

## OPERATIONS COMMITTEE

DATE: Tuesday, January 3, 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, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. **County Clerk**
  - (a) Resolution – Amend 2022 Budget - Elections
7. **Wellness Coordinator Update**
8. **Treasurer**
  - (a) Permanent Position Layoff
9. **Finance**
  - (a) Finance Department update
  - (b) Resolution – Committed Funds
  - (c) Discussion Marshfield Fairgrounds
10. **HR**
  - (a) Discuss and review draft of Workplace Violence Prevention Policy
11. Comments from the Chair
12. Consider any agenda items for next meeting
13. Set next regular committee meeting date
14. Adjourn

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**Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 2493 574 8222

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=ma1352685fb054de9ab14210e9e5688c2>

Meeting number (access code): 2493 574 8222

Meeting password: 010323

**OPERATIONS COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, December 6, 2022  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Ed Wagner, Adam Fischer, Lance Pliml, Donna Rozar

**EXCUSED:** Laura Valenstein

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Jeff Penzkover, Joe Zurfluh, Kim McGrath, Kelli Francis, Nick Flugaur, Adam Fandre, Ryan Boeshaar, Ed Newton, Sue Smith, Kathy Alft, Reuben Van Tassel, Trent Miner, Marissa Kornack, Heather Gehrt, John Peckham, Travis Hofer, Kyle Theiler, Amy Kaup, PaNyia Yang, Kim Stimac, Mary Schlagenhaft, Sarah Christensen

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

During public comments, Travis Hofer stated that he would like to ask some questions regarding the Workplace Violence Prevention Policy. The Committee decided to hear the comments during the respective agenda item.

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

Pliml gave a brief update on ARPA funds.

Wagner thanked Adam Fandre for all of the hard work that he put in over his six years of being Wood County's Wellness Coordinator. Fandre introduced Ryan Boeshaar that will take his place as Wellness Coordinator for Wood County.

Treasurer Gehrt stated the opioid settlement payments through 2025 have been received.

Gehrt presented a resolution to sell tax deed property.

**Motion (Fischer/Pliml) to approve the resolution to sell tax deed property. Motion carried unanimously.**

Finance Director Newton provided an update on Finance Department activities.

Newton presented four resolutions from the Health Department for year-end budget amendments. Newton explained that they are standard housekeeping resolutions. Kathy Alft, Public Health Manager, provided additional information on the resolutions to the Committee.

**Motion (Fischer/Pliml) to approve all four Health Department budget resolutions. Motion carried unanimously.**

Newton presented a resolution from the Highway Department for standard, year-end budget amendments.

**Motion (Rozar/Fischer) to approve the Highway Department budget resolution. Motion carried unanimously.**

Human Resources Director McGrath presented a draft revision of the Workplace Violence Prevention Policy. McGrath also shared questions asked by Department Heads when the policy was presented to them. She asked for guidance from the Committee on the direction that they would like to see the draft evolve. Travis Hofer asked questions regarding the policy to the Committee. Discussion ensued at length. The consensus of the Committee was to have McGrath make discussed changes, send a revised draft to Department Heads for feedback, and then bring the draft back to the Committee in January.

McGrath stated that Anthem and Aspirus reached an agreement late in the day on November 22<sup>nd</sup>. McGrath explained that the estimated cost increase is about \$250,000 and the estimated cost increase for moving to WPS/Auxiant was \$400,000 so there is a savings. Wagner thanked Kim and Tim Deaton for staying on top of the situation to ensure that the County was in a good position for health insurance.

Items for next agenda: Workplace Violence Prevention Policy

The next regular Committee meeting is January 3, 2023 at 9:00 a.m.

**Motion (Rozar/Pliml) to go into closed session at 9:54 a.m. pursuant to 19.85(1)(c) Wis. Stats. to discuss annual evaluations of Department Heads that report to the Committee.**

**Roll call vote: Wagner: Yes; Fischer: Yes; Pliml: Yes; Rozar: Yes. Motion carried.**

**Motion (Rozar/Pliml) to return to open session at 10:34 a.m. Motion carried unanimously.**

Wagner declared the meeting adjourned at 10:35 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*

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### Letter of Comments – January 2023

- I would be horribly remiss if I did not first take this opportunity to wish one of my predecessors a very happy birthday. Former County Clerk (and county board member and chair) Tony Ruesch turns 96 years young two days after the county board meeting. I've often told my fellow county clerks that I am so blessed to have the ability to reach out to both of my predecessors for their historical perspective and advise, and have done so on numerous occasions. Tony's historical perspective and knowledge goes back even farther than his term as clerk. He was elected to the county board in 1970 (a few months before I was born) and served until he was elected clerk in 1982. He served as clerk until 2002, at which time Cindy Ceyress took over.
- Because of some issues with our current mail machine, it was decided to move up the replacement of it. Originally we were supposed to have it in place by August, however we installed it on December 20<sup>th</sup>. There will be no budget implications to this early move.
- I will be attending your meeting to discuss the overage in the 2022 Elections budget due to our early procurement of the new election hardware. I will have a resolution to present to you at that time taking the needed funds from the designated Elections fund balance.
- I will be conducting a number of trainings in the next month. I am doing two chief election inspector baseline trainings. One will be held here at the courthouse on Monday, January 16<sup>th</sup>, and the Saturday session will be held in Pittsville at the Community Hall on January 21<sup>st</sup>. These sessions are available for folks statewide and pre-registration through the Wisconsin Elections Commission is required. In addition, we will be training clerks and chiefs on the operation of the ExpressVotes on Wednesday, January 25<sup>th</sup>. At this time, the clerks will bring in their old Automarks as well. A recycling company will come in and pick those up a couple of days after. I am also doing a training for our Wood County municipal clerks and chief election inspectors on Wednesday, February 1<sup>st</sup> and Saturday, February 4<sup>th</sup> with both of these sessions being held in Pittsville. Because I am a certified trainer, all of these training opportunities count towards clerk and chief election inspector recertification hours for the next term.
- It appears there will be a February primary for state supreme court, at least. There are currently 4 declared candidates and that will need to be whittled down to two for the April election. I am starting to hear rumblings about some referendum questions and some hotly contested municipal races. Once nomination papers and caucus season has passed, I'll have a better idea on what a possible turnout/ballot order will look like. Because of the tight statutory turnaround, I've already started to program for the Spring Primary.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

December 29, 2022

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

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### Human Resources Activity

	December 2022	2022 Year-to-Date
Applications Received	99	1,361
Positions Filled	13	192
Promotions/Transfers	2	48
New Hire Orientations	12	150
Terminations, Voluntary	12	157
Terminations, Involuntary	3	25
Retirements	2	18
Exit Interviews	3	55

### Human Resources Narrative

#### General Highlights

1. All required annual Performance Evaluations arrived to Human Resources by the deadline of December 9<sup>th</sup>. Applicable information was provided to Finance for 2023 step increases, which are effective January 1, 2023. The 2023 wages plans have been communicated to all employees and are available on the HR Intranet.
2. Hosted a very successful 2022 Leadership Retreat at Nepco Shelter Building on December 13<sup>th</sup>. Approximately 60 departmental leaders (supervisors, managers, and Department Heads) attended the full-day training event. Todd Kuckkahn, Executive Coach, Leadership Consultant, and Certified speaker with The John Maxwell Team, presented “The 21 Irrefutable Laws of Leadership” based on the best-selling book by John Maxwell.
3. Continued the process to review/revise our Workplace Violence Prevention Policy in accordance to guidelines provided by County Mutual and best practices. Requested feedback from Department Heads on December 8<sup>th</sup>.
4. Assisted the Public Safety Committee in the recruitment of the Dispatch Manager position. Interviews were held on December 16<sup>th</sup>. An offer was accepted on December 20<sup>th</sup> with an effective date of January 16<sup>th</sup>.

#### Meetings & Trainings

1. Attended the Operations Committee Meeting on December 6<sup>th</sup>.
2. Attended the J&L Committee Meeting on December 2<sup>nd</sup>.

3. Attended the Property & IT Committee Meeting on December 5<sup>th</sup>.
4. Attended the Public Safety Committee Meetings on December 12<sup>th</sup> and 16<sup>th</sup>.
5. Attended County Board on December 20<sup>th</sup>.
6. Along with The Horton Group, met with the management team of Astia Health on December 6<sup>th</sup>.
7. Attended Project SEARCH meeting at Riverview Hospital on December 8<sup>th</sup> as a member of the Business Advisory Council. Project Search is an organization that provides valuable employment and life skills training for young adults with disabilities. At this meeting, the interns each gave a presentation to the Council related to their job rotations which focused on their skills, interests, and abilities to the Council.
8. Attended the quarterly WI Public Risk Management Association (PRIMA) meeting virtually as a member of a five-person panel focused on Recruitment and Retention topics.
9. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2022 goals and identified 2023 goals.
10. Staff attended various meetings/trainings including:
  - a. Von Briesen Breakfast Briefing: The NLRB – The new EEOC Protective Strategies for Employers from Labor Law Claims on December 6<sup>th</sup>
  - b. SPAHRA Board Meeting on December 6<sup>th</sup>
  - c. How to Stay on Top of HR and Compliance Trends in 2023 Webinar on December 13<sup>th</sup>
  - d. Wellness Committee meeting on December 13<sup>th</sup>

**Benefits**

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

**Recruitment**

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

**The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.**

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
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Replacement	Circuit Court Branch I	Legal Admin Assistant - Floater	Position posted, interviews conducted, final candidate selected, references completed, offer accepted, filled 12/20/2022.
Replacement	Clerk of Courts	Court Clerk-Civil	Position posted, applications reviewed, interviews conducted, filled internally 12/19/2022.
Eligibility List/ Replacement	Dispatch	Dispatcher(s)	Assessment conducted at MSTC 11/17/2022. Eligibility list established.
Replacement	Dispatch	Dispatch Manager	Position posted, application reviewed, interviews conducted on 12/16/22, filled internally, tentative start date 1/16/2022.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 1/16/2023.
Replacement	Edgewater	Certified Dietary Manager	Position posted, deadline 1/9/2023.
Replacement	Health	WIC Health Educator/ Nutritionist	Position posted, interviews conducted, final candidate selected, references/background completed, filled 12/12/2022.
New position	Health	Community Health Worker (Parents as Teachers)	Position posted, deadline 12/28/2022.
Replacement	Highway	Highway Engineer	Position posted, deadline 1/9/2023.
Replacement	Highway	Shop Superintendent	Position posted, interviews conducted, filled internally 12/5/2022.
Replacement	Highway	Mechanic I	Position posted, interviews conducted, references/DL check, offer accepted, filled 12/19/2022.
Replacement	Highway	Lead Mechanic	Position posted, deadline 1/2/2023.
Replacement	Highway	LTE Truck Operator	Position posted, deadline 3/13/2023.
Replacement	Highway	Summer Help	Position posted, deadline 3/13/2023.
Replacements	Human Services	Family Interaction Workers (2 positions- located in Marshfield)	Positions posted, applications being reviewed, interviews being conducted as applications are received.
Replacement	Human Services	Outpatient Clinic Manager	Position posted, deadline 12/21/2022.
Replacement	Human Services	Youth Extended Services (YES) Coach	Position posted, interviews conducted, final candidate selected, references/background completed, filled 12/12/2022.
Replacements	Human Services	Case Manager/Social Worker - Initial Assessment (2)	Positions posted, deadline 1/16/2023.
Replacement	Human Services	Crisis Interventionist (Casual)	Position posted, deadline 12/26/2022.
Replacement	Human Services	Community Resources Supervisor	Position posted, applications reviewed, interviews conducted, filled internally 1/3/2023.
Replacement	Human Services	Case Manager/Social Worker – Youth Justice	Position posted, interviews conducted, references/background being conducted on final candidate 12/12/2022.

Replacement	Human Services	Case Manager/Social Worker – Ongoing (Mfld)	Position posted, deadline 1/16/2023.
Replacement	Human Services	Reporting System Clerk	Position posted, interviews conducted, completing references/background on final candidate 12/13/2022.
Replacement	Human Services	FSET Case Manager	Position posted, deadline 1/2/2023.
New position	IT/Systems	Systems Technician Lead	Position posted, deadline 1/2/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant/Cas Rec	Ongoing recruitment by Norwood.
Replacement	Norwood	Psychiatrist	Position posted, deadline 3/6/2023.
Replacement	Norwood	Receptionist (Casual)	Position posted, deadline 12/14/2022.
Replacement	Norwood	Occupational Therapist (Casual)	Position posted, deadline 12/30/2022.
Replacement	Parks & Forestry	Medical 1 <sup>st</sup> Responder	Position posted, applications reviewed, interviews conducted, final candidate selected, offer accepted, filled 12/12/2022.
Replacement	Parks & Forestry	Parks Maintenance Worker (Floater)	Position posted, applications reviewed, interviews conducted, final candidate selected, offer accepted, filled 12/19/2022.
Replacements- Establish Eligibility List	Sheriff	Corrections Officer (3)	Position posted, deadline 2/6/2023.
Replacement	Sheriff	Administrative Assistant II	Position posted, deadline 12/16/2022.

### **Safety/Risk Management**

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms, including the Workplace Violence Prevention Program.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Attended Edgewater Haven and Norwood Safety Committee meetings.
4. Completed and submitted various items for 2023 Property, Liability and Worker's Compensation Insurance policies.
5. Conducted fit testing at Edgewater on 12/12/22.

### **NEW Workers' Compensation Claims (2)**

1. 11/30/22 – Edgewater – Employee slipped on ice in parking lot; injured both wrists (initially reported as First Aid only)
2. 12/20/22 – Sheriff's (Corrections) – Needlestick injury to employee's R thumb while removing items from lock box

### **OPEN Workers' Compensation Claims (5)**

1. 10/18/22 – Treasurer – Employee tripped on sidewalk in front of courthouse, facial cuts/abrasions and broken tooth
2. 10/23/22 – Edgewater – Employee strained L shoulder while assisting resident
3. 11/7/22 – Norwood – Employee suffered needlestick injury to R middle finger while drawing labs on resident
4. 11/11/22 – Sheriff's (Corrections) – Employee had potential bloodborne pathogen exposure when combative inmate spit into face and eyes
5. 11/28/22 – Sheriff's (Corrections) – Employee was inadvertently tased while attempting to secure combative inmate

#### CLOSED Workers' Compensation Claims (2)

1. 10/14/22 – Sheriff's (Corrections) – Employee strained L side of lower back while attempting to restrain uncooperative inmate
2. 10/18/22 – Highway – Employee had tip of R index finger amputated in pinch point while reattaching box hinges

#### First Aid Injuries (4)

1. 11/30/22 – Highway – Employee smashed R thumb while picking up cones
2. 12/10/22 – Norwood – Employee fell to knees while slipping on snow in parking lot
3. 12/16/22 – Norwood – Employee was scratched and bitten by agitated client
4. 12/20/22 – Norwood – Employee slipped on ice walking into building

#### Property/Vehicle Damage Claims (4)

1. 7/15/22 – Parks – Control board for ski lift was struck by lightning, not discovered until November (est. damage unknown, repairs underway)
2. 11/30/22 – Highway – County vehicle was run into while backing out of parking space at private business (est. damage unknown)
3. 12/2/22 – Sheriff's – Squad 26 struck deer while on patrol (est. damage \$3,285.56)
4. 12/17/22 – Highway – Truck was rear-ended while plowing (repaired internally – costs will be subrogated)

#### OPEN EEOC/ERD Claims (3)

1. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of Probable Cause on July 1, 2021. A hearing is tentatively scheduled for June 2023.
2. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022.
3. 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 tentatively scheduled for July 19 & 20, 2023.

#### OPEN WRS/ETF Appeal (1)

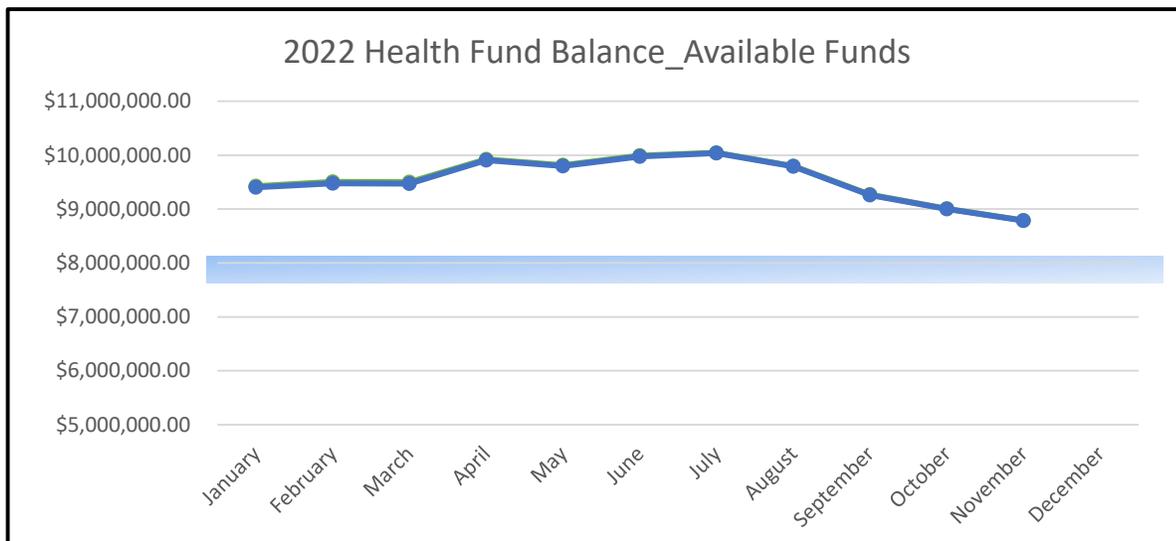
1. 9/25/22- Former Humane Officer submitted an appeal to the Department of Employee Trust Funds to appeal the County's decision on her eligibility determination.

#### Other

1. Created and distributed the Quarter 4 issue of County Connection, the employee newsletter.
2. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
3. Continued to receive and track Civil Rights Training completion certificates (all employees must complete by December 31<sup>st</sup>).
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Reconciled and processed the October Unemployment Insurance payment.
6. Completed Workers Compensation account reconciliation and forwarded to Finance.
7. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
8. Facilitated New Hire Orientation on December 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 27<sup>th</sup>.
9. Conducted exit interviews on December 1<sup>st</sup>, 6<sup>th</sup>, and 19<sup>th</sup>.
10. Responded to multiple verifications of employment.

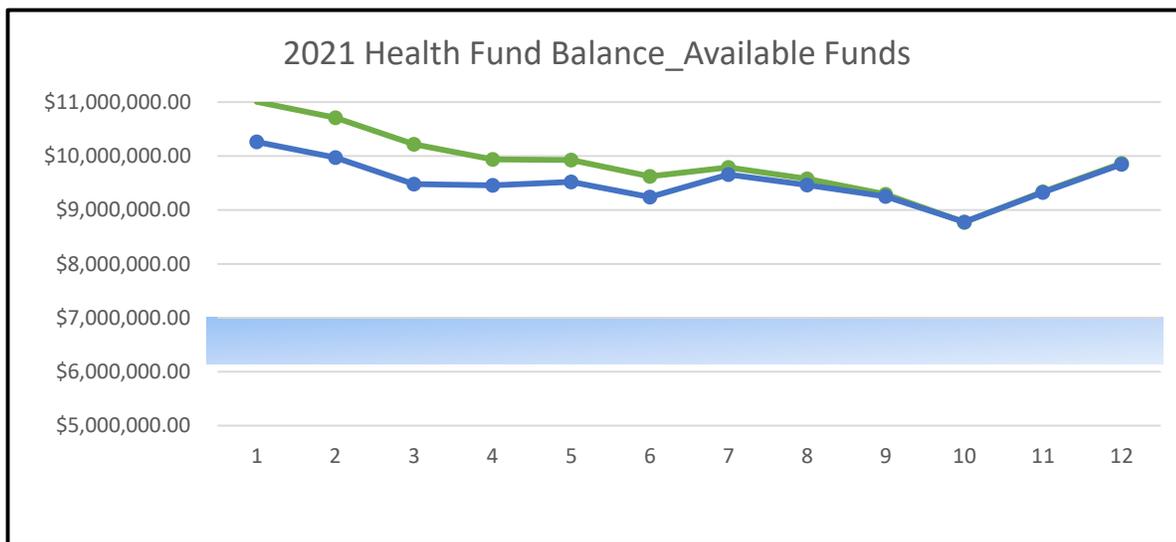
11. Replied to multiple requests from surrounding counties with varied information.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2022		2021	
	Total	Available	Total	Available
January	\$ 9,425,257.81	\$ 9,402,815.78	\$ 11,005,587.80	\$ 10,261,473.82
February	\$ 9,507,106.04	\$ 9,474,416.97	\$ 10,710,181.62	\$ 9,972,678.38
March	\$ 9,499,684.04	\$ 9,470,991.36	\$ 10,216,683.96	\$ 9,478,341.34
April	\$ 9,925,297.90	\$ 9,903,866.81	\$ 9,935,399.73	\$ 9,457,063.69
May	\$ 9,815,542.94	\$ 9,799,681.50	\$ 9,923,879.65	\$ 9,518,856.96
June	\$ 9,989,672.54	\$ 9,974,919.91	\$ 9,623,261.99	\$ 9,238,695.09
July	\$ 10,045,869.34	\$ 10,037,583.16	\$ 9,786,923.19	\$ 9,658,473.47
August	\$ 9,794,557.38	\$ 9,791,325.99	\$ 9,575,356.85	\$ 9,462,636.66
September	\$ 9,267,809.81	\$ 9,258,972.98	\$ 9,293,544.53	\$ 9,250,358.73
October	\$ 9,007,743.08	\$ 8,999,741.52	\$ 8,772,668.55	\$ 8,777,240.31
November	\$ 8,790,578.59	\$ 8,786,619.80	\$ 9,336,398.97	\$ 9,327,803.05
December			\$ 9,862,291.34	\$ 9,844,864.57



2021 Total Balance - Green Line

2021 Available Funds - Blue Line



2021 Total Balance - Green Line

2021 Available Funds - Blue Line

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



# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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### LETTER OF COMMENTS—JANUARY 2023

1. Began calculating and running tax bills on December 1. All municipalities were completed by December 7 due to one municipality not holding their budget hearing until December 6.
2. Attended Wisconsin Counties Association weekly calls on Mondays in December.
3. Attended Operations Committee meeting on December 6
4. Attended Rural Housing Board of Directors meeting on December 12 in Wisconsin Dells.
5. Attended Department Head Retreat on December 13 at Nepco Shelter.
6. Participated in Wisconsin Counties Association Zoom meeting on Opioid funds on December 16.
7. All Statement of Taxes were due to the Department of Revenue by December 19 and a copy submitted to the county. All municipalities have completed these and I have been busy compiling the numbers to make sure all tax rolls are in agreement and amending the incorrect ones. I then resubmit them to the State and forward a corrected copy to the municipal clerks.
8. Attended County Board meeting on December 20.
9. Attended Land Information Council meeting on December 20.
10. Started New Tax Year in computer system and separated out all information for TID districts from other taxing districts to prepare for settlements.
11. Sales tax continues to be strong this year. With one month left, we are just \$21,000 away from where we were last year at the end of the year.



# Wood County

## WISCONSIN

Employee Wellness

*Ryan Boeshaar*

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### Letter of Comments – December 2022

- Adam mentioned last month the flu shot clinics went over very well this year and was great teamwork from the nursing staff and the Health Department. The total number of people who participated in this year's flu shot clinics was 96 which was comparable to 2021.
- The quarter 4 wellness challenge, *30 Ways to Wellness*, wrapped up the last week of December. This challenge encouraged participants to try new wellness habits each week focusing on areas such as nutrition, exercise, social, and mental well-being. The method of tracking this Challenge was different and new to participants so it was great hearing positive feedback and no major concerns.
- Follow-up health coaching also wrapped up for the fourth quarter of 2022. I took over coaching the final two weeks of the year and it was great getting to know some of the employees already and learning what wellness goals they are focusing on. Adam and I ended the year meeting with 102 people total, which was higher than 2021.
- As the program year came to a close, I sent out reminder emails to participants to take advantage of the various activities offered to meet the point requirements for the end of year cash incentives. Cash incentives will be tentatively set to go on participant's first paycheck of 2023.
- Much of my time over the past couple weeks has been planning for the 2023 wellness program. My primary focus has been getting the dates/times reserved for biometric screenings that are set to go from January to March. Similar to last year, participants who are not able to attend an onsite screening can complete their biometrics through their primary care provider or at an Aspirus Business Health clinic with a voucher.
- Lastly, I am getting more acclimated into the Wellness Coordinator position and the job duties. Adam did an great job getting me ready, and have also been receiving useful input from the Wellness Committee members. All employees who I have connected with thus far have been very welcoming and it is appreciated.

**COUNTY BOARD CLAIMS**

November-22

**Nov-22**

Paid December 2022

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PK	HOTEL \$	TOTAL \$
Allen Breu	November-22	495.00	187.50			<b>\$682.50</b>
William Clendenning	November-22	715.00	348.75			<b>\$1,063.75</b>
Adam Fischer	November-22	415.00	192.50			<b>\$607.50</b>
Jake Hahn	November-22	480.00	136.25			<b>\$616.25</b>
Brad Hamilton	November-22	515.00	26.25			<b>\$541.25</b>
John Hokamp	November-22	350.00	12.50			<b>\$362.50</b>
David La Fontaine	November-22	400.00	222.50			<b>\$622.50</b>
Bill Leichtnam	November-22	560.00	125.00			<b>\$685.00</b>
Jeff Penzkover	November-22	300.00				<b>\$300.00</b>
Lance Plimi	November-22	700.00	25.00			<b>\$725.00</b>
Dennis Polach	Oct & Nov 22	650.00	27.50			<b>\$677.50</b>
Donna Rozar	Oct & Nov 22	700.00	45.00			<b>\$745.00</b>
Lee Thao	Oct & Nov 22	650.00	25.00			<b>\$675.00</b>
Laura Valenstein	November-22	480.00				<b>\$480.00</b>
William Voight	November-22	300.00	86.25			<b>\$386.25</b>
Ed Wagner	November-22	415.00	206.25			<b>\$621.25</b>
William Winch	November-22	350.00	41.25			<b>\$391.25</b>
Joe Zurfluh	November-22	365.00	20.63			<b>\$385.63</b>
Andrea Halbersma	Oct & Nov 22	100.00	27.50			<b>\$127.50</b>
Lori Nordman	November-22	50.00				<b>\$50.00</b>
Rebecca Spiros	November-22	100.00	38.50			<b>\$138.50</b>
		<b>\$9,090.00</b>	<b>\$1,794.13</b>	<b>\$0.00</b>		<b>\$10,884.13</b>

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Operations Committee

# Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: DECEMBER 2022

For the range of vouchers: 06220172 - 06220179

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06220172	OFFICE ENTERPRISES INC	Franking Lables - Mail Machine	12/06/2022	\$19.95	P
06220173	AMAZON CAPITAL SERVICES	Office Supplies	12/11/2022	\$59.97	P
06220174	WISCONSIN MEDIA	VAR ADS NOV 1-31, 2022 TRIBUNE	12/13/2022	\$2,231.34	P
06220175	UNITED MAILING SERVICE	MAIL FEES NOV 1 - 31, 2022 UMS	12/13/2022	\$1,296.58	P
06220176	US BANK	VISA Charges	12/18/2022	\$755.00	
06220177	VERIZON	Monthly Modem Fee	12/19/2022	\$218.42	
06220178	AMAZON CAPITAL SERVICES	Office Supplies	12/21/2022	\$55.09	
06220179	AMAZON CAPITAL SERVICES	Office Supplies	12/26/2022	\$68.01	
<b>Grand Total:</b>				<b>\$4,704.36</b>	

## Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: DECEMBER 2022

For the range of vouchers: 14220285 - 14220317

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14220285	AMT	GARNISHMENT PAYMENT	12/01/2022	\$276.00	P
14220286	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	12/01/2022	\$154.62	P
14220287	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	12/01/2022	\$255.86	P
14220288	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP LIFE INSURANCE	12/01/2022	\$4,124.42	P
14220289	MUTUAL OF OMAHA INSURANCE COMPANY	LTD INSURANCE	12/01/2022	\$2,683.77	P
14220290	MUTUAL OF OMAHA INSURANCE COMPANY	STD INSURANCE	12/01/2022	\$4,937.14	P
14220291	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	12/01/2022	\$20.00	P
14220292	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	12/01/2022	\$355.85	P
14220293	ALBRECHT SARA	GARNISHMENT REPAYMENT	12/01/2022	\$256.97	P
14220294	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/03/2022	\$21.98	P
14220295	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/03/2022	\$12.55	P
14220296	AMT	GARNISHMENT PAYMENT	12/15/2022	\$276.00	P
14220297	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	12/15/2022	\$113.72	P
14220298	EAGLE FLIGHT BUSINESS FORMS	W-2S AND ENVELOPES	12/08/2022	\$332.37	P
14220299	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	12/15/2022	\$254.37	P
14220300	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	12/15/2022	\$4,132.27	P
14220301	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	12/15/2022	\$5,129.24	P
14220302	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	12/15/2022	\$2,429.45	P
14220303	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	12/15/2022	\$20.00	P
14220304	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	12/15/2022	\$355.85	P
14220305	AMAZON CAPITAL SERVICES	1099S AND ENVELOPES	12/15/2022	\$167.94	P
14220306	DUPEE SETH	12/15/22 DIRECT DEPOSIT RETURN	12/15/2022	\$250.00	P
14220307	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/21/2022	\$15.50	P
14220308	US BANK	TRAINING	12/18/2022	\$2,264.00	P
14220309	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	12/29/2022	\$387.01	P
14220310	DOBBERSTEIN LAW FIRM LLC	GARNISHMENT PAYMENT	12/29/2022	\$89.64	P
14220311	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	12/29/2022	\$287.61	P
14220312	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	12/29/2022	\$235.58	P
14220313	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	12/29/2022	\$4,954.56	P
14220314	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	12/29/2022	\$2,682.04	P
14220315	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	12/29/2022	\$4,104.76	P
14220316	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	12/29/2022	\$20.00	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14220317	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	12/29/2022	\$355.85	
<b>Grand Total:</b>				<b>\$41,956.92</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: DECEMBER 2022

For the range of vouchers: 17220109 - 17220118

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17220109	WI DEPT OF WORKFORCE DEVELOPMENT	Nov 2022 Unemployment Charges	12/01/2022	\$1,115.31	P
17220110	WI DEPT OF ADMINISTRATION	WisJobs Announcement HY	12/07/2022	\$35.00	P
17220111	SKY HIGH MARKETING	Recruitment Materials	11/15/2022	\$930.01	P
17220112	STAPLES ADVANTAGE	Office Supplies	12/10/2022	\$31.16	P
17220113	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	11/01/2022	\$800.00	P
17220114	WELD RILEY SC	Legal Fees	12/14/2022	\$1,180.00	P
17220115	BLUE WATER BENEFITS CONSULTING LLC	2022 Qtr 4 Reporting	12/27/2022	\$947.40	P
17220116	CHAMBER OF COMMERCE	Recognition Program	12/20/2022	\$100.00	P
17220117	AMAZON CAPITAL SERVICES	Reocgnition Program Supplies	12/17/2022	\$15.99	P
17220118	US BANK	P Card Charges	12/16/2022	\$544.64	P
<b>Grand Total:</b>				<b>\$5,699.51</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: DECEMBER 2022

For the range of vouchers: 23220062 - 23220071

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23220062	WI COUNTY MUTUAL INS CORP	ODIP Work Comp Premium	12/02/2022	\$3,929.00	P
23220063	HAZARD SKATE AND SPORTS	PPE	12/06/2022	\$299.10	P
23220064	WI COUNTY MUTUAL INS CORP	2023 Excess Work Comp Premium	12/06/2022	\$72,929.00	P
23220065	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	12/02/2022	\$3,000.00	P
23220066	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	12/02/2022	\$379.00	P
23220067	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	12/02/2022	\$543.00	P
23220068	DWD BUREAU OF FINANCE	FY 2023 WC General Assessment	12/13/2022	\$3,787.10	P
23220069	MARSHFIELD GLASS LLC	Vehicle Damage - Squad 49	12/27/2022	\$357.00	P
23220070	ARTS BODY SHOP	Vehicle Damage - Squad 16	12/14/2022	\$400.00	P
23220071	WI COUNTY MUTUAL INS CORP	Comm Prop & Auto Premium	12/21/2022	\$113,361.00	P
<b>Grand Total:</b>				<b>\$198,984.20</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

# Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: DECEMBER 2022

For the range of vouchers: 28220271 - 28220295

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28220271	CITY OF MARSHFIELD	NOVEMBER SPECIAL CHARGES	12/07/2022	\$220.33	P
28220272	CITY OF NEKOOSA TREASURER	NOVEMBER SPECIAL CHARGES	12/07/2022	\$376.98	P
28220273	CITY OF WISCONSIN RAPIDS	NOVEMBER SPECIAL CHARGES	12/07/2022	\$1,311.37	P
28220274	EO JOHNSON COMPANY INC	FOLDING MACHINE MAINTENANCE	12/07/2022	\$250.00	P
28220275	TOWN OF CARY	NOVEMBER SPECIAL CHARGES	12/07/2022	\$822.12	P
28220276	TOWN OF REMINGTON	NOVEMBER SPECIAL CHARGES	12/07/2022	\$313.92	P
28220277	TOWN OF SARATOGA	NOVEMBER SPECIAL CHARGES	12/07/2022	\$412.84	P
28220278	TOWN OF GRAND RAPIDS	NOVEMBER SPECIAL CHARGES	12/07/2022	\$873.91	P
28220279	TOWN OF LINCOLN	NOVEMBER SPECIAL CHARGES	12/07/2022	\$293.83	P
28220280	TOWN OF RICHFIELD	NOVEMBER SPECIAL CHARGES	12/07/2022	\$249.88	P
28220281	TOWN OF ROCK TREAS LISA ANDERSON	NOVEMBER SPECIAL CHARGES	12/07/2022	\$302.68	P
28220282	VILLAGE OF VESPER	NOVEMBER SPECIAL CHARGES	12/07/2022	\$423.98	P
28220283	VILLAGE OF PORT EDWARDS TREAS	NOVEMBER SPECIAL CHARGES	12/07/2022	\$493.77	P
28220284	WI DEPT OF ADMINISTRATION	NOVEMBER WI LAND INFO	12/07/2022	\$6,041.00	P
28220285	CITY OF WISCONSIN RAPIDS	TAX DEED 2022 TAXES	12/21/2022	\$132.20	P
28220286	CITY OF WISCONSIN RAPIDS	2022 TAXES TAX DEED	12/21/2022	\$733.44	P
28220287	CORNWELL DARREN	TAX OVERPAYMENT REFUND	12/21/2022	\$14.14	P
28220288	STATE OF WISCONSIN TREASURER	NOVEMBER COC REVENUES	12/21/2022	\$107,653.74	P
28220289	TOWN OF REMINGTON	2022 TAXES TAX DEED	12/21/2022	\$384.23	P
28220290	TOWN OF SARATOGA	2022 TAXES TAX DEED	12/21/2022	\$196.38	P
28220291	CITY OF PITTSVILLE TREASURER	2022 TAXES TAX DEED	12/21/2022	\$266.82	P
28220292	TOWN OF ROCK TREAS LISA ANDERSON	2022 TAXES TAX DEED	12/21/2022	\$222.69	P
28220293	VILLAGE OF ARPIN TREASURER	2022 TAXES TAX DEED	12/21/2022	\$4.08	P
28220294	WILLFAHRT JACKIE	TAX OVERPAYMENT REFUND	12/21/2022	\$5.36	P
28220295	US BANK	GFOA MEMBERSHIP FEES	12/27/2022	\$150.00	

**Grand Total:**

**\$122,149.69**

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

**Committee Report**

County of Wood

Report of claims for: WELLNESS

For the period of: DECEMBER 2022

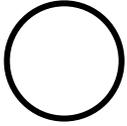
For the range of vouchers: 34220013 - 34220013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34220013	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	12/01/2022	\$7,150.00	P
<b>Grand Total:</b>				<b>\$7,150.00</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_



RESOLUTION#

Operations Committee

Introduced by
Page 1 of 1

TDM

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

INTENT & SYNOPSIS: To amend the 2022 County Clerk - Elections budget for expenditures unanticipated during the original budget process

FISCAL NOTE: No additional cost to Wood County. The additional expenditures are funded by the designated fund balance for Elections. The adjustment to the budget is as follows:

Table with 4 columns: Function, Account Name, Debit, Credit. Row 1: 34300 Fund Balance - Designated \$115,000. Row 2: 51440 Elections \$115,000

WHEREAS, the Elections budget incurred higher than anticipated expenditures due to the purchase of upgraded accessible voting equipment, and,

WHEREAS, the County Clerk budgeted for this expenditure in the 2023 budget process, and,

WHEREAS, there was significant cost savings in purchasing this equipment in 2022 because of a projected price increase in 2023, and,

WHEREAS, the majority of this expenditure will be reimbursed by the municipalities in 2023, and,

WHEREAS, the overage for expenses is paid for by using designated fund balance that was set up strictly for funding unforeseen Election budget expenses, and,

WHEREAS, Rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual costs will exceed the budget at the function level".

NOW THEREFORE BE IT RESOLVED, amend the Wood County budget for 2022 to transfer \$115,000 from the Fund Balance function (34300) to the Elections function (51440).

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90(5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

{ }

Signature lines for County Board members

Ed Wagner, Chair
Donna Rozar
Lance Pliml
Laura Valenstein
Adam Fischer

Adopted by the County Board of Wood County, this 17th day of January 20 23 .

County Clerk

County Board Chairman



# Wood County

WISCONSIN

Office of  
Finance Director

**Edward Newton**  
Finance Director

**Date:** January 3, 2023  
**To:** Operations Committee

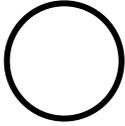
**Subject:** Finance Department Update  
**From:** Ed Newton & PaNya Yang

## **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/budget discussions with WIPFLI (Newton/Yang).
- Ongoing consulting with CLA (Newton/Yang).
- Prepare/file quarterly ARPA report (Newton).
- Prepare/file quarterly Local Assistance and Tribal Consistency Fund (LATCF) report (Newton).
- Review departments budget to actuals expenditures (Newton/Yang).
- Assisting departments on various questions (Newton/Yang).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2023 – 2027 Capital Improvement Plan – request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2023 CIP projects/Jail/cash expenditure timeline (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement/securitization information (Newton/Yang).
- Preparation for year-end W2's and various payroll tax filings (Weiler).
- Preparation for implementation of 2023 COLA, WRS and step increase in payroll system (Weiler).
- Preparation of year-end 1099 filings and 2023 AP setup/rollforward (Nelson).
- Preparation of year-end closing procedures and 2023 recurring JE's in Dynamics (Yang).

## **Meetings, Webinars and Conferences**

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Yang).
- Attend various committee meetings (Newton/Yang).
- Various discussions and meeting with Human Resources (Newton).
- Various discussions – Treasurer (Newton).
- Various discussion with WIPFLI – budget/audit (Newton/Yang).
- Send out Audit Preparation letter to department (Newton/Yang).
- Discussion with Quarles and Baird regarding 2023 debt funding (Newton/Yang).
- Document review regarding Debt Refunding Bond (Newton/Yang).
- File County Levy Limit form with state (Yang).
- Various department budget and Questica questions (Newton/Yang).
- Various discussions and meetings with Human Services (Newton/Yang).
- Various discussions with Sheriff's Department (Newton/Yang).
- Various discussions with Health Department (Newton/Yang).
- Various discussions with Parks Department (Newton/Yang).
- Various discussions with Emergency Management (Yang).
- Attend annual leadership meeting (Newton/Yang).
- Various discussions with Corporation Counsel regarding Saratoga Street purchase (Newton/Nelson).
- Prepare monthly voucher reports for committee packets (Nelson).



**RESOLUTION#** \_\_\_\_\_

Introduced by  
Page 1 of 2

Operations Committee

ITEM# \_\_\_\_\_

DATE January 17, 2023

Effective Date January 17, 2023

EN

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup> _____	Lost:	<input type="checkbox"/>
2 <sup>nd</sup> _____	Tabled:	<input type="checkbox"/>
No: _____ Yes: _____	Absent:	<input type="checkbox"/>
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PK</u> , Corp Counsel		
Reviewed by: <u>EN</u> , Finance Dir.		

**INTENT & SYNOPSIS:** To show additional elements of committed and assigned governmental fund balance projected as of December 31, 2022:

**FISCAL NOTE:** Total committed and assigned governmental fund balance as of December 31, 2022 is projected to be \$6,524,398 detailed as Follows:

Account	General Fund Committed	Account Name	Actual 12/31/2021	Projected 12/31/2022
51440		Clerk Elections	\$292,918	\$151,027
52130		Police Radio	31,302	31,301
52530		Building Numbering	3,195	5,053
54122		Public Health WIC	4,219	4,219
54128		Health-Grants	7,458	6,401
54130		Health-Dental Sealants	27,516	45,869
54132		Juneau/Adams	184,788	136,091
51433		HR Labor Relations	126,336	139,536
56121		Land Conservation	60,393	64,935
59210		Permits & Fines	7,947	7,989
56315		Census Redistricting	4,500	4,500
51931		Property & Liability Ins	32,233	(50,231)
51711		Reg of Deeds-Redaction	3,703	3,615
52131		Indian Law Enforcement	51,502	48,682
52712		Electronic Monitoring	566,020	551,820
52721		Jail Surcharge	228,991	286,981
51451		Voice-Over IP	179,763	223,928
55660		UW Ext Project Accounts	144,150	158,350
54710		Veteran's Relief	17,803	17,823
54730		Veteran's Relief Donations	2,685	2,685
51316		Victim Witness Task Force	6,230	6,230
		<b>Total Committed</b>	<b>\$1,983,652</b>	<b>\$1,846,804</b>

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

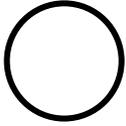
Assigned Funds	Actual	Projected
Account Name	12/31/2021	12/31/2022
<b>Other Governmental Funds Assigned</b>		
County Highways	1,983,232	1,998,584
Human Services Fund (before deferral of revenues)	857,299	875,803
ADRC	190,205	238,483
Parks and Forestry	640,982	685,327
Land Records and Private Sewage	413,162	424,315
Land Conservation	134,303	147,001
Transportation and Economic Development	68,404	92,936
Sheriff and corrections	194,614	215,145
<b>Total Other Governmental</b>	<b>4,482,201</b>	<b>4,677,594</b>
<b>Total Governmental Funds Committed and Assigned</b>	<b>\$6,465,853</b>	<b>\$6,524,398</b>

( )

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

County Clerk

County Board Chairman



RESOLUTION# \_\_\_\_\_

ITEM# \_\_\_\_\_

DATE \_\_\_\_\_

Effective Date: \_\_\_\_\_

Introduced by \_\_\_\_\_  
Page 2 of 2 \_\_\_\_\_ Committee

**WHEREAS** governmental financial reporting rules require governments to report governmental fund balances in their various components of liquidity, and

**WHEREAS** one component of fund balance is that portion that is constrained by limitations that the County imposes upon itself, and

**WHEREAS** these commitments and assignments involve the reserve of resources resulting from unexpended revenues or other appropriations intended for specific future expenditures, and

**WHEREAS** the reporting rules require that these limitations be imposed and approved at the County’s highest level of decision making (i.e. County Board of Supervisors), and

**WHEREAS** each of the above elements of committed and assigned fund balance have been detailed in the 2022 and 2023 budgets as “carryover/nonlapsing” balances, and

**THEREFORE BE IT RESOLVED** that the above functions have their balances shown as “committed and assigned” for the financial statements dated December 31, 2022.

( )

\_\_\_\_\_  
ED WAGNER (Chair)

\_\_\_\_\_  
DONNA ROZAR

\_\_\_\_\_  
ADAM FISCHER

\_\_\_\_\_  
LANCE PLIML

\_\_\_\_\_  
LAURA VALENSTEIN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman

**DRAFT**

**WORKPLACE VIOLENCE PREVENTION PROGRAM**



Revised 12/8/2022

## Policy Statement

Wood County is committed to providing a safe and healthy working environment for employees and members of the general public.

Wood County does not tolerate acts of bullying or workplace violence committed by or against employees and strictly prohibits employees from making threats, possession without authority, use, or threat of use of any weapon in the workplace, or engaging in violent acts and intimidation.

## Definitions

1. Employee refers to all regular full-time, regular part-time, casual, seasonal employees, temporary employees, authorized volunteers, and elected and appointed officials of Wood County.
2. Workplace means all County-owned or leased property, including vehicles and equipment, and any other location where County employees are performing work in an official capacity for the County.
3. Violence/threats include, but are not limited to: striking, pushing, kicking, throwing things, abusing/destroying property, oral or written physical threats of violence, stalking, bullying, or harassment.
4. Weapons: all firearms; compressed gas-operated weapons; any electric weapons as defined in Wis. Stat. § 941.295(4), bows of legal hunting strength, knives (other than small pocket knives), explosives, **chemical mace or tear gas**, any other device which, in the manner it is used or intended to be used, is likely to produce bodily harm; or any device which the County deems dangerous.

## Weapons and Concealed Carry

County employees, board members, elected or appointed officials, or approved contractors may not possess, transport, or use a weapon of any kind while conducting County business, operating a County-owned vehicle or while attending a County-sponsored event, unless explicitly authorized and approved.

**These prohibitions do not apply to law enforcement or approved Parks & Forestry personnel in the course of their duties.**

Per Wis. Stat. § 175.60(15m)(b), legally owned firearms or other weapons may be stored in employees' personal vehicles while on County premises or while conducting County business. This includes travel while working on behalf of the County.

**Oleresin Capsicum (OC), commonly known as pepper spray, is allowed in non-restricted locations if the following conditions are met:**

1. The employee is at least 18 years of age.
2. The spray is less than or equal to 10% O.C. concentration.
3. The canister is no greater than 2 ounces, and is not disguised as a common item such as lipstick or pens.
4. Department Head approval.

Exceptions:

- a) Possession, transport or use of small pocket knives or knives designed for general use (such as utility knives or box cutters) or the preparation of food is not prohibited, provided that such possession, transport, or use is not intended or likely to produce bodily harm and is not deemed by the County to be dangerous.
- b) Those employees who are permitted to carry in prohibited locations under the provisions of Wis. Stat. § 175.60(16)(b), which includes Judges, District Attorneys and Assistant District Attorneys, or any party whom a judge has approved in writing to carry a weapon.
- c) Those employees with a valid concealed carry weapon (CCW) permit who are approved to carry a handgun in non-restricted areas of the County. Approvals shall be evaluated on a case-by-case basis according to the **Approval Process** section below, and will be documented.

**Approval Process**

Those individuals requesting to carry a concealed firearm must have documentation of **all** the following prior to bringing a firearm into any County facility:

1. A valid CCW permit issued by the State of Wisconsin.
2. A legally purchased and registered firearm.
3. Department Head approval.
  - a. **If a Department Head requests to carry a concealed weapon under this process, the County's Administrative Coordinator will make the determination.**
4. Demonstrated competency to Wood County Sheriff's Department personnel or other suitable educational alternative as determined by the County.  
*NOTE: Additional training, instruction, or practice is highly encouraged before attempting to demonstrate competency.*

Those approved CCW holders will also be subject to the following conditions:

1. The employee must abide by all requirements of the Wisconsin CCW Permit, including carrying their permit and valid photo ID with them at all times, and presenting these documents to law enforcement upon request.
2. The employee's weapon must be concealed on his or her person at all times, and carried in a holster or other appropriate carrying device unless the employee is lawfully using the weapon; or if the weapon is secured and locked in an appropriate location\*.
3. The employee is solely responsible for maintaining control of their weapon at all times.
4. The employee may not carry a concealed weapon in any area, building, or vehicle, whether public or private where doing so is posted as prohibited or over the objection of the owner. This includes those locations listed in Wis. Stat. § 175.60(16)(a), which include the County Courthouse and the secure portion of Norwood Health Center.
5. If the employee stores a weapon in a county vehicle, the employee must secure the weapon with a suitable trigger lock, barrel lock, or by enclosure in a locked case, and place the encased or secured weapon out of plain view and lock the vehicle.

**\*An appropriate location must be a locked safe, cabinet, or drawer in which the employee is the sole person to have access. Prior to utilizing the storage location, the employee must seek and receive approval from their Department Head as to an acceptable and approved storage location**

for their firearm. The County will not purchase or provide additional or special storage items or safes for this purpose.

The Safety/Risk Specialist in the Wood County Human Resources Department shall be responsible for maintaining all records related to the employee's eligibility to carry a concealed firearm and documentation of the approval process. Employees who are approved to carry a concealed weapon in the workplace will be required to re-certify or reconfirm their eligibility periodically. The right to carry may be revoked at any time if eligibility is determined to not be current.

If the employee's CCW permit is revoked or suspended for any reason, the employee must notify Safety & Risk/Human Resources by the next business day and may not carry a weapon until proof of reinstatement is provided.

Nothing in this written program shall be construed to support or permit intimidating, threatening, or violent behavior related to the possession of a concealed weapon. These types of behavior may include intentionally displaying a concealed weapon, referring to a concealed weapon, or referring to a weapon not on the employee's person with the intent to implicitly or explicitly intimidate or threaten another person. However, the mere carrying of a concealed weapon by a licensed and approved employee does not constitute an intimidating, threatening, or violent act.

### **Open Carry**

No employee, other than a law enforcement officer or approved Parks & Forestry employee may openly carry a weapon in the course of their employment.

### **Threats, Threatening / Violent Behavior**

Any person who makes serious threats, exhibits threatening behavior, or engages in violent acts at any County facility shall be removed from the premises by law enforcement as quickly as safety permits, and shall remain off County premises pending the outcome of an investigation.

If an investigation substantiates that violation of this policy has occurred, the County will initiate a decisive and appropriate response, up to termination or legal action such as a restraining order. *This response will follow the current Employee Policy Handbook, any existing Labor Agreements, County policies/ordinances and/or any other guidelines established for employees, vendors, guests and visitors.*

Actions may include, but are not limited to:

1. Reassignment of job duties, suspension, or termination of employment if offender is a County employee.
2. Referral to an Employee Assistance Program (EAP), as appropriate.
3. Legal response to include criminal charges, if warranted.

### **Reporting Procedures**

Employees are responsible for notifying their supervisor of any threat or incident of workplace violence, which they have witnessed, experienced, become aware of, or in any way have knowledge of. Reporting may be verbal or written, depending on the situation. When reporting a threat of violence, employees should be as specific and detailed as possible.

All reports will be investigated and information will be kept confidential to the extent possible.

### **Alternative to Reporting Workplace Violence to Supervisor**

If an employee is not comfortable reporting incidents of workplace violence to their supervisor, the employee may instead report it to their Department Head, a supervisory employee in any other County department including the Sheriff's Department, or to the Human Resources Department.

### **False Reports**

Allegations or reports of workplace threats will be taken seriously. Employees intentionally making false or misleading reports will be subject to discipline according to the Employee Policy Handbook.

### **Restraining Orders**

All employees who have a restraining order against another person(s), which identifies County facilities/locations as protected sites, must provide a copy of the petition and court order to the Human Resources Department.

A copy of any valid temporary or permanent restraining order, will be provided by the Human Resources Director to the appropriate Department Head, the Sheriff's Department, and any individuals deemed essential for notification (i.e. support staff, co-workers). Due to the sensitivity of information requested, confidentiality procedures will be followed to recognize the privacy of the reporting person or persons. It will always be the responsibility of the reporting person or persons to request any restriction pertaining to the disclosure of information.

### **Responding to Acts of Violence**

When an actual or attempted suicide, homicide, or other act of violence occurs on County premises, the immediate responsibility of all County personnel is to contact law enforcement (9-911 from County phones) as soon as safe to initiate emergency response.

After such report, notifications are made to the appropriate departments per emergency notification procedures.

The Sheriff's Department will handle matters relating to any law enforcement-related or jail incidents.

### **Incident Management**

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of our workforce, initial counseling and support services will be provided to employees and their immediate family members, as appropriate. As the crisis passes and support systems are put into place for individuals affected by the incident, Wood County will make every effort to return to normal business operations.

## **Crisis Intervention**

*County of Wood Crisis Intervention Referral Service*

### *Referral Services*

- Police and Emergency Services – 911
- Wood County Human Services River Block – 421-8800
- Wood County Crisis Intervention and Referral Service
  - South Wood County – 421-2345
  - North Wood County – 384-5555

## **Employee Training**

Employee training on this written program will be included as part of the required Annual Safety Training.

Please direct all communications to Attorney Dean R. Dietrich at the Wausau Office.  
Email: [ddietrich@weldriley.com](mailto:ddietrich@weldriley.com) • Phone: 715.845.8234 • Cell: 715.574.4747

## MEMORANDUM

Personal & Confidential  
Attorney Work Product

Communication Regarding Potential Litigation Matter

TO: Ms. Kimberly McGrath  
Human Resources Director  
Wood County

FROM: Dean R. Dietrich  
Weld Riley, S.C.

DATE: November 7, 2022

RE: County Policy Regarding Concealed Carry Weapon in County Facilities

You have asked for our opinion regarding potential liability for Wood County if a decision is made to establish a County Policy that would allow County employees who possess a concealed carry permit to carry the weapon with them while engaged in County employment. This would modify the current County Policy which prohibits weapons in facilities and locations owned and operated by Wood County.

This Memorandum addresses the potential liability that could arise if Wood County changed its current Policy regarding possession of weapons in County facilities. This Memorandum does not address the appropriateness or wisdom of changing its current Policy. That is a policy decision that rests with the entire County Board.

If the County Board decides to change its current Policy and allow County employees who have a proper concealed carry permit to carry their weapon in the workplace, it is our opinion that Wood County would be protected from liability for making that decision and from the potential consequences of that decision. Under Wisconsin law, a local government unit (such as Wood County) is protected from liability for discretionary decisions made by the governmental unit.

The provisions on Section 893.80 of the Wisconsin Statutes provides as follows:

Weld Riley, S.C. A Wisconsin Limited Liability Entity

**893.80 Claims against governmental bodies or officers, agents or employees; notice of injury; limitation of damages and suits.**

...

- (4) No suit may be brought against any volunteer fire company organized under ch. [213](#), political corporation, governmental subdivision or any agency thereof for the intentional torts of its officers, officials, agents or employees nor may any suit be brought against such corporation, subdivision or agency or volunteer fire company or against its officers, officials, agents or employees for acts done in the exercise of legislative, quasi-legislative, judicial or quasi-judicial functions.

...

As a result of this statutory language and the court decisions that support this, Wood County would be protected from liability for the discretionary decision of allowing employees with a proper concealed carry permit, to bring their weapon to work and have it on their person while performing the duties of their County employment.

There may be instances where action is taken by County Officials which involve “ministerial acts” that would not be protected from liability; however, such acts would certainly be covered under the insurance policies maintained by the County. For example, an error in verifying the validity of a concealed carry permit of a County employee could be construed as a ministerial act for which there would not be the protections afforded under the state statute. This is always a potential risk for a local government unit and is why special care must be taken when exercising the considerations for implementing this proposed County Policy. The County would be protected, however, from litigation if a legal challenge was filed against the County alleging that the County acted negligently or inappropriately when deciding to allow County employees to carry a concealed weapon (if properly permitted) while performing County employment duties.

As noted above, this Memorandum does not address the “wisdom” of the County Board decision to allow County employees to carry a concealed weapon during employment but rather focuses on the legal issues surrounding potential liability if the County Board were to make that Policy decision.

If you have questions about this, please feel free to contact us directly.

**Feedback from Department Heads on the current draft of the Workplace Violence Prevention Program  
December 2022**

- What we don't cover is building security which is a different but related when you talk about "providing a safe and healthy working environment for employees...".
- Is there an appeal process?
- Page 2 - Definitions: #3 Violence/threats. I think this needs to be stronger. Such as "Violence/threats include, but not limited to, the use of physical force (striking, pushing, kicking, throwing things), words or actions (written or oral stalking) stalking, bullying or harassment, which is intended in causing pain, harm, injury or damage to any person or property."
- Page 5 - Responding to Acts of Violence – still needs to be clarified. If we are allowing employees to carry a firearm for protection (I'm assuming), would they be allowed to respond to acts of violence using their firearm?
- The policy talks about proper storage for firearms at work. This sounds like they are not worried about workplace violence inside the building since they would be locking up their firearm, but are still concerned about violence outside the building. Violence outside the office can happen at the courthouse too and they are not allowed to carry. This is confusing as why we need to carry in the office.
- Thank you for incorporating OC possession in this policy.
- My only concern, is that as someone with a CCW and no knowledge or training on gun safety/operations, is that I do not feel I am adequate to approve an employee for CCW in the workplace. Are there other considerations for the "Department Head Approval" portion?
- Would it be more appropriate to include in the eligibility criteria that an employee must first have a credible threat documented and verified before they are eligible to carry a weapon at work? If the Committee is worried about liability because the County essentially removed an employee's right to defend themselves following a credible threat, this eligibility criteria would seem to provide a mechanism for those employees receiving valid threats to carry at work without opening it up to a potentially large number of employees carrying weapons at work.