AGENDA
OPERATIONS COMMITTEE

DATE: **Tuesday, December 1, 2026**
TIME: **10:00 AM**
LOCATION: **Courthouse – Room 300**

Join by phone
+1-408-418-9388 United States Toll
Webinar number: 2498 011 9459

Join by WebEx App or website
https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m05a8a3afec36fcb76dcab08b364aa89c
Webinar number: 2498 011 9459
Webinar password: 120126

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
    a. Review/approve minutes from November 3 & 10, 2026, committee meetings
    b. Review monthly letters of comment from department heads.
    c. Approval of departments vouchers – County Clerk, Finance, Human Resources, and Treasurer.
4. Update on the review of bonds issued by Wood County to Bug Tussel.
5. **WELLNESS COORDINATOR**
    a. Monthly update
    b. Employee Wellness Program- Revised
    c. 2026 Wellness Aggregate Report
6. **HUMAN RESOURCES**
    a. Employee Policy Handbook Updates
        i. Termination of Employment Policy- Revised
        ii. Vacation Policy- Revised
7. Consider any agenda items for next meeting
8. Set next regular committee meeting date – Tuesday, January 5, 2027 – 10:00 AM
9. The committee may go into closed session pursuant to Wis Stats 19.85(1)(c) to conduct performance evaluations for the department heads they oversee.
10. Return to open session.
11. Adjourn

MINUTES
OPERATIONS COMMITTEE

DATE: Tuesday, November 3, 2026
TIME: 10:00 AM
PLACE: Courthouse – Rm 300

MEMBERS PRESENT: Laura Valenstein, Donna Rozar, Lance Pliml, Jake Hahn, Joseph Zurfluh

OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chair Valenstein called the meeting to order at 10:00 AM.

2. There was no public comment.

3. Motion by Pliml/Rozar to approve the consent agenda. Motion carried unanimously.

4. Wellness Coordinator Peterson provided a monthly update on Wellness programming.

5. Corporation Counsel Flanagan gave an update on the Bug Tussel bonds held by the county and the fact that they have not made their debt payment to date. The county's legal representative firms are working with member counties on steps forward and the effect of each possible scenario available to county. More information will be forthcoming.

6. County Treasurer Gehrt introduced Josh Barbian from PTMA Financial Solutions to give an update on the county's investment portfolio and discuss the various strategies of the investment of funds.

7. Finance Director Yang provided an update of the 2027 budget after the decisions made at the last meeting which includes a $3.9 million dollar use of undesignated general funds.

8. Yang presented information regarding the usage of ARPA funding and how much each department has left to spend before the end of the year. The final report to the federal government will be filed in April of 2027.

9. The next monthly meeting will be held on Tuesday, December 1, 2026, at 10:00 AM.

10. Chair Valenstein adjourned the meeting at 10:47 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

Operations Committee
November 3, 2026

NAME	REPRESENTING
PANYIA YANG	FINANCE
DARRIN STEINBACH	FINANCE
Riley Peterson	Wellness
Heather Gehnt	Treasurer
JOSH BARBIAN	PTMA
Lisa Lewandowski	Aspirus
Craig Livernash	Aspirus
Tara [illegible]	Public
Kimberly Stimac	Clerk of Courts
Kellie Szymanski	HR
DENNIS POLACH	WCB-14
Nick Flanagan	Corp Counsel
Philip Anderson (WebEx)	IT
Marissa Kornack (WebEx)	Norwood
Katie Milach (WebEx)	Human Services
Amy Kamp (WebEx)	IT
Sue Smith (WebEx)	Health Dept
Justin Cielewicz (WebEx)	Edgewater Haven
Shane Wucherpfenning (WebEx)	LWCA
Mary Schlagenhaft (WebEx)	Human Services
Kimberly McGrath (WebEx)	HR
Brandon Prawink (WebEx)	Human Services
Tony Bastien (WebEx)	Dispatch
Nicole Gessert (WebEx)	Maintenance
Reuben Van Tassel (WebEx)	Maintenance

MINUTES
OPERATIONS COMMITTEE

DATE: Tuesday, November 10, 2026
TIME: 8:45 AM
PLACE: Courthouse – County Board Room

MEMBERS PRESENT: Laura Valenstein, Donna Rozar (WebEx), Jake Hahn, Lance Pliml, Joseph Zurfluh

OTHERS PRESENT: Trent Miner, County Clerk; PaNyia Yang, Finance Director; Darrin Steinbach, Deputy Finance Director; Other County Board Supervisors, Department Heads and Staff in the County Board Room

1. Chair Valenstein called the committee to order at 8:45 AM.

2. Valenstein, Yang, & Steinbach presented a PowerPoint presentation outlining the 2027 budget proposed expenditures, and revenues, as well as challenges, considerations, and assumptions used to arrive at the 2027 budget.

3. Chair Valenstein opened the floor for public comment. None was heard.

4. Chair Valenstein closed the public hearing.

5. Motion by Zurfluh/Pliml to approve the levy resolution and forward onto the county board for their consideration. Motion carried unanimously.

6. Motion by Pliml/Zurfluh to approve the budget resolution and forward onto the county board for their consideration. Motion carried unanimously.

7. Chair Valenstein declared the meeting adjourned at 9:12 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

Wood County
WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – December 2026

- First, let me start out with the election statistics. Overall county turnout was 74.75%, which is down from the last governor's race in 2022, which was 76.26%. The highest turnout municipalities for this election were Town of Seneca at 80.84%, Town of Hiles at 80.00%, and Town of Sigel at 79.33%.

- We mourn the loss of the Wisconsin Rapids City Clerk, Jennifer Gossick, who, as I am sure you have heard, passed away on Election Day. Jennifer became the City Clerk a few months after I was appointed County Clerk in 2018. She was a good clerk that thoroughly enjoyed her job, especially elections. She was instrumental in expanding her reporting units over two polling locations to better enable reconciling of those elections.

- Myself and Chief Deputy DeKleyn worked closely with the Deputy City Clerk Phelps these past few months in ensuring that the elections that were held in Wisconsin Rapids were administered correctly. The deputy is relatively new to the position and we were able to answer a number of questions for her as well as come over to city hall and discuss issues that came up. The city was extremely well served by her. On election night, after we were done with our work, I went over to East Junior High and helped those folks close out their election. My office also entered in all of their poll book participation into WisVote and helped reconcile the numbers. In addition, we also did poll books for the Village of Milladore and the Town of Cranmoor because neither of those municipalities have trained clerks at the present time.

- Wood County was chosen to audit 8 of our 50 reporting units after the election. This is a hand count of 4 different races within those ballots and is publicly noticed. Chief Deputy DeKleyn and I did 5 of them on our own. The other 3, which included the City of Marshfield, Wards 9 & 20, Town of Grand Rapids, Wards 1-11; and City of Wisconsin Rapids, Wards 1-4, were done here at the courthouse with our guidance. In every one of these audits, there were no changes to what the machine reported and what we counted. For the 5 reporting units that Katie and I did, we will receive $958.80.

- We are starting to gear up for the Spring Elections by getting paperwork updated, notices published, and instructions sent to the municipal clerks.

- From our office to you and yours, a very blessed Christmas and Happy New Year. We look forward to serving you in 2027!

400 Market Street • P.O. Box 8095 • Wisconsin Rapids, Wisconsin 54495-8095 • Telephone (715) 421-8460
E-mail: Trent.Miner@woodcountywi.gov

Wood County
WISCONSIN

Office of
Finance Director

PaNyia Yang
Finance Director

Date: 11/25/2026
To: Operations Committee
From: PaNyia Yang
Subject: Monthly Letter of Comments

DEPARTMENTAL ACTIVITIES

Finance Department Updates

1. ARPA Funds

   We have roughly $994,855 of ARPA funds remaining as of October 31, 2026 – the majority being $903,171 of park/building improvements, $32,434 for radio system updates, Land & Water Conservation of $49,531 for various projects, and Planning & Zoning of $9,719 for LiDAR. Funds must be expended by the end of 2026. Note that should there be funds remaining at year-end, they can only be applied to current projects that were obligated by the end of 2024. We cannot apply them to new projects. The final expenditure report will be due April 30, 2027.

2. New Financial Software-Update

   As we work through the early stages of implementation, we held several business process review sessions with Stoneridge to walk through our current workflows and outline our needs for the new financial system. We will provide requested reports, documentation, and process examples to assist Stoneridge so they can configure the platform to align with our financial and operational goals.

3. Staff Update

   Our Payroll Administrator has resigned, and her final day with Wood County is November 30th. Michelle Weiler has been a valuable member of our team for the past five years. I am truly grateful for Michelle's dedication and the many valuable contributions she has made throughout her time in this role. Her efforts have been deeply appreciated. While we will miss Michelle, we wish her all the best as she takes on this exciting next step in her professional career.

   Interviews will be conducted in the next couple of weeks. In the meantime, the team is actively cross-training to prepare for the transition.

Wood County
WISCONSIN

HUMAN RESOURCES DEPARTMENT

November 30, 2026

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – November 2026

Human Resources Activity

	November 2026	2026 Year-to Date
Applications Received	137	1,394
Positions Filled	15	142
Promotions/Transfers	2	46
New Hire Orientations	5	86
Terminations, Voluntary	6*	86
Terminations, Involuntary	1	12
Retirements	0	11
Turnover Rate	.8%	14.98%
Exit Interviews	4	40

*Two of these are casual

Human Resources Narrative

General Highlights

1. Open Enrollment officially closed on November 6th. A number of employees did not meet the deadline, therefore our department worked directly with them and their supervisors to get the missing enrollment submitted. There are currently five (5) outstanding enrollments that we are working with employees and supervisors to obtain. Open Enrollment changes have been processed with vendors and changes will be reflected starting with the December 10th payroll.
2. Held days 2 & 3 of the 2026 Leadership Retreat, **Improving Culture and Engagement Through Change Leadership vs. Change Management.** We again partnered with Mid-State Technical College (MSTC) for our annual professional development event, which took place over a total of three (3) half-days this fall. This year's retreat focused on building a strategy for improving employee engagement using our results from this year's survey. The leadership team did a tremendous job of working through several areas of focus and developed action plans based on highest impact and feasibility. Action planning will continue throughout 2027. The survey will take place again in 2028.
3. The 2026 Performance Evaluation process for all Wood County staff continues to be in-process. Oversight Committees are currently working through Department Head evaluations. Department Heads and supervisors received notification of staff evaluations that are outstanding. All evaluations are due by December 8th.

4. Together with the Wellness Coordinator, we have prepared a revised Wellness Program document for review at the December Operations Committee. The main changes to the program will be the timelines and deadlines for the required activities, the movement to Anovia for no-cost biometrics, and the elimination of onsite biometric clinics.

Meetings & Trainings

1. Attended the Operations Committee meeting on November 3rd.
2. Attended County Board on November 10th.
3. Attended a virtual onboarding meeting with Anovia on November 3rd.
4. Attended a virtual meeting with Rx'n'Go on November 18th.
5. Attended the monthly conference call with The Horton Group on November 24th to discuss various benefit topics including the 2027 renewal.
6. Held individual staff and team meetings to discuss and provide updates on the department's identified 2026 goals.

Benefits

1. Continued finalizing open enrollment and making applicable changes internally as well as with external benefit vendors.
2. Started preparing the annual Non-Discrimination Testing Spreadsheet that needs to be completed each year to remain compliant within our Section 125 plan.
3. 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.
4. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.

Recruitment

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily. Reported new hires with the Wisconsin New Hire Reporting Center.
2. Assisted multiple departments with interviews and selection process.
3. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. 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. Continue to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Continually looking into different options to ensure we are reaching out to interested candidates in a timely manner. Sponsored multiple positions on Indeed.
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.

Refilled Position	Department	Position	Status
Replacement	Clerk of Court	Court Clerk	Position posted; interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 11/9/26
Replacement	Dispatch	Dispatch Trainee	Position posted; interviews held 11/17/26

Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 11/23/26
Replacement	Finance	Payroll Administrator	Position posted, interviews to be held in Dec
New Position	Health	Community Health Worker (Peer Support/ Recovery Coach)	Position posted, interviews scheduled 11/30-12/3
New Position	Health	Community Health Worker (PAT/Parent Educator)	Position posted, interview to be held in 11/26
Replacement	Highway	Equipment Operator – End Loader	Position posted; interviews conducted, filled internally 11/23/26
Replacement	Highway	Truck Operator	Referred to eligibility list established in 10/26, applicant selected, references/DL check being conducted as of 11/20/26
New Position	Human Services	CLTS Support & Service Coordinator I or II	Position posted; interviews conducted, final candidate selected, background/references and degree verification, offer extended and filled 1/11/27
Replacements	Human Services	Economic Support Specialist (Mfld) - 2	Positions posted, interviews conducted, references/background/degree verifications completed, offers extended and accepted, filled 11/2 and 11/30/26
Replacement	Human Services	EMH/APS Coordinator	Position posted; deadline 11/30/26
Replacement	Human Services	Fiscal Services Manager	Position posted; interviews being conducted
Replacement	Human Services	Economic Support Supervisor	Position posted; interviews conducted, filled internally 11/30/26
Replacement	Human Services	RN – CCS/CSP	Position posted; deadline 1/18/27
Replacement	Maintenance	Maintenance Tech I or II	Position posted; first interviews conducted, 2nd interviews scheduled for 11/30/26
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, and LPN	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding; deadline 1/18/27
Replacement	Norwood	Casual Receptionist	Position posted; interviews conducted, final candidate selected, references/background being completed.
New Position	Norwood	Health Unit Coord – 100%	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 11/30/26
Replacement	Norwood	Business Office Specialist	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 11/23/26
Replacement	Norwood	Admin Asst I	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 11/30/26
Replacement	Parks	Medical 1st Responders	Position posted, interview scheduled in Dec
Replacements	Sheriff	Part Time Deputies	Position posted; interviews conducted, SH Dept completing backgrounds, one position filled 11/12/26

Replacements	Sheriff	Deputy Sheriff	Position posted; interviews conducted, SH Dept completing backgrounds
Replacements	Sheriff	Correction Officers	Position posted; deadline 12/7/26

Safety/Risk Management

1. Managed open claims with Aegis/Charles Taylor throughout the month.
2. Corresponded with various insurers regarding claims and pending litigation.
3. Attended Edgewater Safety Committee on November 4th and Norwood Safety Committee on November 10th.
4. Conducted N95 respirator fit testing for seven (7) MSTC nursing students and three (3) Edgewater staff on November 6th, seven (7) Edgewater staff on November 19th, and one (1) Norwood staff on November 24th.
5. Released Annual Safety Training for non-healthcare employees on October 21st. Approximately 270 employees have completed this to date.
6. Reviewed and updated several Safety training modules, which will be converted to video format in 2027.

NEW Workers' Compensation Claims (1)

1. 10/29/26 – Norwood – Employee strained R shoulder/neck while transferring resident

OPEN Workers' Compensation Claims (3)

1. 1/20/26 – Sheriff's (Corrections) – Employee injured L knee while responding to emergency in Jail (surgery required)
2. 2/6/26 – Norwood – Employee strained lower back while transferring resident
3. 5/24/26 – Dispatch – Employee fell on steps in Dispatch Center, injuring L upper arm

CLOSED Workers' Compensation Claims (2)

1. 10/19/26 – Highway – Employee strained L knee while moving around equipment in Shop parking lot
2. 10/19/26 – Norwood – Agitated resident spit in employee's face and eyes while employee was attempting to de-escalate

First Aid Injuries (3)

1. 10/29/26 – Norwood – Employee suffered lower-back pain after assisting a resident to a standing position
2. 11/3/26 – Sheriff's (Corrections) – Employee reported R wrist pain/swelling after escorting uncooperative inmate (late report)
3. 11/5/26 – Sheriff's (Corrections) – Employee was potentially exposed to illicit drugs while searching inmate's items in pre-booking

Property/Vehicle Damage Claims (3)

1. 10/15/26 – Sheriff's – Squad windshield damaged while travelling to meeting (actual damage $445.13)
2. 10/20/26 – Parks – Deer jumped into side window of backhoe in transit (est. damage unknown)
3. 10/29/26 – Parks – Truck struck deer while travelling between parks in Arpin (est. damage $2,916.53)

Liability Claims (0)

OPEN EEOC/ERD Claims (2)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on creed/religion. We received a Notice

of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.

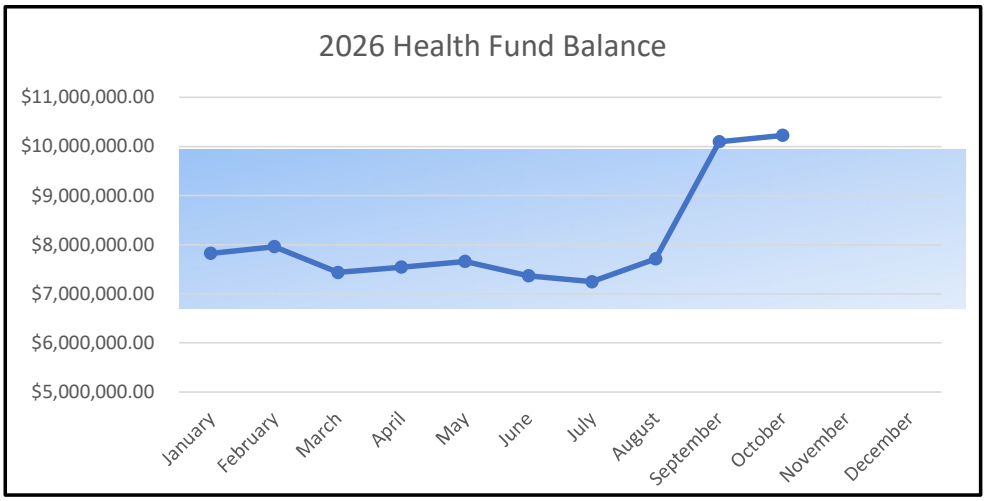
2. 9/17/26- Current Sheriff's Department employee submitted a claim alleging violation of the Labor Standards Act. We received a Notice of Complaint on September 17, 2026. County Mutual assigned external counsel to Axley. Our position statement was drafted, finalized, and submitted to the WI Department of Workforce Development on October 1, 2026.

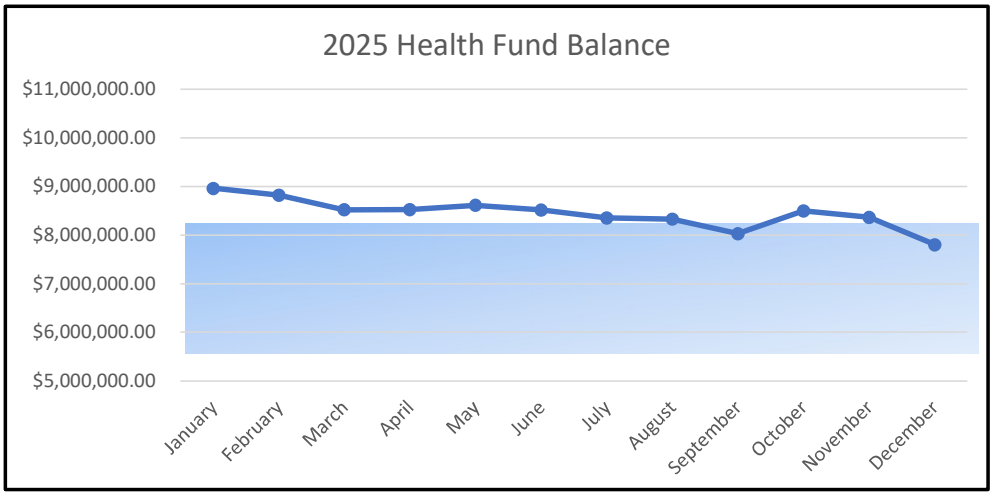
Other

1. Created and distributed the Monthly Manager Resource, titled "Strong Onboarding" to all Wood County managers and supervisors.
2. Quarter 4 Random DOT Selections complete.
3. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on November 2nd, 9th, 16th, 23rd, and 30th.
7. Conducted exit interviews on November 5th, 6th, 18th, and 19th.
8. Responded to multiple verifications of employment.
9. Replied to 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.

	2026 Health Fund Balance	2025 Health Fund Balance
January	$ 7,823,335.02	$ 8,964,253.00
February	$ 7,964,930.45	$ 8,825,436.93
March	$ 7,437,558.04	$ 8,523,449.03
April	$ 7,543,191.47	$ 8,528,653.07
May	$ 7,658,519.55	$ 8,616,729.58
June	$ 7,368,795.39	$ 8,518,696.37
July	$ 7,248,362.01	$ 8,352,009.13
August	$ 7,710,665.69	$ 8,328,467.11
September	$ 10,094,351.74	$ 8,030,198.08
October	$ 10,228,700.14	$ 8,500,559.51
November		$ 8,365,945.25
December		$ 7,806,444.21

NOTE: The drastic increase in the health fund balance in September & October 2026 is in relation to a high cost claim ($2.6M) that Wood County received pre-funding for through Stop Loss Insurance. Wood County received $2.6M in advance to fund this claim. It is anticipated that the health fund balance will normalize when this claim is processed through Anthem and paid out.





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

Wood County
WISCONSIN

OFFICE OF THE TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—DECEMBER 2026

1. Attended Wisconsin Counties Association weekly calls on Mondays in November.
2. Attended Teams Meeting with Stoneridge, the new AP Sofware Vendor on November 2, 9, 11 & 13.
3. Attended a Zoom Meeting with Charles Schwab on November 2.
4. Attended Operations Committee Meeting on November 3.
5. Attended United Way Board Meeting on November 4.
6. Attended Zoom with Point & Pay to get Land & Water Conservation onboarded to use as a credit card processor on November 5.
7. Attended County Board Budget Hearing and Meeting on November 10.
8. Participated in Canvas after the election in the County Clerk's office on November 10.
9. Attended a Zoom Meeting for Wisconsin Department of Revenue State and Local Finance Roundtable on November 12.
10. Attended United Way Finance Committee Meeting on November 16.
11. Participated in a Zoom meeting with Catalis for Municipal Treasurers regarding the upcoming tax collection season on November 17.
12. Participated in a Zoom meeting with Catalis for County Treasurers regarding refreshers for the upcoming tax system on November 18.
13. Attended Zoom with Foundation for Rural Housing Board of Directors Meeting on November 19.
14. The office sent out 698 delinquent notices in the amount of $2,532,287.66 for the tax years 2023-2025. The hope is to get people to pay those taxes before the new bills come out by December 21. This amount is up slightly from the previous year.
15. I have completed the employee evaluations for the year and turned them into Human Resources by their deadline of December 8.
16. As municipalities finish up their public budget hearings and submit their tax rate calculation sheets, I've been checking them for accuracy, entering them into our software, and plan to begin printing on Dec. 1.

Letter of Comments – November 2026

- Follow-up Health Coaching continues to go well. As of this writing, I have met with 76 employees to follow up on their health goals, address potential barriers, and develop action plans to support their continued success. Additional health coaching appointments have been added for December. Employees interested in participating can schedule a coaching session through their wellness portal at www.managewell.com.

- The Q4 Wellness Challenge, *Build Social Connections*, has concluded. This four-week Healthy Bingo challenge encouraged participants to complete social wellness activities, build meaningful connections, and earn 300 wellness points by completing two BINGOs. The challenge focused on social wellness, which can help improve mood, reduce stress, increase feelings of belonging, support mental well-being, and strengthen relationships both at work and at home.

- I have been working with Human Resources to prepare for the proposed changes to the 2027 Wellness Program. Planning efforts have focused on adjusting qualifying activity timelines and participant communications to support the transition away from onsite biometric screenings while providing participants additional time to complete program requirements.

- Development of the 2027 Wellness Portal is ongoing. The portal serves as the central location for participants to access wellness challenges, health assessments, educational resources, program information, and wellness activity tracking. Updates are being implemented to reflect the proposed 2027 program changes and ensure the portal is ready for the upcoming program year.

COUNTY BOARD CLAIMS
Oct-26

Paid November 2026

District #		MONTH	PER DIEM	MILEAGE	Other Expenses
1	Wayne Schulz Jr	October-26	$ 400.00	$ 219.64	$ -
2	Donna Rozar	October-26	$ 660.00	$ 170.24	$ -
3	Thomas Buttke	May-Sept 26	$ 2,000.00	$ 924.16	$ -
4	Russell Perlock	October-26	$ 400.00	$ 266.00	$ -
5	Timothy Hovendick	October-26	$ 450.00	$ 319.20	$ -
6	Allen Breu	October-26	$ 365.00	$ 136.80	$ -
7	William Voight	October-26	$ 300.00	$ 104.88	$ -
8	Jake Hahn	October-26	$ 395.00	$ 82.08	$ -
9	Paul Goldberg	October-26	$ 350.00	$ 103.24	$ -
10	Lee Thao	October-26	$ -	$ -	$ -
11	Jeff Penzkover	October-26	$ 400.00	$ 56.24	$ -
12	Laura Valenstein	Spet-Oct 26	$ 745.00	$ 51.68	$ -
13	Linda Casper	October-26	$ 300.00	$ 12.16	$ -
14	Dennis Polach	October-26	$ 300.00	$ -	$ -
15	William Clendenning	October-26	$ 665.00	$ 263.72	$ -
16	Lance Pliml	October-26	$ 1,250.00	$ 182.40	$ -
17	Joseph Zurfluh	October-26	$ 415.00	$ 57.00	$ -
18	Brad Hamilton	October-26	$ 450.00	$ 97.28	$ -
19	Bill Leichtnam	October-26	$ 575.00	$ 127.68	$ -
	Lee Garrels	October-26	$ 150.00	$ 82.08	$ -
	Robert Levendoske	October-26	$ 150.00	$ 159.60	$ -
	Thomas Mancuso	October-26	$ 150.00	$ 18.24	$ -
	Michael Meyers	October-26	$ 195.00	$ 159.60	$ -
	TOTAL:		**$ 11,065.00**	**$ 3,593.92**	**$ -**

TOTAL
$ 619.64
$ 830.24
$ 2,924.16
$ 666.00
$ 769.20
$ 501.80
$ 404.88
$ 477.08
$ 453.24
$ -
$ 456.24
$ 796.68
$ 312.16
$ 300.00
$ 928.72
$ 1,432.40
$ 472.00
$ 547.28
$ 702.68
$ 232.08
$ 309.60
$ 168.24
$ 354.60
$ 14,658.92

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: October 2026

For the range of vouchers: 06260153 - 06260164

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06260153	US BANK	VISA Charges	10/21/2026	$466.64	P
06260154	VERIZON	Monthly Modem Fee	10/19/2026	$17.22	P
06260155	GANNETT WISCONSIN LOCALIQ	Various Ads	11/02/2026	$382.84	P
06260156	CEPRESS CINDY	Canvass Board	11/06/2026	$60.64	P
06260157	HALL DEBORAH M	Canvass Board	11/06/2026	$104.72	P
06260158	WISCONSIN COUNTIES UTILITY TAX ASSOCIATION	2027 Membership Dues WCUTA	11/03/2026	$1,548.58	P
06260159	STAPLES ADVANTAGE		11/10/2026	$55.06	P
06260160	UNITED MAILING SERVICE	Mail Charges	11/05/2026	$1,215.56	P
06260161	STAPLES ADVANTAGE	Office Supplies	11/14/2026	$18.98	
06260162	AMAZON CAPITAL SERVICES	Office Supplies	11/17/2026	$46.81	P
06260163	US BANK	VISA Charges	11/18/2026	$347.83	
		Grand Total:		**$4,264.88**	

Signatures

Committee Chair: _____

Committee Member: _____ Committee Member: _____

Committee Member: _____ Committee Member: _____

Committee Member: _____ Committee Member: _____

Committee Member: _____ Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: NOVEMBER 2026

For the range of vouchers: 14260199 - 14260213 99260002 - 99260003

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14260199	WIPFLI LLP	2025 DHS FINAL BILLING	10/29/2026	$8,988.80	P
14260200	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/29/2026	$15.49	P
14260201	MINNESOTA CHILD SUPPORT PAYMENT CTR	MN CHILD SUPPORT PAYMENT	11/12/2026	$432.85	P
14260202	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	11/12/2026	$6,764.94	P
14260203	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/12/2026	$3,816.55	P
14260204	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/12/2026	$4,155.03	P
14260205	PORTAGE COUNTY CLERK OF COURTS	GARNISHMENT PAYMENT	11/12/2026	$100.00	P
14260206	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	11/12/2026	$355.85	P
14260207	US BANK	EMPLOYEE RECOGNITION	11/17/2026	$115.46	
14260208	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	11/25/2026	$6,670.32	
14260209	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/25/2026	$3,790.87	
14260210	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/25/2026	$4,078.57	
14260211	MINNESOTA CHILD SUPPORT PAYMENT CTR	MN CHILD SUPPORT PAYMENT	11/25/2026	$432.85	
14260212	PORTAGE COUNTY CLERK OF COURTS	GARNISHMENT PAYMENT	11/25/2026	$100.00	
14260213	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	11/25/2026	$355.85	
99260002	ATTOLLES LAW SC	BUG TUSSEL LEGAL SERVICES	11/16/2026	$1,309.91	P
99260003	REINHART BOERNER VAN DEUREN SC	BUG TUSSEL LEGAL SERVICES	11/19/2026	$2,622.85	
		Grand Total:		**$44,106.19**	

Signatures

Committee Chair: _____

Committee Member: _____ Committee Member: _____

Committee Member: _____ Committee Member: _____

Committee Member: _____ Committee Member: _____

Committee Member: _____ Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: NOVEMBER 2026

For the range of vouchers: 17260105 - 17260117 23260046 - 23260047

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17260105	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	11/04/2026	$6,520.25	P
17260106	AMAZON CAPITAL SERVICES	Office Supplies	11/03/2026	$10.19	P
17260107	HEART OF WIS CHAMBER OF COMMERCE	Service & Recognition Program	11/04/2026	$260.00	P
17260108	MARSHFIELD AREA CHAMBER OF COMMERCE	Service Recogntion Program	11/04/2026	$152.78	P
17260109	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	10/21/2026	$330.00	P
17260110	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	11/02/2026	$378.00	P
17260111	WELD RILEY SC	Legal Fees	10/26/2026	$1,660.00	P
17260112	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	11/02/2026	$106.00	P
17260113	SANFORD HEALTH OCCMED	Drug Testing	10/30/2026	$75.00	P
17260114	WELD RILEY SC	Legal Fees	11/12/2026	$3,540.00	P
17260115	US BANK	P-Card Charges	11/16/2026	$2,708.71	
17260116	MID-STATE TECHNICAL COLLEGE	Leadership Retreat	11/18/2026	$2,000.00	P
17260117	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	11/13/2026	$166.00	P
23260046	WI COUNTY MUTUAL INS CORP	Excess Workers Comp	11/09/2026	$104,910.00	P
23260047	WI COUNTY MUTUAL INS CORP	Gen Liability	11/12/2026	$353,522.00	P
		Grand Total:		**$476,338.93**	

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: TREASURER

For the period of: NOVEMBER 2026

For the range of vouchers: 28260236 - 28260253

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28260236	CITY OF MARSHFIELD	OCTOBER SPECIAL CHARGES	11/04/2026	$699.81	P
28260237	CITY OF NEKOOSA TREASURER	OCTOBER SPECIAL CHARGES	11/04/2026	$295.43	P
28260238	CITY OF WISCONSIN RAPIDS	OCTOBER SPECIAL CHARGES	11/04/2026	$300.35	P
28260239	GORST AARON	TAX OVERPAYMENT REFUND	11/04/2026	$148.70	P
28260240	TOWN OF CARY	OCTOBER SPECIAL CHARGES	11/04/2026	$146.30	P
28260241	TOWN OF PORT EDWARDS	OCTOBER SPECIAL CHARGES	11/04/2026	$201.76	P
28260242	TOWN OF SARATOGA	OCTOBER SPECIAL CHARGES	11/04/2026	$1,400.51	P
28260243	TOWN OF GRAND RAPIDS	OCTOBER SPECIAL CHARGES	11/04/2026	$585.33	P
28260244	TOWN OF MARSHFIELD	OCTOBER SPECIAL CHARGES	11/04/2026	$278.60	P
28260245	TOWN OF RICHFIELD	OCTOBER SPECIAL CHARGES	11/04/2026	$333.41	P
28260246	VILLAGE OF ARPIN TREASURER	OCTOBER SPECIAL CHARGES	11/04/2026	$150.00	P
28260247	VILLAGE OF VESPER	OCTOBER SPECIAL CHARGES	11/04/2026	$262.56	P
28260248	VILLAGE OF RUDOLPH	OCTOBER SPECIAL CHARGES	11/04/2026	$1,121.97	P
28260249	WI DEPT OF ADMINISTRATION	OCT WI LAND INFO	11/04/2026	$6,916.00	P
28260250	EO JOHNSON COMPANY INC	FOLDING MACHINE MAINTENANCE	11/18/2026	$285.00	P
28260251	STATE OF WISCONSIN TREASURER	OCTOBER CLERK OF COURT REVENUE	11/18/2026	$124,063.87	P
28260252	SYLVESTER TIM	TAX OVERPAYMENT REFUND	11/18/2026	$120.16	P
28260253	US BANK	CONF HOTEL/EMPLOYEE MEAL	11/24/2026	$355.22	P
		Grand Total:		**$137,664.98**	

Signatures

Committee Chair: _____

Committee Member: _____ Committee Member: _____

Committee Member: _____ Committee Member: _____

Committee Member: _____ Committee Member: _____

Committee Member: _____ Committee Member: _____

WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

Wellness Program Mission Statement
To provide a worksite culture and environment which supports making healthy lifestyle choices. Implement a comprehensive worksite wellness program which educates, empowers, and engages Wood County employees and families to adopt and maintain healthy lifestyle behaviors.

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

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

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

Eligibility
All current Wood County employees are eligible to participate in the voluntary Wellness Program and activities. Only benefit-eligible employees of Wood County are eligible to receive incentives for participation in wellness activities and events. Other individuals, such as contracted staff, interns, and non-benefit-eligible employees may participate in employee wellness initiatives, provided there is no cost to Wood County for the activity or event. Spousal participation may be offered for those enrolled in Wood County's health insurance but spouses are not eligible to receive incentives.

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

Core Activities
The three core activities are:
1. Biometrics Screening
2. Health Risk Assessment (HRA)
3. Health Coaching Session

To qualify for the health insurance premium incentive for the following calendar year, participants must complete their core activities by the following deadlines:
1. Biometrics Screening- must be completed by June 30th. Participants may provide screening results completed from July 1st of the prior year through June 30th of the current year. These

screenings must consist of the following components: height check, weight check, BMI calculation, blood pressure reading, lipid panel, and fasting glucose test.
2. Health Risk Assessment (HRA)- must be completed after the biometrics screening has been completed, the results have been shared with the Wellness Coordinator, and before July 31st
3. Health Coaching Session- must be completed after the HRA has been submitted and before October 31st

The three core activities must be completed in order to be eligible for the annual incentive bonus, which may be earned by completing the program's Supporting Activities.

Supporting Activities

Supporting Activities are optional and may be completed to earn an annual wellness incentive bonus. Supporting Activities, applicable point value, and wellness incentive bonus amounts are set annually and defined in the Annual Wellness Program brochure. The annual incentive bonus is paid through payroll, on a regular pay date in January of the following year. In order to be eligible for the bonus payment, the participant must be an active employee as of the selected pay date. All bonus amounts are considered taxable earnings.

Wellness Portal

All individual Wellness Program activity progress is tracked through www.managewell.com. The ManageWell wellness portal is a personalized and confidential online resource that serves as a single point access for Wood County employees, integrating and organizing a broad range of information and services- ranging from personal health records and health assessments, to educational content and wellness challenges. Employees are provided with a ManageWell account upon hire. Questions regarding access to the portal can be directed to the Wellness Coordinator.

New Employee Eligibility

New employees will automatically receive the health insurance premium incentive for the calendar year in which they were hired and are eligible to participate in the supporting activities immediately. To receive the health insurance premium incentive for the following calendar year, new employees must complete the three core activities by the deadlines specified or within four (4) months of hire, whichever is greater. An overview of the program, process, and deadlines is provided at New Employee Orientation. This is the same process for employees with a mid-year change (Qualifying Event).

Late Participant Policy

Employees who miss any of the deadlines listed in the Program Outline are considered late participants. Late participants are still able to participate in the program and are encouraged to communicate directly with the Wellness Coordinator to schedule their missed appointments as soon as possible.

Late participants will be subject to a loss of their health insurance premium incentive for the number of months that directly correlates to the number of months they were beyond the deadline for any of the three core activities. For example, if an employee completes their Biometrics Screening and HRA on time but forgets to schedule their Health Coaching session by the October 31st deadline, and instead completes the coaching on November 20th, they will lose their health insurance incentive for one month. If an employee misses multiple deadlines, the loss of the health insurance premium incentive will be

based on the highest number of months missed. For example, if an employee misses their Biometrics Screening by one month, their Health Risk Assessment by two months, and completes their Health Coaching session three months late, they will lose their health insurance premium incentive for three months.

An employee who fails to complete each of the three core activities at any time in the current year is not considered a participant in the Wellness Program and will not receive the health insurance premium incentive for the following year.

An employee who elects to participate in the County offered health insurance program at Open Enrollment, and has not completed the three core activities, will be given the opportunity to complete them and receive the premium discount. However, they will pay the full premium until all three core activities are complete.

~~For purposes of this policy, the loss of the health insurance premium incentive will equate to two pay periods per month.~~

Appeal Process

While the deadlines indicated above are important to maintain the Wellness Program's structure and integrity, in the event that an employee misses any deadline and believes they have a valid and extenuating reason for doing so, the following appeal process may be utilized in an effort to potentially avoid losing their health insurance premium incentive:

1. **Appeal to Wellness Coordinator**: Any employee wishing to appeal a missed deadline of the Wellness Program or a decision made by the Wellness Coordinator should first discuss the problem with the Wood County Wellness Coordinator, within ten (10) working days of the missed deadline that is the subject of the appeal. A meeting will be held, either by phone or in-person, to discuss the complaint at a mutually agreeable time between the Wellness Coordinator and the employee. The Wellness Coordinator shall give an answer to the complaint, in writing, within ten (10) working days from the date the initial appeal meeting was held. If any employee is uncomfortable addressing their appeal directly with the Wellness Coordinator, they may request assistance from Human Resources.

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

mitigating circumstances, failure to provide the required information before the ten (10) working days will invalidate the appeal.

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

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

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

No-Show Procedure

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

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

<u>Definitions</u>

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

Late Cancellation: any time an employee cancels a scheduled appointment with less than 24 hours advance notice.

Late Arrival: arriving 10 minutes or more past the employee's scheduled appointment time.

Procedure

1. Upon the first no-show or cancellation by a participant, the Wellness Coordinator will notify the participant via e-mail or letter. The correspondence will contain, at minimum, the following components:
    a. Notification of the dismissal procedure
    b. Instructions for scheduling a new appointment

2. After the second no-show or cancellation by a participant, the Wellness Coordinator will notify the participant via e-mail or letter. The correspondence will contain, at minimum, the following components:
    a. Notification of the dismissal procedure
    b. Instructions for scheduling a new appointment
    c. Notification that a third no show will result in dismissal from the Wellness Program for the remainder of the year

3. After the third no-show or cancellation by a participant, the Wellness Coordinator will notify the Human Resources Director. A dismissal letter will be generated and will contain, at minimum, the following components:
    a. Reason for dismissal
    b. Elimination of any health insurance premium incentive for the following year

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

Employees who miss one of the three core activities, and therefore lose their health insurance premium incentive, are still eligible to participate in the supporting activities but are not able to earn an annual incentive bonus.

In the event that an employee is dismissed from the Wellness Program and believes they have a valid and extenuating reason for missing scheduled appointments, they may utilize the appeal process to potentially avoid losing their health insurance premium incentive.

Influenza Vaccination Policy

Annually Wood County offers influenza vaccination clinics where vaccinations are offered free of charge to all current Wood County employees (regardless of health insurance coverage) and Wood County health insurance covered dependents over the age of six. Dependents must bring a current Wood County health insurance card. Adult dependents must bring one form of identification to receive the vaccine and minors must be accompanied by a parent or guardian. All employees and dependents must register in advance of the clinics to ensure an adequate supply of vaccinations are available.

Sit/Stand Workstations and other Ergonomic Equipment

In order to ensure the appropriate purchase of sit/stand workstations or other ergonomic equipment, departments will work with the Wellness Coordinator and Facilities Manager to select materials ~~approved by the Operations Committee or~~ recommended by an occupational health professional skilled in ergonomic assessment and in alignment with the department's budget. The Wellness Coordinator will connect employees with such professionals with the approval of the Department Head whenever

sit/stand or other ergonomic materials are needed or are being considered. Costs associated with professional ergonomic assessments that are approved by the Wellness Coordinator and the Department Head will be paid through the Wellness Program budget. Specific equipment purchased will be at the expense of the department employing the individual receiving the equipment. The team will also work with the Safety & Risk Specialist ~~and the Purchasing Clerk~~ to order equipment to ensure best quality, price, and warranty.

Ergonomic Computer Workstation Evaluations

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

An ergonomic specialist will complete a comprehensive evaluation that includes:

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

Wellness Break

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

Wood County 2026
Health Assessment Results

Riley Peterson Wellness Specialist

Aspirus Business Health

Passion for excellence. Compassion for people.

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Program Wins!

Health Risk Assessment & Biometric Screening Results

WIN	
Overall high-risk population decreased	Low risk population increased 2% and high-risk population decreased 3% since 2025
Decreased Alcohol and Tobacco/Nicotine	Alcohol use has decreased 2% and tobacco/nicotine has decreased 3% since 2025
Increased preventative care	Participants that had a physical exam in the past 12 months increased 7% since the previous year
Positive Health Coaching experience	Participants reported their health coaching experiences were both positive and helpful for reaching their wellness goals

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Opportunities

Health Risk Assessment & Biometric Screening Results

Opportunity	
Stress	Participants have reported increased stress through the Health Risk Assessment and has seen a 7% increase in the past 2 years
Sleep	Sleep risk did not increase this year but is still up by 4% from the previous year.
HDL and Triglycerides	The high-risk population for HDL cholesterol has increased by 5% this year and Triglycerides has increased by 4%.

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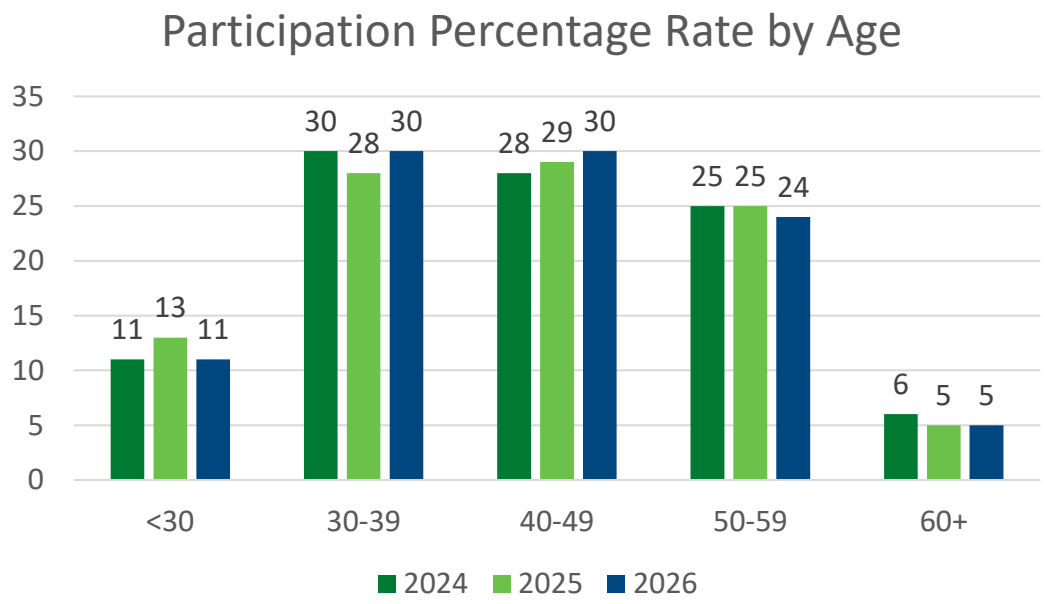
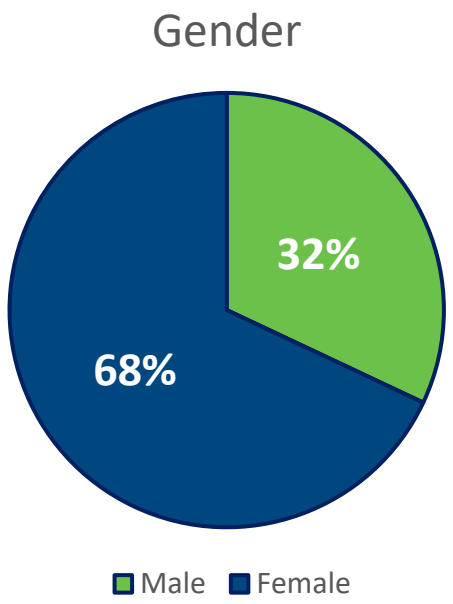
Participation Summary

Participants who completed all three qualifying activities

Participation	2025 Number	2025 Percentage	2026 Number	2026 Percentage
Number of Participants	461	84%	468	84%





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Overall Population Aggregate Results*
2026

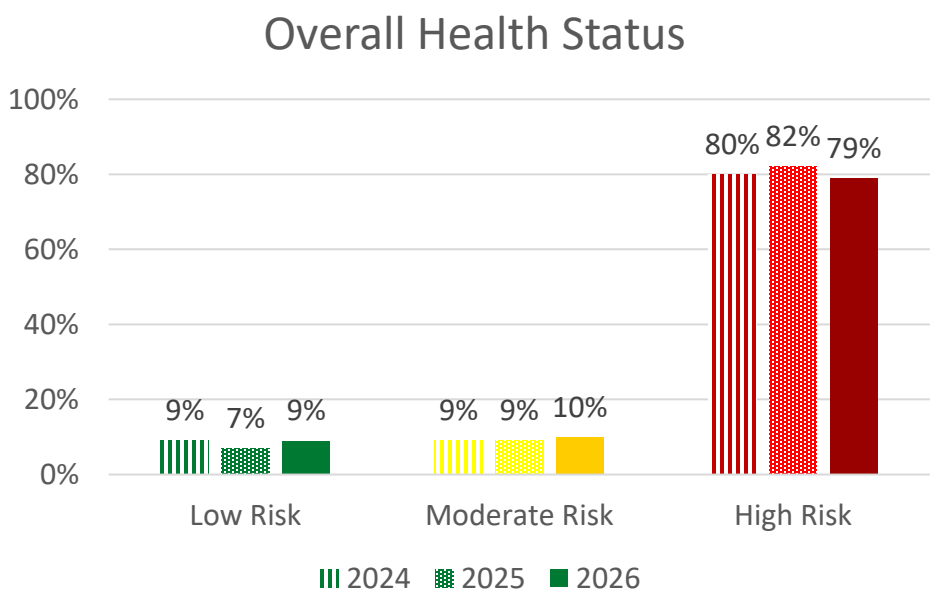
*Population varies from year to year due to New Hires, Newly Eligible, Terms, and Change in Eligibility Status

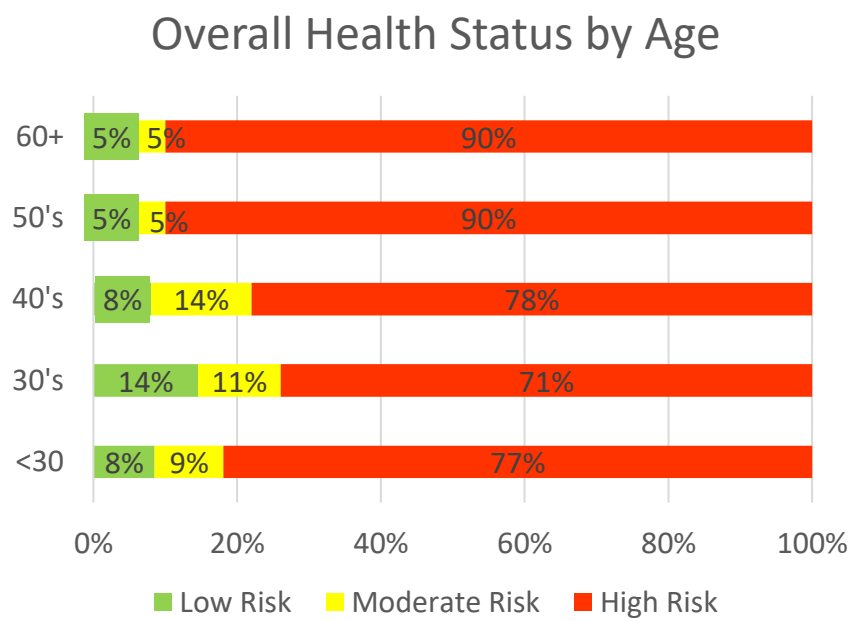
Health Status

*Data from Health Assessment answers combined with Biometric Screening Results

Health status is based on risk factor severity and the type and presence of select diagnosed chronic conditions. Emphasis is placed on significant, or “major” risk factors contributing, or “minor” risk factors according to their increased impact on morbidity, mortality, and health care costs.

Book of Business Statistics:
Low Risk = 15%
Moderate Risk = 13%
High Risk = 71%





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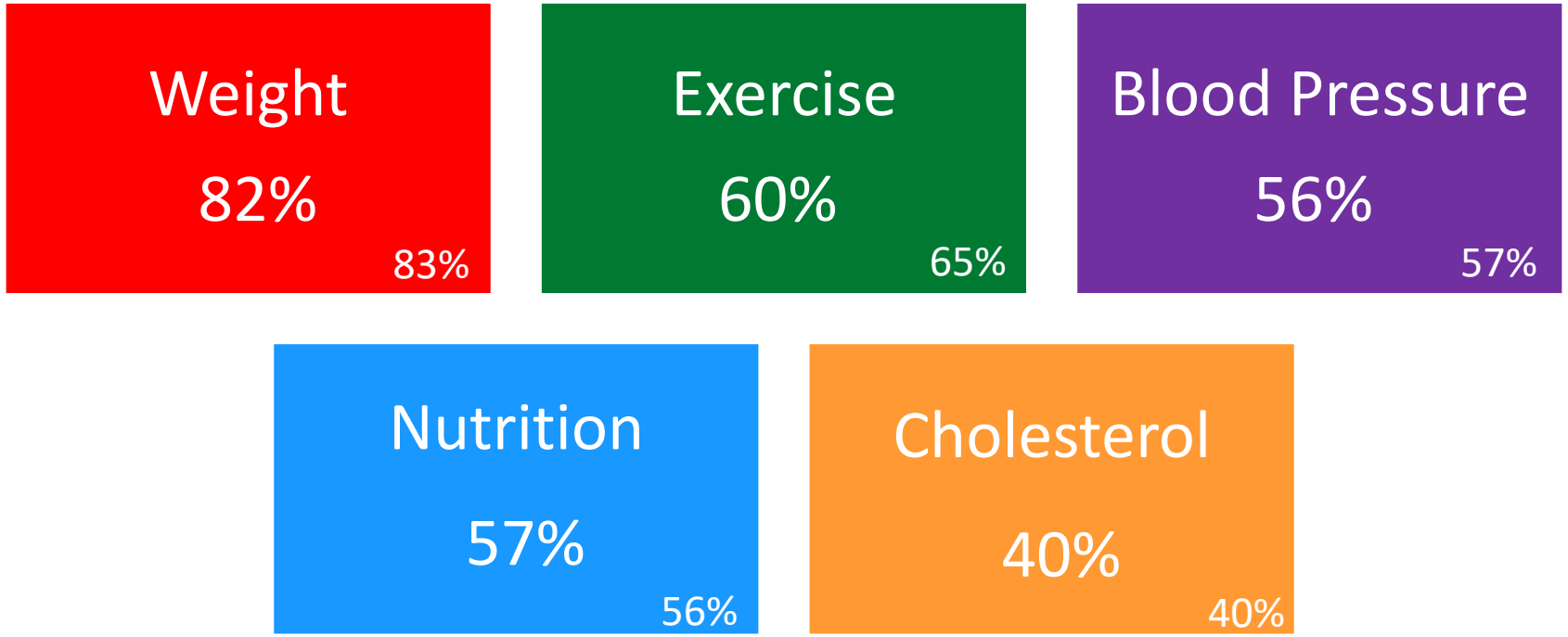
Top 5 Risk Factors

* Data from Health Assessment answers combined with Biometric Screening Results



**Numbers in bottom right corner are values from 2025.*

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2025-2026 Health Risk Factors Summary

*Data from Health Assessment

Moderate & High-Risk Factors	Total Population		Risk Change
	475	468	
	2025	**2026**	
Alcohol	25%	23%	-2%
Exercise	65%	60%	-5%
Nutrition	59%	57%	-2%
Stress	28%	33%	+5%
Sleep	38%	38%	0%
Tobacco & Nicotine	12%	9%	-3%

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Cohort Data Results
2025 - 2026

Biometric Cohort Analysis: 2025 - 2026

*418 cohort participants completed biometrics both years

Biometric Measures	Low Risk		Low Risk Change	Rising Risk		High Risk		High Risk Change
	2025	2026		2025	2026	2025	2026	
Blood Pressure	< 120/80		Declined 2%	120/79 - 129/79		> 129/79		Improved 3%
	43%	41%		12%	17%	45%	42%	
Blood Sugar	< 100		Declined 4%	100 – 124		125 or >		Improved 1%
	71%	67%		24%	29%	5%	4%	
Total Cholesterol	< 200		Improved 2%	200 – 240		>240		Improved 1%
	59%	61%		33%	32%	8%	7%	
HDL Cholesterol	> 59		Declined 3%	59 – 40		< 40		Increased 5%
	27%	24%		58%	56%	15%	20%	
LDL Cholesterol	< 100		Improved 2%	100 – 159		>159		Increased 1%
	30%	32%		65%	62%	5%	6%	
HDL Ratio	< 4.0		Declined 4%	4.0 – 5.0		> 5.0		Increased 1%
	59%	55%		26%	25%	15%	20%	
Triglycerides	< 150		Improved 1%	150 – 199		200 or >		Increased 4%
	75%	76%		15%	10%	10%	14%	
BMI	18.5 – 24.99		No Change 0%	25.0 – 29.99		< 18.5 or > 29.99		Improved 1%
	16%	16%		30%	31%	54%	53%	

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2025 – 2026 Cohort

Health Risk Factors from Health Assessment

434 Cohort Participants completed both years

At Risk	2025	2026	Percent Change
	Percent at Risk		
Alcohol	25%	22%	-3%
Exercise	65%	60%	-5%
Nutrition	58%	56%	-2%
Sleep	38%	38%	0%
Stress	26%	32%	+6%
Tobacco	11%	9%	-2%

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Overall Population Aggregate Results*
2024-2026

*Population varies from year to year due to New Hires, Newly Eligible, Terms, and Change in Eligibility Status

2024 – 2026 Cohort

Health Risk Factors from Health Assessment

378 Cohort Participants completed both years

At Risk	2024	2026	Percent Change
	Percent at Risk		
Alcohol	29%	24%	-5%
Exercise	63%	60%	-3%
Nutrition	55%	55%	0%
Sleep	33%	37%	+4%
Stress	26%	33%	+7%
Tobacco	10%	8%	-2%

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Biometric Cohort Analysis: 2024 - 2026

*371 cohort participants completed biometrics both years

Biometric Measures	Low Risk		Low Risk Change	Rising Risk		High Risk		High Risk Change
	2024	2026		2024	2026	2024	2026	
Blood Pressure	<120/80		Declined 3%	120/79 - 129/79		>129/79		Improved 2%
	44%	41%		12%	17%	44%	42%	
Blood Sugar	< 100		No Change 0%	100 – 124		125 or >		Improved 1%
	67%	67%		28%	29%	5%	4%	
Total Cholesterol	< 200		Declined 1%	200 – 240		>240		Improved 1%
	62%	61%		31%	33%	7%	6%	
HDL Cholesterol	> 59		Declined 3%	59 – 40		< 40		Increased 3%
	26%	23%		58%	58%	16%	19%	
LDL Cholesterol	< 100		Improved 2%	100 – 159		>159		Improved 1%
	30%	32%		62%	61%	8%	7%	
HDL Ratio	< 4.0		Declined 4%	4.0 – 5.0		> 5.0		Increased 2%
	59%	55%		24%	26%	17%	19%	
Triglycerides	< 150		Improved 1%	150 – 199		200 or >		Increased 2%
	75%	76%		14%	11%	11%	13%	
BMI	18.5 – 24.99		No Change 0%	25.0 – 29.99		< 18.5 or > 29.99		Improved 3%
	16%	16%		28%	31%	56%	53%	

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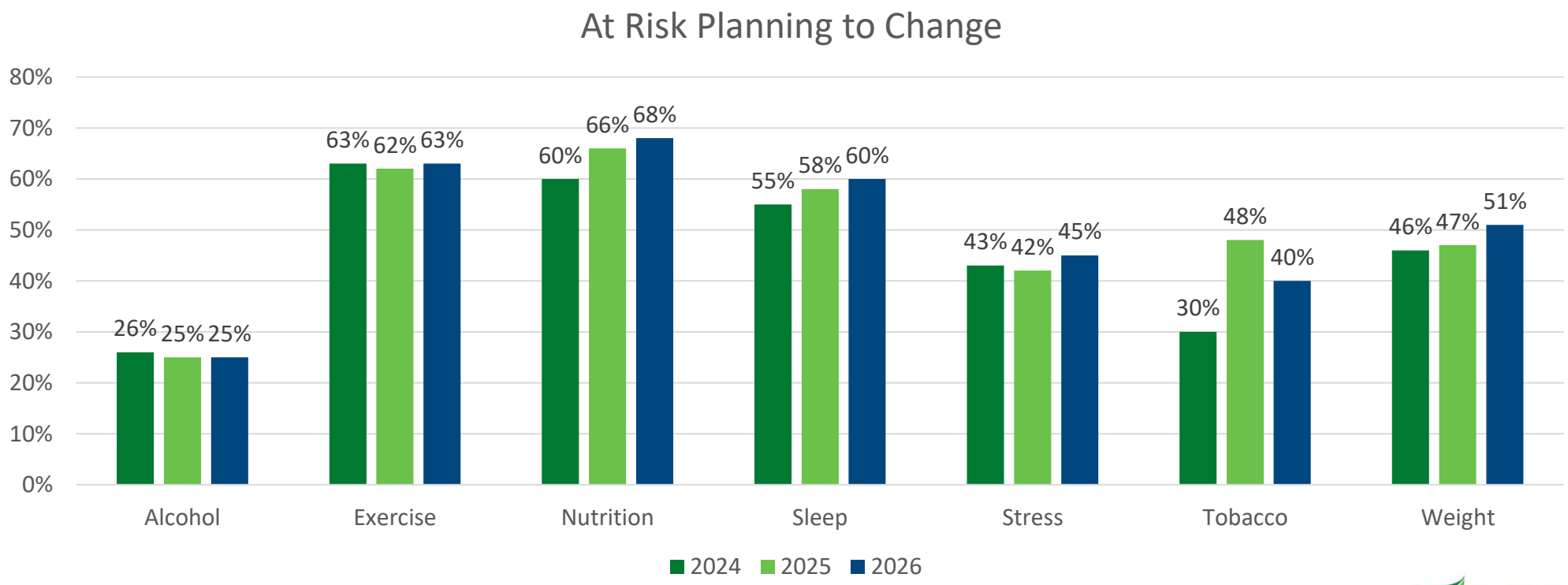
Readiness To Change/Preventative Care

Readiness to Change

*Data from Health Assessment self-reported answers

Readiness to change is based on assessing in which of the five phases of change an individual with a certain risk factor resides. The five phases are: Pre-Contemplation, Contemplation, Preparation, Action, and Maintenance. Percentages Planning to Change are participants that are in either the preparation or action phases. It is also important to look at those that Think it's Important to Change and their Confidence in Ability to Change as this helps determine what areas to focus on and another way to gauge if your program is making a difference.



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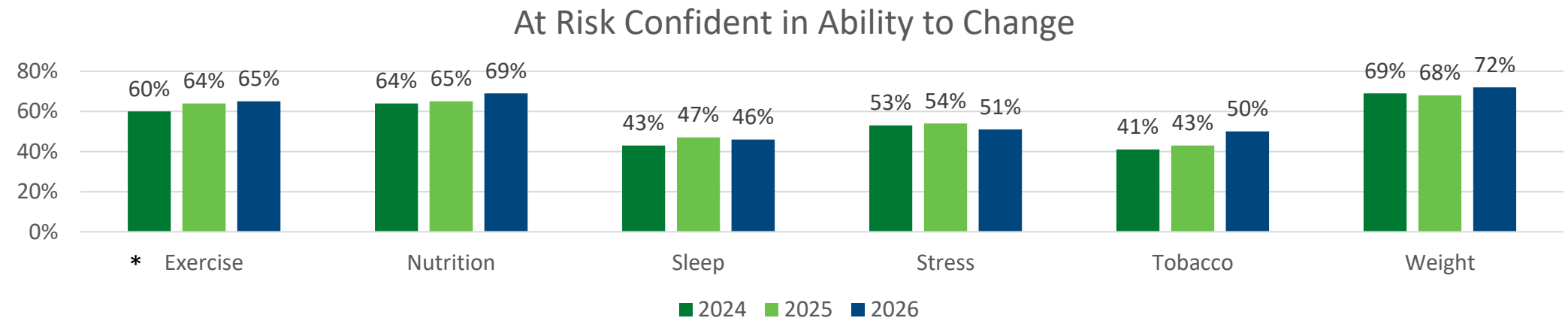
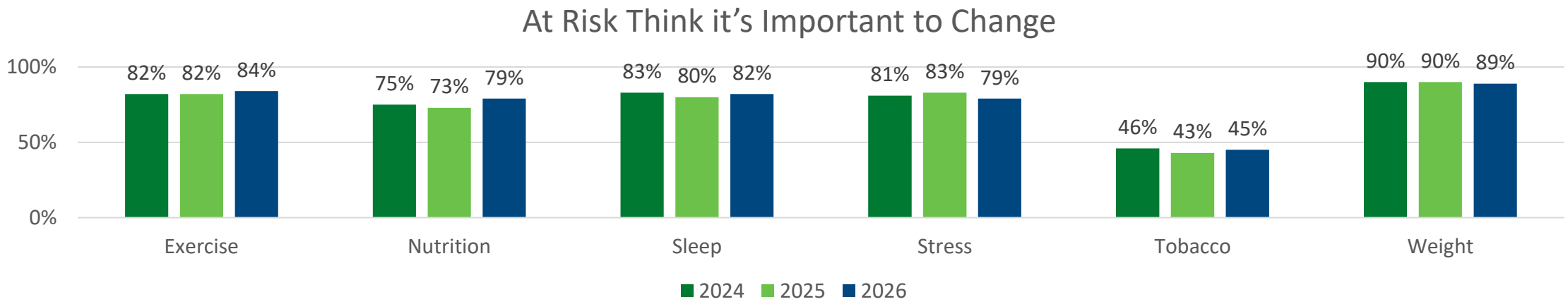
Readiness to Change

*Data from Health Assessment self-reported answers





*Alcohol is not evaluated in these categories

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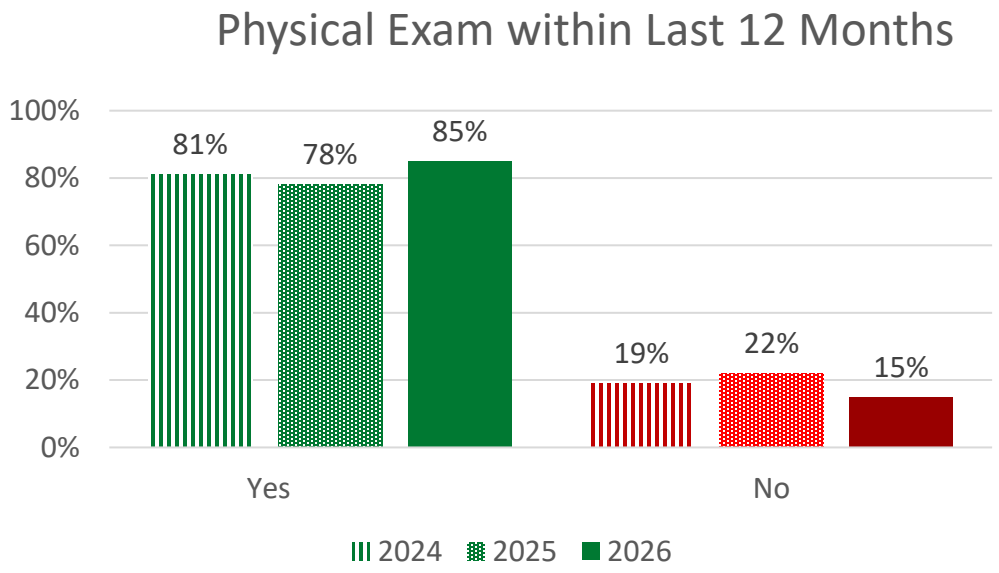
Preventative Care

*Data from Health Assessment self-reported answers



- **10% reported not having a primary care provider**
- **9% asked to be contacted for help finding a primary care provider**

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Continuum of Care

*Data from Health Assessment self-reported answers

- 56 high risk wellness participants received phone messages to review results and were strongly recommended to follow-up with primary care provider.
  - 32 participants were contacted via phone; lab results reviewed and recommended follow up with primary care provider.
    - 11 have plans to follow up with their provider
    - 21 had already initiated healthy lifestyle changes or scheduled a follow up with their provider prior to the call
  - 24 participants unable to reach by phone, high risk results were then sent to participant with directions, strongly recommending follow up with health care provider.

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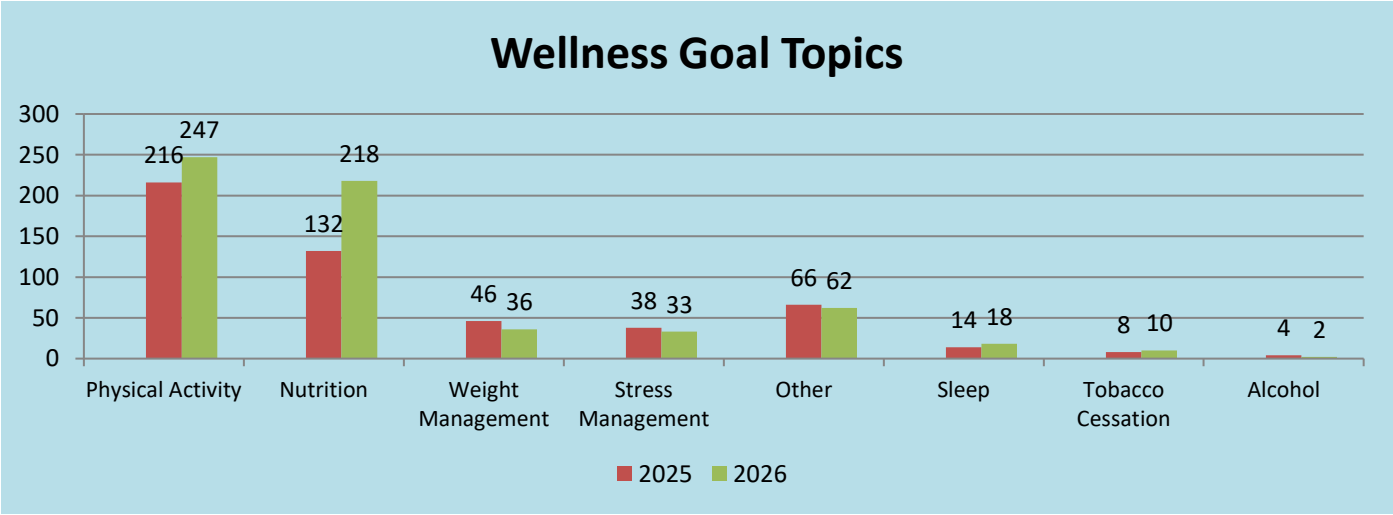
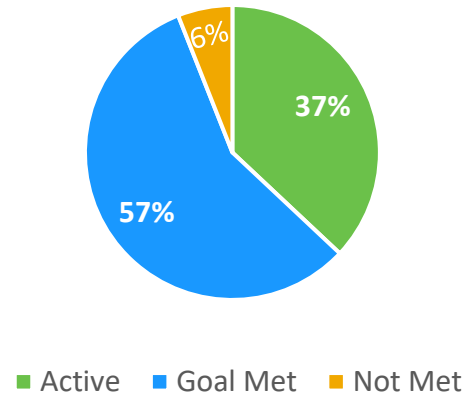
Health Coaching Data

Health Coaching Summary

	January – August 2025	January – August 2026
Total Coached	470	469
Total Sessions	500	471
Number of Goals Set	524	626



Goal Status from 2025 Goals Set (Evaluated during 2026 session)



Health Coaching Satisfaction Survey Data

Comment	Yes Definitely	Yes Mostly	Yes Somewhat	No
Able to Schedule Health Coaching Appointment Timely	90%	8%	1%	1%
Health Coach Listened Carefully	95%	4%	1%	0%
Health Coach Explained Things Clearly	95%	4%	1%	0%
Know What to Do if had More Questions	86%	10%	2%	2%

Comments	Agree	Disagree
Health Coach was Empathetic & Respectful	100%	0%
Health Coach Assisted with Useful Advice & Resources	98%	2%
Health Coach was Engaged & Motivational	100%	0%
Health Coach Helped Develop Personal Goals & Next Steps	99%	1%
Overall Satisfaction with Aspirus Business Health Wellness Staff	99%	1%

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Success Stories

Found through health coaching experience

Participant #1: Participant made wellness goals in 2025 to increase his physical activity, reduce fast-food intake, and begin meditating regularly. He has maintained these habits throughout 2026 and continues to use the Wellness Portal to learn about new health topics and incorporate small, sustainable changes when he sees opportunities. Through these efforts, he has seen significant improvements in his cholesterol, which had previously been considered high-risk.

Participant #2: Participant began with small, sustainable goals in 2024, focusing on mindful eating habits and increasing her daily physical activity through regular walks. She has continued building on these changes each year and has seen impressive improvements in weight loss, blood sugar levels, and triglycerides. She remains motivated to support her health and reports that she is feeling great.

Participant #3: Participant joined the program in late 2025 and was highly motivated to make changes to improve his health. He utilized several aspects of the Wellness Program, including S.M.A.R.T. goals, wellness challenges, health coaching, and body composition testing. He reports that these changes have helped him see the world through a more positive lens and have made his wellness journey more enjoyable and exciting. He has lost a significant amount of weight and is looking forward to seeing his biometric results in 2027.

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Personal Success Stories & Feedback

Comments on the health coaching experience

- Riley's enthusiasm he was engaging and genuinely interested in the steps I've taken to improve. I appreciated his kind words more importantly reminding me that muscle weighs more than fat so not to get discouraged with my weight loss goals.
- Riley is always positive, reviewing results together and asks for any questions to key into areas I wanted to review first.
- Riley was very enthusiastic uplifting and reaffirmed that even though I didn't make great improvements I did improve and that was worth celebrating and if I keep to my goals I would do better next year. The best coaching session I ever had in the many years with the County.
- I was able to discuss what I'm doing for weight loss and got positive feedback. It was also offered that I can utilize our wellness program at any time for assistance or feedback which I wasn't aware of but think is super beneficial.
- The coach listened to me and understood my situation. She was very kind and compassionate and willing to do whatever was needed to help me attain goals.
- Riley was incredibly kind and respectful. I felt I could be open and honest about my health without being judged. I felt he was knowledgeable about health and wellness and able to offer good feedback.
- Riley was very positive and a good listener. He acknowledged the challenges in my work and how that impacts my lifestyle and was not judgmental about areas of my health that did not improve from last year.
- Riley was an extreme hype man and helped me understand the difference between some things on my biometric screening.
- I liked that they listened to the struggles that I have had and took that into consideration when giving advice.
- My biggest issue is being held accountable. Bella let me know that I can schedule a follow up health coaching session to see how my progress is going - which I was unaware of. I appreciate her wanting to help me.

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Personal Success Stories & Feedback

Comments on the health coaching experience

- Riley was motivating and encouraged me to keep doing what I was doing to stay fit and healthy. He also had good ideas on how to get and keep a good sleep schedule with my changing work schedule.
- Very understanding respectful and helps with making goals that are individualized (and not a 'cookie-cutter' approach).
- She was understanding while still giving great ideas on how to make small changes that will benefit me in the long run.
- Just having the space to talk and be heard was nice. I appreciate that Riley summarized what I was saying so I knew he was listening and we came up with good reasonable ideas.
- Very easy to speak with. High respect for me and the goals/concerns I identified. Positive and encouraging.
- It makes me look at what barriers I have to achieving my health goals and focus on smaller steps that help reduce the barriers.
- She was very kind. She listened answered questions and explained anything I needed explained.
- I appreciate the telephonic option so I can complete this in my time frame. I appreciate receiving support from someone more knowledgeable than me in this area.
- Very kind and offered options and support materials to help achieve goals.
- Very easy to speak with. High respect for me and the goals/concerns I identified. Positive and encouraging.
- My coach did a great job at directing the conversation into a space that felt safe and open to share personal struggles. Gave great advice on tip's on to change certain habits mental barriers and helped motivate me into taking action. Bella was very kind and easy to talk to. She offered goal ideas when I was unsure of one.
- He was great! Health and wellness is something that I struggle with and have felt judged for in my life. My coach met me with grace empathy and respect. He validated my struggles and met me where I was at to try and come up with realistic goals. My coach allowed the session to be client led which made me feel motivated and determined.

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Year-long Program Participation

Program Participation

Snapshot of Completed Activities from 2022 to 2025				
Wellness Activity	**2023** (504 Participants)	**2024** (504 Participants)	**2025** (544 Participants)	**2026** (553 Participants)
Quarter 1 Wellness Challenge	127	129	148	118
Quarter 2 Wellness Challenge	144	95	148	120
Quarter 3 Wellness Challenge	102	64	87	100
Quarter 4 Wellness Challenge	116	67	95	61
Dental Exam	176	182	171	169*
Annual Eye Exam	114	127	134	103*
Medical Self-care	158	155	165	147*
6-months Nicotine Free	169	167	161	167*

*Numbers are not final

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Recommendations and Next Steps

- Create challenges and provides resources in ManageWell for increased risks from 2026 (Sleep, Stress, HDL and Triglycerides).

- Create Challenge based on readiness to change data. An increased interest has been seen in nutrition, sleep and weight in the 2026 data.

- Increase in communicating health coaching, which is available all year for participants. When onsite at River Block on Tuesday's, in-person health coaching is available as well.

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Thank you.

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Termination of Employment

Voluntary Termination
An employee who voluntarily resigns from Wood County employment is required to provide advance written notice to their immediate supervisor.

Notice Period
Employees are expected to provide at least fourteen (14) calendar days' advance written notice of resignation. Managerial staff and Department Heads are expected to provide at least thirty (30) calendar days' advance written notice. This notice must include the intended final date of employment and should be provided in writing to the employee's immediate supervisor. Employees are encouraged to provide as much advance notice as reasonably possible to facilitate an effective transition of responsibilities.

Providing the required notice and completing assigned work during the notice period in accordance with this policy are conditions of eligibility for payment of earned and accrued vacation upon separation, subject to applicable law and County policy. In extraordinary circumstances, exceptions may be made with approval of the Department Head and Human Resources Director.

Work and Leave During the Notice Period
The time between the resignation letter submittal and the final date of employment shall be considered the Notice Period. Employees are expected to remain at work and fulfill their regular job responsibilities during this time. Previously approved vacation or good faith use of illness-related sick leave may be used during the notice period with supervisor approval and in accordance with the department's established procedures.

Unpaid time off or the use of accrued compensatory time during the notice period requires Department Head approval.

Final Date of Employment
Unless the County establishes an earlier separation date, the employee's final date of employment will be the resignation date identified in the employee's written notice, provided the employee remains employed through that date. Paid accrued benefits, paid time off, or holidays do not extend the final date of employment. The employee's last physical day worked may differ from the final date of employment when the employee has approved leave or is otherwise released from duty.

Early Release During the Notice Period
Wood County reserves the right to release an employee from duty before the stated resignation date.

If the County releases an employee before the resignation date for reasons other than misconduct, the employee will be paid for their remaining time up to the anticipated last day of work, but not to exceed two (2) weeks. Such an early release will not, by itself, disqualify the employee from vacation payout eligibility, provided the employee otherwise satisfies the applicable requirements of this Policy.

If an employee is released from employment before completing the notice period due to misconduct, the employee will not receive pay for the remaining Notice Period. Eligibility for vacation payout will be determined

in accordance with the applicable provisions of this Policy and applicable law.

Involuntary Termination

Employees whose employment is involuntarily terminated are not eligible for payment of earned and accrued vacation upon separation, except where required by applicable law.

Accrued compensatory time will be paid upon separation to non-exempt employees as required by applicable law.

Retirement

Wood County funds an excellent retirement plan for employees through the Wisconsin Retirement System (WRS). When nearing retirement, employees should contact both the Human Resources Department and WRS (toll free number 877-533-5020) to discuss their individual situation and retirement options. Once an employee has decided on a retirement date, written notice should be provided to the supervisor with as much notice as possible, but at least fourteen (14) calendar days' notice (thirty (30) days calendar days' notice for Managerial Staff and Department Heads).

Exit Interviews

An exit interview may be conducted for anyone who leaves Wood County employment. This exit interview is held to obtain open and honest opinions from the exiting employee on their experience while working for Wood County. The insight provided may lead to improvements. At the exit interview, Human Resources will also provide complete information on any employee benefits that are applicable.

Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and to attend to personal affairs. Wood County encourages employees to have a work-life balance and use vacation hours to enjoy time away from work. Employees qualify for and accrue vacation based on their employment type and length of service with Wood County.

Vacation Accrual
Eligible employees begin accruing vacation immediately upon hire. Vacation accruals are earned bi-weekly. Vacation accrual rates are based on the employee's Full Time Equivalent (FTE) as budgeted by their department.

The annual award rates are set forth in the table below. This is the total number of hours of vacation that an employee will earn over the course of the year for their respective years of service.

FTE	0-4 years	5-9 years	10-14 years	15-24 years	25+ years
100%	80.0	120.0	160.0	200.0	240.0
97%	77.5	116.3	155.0	193.8	232.6
90%	72.0	108.0	144.0	180.0	216.0
80%	64.0	96.0	128.0	160.0	192.0
70%	56.0	84.0	112.0	140.0	168.0
60%	48.0	72.0	96.0	120.0	144.0
50%	40.0	60.0	80.0	100.0	120.0

The bi-weekly accrual rates corresponding to the employee's current year of employment are set forth in the table below. The day of the employee's anniversary marks the beginning of the next employment year for the employee. Therefore, an employee will begin accruing at the higher rate for five years on their fourth anniversary, the higher 10 year rate on their ninth anniversary, and so forth.

FTE	0-3 years	4-8 years	9-13 years	14-23 years	24+ years
100%	3.06639288	4.59958932	6.13278576	7.66598220	9.19917864
97%	2.97056810	4.45776865	5.94113621	7.42833676	8.91553730
90%	2.75975359	4.13963039	5.51950719	6.89938398	8.27926078
80%	2.45311431	3.67967146	4.90622861	6.13278576	7.35934292
70%	2.14647502	3.21971253	4.29295003	5.36618754	6.43942505
60%	1.83983573	2.75975359	3.67967146	4.59958932	5.51950719
50%	1.53319644	2.29979466	3.06639288	3.83299110	4.59958932

Employees will continue to accrue vacation hours until the maximum accumulation of hours is earned, which is two (2) weeks over the annual awarded hours.

Sheriff's Department employees who are covered under the Deputies contract will accrue vacation time based on the language in the current and applicable union contract.

Vacation

Part-time employees who are budgeted to work over twenty (20) hours per week will be eligible for pro-rated vacation benefits based on total hours of vacation for a full-time employee. Part-time employees working under twenty (20) hours per week, casual employees, temporary employees, and seasonal employees are ineligible for vacation benefits.

Vacation accruals are suspended during any approved, unpaid leave of absence, excluding leaves approved under the Family and Medical Leave Act (FMLA).

Vacation Scheduling
Each department is responsible to approve or deny vacation requests within that department using the scheduling system that works best for the department. Employees are encouraged to meet with their supervisor for an explanation of how scheduling works in the department. Wood County reserves the right to adjust vacation schedules based upon work load variations.

Vacation Pay
Employees will be paid at their normal rate of pay and normal number of scheduled hours for each vacation day/week. If an employee's vacation is interrupted by a death in the family that qualifies for Bereavement Leave, the employee should discuss with their supervisor if they wish to reschedule the affected vacation days. Sick time may not be substituted for Vacation days.

All paid vacation time must be exhausted before unpaid time off is approved.

Vacation Donation
Wood County employees will be allowed to donate earned vacation days to other Wood County employees, who are on approved Leaves of Absence (LOA) and who have exhausted all their available benefit time. Donated time will be paid to employees at the same schedule as the employee normally works. Donated time does not extend the LOA or qualifications for benefits. Other benefit time will not accrue during such days; accruals will be suspended. Employees must complete the "Vacation Donation Form" to donate hours to either a specific individual employee or to the Banked Hours Account. Receiving donated hours occurs in the following ways when an employee on an approved Leave of Absence has exhausted all applicable time-off accruals:

1. The employee receives a direct donation from another Wood County employee. The direct donation may not exceed the duration of the approved leave and may not exceed the employee's regular, budgeted hours.
2. The employee receives hours from the Donated Bank. As hours available in the bank are generally minimal, awards from the bank are limited to those on a continuous leave and they may not receive more than 50% of their regular, budgeted hours (or maximum of 40 hours per pay period). The actual donation amount received is dependent on the hours available in the bank each pay period.

For more information, contact the Human Resources Department.

Termination of Employment

In the event of resignation or retirement, any vacation earned and unused will be paid out on the employee's final paycheck, provided the employee has provided the required notice and completed the notice period in accordance with the Termination of Employment Policy. Failure to satisfactorily meet the notice period requirements will result in forfeiture of any accrued vacation time. In the event of an involuntary termination, any vacation earned and unused will be forfeited.