

OPERATIONS COMMITTEE

DATE: Tuesday, April 5, 2022
TIME: 9:00 AM
LOCATION: Courthouse – Room 114

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. Edgewater Haven Beneficiary Resolution
7. **Wellness Coordinator Update**
8. **Finance**
 - (a) Finance Department update
9. **HR**
 - (a) Cybersecurity Policy
10. Consider any agenda items for next meeting
11. Comments from the Chair
12. Set next regular committee meeting date
13. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2480 336 2571

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m18400b0beeb75cbbf97c74ab2b49cf8>
Meeting number (access code): 2480 336 2571
Meeting password: 04052022

OPERATIONS COMMITTEE MEETING MINUTES

DATE: Tuesday, March 1, 2022
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Kim McGrath, Kelli Francis, Ed Newton, PaNya Yang, Jason Grueneberg, Reuben Van Tassel, Quentin Ellis, Heather Gehrt, Brandon Vruwink, Marissa Kornack, Kyle Theiler, Sue Smith, Amy Kaup, Jason DeMarco, Trent Miner, Adam Fandre, Roland Hawk, Mary Schlagenhaft, Shawn Becker, Nick Flugaur

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

There were no public comments.

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

Pliml gave a brief update on ARPA funds.

Planning & Zoning Director Grueneberg provided additional information to the committee on the Request for Information (RFI) process that was held with four different Internet Service Providers (ISPs) on January 17, 2022. He explained that Charter Communications is asking the County to be a partner on a project that would cover two different areas in the Southeast and Northwest parts of the County with fiber. Grueneberg stated that he will be requesting the CEED Committee to draft a letter of support for the project. Discussion ensued.

Grueneberg explained that agenda item 7 was a hold-over from the previous month. Without objection, Wagner skipped the agenda item.

Wellness Coordinator Fandre gave brief update on Wellness Program activities.

Finance Director Newton provided a brief update on Finance Department activities.

Newton presented a resolution to amend the 2021 budget for Circuit Court Branch I to fund higher than anticipated expenditures.

Motion (Rozar/Pliml) to approve resolution to amend the 2021 budget for Circuit Court Branch I. Motion carried unanimously.

Newton stated that Finance is preparing to send out information to Department Heads for the 2023 CIP process and that normally this Committee would set the limit for CIP. Newton asked the Committee how they wanted to proceed with general obligation debt or ARPA funds. Discussion ensued at length.

Human Resources Director McGrath introduced four recommendations that were developed in cooperation with Human Resources, Human Services, Norwood, Edgewater, and Public Health departments to address the recruitment and retention challenges in nursing positions. The four recommendations include: approval of updated Employee Status Policy, approval of updated Wood County Care Facilities Wage Plan, Grade increases for identified nursing positions, and an implementation model for wage increases. Discussion ensued.

Motion (Pliml/Fischer) to adopt the four recommendations presented to address recruitment and retention challenges in nursing positions. Motion carried unanimously.

McGrath introduced a Cybersecurity Policy that was developed by Human Resources and IT with the help of County Mutual. McGrath explained that she was not looking for approval of the policy yet as there is still some work that needs to be done, but wanted to gather thoughts on the policy from the Committee. She further stated that she would like to see the policy approved within the next month or two. Discussion ensued.

McGrath presented wage data for the Clerk of Courts and Sheriff positions and explained that the wages for the positions need to be set prior to April 15, 2022 for the 2023-2026 term of office.

Motion (Rozar) to leave Clerk of Courts and Sheriff salary as is with no increase. Motion dies for lack of a second.

Pliml asked McGrath to explain the difference between the General County Wage Plan and the Elected Officials Wage Plan. McGrath explained that the Elected Officials Wage Plan is a shell of the old wage plan. She further explained that the options are to leave the positions in the Elected Officials Wage Plan, move them to the General County Wage Plan, or take them off of a wage plan completely and set established yearly rates. Discussion ensued at length.

Rozar was excused at 9:58 a.m.

Motion (Pliml/Fischer) to leave the rate of pay for the Sheriff and Clerk of Courts as it currently is, remaining in the Elected Officials Wage Plan, and allow them to be eligible for an annual COLA, if approved by the County Board, for the 2023-2026 term of office. Motion carried unanimously.

Treasurer Gehrt stated that her monthly report was not included in the packet and she wanted the Committee to know that there are currently no properties for sale – everything has been sold.

There were no comments from the Chair.

The next regular meeting is April 5, 2022 at 9:00 a.m.

Wagner declared the meeting adjourned at 10:04 a.m.

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



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – April 2022

- I am feeling literarily expansive this month, so grab yourself a cup of coffee, or other stimulant, and read on.....
- As was mentioned last month, I was counting on seeing some recounts come out of the Spring Primary. The vote totals between those that made it to the spring ballot to those that were eliminated were 1 in both the City of Nekoosa Mayoral race and the Auburndale School Board race. There was a 9 vote spread in the Wisconsin Rapids School District. None of the aggrieved parties filed petition for recount, so we were able to get a jump on our Spring Election ballot layout and coding. All ballots were distributed to the municipalities well in advance of the deadline.
- An email went out to county board supervisors alerting them that the 2021-2022 Proceedings of the Wood County Board of Supervisors had been completed and published. I sent electronic copies to each municipality and you have access to it in your Dropbox under DOCUMENTS FOR REFERENCE. This was done within a few days of the last meeting of the term.
- I put on your desks last month a letter inquiring about your committee preferences this term. Please complete and return to me, if you have not already.
- We have started our work on the yearly directory. There are many moving pieces that go along with that publication, so we try and get a jump on it in order to get it published sometime in May. We have to file a copy of it with the Secretary of State by the first Tuesday in June by statute.
- We have scheduled the new county board supervisor orientation for Monday, April 11th. This is a good chance HR, Corp Counsel, IT, and County Clerk to go over the basics with the new folks in order to somewhat prepare them for the term ahead.
- The lease on the mail machine is coming due in 2023, and before we get into that budget, I want to look at the feasibility of continuing to lease a machine, or have our mail carrier apply the postage for us. My deputy is researching this and will provide me with a report mid-summer, at which time I will make a decision.
- We received word that the state Supreme Court, in their decision concerning redistricting, have screwed two of our municipalities as it relates to their ward boundaries they just passed. The Court held that the maps presented by the Governor most closely followed their guidance they issued when they took the case. What the Governor did, instead of following the existing ward lines, was slice through the county and municipality wards and inflicted upon us a flaming pile of monkey muffins that now requires those municipalities to amend their redistricting ordinances setting their ward boundaries. Now, before you think this is a political missive, I will say the other side did the exact

same thing 10 years ago, which was the first time. Prior to that, the state would follow existing ward boundaries when coming up with the state and federal districts. So, instead of having nice, compact wards, we now have to add more wards to accommodate their hatchet job, which in turn means having to have more ballot styles, which in turn costs us more, which in turn causes more voter confusion. If the state continues to insist on screwing up the process, why do they not just go first and redistrict, and let the counties and municipalities go after them? It would save a lot of time and extreme frustration. Oh, and did I mention that the municipalities have only 3 weeks to complete the process? Everything has to be done by April 10th in order for the Type A notice to be published on April 12th. Oh, and this may not be final either. It has been appealed to the US Supreme Court. Stay tuned. The municipalities affected were:

- City of Nekoosa. They had 4 wards and the state maps cut through two of those wards by splitting assembly districts, necessitating 6 wards. The wards always matched up with their aldermanic districts. Not anymore.
 - City of Marshfield. They had 5 wards that were sliced up with assembly districts.
- I, along with Marshfield City Clerk Deb Hall, did a TV program on Wednesday, March 23rd for Marshfield Community TV about the upcoming elections. What was supposed to be a 30 minute program turned into 48 minutes of Deb and I talking all things elections and recent court rulings that affect how folks vote.
 - While Deb and I were on TV, the US Supreme Court overturned the redistricting maps for Assembly and State Senate by the Wisconsin Supreme Court. The congressional lines were not affected by this decision. So, we are back at square one for the state lines. If nothing happens before the Type A is published, the existing 2011 districts are in place. I have no idea what that does to existing ward lines in Marshfield. It shouldn't affect the towns or villages much. Time will tell. It's a bucket of mule fritters, to be sure.
 - I, along with Portage County Clerk Kayla Filen, conducted a chief election inspector training on March 29th in Stevens Point. We had about 21 people participating and it went very well.
 - I would be horribly remiss if I did not mention the retirement of Marshfield City Clerk Deb Hall. Deb has worked in the city clerk's office for 29 years, the last 23 as the clerk. She has worked with 3 Wood County Clerks and 3 Marathon County Clerks during her tenure. The amount of knowledge that is walking out the door in Marshfield is immense and is a great loss to the city. I will miss working with Deb!!!
 - Also leaving the clerk ranks is the Portage County Clerk, Kayla Filen. She is moving back to the Fox Cities area to become the clerk for the Town of Grand Chute, the largest township in the state. I was on the interview team that brought Kayla to Portage County and I have been proud to call her a colleague and friend since. In the past month or two, there have been 5 or 6 county clerks that have retired/quit and I know of another 2-3 going in the next month or two. In addition, we have 4 Wood County municipalities with clerks that have resigned or will be resigning in the next month.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

March 31, 2022

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – March 2022

Human Resources Activity

	March 2022	2022 Year-to-Date
Applications Received	124	323
Positions Filled	13	41
Promotions/Transfers	6	16
New Hire Orientations	15	40
Terminations, Voluntary	*27	51
Terminations, Involuntary	3	10
Retirements	0	3
Exit Interviews	7	15

*16 of these are casual positions (LTE Health, PT Deputies)

Human Resources Narrative

General Highlights

1. Following the Committee's approval of the Proposed Recruitment and Retention Solutions presented at the February 1st meeting, HR worked with Finance to implement the Wage Grade increases for impacted nursing positions. Created and distributed letters to individual employees with their new compensation information.
2. Held a Department Head Work Group meeting on March 23rd to begin discussing the creation of County Core Values and a procedure for recognizing employees who consistently demonstrate those values. This topic was introduced to the Department Heads at their quarterly meeting last month and appears to be quite a bit of interest in moving this idea forward. The Work Group consists of interested Department Heads who will meet periodically throughout the next month to identify a proposed solution for the Committee to review.
3. Continued working on the Cybersecurity/Information Security Policy as directed by the Committee. Worked through some verbiage changes with various departments. Updated draft will be presented to the Committee at their April meeting.

Meetings & Trainings

1. Attended the Operations Committee Meeting on March 1st.
2. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2022 goals.

3. Held the monthly conference call with The Horton Group on March 1st and 29th to discuss various benefit topics.
4. Staff attended various meetings including:
 - a. Attended SPAHRA Board Meeting on March 1st.
 - b. Attended webinar on The Power of Inclusive Benefits on March 2nd offered through Marsh McLennan Agency.
 - c. Attended 2022 Employee Benefits Virtual Seminar on March 8th offered through Cottingham & Butler.
 - d. Attended SPAHRA monthly membership meeting on March 9th for a presentation on Wisconsin's Bureau of Corrections programs.
 - e. Participated as an actor in the Crisis Intervention Training scenarios conducted by the Sheriff's Department on March 11th.
 - f. Meeting with IT Programmer to discuss updates to the Benefit Election Report in Crystal Reports on March 11th.
 - g. Conducted Heartsaver CPR/AED and First Aid for 11 employees at the Highway Department on March 9th and 10th.
 - h. Attended Mental Health First Aid virtual course on March 31st.

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Reserve Spreadsheet and Health Fund Balance document for February.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.
7. Updated new wage changes with Mutual of Omaha.
8. Developing the Civil Rights Training for all Wood County employees. Required every 3 years.
9. Moved employee Sick Day accruals over the 100 day max to their CSLA.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Working with Edgewater, Norwood and Human Services to review and update our subscription with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
6. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

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>
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New position	Coroner	Deputy Coroner	Establishing a casual pool. Position posted, deadline 3/28/2022. Will remain open until filled.
Replacements – Eligibility List	Dispatch	Dispatchers (4)	Two positions currently filled, offers have been accepted for the other two, start dates in April. Eligibility list established 2/18/2022.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 5/23/2022.
New position	Health	Public Health Nurse (Emergency Preparedness)	Position posted, interviews conducted, offer pending with internal candidate.
Replacement	Health	Community Health Planner	Position posted, interviews conducted, final candidate selected, references/background completed. Offer accepted, filled 3/28/2022.
Replacement	Highway	Truck Operators (3)	Positions posted, one filled on 2/14/2022, the 2 nd on 4/4/2022, completing references on the 3 rd .
Replacement	Highway	Seasonal Shop Help	Position posted, deadline 4/28/2022.
Replacement	Highway	Certified Engineer	Position posted, deadline 3/28/2022.
Replacement	Human Services	Mental Health/Substance Abuse Counselor	Position posted, deadline 4/22/2022.
Replacement	Human Services	Adult Protective Services (APS) Program Manager	Position posted, interviews conducted, final candidate selected, references/background completed. Offer accepted, filled on 4/4/2022.
Replacement	Human Services	Family Resource Coordinator	Position posted, interviews conducted, final candidate selected, references/background completed. Offer accepted, filled on 4/18/2022.
Replacement	Human Services	Community Treatment Teams Service Facilitator	Position posted, interviews conducted, filled internally 3/14/2022.
New position	Human Services	CCS/CSP Service Facilitator- YES (Youth Extended Services)	New position approved on 2/15/2022. Position posted, deadline 4/4/2022.
New position	Human Services	Youth Extended Services Coaches (2)	New positions approved on 2/15/2022. Positions posted, deadline 4/4/2022.
Replacement	Human Services	Case Manager/SW – Initial Assessment	Position posted, deadline 3/28/2022.
Replacement	Human Services	Social Worker – Initial Assessment	Position posted, deadline 3/28/2022.
Replacement	Human Services	Social Worker – Initial Assessment	Position posted, deadline 4/8/2022.
Replacement	Human Services	Patient Billing Specialist (Edgewater)	Position posted, deadline 3/28/2022.
Replacement	Human Services	CCS/CSP Service Facilitator	Position posted, deadline 4/11/2022.
Replacement	Human Services	Family Interaction Worker	Position posted, deadline 4/11/2022.
Replacement	IT/Systems	PC Technician	Position posted, interviews conducted, filled with current intern, 3/21/2022.
Replacement	Land Conservation	Engineering Technician	Position posted, deadline 3/28/2022.

Replacement	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Norwood	Psychiatrist	Position posted, deadline 6/10/2022.
Replacement	Norwood	Casual Receptionist	Position posted, interviews conducted, references/background completed, filled 4/4/2022.
Replacement	Parks	Medical First Responders	Position posted, deadline 4/26/2022.
Replacement	Parks	LTE I & LTE II's (Summer)	Positions posted, multiple positions filled, anticipated start dates of 5/16/2022.
Replacement	Parks	Lead Maintenance Worker	Position posted, deadline 4/1/2022.
Replacement	Planning & Zoning	Program Assistant	Position posted, interviews conducted, references completed, filled 4/11/2022.
Establish Eligibility List	Sheriff	Corrections Officer – Eligibility List	Position posted, deadline 4/25/2022.
Replacements	Sheriff	Corrections Officer – Female Only (Due to staffing requirements)	Position posted, deadline 4/25/2022.
Replacements	Sheriff	PT Deputies – Transport and Security	Both casual positions filled.
Replacement	Sheriff	Jail Operations Lieutenant	Promoted from within, filled 3/20/2022.
Replacement	Treasurer	Treasurer Coordinator	Position posted, deadline 4/11/2022.

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Attended Edgewater, Highway, and Norwood Safety Committee meetings.
4. Completed chemical inventory of EM Shop in process of updating Safety Data Sheet binder on 3/15/22.

First Aid Injuries (4)

1. 2/23/22 – Human Services – Employee strained R hamstring slipping in parking lot coming in to work
2. 2/18/22 – Edgewater – Employee cut tip of R middle finger while cleaning scissors (late report)
3. 3/17/22 – Highway – Employee strained groin muscle stepping out of power broom
4. 3/22/22 – Highway – Employee strained lower/mid back straightening snow fence on roadside

Property/Vehicle Damage Claims (1)

1. 3/16/22 – Sheriff's – Unoccupied Squad was backed into by City of Marshfield PD vehicle, causing damage to rear passenger-side corner (damage est. unknown) – WILL BE SUBROGATED.

OPEN EEOC/ERD Claims (3)

1. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of Probable Cause on July 1, 2021. On January 6, 2022 we responded to the Complainant's first set of interrogatories and requests for production of documents. We are currently waiting on opposing counsel to confirm dates for virtual depositions. No activity since
2. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance

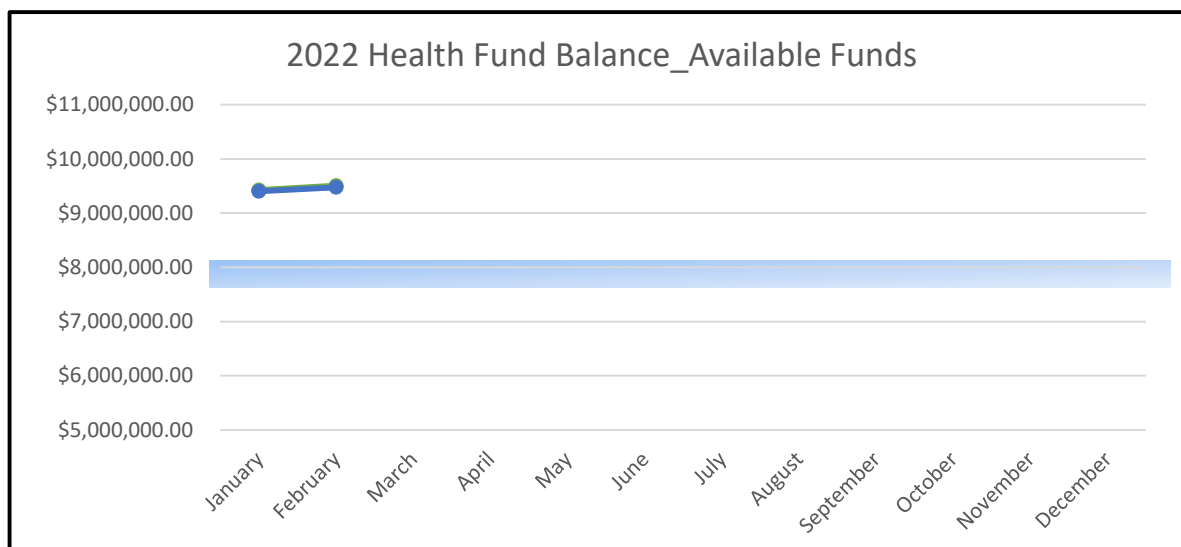
assigned external counsel to Jackson Lewis. We are working with counsel to draft our positions statement which is due to the Equal Rights Officer on April 4, 2022.

3. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 28, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. We are working with counsel to draft our positions statement which is due to the Equal Rights Officer on April 11, 2022.

Other

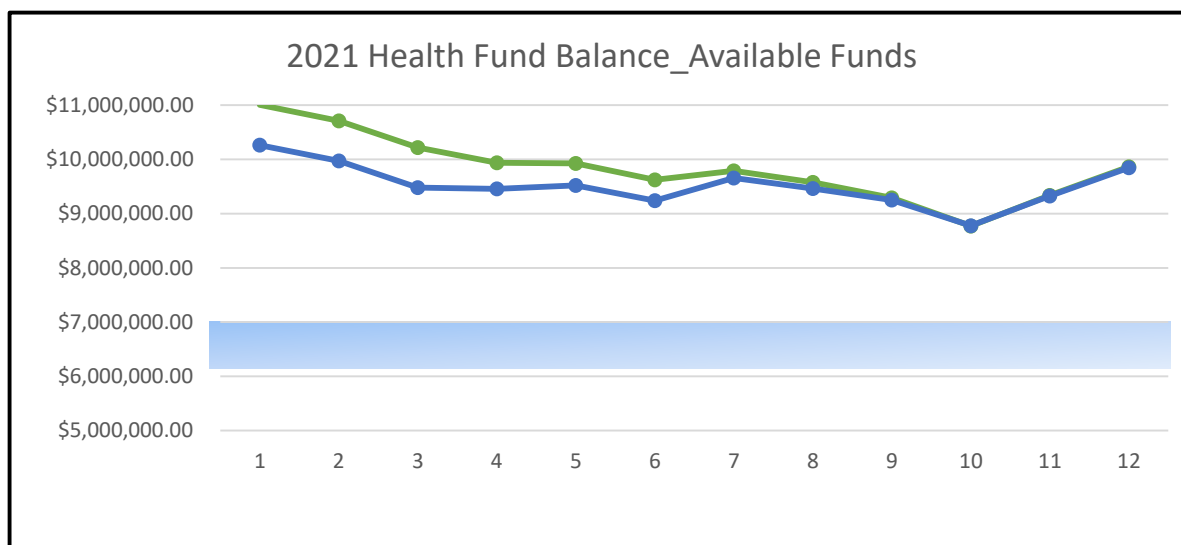
1. Continuing to work on updating all job descriptions based off of completed JDQs.
2. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
3. Reconciled and processed the February Unemployment Insurance payment.
4. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
5. Received DOT Random drug/alcohol testing results for 1st quarter.
6. Facilitated New Hire Orientation on March 7th, 14th, 21st, and 28th.
7. Conducted exit interviews on March 3rd, 8th, 9th, 16th, 21st, 29th, and 30th.
8. Responded to multiple verifications of employment.
9. Replied to multiple requests from surrounding counties with varied information.
10. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2022		2021	
	Total	Available	Total	Available
January	\$ 9,425,257.81	\$ 9,402,815.78	\$ 11,005,587.80	\$ 10,261,473.82
February	\$ 9,507,106.04	\$ 9,474,416.97	\$ 10,710,181.62	\$ 9,972,678.38
March			\$ 10,216,683.96	\$ 9,478,341.34
April			\$ 9,935,399.73	\$ 9,457,063.69
May			\$ 9,923,879.65	\$ 9,518,856.96
June			\$ 9,623,261.99	\$ 9,238,695.09
July			\$ 9,786,923.19	\$ 9,658,473.47
August			\$ 9,575,356.85	\$ 9,462,636.66
September			\$ 9,293,544.53	\$ 9,250,358.73
October			\$ 8,772,668.55	\$ 8,777,240.31
November			\$ 9,336,398.97	\$ 9,327,803.05
December			\$ 9,862,291.34	\$ 9,844,864.57



2021 Total Balance - Green Line

2021 Available Funds - Blue Line



2021 Total Balance - Green Line

2021 Available Funds - Blue Line

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



Wood County WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—APRIL 2022

1. Attended Operations Committee meeting on March 1.
2. Attended Wisconsin County Constitutional Officers Meeting in Madison March 6-9.
3. Attended Wisconsin Counties Association Monday morning zoom meetings in March.
4. Attended County Board meeting on March 15.
5. Attended Wisconsin Counties Association Personnel, Finance and County Organization Steering Committee in Wisconsin Dells on March 16.
6. Staff that had been in the Treasurer Coordinator position resigned on March 16. Currently have the job posted until April 11 to replace the position as we are going to be getting into our busiest time of the year soon.
7. Attended Board of Directors meeting for Foundation for Rural Housing via zoom on March 21.
8. Completed Continuity of Operations plan and submitted to Emergency Management.



Wood County

WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – April 2022

- I have continued to assist employees with completing the first two qualifying activities to earn the reduced health insurance rate in 2023 – their biometric screening and health assessment. As of writing this, 440 participants have completed their biometric screening and 292 of these participants have completed their health assessment. Both activities have a deadline of March 31, 2022. However, due to many of the on-site biometric screening taking place so close to this deadline, certain participants do have an extended deadline of April 15, 2022, to complete their health assessment which has been communicated accordingly.
- All 8 on-site biometric screenings have officially been completed in which we saw 316 participants. Of the 30 participants who completed the biometric screening feedback survey all indicated they were satisfied with their experience, their appointment was completed in a timely manner, and staff were professional and friendly.
- March 28 marked the start of the last week for the quarter 1 Wellness Challenge, *The Italy Step Challenge*, which centered around physical activity. Combined, participants have totaled more than 41 million steps and all feedback received has been very positive. Points will be awarded appropriately upon completion.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.
- April marks the beginning of the Health Coaching where I will meet with each Wellness participant to review their most recent biometric results, answer any questions they have, and review previous health goals and make adjustments as necessary. As mentioned last month, these will be taking place both in-person and over the phone.
- InBody Body Composition Testing is currently taking place at all various Wood County locations. This provides valuable insight into why body weight alone is considered a poor indicator of overall health is and instead, the focus should be on the percentage of muscle mass and fat mass. This also provides the opportunity for participants to see how their body composition changes with age and how proper exercise and nutrition can influence this over time.

COUNTY BOARD CLAIMS

February-22
Paid March 2022

Feb-22

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PK	TOTAL \$
				HOTEL \$	
Robert Ashbeck	February-22	350.00	97.11		\$447.11
Allen Breu	February-22	365.00	70.20		\$435.20
William Clendenning	February-22	515.00	334.03		\$849.03
Ken Curry	February-22	365.00	56.74		\$421.74
Michael Feirer	February-22	315.00	74.88		\$389.88
Adam Fischer	February-22	380.00	122.85		\$502.85
Jake Hahn	February-22	365.00	63.18		\$428.18
Brad Hamilton	February-22	400.00	133.38		\$533.38
John Hokamp	February-22	300.00			\$300.00
Bill Leichtnam	February-22	430.00	56.16		\$486.16
Lance Pliml	February-22	750.00	124.02		\$874.02
Dennis Polach	February-22	350.00	11.23		\$361.23
Donna Rozar	Jan/Feb 2022	745.00	84.24	90.00	\$919.24
Lee Thao	February-22	300.00	2.34		\$302.34
Laura Valenstein	February-22	350.00			\$350.00
Ed Wagner	February-22	315.00	115.83		\$430.83
William Winch	February-22	300.00	37.44		\$337.44
Joe Zurfluh	February-22	300.00	18.72		\$318.72
Lee Garrels	March-22	50.00	19.89		\$69.89
Carmen Good	March-22	50.00	40.95		\$90.95
David Laude	March-22	50.00			\$50.00
Robert Levendoske	March-22	60.00	40.95		\$100.95
Gus Mancuso	March-22	50.00			\$50.00
Michael Meyers	March-22	65.00	40.95		\$105.95
Lori Nordman	March-22	50.00			\$50.00
Rebecca Spiros	February-22	50.00			\$50.00
		\$ 7,620.00	\$ 1,545.09	\$ 90.00	\$ 9,255.09

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: MARCH 2022

For the range of vouchers: 06220027 - 06220039

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06220027	VERIZON	Monthly Modem Bill	02/19/2022	\$216.60	P
06220028	HEART OF WI COMMUNITY INCUBATOR	Leg Breakfast Becker/Clend'ng	03/02/2022	\$56.00	P
06220029	WI DEPT OF NATURAL RESOURCES	County Share - Fire Suppress'n	03/07/2022	\$37.00	P
06220030	ELECTION SYSTEMS & SOFTWARE	Layout Chgs - Spring Election	02/25/2022	\$2,862.96	P
06220031	ELECTION SYSTEMS & SOFTWARE	Coding - Spring Election	02/25/2022	\$1,767.28	P
06220032	ELECTION SYSTEMS & SOFTWARE	Coding Ballots - Spring Elect.	02/25/2022	\$118.30	P
06220033	UNITED MAILING SERVICE	MAIL FEES FEB 1 - 28, 2022	03/10/2022	\$1,264.05	P
06220034	ELECTION SYSTEMS & SOFTWARE	Coding - Spring Election	03/04/2022	\$7,672.85	P
06220035	WISCONSIN MEDIA	VAR ADS 2/1 - 2/28/22 WIS MEDI	03/15/2022	\$3,173.05	P
06220036	WISCONSIN RAPIDS COMMUNITY MEDIA	Multple County Board DVDs	03/16/2022	\$260.00	P
06220037	UNITED PARCEL SERVICE	REPLENISH UPS ACCOUNT MAR 22	03/21/2022	\$350.00	P
06220038	US BANK	VISA Charges - March	03/17/2022	\$3,235.38	
06220039	VERIZON	Monthly Modem Fee	03/19/2022	\$216.44	
Grand Total:				\$21,229.91	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: MARCH 2022

For the range of vouchers: 14220056 - 14220081

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14220056	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	02/18/2022	\$31.98	P
14220057	AMAZON CAPITAL SERVICES	MONITOR STAND	02/24/2022	\$89.94	P
14220058	STRATEGIC INSIGHTS INC	PLAN IT RENEWAL	02/23/2022	\$775.00	P
14220059	AMT	GARNISHMENT PAYMENT	03/10/2022	\$276.00	P
14220060	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	03/10/2022	\$130.85	P
14220061	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	03/10/2022	\$358.18	P
14220062	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/10/2022	\$3,873.53	P
14220063	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/10/2022	\$2,330.06	P
14220064	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	03/10/2022	\$4,517.18	P
14220065	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	03/10/2022	\$73.64	P
14220066	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	03/10/2022	\$355.85	P
14220067	AMAZON CAPITAL SERVICES	MONITOR STAND	03/04/2022	\$79.95	P
14220068	BANK-A-COUNT CORPORATION	A/P CHECKS	03/15/2022	\$975.95	P
14220069	AMT	GARNISHMENT PAYMENT	03/24/2022	\$276.00	P
14220070	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	03/24/2022	\$183.20	P
14220071	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	03/24/2022	\$358.18	P
14220072	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	03/24/2022	\$4,520.59	P
14220073	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/24/2022	\$3,865.05	P
14220074	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/24/2022	\$2,267.86	P
14220075	OFFICE DEPOT	OFFICE SUPPLIES	03/15/2022	\$36.85	P
14220076	OFFICE DEPOT	CREDIT MEMO	03/16/2022	(\$9.99)	P
14220077	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	03/24/2022	\$288.96	P
14220078	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	03/24/2022	\$73.64	P
14220079	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	03/24/2022	\$355.85	P
14220080	DELPHIA CONSULTING LLC	TIMESTAR SUPPORT	03/22/2022	\$660.00	P
14220081	WIPFLI LLP	2021 AUDIT PROGRESS BILLING	03/23/2022	\$4,000.00	
Grand Total:				\$30,744.30	

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____
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Committee Member: _____
Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: MARCH 2022

For the range of vouchers: 17220010 - 17220020

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17220010	US BANK	P Card Charges	02/16/2022	\$1,492.39	P
17220011	ASPIRUS OCCUPATIONAL HEALTH	POPE TB Test	02/28/2022	\$171.75	P
17220012	WI DEPT OF WORKFORCE DEVELOPMENT	Feb 2022 Unemployment Charges	02/28/2022	\$798.00	P
17220013	HORTON GROUP INC THE	Consulting Fees - March 2022	03/03/2022	\$2,083.33	P
17220014	AMAZON CAPITAL SERVICES	Office & Safety Supplies	03/04/2022	\$19.88	P
17220015	CHAMBER OF COMMERCE	Years of Service Recognition	03/16/2022	\$170.00	P
17220016	WELD RILEY SC	Legal Fees	03/08/2022	\$800.00	P
17220017	BLUE WATER BENEFITS CONSULTING LLC	2022 Q1 Reporting/Mailing	03/28/2022	\$2,640.80	
17220018	AMAZON CAPITAL SERVICES	Office Supplies	03/22/2022	\$27.24	
17220019	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	02/17/2022	\$950.00	
17220020	US BANK	P Card Charges	03/17/2022	\$20.00	
Grand Total:				\$9,173.39	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: MARCH 2022

For the range of vouchers: 23220010 - 23220013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23220010	ASPIRUS OCCUPATIONAL HEALTH	Audiograms	03/01/2022	\$1,100.00	P
23220011	ALLIED 100 LLC	AED/Supplies for Hwy	03/22/2022	\$1,444.00	
23220012	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal-2/17/22	03/23/2022	\$30.00	
23220013	WI COUNTY MUTUAL INS CORP	Additional Ensured Endorsement	03/22/2022	\$275.00	
Grand Total:				\$2,849.00	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: MARCH 2022

For the range of vouchers: 28220052 - 28220083

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28220052	CITY OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/02/2022	\$2,271.35	P
28220053	CITY OF NEKOOSA TREASURER	FEBRUARY SPECIAL CHARGES	03/02/2022	\$4,092.40	P
28220054	CITY OF WISCONSIN RAPIDS	FEBRUARY SPECIAL CHARGES	03/02/2022	\$88.45	P
28220055	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	03/02/2022	\$2,238.00	P
28220056	LOCK & LEAVE STORAGE LLC	TAX OVERPAYMENT REFUND	03/02/2022	\$16.00	P
28220057	MARTIN JOHN	TAX OVERPAYMENT REFUND	03/02/2022	\$125.63	P
28220058	STAPLES ADVANTAGE	OFFICE SUPPLIES	03/02/2022	\$35.87	P
28220059	STAUBER SAMUEL	TAX OVERPAYMENT REFUND	03/02/2022	(Voided)	P
28220060	TOWN OF CARY	FEBRUARY SPECIAL CHARGES	03/02/2022	\$205.02	P
28220061	TOWN OF PORT EDWARDS	FEBRUARY SPECIAL CHARGES	03/02/2022	\$1,051.97	P
28220062	TOWN OF REMINGTON	FEBRUARY SPECIAL CHARGES	03/02/2022	\$968.32	P
28220063	TOWN OF SARATOGA	FEBRUARY SPECIAL CHARGES	03/02/2022	\$4,168.02	P
28220064	TOWN OF CAMERON	FEBRUARY SPECIAL CHARGES	03/02/2022	\$229.43	P
28220065	TOWN OF GRAND RAPIDS	FEBRUARY SPECIAL CHARGES	03/02/2022	\$5,108.92	P
28220066	TOWN OF HANSEN	FEBRUARY SPECIAL CHARGES	03/02/2022	\$732.25	P
28220067	TOWN OF LINCOLN	FEBRUARY SPECIAL CHARGES	03/02/2022	\$1,613.40	P
28220068	TOWN OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/02/2022	\$1,372.04	P
28220069	TOWN OF RICHFIELD	FEBRUARY SPECIAL CHARGES	03/02/2022	\$2,300.54	P
28220070	TOWN OF ROCK TREAS LISA ANDERSON	FEBRUARY SPECIAL CHARGES	03/02/2022	\$1,389.55	P
28220071	VILLAGE OF VESPER	FEBRUARY SPECIAL CHARGES	03/02/2022	\$580.09	P
28220072	VILLAGE OF HEWITT	FEBRUARY SPECIAL CHARGES	03/02/2022	\$732.25	P
28220073	VILLAGE OF PORT EDWARDS TREAS	FEBRUARY SPECIAL CHARGES	03/02/2022	\$1,834.94	P
28220074	VILLAGE OF RUDOLPH	FEBRUARY SPECIAL CHARGES	03/02/2022	\$1,837.61	P
28220075	WI DEPT OF ADMINISTRATION	FEBRUARY WI LAND INFO	03/02/2022	\$6,020.00	P
28220076	COATY WILLIAM J	TAX OVERPAYMENT REFUND	03/16/2022	\$89.73	P
28220077	GOETZ ABSTRACT & TITLE INC	TAX DEED TITLE REPORTS	03/16/2022	\$460.00	P
28220078	LARSON JAMES M	TAX OVERPAYMENT REFUND	03/16/2022	\$18.83	P
28220079	STATE OF WISCONSIN TREASURER	FEB CLERK OF COURTS REVENUES	03/16/2022	\$111,349.64	P
28220080	WOODTRUST BANK	MONTHLY SERVICE FEES	03/16/2022	\$331.80	P
28220081	BAILEY ROGER	TAX OVERPAYMENT REFUND	03/23/2022	\$1,683.44	P
28220082	US BANK	WCCO CONFERENCE HOTEL	03/30/2022	\$303.00	
28220083	YSTAD JARED	TAX OVERPAYMENT REFUND	03/30/2022	\$16.62	

Grand Total:

\$153,265.11

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: WELLNESS

For the period of: MARCH 2022

For the range of vouchers: 34220002 - 34220002

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34220002	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	03/01/2022	\$22,483.88	
Grand Total:				\$22,483.88	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

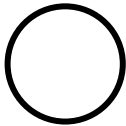
Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#
DATE April 19, 2022
Effective Date Upon Passage

Motion:	Adopted:	
1 st	Lost:	
2 nd	Tabled:	
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.		

KAT

INTENT & SYNOPSIS: To authorize the acceptance of a donation to Edgewater Haven Nursing Home.

FISCAL NOTE: It is unknown at this time what the amount of the bequest will be.

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

WHEREAS, Edgewater Haven Nursing Home has been named as one of the beneficiaries of stock that a former resident decided to gift to Edgewater upon her death, and

WHEREAS, the stock is held by Siebert Financial Corporation and a policy of Siebert is to require that any person or entity being conveyed stock form it has to open up an account with Siebert, and

Whereas, Corporation Counsel advises that this is not an unusual requirement for a financial service company to require the opening of an account to accept a bequest of stock, and

WHEREAS, Siebert also requires as a part of the account opening that Edgewater Haven must obtain a corporate resolution authorizing specific representatives to open the account, and

WHEREAS, it is appropriate to appoint Kyle Theiler and Mary Schlagenhaft as authorized agents to act on behalf of the county to take the necessary steps to accept the donation, and

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to authorize Kyle Theiler and Mary Schlagenhaft to act on behalf of Edgewater Haven in order to receive a bequest of stock.

OPERATIONS COMMITTEE	{ }
ED WAGNER (CHAIR)	
ADAM FISCHER	
MICHAEL FEIRER	
LANCE PLIML	
DONNA ROZAR	
Adopted by the County Board of Wood County, this _____ day of _____ 20 ____ .	
County Clerk	County Board Chairman



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: April 4, 2022
To: Operations Committee

Subject: Finance Department Update
From: Ed Newton

Departmental Activities

- Preparation and assisting departments with various questions.
- Ongoing Year end/audit/single audit discussions with WIPFLI.
- Ongoing consulting with CLA.
- ARPA reporting - Quarterly.
- Review departments budget to actuals expenditures.
- Review and/or prepare various resolutions.
- Review and prepare for year-end closing (Dynamics).
- Review and prepare year-end entries and reports.

Ongoing/Upcoming Projects

- 2021 Annual Audit planning and preparation.
- 2021 Annual Report planning and preparation.
- 2021 Cost Plan planning and preparation.
- 2021 Form A planning and preparation before preliminary filing.
- 2021 Fixed Asset preparation.
- Questica – improve current reports, update functions, and training.
- 2023 – 2027 Capital Improvement Plan – request/borrowing/funding needs.
- Staff development - succession planning.
- American Rescue Plan Act (ARPA) discussion.

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings.
- Various discussions with CLA regarding ARPA and year end reporting.
- Attend County Board meeting.
- Attend other various committee meetings.
- Discussion with Justice Coordinator regarding budgets.
- Meeting with Human Services on various topics.
- Various discussions – Treasurer.
- Various discussion with WIPFLI – year-end, single audit and annual report.
- Various discussion with Baird regarding payments/financing questions.
- Discussion with Samuels Group regarding jail cash expenditures timeline.



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

POLICY STATEMENT

The Wood County Cybersecurity/Information Security Policy (Policy) outlines fundamental practices and procedures that are required to provide the highest level of protection of the Wood County network, infrastructure, and information. For the purposes of this policy, “highly confidential information” is defined as any protected, sensitive, or confidential document or information that is not generally accessible or intended to be disclosed to third persons. This may include but it not limited to: Protected Health Information (PHI), sensitive employee benefit, personal, or payroll/financial data or information, health records, Social Security Numbers, credit card numbers or bank account numbers, employee performance or discipline records, or any privileged information or documents.

SCOPE

This Policy applies across the entire Wood County enterprise. This Policy provides security guidelines that all employees must follow in addition to any unit-specific security policies and the requirements listed in the Wood County Employee Policy Handbook (Handbook).

REGULATORY COMPLIANCE

Various information security laws, regulations, and industry standards apply to Wood County and the data we handle. These laws often apply to information regarding Wood County's employees, customers, clients, patients, business partners, and others. Wood County is committed to complying with applicable laws, regulations, and standards.

RESPONSIBILITIES

Wood County recognizes the need for a strong information security program, which includes security organization, authority, and obligations.

1. **Policy Review.** This policy will be reviewed regularly and revised as needed by the Wood County IT Department in cooperation with Department Heads and the Wood County Board of Supervisors.
2. **Workforce Obligation to Comply.** Employees and contractors are obligated to comply with all applicable aspects of this Policy. This Policy is not intended to restrict communications or actions protected or required by applicable law. Wood County may treat any attempt to bypass or circumvent security controls as a violation of this Policy.
3. **Acknowledgment.** All employees and contractors must acknowledge that they have read, understood, and agree to comply with this Policy in writing by completing the acknowledgement included in the Appendix of this policy. Acknowledgment must be completed on a timely basis following a new hire or contract. Material changes to this Policy may require additional acknowledgment. The Wood County Human Resources Department will retain acknowledgment records as part of the employee's personnel file.
4. **Training.** The Wood County IT Department provides security training. Employees must complete initial and regularly scheduled information security training within the specified time periods. Supervisors must ensure that their employees complete all required training. Failure to participate in and complete timely required training is a violation of this Policy and the user account will be disabled until training is completed. The Wood County IT Department tracks and retains training records and copies of security training materials delivered.
 - a. Initial Training will be provided at hire for all employees assigned a User Account
 - b. Periodic Training will be required quarterly of all employees assigned a User Account
 - c. Monthly phishing campaigns will be conducted by the IT Department. Any employee who fails a phishing campaign will be enrolled in additional training and their Department Head will be notified.



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

Repeated phishing failures, or refusal to participate in assigned training may result in suspension or termination of network account access. Managers and Department Heads will be provided with a list of all staff that do not complete training prior to the deadline and again after the deadline, if applicable.

ROLES AND ACCESS CONTROL

Roles and access levels are determined using the principle of least privilege, which requires that an individual's access is limited to only the information and resources necessary based on their job title, position, and duties.

1. **Roles.** Wood County grants access to its systems and data based on business roles. Wood County uses role-based access control methods whenever feasible to assign authorization levels according to business functions, rather than uniquely for each individual. This method supports the least privilege approach by standardizing access. It also simplifies periodic access reviews.
 - a) **Employees.** Employees may be granted access to certain and specific systems as required by the duties and responsibilities of their position. Employees are expected to be familiar with and comply with all provisions of this Policy and other security related policies, including the Computer Usage Policy in the Handbook.
 - b) **Supervisors/Management.** Supervisors, or a manager in the direct line of reporting, may request access for their employees only to those Wood County systems and data stores required to meet business needs. Supervisors shall periodically review their employee access levels and request privilege adjustment whenever applicable.
 - c) **Wood County IT Department.** The IT Department is responsible for maintaining all user accounts, including levels of access.
 - d) **Wood County HR Department.** As a part of the hiring process, the HR Department conducts applicable background investigations. Wood County departments may require employees who handle highly confidential information to undergo additional background screening and testing where permitted by applicable laws.
2. **Identity and Access Management.** Wood County uses identity and access management controls to provide user accounts with appropriate privileges.
 - a) **Unique User Accounts.** Each individual shall be assigned a unique user account. Individuals shall never share their account access or password with anyone. This includes supervisors, Information Technology department staff, and family members.
 - b) **Add, Change, Terminate Access.** Wood County grants access to specific resources based on business need. The supervisor or manager must direct requests to add or change employee access levels to the IT Department Help Desk. System and application administrators must periodically review user accounts and access levels to confirm that a legitimate business need for the access still exists.

For employees and external parties, including contracted employees, vendors, and volunteers, the department must notify the IT Department Help Desk whenever there is no longer a business need for access. Proper documentation must be submitted to support timely account termination. User accounts that have been inactive beyond the maximum allowed inactivity time period will be disabled. Managers should seek guidance from the Human Resources Department regarding access for employees on extended leaves.



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

ACCEPTABLE USE POLICY

1. General Use.

- a. Employees may only access Wood County's network using approved end-user devices. Use of Wood County systems, network, email, hardware and/or software for any purpose other than official Wood County business is strictly prohibited.
- b. Employees must use their own County-provided account(s) to access Wood County's network and systems, unless specifically authorized to use a device-specific or additional administrative account.
- c. Any attempt to interrupt, circumvent, or damage the operation of a Wood County provided device, system, or network will result in disciplinary action including immediate termination of access privilege.
- d. All County devices, passwords, and dual authentication devices\tokens must be protected and kept secure at all times. All County devices must be password protected and locked when unattended.
- e. County Network Passwords must follow strong password guidelines.
- f. Employees shall exhibit caution when using any "save password" application features and ensure they are never used for systems/sites that contain highly confidential information.
- g. Employees must never reuse their County Network Password in other public or private computer systems.
- h. Compromised or suspected compromised passwords, accounts, and lost or stolen devices must be reported to IT Help Desk immediately. IT Help Desk will reset passwords or disable accounts.
- i. Use of removable storage devices, such as USB, flash, or external hard drives, should only be used when there is no other viable storage or transmission method recommended and the device must be procured or approved by the IT Department prior to use. Highly confidential information must never be saved to external storage devices. Connecting unknown external storage devices to any Wood County device is prohibited without prior IT authorization. Once authorized, the storage devices must never be connected to any personal device.

2. Internet Use: Email, Messaging, Social Media, and Cloud Computing.

The internet offers a variety of services that Wood County employees and contractors depend on to work effectively. However, some technologies create undue risks to the County's assets.

- a. Wood County may block or limit access to particular services, websites, or other internet-based functions according to risks and business value. Employees must recognize that unauthorized, inappropriate, or offensive websites may still be reachable and should not access those sites using Wood County resources.
- b. As outlined in the Computer Usage and Internet and Social Media Usage Policy, any personal use of the Internet is strictly prohibited.
- c. Internet usage is monitored and activity can be reported upon request to supervisory management. Misuse of Wood County provided Internet services will result in disciplinary action.

3. Email and Social Media.

Employees shall follow these expectations in email and social media:

- a. Do not disclose confidential information to unauthorized parties on blogs/social media or transmit it in unsecured emails or instant messages.
- b. Do not make postings or send messages that speak for Wood County or give the implication of speaking for Wood County unless specifically authorized to do so.
- c. Use good professional judgment when drafting and sending any communications. Remember that messages may be forwarded or distributed outside of your control.



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

- d. Never open an email attachment that wasn't expected, click on links, or otherwise interact with unexpected email content. Wood County may block some attachments or emails, based on risk.
- e. Do not respond to an email or other message that requests confidential information unless verified and certain of its origin and purpose. Even then, always protect confidential information to the greatest extent possible, such as by using encryption.
- f. Report suspicious email to the IT Help Desk immediately. Do not click suspicious email links and do not click unsubscribe. Refer to the IT Help Desk for guidance on best security practices.
- g. When transferring sensitive data either internally or externally, employees must encrypt data before transfer. Contact IT Help Desk for assistance with data encryption procedures.

4. **Data Security and Protection.**

When working while connected to the Wood County network, every precaution must be taken to ensure protection from malicious activity. However, when working remotely, extra precautions are necessary.

- a. Public internet is inherently not secure and easily spoofed, therefore a VPN connection must be established while using a Wood County device.
- b. All devices that will store or transport Wood County data must be approved through the IT Help Desk prior to use.
- c. When transmitting sensitive data, employees must encrypt data before transfer. Contact IT Help Desk for assistance with data encryption procedures.
- d. Data must never be primarily maintained on a local drive or removable storage device. These locations are not backed up and can easily be lost or stolen.

INFORMATION ASSETS

1. **Physical Security.**

Wood County uses physical safeguards to avoid theft, intrusions, unauthorized use, or other abuses of its information assets. All employees must comply with any applicable physical security policies and procedures in place for each facility (see the Safety/Security Policy in the Handbook in addition to any facility policies).

2. **Managing Information Assets.**

Regardless of where the software cost is budgeted and paid, the Wood County IT Department is exclusively responsible for installing, licensing, and supporting all software on Wood County devices, including laptops, desktops, tablets, and mobile devices.

- a. Any non-licensed or non-approved software found on a Wood County device is prohibited and will be immediately removed.
- b. Requests for new hardware or software must be sent to IT Help Desk.
- c. Requests for changes to hardware or software installations and configuration must be sent to the IT Help Desk.
- d. Any stolen or damaged hardware or equipment must be reported to IT Help Desk immediately.
- e. To ensure proper protection and software patching of Wood County devices, all devices must be restarted on a minimum of a weekly basis. If not accessed on a regular basis, the device should be powered on and reachable via the Wood County network for at least one full business day per month.

INCIDENT REPORTING AND RESPONSE

Applicable law may require Wood County to report security incidents (cyber incident or data breach) that result in the exposure or loss of certain kinds of information to various authorities or affected individuals or organizations, or both. The IT Security incident response plan includes a step to review all incidents for any required notifications and to



CYBERSECURITY / INFORMATION SECURITY POLICY DRAFT

coordinate all external notifications with Corporation Counsel. Employees shall not make any external notifications without prior guidance and authorization.

VIOLATION

Violation of this policy may result in disciplinary action. Disciplinary action may include suspension, access restrictions, work assignment limitations, or more severe penalties up to and including termination. Disciplinary action will be in accordance to the Progressive Discipline Action section of the Wood County Disciplinary Guidelines Policy. If Wood County suspects illegal activities, it may report them to the applicable authorities and aid in any investigation or prosecution of the individuals involved. Any employee knowingly trying to circumvent County security systems will be immediately reported to HR and their Department Head and computer access will be suspended immediately.



CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

APPENDIX A: EMPLOYEE ACKNOWLEDGMENT FORM

Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of Wood County's Cybersecurity/Information Security Policy dated [VERSION DATE] and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help Wood County's employees to work together effectively to manage information security risks as part of their assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature

Printed Name

Department/Location

Date