

**RULES AND COMMITTEES**  
**of the**  
**WOOD COUNTY BOARD**  
**of**  
**SUPERVISORS**



*Revision August 2022*

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All references to the male gender shall refer to both female and male genders.

## **RULE 1 – Robert’s Rules of Order**

Except as provided by these rules, the rules of parliamentary practice in the current edition of *Robert’s Rules of Order* shall govern in all cases where they are applicable. The Wood County Code of Ethics is incorporated into these rules.

## **RULE 2 – Suspending Rules**

No rule shall be rescinded, changed, or suspended except by an affirmative vote of that number of supervisors needed to authorize a motion or resolution governed by the rule.

## **RULE 3 – County Board Meeting Times**

A. The regular hours of meeting shall be on the third Tuesday of each month at 9:30 a.m. to the time the business of the board is finished, unless otherwise specified, except that the meeting in November shall be on the Tuesday following the second Monday.

B. The November meeting shall be the annual (budget) meeting and the April meeting shall be the organizational meeting of the board.

## **RULE 4 – Authority of County Board Chairperson**

A. The County Board Chairperson shall preserve order and decorum, and shall decide all questions of order, subject to an appeal to the board.

B. The County Board Chairperson may appoint a board member or members to represent the interests of Wood County at any meeting held within the state.

C. Whenever, in the opinion of the County Board Chairperson, an occasion arises which in the Chairperson’s judgment is of sufficient importance to require certain county offices to be closed, the Chairperson may so order.

## **RULE 5 – Supervisors’ Attendance at Meetings**

A. A Supervisor shall attend all meetings of the County Board unless excused for good cause by a vote of the majority of those Supervisors present or by the Chairperson of the Board. If any Supervisor misses or leaves a meeting of the Board, without good cause or without being first excused, the Chairperson may issue a warrant requiring the Sheriff forthwith to arrest and bring the Supervisor before the board. [s. 59.11(4), Wis. Stats.] To collect the monthly salary, a Supervisor must attend the county board meeting that month and have attended at least one committee meeting that month, unless excused.

B. A Supervisor shall attend all meetings of the committees they are appointed to unless excused for good cause by the Chairperson of the committee. An unexcused absence from a committee meeting will result in a \$20 reduction of the Supervisor’s pay for that month.

## **RULE 6 – Misconduct in Office**

No member of the County Board of Supervisors shall engage in any activity contrary to s. 946.12 (Misconduct in office) or 946.13 (Private interest in public contract prohibited), Wis. Stats.

## **RULE 7 – Special Order of Business**

A request for a special order of business shall be authorized by a committee or the County Board Chairperson. Commentary by individuals running for office that is of a political nature is strongly discouraged.

## **RULE 8 – Meeting Agendas**

A. The Chairperson of each committee of the County Board shall have filed with the County Clerk no later than noon on the Wednesday prior to each county board session, notification of all business, including ordinances, resolutions, claims and reports to be brought before the board by the respective committees. This rule shall also apply to individual supervisors.

B. The County Clerk shall have compiled from the information filed by the various Committee Chairpersons or individual supervisors an agenda containing the business to be presented at the next session of the county board. Said agenda, and a copy of each ordinance, resolution, and report listed thereon, shall be received by each Board member prior to a board session.

C. Any late agenda items including resolutions, minutes, or ordinances shall be mailed to the County Board Supervisors and news media no later than the Friday prior to that month's County Board session.

D. A copy of the agenda and resolutions shall be on file in the County Clerk's office.

E. The agenda for all standing committees, ad-hoc committees and subcommittees of the county board shall include an item ideally placed at the end of the agenda, which calls upon members to offer items for the agenda of the next meeting. The Chair shall indicate concurrence or dissent with any item offered. If the Chair dissents, the member offering the item may appeal the Chair's decision to the entire committee and, after a second is received, the entire committee will vote by simple majority to affirm or override the decision of the Chair.

F. The Chairperson of each Committee of the County Board is responsible to make every effort to have filed with the County Clerk no later than 4 p.m. on each Wednesday the agenda for any committee meeting to be held the following week. Each committee agenda shall separately list all minutes, vouchers and reports to be reviewed irrespective if a consent agenda is used or not. In that practice often necessitates a Committee Chair authorizing committee members and department heads to place matters on upcoming committee agendas as they arise, the County Clerk will verify with the Committee Chairs late each Wednesday afternoon the acceptability of the draft agenda and the Committee Chair is responsible for then finalizing the agenda within the time constraints given by the County Clerk so that the open meeting law notice requirements can be met. Late additions to a committee agenda that meet the requirements of the open meetings law are permissible if made by or with the permission of the Committee Chair.

G. A Committee Chair shall run a committee meeting in conformance with these rules. The goal of the Committee Chair is to give the members of a committee an opportunity to provide a reasonable amount of input on a matter before the committee. Nonmembers of a committee in attendance do not have a right to provide input on an issue other than when public comment is open and as otherwise directed by the Chair, subject to appeal to the committee. A County Board Supervisor who is not a member of a committee of the county board has the right to provide input on matters before all such committees, subject to the control of the Committee Chair, whose actions are appealable to the committee. A Committee Chair retains all of the rights and obligations of other committee members including making and seconding motions. A Committee Chair may deviate from the order of an agenda if there is no objection by the committee members and it would not violate the open meetings law with respect to public notice. If a committee utilizes a consent agenda, then any member of the committee may, without a second needed, have an item

on the consent agenda removed therefrom and held out for discussion by the committee at that meeting. Matters on a committee agenda may be discussed without a motion first being made and the committee chair may call for a motion when he or she deems it appropriate. A Committee Chair may note for purposes of the minutes any consensus of the committee but a committee member may have a matter formally voted upon and any matter that is or may be contentious should be voted upon after a motion is first made and seconded.

#### **RULE 9 – Non-Agenda Items**

Non-agenda subjects that come before the Board shall be referred to appropriate committees by the County Board Chairperson without a motion.

#### **RULE 10 – Speaking at County Board Meetings by Supervisors**

- A. No member shall be interrupted while speaking, unless it is to call the member to order or to raise a point of order.
- B. A member, when wishing to speak, shall rise and wait to be recognized by the Chairperson. All members shall stand when speaking, unless excused by the County Board Chairperson, and shall use the microphone. When recognized, a member shall state “Thank you Mr./Madam Chairperson.”
- C. If two or more members rise at the same time, the Chairperson shall decide who is entitled to speak first.
- D. No member shall be permitted to speak more than twice on the same question unless by permission of the Chairperson.
- E. Cross-floor discussion must be approved by the Chairperson and the Chairperson has authority to call the discussion to a halt.
- F. All supervisors are expected to act with proper decorum at all times.

#### **RULE 11 – Supervisors to Act With Decorum**

Complaints and criticisms by supervisors concerning county employees, officials, or departments should first be discussed with the proper department head or committee in an attempt to settle the matter before being brought before the County Board.

#### **RULE 12 – Speaking at Meetings by Non-Supervisors**

- A. Individuals or groups wishing to inform the County Board on matters are encouraged to express their views. No report or communication shall be received for consideration from any person or persons unless it is signed by such person or persons. A statement offering an explanation or justification for or against an issue should accompany any correspondence directed to the Board.
- B. Consent for a non-Board member to speak up to three minutes on an agenda item at a Board meeting shall be authorized by the Chairperson.

C. Committees shall open part of their meetings for the public to speak to issues. Committees may also hold public hearings on issues of importance. Committees may also be required by statute or direction of the full Board of Supervisors to hold public hearings.

D. When the public participates in a meeting or hearing conducted by the Board or a committee, the following rules will apply.

1. Public comments are restricted to residents of the county unless the Board/committee approves in advance waiving this restriction.

2. The Chairperson by consensus or the Board/committee by vote may set time limits for public comments per individual. The Chairperson may also set a time limit on the public comments portion of the agenda. The Chairperson may appoint a timekeeper. Time limits may be extended by consensus or vote of the Board/committee. The Chairperson, subject to consent of the Board/committee, may set forth guidelines for speakers to comply with.

3. Board/committee members are not required to participate in discussion or answer questions from individuals during public comments. In general, they are to use public comments to gather information or gauge public opinion. However, Board/committee members may answer, comment, or ask questions if they choose.

4. Comments or questions by Board/committee members will not count against allotted time given for public comment.

5. The Chairperson will not tolerate abusive language or disruptive behavior. The Chairperson, for abusiveness or disruptive behavior, may terminate an individual's public comments. The Chairperson has the authority to call a short recess in disorderly situations.

6. "Public comments" as an agenda item may be closed at any time by a motion and majority vote of the Board/committee.

7. An individual speaking under public comments or at a hearing shall provide their name and address. The individual is permitted to speak once per meeting unless the Board/committee grants permission.

8. Unless arranged with the Chairperson in advance, public comments require personal attendance by the speaker. If a person desiring to make a public comment is unable to attend a meeting in person, they may submit a written statement to the Chairperson or a Board/committee member in advance of the meeting and the written statement can then be read at the meeting, subject to the same rules applicable to those speaking in person. Such written comments to the Board/committee do not become a part of a record nor are they to be included in the committee's minutes unless specifically directed by the committee via motion made and passed.

9. Health and safety concerns may result in the inability to apply this rule in part or full measure.

10. When the Board or a committee is presented with a controversial issue or in any instance where there are a large number of residents who are likely to want to provide public comment, the Chairperson is encouraged to prepare in advance for the public comment session. This may include arranging with law enforcement to be present and reviewing in advance with law enforcement what is and is not acceptable behavior and what the Chairperson's expectations are. The Chairperson should be prepared to have a written handout on rules pertaining to the public's participation at the meeting and to give a short presentation on how public comments work in advance of opening the floor for public comments. This presentation may include the following: "We thank the citizens of Wood County for their participation in the democratic process. If you have not already done so, please sign in and when it is your turn to speak, identify yourself and follow the rules of civil discourse, which include:

- Listening quietly and not interrupting others' remarks.
- Refraining from derogatory comments, inappropriate gesturing, or applause.
- Staying within the time limits provided.
- Making use of a group spokesperson and not repeating what has already been said.
- You are encouraged to read from a signed, prepared text, which can be shared with the Board or committee.

#### **RULE 13 - Voting**

- A. A vote using the voting board may be requested by any member of the Board and shall be allowed.
- B. All voting on financial matters and important issues, as determined by the Chairperson, shall be done by use of the voting board. (Instructions as to the use of the voting board will be explained by the Chairperson and must be followed.)
- C. When a roll call vote is required and the voting board cannot be used, the voting shall be by district numerical order except that the Clerk shall rotate the numerical order so that the member voting first shall have their name called last on the next succeeding vote.
- D. A supervisor may participate in a county board or committee meeting via telephonic or audio-visual means and may vote on those matters presented for consideration. Whenever a roll call vote is taken, each supervisor personally in attendance at the meeting shall be seated and shall be required to vote on the question at issue unless they have properly abstained. A supervisor participating in the meeting via telephonic or audio-visual means shall participate in the vote unless they have properly abstained.
- E. A request to excuse a member from voting shall be made at the commencement of the discussion of the issue. The request shall require an affirmative vote of the members present. However, with the permission of the County Board Chairperson, a member shall be excused from voting in any instance if the member announces a conflict of interest and states such conflict prior to discussion of the matter.

A member excused from voting because of an announced conflict of interest on any matter shall not participate in discussion of the matter.

F. All questions presented to the County Board shall be determined by a majority of the supervisors present, unless otherwise required by law or otherwise required by these rules.

G. When the Board is equally divided on a question, the question is lost.

#### **RULE 14 – Motions for Reconsideration**

A motion for reconsideration shall be received only if made by a member who voted on the prevailing side in the first instance. A motion for reconsideration must be brought at the same meeting as the initial vote. If the resolution is again voted upon and is lost, a second motion to reconsider cannot be made except by unanimous consent.

#### **RULE 15 – Voting on Subject Matters More Than Once**

No general subject matter shall be voted upon at more than two Board meetings in the Board year, unless by permission of a two-thirds vote of the members present.

#### **RULE 16 – Travel & Expenses**

A. The authorization of county officers, agents, committee members, and employees to travel and attend meetings and conventions within the State of Wisconsin shall be within the responsibility and authority of the appropriate committee/or department head having jurisdiction of that officer, committee member, agent, or employee. Authority to travel or attend meetings or conventions may be authorized by a committee/or department head if the cost thereof is within the established budget. Actions on such matters shall be reported to the committee.

The County Board Chairperson shall be allowed expenses and per diem for travel within the State to attend to the concerns of the County.

Out-of-state travel to attend meetings and conventions must be authorized by the oversight committee. If any Wood County tax levy dollars are used to fund the out-of-state travel, then County Board authorization is required and the costs, including costs of replacement labor where applicable, must be set forth. If time does not permit to obtain authorization from the County Board, then the County Board Chair shall have the authority to grant the authorization.

For the annual WCA convention, supervisors are allowed a maximum of three full days per diem and two nights of hotel accommodations, unless for good reason the county board chairperson authorizes otherwise in writing before the convention.

Travel time is not counted in determining per diems.

B. County employees, committee members and officers shall be reimbursed for meal expenses in accordance with the following:

Morning meal - \$8.00 - Leave before 6:00 a.m.

Noon meal - \$12.00 - Leave before 10:30 a.m., Return after 1:30 p.m.

Evening meal - \$18.00 - Return after 6:00 p.m.

Receipts for meals are not required. Maximum not to be exceeded.

- C. The department head or committee chairperson shall determine whether funds may be advanced for attendance at seminars, meetings or conventions.
- D. No meal allowance shall be granted for travel within Wood County.
- E. Mileage will be allowed to the driver only. No mileage will be allowed while traveling in a county vehicle.

**RULE 17 – Bidding Procedures**

The County will comply with the Wisconsin State Statutes governing when matters must be bid and bidding procedures.

**RULE 18 – Payment of Bills**

- A. The County Clerk shall refer all bills to the proper committee through the appropriate department.
- B. The department head or their designee(s) shall review all bills they receive and develop a detailed report of expenditures showing to whom the bill is to be paid and for what purpose.
- C. The department head may authorize the County Clerk to pay any bill that the department head believes it is necessary to pay immediately. The department head will report these prepaid bills to the oversight committee.
- D. The department’s oversight committee shall review and audit the bills on a monthly basis. Those bills approved shall be returned to the appropriate department for payment.
- E. An exception to paragraph D., above, is when a committee chairperson determines that there is not enough pending business to justify spending taxpayers’ money for a full committee meeting that month, then either the committee chairperson or their designee will review and give approval to those bills that are appropriate for payment.
- F. Copies of departments’ narratives, as presented to the oversight committee shall be included in the monthly County Board packet. Inclusion of other reports will be at the discretion of the oversight committee.

**RULE 19 - \*\*Held Open For Future Use\*\***

Deleted per Res. 16-9-9 and held open for future use.

**RULE 20 – Committee Meetings and Public Notice**

Committee meetings may be called by the Committee Chairperson, the County Board Chairperson, or by the County Board Vice-Chairperson. Notice of all committee meetings shall be given to the County Clerk, who shall notify all committee members and others as directed. Notice of at least 24 hours, whenever possible, but not less than 2 hours, shall be given of all committee meetings. Notices shall state the date, time, place of meeting, agenda and whether or not any of the meeting may be held in closed session.

**RULE 21 – Supervisor Salary in Election Year**

In April of even numbered years when supervisors are elected, both the outgoing and incoming supervisor from a district shall be entitled to collect the April monthly salary.

## **RULE 22 – Exceeding Budgeted Expenses**

When any board or county department anticipates its expenses will exceed its annual appropriation, the directing officer of such board or county department shall first inform its oversight committee and together they shall meet at the first opportunity with the Operations Committee and explain the reason for the anticipated deficit. No payment from a departmental account which would result in a deficit of the total department budget shall be passed on for payment to the County Clerk until such deficit and a source of funds for payment of the deficit have been properly approved and provided for by the Board. This shall in no way interfere with deficits or overdrafts made legal by the Wisconsin Statutes.

## **RULE 23 – Appropriations & Budget Changes Via Resolution**

All budget changes or appropriations of money shall be made only by the adoption of a resolution passed in accordance with the laws of the State of Wisconsin.

## **RULE 24 – Form of Resolution**

Every resolution shall be in writing and have affixed thereto the name of the supervisor or committee introducing it. Resolutions introduced shall be signed by the committee members and/or supervisors introducing it. All resolutions shall carry a preamble setting forth intent and synopsis and fiscal note, and shall also contain within the “now, therefore” section of the resolution the information contained in the fiscal note.

## **RULE 25 – Resolutions with Money Appropriations**

Resolutions carrying money appropriations shall be introduced by committees only.

## **RULE 26 – Budget Amendments**

An amendment to the budget, including use of contingency funds, is required any time the actual costs will exceed the budget at the function level. The budget may be amended and contingency funds authorized only by a two-thirds vote of the entire county board.

The county board recognizes that unanticipated emergencies that require the commitment of funds may arise from time to time and that in those situations the respective department head shall work with the Finance Director and the Administrative Coordinator to resolve the matter and that the county board will address the matter after the fact and either ratify the action taken or amend it.

All budget amendments described herein shall require the publication of a class 1 notice thereof within 10 days of the transfer or amendment.

## **RULE 27 – Resolutions Involving Wages**

Any resolution involving wages must also include fringe benefits.

## **RULE 28 – Creating New Employment Positions**

A majority of County Board members present is required to authorize the creation of any new position in county employment except that an oversight committee may authorize transitioning a contract position into a county position if there will be a savings in doing so and a transfer of funds from one function to another is not necessary.

### **RULE 29 – Committee Minutes and Reports**

All recommendations and reports by a committee to the County Board on matters referred to it by the County Board shall be presented in writing. The appointment of an employee to assist any committee in gathering data for that committee shall be allowed only with approval of the committee which oversees the employee.

Minutes shall be kept for all subunits (committees) of the Wood County Board, with the official minutes (those reflecting evidence of approval) kept at the County Clerk's office. The committee minutes shall be submitted to the Wood County Board for review. The committee minutes shall contain all motions made at the committee meetings, a statement as to who made the motion, who seconded the motion, whether the motion passed or failed, and who voted against the motion.

The committee minutes should reflect the major reasons for and against motions made at the meeting so as to enable the County Board Supervisors to understand the pending issues and to take positions with respect to them.

### **RULE 30 – Supervisor Per Diems**

A. The County Board Chairperson may authorize per diem and mileage to a member of a committee who performs extra service which is within the purpose and duties of the committee. A committee may authorize per diem and mileage for a member of the committee who performs extra service which is within the purpose and duties of the committee. (A committee chairperson does not possess this authority on their own.) The committee member is only entitled to receive the per diem and mileage if they provide a report to the committee that is satisfactory to the committee. The report shall be contained within or be attached to the committee's minutes.

B. The number of days for which per diem and mileage may be paid for service on committees in any year shall not exceed 125 days. A change of this rule requires a two-thirds vote of the members present. [s. 59.13(2)(b), Wis. Stats.]

C. A County Board supervisor is not entitled to per diem or mileage for appearing before a committee of which he is not a member unless he is directed by the County Board, County Board Chairperson, or committee to appear or unless he is invited to appear as a representative of their committee on a matter within the authorized concern of their committee. [57 OAG 130]

### **RULE 31 – Duration of Appointed Committees**

A. If a committee is not considered to be permanent, the duration of the committee, when appointed, shall be stated whenever possible.

B. The termination of any committee that has not met for one year shall be studied by the committee responsible for the oversight of the County Board Rules and its decision shall be presented by resolution to the County Board for final decision.

### **RULE 32 – Soliciting**

No person shall solicit funds on behalf of the County without approval of their oversight committee.

### **RULE 33 – Interpreting Rules**

Nothing in these rules shall be construed to conflict with any statute. If any rule is held invalid by operation of law or by any court of competent jurisdiction, the remainder of the rules shall not be affected thereby.

### **RULE 34 – Rescinding Conflicting Rules**

All rules and regulations previously adopted conflicting with the provisions of this Code of Rules are hereby rescinded.

### **RULE 35 – Organizational Meeting Procedures**

A. The County Clerk shall chair the organizational meeting of the board in April of even-numbered years until all of the elections being conducted by secret ballot are concluded at which time the county board chair will assume the responsibility of running the meeting. No substantive matters will be brought before the board during the organizational meeting until the elections are concluded.

B. The County Clerk shall handle the elections by identifying in turn each office that is open for election. For each office, the Clerk will declare the floor open for nominations (including self-nominations). A nomination need not (but can) be seconded. The supervisor making a nomination or one supporting a nomination may speak for or against a nominee. After a reasonable time the Clerk will declare the time for making nominations for an office closed.

C. If there is only one nominee, the Clerk will declare the sole nominee as the winning candidate for the office (no motion or vote is necessary).

D. If there are multiple nominees for an office, the Clerk shall conduct votes by secret ballot until one candidate receives a majority of the votes being cast. During the voting process, a candidate may withdraw their name from consideration for election to the office. If a majority cannot be reached, the Clerk may allow speeches for and against candidates as well as breaks to allow the supervisors to speak privately amongst themselves. Votes may be made for any person eligible for an office; they need not have been nominated. The Clerk may appoint tellers for assisting in the election process as the Clerk deems fit.

### **RULE 36 – Number of Committees Supervisor May Serve On**

No supervisor shall serve on more than a total of two (2) main committees of the County Board, not including the Operations Committee.

### **RULE 37 – Organizing Committees**

The County Board Chairperson shall appoint from the members of this County Board all committees as herein stated, unless otherwise ordered or provided by state statutes, and the appointments must be ratified by a majority vote of the County Board members present at the next scheduled meeting of the Board. The committees may meet and take action prior to their ratification. No motions to amend the motion to ratify are allowable.

### **RULE 38 – County Board Chairperson's Office**

A County Board Chairperson shall be elected, pursuant to Wis. Stats. s. 59.12, for a two-year term of office. The County Board Chairperson shall be an ex officio member of every committee of the Board and may attend the meetings of the committees. The County Board Chairperson shall be a voting member at any committee meeting at which the Board Chairperson's presence is necessary to provide a quorum for the meeting. Where the Board Chairperson is named as an official member of a committee, the Board Chairperson shall have the right to vote.

### **RULE 39 – Time Frame For Appointing Committees**

Committees shall be named within three days after the April County Board meeting immediately following the biennial election of supervisors. [s. 59.13(1), Wis. Stats.]

### **RULE 40 – Committee Officers**

A. In all main committees (except Operations), the members thereof shall elect the chairperson at the first meeting of the committee. Each main committee (except Operations) shall meet within one week of the naming of the committee members by the County Board Chairperson. In order to maximize efficiency, the date and time of the first meetings shall be set by the County Clerk. None of these main committees may elect as its chair a supervisor who is serving as a chair of another main committee. A Committee Chairperson shall vote on all matters brought before the committee. A vice-chairperson shall be elected at the first committee meeting. When not a unanimous vote, the vote must be recorded.

B. Committees may, by a two-thirds vote, remove and replace the vice-chairperson, for non-punitive reasons, with the reasons for removal being clearly set forth in the minutes. A committee does not have the authority to punish its members, but should report improper behavior by a committee member to the entire board.

### **RULE 41 – Committee Vacancies**

The County Board Chairperson shall have the authority to replace committee members, when in their judgment, their work has been found to be unsatisfactory or their unexcused absences have exceeded two meetings. New appointments shall be ratified by the County Board.

### **RULE 42 – Real Property**

A resolution of the Board is required before the purchase, lease, rental or any other interest in real property is acquired on the county's behalf.

1. For the purposes of this rule:

- a. Real Property means land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land.
- b. Lease means any contract or conveyance or understanding by which the rightful possessor of real property conveys the right to use that property in exchange for consideration.
- c. Committee means any duly appointed subordinate group of the Wood County Board of Supervisors, or any of its agencies, commissions or authorities.
- d. Negotiate means to propose final terms for the conveyance of an interest in Real Property to the County. Negotiate does not include the sharing of ideas at the conceptual level.

2. Resolution Required:

- a. No county supervisor, committee, or employee, elected or appointed, may negotiate for the purchase, lease, rental, or any other instrument conveying an interest in Real Property to Wood County without prior consent of the Property and Information Technology Committee.

- b. Before a lease, purchase or any other instrument of conveyance to acquire an interest in real property can be executed on behalf of the County, the supervisor, employee, agency, committee, commission or authority shall obtain an approval via resolution of authorization from the Wood County Board of Supervisors.
  - c. The County Board may by resolution authorize an employee or a committee to negotiate and enter into an agreement for the acquisition of Real Property by means of one resolution or the Board may require a two-step process, with the first step authorizing the negotiations and the second step authorizing the terms of the deal.
3. Exemption. This rule will not apply when the state statutes, Wisconsin Administrative Code, or a county ordinance or policy approved via resolution give specific authority to a position in county employment, such as the Highway Commissioner, to acquire interests in real property for specific purposes.
4. Wood County not bound and penalties.
- a. Wood County shall not be bound by the provisions of any document negotiated or settled without the resolutions required in section 2 above.
  - b. Any person who violates this rule shall be subject to such penalties as prescribed for supervisors or employees under existing county disciplinary policies, rules or ordinances.

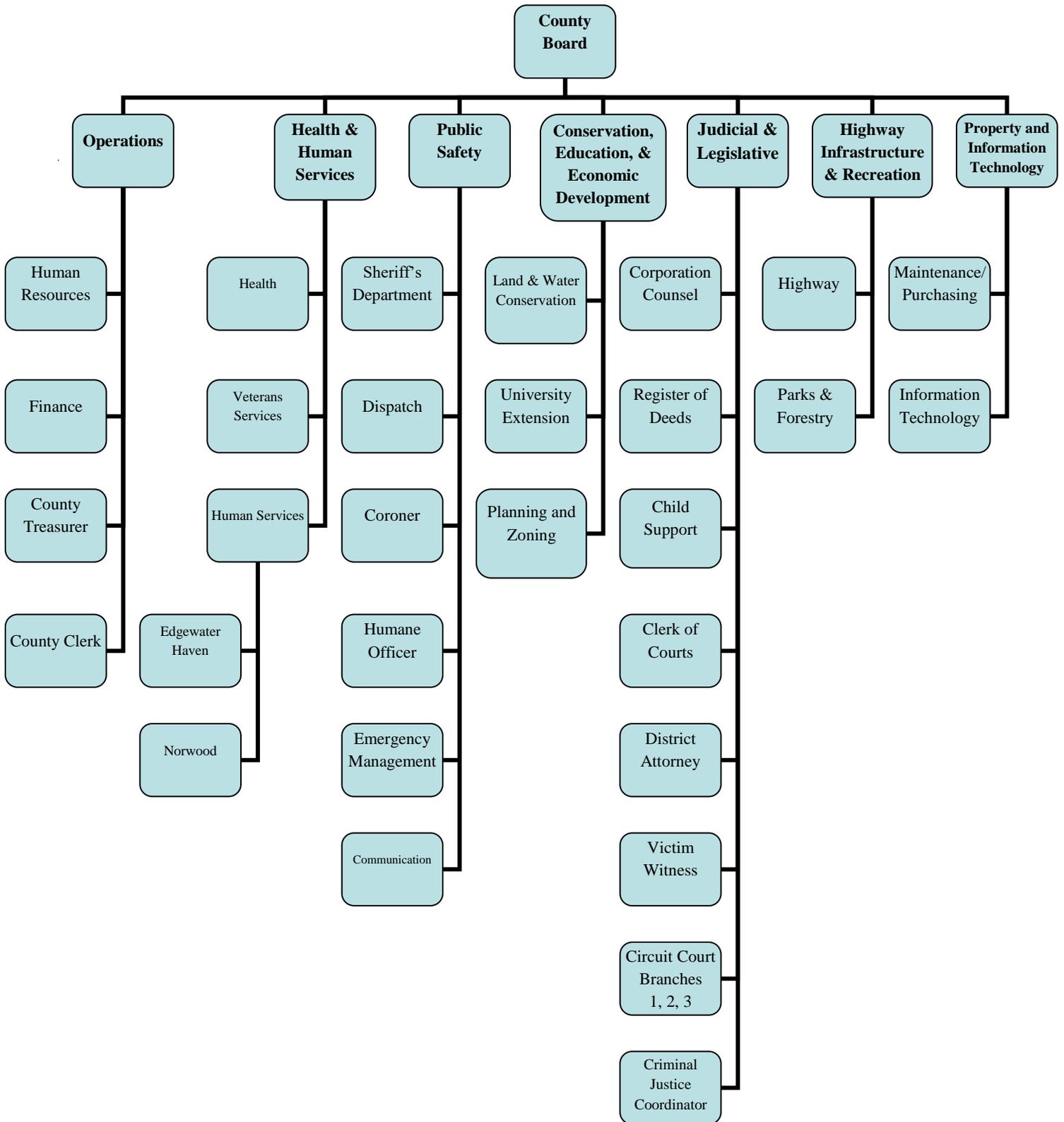
**RULE 43 – Guidance on Acquisition and Disposition of Personal Property by County Staff**

Department heads are responsible for county-owned personal property used by their staff. Personal property means all furniture, fixtures and equipment that had an original value of \$50 or more but does not include consumables.

- A. Acquisition of personal property. Department heads and their staff, to the extent it is within their position description, have the authority to acquire personal property for departmental use if the necessary funds have been budgeted. Acquisition of personal property is subject to procedures established by the Purchasing Department and approved by its oversight committee.
- B. Use of personal property. As set forth in the Ethics Code and Employee Policy Handbook, within reason, personal use of county property is prohibited. This does not mean that all incidental use of county property is barred, instead employee supervisors or department heads must approve of such incidental uses.
- C. Disposition of personal property. When there is no longer a need to retain personal property, a department head or their authorized designee has the following options:
  - 1. If the personal property has little or no value (or the value of the property is exceeded by the cost of exercising one of the other options) it shall be properly recycled if appropriate, otherwise it may be placed in the garbage. A county employee may not retrieve items placed in the garbage or arrange for a third person to do so.
  - 2. If the personal property has sufficient value it may be:

- a. Transferred to the Emergency Management Department for disposition pursuant to the policies of that department.
  - b. Turned over to a vendor for a credit on the acquisition of new personal property.
  - c. Transferred to a different county department.
3. The proceeds of the sale of personal property of the county shall be remitted to the county's General Fund, except for:
  - a. When the oversight committee and the Operations Committee approve via motion that the sale proceeds go to another account.
  - b. When the purchase price of personal property was primarily paid for from a Special Revenue Fund, the sale proceeds shall revert back to that fund, if it still exists and if it doesn't, then to the county's General Fund.
  - c. Sales proceeds of Highway Department personal property shall go to the Highway Department's non-lapsing fund.
  - d. Sales proceeds of Maintenance Department personal property shall go to the Maintenance Department's non-lapsing fund.
  - e. Sales proceeds of Park and Forestry Department personal property shall go to the Park and Forestry Department's non-lapsing fund.

WOOD COUNTY COMMITTEE STRUCTURE ORGANIZATION CHART



## **MAIN COMMITTEE DESCRIPTIONS**

### **CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE**

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson, plus the Chairperson of the Farm Service Agency (FSA). The FSA chairperson's authority on the Committee shall only be with respect to matters addressed by the Land & Water Conservation Department. The Conservation, Education & Economic Development Committee shall elect a Chairperson and Vice-Chairperson.

The Conservation, Education and Economic Development Committee shall have oversight of the following departments: Land & Water Conservation, Planning and Zoning, and University Extension. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

### **HEALTH AND HUMAN SERVICES COMMITTEE**

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson and four (4) citizen representatives. The four citizen representatives shall be:

1. a physician,
2. a registered nurse,
3. an individual who has demonstrated interest or competence in the field of public health and human services, and
4. an individual who has received services for mental illness, developmental disability, alcoholism or drug dependency, or a family member of such an individual.

The Health and Human Services Committee shall elect a Chairperson and Vice-Chairperson.

The Health and Human Services Committee shall have oversight of the following departments: Human Services, Public Health Department, and Veteran's Service Office. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

### **HIGHWAY INFRASTRUCTURE AND RECREATION COMMITTEE**

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Highway Infrastructure and Recreation Committee shall elect a Chairperson and Vice-Chairperson.

The Highway Infrastructure and Recreation Committee shall have oversight of the following departments: Highway Department and Parks and Forestry Department. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

## **JUDICIAL & LEGISLATIVE COMMITTEE**

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Judicial & Legislative Committee shall elect a Chairperson and Vice-Chairperson.

The Judicial & Legislative Committee shall have oversight of the following departments: Clerk of Court, District Attorney, Register of Deeds, Family Court Commissioner, Corporation Counsel, Wood County Circuit Courts, Victim Witness, and Child Support. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

## **OPERATIONS COMMITTEE**

Membership on the Operations Committee shall be the County Board Chairperson, the County Board Vice-Chairperson and three members of the County Board at large appointed by the County Board Chairperson. The County Board Chairperson or another member of the committee shall serve as the committee chair as determined by the County Board Chairperson. The Operations Committee shall elect a Vice-Chairperson.

The Operations Committee shall have oversight of the following departments: County Clerk, County Treasurer, Finance, and Human Resources. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

## **PUBLIC SAFETY COMMITTEE**

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Public Safety Committee shall elect a Chairperson and Vice-Chairperson.

The Public Safety Committee shall have oversight of the following departments: Central Dispatch, Communications, Coroner, Emergency Management, Humane Officer, and Sherriff's Department. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

## **PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE**

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Property and Information Technology Committee shall elect a Chairperson and Vice-Chairperson.

The Property and Information Technology Committee shall have oversight of the Maintenance and Information Technology departments. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

## COMMITTEES AND BOARDS MADE UP OF SUPERVISORS AND OTHERS

The Wood County Board Chairperson will make the following membership appointments and others as needed:

- Aging and Disability Resource Center (ADRC) 3 appointed by County Board at least 2 supervisors
- Central Records Advisory Committee 1 Supervisor
- Civil Service Commission No supervisors
- Community Development Block Grant Committee 1 Supervisor
- Criminal Justice Task Force County Board Chairperson
- Ethics Committee 1 Supervisor, 2 citizens, 2 employees
- Fair Boards
  - Board of Marshfield Fairground Committee 3 Supervisors
  - Central Wisconsin State Fair Board of Directors 1 Supervisor
- Golden Sands Resource Conservation & Development 1 Supervisor
- Land Information Council 1 Supervisor, 1 rep from Land Information Office, A realtor, A public safety or emergency communications rep employed w/in the county, the county surveyor or a registered land surveyor employed w/in the county, any other member of the board or public that the board designates.
- Liaison Officer 1 Supervisor
- Liaison Officer to HoChunk Nation 1 Supervisor
- Library Boards
  - McMillan Memorial Library Board 1 Supervisor
  - Wood County Library Board 1 or 2 Supervisors
  - South Central Library Board 1 Supervisor or 1 citizen
- Local Emergency Planning Committee 1 Supervisor
- North Central Community Action 1 Supervisor
- North Central Wisconsin Workforce Development Brd. 1 Supervisor
- Northeast Wisconsin Public Safety Communications (NEWCOM) 1 Supervisor
- Security and Facilities Committee 1 Supervisor
- State Wildlife Advisory Committee 1 Supervisor
- Traffic Safety Commission 1 Supervisor
- University Commission – UW Marshfield/Wood County 3 Supervisors
- Veterans Service Commission 3 Veterans
- Wood County Board Chaplain 1 Supervisor
- Wood County Board Parliamentarian(s) 1 or 2 Supervisors

## **ETHICS COMMITTEE**

Shall be composed of five members; two County citizens, two County employees, and one County Board Supervisor. Members shall be appointed by the County Board Chairperson, subject to Board approval. Members shall serve three-year terms. Officers will be elected annually by the Committee.

The duties and policy of the Ethics Committee shall be to ensure the proper operation of County government by its supervisors, officials, and employees so that the public may have confidence in the integrity of its government. Wisconsin Statute s. 19.59 and the Code of Ethics for the Wood County Board of Supervisors, officials, and employees, as approved by the Wood County Board, shall govern the duties and responsibilities of the Ethics Committee.

## **WOOD COUNTY LIBRARY BOARD**

The "Library Board" shall consist of seven members appointed by the County Board Chairperson from any city, village, or town in the county where no municipal tax for a public library service is levied. The seven-member board shall also consist of one or two County Board Supervisors and shall include at least one school district administrator, or their designee, of a school district located in whole or in part in the County [Wis. Stats. s. 43.57(4)]. The Library Board shall have the powers conferred on it by the Wood County Board in Resolution #7, dated August 14, 1973, and the authority granted in Wis. Stats. s. 43.57 and 43.58.

## **LIBRARY SERVICE**

The South Central Library Service is a Federated Public Library System created pursuant to s. 43.19, Wis. Stats. Wood County currently has four members on the System's Board, one of which shall be a County Board Supervisor, and all of who shall be appointed by the County Board Chairperson. The Library System shall have those powers set forth in Wis. Stats. s. 43.19.

## **LOCAL EMERGENCY PLANNING COMMITTEE**

The Local Emergency Planning Committee (LEPC) is created pursuant to ss. 59.54(8), 166.20, and 166.21, Wis. Stats. and shall exercise the authority set forth in those statutes. Generally, the committee shall implement programs and conduct activities that are designed to prepare the county to respond to emergencies involving the accidental release of hazardous substances.

There shall be no set number of members to the committee; the members shall be appointed by the County Board Chairperson and shall include representatives from those entities identified in Resolution #88-7-6.

## **MARSHFIELD FAIRGROUND COMMISSION**

The "Fairgrounds Commission" shall consist of six members; three City of Marshfield Alderman and three Wood County Board Supervisors. The Fairgrounds Commission shall have the full, complete, and exclusive jurisdiction of the fairgrounds, including the advertising for and the awarding of bids for the construction, improvement or maintenance of any building or buildings or land improvements, the letting of contracts therefor, and the care, custody, maintenance, improvement, and repair of said lands and buildings during its operation until changed by joint resolutions of the City of Marshfield and the Wood County Board of Supervisors.

## **THE UNIVERSITY COMMISSION: UW-MARSHFIELD/WOOD COUNTY**

The County Board Chairperson shall appoint three members of the Board to serve on the University Commission. The Commission shall have authority over the University of Wisconsin-Marshfield/Wood County as provided for in Resolution #2, dated August 14, 1962.

## **WOOD COUNTY STATE WILDLIFE AREA ADVISORY COMMITTEE**

The Wood County State Wildlife Area Advisory Committee shall consist of nine citizen members, all appointed by the County Board Chairperson. The Committee shall advise the Park and Forestry Committee on issues related to the management of land owned by the County and leased to the Wisconsin Department of Natural Resources (Wood County State Wildlife Area). The Committee is further described and governed by the Wood County State Wildlife Area Advisory Committee Rules of Order as adopted by the Wood County Board.

## **PROGRAMS AND SERVICES DESCRIPTION FOR COUNTY DEPARTMENTS**

### **AGING AND DISABILITY RESOURCE CENTER**

Aging & Disability Resource Center of Central Wisconsin is a cooperative effort between Wood, Marathon, Langlade and Lincoln counties to provide services to Aging & Disabled which include:

Elderly & Disability Benefit Specialist - An advocate trained and monitored by attorneys who provides information on public and private benefit programs.

Aging & Disability Specialist - A trained professional to help you find the right agency for a special need or to help obtain a service and/or financial assistance you're entitled to, but not receiving.

Senior Home Repair - Provides minor home repair services to correct safety related issues. Available to anyone 62 years or older with income under \$25,000 per year.

Chore Service - Private in-home workers can assist people age 60+ with housekeeping, meal preparation, personal cares, running errands, grocery shopping, respite care, companionship, minor home repair and seasonal chores.

Friendly Visitor - A home visitation program by qualified volunteers who have had a complete background check; a way of bringing people together for stimulating conversation.

Nutrition Programs - We offer Congregate Dining Sites, Home Delivered Meals for Homebound Seniors and Nutrition Education/Counseling services.

Volunteer Opportunities - Our work is done by a combination of trained staff and the contributions of volunteers.

Caregiver Assistance - Coordinates and creates public awareness of caregiver issues through education, training and public presentations.

Also supports caregivers by connecting them with information, resources and support groups.

Transportation Programs - Volunteer Drivers use their vehicles to transport ambulatory seniors to medical appointments while access to city and rural bus/van routes help in the transportation needs for seniors and people with disabilities. Trip purposes include medical, nutrition, social and employment. All of the route vehicles are wheelchair accessible. The Transportation Program is still under the auspices of Wood County.

### **CHILD SUPPORT AGENCY**

The Wood County Child Support Agency is a team of professionals that are committed to enhancing the well-being of the children and families they serve. This is accomplished by providing financial security for children, reducing public assistance and health care costs, encouraging parental responsibility, offering social, economic and medical benefits to families, and benefits the general public as well. The Wood County Child Support Agency establishes paternity, medical support orders and determines obligations to pay child support. The Agency is responsible for taking administrative, civil and criminal legal actions necessary to enforce child support orders. The Agency is also responsible for reviewing and/or modifying court orders and to monitor and adjust child support financial accounts when necessary. The Child Support Agency is operated through cooperative efforts of federal, state and local governments under Title IV, Part D, of the Social Security Act, Wisconsin State Statutes, 49.22, Chapters 767 and 769, and the Federal Code of Regulations (FCR) 302 through 303.

### **CLERK OF CIRCUIT COURT**

The role of Wisconsin's court system is to protect individuals' rights, privileges and liberties, to maintain the rule of law, and to provide a forum for the resolution of disputes that is fair, accessible, independent, and effective.

The mission of the Clerk of Circuit Court is to coordinate and manage the general business and financial operations of the Wood County Circuit Courts. Our goal is to provide superior justice-related support services to all participants and the general public. This office receives, files and maintains all of the documentation necessary to create and preserve the official court record. This office receives and disburses bail, fines and forfeitures, fees, and restitution as provided for by state statute or upon order of the court. We strive to support and assist other county and state agencies through the coordination of our services, and the collection and reporting of case related information.

The duties of this elected office, as prescribed by state statute and established through local procedure, include the following services: Case management and event tracking; Calendar management/scheduling; Case related financial services; Operations and budget planning; Records management; Courtroom operation support; Juror management; Facility planning

### **COMMUNICATIONS DEPARTMENT**

Repair and maintain communications systems for county department agencies; coordinate and keep up-to-date warning communications procedures.

### **CORPORATION COUNSEL**

The Corporation Counsel's office is an internal servicing department that addresses the civil legal needs of the County Board, County committees, and departments; it does not directly serve the public. The office is responsible for representing the County in all civil legal proceedings, in actions both by and against the County. It assists in the preparation and review of contracts, leases, and other types of legal agreements. Additionally, the office handles mental and alcohol commitments, guardianships and protective placements for the indigent, and civil child support proceedings.

### **COUNTY CLERK**

This is a statutory office which is directed to handle a wide variety of functions including; elections, dog licensing, marriage licenses, tax apportionment, passport applications, department of motor vehicle transactions, courthouse mail services and farmland preservation agreement applications. The County Clerk is the clerk to the County Board of Supervisors. This office is also entrusted to be the retainer of records associated with all aspects of the county board and its functions as well as county contracts, county ordinances, oaths, bond and titles. The clerk's office annually publishes a county directory, a county board proceedings book and the county statistical report.

### **DISPATCH CENTER**

Dispatches Law Enforcement, Fire Departments, all levels of EMS and Rescue and other Wood County agencies. In 2006 the consolidation of the Wood County, Wisconsin Rapids and Marshfield Dispatch Centers brought the dispatching responsibilities for all of Wood County into one Dispatch Center housed in the Wood County Courthouse. The Dispatch Center receives over 147,000 E911, cellular E911 and administrative calls a year which generates over 80,000 Calls for Service. These Calls for Service range anywhere from "Record Only" complaints to multi-jurisdictional incidents. The Dispatch Center operates on 18 radio frequencies some of which are in conjunction with surrounding counties and all are in accordance with the Wisconsin Statewide Communications Plan. The Dispatch Center works with 8 Law Enforcement agencies, 20 Fire Departments, 5 Ambulance Services, 14 Medical First Responder Units and various other Wood County and local agencies. The Wood County Dispatch Center provides the citizens of Wood County with the help they need when they need it the most.

### **DISTRICT ATTORNEY**

The District Attorney's Office is responsible for criminal prosecutions in Wood County, Wisconsin. The office receives referrals from the various agencies in Wood County, including all law enforcement agencies, Human Services, Child Support Enforcement and the Department of Justice. It is the responsibility of the office to review referrals and take

appropriate action by way of deferrals, criminal charges, juvenile court action, etc. Appropriate action may include conducting court hearings through jury trial and appeal proceedings.

Office personnel is available to law enforcement agencies within the County 24 hours a day to assist in investigative decisions, provide legal advice and obtain search warrants. In addition, office personnel provides law enforcement with specialized training upon request.

Pursuant to statute, the District Attorney is responsible for other miscellaneous matters, including enforcing wage claims, immunization laws, rental weatherization laws and consumer protection related violations.

### **EMERGENCY MANAGEMENT**

Emergency Planning – County Emergency Planning/Implementation; Municipal Emergency Planning; Warning and Notification; Special Needs Planning; Disaster Exercises; Disaster Response Coordination

Sara Title III (Hazardous Materials Planning - County-wide Hazardous Materials Plan Development; Off-site Facility Planning; Hazardous Materials Public Education; Disaster Exercises; Emergency Information System (EIS/ARCVIEW)

Building Number Identification-On-site Building Number Determination; Building Number Maps by Municipality; Computerized Building Number Maps for E-911; Address/Street Names Coordination County-wide

Highway Safety- County-wide Accident Mapping; Traffic Accident Monitoring and Analysis; Grant Application, Preparation & Submission; Bicycle Safety Training; Staff Support to Wood County Traffic Safety Commission

Work Relief- Program Administration; Scheduling of Community Service/CWEP Works; Planning and Scheduling of Projects (Governmental and non-profit agencies)

### **FINANCE DEPARTMENT**

Responsible for county-wide financial recordkeeping. Prepares internal and external interim and year-end financial reports. Coordinates, summarizes and documents the annual budget process and the five-year capital improvement plan. Issues payments to County vendors. Responsible for preparing, coordinating and assisting in the annual audit. Department must be able to provide a comprehensive financial accounting and reporting system for the entire reporting entity. The Department must also be able to provide the support for the annual budget process.

### **HEALTH DEPARTMENT**

Maximizing quality of life across the lifespan.

The Wood County Health Department will be an innovative and valued asset, visible within our community. We will be a credible resource driven by an interdisciplinary team of passionate professionals leading the way to a healthier tomorrow.

By various authorities to operate and with several funding sources, teams of individuals work together to provide the following vital public health services:

#### **FAMILY HEALTH / INJURY PREVENTION**

In addition to follow-up with pregnant women, new parents, and infants, this team provides Amish outreach, immunization clinics, prenatal care coordination, nutrition counseling, injury prevention initiatives, referral and follow-up for children with special healthcare needs, lactation support, and childhood lead poisoning prevention.

#### **HEALTH PROMOTION / COMMUNICATION**

This team facilitates health priority coalitions through the Healthy People Wood County Community Health Improvement Plan, which includes, but is not limited to: providing mental health and alcohol & other drug abuse education, enhancing access to mental health services, providing initiatives to reduce the rates of obesity and increase

physical activity levels, improving access to nutritious foods for adults and children, and improving preconception through adolescent population health.

#### COMMUNICABLE DISEASE

This team focuses on disease investigation and follow-up, confidential HIV and Hepatitis C testing and education, prevention initiatives, and collaboration with other agencies in implementing the emergency preparedness plan.

#### WOMEN, INFANTS, AND CHILDREN (WIC)

WIC is a federally funded program, which provides eligible participants with nutrition education, breastfeeding support, healthy foods, and healthcare referrals. Persons served include pregnant and breastfeeding women, infants, and children up to age five. WIC also provides farmers' market nutrition program vouchers to WIC participants.

#### ENVIRONMENTAL HEALTH

Registered Sanitarians enforce codes, license and inspect restaurants, pools, hotels/motels, mobile home parks, campgrounds, body art establishments, and retail food stores. Environmental Health (EH) also enforces applicable ordinances regarding public health hazards. Furthermore, EH investigates indoor and outdoor air quality issues, ensures safe beach and drinking water quality, and provides radon education and rabies control. In addition to Wood County, Environmental Health services are provided to Adams and Juneau Counties through a Memorandum of Understanding (MOU).

#### HEALTHY SMILES FOR WOOD COUNTY

This team focuses on the promotion of good oral health through dental screenings, sealants, fluoride varnish treatments, education, and outreach.

### **HIGHWAY DEPARTMENT**

The mission of the Wood County Highway Department is to construct and maintain 325 miles of the county trunk highway system, along with maintaining the 175 mile state trunk highway system in Wood County on a contract basis for the State of Wisconsin. Additionally, the department provides road and bridge maintenance services to local governmental units upon request on a cost charge back basis. To accomplish this work, the department is responsible for the purchase and repair of all necessary equipment, as well as maintenance of an administrative staff for all accounting and ordering of equipment and supplies. Our goal is to provide for safe, convenient movement of the traveling public.

The Highway Department fulfills its responsibilities to maintain the safety and convenience of the county and state trunk highway systems by performing both general and winter maintenance. General maintenance includes: patching, crack filling and seal coating of pavement, shoulder maintenance, and vegetation control, bridge and culvert maintenance, litter and trash pickup, guardrail installation and repair, signing, pavement marking and traffic control. Winter maintenance includes installation and removal of snow fence, application of sand and salt, plowing and shoveling snow off bridges. Additionally, the department also provides road construction along with pavement resurfacing (blacktopping), bridge and culvert installation. To effectively accomplish these activities, the department maintains four (4) storage and maintenance facilities at various locations. The main shop is in Wisconsin Rapids with outlying shops in Marshfield and Pittsville.

### **HUMAN RESOURCES**

#### Employee Relations

The Human Resources (HR) Department and staff are responsible for directing County-wide employee relations activities and advising Departments regarding employee relations activities related for both the non-represented (non-union) employees and those employee represented by the Wisconsin Professional Police Association (WPPA).

Activities related to non-represented employees include, but are not limited to, policy development and administration, employee communications, Employee Handbook development and administration, employee feedback groups, complaint resolution, administration of the Employee Assistance Program (EAP), coaching, counseling of employees and management related to employee relations and acting as an employee advocate.

Activities related to employees represented by a union include all those in the preceding paragraph, plus contract negotiations and administration, with the requirements and procedures of Wis. Stats., §111.70 and §111.77.

#### Recruitment Program

We work with the County departments to continually improve staffing and skills to enable the departments to recruit and select the most qualified individuals to fill vacant positions. This also includes promotions and transfers within County departments.

#### Position Allocation

From time to time, requests for new positions are received. The HR Department reviews the requests and prepares written documentation to the Operations Committee for review and action.

#### Job Classification and Compensation

Classification/compensation reviews on County positions are conducted to provide an up-to-date job classification system and ensure adequate compensation to maintain a high quality workforce.

During 2012, Wood County underwent a major wage study of County positions. Implementation of the wage plan was completed July 2013.

#### Training and Development

We strive to provide quality educational programs designed to enhance the competency of County employees. Of particular interest to us, is ensuring that management staff has the skills to be effective supervisors.

#### Equal Opportunity

The Human Resources Department is responsible for ensuring that Wood County complies with all applicable state and federal statutes and regulations relating to nondiscrimination in employment and service delivery. Employees or customers are encouraged to request formal consideration of their complaint. All complaints are promptly investigated and final action taken.

### **HUMAN SERVICES DEPARTMENT**

The mission of Wood County Human Services Department, in partnership with the community, is to provide quality, cost-effective and accessible Human Services that maximize the potential of individuals and families.

There are a wide range of programs and services that are directly provided by Wood County employees and the Department also contracts for specific services from providers within the community.

Some of the services provide include: Transportation services for the elderly and disabled; Medical Assistance (XIX); Food Share; Food Share Employment & Training; Foster Care for Children; Child Welfare Services to Juvenile Court services; a range of services for individuals with alcohol and other drug abuse, and mental health for all ages; crisis intervention, mobile crisis services, and outpatient clinic services; inpatient services at Norwood Health Center; community support programs; rehabilitative services; special living arrangements and extended care; mental health and AODA court commitments; Adult Protective Service investigations; guardianship and protective placement. Also offers services for children with developmental delays and disabilities through the Birth to Three Program, which occur in the child's natural environment, children's long term support waivers and intensive autism services; Comprehensive

Community Services for children and adults; and through the Family Support program providing goods and services for families caring for children in their homes with severe disabilities from birth to age twenty-one and Project Life Saver that protects children and older adults.

Edgewater Haven is Wood County's skilled nursing facility (SNF) and also part of the Human Services Department. Edgewater provides the highest quality of care for citizens who, through age or infirmity, become incapable of functioning without licensed nursing supervision and a structured living environment, 24-hours per day. Edgewater is rated a 5-Star facility by the Centers for Medicare and Medicaid Services. Departments of the skilled nursing facility include: Nursing, Housekeeping, Dietary, Laundry, Maintenance, Occupational and Physical Therapies, Activities, Social Services and Administration. Edgewater specializes in memory care for those living with dementia. Edgewater also has a Traumatic Brain Injury unit. The facility serves the health care and rehabilitation needs of the elders of Wood County and surrounding communities. Oversight and funding is provided by Medicare, Medicaid and the Veteran's Administration. Private pay clients, tax levy and private insurance serve as other sources of revenue for the facility.

### **INFORMATION TECHNOLOGY**

**Mission:** The Wood County Information Technology Department is a service organization dedicated to providing and supporting the county wide voice/IP phone system, secure network infrastructure and computer systems necessary to acquire, organize, preserve, process, and access the data and information that is vital for conducting County operations.

**Challenge:** The challenge of the Systems Department is to maintain and support existing software and hardware at the highest security and functionality level possible while constantly implementing and supporting additional systems and utilizing resources within strict budget, deadline and staffing limitations.

**Activities:** The Information Technology Department provides employees with reliable access to phone and computer systems and 24/7 support of numerous systems. It distributes operating system upgrades and new applications across the county's entire network. It engineers and manages network and phone infrastructure, servers, PCs, printers and applications across various locations. It designs and creates in house applications. It provides vendor application selection, project management, installation, configuration and support.

### **LAND & WATER CONSERVATION**

Recommends and designs the best management practices for soil conservation and water quality protection to be installed by individual landowners, farms and units of government. Provides administration and support for the Wildlife Damage Abatement and Claims Program, Farmland Preservation Program, Conservation Reserve Enhancement Program, Nonmetallic Mining Reclamation Program, and the Land and Water Resource Management Program • administers and enforces the animal waste ordinance and the nonmetallic mining reclamation ordinance • provides environmental information and education through speaking and poster contests, fall conservation practices tour, and by various presentations given at schools and local events • administers the wildlife tree and shrub sale, tree planter rental, general soil and water conservation activities, and technical assistance to the U.S.D.A. Natural Resources Conservation Service for implementation of the current Farm Bill programs.

### **MAINTENANCE/PURCHASING DEPARTMENT**

The Maintenance/Purchasing Department directly manages the buildings and grounds of the Courthouse and Jail, River Block, Storage Annex, Sheriff's Lock Up, Joint Use. In addition, the department assists with collaborative purchasing for all county departments. The responsibilities include:

- Maintenance and repair of external structures such as roofs, windows, and parking lots.
- Maintenance and repair of internal systems such as heating, cooling, electrical, plumbing, and security
- Provide for general upkeep such as janitorial services, snow removal, waste removal, painting, and grounds care.
- Payment of utilities.
- Evaluate the changing needs of departments and provide for remodeling.

- Prepare for future needs by overseeing building of new facilities.
- Coordinate quotes for a number of items (ex. special printing needs, etc.) as requested by individual departments.
- Administer on-line ordering system for office supplies.
- Maintain general copier room at Courthouse for all departments to utilize.
- Administer ordering of bulk paper supplies.
- Enter vouchers and billing for various items purchased.

In addition to these responsibilities the Facilities Manager also provides direction and support to the Maintenance Departments of Norwood Health Center and Edgewater Haven Nursing Home.

### **PARKS AND FORESTRY DEPARTMENT**

The Parks and Forestry Department develops, maintains, and operates facilities, resources, and programs to meet the outdoor recreation, environmental, and economic needs of the public; and provide clean, safe, quality family enjoyment at a reasonable cost. Five major parks: (three with campgrounds and dam/lake operations) and five park areas are managed by the department. In addition to these parks and recreational areas, the Wood County Parks and Forestry Department manages 38,000 acres of "County Forest" lands and additional 18,500 acres of County owned land contracted for management under the DNR Wood County Wildlife Area.

Programs and Services include:

- ATV (all-terrain vehicle) - DNR ATV program with 10 miles of trails
- Snowmobile - DNR Snowmobile program with 271.7 miles of snowmobile trail maintained by 7 local snowmobile clubs
- County Forest - Administers the timber sale program to provide a sustained yield of forest products, timber revenue, scientific, education, and recreational benefit, scenic value and fish and game resources available for public use
- Community Service Workers - Provide work site opportunities for Huber Release workers
- ADLP - State funding program for Acquisition & Development of Local Parks.
- RBF - Boat registration fee funding program for the development of boat launch facilities
- State Dam Safety - Wood County owns and operates (3) Low Hazard Large Dams (Dexter Lake, North Park Lower Dam and Skunk Creek Flowage), (1) High Hazard Large Dam (Lake Wazeecha) and a number of small dams on County Forest Lands
- Camping - Manages and operate (3) three public campgrounds, reservation and rental of 268 sites
- Beaches - Manage and operate (5) five area swim beaches
- Playground & Picnic Areas
- Shelter Houses - Reservation and rental of (6) six enclosed shelter buildings and (3) three open shelter buildings
- Boat Landing - Manage and operate (3) public boat launch facilities.
- Trails – Cross Country Skiing, Snow Shoeing, biking, hiking, and nature trails
- Winter Sports - Include snowmobiling, snowshoeing, tubing, down-hill skiing, snowboarding, and cross country skiing trails
- Public Shooting Range - Maintains (1) one shooting range open to the public.
- Violation Notices - Collection of violation notices and fines with the assistance of the Sheriff's Department

### **PLANNING, ZONING & LAND RECORDS**

Planning Functions - Prepares county and local comprehensive and topic-specific plans, serves as census data clearinghouse, administers land subdivision ordinance and assists with county redistricting process.

Code Enforcement Functions - Administers Floodplain Zoning, Shoreland Zoning and Private Sewage Administration ordinances; assists homeowners and plumbers with private sewage system design and inspects private sewage system

installations; administers Wisconsin Grant Fund program; and reviews FEMA floodplain maps and DNR wetlands maps for development projects.

Land Records Functions - Coordinates land records modernization program, maintains GIS system, prepares planning and custom maps, provides technical support for mapping software users, supports emergency services mapping needs (E-911), and maintains county parcel maps for taxing purposes.

Economic Development - Administers County revolving loan fund program and represents Wood County at regional and statewide economic development organizations and events.

### **REGISTER IN PROBATE/JUVENILE COURT**

The Register in Probate/Juvenile Court office maintains records, performs statutory functions, supports the operation of the Courts and provides superior justice related services to all case participants and the general public.

These services include:

- Filing and maintaining court records, indexes and computer records for formal and informal probate, trusts, adult and juvenile guardianship, adult and juvenile mental commitment, juvenile delinquencies, adoption matters, children in Need of Protection and Services, Juveniles in Need of Protection and Services, Adult and Juvenile Adoptions and Terminations of Parental Rights.
- Clerking all proceedings for case types filed in the probate/juvenile office.
- Administering Informal Probate pursuant to statutory requirements
- Reviewing guardianship and trust annual accounts every year for accuracy and monitoring timelines.
- Scheduling, reviewing and clerking Watts Review Hearings for guardianship/protective placement files and for all juvenile case files.
- Collecting statutory filing and certification fees.
- Preparing and mailing files for Court of Appeal matters and change of venue matters.
- Preparing and submitting reports to Bureau of Vital Statistics, Adoption Records Program and Crime Information Bureau.
- Preparing required statutory financial and annual reports for the Chief Judge and Clerk of Courts.
- Scheduling hearings and coordinating calendar management with all three Court Branches.
- Performing administrative duties as the Judges direct.
- Providing quality information and assistance in the preparation and filing of documents in these cases to the public in a courteous and efficient manner.

### **REGISTER OF DEEDS**

The Register of Deeds Office is to provide the official county repository for Real Estate, Vital, and Personal Property records, Federal Tax Liens, Bills of Sale, Veteran's Discharges, Corporation Records, Farm Names, Plats, and Certified Survey Maps and to provide safe archival storage and convenient access to these public records while at the same time implement statutory changes, system modernization, program and procedure evaluation and a high level of timely service to our customers

### **SHERIFF'S DEPARTMENT**

Keep and preserve the peace; Enforce federal and state laws, and county ordinances; Provide traffic enforcement; Conduct criminal investigations, collect evidence, and apprehend violators; Operate jail and maintain custody of prisoners within statutory and constitutional guidelines; Transport prisoners in a responsible and safe manner; Serve all process, writs, precepts, and orders issued; Provide security for courtroom as necessary; Escort incarcerated subjects to the courtroom from the jail; Transport subjects to and from other facilities; Maintain alliance with our multi-jurisdictional Narcotics Enforcement Unit; Provide training/assistance to other organizations; Maintain a

Special Response Team; Maintain a K-9 Unit; Maintain a Sheriff's Rescue; Maintain a Reserve Deputy Program; Maintain timely and relevant training and equipment for all employees. All these while upholding the constitutional rights of all to liberty, equality, and justice.

### **TREASURER'S DEPARTMENT**

The County Treasurer's Office has the statutory duty of receiving all moneys from all sources belonging to the county and all other moneys which by State Statute or County Ordinance are to be paid to the Treasurer. The Statutory duties include collection of property taxes and settling with other jurisdictions. The Treasurer's Office also has the responsibility for cash management and the investment of funds as directed by County Resolution. Real Property Listing operates under the authority given in "Chapter 70.09 of Wisconsin Statutes". The statutory function of the part of the department is to keep accurate information on all recorded parcels of real property in Wood County and to prepare and distribute assessments rolls, tax rolls, real estate and personal property tax bills.

### **UNIVERSITY EXTENSION**

Wood County UW-Madison Division of Extension is a cooperative program between the University of Wisconsin and Wood County. We provide education to county residents utilizing research based programs. We coordinate the 4-H Program including over 250 volunteers and nearly 800 4-Hers. We also deliver a variety of youth education and development programs. We provide education to all types of agricultural producers including: dairy, beef, swine, crop and cranberry producers. Our horticulture program helps residents with gardening and landscape questions or problems with disease and insect damage. We have a very strong Master Gardener program. The Family Living Program educates residents about nutrition, raising children and a healthy family life. The Community Development Program provides local government and economic development education to residents.

### **VETERANS SERVICE OFFICE**

Veterans Service Office – Provides assistance to veterans and their survivors/dependence on the following :

- Education – both Federal GI Bill, dependent education, Vocational Rehabilitation and State Wisconsin GI Bill for veterans & dependents, Education grants and retraining grants.
- Federal VA Compensation & Pension Programs
- Loans - Federal veterans home loans.
- Burial Benefits - Funeral/Plot allowances, Markers, State and Federal Veterans Cemeteries, Funeral honors, Burial Flags.
- Health Care- Federal VA health care, dependent/survivor health insurance, Active duty reserve & retiree health insurance. Vet Centers. State Veterans Homes, State health care grants.
- Homeless programs for veterans
- Federal Veterans Life insurance programs

Veterans Relief – Administered by the Veterans Service Commission appointed by the County Board to a staggering three year term. This commission administers grants and loans to needy veterans in accordance with their operating procedures and Wisconsin State Statute § 45.86(1).

Care of Veterans Graves – In accordance with Wisconsin State Statute §45.85(1), and flags and flag holders are provided for the graves of veterans in Wood County.

### **VICTIM WITNESS**

The mission of the Victim Witness Services is to provide crime victims and witnesses in Wood County information related to the rights afforded them by Wisconsin State Statute 950 and the State constitution, providing assistance in exercising their rights, striving to assure they are treated with fairness, dignity and respect by those in the criminal justice system.

Programs/Services include - Apprising Victims of scheduled Court Hearings; Advising victims of specific case rights; restitution information collection; referrals to appropriate local agencies, registration materials and information supplied to victims; carries out duties as assigned by the District Attorney's office. This program has received state reimbursement at a percentage of complete costs every year it has been in existence. In order to receive this reimbursement from the state, counties must adhere to the Administrative rules outlined in JUS 12 and provide all of the services outline in statute.