 North, Range 4 East, Village of Auburndale, Wood County, Wisconsin, described as follows: Commencing at the Northwest corner of Lot 31 of the Apache Gardens subdivision and the point of beginning; thence along the West line of said lot S 0° 46' 46" W, 104.01 feet to the Southwest corner of said lot; thence S 89° 12' 58" W, 6.40 feet to the West line of said E ½ of NW ¼ of SE ¼; thence N 0° 10' 22" W, 140.01 feet along said line; thence N 89° 12' 58" E, 6.73 feet to the point of beginning.

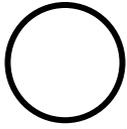
Taxes 2017-2020	\$9,795.16
Delinquent Utilities	\$1,498.20
Publication Fees	\$20.00

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Adopted by the County Board of Wood County, this _____ day of _____ 19 _____ .

County Clerk

County Board Chairman



RESOLUTION#

ITEM# _____

DATE _____

Effective Date: _____

Introduced by _____
Page 3 of 6 _____ Committee

Tax Deed Expense \$80.00

Property is located at 10669 Apache Ave, Village of Auburndale.

28-00077 Lot 1 of Wood County Certified Survey Map No. 10436 (recorded in Volume 38 of Survey Maps at Page 136 as Document No. 2018R07763) being part of the NW ¼ of the NW ¼ of Section 9, Township 23 North, Range 6 East, Village of Rudolph, Wood County, Wisconsin.

Taxes 2017-2020 \$1,541.39
Special Charges \$527.19
Delinquent Utilities \$2,183.63
Publication Fees \$20.00
Tax Deed Expense \$80.00

Property is located at 1649 Main Street, Village of Rudolph.

30-00591 That part of Lot 3 of Block 59 of the Nekoosa Paper Co.'s Addition to the City of Nekoosa, Wood County, Wisconsin, described as follows: Commencing at the Southeast corner of said Lot, thence North 8 rods, thence West 4 rods, thence South 8 rods, thence East 4 rods to the place of beginning.

Taxes 2017-2020 \$2,157.31
Special Charges \$223.34
Publication Fees \$20.00
Tax Deed Expense \$146.00

Property is located at 122 Wood Avenue, City of Nekoosa.

31-00374 Lot 2 of Wood County Certified Survey Map No. 3764 (recorded in Volume 13 of Survey Maps at Page 164 as Document No. 664432) being part of Lot 1, Block 11, Subdivision of the NW ¼ of the NE ¼ of Section 34, Township 23 North, Range 3 East, according to Sargent's Plat of the City of Pittsville, Wood County, Wisconsin.

Taxes 2017-2020 \$2,026.17
Delinquent Utilities \$563.94
Publication Fees \$20.00
Tax Deed Expense \$80.00

Property is lot adjacent to 5262 1st Ave, City of Pittsville.

31-00374AA Lot 1 of Wood County Certified Survey Map No. 3764 (recorded in Volume 13 of Survey Maps at Page 164 as Document No. 664432) being part of Lot 1, Block 11, Subdivision of the NW ¼ of the NE ¼ of Section 34, Township 23 North, Range 3 East, according to Sargent's Plat of the City of Pittsville, Wood County, Wisconsin.

Taxes 2017-2020 \$832.24
Delinquent Utilities \$468.28
Publication Fees \$20.00
Tax Deed Expense \$80.00

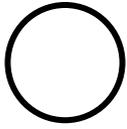
Property is located at 5262 1st Ave, City of Pittsville.

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Adopted by the County Board of Wood County, this _____ day of _____ 19 _____ .

County Clerk

County Board Chairman



RESOLUTION#

ITEM# _____

DATE _____

Effective Date: _____

Introduced by _____
Page 4 of 6 _____ Committee

33-01063 Lot 16 of Block 92 of the City of Marshfield, Wood County, Wisconsin.

Taxes 2017-2020	\$858.94
Special Charges	\$18,228.36
Publication Fees	\$20.00
Tax Deed Expense	\$150.00

Property is located at 315 W 5th Street, City of Marshfield. (building razed)

33-01088 Lot 10, EXCEPT the South 21 feet 8 inches, Block 94 of the First Addition to the City of Marshfield, Wood County, Wisconsin.

Taxes 2017-2020	\$10,752.05
Delinquent Utilities	\$145.60
Special Assessments	\$1,299.97
Publication Fees	\$115.56
Tax Deed Expense	\$132.00

Property is located at 440 S Central Avenue, City of Marshfield.

33-01370 Lot 11 of Certified Survey Map No. 7662 (recorded in Volume 26 of Survey Maps at Page 162 as Document No. 915554) being all of Lot 11 Block 118 of the Fourth Addition to the City of Marshfield, Wood County, Wisconsin; AND

Outlot 1 of Certified Survey Map No. 7924 (recorded in Volume 27 of Survey Maps at Page 124 as Document No. 2204R03563) being part of Lot 12, Block 118 of the Fourth Addition to the City of Marshfield and part of Lot 1 of Certified Survey Map No. 7406 (recorded in Volume 25 of Survey Maps at page 206 as Document No. 887064); excepting part of Lot 11 Block 118 of the Fourth Addition to the City of Marshfield, described as follows: Commencing at the NE corner of Section 8 Township 25 North, Range 3 East; thence North 89°15'44" W, a distance of 332.92 feet; thence South 26°44'48" W, a distance of 1446.20 feet, to the point of beginning; thence South 26°44'48" W, a distance of 56 inches; thence Northwesterly to a point on the North line of Lot 11 (a/k/a the South line of Lot 10) which is approximately 73 feet Northwest of the point of beginning; thence Southeasterly along the North line of Lot 11 (a/k/a the South line of Lot 10) to the point of beginning.

Taxes 2017-2020	\$4,955.95
Delinquent Utilities	\$588.07
Publication Fees	\$20.00
Tax Deed Expense	\$136.00

Property is located at 206 N Peach Avenue, City of Marshfield.

33-02062B Lot 11 of Assessor's Plat No. 2-A, except the Westerly 1.75 feet for street purposes, City of Marshfield, Wood County, Wisconsin.

Taxes 2017-2020	\$3,945.58
Publication Fees	\$20.00
Tax Deed Expense	\$130.00

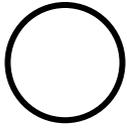
Property is located at 719 W Adler Road, City of Marshfield.

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Adopted by the County Board of Wood County, this _____ day of _____ 19 _____ .

County Clerk

County Board Chairman



RESOLUTION#

ITEM# _____

DATE _____

Effective Date: _____

Introduced by _____
Page 5 of 6 _____ Committee

34-02347 Lot 12 of West Side Assessor's Plat No. 27, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2017-2020	\$1,716.67
Special Charges	\$700.00
Special Assessments	\$186.17
Delinquent Utilities	\$143.85
Publication Fees	\$96.47
Tax Deed Expense	\$110.00

Property is located at 161 14th Ave S, City of Wisconsin Rapids.

34-02776 Lot 25 of West Side Assessor's Plat No. 3, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2017-2020	\$5,856.89
Publication Fees	\$115.56
Tax Deed Expense	\$132.00

Property is located at 351 13th Ave S, City of Wisconsin Rapids.

34-04590 Lot 11, Block 5 of Wickham's Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin, together with the North 1/2 of vacated alley lying immediately South of said lot.

Taxes 2017-2020	\$5,834.43
Publication Fees	\$20.00
Tax Deed Expense	\$130.00

Property is located at 1821 Spencer St, City of Wisconsin Rapids.

34-07338 The East 1/2 of Lots 1 and 2, Block 15, Webb's Addition to the City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2017-2020	\$6,547.52
Special Assessments	\$71.56
Tax Deed Expense	\$30.00

Property is located at 1130 Oak St, City of Wisconsin Rapids.

34-07965 Lot 65 of East Side Assessor's Plat No. 42, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2017-2020	\$2,926.90
Delinquent Utilities	\$781.43
Special Charges	\$13,100.39
Publication Fees	\$115.56
Tax Deed Expense	\$144.00

Property is located at 540 Chestnut St, City of Wisconsin Rapids. (building razed)

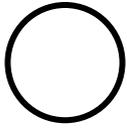
34-14102 That part of the South one-half of the North one-half of the Northeast Quarter of the Southwest Quarter of Section 29, Township 22 North, Range 6 East, City of Wisconsin Rapids, Wood County, Wisconsin, described as

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Adopted by the County Board of Wood County, this _____ day of _____ 19 _____ .

County Clerk

County Board Chairman



RESOLUTION# _____

ITEM# _____

DATE _____

Effective Date: _____

Introduced by _____
Page 6 of 6 _____ Committee

follows, to wit: Commencing at the Northeast corner of the above described ten acre tract for a starting point of the lands hereby conveyed, run thence West parallel with the North line of the Forty 350 feet; thence South parallel with the East line of the Forty a distance of 133.5 feet more or less and to the North line of Dove Avenue as now laid out and used, thence East along the North line of Dove Avenue 350 feet and to the East line of the Forty, thence North along the East line of the Forty a distance of 133.5 feet and to the place of beginning, excepting therefrom the East 50 feet heretofore laid out and used for highway purposes, being State Truck Highway No. 13.

Taxes 2017-2020	\$26,601.97
Publication Fees	\$20.00
Tax Deed Expense	\$80.00

Property is located at 4120 8th St S, City of Wisconsin Rapids.

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Adopted by the County Board of Wood County, this _____ day of _____ 19 _____ .

County Clerk

County Board Chairman



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: July 13, 2021
To: Operations Committee

Subject: Finance Department Update
From: Ed Newton

Departmental Activities

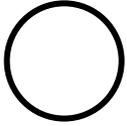
- Year-end procedures.
- Preparation and assisting departments with budget resolutions and questions.
- Ongoing audit discussions with WIPFLI.
- Ongoing consulting with CLA.
- DSN on 2020 cost plan documentation and audit visit.
- Ongoing discussions with Baird on jail and CIP financing and bonding issues.

Ongoing/Upcoming Projects

- Year-end procedures.
 - Fixed asset gathers, reconciliation and schedule.
 - Audit gathers and checklists.
 - Cost Plan gathers and checklists.
- 2020 Annual Report preparation.
- 2020 Cost Plan preparation.
- 2020 Form A preparation and preliminary filing.
- 2020 Annual Audit completion.
- Continue to refine Questica – improve current reports, create new reports, and training.
- Questica 2022 budget wage plan implementation.
- Refresh of Capital Improvement Plan and determine borrowing needs.
- Staff development - succession planning.
- American Rescue Plan Act discussion.
- Prepare Preliminary Official Statement – Baird – Debt financing.

Meetings, Webinars and Conferences

- Meeting budget plan - operations committee supervisor.
- Department head meeting regarding budgets.
- Various discussions with Treasurer regarding ARPA.
- Attend various webinars regarding ARPA and ARPA reporting.
- Attended County Board meeting.
- Attend PIT meeting.
- Attend Public Safety meeting.
- Presentation at Town Hall meeting in Marshfield.
- Discussion with HR on various topics.
- Hire new payroll administrator.
- Attend Joint Review Board – TID – Marshfield, Pittsville, Vesper, Biron, Port Edwards and Wisconsin Rapids.



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE July 20, 2021
Effective Date Upon passage and publication

Committee

EN

Motion: Adopted: Lost: Tabled: Absent:
Number of votes required: Majority [] Three-Fourths [X]
Reviewed by: PAK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: Initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$3,500,000 for Highway Projects and Capital Improvement Projects.

FISCAL NOTE: Proceeds from general obligation promissory notes not to exceed \$3,500,000.

BE IT RESOLVED, by the County Board of Supervisors of Wood County, Wisconsin that there shall be issued, pursuant to Section 67.12(12), Wisconsin Statutes, general obligation promissory notes in an amount not to exceed \$3,500,000 for the public purpose of financing highway projects and capital improvement projects. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.

Table with 5 columns: NO, YES, A, and 19 rows of names (LaFontaine, D to Leichtnam, B)

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ED WAGNER (Chairman)

ADAM FISCHER

DONNA ROZAR

MICHAEL FEIRER

LANCE PLIML

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

County Clerk

County Board Chairman



Wood County

*Tentative Financing Timetable**

<u>June</u>							<u>July</u>							<u>August</u>							<u>September</u>								
2021							2021							2021							2021								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28	29	30				

- Tuesday, June 15, 2021 County Board adopts Initial Resolution for Jail.

- Tuesday, July 20, 2021 County Board adopts Initial Resolution for annual CIP "Not to Exceed: borrowing amounts.

- Wednesday, July 21, 2021 Draft POS to Support Banker and Banker for review.

- Wednesday, July 28, 2021 Comments received from Support Banker and Banker. Updated Draft POS e-mailed to the County and Bond Counsel.

- Wednesday, August 4, 2021..... Comments received from the County and Bond Counsel.

- Tuesday, August 10, 2021 Baird due diligence call. Preliminary Official Statement distributed.

- Tuesday, August 17, 2021 Pricing. Issue the Anticipation Construction Note (NAN) for the total Jail and annual CIP "Not to Exceed" borrowing amount approved at the July 20th meeting.

- Tuesday, September 7, 2021 Close on the NAN. County can start paying invoices with NAN proceeds.

- September - December 2021 Finalize CIP amount and apply any unused CIP money & potential federal money to reduce long-term General Obligation Refunding Bonds. Issue General Obligation Refunding Bonds to lock-in rates when ready and timing is optimal.

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

Wood County Working Group



Issuer:

WOOD COUNTY
400 Market Street
Wisconsin Rapids, WI 54494

Mr. Ed Newton, Deputy Finance Director
Phone: (715) 421-8463; E-mail: enewton@co.wood.wi.us

Ms. Laura Valenstein, Jail Committee Chair
Phone: (715) 712-0868; E-mail: wcdistrict12@co.wood.wi.us

Mr. Trent Miner, County Clerk*
Phone: (715) 421-8460; E-mail: tminer@co.wood.wi.us

Ms. Heather Gehrt, County Treasurer *
Phone: (715) 421-8484; E-mail: hgehrt@co.wood.wi.us

Underwriter:

BAIRD
777 East Wisconsin Avenue
Milwaukee, WI 53202

Mr. Justin Fischer, Director
Phone: (414) 765-3635 or (800) 792-2473, ext. 3635
E-mail: jfischer@rwbaird.com

Support Banker:
Mr. Jordan Masnica (800) 792-2473 ext. 7501
E-mail: jmasnica@rwbaird.com

OS Analyst:
Ms. Katherine Voss (800) 792-2473, ext. 7702
E-mail: kvoss@rwbaird.com

Bond Counsel:

QUARLES & BRADY LLP
411 East Wisconsin Avenue
Milwaukee, WI 53202

Ms. Rebecca Speckhard
Phone: (414) 277-5761; E-mail: rebecca.speckhard@quarles.com

Ms. Sue Weber
Phone: (414) 277-5782; E-mail: sue.weber@quarles.com

**Paying Agent contact.*

Wood County



Prepared for:



July 13, 2021

Agenda

Wood County - July 13, 2021



- 2021 Reserve Calculator
- 2019-2021 Claim Comparison
- 2022 Updated Renewal Projection

Wood County

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

Participation by Month	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Traditional PPO												
Single	145	143	141	141	143							
Family	332	332	329	326	325							
	477	475	470	467	468	0	0	0	0	0	0	0
Participation by Month												
HDHP												
Single	13	13	12	13	15							
Family	11	11	11	11	11							
	24	24	23	24	26	0	0	0	0	0	0	0
Premium Equivalents												
Traditional PPO												
\$940.31	\$136,345	\$134,464	\$132,584	\$132,584	\$134,464	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$2,157.15	\$716,174	\$716,174	\$709,702	\$703,231	\$701,074	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS per MO	\$852,519	\$850,638	\$842,286	\$835,815	\$835,538	\$0						
HDHP												
\$720.90	\$9,372	\$9,372	\$8,651	\$9,372	\$10,814	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$1,653.81	\$18,192	\$18,192	\$18,192	\$18,192	\$18,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS per MO	\$27,564	\$27,564	\$26,843	\$27,564	\$29,005	\$0						
<i>Accumulated</i>	<i>\$880,082</i>	<i>\$1,758,284</i>	<i>\$2,627,413</i>	<i>\$3,490,791</i>	<i>\$4,355,335</i>							
Fixed Costs												
Extended PPO												
Medical Admin	\$26,931	\$26,931	\$26,578	\$26,416	\$26,578							
Stop Loss	\$157,735	\$157,105	\$155,216	\$154,586	\$155,531							
Network Access	\$2,272	\$11,399	\$13,674	\$7,769	\$12,278							
Rx Rebate Offset	-\$20,225	-\$40,450	-\$19,962	-\$19,840	-\$17,368							
Ret. Premium Offset	-\$23,485	\$0	-\$31,173	-\$10,897	-\$13,548							
TOTALS per MO.	\$143,229	\$154,986	\$144,333	\$158,034	\$163,471	\$0						
<i>Accumulated</i>	<i>\$143,229</i>	<i>\$298,214</i>	<i>\$442,548</i>	<i>\$600,581</i>	<i>\$764,052</i>							
Claim Costs												
Anthem Medical Claims	\$367,978	\$487,070	\$763,906	\$522,262	\$592,024							
Anthem Rx Claims	\$91,614	\$109,042	\$113,033	\$109,542	\$123,145							
Less Reimbursements	-\$28,621	\$0	\$0	-\$94,891	\$0							
TOTALS per MO.	\$430,971	\$596,112	\$876,939	\$536,913	\$715,169	\$0						
<i>Accumulated</i>	<i>\$430,971</i>	<i>\$1,027,084</i>	<i>\$1,904,023</i>	<i>\$2,440,936</i>	<i>\$3,156,105</i>							
Reserves												
Equivalents	\$880,082	\$878,202	\$869,129	\$863,378	\$864,543	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Less Fixed Costs	\$143,229	\$154,986	\$144,333	\$158,034	\$163,471	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Less Claims	\$430,971	\$596,112	\$876,939	\$536,913	\$715,169	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Monthly total	\$305,882	\$127,104	(\$152,144)	\$168,431	(\$14,096)	\$0						
<i>Accumulated Reserves</i>	<i>\$305,882</i>	<i>\$432,986</i>	<i>\$260,842</i>	<i>\$449,273</i>	<i>\$435,177</i>							
Monthly Loss Ratio	65.24%	85.53%	117.51%	80.49%	101.63%							
Overall Loss Ratio												90.01%

Wood County

Paid Claim Comparison, 2019 and 2021

Wood County

Paid Claim Comparison, 2019 - 2021

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

Values based on medical and prescription drug plan paid claims incurred 1/1/2015 - 5/31/2021 and paid 1/1/2020 - 5/31/2021.

Wood County

2022 PEPM Renewal Projection

	Experience Period 6/1/18 - 5/31/19	Experience Period 6/1/19 - 5/31/20	Experience Period 6/1/20 - 5/31/21
(1) Group Specific Claims	\$10,191,087	\$8,121,272	\$7,998,403
(2) Stop Loss Reimbursements	(\$1,759,842)	(\$1,139,095)	(\$803,152)
(3) Claims with Catastrophic Removed	\$8,431,245	\$6,982,177	\$7,195,251
(4) Trend Adjustment	10%	10%	5%
(5) Adjusted Claims, Trended to Rating Period	\$9,274,370	\$7,680,395	\$7,555,013
(6) Plan/Network Change Adjustment	1.00	0.93	1.00
(7) Claims with Plan/Network Adjustment	\$9,274,369.58	\$7,142,767.24	\$7,555,013.19
(8) Employee Months (# of Employees * # months in experience period)	6006	5968	5962
(9) Projected PEPM Claim Rate	\$1,544.18	\$1,196.84	\$1,267.19
(10) Weight	25.00%	45.00%	30.00%
(11) Weighted PEPM Claim Rate	\$386.05	\$538.58	\$380.16
(12) Combined Projected PEPM Claim Rate	\$1,304.78		

Wood County

2022 PEPY Pre-Renewal Projection

2022 Claims PEPY*	\$15,657.41
Administration (+5% Estimated Increase)	\$369.29
Stop Loss (+15% Spec +5% Agg Estimated Increase)	\$4,340.29
Wellness Program Expenses	\$380.00
2022 Projected Total PEPY Plan Costs	\$20,747.00
2022 Projected Total PEPY Plan Costs minus EE Contribution	\$18,672.30
2022 Projected Budget	\$9,224,115
2021 Budgeted	\$9,137,325
Projected 2022 Decrease (%)	0.95%
Projected 2022 Decrease (\$)	\$86,790



HORTON



Telework Policy

Teleworking, or telecommuting, is the concept of working from home or another remote location. As Wood County is committed to conducting its business to best serve the needs of our citizens, customers, clients, patients, and members of the public, teleworking is generally not available for Wood County positions. However, there may be times when it is beneficial for an employee to work remotely and therefore this option may be available, only at the direction and approval of the Department Head.

If an employee is approved for telework, it must be on an intermittent, hybrid, temporary, or limited basis. No position at Wood County is eligible for full-time telework. Wood County has the right to refuse an employee's request for telework as well as the right to terminate a telework agreement at any time. Departments that offer telework on a regular basis (either intermittent or hybrid) will evaluate the eligibility for regular or scheduled remote work based on the position's responsibilities, employee suitability, and equipment needs. **As a general rule, at least 50% of the teleworking employee's annual worked hours should be onsite at the physical work location.** Departmental management reserves the right to determine how often and on what schedule employees are able to telework.

Any employee who is given authorization to telework must comply with an IT-approved remote access methodology and have appropriate systems access privileges to the Wood County network to ensure that their connection is secure. While the County provides the employee with the necessary equipment and supplies required to perform their position, employees approved for remote work must provide the internet connection that meets or exceeds minimum upload and download speed standards. If connectivity issues arise, the teleworking employee is expected to return to the onsite workplace. Employees must maintain a heightened sense of security when teleworking so that the security and confidentiality of Wood County systems and network is never in a position to be compromised. Wood County will not reimburse an employee for any internet or communication charges incurred at their personal residence for this purpose. Any questions or concerns about remote connectivity security should be directed to the IT Department.

The employee's compensation, benefits, work status, and work responsibilities will not change as a result of teleworking. Similarly, the employee must comply with all Wood County policies and standards of professionalism while teleworking. Performance expectations and response times shall not change as a result of teleworking and the employee will be available and accessible by phone, email, and/or messaging (ie- Cisco Jabber) as required by the department during their normal scheduled hours. The employee must accurately report all teleworking hours on their timecard. Failure to accurately report hours is a violation of this policy and grounds for immediate termination of the teleworking arrangement. Employees may not accrue overtime hours while teleworking without a justified business purpose and the advance approval of their supervisor.

The employee must have a dedicated workspace at their remote or home location for safe placement of equipment to be used while teleworking. It is the responsibility of the employee to maintain this workspace in a safe condition, free from hazards to the employee and equipment. Injuries sustained by



Telework Policy

the employee while working in the employee's remote location when conducting regular work duties may be covered by the County's workers' compensation policy and should be immediately reported to the Safety and Risk Specialist in Human Resources. Wood County assumes no responsibility for any activity, damage, or injury that is not directly associated with, or resulting from, the teleworking employee's performance of standard job duties.

Consistent with Wood County's Confidentiality Policy, teleworking employees must ensure the protection of all confidential County, personnel, client, and health information accessible from their home office. Teleworking employees are expected to ensure such protections including, but not limited to the use of locked file cabinets, regular password maintenance, and any other measures deemed appropriate. Confidential information must never leave the secure Wood County network as a result of teleworking.

New employees are generally not eligible to telework until all departmental onboarding and initial training is completed. This restriction may be in place for the entire introductory period and is at the discretion of the employee's supervisor and Department Head.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.



Wage Plan Policy

Wood County has established wage plans that maintain a fair rate of pay for all full-time and part-time positions. The wage rate for a position is compared to both the internal comparable positions and to comparable positions outside of Wood County employment. “Comparable positions” are other jobs that perform similar types of work and require similar basic skills. Each job is evaluated based on a number of factors and then assigned a salary “Grade”. Each salary grade has sixteen (16) total steps.

Salary Increases

The actual wage rates for each salary grade are evaluated and wage increases (typically referred to as “cost of living adjustment” or COLA) are approved, as appropriate, by the Wood County Board of Supervisors.

Step Increases

There are sixteen (16) steps, or salaries, for each job grade with the normal starting salary being Step 1. Step 6 is considered the “control point”. The control point is an approximated market rate for the jobs in any given grade. Employees will normally progress one step per year to Step 16 based on years of service and satisfactory performance. Employees are typically hired at Step 1 and, with a satisfactory annual review, will move up one step annually on January 1st. For more detailed information regarding step increases, employees should contact their supervisor or Human Resources.

Merit Pay

Employees who are eligible to receive a “merit” increase may progress past Step 16. Merit increases may be awarded based on the employee’s performance over the past year and on the amount of money budgeted for merit increases each year.

Annual Salary Grade Appeals

Every year there is a thirty (30) day window for employees to request a review of their position. If the duties or responsibilities of a position have significantly changed, the employee may request to have their position reevaluated. To do this, the employee shall submit a completed appeal form to their supervisor by the deadline set forth by Human Resources, along with a completed Job Description Questionnaire (JDQ) showing the changes from the previous JDQ. Appeal forms are available from Human Resources. If the supervisor and Department Head support the appeal, the Department Head shall forward it to Human Resources by the deadline communicated. Human Resources will forward the appeal for review. The Operations Committee will review the recommendations regarding the appeal and make a final decision if the appeal will be approved, denied, or referred for further consideration. The employee will be informed of the review results. If the wage grade is changed as a result of an appeal, the change will be effective on January 1st of the following year.

New Position Reviews

A new position will require a job description which is reviewed and ranked by the Department Head and Human Resources. One year after the position has been operational, a formal JDQ may be submitted for



Wage Plan Policy

ranking based on any changes that may have occurred during that first year in the role. Recommendations for any adjustments based on evaluation may be implemented by Human Resources without further review or approval.

Market Reviews

A position that is found to be below the competitive market rate based on available market survey information, in conjunction with a history of at least 12 months of unsuccessful recruitment or retention due to market rates, will be reviewed by the Operations Committee upon the recommendation of Human Resources. This may include positions that are already in a pay grade, or positions that are seasonal, limited term employment, or casual. If the position is found to be below market to the detriment of Wood County's efforts to recruit or retain critical staffing, the Operations Committee may approve a pay grade adjustment for the position. Positions moved based on market reviews will be noted as such in the wage plans, and will be reviewed the following year to ensure the move remains appropriate to the market.

Wage Plan Review

In order to stay competitive, the Operations Committee should assess the situation of Wood County on a continual basis to ensure the effectiveness of the wage plans and verify that the plans have kept up with current market trends. The Operations Committee may conduct a formal market review of the wage plans every two (2) to four (4) years.



Recruitment & Retention Policy

The purpose of this policy is to provide departments with the necessary tools to be able to recruit and retain quality employees in an ever-changing job market while working within Wood County's current pay plan structures.

Employee Recruitment Guidelines

Departments have the ability to hire new employees up to Step 6. Departments also have the ability to negotiate up to two (2) weeks of vacation for new hires. If a department needs to offer Step 7 or above, the Department Head will work with the Human Resources Director to review and finalize the offer. If the Department Head and Human Resources Director are unable to come to an agreement on an offer, the hiring department's oversight committee will make the final offer decision.

Employee Retention Guidelines

Department Heads have the ability to advance employees who are identified as consistently and substantially exceeding expectations to skip one step per year higher on the pay scale, up to Step 6. The employee's most recent performance evaluation must clearly and specifically identify the ways in which the employee substantially exceeds expectations. It is expected that this outstanding performance is demonstrated across all aspects of the employee's position and is thoroughly documented in the performance evaluation.