

**AGENDA
OPERATIONS COMMITTEE**

DATE: Tuesday, November 5, 2024
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. Discuss change in oversight of Criminal Justice Coordinator
7. **WELLNESS COORDINATOR UPDATE**
8. **FINANCE**
 - a. Finance Department update
9. **HUMAN RESOURCES**
 - a. Finance Director recruitment (following current Director’s retirement)
 - b. The Operations Committee may go into closed session pursuant to 19.85 (1) (c) Wis. Stats., to discuss qualifications of a past candidate for Finance Director.
 - c. Return to open session
10. Consider any agenda items for next meeting
11. Set next regular committee meeting date – Tuesday, December 3, 2024 – 9:00 AM
12. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2495 104 0017

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mef880afe67ee3bd98f4a57979b86cac5>
Meeting number (access code): 2495 104 0017
Meeting password: 110524

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, October 1, 2024

TIME: 9:00 AM

PLACE: Courthouse – Room 114

MEMBERS PRESENT: Laura Valenstein, Donna Rozar (WebEx), Lance Pliml, 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 Zurfluh/Hahn to approve the consent agenda. Motion carried unanimously.
4. Chairman Pliml indicated they are waiting for firmer numbers on the Courthouse HVAC and Wood County Annex & Health Center plumbing before finalizing the ARPA funding.
5. Health Director Smith reported on the Opioid Task force recommendations for funding using the settlement dollars. She briefly discussed the application process and also reported on those that were declined funding and explained why. Motion by Pliml/Rozar to approve the funding recommendations presented by the Opioid Settlement Task Force. Motion carried unanimously.
6. Wellness Coordinator Boeshaar provided a departmental update.
7. County Treasurer Gehrt presented two resolutions for the sale of tax deeded property. Motion by Zurfluh/Hahn to approve the resolutions and forward to the county board for their consideration. Motion carried unanimously.
8. Deputy Finance Director Yang provided a departmental update. Work continues on finalizing the 2025 budget.
9. The next regular meeting date will be held on Tuesday, November 5, 2024, at 9:00 AM.
10. Chair Valenstein adjourned the meeting at 9:19 AM.

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

Operations Committee

October 1, 2024

NAME	REPRESENTING
Bill Crenderius	WCB #14
PANYA YANEY	FINANCE
Heather Gehrt	Treasurer
Joe Smith	Health
Kim McGrath	HR
DENNIS POLACH	wcb-14
Marissa Kornack (Web Ex)	Norwood
Ed Newton (Web Ex)	Finance
Amy Kamp (Web Ex)	IT
Nick Pligaus (Web Ex)	HR
Michelle Weiler (Web Ex)	Finance
Ryan Doeshoar (Web Ex)	Wellness
Brandon Krwinski (Web Ex)	Human Services
Justin Cidewicz (Web Ex)	Edgewater Haven
Katie Miloch (Web Ex)	Human Services
Tony Bastien (Web Ex)	Dispatch



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – November 2024



Anthony C. Ruesch
1927-2024



David E. Hoks
1951-2024

- One of the things this office does is compose the condolence resolutions for those supervisors who have passed away. It gets to be harder to compose a one-page document when you happen to know the decedent personally. As was the case with former Supervisors Josephson & Schulhauser, both of whom I served with during my time on the county board, it was even more so with my predecessor, Tony Ruesch. Tony's life was one of public service, serving over 35 years as a town officer in his beloved Town of Sigel, as well as his service on the county board from 1970-1982. I got to know Tony during his Chairmanship of Sigel when I was a new Chairman of the Town of Hiles, as well as when he was county clerk. Back when we had central count here at the courthouse, all the municipalities had to race to the courthouse after the polls closed to get our ballots counted. Tony was the one in the back room running all the ballots, always with a humorous one-liner for those of us coming in. One Spring Primary for State Superintendent of Public Instruction, knowing the Town of Hiles has the smallest population and voter total, he made a comment as I walked in with my ballot box, "Here comes the Town of Hiles with their 8 votes!". I had him on this one though.....I said, "Nope, only 5 this time!" We had sat that entire day for only 5 voters, three of which were us poll workers. Tony was also one of the first one who emailed me after I was confirmed by the county board to be the County Clerk in 2018. He said congratulations, and stated how it was the BEST job in the courthouse! Of course, he then reminded me, that he had to run for the office, and I was just appointed, making sure I knew it was harder to run than to be appointed. He kept up with county affairs up until about a year ago, when his health started to decline. And if I ever had a historical question as it relates to this office and county board, he was my go-to. I will miss our emails back and forth, but am happy I have my "Ruesch File" in my desk full of his wisdom. Tony served as county clerk from 1983-2002.

- I got to know Dave Hoks when I was Chair of the Parks & Forestry Committee, and he was a member of the Wood County Gun & Rifle Club. The club had come to the committee requesting an extension to the lease of the club area on the county forest. During that interaction, he went through the request and invited the committee out to that area to take a tour. We did do that about a year later, where he explained the different lanes of use and how the area is used and managed. Before retirement, he worked for the City of Wisconsin Rapids for 35 years, retiring as the Director of the Parks & Rec Dept. After retirement he went on to serve as a poll worker and was a member of the County Board of Canvass during Cindy Ceyress' time in this office. After Cindy retired, Dave agreed to continue in the role for me as well. He also served as a bailiff for the Wood County Courts. During both the 2011 State Supreme Court recount and the 2016 Presidential recount, Dave's calm demeanor help ease the stressful atmosphere of, what can be, a pretty stress-packed process. His ability to calmly explain procedures and thought processes that the Board of Canvass takes during those sessions was so valuable to the participants and the observers. One of the toughest calls I took was at this year's WCA Conference in LaCrosse, when Dave called my cell phone and stated he was in hospice care. Whenever Dave stopped into the office, his signature good-bye was "See you down the road!". Our last call ended with that very statement, said by me to him. His response, "We certainly will!". A true gentle man and gentleman.
- I conducted some last-minute training with the municipal clerks and chief inspectors on Wednesday, October 16th and Saturday, October 19th. I had close to 110 participants over the two sessions. This was a good opportunity to go over some changes and review some procedures before the November election.
- In Dave Hoks' place on the County Board of Canvass, I have appointed Deb Hall, the retired City Clerk of the City of Marshfield to that position as an unaffiliated member.
- We have started to prepare for a possible recount after the presidential election. I have had some discussions with Security Services as well as Human Resources on preliminary plans. The timeline would most likely be the weekend prior to Thanksgiving (opening of deer season) going all the way through the Thanksgiving holiday weekend, including Thanksgiving Day. I have solicited volunteers out of my municipal clerk and chief inspector group, so should be able to staff it. We would conduct it here in the courthouse.
- Along with the Judicial & Legislative Committee, Katie and I will be re-writing the County Board rules to better reflect some best practice guidance from the WCA Legal Counsel. They have provided a draft, which has been shared with the Judicial & Legislative Committee, and Katie and I will incorporate some of our rules within a new document. We will start this process in 2025 once things calm down in here.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

October 31, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	October 2024	2024 Year-to-Date
Applications Received	122	1,509
Positions Filled	13	159
Promotions/Transfers	1	50
New Hire Orientations	11	110
Terminations, Voluntary	8*	100
Terminations, Involuntary	3	18
Retirements	0	9
Turnover Rate	1.10%	1.40%
Exit Interviews	2	38

*Five of these are casual

Human Resources Narrative

General Highlights

1. Open Enrollment meetings occurred the week of October 7th with both in-person and virtual attendance options. 183 employees attended the meetings. The recorded Open Enrollment meeting session is now available on the HR page of the Employee Intranet for employees that were unable to attend a live session. At this point, roughly half of all benefit eligible employees have returned their enrollment forms. All benefit eligible employees must complete and return an enrollment form by November 8th.
2. Continued preparations for the 2024 Leadership Retreat to be held at Mid-State Technical College on Wednesday, November 20th. The leadership topics to be presented this year are Leader Identity, Team Building, and Communication. We have over 70 accepted invites from Wood County supervisors, managers, and Department Heads. We are looking forward to another successful retreat!
3. Annual Safety Training is currently underway! All non-healthcare, current employees are required to review the updated training electronically and submit a Certificate of Completion by December 31st.

Meetings & Trainings

1. Attended the Operations Committee meetings on October 1st.

2. Attended County Board on October 15th.
3. Met with our Aspirus Business Health team on October 16th to discuss Wood County's wellness program, rates, and renewal of our agreement for services.
4. Held the monthly conference call with The Horton Group on October 22nd to discuss various benefit topics.
5. Met with our Risk Management Consultant from County Mutual Insurance Corporation on October 23rd.
6. Attended von Briesen's Breakfast Briefing: Defending Discrimination Claims webinar on October 24th.
7. Attended Seyfarth Shaw's webinar titled "Navigating EEOC Trends and Compliance Insights" on October 29th.
8. Held individual staff and team meetings to discuss and provide updates on the department's identified 2024 goals.
9. Team members attended various webinars related to benefits, employment law, and compliance.

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
3. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
4. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
5. 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. Met with Emergency Management and the Department of Workforce Development to determine if the Windows to Work program may be an option to assist in the Work Relief Program.
7. Continuing to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
8. 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>
New Position	Criminal Justice	Addiction Medicine Nurse Practitioner	Position posted, deadline 10/30/2024.

Replacement	Dispatch	Dispatcher-Eligibility List	Vacancy filled utilizing eligibility list; position filled 11/4/2024. Position posted, deadline 12/2/2024.
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 12/10/2024.
Temporary Replacement	Emergency Management	EM Relief Worker – Temporary	Position posted, deadline 11/4/2024.
New Position	Health	Regional Farmers Market Coordinator	Position posted, deadline 11/4/2024.
Replacement	Highway	Equipment Operator – End Loader	Position posted, interviews conducted, references/DL check completed, offer extended and accepted, filled 10/7/2024.
Replacement	Human Services	Family Interaction Worker	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 11/4/2024.
Replacement	Human Services	CCS Program Manager	Position posted, deadline 12/9/2024.
Replacement	Human Services	CCS Service Facilitator (2)	Position posted, interviews conducted, one position filled internally 11/4/2024, other position posted until 11/4/2024.
Replacement	Human Services	FSET Case Managers (2) Wisconsin Rapids & Adams	Positions posted, interviews conducted, WR position filled 10/7/2024, Adams position reposted, deadline 11/4/2024.
Replacement	Human Services	Casual Bus Drivers	Position posted, deadline 11/25/2024.
Replacement	Human Services	Case Manager-EMH/APS Coordinator	Position posted, interviews conducted, background/references completed, offer extended and accepted, filled 10/28/2024.
Replacement	Human Services	Birth to Three Service Coordinator	Position posted, deadline 10/21/2024, interviews being conducted.
Replacement	Human Services	Economic Support Specialist (Mfld)	Position posted, interviews conducted, references/background completed, offer extended and accepted 11/4/2024.
Replacement	Human Services	Case Mgr/SW-Ongoing	Position posted, interviews conducted, references/background completed, offer pending 10/28/2024.
Replacement	Human Services	Case Mgr/SW – Youth Justice	Position posted, deadline 11/4/2024.
Replacement	IT	Network Analyst	Position posted, deadline 11/3/2024.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 11/11/2024.
Replacement	Parks	Medical 1 st Responders	Position posted, deadline 11/4/2024.
New	Sheriff	Corrections Officer	Filled through eligibility list 10/28/2024.
Replacement	Sheriff	Part-Time Deputies	Position posted, deadline 10/31/2024.

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, and Park sign damage this month.

3. Attended Edgewater Haven's Safety Committee on 10/2/24 and Norwood's Safety Committee meeting on 10/8/24.
4. Met with Emergency Management, Dispatch, and IT staff on various dates to discuss messaging in the Everbridge System.
5. Performed N95 fit testing for 7 MSTC Nursing students at Edgewater Haven on 10/4/24, and 8 MSTC CNA student on 10/14/24.
6. Attended County LEPC meeting on 10/16/24 in the County EOC.

NEW Workers' Compensation Claims (3)

1. 10/10/24 – Land Conservation – Employee injured R knee entering patrol truck at County Highway Shop
2. 10/17/24 – Coroner – Employee strained lower back while moving decedent at private residence
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

OPEN Workers' Compensation Claims (5)

1. 5/1/24 – Edgewater – Employee tripped forward, landing on both knees and hands
2. 6/4/24 – Highway – Employee bruised R knee after slipping while surveying culvert
3. 6/21/24 – EM – Employee injured R shoulder while moving rototiller at North Park Shop (late report)
4. 8/14/24 – Sheriff's (Corrections) – Employee injured L ring finger falling while walking upstairs in the new jail
5. 8/16/24 – Edgewater Haven – Employee strained R upper back while assisting resident off commode

CLOSED Workers' Compensation Claims (2)

1. 8/2/24 – Edgewater – Employee suffered upper back/arm/shoulder strain while lifting resident
2. 8/22/24 – Highway – Employee struck in L eye by metal shaving while cutting signpost (PPE was in use)

First Aid Injuries (3)

1. 10/21/24 – Sheriff's – Deputy burned R forearm on semi-truck exhaust while giving directions at accident scene
2. 10/27/24 – Corrections – Employee suffered R knee pain when kicked by combative inmate
3. 10/27/24 – Corrections – Employee injured L thumb while attempting to restrain combative inmate

Property/Vehicle Damage Claims (3)

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.
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.

3. 10/2/2024 – Parks & Forestry – RV driver ran over Nepco Lake Park sign on Griffith Ave/CTH Z (est. damage unknown – estimate I/P). Contact made with driver’s insurance, they have accepted responsibility and will be paying County for repairs.

Liability Claims (1)

1. 8/26/24 – Highway – Claimant alleges window broken on residence by mower (actual damage \$256.28)

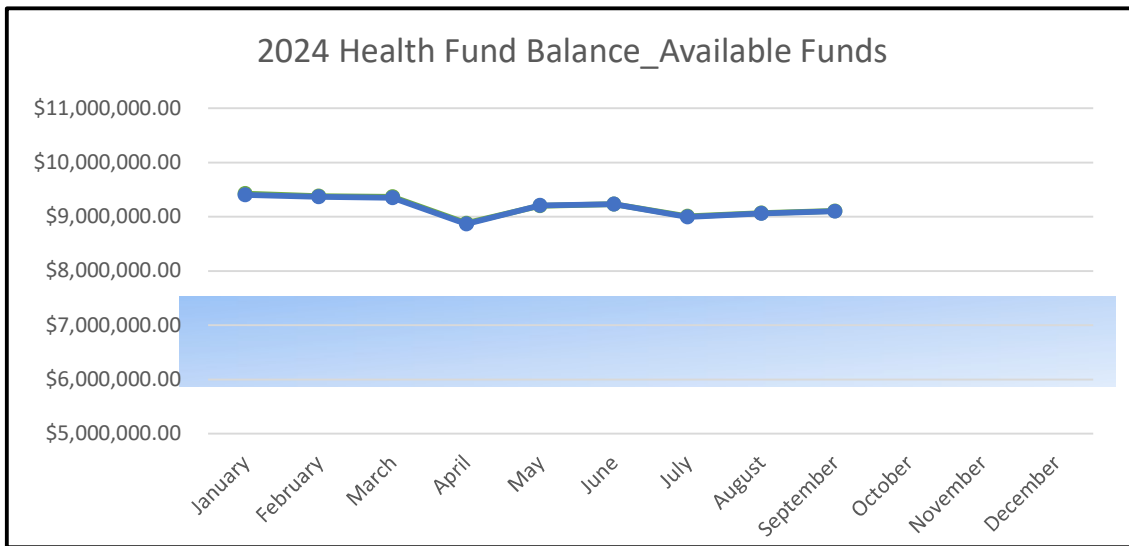
OPEN EEOC/ERD Claims (2)

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.

Other

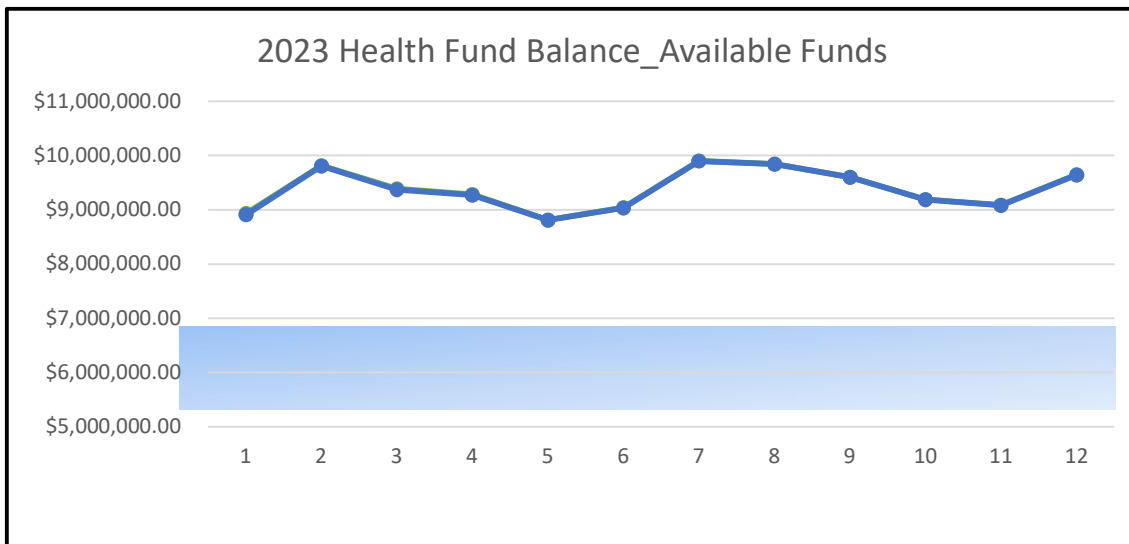
1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
3. Notified Parks and Highway Departments of 4th Quarter DOT Random Selection, deadline 12/2/2024. As of 10/25/2024, all testing has been completed and results received.
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 September Unemployment Insurance payment.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on October 7th, 14th, and 28th.
8. Conducted exit interviews on October 7th and 11th.
9. Responded to multiple verifications of employment.
10. Replied to requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

	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			\$ 9,189,858.21	\$ 9,189,539.63
November			\$ 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—NOVEMBER 2024

1. Attended Wisconsin Counties Association weekly calls on Mondays in October.
2. Attended the Operations Committee meeting on October 1.
3. Met with representatives from Associated Bank for yearly review of accounts on October 2.
4. Attended 2025 benefits meeting for employees on October 8.
5. Attended County Board meeting on October 15.
6. Attended the Wisconsin County Treasurers Association Fall Conference held in Juneau County, October 16-18.
7. Attended a meeting with City of Wisconsin Rapids and Planning & Zoning regarding the old burned-out Northern Steel Castings building on October 31.
8. The office is busy entering special assessments and special charges on parcels for tax bill creation received from the municipalities.
9. The office sent letters out to successful bidders on the tax deed properties with amounts owed and timeline to come and pay for properties.
10. Sales tax seems to be steady, and I have no doubt that we will exceed our budgeted amount for this year and exceed last years' total. With 3 months left of the year, we are only about \$1,000,000 behind.



Wood County

WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – October 2024

- Flu shot clinics for the 2024 season wrapped up last week. We had a total of 3 onsite flu clinics, one held in Marshfield and two in Wisconsin Rapids. There was a total number of 87 participants who received the flu vaccine. Similar to last year, all remaining vaccines will be brought to Edgewater to be used. I plan to connect with all those involved in this process to see if there needs to be any changes for future flu shot clinics.
- The Quarter 4 Wellness Challenge “*Financial Fitness*” started October 27 and will run for 4-weeks. The emphasis of this activity is to provide basic financial practices/tips to participants so they can apply these into their everyday life and improve their financial literacy. Topics include planning & budgeting, saving strategies, investing basics, and retirement planning. There was a total of 129 employees who registered for the challenge.
- Follow-up Health Coaching is in full swing for the last quarter of the year. I met with 44 employees to discuss goal(s) progress, address potential barriers, and create an action plan for goal success moving forward. Additional dates and times for health coaching have been added for November. Those interested can schedule a session by login into their wellness portal at www.managewell.com.
- I have begun planning for the 2025 Wellness Program campaign. On the top of my list is preparation for next year’s onsite biometric screenings. I have dates & times scheduled and rooms reserved for the screenings at various Wood County locations. These screenings will be held from January – March. Further details will be shared in the next coming months.
- I am continuing with program administration and answering any questions that employees have regarding the Wellness Program. Along with this, I have been looking into participation rates of the various activities offered through the Wellness Program and sending out appropriate communications and reminders when needed.

COUNTY BOARD CLAIMS

Sep-24

Paid October 2024

	MONTH	PER DIEM	MILEAGE	Other Expense s	TOTAL
Scott Brehm	September-24	\$ 350.00	\$ 44.22		\$394.22
Allen Breu	September-24	\$ 365.00	\$ 80.40		\$445.40
William Clendenning	September-24	\$ 915.00	\$ 560.79		\$1,475.79
Jake Hahn	September-24	\$ 465.00	\$ 162.14		\$627.14
Brad Hamilton	September-24	\$ 565.00	\$ 179.56	\$12.00	\$756.56
John Hokamp	September-24	\$ 350.00	\$ 49.58		\$399.58
Timothy Hovendick	September-24	\$ 350.00	\$ 187.60		\$537.60
Bill Leichtnam	September-24	\$ 695.00	\$ 231.15		\$926.15
Jeff Penzkover	September-24	\$ 450.00		\$ 18.00	\$468.00
Russell Perlock	September-24	\$ 350.00	\$ 187.60		\$537.60
Lance Pliml	September-24	\$ 950.00	\$ 127.30		\$1,077.30
Dennis Polach	September-24	\$ 300.00			\$300.00
Donna Rozar	September-24	\$ 415.00	\$ 238.52		\$653.52
Wayne Schulz	September-24	\$ 250.00	\$ 45.56		\$295.56
Laura Valenstein	September-24	\$ 710.00	\$ 174.20	\$ 18.00	\$902.20
William Voight	September-24	\$ 450.00	\$ 270.68		\$720.68
Joseph Zurfluh	September-24	\$ 425.00	\$ 22.11		\$447.11
Leslie Kronstedt	September-24	\$ 50.00	\$ 46.90		\$96.90
		\$ 8,405.00	\$ 2,608.31	\$ 48.00	\$ 11,061.31

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: OCTOBER 2024

For the range of vouchers: 06240152 - 06240171

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06240152	ELECTION SYSTEMS & SOFTWARE	Layout Charges - General Elect	09/16/2024	\$2,826.00	P
06240153	ELECTION SYSTEMS & SOFTWARE	Coding Ballot	09/16/2024	\$1.45	P
06240154	ELECTION SYSTEMS & SOFTWARE	Addl. Election Day Ballot	09/18/2024	\$146.30	P
06240155	UNITED PARCEL SERVICE	REPLENISH UPS OCT 7 2024	10/07/2024	\$100.00	P
06240156	QUADIENT LEASING USA INC	Lease Payment-Mail Machine	10/02/2024	\$1,496.55	P
06240157	UNITED MAILING SERVICE	MAIL FEES SEPT 2024	10/11/2024	\$1,500.40	P
06240158	GANNETT WISCONSIN LOCALIQ	VARIOUS ADS SEPT 2024	10/11/2024	\$562.48	P
06240159	AMAZON CAPITAL SERVICES	Office Supplies	10/11/2024	\$136.72	P
06240160	ELECTION SYSTEMS & SOFTWARE	Coding-General Election	10/11/2024	\$4,276.00	P
06240161	AMAZON CAPITAL SERVICES	Office Supplies	10/14/2024	\$22.88	P
06240162	NATIONAL BAND AND TAG CO	2025 DOG TAGS	10/15/2024	\$898.00	P
06240163	AMAZON CAPITAL SERVICES	Office Supplies	10/15/2024	\$159.99	P
06240164	AMAZON CAPITAL SERVICES	Credit	10/16/2024	(\$126.23)	P
06240164 R	AMAZON CAPITAL SERVICES	Credit	10/16/2024	(\$126.23)	P
06240164R	AMAZON CAPITAL SERVICES	Credit	10/16/2024	(Voided)	P
06240165	AMAZON CAPITAL SERVICES	Office Supplies	10/16/2024	\$30.97	P
06240166	STAPLES ADVANTAGE	Office Supplies	10/19/2024	\$33.57	P
06240167	US BANK	Visa Charges	10/23/2024	\$2,887.00	
06240168	MARATHON COUNTY TREASURER	Absentee Envelopes	10/23/2024	\$202.50	
06240169	VERIZON	Monthly Modem Fee	10/19/2024	\$13.17	
06240170	WISCONSIN COUNTIES UTILITY TAX ASSOCIATION	2025 Membership Dues	10/29/2024	\$1,628.52	
06240171	WISCONSIN ELECTIONS COMMISSION	Absentee Envelopes	10/29/2024	\$2,819.00	
Grand Total:				\$19,489.04	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: OCTOBER 2024

For the range of vouchers: 14240203 - 14240224

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14240203	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	10/03/2024	\$246.92	P
14240204	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	10/03/2024	\$761.54	P
14240205	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	10/03/2024	\$5,619.63	P
14240206	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	10/03/2024	\$3,112.51	P
14240207	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	10/03/2024	\$4,172.74	P
14240208	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	10/03/2024	\$355.85	P
14240209	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/04/2024	\$51.54	P
14240210	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	4TH QTR 2024 TAX LEVY	10/02/2024	\$49,569.50	P
14240211	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	10/17/2024	\$761.54	P
14240212	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	10/17/2024	\$5,668.84	P
14240213	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	10/17/2024	\$3,082.23	P
14240214	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	10/17/2024	\$4,096.76	P
14240215	SCHLICE MARI	GARNISHMENT REIMBURSEMENT	10/17/2024	\$246.92	P
14240216	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	10/17/2024	\$355.85	P
14240217	UW - STEVENS POINT AT MARSHFIELD	CIP REIMB - ROOF, PUMP SEALS	10/11/2024	\$22,810.28	P
14240218	WIPFLI LLP	2023 AUDIT FINAL BILLING	10/10/2024	\$16,500.00	P
14240219	WI SCTF	CHILD SUPPORT R&D FEE OCT 2024	10/17/2024	\$65.00	P
14240220	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	10/31/2024	\$761.54	
14240221	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	10/31/2024	\$5,558.83	
14240222	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	10/31/2024	\$2,988.34	
14240223	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	10/31/2024	\$4,052.07	
14240224	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	10/31/2024	\$355.85	
Grand Total:				\$131,194.28	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: OCTOBER 2024

For the range of vouchers: 17240106 - 17240124 23240049 - 23240053

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17240106	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	08/29/2024	\$437.00	P
17240107	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	08/21/2024	\$212.00	P
17240108	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	10/02/2024	\$210.00	P
17240109	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	07/01/2024	\$106.00	P
17240110	ASPIRUS OCCUPATIONAL HEALTH	Biometric Screening	10/01/2024	\$80.00	P
17240111	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	10/01/2024	\$6,600.00	P
17240112	QUALITY PLUS PRINTING INC	Benefit Guides	09/27/2024	\$460.00	P
17240113	WELD RILEY SC	Legal Fees	09/30/2024	\$720.00	P
17240114	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	10/01/2024	\$212.00	P
17240115	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	10/01/2024	\$159.00	P
17240116	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	09/09/2024	\$106.00	P
17240117	STAPLES ADVANTAGE	Office Supplies	10/05/2024	(Voided)	P
17240117R	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/05/2024	\$10.59	P
17240118	LEADINGAGE WISCONSIN	Employment Opportunity Posting	10/07/2024	\$450.00	P
17240119	WI DEPT OF WORKFORCE DEVELOPMENT	September 2024 Unemployment	10/23/2024	\$4,405.98	P
17240120	MARSHFIELD AREA CHAMBER OF COM	Service Recognition Program	10/16/2024	\$100.69	P
17240121	US BANK	P-Card Changes	10/16/2024	\$1,470.01	
17240122	WELLNESS COUNCIL	Corporate Membership Dues	10/01/2024	\$600.00	P
17240123	WELD RILEY SC	Legal Fees	10/23/2024	\$260.00	
17240124	AMAZON CAPITAL SERVICES	Office Supplies	10/25/2024	\$23.63	
23240049	WI COUNTY MUTUAL INS CORP	ODIP Jail Construction	10/03/2024	\$20,571.00	P
23240050	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage- Squad #19	10/22/2024	\$5,688.85	P
23240051	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad #33	10/22/2024	\$2,079.04	P
23240052	WI COUNTY MUTUAL INS CORP	Powers Bluff Maintenance Shop	10/23/2024	\$250.00	
23240053	DWD BUREAU OF FINANCE	FY 2024 WC Jail Wrap Up	10/14/2024	\$923.70	
Grand Total:				\$46,135.49	

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: OCTOBER 2024

For the range of vouchers: 28240231 - 28240255

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28240231	CITY OF MARSHFIELD	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$1,021.87	P
28240232	CITY OF NEKOOSA TREASURER	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$682.82	P
28240233	CITY OF PITTSVILLE TREASURER	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$188.58	P
28240234	CITY OF WISCONSIN RAPIDS	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$2,075.94	P
28240235	GOLEMGESKI TIMOTHY	TAX OVERPAYMENT REFUND	10/02/2024	\$93.50	P
28240236	JACKSON WILLIAM	TAX OVERPAYMENT REFUND	10/02/2024	\$211.31	P
28240237	MILBERT ADAM	TAX OVERPAYMENT REFUND	10/02/2024	\$8.97	P
28240238	PORT EDWARDS WATER UTILITY	TAX DEED UTILITIES	10/02/2024	\$35.48	P
28240239	STATE OF WISCONSIN TREASURER	3RD QTR PROBATE & BIRTH FEES	10/02/2024	\$28,793.66	P
28240240	TOWN OF SARATOGA	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$922.37	P
28240241	TOWN OF GRAND RAPIDS	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$939.60	P
28240242	TOWN OF HANSEN	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$429.00	P
28240243	TOWN OF LINCOLN	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$317.52	P
28240244	TOWN OF RICHFIELD	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$299.85	P
28240245	VILLAGE OF PORT EDWARDS TREAS	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$400.59	P
28240246	VILLAGE OF RUDOLPH	SEPTEMBER SPECIAL CHARGES	10/02/2024	\$1,631.73	P
28240247	WI DEPT OF ADMINISTRATION	SEPT WI LAND INFO	10/02/2024	\$5,621.00	P
28240248	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/09/2024	\$402.09	P
28240249	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/09/2024	\$43.62	P
28240250	SCHEIDER JERON	TAX OVERPAYMENT REFUND	10/09/2024	\$50.86	P
28240251	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	10/16/2024	\$63.76	P
28240252	CORELOGIC	TAX OVERPAYMENT REFUND	10/16/2024	\$234.91	P
28240253	STATE OF WISCONSIN TREASURER	SEPT CLERK OF COURTS REVENUE	10/16/2024	\$117,058.40	P
28240254	KELLY MATTHEW	TAX OVERPAYMENT REFUND	10/29/2024	\$57.44	P
28240255	US BANK	WRPLA CONFERENCE HOTEL	10/29/2024	\$192.61	P

Grand Total:

\$161,777.48

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Member: _____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: November 5, 2024
To: Operations Committee

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

Departmental Activities and Projects - Ongoing/Upcoming

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

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Yang/Newton).
- Attend various committee meetings (Newton/Yang).
- Attend MSTC Accounting Advisory Board (Newton).
- Attend GFOA – Debt Management webinars (Yang).
- Update SAM's account information (Yang).
- Update ARPA quarterly report (Yang).
- Meeting with Wellness Coordinator (Newton).
- File Ho-Chunk annual reporting (Newton/Yang).
- Various discussions with department regarding Opioid funds (Yang/Newton).
- Various discussions with departments regarding budgets/CIP/ARPA (Newton/Yang).
- Various discussions with Edgewater regarding CIP (Newton/Yang).
- Various discussions with UWSP-Marshfield regarding CIP (Newton/Yang).
- Various discussions and meetings with Human Resources. (Newton/Yang).
- Various discussions and meetings with Corporate Counsel (Newton/Yang).
- Various discussions with Baird/Quarles regarding debt financing (Newton/Yang).
- Various discussions/meetings with OC Chair regarding 2025 budget (Newton/Yang).
- Various discussions with IT regarding Questica reports/upgrades and support (Newton/Yang).