

**AGENDA**  
**PROPERTY & INFORMATION TECHNOLOGY COMMITTEE**

**DATE: Monday, October 2, 2023**  
**TIME: 9:00 AM**  
**LOCATION: Room 114, Wood County Courthouse**

1. Call meeting to order
2. Public Comments
3. Approve minutes from previous meetings
4. **Information Technology**
  - a. Vouchers
  - b. Monthly Comments
5. **Maintenance Dept.**
  - a. Vouchers
  - b. Monthly Comments
6. Jail Solar grant opportunities
7. Future Agenda Items
8. Set date and time of next meeting
9. \*\* The Committee may go into closed session pursuant to Wis. Stats 19.85(1)(e) to discuss negotiation for the acquisition of property within the "Triangle Development"
10. Return to open session
11. Adjourn

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**Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 2481 573 8884

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m2423946d877988d7493099b11a409e84>  
Meeting number (access code): 2481 573 8884  
Meeting password: 100223

**MINUTES**  
**PROPERTY & INFORMATION TECHNOLOGY COMMITTEE**

**DATE:** Tuesday, September 5, 2023

**TIME:** 9:00 a.m.

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Al Breu, Jeff Penzkover, Dennis Polach, William Winch, Brad Hamilton

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

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the August 7, 2023 meeting were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. Citizen Robert Shear discussed and shared photographs of the current condition of the old Wood County Poor Farm cemetery on Seneca Road. The committee reviewed what is being done currently and what is not allowed to be done pursuant to state statutes. No action taken by the committee.
5. The Information Technology vouchers were reviewed with explanations given. Motion by Winch/Hamilton to approve as presented. Motion carried unanimously.
6. The IT Report was reviewed with explanation given.
7. IT Director Kaup presented the 2024 Information Technology Dept. budgets, reviewed variances, and answered questions. Motion by Hamilton/Penzkover to approve the IT budgets as presented and forward to the Operations Committee. Motion carried unanimously.
8. The Maintenance vouchers were reviewed with explanations given. Motion by Hamilton/Polach to approve as presented. Motion carried unanimously.
9. The Maintenance Report and project updates were reviewed. There was a request by a Human Services Dept. employee to have children paint garbage receptacles at River Block as a part of their programming. After discussion, this item will be held over until the next meeting as Van Tassel gathers more information.
10. Facilities Manager Van Tassel presented the 2024 Maintenance Dept. budgets, reviewed variances, and answered questions. Motion by Hamilton/Penzkover to approve the IT budgets as presented and forward to the Operations Committee. Motion carried unanimously.

11. VanTassel presented the draft lease agreement for the smaller Market Street property the county just acquired. Motion by Hamilton/Winch to approve the lease as presented. Motion carried unanimously.
12. Van Tassel presented a resolution to go on record in support of updating the supply of electricity to River Block with a long-term solution that will include a relocated electric meter and the transfer of power supply cable responsibility to the utility provider. This will allow for the power provider to start ordering parts for this conversion. Motion by Hamilton/Penzkover to approve the resolution and forward to the county board for their consideration.
13. Future agenda items
  - a. Painted garbage receptacle request
  - b. Solar on the Jail
14. The next meeting will be held on Monday, October 2nd at 9:00 AM.
15. Motion by Winch/Hamilton to go into closed session pursuant to Wis Stats 19.85(1)(e) to discuss negotiation for the acquisition of property within the "Triangle Development". Motion carried unanimously.
16. Motion by Polach/Penzkover to return to open session. Motion carried unanimously.
17. Chairman Breu declared the meeting adjourned at 11:15 AM.

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

**Property & Information Technology Committee  
September 5, 2023**

NAME	REPRESENTING
RVANTASSEL	WC MANT.
Bob Shear	NEKUSA Resident (self)
DENNIS POLACU	WCB - 14
BILL WINCH	WCB - 9
BILL Cleudominy	WCB - 15
AMY KAUP	IT
JASON DEMARCO	
ALBREW	WC#6
Tara Jensen	Probate
Lance Plim CB Chair	Web Ex
Ed Newton - Finance	Web Ex
Katie A Kleyn - Co Clerk	Web Ex
Nick Flugaur - HR	Web Ex
Kimberly Starnac - Clerk of Courts	Web Ex

# Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: SEPTEMBER 2023

For the range of vouchers: 27230381 - 27230423

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27230381	AT&T MOBILITY	MONTHLY CELL/HOTSPOT CHARGES	08/23/2023	\$466.88	P
27230382	AT&T MOBILITY	MONTHLY CELL CHARGES	08/23/2023	\$1,861.51	P
27230383	CDW GOVERNMENT INC	ADOBE SUBSCRIPTION RENEWALS	08/21/2023	\$3,407.09	P
27230384	SOLARUS	PHONE CHGS ACCT 00063942-1	09/01/2023	\$2,138.35	P
27230385	SOLARUS	PHONE CHGS ACCT 00077856-5	09/01/2023	\$225.65	P
27230386	SOLARUS	PHONE CHGS ACCT 00061009-7	09/01/2023	\$69.99	P
27230387	TDS TELECOM	PHONE CHARGES	08/28/2023	\$71.37	P
27230388	TDS TELECOM	PHONE CHARGES	08/28/2023	\$58.71	P
27230389	TDS TELECOM	PHONE CHARGES	08/28/2023	\$44.26	P
27230390	TDS TELECOM	PHONE CHARGES	08/28/2023	\$18.10	P
27230391	US CELLULAR	CELL PHONE CHGS ACCT 277407322	08/16/2023	\$506.98	P
27230392	US CELLULAR	CELL PHONE CHGS ACCT 851710598	08/16/2023	\$164.46	P
27230393	US CELLULAR	CELL PHONE CHGS ACCT 203538532	08/20/2023	\$2,161.97	P
27230394	US CELLULAR	CELL PHONE CHGS ACCT 203391922	08/20/2023	\$6.64	P
27230395	VERIZON	CELL CHGS ACCT 242258062-00001	09/01/2023	\$6,246.29	P
27230396	AMAZON CAPITAL SERVICES	HLTH - LAPTOP CHARGER FOR LE	08/24/2023	\$25.88	P
27230397	AMAZON CAPITAL SERVICES	CREDIT - 65W CHARGER FOR LE	08/30/2023	(\$23.85)	P
27230398	AMAZON CAPITAL SERVICES	VETERANS GRANT - TV CART	09/03/2023	\$104.98	P
27230399	AMAZON CAPITAL SERVICES	VETERANS GRANT - TV	09/07/2023	\$377.99	P
27230400	AMAZON CAPITAL SERVICES	CREDIT - VETERANS GRANT TV	09/13/2023	(\$377.99)	P
27230401	AMAZON CAPITAL SERVICES	VETERANS - TABLETS CASES	09/05/2023	\$547.33	P
27230402	AMAZON CAPITAL SERVICES	HLTH - WIC CLINIC HEADSETS	09/07/2023	\$285.80	P
27230403	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	09/01/2023	\$6.79	P
27230404	CHARTER COMMUNICATIONS (Pittsburgh)	INTERNET PRO100	09/01/2023	\$134.99	P
27230405	CHARTER COMMUNICATIONS (Pittsburgh)	WR FIBER	09/01/2023	\$963.66	P
27230406	CHARTER COMMUNICATIONS (Pittsburgh)	MFLD FIBER	09/01/2023	\$428.57	P
27230407	CHARTER COMMUNICATIONS (Pittsburgh)	NETWORK SERVICES	09/01/2023	\$2,633.18	P
27230408	GOLDFAX	NETWORK FAXING AUG 2023	09/07/2023	\$80.50	P
27230409	INSIGHT PUBLIC SECTOR INC	COMMCENTER SWITCH SFP MODULE	07/26/2023	\$1,575.86	P
27230410	INSIGHT PUBLIC SECTOR INC	2023 3RD PC ORDER	08/31/2023	\$4,422.33	P
27230411	KNOWBE4 INC	CYBER SECURITY TRAINING	09/06/2023	\$34,958.00	P
27230412	LENOVO INC	LAPTOP SCREEN REPAIR	07/19/2023	\$171.22	P
27230413	TDS TELECOM	PHONE CHARGES	08/28/2023	\$57.26	P
27230414	AMAZON CAPITAL SERVICES	HS FLASH DRIVES - ARPA	09/12/2023	\$493.52	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27230415	AMAZON CAPITAL SERVICES	HS PHONE CASE	09/14/2023	\$11.99	P
27230416	AMAZON CAPITAL SERVICES	HS DOCUMENT SCANNERS	09/15/2023	\$1,669.96	P
27230417	AMAZON CAPITAL SERVICES	HLTH LAPTOP CHARGER FOR AA	09/18/2023	\$21.00	P
27230418	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	09/04/2023	\$7,663.00	P
27230419	SOLARWINDS	MAINTENANCE RENEWAL 2023	09/15/2023	\$4,430.00	P
27230420	US BANK	THAT & GIPAW CONFERENCES	09/19/2023	\$2,997.00	
27230421	FRONTIER	PHONE CHARGES	09/19/2023	\$136.94	
27230422	INSIGHT PUBLIC SECTOR INC	2023 3RD PC ORDER	09/06/2023	\$3,614.16	
27230423	INSIGHT PUBLIC SECTOR INC	2023 3RD PC ORDER	09/11/2023	\$3,884.20	
<b>Grand Total:</b>				<b>\$88,742.52</b>	

Signatures

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

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

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# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

**September 2023**

1. IT staff work to collect and report data needed by the Finance Department in order to meet new accounting requirements concerning subscription based software assets.
2. The final fax lines that were damaged at Norwood have now been converted from Frontier to the SIP trunks that route phone calls through the Wood County phone system. These fax lines were then converted to our digital fax server, which allows for more options when faxing and helps to cut down on the need for additional telephony hardware.
3. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed. Extensive web updates for the Health Department continue as WCHD staff work to keep their information current.
4. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Review of tablet request for Edgewater is complete and research and selection of equipment to protect existing laptops begins in order to meet sanitation needs.
5. Implementation of a new replacement software, VetPro, for Veteran's Office system is complete. New tablets for signature collection were configured, tested, and placed into production.
6. Server build, database build and workstation application installation is complete for a project to replace and update Highway Department Scale hardware and software at Wisconsin Rapids and Marshfield locations. Kiosk hardware installation and configuration and system go-live is complete.
7. Support for GCS\Catalis property tax systems is ongoing. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County. The upgraded version will be cloud based. Contract negotiation for system migration was finished in late May but adjustments continue as the vendor completes migrations for other counties. System migration is scheduled to begin in May 2024 and we do prefer this later timeframe.
8. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

9. TimeStar, electronic time card and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities.
10. Preparation continues to replace 32 Sheriff squad car computers. Working with the Communications department to get initial computers and bases installed in select squad cars to test prior to rolling out to all squads.
11. Wood County's VPN, Virtual Private Network, was upgraded to provide security enhancements and better diagnostic tools for machines that connect to the network remotely.
12. The Register of Deeds work to upgrade multiple applications continues each week. IT staff escorts and assists the vendor, Fidar Technologies, with server and application updates. ROD server replacements will be scheduled for 2023.
13. Assisted the Treasurer with coordinating the United Way campaign.
14. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server. This ongoing project takes considerable time to plan, test, and implement.
15. Programming staff work to review and enhance code, update test systems and create user and system documentation in preparation for the 2024 employee benefits open enrollment.
16. Work continues to create draft policies that are recommended/required to remain compliant with HIPAA regulations.
17. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
18. Worked with the Treasurer's and Finance departments to use Electronic Funds Transfer (EFT) for some accounts payable.
19. Supported Finance Department in preparing the 2024 budget in Qwestica budgeting software.





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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20. Continued work consolidating programming source control systems in order to organize historical and ongoing projects, and eliminate a server as part of the Server OS update project.
  21. IT now uses and has published the newly developed project request form and policy. This form increases efficiency for both requestors and IT staff and helps to ensure that we provide excellent and cost effective solutions.
  22. The IT Security Team continues the Security Awareness Program. To remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
  23. For the month of August, 624 helpdesk requests were created, with staff completing 617 tickets and leaving 102 open requests. In addition, there are currently 71 project requests.
  24. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
  25. Finished and deployed updates to the WIC Breastfeeding application.
  26. Since the County Clerk's office is now taking minutes at all standing committee meetings, they have graciously agreed to also start the virtual component of these meetings. IT will still fill in as needed and assist with any potential technical issues that may occur.
  27. Programming staff work to provide review and support of systems previously assigned to the now vacant analyst position.
  28. The vacant Project Coordinator/Analyst position has an accepted offer. Sharon Dvoran will join our team on October 23<sup>rd</sup>.
  29. Staff attended the annual fall GIPAW (Governmental Information Processing Association of Wisconsin) conference in Eau Claire. This conference is a good resource for networking with other governmental IT departments throughout the state where we can share ideas, challenges, and solutions with each other. The conference this Fall covered topics such as cyber-security, Broadband initiatives including the BEAD grant, AI, and Disaster Recovery and Business Continuity.

# Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: SEPTEMBER 2023

For the range of vouchers: 19230670 - 19230730

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230670	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING COURTHOUSE, JAIL	08/25/2023	\$6,581.65	P
19230671	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	08/25/2023	\$3,979.85	P
19230672	HENRICKSEN AND COMPANY INC	CH UPDATES - BR 4 BLINDS	08/14/2023	\$1,451.47	P
19230673	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	08/29/2023	\$12.36	P
19230674	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	08/29/2023	\$227.35	P
19230675	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	08/29/2023	\$672.00	P
19230676	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	08/29/2023	\$47.61	P
19230677	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	08/29/2023	\$98.94	P
19230678	NASSCO INC	CLEANING SUPPLIES	09/05/2023	\$277.10	P
19230679	DIAMOND BUSINESS GRAPHICS	PRINTING	09/05/2023	\$158.00	P
19230680	DM STAMPS & SPECIALTIES	STAMPS	09/05/2023	\$37.45	P
19230681	COMPLETE CONTROL	CH SECURITY - BR 4, EM	08/31/2023	\$796.33	P
19230682	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC AUG 2023	09/01/2023	\$6,812.26	P
19230683	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/30/2023	\$541.61	P
19230684	GRAINGER (Maintenance)	SUPPLIES	08/28/2023	\$14.70	P
19230685	WASTE MANAGEMENT	WASTE DISPOSAL FEES	09/06/2023	\$994.60	P
19230686	WE ENERGIES	GAS SERVICE JAIL	09/06/2023	\$244.79	P
19230687	WE ENERGIES	GAS SERVICE 321 MARKET ST	09/01/2023	\$8.91	P
19230688	WE ENERGIES	GAS SERVICE 441 SARATOGA ST	08/31/2023	\$8.91	P
19230689	WE ENERGIES	GAS SERVICE RIVER BLOCK	09/06/2023	\$309.70	P
19230690	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	09/01/2023	\$9.57	P
19230691	WE ENERGIES	GAS SERVICE COURTHOUSE	09/06/2023	\$270.56	P
19230692	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	09/01/2023	\$9.57	P
19230693	THE SAMUELS GROUP INC	JAIL PROJECT - 20TH PAYMENT	08/30/2023	\$3,533,432.76	P
19230694	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	08/31/2023	\$67,019.19	P
19230695	GRAINGER (Maintenance)	SUPPLIES	09/11/2023	\$3.54	P
19230696	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	09/12/2023	\$346.25	P
19230697	NASSCO INC	SUPPLIES	09/12/2023	\$78.77	P
19230698	AMAZON CAPITAL SERVICES	BR 4 DOOR CHIME	09/09/2023	\$22.99	P
19230699	AMAZON CAPITAL SERVICES	LANYARDS	09/13/2013	\$17.88	P
19230700	ACE HARDWARE	JAIL SUPPLIES	08/31/2023	\$1.98	P
19230701	HAZARD SKATE AND SPORTS	EMPLOYEE APPAREL	09/12/2023	\$179.32	P
19230702	HOME DEPOT CREDIT SERV (Maintenance)	CH, RB SUPPLIES	09/05/2023	\$297.37	P
19230703	JFTCO INC	CH GENERATOR WARRANTY	09/01/2023	\$2,205.00	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230704	RON'S REFRIGERATION & AC INC	CH UPDATES - BR 4 FINAL BILLIN	09/08/2023	\$4,000.00	P
19230705	ACE HARDWARE	CH SUPPLIES	09/15/2023	\$19.99	P
19230706	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/20/2023	\$19.83	P
19230707	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/20/2023	\$6.30	P
19230708	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	09/14/2023	\$131.96	
19230709	AMAZON CAPITAL SERVICES	CU ADDING MACHINE TAPE	09/17/2023	\$16.75	
19230710	AMAZON CAPITAL SERVICES	RB UPDATES - 2ND FLR OFFICES	09/21/2023	\$125.40	
19230711	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	09/14/2023	\$503.01	
19230712	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	09/18/2023	\$42.00	
19230713	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	09/18/2023	\$42.00	
19230714	GRAINGER (Maintenance)	JAIL SUPPLIES	09/15/2023	\$14.07	
19230715	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	09/12/2023	\$1,652.34	
19230716	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	09/19/2023	\$140.00	
19230717	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	09/14/2023	\$2,753.31	
19230718	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 441 SARATOGA	09/14/2023	\$157.56	
19230719	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 321 MARKET ST	09/14/2023	\$158.75	
19230720	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	09/14/2023	\$1,087.68	
19230721	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	09/14/2023	\$40.79	
19230722	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	09/14/2023	\$45.13	
19230723	WATER WORKS & LIGHTING COMM	RB PARKING LOT STORM SEWER	09/14/2023	\$38.92	
19230724	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	09/14/2023	\$45.30	
19230725	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	09/14/2023	\$7.80	
19230726	WATER WORKS & LIGHTING COMM	COURTHOUSE SECURITY	09/14/2023	\$95.81	
19230727	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/14/2023	\$14,111.50	
19230728	WE ENERGIES	GAS SERVICE 321 MARKET - FINAL	09/12/2023	\$8.91	
19230729	US BANK	DNR PERMITS, RB UPDATES 2ND FL	09/19/2023	\$2,678.14	
19230730	AMAZON CAPITAL SERVICES	CU PRINTER INK	09/22/2023	\$32.00	
<b>Grand Total:</b>				<b>\$3,655,145.59</b>	

Signatures

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

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

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# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

### Letter of Comments October 2023

#### Ongoing Projects and Planning

**Jail Project** – The roof is nearly dried in and windows are currently being installed; things are on track to have temporary heat inside the new jail by early November. The amount of time spent reviewing details and coordinating work on the jail remains very high and will remain so for the entire project.

**Courthouse** – The District Chief Judge has approved our next update on the third floor at the Courthouse; this update will provide a new office space for our Register in Probate staff who are currently located within the Branch 1 office area.

Our Criminal Justice department has requested an additional office space at the Courthouse; I am reviewing options and will update the PIT Committee at a future meeting.

As directed by the PIT Committee and County Board, I am continuing to review improvements to Courthouse access along Market Street with Wisconsin Rapids staff and other property owners/occupants who would be affected.

**River Block** – We experienced another power event at River Block that caused some damage to a number of electrical and mechanical components in the building; we are working to gather information on the cause and will provide more information at the next PIT Committee meeting.

As approved at the last County Board meeting, I have authorized the ordering of equipment that is needed to transfer ownership of the power supply cable at River Block to the utility provider. We will continue working through details regarding easements and approvals that are necessary for this power service upgrade.

The update to our elevator controls at River Block has been delayed due to the contractor experiencing difficulty with another job that is scheduled ahead of us. I have been told that every effort will be made to begin as soon as possible and complete our project before the end of the year.

Some updates to the Human Services office space at River Block are underway; we are working on providing a few additional offices that will better accommodate the HS staff.

#### Miscellaneous

Attended PIT, Operations, H&HS, County Board, and numerous project meetings.