

**AGENDA
OPERATIONS COMMITTEE**

DATE: Tuesday, November 7, 2023
TIME: 9:00 AM
LOCATION: Courthouse - Conference 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, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. **Wellness Coordinator Update**
7. **Finance**
 - a. Finance Department update
 - b. Debt update
 - c. Tax Levy resolution
 - d. 2024 Budget resolution
8. **Human Resources**
 - a. Certified Nursing Assistant Wages (referral from HHSC)
 - b. Health Insurance Policy revision (related to payment of benefits during approved Leave of Absence)
9. Comments from the Chair
10. Consider any agenda items for next meeting
11. Set next regular committee meeting date
12. The Committee may go into closed session pursuant to Wis. Stats. 19.85(1)(c), to conduct performance reviews of department heads they oversee.
13. Return to open session
14. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2480 344 1423

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=md90b4493bb98ddfd10d51a74c23cf12c>

Meeting number (access code): 2480 344 1423
Meeting password: 110723

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, October 3, 2023

TIME: 9:00 AM

PLACE: Courthouse – Room 114

MEMBERS PRESENT: Ed Wagner, Lance Pliml, Laura Valenstein, Adam Fischer, Donna Rozar (via WebEx)

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

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Fischer/Pliml to approve the consent agenda. Motion carried unanimously.
4. Pliml provided an ARPA update. The Health Care Center proposal may be back and a viable option for APRA funding, but at a lessor cost. More information will be forthcoming. Once the budget is complete, the ARPA Committee will meet and finalize the projects and expenditures.
5. Wellness Coordinator Boeshaar highlighted items on his report.
6. Treasurer Gehrt presented a resolution for the sale of 4 tax deeded properties. Motion by Valenstein/Pliml to approve the resolution and forward to the county board for their consideration. Motion carried unanimously.
7. Finance Director Newton provided a Finance Dept. update. A final meeting to wrap up the 2 outstanding budgets (Highway, Economic Development) will be tentatively scheduled for Tuesday, October 17th, prior to county board. A recent ratings call resulted in no change to our bond rating, currently at AA2.
8. Human Resources Director McGrath provided department head feedback on a survey sent out regarding limited Friday office hours for the county. No action was taken.
9. McGrath, along with Administrators Kornack & Cieslewicz, presented information regarding the wages for dietary aides in both Norwood and Edgewater Haven and the difficulty in hiring and retaining employees due to higher wages being paid at other venues and employers. Motion by Pliml/Fischer to move dietary aides from pay grade CC to pay grade DD, effective January 1, 2024. Motion carried unanimously.
10. McGrath brought back options related to a referral by the HIRC Committee on holiday pay. Past practice has been to allow Highway Dept. employees to claim 10 hours of holiday pay while the highway department was working 4-10 hour days during the

summer months. McGrath noted current county policy allows for only 10 holidays per year with a total of no more than 80 hours regardless of employee status. Rozar left the meeting at 9:58 AM. After discussion, there was a motion by Valenstein/Pliml to maintain the current practice/scheduling (current practice) for Highway employees until December 31, 2023 and then move to the current countywide holiday policy of 10 holidays per year at 8 hours starting January 1, 2024. Motion carried 3-1. Voting no was Fischer.

11. A meeting to finalize the budget will be held on Tuesday, October 17th and the next regular meeting will be held on Tuesday, November 7th at 9:00 AM.

12. The chair declared the meeting adjourned at 10:07 AM.

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

Operations Committee
October 3, 2023

NAME	REPRESENTING
Jeff Parker	WCB #11
Bill Clendinning	WCB #15
Marilyn Kennedy	Norwood
Brian V. ...	WCB
Kim McGrath	HR
Ed Newton	Finance
DENNIS POLKCH	WCB #14
Sue Smith	Health dept.
Heather Gehrt	Treasurer
JUSTIN CIESLEWICZ	EDGEWATER
Kim Stival	COC
MARA ...	PROBATE
Roland Hawk	Highway
Sarah Christensen Web Ex	Emerg Mgmt
Jason DeMarco Web Ex	IT
Tiffany Ringer Web Ex	Register of Deeds
Ryan Boeshaar Web Ex	Wellness
Nick Plugaw Web Ex	HR
Mary Schlägerhaft Web Ex	Human Services
Kelli Francis Web Ex	HR
Steve ? Web Ex	?

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, October 17, 2023

TIME: 9:00 AM

PLACE: Courthouse – Room 114

MEMBERS PRESENT: Ed Wagner, Lance Pliml, Adam Fischer

MEMBERS EXCUSED: Laura Valenstein, Donna Rozar

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

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. Supervisor LaFontaine, under public comment, expressed disappointment in the way both the Economic Development and Highway Dept. had to cut their expenditures.
3. Finance Director Newton provided an overview of the 2024 budget to date. He reviewed the changes made to the Economic Development budgets and the cuts the CEED Committee made, as well as those of the Highway Dept. in their CIP borrowing. Both came in within the guidelines set. CEED Committee Chair Leichtnam, in conjunction with the CEED Committee, is working on parameters for future grant applications and determining what “economic development” is. They request a firm number going into the process so they are able to better prioritize projects. HIRC Chair Hahn expressed the need for more highway borrowing in the future due to grant applications being sought by the highway commissioner.
4. Motion by Pliml/Fischer to approve the proposed 2024 Wood County budget as presented. Motion carried unanimously.
5. The chair declared the meeting adjourned at 9:17 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 – November 2023

- By the time of the meeting, I will have completed all of the various trainings for Chief Inspector and Municipal Clerk Core that I signed up to do. The last one was Saturday, November 4th in the Town of Marathon in Marathon County. At one of my trainings I did, a clerk drove over 2 hours on a Saturday morning in order to attend an in-person training as none have been provided near her location. She came from Sheboygan Falls in Sheboygan County.
- I have compiled and published the annual statistical report of Property Values for Wood County. I have a hard copy in my office and posted it online on the County Clerk webpage. As you know, I was town chair for the Town of Hiles for 29 years before retiring in 2021 and in all my years of conducting Boards of Review and following assessed and equalized values, I cannot recall a time when so many municipalities were out of compliance and by so far. It does stand to reason, however, as the equalized values have gone up by double digits for 2 straight years. There will definitely have to be some revaluations coming up for most of the municipalities if the equalized numbers do not level out or subside.
- Election season is quickly approaching and the Deputy County Clerk/Program Assistant (Katie) and I have been busy getting forms updated and packets prepared for candidates for the Spring Election. The county board will have their packets on their desks in November. This is serving as great training for Katie as she familiarizes herself with the forms and processes required for candidates to get on the ballot. In addition to the county board, we also have the multi-jurisdictional judge for the Towns of Grand Rapids and Saratoga on the ballot in the spring, which I am the filing officer for as well.
- It has been a few months since I started taking minutes for the standing committee meetings, and during that time, I also worked on developing a guide, of sorts, for how I take minutes and how, in my mind, they should be compiled. You will notice my minutes tend to be more general in nature. I am attaching the guide, for your information. Corporation Counsel has also reviewed the document. If you know of anyone that takes minutes for the county and you think would benefit from this guide, please let me know. I cannot force anyone, other than my staff, to take minutes in the way I recommend, but I hope this will help in some way.
- We have started on our recertification for passport acceptance. There is required training and testing that all of us in the office needs to complete to be able to be passport acceptance agents for the following year. It take a few hours for each of us to complete the training and complete the testing.

How to Structure & Take Minutes

Trent Miner, County Clerk

There are a number of rules, laws, and resources in how meeting minutes should be structured.

One resource would be the most current version of *Roberts Rules of Order*, and to that end, County Board Rule #1 states: *Except as provided by these rules, the rules of parliamentary practice in the current edition of Robert's Rules of Order shall govern in all cases where they are applicable. The Wood County Code of Ethics is incorporated into these rules.*

In addition, the county board rules also have some requirements/suggestions. For example, County Board Rule #29 states:

Committee Minutes and Reports

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

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

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

In addition, the Wisconsin Statutes dictate what needs to be included in the minutes in §19.88(3) and the format in which those minutes are kept is spelled out in Wisconsin Statutes §59.23(2)(a); *"...keep and record true minutes of all the proceedings of the board in a format chosen by the clerk"*.

The preceding resources are what guide the following recommended procedures and practices.

What to include in minutes

1. Name and kind of meeting. Is it a county board meeting, a committee meeting, or a Adhoc committee meeting.
2. Date, place, and time that the meeting began and ended.
3. Names of voting members attending.

4. Names of guests and who they represent. It is recommended to circulate a sign-in sheet and attach it to the minutes. Include those participants that join via audio visual means, as ascertainable.
5. Whether minutes from the previous meeting were approved or corrected.
6. Motions made. You must record:
 - the exact wording of the motion
 - who made the motion and seconded it
 - the result of the vote (*Motion carried unanimously –or- Motion carried 4-1. Supervisor "X" voted no.*)
7. Reports. Record the name of the report, the name of the member presenting it, and any action taken on the report. If the report was in writing, attach it, or tell where it may be found. An oral report may be summarized briefly.
8. Other actions, assignments and deadlines, resolutions, and recommendations can be briefly recorded.
9. On the bottom of the minutes, type you name and the following disclaimer: *Minutes are in draft form until approved at the next meeting.*"

Summarizing Discussion

Some boards may opt to go beyond the basics and include additional items. For example, a summary of a discussion can give a more complete picture of the meeting. This can be helpful to members who could not attend the meeting and to those looking back at the historical record of the organization. Summaries, if included in the minutes, should be balanced and include major opposing viewpoints, even if they are not adopted.

What to Leave Out

The minutes are a factual record of business. Do not include:

- Opinions or judgments: Leave out statements like "a well done report" or "a heated discussion."
- Criticism or accolades: Criticism of members, good or bad, should not be included unless it takes the form of an official motion. Thanks or expressions of appreciation should only be included if there was a clear consensus of meeting participants. (For example, by

applause.)

- Discussion: If the organization has opted to include discussion summaries, do not personalize it by recording the views of individuals.
- Extended rehashing of reports: Just hit the highlights or key facts, particularly if a written report is attached.

Approving the Minutes

Minutes do not become official until they are read and approved by formal vote. They could be read by the Clerk/Secretary at the next regular meeting however we usually skip reading the minutes aloud since the minutes are included in the respective meeting packets and members have had enough advance time to read and review them.

Closed Session Item

Occasionally a meeting calls for confidentiality, such as when sensitive personnel matters are being handled. In that case, the board may vote to go into closed session, restricting participation to members and invited guests only. Wis. Stats. Chapter 19 has very specific exemptions for business that can be held in a closed meeting. Please consult the statutes, or reach out to Corp Counsel or the County Clerk for further discussion on whether a subject can be discussed in closed session or not. Only actions taken in closed session (motions, etc.) are to be documented in minutes. Those minutes are kept separate from open session minutes. They are to be sealed in an envelope with the committee name and date of meeting and are kept on file in the County Clerk's office.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

October 31, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – October 2023

Human Resources Activity

	October 2023	2023 Year-to-Date
Applications Received	156	1,236
Positions Filled	16	156
Promotions/Transfers	5	46
New Hire Orientations	13	113
Terminations, Voluntary	11	85
Terminations, Involuntary	1	19
Retirements	2	17
Exit Interviews	5	40

Human Resources Narrative

General Highlights

1. We are currently in the annual Open Enrollment window for 2024 benefit elections. All benefit-eligible employees are required to complete the Benefit Election process, with the majority of employees completing the process electronically through Employee Self Service (ESS). Open Enrollment meetings were held the week of October 9th with in-person and virtual attendance options, with a recorded session available for those who missed a live meeting. Throughout the month, numerous enrollment forms were approved and processed. All benefit eligible-employees must complete and return an enrollment form by November 10th.
2. Introduced and rolled out a new benefit offering: 529 College Savings Plan. Together with Finance, met with representatives from EdVest on October 3rd to discuss implementation. Employees were provided an overview of the benefit during Open Enrollment meetings. All applicable materials are also available on the HR Intranet.
3. Continued preparations for the 2023 Leadership Retreat to be held at Mid-State Technical College on November 29th. The leadership topics to be presented this year are Emotional Intelligence (EQ) and Team Building. We are anticipating approximately 50 attendees (all Wood County Department Heads and departmental supervisors have been invited and encouraged to attend). Registered attendees will be completing the CliftonStrengths Assessment electronically ahead of the event.
4. Continued discussions and planning related to the upcoming implementation of Act 4 in January. This act provides the opportunity for Corrections Officers (Jailers) to opt-in to WRS Protective

Status. We are scheduled to hold in-person informational sessions with all impacted jail staff on November 7th, 14th, and December 5th.

Meetings & Trainings

1. Attended the Operations Committee on October 3rd.
2. Attended the HIRC meeting on October 5th.
3. Attended WCA's webinar titled "Act 4 and Jailer Classification Under WRS" on October 10th.
4. Attended SHRM's Healthy Workplaces Virtual Retreat on October 10th. The focus of the retreat was on supporting healthy minds in the workplace in honor of World Mental Health Day.
5. Attended County Board on October 17th.
6. Held the monthly conference call with The Horton Group on October 24th to discuss various benefit topics.
7. Attended von Briesen's September Breakfast Briefing webinar on September 25th titled "Wage and Hour Issues" on October 26th.
8. Held individual staff and team meetings to discuss and provide updates on the department's identified 2023 goals.
9. Staff attended various webinars related to benefits, employment law, and compliance including the Q4 Cyber Recruiter User Group Meeting October 16th to learn new/improved features in our Applicant Tracking System.

Benefits

1. Submitted 2024 premiums for COBRA rates to EBC.
2. Mailed Open Enrollment packets to COBRA enrollees and Retirees.
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. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
6. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
7. 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.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
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. Assisted the District Attorney and Emergency Management Director with interviews for their current vacancies.
6. Continuing to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner, including sponsoring three Human Service positions on Indeed for two weeks.
7. 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>
Replacements/ Eligibility List	Dispatch	Dispatchers (4 vacancies), Establish eligibility list	Two positions filled, 10/16 & 10/23/23. Third and fourth position to be filled 1/2024.
Replacement	District Attorney /Victim Witness	Program Assistant	Deadline 10/23/2023, applications being reviewed.
Replacement	District Attorney /Victim Witness	VW Coordinator	Position posted, applications reviewed, interviews scheduled on 10/31/2023.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 1/22/2024.
Replacement	Emergency Management	Deputy Director	Position posted, applications reviewed, interviews scheduled on 11/1 & 11/3/2023.
New positions (2)	Highway	Truck Operators	Positions filled through eligibility list previously established. References/DL checks, offers extended and accepted. Filled 11/16 & 12/4/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, deadline 11/6/2023.
Replacement	Human Services	AODA Counselor	Position posted, deadline 11/6/2023.
Replacement	Human Services	Crisis Interventionist (7 pm to 7 am)	Position posted, interviews conducted, references/background completed, offer extended and accepted. Filled 11/6/2023.
Replacement	Human Services	Crisis Interventionist (50%)	Position posted, interviews conducted, filled by an internal candidate, 10/29/2023.
Replacement	Human Services	Crisis Interventionist (7 am to 7 pm)	Position posted, interviews conducted, filled by an internal candidate 10/23/2023.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 10/30/2023.
Replacement	Human Services	FSET Case Manager	Position posted, interviews conducted, references/background completed, offer extended and accepted. Filled 10/2/2023.
Replacement	Human Services	Crisis Interventionists – Casual (2)	Position posted, one position filled, deadline for 2 nd position 10/30/2023.
Replacement	Human Services	Economic Support Specialist	Position posted, interviews conducted, references/background completed, offer extended and accepted. Filled 10/23/2023.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, interviews conducted, references/background completed, offer extended and accepted. Filled 12/4/2023.
New Position	Human Services	Support & Service Coordinator (WR)	Position posted, deadline 11/6/2023.
Replacement	Human Services	Deputy Director	Position posted, deadline 11/6/2023.
Replacement	Human Services	Case Manager/Social Work – Initial Assessment	Position posted, deadline 11/6/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Parks	Program Assistant	Position posted, interviews conducted, filled by an internal candidate, 10/29/2023.

Replacement	Planning & Zoning	Code Administrator	Position posted, deadline 11/6/2023.
Replacement	Sheriff	Correction Officers	Position posted, deadline 11/27/2023. Full-time Corrections Officer hired 10/2/2023.
Replacement	Sheriff	PT Deputies	Position posted, deadline 10/31/2023.

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. Corresponded with various insurers regarding claims, including for the River Block power failures in March and September of 2023.
4. Attended Highway Safety Committee meeting on 10/2/23 and Norwood Safety Committee meeting on 10/10/23.
5. Conducted N95 fit testing for 7 MSTC Nursing students at Edgewater Haven on 10/6/23, and 4 MSTC student CNAs on 10/24/23.
6. Met with Emergency Management and IT on various dates to discuss internal messaging and the Everbridge System.
7. Attended County LEPC meeting on 10/18/23.
8. Beginning process of moving American Heart Association (AHA) affiliation to a new Training Center after current TC informed Wood County that it would no longer be supporting community-based CPR courses.
9. Attended Stewardship meeting with County Mutual and Wisconsin Department of Workforce Development for the County's ODIP on the Jail project on 10/24/23.
10. Attended Heart of Wisconsin Safety Professional Meeting on 10/25/23.

NEW Workers' Compensation Claims (5)

1. 10/1/23 – Sheriff's (Corrections) – Employee injured L thumb while restraining combative inmate
2. 10/3/23 – Norwood – Employee had accidental needlestick while receiving flu vaccination
3. 10/9/23 – Sheriff's – Employee was bitten on L elbow while attempting to restrain combative subject at Riverview ER (restitution will be requested)
4. 10/17/23 – Norwood – Employee burned L hand while moving hot food in the kitchen
5. 10/20/23 – Highway – Employee struck R hand with hammer while mounting tire at shop

OPEN Workers' Compensation Claims (3)

1. 8/8/23 – Human Services – Employee suffered head injury when hit on top of head by bus speaker that became dislodged
2. 9/7/23 – Edgewater – Employee injured L ankle walking in kitchen
3. 9/11/23 – Norwood – Employee was involved in MVC in County vehicle in the City of Marshfield

CLOSED Workers' Compensation Claims (3)

1. 4/29/23 – Sheriff's (Corrections) – Clipper disinfectant splashed into R eye of employee while performing cleaning duties (late report)
2. 6/9/23 – Sheriff's (Corrections) – Employee injured R thumb while restraining combative inmate
3. 9/20/23 – Norwood – Employee was bitten on R upper arm while restraining patient

Property/Vehicle Damage Claims (2)

1. 10/23/23 – Sheriff's – Squad 34 was damaged by hail while parked at private residence (est. damage \$6,338.70)
2. The claim for the power loss at River Block has been accepted by Hartford Steam Boiler and will be paid under the County's equipment breakdown coverage. As of 8/30/23, a total of

\$65,003.34 in damages and business losses has been submitted. Less the County's deductible, we received a settlement payment of \$39,589.09. The claim will be reopened when permanent restoration work is completed and invoiced. Timeframe for this is unknown at this time.

3. 9/25/23 – River Block – Claimant alleges damage to vending machines as a result of power surge (est. damage \$970.63) – DENIED due to no negligence on County's part.

Liability Claims (2)

1. Concurrent claims were filed with two of the County's insurers for the incident involving resident funds at Norwood Health Center. Total damages are unknown at this time and both claims remain in the determination stage.

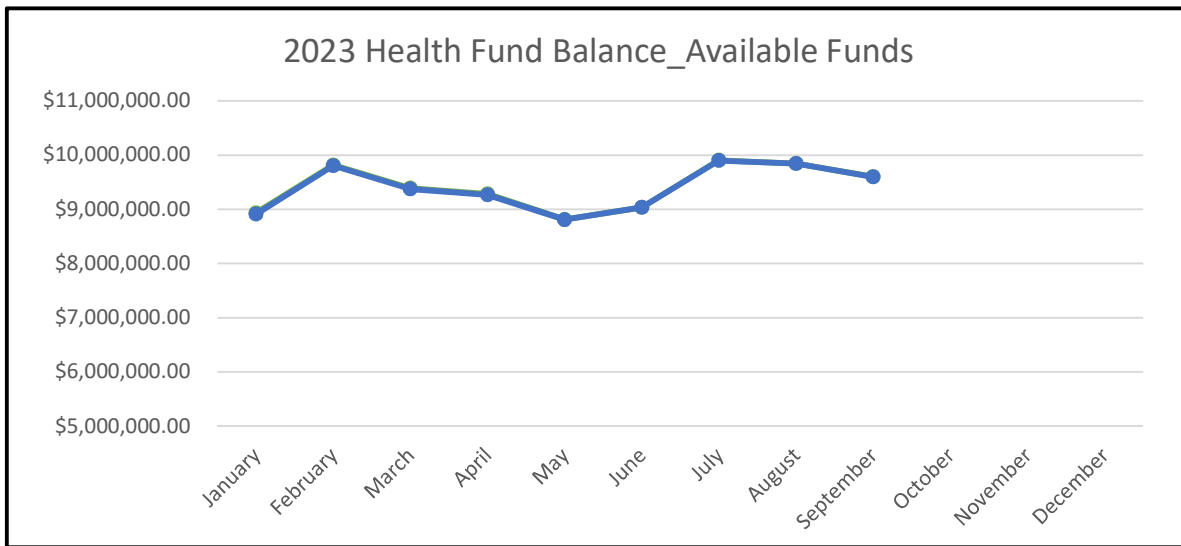
OPEN EEOC/ERD Claims (2)

1. 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. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Our post-hearing brief was submitted on September 6, 2023. Our response post-hearing brief was submitted on September 26th. Currently awaiting a ruling from the assigned judge.

Other

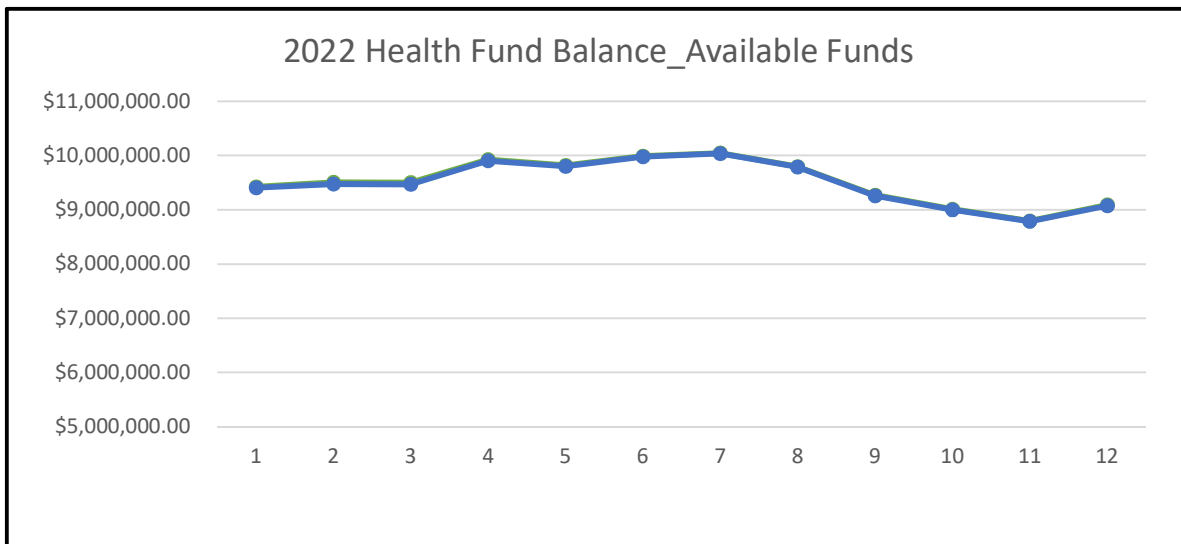
1. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
2. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
3. Reconciled and processed the September Unemployment Insurance payment.
4. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
5. Facilitated New Hire Orientation on October 2nd, 16th, 23rd, and 30th.
6. Conducted exit interviews on October 4th, 11th, 18th, 20th, and 24th.
7. Responded to multiple verifications of employment.
8. Replied to requests from surrounding counties with varied information.
9. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2023		2022	
	Total	Available	Total	Available
January	\$ 8,930,525.31	\$ 8,907,992.93	\$ 9,425,257.81	\$ 9,402,815.78
February	\$ 9,812,561.93	\$ 9,803,088.17	\$ 9,507,106.04	\$ 9,474,416.97
March	\$ 9,389,238.55	\$ 9,372,293.86	\$ 9,499,684.04	\$ 9,470,991.36
April	\$ 9,280,719.81	\$ 9,266,233.16	\$ 9,925,297.90	\$ 9,903,866.81
May	\$ 8,812,064.51	\$ 8,809,711.19	\$ 9,815,542.94	\$ 9,799,681.50
June	\$ 9,038,126.24	\$ 9,035,294.50	\$ 9,989,672.54	\$ 9,974,919.91
July	\$ 9,903,399.31	\$ 9,897,749.54	\$ 10,045,869.34	\$ 10,037,583.16
August	\$ 9,842,898.87	\$ 9,841,374.62	\$ 9,794,557.38	\$ 9,791,325.99
September	\$ 9,601,891.13	\$ 9,598,265.15	\$ 9,267,809.81	\$ 9,258,972.98
October			\$ 9,007,743.08	\$ 8,999,741.52
November			\$ 8,790,578.59	\$ 8,786,619.80
December			\$ 9,090,545.69	\$ 9,070,891.67



2023 Total Balance - Green Line

2023 Available Funds - Blue Line



2022 Total Balance - Green Line

2022 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—NOVEMBER 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in October.
2. Attended the Operations Committee meeting on October 3.
3. Attended Wisconsin Counties Association Personnel, Finance and County Organization Steering Committee meeting in Wisconsin Dells on October 11.
4. Attended County Board meeting on October 17.
5. The office sent letters out to successful bidders on the tax deed properties with amounts owed and timeline to come and pay for properties.
6. Completed required IT Training: How to Become a Human Firewall on October 23.
7. Attended the Wisconsin County Treasurers Association Fall Conference held in Door County, October 24-27.
8. Worked with WI Investment Series Co-Op (WISC) for bonding coming in and additional jail funds.
9. There was a Tax Incremental District (TID) that refunded from the City of Pittsville giving the county an additional unanticipated revenue of \$225,493. This is held in my budget and will be returned to the general fund at the end of the year.
10. Sales tax tends to be declining over the last few months however for year over year we are still trending ahead. I would expect us to finish ahead of where we were at the end of last year with the remaining 3 months to go.
11. The office is busy entering special assessments and special charges on certain parcels for tax bill creation received from the municipalities.



Wood County

WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – October 2023

- The 2023 flu shot clinics are in full swing as three of the four dates have been completed. The last remaining day for flu shots will be Friday, November 17 held at Riverblock. There have been no major issues regarding the process. I am very appreciative of the nursing staff that were able and willing to help. Any leftover vaccines will be brought to Edgewater to be used. I plan to touch base with the staff afterwards to see if there is anything that may need improvements for future flu shot clinics.
- Follow-up health coaching has started and will run until the end of the year. I have 20 dates available and more than two-thirds of them are already filled up. The conversations I have had thus far have been going very well, and it is great to hear some improvements or progress being made with participants' goals. Additional dates/time may be added if necessary.
- Registration for the Quarter 4 Wellness Challenge "*Beat the Winter Fitness Blues*" officially opened on October 30. This will be the last challenge of the 2023 program year and is worth up to 300 wellness points. Due to the time of the year, the challenge will be shortened to 4 weeks in length and will run from November 12 – December 9. The emphasis of the challenge is to maintain our physical activity throughout the changing of the weather and the busy holiday season. Each week will focus on a specific area of physical fitness (ex: strength training), and helpful tips/resources will be provided to participants.
- The InBody body composition testing wrapped up in October and went smoothly. These assessments were completed at the Courthouse, Riverblock, Steinle Plaza, and Norwood. The plan is to bring back this service in March 2024 and encouraged those who participated to keep their assessment to compare results for next time.
- I had a meeting with Kim McGrath, HR Director, and Kelli Francis, Assistant HR Director, to review and implement a couple items regarding the wellness program. Our discussion included clarification on employees enrolling in the county's insurance during open enrollment and participation in the wellness program as it relates to the health insurance premium discount, evaluating a current employee appeal towards the program, and creating a contact authorization form for employees who I have a more challenging time getting in contact with (Highway dept. & parks dept.).

**COUNTY BOARD CLAIMS
Sep-23**

Paid October 2023

CLAIMANT	MONTH	PER DIEM	MILEAGE	Other Expenses	TOTAL
Allen Breu	September-23	\$ 365.00	\$ 78.60		\$443.60
Thomas Buttke	September-23				\$0.00
William Clendenning	September-23	\$ 665.00	\$ 391.04		\$1,056.04
Adam Fischer	September-23	\$ 365.00	\$ 49.13		\$414.13
Jake Hahn	September-23	\$ 415.00	\$ 163.75		\$578.75
Brad Hamilton	September-23	\$ 600.00	\$ 150.65	\$ 18.00	\$768.65
John Hokamp	September-23	\$ 300.00	\$ 48.47		\$348.47
David La Fontaine	September-23	\$ 400.00	\$ 138.86		\$538.86
Bill Leichtnam	September-23	\$ 730.00	\$ 250.21		\$980.21
Jeff Penzkover	September-23	\$ 300.00	\$ 49.78		\$349.78
Lance Plimi	September-23	\$ 950.00	\$ 174.23	\$ 12.00	\$1,136.23
Dennis Polach	Jul-Sept 23	\$ 950.00	\$ 34.19		\$984.19
Donna Rozar	September-23	\$ 350.00	\$ -		\$350.00
Lee Thao	September-23				\$0.00
Laura Valenstein	September-23	\$ 630.00	\$ 78.60		\$708.60
William Voight	September-23	\$ 450.00	\$ 206.98		\$656.98
Ed Wagner	Aug-Sept 23	\$ 645.00	\$ 302.61		\$947.61
William Winch	September-23	\$ 350.00	\$ 43.23		\$393.23
Joseph Zurfluh	September-23	\$ 340.00	\$ 21.62		\$361.62
Rebecca Spiros	Jun, Aug, Sept	250.00			\$250.00
		\$9,055.00	\$2,181.95	\$30.00	\$11,266.95

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: October 2023

For the range of vouchers: 06230132 - 06230148

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06230132	VERIZON	Monthly Modem Fee	09/27/2023	\$218.80	P
06230133	STAPLES ADVANTAGE	Office Supplies (Election)	09/28/2023	\$60.48	P
06230134	STAPLES ADVANTAGE	2024 Calendars	09/28/2023	\$54.12	P
06230135	SOUTH WOOD COUNTY HUMANE SOCIETY	Animal Quarantine	02/24/2023	\$300.00	P
06230136	SOUTH WOOD COUNTY HUMANE SOCIETY	Animal Quarantine	04/03/2023	\$300.00	P
06230137	SOUTH WOOD COUNTY HUMANE SOCIETY	Animal Quarantine	06/08/2023	\$250.00	P
06230138	OFFICE ENTERPRISES INC	Ink Tank - Mail Machine	10/06/2023	\$275.38	P
06230139	UNITED MAILING SERVICE	Mail Fees - September 2023	09/30/2023	\$1,434.02	P
06230140	QUADIENT LEASING USA INC	Lease Payment - Mail Machine	10/02/2023	\$1,496.55	P
06230141	NATIONAL BAND AND TAG CO	2024 Dog Tags	08/17/2023	\$823.00	P
06230142	GANNETT WISCONSIN LOCALIQ	Various Ads - September 2023	09/30/2023	\$654.36	P
06230143	US BANK	VISA Charges	10/17/2023	\$224.00	P
06230144	AMAZON CAPITAL SERVICES	Office Supplies	10/23/2023	\$55.80	P
06230145	WISCONSIN COUNTIES UTILITY TAX ASSOCIATION	2024 Dues	10/18/2023	\$1,590.94	P
06230146	HEINZEN PRINTING INC	Absentee Ballot Envelopes	10/23/2023	\$9,149.00	
06230147	VERIZON	Monthly Modem Fee	10/19/2023	\$222.00	
06230148	STAPLES ADVANTAGE	Office Supplies	10/31/2023	\$38.94	
Grand Total:				\$17,147.39	

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: OCTOBER 2023

For the range of vouchers: 14230216 - 14230236

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14230216	STAPLES ADVANTAGE	RB POWER OUTAGE FIN CALCULATOR	09/28/2023	\$66.96	P
14230217	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/30/2023	\$44.42	P
14230218	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	10/05/2023	\$329.76	P
14230219	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	10/05/2023	\$259.54	P
14230220	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	10/05/2023	\$246.92	P
14230221	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	10/05/2023	\$5,469.89	P
14230222	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	10/05/2023	\$2,859.01	P
14230223	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	10/05/2023	\$4,046.45	P
14230224	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	10/05/2023	\$20.00	P
14230225	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	10/05/2023	\$355.85	P
14230226	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	4TH QTR 2023 TAX LEVY	10/02/2023	\$49,569.50	P
14230227	MULLER WAYNE	10/5/23 DIRECT DEPOSIT RETURN	10/06/2023	\$418.30	P
14230228	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	10/19/2023	\$315.84	P
14230229	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	10/19/2023	\$247.33	P
14230230	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	10/19/2023	\$246.92	P
14230231	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	10/19/2023	\$5,662.85	P
14230232	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	10/19/2023	\$2,893.75	P
14230233	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	10/19/2023	\$4,086.61	P
14230234	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	10/19/2023	\$20.00	P
14230235	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	10/19/2023	\$355.85	P
14230236	WI SCTF	CHILD SUPPORT R&D FEES	10/19/2023	\$130.00	P
Grand Total:				\$77,645.75	

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: OCTOBER 2023

For the range of vouchers: 17230088 - 17230097 23230056 - 23230059

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17230088	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	10/02/2023	\$5,855.00	P
17230089	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	10/02/2023	\$106.00	P
17230090	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	10/02/2023	\$53.00	P
17230091	PAUL GROSS JEWELERS INC	Recognition Program	10/10/2023	\$107.91	P
17230092	STAPLES ADVANTAGE	Office Supplies	10/13/2023	\$86.65	P
17230093	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	09/22/2023	\$1,050.00	P
17230094	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	09/28/2023	\$24.00	P
17230095	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	09/28/2023	\$54.70	P
17230096	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	09/28/2023	\$24.00	P
17230097	US BANK	P Card Charges	10/16/2023	\$2,543.40	P
23230056	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Red Unit #01	10/11/2023	\$795.25	P
23230057	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Red Unit #01	10/11/2023	\$1,331.99	P
23230058	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Premium	09/07/2023	\$146,486.00	P
23230059	HENRICKSEN AND COMPANY INC	RB Power Outage - Standing Des	10/16/2023	\$260.39	P
Grand Total:				\$158,778.29	

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: OCTOBER 2023

For the range of vouchers: 28230237 - 28230260

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28230237	BOLES-WALLNER ABSTRACT & TITLE	TAX OVERPAYMENT REFUND	10/04/2023	\$202.91	P
28230238	CITY OF MARSHFIELD	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$182.29	P
28230239	CITY OF NEKOOSA TREASURER	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$1,826.11	P
28230240	CITY OF WISCONSIN RAPIDS	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$1,053.96	P
28230241	INTEGRITY SOLUTIONS LLC	TAX OVERPAYMENT REFUND	10/04/2023	\$26.42	P
28230242	PORT EDWARDS WATER UTILITY	TAX DEED UTILITIES	10/04/2023	\$65.70	P
28230243	STATE OF WISCONSIN TREASURER	3RD QTR PROBATE & BIRTH FEES	10/04/2023	\$43,678.51	P
28230244	TOWN OF PORT EDWARDS	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$191.55	P
28230245	TOWN OF SARATOGA	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$1,193.26	P
28230246	TOWN OF GRAND RAPIDS	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$801.95	P
28230247	TOWN OF LINCOLN	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$297.17	P
28230248	TOWN OF RICHFIELD	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$252.72	P
28230249	TOWN OF ROCK TREAS LISA ANDERSON	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$305.99	P
28230250	VILLAGE OF MILLADORE	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$395.64	P
28230251	VILLAGE OF PORT EDWARDS TREAS	SEPTEMBER SPECIAL CHARGES	10/04/2023	\$524.04	P
28230252	WI DEPT OF ADMINISTRATION	SEPT WI LAND INFO	10/04/2023	\$5,852.00	P
28230253	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	10/04/2023	\$30.00	P
28230254	WOOD COUNTY TITLE LLC	TAX OVERPAYMENT REFUND	10/04/2023	\$16.28	P
28230255	US BANK	SEPT CONFERENCE HOTEL	10/25/2023	\$270.00	P
28230256	FAGBEMI SETH & OLUBUKOLA	TAX OVERPAYMENT REFUND	10/25/2023	\$78.26	P
28230257	OTTELIEN JEAN	TAX OVERPAYMENT REFUND	10/25/2023	\$26.43	P
28230258	STATE OF WISCONSIN TREASURER	SEPT CLERK OF COURT REVENUE	10/25/2023	\$108,310.33	P
28230259	TOWN OF SARATOGA	TAX DEED SPECIALS	10/25/2023	\$722.64	P
28230260	VILLAGE OF HEWITT	TAX DEED SPECIALS	10/25/2023	\$5,561.79	P
Grand Total:				\$171,865.95	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: November 7, 2023
To: Operations Committee

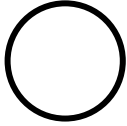
Subject: Finance Department Update
From: Ed Newton & PaNyaia Yang

Departmental Activities and Projects - Ongoing/Upcoming

- 2022 Annual Audit and Reporting (Newton/Yang).
- 2022 Single Audit (Newton/Yang).
- 2022 Cost Allocation Plan planning and preparation (Newton/Yang).
- 2022 Form A preliminary/audited filing (Yang).
- Ongoing year-end/audit/single audit/discussions with WIPFLI (Newton/Yang).
- Ongoing consulting with CLA (Newton/Yang).
- Prepare/file quarterly ARPA report (Newton).
- Prepare/file semi-annual Opioid report (Newton).
- Prepare/file annual Local Assistance and Tribal Consistency Fund (LATCF) report (Newton).
- Prepare/file annual disclosure Municipal Securities Rulemaking Board (MSRB) (Yang).
- Review departments budget to actuals expenditures (Newton/Yang).
- Assisting departments on various questions (Newton/Yang/Weiler/Nelson).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2024 – 2028 Capital Improvement Plan – CIP request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2024 CIP projects/Jail/cash expenditure (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement/securitization/upcoming settlement information (Newton/Yang).
- AP cross training (Nelson/Weiler).
- Prepare monthly voucher reports for committee packets (Nelson).
- Prepare/review various resolutions (Newton/Yang).
- GASB 96 – (Subscription-Based Information Technology Arrangements-SBITA) review (Newton/Yang).
- Review and file Single Audit report (Newton/Yang).
- Account Payable ACH (Nelson).

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Attend Nekoosa TID meeting (Newton).
- Attend Act 4 webinar presented by WCA (Newton/Weiler).
- Attend Mid-State Technical College – Accounting Program Advisory Committee (Newton).
- Filed annual SAM's renewal (Newton).
- Various discussion with Baird/Quarles regarding 2023 Debt funding request (Newton/Yang).
- Various discussion with CLA regarding GASB 96 implementation (Newton).
- Various discussions and meetings with Human Resources. (Newton/Weiler).
- Various discussions and meetings with Human Services/EW/NW (Newton).
- Discussions with CEED and Highway departments regarding budgets (Newton).
- Discussion with EW/Human Resources regarding CAN wages (Newton).



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE

November 14, 2023

Effective Date

Upon passage and publication

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

INTENT & SYNOPSIS: To establish Wood County's Tax Levy for 2023 collectable in 2024.

FISCAL NOTE: This resolution establishes the tax levy for the 2023 Wood County Budget. The total levy is \$33,955,608, the components of which are the following:

Table with 2 columns: Category, Amount. Operating: \$23,566,583; Debt service: 9,218,492; Aid to libraries*: 1,170,533; Total Levy: \$33,955,608

* apportioned to municipalities operating a public library: Township of Arpin, Village of Vesper, and the Cities of Marshfield, Nekoosa, Pittsville and Wisconsin Rapids.

Table with 5 columns: ID, Name, NO, YES, A. Rows 1-19 with names like LaFontaine, D, Rozar, D, etc.

WHEREAS, the Wisconsin Department of Revenue has established the Equalized value of Wood County properties for the 2023 apportionment at \$7,241,394,800 (TID values removed); and

WHEREAS, the Operations Committee has formulated a budget proposal and presented it to the County Board; and

WHEREAS, to operate the County a levy of \$33,955,608 is needed with associated levy rates per \$1,000 of: general operating: \$3.2544, debt service: \$1.2730, library aid: \$0.1616; and

WHEREAS, the levy is in compliance with the levy limit imposed by law, plus an adjustment for the change in the debt service cost. Library aid levies are exempt from the levy limit under Wisconsin Statutes § 66.0602(3)(e)(4); and

WHEREAS, pursuant to Wisconsin Statutes § 65.90, a formal publication of a summary of the proposed budget and announcement of the public hearing were published as a class 1 notice on Monday, October 30, 2023 in the Wisconsin Rapids Daily Tribune and Marshfield News Herald; and

NOW THEREFORE, BE IT RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS that a property tax levy of \$33,955,608 is hereby authorized in support of the 2024 budget.

()

ED WAGNER (CHAIR)

ADAM FISCHER

DONNA ROZAR

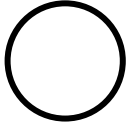
LAURA VALENSTEIN

LANCE PLIML

Adopted by the County Board of Wood County, this ___ day of ___ 20__.

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE

November 14, 2023

Effective Date

Upon passage and publication

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

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

INTENT & SYNOPSIS: ADOPTION OF THE 2024 WOOD COUNTY BUDGET.

FISCAL NOTE: This resolution adopts the 2024 Wood County Budget of \$164,151,705 including the appropriations, revenues and use of fund balances proposed by the Operations Committee as outlined in the 2024 Wood County Proposed Budget document.

WHEREAS, the Operations Committee has conducted various budget meetings in formulating the 2024 County budget; and

WHEREAS, the Chair of the Operations Committee has presented a detailed budget to the County Board of Supervisor's this day, and

WHEREAS, pursuant to Wisconsin Statutes § 65.90, a formal publication of a summary of the proposed budget and announcement of the public hearing were published as a class 1 notice on Monday, October 30, 2023 in the Wisconsin Rapids Daily Tribune and Marshfield News Herald; and

WHEREAS, a public hearing on the proposed 2024 Wood County Budget was held, as required by law; and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS that the year 2024 budget of \$164,151,705 is adopted for the fiscal period beginning January 1, 2024.

()

ED WAGNER(CHAIR)

ADAM FISCHER

DONNA ROZAR

LAURA VALENSTEIN

LANCE PLIML

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

County Clerk

County Board Chairman

Certified Nursing Assistant Wages

Proposal

Current Grade--EE	With COLA Effective 1/1/24	Proposed New Grade Effective 7/1/24
Range: \$16.19 to \$20.82	Range: \$16.68 to \$21.44	Range: \$17.82 to \$22.80

Current Grade New Hire Wage Offer Amount	New Hire Wage Offer Amount With COLA Effective 1/1/24	Proposed New Grade New Hire Wage Offer Amount 7/1/24
Range: \$16.19 to \$18.51	Range: \$16.68 to \$19.07	Range: \$17.82 to \$20.17

- Continue with Grade EE 1/1/24 with Cost of Living Adjustment and Step Increase
- 7/1/24 Create New Grade for Certified Nursing Assistants which is additional \$1.10 per hour at the midpoint and adjusted accordingly with other step levels consistent with County wage standards in all steps. Employees will remain in current step.

Comparison Data

Leading Age WI Wage Survey				
	25th	Median	75th	Average
Region 5	\$17.86	\$18.36	\$19.59	\$19.32
Government	\$17.03	\$18.65	\$18.99	\$18.79

Wisconsin Rapids Health Services: up to \$25	All Shifts Staffing Agency: \$23
Edenbrook: up to \$25.65	Compassus Hospice: \$15 to \$26
Crystal Fountains ALF: \$17.85 to \$21.00	Marshfield Health Services: up to \$29
Portage County HCC: \$17.22	Interim HealthCare: \$18 to \$20

Wood County Care Facilities Wage Structure 2024 (DRAFT)

NOTE: ALL ANNUALIZED HOURS ARE BASED ON 2,080 FULL-TIME HOURS

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
QQ	\$ 55.80	\$ 57.39	\$ 58.99	\$ 60.57	\$ 62.17	\$ 63.77	\$ 64.56	\$ 65.36	\$ 66.16	\$ 66.95	\$ 67.76	\$ 68.56	\$ 69.34	\$ 70.13	\$ 70.95	\$ 71.74
	\$ 116,064.00	\$ 119,371.20	\$ 122,699.20	\$ 125,985.60	\$ 129,313.60	\$ 132,641.60	\$ 134,284.80	\$ 135,948.80	\$ 137,612.80	\$ 139,256.00	\$ 140,940.80	\$ 142,604.80	\$ 144,227.20	\$ 145,870.40	\$ 147,576.00	\$ 149,219.20
PP	\$ 51.20	\$ 52.65	\$ 54.12	\$ 55.58	\$ 57.04	\$ 58.50	\$ 59.23	\$ 59.98	\$ 60.71	\$ 61.43	\$ 62.16	\$ 62.90	\$ 63.62	\$ 64.35	\$ 65.09	\$ 65.82
	\$ 106,496.00	\$ 109,512.00	\$ 112,569.60	\$ 115,606.40	\$ 118,643.20	\$ 121,680.00	\$ 123,198.40	\$ 124,758.40	\$ 126,276.80	\$ 127,774.40	\$ 129,292.80	\$ 130,832.00	\$ 132,329.60	\$ 133,848.00	\$ 135,387.20	\$ 136,905.60
OO	\$ 47.36	\$ 48.71	\$ 50.07	\$ 51.41	\$ 52.77	\$ 54.12	\$ 54.80	\$ 55.48	\$ 56.16	\$ 56.84	\$ 57.50	\$ 58.18	\$ 58.84	\$ 59.53	\$ 60.20	\$ 60.88
	\$ 98,508.80	\$ 101,316.80	\$ 104,145.60	\$ 106,932.80	\$ 109,761.60	\$ 112,569.60	\$ 113,984.00	\$ 115,398.40	\$ 116,812.80	\$ 118,227.20	\$ 119,600.00	\$ 121,014.40	\$ 122,387.20	\$ 123,822.40	\$ 125,216.00	\$ 126,630.40
NN	\$ 44.29	\$ 45.57	\$ 46.82	\$ 48.09	\$ 49.36	\$ 50.61	\$ 51.25	\$ 51.88	\$ 52.53	\$ 53.15	\$ 53.79	\$ 54.41	\$ 55.05	\$ 55.68	\$ 56.31	\$ 56.95
	\$ 92,123.20	\$ 94,785.60	\$ 97,385.60	\$ 100,027.20	\$ 102,668.80	\$ 105,268.80	\$ 106,600.00	\$ 107,910.40	\$ 109,262.40	\$ 110,552.00	\$ 111,883.20	\$ 113,172.80	\$ 114,504.00	\$ 115,814.40	\$ 117,124.80	\$ 118,456.00
MM	\$ 41.23	\$ 42.39	\$ 43.57	\$ 44.75	\$ 45.94	\$ 47.10	\$ 47.70	\$ 48.29	\$ 48.86	\$ 49.47	\$ 50.06	\$ 50.63	\$ 51.23	\$ 51.82	\$ 52.40	\$ 53.00
	\$ 85,758.40	\$ 88,171.20	\$ 90,625.60	\$ 93,080.00	\$ 95,555.20	\$ 97,968.00	\$ 99,216.00	\$ 100,443.20	\$ 101,628.80	\$ 102,897.60	\$ 104,124.80	\$ 105,310.40	\$ 106,558.40	\$ 107,785.60	\$ 108,992.00	\$ 110,240.00
LL	\$ 38.16	\$ 39.24	\$ 40.33	\$ 41.43	\$ 42.52	\$ 43.60	\$ 44.16	\$ 44.69	\$ 45.24	\$ 45.78	\$ 46.34	\$ 46.89	\$ 47.42	\$ 47.97	\$ 48.51	\$ 49.06
	\$ 79,372.80	\$ 81,619.20	\$ 83,886.40	\$ 86,174.40	\$ 88,441.60	\$ 90,688.00	\$ 91,852.80	\$ 92,955.20	\$ 94,099.20	\$ 95,222.40	\$ 96,387.20	\$ 97,531.20	\$ 98,633.60	\$ 99,777.60	\$ 100,900.80	\$ 102,044.80
KK	\$ 35.08	\$ 36.08	\$ 37.08	\$ 38.10	\$ 39.10	\$ 40.09	\$ 40.59	\$ 41.09	\$ 41.60	\$ 42.10	\$ 42.59	\$ 43.11	\$ 43.60	\$ 44.10	\$ 44.61	\$ 45.11
	\$ 72,966.40	\$ 75,046.40	\$ 77,126.40	\$ 79,248.00	\$ 81,328.00	\$ 83,387.20	\$ 84,427.20	\$ 85,467.20	\$ 86,528.00	\$ 87,568.00	\$ 88,587.20	\$ 89,668.80	\$ 90,688.00	\$ 91,728.00	\$ 92,788.80	\$ 93,828.80
JJ	\$ 32.02	\$ 32.94	\$ 33.86	\$ 34.76	\$ 35.68	\$ 36.59	\$ 37.05	\$ 37.50	\$ 37.96	\$ 38.42	\$ 38.87	\$ 39.33	\$ 39.79	\$ 40.26	\$ 40.72	\$ 41.17
	\$ 66,601.60	\$ 68,515.20	\$ 70,428.80	\$ 72,300.80	\$ 74,214.40	\$ 76,107.20	\$ 77,064.00	\$ 78,000.00	\$ 78,956.80	\$ 79,913.60	\$ 80,849.60	\$ 81,806.40	\$ 82,763.20	\$ 83,740.80	\$ 84,697.60	\$ 85,633.60
II	\$ 28.96	\$ 29.78	\$ 30.61	\$ 31.44	\$ 32.26	\$ 33.09	\$ 33.51	\$ 33.92	\$ 34.33	\$ 34.74	\$ 35.15	\$ 35.58	\$ 35.99	\$ 36.40	\$ 36.81	\$ 37.22
	\$ 60,236.80	\$ 61,942.40	\$ 63,668.80	\$ 65,395.20	\$ 67,100.80	\$ 68,827.20	\$ 69,700.80	\$ 70,553.60	\$ 71,406.40	\$ 72,259.20	\$ 73,112.00	\$ 74,006.40	\$ 74,859.20	\$ 75,712.00	\$ 76,564.80	\$ 77,417.60
HH	\$ 25.88	\$ 26.62	\$ 27.36	\$ 28.10	\$ 28.84	\$ 29.58	\$ 29.95	\$ 30.32	\$ 30.69	\$ 31.05	\$ 31.43	\$ 31.80	\$ 32.17	\$ 32.54	\$ 32.91	\$ 33.28
	\$ 53,830.40	\$ 55,369.60	\$ 56,908.80	\$ 58,448.00	\$ 59,987.20	\$ 61,526.40	\$ 62,296.00	\$ 63,065.60	\$ 63,835.20	\$ 64,584.00	\$ 65,374.40	\$ 66,144.00	\$ 66,913.60	\$ 67,683.20	\$ 68,452.80	\$ 69,222.40
GH	\$ 24.41	\$ 25.11	\$ 25.81	\$ 26.51	\$ 27.20	\$ 27.90	\$ 28.25	\$ 28.60	\$ 28.95	\$ 29.30	\$ 29.64	\$ 29.99	\$ 30.34	\$ 30.69	\$ 31.04	\$ 31.39
	\$ 50,772.80	\$ 52,228.80	\$ 53,684.80	\$ 55,140.80	\$ 56,576.00	\$ 58,032.00	\$ 58,760.00	\$ 59,488.00	\$ 60,216.00	\$ 60,944.00	\$ 61,651.20	\$ 62,379.20	\$ 63,107.20	\$ 63,835.20	\$ 64,563.20	\$ 65,291.20
GG	\$ 22.81	\$ 23.46	\$ 24.11	\$ 24.77	\$ 25.42	\$ 26.08	\$ 26.41	\$ 26.73	\$ 27.06	\$ 27.38	\$ 27.71	\$ 28.03	\$ 28.36	\$ 28.69	\$ 29.02	\$ 29.33
	\$ 47,444.80	\$ 48,796.80	\$ 50,148.80	\$ 51,521.60	\$ 52,873.60	\$ 54,246.40	\$ 54,932.80	\$ 55,598.40	\$ 56,284.80	\$ 56,950.40	\$ 57,636.80	\$ 58,302.40	\$ 58,988.80	\$ 59,675.20	\$ 60,361.60	\$ 61,006.40
FF	\$ 19.75	\$ 20.31	\$ 20.87	\$ 21.43	\$ 22.00	\$ 22.57	\$ 22.86	\$ 23.12	\$ 23.41	\$ 23.69	\$ 23.98	\$ 24.27	\$ 24.53	\$ 24.82	\$ 25.10	\$ 25.38
	\$ 41,080.00	\$ 42,244.80	\$ 43,409.60	\$ 44,574.40	\$ 45,760.00	\$ 46,945.60	\$ 47,548.80	\$ 48,089.60	\$ 48,692.80	\$ 49,275.20	\$ 49,878.40	\$ 50,481.60	\$ 51,022.40	\$ 51,625.60	\$ 52,208.00	\$ 52,790.40
EF	\$ 17.82	\$ 18.28	\$ 18.73	\$ 19.19	\$ 19.68	\$ 20.17	\$ 20.42	\$ 20.67	\$ 20.93	\$ 21.19	\$ 21.45	\$ 21.71	\$ 21.97	\$ 22.26	\$ 22.54	\$ 22.80
	\$ 37,065.60	\$ 38,022.40	\$ 38,958.40	\$ 39,915.20	\$ 40,934.40	\$ 41,953.60	\$ 42,473.60	\$ 42,993.60	\$ 43,534.40	\$ 44,075.20	\$ 44,616.00	\$ 45,156.80	\$ 45,697.60	\$ 46,300.80	\$ 46,883.20	\$ 47,424.00
EE	\$ 16.68	\$ 17.16	\$ 17.64	\$ 18.11	\$ 18.59	\$ 19.07	\$ 19.30	\$ 19.54	\$ 19.78	\$ 20.02	\$ 20.26	\$ 20.49	\$ 20.73	\$ 20.96	\$ 21.21	\$ 21.44
	\$ 34,694.40	\$ 35,692.80	\$ 36,691.20	\$ 37,668.80	\$ 38,667.20	\$ 39,665.60	\$ 40,144.00	\$ 40,643.20	\$ 41,142.40	\$ 41,641.60	\$ 42,140.80	\$ 42,619.20	\$ 43,118.40	\$ 43,596.80	\$ 44,116.80	\$ 44,595.20
DD	\$ 14.38	\$ 14.79	\$ 15.20	\$ 15.60	\$ 16.02	\$ 16.43	\$ 16.63	\$ 16.85	\$ 17.05	\$ 17.26	\$ 17.45	\$ 17.66	\$ 17.87	\$ 18.08	\$ 18.28	\$ 18.49
	\$ 29,910.40	\$ 30,763.20	\$ 31,616.00	\$ 32,448.00	\$ 33,321.60	\$ 34,174.40	\$ 34,590.40	\$ 35,048.00	\$ 35,464.00	\$ 35,900.80	\$ 36,296.00	\$ 36,732.80	\$ 37,169.60	\$ 37,606.40	\$ 38,022.40	\$ 38,459.20
CC	\$ 12.84	\$ 13.20	\$ 13.58	\$ 13.95	\$ 14.31	\$ 14.69	\$ 14.86	\$ 15.06	\$ 15.23	\$ 15.42	\$ 15.59	\$ 15.78	\$ 15.97	\$ 16.15	\$ 16.34	\$ 16.52
	\$ 26,707.20	\$ 27,456.00	\$ 28,246.40	\$ 29,016.00	\$ 29,764.80	\$ 30,555.20	\$ 30,908.80	\$ 31,324.80	\$ 31,678.40	\$ 32,073.60	\$ 32,427.20	\$ 32,822.40	\$ 33,217.60	\$ 33,592.00	\$ 33,987.20	\$ 34,361.60
BB	\$ 11.31	\$ 11.64	\$ 11.97	\$ 12.29	\$ 12.61	\$ 12.94	\$ 13.09	\$ 13.25	\$ 13.42	\$ 13.57	\$ 13.74	\$ 13.89	\$ 14.06	\$ 14.22	\$ 14.39	\$ 14.54
	\$ 23,524.80	\$ 24,211.20	\$ 24,897.60	\$ 25,563.20	\$ 26,228.80	\$ 26,915.20	\$ 27,227.20	\$ 27,560.00	\$ 27,913.60	\$ 28,225.60	\$ 28,579.20	\$ 28,891.20	\$ 29,244.80	\$ 29,577.60	\$ 29,931.20	\$ 30,243.20
AA	\$ 9.80	\$ 10.05	\$ 10.34	\$ 10.62	\$ 10.90	\$ 11.19	\$ 11.32	\$ 11.45	\$ 11.61	\$ 11.73	\$ 11.88	\$ 12.02	\$ 12.15	\$ 12.30	\$ 12.44	\$ 12.59
	\$ 20,384.00	\$ 20,904.00	\$ 21,507.20	\$ 22,089.60	\$ 22,672.00	\$ 23,275.20	\$ 23,545.60	\$ 23,816.00	\$ 24,148.80	\$ 24,398.40	\$ 24,710.40	\$ 25,001.60	\$ 25,272.00	\$ 25,584.00	\$ 25,875.20	\$ 26,187.20



BENEFITS (Revised)

INSURANCE

Wood County offers our employees plan options with different levels of benefits and premiums. Employees are encouraged to learn about all available health insurance options and then select the option that best fits their situation.

The Wood County Health Insurance Plan is a self-funded comprehensive major medical insurance plan offered to all regular full-time and appropriate part-time employees. Upon hire, insurance coverage becomes effective beginning the first day of the month following sixty (60) days of employment for non-exempt employees and the first of the month following date of hire for exempt employees. Coverage will cease on the last day of the month that the individual was actively at work prior to termination of their employment or retirement.

Insurance Plan Enrollment

Wood County offers two (2) different levels of benefits: Single or Family. Employees can sign up for their preferred coverage option no later than three (3) weeks after their first date of employment. Failure to sign up during that time-frame will result in the employee considered as a late enrollee, and requiring “proof of insurability” related to a Qualifying Event. Employees are encouraged to contact the Benefits Administrator with any questions.

Annually, there is an “open enrollment” period. During open enrollment, benefit eligible employees are able to make changes to their benefit elections including health, vision, and dental insurance, flexible spending enrollment, and life and disability insurance. Employees will be notified of the open enrollment period in writing, and will have an opportunity to attend an informational open enrollment meeting to learn of the changes in plans and premiums and to allow employees the ability to make an informed decision that best meets their needs and the need of their family.

Premiums

Wood County will pay a portion of the premium for medical insurance for full-time employees, or a prorated percentage for part-time employees. Participation in the Wood County Wellness Program and completion of the three (3) core activities qualify employees for the Wellness Incentive Premium Discount.

Insurance Benefit While on Approved Leave of Absence

Employees who are on an approved leave of absence must make arrangements for their insurance premiums to be paid during the duration of the leave in order to continue coverage. Employees who are on a paid leave (such as using their accrued benefit time) will continue to have their regular bi-weekly insurance premiums deducted. Employee who are on an unpaid leave of absence may continue their insurance coverage provided they pay their regular employee share of the premium(s) to the Human Resources Department, by the first of each month, with a thirty (30) day grace period. If payment is not made for the employee portion of benefit premiums by the 30th day of the month, benefits will be terminated and back-dated to the last day of paid premiums and the employee will be offered COBRA. Employees are allowed to participate in this program for a maximum of six (6) months. This process is also applicable to those on an approved FMLA leave.

Continuation of Health, Dental, Vision Insurance after Termination of Employment

COBRA gives employees certain rights to carry their health insurances forward when they leave an employer. The main COBRA benefit is that an employee can normally remain on their current health insurance plan, provided they pay the full premium plus administrative costs. Employees will receive information on their COBRA rights upon termination of employment.

Dental Insurance

Dental insurance is offered to Wood County employees on a voluntary basis. Employees are responsible for the entire dental insurance premium.



BENEFITS (Revised)

Vision Insurance

Vision insurance is offered to Wood County employees on a voluntary basis. The premium is subsidized by Wood County.