

OPERATIONS COMMITTEE

DATE: Monday, July 10, 2023
TIME: 11:00 AM
LOCATION: Courthouse - Conference Room 115

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. Release of funds for Marshfield Fairgrounds Electrical Project
7. **Wellness Coordinator Update**
8. **Treasurer**
 - (a) Resolution to tax deed delinquent 2019 properties.
9. **Finance**
 - (a) Finance Department update
10. **HR**
 - (a) 2024 Health Insurance Budget Presentation by Tim Deaton, The Horton Group
 - (b) Annual Wage Grade Appeal Results
11. Comments from the Chair
12. Consider any agenda items for next meeting
13. Set next regular committee meeting date
14. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2496 666 8545

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mac338a4458b69d0d1363e8f11bb8db54>
Meeting number (access code): 2496 666 8545
Meeting password: 071023

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, June 6, 2023
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Jeff Penzkover, Kim McGrath, Ed Newton, Trent Miner, Heather Gehrt, Ryan Boeshaar, Sarah Christensen, Brandon Vruwink, Sue Smith, Reuben Van Tassel, Chad Schooley, Tiffany Ringer, Kim Stimac, Tara Jensen, Amy Kaup, Kelli Francis, PaNya Yang, Nick Flugaur, Mary Solheim, Randy Kunding, Tim Deaton (The Horton Group)

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

Treasurer Gehrt stated during public comment that Governor Evers declared this week as County Treasurers Appreciation Week.

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

Pliml gave a brief update on ARPA funds.

Emergency Management Director Christensen provided additional information to the Committee regarding Everbridge, a critical event management platform.

County Clerk Miner presented a resolution for Posting vs. Publishing of Notices. Miner explained that there is a cost savings associated with posting vs. publishing notices.

Motion (Pliml/Fischer) to approve the resolution for Posting vs. Publishing of Notices. Motion carried unanimously.

Wellness Coordinator Boeshaar gave an update on Wellness Program activities.

Finance Director Newton provided an update on Finance Department activities.

Newton presented a resolution for the University Commission: UWSP-Marshfield. Supervisor Rozar provided information on the resolution to the Committee.

Motion (Valenstein/Pliml) to approve the resolution for the University Commission: UWSP-Marshfield. Motion carried unanimously.

Newton provided updated information to the Committee regarding CIP requests. Newton explained that this is currently information only and not going to resolution yet.

Newton presented an updated debt proposal from Baird.

Human Resources Director McGrath introduced Tim Deaton of The Horton Group. Mr. Deaton gave a presentation to the Committee on current renewal projections and potential plan changes. Mr. Deaton stated that he will be returning in July with final 2024 budget recommendations.

Rozar excused from the meeting at this point.

McGrath presented a revised Sick Time Policy based on the referral from HIRC. McGrath explained that the policy will allow flexibility for departments with on-call staff and the use of sick time.

Motion (Fischer/Pliml) to approve the revised Sick Time Policy. Motion carried unanimously.

McGrath presented information on PTO vs traditional Vacation and Sick leave banks as requested by the Committee. McGrath explained that the consensus of the Department Head group was to stay with the current policy and not move to a PTO policy. The Committee did not take any action on ²this item.

McGrath presented a revised Overtime/Compensatory Time Policy at the request of the Human Services Department. The policy revisions address exempt, on-call and crisis staff and the ability to pay them at time and a half. Human Services Director Vruwink provided information about the need for the policy revision.

Motion (Valenstein/Fischer) to approve the revised Overtime/Compensatory Time Policy. Motion carried unanimously.

The Committee clarified that the effective date of the policy changes to Sick Time and Overtime/Compensatory Time are effective today.

McGrath presented a list of proposed revisions to the Employee Policy Handbook. McGrath explained that there is a target revision date of 2024 and that she will continue to work with the Committee and Department Heads as the process continues.

Chair Wagner thanked Finance Director Newton for the great job that he did with the CIP.

Agenda items for next meeting: The Horton Group Presentation

The next regular Committee meeting is July 10th at 11:00 a.m.

Chair Wagner declared the meeting adjourned at 10:16 a.m.

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



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – July 2023

- The newest version of our election programming and reporting system has been certified by the state, which means we are all set to be upgraded this year. We are scheduled for that to happen the week of August 7th when all machines will be brought to the Courthouse for upgrades and preventative maintenance and work will commence in the server room.
- I attended the Wisconsin County Clerks Association annual summer symposium up in Wausau from June 20-22. As indicated by Chairman Pliml at the last county board meeting, I was elected President of the organization for the upcoming year.
- This past month saw the unfortunate passing of Gloria Kubisiak, a true gentle lady and an active member of the South Wood County League of Women Voters. I got to know Gloria first as a candidate for county board when, in pre-Covid days, the LWV would host candidate forums in which she would moderate. I then worked with her during the 2016 Presidential recount and then when I became County Clerk, she would call or email asking question about election administration law. She was a true educator in every sense of the word, in that her career was dedicated to education, and even in her civic activities, she was passionate in making sure the correct information was being presented about how elections were run. May God bless her memory.
- If you have not stopped in yet to introduce yourself to our new employee, Katie, please take the time to do so. She has been with us for 3 weeks and is doing an outstanding job in her training and picking up on all the various functions this office does.
- In looking over our financials now that we are half way through 2023, there is not really anything that concerns me as of now other than those I have previously brought to your attention. I am thinking at this point we will be able to absorb the vacation payout of our former employee and not have to go to contingency. Fingers crossed. The Committee/Commissions budget (that would be the County Board budget) appears to be fine at this point as well.
- During off year elections, we take the down time to review our files and update manuals and procedures. As you know, I love things historical about the courthouse and county board and recently came across some photos that I found interesting. Take a look at the next 2 pages.



This picture is of County Clerk J.A. (Joe) Schindler and County Board Chair Alba Bump. It would have been taken around 1956. If you look closely, you will see Chairman Bump wearing a Wood County Centennial tie. I recognized it as I have one in a shadow box on the wall in my office. This was taken in the old courthouse, so I am thinking this is one of the last county board meetings to take place in that building. We moved into the current building at about the time of the Wood County Centennial in 1956.



This is County Clerk Joe Schindler. He served as City Treasurer and City Clerk for Marshfield until he was elected County Clerk in 1933, serving until 1959. He, too, served as President of the Wisconsin County Clerks Association, in 1956. In 1958, his last year as clerk, he ran for State Assembly, but was defeated in the primary. After he "retired" as County Clerk, he ran for county board and won. He suffered a heart attack while attending a county board meeting in late 1960 and passed away at Riverview Hospital later that day. He is interred in Marshfield.



This picture was not labeled on the back, but I have to assume it is of the county board, and am assuming it is one of the last county board meetings to be held in the old Courthouse before moving into our current building. You will see Chairman Bump and Clerk Schindler in the center of the photo seated at the raised table. I am also assuming that just like we have now, the county board room was also a courtroom in the old courthouse. I see a photo of Judge Wood hanging in the background, the same one that hangs in Branch 1 today. Once we moved into the new Courthouse in 1956, the County Board had their own room on the third floor, which is where we are housed now. In 1985, when we gained the 3rd Circuit Court Branch, we ended up having to share the County Board room with the Courtroom once again. Notice the size of the board.....HUGE as compared to now. More on that change in a later monthly letter of comments.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

June 30, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	June 2023	2023 Year-to-Date
Applications Received	109	766
Positions Filled	22	103
Promotions/Transfers	5	30
New Hire Orientations	17	67
Terminations, Voluntary	5	51
Terminations, Involuntary	*6	15
Retirements	3	13
Exit Interviews	6	24

*Three of these were Health LTE's, assignment ended

Human Resources Narrative

General Highlights

1. We are so excited to welcome Melissa Schuerman to our team! She transferred to our department from Human Services, FSET team, on Monday June 19th. Melissa holds the position of HR Coordinator and has gone through the first couple weeks of onboarding and training-learning all of our processes and priorities. She has been a phenomenal addition to the team and we look forward to her growing in her role. If the opportunity presents, please stop by and introduce yourself.
2. Completed the Annual Wage Grade appeal process. Submitted three appeals that were received by the deadline to our consultant and received their recommendations. This is an item that will be brought to the committee at their July meeting.
3. We are continuing to research alternate options of for the post-offer, pre-employment drug testing requirement. The current timeline to receive results is lengthy and we are hopeful to find an option that will provide more timely results so our departments are able to onboard their new hires more efficiently.
4. Issued the 2nd quarter edition of the 2023 County Connection Newsletter.

Meetings & Trainings

1. Attended the Operations Committee on June 6th.
2. Attended County Board on June 19th.

3. Attended the Health & Human Services Committee meeting on June 28th.
4. Attended the Stevens Point Area Human Resources Association (SPAHR) membership meeting on June 14th. The topic was “If You Build It, They Will Come... And Stay.”
5. Held the monthly conference call with The Horton Group on June 27th to discuss various benefit topics, including the 2024 renewal projections.
6. Held individual staff and team meetings to discuss and provide updates on the department’s identified 2023 goals.
7. Staff attended various meetings, trainings, and webinars related to benefits, employment law, and compliance.

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
5. Processed COBRA notifications for dependents on the health plan reaching age 26.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Assisted Dispatch with multiple applicant interviews regarding their current vacancies.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Working 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.
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>
Replacement	Branch I	Judicial Assistant	Position posted, filled internally 7/10/2023.
New Position	Branch IV	Judicial Assistant	Filled internally 7/10/2023.
Replacements	Clerk of Courts	Court Clerk - 2	Positions posted, interviews conducted. Court Clerk-BR IV filled 7/5/2023. Court Clerk-BR I filled 7/5/2023.
Replacement	Clerk of Courts	Court Clerk – Civil	Position posted, deadline 7/10/2023.
Replacement	Clerk of Courts	Court Clerk – Traffic	Position posted, deadline 7/10/2023.

Replacement	Dispatch	Dispatchers	Name drawn from eligibility list, references currently being completed.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 9/30/2023.
Replacement	Health	Community Health Worker (PATCH)	Position posted, interviews conducted, final candidate selected, references completed, offer accepted, filled 6/12/2023.
Replacement	Highway	Highway Engineer	Position posted, deadline 7/17/2023. Interview scheduled on 7/6/2023.
Replacements	Highway	Truck Operator (2)	Position posted, interviews conducted, final candidates selected, references/DL checks conducted. Filled 6/19/2023 and 6/20/2023.
Replacement	Highway	Summer Help	Position posted until 7/17/2023. Interviews conducted, one position filled 7/3/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, deadline 7/11/23023.
Replacements	Human Services	Support & Service Coordinator (2)	Positions posted, deadline 7/10/2023.
Replacement	Human Services	Family Interaction Worker	Position posted, deadline 7/11/2023.
New Position	Human Services	Birth to Three Service Coordinator	Position posted, interviews conducted, final candidate selected, references/background completed, filled 6/12/2023.
Replacement	Human Services	Crisis Interventionists – Casual (2)	Position posted, one position filled 5/22/23, deadline 7/17/2023.
Replacement	Human Services	Community Resources Receptionist	Position posted, interviews conducted, final candidate selected, references/background completed, filled 6/26/2023.
Replacement	Human Services	Residential Aides-Casual	Position posted, deadline 7/10/2023.
Replacement	Human Services	Accounting Clerk	Position posted, interviews conducted, final candidate selected, references/background completed, filled 6/19/2023.
Replacement	Human Services	FSET Case Managers (2)	Position posted, one position filled 6/5/2023, deadline 7/10/2023.
Replacement	Human Services	Support & Service Coordinator	Position posted, deadline 7/10/2023.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, interviews conducted, filled internally 6/12/2023.
Replacement	Human Services	Case Mgr/SW-YJ	Position posted, interviews conducted, final candidate selected, references/background completed, filled 6/26/2023.
Replacement	Human Services	Executive Administrative Assistant	Position posted, interviews conducted, final candidate selected, references/background completed, filled 7/10/2023.
Replacement	Human Services	EMH/APS Coordinator	Position posted, interviews conducted, final candidate selected, references/background completed, filled 7/24/2023.
Replacement	Human Services	Admin Asst II – Marshfield Reception	Position posted, interviews conducted, final candidate selected, references/background completed, filled 7/5/2023.

New Position	Human Services	Social Worker – Permanency Support Coordinator	Position posted, deadline 6/28/2023. Interviews being conducted.
Replacement	Human Services	CCS Service Facilitator – Marshfield	Position posted, deadline 7/10/2023.
Replacement	Human Services	Social Work Supervisor – Initial Response	Position posted, deadline 7/17/2023.
Replacement	Land Conservation	Land Conservation Specialist	Position posted, deadline 7/17/2023.
New Position	Maintenance	Maintenance Supervisor	Position posted, 1 st and 2 nd interviews conducted. Final candidate selected, references completed, offer extended, filled 6/26/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Parks & Forestry	Office Supervisor	Positions posted, interviews being conducted week of July 3, 2023.
Replacement	Planning & Zoning	County Planner	Position posted, interviews conducted, final candidate selected, references completed, filled 8/4/2023.
Replacement	Planning & Zoning	Code Technician	Position posted, interviews conducted, final candidate selected, references completed, filled 6/19/2023.
Replacement	Sheriff	Correction Officers	Position posted, interviews conducted, positions are filled as required.
Replacement	Sheriff	Office Supervisor	Position posted, filled internally 7/10/2023
Replacement	Sheriff	Administrative Lead Officer	Position filled internally 7/9/2023.

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. Conducted CPR/AED class for 1 student on 6/15.
4. Conducted CPR/AED skills testing for Health Department on 6/28, 6/29 and 6/30 for 15 total employees.

NEW Workers' Compensation Claims (1)

1. 6/9/23 – Sheriff's (Corrections) – Employee injured R thumb while restraining combative inmate

OPEN Workers' Compensation Claims (4)

1. 12/31/22 – Edgewater – Employee strained L shoulder transferring resident with EZ lift
2. 4/8/23 – Edgewater – Employee suffered abdominal injury while lifting resident in bathroom
3. 4/29/23 – Norwood – Employee suffered broken R wrist/head injury when kicked by aggressive patient
4. 4/29/23 – Sheriff's (Corrections) – Clipper disinfectant splashed into R eye of employee while performing cleaning duties (late report)

CLOSED Workers' Compensation Claims (4)

1. 12/22/22 – Sheriff's – Employee injured R shoulder falling on South steps at Courthouse near Jail entrance (surgery required)
2. 4/29/23 – Norwood – Employee was scratched on R forearm while responding to aggressive patient (late report)
3. 5/4/23 – Sheriff's (Corrections) – Employee was spit on by uncooperative inmate
4. 5/6/23 – Sheriff's – Employee had bloodborne pathogen exposure responding to assist call with WRPD

First Aid Injuries (1)

1. 6/5/23 – Norwood – Employee cut L hand while pruning plant at reception desk

Property/Vehicle Damage Claims (2)

1. 6/3/23 – Sheriff's – Squad 21 was damaged when backing out of ditch after pursuing fleeing subject (est. damage \$2,128.72)
2. 3/6/23- River Block Power Outage- the claim has been accepted by Hartford Steam Boiler, and will be paid under the County's equipment breakdown coverage. As of 6/30/23, a total of \$65,003.34 in damages and business losses has been submitted. Less the County's deductible, we will be receiving 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.

Liability Claims (1)

1. 6/1/23- 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 are in the determination stage as the date of this report.

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.
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 is scheduled for July 19 & 20, 2023.

OPEN WRS/ETF Appeal (1)

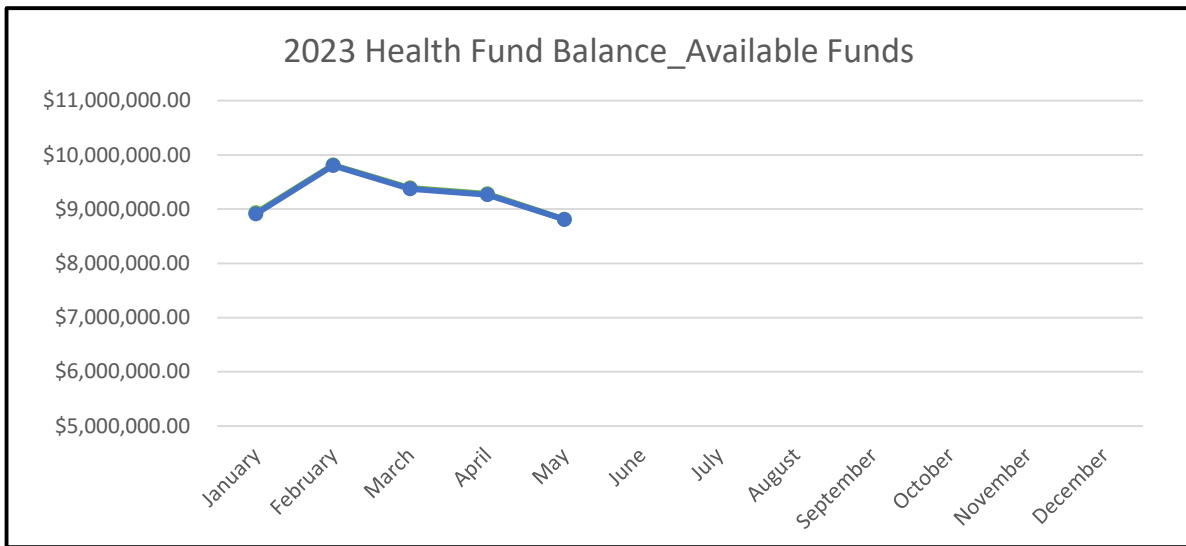
1. 9/25/22- Former Humane Officer submitted an appeal to the Department of Employee Trust Funds to appeal the County's decision on her eligibility determination. The County has succeeded on its two motions for partial summary judgement. A case hearing is scheduled on July 18th to resolve the few remaining factual disputes.

Other

1. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
2. DOT Random 2nd Quarter selections made and distributed for 10 randomly selected employees who hold a CDL license, all completed successfully by the June 12th deadline.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the May Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.

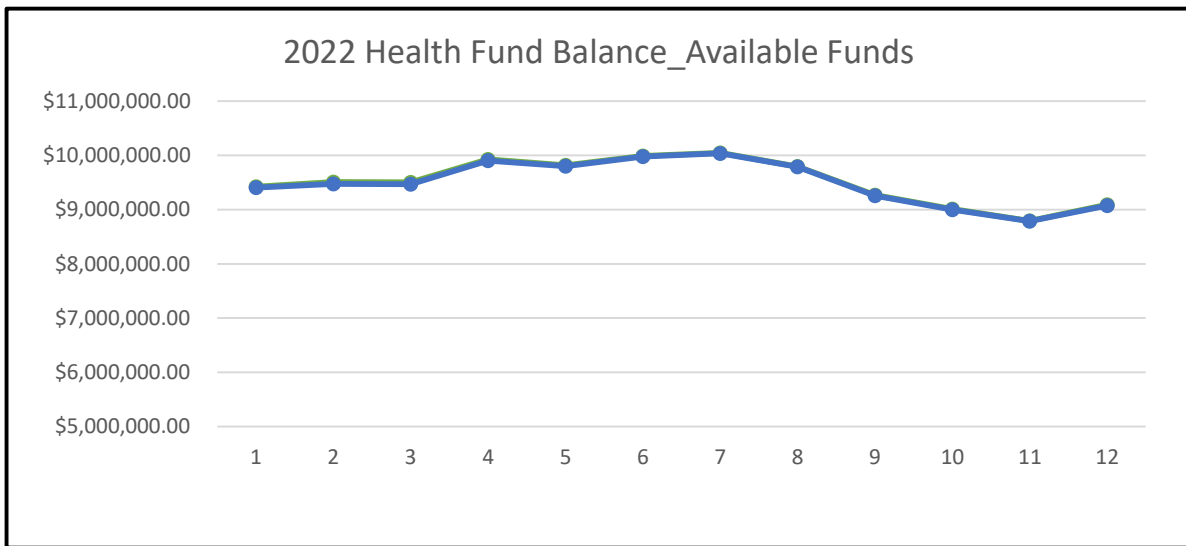
6. Facilitated New Hire Orientation on June 5th, 12th, 19th, 20th, and 26th.
7. Conducted exit interviews on June 7th, June 13th, June 14th, June 22nd, and June 28th.
8. Responded to multiple Open Records requests.
9. Responded to multiple verifications of employment.
10. Replied to multiple requests from surrounding counties with varied information.
11. 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			\$ 9,989,672.54	\$ 9,974,919.91
July			\$ 10,045,869.34	\$ 10,037,583.16
August			\$ 9,794,557.38	\$ 9,791,325.99
September			\$ 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—JULY 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in June.
2. Attended the Foundation for Rural Housing Board of Directors meeting on June 12 in Wisconsin Dells.
3. Staff prepared and mailed out over 5,000 notices of postponed taxes due for a total of \$14,676,530.
4. Attended County Board meeting on June 19.
5. Attended the Wisconsin County Treasurers Association Summer meeting on May 30-June 2 in Eau Claire.
6. There is a resolution with a total of 14 properties that failed to pay their delinquent 2019 taxes by June 30 and are now eligible to be tax dedeed.
7. The credit card vendor for accepting on line payments for many different departments around the county has not resolved an issue that has been ongoing since May. The lack of communication after following all the channels has left something to be desired. I am looking into the possibility of changing the vendor and looking into other options with possibly cheaper rates to the customer. I will need to work with IT as some of the programs are integrated with other permitting programs.
8. I have been working with the Residential Options Committee sharing with them tax deed properties that the county has available and answering questions.
9. I was out on medical leave June 27-July 3.



Wood County WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – June 2023

- The end of June marked the deadline for participants to complete their health coaching session with me, which is the third and final step to qualify for the reduced health insurance rate for 2024. Shown below are the 2023 final numbers for the three qualifying activities along with a comparison to the past two years.

Annual Report of Qualifying Activities			
	<u>2021</u>	<u>2022</u>	<u>2023</u>
Biometric Screening	465	449	446
Health Assessment	460	446	443
Health Coaching	450	450	440

- Throughout the last 3 months I have had some great conversations with employees! So far 54 employees have completed the health coaching feedback survey. From the survey results, 100% selected “Agree” to the health coach being encouraging and motivating along with assisting in obtaining useful advice and resourced to support their lifestyle choices. Common comments they had regarding the health coach were *“very personable and professional”* *“energetic and friendly”* and *“responds to follow up questions quickly”*.
- With the start of the third quarter underway, I have been planning for the Quarter 3 Wellness Challenge. When reviewing the common topics that were discussed during the health coaching sessions, the challenge topic will focus on mental wellbeing, and how to better manage and cope with our daily stressors. I plan to run this challenge in early to mid-August and will start promoting when the full details are wrapped up.
- The wellness bulletin boards have been updated with new information around the Wood County locations with the start of quarter 3. With it being the middle of Summer, the wellness material includes: Sun safety, UV guidelines, the importance of skin checks, tips for reducing sugar and sodium, and some healthy Summer recipes.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on www.managewell.com so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.

COUNTY BOARD CLAIMS

May-23

May-23

Paid June 2023

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Allen Breu	May-23	415.00	45.85		\$460.85
William Clendenning	May-23	665.00	245.63		\$910.63
Adam Fischer	May-23	415.00	140.83		\$555.83
Jake Hahn	May-23	365.00	70.74		\$435.74
Brad Hamilton	May-23	350.00	9.17		\$359.17
John Hokamp	May-23	350.00	48.47		\$398.47
David La Fontaine	May-23	350.00	139.52		\$489.52
Bill Leichtnam	May-23	430.00	78.60		\$508.60
Jeff Penzkover	May-23	300.00	49.78		\$349.78
Lance Plimi	May-23	800.00	28.82		\$828.82
Dennis Polach	May-23	300.00			\$300.00
Donna Rozar	May-23	365.00	47.16		\$412.16
Laura Valenstein	May-23	445.00			\$445.00
William Voight	May-23	350.00	120.52		\$470.52
Ed Wagner	April & May 23	630.00	216.15		\$846.15
William Winch	May-23	300.00	43.23		\$343.23
Joe Zurfluh	May-23	365.00	28.82		\$393.82
Rebecca Spiros	May-23	50.00			\$50.00
		\$7,245.00	\$1,313.29	\$0.00	\$8,558.29

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: JUNE 2023

For the range of vouchers: 06230068 - 06230076

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06230068	POSTMASTER - WISCONSIN RAPIDS	PO Box Fee - 1 year	06/02/2023	\$1,550.00	P
06230069	AMAZON CAPITAL SERVICES	Paper Folder	06/02/2023	\$550.00	P
06230070	OFFICE ENTERPRISES INC	Ink Tank - Mail Machine	06/08/2023	\$275.38	P
06230071	UNITED MAILING SERVICE	MAIL FEES FOR MAY 1-31 2023 UM	06/09/2023	\$1,315.20	P
06230072	WISCONSIN MEDIA	VAR ADS MAY 2023	06/15/2023	\$348.30	P
06230073	AMAZON CAPITAL SERVICES	Office Supplies	06/12/2023	\$35.66	P
06230074	US BANK	VISA CHARGES	06/21/2023	\$952.00	
06230075	AMAZON CAPITAL SERVICES	Office Supplies	06/27/2023	\$42.49	
06230076	VERIZON	Monthly Modem Fee	06/27/2023	\$218.40	
Grand Total:				\$5,287.43	

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: JUNE 2023

For the range of vouchers: 14230115 - 14230141

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14230115	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	06/01/2023	\$330.67	P
14230116	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	06/01/2023	\$261.30	P
14230117	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	06/01/2023	\$242.79	P
14230118	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/01/2023	\$5,441.97	P
14230119	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/01/2023	\$2,869.76	P
14230120	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/01/2023	\$3,964.55	P
14230121	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	06/01/2023	\$20.00	P
14230122	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/01/2023	\$355.85	P
14230123	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/24/2023	\$7.95	P
14230124	WIPFLI LLP	2022 AUDIT PROGRESS BILLING	05/31/2023	\$3,000.00	P
14230125	QUESTICA LTD	CUSTOM REPORTS UPGRADE	05/31/2023	\$250.00	P
14230126	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	06/15/2023	\$359.86	P
14230127	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	06/15/2023	\$258.62	P
14230128	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/15/2023	\$5,551.75	P
14230129	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/15/2023	\$2,930.06	P
14230130	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/15/2023	\$4,030.18	P
14230131	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	06/15/2023	\$20.00	P
14230132	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/15/2023	\$355.85	P
14230133	US BANK	AATRIX EFILE PACKAGE	06/19/2023	\$829.00	
14230134	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	06/29/2023	\$329.76	
14230135	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	06/29/2023	\$258.10	
14230136	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	06/29/2023	\$354.81	
14230137	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	06/29/2023	\$5,396.50	
14230138	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	06/29/2023	\$2,898.38	
14230139	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	06/29/2023	\$4,096.64	
14230140	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	06/29/2023	\$20.00	
14230141	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	06/29/2023	\$355.85	
Grand Total:				\$44,790.20	

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: JUNE 2023

For the range of vouchers: 17230048 - 17230058 23230031 - 23230039

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17230048	MARSHFIELD AREA CHAMBER OF COM	Recognition Program	06/07/2023	\$50.60	P
17230049	HEART OF WI CHAMBER OF COMMERCE	Recognition Program	06/07/2023	\$30.00	P
17230050	CARLSON DETTMAN CONSULTING	Classification Review	05/15/2023	\$550.00	P
17230051	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	05/31/2023	\$91.00	P
17230052	WI DEPT OF WORKFORCE DEVELOPMENT	May 2023 Unemployment Charges	06/01/2023	\$347.30	P
17230053	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	05/01/2023	\$850.00	P
17230054	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	06/01/2023	\$700.00	P
17230055	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	06/01/2023	\$6,997.50	P
17230056	STAPLES ADVANTAGE	Office Supplies	06/16/2023	\$54.17	P
17230057	STAPLES ADVANTAGE	Office Supplies	06/16/2023	\$5.63	P
17230058	US BANK	P Card Charges	06/16/2023	\$55.00	P
23230031	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Premium	06/05/2023	\$8,818.00	P
23230032	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	04/10/2023	\$975.00	P
23230033	COMPLETE CONTROL	River Block Power Outage	05/23/2023	\$209.25	P
23230034	PBBS EQUIPMENT CORPORATION	River Block Power Outage	05/24/2023	\$1,384.00	P
23230035	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2023	\$698.00	P
23230036	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2023	\$1,067.00	P
23230037	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	06/01/2023	\$5,000.00	P
23230038	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad 31	06/15/2023	\$6,291.55	P
23230039	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad 48	06/15/2023	\$6,500.18	P
Grand Total:				\$40,674.18	

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: JUNE 2023

For the range of vouchers: 28230126 - 28230145

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28230126	CITY OF MARSHFIELD	MAY SPECIAL CHARGES	06/07/2023	\$175.89	P
28230127	CITY OF NEKOOSA TREASURER	MAY SPECIAL CHARGES	06/07/2023	\$2,574.72	P
28230128	CITY OF WISCONSIN RAPIDS	MAY SPECIAL CHARGES	06/07/2023	\$307.41	P
28230129	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/07/2023	\$50.16	P
28230130	TOWN OF PORT EDWARDS	MAY SPECIAL CHARGES	06/07/2023	\$250.68	P
28230131	TOWN OF REMINGTON	MAY SPECIAL CHARGES	06/07/2023	\$199.98	P
28230132	TOWN OF SARATOGA	MAY SPECIAL CHARGES	06/07/2023	\$1,117.40	P
28230133	TOWN OF CAMERON	MAY SPECIAL CHARGES	06/07/2023	\$506.87	P
28230134	TOWN OF GRAND RAPIDS	MAY SPECIAL CHARGES	06/07/2023	\$2,049.49	P
28230135	TOWN OF HANSEN	MAY SPECIAL CHARGES	06/07/2023	\$540.30	P
28230136	TOWN OF MARSHFIELD	MAY SPECIAL CHARGES	06/07/2023	\$800.32	P
28230137	TOWN OF RICHFIELD	MAY SPECIAL CHARGES	06/07/2023	\$1,032.55	P
28230138	TOWN OF ROCK TREAS LISA ANDERSON	MAY SPECIAL CHARGES	06/07/2023	\$353.61	P
28230139	VILLAGE OF VESPER	MAY SPECIAL CHARGES	06/07/2023	\$237.77	P
28230140	VILLAGE OF HEWITT	MAY SPECIAL CHARGES	06/07/2023	\$896.00	P
28230141	VILLAGE OF PORT EDWARDS TREAS	MAY SPECIAL CHARGES	06/07/2023	\$2,459.50	P
28230142	WI DEPT OF ADMINISTRATION	MAY WI LAND INFO	06/07/2023	\$7,210.00	P
28230143	21ST MORTGAGE CORP	TAX OVERPAYMENT REFUND	06/21/2023	\$195.00	P
28230144	STATE OF WISCONSIN TREASURER	MAY CLERK OF COURT REVENUE	06/21/2023	\$123,691.60	P
28230145	US BANK	JUNE CONFERENCE HOTEL	06/28/2023	\$270.00	P
Grand Total:				\$144,919.25	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

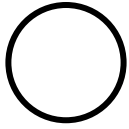
Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



RESOLUTION#

Introduced by Operations Committee
Page 1 of 4

ITEM#
DATE July 17, 2023
Effective Date July 17, 2023

Committee

CAK

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

INTENT & SYNOPSIS: Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

FISCAL NOTE: TAXES 2019 – 2022 \$65,176.17
SPEC. ASSESSMENTS 1,980.00
SPEC. CHARGES 5,027.52
PUBLICATION FEES 209.00
TAX DEEDING EXP. 1,576.00
TOTAL \$73,968.69

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

WHEREAS, Wood County holds tax certificates which have not been Redeemed as provided by law on the described land, and,

WHEREAS, there are delinquent taxes and special charges owing since 2019. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll.

WHEREAS, Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the land described be taken by tax deed pursuant to Section 75.14, Wisconsin Statutes.

04-00070 The North 600' of the West 387' of the NE fr'1 ¼ of the NE ¼ of Section 5, Township 23 North, Range 2 East, Town of Cary, Wood County, Wisconsin.

Taxes 2019-2022 \$3,376.90
Publication Fee \$19.00
Tax Deed Expense \$144.00

Property is located at 7223 County Rd V, Town of Cary.

04-00070A The NE fr'1 ¼ of the NE ¼ of Section 5, Township 23 North, Range 2 East, Town of Cary, Wood County, Wisconsin, excepting therefrom the North 600' of the West 387' thereof and further excepting any lands used or deeded for highway purposes.

Taxes 2019-2022 \$2,552.84
Special Charges \$198.80
Publication Fees \$19.00
Tax Deed Expense \$144.00

Property is located at 7081 County Rd V, Town of Cary.

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ED WAGNER, CHAIRMAN

ADAM FISCHER

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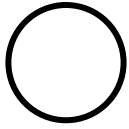
DONNA ROZAR

LAURA VALENSTEIN

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM# _____

DATE _____

Effective Date: _____

Introduced by _____
Page 2 of 4 _____ Committee

04-00071 That part of the North Fr'1 half of the NE ¼ of Section 5, Township 23 North, Range 2 East, Town of Cary, Wood County, Wisconsin, described as follows to wit: Commencing at the NE corner of that parcel described in Volume 422 of Deeds, Page 727, Wood County Records, as a point of beginning; proceed thence Easterly along the N line of the North Fr'1 half of the NE ¼ a distance of 732'; proceed thence at right angles and South a distance of 600'; proceed thence Westerly and parallel with the N line of the N ½ of the NE ¼ of Section 5, Township 23 North, Range 2 East, 732' more or less to the East ling of the parcel described in Volume 422 of Deeds, Page 727; proceed thence Northerly along the E line of Volume 422 of Deeds, Page 727, 600' more or less to the point of beginning, excepting therefrom the Easterly 387' thereof.

Taxes 2019-2022 \$528.62
Publication Fees \$19.00
Tax Deed Expense \$144.00

Property is vacant land adjacent to 7223 County Rd V, Town of Cary.

04-00071A The NW Fr'1 ¼ of the NE ¼ of Section 5, Township 23 North, Range 2 East, Town of Cary, Wood County, Wisconsin, excepting therefrom the Westerly 40 acres thereof and further excepting the Northerly 600 feet thereof.

Taxes 2019-2022 \$576.95
Publication Fees \$19.00
Tax Deed Expense \$144.00

Property is vacant land adjacent to 7081 County Rd V, Town of Cary.

14-01391 Lots 14, 15, 16, 17, and 18, along with the E ½ of the vacated adjacent alley, all in Block 32 of Babcock, Town of Remington, Wood County, Wisconsin.

Taxes 2019-2022 \$1,432.15
Special Charges \$452.76
Tax Deed Expense \$30.00

Property is located at 7895 Clark Ave, Town of Remington.

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

Taxes 2019-2022 \$841.12
Special Charges \$585.15
Publication Fees \$19.00
Tax Deed Expense \$138.00

Property is located at 3628 Mill Ave, Town of Saratoga.

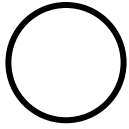
18-00723F That part of Lot 3 of Wood County Certified Survey Map No. 361 (recorded in Volume 2 of Survey Maps at Page 61 as Document No. 489690)(Ralph Coombs Certified Survey Map No. 1) being part of the SW ¼ of the NE ¼ of Section 12, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin, described as follows: Commencing at the Northeast corner of Lot 2 of Wood County Certified Survey Map No. 361 (Ralph Coombs

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Adopted by the County Board of Wood County, this _____ day of _____ 19 _____ .

County Clerk

County Board Chairman



RESOLUTION#

ITEM# _____

DATE _____

Effective Date: _____

Introduced by _____
Page 3 of 4 _____ Committee

Certified Survey Map No. 1); thence running South along the East boundary line of said Lot 2, 315.25'; thence running East parallel to the North boundary line of said Ralph Coombs Certified Survey Map No. 1, a distance of 413'; thence run North parallel to the Easterly line of said Certified Survey Map, 315.25' to the North boundary line of said Certified Survey Map; thence West along the North line of said Certified Survey Map, 413' to the point of commencement.

Taxes 2019-2022	\$7,199.25
Special Charges	\$585.15
Publication Fees	\$19.00
Tax Deed Expense	\$138.00

Property is located at 730 Ranger Rd, Town of Saratoga.

18-00822A Lot 1 of Wood County Certified Survey Map No. 8798 (recorded in Volume 30 of Survey Maps at Page 98 as Document No. 2008R03945) being part of the NE ¼ of the NE ¼ of Section 15, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin.

Taxes 2019-2022	\$2,954.20
Special Charges	\$585.15
Publication Fees	\$19.00
Tax Deed Expense	\$138.00

Property is located at 9806 County Rd Z, Town of Saratoga.

25-00037 That part of the SW ¼ of the SW ¼ of Section 13, Township 25 North, Range 3 East, Village of Hewitt, Wood County, Wisconsin, described as follows, to-wit; Commencing at the Northwest corner of the W ½ of the S ½ of the SE ¼ of the SW ¼ of Section 13, Township 25 North, Range 3 East, and running thence South 8 rods, thence East 20 rods, thence North 22 ½ rods, thence West 10 rods, thence South 14 ½ rods, thence West 10 rods to the point of beginning.

Taxes 2019-2022	\$7,990.63
Special Charges	\$2,470.50
Special Assessments	\$1,980.00
Publication Fees	\$19.00
Tax Deed Expense	\$80.00

Property is located at 10944 Main Street, Village of Hewitt.

30-00678 Part of Lot 7 of Block 61 of Nekoosa Paper Co,'s Addition to the Village of Nekoosa, now City of Nekoosa, Wood County, Wisconsin, described as follows: A piece or parcel of land 3 rods wide, East and West, off the East side of the S ½ of said Lot 7 of Block 61.

Taxes 2019-2022	\$600.77
Publication Fees	\$19.00
Tax Deed Expense	\$134.00

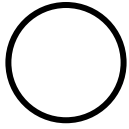
Property is located at 148 Dellwood Ln, City of Nekoosa.

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Adopted by the County Board of Wood County, this _____ day of _____ 19 _____ .

County Clerk

County Board Chairman



RESOLUTION# _____

Introduced by _____
Page 4 of 4 _____ Committee

31-00398A The South 125 feet of the North 158 feet of the East 183 feet of the West 216 feet of Lot 2, Subdivision of the NE ¼ of the NE ¼ of Section 34, Township 23 North, Range 3 East, according to Sargent’s Plat of the City of Pittsville, Wood County, Wisconsin.

Taxes 2019-2022 \$9,515.58
Tax Deed Expense \$30.00

Property is located at 8193 Main St, City of Pittsville.

33-00248 Lots 1, 2, and 3 in Block 5 of the Fourth Addition (also called the Second Addition) to the City of Marshfield, Wood County, Wisconsin excepting the Northerly 90 feet of Lot 3, the Northerly 90 feet of the Easterly 26 feet of Lot 2, the Northerly 92 ½ feet of the Westerly 18 feet of Lot 2, and the Northerly 92 ½ feet of Lot 1.

Taxes 2019-2022 \$7,369.91
Tax Deed Expense \$30.00

Property is located at 507 N Walnut Ave, City of Marshfield.

34-02599 Lot 1 of Wood County Certified Survey Map No. 8659 (recorded in Volume 29 of Survey Maps at Page 259 as Document 2007R05517) being all of Lot 15 and part of Lot 14 of West Side Assessor’s Plat No. 1, and also being part of vacated 9th Avenue South, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2019-2022 \$16,487.10
Special Charges \$150.01
Publication Fees \$19.00
Tax Deed Expense \$144.00

Property is located at 330 9th Ave S, City of Wisconsin Rapids.

34-05982 Lot 78 of East Side Assessor’s Plat No. 47, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2019-2022 \$3,750.15
Publication Fees \$19.00
Tax Deed Expense \$138.00

Property is located at 330 14th St N, City of Wisconsin Rapids.

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Adopted by the County Board of Wood County, this _____ day of _____ 19 _____ .

County Clerk

County Board Chairman



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: July 10, 2023
To: Operations Committee

Subject: Finance Department Update
From: Ed Newton & PaNyia 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).
- 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 timeline (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement/securitization/upcoming settlement information (Newton/Yang).
- Send out/follow up on various information for ACFR (Nelson).
- AP cross training (Nelson/Weiler).
- Prepare monthly voucher reports for committee packets (Nelson).
- Prepare/review various resolutions (Newton/Yang).
- GASB 96 review (Newton/Yang).
- File annual report (ACFR) (Newton/Yang).
- File 2021 US Census (Newton)

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Various discussion with Baird regarding 2023 Debt funding request (Newton/Yang).
- Various discussion with CLA regarding GASB 96 implementation (Newton/Yang).
- Various discussion with IT regarding GASB 96 (Newton/Yang).
- Various discussions and meetings with Human Resources (Newton/Yang/Weiler).
- Various discussions and meetings with Risk Management (Newton/Yang).
- Various discussions and meetings with Human Services (Newton/Yang).
- Various discussions with Maintenance (Newton/Yang).
- DSN – Cost allocation – On-site visit (Newton/Yang/Nelson/Weiler).
- TID meeting – Auburndale, Biron, Port Edwards, Vesper, and Pittsville (Newton).
- TID meeting – Wisconsin Rapids (Newton/Yang).

Wood County



Prepared for: Wood County



July 10, 2023

Agenda

Wood County Operations Committee – July 10, 2023



- **Medical Claims Update**
 - 2023 YTD Medical Reserve Calculator
- **2024 Renewal Projection**
- **Alternate Stop Loss Level Options Analysis**
- **Plan Design Change Options & Financial Impact**

Wood County

Medical Loss Ratio Report, Paid 1/1/2023 - 12/31/2023

Report Parameters	
Medical Administrator	Anthem
Prescription Drug Administrator	CarelonRx
Reinsurance Carrier	Sun Life
Transplant Carrier	N/A
Specific Stop-Loss Deductible	\$100,000

2023 Funding Rates - Monthly			
Traditional PPO Plan		HDHP Plan	
Single	\$940.31	Single	\$720.90
Family	\$2,157.15	Family	\$1,653.81

Fixed Fees		
Administration Fee	\$58.30	PEPM
Stop Loss Specific Premium	\$343.97	PEPM
Stop Loss Agg Premium	\$4.14	PEPM

Plan Experience

2023	Fixed Cost Analysis							Variable Cost Analysis					Total Cost	Enrollment					Funding & Loss Ratio	
	Month	Medical Admin	Rx Admin	Stop Loss Prem	Network Cost Share	Retiree Prem Offset	Rx Rebate Offset	Total Fixed Costs	Medical Paid Claims	Prescription Drug Claims	Stop Loss Reimb	Rx Rebate True Up		Total Variable Cost	Total Plan Cost	PPO SGL	PPO FAM	HDHP SGL	HDHP FAM	Total Contracts
Jan 2023	\$29,147.22	\$726.55	\$173,706.89	\$8,470.52	-\$10,173.72	-\$29,131.87	\$172,745.59	\$746,397.89	\$126,397.47	-\$27,100.72	\$0.00	\$845,694.64	\$1,018,440.23	140	323	23	13	499	\$866,483.08	120.66%
Feb 2023	\$19,208.30	\$5,132.35	\$174,403.11	\$6,336.45	-\$9,233.41	-\$29,208.30	\$166,638.50	\$315,876.65	\$116,336.71	-\$746,697.87	\$0.00	-\$314,484.51	-\$147,846.01	139	325	23	14	501	\$871,510.88	68.71%
Mar 2023	\$29,091.70	\$858.55	\$173,706.89	\$12,638.67	-\$9,233.41	-\$29,091.70	\$177,970.70	\$1,267,938.08	\$136,282.58	\$0.00	\$0.00	\$1,404,220.66	\$1,582,191.36	139	327	20	13	499	\$872,008.67	181.44%
Apr 2023	\$28,625.30	\$955.55	\$170,922.01	\$13,292.79	-\$8,016.57	-\$28,625.30	\$177,153.78	\$621,635.97	\$133,759.99	\$0.00	-\$54,430.43	\$700,965.53	\$878,119.31	136	322	20	13	491	\$858,401.99	108.64%
May 2023	\$28,683.60	\$33,307.35	\$171,270.12	\$13,869.20	-\$6,135.95	-\$28,683.60	\$212,310.72	\$820,820.58	\$123,780.78	\$0.00	\$0.00	\$944,601.36	\$1,156,912.08	137	321	21	13	492	\$857,906.05	134.85%
Jun 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Jul 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Aug 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Sep 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Oct 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Nov 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
Dec 2023			\$0.00				\$0.00					\$0.00	\$0.00					0	\$0.00	#DIV/0!
2023 Totals	\$134,756	\$40,980.35	\$864,009.02	\$54,607.63	-\$42,793.06	-\$144,740.77	\$906,819.29	\$3,772,669.17	\$636,557.53	-\$773,798.59	-\$54,430.43	\$3,580,997.68	\$4,487,816.97	691	1618	107	66	2482	\$4,326,310.67	103.73%
% of Total Cost	3.00%	0.91%	19.25%	1.22%	-0.95%	-3.23%	20.21%	84.06%	14.18%	-17.24%	-1.21%	79.79%	100.00%							

Pending reimbursements as of 5/31/2023: \$668,663.86

Key Indicators

Average Single Enrollment	160
Average FAM Enrollment	337
Average Family Enrollment	496

Total Plan Costs	\$4,487,816.97
Plan Funding	\$4,326,310.67
Dollar Difference	(\$161,506.30)
Loss Ratio	103.73%

Fixed Costs per Employee per Year	\$4,384.30
Variable Costs per Employee per Year	\$17,313.45
Total Costs per Employee per Year	\$21,697.75

Wood County

Paid Claim Comparison, 2022 and 2023

Claims by Month	2022	2023	Difference Between 2022 and 2023	2022 YTD	2023 YTD	Difference Between 2022 and 2023 YTD
January	\$914,913	\$872,795	-\$42,117	\$914,913	\$872,795	-\$42,117
February	\$610,916	\$432,213	-\$178,702	\$1,525,828	\$1,305,009	-\$220,820
March	\$551,212	\$1,404,221	\$853,009	\$2,077,040	\$2,709,229	\$632,189
April	\$645,759	\$755,396	\$109,637	\$2,722,799	\$3,464,625	\$741,826
May	\$728,000	\$944,601	\$216,601	\$3,450,800	\$4,409,227	\$958,427
June						
July						
August						
September						
October						
November						
December						

Values based on medical and prescription drug plan paid claims incurred 1/1/2015 - 5/31/2023 and paid 1/1/2022 - 5/31/2023.

Wood County

2024 PEPM Renewal Projection

13 Months of Claims

	Experience Period 5/1/2020 - 4/30/2021	Experience Period 5/1/2021 - 4/30/2022	Experience Period 5/1/2022 - 5/31/2023
(1) Group Specific Claims	\$7,793,432	\$9,056,533	\$11,377,300
(2) Stop Loss Reimbursements and Prescription Drug Rebate True Ups	(\$736,407)	(\$1,471,414)	(\$2,638,258)
(3) Claims with Catastrophic Removed	\$7,057,026	\$7,585,119	\$8,739,042
(4) Trend Adjustment (+8.00%)	1.08	1.08	1.08
(5) Adjusted Claims, Trended to Rating Period	\$7,621,588	\$8,191,929	\$9,438,166
(6) Plan/Network Change Adjustment	1.00	1.00	1.00
(7) Claims with Plan/Network Adjustment	\$7,621,588	\$8,191,929	\$9,438,166
(8) Employee Months (# of Employees * # months in experience period)	5963	5840	6426
(9) Projected PEPM Claim Rate	\$1,278.15	\$1,402.73	\$1,468.75
(10) Weight	10.00%	30.00%	60.00%
(11) Weighted PEPM Claim Rate	\$127.81	\$420.82	\$881.25
(12) Combined Projected PEPM Claim Rate	\$1,429.88		

Wood County

2024 PEPY Pre-Renewal Projection

2024 Claims Per Employee Per Year (PEPY)	\$17,158.57
Network Access Discount Share (2% of In-Network Savings)	\$230.83
Rx Admin Fees	\$41.77
CarelonRx Contractual Pricing Change	(\$300.00)
Stop Loss (+20% Spec, +5% Agg Estimated Increase)	\$5,005.33
Wellness Program Expenses including EE Incentives	\$280.00
2024 Projected Total PEPY Plan Costs	\$22,416.50
2024 Projected Total PEPY Plan Costs minus EE Contribution	\$20,174.85
2024 Projected Expenses	\$10,047,074.53
2023 Budgeted	\$9,408,061.80
Projected 2024 Increase (%)	6.79%
Projected 2024 Increase (\$)	\$639,013

Wood County

Impact of Increase to Specific Deductible Based on 2022 Stop Loss High Cost Claimants

Specific Deductible Alternatives - Based on 1/1/2022 - 12/31/2022 Plan Year Large Claims					
	Carrier	Sun Life			
	Specific Deductible Level	\$115,000	\$125,000	\$150,000	\$175,000
Current Specific Deductible Level: \$100,000	Change to Specific Premiums (Carrier Estimated Percentage)	-10.00%	-16.00%	-28.00%	-38.00%
	Annual Specific Stop Loss Premium (Projected)	\$2,256,655	\$2,106,211	\$1,805,324	\$1,554,585
2024 Projected Specific Stop Loss Premium Total: \$2,507,395	Stop Loss Specific Premium Savings from Increasing Specific Deductible Limit	\$250,739	\$401,183	\$702,070	\$952,810
	Additional Risk (Claims Under Specific - 2022 Plan Year)	\$107,447	\$177,447	\$326,491	\$446,728
Uses May 2023 Premium	Premium Savings from Deductible Change	\$143,292	\$223,736	\$375,579	\$506,082

Wood County

PPO - Medical Plan Design Option Factors

	Estimated Potential Savings / % Total Plan Cost	Estimated Annual Savings
Deductible Changes (Currently \$500/\$1,500)		
To \$750 Single / \$2,250 Family	0.73%	\$75,000
To \$1,000 Single / \$3,000 Family	1.36%	\$140,000
Out of Pocket Maximum - Ded & Coins (Currently \$1,150/\$3,450)		
To \$1,500 Single / \$4,500 Family	0.58%	\$60,000
To \$2,000 Single / \$4,000 Family	1.05%	\$108,000
Coinsurance (90%)		
To 80%	0.24%	\$25,000
Increase PCP/SCP Copay (Currently \$25/50)		
To \$30/\$60	0.39%	\$40,000
Urgent Care Copay Change (Currently \$75)		
To \$100	0.11%	\$11,250
Emergency Room Copay (Currently \$250)		
To \$300	0.12%	\$12,500
To \$350	0.24%	\$25,000
Rx Deductible - Tier 2&3 (Currently \$100 EE /\$200 Fam)		
Increase to \$150 / \$300	0.07%	\$7,500
Increase to \$200 / \$400	0.14%	\$14,250
Rx Copays (Currently \$10 / \$30 / \$50)		
Increase Prescription Copays (\$10 / \$35 / \$60)	0.10%	\$9,750
Add Tier 4 Rx Copay (\$250)	0.07%	\$7,500

Wood County

HSA/HDHP - Medical Plan Design Option Factors

	Estimated Potential Savings / % Total Plan Cost	Estimated Annual Savings / Cost
Deductible Changes (Currently \$3,000/\$6,000)		
To \$3,500 Single / \$7,000 Family	0.05%	\$5,000
To \$4,000 Single / \$8,000 Family	0.08%	\$8,500
Out of Pocket Maximum (Currently \$4,000/\$8,000)		
To \$4,500 Single / \$9,000 Family	0.04%	\$4,000
To \$5,000 Single / \$10,000 Family	0.07%	\$7,000
To \$6,000 Single / \$12,000 Family	0.09%	\$9,500
Coinsurance Changes (Currently 90%)		
Decrease to 80%	0.02%	\$2,500



HORTON



June 16, 2023

MEMORANDUM

TO: Kimberly McGrath, Human Resources Director
Wood County

FR: Heather Murray
Senior Consultant

RE: Evaluation of Signage Coordinator, Administrative Services Division Administrator, and
Dental Hygienist

Signage Coordinator

The County provided updated job documentation and background information regarding changes to the Signage Coordinator position. The County indicated the position has been trained in traffic control and work zone design, set up and maintenance to the same level as the Senior Signage Coordinator. The position operates independently and is charged with the and independent level of production requirements. The position regularly communicates with County Patrol Superintendents, WisDOT Sign Coordinator, Dispatch, Sheriff's Department, and Local Officials about repairs, installation, and requirements by law needed in specific locations.

A thorough review of the job documentation was completed and our point-factor job evaluation was applied using a number of factors including Thinking Challenges, Decision-Making, Interactions and Communications, and other job-related factors. Based on the job evaluation it is our recommendation that the Signage Coordinator position be placed in Grade G of the salary plan.

Administrative Services Division Administrator (Fiscal Services Division Manager)

The County provided job documentation for the Administrative Services Division Administrator position. The position is responsible for directing all fiscal and support services provided by the division across six divisions of the Human Services Department. The position is determining rate setting and additional funding for Cost Exceeding MA revenues, and provides insight in the financial sustainability to aide in decisions made regarding staffing and program cost increases.

A thorough review of the job documentation was completed and our point-factor job evaluation was applied. Based on the job evaluation the points are it is our recommendation that the position be placed in Grade M of the salary plan.

Dental Hygienist

The County provided updated job documentation for the Dental Hygienist position. The position is responsible for developing internal policies and procedures as well as developing solutions and making decisions to implement protocol and policy changes. The position is actively involved in school based and community visits. The position now prepares the annual application for the Wisconsin Seal-a-Smile grant and submits required reports.

A review of the updated job documentation was completed and our point-factor job evaluation was applied. Based on the job evaluation the points are it is our recommendation that the position be placed in Grade I of the salary plan.

Please let me know if you have any questions regarding these recommendations.