

**AGENDA
OPERATIONS COMMITTEE**

DATE: Tuesday, January 7, 2025
TIME: 9:00 AM
LOCATION: Courthouse - Conference Room 114

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
 - a. Review/approve minutes from previous committee meetings
 - b. Review monthly letters of comment from department heads.
 - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. **WELLNESS COORDINATOR UPDATE**
7. **FINANCE**
 - a. Finance Department update
 - b. Tuition reimbursement
8. **HUMAN RESOURCES**
 - a. Recruitment & Retention Policy discussion
9. Consider any agenda items for next meeting
10. Set next regular committee meeting date – Tuesday, February 4, 2025 – 9:00 AM
11. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2481 791 1399

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mc7ab4a8a966b5a371f7b615510cef16e>

Meeting number (access code): 2481 791 1399

Meeting password: 010725

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, December 3, 2024

TIME: 9:00 AM

PLACE: Courthouse – Room 114

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

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

1. Chair Valenstein called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Rozar/Hahn to approve the consent agenda. Motion carried unanimously.
4. Finance Director Newton reported that at the APRA meeting held the previous day, all APRA funding has been allocated.
5. Wellness Coordinator Boeshaar provided a departmental update.
6. Boeshaar presented the 2024 Aggregate Report for the wellness program. He highlighted the current successes and opportunities within the report. He also discussed participation numbers as well.
7. Newton provided a departmental update. Work continues on year end procedures and resolutions.
8. Newton presented 6 budget amending resolutions from Land & Water Conservation Dept., Highway Dept., and the Health Dept. These are all clean up resolutions whereby additional funds were received and needed to be allocated to the expenses. Motion by Rozar/Hahn to approve all of the resolutions and forward onto the county board for their consideration. Motion carried unanimously.
9. Newton presented a GIFT POLICY for review. Motion by Rozar/Hahn to approve the GIFT POLICY as presented. Motion carried unanimously. (Pliml excused at 10:00 AM)
10. Human Resources Director McGrath and Sheriff Becker discussed the proposed ability to move employees within their pay grade after Step 6 for outstanding service. Current policy allows department heads to move steps for current employees prior to reaching Step 6. More information and further discussion will be forthcoming.

11. Motion by Rozar/Zurfluh to go into closed session pursuant to 19.85 (1) (c) Wis. Stats., to discuss qualifications of candidate(s) for the Finance Director position. Motion carried unanimously.
12. Motion by Zurfluh/Hahn to return to open session. Motion carried unanimously.
13. Motion by Rozar/Hahn to go into closed session pursuant to Wis Stats 19.85 (1)(c) to conduct performance evaluations for the department heads the committee oversees. Motion carried unanimously.
14. Motion by Hahn/Zurfluh to return to open session. Motion carried unanimously.
15. The next regular meeting date will be held on Tuesday, January 7, 2025, at 9:00 AM.
16. Chair Valenstein adjourned the meeting at 10:36 AM.

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

**Operations Committee
December 3, 2024**

NAME	REPRESENTING
Bill Oederling	WCB # 15
Ryan Boeshaar	wellness
Jeff Penzance	WCB # 11
Dennis Polach	WCB-14
Kim McGrath	HR
PANYIA	Finance
Ed Newton	Finance
Heather Gehrt	Treasurer
Joe Smith	Health
Shawn Becker	WCSO
Amy Kemp (WebEx)	IT
Scott Brehm (WebEx)	CB District 9
Nick Flugaw (WebEx)	HR
Brad Hamilton (WebEx)	CB District 18
Tony Bastjen (WebEx)	Dispatch
Marissa Kornack (WebEx)	Norwood Admin
Melissa Schuerman (WebEx)	HR
Kelli Szymanski (WebEx)	HR
Mary Schlagenhaft (WebEx)	Human Services

MINUTES
OPERATIONS COMMITTEE

DATE: Tuesday, December 17, 2024
TIME: 9:15 AM
PLACE: Courthouse – County Board Room

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

OTHERS PRESENT: Trent Miner, County Clerk

1. Chair Valenstein called the committee to order at 9:00 AM.
2. There was no public comment.
3. A resolution was presented to amend the 2024 Health Dept. budget to allow for opioid settlement dollars to be used for the Family Health Care Center in Wisconsin Rapids. Motion by Rozar/Zurfluh to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
4. Chair Valenstein declared the meeting adjourned at 9:29 AM.

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



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – January 2025

- Everyone in the office has completed their yearly recertification in order to be able to accept passport applications for the coming year. This is a little later than normal as the Dept. of State reconfigures the passport acceptance structure.
- With the dropping of the DMV services in this office, we have repurposed that computer to be able to accept credit cards for marriage licenses, passport acceptance and photos, as well as other items we pull in revenue for. We used Point & Pay, which is what most other departments use. All fees associated with the transactions are passed onto the purchaser and not the county.
- We have another blood drive scheduled for Friday, January 31st here at the courthouse. We'll see how it does. They always schedule us for Fridays and those seem to be harder to recruit folks to participate in. If you are interested in donating, please let me know. Kudos to Supervisor Hahn for donating in the past!
- All of the mandatory election audits were completed by December 2nd. These are statutorily mandated to be completed after every November election. The reporting units are randomly selected by the Wisconsin Elections Commission and included 7 in Wood County and 4 races are audited (hand counted). My office completed 2 of them, and we coordinated with the other 5 municipalities to have them completed here at the courthouse. I completed the required paperwork on their behalf. In all 7 municipalities/reporting units, there were no discrepancies between what the tabulators counted and what we hand counted, which is a great testament to the accuracy of the machines. All of these audits were posted and open to the public to observe, but no one did. I will note that Supervisor Clendenning has sat in on previous audits we have conducted.
- I have sent notice to, and received permission from, the state historical society to destroy old records of the county, those being old, hard copy county board packets. We have been saving these electronically since 2014 and those processes have improved over the past few years. There just is not a reason to keep hard copies. I will keep the wet signed resolutions for the time being until we figure out the most efficient way of storing those electronically. I have resolutions dating all the way back to 1957. I will also keep the wet signed voucher listings for the statutory required timeline, and then destroy. Once completed we will be able to remove several large file cabinets, reconfigure the entire back room, and bring down the historical documents that are currently stored in the Treasurer's Vault. When the county clerk's office was evicted from the second floor to the auditorium (our current home) we lost a lot of storage area, and some items were moved to the treasurer's vault.
- Speaking of resolutions, Deputy County Clerk/Program Assistant DeKleyn and I are going to be researching new methods of how we "do" resolutions in order to move to electronic versions instead of all of the hard copies. There is a lot of double work involved in our current structure, and the word document we currently use is not all that user friendly for staff. It was developed almost 30 years ago,

County Clerk Comments – page 2

so it has lived a good life and is a good structure to work from for the future.

- In addition to what is mentioned above, we have gone to issuing and storing timber cutting notices online instead of paper copies. The structure we have now set up will allow for faster searching of those documents instead of thumbing through pages and pages of paper.
- DeKleyn and I have been working on the setup of the new county board room and new committee meeting room. We have been given a broad overview of the new technology and before we go live, we will make sure all our systems are good to go in there. It will be a fabulous space for you all. We will not be in 114 or 115 much anymore.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

December 30, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – December 2024

Human Resources Activity

	December 2024	2024 Year-to-Date
Applications Received	161	1,820
Positions Filled	4	169
Promotions/Transfers	5	57
New Hire Orientations	4	119
Terminations, Voluntary	9*	113
Terminations, Involuntary	1	20
Retirements	1	10
Turnover Rate	1.13%	1.20%
Exit Interviews	2	41

*Five of these are casual

Human Resources Narrative

General Highlights

1. All required annual Performance Evaluations arrived to Human Resources by the deadline of December 6th. The wage plan implementation spreadsheet was provided to Finance with wage rates effective January 1, 2025. The 2025 wages plans have been communicated to all employees and are available on the HR Intranet.
2. Began collecting data related to the request from the December Operations Committee meeting to review the fiscal impact and usage of the current Recruitment & Retention policy. This will be brought to the committee at their January 2025 meeting.
3. Annual Safety Training remains open. All current, non-healthcare employees are required to review the updated training electronically and submit a Certificate of Completion by December 31st. To date, approximately 425 employees have completed their training.

Meetings & Trainings

1. Attended the Operations Committee meeting on December 3rd.
2. Attended the CEED Committee meeting on December 4th.
3. Attended the Judicial & Legislative Committee meetings on December 6th, 16th, and 18th.
4. Attended County Board on December 17th.
5. Represented Wood County in an Unemployment Insurance Appeal on December 5th.

6. Held the monthly conference call with The Horton Group on December 18th to discuss various benefit topics.
7. Held individual staff and team meetings to discuss and provide updates on the department's identified 2024 goals.
8. Team members attended various webinars related to benefits, employment law, and compliance.

Benefits

1. Open Enrollment changes to Medical, Dental, and Vision were reflected on the first paycheck in December. Changes to FSA, HSA, and Short-Term Disability were made in the last week of the year and will be reflected on the first paycheck in January.
2. The required Gag Clause Attestation was submitted timely.
3. The Non-Discrimination Test information was submitted timely. Our plans passed the non-discrimination test.
4. 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.
5. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
6. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
7. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
8. Processed COBRA notifications for dependents on the health plan reaching age 26.

Recruitment

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Assisted multiple departments with interviews and selection process.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continuing to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Constantly 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	Clerk of Courts	Traffic Clerk	Position posted, interviews conducted, position filled with internal candidate 1/6/2025.
Replacement	Clerk of Courts	Information Clerk	Position posted, deadline 1/6/2025.
Replacement	Corporation Counsel	Corporation Counsel	Position posted, interviews conducted 12/16 and 12/18/2024.

Replacement	Criminal Justice	Criminal Justice Coordinator	Position posted, interviews conducted, position filled with internal candidate 1/6/2025.
Replacement	Dispatch	Dispatcher-Eligibility List	Position posted; interviews conducted. One position filled internally 12/30/2024. Eligibility list established.
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 3/10/2025.
Replacement	Finance	Finance Director	Position posted, interviews conducted, position filled with internal candidate 2/3/2025.
Replacement	Finance	Deputy Finance Director	Position posted, interviews conducted, position filled with internal candidate 1/27/2025.
New Position	Health	Regional Farmers Market Coordinator	Position posted; interviews conducted 12/18/2024.
New Position	Health	Bilingual Community Health Worker	Position posted, interviews conducted, position filled with internal candidate 1/6/2025.
Replacement	Health	Program Assistant – Bilingual	Position posted, deadline 1/6/2025.
Replacement	Human Services	CCS Service Facilitator (2)	Position posted, interviews conducted, both positions filled; one internally on 11/4/2024, other position posted filled 1/6/2025.
Replacement	Human Services	FSET Case Manager - Adams	Position posted, interviews conducted, background/references being conducted on final candidate.
Replacement	Human Services	Case Mgr/SW-Ongoing	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 1/6/2025.
Replacement	Human Services	Community Resources Receptionist	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 1/6/2025.
Replacement	Human Services	Case Mgr/SW – Ongoing	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 1/13/2025.
Replacement	Human Services	Family Interaction Worker	Position posted, deadline 1/13/2025.
Replacement	Human Services	CCS Service Facilitator-WR	Position posted, deadline 1/20/2025.
Replacement	IT	Network Analyst	Position posted, deadline 11/17/2024. Applications being reviewed.
New Position	IT	Cyber Security Analyst	Position posted, interviews conducted, position filled with internal candidate 1/6/2025.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 2/3/2025.
New Position	Norwood/Edgewater	Assistant Administrator	Position posted, deadline 1/13/2025.

Replacement	Norwood	Head Nurse – LTC	Position posted, deadline 1/6/2025.
Replacement	Parks	Medical 1 st Responders	Position posted, deadline 1/13/2025.
Replacement	Sheriff	Part-Time Deputies	Position posted, interviews conducted, background packets sent 11/22/2024.
New Positions	Sheriff	Corrections Officer	Position posted, filled through eligibility list 12/2/2024.
Replacement	Sheriff	Deputy Sheriff	Filled internally 12/22/2024.
Replacement	Sheriff	Patrol Sergeant	Filled internally 12/8/2024.
Replacement	Sheriff	Admin Asst II	Position posted, deadline 12/16/2024, applications being reviews, interviews to be scheduled.

Safety/Risk Management

1. Managed open claims with Aegis/Charles Taylor throughout the month.
2. Corresponded with various insurers regarding claims, including for the River Block power failures in March and September of 2023.
3. Attended Norwood’s Safety Committee meeting on December 10th.
4. Met with Emergency Management, Dispatch, and IT staff on various dates to discuss messaging in the Everbridge System.
5. Conducted insurance walk-through on December 4th at CERA Park in advance of County taking over operations.
6. Attended WI Public Risk Management Association (PRIMA) meeting in Madison on December 12th. Focus was emergency response and post-incident cleanup.
7. Worked with Planning & Zoning Director to issue recommendations for safety equipment and procedures while conducting inspections.

NEW Workers’ Compensation Claims (4)

1. 11/30/24 – Sheriff’s (Corrections) – Employee was struck in the mouth/nose by combative inmate in holding cell
2. 12/2/24 – Human Services – Employee dropped chair on R foot while at client residence
3. 12/8/24 – Coroner – Employee suffered accidental needlestick while drawing sample from decedent at funeral home
4. 12/10/24 – Sheriff’s (Corrections) – Employee suffered bruising and numbness R hand/wrist from open handcuff while restraining combative inmate in holding cell

OPEN Workers’ Compensation Claims (4)

1. 8/14/24 – Sheriff’s (Corrections) – Employee injured L ring finger falling while walking upstairs in the new jail
2. 10/10/24 – Land Conservation – Employee injured R knee entering patrol truck at County Highway Shop
3. 10/21/24 – Sheriff’s – Deputy was spit upon in the face and near the mouth while arresting a combative subject at a private residence
4. 11/9/24 – Sheriff’s – Employee was struck on R side of face while taking combative subject into custody (restitution will be pursued)

CLOSED Workers’ Compensation Claims (3)

1. 5/1/24 – Edgewater – Employee tripped forward, landing on both knees and hands
2. 6/21/24 – EM – Employee injured R shoulder while moving rototiller at North Park Shop (late report)
3. 10/17/24 – Coroner – Employee strained lower back while moving decedent at private residence

First Aid Injuries (10)

1. 12/2/24 – Sheriff's (Corrections) – Employee was kicked in R shin/ankle by combative inmate
2. 12/10/24 – Edgewater Haven – Employee fell on L side while moving resident in hooyer lift
3. 12/16/24 – Sheriff's (Corrections) – Employee slipped on black ice in Baker Lot while leaving work
4. 12/16/24 – Human Resources – Employee slipped on black ice in Baker Lot while coming into work
5. 12/16/24 – Clerk of Courts – Employee slipped on black ice in Baker Lot while coming into work
6. 12/16/24 – Branch III – Employee slipped on black ice in Baker Lot while coming into work
7. 12/20/24 – Edgewater – Employee strained R shoulder while catching falling books/binders in office
8. 12/21/24 – Sheriff's (Corrections) – Employee was kicked in L side of face by combative inmate
9. 12/21/24 – Sheriff's (Corrections) – Employee was scratched on L side of face by combative inmate
10. 12/21/24 – Sheriff's (Corrections) – Employee was kicked in the groin/R side of neck by combative inmate

Property/Vehicle Damage Claims (2)

1. 3/6/23 - River Block power loss - the claim has been accepted by Hartford Steam Boiler and will be paid under the County's equipment breakdown coverage. As of current, a total of \$114,645.34 has been received from various property and liability insurance providers.
 - a. Final repairs were made, and a final invoice for restoration and re-location of meter box was received on 12/12/24. Discussions are occurring between insurer and Facilities Manager regarding what was repaired and what was upgraded.
2. 9/25/23 - River Block power surge - we received some of the final invoices for replacing HVAC components damaged during the power surge, and have now exceeded the County's deductible. A claim was submitted to Aegis/County Mutual for cost reimbursement. As of current, Wood County has paid \$47,166.16 in repair and replacement costs. This includes repairing control drives in the building's HVAC units, elevator controls, lighting modules, and security panels and various pieces of equipment within the building, as well as replacing several hundred surge suppressors and three pieces of electronic equipment within departments. On 6/3/24, a proposal to replace existing surge suppressors, troubleshoot the lighting system, and upgrade outside lighting for \$25,986.00 was authorized by the Facilities Manager. A claim was opened by County Mutual, and this has been submitted to the appropriate insurer.
 - a. Final repairs were made, and final request for reimbursement in the amount of \$40,326.51 was submitted 12/11/24, and received on 12/16/24. A resolution for re-allocating funds between the two claims will be brought in January, 2025.

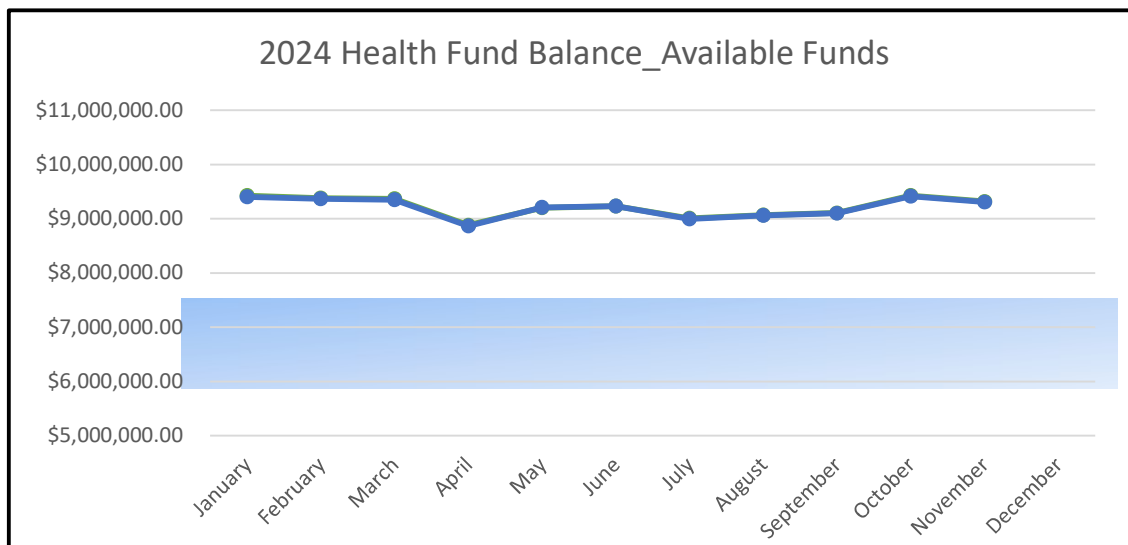
OPEN EEOC/ERD Claims (2)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Hearing decision was received on March 21, 2024. The judge found no probable cause on three counts and probable cause on one count. Mediation was held on July 30, 2024; all settlement offers were rejected by both parties. No recent activity.

Other

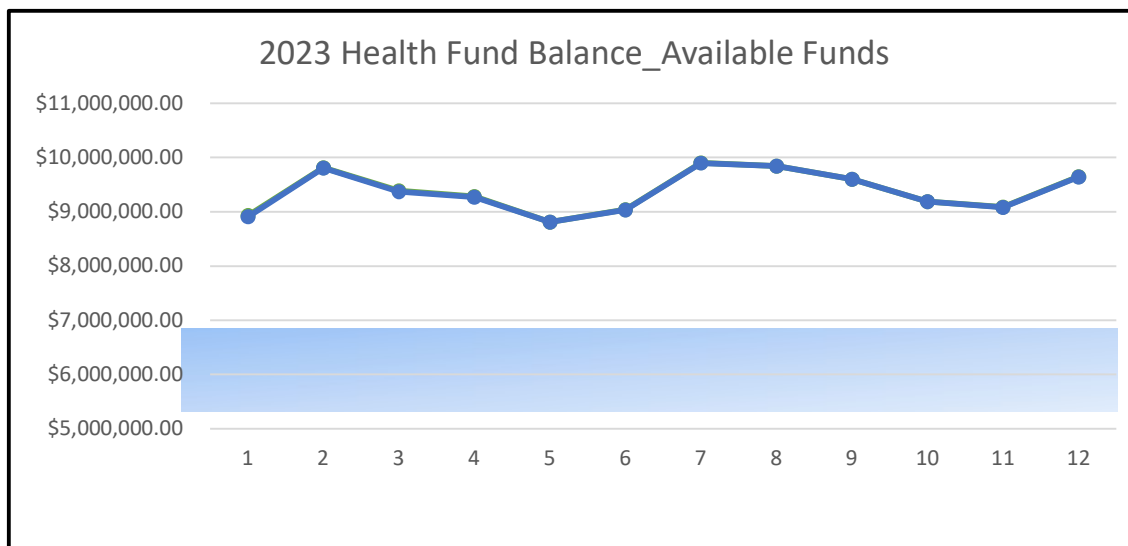
1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the November Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on December 2nd, 9th, and 23rd.
7. Conducted an exit interview on December 5th & 12th.
8. Responded to multiple verifications of employment.
9. Replied to requests from surrounding counties with varied information.
10. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.
11. Created quarterly employee newsletter and distributed to all employees.

	2024		2023	
	Total	Available	Total	Available
January	\$ 9,427,766.51	\$ 9,404,475.83	\$ 8,930,525.31	\$ 8,907,992.93
February	\$ 9,380,675.69	\$ 9,368,060.10	\$ 9,812,561.93	\$ 9,803,088.17
March	\$ 9,366,727.89	\$ 9,354,191.44	\$ 9,389,238.55	\$ 9,372,293.86
April	\$ 8,881,153.05	\$ 8,866,367.03	\$ 9,280,719.81	\$ 9,266,233.16
May	\$ 9,204,285.79	\$ 9,207,982.91	\$ 8,812,064.51	\$ 8,809,711.19
June	\$ 9,232,186.71	\$ 9,229,652.09	\$ 9,038,126.24	\$ 9,035,294.50
July	\$ 9,007,157.55	\$ 8,995,993.17	\$ 9,903,399.31	\$ 9,897,749.54
August	\$ 9,067,310.14	\$ 9,058,713.98	\$ 9,842,898.87	\$ 9,841,374.62
September	\$ 9,105,144.99	\$ 9,096,993.36	\$ 9,601,891.13	\$ 9,598,265.15
October	\$ 9,426,005.70	\$ 9,413,428.70	\$ 9,189,858.21	\$ 9,189,539.63
November	\$ 9,316,118.36	\$ 9,304,884.87	\$ 9,082,480.97	\$ 9,078,920.25
December			\$ 9,643,399.06	\$ 9,642,537.95



2024 Total Balance - Green Line

2024 Available Funds - Blue Line



2023 Total Balance - Green Line

2023 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—JANUARY 2025

1. Attended Wisconsin Counties Association weekly calls on Mondays in December.
2. The office began running tax bills on December 1 out of the new system. There ended up being an issue where the referenda data didn't print on some of the tax bills due to a step being missed. Once this problem was fixed, the office reprinted and mailed out to those taxpayers a copy of the tax bill on yellow paper with an explanation of "Information Purposes Only." By State Statute, this information is to be included on all tax bills and with so many school referendums, I thought it would be best to mail these copies out rather than just post on the website.
3. Attended the Operations Committee meeting on December 3.
4. Attended United Way Board of Directors meeting on December 4.
5. Attended Rural Housing Board of Directors meeting virtually on December 16.
6. Attended the County Board meeting and Jail Ribbon Cutting on December 17.
7. All Statement of Taxes were due to the Department of Revenue (DOR) by December 16 with 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 DOR and forward a corrected copy to the municipal clerks. This year there seems to be an issue with 2 municipalities in the Pittsville School District. The Department of Public Instruction (DPI) sent a file to the (DOR) and both districts are 1 cent off. These are prefilled numbers from the DOR and can't be changed. I'm not sure in the grand scheme of things how this will affect the total tax roll for the 2 municipalities. I'm waiting to hear back from DPI programmers as they sent the original file numbers to the DOR.
8. With regards to item #2, there seemed to be some inconsistent information put out by the Pittsville School District. Missing the referenda information on the original tax bills made no difference on the tax bills. The amounts owed did not change. What the issue at hand was the school district made claims to taxpayers based on equalized values, however, tax bills are calculated on assessed values. This made some districts taxes, due to the school referenda, more than double in some municipalities. County Clerk Miner and I had several discussions with the school district, to no avail, in trying to come up with a reasonable explanation to the taxpayers. The school district came out with its own statement putting blame on all the other taxing jurisdictions.



Wood County

WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – December 2024

- I spent a great amount of time this month planning and preparing for the 2025 Wellness Program. The onsite biometric screenings are all set to go and am working with Aspirus phlebotomists to coordinate scheduled dates to assist. The 2025 Wellness Program flyer has been finalized and will be sent via home mailing to all eligible employees in January.
- Employees had the opportunity to schedule and complete a follow-up health coaching session with me from October – December. As of writing this, I met with 103 employees in Quarter 4 to discuss goal(s) progress, address potential barriers, and create an action plan for goal success moving forward. These employees will meet with me again for the initial 2025 health coaching session within the first two quarters.
- The wellness portal via Managewell has been updated and ready to go for the new year. Similar to years past, I have added some new wellness activities to the already existing list of activities that participants can complete to earn wellness points for the 2025 campaign. I will also be promoting additional initiatives throughout the year to encompass all dimensions of wellness.
- I worked with our Managewell contact to learn some new changes to the wellness portal. These changes include a different design and visual to the wellness portal. The purpose of this change is to make it easier for participants to navigate and access their rewards status. I anticipate a number of questions regarding the change, so a communication was sent out to employees to reach out to me if they have any questions/concerns.
- I continued to remind participants of all the activities they can still complete by the end of the year that are worthy of wellness points. Those who earn up to 1,000 wellness points by the end of the year will qualify for the cash payout incentives that will be awarded on their first paycheck of 2025.

COUNTY BOARD CLAIMS

Nov-24

Paid December 2024

	MONTH	PER DIEM	MILEAGE	Other Expense s	TOTAL
Allen Breu	November-24	\$ 465.00	\$ 127.30		\$592.30
Thomas Buttke	Sept-Nov 24	\$ 1,480.00	\$ 557.44		\$2,037.44
William Clendenning	November-24	\$ 765.00	\$ 316.91	\$25.00	\$1,106.91
Jake Hahn	November-24	\$ 415.00	\$ 119.26		\$534.26
Brad Hamilton	November-24	\$ 615.00	\$ 112.56	\$24.00	\$751.56
John Hokamp	November-24	\$ 350.00	\$ 49.58		\$399.58
Timothy Hovendick	November-24	\$ 350.00	\$ 140.70		\$490.70
Bill Leichtnam	November-24	\$ 595.00	\$ 151.42		\$746.42
Jeff Penzkover	November-24	\$ 350.00	\$ 49.58		\$399.58
Russell Perlock	November-24	\$ 350.00	\$ 187.60		\$537.60
Lance Plimi	November-24	\$ 200.00	\$ 6.70		\$206.70
Dennis Polach	November-24	\$ 400.00			\$400.00
Donna Rozar	November-24	\$ 430.00	\$ 144.72		\$574.72
Wayne Schulz	November-24	\$ 250.00	\$ 50.25		\$300.25
Laura Valenstein	November-24	\$ 510.00			\$510.00
William Voight	November-24	\$ 400.00	\$ 123.28		\$523.28
Joseph Zurfluh	November-24	\$ 455.00	\$ 36.85		\$491.85
Michael Feirer	December-24	\$ 50.00	\$ 45.56		\$95.56
Bev Ghiloni	December-24	\$ 50.00	\$ 6.70		\$56.70
Thomas Heiser	December-24	\$ 50.00	\$ 6.70		\$56.70
Leslie Kronstedt	November-24	\$ 50.00	\$ 44.89		\$94.89
Rebecca Spiros	November-24	50.00			\$50.00
					n n
		\$ 8,630.00	\$ 2,278.00	\$ 49.00	\$ 10,957.00

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: December 2024

For the range of vouchers: 06240183 - 06240191

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06240183	NATIONAL ASSN OF COUNTIES	2025 NACO Dues	12/02/2024	\$1,484.00	P
06240184	OFFICE ENTERPRISES INC	Ink Tank - Mail Machine	08/28/2024	\$313.00	P
06240185	OFFICE ENTERPRISES INC	Ink Tnk, Labels - Mail Machine	11/01/2024	\$332.95	P
06240186	UNITED MAILING SERVICE	MAIL FEES NOV 2024	12/09/2024	\$985.99	P
06240187	AEGIS CORPORATION	Position Schedule Bond - 2025	12/10/2024	\$1,505.00	P
06240188	GANNETT WISCONSIN LOCALIQ	VAR ADS NOV 2024	12/13/2024	\$2,181.00	P
06240189	US BANK	COUNTY CLERK	12/18/2024	\$995.00	
06240190	AMAZON CAPITAL SERVICES	Office Supplies	12/20/2024	\$788.96	
06240191	VERIZON	Monthly Modem Fee	12/19/2024	\$16.81	
Grand Total:				\$8,602.71	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: DECEMBER 2024

For the range of vouchers: 14240239 - 14240256

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14240239	AMAZON CAPITAL SERVICES	FILE FOLDERS	11/25/2024	\$28.07	P
14240240	DELPHIA CONSULTING LLC	NW TIME CLOCK SUPPORT	12/10/2024	\$715.10	P
14240241	DELPHIA CONSULTING LLC	EW TIME CLOCK SUPPORT	12/10/2024	\$357.55	P
14240242	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	12/12/2024	\$761.54	P
14240243	KOSTKA & ASSOCIATES LLC	GARNISHMENT PAYMENT	12/12/2024	\$164.13	P
14240244	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	12/12/2024	\$5,889.11	P
14240245	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	12/12/2024	\$3,088.61	P
14240246	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	12/12/2024	\$4,194.70	P
14240247	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	12/12/2024	\$355.85	P
14240248	MARSHFIELD FAIRGROUNDS COMMISSION	2024 TAX AID	12/17/2024	\$25,000.00	P
14240249	EAGLE FLIGHT BUSINESS FORMS	W2S AND ENVELOPES	12/17/2024	\$412.93	P
14240250	US BANK	CONFERENCE LODGING	12/17/2024	\$98.00	
14240251	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/19/2024	\$10.46	
14240252	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	12/27/2024	\$761.54	
14240253	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	12/27/2024	\$5,644.28	
14240254	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	12/27/2024	\$2,992.83	
14240255	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	12/27/2024	\$4,135.32	
14240256	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	12/27/2024	\$355.85	
Grand Total:				\$54,965.87	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: DECEMBER 2024

For the range of vouchers: 17240144 - 17240156 23240061 - 23240067

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17240144	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	11/27/2024	\$70.00	P
17240145	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	12/02/2024	\$6,450.00	P
17240146	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	12/02/2024	\$106.00	P
17240147	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	12/02/2024	\$240.00	P
17240148	MARSHFIELD AREA CHAMBER OF COMMERCE	Service Recognition Program	11/27/2024	\$50.69	P
17240149	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	11/30/2024	\$425.50	P
17240150	WI DEPT OF WORKFORCE DEVELOPMENT	November 2024 Unemployment	12/24/2024	\$6,236.08	P
17240151	US BANK	P-Card Charges	12/18/2024	\$181.99	
17240152	WI DEPT OF ADMINISTRATION	Wisc.Jobs Announcement Corp	12/11/2024	\$175.00	P
17240153	FOSTER & FOSTER INC	Prep. Actauial Valuation	08/30/2024	\$5,750.00	P
17240154	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	11/18/2024	\$583.00	P
17240155	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	10/01/2024	\$160.00	
17240156	WELD RILEY SC	Legal Fees	12/17/2024	\$660.00	
23240061	SAFELITE FULFILLMENT INC	Squad #28	11/26/2024	\$397.92	P
23240062	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Prem	12/05/2024	\$7,387.00	P
23240063	AEGIS CORPORATION	Resident Fund Surety Fund - NW	12/03/2024	\$600.00	P
23240064	AEGIS CORPORATION	Resident Fund Surety Fund - NW	12/03/2024	\$300.00	P
23240065	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrykl Prem	12/03/2024	\$640.00	P
23240066	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	12/03/2024	\$2,999.00	P
23240067	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	12/03/2024	\$467.00	P
Grand Total:				\$33,879.18	

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: DECEMBER 2024

For the range of vouchers: 28240271 - 28240302

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28240271	CITY OF MARSHFIELD	TAX DEED SALE SPECIALS	12/04/2024	\$203.21	P
28240272	CITY OF MARSHFIELD	NOVEMBER SPECIAL CHARGES	12/04/2024	\$436.86	P
28240273	CITY OF WISCONSIN RAPIDS	TAX DEED SALE SPECIALS	12/04/2024	\$2,830.42	P
28240274	CITY OF WISCONSIN RAPIDS	NOVEMBER SPECIAL CHARGES	12/04/2024	\$1,275.50	P
28240275	GOWEY ABSTRACT & TITLE COMPANY INC	TAX OVERPAYMENT REFUND	12/04/2024	\$74.43	P
28240276	GOWEY ABSTRACT & TITLE COMPANY INC	TAX OVERPAYMENT REFUND	12/04/2024	\$16.11	P
28240277	TOWN OF REMINGTON	NOVEMBER SPECIAL CHARGES	12/04/2024	\$280.23	P
28240278	TOWN OF SARATOGA	NOVEMBER SPECIAL CHARGES	12/04/2024	\$2,576.25	P
28240279	TOWN OF CAMERON	NOVEMBER SPECIAL CHARGES	12/04/2024	\$862.88	P
28240280	TOWN OF GRAND RAPIDS	NOVEMBER SPECIAL CHARGES	12/04/2024	\$176.90	P
28240281	TOWN OF RICHFIELD	NOVEMBER SPECIAL CHARGES	12/04/2024	\$914.32	P
28240282	TOWN OF ROCK	NOVEMBER SPECIAL CHARGES	12/04/2024	\$653.40	P
28240283	VILLAGE OF ARPIN TREASURER	NOVEMBER SPECIAL CHARGES	12/04/2024	\$1,382.54	P
28240284	VILLAGE OF VESPER	NOVEMBER SPECIAL CHARGES	12/04/2024	\$521.90	P
28240285	VILLAGE OF BIRON	NOVEMBER SPECIAL CHARGES	12/04/2024	\$139.18	P
28240286	VILLAGE OF HEWITT	NOVEMBER SPECIAL CHARGES	12/04/2024	\$1,087.33	P
28240287	VILLAGE OF RUDOLPH	NOVEMBER SPECIAL CHARGES	12/04/2024	\$836.39	P
28240288	WI DEPT OF ADMINISTRATION	NOVEMBER WI LAND INFO	12/04/2024	\$5,684.00	P
28240289	CITY OF MARSHFIELD	2024 TAXES TAX DEED SALE	12/11/2024	\$1,718.69	P
28240290	CITY OF WISCONSIN RAPIDS	2024 TAXES TAX DEED SALE	12/11/2024	\$394.46	P
28240291	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/11/2024	\$251.70	P
28240292	TOWN OF SIGEL	2024 TAXES TAX DEED SALE	12/11/2024	\$150.75	P
28240293	STATE OF WISCONSIN TREASURER	CLERK OF COURTS REVENUE	12/18/2024	\$1,033,300.10	P
28240294	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/18/2024	\$167.80	P
28240295	ESTATE OF FREDRICK DURRANT THE	TAX DEED SALE SURPLUS PROCEEDS	12/26/2024	\$28,819.11	P
28240296	ESTATE OF SUSAN READING THE	TAX DEED SALE SURPLUS PROCEEDS	12/26/2024	\$37,684.31	P
28240297	ESTATE OF DONALD SCHOENICK THE	TAX DEED SALE SURPLUS PROCEEDS	12/26/2024	\$1,680.21	P
28240298	ESTATE OF DONALD ZYWICKI THE	TAX DEED SALE SURPLUS PROCEEDS	12/26/2024	\$30,030.85	P
28240299	FRANKWICK MICHAEL AND TONYA	TAX DEED SALE SURPLUS PROCEEDS	12/26/2024	\$29,323.20	P
28240300	JACKSON CLARICE	TAX DEED SALE SURPLUS PROCEEDS	12/26/2024	\$65,859.16	P
28240301	MILLER CHARLES JR	TAX OVERPAYMENT REFUND	12/26/2024	\$46.01	P
28240302	SCHMIDT LARRY	TAX DEED SALE SURPLUS PROCEEDS	12/26/2024	\$8,146.89	P

Grand Total:

\$1,257,525.09

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
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Committee Member: _____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: January 7, 2025
To: Operations Committee

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

Departmental Activities and Projects - Ongoing/Upcoming

- 2024 Annual Audit and Reporting preparation.
- 2024 Single Audit preparation.
- 2024 Cost Allocation Plan planning and preparation.
- 2024 Form A preliminary/audited filing.
- 2024 Ho-Chunk annual report.
- Ongoing year-end/audit/single audit/discussions with WIPFLI.
- Prepare/file quarterly ARPA report.
- Prepare/file semi-annual Opioid report.
- Prepare/file annual Local Assistance and Tribal Consistency Fund (LATCF) report.
- Prepare/file annual disclosure Municipal Securities Rulemaking Board (MSRB).
- Review departments budget to actuals expenditures.
- Assisting departments on various questions.
- Questica – Upgrade, improve current reports, update functions, and training.
- 2026 – 2030 Capital Improvement Plan – CIP request/borrowing/funding needs.
- Debt funding – 2026 CIP projects.
- AP/payroll cross training.
- Prepare monthly voucher reports for committee packets (Nelson).
- Prepare/review various resolutions.
- Laserfische project.

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings.
- Attend County Board meeting.
- Attend various committee meetings.
- Attend County Leadership meeting.
- Attend NACo – ARPA Update webinars.
- Attend ARPA committee meeting.
- Attend TID-JRB (City of Nekoosa, Village of Biron and City of Marshfield).
- Various discussions with department regarding Opioid funds.
- Various discussions with departments regarding budgets/CIP/ARPA.
- Various discussions with Norwood regarding CIP projects.
- Various discussions with Edgewater regarding CBRF Financial Models.
- Various discussions with Parks department.
- Various discussions with UWSP-Marshfield regarding CIP.
- Various discussions and meetings with Human Resources.
- Various discussions with Baird/Quarles regarding CBRF and 2025 debt financing.
- Various discussions with IT regarding Questica, Laserfische, O365-Power BI, 1099's.
- Various discussions regarding Justice Coordinator position/budget and grants.