

EXECUTIVE COMMITTEE

DATE: Tuesday, August 6, 2019
TIME: 8:00 a.m.
LOCATION: Edgewater Haven
Conference Room 110
1351 Wisconsin River Drive
Port Edwards, WI 54469

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. Update on Sol-Smart
6. Update on county strategic plan
7. Renewable & Sustainable Committee update
8. Funding for the Jail Study
9. **Treasurer**
 - (a) Resolution to tax deed property.
10. **Finance**
 - (a) Capital Improvement Plan (CIP)
 - (b) 2020 Budget
 - (c) P-Card Policy
11. **Human Resources (HR)**
 - (a) Salary Grade Appeal Recommendations
 - (b) Safety & Risk Manager Recruitment
 - (c) 2020 Insurance Premiums
12. Administrative Coordinator's Report
13. Consider any agenda items for next meeting
14. Set next regular committee meeting date – Tuesday, September 3, 2019
15. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

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

PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach, Donna Rozar,
Adam Fischer

OTHERS PRESENT (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

Public Comment – Supervisor Clendenning mentioned no one from Wood County attended the National Association of Counties (NACO) annual conference so “it is silly” to continue to pay to be a part of this organization.

Consent Agenda

Pages 14, 20, 28, 33, 41, 43, 46, and 47 were pulled from the consent agenda for discussion.

**Motion (Rozar/Curry) to approve the Consent Agenda, excluding the items requested pulled for discussion.
Motion carried unanimously.**

Supervisor Winch asked for clarification regarding the Finance Director’s Detailed Income Statement.

Supervisor Fischer asked if the HR Generalist position does more than recruiting. Director McGrath confirmed that, “yes”, the position has additional responsibilities. Because of the number of positions open, there has been increased recruiting activity this month which is reflected in the comments.

Fischer asked for clarification regarding the Marshfield City Hall meeting Facilities Manager Van Tassel noted in his Letter of Comments. Van Tassel indicated the remodel deadline is 10/14/19. Van Tassel also indicated Norwood and Edgewater are beginning implementation of a Facility Software to replace their current software which is covered in the Information Technology’s budget.

Page 33 will be discussed as part of an agenda item.

Clendenning questioned charges as part of Finance’s Report of Claims for UW Marshfield Signage. Cummings indicated Wood County received full reimbursement for these amounts.

Supervisor Polach questioned HR Director’s Report of Claims regarding payout claims having redacted information. McGrath indicated she questioned this as well and was instructed that the Vendor Name column must be completed.

Winch questioned PEHP discontinuation as related to a payment. Clarification was made that PEHP was discontinued for new employees.

Winch asked for a break-down of the cleaning expenses which Van Tassel provided.

Clendenning asked for clarification regarding a charge labeled CH Security from Water Works and Lighting. Van Tassel indicated the charge is related to a meter fee and not related to CH Security.

Motion (Rozar/Fischer) to approve the pulled items from the Consent Agenda. Motion carried unanimously.

Machon reported that the realtor indicated due to MLS (Multiple Listing Service) affiliation, there must be a price listed for the 12th Street property.

Motion (Fischer/Rozar) to proceed with the recommendation from the Realtor to reduce the asking price to \$500,000 for the sale price of the 12th Street property. Motion carried unanimously.

Van Tassel distributed an updated report from National Renewable Energy Laboratory (NREL) in correlation with the update on SolSmart. Van Tassel indicated the first Solar Committee meeting will be Friday 7/12/19.

Rozar reported received nine responses were received from County Board members to the recent County Strategic Plan survey. The responses were surprisingly consistent eliminating the need for another survey to prioritize the responses. The next step will be to have Department Head input.

Treasurer Gehrt stated she recently met with the fiscal staff at the Marshfield City Hall area and is disappointed with the area offered due to its lack of security. She is considering options in collecting taxes in Marshfield.

Gehrt presented a resolution to accept offer of sale of tax deed property.

Motion (Rozar/Clendenning) to accept the resolution to accept offer of sale of tax deed property. Motion carried unanimously.

Cummings introduced Ed Newton, the new Deputy Finance Director

Rock Larson presented a resolution to amend the 2019 budget for Veterans Relief with a transfer of available appropriations from fund balance.

Motion (Fischer/Clendenning) to accept the resolution to amend the 2019 budget for Veterans Relief with a transfer of available appropriations from fund balance. Motion carried unanimously.

Cummings presented a resolution for out-of-state training and travel for the Finance Director and the Deputy Finance Director. Machon questioned the source of the money, stating clarification should be included that the money is from the Finance Departmental budget, specifically.

Motion (Clendenning/Curry) to accept the resolution for out-of-state training and travel for the Finance Director and the Deputy Finance Director. Motion carried unanimously.

Cummings provided the Debt Calendar to the Committee.

Machon distributed to the Committee a draft of his proposed budget parameter letter. Discussion ensued.

Motion (Fischer/Curry) to update the parameters letter as indicated. Motion carried unanimously.

Director Cummings indicated the 2020 Budget item will stay on the agenda till the budget is finalized. New budget software will be available to Department Heads on July 19th so the deadline will be extended until August 19th.

Wellness Board Chair Kunferman presented the Committee with a Wellness Program Policy that encompassed all previously approved policies as well as a new appeal process. Kunferman stated there was one additional revision to the policy to add that "employees who miss deadlines and are deemed ineligible for the premium incentive will

still be allowed to earn the quarterly cash incentives”. Kunferman clarified that the appeal included in the policy is for missed deadlines. Supervisor Fischer stated he has not been shown a clear return on investment with the Wellness Program. Discussion ensued at length.

Motion (Fischer/Clendenning) to disband the Wellness Board effective immediately, have the Wellness Coordinator report directly to the Executive Committee, and have Human Resources investigate other alternatives to conducting a Wellness Program with a fiscally prudent mindset. Motion carried. Voting no: Curry, Rozar, Machon.

Supervisors questioned if there should be a vote on the policy brought forward by the former Wellness Board. Supervisory Curry inquired if there would be any adverse action if the policy is not passed today and the consensus was that there would not be.

Motion (Clendenning/Rozar) to approve the Wellness Program Policy brought forward by the former Wellness Board. Motion (Fischer/Polach) to table the policy for two months to allow Human Resources to complete their investigation into options for the Wellness Program. Motion to table carried. Voting no: Curry (didn't feel like he had enough information)

Break at 9:13 a.m. Reconvene at 9:23 a.m.

Chair Machon thanked the former Wellness Board members for their work over the years.

Human Resources (HR) Director McGrath presented a summary of the responses gathered from a survey that was distributed to all County employees regarding their preferences for the County Health Insurance Plan.

McGrath introduced Tim Deaton of the Horton Group. Mr. Deaton presented the Committee with renewal projections for 2020 as well as some plan options that would align with the results of the employee survey. Discussion ensued.

Motion (Rozar/Clendenning) to add the alternative embedded High Deductible Health Plan (HDHP) into the County Health Insurance Plan options. Motion carried. Voting no: Fischer

McGrath presented a summary of the proposals received to the Committee regarding the RFP for the Classification and Compensation Study. McGrath explained there were six proposals received out of sixteen RFPs distributed. McGrath stated three of the proposals came in under \$100,000 and three of the proposals came in over \$100,000. Discussion ensued.

Motion (Clendenning/Fischer) to have the three firms that submitted proposals under \$100,000 meet with the Committee on a date to be determined by McGrath. Motion carried unanimously.

Fischer asked Machon to explain the meeting listed in item 1 on the Administrative Coordinator's Report. Machon explained that the meeting was a very general conversation with the Finance Director and Financial Advisor in which they discussed different options to get to a level debt service each year. Furthermore, Fischer requested additional information on item 3 of the same report. Machon explained that Terry Whitmore, a board member of REGI, contacted him and asked if they could meet to discuss what REGI does.

Rozar stated that Bob Moore, Investment Advisor, used to come to Executive Committee meetings and present about County investments. Rozar stated that she believed this was very beneficial and informational to the understanding of the County's investments. The Committee directed Treasurer Gehrt to invite Bob Moore to a future Committee meeting.

Agenda items for next meeting: Funding for Jail Study

Consider agenda items for next meeting (will add this as an agenda item)

The next regularly scheduled Committee meeting is Tuesday, August 6, 2019 at Edgewater Haven.

The Chair declared the meeting adjourned at 10:24 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

July 9, 2019

NAME (PLEASE PRINT)	REPRESENTING
REUBEN VANTASSEL	MAINT.
ED NEWTON	FINANCE
AMY KAMP	IT
Bill Cloodunsky	WC B #15
Adam G. Fischer	WC B #5
DENNIS POLACH	WCB- #14
Tim Deaton	Horton Group
Sue Kumpman	Health Dept.
Kim McGrath	HR
Adam Ford	Wellness
Kelli Quinnell	HR
BILL WINCH	WC B #9
JODI LUBECK	BILL'S ASSISTANT
Marla Cunniff	Financ
Heather Gehrt	Treasurer
Jode Pingel	HR
Brandon Vruwink	W (HSN)
Shawn Becker	WOSO
Jordan Bruce	Norwood
RANDAL DORSTHORST	WOSO
Rock Larson	Veterans office
Mary Schlagenhuf	ASD



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – August 2019

- We are currently working on the 2020 budget. There should not be any surprises in the 5 budgets we are responsible for that I can see at this point.
- As it relates to the above, I am still sounding the alarm with our marriage licenses. I have been beating on this drum for quite a while and am still concerned. The numbers just are not what I would call, healthy. For the past 15 years, our numbers were always above 400 licenses for the year, but we could see a downward trend. Going into the 2019 budget prep last year in June, it appeared we would still make 400 but with the trend line going down, I budgeted for 380 for 2019. Once October hit, we realized there was no way we would make our budgeted amount. We ended up at 365 for 2018, and as I do the budget for 2020, I am estimating (more like hoping, pleading, praying) 340 for 2019 and budgeting for 340 for 2020. I have my fingers, toes, legs, and arms all crossed we hit that number. That is a drop of 63 licenses in 2 years, not what I would call a trend, but more like a nose dive off of Mt. Everest.
- Because I am the county Public Information Officer, I was brought in when the Emergency Operations Center was opened after the severe line of storms moved through the area on Saturday, July 20th. Damage seemed to be the worst in Pittsville and Wisconsin Rapids, with a lot of trees down and power outages reported throughout the county. The clean-up will certainly continue for the foreseeable future.
- I was invited, and will be attending along with IT Director Kaup, a table-top exercise devoted to election cyber security. This will be held in Madison on August 12th and is being hosted by the U.S. Department of Homeland Security and the Cybersecurity and Infrastructure Security Agency. There were about a dozen County Clerks and about as many county IT Directors invited to this exercise, along with other federal, state, and local municipal agencies. This will give us an OUTSTANDING opportunity to look at best practices and to implement them as we move into next year.
- As we move into late summer and fall, my office will be working on updating our Continuity of Operations Plan for our office in case disaster struck the courthouse and we were not able to function out of the building. In addition, I want to put a plan together for just Elections. This will involve working with IT to ensure we are all on the same page and know what is expected of each other.
- This past month, two veteran and neighboring County Clerks have announced their retirements. I bring it up because most of you have met them or know them personally. Marathon County Clerk Nan Kottke will be retiring in September after 48 years in the county clerk's office and Portage County Clerk Shirley Simonis will be retiring at the beginning of January after 43 years in the county clerk's office. In addition, the Deputy County Clerk from Portage County is retiring the same day. She has 41 years in the office. That would make 132 years of experience total. Whomever is appointed will have HUGE shoes to fill. All were, and are, such nice and welcoming people. I was fortunate enough to have benefited from their wisdom and proud to call them friends.



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

August 6, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

Departmental Activities

Project completion for the following:

1. The final draft of the Comprehensive Annual Financial Report (CAFR) was approved by the Auditors.
2. The Comprehensive Annual Financial Report was submitted for the Certificate of Achievement for Excellence in Financial Reporting Program to the Governmental Financial Officers Association (GFOA).
3. Received the Management and Representative Letter from the Auditors (this is included in your packet).
4. Tax 16, Form F-65 and the audited Municipal Financial Report for fiscal year 2018 was submitted to the State.

Ongoing 2019 projects:

1. We will be receiving the printed copy of the Single Audit in the next couple of weeks. We will then finalize all CAFR and Single Audits submission.
2. Budgets Prep for the 2020 is underway for all departments. Those trained on the new software are entering in their own budgets. Finance is entering in the smaller departments budgets for them. Next year we will get them trained on the software.
3. Budget Software is planned to be deployed to Wood County servers on August 19, 2019.
4. P-Cards Policy target date of September 1, 2019.
5. P-Cards implemented target date of October 1, 2019.
6. Strategic Planning for the Finance Department target date of October 1, 2019.
7. Expense Report Policy target date October 1, 2019.
8. Procurement/Accounts Payable Policy target date December 31, 2019.
9. Fund Balance Policy target date December 31, 2019.
10. Internal Audit Policy target date December 31, 2019.
11. 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. Met and worked with various departments on their 2020 budgets.
4. Participated in the Continuity of Government/Cyber Security Exercise.
5. Supervisor Evaluation Training.
6. Monthly meeting with Wood County's Fiscal Staff.
7. Biweekly meeting with Finance Department Staff.
8. Met with IT and HR on the best budget placement for software that impacts the whole county.

Budget to Actual Income Statement for the 7 months ending July 31, 2019.

Wipfli LLP
4890 Owen Ayres Ct., Suite 200
Eau Claire, WI 54701
PO Box 690
Eau Claire, WI 54702-0690
715.832.3407
fax 715.832.0475
www.wipfli.com

July 29, 2019

County Board
Wood County
Wisconsin Rapids, Wisconsin

Dear County Board,

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Wood County, Wisconsin (the "County") for the year ended December 31, 2018, and have issued our report thereon dated July 29, 2019. Professional standards require that we provide you with the following information related to our audit:

Our Responsibility Under Auditing Standards Generally Accepted in the United States, *Government Auditing Standards*, and the Uniform Guidance and *State of Wisconsin Single Audit Guidelines*.

As stated in our engagement letter dated October 8, 2018, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in accordance with accounting principles generally accepted in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal and state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance and *State of Wisconsin Single Audit Guidelines*.

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with the Uniform Guidance and the *State of Wisconsin Single Audit Guidelines*, we examined, on a test basis, evidence about the County's compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* and *State of Wisconsin Single Audit Guidelines* applicable to each of its major federal and state programs for the purpose of expressing an opinion on the County's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the County's compliance with those requirements.

Required Supplementary Information Accompanying Audited Financial Statements

We applied certain limited procedures to the management's discussion and analysis, the schedule of funding progress for retiree health plan, and the schedules of employer's proportionate share of the net pension liability (asset) and employer contributions – Wisconsin Retirement System, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Supplementary Information Accompanying Audited Financial Statements

We were engaged to report on the respective budgetary comparison for the sales tax fund and the combining and individual nonmajor fund financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Other Information in Documents Containing Audited Financial Statements

We were not engaged to report on the introductory section and the statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing audited financial statements and the auditor's report does not extend beyond the financial information identified in our report. We have no responsibility for determining whether this information is properly stated. This other information was not audited and we express no opinion or provide any assurance on it.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to your representative, Marla Cummings, in our meeting about planning matters on January 10, 2019, in addition to our engagement letter dated October 3, 2018, accepted by Marla Cummings.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the County are described in Note 1 to the financial statements. As discussed in Note 1 to the financial statements, the County adopted new accounting guidance, GASB Statement No.75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* during the year ending December 31, 2018. This statement changed how the County accounts and reports its OPEB benefits. Accordingly, the beginning net position of the governmental activities and business-type activities has been restated as described in Note B - 1 to the financial statements.

We noted no transactions entered into by the County during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- The County has to estimate the useful lives of capital assets for purposes of calculating depreciation on these assets. We have evaluated the key factors and assumptions used to develop the estimated historical value of the capital assets in determining that they are reasonable in relation to the basic financial statements as a whole. We also reviewed the lives assigned to the assets in order to determine that depreciation expense on the assets is reasonable.
- The information used for the net pension liability (asset) and deferred outflows and inflows related to pensions for the Wisconsin Retirement System (WRS) were provided by WRS and audited by the plan auditor. We reviewed the independent auditor's report, evaluated the competence and independence of the plan auditor, and verified and recalculated the allocation percentage and the amounts allocated to the County for its proportional share of the WRS collective pension amounts.
- The recorded value of the net OPEB obligation is subjective and contingent upon the methods and assumptions used in the actuarial study. We evaluated key factors and assumptions used to develop the liability for other postretirement benefits in determining that it is reasonable in relation to the financial statements.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We proposed no audit adjustments that could, in our judgment, either individually or in the aggregate, have a significant effect on the County's financial reporting process.

Disagreements With Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 29, 2019, a copy of which accompanies this letter.

Management Consultations With Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the County's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all of the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to the County's audit. However, these discussions occurred in the normal course of our professional relationship and our responses were not, in our judgment, a condition of our current year engagement.

Internal Control Matters

In planning and performing our audit of the financial statements of the County as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States, we considered the County's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, as discussed below, we did identify a certain deficiency in internal control that we consider to be a significant deficiency.

Segregation of Duties

The size of the County's staff in charge of accounting and reporting functions indicates a lack of segregation of duties. The basic premise is that no one employee should have access to both physical assets and the related accounting records or to all phases of a transaction, which decreases the likelihood that unauthorized or false transactions will be prevented or detected and corrected in a timely fashion. This condition may lead to misstated financial statements. The County Board performs limited reviews of the transactions in this area. However, because oversight is limited, this is a significant deficiency in internal control.

Internal Control Matters (Continued)

In addition, we became aware of another matter. The following summarizes our comments and suggestions regarding this matter.

Appropriations – As indicated in the basic financial statements, certain budget categories had expenditures in excess of amounts budgeted (appropriated). Projections of year-end results were prepared and budget amendments were made; however, final adjustments resulted in an over budget situation. The County should continue to monitor its expenditure activity and adopt budget amendments when necessary to properly authorize expenditures.

We appreciate the opportunity to be of service to Wood County, Wisconsin.

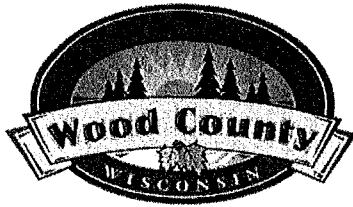
This communication is intended solely for the information and use of management, the County Board, and, if appropriate, others within the County and includes a description of the scope of our testing of internal control over financial reporting and the results of that testing. The communication related to considering the County's internal control over financial reporting is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

Sincerely,

/s/ Wipfli LLP

Wipfli LLP

Enc.



Wood County WISCONSIN

-1-
OFFICE OF
FINANCE DIRECTOR
Marla A. Cummings
FINANCE DIRECTOR

GOVERNMENTAL AUDIT REPRESENTATION LETTER

July 29, 2019

Wipfli LLP
3703 Oakwood Hills Parkway
Eau Claire, WI 54701

This representation letter is provided in connection with your audit of the financial statements of Wood County, Wisconsin (the "County") which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2018, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison for the general fund and human services fund for the year then ended, and the related notes to financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 3, 2018, including our responsibility for the preparation and fair presentation of the financial statements in accordance with GAAP and for preparation of the supplementary information in accordance with the applicable criteria.

2. The financial statements referred to above are fairly presented in accordance with GAAP and include all properly classified funds and other financial information of the primary government and all component units required by GAAP to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. We agree with the adjusting journal entries proposed by you and which are given effect to in the financial statements.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with GAAP.
10. Material concentrations, if any, have been properly disclosed in accordance with GAAP.
11. Guarantees, whether written or oral, under which the County is contingently liable, if any, have been properly recorded or disclosed in accordance with GAAP.

Information Provided

12. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the County from who you determined it necessary to obtain audit evidence.

- d. Minutes of the meetings of County Board or summaries of actions of recent meetings for which minutes have not yet prepared.
- 13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 14. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
- 15. We have no knowledge of any fraud or suspected fraud affecting the County Involving:
 - a. Management.
 - b. Employees who have significant roles in internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
- 16. We have no knowledge of any allegations of fraud or suspected fraud affecting the County's financial statements communicated by employees, former employees, regulators, or others.
- 17. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements except as disclosed in Note III, B of the financial statements.
- 18. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 19. We have disclosed to you the identity of the County's related parties and all the related party relationships and transactions of which we are aware.
- 20. We have made available to you all financial records and related data.
- 21. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 22. We have a process to track the status of audit findings and recommendations.
- 23. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 24. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

25. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
26. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
27. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
28. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determinations of financial statement amounts or other financial data significant to the audit objectives.
29. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
30. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting noncompliance except as discussed in Note III, B.
31. As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal and state awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal and state awards.
32. The County has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any material asset been pledged as collateral.
33. The County has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

34. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
35. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
36. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial users.
37. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
38. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the balance sheet date and have been appropriately reduced to their net realizable value.
39. Investments are properly valued.
40. Provisions for uncollectible receivables have been properly identified and recorded.
41. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
42. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
43. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
44. Deposits and investment securities are properly classified as to risk, and investments are properly valued and disclosed.
45. Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.
46. We have appropriately disclosed the County's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
47. We are following our established accounting policy regarding which resources (that is restricted, committed, assigned, or unassigned) are considered to be

spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

48. The County has identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
49. There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the financial statements. We understand that near term means the period within one year of the date of the financial statements. In addition, we have no knowledge of concentrations existing at the date of the financial statements that make the County vulnerable to the risk of severe impact that have not been properly disclosed in the financial statements.
50. We believe that the actuarial assumptions and methods used to measure pension liabilities and costs for financial accounting purposes are appropriate in the circumstances.
51. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
52. We acknowledge our responsibility for presenting the respective budgetary comparisons and combining and individual nonmajor fund financial statements and schedules (supplementary information) in accordance with GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
53. With respect to the respective budgetary comparisons and combining and individual nonmajor fund financial statements and schedules (supplementary information)
 - a. We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States, and we believe the supplementary information, including its form and content, is fairly presented in accordance with

accounting principles generally accepted in the United States. The methods of measurement and presentation of the supplementary information has not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- b. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Sincerely,

Wood County



Doug Machon, Chairman of the Executive Committee



Marla Cummings, Finance Director

7/31/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Wednesday, July 31, 2019

	Actual	2019 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$15,694,338.94	\$26,904,581.00	(\$11,210,242.06)	(41.67%)
41150 Forest Cropland/Managed Forest Land	56,456.18	25,000.00	31,456.18	125.82%
41220 General Sales and Retailers' Discount	116.41		116.41	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	74,681.52	120,000.00	(45,318.48)	(37.77%)
41800 Interest and Penalties on Taxes	183,262.23	410,000.00	(226,737.77)	(55.30%)
41910 Payments in Lieu of Taxes	18,398.73	18,500.00	(101.27)	(0.55%)
Total Taxes	18,404,792.61	33,278,081.00	(14,873,288.39)	(44.69%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government	1,058.00		1,058.00	0.00%
43410 State Aid-Shared Revenue	458,961.21	3,059,556.00	(2,600,594.79)	(85.00%)
43430 State Aid-Other State Shared Revenues	220,567.48	291,141.00	(70,573.52)	(24.24%)
43511 State Aid-Victim Witness	36,237.71	73,300.00	(37,062.29)	(50.56%)
43512 State Aid-Courts	177,344.58	377,350.00	(200,005.42)	(53.00%)
43514 State Aid-Court Support Services	8,566.00	58,400.00	(49,834.00)	(85.33%)
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	111,946.24	232,326.00	(120,379.76)	(51.82%)
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	1,645,818.78	2,086,592.00	(450,773.22)	(21.50%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	40,127.16	77,978.00	(37,850.84)	(48.54%)
43554 State Aid-Health WIC Program	109,618.00	360,000.00	(250,382.00)	(69.55%)
43557 State Aid-Health Consolidated Contract	32,055.00	66,766.00	(34,711.00)	(51.99%)
43560 State Aid-Grants	7,384.00	66,391.00	(59,007.00)	(88.88%)
43561 State Aids	5,841,058.44	12,352,657.00	(6,511,598.56)	(52.71%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	404,097.15	938,661.00	(534,563.85)	(56.95%)
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	9,471,220.52	21,187,550.81	(11,716,330.29)	(55.30%)
Licenses and Permits				
44100 Business and Occupational Licenses	366,438.95	350,000.00	16,438.95	4.70%
44101 Utility Permits	1,925.02	1,050.00	875.02	83.34%
44102 Driveway Permits	800.00	860.00	(60.00)	(6.98%)
44200 DNR & ML Fees	34,143.59	54,250.00	(20,106.41)	(37.06%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	825.00	1,025.00	(200.00)	(19.51%)
44300 Sanitary Permit Fees	27,350.00	60,253.00	(32,903.00)	(54.61%)
44411 County Planner Plat Review Fees	930.00	7,500.00	(6,570.00)	(87.60%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	4,690.25	15,675.00	(10,984.75)	(70.08%)
44415 HT Database Annual Fee	3,420.00	90,560.00	(87,140.00)	(96.22%)
44435 Water Meter Revenues	165.00		165.00	0.00%
Total Licenses and Permits	440,687.81	582,923.00	(142,235.19)	(24.40%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	967.62	1,700.00	(732.38)	(43.08%)
45115 County Share of Occupational Driver	200.00	200.00		0.00%
45120 County Share of State Fines and Forfeitures	73,373.66	152,000.00	(78,626.34)	(51.73%)
45123 County Parks Violation Fee	295.00	750.00	(455.00)	(60.67%)
45130 County Forfeitures Revenue	48,130.28	92,000.00	(43,869.72)	(47.68%)
45191 Private Sewage Fines	9,719.90	15,000.00	(5,280.10)	(35.20%)
Total Fines, Forfeits and Penalties	132,686.46	261,650.00	(128,963.54)	(49.29%)
Public Charges for Services				
46110 County Clerk-Passport Fees	20,265.00	20,000.00	265.00	1.33%
46121 Treasurer Fees-Redemption Notices	8,726.65	4,000.00	4,726.65	118.17%
46122 Property Conversion Charges	3,739.78	1,000.00	2,739.78	273.98%
46130 Register of Deeds-Fees	147,820.36	309,000.00	(161,179.64)	(52.16%)
46131 Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135 Land Record-Fees	39,368.00	92,880.00	(53,512.00)	(57.61%)
46140 Court Fees	80,733.72	170,000.00	(89,266.28)	(52.51%)
46141 Court Fees and Costs-Marriage Counseling	2,950.00	12,700.00	(9,750.00)	(76.77%)
46142 Court/Juvenile	16,179.83	22,000.00	(5,820.17)	(26.46%)

7/31/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Wednesday, July 31, 2019

		2019		
	Actual	Budget	Variance	Variance %
46143 Other Professional Reimbursements	8,336.88	14,750.00	(6,413.12)	(43.48%)
46144 Circuit Court Branch I	15,265.49	28,600.00	(13,334.51)	(46.62%)
46146 Circuit Court Branch III	7,806.00	7,500.00	306.00	4.08%
46191 Public Charges-Clerk	3,620.00	7,600.00	(3,980.00)	(52.37%)
46192 Public Chgs-Temp Licenses	4,480.60	7,000.00	(2,519.40)	(35.99%)
46194 County Clerk Copy Fees	89.50	275.00	(185.50)	(67.45%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	911,508.61	1,500,767.00	(589,258.39)	(39.26%)
46210 Sheriff-Public Charges	184.19	350.00	(165.81)	(47.37%)
46211 Sheriff Revenue-Civil Process Fees	38,675.76	60,000.00	(21,324.24)	(35.54%)
46212 Sheriff Cost Reimbursement/Witness Fees	29,769.95	53,000.00	(23,230.05)	(43.83%)
46214 Reserve Deputy Revenue	520.00	12,000.00	(11,480.00)	(95.67%)
46215 Sheriff Escort Service	18,354.71	30,000.00	(11,645.29)	(38.82%)
46216 Restitution	1,987.79	200.00	1,787.79	893.90%
46217 OWI Restitution	735.41	1,800.00	(1,064.59)	(59.14%)
46221 Public Chgs-Coroner Cremation	34,400.00	60,000.00	(25,600.00)	(42.67%)
46230 Death Certificates	9,400.00	15,000.00	(5,600.00)	(37.33%)
46241 Jail Surcharge	15,438.76	35,000.00	(19,561.24)	(55.89%)
46242 Huber/Electronic Monitoring	138,953.27	347,678.00	(208,724.73)	(60.03%)
46243 Inmate Booking/Processing Fee	8,748.98	18,000.00	(9,251.02)	(51.39%)
46244 Other County Transports	8,469.69	22,000.00	(13,530.31)	(61.50%)
46245 Jail Stay Fee	20,154.24	41,975.00	(21,820.76)	(51.99%)
46291 Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46310 Public Chgs-Frac Sand	248,912.16		248,912.16	0.00%
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabilization	235,784.30	509,837.00	(274,052.70)	(53.75%)
46520 Institutional Care-Private Pay	457,061.25	1,380,056.00	(922,994.75)	(66.88%)
46521 Institutional Care-Other Pay	372.00	5,500.00	(5,128.00)	(93.24%)
46525 Public Chgs-Medicare	1,404,514.82	2,156,613.00	(752,098.18)	(34.87%)
46526 Public Chgs-Medicaid	2,311,668.51	6,227,595.00	(3,915,926.49)	(62.88%)
46527 Public Chgs-Veterans EW	2,462.46		2,462.46	0.00%
46530 Public Charges	2,720,399.96	5,893,278.00	(3,172,878.04)	(53.84%)
46531 Public Chgs-Private Insurance	760,680.90	923,688.00	(162,688.10)	(17.62%)
46532 Public Chgs-County Responsible	41,377.53	202,819.00	(161,441.47)	(79.60%)
46533 Public Chgs-NW Mental Health Inpatient	105,596.43	529,195.00	(423,598.57)	(80.05%)
46534 Public Chgs-NW Mental Health Inpatient	955,328.46	1,823,383.00	(868,054.54)	(47.61%)
46536 Third Party Awards & Settlements		404,946.00	(404,946.00)	(100.00%)
46537 Contractual Adjustment	(1,853,211.16)	(4,430,479.00)	2,577,267.84	(58.17%)
46590 Provision for Bad Debts-Edgewater	(45,999.96)	(92,000.00)	46,000.04	(50.00%)
46621 Child Support-Genetic Tests	2,485.19	4,300.00	(1,814.81)	(42.20%)
46623 Child Support-Filing Fees	85.00	200.00	(115.00)	(57.50%)
46624 Child Support-Service Fees	5,939.12	12,000.00	(6,060.88)	(50.51%)
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	259,064.96	550,000.00	(290,935.04)	(52.90%)
46772 UW-Extension Project Revenue	1,861.22	3,050.00	(1,188.78)	(38.98%)
46813 County Forest Revenue	183,747.57	385,000.00	(201,252.43)	(52.27%)
46825 Land Conservation Fees & Sales	57,154.75	68,185.00	(11,030.25)	(16.18%)
46826 Private Sewage Charges	3,150.00	19,150.00	(16,000.00)	(83.55%)
Total Public Charges for Services	9,455,118.64	19,503,072.00	(10,047,953.36)	(51.52%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	270,753.80	570,700.00	(299,946.20)	(52.56%)
47230 State Charges	853,008.04	1,433,100.00	(580,091.96)	(40.48%)
47231 State Charges-Highway	155,374.98	232,838.00	(77,463.02)	(33.27%)
47232 State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47250 Intergovernmental Transfer Program Rev	321,000.00	618,800.00	(297,800.00)	(48.13%)
47300 Local Gov Chgs	189,105.54	561,660.00	(372,554.46)	(66.33%)
47320 Local Gov Chgs-Public Safety	18,139.68	30,000.00	(11,860.32)	(39.53%)
47330 Local Gov Chgs-Transp	403,916.91	1,207,485.00	(803,568.09)	(66.55%)
47332 Local Gov Chgs-Roads		403,360.00	(403,360.00)	(100.00%)
47333 Local Gov Chgs-Bridges	(23,142.30)	27,440.00	(50,582.30)	(184.34%)
47350 Local Gov Chgs-Hlth & Human Svcs	36,711.00	66,858.00	(30,147.00)	(45.09%)
47351 Local Gov Chgs-Other Governments		5,000.00	(5,000.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)	288.53	2,500.00	(2,211.47)	(88.46%)
47392 Local Gov Chgs-BNI (Staff)	64.50	850.00	(785.50)	(92.41%)
47393 Local Gov Chgs-Work Relief	1,786.00	14,200.00	(12,414.00)	(87.42%)
47395 Local Gov Chgs-EM Vehicles	2,539.80	5,000.00	(2,460.20)	(49.20%)
47396 Local Gov Chgs-EM Equipment	902.50	800.00	102.50	12.81%
Total Charges to Other Governments	2,230,448.98	7,270,817.00	(5,040,368.02)	(69.32%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	6,303,102.70	10,813,388.00	(4,510,285.30)	(41.71%)
47411 Dept Charges-Purchasing	20,345.31	38,200.00	(17,854.69)	(46.74%)
47412 Dept Charges-Insurance	290,739.40	498,408.00	(207,668.60)	(41.67%)

7/31/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Wednesday, July 31, 2019

		2019		
		Actual	Budget	Variance
				Variance %
47413	Dept Charges-Gen Govt	682,020.89	1,128,105.00	(446,084.11)
47415	Dept Charges-Systems	172,182.95	318,245.00	(146,062.05)
47421	Dept Charges-Public Safety	20,724.61	21,500.00	(775.39)
47430	Dept Charges-Bldg Rent	520,561.44	926,936.00	(406,374.56)
47435	Dept Charges-Sheriff Lockup Rent	9,333.31	16,000.00	(6,666.69)
47438	Dept Charges-Riverblock Rent	347,513.00	597,276.00	(249,763.00)
47440	Dept Charges	4,928.00	3,400.00	1,528.00
47460	Dept Charges-Drug Court	34,000.00	73,000.00	(39,000.00)
47470	Dept Charges-Highway	179,294.64	1,783,420.00	(1,604,125.36)
	Total Interdepartmental Charges	8,584,746.25	16,217,878.00	(7,633,131.75)
	Total Intergovernmental Charges for Services	10,815,195.23	23,488,695.00	(12,673,499.77)
	Miscellaneous			
48000	Miscellaneous	336.10		336.10
48100	Interest	35.96	20.00	15.96
48110	Interest-Capital Projects	1.25	10.00	(8.75)
48113	Unrealized Gain/Loss on Investment	106,711.80	(24,500.00)	131,211.80
48114	Interest-Investment	128,843.09	124,812.00	4,031.09
48115	Interest-General Investment	145,645.44	30,000.00	115,645.44
48116	Interest-Section 125 & Health	476.00	378.00	98.00
48117	Interest-Clerk of Courts	126.20	400.00	(273.80)
48200	Rental Income	76,449.04	138,196.00	(61,746.96)
48300	Gain/Loss-Sale of Property	30,781.37	152,000.00	(121,218.63)
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	3,394.90	6,700.00	(3,305.10)
48440	Insurance Recoveries-Other	505,224.31	1,404,240.00	(899,015.69)
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	28,769.16	45,000.00	(16,230.84)
48830	Recovery of PYBD & Contractual Adj	34,059.47	46,500.00	(12,440.53)
48860	Revenue from Meals	8,510.95	21,000.00	(12,489.05)
48880	Food Vending Machine Income	1,599.00	4,500.00	(2,901.00)
48900	Other Miscellaneous Revenue	36,297.12	37,450.00	(1,152.88)
48901	Other/Miscellaneous Revenue	6,151.58	1,500.00	4,651.58
48910	Vending/Cafeteria Revenue	5,635.70	8,700.00	(3,064.30)
48920	Vending Machine Revenue	1,916.77	4,200.00	(2,283.23)
48940	Canteen Income		500.00	(500.00)
48970	Rental Income- NHC, Health Annex	10,213.00	17,508.00	(7,295.00)
48980	Misc/Other Workshop Revenue	66.87	100.00	(33.13)
48990	Other Operating Income	1,530.52	1,984.00	(453.48)
48991	Copier Revenue	1,059.00	1,800.00	(741.00)
	Total Miscellaneous	1,420,963.74	2,157,048.00	(736,084.26)
	Other Financing Sources			
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	2,377,538.60	5,800,000.00	(3,422,461.40)
49270	Transfer from Internal Service		377,267.00	(377,267.00)
	Total Other Financing Sources	2,379,664.60	6,546,753.00	(4,167,088.40)
	TOTAL REVENUES	52,520,329.61	107,005,772.81	(54,485,443.20)

EXPENDITURES

	General Government			
51120	Committees & Commissions	114,375.47	216,928.00	102,552.53
51212	Circuit Court Branch I	226,565.88	412,441.00	185,875.12
51213	Circuit Court Branch II	63,457.42	122,773.00	59,315.58
51214	Circuit Court Branch III	79,831.25	130,614.00	50,782.75
51215	Drug Court	117,031.30	216,187.00	99,155.70
51217	Clerk of Courts-Divorce Mediation	9,825.00	25,000.00	15,175.00
51220	Family Court Commissioner	32,499.96	65,000.00	32,500.04
51221	Clerk of Courts	707,329.53	1,344,176.00	636,846.47
51231	Coroner	86,939.72	160,607.00	73,667.28
51310	District Attorney	160,602.73	322,279.00	161,676.27
51315	Victim Witness Program	81,769.36	152,796.00	71,026.64
51320	Corporation Counsel	156,495.71	310,643.00	154,147.29
51330	Child Support	546,364.47	1,049,541.00	503,176.53
51420	County Clerk	151,856.25	302,827.00	150,970.75
51424	County Clerk-Postage Meter	8,680.73	14,000.00	5,319.27
51430	Health Benefit Payments	6,168,120.09	13,210,172.00	7,042,051.91
51431	Health-Wellness	221,323.00	377,267.00	155,944.00
51433	Human Resources-Labor Relations	4,013.00	30,000.00	25,987.00

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Wednesday, July 31, 2019

		2019		
		Actual	Budget	Variance
				Variance %
51435	Human Resources-Personnel	210,236.36	415,754.00	205,517.64
51436	Human Resources-Programs	198.72	6,000.00	5,801.28
51440	County Clerk-Elections	31,125.56	50,953.00	19,827.44
51450	Data Processing	1,034,905.16	1,776,746.00	741,840.84
51451	Voice over IP	82,875.94	147,300.00	64,424.06
51452	PC Replacement	163,410.82	176,500.00	13,089.18
51453	Co Clerk-Inform & Commun	6,875.32	18,500.00	11,624.68
51510	Finance	253,160.67	467,934.00	214,773.33
51520	Treasurer	227,523.31	453,189.00	225,665.69
51550	Purchasing	30,035.82	53,006.00	22,970.18
51590	Contingency		301,614.13	301,614.13
51591	Efficiency		25,000.00	25,000.00
51592	Initiatives		25,000.00	25,000.00
51611	Bldg Maint-Courthouse and Jail	594,129.68	1,227,675.00	633,545.32
51630	Bldg Maint-Unified Svcs Building	5,773.14	10,022.00	4,248.86
51640	Bldg Maint-Joint Use Building	4,088.44	12,272.00	8,183.56
51650	Bldg Maint-Sheriff Lockup	2,030.96	5,472.00	3,441.04
51660	Bldg Maint-CBRF's		3,450.00	3,450.00
51670	Bldg Maint-River Block	193,143.06	597,276.00	404,132.94
51710	Register of Deeds	271,456.16	463,224.00	191,767.84
51931	Property and Liability Insurance	557,703.51	613,429.00	55,725.49
51933	Workers Comp Insurance	176,966.01	488,268.00	311,301.99
51934	Sick Leave Conversion	75,807.86	500,000.00	424,192.14
	Total General Government	12,858,527.37	26,301,835.13	13,443,307.76
				51.11%
Public Safety				
52110	Sheriff-Administration	1,352,334.63	2,753,446.00	1,401,111.37
52130	Radio Engineer	90,222.95	231,544.00	141,321.05
52131	Sheriff-Indian Law Enforce	13,109.55	34,541.00	21,431.45
52140	Sheriff-Traffic Police	1,606,100.23	3,192,419.00	1,586,318.77
52150	Sheriff-Civil Svc Comm	960.50	1,000.00	39.50
52220	Emer Mgmt-Fire Supression	8,240.67	143,164.00	134,923.33
52510	Emer Mgmt-SARA Title III	20,184.08	52,807.00	32,622.92
52520	Emergency Management	156,681.33	290,606.00	133,924.67
52601	Dispatch	952,676.38	1,801,711.00	849,034.62
52530	Emer Mgmt-Bldg Numbering	792.00	3,000.00	2,208.00
52540	Emer Mgmt-Work Relief	95,290.12	185,677.00	90,386.88
52710	Sheriff-Jail	1,438,703.29	2,741,849.00	1,303,145.71
52712	Sheriff-Electronic Monitoring	103,212.04	221,737.00	118,524.96
52713	Sheriff-PT Transp/Safekeeper	627,198.53	1,388,247.00	761,048.47
52721	Sheriff-Jail Surcharge		100,000.00	100,000.00
	Total Public Safety	6,465,706.30	13,141,748.00	6,676,041.70
				50.80%
Public Works-Highway				
53110	Hwy-Administration	190,749.25	334,628.00	143,878.75
53120	Hwy-Engineer	113,634.54	232,838.00	119,203.46
53191	Hwy-Other Administration	188,666.58	323,806.00	135,139.42
53210	Hwy-Employee Taxes & Benefits	(706,890.05)		706,890.05
53220	Hwy-Field Tools	(7,274.33)	13,400.00	20,674.33
53230	Hwy-Shop Operations	194,045.04	331,129.00	137,083.96
53232	Hwy-Fuel Handling	(16,451.09)	12,100.00	28,551.09
53240	Hwy-Machinery Operations	(809,486.83)	2,173,434.00	2,982,920.83
53260	Hwy-Bituminous Ops	73,801.85	230,902.00	157,100.15
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01
53266	Hwy-Bituminous Ops	683,590.18	1,762,924.00	1,079,333.82
53270	Hwy-Buildings & Grounds	117,877.59	181,436.00	63,558.41
53290	Hwy-Salt Brine Operations	11,054.91		(11,054.91)
53291	Hwy-Salt Brine Operations	(846.61)		846.61
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	1,253,813.13	1,701,201.00	447,387.87
53312	Hwy-Snow Remov	1,044,359.00	947,088.00	(97,271.00)
53313	Hwy-Maintenance Gang	44,051.71	107,015.00	62,963.29
53314	Hwy-Maint Gang-Materials	2,230.49		(2,230.49)
53320	Hwy-Maint STHS	1,000,596.48	1,386,445.00	385,848.52
53323	Hwy-Maint STHS PBM	36,731.35		(36,731.35)
53330	Hwy-Local Roads	414,956.39	1,190,217.00	775,260.61
53340	Hwy-County-Aid Road Construction	68,002.98	440,617.00	372,614.02
53341	Hwy-County-Aid Bridge Construction		200,422.00	200,422.00
53490	Hwy-State & Local Other Services	169,739.40	555,842.00	386,102.60
	Total Public Works-Highway	4,097,528.95	12,248,116.00	8,150,587.05
				66.55%
Health and Human Services				

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Wednesday, July 31, 2019

		2019			
		Actual	Budget	Variance	Variance %
54121	Health-Public Health	935,944.54	1,808,272.00	872,327.46	48.24%
54122	Health-WIC Program	197,016.16	359,800.00	162,783.84	45.24%
54128	Health-Public Health Grants	45,897.05	67,205.00	21,307.95	31.71%
54129	Humane Officer	23,452.77	35,485.00	12,032.23	33.91%
54130	Health-Dental Sealants	60,212.32	114,654.00	54,441.68	47.48%
54132	Adams-Juneau Sanitation	170,494.73	307,487.00	136,992.27	44.55%
54210	Edgewater-Nursing	2,130,607.84	4,320,403.00	2,189,795.16	50.68%
54211	Edgewater-Housekeeping	74,869.55	130,363.00	55,493.45	42.57%
54212	Edgewater-Dietary	381,951.84	742,634.00	360,682.16	48.57%
54213	Edgewater-Laundry	31,125.43	54,322.00	23,196.57	42.70%
54214	Edgewater-Maintenance	205,865.65	428,717.87	222,852.22	51.98%
54217	Edgewater-Activities	93,390.41	184,131.00	90,740.59	49.28%
54218	Edgewater-Social Services	85,018.75	152,037.00	67,018.25	44.08%
54219	Edgewater-Administration	405,233.56	726,015.00	320,781.44	44.18%
54220	Wood Haven TBI	12,820.32	897,983.00	885,162.68	98.57%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54317	Human Services Crisis Stabilization	147,067.75	291,153.00	144,085.25	49.49%
54324	Norwood-SNF-CMI	601,340.41	1,146,558.00	545,217.59	47.55%
54325	Norwood SNF TBI	420,210.19	728,974.00	308,763.81	42.36%
54326	Norwood-Inpatient	1,879,010.01	3,524,103.00	1,645,092.99	46.68%
54350	Norwood-Dietary	653,530.28	1,129,370.00	475,839.72	42.13%
54351	Norwood-Plant Ops & Maint	345,137.84	675,913.00	330,775.16	48.84%
54363	Norwood-Medical Records	140,871.37	281,728.00	120,856.63	46.18%
54365	Norwood-Administration	682,435.62	1,199,527.00	517,091.38	43.11%
54401	Human Services-Child Welfare	1,994,892.94	3,822,418.00	1,827,525.06	47.81%
54405	Human Services-Youth Aids	1,549,448.67	3,343,095.00	1,793,646.33	53.65%
54410	Human Services-Child Care	68,258.09	159,188.00	90,929.91	57.12%
54413	Human Services-Transportation	197,562.74	449,566.00	252,003.26	56.05%
54420	Human Services-ESS	803,494.86	1,466,547.00	663,052.14	45.21%
54425	Human Services-FSET	1,590,746.68	3,176,589.00	1,585,842.32	49.92%
54435	Human Services-LIEAP	54,762.32	120,256.00	65,493.68	54.46%
54440	Human Services-Birth to Three	261,460.38	545,393.00	283,932.62	52.06%
54445	Human Services-Childrens COP	41,318.02	177,844.00	136,525.98	76.77%
54450	Human Services-Childrens Waivers	189,929.23	350,302.00	160,372.77	45.78%
54455	Human Services-CSP	306,296.78	590,056.00	283,759.22	48.09%
54460	Human Services-OPC MH	607,544.92	1,516,881.00	909,336.08	59.95%
54465	Human Services-CCS	1,168,852.14	2,288,081.00	1,119,228.86	48.92%
54470	Human Services-Crisis Legal Svc	533,669.94	979,664.00	445,994.06	45.53%
54475	Human Services-MH Contr COP	250,605.72	1,393,677.00	1,143,071.28	82.02%
54480	Human Services-OPC AODA	230,305.27	428,196.00	197,890.73	46.21%
54485	Human Services-OPC Day Treatment	41,994.46	84,601.00	42,606.54	50.36%
54495	Human Services-AODA Contract	21,092.00	126,100.00	105,008.00	83.27%
54500	Human Services-Administration	1,858,817.19	3,508,916.00	1,650,098.81	47.03%
54611	Aging-Committee on Aging		198,278.00	198,278.00	100.00%
54710	Veterans-Veterans Relief	4,818.40	9,236.00	4,417.60	47.83%
54720	Veterans-Veterans Service Officer	182,266.80	344,334.00	162,067.20	47.07%
54730	Veterans Relief Donations	280.92	300.00	19.08	6.36%
54740	Veterans-Care of Veterans Graves	240.00	2,865.00	2,625.00	91.62%
54750	Veterans-WDVA Grant	5,537.37	11,058.00	5,520.63	49.92%
	Total Health and Human Services	21,687,700.23	44,407,773.87	22,720,073.64	51.16%
Culture, Recreation and Education					
55112	County Aid to Libraries	977,892.57	977,893.00	0.43	0.00%
55210	County Parks	848,711.95	1,679,377.00	830,665.05	49.46%
55441	Maintenance Snowmobile Trails	81,220.60	88,591.81	7,371.21	8.32%
55442	ATV Maintenance	1,248.92	11,370.00	10,121.08	89.02%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	253,301.17	522,198.00	268,896.83	51.49%
55630	UW-Extension Center-Marshfield	47,872.00	47,872.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	598.05	17,700.00	17,101.95	96.62%
	Total Culture, Recreation and Education:	2,267,845.26	3,402,001.81	1,134,156.55	33.34%
Conservation and Development					
56111	State Forestry Roads	3,426.76	7,000.00	3,573.24	51.05%
56121	Land Conservation	150,091.88	285,452.00	135,360.12	47.42%
56122	DATCP Grant	105,280.48	314,582.00	209,301.52	66.53%
56123	Wildlife Damage Abatement	14,678.11	61,019.00	46,340.89	75.95%
56125	Non-Metalic Mining Reclamation	24,804.14	40,288.00	15,483.86	38.43%
56126	MDV	159.30	1,390.00	1,230.70	88.54%
56128	Mill Creek	3,406.80	22,000.00	18,593.20	84.51%
56310	County Planner	209,882.72	387,027.00	177,144.28	45.77%

7/31/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Wednesday, July 31, 2019

		Actual	2019 Budget	Variance	Variance %
56320	Land Record	52,388.38	246,750.00	194,361.62	78.77%
56340	Surveyor	9,388.00	44,304.00	34,916.00	78.81%
56730	Transp & ED-Airport Aid	17,500.00	13,384.00	(4,116.00)	(30.75%)
56740	Payment in Lieu of Tax		77,345.00	77,345.00	100.00%
56750	Transp & Economic Develop	105,575.00	145,191.00	39,616.00	27.29%
56780	CDBG-ED	33,666.45	35,000.00	1,333.55	3.81%
56911	State Wildlife Habitat		2,500.00	2,500.00	100.00%
56913	Park & Forestry Capital Proj	158,167.19	359,330.00	201,162.81	55.98%
56943	Private Sewage System	90,688.17	261,793.00	171,104.83	65.36%
	Total Conservation and Development	979,103.38	2,304,355.00	1,325,251.62	57.51%
	Capital Outlay				
57120	Cap Projects-Gen Government	280,818.33	375,000.00	94,181.67	25.12%
57121	Cap Projects-Parks	30,437.65	75,300.00	44,862.35	59.58%
57213	Cap Projects-Emergency Management		249,000.00	249,000.00	100.00%
57216	Cap Projects-Computer Software	20,402.79	15,337.00	(5,065.79)	(33.03%)
57310	Highway Capital Projects	644,558.55	2,313,082.00	1,668,523.45	72.13%
57412	Cap Projects-Edgewater	148,263.96	169,000.00	20,736.04	12.27%
57420	Cap Projects-Norwood	204,210.20	357,477.00	153,266.80	42.87%
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00		0.00%
57640	UW Remodeling/Construction	2,760.38	70,500.00	67,739.62	96.08%
57930	Depreciation & Amortization	5,857.18		(5,857.18)	0.00%
57940	Depreciation & Amortization	110,262.30		(110,262.30)	0.00%
	Total Capital Outlay	1,481,571.34	3,658,696.00	2,177,124.66	59.51%
	Debt Service				
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%
	Other Financing Uses				
59210	Transfers to General Fund	2,377,538.60	6,487,267.00	4,109,728.40	63.35%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses	2,377,538.60	6,300,255.00	3,922,716.40	62.26%
	TOTAL EXPENDITURES	52,493,524.35	115,733,400.81	63,239,876.46	54.64%
	NET INCOME (LOSS) *	26,805.26	(8,727,628.00)	8,754,433.26	(100.31%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

July 31, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	July 2019	2019 Year-to-Date
Applications Received	73	977
Positions Filled	17	116
Promotions/Transfers	4	24
New Hire Orientations	14	58
Terminations, Voluntary	7	64
Terminations, Involuntary	2	8
Retirements	1	6
Exit Interviews	3	29

Human Resources Narrative

General Highlights

1. Distributed hard copies of the revised Employee Policy Handbook to all active employees. All signed Acknowledgement of Receipts are due back to HR on August 5th.
2. On July 15th and 29th, met with the WPPA representative and several members of the bargaining committee for the Sheriff Deputy Contract renewal for 2020. Negotiations were concluded on July 29th and the contract is currently being drafted for review.
3. At the direction of the committee, began Wellness Program research. Requested benchmark information from other public entities as well as local private organizations. Began preliminary discussions with Aspirus and The Horton Group related to Wellness Program/Plan design options. Attended a conference call and demo of Go360 platform for consideration.
4. Attended a conference call with Patrick Glynn from Carlson Dettmann Consulting on July 18th to discuss the 2019 JDQ's submitted by county employees in June. Provided clarification to Patrick to allow him to finalize his determinations. Communicated the results of the JDQ's to impacted Department Heads and prepared a memo for Executive Committee discussion and approval.
5. Created a Grievance Procedure Process Form to replace the Complaint Resolution Process Form to align with the revised Grievance Procedure Policy in the Employee Policy Handbook.
6. Met with Corporation Counsel on July 17th to finalize the County's Responses to Plaintiff's First Set of Interrogatories and Requests for Admissions related to Reichert v. County of Wood case. Researched and obtained information on historical benefit data related to the request. The response and documents were submitted to Plaintiff's counsel on July 24th.

7. Discussed with the Highway Commissioner the policy/practice regarding highway employee travel time to/from field worksites. Requested a legal opinion from Dietrich VanderWaal and submitted the resulting memo to the Highway Commissioner for review.
8. Communicated with the three Classification and Compensation Study vendors chosen by the Executive Committee. An Executive Committee meeting will be held on August 23rd for presentations by each of the vendors.
9. Revised the Civil Rights Training Compliance PowerPoint presentation for employees that did not attend a live session and for new employees to review at hire. Posted on HR Intranet and recorded training completions.

Meetings & Trainings

1. Attended the Executive Committee meeting on July 9th where the HR topics addressed were a presentation from the Horton Group and proposals received from the Classification & Compensation Study RFP.
2. Attended County Board on July 16th.
3. Prepared and conducted training sessions on the new Supervisory Performance Evaluation Form on July 24th and 30th for Department Heads and managers responsible for completing supervisory evaluations. Information for oversight committees will be communicated at a later date.
4. Attended the Continuity of Government/Cyber Security Exercise hosted by Emergency Management at McMillian Library on July 19th.
5. Met with Finance Director and Deputy Finance Director on July 23rd to review the HR budget for 2020. Met with the Finance Director and IT Director on July 29th to review the HR/Finance systems budget for HRMS and TimeStar.
6. Held the monthly conference call with The Horton Group on July 23rd to discuss benefit topics related to 2020 plan design.
7. Attended the Wisconsin Local Government Leadership Academy Unit on "Visionary Leadership" on July 25th.
8. Met with our account representatives from Nationwide on July 30th for our annual plan review and a review of current investments available in the Deferred Compensation benefit.
9. Staff attended various meetings including:
 - a. The annual Liability Seminar hosted by County Mutual Insurance Company on July 17th in Stevens Point. Sessions included Contracting 101: A Legal Perspective, Claims Roundtable, Conducting Effective Employment Investigations, and Emerging Cyber Threats.
 - b. Met with Coroner on July 22nd to discuss WRS eligibility and enrollment.
 - c. Wellness Committee Meeting on July 16th.
 - d. Conducted final in-person Civil Rights Compliance Training on July 25th.
 - e. Attended CWSHRM forum on Investigations on July 11th.

Benefits

1. Prepared a report for the Executive Committee on the outcomes of the employee survey regarding the Health Insurance Plan. This information was presented to the committee at the July 9th meeting.
2. Assisted the Safety and Risk Manager by obtaining information for a Worker's Compensation claim.
3. Due to the vacation accrual schedule change in the new Employee Policy Handbook, worked with IT to adjust the accrual schedule in TimeStar and RTVision. Verification in TimeStar was completed.
4. Provided reports to WIPFLI Auditor regarding GASB 45/OPEB report.
5. Answered employee questions related to changing FSA elections outside of Open Enrollment period.

6. Requested 2019 & 2020 budget numbers/information from The Horton Group including recommended health insurance premium rates for 2020.
7. Arranged appointments for employees to meet with Gregory & Appel representative for options on enrollment with Boston Mutual. Enrollments due August 1st and will be updated and shared with payroll for the August 29, 2019 pay date.
8. 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.
9. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
10. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
3. Developed relationship with Chamber of Commerce to post open positions.
4. Requested list of active licensed Substance Abuse Counselors in the State of Wisconsin with the Department of Safety and Professional Services.
5. Reported new hires with the Wisconsin New Hire Reporting Center.
6. Multiple post-offer, pre-employment drug tests scheduled, results forwarded.
7. Provide vacancy list to Department of Workforce Development for distribution to various organizations.
8. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of the position being filled.
9. Posted positions on Cyber Recruiter, Job Net, Indeed and the Wood County Employment Opportunities site: FSET Case Manager, Child Care/Volunteer Coordinator, Family Services Division Manager, Nurse Manager and Dietary Aides-Edgewater.
10. Interviews coordinated for the following positions: Child Care/Volunteer Coordinator, Truck Operator, FSET Case Manager, AODA Counselor, and Land Records Coordinator/GIS Specialist positions.
11. References/Background/Degree verifications made regarding the following positions: Social Worker-Ongoing, Environmental Health Assistant-LTE, and Child Care/Volunteer Services.
12. Offers made and accepted regarding the following positions: Social Worker-Initial Assessment, Social Worker-Ongoing, Residential Aide, Director of Nursing-Edgewater, Truck Operator, Corrections Officer, and Family Services Division Administrator.
13. Requested renewal quote from Sage for HRMS not including 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	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Edgewater	Director of Nursing	Filled
New – (LTE)	Health	Environmental Hlth Asst/Spec. (LTE)	Filled
Replacement	Highway	Truck Operator	Filled
Replacement	Human Services	Psychiatrist	Deadline 9/3/19
Replacement	Human Services	Social Worker (Fam Services) -3	Filled
Replacement	Human Services	Social Worker (Initial Response)	Filled
Replacement	Human Services	Social Worker (Ongoing)	Deadline 8/4/19

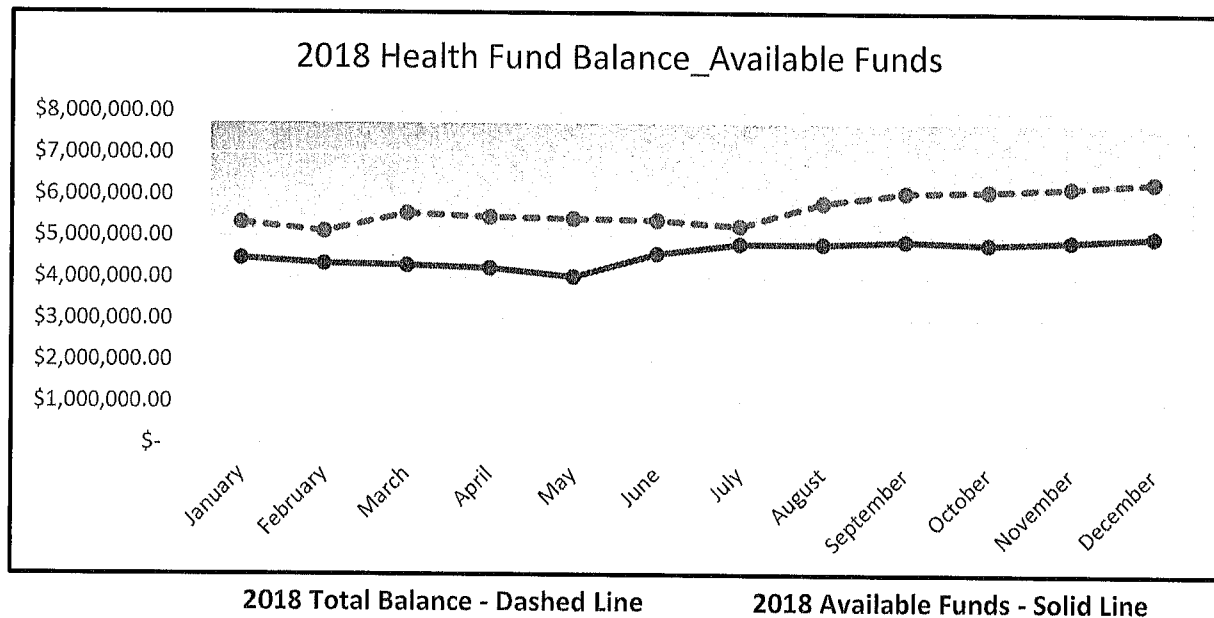
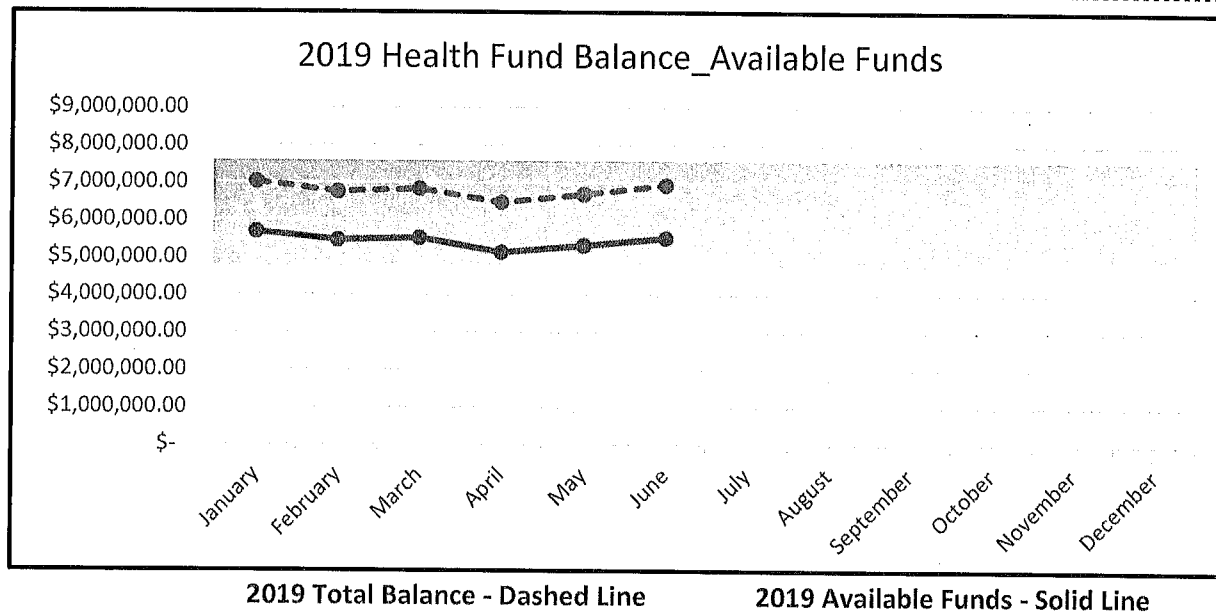
Replacement	Human Services	Residential Aides (Casual)	References/Bkgrd
Replacement	Human Services	Family Services Division Administrator	Filled
Replacement	Human Services	Child Care/Volunteer Coordinator	References/Bkgrd
Replacement	Human Services	Social Work Supervisor	Filled
Replacement	Human Services	FSET Coordinator	References/Bkgrd
Replacement	Human Services	AODA Counselor	Interviewing 8/1 & 8/2
Reinstated	Human Services	Bridgeway CBRF Supervisor	Refs/Background
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	Interviewing 8/1/19
New	Sheriff	Part-Time Corrections Officers	Interviewing
Replacement	Sheriff	Corrections Officer	Filled

Other

1. Facilitated New Hire Orientation on July 1st, 8th, 15th, and 29th.
2. Conducted exit interviews on July 10th and July 12th including benefit and payout information.
3. Completed multiple questionnaires for Unemployment Insurance and reconciled and processed the June Unemployment Insurance payment.
4. Prepared a copy of a personnel file for a past employee.
5. Prepared report for Finance regarding vacancies for budget purposes.
6. Prepared and forwarded WI Department of Transportation (DOT) random drug and alcohol testing selections for Quarter 3.
7. Worked with IT Department to provide upgrade to Cyber Recruiter, the County's online application system.
8. Replied to multiple requests from surrounding counties with varied information.
9. Received and responded to open records requests.
10. Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

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

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	\$ 6,935,298.36	\$ 5,526,859.63	\$ 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





Wood County WISCONSIN

INFORMATION TECHNOLOGY

July 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.
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 August regarding a solution to Norwood and Edgewater needs for facility infection reporting. Investigation concerning a new software, PRN+ Home Health & Therapy, that has replaced Greenfield therapy at Edgewater Haven effective July 1, 2019 is complete.
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. Migration and updated forms for Smartforms, software used for Medicare billing by the Health Department, is complete.
6. Initial system discovery is complete regarding a permit management solution for various departments, specifically a timeline for a system for the Highway department. Meeting to discuss solution will be scheduled in August.
7. 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. The TimeStar database and web server has been upgraded to the latest version. Preparation to migrate Sheriff Department to a real time vacation accrual system begins as contract negotiations have concluded.
8. 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.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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9. Discovery phase is complete for Fidlar Technologies AVID software implementation for the Register of Deeds Office. Implementation is set for early 2020.
 10. 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.
 11. Production databases for several systems have been migrated to an updated server as we prepare to demote another server.
 12. Went live with the new in-house developed Employee Self Service Portal. This allows employees to access their paystubs, benefits, and personnel/demographic information.
 13. Upgraded the County's Employment Recruitment online system, Cyber Recruiter, to a newer version.
 14. Attended Emergency Management Continuing Operations meeting held at the library on July 19th.
 15. Continue to meet with HR to discuss requirements of new EHR system to replace TCM. Working to schedule on-site demos for Streamline SmartCare and Qualifacts CareLogic.
 16. In process of deploying Frevvo forms software to Human Services Crisis and Legal staff.
 17. Prepared PC replacement costs for Department's 2020 budget.
 18. Generated various reports and quotes for departments related to budgeting.
 19. 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. New network drive mappings were also completed. This will allow IT to update physical location in AD.
 20. Staff completed a physical inventory of computer devices throughout the County.
 21. 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.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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22. For the month of June, 560 helpdesk requests were created, with staff completing 565 tickets and leaving 180 open requests. These numbers represent service requests from departments throughout the County.
 23. Work continues in preparation for the Exchange upgrade project. Decommissioned the last of our older Domain Controllers. We currently have 3 domain controllers running Windows Server 2016, which in an attempt to stay current, will be upgraded to Server 2019. The County network's "Domain Functional Level" is as current as available from Microsoft. New Hardware for the Exchange Environment was ordered and is expected to arrive the first week of August.
 24. The Certificate Authority (CA) server was moved in July. This move has caused some issues with wireless and squad car VPN network access. We are researching and planning to migrate this server to the most current version.
 25. IT is in the process of implementing new ServiceDesk Desktop Central software. This software will improve software management on County devices by identifying software that is in need of upgrade. IT will then be able to automatically upgrade software like Google Chrome, Firefox, and Adobe Reader. Updated software ensures that the County network is secure.
 26. Reconfigured several FAX lines that were incorrectly configured initially. These didn't appear as issues until we received new multifunction devices as part of our printer replacement project earlier this year.
 27. Fortunately, the County Network Infrastructure was mostly unaffected by the July 19th and 20th storms. The Courthouse generator was able to keep dispatch and critical systems online while power was restored to the Courthouse. One switch at the Courthouse in a non-critical area was damaged and replaced prior to business on Monday. A switch and Access Point at the Dexter Park Shop Office was also damaged. The switch was replaced on Friday and the Access Point will be replaced soon. A Video Conference board in Branch III was also affected and is scheduled for replacement.
 28. All IT Staff completed mandatory Security Awareness Training Criminal Justice Information Service (CJIS) to comply with CJIS Security Policy. To be in compliance with CJIS policy four levels of security training needs to be completed within six month of hire and biennially thereafter. All County staff that have access to CJIS have to complete this training.
 29. IT is working with Dispatch and Sheriff Department staff to implement some new procedures to be in compliance with CJIS security policy. The County is being audited in August.
 30. Attended the WI Cyber Threat Intel Group Meeting, CTIG, in Madison July 31st. This is a weekly meeting that is held in Madison to discuss current and ongoing Cyber related events.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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31. Developed and deployed another major update to the Park Reservations system. This update includes features needed to support the new water ski show reservation policies. 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.
 32. 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. The system is currently running on Questica's servers as we wrap up the implementation phase. We are planning the on-site installation which will occur in August. Finance is continuing with user training and has begun getting people into the system to work on their 2020 budgets.
 33. 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.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Letter of Comments July 2019

1. Jail Chiller Replacement

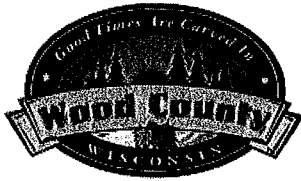
Along with many of our other mechanical, electrical, and plumbing (MEP) components, the Jail chiller is beyond its useful life and needs to be replaced. This piece of equipment has been listed on our CIP for a few years, but has been deferred in order to accommodate other projects. A recent spell of hot and humid weather has forced us to reprioritize the Jail chiller ahead of some other MEP improvements scheduled for this year. I am planning to hold off on installing a secondary generator, which would provide power to the Data Center and Dispatch if our primary generator experiences a failure, in order to replace the failing chiller without a need to request funds out of contingency. The secondary generator will be rescheduled in 2020.

2. Ongoing Projects and Planning

- a. District Attorney's Office – I was recently advised that the DA's office is likely to acquire 4 or 5 additional employees in the coming year. In order to accommodate this change, the planned remodeling requested in the 2020 budget needs to be altered. I have spoken with Finance regarding the potential increase in project cost and ensured the DA's office is seeking input/approval from their oversight committee regarding the impact to their budget. There is sufficient space available on the third floor for this change; I plan to bring more information to the Executive Committee for review as it becomes available.
- b. Emergency Management Office – Remodeling is nearly complete. Staff should be able to begin moving into the first floor offices in August.
- c. Human Services – Continuing to work with Human Services to begin organizing 2020 Edgewater Haven CIP, as well as provide information for the vendor working on implementation of Facility Management Software for Edgewater and Norwood facilities.
- d. Jail Study – Through recent discussions held by the Sheriff's Department and the Public Safety Committee, there is a request to pay for an architect to conduct a space & needs study specific to the County Jail. I had some money budgeted this year to finish some remodeling in the Sheriff's Department that was started last year, however, the Sheriff's Department has informed me that conducting the Jail study would be of greater value to them and asked if I could defer the remodeling in order to pay for the study. Since the remodeling would have primarily benefitted them, I have no problem with the request.

3. Miscellaneous

- a. Attended: County Board, Executive, Judicial & Legislative, Public Safety, Renewable & Sustainable Committee meetings.
- b. Continuity of Government Exercise – Participated in an event organized by Emergency Management which facilitated discussion and planning for unexpected circumstances.
- c. Planning to attend an Energy Management seminar offered by Focus on Energy. This is a one-day event that will be held in Tomah on September 12th.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – July 2019

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

- Insurance policy premium charges to departments.
- DSPS Highway Department Safety Inspection. Great Compliance by Highway Department.

Lost Time/ Restricted Duty/Medical Injuries: 0

- Date – Dept. –

First Aid Injuries: 1

- 07/09/2019 – Highway - Employee sustained a burn to the back of arm while reaching behind.

Property/Vehicle Damage Claims: 2

- 07/01/2019 – Sheriffs – Employee backed into an intercom post. Loss of \$1,134.13
- 07/20/2019 – Sheriffs – Storm Damage from tree falling on squad car. Loss of \$10,918.86

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

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

- Currently two active suicide claims.
- Currently one active EEOC claim.
- Currently one discrimination 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 with the proactive approach to safety for Wood County.

TREASURER'S REPORT

08-06-2019

By: H. Gehrt

1. Attended Executive Committee meeting on July 9.
2. Attended a meeting with United Way representatives and Jason G., from Planning & Zoning to try to brainstorm ideas for more employee engagement for the upcoming campaign season.
3. The Real Property Lister and I went to Marshfield on July 24 to collect real estate property taxes. The setup seemed to work well for our purposes and I feel that our future collection years will be able to continue from that location.
4. Attended bi-monthly Wisconsin Local Government Leadership Academy phone conference call.
5. Met with the Finance Director to discuss the P-card policy.
6. I have begun working on the budget, when times allows, due to tax collections.
7. The office has been busy this month with tax collections. We collected over 6,500 tax payments from all the municipalities with the exception of the City of Wisconsin Rapids which collects 3 installments. These are not counting the grace period tax payments that will come in from August 1 until August 7.
8. July payments from the State of Wisconsin for shared revenue, first dollar credit, computer aid, and school levy were received in the amount of \$9,463,265.35
9. The resolution to tax deed properties contains 21 properties within the municipalities of: Town of Arpin (1); Town of Auburndale (2); Town of Lincoln (1); Town of Saratoga (3); Village of Arpin (2); Village of Auburndale (1); Village of Biron (1); Village of Port Edwards (1); City of Pittsville (1); City of Marshfield (3); and City of Wisconsin Rapids (5)
5 of these properties are vacant lots and 16 have houses on them. We hope to have a sale on these properties in November.
10. Met with taxpayers to discuss different payment options for their delinquent taxes.



Wood County WISCONSIN

WELLNESS

Adam Fandre
Wellness Coordinator

Letter of Comments – August 2019

With September's Executive Committee meeting approaching quickly and with it, the decision of the new plan design for the Wellness Program, I want to provide you with a general outline and structure of Wood County's Employee Wellness Program as it currently stands. Likewise, I also want to take this opportunity to provide additional details and information of the three "core" activities, their significance as well as research supporting some of these activities in practice.

Program Outline

The Wellness Program is currently available to benefit-eligible employees as well as any spouses on Wood County's health insurance. Likewise, it is designed in such a way to support employees in all areas of wellness regardless of their current wellness "level". The Wellness Program aligns with the calendar year, starting in January and ending in December, and is divided into 4 quarters:

- Quarter 1 (January – March)
- Quarter 2 (April – June)
- Quarter 3 (July – September)
- Quarter 4 (October – December)

Enrollment in the Wellness Program consists of completing three core activities and a variety of supporting activities. The three core activities are:

- Biometric Screening
- Health Risk Assessment
- Health Coaching

The first two core activities must be completed by the end of quarter 1 each year, and the third core activity must be completed by the end of quarter 2 each year to qualify for the health insurance premium incentive for the following calendar year. Once the three core activities have been completed additional supporting activities are optional and may be completed to earn quarterly wellness incentive bonuses. For every 1,000 points an employee earns, up to 4,000 points, they will receive \$100. If an employee earns 1,000 points in each of the four quarters they earn additional \$75 for total of \$475. All individual Wellness Program activity is tracked through www.managewell.com.

Core Activities Overview and Significance

Biometric Screening: This screening includes the following tests: height, weight, blood pressure, and a venipuncture blood draw for glucose (sugar), Lipid Panel (Total Cholesterol, HDL, LDL, and Triglycerides) and possible HGA1C. Along with providing hard-data, the biometric screening can act as an awareness raising tool and health behavior research has shown that helping people identify threats to their health facilitates the process of healthy change. This screening also is vital for program planning, delivery and evaluation as it allows programming decisions to be made based on health risk status and target high risk areas which is generally associated with the highest cost reduction.



Wood County WISCONSIN

WELLNESS

Adam Fandre

Wellness Coordinator

Health Risk Assessment: This assessment is a 15-20 minute questionnaire which focuses on seven areas of wellness – nutrition, weight, fitness, stress, resiliency, sleep and tobacco use. The health risk assessment is equally as important as the biometric screening as it provides greater insights into the day-to-day behaviors of participants which may help explain results from the biometric screening. Similarly, this assessment also acts as an awareness raising tool for the participant by highlighting specific behaviors and underlying risk factors that potentially could be detrimental to their health. When combined with the biometric screening, the health risk assessment provides a holistic view of each participant's health which allows for strategic programming through offering targeted activities in the Wellness Program and also during Health Coaching.

Health Coaching: While being the most time-intensive of the three core activities, health coaching is also the most impactful as it produces the greatest number of positive outcomes by “bridging the gap” between orthodox healthcare within organizational systems and behavioral change. However, health coaching is also the activity often surrounded by the most confusion and misconceptions as to what it is, why we use it and what this process looks like. Below you will find some information to clear up some of these common misunderstandings.

What is a Health Coach?

Certified Health and Wellness Coaches are professionals from diverse backgrounds and education who work with individuals in a client-centered process to facilitate and empower the client to achieve self-determined goals related to health and wellness. Successful coaching takes place when coaches apply clearly defined knowledge and skills so that clients mobilize internal strengths and external resources for sustainable change.

Why is Health Coaching Used to Increase Overall Health and Wellbeing?

Many people look for easy solutions in the wrong places. There are no magic pills, magic pins, or magic plans. People progress through the same stages of change whether they are overcoming problems with substance abuse, anxiety, depression, or weight control. The result is that the principles that address one particular problem can be transferred to many other problems. Change does not depend on luck or willpower, it is a process that can be successfully managed once it is understood. This is where health coaching can be extremely beneficial. Health coaches assist participants to move them along the continuum of change from not thinking about change to taking action and maintaining change.

What is the Process of Health Coaching?

Health Coaching is a way of working with a person, as an ally, to help them:

1. Take stock of their wellness
2. Envision themselves living their optimal lifestyle
3. Create a real plan to find their way successfully through change
4. Track their progress so they know when and how they are being successful
5. Get the accountability and support they need to follow through and make the changes last. It is a behavioral solution for a behavioral problem.



Wood County WISCONSIN

WELLNESS

Adam Fandre
Wellness Coordinator

Is a Certification Required to Become a Health Coach?

Yes. In my particular case the certification I hold is internationally accredited through Real Balance Global Wellness Services which is considered the “gold standard” among health coaching certifications. This certification requires at a minimum a bachelor’s degree in a health-related field and includes 32 hours of class, a 100-question written final exam, written case study in addition to tape recordings of coaching sessions to demonstrate the skills and knowledge gained. Continuing education credits are required to remain certified.

What Does the Research Say about Health Coaching?

With Health Coaching being relatively new, long-term studies and gaps in research do exist. However, outcomes data from numerous published studies, including randomized clinical trials and independent third-party conducted research, have documented the clinical effectiveness evidence-based approach of lifestyle health coaching in terms of modification of multiple risk factors in healthy persons as well as those with certain common chronic diseases to improve positive outcomes. Based on these results it is anticipated that evidence-based health coaching programs will not only be implemented with increased frequency as part of employer-sponsored wellness initiatives but will also become a standard of care in daily clinical practice.¹

On May 19, 2017 the American Journal of Lifestyle Medicine published the article entitled “Compendium of health and wellness coaching.” The health and wellness coaching (HWC) Compendium provides substantial evidence for a clinical intervention yielding a positive impact on the chronic, often lifestyle-related diseases, scourging our modern health care system. Lifestyle behavior change as a treatment for chronic disorders is long recognized as effective, but viewed as unachievable in a sufficiently scalable manner. The Compendium brings together a body of literature suggesting HWC may be a valuable tool for improving the applicability of behavior change interventions in the treatment of chronic disease.²

The research articles mentioned and summarized in the above two paragraphs can be found at the end of my letter of comments for reference.

¹ Gordon, Neil F et al. “Clinical Effectiveness of Lifestyle Health Coaching: Case Study of an Evidence-Based Program.” *American journal of lifestyle medicine* vol. 11,2 153-166. 7 Jul. 2016, doi:10.1177/1559827615592351

² Sforzo, Gary A., et al. “Compendium of the Health and Wellness Coaching Literature.” *American Journal of Lifestyle Medicine*, vol. 12, no. 6, Nov. 2018, pp. 436–447, doi:10.1177/1559827617708562.



Wood County WISCONSIN

WELLNESS

Adam Fandre
Wellness Coordinator

What do Wood County Wellness Program Participants Say about Their Health Coaching Experience?

As a health coach who meets regularly one-on-one with the hundreds of participants in Wood County's Wellness Program there are two things I want to make certain of:

1. That I add value to each participant I see so they may achieve their health-related goals and in-turn, improve their overall wellbeing
2. Making sure that I continually improve from month-to-month and year-to-year

In an effort to achieve both of these I follow-up every health coaching session with a survey delivered electronically in which candid feedback can be shared with me anonymously through both open and close-ended questions. Below you will find a summary of the information gathered from participants I met with in quarter 2 of this year.

Out of 172 responses:

- 98.85% felt I was knowledgeable and well trained in any topics discussed
- 98.28% felt I was helpful and provided value
- 98.85% felt I was motivational and engaged throughout their coaching sessions
- 98.28% felt any directions given were easy to follow and understand
- 99.43% agreed their coaching session was completed in a timely fashion
- 97.92% were comfortable with the setup of the coaching environment
- 98.78% were very satisfied with their health coaching experience
- 98.68% did not feel their health coaching session could be improved

To keep this as concise as possible I have not included the numerous responses I have received to open-ended question. If you would like to see these individual responses please let me know.

Wellness Committee Summary - July 16, 2019

Extensive discussion took place regarding approved motion of most recent Executive Committee meeting to disband the Wellness Board and look at the finances of the Wellness Program. Adam is working in conjunction with Human Resources to review the current budget, potential cost savings and overall plan design of Wellness Program to be presented at the September Executive Committee meeting.

Lengthy discussion also took place of potential incentives that could be offered moving forward to reduce Wellness Budget while still maintaining continued, regular participation. Suggestions included tiered payouts while starting lower in Q1 and progressively getting larger from quarter to quarter, tiered premium discounts, reducing spousal participation, manipulating point structure, etc. Many different options are possible. Adam will relay information to Human Resources to discuss and review.



Wood County WISCONSIN

WELLNESS

Adam Fandre
Wellness Coordinator

Wellness Coordinator Monthly Updates

- Working closely with Human Resources to review Wellness Program financials and various plan designs and options available to utilize available funds a financially prudent manner.
- Updated employees who missed one of the three required deadlines to enroll in wellness program for 2019 and qualify for health insurance incentive in 2020.
- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings.
- Working with staff at departments who do not have computers or readily available access to computers in order to complete various wellness activities.
- Working with Human Resources and Finance to send any applicable quarterly payouts to participants who met quarter 2 point requirements.
- Worked with UW-Extension and Health Department to coordinate July Lunch & Learn focused on being eco-friendly. Recorded presentation with the help of video equipment from Wisconsin Rapids Community Media Center.
- Crafted July 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.
- Reaching out to various contacts to finalize presenters for other upcoming Lunch & Learns.
- Reviewing tentative quarter 3 Wellness Challenge options which focus on prevalent high risk factors from biometric and health risk assessment data.
- Worked with Health Department on setting up personalized SurveyMonkey account.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations.
- 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.
- Meeting with new hires to review Wellness Program and assist with registration and successful completion of three required activities by their appropriate deadlines.
- Finalized quarter 3 activities, events and updates in ManageWell portal.
- 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.

Wellness Portal Updates

191 participants have registered for the quarter 3 Workout Watch activity
67 participants have completed the July Lunch & Learn quiz
325 participants have received their 2nd \$100 quarterly payout

ANALYTIC
R E V I E W



Neil F. Gordon, MD, PhD, MPH, Richard D. Salmon, DDS, MBA,
Brenda S. Wright, PhD, George C. Faircloth, MBA, MHA,
Kevin S. Reid, MA, and Terri L. Gordon, MPH

Clinical Effectiveness of Lifestyle Health Coaching: Case Study of an Evidence-Based Program

Abstract: *We have developed, tested, and successfully implemented an affordable, evidence-based, technology-enabled, data-driven, outcomes-oriented, comprehensive lifestyle health coaching (LHC) program. The LHC program has been used primarily to provide services to employees of larger employers (ie, with at least 3000 employees) but has also been implemented in a variety of other settings, including hospitals, cardiac rehabilitation centers, physician practices, and as part of multicenter clinical trials. The program is delivered mainly using the telephone and Internet. Health coaches are guided by a Web-based participant management and tracking system. Lifestyle management interventions are based on several behavior change models and strategies, especially adult learning theory, social learning theory, the stages of change model, single concept learning theory, and motivational interviewing. The program is administered by nonphysician health professionals whose services are integrated with the care provided by participants' physicians. Outcomes data from published studies, including randomized clinical trials and independent third-party conducted*

research, have documented the clinical effectiveness of this evidence-based approach in terms of modification of multiple risk factors in healthy persons as well as those with certain common chronic diseases.

a few other common lifestyle interventions can help mitigate the progression of many noncommunicable chronic diseases and, in certain instances, even reverse existing disease.^{1,2} Despite this overwhelming

 The widespread failure of current medical practice to reflect the recent advances in knowledge of risk factors for chronic disease and their effective modification through lifestyle intervention undoubtedly results in avoidable death, disability, and human suffering. 

Keywords: exercise; nutrition; wellness; prevention

Introduction

Data from a variety of credible sources, including epidemiological, prospective cohort, and intervention studies, have shown that regular physical activity, correct nutrition, tobacco cessation, and

scientific evidence, potentially preventable lifestyle-related chronic diseases remain the leading causes of death, disability, and avoidable health care costs in Westernized society and are increasing dramatically in many developing nations.³⁻⁵

In particular, 3 lifestyle-related chronic diseases—cardiovascular disease (CVD), cancer, and type 2 diabetes—combine to

DOI: 10.1177/1559827615592351. Manuscript received February 20, 2015; revised May 8, 2015; accepted May 11, 2015. From INTERVENT International, Savannah, Georgia. Address correspondence to: Neil F. Gordon, MD, PhD, MPH, INTERVENT International, LLC, 340 Eisenhower Drive, Building 1400, Suite 17, Savannah, GA 31406; e-mail: neil@myIntervent.com.

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make up approximately two-thirds of all deaths in the United States.^{4,5} Yet with the exception of cigarette smoking cessation, there is evidence that minimal, if any, improvement occurred in recent decades in key lifestyle practices related to the prevention of these and other potentially preventable chronic diseases.² Indeed, an increase has been reported in the prevalence of inappropriate caloric intake, obesity, and type 2 diabetes, and fewer than 1% of adult Americans currently exhibit ideal levels of cardiovascular health behaviors and factors based on 7 American Heart Association—defined metrics.^{4,5}

Although sound clinical reasons exist for emphasizing lifestyle intervention in day-to-day medical practice and national clinical guidelines advocate a multifactorial lifestyle approach to chronic disease risk reduction, studies show that physicians often fail to provide adequate counseling on lifestyle management.^{2,6} This observation is not entirely unexpected, given that physicians generally work in an intensely busy environment; typically do not have the time, infrastructure, or resources to focus adequate attention on lifestyle management; and receive little or no compensation for the provision of such preventive services. In view of these and other well-documented barriers, it is not surprising that physicians in the United States generally tend to limit most of their attention to acute medical problems, give relatively low priority to preventive interventions, and when focusing on chronic disease risk reduction, prescribe pharmacological therapy in preference to lifestyle intervention. Regarding the latter, because of the widespread availability of many powerful and relatively safe medications, the value of lifestyle management per se in contemporary medical practice is often discounted by physicians, health insurers, and patients.⁷

The widespread failure of current medical practice to reflect the recent advances in knowledge of risk factors for chronic disease and their effective modification through lifestyle

intervention undoubtedly results in avoidable death, disability, and human suffering.⁸ Moreover, this failure is believed to be an important contributing factor to rising health care costs, which, in turn, is a critical driving force behind the current unsustainable trajectory of the United States fiscal deficit. Clearly, this failure remains a frustrating impediment to fulfilling the potential for improving quality of life, productivity, and longevity through healthy lifestyles while simultaneously reducing avoidable health care expenditures.

The aging of the United States population, high prevalence of lifestyle-related chronic diseases and risk factors for chronic disease, and rising cost of health care in the United States provide a sense of urgency and immediacy for finding innovative solutions aimed at helping individuals make and adhere to meaningful lifestyle changes. In recent years, a variety of innovative approaches to lifestyle intervention have been successfully implemented in a variety of clinical and nonclinical settings.⁹ These approaches span a broad spectrum, ranging from physician-supervised/nurse case-managed interventions to interactive Web-based programs and mobile apps. Likewise, the settings in which these newer interventions have been implemented range from hospital-based settings to the workplace. Regarding the latter, the current unprecedented interest in workplace lifestyle management programs in the United States stems in part from the recognition that more than 60% of Americans obtain their health insurance coverage through employment-based plans and the fact that most employees spend the majority of their time at work.^{2,10}

In this article, we describe the key features of an affordable, evidence-based, technology-enabled, data-driven, outcomes-oriented, comprehensive lifestyle health coaching (LHC) program that we have successfully implemented in the workplace and other clinical and nonclinical settings. We also summarize outcomes data from key published scientific abstracts and manuscripts on the LHC program's clinical effectiveness

in healthy persons as well as those with certain common chronic diseases.

Core Components of an Evidence-Based LHC Program

We have spent over 2 decades developing, testing and implementing evidence-based LHC programs.¹¹⁻¹³ As recommended by expert professional groups, we based our initial program development efforts on models shown to be effective in randomized clinical trials. Of the various studies completed at that time, we considered the Stanford Coronary Risk Intervention Project (SCRIP) to be of particular relevance because it utilized what appeared to be the most logical approach to lifestyle management and chronic disease risk reduction—namely, intensive modification of multiple risk factors via comprehensive lifestyle interventions combined with appropriate pharmacotherapy.¹⁴ In SCRIP, the multifactor risk reduction program resulted in a 47% lower rate of narrowing of diseased coronary artery segments and reduced hospitalization for clinical cardiac events by 39% versus usual care during the 4-year study period. Although the initial focus of our lifestyle management programs was exclusively on CVD risk reduction, the programs have evolved considerably over time and now successfully target multiple risk factors and potentially preventable chronic diseases.

Briefly, the content of our lifestyle management program is organized into 2 core sets of services. One set is coach assisted, involving one-on-one counseling of participants by a nonphysician health professional and is referred to as a LHC program. The other set is an array of individualized self-help programs, all of which are Web enabled. Whereas the LHC program is comprehensive in nature, in that it targets multiple behaviors and risk factors in an integrated fashion, the self-help programs generally target a single major behavior (eg, exercise training/physical activity, correct

nutrition, weight management, tobacco cessation, or stress management). Our comprehensive LHC program is the focus of the remainder of this article.

Currently, our LHC program is delivered mainly in the United States and Canada using the telephone and Internet and has been used primarily to provide services to employees of larger employers (ie, with at least 3000 employees), including multinational corporations with employees in multiple countries. However, over the years, the program has also been successfully implemented in a variety of other settings, including hospitals, cardiac rehabilitation centers, physician practices, and even health clubs, shopping malls, and other retail settings. Most recently, the LHC program has been modified for use in collaboration with the American College of Cardiology's CardioSmart patient-centered care initiative and as part of 2 multicenter, randomized clinical trials funded by the National Institutes of Health. In each of the different settings, the program content has been adapted to enhance the applicability to the specific settings and, where appropriate, clinical and cultural circumstances. From a global perspective, many adaptations have been made to facilitate culturally appropriate service provision in multiple countries and languages, including English (several variations), French (Canadian), Spanish, Portuguese (Brazil), Portuguese (European-Angolan), and Thai.

The primary specific objectives of our LHC program are to help participants with the following: (1) make and adhere to meaningful, evidence-based lifestyle changes (eg, regular exercise/physical activity, healthy nutrition, weight management, stress management, tobacco avoidance, and appropriate sleep hygiene/fatigue risk management); (2) address gaps in their preventive care (eg, compliance with recommended preventive screenings, tests, and immunizations); (3) learn about their specific risk factors for chronic diseases and known chronic medical conditions; and (4) comply with prescribed medications. To accomplish these objectives and help ensure the

attainment of clinically meaningful and reproducible outcomes, our LHC program is delivered using a formal, structured, systematic approach together with rigorous quality assurance protocols. The core components of our LHC program and key steps typically involved in their delivery to employees in a workplace setting are described in what follows.

Step 1: Participant Identification, Risk Stratification, and Enrollment

In the workplace setting, employers have often paid for and provided financial incentives for their employees and, in some instances, their spouses and adult dependents to participate in the LHC program. Following completion of appropriate preprogram launch activities, potential participants are identified primarily through the use of a health risk assessment (HRA). After the provision of informed consent by each individual, HRAs are typically completed online via a secure Web site that serves as the primary point of entry to the HRA and other useful resources (such as wellness-related incentives, challenges, and educational content). The HRA can also be completed telephonically or in hard copy ("pen and paper") format. In addition to the use of HRAs, potential participants may be identified using medical and pharmacy claims data and can also be self-referred to the LHC program or referred via a variety of other channels, including onsite biometric screenings, disease management programs, disability management programs, and physicians/other health care providers.

The baseline HRA is used to provide individuals with basic awareness and education information on their risk for potentially preventable chronic diseases, the specific factors placing them at risk, and the actions they can take to mitigate their risk, with a focus on lifestyle management. The HRA is also used to evaluate and stratify individuals for triage to LHC programs involving different intensities of intervention. In this respect, a 2-level HRA stratification process is

typically used. First, an industry-standard, population level 1 stratification categorizes individuals into 3 levels of risk for future direct and indirect health care-related expenditures (also referred to as health risk stratification) as follows: 0 to 2 risk factors, lower risk; 3 to 4 risk factors, moderate risk; and 5 or more risk factors, higher risk.¹⁵ Second, to determine the most appropriate intensity of intervention needed to optimize risk reduction in accordance with principles of evidence-based medicine, the stratification status of individuals who fall into the lower and moderate health risk stratification categories is further refined using proprietary unpublished algorithms that consider a variety of additional factors, including severity of individual risk factors, presence of other risk factors, behavioral versus nonmodifiable risk factors, and the difficulty associated with modifying specific risk factors. This level-2 stratification categorizes individuals into 3 levels of intervention (also referred to as "intervention intensity stratification") as follows: lower-, moderate-, and higher-intensity intervention.

Immediately on completing the online HRA, participants are able to enroll in the LHC program and schedule their first appointment using an online enrollment tool. Participants may also contact the program via secure online chat, e-mail, or telephone to obtain additional information prior to enrollment and subsequently enroll in the LHC program via the telephone. For individuals who do not enroll online and who do not contact the program, a formal outreach process involving use of the postal mail, e-mail, text messaging, and/or telephone is utilized in an attempt to optimize enrollment. On program enrollment, each participant is assigned to an appropriately trained nonphysician health professional who serves as the participant's dedicated health coach.

Health coaches are supervised by a director of health coaching who reports directly to the LHC program's medical director. All health coaches have a minimum of a 4-year college degree in a health-related area and at least 2 years of

relevant work experience. Coaches include health educators, nurses, dietitians/nutritionists, exercise scientists, and other health professionals. Newly hired coaches receive approximately 160 hours of structured, competency-based training prior to engaging with participants. Ongoing training occurs during weekly staff meetings. Coaching calls are recorded and monitored for quality assurance and training purposes. Specialized in-depth training for the health coaches is also conducted as new program materials and processes are introduced.

Step 2: Initial/Intake Assessment

The HRA typically forms the basis of the intake or initial assessment and evaluates factors such as past and current medical history, risk factors for chronic disease, medications, current lifestyle practices, self-reported health status, productivity (including absenteeism and presenteeism), psychosocial status, preventive screenings and immunizations, safety practices, readiness for change, biometric measurements (such as height, weight, waist circumference, resting blood pressure, fasting serum lipids and lipoproteins, fasting glucose, and A1C), and other relevant information. Participants who have already completed the HRA prior to enrollment in the LHC program are asked to review and, where appropriate, update their HRA. To facilitate the provision of evidence-based and clinically-responsible LHC, participants who have not previously completed the HRA (eg, participants referred to the program through one of the above-mentioned alternative referral channels) are required to complete the HRA or another similar intake assessment prior to the initiation of LHC.

Step 3: Goal Setting

Based on the initial assessment, computer-generated, individualized, short- and long-term goals are set for multiple risk factors (including weight, systolic and diastolic blood pressure, serum lipids and lipoproteins, fasting

glucose, and A1C), health behaviors (including physical activity/exercise training, nutrition, stress, tobacco use, and sleep hygiene), and risk scores (including the Framingham 10-year coronary heart disease risk score and other atherosclerotic CVD risk scores) in accordance with clinical guidelines published by credible expert groups (eg, in the United States, the American College of Cardiology, American College of Sports Medicine, American Diabetes Association, American Heart Association, Centers for Disease Control and Prevention, National Institutes of Health, Obesity Society, and US Preventive Services Task Force). In addition to the computer-generated, guideline-based goals, health coaches help each participant formulate key, specific action-based, realistic, and time-line driven goals that the participant wants to accomplish.

Step 4: Action Plan Formulation

Based on the initial assessment, a computer-generated, individualized action plan is formulated to help each participant achieve the short- and long-term goals. The action plan focuses on important lifestyle practices (especially physical activity/exercise training, correct nutrition, weight management, tobacco cessation, and stress management). In addition to behavior modification, the action plan identifies the need for specific preventive screenings, immunizations, other self-care activities, and physician referrals—for example, for consideration of new medications and/or changes in prescription medications to optimize the management of common chronic conditions such as hypertension, hyperlipidemia, and diabetes, consistent with expert clinical guidelines.

Step 5: Review/Revision of Goals and Action Plan

Based on their interaction with the participant and/or input from the participant's physician or other health care providers, health coaches have the ability to revise the computer-generated, guideline-based goals and action plans

but are required to document the rationale for any such changes in the computer database. Typically, participants access their goals and action plan reports via the Internet, but in some instances, reports are mailed to participants. Reports are accompanied by an audio explanation, which can be accessed online. Health coaches review goals and action plans with participants and, when doing so, are guided by both the program database and written instructions, referred to as coaching prompt sheets (or lesson plans). If the action plan includes referral to a physician or other health care provider, the health coach emphasizes the importance of this and subsequently documents the outcome of the referral in the program database. Letters may be mailed, faxed, or transmitted via secure e-mail to physicians notifying them of their patients' participation in the program.

Step 6: Action Plan Implementation

With guidance from the program's Web-based participant management database, health coaches assist participants in implementing their individualized action plans over the course of each program year. Coaching occurs during proactive, formally structured, one-on-one counseling sessions conducted via brief (usually ~15 minutes in duration) prescheduled telephone appointments and, if the participant prefers, via secure online chat or e-mail.

Coaching is conducted using behavioral interventions derived from several well-established behavior change models and strategies—primarily adult learning theory, social learning theory, motivational interviewing, and the stages of change model. Materials and messages are matched with the participant's stage of readiness for change for each health behavior. Cognitive and behavioral processes are emphasized to varying extents in different ways depending on the participant's stage of readiness for change. Cognitive processes include

increasing knowledge, comprehending benefits of changing a behavior, warning of risks and consequences of not changing, and empowering the participant to take action based on internal motivation. Participants engage in numerous self-assessment and self-monitoring activities, including weighing the pros and cons of changing, keeping online exercise and food diaries, completing stress and smoking logs, and assessing self-efficacy. Behavioral processes include counter-conditioning, enlisting social support, using incentives and rewards (including the ability for participants to track their specific incentives/rewards online), controlling stimuli, and building confidence. Because participants are continually at risk for relapse, emphasis is given to planning for high-risk situations and dealing with and learning from slips.

Typically, only 1 major concept or skill is introduced at a time (ie, single concept learning theory) in a relatively easy-to-understand and carefully sequenced way. This approach is facilitated by the use of an individualized series of behavior change and education modules. The written and audio versions of each module can be accessed via the Internet and via "hard copy" format. The modules incorporate many of the above-mentioned behavior change models and strategies.

The precise number of telephonic LHC sessions scheduled for each participant is based primarily on the participant's intervention intensity stratification status. Generally, during the first year of program participation, lower-intensity-intervention participants are preassigned to receive 4 coaching sessions, moderate-intensity-intervention participants 9 coaching sessions, and higher-intensity-intervention participants 12 to 18 coaching sessions. Coaching schedules are front loaded, so that 50% or more of the assigned coaching sessions occur approximately within the first 12 weeks of intervention in order to better support behavior change. It is possible for a participant to complete additional coaching sessions if the participant

requests to do so and the health coach believes that the participant could benefit from the additional LHC.

The appropriateness of our coaching schedules is supported both by our unpublished research on the dose-response relationship between the total number of completed telephonic LHC sessions and the reduction in the number of health risks and by published outcomes data documenting the clinical effectiveness of our LHC program (Table 1). However, additional research is needed to clarify the optimal number, frequency, and duration of coaching sessions, both from a cost and effectiveness perspective.

Step 7: Follow-up Assessment

After ~12 weeks and 1 year of program participation, and at least annually thereafter, participants complete a formal follow-up assessment. In addition to the follow-up assessment, participants typically retake the HRA on an annual basis.

Step 8: Progress Reports and Revision of Goals/Action Plan

Based on program participation and the follow-up assessments or repeat HRAs, participants are provided computer-generated reports documenting their progress and updating their goals/action plans. Progress reports are reviewed at LHC sessions. As with the initial goals and action plan reports, if the revised action plan includes referral to a physician or other health care provider, the health coach emphasizes the importance of this and subsequently documents the outcome of the referral in the program database. Letters may be sent to physicians notifying them of their patients' progress in the program.

Step 9: Maintenance

Participants usually enroll in the program for 1 year at a time but have access to continuing years of ongoing LHC or self-help programs. Compliance with scheduled LHC sessions and interventions is tracked using the program's Web-enabled participant management and tracking database.

Step 10: Outcomes Assessment

Detailed aggregate outcomes reports are generated on a regular basis for specific employers and other groups of program participants. Benchmarking may be included using book-of-business analyses.

As stated earlier, the core components and key steps of the LHC program have been adapted for cost-effective implementation in many other settings. For example, in physician referral settings, physicians may refer patients using a variety of modalities, including a mobile app; track the outcome of referrals online and via the mobile app; access goals, action plan, and progress reports generated for their patients via a secure online portal; provide input to health coaches for their patients via the portal; and receive aggregate outcomes reports (including participant satisfaction reports) for their patients.

Clinical Effectiveness of the LHC Program: Modification of Multiple Risk Factors

Our LHC program is based on models shown to be effective in randomized clinical trials and is conducted in accordance with published national and international clinical guidelines, where appropriate. In addition, the effect of our specific LHC program on multiple risk factors has been carefully evaluated in randomized clinical trials, including independent third-party conducted studies, as well as by analyzing our book-of-business data as part of formal research initiatives. Outcomes data from the key published peer-reviewed manuscripts on the clinical effectiveness of our LHC program in healthy persons as well as those with multiple risk factors are summarized in chronological order (based on year of publication) in Table 1 and Figures 1 to 3.¹⁶⁻²³ Collectively, these studies and our other published research (including scientific abstracts)²⁴⁻⁵² show that our LHC program accomplishes the following:

Table 1.

Case Study: Outcomes Data from Select Published Scientific Manuscripts on the Clinical Effectiveness of the LHC Program.

Reference, Year; Title; Objectives; Population; Study Design/Duration	Results/Outcomes	Conclusions/Implications
<p>Gordon et al, 1997; Comparison of single versus multiple lifestyle interventions: are the antihypertensive effects of exercise training and diet-induced weight loss additive?¹⁶</p> <p>This randomized clinical trial compared the effect on resting BP of LHC that focused on exercise training only or dietary modification only with that of LHC that focused on both exercise training plus dietary modification. Participants were 55 sedentary, overweight adults with high-normal BP or stage 1 or 2 hypertension. After baseline testing, they were randomized to 1 of the following 3 LHC interventions for 12 weeks: exercise training only, dietary modification only, or exercise training plus dietary modification. 48 Participants completed the study. They were not taking antihypertensive medications at baseline and remained unmedicated throughout the study</p>	<p>LHC focusing on exercise training plus dietary modification elicited a greater reduction ($P \leq .001$) in body weight (-15.6 vs -2.2 lb) than LHC focusing on exercise training only and a greater increase ($P \leq .05$) in maximal oxygen uptake (4.3 vs 1.9 mL/kg/min) than LHC focusing on dietary modification only. However, the reduction in BP with exercise training plus dietary modification ($-12.5/7.9$ mm Hg) did not differ significantly from that with exercise training only ($-9.9/5.9$ mm Hg) or dietary modification only ($-11.3/7.5$ mm Hg)</p>	<p>These data document the beneficial effects of LHC interventions that focus on exercise training only, dietary modification only, and both exercise training plus dietary modification in terms of improvements in body weight, maximal oxygen uptake and BP. The data further indicate that in contrast to the effects on body weight, the antihypertensive effects of exercise training and dietary modification may not be additive</p>
<p>Gordon et al, 2002; Effectiveness of 3 models for comprehensive cardiovascular disease risk reduction¹⁷</p> <p>This randomized clinical trial compared the clinical effectiveness of 2 less-costly and potentially more accessible approaches to CVD risk reduction with that of a contemporary phase 2 cardiac rehabilitation program. Low- or moderate-risk patients ($n = 155$) with coronary artery disease were randomly assigned to 12 weeks of participation in a contemporary phase 2 cardiac rehabilitation program ($n = 52$), a physician supervised, nurse-case-managed CVD risk reduction program ($n = 54$), or a comprehensive LHC program administered by exercise physiologists guided by a computerized participant management system based on national clinical guidelines ($n = 49$). 142 Patients (91.6%) completed testing at baseline and after 12 weeks of intervention</p>	<p>For patients with abnormal baseline values, statistically significant ($P \leq .05$) improvements were observed with all 3 interventions for multiple risk factors. With the exception of maximal oxygen uptake, no statistically significant risk factor differences were observed among the 3 programs (Figure 1). For patients with a baseline maximal oxygen uptake <7 METs, maximal oxygen uptake increased to a greater degree in patients in the contemporary phase 2 cardiac rehabilitation program and the LHC program versus the physician-supervised, nurse-case-managed program (Figure 1)</p>	<p>Cost and accessibility contribute to low participation rates in phase 2 cardiac rehabilitation programs in the United States. These data demonstrate that an appropriately designed and executed comprehensive LHC program can be at least as effective as other more-costly and potentially less-accessible interventions in low- and moderate-risk patients with coronary artery disease. The data have important implications for cost containment and for increasing accessibility to clinically effective comprehensive CVD risk reduction services in low- or moderate-risk patients with coronary artery disease</p>

(continued)

Table 1. (continued)

Reference, Year; Title; Objectives; Population; Study Design/Duration	Results/Outcomes	Conclusions/Implications
<p>Gordon et al, 2004; Effectiveness of therapeutic lifestyle changes in patients with hypertension, hyperlipidemia, and/or hyperglycemia¹⁸</p> <p>This study used book-of-business data to evaluate the clinical effectiveness of 12 weeks of participation in a comprehensive LHC program in helping patients who had an elevated BP, hyperlipidemia, and/or prediabetes or diabetes mellitus achieve goal risk factor levels without using pharmacotherapeutic agents. 2390 Ethnically diverse men and women with elevated BP, hyperlipidemia, and/or impaired fasting glucose or diabetes mellitus were evaluated before and after 12 weeks of participation in the LHC program. They were not taking medications for the risk factors in question at baseline and remained unmedicated throughout the study</p>	<p>Of the participants with an elevated baseline systolic BP, diastolic BP, LDL cholesterol, and/or fasting glucose, 64%, 67%, 21%, and 39%, respectively, achieved the goal value (Figure 2). Of the participants with a baseline fasting glucose compatible with a diagnosis of diabetes, 37% decreased that value to <126 mg/dL</p>	<p>These data demonstrate that many patients with conventional CVD risk factors can achieve goal levels without medications within 12 weeks of initiating LHC. This study adds to the existing literature by reporting on the effectiveness (ie, extent to which LHC works in actual practice) rather than on the efficacy (ie, determining whether LHC can work when administered in a clinical trial) of LHC</p>
<p>Bavikati et al, 2008; Effect of comprehensive therapeutic lifestyle changes on prehypertension¹⁹</p> <p>This study used book-of-business data to evaluate the clinical effectiveness of a comprehensive LHC program in normalizing BP without antihypertensive medications in participants with prehypertension. Participants were 2478 ethnically diverse (African Americans, n = 448; Caucasians, n = 1881) men (n = 666) and women (n = 1812) with prehypertension and no known atherosclerotic CVD, diabetes mellitus, or chronic kidney disease. They were evaluated at baseline and after an average of ~6 months of participation in the LHC program. They were not taking antihypertensive medications at baseline and remained unmedicated throughout the study</p>	<p>Baseline BP ($125 \pm 8/79 \pm 3$ mm Hg) decreased by $6 \pm 12/3 \pm 3$ mm Hg ($P \leq .001$), with 952 (38.4%) participants normalizing their BP ($P \leq .001$). In participants with a baseline systolic BP of 120-139 mm Hg (n = 2082), systolic BP decreased by 7 ± 12 mm Hg ($P \leq .001$). In participants with a baseline diastolic BP of 80-89 mm Hg (n = 1504), diastolic BP decreased by 6 ± 3 mm Hg ($P \leq .001$). There were no racial differences in the magnitude of reduction in BP; however, women achieved greater BP reductions than men ($P \leq .001$). Also, those with a baseline BMI <30 kg/m² achieved a greater reduction in BP than those with a baseline BMI ≥ 30 kg/m²</p>	<p>The present study adds to previous research by reporting on the effectiveness (rather than the efficacy) of LHC in participants with prehypertension. The data demonstrate that many individuals with prehypertension can normalize their BP without medications within ~6 months of initiating LHC</p>

(continued)

Table 1. (continued)

Reference, Year; Title; Objectives; Population; Study Design/Duration	Results/Outcomes	Conclusions/Implications
<p>Maron et al, 2008; Health risk appraisal with or without disease management for worksite cardiovascular risk reduction²⁰</p> <p>This randomized clinical trial evaluated how the intensity of intervention after the provision of an HRA affects CVD risk. 133 Employees of Vanderbilt University with CVD risk factors were randomly assigned for 1 year to an HRA plus comprehensive LHC group (higher-intensity intervention; LHC group) or an HRA plus information about work-site health promotion programs group (lower-intensity intervention; HRA group). The LHC group received longitudinal, individualized, comprehensive LHC, whereas the HRA group members received 1 feedback session about their risk factors and information about free work-site health promotion programs that did not include LHC. The main outcome measure was the difference between groups in the change in average Framingham 10-year coronary heart disease risk score from baseline to 1 year</p>	<p>There was no statistically significant baseline difference between groups in the Framingham 10-year coronary heart disease risk score. In the LHC group, the mean Framingham 10-year coronary heart disease risk score decreased by 22.6% (relative risk reduction); in the HRA group, the mean score rose by 4.3% ($P = .017$ for the difference between groups; Figure 3)</p>	<p>Work-site health promotion programs often use HRAs to identify employees at increased risk and subsequently provide a range of interventions to encourage employees to improve their health. These data demonstrate that an HRA followed by comprehensive LHC is more effective than an HRA followed by 1 feedback session and the provision of information about free work-site health promotion programs that do not include LHC. The data indicate that the intensity of intervention is an important determinant of the magnitude of clinical benefit. The data also serve to highlight an important concept that does not appear to be adequately appreciated in the field of workplace wellness—namely, that not just any kind of lifestyle management program done in any way at all will produce high levels of clinical benefit. It is evident from this study that lifestyle management programs must be appropriately designed and executed in an effective manner to have a significant impact on clinical variables. In other words, just because a certain lifestyle management program has been shown to result in clinical benefit, it does not necessarily mean that all lifestyle management programs will be equally effective. Just as pharmaceutical manufacturers are expected to document the clinical effectiveness of new medications in an established class of drugs, it is important for lifestyle management programs to conduct research aimed at documenting the clinical effectiveness of the specific interventions in question²</p>

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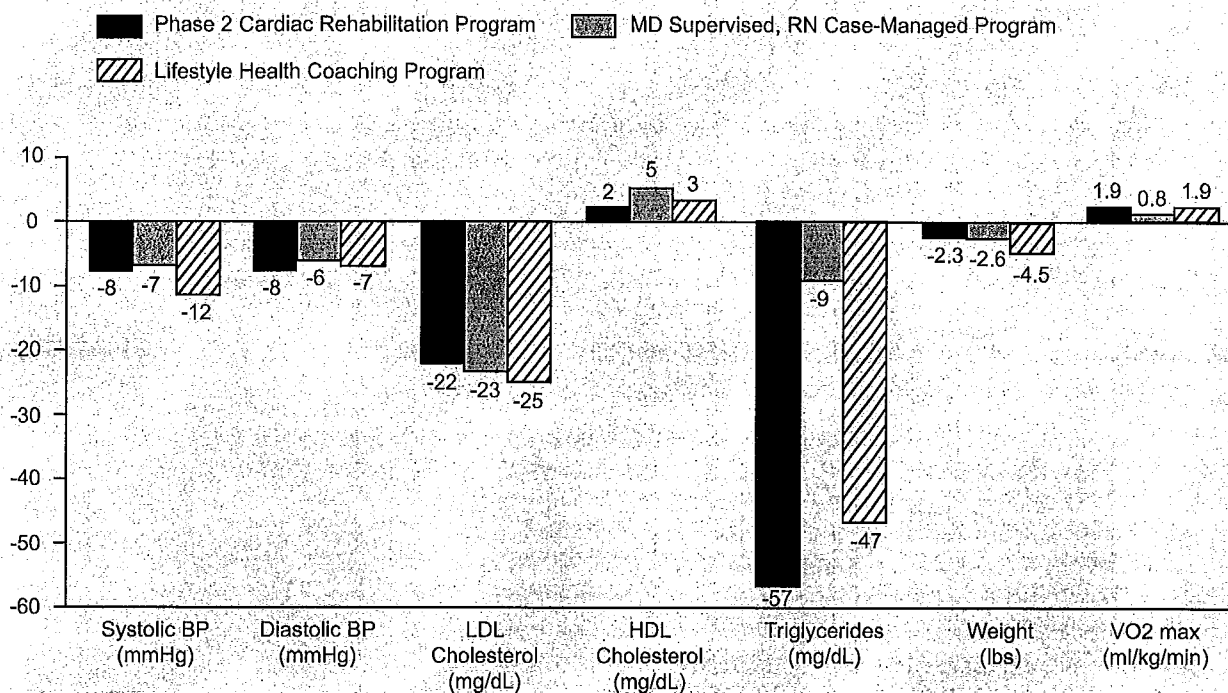
Table 1. (continued)

Reference, Year; Title; Objectives; Population; Study Design/Duration	Results/Outcomes	Conclusions/Implications
<p>Derdeyn et al, 2014; Aggressive Medical Treatment With or Without Stenting in High-risk Patients With Intracranial Artery Stenosis (SAMMPRIS): the final results of a randomised trial²¹⁻²³</p> <p>This multicenter study, conducted at 50 sites in the United States, randomly assigned 451 patients with recent transient ischemic attack or stroke related to 70%-99% stenosis of a major intracranial artery to aggressive medical management (antiplatelet therapy, intensive management of vascular risk factors, and the INTERVENT LHC program) or aggressive medical management plus intracranial stenting with the Wingspan stent. The primary end point was any of the following: stroke or death within 30 days after enrolment, ischemic stroke in the territory of the qualifying artery beyond 30 days of enrolment, or stroke or death within 30 days after a revascularization procedure of the qualifying lesion during follow-up</p>	<p>During a median follow-up of 32.4 months, 34 (15%) of 227 patients in the medical management group and 52 (23%) of 224 patients in the stenting group had a primary end point event. The primary end point rate in the medical management group (14.1% at 2 years) was much lower than was projected based on the results of the WASID trial (24.7% at 2 years). The much lower rate of stroke in the medical management group in the SAMMPRIS trial compared with patients in the WASID trial who had similar entrance criteria was thought to be explained by differences in medical treatment in these trials. Patients in the WASID trial were treated with usual risk factor management and either aspirin or warfarin, whereas patients in the SAMMPRIS trial were treated with intensive risk factor management (including LHC) and combined aspirin and clopidogrel for 90 days followed by aspirin alone. Throughout the duration of the study, there were continued improvements in patients achieving targets for most risk factors. Interestingly, in the medical management group, multivariate analyses demonstrated that of the various risk factors (namely, systolic BP, LDL cholesterol, non-HDL cholesterol, A1C, BMI, physical inactivity, and smoking) physical inactivity (which has not received much attention in stroke prevention trials) was by far the most important predictor of poor outcomes</p>	<p>In addition to supporting the use of aggressive medical management rather than stenting in high-risk patients with atherosclerotic intracranial arterial stenosis, this study also: (1) demonstrates the feasibility of successfully incorporating LHC into multicenter clinical trials; (2) demonstrates the feasibility of successfully utilizing LHC as part of an aggressive risk factor management program in patients who have suffered a recent transient ischemic attack or stroke; (3) helps allay concerns regarding the long-term sustainability of risk factor control; (4) suggests that aggressive risk factor management (including LHC) is more effective than usual care in terms of stroke risk reduction; and (5) highlights the potential benefits of physical activity for the prevention of recurrent stroke events</p>

Abbreviations: BMI, body mass index; BP, blood pressure; CVD, cardiovascular disease; HDL, high-density lipoprotein; HRA, health risk assessment; LDL, low-density lipoprotein; LHC, lifestyle health coaching; METs, metabolic equivalents; SAMMPRIS, Stenting and Aggressive Medical Management for Prevention of Recurrent Stroke in Intracranial Stenosis; WASID, Warfarin Aspirin Symptomatic Intracranial Disease.

Figure 1.

Comparative effectiveness of 3 models for comprehensive cardiovascular disease risk reduction: changes in clinical outcome measures after 12 weeks of intervention in individuals with abnormal baseline values ($n = 142$). Changes from baseline were statistically significant ($P \leq .05$) except for HDL cholesterol (all 3 programs) and triglycerides (MD supervised, RN case-managed program). Differences among programs were statistically significant as follows: change in VO_{2max} was greater with the phase 2 cardiac rehabilitation program and lifestyle health coaching program versus MD supervised, RN case-managed program ($P \leq .05$). See Table 1 and Gordon et al.¹⁷



Abbreviations: BP, blood pressure; HDL, high-density lipoprotein; LDL, low-density lipoprotein; MD, physician; RN, nurse; VO_{2max} , maximal oxygen uptake.

- (a) It helps participants favorably modify multiple behaviors (including exercise training/physical activity, nutrition, and tobacco use).^{16,24}
- (b) It results in clinically relevant improvements in multiple biomarker risk factors (including systolic and diastolic blood pressure, total cholesterol, LDL cholesterol, HDL cholesterol, triglycerides, fasting glucose, body weight, body mass index, waist circumference, and cardiorespiratory fitness) in diverse populations. These populations include male and female patients,²⁵⁻²⁸ African Americans and Caucasians,^{19,29-31} educated and less-well-educated participants,³² and apparently healthy participants as well as those with a variety of

chronic medical conditions (including overweight/obesity,^{33,34} prediabetes/diabetes,^{18,25,35-37} prehypertension/hypertension,^{18,19} the metabolic syndrome,^{38,39} hyperlipidemia,^{18,40,41} coronary artery disease,^{17,42} stroke/TIA/carotid artery disease,^{21-23,29,43-45} arthritis,⁴⁶ and cancer⁴⁷).

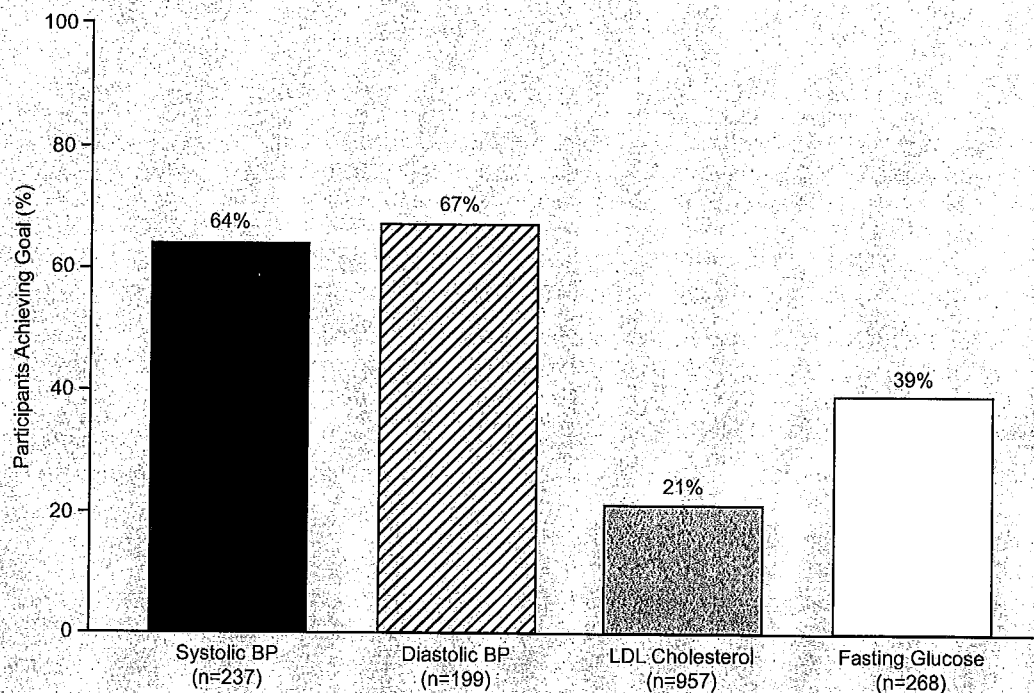
- (c) It can be of significant benefit in helping control elevated blood pressure, hyperlipidemia, and hyperglycemia in many individuals through lifestyle intervention alone (ie, can help reduce the need for drug therapy and thereby be of benefit from a cost-containment perspective).^{16,18,19}
- (d) It is more accessible than and at least as effective, in terms of modification of multiple risk factors,

as a traditional phase 2 cardiac rehabilitation program (an accepted standard of care) and a physician-supervised/nurse case-managed program in patients with coronary artery disease, despite its substantially lower cost.^{17,48}

- (e) It is more effective, in terms of CVD risk reduction, than a less-intensive approach to workplace health promotion that does not involve ongoing and carefully structured LHC. As emphasized in Table 1, not all lifestyle management programs result in meaningful clinical benefits, and therefore, emphasis should be placed on the use of LHC programs that have specifically been proven effective in peer-reviewed published clinical trials.^{2,20}

Figure 2.

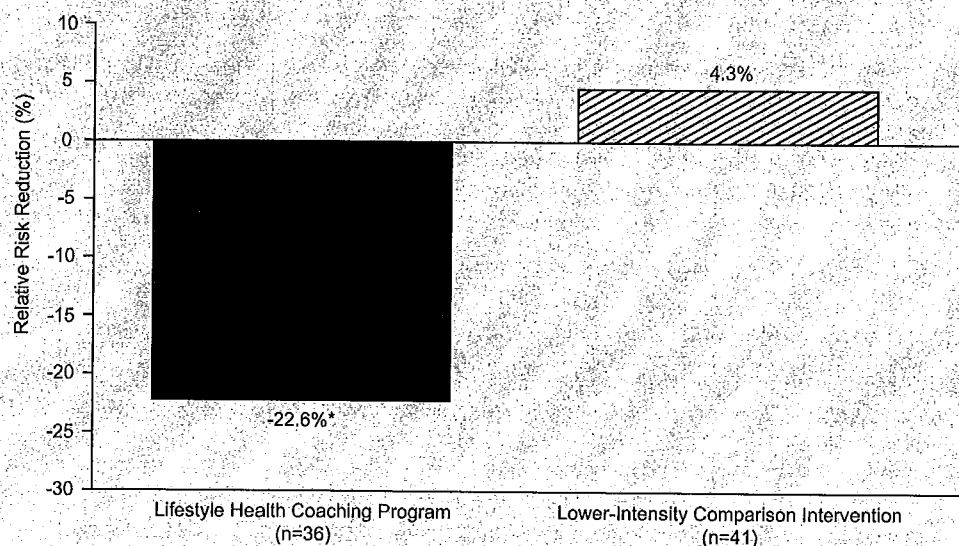
Effect of 12 weeks of lifestyle health coaching on control of systolic and diastolic BP in participants not taking antihypertensive medications, fasting glucose in those not taking antidiabetic medications, and LDL cholesterol in those not taking antilipidemic medications: percentage of participants with abnormal baseline values who achieved the goal level. See Table 1 and Gordon et al.¹⁸



Abbreviations: BP, blood pressure; LDL, low-density lipoprotein.

Figure 3.

Clinical effectiveness of a lifestyle health coaching program versus a lower-intensity comparison intervention: percentage change (relative risk reduction) in Framingham 10-year coronary heart disease risk score. * $P = .017$ for lifestyle health coaching program versus lower-intensity comparison intervention. See Table 1 and Maron et al.²⁰



- (f) It elicits clinically relevant and reproducible improvements in multiple risk factors when administered by the clinical staff of licensee institutions in multiple geographic locations.⁴⁹
- (g) It is at least as effective when administered remotely from a call center using the telephone and the Internet as compared with onsite, face-to-face, program delivery.⁵⁰
- (h) It is clinically effective when administered via telephone and the Internet to adults living in rural communities.⁵¹
- (i) It results in a favorable population shift from higher to lower health-risk stratification levels when administered to employees, with a significant dose-response relationship between the total number of completed telephonic LHC sessions and reduction in the number of health risks.⁵²

In addition to data on clinical effectiveness, and although not the focus of this article, our data document high participant satisfaction levels^{53,54} and the beneficial effect of our LHC program on multiple indices of quality of life.⁵⁵ Although further research is warranted, our data also suggest that our LHC program may favorably affect employee health care claims and productivity and that the above-mentioned clinical benefits are sustained over multiple years.^{13,23}

Conclusion

In conclusion, we have developed, tested, and successfully implemented an affordable, evidence-based, technology-enabled, data-driven, outcomes-oriented, comprehensive LHC program. The program has been used primarily to provide LHC to employees of larger employers but has also been implemented in a variety of other clinical and nonclinical settings. Outcomes data from numerous published studies and scientific abstracts, including randomized clinical trials and independent third-party conducted research, have documented the clinical effectiveness of this evidence-based

approach in terms of modification of multiple risk factors in healthy persons as well as those with certain common chronic diseases. On the basis of our outcomes data, it is evident that appropriately designed and implemented LHC programs constitute an important component of the armamentarium of interventions that can be used in the global "war" against potentially preventable noncommunicable chronic diseases. In the future, we and others anticipate that evidence-based LHC programs that have been proven effective in peer-reviewed published clinical trials will not only be deployed with increased frequency as part of employer-sponsored wellness initiatives but will also become a standard of care in daily clinical practice.^{2,56,57}

Authors' Note

Dr Gordon, Dr Salmon, Dr Wright, Mr Faircloth, and Mr Reid are members and Ms Gordon is an employee of a population health management company (INTERVENT International, LLC).

Declaration of Conflicting Interests

The author(s) declared the following potential conflicts of interest with respect to the research, authorship, and/or publication of this article: Dr. Gordon, Dr. Salmon, Dr. Wright, Mr. Faircloth and Mr. Reid are members of and Ms. Gordon is an employee of a population health management company (INTERVENT International, LLC). **AJLM**

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ANALYTIC
REVIEW

Gary A. Sforzo, PhD, Miranda P. Kaye, PhD, Irina Todorova, PhD,
Sebastian Harenberg, PhD, Kyle Costello, BS,
Laura Cobus-Kuo, MLIS, MPA, Aubrey Faber, BS,
Elizabeth Frates, MD, and Margaret Moore, MBA

Compendium of the Health and Wellness Coaching Literature



Abstract: *Health and wellness coaching (HWC) for lifestyle behavior change is emerging as a practice, role, and profession, in diverse health care, employee wellness, and community settings. Health care professionals apply HWC as a behavior change methodology for the prevention and treatment of diabetes, hypertension, hyperlipidemia, heart disease, cancer, and other chronic disorders. The purpose of this systematic review was to provide a comprehensive and organized compendium of HWC literature. To date, extant HWC literature remains scattered with no meaningful summary accessible. Lack of comprehensive summary stems from lack of consensus on HWC definition and standards. We applied a recently proposed, standardized definition of HWC to determine compendium inclusion criteria for peer-reviewed, data-based literature from relevant search engines (ie, PubMed, PsychInfo, and CINAHL). A systematic review process was executed and ultimately yielded 219 articles meeting HWC inclusion criteria. Of these, 150 were data-based and the remainder were expert opinion or review-style articles. A summary of results generally reveals HWC as a promising intervention for chronic diseases though further research is needed in most categories.*

The resulting HWC compendium organizes and describes the quantity and quality of available literature for the use and benefit of HWC practitioners and researchers.

Keywords: behavior change; chronic disease management; risk factor management; lifestyle medicine; health behaviors; cancer; diabetes; heart disease; hypertension; obesity; wellness

HWC research is not easily evaluated.² Developing a comprehensive compendium of literature, while examining related strengths and weaknesses, represents an important step in the evolution of the HWC profession. Such a unifying body of information can assist HWC practitioners in their work and encourage researchers to frame relevant HWC study questions.

For a HWC compendium to be developed, a common definition of

 **HWC [health and wellness coaching]**
holds great potential for advancing
healthy behavior change and
stemming the rising tide in
prevalence of chronic disease. 

Health and wellness coaching (HWC) is rapidly emerging as an adjunct treatment for lifestyle diseases, which collectively are the greatest causes of morbidity and mortality in the developed world. HWC holds great potential for advancing healthy behavior change and stemming the rising tide in prevalence of chronic disease.¹ The HWC profession is growing; however, the existing body of

“coaching” must be adopted and uniformly applied. A recent systematic review provided a well-founded, clear, and concise definition of HWC by examining the related literature.³ Furthermore, another reviewer arrived at a similar conclusion on how to best define HWC.⁴ These works help clarify coaching is defined as a client- or patient-centered process that assumes a working relationship/partnership develops between

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Figure 1.

Partial screenshot of Health and Wellness Coaching Compendium Part A. Meant to convey concept of Compendium but not provide detailed information. For more details see Online Appendices A and B (available at <http://journals.sagepub.com/doi/suppl/10.1177/1559827617708562>).

Topic	Citation	HCI	HCI	HCI	HCI	Comp	Indicators	Method	IRB Approval	Comments	Type	Size	Comp1	Comp2	Sampling	Conf1	Conf2	Conf3	Blinding	QualMeth	Months	Sessions
Cancer	Bennett, J. et al. (2007). Motivational interviewing to increase physical activity in long-term cancer survivors: a randomized controlled trial. <i>Health Research, 56</i> (1), 18-27. Retrieved from http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1944441/	U	N	Y	Y	Y	Y	CO	Q	Y	Controlled Trial, RCT	R	54	Y	Y	R	Y	Y	Y	N	6	6
	Gabriel, R. A. et al. (2009). Longitudinal benefits of Web-based Coaching Interventions for Cancer Survivors. <i>The International Journal of Interdisciplinary Social Sciences, 4</i> (1), 449-455.	Y	Y	Y	Y	Y	U	CO	N	Y	N/A	30	N	Y	O	N	Y	N	N	3	6	
	Haines, A. L. et al. (2009). A telephone delivered health intervention for colorectal cancer survivors "CanChange": A pilot study. <i>Psychosomatic Medicine, 71</i> (4), 449-455.	Y	Y	Y	Y	Y	N	CO	Q	Y	Pilot Study	N/A	19	N	Y	O	Y	Y	N	N	1.5	6
	Haines, A. L. et al. (2013). Effects of a Telephone-Delivered Multiple Health Behavior Change Intervention (CanChange) on Health and Behavioral Outcomes in Survivors of Colorectal Cancer: A Randomized Controlled Trial. <i>Journal of Clinical Oncology, 31</i> (18), 2313-2321. doi:10.1200/JCO.2012.45.1893	Y	Y	Y	Y	Y	Y	CO	Q	Y	RCT	R	408	Y	Y	R	Y	O	Y	N	6	11
	Haines, A. L. et al. (2014). Effects of a multiple health behavior change intervention for colorectal cancer survivors on psychosocial outcomes and quality of life: A randomized controlled trial. <i>Annals of Behavioral Medicine, 48</i> (2), 328-338.	Y	Y	Y	Y	Y	Y	CO	Q	Y	RCT	R	408	Y	Y	R	Y	O	Y	N	6	11
	http://dx.doi.org/10.1007/s12160-010-9180-2	Y	Y	Y	Y	Y	Y	CO	Q	Y	RCT	R	212	N	N	RA	Y	Y	N	N	3	4
	Jerald, A. et al. (2011). Associations between pain control self-efficacy, self-efficacy for communicating with physicians, and subsequent pain severity among cancer survivors. <i>Patient Education and Counseling, 85</i> (2), 214-220.	Y	Y	Y	Y	Y	Y	CO	Q	Y	RCT	R	212	N	N	RA	Y	Y	N	N	3	4
Poon, J. P. et al. (2013). Quality of life and symptom experience in breast cancer survivors after participating in a psychosocial support program: a pilot study. <i>Cancer Nursing, 33</i> (1), 53-61.	U	U	U	Y	U	Y	CO	Q	Y	Single-Intervention Study	R	46	Y	Y	RA	Y	Y	Y	N	3	6	

patient and clinician to advance healthy lifestyle behavior change using tools such as nonjudgmental dialogue, goal setting, and accountability. Identifying common components of coaching allows the definition of HWC to be operationalized. With an operational definition it becomes possible to create inclusion/exclusion criteria to use for creating a collection, or compendium, of relevant HWC articles. Then available HWC literature can be addressed, evaluated, summarized, and better understood.

Systematic reviews, and health-related literature reviews in general, tend to focus mainly on randomized and controlled trials (RCTs). Two systematic reviews of HWC reported generally positive findings, yet only summarized 13 and 12 articles, respectively^{1,2}; a small number of articles to fully describe the HWC field. An RCT focus is emphasized by austere bodies like the Centre for Reviews and Dissemination⁵ and Cochrane Collaboration,⁶ who put forth extensive guidelines on how to best compile reviews. Others question such rigidity while pointing out oft-not-mentioned limitations of RCTs.⁷ Those questioning an RCT-only focus cite threats to external validity potentially seen with well-controlled laboratory conditions that may not work in a real-world setting. HWC is a prime example of an intervention based on

human communication and not easily controlled in a laboratory setting. A compendium of literature is assembled systematically and avoids the value argument of internal versus external validity and RCTs versus alternative study designs. The compendium collects and assesses the literature while presenting the reader with an accessible tool to further their interest, knowledge, and understanding of a topic. It allows the reader to see the strengths and weaknesses in the whole literature base while determining what might be applicable and what needs further study.

The purpose of the present study was to systematically develop a compendium of existing HWC literature. The process involved formulating an operational definition of HWC, searching literature comprehensively, and compiling a database meant to be highly inclusive of peer-reviewed HWC works. The hope is this HWC Compendium will be a tool to assist practitioners and researchers in shaping the applied and theoretical future of HWC as an adjunct treatment for chronic lifestyle-related diseases.

Methods

Overview

In brief, this compendium project involved completing a thorough review of the HWC literature and then creating 2

large Excel spreadsheets comprising the HWC Compendium. The compendium exists for the use and benefit of the reader and is found in Online Appendices A and B (available at <http://journals.sagepub.com/doi/suppl/10.1177/1559827617708562>). These appendices contain spreadsheets making up HWC Compendium Part A (data-based HWC articles) and HWC Compendium Part B (HWC articles without data and devoted to review, summary, and/or commentary). The rows of the Compendium contain the full citation for each included article while the columns address PICO (Population, Intervention, Comparators, Outcomes) items, other descriptors, study quality criteria, and results. A partial illustration of the HWC Compendium can be seen in the screenshot captured in Figure 1. Only the data-based Compendium Part A can be, and is, evaluated for comparators, outcomes, and study quality. Compendium Part B columns address population and intervention questions and is provided to allow the voice of all HWC peer-reviewed authors to be included in this comprehensive collection. The remainder of the Methods is a detailed guide to procedures followed for construction of the HWC Compendium.

Search Method

As recommended by systematic review guidelines,⁶ a professional librarian (LCK)

developed and conducted the searches. A previously successful HWC search strategy was modified to maximize initial inclusion by using additional terms to describe HWC roles such as positive psychology and motivational interviewing.³ The search was also adjusted depending on the database searched. For example, truncation was not used in PubMed as it is implied and not recommended. Moreover, the search strategy was revised to include 8 clinical categories as explained below.

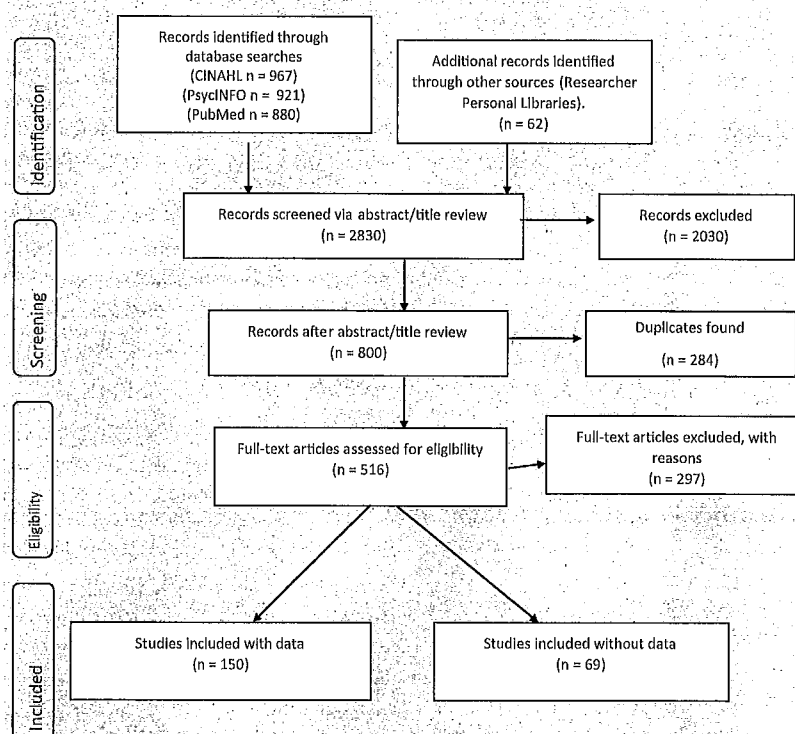
We conducted searches in 3 databases: PubMed, CINAHL via EBSCO, and PsycInfo via ProQuest. The syntax for each of these searches is found in Online Appendix C (available at <http://journals.sagepub.com/doi/suppl/10.1177/1559827617708562>). The searches were limited to peer-reviewed articles in the English language and published after 1989. This base syntax was developed following Wolever et al and data range was selected because that thorough review did not return any HWC articles before 1990.³ Syntax was customized using appropriate subject headings and keywords for each particular database. Next, keywords and subject headings were developed for the 8 clinical topics (cancer, cholesterol, diabetes, fibromyalgia, heart disease, hypertension, obesity, and wellness) using database-specific terms. The terms searched were limited to the title or abstract fields within each database. Furthermore, article acquisition from the personal libraries of our authors, and reference daisy-chaining, were added to ensure a more complete HWC review. These processes were completed knowing that some relevant journals may not be indexed in the databases or because limiting to title and abstract may exclude records without abstracts. The database search results were imported into Mendeley (<https://www.mendeley.com/>). Duplicates were identified and removed before and during the review process. The initial searches returned 2830 records with the subsequent review process outlined in Figure 2 and detailed below.

Study Initial Selection

For the initial review, one reviewer (KC) completed a title and abstract

Figure 2.

Flowchart of systematic review process.



examination of all articles within the Mendeley database. The intention at this step was to be as inclusive as possible and retain any article potentially reflecting a HWC process. A tagging system was developed to indicate which studies should be included, excluded, or required further inspection. A second reviewer (GS) resolved questionable articles making a decision on potential relevance and inclusion based on the title and abstract. After the title/abstract review was complete, the citation information for all included articles was exported from Mendeley into an Excel spreadsheet. The spreadsheet was then made available to all compendium group reviewers using cloud-based storage (Dropbox; www.dropbox.com) for the full-text review stage of the process. Reviewers were assigned clinical categories and ultimately each was analyzed by a dedicated author: cancer (SH), cholesterol (SH), diabetes (GS), fibromyalgia (GS—only one article),

heart disease (EF), hypertension (IT), obesity (IT), and wellness (MK). Multiple clinical categories were sometimes apparent in a single article and this was noted in the spreadsheet. An article with multiple clinical populations was placed in the category from which it was retrieved. For example, an article retrieved while searching the diabetes literature was classified in the Diabetes category unless it became obvious another clinical population was the primary object of the research. Overlapping clinical populations were common in HWC articles, so the interested reader should comb all related categories in the compendium to get full coverage of any given patient presentation.

Study Inclusion

For close examination of full text, 5 criteria were devised from analysis of previous HWC definitions^{3,4} to provide reviewers guiding information to include

or exclude any particular article. Those 5 criteria for inclusion coding were the following:

- HC1:** Training: Health coach was trained and used behavior change theory and coaching processes.
- HC2:** Professionals: Health coach was a trained health care professional.
- HC3:** Goals: Patient partially or wholly determined behavior change or health goals.
- HC4:** Accountability: Patient progress was monitored.
- HC5:** Relationship: Patient-clinician relationship provided opportunity to develop (one coach per patient and at least 3 sessions).

Ultimately, inclusion was at the discretion of the reviewer in that not all criteria had to be met for an article to be retained. For example, a study sometimes met most criteria but coaching was conducted using well-trained peers or medical assistants⁸; after deliberation, reviewers often chose to retain these as HWC despite not meeting the HC2 criterion. This was deemed acceptable in the spirit of not excluding articles describing a HWC process our expert reviewers otherwise deemed appropriate. When a reviewer had any doubt about inclusion, they were instructed to record “?” for that article and a second reviewer was assigned to clarify final compendium inclusion. A third reviewer would have been used if further resolution was needed but was never necessary. Figure 2 is a flowchart illustrating the systematic 3-step process of article selection starting with 2830 articles initially retrieved and resulting in 219 articles retained in the final HWC Compendium (Parts A and B).

Study Description and Quality Columns

Once inclusion was determined, the next step was to provide coding in the compendium database (Part A) to describe each article and provide some measure of study quality analysis. Columns coded are institutional review board approval; Design; Sample size; Sampling procedure; Confounders; Duration; Sessions; and Blinding. Figure

1 shows a sample screen shot depicting this section of the compendium. Design, sampling, confounders, and blinding information were generated from simple questions derived after considering the Centre for Reviews and Dissemination⁵ and Cochrane guidelines.⁶ Reviewers were asked to choose the most appropriate code from 10 choices for study design (RCT or nonrandomized 1-9 = nonrandomized control, time-series, historical control, cohort, before-after, case series, survey, case control, or qualitative) and 9 options for sampling procedures (random, concealed, quasi, purposive, time difference, location difference, treatment related, patient preference, or other). It was understood that sometimes more than one code might apply, but the most relevant code was chosen with any related germane information recorded in a Comments column. Other descriptive and study quality questions (ie, size, sessions, confounders, etc) yielded dichotomous (Yes/No) or numerical data. Potential confounders examined for each article included equivalent baseline data between groups; fidelity of intervention; and handling of missing data. The intention of this portion of the review was not to provide a comprehensive examination of confounders but provide an overview of each article to the reader. Examining these issues also allowed reviewers a sense of study quality associated with that HWC research.

Study Outcomes Data (Results)

The Compendium (Part A only) spreadsheet columns addressing results identify 9 commonly studied outcomes in HWC research. These are Body Weight (or BMI), Systolic blood pressure (SBP), Low-density lipoproteins (LDL), Hemoglobin A1C, Health risk appraisal (HRA), Pain, Psychological factors, Exercise behaviors, and Nutrition behaviors. Additional columns were created for important study-unique outcomes and a description of those variables. For example, a small number of studies focused on medication adherence, or cost analysis, and these were valuable to report but did not merit

a dedicated column in the spreadsheet. With similar organizational logic, the number of psychological variables was potentially vast so these were grouped, and if significant results were observed, they were coded for in a single column and then detailed in the Comments column.

Reviewers coded if a significant finding was reported for an outcome studied. Significant improvements were coded with “Y+” while those deemed significant worsening in a variable were coded “Y-”. Nonsignificant findings were coded “0” for primary variables in a category (eg, weight loss in obesity or A1C in diabetes) but reviewers may not have coded, for a sometimes multitude of nonsignificant secondary variables, in that category. The compendium is meant to be a collection of the HWC literature with no further analysis or formal consideration of other statistics (eg, effect size, meta-analysis). Now that a compendium is compiled, future reviews are encouraged to consider and apply such procedures to shed further light on strength of results.

Summary Reporting

Summary reporting results addressed categories from Compendium Part A following a template that had a reviewer tally types of articles and coding responses in their respective clinical categories. For example, one reviewer (EF) wrote the summary report for the heart disease category appearing in the Results Summary Reporting section below. In addition to making tallies, each reviewer also commented on category study quality. A summary of study outcomes was also provided for each population studied. Finally, reviewers provided expert insights specifically related to their patient population while forming a summary opinion related to the potential effects and limitations of coaching in that clinical category.

Results: Summary Reporting

The results of studying the HWC Compendium are presented below. After a review of the overall compendium, the

subsequent sections describe each clinical category or patient group. Each description includes a numerical summary of article types with a synopsis of methods, study quality, and a brief overview of outcome data reported for that patient population. Each section below also includes brief interpretation of the current state of the HWC literature for the specified patient category.

Overall Compendium

The HWC Compendium (Parts A and B) contains 219 articles of which 150 are data-based (Compendium Part A) and the remainder can be classified as opinion, commentary, or review style (Compendium Part B). The coaching literature has grown progressively over time as have the number of RCTs examining HWC (Figure 3). Examining Table 1, of the 150 articles nearly half (72) are classified as RCT while 9 are qualitative studies. There are 15 studies in the compendium with mixed-methods design. Diabetes and obesity represent the largest patient populations investigated using a HWC intervention with 32 and 31 articles, respectively. With 38 studies, the wellness category is the largest in the compendium but the studied populations differ greatly (eg, glaucoma, multiple sclerosis, fibromyalgia, older adults, others with high risk, and healthy adults). Cancer is the least reported on category; however, with 13 articles there is adequate information to study a HWC effect in this important group of patients.

Cancer

The HWC Compendium contains 13 peer-reviewed journal articles focusing on cancer patients and this is the smallest compendium category. Of these publications, 4 were not considered original research but commentary, opinion, or review articles and are found in Compendium Part B. The remaining 9 studies containing data are described below.

Eight studies (89%) reported quantitative information and one study was mixed methods in nature but there

Figure 3.

Health and wellness coaching (HWC) articles published since 2000 and found in Compendium Parts A and B. R, randomized, controlled trials; NR5, before and after trials; NR9, qualitative studies; other, all other nonrandomized designed studies with data; CND, coaching articles without data (eg, commentary, opinions, reviews).

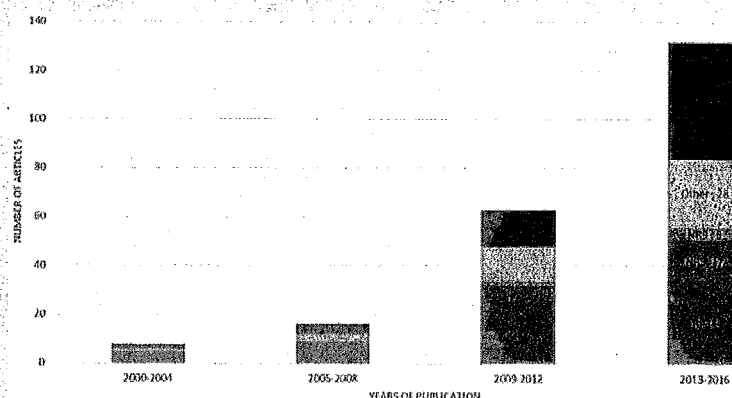


Table 1.

Health and Wellness Coaching Articles in Compendium Part A Organized by Compendium Category (ie, Patient Presentation)

Topic	R	NR5	NR9	Other	Total
Cancer	7	0	0	2	9
Cholesterol	9	0	0	5	14
CFS	0	0	0	0	0
Diabetes	14	7	3	8	32
Heart disease	7	3	0	2	12
Hypertension	7	2	1	4	14
Obesity	13	6	0	12	31
Wellness	15	7	3	13	38
Total	72	25	7	46	150

Abbreviations: R, randomized, controlled studies; NR5, nonrandomized before-after studies; NR9, qualitative studies; CFS, chronic fatigue syndrome; Other represents all other designs for studies in that category.

were no purely qualitative reports. For these studies in cancer patients, coaching interventions lasted 1.5 to 6 months (mean: 3.1 ± 2.1) with between 4 and 11 coaching sessions conducted (mean: 6.1

± 2.2). As a group, the research designs in this selection of studies may be considered strong. Of the 9 studies, 7 (78%) were conducted in RCT fashion with 5 studies (56%) sufficiently powered

to detect small effect sizes (ie, $N < 240$). Yet there is a substantial risk of bias in these retrieved cancer studies. This is due to a general lack of reporting of comorbidities as cancer patients (survivors) often struggle with physiological and psychological consequences of the disease and treatment. However, these factors were not explicitly measured and stated in the identified studies. Also, a general limitation of HWC studies is the impracticality of blinding participants and coaches leaving group allocation of the data collection staff as the only feasible means of blinding. Only one study explicitly stated any blinding procedure.

Results mainly suggested psychological benefits of HWC for cancer patients. Most studies (67%) indicated an increase in favorable psychological outcomes (eg, psychosocial outcomes, general mental health, quality of life). In addition, 4 studies (44%) suggested behavioral changes as a result of HWC. In particular, one study indicated an increase in patient questioning of their physician about their condition.⁹ In addition, 2 observational studies indicated a change in nutritional behavior and one a change in exercise behavior with HWC. Yet due to the study nature (eg, pilot, cohort) and small sample sizes ($n = 19-54$), these findings should be interpreted with caution. There were no physiological changes reported as a result of HWC in cancer patients.

In summary, the selected studies employed strong, randomized and controlled designs, which aids in the interpretability of the presented evidence. HWC coaching seems to be valuable to improve psychological outcomes in cancer patients. In particular, an increase of quality of life and psychosocial factors seem to be potential benefits of HWC intervention for this group. This may be particularly important because cancer patients experience a high prevalence of adverse psychological effects associated with the disease and treatment. Changes in behavior may be triggered by HWC in cancer patients; however, most of this

evidence is from observational data and further research is needed to strengthen this finding.

Cholesterol

In total, 16 studies were included in the compendium and categorized with focus on cholesterol management. Out of these 2 were opinion or commentary (Part B) and the remaining 14 studies in Compendium Part A are described below. An RCT design is used in 10 (71%) of 14 studies while 2 analyzed data retrospectively, and 2 employed a cohort design. All studies reported only quantitative information. The interventions lasted between 2 and 24 months (mean: 12.4 ± 7.3) with 2 to 22 coaching consults (mean: 9 ± 5.4). Three studies (21%) reported results from coaching sessions combined with other interventions (eg, exercise) while the remaining studies (79%) reported results from coaching-only interventions.

Due to the mostly RCT nature of these studies, the presented evidence may be considered strong. In addition, most studies (11, 71%) were sufficiently powered to detect small to medium effect sizes ($N < 200$). Despite the robustness of the presented evidence in this category, the selected studies are not free of limitations. Most studies recruited participants with various comorbidities. This is not surprising as increased cholesterol levels is often associated with other maladaptive conditions (eg, obesity, diabetes). Yet the lack of control for these conditions limits the internal and external validity of the presented studies. Another general limitation is lack of participant blinding, but this is near impossible with a patient-coach treatment intervention.

The vast majority of the studies (93%) reported favorable outcomes as a result of HWC with only one study (7%) reporting no effect of HWC.¹⁰ The main physiological outcomes of HWC were a reduction in body weight or BMI, blood pressure, and LDL cholesterol (each reported in 5 studies, 38%). Only 3 studies (21%) reported an increase in HDL, and 1 study¹¹ (8%) reported a reduction in blood glucose. Behavior change in nutrition (found in 5 studies,

38%) and exercise (reported in 4 studies, 31%) were reported with HWC. These findings indicate generally favorable outcomes of HWC in patients with high cholesterol.

To summarize, the selected HWC studies retrieved as cholesterol-focused employed mostly RCT designs with very adequate sample sizes supporting strength of the mainly positive findings. Yet it should be noted that there is an absence of general trends in the selected studies. No single outcome (eg, LDL) was reported in more than half of the studies. As such, the consistency of the HWC effect of HWC in patients with high cholesterol is still an open question. There is also great variation in settings, lengths of the intervention, and the number of coaching sessions between the cholesterol studies. However, while outcomes fluctuated, not a single study reported an adverse effect of HWC. More methodological consistency, and greater specific focus on cholesterol outcomes, is needed to clearly elucidate the HWC effects in patients with high cholesterol.

Diabetes

The HWC Compendium holds 49 journal articles classified as diabetes focused. Of these, 32 are data-based articles while the remainder are opinion, commentary, or review articles (ie, in Compendium B). Diabetes is the largest disease category in the compendium and only Wellness contains more data-based articles. There are 14 RCTs addressing the effects of HWC on diabetes. There are 7 observation (before-after) studies and 1 meta-analysis. Of these, 3 articles reported purely qualitative data while 5 utilized mixed-methods designs and 24 studies yielded strictly quantitative results. The coaching intervention for diabetic patients lasted between 2 and 24 months (mean: 11.1 ± 5.7) with a wide range of 3 to 20 coaching consults (mean: 9.0 ± 4.2).

As a group, the potential for bias in HWC diabetes studies is high. The vast majority (98%) contain at least one confounding factor with some not clearly reporting on possibly confounding issues. Blinding is rare and when

reported restricted to data collectors. Furthermore, a majority of HWC diabetes studies (56%) did not have a comparator group leaving before and after, or only posttreatment analysis, as the sole means of data inspection.

The diabetes articles in the compendium present an overwhelmingly positive group of outcomes for the effects of HWC. Most (78%) provided positive findings for A1C improvement with 5 articles reporting no effect and no articles showing a negative HWC impact on A1C. In one study showing no effect,¹² A1C declined nearly 40% in both the control and HWC, while in another,¹³ 25% of patients actually received no HWC sessions. Of RCTs studying A1C, 7 of 9 HWC articles reported a positive impact on A1C.

Of the diabetes-classified articles measuring body weight (or BMI), a high percentage (59%) found HWC treatment lowering weight while the balance find no weight impact of the intervention. Other outcomes (eg, disease management, quality of life, medication adherence) including psychological variables (eg, self-efficacy, satisfaction) were measured often in the diabetes studies. Scanning these revealed 19 of 20 articles found improvements in at least one of these measures with quality of life the most frequently addressed variable.

Examining outcome results it appears HWC is a potentially valuable intervention for diabetic care. RCTs and observational study designs both yielded a general positive effect on A1C, the primary research and care variable for diabetes management. While there are only a limited number of RCT design studies with no confounders, the sheer abundance of positive findings cannot be overlooked. It is rare to find A1C improving or weight loss occurring spontaneously in diabetic patients, meaning that simple observational studies can be considered potentially impactful. When all practice-based trials are considered, given coaching intervention as the common thread, a real-world positive impact of HWC on diabetic patients is evident. Future research, such as a large-scale RCT with

no confounding factors, and intent-to-treat analysis, on type 2 diabetes will be a welcomed addition to the literature. Furthermore, studies examining the optimal HWC dosing (number and duration of sessions) for diabetic patients are also in need.

Heart Disease

There are 13 journal articles classified as heart disease in the HWC Compendium with 12 being data-based in Part A (Table 1). Of these, 7 (58%) are RCTs, 2 are nonrandomized controls, 2 are prospective studies, and 1 is a retrospective study. Most (11 of 12) yielded quantitative outcomes while one study was qualitative reporting on patient logs and narratives only.¹⁴ For heart disease articles, the typical length of study averaged 8.7 months (± 6.5 ; range: 3-24 months) employing 5 to 20 coaching sessions (10.7 ± 5.6).

In these heart disease articles, the potential for bias is moderate to high with 4 studies not using a pure coaching intervention and most studies not indicating how they managed dropouts. No studies reported on blinding research staff. Several studies do not use cardiac patients describing primary prevention and not focused on a diagnosed population.¹⁵ Accordingly, this section of the HWC Compendium addresses both primary and secondary heart disease treatment.

The HWC Compendium heart disease articles demonstrated a very positive outcome with 11 of 12 studies (91%) revealing significant improvements. The one study reporting no improvement used tele-monitoring and a mobile phone coaching protocol.¹⁶ The 11 studies with positive results employed traditional coaching methods, primarily face-to-face with one study using telephone delivered coaching. Specifically, the HWC group had lowering overall risk of heart disease (100% of 2 studies), lowered cardiac risk factors such as LDL levels (60% of 5), total cholesterol levels (67% of 3), glucose control (50% of 4 studies), blood pressure (60% of 5), weight (67% of 3), BMI (60% of 5), and waist

circumference (100% of 2). Other positive outcomes include improving healthy behaviors: better diet (75% of 4), increased days exercising (100% of 6), quitting smoking (50% of 2), and lowering alcohol consumption (1/1). In terms of psychological outcomes, collectively the HWC articles reveal improved mental well-being including lowering anxiety levels (100%), stress levels (50% of 2), improving mood (33% of 3), improving relationship satisfaction (1/1), setting goals (100% of 2), increasing self-regulation skills (1/1), improved readiness to change (100% of 2), and increasing patient activation (1/1). One study looked at cardiac hospital admissions rates in postcardiac rehabilitation patients demonstrating lowered rates with HWC intervention.

In summary, the heart disease-related compendium articles reveal HWC as a potentially effective adjunct treatment for both primary and secondary care. Positive effects are mainly seen in risk factor analysis and psychological benefits with no HWC studies of arterial health or plaque burden. There is a need for more HWC research on heart disease patients with greater fidelity of the coaching treatment and more focus on disease-specific outcomes.

Hypertension

The HWC Compendium includes 27 journal articles retrieved studying hypertension. Of these, 22 are data-based articles while the rest are commentaries, opinions, and review articles. Of the 22 data-based articles, 7 are categorized in other parts of the compendium but deal substantially with hypertension and are considered here. Of the 22 empirical studies, most employ quantitative research (82%), 2 are qualitative,^{14,17} and 2 are mixed-methods designs.^{18,19} There are 11 RCTs, 5 are before-and-after designs, 2 are case-control studies (of which one is a single case study), and one each of a cohort design and a survey. One qualitative study employs focus groups and thematic analysis,¹⁷ while the other analyzes subject logs and practitioner narratives.¹⁴

Among the quantitative studies, sample sizes range from 101 to over 60 000 in the cohort study²⁰, with most in the 400 to 1000 range. The length of the intervention varied from 2 to 18 months, with an average of 10.4 (± 4.5). The number of coaching sessions varied from 4 to 20, with an average of 11.7 (± 5.3). Of the RCTs, 4 were blinded for group allocation of the data collection staff. Most of the HWC hypertension studies have a comparison group, though 5 do not. For studies using a comparison group there was additional potential for bias with the most significant confounder being that the coaching intervention is usually not purely coaching; in 73% of cases additional treatment components (eg, elaborate education or provision of other resources) were not adequately controlled.

All studies included patients with hypertension (usually treated) but not all tracked blood pressure (BP) outcomes. Five articles stem from the same RCT and address BP in one²¹ but emphasize different outcomes for hypertensive patients in the others.^{8,22-24} In total, 12 articles reported BP outcomes with 8 (67%) finding a lowering effect with HWC intervention. Of these, 4 are RCTs, 3 before-and-after studies, and 1 a case study with multiple BP measures over 12 months.²⁵ One study is a follow-up to a previous RCT and showed sustained BP changes for 12 months after HWC completion.²⁶ The other 4 articles (33%) did not find significant BP changes with HWC with 3 being RCTs and the last a case-control study.¹⁸

The studies included 9 tracking weight/BMI, of which 7 found positive impact of coaching but 2 did not. Six studies measured LDL and 5 reported a lowering effect of HWC. Moreover, 5 studies found positive changes in nutrition behavior result of coaching and one did not. Perceived quality of care,^{21,22} medication adherence,²³ avoidable hospitalizations,²⁰ and cost savings as a result of coaching²⁴ were other outcomes addressed in studies with hypertensive patients.

The 2 qualitative articles presented important findings with Margolius et al¹⁷ demonstrating clinicians are positive

about working with health coaches because coaches promote medication adherence and hypertension control while helping clinicians learn about patient barriers to effective treatment. Carroll et al¹⁴ reported on the experience of advanced practice nurses and their potentially unique role during health coaching elders including patient education, validation and feedback, encouragement and support, and problem solving.

In summary, most studies tend to show a positive impact of coaching on hypertension. However, interventions often have multiple components and there are questions about properly controlling for the isolated effect of HWC. In practice, this is a common situation for health coaches in real-world clinical care settings as the coach is often a member of a multidisciplinary treatment team. While existing data are promising, to clearly evaluate the effect of HWC on BP there is a need for more well-controlled and designed studies.

Obesity

The HWC Compendium includes 35 articles classified as coaching for reducing overweight and obesity. There are 33 data-based articles while 2 are commentaries or review style. Of these, 4 articles are classified in other compendium categories but are also considered here in obesity. Within the 33 empirical studies, most employ quantitative research (28), 1 is a qualitative single case study,²⁷ and 4 are case studies that collect mixed-methods data. Of the 28 HWC quantitative studies, there are 16 RCTs addressing overweight or obesity. Of the other quantitative articles, 5 are before-and-after designs, 3 are cohort studies, 3 are case-control studies, and 1 is a nonrandomized controlled study. The duration of the obesity studies ranged from 2 to 24 months (9.6 ± 6.2) utilizing from 4 to 30 coaching sessions (12.8 ± 7.0).

There is potential for bias in these HWC weight reduction studies with various confounding factors. Of the RCTs, 10 reported blinding and these studies were blinded to group allocation

for data collection staff. Most of the quantitative studies have a comparison group; in addition to the 16 RCTs, 2 of the others also have control groups. Among the quantitative studies, sample sizes range 46 to 10 304 in the case-control study²⁸ with most samples being in the N = 200 to 1000 range. However, in several RCTs, groups ended up with a small sample size (~ 30).²⁹⁻³² The most important potential confounder is the coaching intervention is not always purely coaching. Of all the obesity studies, 38% were not pure coaching. Of those using a comparison group (N = 19), nearly half (47%) are not pure coaching interventions and include extensive educational, web-based support, and/or provision of other resources, which were not controlled.

Of 32 HWC articles with outcomes related to weight, 28 (87%) found a positive effect for weight reduction and/or BMI. Of these, 14 are RCTs, 4 are pre-post studies, 3 are cohort studies, and 7 are case-control, including single-case studies. While the very well-powered and designed LOOZit study found reduction of weight, an additional impact of coaching was not found.^{33,34} Two RCTs^{35,36} did not find changes in weight or BMI in the coaching compared to control group.

Case studies, which followed single participants (3-17 months) all found positive effects of coaching on weight reduction and allow in-depth understanding of HWC and its impact. The coaching process is illuminated in detail over 17 months in a qualitative case study.²⁷ Of the 2 articles with single subject designs, one found effects of coaching on weight reduction³⁷ and one did not.³⁸

In addition to weight, the reviewed studies also often tracked exercise and nutrition behaviors. Of these, 11 of 15 studies found a positive effect of coaching on exercise activity while 6 of 9 reported positive changes in nutrition behavior.

In summary, most HWC studies, including a large number of RCTs, found a significant positive impact of coaching on weight reduction. In many cases the

intervention is multifaceted and therefore does not isolate the coaching impact on weight reduction; this is a realistic situation for health coaches who are often part of a team of health care professionals. Future research should be carefully designed so only coaching is added to the intervention arm, thereby clearly isolating any HWC effect on obesity and weight loss.

Wellness

As displayed in Table 1, there are 38 data-based articles in the HWC Compendium with a focus on wellness or other conditions (eg, smokers, socially isolated, multiple sclerosis patients, fibromyalgia patients, glaucoma patients, older adults) not well captured by patient categories presented in the Compendium. Together these articles comprise nearly 29% of the articles in the Compendium. In these studies, coaching intervention lasted between 1.5 and 12 months (6.22 ± 3.69) and the number of HWC sessions ranged from 3 to 54 (9.00 ± 11.35); 12 of the articles did not include information regarding either the length of the intervention or the number of sessions, or indicated that sessions were patient selected.³⁹

RCT was the most common study design to address HWC effects in the wellness category (39% of 38); however, the coaching aspect of these articles was not consistently randomized. For example, in one of the RCTs, coaching participation was purposive.⁴⁹ Pre-post (19% of 38) and cohort designs (16% of 38) were also common in the wellness category followed by other nonrandomized controlled studies and case series (each 8% of 38).

As a group, the potential for bias in HWC wellness studies is relatively high as all but one⁴⁰ contained at least one coded confounding factor. The majority of HWC wellness studies (58% of 38) included a comparison group; however, this was not necessarily a comparison solely of HWC to another treatment or no treatment. In fact, nearly half of the studies (45% of 38) were not purely coaching, incorporating other aspects such as formal exercise programs, diet

prescription, and health education as program components that may have affected findings.

The compendium wellness articles present a mixture of outcomes including, but not limited to, weight/BMI (37% of 38), exercise behavior (32% of 38), psychological variables as well as factors such as quality of life, stress, and depression (27% of 38), nutrition behavior (21% of 38), blood pressure (18% of 38), smoking cessation (16% of 38), cholesterol (8% of 38), and HRA (8% of 38). There are also articles focused on outcomes such as coaching costs, medical adherence, and hospital admissions. In addition, 2 articles did not measure health-related outcomes but reported clinicians' perspectives on HWC⁴¹ and who was likely to enroll in HWC.⁴²

The most consistent effects of HWC on these outcomes were observed for exercise behavior (11 out of 12, 92%), psychological outcomes (8 out of 10, 80%), nutrition behavior (7 out of 8, 88%), and A1C (2 out of 2, 100%). The weight/BMI outcome showed 71% (10 out of 14), blood pressure (5 out of 7, 71%), of HWC studies demonstrating a positive effect with similar patterns apparent for HWC on cholesterol (2 out of 3, 67%) and HRA (2 out of 3, 67%). The effect of HWC on smoking cessation was mixed with half of the studies reporting a positive change (3 out of 6, 50%) while one study showed that coaching participants had a lower quit rate than those receiving only health education.⁴³

Examining outcome results it appears HWC is more valuable as an intervention for some outcomes than others. While there are a very limited number RCTs with no confounders, the profusion of positive findings on outcomes such as exercise behavior and nutrition behavior cannot be overlooked. However, the confounder of multicomponent intervention (eg, nutrition program) limits unequivocal interpretation, and future studies need to be designed so as to tease out whether coaching or other factors are most related to successful behavior change. While additional and

more definitive research is needed, HWC appears a viable option for behavior change for many seeking wellness.

Discussion

HWC is a rapidly emerging field with a growing base of literature. The HWC Compendium we assembled here illustrates this point with 150 peer-reviewed, data-based articles meeting criteria operationally defining the coaching process. A secondary collection (Compendium B) adds another 69 HWC articles with most providing positive commentary on clinical application of HWC practices. Temporally, the literature base is expanding exponentially as the HWC profession advances, and these events are likely interrelated. Articles meeting our definition of HWC numbered only 23 between 2000 and 2008, but from 2009 to 2016, another 196 such articles were published. In the same time period, the number of certified and practicing health and wellness coaches has soared and a national board certification for health and wellness coaches (and national training and education standards) was launched in 2017 by a partnership between the International Consortium for Health & Wellness Coaching and the National Board of Medical Examiners.⁴⁴

The HWC Compendium is a tool for widespread use by practicing health and wellness coaches, clinicians, and those interested in HWC research. Practicing coaches now have an accessible resource for examining current literature on many client characteristics and patient presentations they address on a daily basis. Clinicians who are not coaches, including physicians, can use the compendium and potentially determine if HWC is a useful adjunct treatment for their patients. In the hands of those interested in HWC research, the Compendium may hold the most promise as there are many coaching questions yet to be addressed. The Compendium's organization into the most studied clinical subpopulations allows those interested in cancer, heart disease, hypertension, hyperlipidemia

(cholesterol), obesity, and wellness research to readily access relevant work in each area. Using the Compendium helps researchers identify important gaps in the literature for these clinical areas, and for those clinical subpopulations not well studied (eg, fibromyalgia). Moreover, the compendium provides direction for systematic analysis, or meta-analysis, of relevant coaching research permitting isolation of RCTs alone or inclusion of simple observational trials as well. Coaching practice issues, like optimum dosing (ie, frequency, length, and number of sessions), become apparent with examination of the compendium. With such opportunities, focused research can help identify best HWC strategies and ultimately define scope of practice for the coaching profession. These findings will contribute to better education, training, and certification programs for future health and wellness coaches ideally leading to optimization of patient services.

The Compendium has limitations and weaknesses deserving of consideration. Some relevant HWC articles were likely missed (eg, not in search engine databases or human error) and unintentionally omitted from the final compilation. Compendium reviewers also speculated a publication bias might exist leading to positive HWC findings being published more often than negative. Moreover, in our zeal to be inclusive, some may argue there are articles included not reflecting the spirit of HWC.

There are articles included in the compendium that did not meet all 5 HWC defining criteria, while some articles meeting all criteria were debatable for inclusion. As an example in the former case, there were articles²² using nonprofessionals as health coaches who were deemed well trained; it was determined these articles were better kept in than left out of our review. In the latter case, discussions often centered on including articles emphasizing motivational interviewing though the intervention never identified as health coaching⁴⁵; in these cases, reviewers used their best judgement to determine if

the article not only met criteria but also captured the broad spirit of HWC. Finally, there were also cases of interventions claiming to use "health coaches" but failing to define coach preparation, or describing an educational process wholly prescribed and not client- or patient-centered.⁴⁶ Articles not using a behavior change model of coaching were not included in the review despite using the term "health coach." In the final analysis, some articles not identifying as HWC were included in the Compendium while others claiming to be coaching were excluded.

There is also the matter of coding compendium articles for study quality characteristics. A good example of how this might become a limitation is seen in our Confounder 2 analysis (has the experimental intervention isolated a purely coaching process?). If coaches go beyond what is deemed normal services (eg, managing primary care visits with patient⁸) are we isolating and studying a typical coaching strategy? If the control group is not afforded the same advantage, then are we really looking at usual care versus a "coaching-plus" intervention? Clearly this is not as cut and dry as might be the interpretation of some other clinical treatment studies (eg, new drug trials). Reviewers struggled with analyzing such articles and provided their expert interpretation; in most cases, there is no right or wrong but simply a need to exercise best judgement. There were many of these instances and undoubtedly readers, or original article authors, may occasionally disagree with coding decisions in the HWC Compendium. We not only expect but welcome these discrepancies with the hope we are provided meaningful feedback from readers.

In the end we expect the Compendium to be a working document with periodic updates as the HWC literature further expands and matures. When users provide valuable insights (eg, new articles or alternative interpretations of existing articles) those will be incorporated into future editions of the compendium. Our aim is to have the HWC Compendium become a living and

widely used tool with as much accurate information as possible for the use of the coaching community.

The Compendium results summaries point to HWC intervention as a treatment adjunct worthy of consideration for cancer, diabetic, and heart disease patients. Improvements in primary outcomes, such as A1C, risk factors, or psychological profile were often seen in these clinical populations. In addition, compendium reviewers found hypertension, obesity, and cholesterol as possibly benefitting from coaching involvement making HWC a potentially valuable primary prevention intervention. There is generally a need for more carefully planned research isolating the coaching effect as a treatment and eliminating confounding factors. Moreover, the database could also be advanced by epidemiological or large population, practice-based studies and well-designed qualitative works. At this point in the evolution of the literature, however, there does seem to be a preponderance of favorable findings for the effects HWC.

Conclusions

The HWC Compendium provides substantial evidence for a clinical intervention yielding a positive impact on the chronic, often lifestyle-related diseases, scouring our modern health care system. Lifestyle behavior change as a treatment for chronic disorders is long recognized as effective, but viewed as unachievable in a sufficiently scalable manner. The Compendium brings together a body of literature suggesting HWC may be a valuable tool for improving the applicability of behavior change interventions in the treatment of chronic disease.

The HWC Compendium is useful because it identifies, quantifies, and analyzes existing coaching literature while categorizing it by clinical population. Furthermore, it helps bring to light both the strengths and weaknesses of the existing HWC literature. The Compendium should be viewed not only as an existing resource

to utilize but also one to be expanded. Users should provide compendium group authors feedback on how to best evolve the Compendium. Moreover, closely examining the compendium raises addressable questions allowing prospective HWC researchers to identify important gaps in the coaching literature. They can then assist in expanding the knowledgebase of the coaching profession by executing relevant and high-quality investigation. Using these mechanisms, the hope is to continue to expand and refine the HWC Compendium for the future benefit of the HWC community.

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Declaration of Conflicting Interests

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COUNTY BOARD CLAIMS

Jun-19

June-19

Paid July 2019

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Robert Ashbeck	June-19	450.00	143.84		\$593.84
Allen Breu	June-19	300.00	82.36		\$382.36
William Clendennin	June-19	715.00	89.90		\$804.90
Ken Curry	June-19	565.00	68.44		\$633.44
Adam Fischer	June-19	580.00	342.20		\$922.20
Jake Hahn	June-19	300.00	61.48		\$361.48
Brad Hamilton	June-19	250.00	16.24		\$266.24
Marion Hokamp	June-19	350.00	25.52		\$375.52
David La Fontaine	May/June 19	650.00	176.90		\$826.90
Bill Leichtnam	June-19	650.00	192.56		\$842.56
Doug Machon	June-19	500.00	58.00		\$558.00
Lance Pliml	June-19	500.00	34.80		\$534.80
Dennis Polach	June-19	615.00	2.90		\$617.90
Donna Rozar	June-19	620.00	222.72		\$842.72
William Winch	May/June 19	1,000.00	168.20		\$1,168.20
Jason Zaleski	June-19	250.00	83.52		\$333.52
Joe Zurfluh	June-19	250.00	12.76		\$262.76
David Barth	July-19	50.00	54.52		\$104.52
Tom Buttke	12/18 - 6/19	300.00	203.37		\$503.37
Michael Meyers	July-19	50.00	40.60		\$90.60
Linda Schmidt	July-19	60.00	49.30		\$109.30
		\$ 9,005.00	\$ 2,130.13	\$ -	\$ 11,135.13

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: July 2019

For the range of vouchers: 06190161 - 06190179

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190161	CENTURYLINK	Various Long Distance Chgs	07/09/2019	\$155.74	P
06190162	MAILFINANCE	Lease Payment - Mail Machine	07/09/2019	\$1,552.86	P
06190163	WISCONSIN MEDIA	VAR ADS 6/1-6/20/19 WIS MEDIA	07/12/2019	\$2,786.28	P
06190164	UNITED MAILING SERVICE	MAIL FEES 6/1-6/30/2019	07/12/2019	\$1,372.19	P
06190165	AMAZON CAPITAL SERVICES	Office Supplies	07/15/2019	\$12.99	P
06190166	AMAZON CAPITAL SERVICES	Office Supplies - Chair Mat	07/19/2019	\$91.99	P
06190167	AMAZON CAPITAL SERVICES	Office Supplies - Chair Mat	07/19/2019	\$91.99	P
06190168	WISCONSIN POLICY FORUM	Annual Subscription	07/22/2019	\$465.00	P
06190169	FRONTIER COMMUNICATIONS	Various Mfld Phone Chgs - July	07/29/2019	\$138.12	
06190170	WOOD TRUST BANK	VISA Charges - July 2019	07/29/2019	\$225.00	
06190171	WISCONSIN RAPIDS COMMUNITY MEDIA	June CB DVD	07/29/2019	\$20.00	
06190172	WISCONSIN COUNTIES ASSOCIATION	2019 WCA Conference Reg.	07/29/2019	\$1,700.00	
06190173	TDS TELECOM	TDS PH 715-652-2107 JUNE 2019	07/30/2019	\$57.83	
06190174	TDS TELECOM	TDS 715-884-6479 JUNE 2019	07/30/2019	\$58.78	
06190175	TDS TELECOM	TDS 715-652-2067 JUNE 2019	07/30/2019	\$70.28	
06190176	TDS TELECOM	TDS 715-652-3551 JUNE 2019	07/30/2019	\$44.21	
06190177	TDS TELECOM	TDS 715-884-6596 JUNE 2019	07/30/2019	\$24.35	
06190178	AMAZON CAPITAL SERVICES	USB Headset	07/30/2019	\$20.99	
06190179	LANGTON DENNIS	July Deliveries	07/31/2019	\$209.00	
Grand Total:				\$9,097.60	

Signatures

Committee Chair:

Committee Member:

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Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: JULY 2019

For the range of vouchers: 14190205 - 14190242

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190205	NEUMARK DESIGN & PRINT INC	CAFR SUPPLIES	07/02/2019	\$275.00	P
14190206	BOSTON MUTUAL	WHOLE LIFE INSURANCE	07/03/2019	\$1,245.72	P
14190207	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	07/03/2019	(Voided)	P
14190208	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	07/03/2019	\$288.68	P
14190209	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	07/03/2019	\$176.96	P
14190210	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	07/03/2019	\$2,021.71	P
14190211	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	07/03/2019	\$3,006.14	P
14190212	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP(VOL) LIFE INS	07/03/2019	\$3,708.08	P
14190213	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	07/03/2019	\$338.66	P
14190214	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	07/03/2019	\$225.27	P
14190215	ARPIN PUBLIC LIBRARY	2019 2ND INSTALLMENT TAX AID	07/09/2019	\$17,724.00	P
14190216	CHARLES AND JOANNE LESTER LIBRARY	2019 2ND INSTALLMENT TAX AID	07/09/2019	\$29,260.50	P
14190217	MARSHFIELD PUBLIC LIBRARY	2019 2ND INSTALLMENT TAX AID	07/09/2019	\$129,240.00	P
14190218	MCMILLAN MEMORIAL LIBRARY	2019 2ND INSTALLMENT TAX AID	07/09/2019	\$280,218.00	P
14190219	PITTSVILLE COMMUNITY LIBRARY	2019 2ND INSTALLMENT TAX AID	07/09/2019	\$15,019.00	P
14190220	QUESTICA LTD	BUDGETING SOFTWARE	03/15/2019	\$10,000.00	P
14190221	QUESTICA LTD	BUDGETING SOFTWARE - TRAINING	06/30/2019	\$2,350.00	P
14190222	TRUE IT LLC	DYNAMICS SUPPORT	06/30/2019	\$50.00	P
14190223	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT FOR CIP EXPENSES	07/05/2019	\$1,567.50	P
14190224	UW - MARSHFIELD WOOD COUNTY	2019 2ND INSTALLMENT TAX AID	07/09/2019	\$23,936.00	P
14190225	VESPER PUBLIC LIBRARY	2019 2ND INSTALLMENT TAX AID	07/09/2019	\$7,455.00	P
14190226	AATRIX SOFTWARE INC	E-FILING PACKAGE	07/15/2019	\$799.00	P
14190227	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	3RD QTR 2019 TAX LEVY	07/09/2019	\$49,569.50	P
14190228	QUESTICA LTD	BUDGETING SOFTWARE	07/12/2019	\$3,791.75	P
14190229	BLITT AND GAINES PC	GARNISHMENT PAYMENT	07/18/2019	\$316.89	P
14190230	BOSTON MUTUAL	WHOLE LIFE INSURANCE	07/18/2019	\$1,245.72	P
14190231	GFOA	TRAINING - CUMMINGS	07/18/2019	\$1,045.00	P
14190232	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	07/18/2019	\$283.18	P
14190233	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	07/18/2019	\$191.55	P
14190234	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	07/18/2019	\$355.50	P
14190235	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	07/18/2019	\$3,708.08	P
14190236	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	07/18/2019	\$1,981.24	P
14190237	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	07/18/2019	\$3,006.56	P

Committee Report - County of Wood

FINANCE - JULY 2019

14190205 - 14190242

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190238	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	07/18/2019	\$239.94	P
14190239	WI SCTF	CHILD SUPPORT R&D FEES 2019	07/18/2019	\$325.00	P
14190240	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	07/21/2019	\$13.43	P
14190241	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	07/17/2019	\$870.38	P
14190242	QUESTICA LTD	BUDGETING SOFTWARE	07/24/2019	\$14,800.00	P
Grand Total:				\$610,648.94	

Signatures

Committee Chair:

Committee Member:

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Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JULY 2019

For the range of vouchers: 17190054 - 17190060

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17190054	INSPERITY BUSINESS SERVICES LP	Vacation Plan Adjustments	06/26/2019	\$1,050.00	P
17190055	BLUE WATER BENEFITS CONSULTING LLC	2019 Q2 Reporting	06/27/2019	\$947.40	P
17190056	UNITED STATES TREASURY	PCORI Fees (Form 720) 2018	07/01/2019	\$2,540.65	P
17190057	DIETRICH VANDERWAAL SC	Legal Fees	07/08/2019	\$135.00	P
17190058	HORTON GROUP INC THE	Consulting Fees - July 2019	07/10/2019	\$2,083.33	P
17190059	WOOD TRUST BANK	Visa Charges - June 2019	06/20/2019	\$143.02	P
17190060	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges - June 19	06/30/2019	\$1,127.52	P
Grand Total:				\$8,026.92	

Signatures

Committee Chair:

Committee Member:

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Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: JULY 2019

For the range of vouchers: 27190232 - 27190268

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190232	AMAZON CAPITAL SERVICES	HIGHWAY DISPLAY PROJECT	06/22/2019	\$73.96	P
27190233	AMAZON CAPITAL SERVICES	HIGHWAY DISPLAY PROJECT	06/23/2019	\$279.99	P
27190234	AMAZON CAPITAL SERVICES	HIGHWAY DISPLAY PROJECT	06/23/2019	\$279.99	P
27190235	AMAZON CAPITAL SERVICES	HS FJ7160 ROLLER KIT	06/24/2019	\$25.90	P
27190236	FRONTIER COMMUNICATIONS	PHONE CHARGES	06/22/2019	\$1,145.13	P
27190237	SOLARUS	PHONE CHGS ACCT 00063942-1	07/01/2019	\$9,105.68	P
27190238	SOLARUS	PHONE CHGS ACCT 00077856-5	07/01/2019	\$296.40	P
27190239	SOLARUS	PHONE CHGS ACCT 00061009-7	07/01/2019	\$69.99	P
27190240	US CELLULAR	CELL PHONE CHGS ACCT 277407322	06/16/2019	\$2,456.39	P
27190241	US CELLULAR	CELL PHONE CHGS ACCT 851710598	06/16/2019	\$717.90	P
27190242	US CELLULAR	CELL PHONE CHGS ACCT 203538532	06/20/2019	\$802.54	P
27190243	US CELLULAR	CELL PHONE CHGS ACCT 203391922	06/20/2019	\$181.36	P
27190244	VISTA IT GROUP	EDGEWATER PHONES	06/20/2019	\$3,832.72	P
27190245	EO JOHNSON COMPANY INC	PAPERCUT BILLING 2ND QTR 2019	06/28/2019	\$2,272.72	P
27190246	BAYCOM INC	SO RESCUE TOUGHBOOK	06/25/2019	\$3,191.00	P
27190247	CHARTER COMMUNICATIONS	INTERNET PRO100	06/24/2019	\$130.00	P
27190248	INSIGHT PUBLIC SECTOR INC	INTERNET ROUTER	06/20/2019	\$7,858.93	P
27190249	INSIGHT PUBLIC SECTOR INC	INTERNET ROUTER	06/24/2019	\$2,243.81	P
27190250	MARSHFIELD UTILITIES	FIBEROPTIC - 2ND QTR 2019	06/25/2019	\$903.25	P
27190251	US BANK	CREDIT CARD CHARGES	06/26/2019	\$3,700.98	P
27190252	VERIZON	CELL CHGS ACCT 242258062-00001	07/01/2019	\$1,499.73	P
27190253	ZOHO CORPORATION	OPMANAGER LICENSE & MAINT	06/28/2019	\$15,174.00	P
27190254	AKITABOX INC	SHAREPOINT REPLACEMENT	07/01/2019	\$4,375.00	P
27190255	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	07/03/2019	\$8.26	P
27190256	AMAZON CAPITAL SERVICES	HEADSETS AND SUPPLIES	07/03/2019	\$217.23	P
27190257	AMAZON CAPITAL SERVICES	THINKPAD ADAPTER	07/03/2019	\$32.21	P
27190258	AMAZON CAPITAL SERVICES	HEADSETS	07/05/2019	\$340.90	P
27190259	AMAZON CAPITAL SERVICES	HEADSETS AND SUPPLIES	07/06/2019	\$424.89	P
27190260	AMAZON CAPITAL SERVICES	PHONE CASE	07/11/2019	\$19.99	P
27190261	PAESSLER AG	PRTG 1000 MAINTENANCE	05/10/2019	\$605.62	P
27190262	RHYME BUSINESS PRODUCTS	NORWOOD FAX TONER	05/20/2019	\$150.68	P
27190263	AMAZON CAPITAL SERVICES	HEADSET BATTERY	07/16/2019	\$20.99	P
27190264	AMAZON CAPITAL SERVICES	USB TO ETHERNET ADAPTERS	07/17/2019	\$59.21	P
27190265	AMAZON CAPITAL SERVICES	HWY HDMI CABLE	07/20/2019	\$8.08	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190266	CDW GOVERNMENT INC	HIGHWAY UPS	07/02/2019	\$1,124.69	P
27190267	CDW GOVERNMENT INC	HIGHWAY UPS	07/11/2019	\$240.28	P
27190268	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	07/04/2019	\$3,342.81	P
Grand Total:				\$67,213.21	

Signatures

Committee Chair:

Committee Member:

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Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: JULY 2019

For the range of vouchers: 19190545 - 19190722 50121004 - 50121006

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190545	ACE HARDWARE	SHOP SUPPLIES	06/24/2019	\$9.18	P
19190546	ACE HARDWARE	SUPPLIES	06/27/2019	\$15.98	P
19190547	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	06/25/2019	\$3,979.85	P
19190548	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	06/20/2019	\$126.72	P
19190549	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	06/26/2019	\$83.46	P
19190550	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/25/2019	\$23.98	P
19190551	APPLIED INDUSTRIAL TECHNOLOGY	BELTS	06/24/2019	\$15.70	P
19190552	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	07/02/2019	\$4,724.59	P
19190553	CRESCENT ELECTRIC SUPPLY CO	LIGHT BULBS	06/19/2019	\$91.50	P
19190554	ECON ELECTRIC	EM OFFICE - ELECTRICAL	06/28/2019	\$2,215.00	P
19190555	ERON & GEE/HERMAN'S PLUMBING & HEATING	JAIL SEWER LINE REPAIRS	06/28/2019	\$862.68	P
19190556	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	06/26/2019	\$200.44	P
19190557	GRAINGER (Maintenance)	CABLE TIES	06/21/2019	\$32.73	P
19190558	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	06/28/2019	\$275.00	P
19190559	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	06/28/2019	\$330.00	P
19190560	GROUNDS DETAIL SERVICE LLC	ROCK/GRASS SEED PROJECTS	06/28/2019	\$2,465.45	P
19190561	MAVO SYSTEMS WISCONSIN LLC	EM OFFICE - PIPE INSULATION	06/18/2019	\$1,325.00	P
19190562	NICK MICHELS & SONS	GENERATOR EXHAUSE ROOF REPAIR	06/24/2019	\$812.00	P
19190563	RON'S REFRIGERATION & AC INC	JAIL CHILLER REPAIRS	06/27/2019	\$372.50	P
19190564	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	06/26/2019	\$419.56	P
19190565	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	06/26/2019	\$204.80	P
19190566	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	06/26/2019	\$60.42	P
19190567	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	06/26/2019	\$10.30	P
19190568	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	06/26/2019	\$571.48	P
19190569	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	06/26/2019	\$92.34	P
19190570	WOOD TRUST BANK	UPS CHARGES	06/20/2019	\$20.69	P
19190571	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS	06/24/2019	\$29.90	P
19190572	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS	06/24/2019	\$33.05	P
19190573	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS	06/25/2019	\$71.75	P
19190574	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS	06/25/2019	\$40.55	P
19190575	INDIANHEAD SPECIALTY CO	STAMP	06/20/2019	\$26.00	P
19190576	INDIANHEAD SPECIALTY CO	STAMPS	06/24/2019	\$68.78	P
19190577	NASSCO INC	PAPER SUPPLIES	07/03/2019	\$252.00	P
19190578	OFFICE DEPOT	OFFICE SUPPLIES	05/24/2019	\$23.49	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING - JULY
2019

50121004 - 50121006 19190545 - 19190722

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190579	OFFICE DEPOT	OFFICE SUPPLIES	06/03/2019	\$9.12	P
19190580	OFFICE DEPOT	OFFICE SUPPLIES	06/07/2019	\$10.99	P
19190581	OFFICE DEPOT	OFFICE SUPPLIES	06/10/2019	\$15.98	P
19190582	OFFICE DEPOT	OFFICE SUPPLIES	06/21/2019	\$110.64	P
19190583	OFFICE DEPOT	OFFICE SUPPLIES	07/01/2019	\$104.95	P
19190584	OFFICE DEPOT	OFFICE SUPPLIES	07/03/2019	\$24.64	P
19190585	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	05/14/2019	\$425.18	P
19190586	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/22/2019	\$200.95	P
19190587	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/24/2019	\$69.07	P
19190588	STAPLES ADVANTAGE	CREDIT - OFFICE SUPPLIES	05/24/2019	(\$10.80)	P
19190589	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/24/2019	\$16.08	P
19190590	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/25/2019	\$81.00	P
19190591	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/29/2019	\$82.32	P
19190592	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/29/2019	\$13.04	P
19190593	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/29/2019	\$203.89	P
19190594	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/31/2019	\$384.19	P
19190595	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/01/2019	\$10.53	P
19190596	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/04/2019	\$121.02	P
19190597	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/04/2019	\$21.89	P
19190598	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/05/2019	\$67.74	P
19190599	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/05/2019	\$81.08	P
19190600	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/07/2019	(\$4.11)	P
19190601	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/07/2019	\$4.11	P
19190602	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/07/2019	\$48.50	P
19190603	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/07/2019	\$62.52	P
19190604	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/07/2019	\$43.31	P
19190605	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/07/2019	\$42.09	P
19190606	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/07/2019	\$8.98	P
19190607	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/08/2019	\$8.69	P
19190608	ADVANCE JANITORIAL SERVICE & SUPPLY	EXTRACT CARPETS - RESCUE	05/02/2019	\$200.00	P
19190609	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	06/30/2019	\$590.20	P
19190610	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	07/03/2019	\$182.30	P
19190611	ERON & GEE/HERMAN'S PLUMBING & HEATING	PLUMBING SUPPLIES - JAIL	07/08/2019	\$158.68	P
19190612	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	07/03/2019	\$87.46	P
19190613	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	07/10/2019	\$268.27	P
19190614	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - CARD READERS	05/21/2019	\$1,525.00	P
19190615	GRAINGER (Maintenance)	JAIL SUPPLIES	07/03/2019	\$102.90	P
19190616	MARSHALL BEST SECURITY CORPORATION	CH SECURITY - EQUIPMENT	07/03/2019	\$17,105.00	P
19190617	RAPIDS RENTAL & SUPPLY	LAWN MOWER PARTS	07/10/2019	\$164.16	P
19190618	RAPID QUALITY LAWN & LANDSCAPING	FERTILIZING AND WEED CONTROL	07/07/2019	\$457.59	P
19190619	SHERWIN-WILLIAMS CO THE	EM OFFICE - PAINT	07/09/2019	\$375.74	P
19190620	WE ENERGIES	GAS SERVICE JAIL	06/28/2019	\$273.10	P
19190621	WE ENERGIES	GAS SERVICE COMMUNICATIONS	06/28/2019	\$9.98	P
19190622	WE ENERGIES	GAS SERVICE COURTHOUSE	06/28/2019	\$596.33	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING - JULY
2019

50121004 - 50121006 19190545 - 19190722

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190623	WE ENERGIES	GAS SERVICE COURTHOUSE	06/30/2019	\$14.61	P
19190624	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	06/30/2019	\$10.56	P
19190625	WE ENERGIES	GAS SERVICE RIVER BLOCK	06/30/2019	\$325.12	P
19190626	WISCONSIN VALLEY BUILDING PRODUCTS	SHOP SUPPLIES	07/03/2019	\$63.18	P
19190627	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	07/12/2019	\$22.43	P
19190628	ARROW PRECISION ASPHALT MAINTENANCE	SHERIFFS PARKING LOT REPAIRS	07/12/2019	\$3,360.00	P
19190629	ARROW PRECISION ASPHALT MAINTENANCE	RB PARKING LOT REPAIRS	07/12/2019	\$1,500.00	P
19190630	BAUER'S FLOOR MART	EM OFFICE - FLOORING	06/13/2019	\$3,933.13	P
19190631	COMPLETE CONTROL	EM OFFICE - HVAC UPDATES	07/11/2019	\$4,672.48	P
19190632	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	07/15/2019	\$40.00	P
19190633	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	07/15/2019	\$40.00	P
19190634	GAPPA SECURITY SOLUTIONS LLC	KEYS	07/11/2019	\$41.20	P
19190635	HOME DEPOT CREDIT SERV (Maintenance)	JAIL, CH, EM REMODEL	07/05/2019	\$1,752.23	P
19190636	NAPA CENTRAL WI AUTO PARTS	GENERATOR BATTERY	07/16/2019	\$374.58	P
19190637	NAPA CENTRAL WI AUTO PARTS	CREDIT MEMO	07/17/2019	(\$20.00)	P
19190638	SHERWIN-WILLIAMS CO THE	EM OFFICE - PAINT	07/11/2019	\$404.72	P
19190639	SHERWIN-WILLIAMS CO THE	EM OFFICE - PAINT	07/11/2019	\$148.40	P
19190640	SHERWIN-WILLIAMS CO THE	EM OFFICE - PAINT	07/12/2019	\$148.40	P
19190641	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	07/16/2019	\$120.00	P
19190642	WAUSAU CHEMICAL CORP	CH CHILLER CHEMICALS	07/08/2019	\$611.95	P
19190643	WE ENERGIES	GAS SERVICE HUMAN SERVICES	06/28/2019	\$14.43	P
19190644	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/11/2019	\$40.71	P
19190645	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/11/2019	\$14.94	P
19190646	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/11/2019	\$42.91	P
19190647	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/11/2019	\$30.10	P
19190648	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/12/2019	\$57.64	P
19190649	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/12/2019	\$49.76	P
19190650	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/13/2019	\$11.85	P
19190651	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/13/2019	\$217.39	P
19190652	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/13/2019	\$32.11	P
19190653	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/13/2019	\$52.47	P
19190654	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/14/2019	\$17.13	P
19190655	STAPLES ADVANTAGE	OFFICE SUPPLIES - CREDIT	06/15/2019	(\$40.71)	P
19190656	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/15/2019	\$40.71	P
19190657	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/15/2019	\$36.38	P
19190658	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/15/2019	\$3.99	P
19190659	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/15/2019	\$32.10	P
19190660	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/18/2019	\$47.56	P
19190661	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/18/2019	\$28.21	P
19190662	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/18/2019	\$5.16	P
19190663	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/18/2019	\$2.00	P
19190664	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/19/2019	\$35.68	P
19190665	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/19/2019	\$44.64	P
19190666	STAPLES ADVANTAGE	OFFICE SUPPLIES - CREDIT	06/19/2019	(\$36.38)	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING - JULY
2019

50121004 - 50121006 19190545 - 19190722

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190667	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/20/2019	\$5.59	P
19190668	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/20/2019	\$332.24	P
19190669	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/20/2019	\$84.75	P
19190670	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/21/2019	\$10.10	P
19190671	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/21/2019	\$18.52	P
19190672	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/21/2019	\$270.20	P
19190673	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/22/2019	\$11.99	P
19190674	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/22/2019	\$232.92	P
19190675	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/25/2019	\$17.49	P
19190676	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/26/2019	\$94.07	P
19190677	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/27/2019	\$2.89	P
19190678	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/28/2019	\$32.94	P
19190679	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/28/2019	\$36.80	P
19190680	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/28/2019	\$5.76	P
19190681	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/27/2019	\$27.97	P
19190682	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/28/2019	\$25.31	P
19190683	MIDLAND PAPER	DISINFECTANT	06/27/2019	\$24.75	P
19190684	MIDLAND PAPER	PAPER SUPPLIES	07/19/2019	\$377.78	P
19190685	OFFICE DEPOT	OFFICE SUPPLIES	07/09/2019	\$44.04	P
19190686	OFFICE DEPOT	OFFICE SUPPLIES	07/19/2019	\$19.70	P
19190687	QUALITY PLUS PRINTING INC	HS AUTHORIZATION FORMS	06/19/2019	\$285.00	P
19190688	QUALITY PLUS PRINTING INC	HR EMPLOYEE HANDBOOKS	07/11/2019	\$1,543.00	P
19190689	QUALITY PLUS PRINTING INC	NW PRINTING - RX PAD	07/17/2019	\$62.50	P
19190690	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS - MAINTENANCE	07/23/2019	\$33.17	
19190691	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS - NORWOOD	07/23/2019	\$48.58	
19190692	KRANZ INC	CLEANING SUPPLIES	07/22/2019	\$247.58	
19190693	SCHILLING SUPPLY COMPANY	EXCELON FOAM SOAP	07/23/2019	\$533.28	
19190694	STAPLES ADVANTAGE	OFFICE SUPPLIES	07/10/2019	\$396.65	
19190695	STAPLES ADVANTAGE	OFFICE SUPPLIES - CREDIT	07/10/2019	(\$13.28)	
19190696	STAPLES ADVANTAGE	OFFICE SUPPLIES	07/11/2019	\$13.28	
19190697	STAPLES ADVANTAGE	OFFICE SUPPLIES	07/12/2019	\$150.22	
19190698	STAPLES ADVANTAGE	OFFICE SUPPLIES	07/13/2019	\$43.79	
19190699	STAPLES ADVANTAGE	OFFICE SUPPLIES	07/13/2019	\$58.64	
19190700	ACE HARDWARE	TOOLS	07/21/2019	\$5.99	
19190701	ACE HARDWARE	SHOP SUPPLIES	07/24/2019	\$7.93	
19190702	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	07/17/2019	\$135.00	
19190703	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	07/18/2019	\$268.55	
19190704	CRESCENT ELECTRIC SUPPLY CO	EM OFFICE - CABLE HOOK	07/15/2019	\$27.17	
19190705	CRESCENT ELECTRIC SUPPLY CO	EM OFFICE-ELECTRICAL SUPPLIES	07/16/2019	\$205.78	
19190706	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	07/24/2019	\$200.44	
19190707	GRAYBAR	EM OFFICE-ELECTRICAL SUPPLIES	07/17/2019	\$56.94	
19190708	NAPA CENTRAL WI AUTO PARTS	POWER STEERING HOSE - RANGER	07/23/2019	\$13.83	
19190709	NAPA CENTRAL WI AUTO PARTS	POWER STEERING FLUID - RANGER	07/23/2019	\$11.38	
19190710	SGTS INC	DETENTION GRADE KEYS - JAIL	07/17/2019	\$614.25	

Committee Report - County of Wood

MAINTENANCE / PURCHASING - JULY
2019

50121004 - 50121006 19190545 - 19190722

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190711	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	07/15/2019	\$52.69	
19190712	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	07/15/2019	\$33.55	
19190713	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	07/15/2019	\$270.28	
19190714	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	07/15/2019	\$2,250.64	
19190715	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	07/15/2019	\$1,016.70	
19190716	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	07/15/2019	\$7.45	
19190717	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	07/15/2019	\$76.83	
19190718	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	07/15/2019	\$35.27	
19190719	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	07/15/2019	\$9,233.95	
19190720	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	07/15/2019	\$3,897.30	
19190721	NASSCO INC	PAPER SUPPLIES	07/31/2019	\$252.00	
19190722	STAPLES ADVANTAGE	OFFICE SUPPLIES	07/31/2019	\$750.94	
50121004	DASH MEDICAL GLOVES	VINYL EXAM GLOVES	07/15/2019	\$232.20	P
50121005	MIDLAND PAPER	LEGAL PAPER	07/10/2019	\$89.10	P
50121006	MIDLAND PAPER		07/31/2019	\$1,146.42	
Grand Total:				\$88,555.74	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: JULY 2019

For the range of vouchers: 23190031 - 23190042

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23190031	GAPPA SECURITY SOLUTIONS LLC	POWER SURGE DAMAGES - RB	06/21/2019	\$3,157.30	P
23190032	WI COUNTY MUTUAL INS CORP	ADDITIONAL INSURED ENDORSEMENT	06/20/2019	\$25.00	P
23190033	PBBS EQUIPMENT CORPORATION	POWER SURGE DAMAGES - RB	06/27/2019	\$1,427.29	P
23190034	AIRGAS USA LLC	SAFETY SUPPLIES	07/01/2019	\$768.24	P
23190035	PER MAR SECURITY SERVICES	POWER SURGE DAMAGES - RB	06/30/2019	\$11,868.00	P
23190036	PER MAR SECURITY SERVICES	POWER SURGE DAMAGES - RB	07/10/2019	\$540.00	P
23190037	COMPLETE CONTROL	POWER SURGE DAMAGES - RB	06/30/2019	\$256.30	P
23190038	RON'S REFRIGERATION & AC INC	POWER SURGE DAMAGES - RB	07/16/2019	\$23,725.40	P
23190039	TJ'S AUTO & COLLISION REPAIR	VEHICLE #3 DAMAGE REPAIR	07/05/2019	\$1,134.13	P
23190040	OFFICE ENTERPRISES INC	SIT STAND DESKS - DA'S OFFICE	07/18/2019	\$12,878.56	P
23190041	AMAZON CAPITAL SERVICES	POWER SURGE DAMAGES - RB	07/18/2019	\$39.88	P
23190042	AMAZON CAPITAL SERVICES	POWER SURGE DAMAGES - RB	07/18/2019	\$308.69	P
Grand Total:				\$56,128.79	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
JUNE 2019

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	LINDER & MARSACK	WC MED REIMBURSE	\$192.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$196.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$195.50
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$400.65
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$298.65
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$182.69
PREPAID	ASPIRUS MEDFORD HOSPITAL & CLINICS	WC MED REIMBURSE	\$8.21
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$173.76
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$150.60
PREPAID	WORK COMP	TTD	\$189.40
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$93.25
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$159.60
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.50
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$167.85
		TOTAL	\$2,415.66

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

CHAIRMAN

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: JULY 2019

For the range of vouchers: 28190154 - 28190183

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28190154	CITY OF MARSHFIELD	JUNE SPECIAL CHARGES	07/10/2019	\$833.63	P
28190155	CITY OF NEKOOSA TREASURER	JUNE SPECIAL CHARGES	07/10/2019	\$2,408.03	P
28190156	CITY OF WISCONSIN RAPIDS	JUNE SPECIAL CHARGES	07/10/2019	\$1,378.91	P
28190157	CORNWELL JAMES	TAX OVERPAYMENT REFUND	07/10/2019	\$4.26	P
28190158	STATE OF WISCONSIN TREASURER	2ND QTR PROBATE & BIRTH FEES	07/10/2019	\$33,317.91	P
28190159	TOWN OF PORT EDWARDS	JUNE SPECIAL CHARGES	07/10/2019	\$346.50	P
28190160	TOWN OF REMINGTON	JUNE SPECIAL CHARGES	07/10/2019	\$226.80	P
28190161	TOWN OF SARATOGA	JUNE SPECIAL CHARGES	07/10/2019	\$2,086.50	P
28190162	TOWN OF GRAND RAPIDS	JUNE SPECIAL CHARGES	07/10/2019	\$814.78	P
28190163	TOWN OF MARSHFIELD	JUNE SPECIAL CHARGES	07/10/2019	\$100.00	P
28190164	TOWN OF RICHFIELD	JUNE SPECIAL CHARGES	07/10/2019	\$228.44	P
28190165	VILLAGE OF ARPIN TREASURER	JUNE SPECIAL CHARGES	07/10/2019	\$300.00	P
28190166	VILLAGE OF HEWITT	JUNE SPECIAL CHARGES	07/10/2019	\$1,507.68	P
28190167	VILLAGE OF PORT EDWARDS TREAS	JUNE SPECIAL CHARGES	07/10/2019	\$317.10	P
28190168	VILLAGE OF RUDOLPH	JUNE SPECIAL CHARGES	07/10/2019	\$150.00	P
28190169	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	07/10/2019	\$44.95	P
28190170	WI DEPT OF ADMINISTRATION	JUNE WI LAND INFO	07/10/2019	\$7,119.00	P
28190171	WOOD TRUST BANK	JUNE VISA BILL	07/10/2019	\$246.00	P
28190172	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	07/10/2019	\$30.00	P
28190173	C & H SPRINKLER AND LANDSCAPING	TAX OVERPAYMENT REFUND	07/17/2019	\$6.37	P
28190174	CAFLISCH WILLIAM	TAX OVERPAYMENT REFUND	07/17/2019	\$24.80	P
28190175	CITY OF PITTSVILLE TREASURER	TAX DEED UTILITIES	07/17/2019	\$31.52	P
28190176	COURTNEY JANET	TAX OVERPAYMENT REFUND	07/17/2019	\$846.70	P
28190177	HOPPE ROBERT	TAX OVERPAYMENT REFUND	07/17/2019	\$21.35	P
28190178	STATE OF WISCONSIN TREASURER	JUNE CLERK OF COURTS REVENUE	07/17/2019	\$156,222.52	P
28190179	BEAVER CREEK NURSERY & LANDSCAPING LLC	TAX DEED LAWN CARE	07/23/2019	\$120.00	P
28190180	MARSHFIELD UTILITIES	TAX DEED UTILITIES	07/23/2019	\$10.56	P
28190181	MIDWEST TITLE	TAX OVERPAYMENT REFUND	07/23/2019	\$54.00	P
28190182	WISCONSIN CENTRAL LTD	TAX OVERPAYMENT REFUND	07/23/2019	\$9.76	P
28190183	WOODTRUST BANK	MONTHLY SERVICE FEES	07/23/2019	\$850.62	P

Grand Total:

\$209,658.69

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: JULY 2019

For the range of vouchers: 34190009 - 34190010

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34190009	ASPIRUS OCCUPATIONAL HEALTH	HRA/Bios/Labs	07/01/2019	\$195.00	P
34190010	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage	07/01/2019	\$7,381.81	P
Grand Total:				\$7,576.81	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

RENEWABLE & SUSTAINABLE COMMITTEE MEETING

7

DATE: Friday, July 12, 2019
TIME: 10:00 AM
LOCATION: Wood County Courthouse – Room 115, Wisconsin Rapids, WI

Present: Reuben Van Tassel, Nancy Turyk, Sue Knuferman, Jake Hahn, Bill Leichtnam, Nicole Gessert

Others

Present: Bill Clendenning, Adam Fischer

1. **Call Meeting to Order:** Nancy Turyk called the meeting to order at 10:00 a.m.
2. **Identify who will take meeting notes:** Nicole Gessert from Maintenance will be the note taker.
3. **Identify Chair and Vice Chair:**
Sue Knuferman nominated Reuben Van Tassel as Chair of the Renewable & Sustainable Committee. Second by Bill Leichtnam. No other nominations received. Van Tassel indicated he has a very full plate but will serve to the best of his ability. Vote: Unanimous. (Van Tassel abstained)

Reuben Van Tassel nominated Sue Knuferman as Vice Chair of the Renewable & Sustainable Committee. Second by Bill Leichtnam. No other nominations received. Vote: Unanimous (Knuferman abstained).
4. **Public Comments:**
Turyk thanked everyone for participating.
5. **Review committee composition and charge:**
Renewable and Sustainable Committee roles and responsibilities were discussed from the packet materials. Leichtnam questioned why items were crossed off. Van Tassel indicated the items crossed off involved more of a community involvement and the direction from the Executive Committee was to be more County focused. Leichtnam questioned who controls the grant approvals. Adam Fischer spoke on behalf of the Executive Committee (EC) that it was the impression that this committee would approve Renewable & Sustainable along with Lean Process Improvement grants pending EC final approval.
6. **Review current Wood County energy initiatives:**
 - (a) **Wood County energy website:**
Turyk stated the energy page is complete and is available on the Wood County Website.
 - (b) **Wood County efficiency and renewable grant program:**
Turyk stated that the grant deadline was extended till 9/25/19 so this Committee will need to review the applications and report their recommendations to EC by 10/1/19. Discussion ensued regarding getting the word out to Department Heads (DH) about the grants and the process involving the Maintenance Department for any upgrades as a result of the grants. Knuferman suggested a possible FAQ document to help DH through the process. Turyk suggested cataloging grant requests to get a sense of what topics are being considered. Knuferman suggested adding the grant program as a discussion item at the next DH meeting.
 - (c) **SolSmart:**
Turyk stated the SolSmart certification is almost complete. Discussion ensued regarding goal setting as related to SolSmart gold designation. Van Tassel noted that EC removed everything related to SolSmart as part of the Committee's roles and responsibilities. Fischer indicated he would get clarification from EC relating to goals.

(d) National Renewable Energy Labs (NREL):

Van Tassel presented information from an NREL evaluation on some County properties. Turyk presented additional information from North Wind Renewable Energy on a couple specific County properties and a handout from a conversation with Alliant Energy. Discussion ensued. Fischer questioned whether the Renewable Energy Certificates (RECs) was being considered from a marketing stand point. Turyk indicated she will get more RECs information. Turyk also indicated she will identify Central Wisconsin Group Buy (CWGB) rebate deadlines.

7. Future Agenda Items:

Turyk questioned if the Committee is ok with emails as a form of communication. The committee consensus agreed.

- Review Grants if available
- Review other counties goals
- Review example energy plans - Van Tassel will reach out to Portage County to get more information regarding implementation of their program.

8. Next Meeting:

Thursday, September 26th. 10:00 a.m. @ Wood County Courthouse, Room 115

9. Adjourn Renewable & Sustainable Committee Meeting: Reuben Van Tassel adjourned @ 11:47 a.m.

Notes by Nicole Gessert, Maintenance Department



RESOLUTION#

Introduced by Executive Committee
Page 1 of 5

Committee

CAK

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: _____, 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 2013 – 2018	\$69,324.98
SPEC. CHARGES	7,127.68
DEL UTILITIES	5,482.75
SPEC. ASSESSMENTS	1,394.63
PUBLICATION FEES	459.37
TAX DEEDING EXP.	2,007.00

TOTAL \$85,796.41

		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			

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 2012. 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.

01-00218A That part of the SE ¼ of the SE ¼ of Section 14, Township 24 North, Range 4 East, Town of Arpin, Wood County, Wisconsin, described as follows: Commencing at the post on the NE corner of the SE ¼ of Section 14,

Township 24 North, Range 4 East, proceed thence Southerly a distance of 598' for a point of beginning, run thence Southerly 220', run thence westerly 208', run thence Northerly 220', run thence Easterly 208' to the point of beginning, except highway.

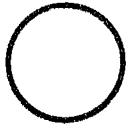
Taxes 2015-2018	\$4,169.86
Publication Fees	\$28.00
Tax Deed Expense	\$107.00

Property is located at 8549 County Rd K, Town of Arpin.

02-00048 Lot 1 of WCCSM No. 5108 (recorded in Volume 18 of Survey Maps at Page 8 as Document No. 738805) being part of the SW ¼ of the SE ¼ 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 2015-2018	\$4,459.97
Publication Fees	\$9.02
Tax Deed Expense	\$119.00

89

**RESOLUTION#** _____
 Introduced by _____
 Page 2 of 5

Committee _____

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

02-00067A Lot 1 of WCCSM No. 3757 (recorded in Volume 13 of Survey Maps at Page 157 as Document No. 663930) being part of the NE Fr'l ¼ of the NE ¼ of Section 5, Township 25 North, Range 4 East, Town of Auburndale, Wood County, Wisconsin.

Taxes 2015-2018	\$6,649.49
Publication Fees	\$28.00
Tax Deed Expense	\$111.00

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

10-00006D Outlot 1 of WCCSM No. 9272 (recorded in Volume 32 of Survey Maps at Page 172 as Document No. 2011R02657) being part of the NW Fr'l ¼ of the NW ¼ of Section 1, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin.

Taxes 2015-2018	\$6.58
Publication Fees	\$28.00
Tax Deed Expense	\$107.00

Property is a vacant strip on Wren Rd, Town of Lincoln.

18-00137A That part of the SE ¼ of the SE ¼ of Section 7, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin, described as follows, to wit: Commencing at a point 12 rods West of the SE corner of the said forty and running thence North 40 rods; thence East parallel with the South line of said forty, a distance of 4 rods; thence South 40 rods; thence West along the South line of said forty acre tract, 4 rods to the place of beginning. Except parts conveyed to the State of Wisconsin for highway.

Taxes 2015-2018	\$900.56
Special Charges	\$316.49
Publication Fees	\$28.00
Tax Deed Expense	\$111.00

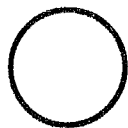
Property is located at 993 State Hwy 73, Town of Saratoga.

18-00137AB Lot 1 of WCCSM No. 1223 (recorded in Volume 5 of Survey Maps at Page 23 as Document No. 542472) being part of the SE ¼ of the SE ¼ of Section 7, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin.

Taxes 2015-2018	\$703.00
Special Charges	\$5,926.65
Publication Fees	\$28.00
Tax Deed Expense	\$119.00

Property is located at 991 State Hwy 73, Town of Saratoga.

18-00269E Lot 1 of WCCSM No. 7738 (recorded in Volume 26 of Survey Maps at Page 238 as Document No. 2003R03309) being part of the NE ¼ of the NW ¼ of Section 15, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin.

**RESOLUTION#** _____Introduced by _____
Page 3 of 5

Committee _____

Taxes 2015-2018	\$1,123.23
Special Charges	\$570.00
Publication Fees	\$28.00
Tax Deed Expense	\$119.00

Property is located at 3628 Mill Ave, 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 NW corner of Lot 31 of the Apache Gardens subdivision and the point of beginning; thence along the West line of said lot 0 degrees 46' 46" W, 104.1 feet to the Southwest corner of said lot; thence S 89 degrees 12' 58" W, 6.40 feet to the West line of said E ½ of NW ¼ of SE ¼; thence North 89 degrees 12' 58" E, 6.73 feet to the point of beginning.

Taxes 2015-2018	\$9,786.85
Delinquent Utilities	\$654.50
Publication Fees	\$10.35
Tax Deed Expense	\$117.00

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

24-00347 Lot 1 and the Northerly ½ of Lot 2 of the Addition of 1950 to the Village of Biron, Wood County, Wisconsin.

Taxes 2015-2018	\$7,432.98
Publication Fees	\$28.00
Tax Deed Expense	\$109.00

Property is located at 761 Williams St, Village of Biron.

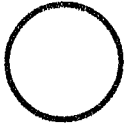
27-00242A Lot 2 of WCCSM No. 4140 (recorded in Volume 14 of Survey Maps at Page 240 as Document No. 684237) being part of Lot 8, Block 20, First Addition to the Townsite of the Village of Port Edwards, Wood County, Wisconsin.

Taxes 2015-2018	\$3,904.08
Special Charges	\$624.14
Special Assessments	\$273.72
Publication Fees	\$28.00
Tax Deed Expense	\$107.00

Property is located at 330 Morrill Ave, Village of Port Edwards.

31-00300 Lot 7, Block 7, Subdivision of the SW ¼ of the SE ¼ of Section 27, Township 23 North, Range 3 East, City of Pittsville, Wood County, Wisconsin.

Taxes 2015-2018	\$291.69
Publication Fees	\$28.00
Tax Deed Expense	\$111.00

**RESOLUTION#** _____
 Introduced by _____
 Page 4 of 5

Committee _____

Property is vacate lot on 3rd Ave, City of Pittsville.

32-00045 Lot 1 of WCCSM No. 8151 (recorded in Volume 28 of Survey Maps at Page 51 as Document No. 2005R00531) being part of the NE ¼ of the NE ¼ of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin.

Taxes 2015-2018	\$2,600.16
Special Charges	\$393.44
Delinquent Utilities	\$2,827.68
Publication Fees	\$28.00
Tax Deed Expense	\$107.00

Property is located at 6181 County Rd N, Village of Arpin.

32-00133A Lot 6, Block 1, Moffats Addition, Village of Arpin, Wood County, Wisconsin.

Taxes 2015-2018	\$143.97
Delinquent Utilities	\$2,000.57
Publication Fees	\$28.00
Tax Deed Expense	\$119.00

Property is located at 8118 Elm St, Village of Arpin.

33-00672A The North ½ of Lots 7 and 8, except the West 10 feet of the North ½ of Lot 7, Block 40 of the City of Marshfield, Wood County, Wisconsin.

Taxes 2013-2018	\$9,770.23
Publication Fees	\$48.00
Tax Deed Expense	\$119.00

Property is located at 212 N Walnut Ave, City of Marshfield.

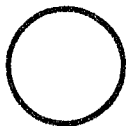
33-02062B Lot 11 of Assessor's Plat No. 2-A, except the Westerly 1.75 feet for street purposes, City of Marshfield, Wood County, Wisconsin.

Taxes 2015-2018	\$1,887.74
Tax Deed Expense	\$30.00

Property is located at 719 W Adler Rd, City of Wisconsin.

34-03601 Lot 2 of WCCSM No. 222 (recorded in Volume 1 of Survey Maps at Page 222 as Document No. 474219) (Murwin Realty's First Certified Survey) being part of the NW ¼ of the NE ¼ of Section 13, Township 22 North, Range 5 East, according to Sargent & Philleo's Plat, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2015-2018	\$573.89
Special Assessments	\$130.25
Publication Fees	\$28.00
Tax Deed Expense	\$113.00



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by
Page 5 of 5

Committee

Property is a vacant lot on 21st Ave, City of Wisconsin Rapids.

34-03608 That part of the NW ¼ of the NE ¼ of Section 13, Township 22 North, Range 5 East, according to the Sargent & Philleo's Plat, City of Wisconsin Rapids, Wood County, Wisconsin, as described below: All of said NW ¼ of the NE ¼, except the East 712.39' of the North 409.16' thereof; also excepting commencing at the SW corner of said forty for the point of beginning; run N 801' on the West line of said forty; thence E 383.8'; thence S to a point which is 350' N of the North line of Chase Street; thence E to the West line of the Schingo Lot (as recorded in Volume 65 of Deeds, Page 238, Wood County Registry); thence N along said West line to the South line of Essex Street, if extended Westward; thence E along the South line of Essex Street to the East line of said forty; thence S on said East line of said forty to the South line of said forty; thence W on the South line of said forty to the point of beginning; and also excepting the South 66' of the North 475.16' of the East 153' of said forty, except land used or deeded for streets.

Taxes 2015-2018	\$2,110.39
Publication Fees	\$28.00
Tax Deed Expense	\$113.00

Property is a vacant lot on Alton & 25th Ave S, City of Wisconsin Rapids.

34-06818 Lot 86 of Morningside Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2015-2018	\$3,119.29
Special Assessments	\$287.62
Publication Fees	\$28.00
Tax Deed Expense	\$109.00

Property is located at 621 12th St S, City of Wisconsin Rapids.

34-07367 Lot 6 of East Side Assessor's Plat No. 31, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2015-2018	\$5,492.87
Tax Deed Expense	\$30.00

Property is located at 310 9th St S, City of Wisconsin Rapids.

34-13183 Lot 11, Block 6, Meadowood Second Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2015-2018	\$4,198.15
Tax Deed Expense	\$30.00

Property is located at 3021 12th St S, City of Wisconsin Rapids.

10a

Wood County, WI

Capital Plan

2020 thru 2024

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
Debt								
Wis Rapids Tower Generator	10-20-001	3	18,000					18,000
300 South Room Reno 9 Sets	12-20-001	3	300,000					300,000
Meal Delivery Carts	12-20-002	3	6,230					6,230
Dura Therm Meal Delivery System	12-20-003	3	13,850					13,850
Generators	13-20-001	3	5,000					5,000
Automate Fixed Assets	14-20-001	4	10,000					10,000
Bituminous Overlays/Construction	16-20-007	3	2,300,000					2,300,000
Bituminous Overlays/Construction	16-21-008	3		2,300,000				2,300,000
Bituminous Overlays/Construction	16-22-008	3			2,300,000			2,300,000
Bituminous Overlays/Construction	16-23-008	3				2,300,000		2,300,000
Bituminous Overlays/Construction	16-24-005	3					2,300,000	2,300,000
District Attorney Office 3rd Floor - Courthouse	19-20-005	4	225,000					225,000
Courthouse Exterior Repairs	19-20-008	3	75,000					75,000
River Block Windows	19-20-009	3	75,000					75,000
Courthouse Loading Dock/Sheriff's Lot	19-21-003	4		250,000				250,000
Corporation Counsel Office 3rd Floor - Courthouse	19-21-004	4		50,000				50,000
Victim Witness Office 3rd Floor - Courthouse	19-21-005	4		20,000				20,000
River Block Windows	19-21-011	3		75,000				75,000
Branch 1 Office Remodel	19-22-004	4			150,000			150,000
River Block Windows	19-22-008	3			75,000			75,000
Clerk of Courts Office - Courthouse	19-22-009	4			225,000			225,000
Register in Probate/Juvenile Office - Courthouse	19-22-010	4			35,000			35,000
Courthouse 2nd Elevator	19-23-001	4				275,000		275,000
Fourth Courtroom	19-23-006	4				350,000		350,000
Courthouse Boiler(s) & Heat Exchanger(s)	19-24-006	3					500,000	500,000
Pass Thru Cooler	20-20-001	2	5,750					5,750
Boiler Burner #1	20-20-002	3	6,000					6,000
Heating Water Circulating Pump	20-20-003	3	9,000					9,000
Roof Replacement Phase 4	20-20-004	3	120,000					120,000
HVAC Renovations Phase 4	20-20-005	3	50,000					50,000
Level 4 Renovation (Crossroads) Phase 2	20-20-006	3	135,000					135,000
Grease Trap	20-20-007	3	12,000					12,000
Water Heater #2	20-20-008	3	6,500					6,500
PB Groomer Track Replacement	21-20-002	2	22,000					22,000
ATV Trail Development	21-24-004	2	455,505					455,505
2020 Aerial Photography	22-20-001	2	40,000					40,000
Firewall Replacement	27-20-001	2	37,000					37,000
County Network/Switch Update	27-20-002	2	142,000					142,000
Human Services Billing Software Replacement	27-20-003	2	331,000					331,000
Courthroom Video Conferencing	27-20-004	2	128,900					128,900
Video Conference Upgrades	27-20-005	3	19,500					19,500
Business Continuity Phase II	27-20-006	2	112,000					112,000
Security Appliance Upgrade	27-20-007	2	18,000					18,000
Document Management - HS	27-20-008	2	103,000					103,000

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
Courtroom Hearing Device Replacement	27-20-009	3	7,155					7,155
Sidewalk and Parking Lot Repairs	UW-20-001	3	12,000					12,000
Debt Total			4,800,390	2,695,000	2,785,000	2,925,000	2,800,000	16,005,390

Departmental Rent

Courthouse M.E.P. Updates	19-20-001	2	100,000					100,000
Courthouse Updates & Repairs	19-20-002	3	75,000					75,000
Jail Plumbing Updates	19-20-006	2	25,000					25,000
Courthouse Cable Trays	19-20-007	3	0					0
River Block Repairs	19-20-010	2	90,000					90,000
River Block Steps	19-20-011	2	0					0
Ballistic Panels in Judges' Benches	19-20-014	4	30,000					30,000
River Block Air Conditioner Updates	19-20-015	2	0					0
Jail Fire Alarm	19-21-001	2		50,000				50,000
Courthouse M.E.P. Updates	19-21-002	2		50,000				50,000
Jail Sewer Lines	19-21-006	2		25,000				25,000
Courthouse Remodeling	19-21-007	3		50,000				50,000
Courthouse Exterior Cleaning & Sealing	19-21-008	3		85,000				85,000
Courthouse Ceilings & Lighting	19-21-009	3		25,000				25,000
Courthouse Cable Trays	19-21-010	3		25,000				25,000
Courthouse Elevator Controls	19-22-001	2			185,000			185,000
Courthouse M.E.P. Updates	19-22-002	2			50,000			50,000
Jail Sewer Lines	19-22-003	2			25,000			25,000
Courthouse Remodeling	19-22-005	3			50,000			50,000
Courthouse Ceilings & Lighting	19-22-006	3			25,000			25,000
Courthouse Cable Trays	19-22-007	3			25,000			25,000
Courthouse M.E.P. Updates	19-23-002	2				50,000		50,000
Courthouse Remodeling	19-23-003	3				50,000		50,000
River Block Ramp/Railings	19-23-004	2				25,000		25,000
River Block Elevator Controls	19-23-005	2				200,000		200,000
Courthouse M.E.P. Updates	19-24-001	2					50,000	50,000
Courthouse Remodeling	19-24-002	3					50,000	50,000
Jail Boiler Replacement	19-24-003	2					30,000	30,000
Courthouse Transfer Switches	19-24-004	2					50,000	50,000
Courthouse Fire Alarm	19-24-005	3					100,000	100,000
Departmental Rent Total			320,000	310,000	360,000	325,000	280,000	1,595,000

Other

Elections System Upgrade	06-20-001	3	52,350					52,350
2020 Aerial Photography	22-20-001	2	67,890					67,890
Sheriff's Department Forensic Server	27-21-003	3		17,500				17,500
Bus Purchase	40-20-001	4	14,400					14,400
Routing & Dispatch System Upgrade	40-20-002	4	20,000					20,000
Bus Purchase	40-22-002	4			14,800			14,800
Sidewalk and Parking Lot Repairs	UW-20-001	3	52,000					52,000
Other Total			206,640	17,500	14,800			238,940

State/Federal Grant

ATV Trail Development	21-20-003	2	0					0
Powers Bluff Entrance Road & Shelter	21-20-004	3	0					0
ATV Trail Development	21-21-004	2		75,000				75,000

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
South Park Campground Expansion	21-21-005	4		100,000				100,000
ATV Trail Development	21-22-005	2			75,000			75,000
ATV Campground Development	21-22-006	2			200,000			200,000
North Park Open Shelter Construction	21-24-005	3					150,000	150,000
2020 Aerial Photography	22-20-001	2	25,000					25,000
Bus Purchase	40-20-001	4	57,600					57,600
Bus Purchase	40-22-002	4			59,200			59,200
State/Federal Grant Total			82,600	175,000	334,200		150,000	741,800

Tax Levy

Communications Vehicle	10-21-001	3		36,000				36,000
500 South Room Reno 7 Sets to 1 Single Upgrade	12-21-001	3		246,500				246,500
500 South Shower Room	12-21-002	3		19,600				19,600
Bariatric Bed and Mattress	12-21-003	3		9,000				9,000
EZ Lift with Scale and Slings	12-21-004	3		7,800				7,800
Table and Chairs for Dining Room	12-21-005	3		19,000				19,000
14 Lift Recliners	12-21-006	4		14,000				14,000
Two Section 49 Cubic Foot Refrigerator	12-21-007	2		5,500				5,500
400 North Shower Room	12-22-001	3			21,500			21,500
500 North Shower Room	12-22-002	3			21,500			21,500
14 Lift Recliners	12-22-003	4			14,000			14,000
Convection Oven	12-22-004	3			5,000			5,000
Closet Doors - Rooms on 400 North and South	12-23-001	3				11,500		11,500
Furniture for 400 Sunroom	12-23-002	4				7,500		7,500
14 Lift Recliners	12-23-003	4				14,000		14,000
Steam Tables	12-23-004	2				6,500		6,500
Furniture for 500 Sunroom	12-24-001	4					7,500	7,500
14 Lift Recliners	12-24-002	4					14,000	14,000
Convection Oven	12-24-003	3					5,500	5,500
EOC Items	13-20-002	3	1,000					1,000
Mobile Command Post	13-21-001	3		45,000				45,000
Radios	13-22-001	3			10,000			10,000
Roller Crimper	18-21-001	4		7,500				7,500
Carlson Surveyor+ with (628) GPS Receiver	18-24-001	3					23,000	23,000
Wheelchair Accessible Van	20-20-009	3	40,000					40,000
Water Heater Replacement #3	20-21-001	3		6,500				6,500
Boiler Burner #2	20-21-002	3		5,600				5,600
Roof Replacement Phase 5	20-21-003	3		115,000				115,000
HVAC Renovations Phase 5	20-21-004	3		75,000				75,000
Pathways Renovation Phase 3	20-21-005	3		140,000				140,000
Kitchen Compressor Replacement	20-21-006	3		7,500				7,500
Pass Thru Warmer	20-21-007	2		5,250				5,250
Mini Van Replacement	20-21-008	3		25,000				25,000
Lobby Updates and Flooring	20-21-009	4		40,000				40,000
Building Security	20-22-001	4			35,000			35,000
Pathways Renovation Phase 4	20-22-002	3			150,000			150,000
Lawn Mower	20-22-003	3			20,000			20,000
Power Transfer Switches	20-22-004	3			35,000			35,000
Mini Van #2	20-22-005	3			25,000			25,000
Window Replacement #1	20-22-006	3			50,000			50,000
Work Truck	20-22-007	3			30,000			30,000
Pass Thru Freezer	20-22-008	2			5,250			5,250
Parking Lot Reseal and Stripe	20-23-001	4				11,000		11,000
Air Handler Rebuild	20-23-002	3				40,000		40,000

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
Pathways Renovation Phase 5	20-23-003	3				125,000		125,000
Window Replacement #2	20-23-004	3				50,000		50,000
East Entrance Doors	20-23-005	3				12,500		12,500
Boiler Burner #3	20-24-001	3					6,000	6,000
Food Truck	20-24-002	3					40,000	40,000
Window Replacement #3	20-24-003	3					50,000	50,000
Front Entryway	20-24-004	3					165,000	165,000
1/2 Ton Fuel Truck	21-20-001	2	30,000					30,000
Powers Bluff Entrance Road & Shelter	21-20-004	3	0					0
1 Ton Flat Bed Truck	21-21-001	2		35,000				35,000
1/2 Ton Passenger Van	21-21-002	2		30,000				30,000
North Park Disc Golf Parking Lot Paving	21-21-003	3		30,000				30,000
South Park Campground Expansion	21-21-005	4		100,000				100,000
1 Ton Plow Truck	21-22-001	2			35,000			35,000
Spray Truck Replacement	21-22-002	2			15,000			15,000
Nepco Walking Trail and Rip Rap Repairs	21-22-003	3			35,000			35,000
North Park Tractor Replacement	21-22-004	2			35,000			35,000
Utility Truck Replacement	21-23-001	2				35,000		35,000
Utility Tractor Replacement	21-23-002	2				30,000		30,000
Powers Bluff Snow Making Equipment	21-23-003	4				625,000		625,000
1 Ton Flat Bed Truck Replacement	21-24-001	2					35,000	35,000
Playground Equipment Replacement	21-24-002	2					75,000	75,000
Powers Bluff Shop Relocation	21-24-003	3					330,000	330,000
ATV Trail Development	21-24-004	2	4,656					4,656
Vehicles	25-20-001	2	247,729	252,684	257,738	262,893	268,151	1,289,195
County Facility UPS Replacement	27-21-001	3		58,000				58,000
Server Infrastructure/Network Server/UCS Server	27-21-002	3		180,000				180,000
County Storage Infrastructure	27-21-004	3		120,000				120,000
CISCO Ironport - Email Security Appliance	27-21-005	3		25,000				25,000
Core Switch Upgrade	27-22-001	3			95,000			95,000
Gateway Equipment - All County Locations	27-22-002	3			125,000			125,000
Phone System Upgrade (VOIP)	27-22-003	3			75,000			75,000
Web Filter Replacement	27-23-001	3				23,000		23,000
Sheriff Squad PC Replacements	27-23-002	3				110,000		110,000
Citrix Update	27-23-003	3				175,000		175,000
Backup Hardware/Software Update	27-23-004	3				98,000		98,000
Felker and Clark Building Renovations	UW-21-001	3		86,000				86,000
Roof Replacement	UW-22-001	3			53,000			53,000
HVAC Upgrades	UW-22-002	3			44,000			44,000
Exterior Door Security System	UW-23-001	3				18,000		18,000
Kitchen Upgrades	UW-23-002	3				58,000		58,000
Flooring Replacements	UW-24-001	3					51,000	51,000
Arboretum Maintenance	UW-24-002	3					14,000	14,000
Soccer & Baseball Field Parking Lot & Fence	UW-24-003	3					68,000	68,000
Tax Levy Total			323,385	1,746,434	1,191,988	1,712,893	1,152,151	6,126,851

User Fees

Recycle Hopper	16-20-001	3	100,000					100,000
Drum at Asphalt Plant	16-20-002	3	500,000					500,000
Quad Axle Truck	16-20-003	3	150,000					150,000
Patrol Superintendent Truck	16-20-004	3	35,000					35,000
Loader for Asphalt Plant	16-20-005	3	200,000					200,000
Skid Steer	16-20-006	3	40,000					40,000
Paving Roller (Big)	16-21-001	3		125,000				125,000

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
Paving Roller (Small)	16-21-002	3		80,000				80,000
Hydro-Seeder	16-21-003	3		75,000				75,000
Two (2) Patrol Trucks	16-21-004	3		325,000				325,000
Small Loader	16-21-005	3		150,000				150,000
Grader	16-21-006	3		200,000				200,000
Tar Pot - Rubber	16-21-007	3		75,000				75,000
Dozer	16-22-001	3			200,000			200,000
Moving Truck	16-22-002	3			130,000			130,000
Lowboy Trailer	16-22-003	3			100,000			100,000
Chipper	16-22-004	3			70,000			70,000
Two (2) Routers	16-22-005	3			40,000			40,000
Quad Axle Truck	16-22-006	3			150,000			150,000
Fork-Lift	16-22-007	3			50,000			50,000
Shaping Tractor	16-23-001	3				125,000		125,000
Two (2) Patrol Trucks	16-23-002	3				325,000		325,000
Shop Supervisor Truck	16-23-003	3				35,000		35,000
Quad Axle Truck	16-23-004	3				150,000		150,000
Air Compressor	16-23-005	3				15,000		15,000
Mastic Machine	16-23-006	3				70,000		70,000
Welding/Shop Truck	16-23-007	3				100,000		100,000
Engineer Truck	16-24-001	3					35,000	35,000
Patrol Superintendent Truck	16-24-002	3					35,000	35,000
Two (2) Rubber Tire Excavators	16-24-003	3					500,000	500,000
Two (2) Mower Tractors	16-24-004	3					250,000	250,000
User Fees Total			1,025,000	1,030,000	740,000	820,000	820,000	4,435,000
GRAND TOTAL			6,758,015	5,973,934	5,425,988	5,782,893	5,202,151	29,142,981

Wood County, WI

Capital Plan

2020 thru 2024

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Communications								
Wis Rapids Tower Generator	10-20-001	3	18,000					18,000
Communications Vehicle	10-21-001	3		36,000				36,000
Communications Total			18,000	36,000				54,000
County Clerk								
Elections System Upgrade	06-20-001	3	52,350					52,350
County Clerk Total			52,350					52,350
Edgewater Haven Nursing Home								
300 South Room Reno 9 Sets	12-20-001	3	300,000					300,000
Meal Delivery Carts	12-20-002	3	6,230					6,230
Dura Therm Meal Delivery System	12-20-003	3	13,850					13,850
500 South Room Reno 7 Sets to 1 Single Upgrade	12-21-001	3		246,500				246,500
500 South Shower Room	12-21-002	3		19,600				19,600
Bariatric Bed and Mattress	12-21-003	3		9,000				9,000
EZ Lift with Scale and Slings	12-21-004	3		7,800				7,800
Table and Chairs for Dining Room	12-21-005	3		19,000				19,000
14 Lift Recliners	12-21-006	4		14,000				14,000
Two Section 49 Cubic Foot Refrigerator	12-21-007	2		5,500				5,500
400 North Shower Room	12-22-001	3			21,500			21,500
500 North Shower Room	12-22-002	3			21,500			21,500
14 Lift Recliners	12-22-003	4			14,000			14,000
Convection Oven	12-22-004	3			5,000			5,000
Closet Doors - Rooms on 400 North and South	12-23-001	3				11,500		11,500
Furniture for 400 Sunroom	12-23-002	4				7,500		7,500
14 Lift Recliners	12-23-003	4				14,000		14,000
Steam Tables	12-23-004	2				6,500		6,500
Furniture for 500 Sunroom	12-24-001	4					7,500	7,500
14 Lift Recliners	12-24-002	4					14,000	14,000
Convection Oven	12-24-003	3					5,500	5,500
Edgewater Haven Nursing Home Total			320,080	321,400	62,000	39,500	27,000	769,980
Emergency Management								
Generators	13-20-001	3	5,000					5,000
EOC Items	13-20-002	3	1,000					1,000
Mobile Command Post	13-21-001	3		45,000				45,000
Radios	13-22-001	3			10,000			10,000
Emergency Management Total			6,000	45,000	10,000			61,000
Finance								
Automate Fixed Assets	14-20-001	4	10,000					10,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Finance Total			10,000					10,000
Highway								
Recycle Hopper	16-20-001	3	100,000					100,000
Drum at Asphalt Plant	16-20-002	3	500,000					500,000
Quad Axle Truck	16-20-003	3	150,000					150,000
Patrol Superintendent Truck	16-20-004	3	35,000					35,000
Loader for Asphalt Plant	16-20-005	3	200,000					200,000
Skid Steer	16-20-006	3	40,000					40,000
Bituminous Overlays/Construction	16-20-007	3	2,300,000					2,300,000
Paving Roller (Big)	16-21-001	3		125,000				125,000
Paving Roller (Small)	16-21-002	3		80,000				80,000
Hydro-Seeder	16-21-003	3		75,000				75,000
Two (2) Patrol Trucks	16-21-004	3		325,000				325,000
Small Loader	16-21-005	3		150,000				150,000
Grader	16-21-006	3		200,000				200,000
Tar Pot - Rubber	16-21-007	3		75,000				75,000
Bituminous Overlays/Construction	16-21-008	3		2,300,000				2,300,000
Dozer	16-22-001	3			200,000			200,000
Moving Truck	16-22-002	3			130,000			130,000
Lowboy Trailer	16-22-003	3			100,000			100,000
Chipper	16-22-004	3			70,000			70,000
Two (2) Routers	16-22-005	3			40,000			40,000
Quad Axle Truck	16-22-006	3			150,000			150,000
Fork-Lift	16-22-007	3			50,000			50,000
Bituminous Overlays/Construction	16-22-008	3			2,300,000			2,300,000
Shaping Tractor	16-23-001	3				125,000		125,000
Two (2) Patrol Trucks	16-23-002	3				325,000		325,000
Shop Supervisor Truck	16-23-003	3				35,000		35,000
Quad Axle Truck	16-23-004	3				150,000		150,000
Air Compressor	16-23-005	3				15,000		15,000
Mastic Machine	16-23-006	3				70,000		70,000
Welding/Shop Truck	16-23-007	3				100,000		100,000
Bituminous Overlays/Construction	16-23-008	3				2,300,000		2,300,000
Engineer Truck	16-24-001	3					35,000	35,000
Patrol Superintendent Truck	16-24-002	3					35,000	35,000
Two (2) Rubber Tire Excavators	16-24-003	3					500,000	500,000
Two (2) Mower Tractors	16-24-004	3					250,000	250,000
Bituminous Overlays/Construction	16-24-005	3					2,300,000	2,300,000
Highway Total			3,325,000	3,330,000	3,040,000	3,120,000	3,120,000	15,935,000
Human Services								
Bus Purchase	40-20-001	4	72,000					72,000
Routing & Dispatch System Upgrade	40-20-002	4	20,000					20,000
Bus Purchase	40-22-002	4			74,000			74,000
Human Services Total			92,000		74,000			166,000
Information Technology								
Firewall Replacement	27-20-001	2	37,000					37,000
County Network/Switch Update	27-20-002	2	142,000					142,000
Human Services Billing Software Replacement	27-20-003	2	331,000					331,000
Courthroom Video Conferencing	27-20-004	2	128,900					128,900
Video Conference Upgrades	27-20-005	3	19,500					19,500
Business Continuity Phase II	27-20-006	2	112,000					112,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Security Appliance Upgrade	27-20-007	2	18,000					18,000
Document Management - HS	27-20-008	2	103,000					103,000
Courtroom Hearing Device Replacement	27-20-009	3	7,155					7,155
County Facility UPS Replacement	27-21-001	3		58,000				58,000
Server Infrastructure/Network Server/UCS Server	27-21-002	3		180,000				180,000
Sheriff's Department Forensic Server	27-21-003	3		17,500				17,500
County Storage Infrastructure	27-21-004	3		120,000				120,000
CISCO Ironport - Email Security Appliance	27-21-005	3		25,000				25,000
Core Switch Upgrade	27-22-001	3			95,000			95,000
Gateway Equipment - All County Locations	27-22-002	3			125,000			125,000
Phone System Upgrade (VOIP)	27-22-003	3			75,000			75,000
Web Filter Replacement	27-23-001	3				23,000		23,000
Sheriff Squad PC Replacements	27-23-002	3				110,000		110,000
Citrix Update	27-23-003	3				175,000		175,000
Backup Hardware/Software Update	27-23-004	3				98,000		98,000
Information Technology Total			898,555	400,500	295,000	406,000		2,000,055

Land & Water Conservation

Roller Crimper	18-21-001	4		7,500				7,500
Carlson Surveyor+ with (628) GPS Receiver	18-24-001	3					23,000	23,000
Land & Water Conservation Total				7,500			23,000	30,500

Maintenance

Courthouse M.E.P. Updates	19-20-001	2	100,000					100,000
Courthouse Updates & Repairs	19-20-002	3	75,000					75,000
District Attorney Office 3rd Floor - Courthouse	19-20-005	4	225,000					225,000
Jail Plumbing Updates	19-20-006	2	25,000					25,000
Courthouse Cable Trays	19-20-007	3	0					0
Courthouse Exterior Repairs	19-20-008	3	75,000					75,000
River Block Windows	19-20-009	3	75,000					75,000
River Block Repairs	19-20-010	2	90,000					90,000
River Block Steps	19-20-011	2	0					0
Ballistic Panels in Judges' Benches	19-20-014	4	30,000					30,000
River Block Air Conditioner Updates	19-20-015	2	0					0
Jail Fire Alarm	19-21-001	2		50,000				50,000
Courthouse M.E.P. Updates	19-21-002	2		50,000				50,000
Courthouse Loading Dock/Sheriff's Lot	19-21-003	4		250,000				250,000
Corporation Counsel Office 3rd Floor - Courthouse	19-21-004	4		50,000				50,000
Victim Witness Office 3rd Floor - Courthouse	19-21-005	4		20,000				20,000
Jail Sewer Lines	19-21-006	2		25,000				25,000
Courthouse Remodeling	19-21-007	3		50,000				50,000
Courthouse Exterior Cleaning & Sealing	19-21-008	3		85,000				85,000
Courthouse Ceilings & Lighting	19-21-009	3		25,000				25,000
Courthouse Cable Trays	19-21-010	3		25,000				25,000
River Block Windows	19-21-011	3		75,000				75,000
Courthouse Elevator Controls	19-22-001	2			185,000			185,000
Courthouse M.E.P. Updates	19-22-002	2			50,000			50,000
Jail Sewer Lines	19-22-003	2			25,000			25,000
Branch 1 Office Remodel	19-22-004	4			150,000			150,000
Courthouse Remodeling	19-22-005	3			50,000			50,000
Courthouse Ceilings & Lighting	19-22-006	3			25,000			25,000
Courthouse Cable Trays	19-22-007	3			25,000			25,000
River Block Windows	19-22-008	3			75,000			75,000
Clerk of Courts Office - Courthouse	19-22-009	4			225,000			225,000
Register in Probate/Juvenile Office - Courthouse	19-22-010	4			35,000			35,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Courthouse 2nd Elevator	19-23-001	4				275,000		275,000
Courthouse M.E.P. Updates	19-23-002	2				50,000		50,000
Courthouse Remodeling	19-23-003	3				50,000		50,000
River Block Ramp/Railings	19-23-004	2				25,000		25,000
River Block Elevator Controls	19-23-005	2				200,000		200,000
Fourth Courtroom	19-23-006	4				350,000		350,000
Courthouse M.E.P. Updates	19-24-001	2					50,000	50,000
Courthouse Remodeling	19-24-002	3					50,000	50,000
Jail Boiler Replacement	19-24-003	2					30,000	30,000
Courthouse Transfer Switches	19-24-004	2					50,000	50,000
Courthouse Fire Alarm	19-24-005	3					100,000	100,000
Courthouse Boiler(s) & Heat Exchanger(s)	19-24-006	3					500,000	500,000
Maintenance Total			695,000	705,000	845,000	950,000	780,000	3,975,000

Norwood Health Center

Pass Thru Cooler	20-20-001	2	5,750					5,750
Boiler Burner #1	20-20-002	3	6,000					6,000
Heating Water Circulating Pump	20-20-003	3	9,000					9,000
Roof Replacement Phase 4	20-20-004	3	120,000					120,000
HVAC Renovations Phase 4	20-20-005	3	50,000					50,000
Level 4 Renovation (Crossroads) Phase 2	20-20-006	3	135,000					135,000
Grease Trap	20-20-007	3	12,000					12,000
Water Heater #2	20-20-008	3	6,500					6,500
Wheelchair Accessible Van	20-20-009	3	40,000					40,000
Water Heater Replacement #3	20-21-001	3		6,500				6,500
Boiler Burner #2	20-21-002	3		5,600				5,600
Roof Replacement Phase 5	20-21-003	3		115,000				115,000
HVAC Renovations Phase 5	20-21-004	3		75,000				75,000
Pathways Renovation Phase 3	20-21-005	3		140,000				140,000
Kitchen Compressor Replacement	20-21-006	3		7,500				7,500
Pass Thru Warmer	20-21-007	2		5,250				5,250
Mini Van Replacement	20-21-008	3		25,000				25,000
Lobby Updates and Flooring	20-21-009	4		40,000				40,000
Building Security	20-22-001	4			35,000			35,000
Pathways Renovation Phase 4	20-22-002	3			150,000			150,000
Lawn Mower	20-22-003	3			20,000			20,000
Power Transfer Switches	20-22-004	3			35,000			35,000
Mini Van #2	20-22-005	3			25,000			25,000
Window Replacement #1	20-22-006	3			50,000			50,000
Work Truck	20-22-007	3			30,000			30,000
Pass Thru Freezer	20-22-008	2			5,250			5,250
Parking Lot Reseal and Stripe	20-23-001	4				11,000		11,000
Air Handler Rebuild	20-23-002	3				40,000		40,000
Pathways Renovation Phase 5	20-23-003	3				125,000		125,000
Window Replacement #2	20-23-004	3				50,000		50,000
East Entrance Doors	20-23-005	3				12,500		12,500
Boiler Burner #3	20-24-001	3					6,000	6,000
Food Truck	20-24-002	3					40,000	40,000
Window Replacement #3	20-24-003	3					50,000	50,000
Front Entryway	20-24-004	3					165,000	165,000
Norwood Health Center Total			384,250	419,850	350,250	238,500	261,000	1,653,850

Parks & Forestry

1/2 Ton Fuel Truck	21-20-001	2	30,000					30,000
PB Groomer Track Replacement	21-20-002	2	22,000					22,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
ATV Trail Development	21-20-003	2	0					0
Powers Bluff Entrance Road & Shelter	21-20-004	3	0					0
1 Ton Flat Bed Truck	21-21-001	2		35,000				35,000
1/2 Ton Passenger Van	21-21-002	2		30,000				30,000
North Park Disc Golf Parking Lot Paving	21-21-003	3		30,000				30,000
ATV Trail Development	21-21-004	2		75,000				75,000
South Park Campground Expansion	21-21-005	4		200,000				200,000
1 Ton Plow Truck	21-22-001	2			35,000			35,000
Spray Truck Replacement	21-22-002	2			15,000			15,000
Nepco Walking Trail and Rip Rap Repairs	21-22-003	3			35,000			35,000
North Park Tractor Replacement	21-22-004	2			35,000			35,000
ATV Trail Development	21-22-005	2			75,000			75,000
ATV Campground Development	21-22-006	2			200,000			200,000
Utility Truck Replacement	21-23-001	2				35,000		35,000
Utility Tractor Replacement	21-23-002	2				30,000		30,000
Powers Bluff Snow Making Equipment	21-23-003	4				625,000		625,000
1 Ton Flat Bed Truck Replacement	21-24-001	2					35,000	35,000
Playground Equipment Replacement	21-24-002	2					75,000	75,000
Powers Bluff Shop Relocation	21-24-003	3					330,000	330,000
ATV Trail Development	21-24-004	2	460,161					460,161
North Park Open Shelter Construction	21-24-005	3					150,000	150,000
Parks & Forestry Total			512,161	370,000	395,000	690,000	590,000	2,557,161
Planning and Zoning								
2020 Aerial Photography	22-20-001	2	132,890					132,890
Planning and Zoning Total			132,890					132,890
Sheriff and Corrections								
Vehicles	25-20-001	2	247,729	252,684	257,738	262,893	268,151	1,289,195
Sheriff and Corrections Total			247,729	252,684	257,738	262,893	268,151	1,289,195
UWSP - Marshfield								
Sidewalk and Parking Lot Repairs	UW-20-001	3	64,000					64,000
Felker and Clark Building Renovations	UW-21-001	3		86,000				86,000
Roof Replacement	UW-22-001	3			53,000			53,000
HVAC Upgrades	UW-22-002	3			44,000			44,000
Exterior Door Security System	UW-23-001	3				18,000		18,000
Kitchen Upgrades	UW-23-002	3				58,000		58,000
Flooring Replacements	UW-24-001	3					51,000	51,000
Arboretum Maintenance	UW-24-002	3					14,000	14,000
Soccer & Baseball Field Parking Lot & Fence	UW-24-003	3					68,000	68,000
UWSP - Marshfield Total			64,000	86,000	97,000	76,000	133,000	456,000
GRAND TOTAL			6,758,015	5,973,934	5,425,988	5,782,893	5,202,151	29,142,981



WOOD COUNTY

PROCUREMENT CARD
(P-CARD)

POLICY AND PROCEDURE
MANUAL

Welcome to Wood County's Procurement Card (P-Card) Program

The Procurement Card (P-Card) program is designed to make it easier and more cost effective for County personnel to make small dollar purchases of goods and services from any supplier who accepts Credit Cards; which most of our suppliers do.

If you have any comments, questions or feedback, please contact your P-Card Administrator, Brenda Nelson, via E-mail at bnelson@co.wood.wi.us or extension 8796

In Brenda's absence, contact one of the following:

Payroll Administrator – PaNyia Yang at pyang@co.wood.wi.us or extension 8778

Deputy Finance Director – Ed Newton at enewton@co.wood.wi.us or extension 8463

Finance Director – Marla Cummings at mcummings@co.wood.wi.us or extension 8576

This policy and procedure manual consists of four sections: General Information & Cardholder Use, P-Card Auditor Responsibilities, Allocation Personnel Responsibilities/Processes and Internet Purchasing Policies.

This manual will address most of your questions about the P-Card Program and provide guidelines for using your P-Card.

Listed below you will find definitions used throughout this manual.

Approving Supervisor	Department Head or individual designated by Department Head. This individual shall review and approve a cardholder's monthly statement.
P-Card	Procurement/Credit Card issued by the County to an approved employee
Cardholder	Employee that has been issued a P-card and who is authorized to make purchases in accordance with these procedures.
Allocation Personnel	An employee who can allocate the expenses to the correct account(s) for his/her cardholders.
P-Card Administrator	Individual responsible for issuing cards, providing training and responding to questions related to the program.
P-Card Auditor	A Department Head, supervisor or designee, who reviews and approves a cardholder's monthly statement of account in accordance with the procedures
P-Card Reconciliation Specialist	Individual responsible for accepting statements, responding to questions related to reconciliation or allocation and who is responsible for assuring payment to the card issuer.
Cardholder Statement	A monthly list of all transactions made by the cardholder. Unless otherwise directed by the Department Head and/or supervisor, the cardholder is responsible for reconciling the statement against purchases made.
Single Limit	The dollar amount established for a single transaction. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
Credit Limit	A dollar amount limiting the total dollar amount for all purchases made within a billing cycle. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
1099 Vendor	A 1099 vendor is defined as an individual, sole proprietorship or limited partnership that is paid more than \$600 for services.

SECTION 1

GENERAL INFORMATION

And

CARDHOLDER USE

General

The purpose of this manual is to establish rules and regulations governing the use of County-issued P-Cards provided to authorize personnel in order to make the purchase of goods and/or services for County programs.

This program is being established to provide a more rapid turnaround of requisitions for goods and to reduce paperwork and handling costs. By using the County P-Card, you dramatically shorten the payment cycle from what it was under the traditional requisition process. The traditional process included pricing inquiry, order placement, delivery of goods, invoice, and the voucher review. Individuals who have been issued P-Cards may now initiate transactions in-person or by telephone and receive goods within the limits of this procedure. Payments to vendors are made via the Wood County Voucher System. Accounts Payable will make periodic settlements with the bank.

Receiving a Procurement Card

Having a County P-Card is a privilege for approved County purchases only. Abuse or misuse of the card will not be tolerated. This document outlines the Policies and Procedures for acceptable use of the County P-Card entrusted to employees. Any misuse and/or abuse of this program will result in revocation of the card and other disciplinary action as deemed appropriate.

1. Department managers may authorize personnel to be cardholders by filing out the Wood County Employee P-Card Application/Use Agreement and forwarding the agreement to the Finance Department Procurement Card Administrator at 715-421-8796, E-mail: bnelson@co.wood.wi.us
2. The proposed cardholder shall be issued a copy of the procedure and shall be required to sign a Cardholder Employee Purchase Card Agreement. This agreement indicates that the cardholder understands the procedure and the responsibilities of a Procurement Cardholder. The enrollment form includes all information needed to register the Cardholder in the credit system.
3. The Finance Department P-Card Administrator shall maintain all records of procurement card requests, cardholder transfers, and lost/stolen/destroyed card information.

Authorized Procurement Card Use

There are two types of P-cards available for business use:

- A. **Individual P-Card** - A card is issued in the name of an individual. The individual whose name appears on the card bears the responsibility for purchases charged to the card, and the **card must only be used by the cardholder**. Do not share your card with others.
- B. **Department P-Card** - This card will bear the department's name. The department P-Card can be used by others within the same department. Each department needs to secure the card. A sign-out procedure must be established within the department who obtains a department P-Card. It is imperative to secure and protect the P-Card at all times.

Card Security

Expectations of Purchasing Card Management

To ensure success of the P-Card program, each Department will play a key role and needs to provide:

- Appropriate internal control structure and staffing to monitor use of the cards.
- Appropriate staffing to accommodate accounting allocation and to deal with occasional supplier or P-Card provider problems which may result through using the P-Cards.
- Commitment to assuring that the card will be used exclusively for allowable transactions and that records and transactions will be maintained in the prescribed manner.
- Assurance that cardholder and other department office personnel are properly trained in P-Card processes and procedures.
- There are a number of unique controls that have been developed for this program. These controls ensure the P-Card can only be used for specific purposes and with specific dollar limits.

Cardholder Limits:

All P-Cards have a monthly limit, and in most cases, a single transaction limit. The P-Card Administrator, in conjunction with your Department Head/division manager or their designee, has established these limits. This information was provided to you when you received your training and/or your actual card. If you feel the limits

are not sufficient and/or you feel you should be authorized to use your card for non-allowable purchases, you must have them issue the Change Form found in the Appendix or the intranet under Finance. Note: Change in limits is subject to approval by P-Card Administrator.

1. Use of the P-Card shall be limited to the following conditions:
 - A. The total value of a good or service shall not exceed a cardholder's purchase limit set by the Department Head. Payment shall not be split into multiple transactions to stay within the purchase limit.
 - B. All items purchased "over the counter" must be immediately available at time of procurement card use. No backordering of merchandise is allowed.

Non-allowable Types of Credit Card Purchases

Examples of purchases that the P-Card may not be used for include, but are not necessarily limited to the items listed below. If you feel you have a need to purchase items on the list and/or the requisition submission schedule, you must obtain written approval from the applicable buyer before proceeding. All written approvals should be retained with your receipts, as they must be submitted with your monthly statement.

• Alarm/security systems	• Leases/rentals of property
• Alcoholic beverages, drugs or Pharmaceuticals	• Legal Services
• Ammunition	• Non-business/personal
• Cash advances (ATM machines)	• Radioactive materials
• Consulting Services	• Tax reportable services
• Insurance	• Telephone
• Single purchases exceeding authorized limit	• Gift Cards*

*The purchase of gift cards is unallowable except in specific circumstances that have been reviewed and approved in advance by the department's director.

Abuse Policy

All cardholders and card users are expected to follow Procurement Card Program policies. Listed below are the actions considered to be abuse of the policy as well as the resulting consequences for the abuse. Consequences will be forwarded by the P-Card Administrator to the Department Head and Human Resources as applicable in accordance with the terms provided in the abuse sections below. Consequences are administrative actions taken in response to P-Card abuse. These actions include written notifications of abuse, additional training and/or temporary/permanent suspension of card privileges. Such actions are intended to give cardholders the assistance needed to be in compliance with the policy and to provide accountability for the Program.

Administering consequences shall not preclude the possibility of disciplinary action up to and including termination. The determination and administration of any disciplinary actions resulting from P-Card abuse shall be the responsibility of the Department Head and Human Resources.

Individual Cardholder or Department Card User Abuse:

Level 1 Abuse

1. Failure to follow Internet Guidelines when making Internet Purchases (Reference Section 4).
2. Failure to monitor charging of sales tax that result in charges of \$10 or more of sales tax in a single transaction.
3. Failing to use county-wide contract for commodities or services.
4. Splitting transactions to bypass established limits without the approval of the P-Card Administrator, Brenda Nelson. Note: The Finance Director and Deputy Finance Director may also authorize a one-time split transaction.
5. Making non-allowable purchases as defined in the Procurement Card Procedure Manual.
6. Failing to protect P-Card.
7. Failing to turn statements in to Accounts Payable within the given timeframe.

Consequences for Level 1 Abuse:

First and Second incident within a six-month period: Written notification (may be E-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's supervisor will receive a copy of the notification.

Third incident within a six-month period: Temporary (2 week) suspension of P-Card privileges with mandatory re-training. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and Department Head.

Continual abuse may result in extended to permanent suspension of card.

Level 2 Abuse

1. Allowing another individual to use your card.
2. Purchasing restricted commodities.
3. Failing to obtain receipts.
4. Using the card to purchase personal items or for personal use.

Consequences for Level 2 Abuse:

First incident within a six-month period: Written notification (may be E-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's supervisor will receive a copy of the notification.

Second incident within a six-month period: Temporary (30 day) suspension of P-Card privileges with mandatory re-training. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and Department Head.

Third incident within a six-month period: Loss of P-Card privileges from extended suspension up to permanent loss of privileges. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and Department Head.

Level 3 Abuse

1. Fraudulent Use

Consequences for Level 3 Abuse:

Reported fraudulent use will result in immediate revocation of the card.

Written notification of reported fraudulent use will be given to the Department Head and to the Human Resources Division.

All

It is the responsibility of the Department Head and Human Resources to investigate and determine the appropriate disciplinary action up to and including termination for fraudulent or other misuse of card privileges.

Purchasing with the P-Card

Procurement procedures permit a purchase of goods or services valued at authorized limit or less from a "vendor of choice." Although this procedure does not require the requisitioner to compare sources or seek competition between vendors, he or she should always seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever a P-Card purchase is made, the cardholder will check as many sources of supply as reasonable to the situation to assure the best price and delivery.

1. Cardholders will utilize the following "checklist" when making purchase.

- A. Solicit a reasonable number of sources for lowest price. If vendors furnish standing price quotations or catalog prices on a recurring basis, check that the price listed is current.
- B. Once a vendor is designated and that vendor confirms the good or service is available, meets the specifications and delivery requirements, etc., take the following steps:
 - a. Confirm that the vendor agrees to accept Visa
 - b. Direct the vendor to include the following on the shipping label and packing lists:
 - i. Cardholder's name and telephone
 - ii. Complete delivery address
 - iii. The vendor's order number
- C. It is extremely important that all purchases be sent to the Cardholder ordering the merchandise and this will ensure that the documents necessary for the record keeping are readily available to the cardholder.
- D. If necessary, advise the individual within your agency who receives merchandise of the vendor's name and order number, anticipated delivery date, number of cartons expected, carrier (UPS, Fed Ex, etc.). Also, have them notify you – the Cardholder – when delivery is made.

Making a County related purchase with your P-Card is as simple as using any credit card. The chart below describes the process.

You place an order for goods/services with the supplier either by phone, fax* or in person. * If by fax, do not leave the order form where someone can copy your credit card information. Fax should be a last resort, as even though you may be sure it is not left in the machine, you don't know what is happening on the recipient's end. Therefore, if they require a form be faxed in, we recommend that you do so, but leave the Credit Card # field blank and call them with this information instead.
If you are at the supplier location, review the sales receipt prior to signing to be sure tax hasn't been charged. After signing, be sure to keep the cardholder copy of the receipt. You can then take your purchase with you.
If you make the purchase by phone or fax, the supplier can deliver your purchase and send the sales receipt to you or you can pick up the goods and the sales receipt in person. Fax receipts are acceptable.
All receipts should be retained for reconciliation purposes.

Tracking Purchases

Some Department Heads and/or division managers have assigned one person the responsibility for reconciling their cardholder's statements. In order to assure they can do so properly, it is critical that you retain receipts for every purchase made using the card. It is highly desirable that they be kept in the order the transaction was made to expedite the reconciliation process.

Note: If you are unable to produce a receipt for a purchase, you must complete an Affidavit of P-Card Receipt located in the Appendix or intranet under Finance

Regardless of who will be doing the reconciliation process, **receipts must be maintained for every purchase.**

Returning Purchases

If an item is not satisfactory, or a wrong item is delivered, damaged and/or defective, etc., the cardholder will make contact with the vendor to explain the problem and follow the return policies established by the vendor. Record the return on the original receipt and staple any credit memos issued to that receipt. Refunds **must** be applied to your P-Card. **Do not accept a cash refund.**

If the goods are returned in person, the original receipt must accompany the goods. A copy of the credit receipt for the returned goods must be obtained. Record the return on the original receipt and staple any credit memos issued to that receipt. Refunds **must** be applied to your P-Card. **Do not accept a cash refund.**

Review of Monthly Statement

1. At the end of each billing cycle, the Department will receive a monthly statement of account from the bank that will list all of their Cardholder's transaction(s) for that period.
2. The Department shall check each transaction listed against the purchasing log, receipts, and any shipping documents to verify the monthly statement.
3. Please follow your department procedures for P-Card purchases. The Original sales documents (packing slip, invoice, cash register tape, credit card slips, etc) for all items on the monthly statement must be neatly attached to a copy of the Procurement Card Record form, line for line sequence, matching the statement. This data attachment is critical to enable audit substantiation. **If this routine is not adhered to, the P-Card privileges will be revoked.**
4. The careful matching of complete support document to the log, and then to the statement, is vital to the successful use of this program. After this review, the Cardholder shall sign the statement and present the monthly statement to his/her approving supervisor for approval and signatures. The Cardholder shall verify that the reviewed and approved statement is forwarded to the Purchasing Department for incorporation with other cardholder's statement to be reconciled with a monthly summary provided by the bank.
5. The approving supervisor shall check the Cardholder's monthly statement and Procurement Card Record form and confirm with the Cardholder the following items:
 - A. Receipts and shipping documents exist for each purchase.
 - B. The goods were received or the services were performed.
 - C. The Cardholder has complied with applicable procedures, including this Procurement Card procedure.
6. The department shall receive the monthly statement and secure the approving Supervisor's approval within two (2) working days of receipt. Approving monthly statements and appropriate logs and documents shall be forwarded immediately to the Finance Department once it is ready for payment through the voucher system.
7. If the Cardholder does not have documentation of a transaction listed on the monthly statement, he/she must attach an Affidavit of P-Card Receipt (found in the appendix) with an explanation that includes a description of the item(s) purchased, date of purchase, vendor's name, and reason for lack of supporting documentation.
8. If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be retained by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, the Cardholder or approving supervisor shall notify the Finance Department. Do not accept a refund in cash or check format. All refunds need to be added to the P-Card.
9. Merchandise Returns – If an item is not satisfactory, is received damaged and/or defective, duplicate order, etc., the Cardholder should make contact with the vendor to explain the problem and inquire about return policies.
 - A. If an item has been returned and a credit voucher received, the Cardholder shall verify that this credit is reflected on the monthly statement.
 - B. If items purchased by the use of the P-Card are found to be unacceptable, the Cardholder is responsible for obtaining replacement or correction of the item as soon as possible. If the vendor has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item will be considered in dispute.
10. If the Cardholder has a problem with a purchased item or billing resulting from the use of the Procurement Card, first try to resolve it with the vendor that provided the item. In most cases, disputes can be resolved directly between the Cardholder and the supplier. If the Cardholder is disputing a charge or an unresolved issue, complete a Dispute Form and include it with the statement package.

Reconciling your Statement

Our billing cycle begins on the 16th day of each month and ends on the 15th.

Transactions can take from 1-3 days to post; therefore, if you made a purchase toward the end of the billing cycle, it may not appear until the next month's statement. All transactions are listed in chronological order; therefore, this process can be made easier if you file your receipts in the same manner.

The entire process of reconciliation must be completed and submitted to Accounts Payable **no later than the first of the month following receipt of statement**; this includes having the P-Card auditor review and sign the statement. Cardholders who have the responsibility of reconciling their own statements must provide their **signed** statement with their receipts attached within two working days after receipt to their P-Card Auditor.

If you do not have reconciliation responsibility, you should immediately provide this information to Accounts Payable upon receipt of the monthly statement. **Exception:** Cards that were specifically established to process small dollar invoices do not require an auditor's signature. The signature on the invoice authorizing payment suffices as the "secondary" signature normally required.

Note: Continued failure to submit your statements in a timely manner will result in your card being canceled.

Once you have accounted for all transactions noted on the monthly statement and have attached a receipt (or credit memo) as applicable, forward the information to your P-Card Auditor for review and signature.

Disputed Items

If there is a discrepancy on the monthly statement, contact the supplier to try and resolve the situation. If successful, make a note on the monthly statement and be sure to verify the correction the following month. Disputed items must be reported within sixty- (60) days from the statement date. If required to submit a signed hard copy, request this from the Allocation person assigned to your department/division.

Frequently Asked Questions

Will having a County credit card affect my personal credit?

No, absolutely not. The Bank has no personal information other than your date of birth, which is required for security purposes; i.e. to verify that if/when you call you are the cardholder. Additionally, as part of the security check they may ask for the last 4 digits of Wood County's Employer ID number which is 5763. You have been given this information in the event you need to contact the bank, however, it should not be kept with the P-Card itself.

What do I do if I find an incorrect charge on my statement?

You should always attempt to resolve an incorrect charge with the supplier first. If you aren't successful, follow the disputed items procedure noted above.

What about an unauthorized charge?

Contact US Bank immediately at 1-800-344-5696 or 701-461-2010 to report unauthorized charges.

What if I lose my card or it is stolen?

Contact US Bank immediately, **1-800-344-5696 or 701-461-2010** to report a lost/stolen card. Within one working day, call or send the P-Card administrator an email notifying them of the lost/stolen card as well.

What if I get charged sales tax?

You should always check your sales receipt before signing and if sales tax is included, ask them to void the transaction and re-process it exclusive of the sales tax. The tax-exempt number is noted on your card; however, we have provided you with a hard copy in the event the vendor requires one. If you are mailed the sales receipt and it includes the sales tax, contact the vendor and ask them to credit the sales tax.

SECTION 2

ADDITIONAL INFORMATION

For

**CARHOLDER USE SPECIFIC TO
TRAVEL AND/OR
SEMINAR REGISTRATION**

General

In addition to the benefits provided under Section 1, your card has been authorized to allow for travel/expenses and seminar registration. This means you may use the card when traveling for County authorized business.

Types of P-Card Purchases

In addition to the purchases noted in Section 1, examples of purchases that the P-Card may not be used for include, but are not necessarily limited to the items listed below. Please note that it is acceptable to use the Internet for all travel related purchases with the exception of per diem and non-reimbursable expenses.

Allowable Purchase	Non-Allowable Purchases
Airfare	Prepaying for Hotel for more than 1 night
Holding a Hotel Room	Purchases or expenses for non-County employees and/or family members
Pre-Paying for 1 night stay in order to receive a discounted rate for a conference	Non-reimbursable expenses charged to a hotel room such as phone calls, movies, etc.
Paying for a hotel room upon checkout if you are the cardholder (Note: The County is not exempt from room taxes).	
Seminar Registration	
Meals (No Alcohol Beverages)	

Expenses Exceeding Allowable Amount

In some cases expenses may exceed the amount allowed under the travel reimbursement guidelines and/or may not be eligible for reimbursement. This may include but is not limited to:

1. Hotel Charges over the County's approved rate.
2. Individual Meals and/or Per Diems.
3. All non-reimbursable expenses (personal calls, movies, laundry service, etc.).

These expenses must either be deducted on your expense report or reimbursed via check payment if money is due upon completion of travel. If money is owed the County, a check must be deposited with the County Treasurer's office along with a general receipt. A copy of the general receipt **must be attached to your monthly statement**. (Work with the account clerk or other person who handles this process for your department/division for any assistance needed in this process.)

Reconciling your Statement

In addition to the procedures noted in Section 1, other documents that must be submitted with your monthly statement are as follows:

Copies of:

1. The seminar brochure and/or agenda verifying the dates and location of the seminar.
2. General receipt showing payment of charges in excess of allowable amounts.
3. Any expense reports submitted **prior to** traveling; i.e. advance payment for airfare, etc. and that are submitted **upon return** that are related to the expenses being submitted.
4. **ORIGINAL** receipts for all charges on the P-Card related to travel; i.e. hotel, meals, etc.

SECTION 3

P-CARD AUDITOR RESPONSIBILITIES

General

You have been assigned the very important responsibility of auditing and signing off on the monthly statements for various cardholders within your department/division. Your proper and prompt review of these statements is critical to the success of this program.

Auditing the Statement

Each transaction appearing on the statement must be reviewed. If the cardholder did not make a note that they are disputing a transaction either because it was unauthorized and/or it was for the incorrect amount, the transaction must meet the following conditions:

The purchase:

1. Was made for County business only.
2. Was not split into multiple transactions to stay within the single limit.
3. Was not split across days to stay within the single limit without prior approval from the P-Card Administrator.
4. Was not split amongst cardholders to stay within the single limit.
5. Was not split amongst multiple invoices to stay within the single limit; i.e. look for sequential invoice numbers.
6. Was not made to avoid or circumvent the purchasing process.
7. Receipt has been verified.
8. Is accompanied by a receipt or credit memo.
9. Is accompanied by written buyer approval when applicable.

In addition, if the card was used for travel and/or seminar registration the following must be attached:

Copies of:

1. The seminar brochure and/or agenda verifying the dates and location of the seminar.
2. General receipt showing payment of charges in excess of allowable amounts.
3. Any expense reports submitted **prior to** traveling; i.e. advance payment for airfare, etc. and that are submitted **upon return** that are related to the expenses being submitted.
4. **ORIGINAL** receipts for all charges on the P-Card related to travel; i.e. hotel, meals, etc..

Once you have verified the above, sign the statement below the cardholder's signature and forward the documents to Accounts Payable **no later than the first day of the month following the receipt of statement.**

Unallowable Purchases

If during your monthly audit(s) you find purchases that aren't authorized or aren't acceptable, the cardholder's supervisor should be notified. Continuous misuse of cards can result in the card being canceled and disciplinary action taken up to and including termination.

SECTION 4

INTERNET PURCHASING POLICIES

Purchasing on the Internet with P-Cards

Wood County P-Cards may be used on the Internet if the following criteria are met:

- Method is authorized by the department's internal control procedures
- Purchases cannot exceed \$1,000 or amount per department policy for a single transaction with the exception of travel and seminar registration
- Cardholder must abide by the same guidelines agreed to on the Cardholder Agreement form
- Cardholder is familiar with guidelines regarding safe purchasing on the Internet as noted below; and
- The Internet site for purchases is secured with safe electronic technology (Secure Sockets Layer or Secure Electronic Transmission protocol)

Key Information for Purchasing on the Internet

"Buyer Beware," has long been a principle for commercial transactions. This principle is valid for transactions facilitated through electronic commerce. Although there is no way to completely eliminate all risk from any purchasing activity, the following guidelines are included to increase awareness of Internet purchasing issues:

- Always use a secure Web browser
- Know your merchant
- Ask how information is passed to a merchant and secured on their computer system
- Obtain receipts
- Understand the troubleshooting process
- Protect yourself with current information

Always use a secure Web browser

Using any version of Microsoft Internet Explorer as your browser provides you with an added level of security when shopping on the Internet. These browsers use Secure Socket Layer (SSL) technology, a proven and easy-to-use system that lets your browser automatically encrypt or scramble your personal data before sending it to the merchant via the Internet. SSL shows you that a Web site is secure when a lock appears in your browser window (lower right hand corner). You can also look at the URL, or Internet Location, to verify the SSL protocol is in place. Most URL's start with **http://**, but when a site is secure, the URL will start with **https://** ("**s**" stands for secure).

Know Your Merchant

When considering an online purchase, please consider the following:

First, don't give out your credit card number online unless you have read and understand the company's privacy statement, disclaimer, terms and conditions, warranties **and** you have confirmed that they use safe online shopping technologies like SSL or Secure Electronic Translation (SET). SET is an added layer of protection that is emerging as an industry standard to make online purchasing safer than ever. Merchants who demonstrate they use the best available methods to make your Internet transaction as safe as possible are allowed to display the SET decal on their website. Some sites may claim to be encrypted when they actually are not. If you are not sure, ask for an alternate method of payment. You can check *Yahoo! Shopping* which lists many of the online merchants who use secure technology for safe electronic transactions (other search engines might have similar lists).

Second, don't judge reliability by how nice or flashy a website may seem. Anyone can create, register and promote a website; it's relatively easy and inexpensive. Most legitimate merchants list their address, phone number and/or contact person. At a minimum, be sure there is a phone number present.

Third, online auction sales remain the number one Internet fraud reported to the National Consumers League's Internet Fraud Watch. Be careful not to be pressured into making an immediate decision. Reputable merchants will be happy to answer all of your questions and give you time to decide.

Last, if you have questions about a merchant, you can check the company's complaint record with the Better Business Bureau (see below for web address).

Ask How Information is Passed to Merchants and Secured

For many Internet purchases, you are asked to use a fill-in form on the merchant's website. Increasingly, merchants allow you to send some information via the fill-in form and to phone in the more sensitive information, in our case, the credit card number. For future purchases, you will usually only need to supply the last four or five digits of the credit card number to verify your identity.

Sometimes a merchant will keep your credit card number on their system in case you want to make additional purchases. How can you be sure the merchant is securing your personal information once it reaches their computer system? Although unlikely, it's possible that information stored in the company's database can be stolen by computer "hackers" or even by dishonest employees. When dealing with an unknown merchant, it might be worth asking the merchant how the information collected about purchasers is maintained in a secured fashion.

Obtain Receipts

Every type of P-Card transaction must have a receipt. An acceptable receipt for an Internet purchase includes a screen copy of the order form and/or confirmation you receive from the merchant verifying that they received your order. You may receive this confirmation immediately following the submission of the order or it may be sent to your E-mail address at a later date. If there isn't a sufficient description of the purchase noted, please write it in on the receipt.

Understand Troubleshooting Process

If you have placed an order online with a merchant and one or more of the following occurs, **call the Bank immediately to cancel your P-Card** 1-800-344-5696 or 701-461-2010

- You don't receive the order within a reasonable amount of time (generally 2 weeks) and you are not receiving returned phone calls from the vendor
- The phone number on the website is no longer a working number
- You hear the merchant went out of business

If it is necessary to cancel your P-Card as a result of a problem or suspected fraud, call the P-Card Administrator to report the card has been cancelled with the Bank and to receive help with the dispute process. A replacement P-Card may be requested.

Protect Yourself with Current Information

Because the Internet is changing at such a rapid pace, the risks of Internet purchasing and the techniques you can employ to counteract those risks will be very different in three months, six months or a year. Following are related links to help you stay informed (not in priority order):

- www.fraud.org - The National Consumers League provides advice about telemarketing and Internet fraud.
- www.consumer.gov - This federal agency website provides consumer information and publications.
- www.BBBOnLine.org - The Better Business Bureau reliability program for participating online merchants links to central BBB site for reports about businesses and information on how to contact individual BBBs across the U.S.

SECTION 5

APPENDIX

WOOD COUNTY

POSITION DESCRIPTION

Name:		Department:	Safety	
Position Title:	Safety/Risk Manager	Pay Grade:	12	FSLA: E
Reports To:	Executive Committee	Job Classification:	Safety/Risk Manager	
Date:	July 2019	Job Code:	2301	

Purpose of Position

The purpose of this position is to plan, direct, administer, and manage the County's safety and risk management programs. The work is performed under the direction of the Executive Committee.

Mission Statement

Ensure that Wood County provides a safe working environment for its employees and the public, and to take actions necessary to ensure a successful safety program. Ensure that Wood County property and liability insurances and related risk management programs are maintained in a comprehensive and fiscally prudent manner.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop and maintain a county-wide Safety Program and safety policies and procedures.
- Ensure that appropriate and effective safety training is performed to support the County's Safety Program.
- Establish and coordinate safety inspections, hazard identification and corrective actions.
- Develop and maintain appropriate safety metrics to track performance of individual departments as well as the County.
- Manage Workers' Compensation Insurance program to ensure proper handling of claims, cases and Return to Work program.
- Act as an information resource to support department Safety Programs.
- In coordination with other Department Heads, ensure that appropriate actions are identified and taken to ensure the security of County personnel and assets.
- Take all necessary actions to ensure that Wood County is protected from property and liability risks.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Prepares and presents Safety and Workers Compensation programs annual budget.
- Prepares department employee performance evaluations.
- Attends and participates in County department head, County Board of Supervisors and other meetings, conferences and seminars.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business Administration, Safety Management or related field; three years safety program management, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to sequence operations within an organizational framework. Ability to analyze data and information using established criteria to determine consequences and identify and select alternatives.

Ability to manage and direct a group of workers.

Ability to communicate orally and in writing.

Analytical Ability

Ability to utilize data and information such as State Statutes, billing statements, etc.

Ability to perform and to interpret statistical calculations which include frequency distributions, reliability and validity of tests, regression and correlation techniques, and factor analysis.

Judgment and Situational Reasoning Ability

Ability to supervise, manage, train, direct and control actions of staff.

Ability to plan, direct and control program or multiple programs.

Physical Requirements

Ability to perform normal activities required in an office/shop environment.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to

change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date

Administrative Coordinator Report

1. Met with Friends of Rapids Music president Connie Towski-Faville to discuss their festival.
2. Met with Saratoga Town Chairman Terry Rickaby to discuss ATV/UTV plans.
3. Met with Nancy Turyk, Jason Grueneberg and Chairman Curry regarding Economic Development and REDI Grant.
4. Attended Sheriff's Department contract negotiations.
5. Interview with Kris Leonhardt.
6. Participated in several conference calls from the E.O.C. regarding storm aftermath.
7. Monthly radio interview with WFHR.
8. Participated in ADRC-CW open house in Wisconsin Rapids.
9. Took part in a webinar on Government Workforce Development.
10. Talked with realtor concerning options on 12th St. property.