

**AGENDA  
OPERATIONS COMMITTEE**

**DATE:** Tuesday, December 3, 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. **WELLNESS COORDINATOR UPDATE**
  - a. 2024 Wellness Aggregate Report
7. **FINANCE**
  - a. Finance Department update
  - b. Resolution – Land and Water - MDV
  - c. Resolution – Highway
  - d. Resolution – Health – WIC
  - e. Resolution – Health – Consolidated Contracts
  - f. Resolution – Health – Healthy Smiles
  - g. Resolution – Health – Adams/Juneau
  - h. Gift Policy
8. **HUMAN RESOURCES**
  - a. Recruitment & Retention Policy discussion
  - b. The Operations Committee may go into closed session pursuant to 19.85 (1) (c) Wis. Stats., to discuss qualifications of candidate(s) for the Finance Director position.
  - c. Return to open session
9. The committee may go into closed session pursuant to Wis Stats 19.85 (1)(c) to conduct performance evaluations for the department heads the committee oversees.
10. Return to open session.
11. Consider any agenda items for next meeting
12. Set next regular committee meeting date – Tuesday, January 7, 2025 – 9:00 AM
13. Adjourn

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**Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 2482 790 0693

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mbc4fca7b84bb2dd320c9d7aee88f1c0d>

Meeting number (access code): 2482 790 0693

Meeting password: 120324

## MINUTES OPERATIONS COMMITTEE

**DATE:** Tuesday, November 5, 2024

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

**PLACE:** Courthouse – Room 114

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

**OTHERS PRESENT:** 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/Rozar to approve the consent agenda. Motion carried unanimously.
4. Chairman Pliml indicated the next ARPA meeting is scheduled for Friday.
5. Human Resources Director McGrath indicated Judicial & Legislative Committee referred Criminal Justice Coordinator oversight be moved to Branch 3. Motion by Rozar/Pliml to approve the change in oversight of Criminal Justice to Branch 3. Motion carried unanimously.
6. Wellness Coordinator Boeshaar provided a departmental update.
7. Finance Director Newton provided a departmental update. Work continues on the budget presentation and year end processes.
8. Human Resources Director McGrath shared information regarding Finance Director Newton's retirement in February 2025.
9. Motion by Rozar/Hahn to go into closed session pursuant to 19.85 (1)(c) Wis.Stats., to discuss qualification of a past candidate for Finance Director. Motion carried unanimously.
10. Motion by Rozar/Pliml to return to open session at 9:29 AM. Motion carried unanimously.
11. The next regular meeting date will be held on Tuesday, December 3, 2024, at 9:00 AM.
12. Chair Valenstein adjourned the meeting at 9:30 AM.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next meeting.

**Operations Committee  
November 5, 2024**

NAME	REPRESENTING
JEFF PERKOWSKI	WCB # 14
Ed Newton	Finance
Penny Yang	Finance
Bill Clendinning	WCB # 15
Kim McBrath	HR
DENNIS POLACH	WCB-14
Jue Smith	Health
NIKOLE GESSERT	WCMaint
Heather Gehrt	Treasurer
R VANTASSEL	WC MAINT
Ryan Boeshaar (webEx)	Wellness
Brad Hamilton (webEx)	WCB # 18
Tiffany Ringer (webEx)	Register of Deeds
Scott Porehm (webEx)	WCB # 9
Mary Schlagenhaft (webEx)	Human Services
Justin Cieslewicz (webEx)	Edgewater Haven
Amy Kaup (webEx)	I.T.
Brandon Vruwink (webEx)	Human Services
Tony Bastien (webEx)	Dispatcher
Nick Fugawr (webEx)	H.R.
Michelle Weiler (webEx)	Finance
Katie Miloch (webEx)	Human Services

**MINUTES**  
**ANNUAL COUNTY BUDGET HEARING**  
**& OPERATIONS COMMITTEE**

**DATE:** Tuesday, November 14, 2023  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – County Board Room

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

OTHERS PRESENT: Trent Miner, County Clerk; Ed Newton, Finance Director; PaNya Yang, Deputy Finance Director; Other County Board Supervisors, Staff, and Public in the County Board Room

1. Chair Valenstein called the Public Hearing & Operations Committee to order at 9:00 AM.
2. Valenstein, Newton, & Yang presented a PowerPoint presentation outlining the 2025 budget comparing previous years numbers to this years numbers, the revenue/expenditure highlights, as well as challenges, considerations, and assumptions used to arrive at the 2025 budget.
3. Chair Valenstein opened the floor for public comment. None was heard.
4. Chair Valenstein closed the public hearing.
5. Motion by Zurfluh/Rozar to approve the levy resolution and forward onto the county board for their consideration. Motion carried unanimously.
6. Motion by Zurfluh/Pliml to approve the budget resolution and forward onto the county board for their consideration. Motion carried unanimously.
7. 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 – December 2024



- I love this old picture. Take a look at how much staff was required to run election night back in 1952, the year General Dwight D. Eisenhower (R) swamped Illinois Governor Adlai Stevenson (D) to win the White House with an electoral college vote of 442-89. (Eisenhower carried Wisconsin, by the way). Compare that to now when just the 3 of us handle the entire thing. This picture does not depict then-County Clerk, Joe Schindler, however. He was on the ballot, but when I looked at old records, he ran unopposed. Did you get a look at the cigarette and ash trays on the tables? I can confirm there were no cigarettes in our office on election night this year.
- This was a late election night this time as we were waiting for results from one polling location. I sent my staff and security services home a little before midnight. I walked out of the courthouse at about 1:20 AM and was back here at 4:20 AM to start running reports, uploading to the canvass system, and

receiving returns from those clerks that had to get to work that morning.

- Let's talk about the November election for a little bit. Now, there are different ways of calculating percentages, and for me, the way I like to do it is with firm numbers. The state uses the "voting age estimate" as the base for their numbers. I don't like that. That does not take into effect those that are not able to vote, such as convicted felons, those deemed incompetent by the courts, etc. I use, as do a lot of counties, the registered number of voters the day before the election. Is either number accurate? Not really, because my number does not take into effect the total number of election day registrations.....and, holy moly, there were A LOT of them this year. So, using the registered numbers, it is possible, and this indeed did happen, to have a number over 100%.

Using the registered number, the county had a 95.89% turnout. Using the "estimated" state number the county had a 72.42% turnout. Using registered numbers, we had a number of wards going over 100% of registered voters. They included: Towns of Auburndale, Cameron, Hiles, Marshfield, Richfield, Village of Vesper, City of Marshfield Ward 6, and the City of Pittsville.

- On the final days of before the election, many municipalities starting running low on absentee envelopes due to the absolutely INSANE numbers of in-person absentee votes that were being cast. I placed an order with our local printer, but when I wasn't sure if they could get them received and printed in time, I contacted the Elections Commission, who had a stock pile at the state print shop in Madison. The Tuesday before the election I jumped in the truck and went down and secured another 5000 envelopes from them, and in turn got the 5000 from the print shop here in town. My budget was looking pretty good, overall, until this happened. It is going to be REALLY close. If a resolution is needed, I will bring that after the first of the year once all invoices are paid. I also, at the request of the Marshfield and Wisconsin Rapids clerks ordered a few more ballots because of the concern they were running low. So, that added some expense as well.
- I get a kick out of folks that come up to me the day after election and say, "well, at least the election is over, you can relax now". I am sure those statements are well-meaning and heartfelt, but it could not be further from the truth. In many cases, the real work begins. We have the canvass to get through, we have numerous open records requests coming in that must be answered/fulfilled, we have the mandatory audits to get through (Wood County has 7 of them), as well as the inevitable preparation for a recount. Let me take a minute on each of those.
  - **Canvass** – We were able to complete the canvass the Thursday after the election in a little over 5 hours. Fortunately Wood County did not have any provisional ballots to be rehabilitated, otherwise it would have gone into the next week. A lot of preparation is needed to ensure the canvass goes off smoothly. We did have an observer from the Democratic Party at the canvass.
  - **Open Records Requests** - Because we had the threat of a recount, the lawyer for the Baldwin campaign requested all kinds of document that had to be scanned and emailed. It took Katie and I over 5 hours to compile, verify, and scan over those documents. This was the biggest request, but we had a number of smaller requests that I took care of as well.
  - **Audits** - As mentioned, there are mandatory audits we have to conduct after each general election, pursuant to statutes. This involves the Election Commission random selecting 4 races in a number of reporting units involving each and every style of tabulator allowed in the state. This time we have 7 of those to do. While this is the responsibility of the municipality, in our county I oversee them all and file all the prerequisite paperwork on their behalf. I also am doing two of them within our office because they are smaller municipalities. There is reimbursement from the state for this, so my office will be getting the reimbursement for the

two we do. This being done the week before and week of Thanksgiving, as well as the Monday after.

- **Recount** – There were two races that qualified for recount; the President and the US Senate race. We knew that Vice President Harris would not request a recount based on her public statements and the fact our 10 electoral votes would not have made any difference. However, in the senate race, Mr. Hovde decided to wait until all counties had canvassed before deciding whether or not to request a recount. There was no way a recount would have flipped 29,000 votes and the respective canvass' would not have changed that election night total by any significance. But that was his right, which meant a lot of time was spent getting cost estimates from everything from security, to tabulators, to feeding all of those we would have had come in. (Note of thanks to Chat-R-Box Café/Catering for being willing to do the food for us. They were the best priced and were willing to deliver to us, even on Thanksgiving if needed 😊) The timing, as always would have included the opening weekend of deer hunting all the way through the Thanksgiving holiday, including Thanksgiving day. Statutes are firm in timing.....we start the day after the Elections Commission signs the order for recount, so all of our ducks have to be in a row and ready to rock & roll when the word comes down. And we have only a certain amount of days to conduct the recount. Fortunately, I have some absolutely wonderful clerks and chief inspectors that were willing to be a part of a recount, even with the holiday implications. At the end, Mr. Hovde did concede. The audits were put off until the threat of recount was over, but it shortened the time to be able to conduct and submit them.
- So, with our last audit being scheduled for December 2<sup>nd</sup>.....then the election will be done. Right? Nope. December 1<sup>st</sup> starts the process for the Spring Election so we are busy getting ready for that cycle. I would anticipate a Spring Primary with the retirement of Justice Ann Walsh-Bradley from the Supreme Court.
- After the canvass was completed, I set up and scheduled the swearing in of myself, the County Treasurer, and Register of Deeds for Monday, January 6<sup>th</sup> with Judge Brazeau presiding. The oaths are then filed in my office. The certificates of election have been distributed to those office holders already.
- My thanks to Nicole Gessert from Maintenance, Victoria Wilson from Planning & Zoning, and Rachel Krause from Highway for pinch hitting in taking the minutes for us during the election week and after.
- The Passport Agency is changing their reporting structure, so our acceptance agent recertification process is on hold, however they added a Facility Manager recertification test for me to take in addition to the Acceptance Agent testing, which I have taken for 2025.
- Apportionment was completed and certified after the county board meeting in November and subsequently sent to the County Treasurer and each municipal clerk in the county.
- From our office to you and yours, a very blessed Christmas and New Year Holiday. We look forward to serving you in the coming year and beyond!



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

November 29, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

### Human Resources Activity

	November 2024	2024 Year-to-Date
Applications Received	150	1,659
Positions Filled	6	165
Promotions/Transfers	2	52
New Hire Orientations	5	115
Terminations, Voluntary	4*	104
Terminations, Involuntary	1	19
Retirements	0	9
Turnover Rate	.46%	1.21%
Exit Interviews	1	39

\*Two of these are casual

### Human Resources Narrative

#### General Highlights

1. Following the County Board approval of the 2025 budget, wage increase letters were sent to all current Wood County employees who are on either the General or Care Facilities Wage Plan indicating their 2025 wage following the implementation model of the updated plans. HR continues to work very closely with Finance on the implementation spreadsheet to ensure a successful January 1<sup>st</sup> effective date.
2. Open Enrollment officially closed on November 8<sup>th</sup>. A number of employees did not meet the deadline, therefore our department worked directly with them and their supervisors to get the missing enrollment submitted. There are currently seven outstanding enrollments that we are working with employees and supervisors to obtain. Open Enrollment changes have been processed with vendors and changes will be reflected starting with December 2024 payroll. Due to the decision of the Operations Committee to provide a 50% subsidy on the Dental Insurance, we saw an increase of 21% in enrollment for 2025!
3. The 2024 Leadership Retreat was held at Mid-State Technical College on Wednesday, November 20<sup>th</sup>. The leadership topics presented were Leader Identity, Team Building, and Communication. We were pleased to have over 60 supervisors, managers, and Department Heads from across the County come together for an inspirational day of professional development! We have



received so many positive comments about the day. Overall, we are thankful for the opportunity to provide another successful annual retreat!

4. 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 31<sup>st</sup>.

### **Meetings & Trainings**

1. Attended the Judicial & Legislative Committee meeting on November 1<sup>st</sup>.
2. Attended the Operations Committee meetings on November 5<sup>th</sup>.
3. Attended County Board on November 12<sup>th</sup>.
4. Attended the quarterly Department Head meeting on November 13<sup>th</sup>.
5. Attended the Heart of WI/Chamber of Commerce “Network Exchange for HR Professionals” at Sand Valley on November 13<sup>th</sup>. The topic presented was “Building Blocks of Success for Leaders”.
6. Held the monthly conference call with The Horton Group on November 26<sup>th</sup> 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. Provided an implementation spreadsheet of all employees and dependents enrolled in medical insurance to Rx ‘n Go in advance of the January 1, 2025 implementation date.
2. Sent the 2025 FSA enrollments to Employee Benefits Corporation (EBC).
3. 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.
4. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
5. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
6. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
7. 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. 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	Bailiff	Position filled with prior Wood County employee 11/4/2024.
Replacement	Clerk of Courts	Traffic Clerk	Position posted, deadline 12/2/2024.
Replacement	Corporation Counsel	Corporation Counsel	Position posted, deadline 12/4/2024.
New Position	Criminal Justice	Addiction Medicine Nurse Practitioner	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 11/11/2024.
Replacement	Criminal Justice	Criminal Justice Coordinator	Position posted, deadline 12/5/2024.
Replacement	Dispatch	Dispatcher-Eligibility List	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.
Replacement	Finance	Finance Director	Position posted, deadline 11/15/2024.
New Position	Health	Regional Farmers Market Coordinator	Position posted, deadline 11/18/2024. Applications being reviewed.
New Position	Health	Bilingual Community Health Worker	Position posted, deadline 12/2/2024.
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 1/13/2025.
Replacement	Human Services	FSET Case Managers (2) Wisconsin Rapids & Adams	Positions posted, interviews conducted, WR position filled 10/7/2024, Adams position reposted, deadline 12/2/2024.
Replacement	Human Services	Casual Bus Driver	Position posted, interviews conducted, references/background/DL check completed, offer extended and accepted, filled 12/2/2024.
Replacement	Human Services	Birth to Three Service Coordinator	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 11/25/2024.
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	Case Mgr/SW – Youth Justice	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 1/6/2025.
Replacement	Human Services	Community Resources Receptionist	Position posted, deadline 12/2/2024.
Replacement	IT	Network Analyst	Position posted, deadline 11/17/2024. Applications being reviewed.

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.
Replacement	Parks	Medical 1 <sup>st</sup> Responders	Position posted, deadline 12/2/2024.
Replacement	Sheriff	Part-Time Deputies	Position posted, interviews conducted, background packets sent 11/22/2024.

### **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 last month.
3. Attended Edgewater Haven’s Safety Committee on 11/6/24, Norwood’s Safety Committee meeting on 11/12/24, and Highway’s Safety Work Group on 11/18/24.
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 11/1/24.
6. Collected and filed certificates for the required Annual Safety Training throughout the month. To date, approximately 250 employees have completed their training.
7. Coordinating with Criminal Justice’s new Nurse Practitioner to obtain professional liability insurance.
8. Worked with Planning & Zoning Director to issue recommendations for safety equipment and procedures while conducting inspections.

### **NEW Workers’ Compensation Claims (1)**

1. 11/9/24 – Sheriff’s – Employee was struck on R side of face while taking combative subject into custody (restitution will be pursued)

### **OPEN Workers’ Compensation Claims (7)**

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. 8/14/24 – Sheriff’s (Corrections) – Employee injured L ring finger falling while walking upstairs in the new jail
4. 8/16/24 – Edgewater Haven – Employee strained R upper back while assisting resident off commode
5. 10/10/24 – Land Conservation – Employee injured R knee entering patrol truck at County Highway Shop
6. 10/17/24 – Coroner – Employee strained lower back while moving decedent at private residence
7. 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

### **CLOSED Workers’ Compensation Claims (1)**

1. 6/4/24 – Highway – Employee bruised R knee after slipping while surveying culvert

### **First Aid Injuries (3)**

1. 10/31/24 – Highway – Employee slammed L pointer finger in door of shouldering machine
2. 11/7/24 – Edgewater – Employee cut back of ankle when struck by cart
3. 11/25/24 – Sheriff’s – Employee suffered abrasions to both hands, R knee while taking combative subject into custody

### 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 \$3,100). Contact made with driver's insurance, they have accepted responsibility and will be paying County for repairs – submitted to driver's insurance on 11/4/24.

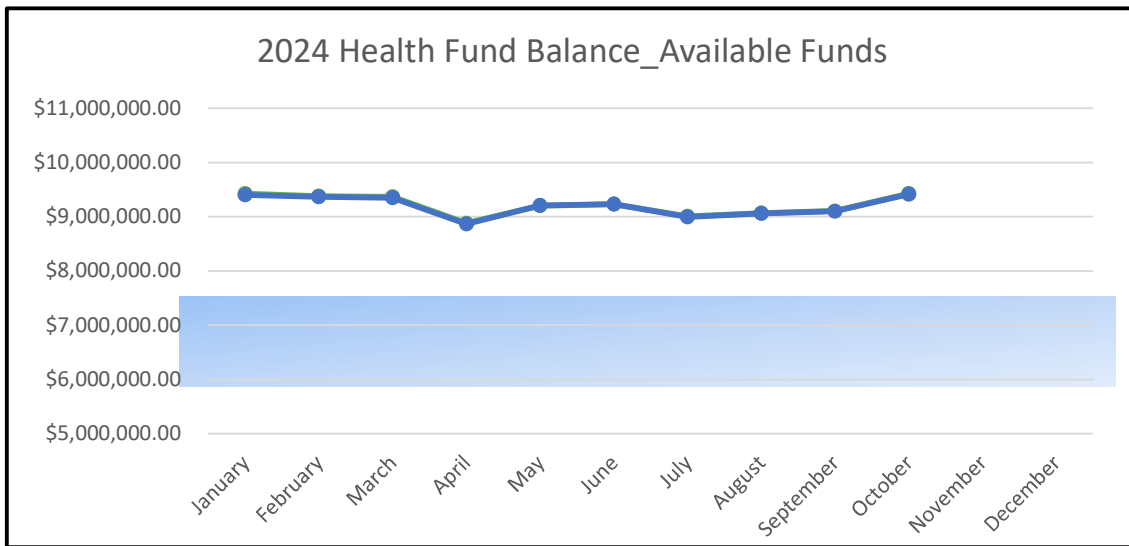
### OPEN EEOC/ERD Claims (2)

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

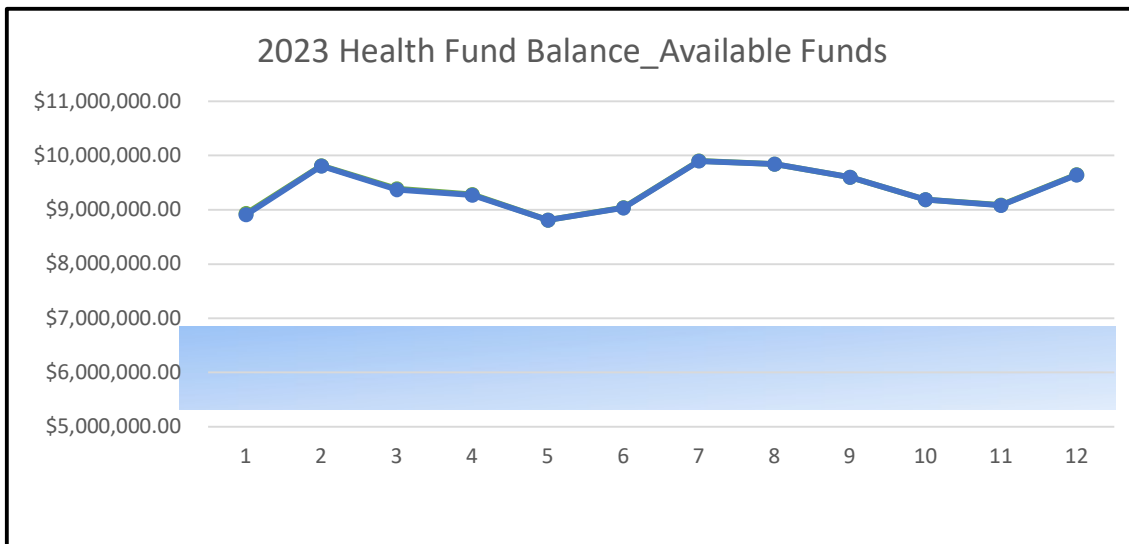
1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the October Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on November 4<sup>th</sup>, 11<sup>th</sup>, and 25<sup>th</sup>.
7. Conducted an exit interview on November 15<sup>th</sup>.
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.

	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			\$ 9,082,480.97	\$ 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*

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### LETTER OF COMMENTS—DECEMBER 2024

1. Attended Wisconsin Counties Association weekly calls on Mondays in November.
2. Attended the Operations Committee meeting on November 5.
3. Attended United Way Board of Directors meeting on November 6.
4. Met with City officials and Corporation Counsel regarding Foundry property and next steps on November 7.
5. I was out of the office November 8 & November 11-15 on vacation.
6. Attended United Way meeting on November 18.
7. Attended a Brownfield Redevelopment Learning Session in Shawano put on by the DNR on November 20.
8. As municipalities finish up their public budget hearings and submit their tax rate calculation sheets, I've been checking them for accuracy and entering them into the tax program to begin printing tax bills on December 2. The reason we don't start printing tax bills until December 2 is to have a clean cutoff date for ownership changes through November.
9. In order to keep taxpayers from falling further behind before the new tax bills come out, 630 delinquent notices were mailed out this month totaling \$1,932,387.04 for 2021-2023 taxes owed.
10. I'm in the process of completing all employees' annual reviews that are due to Human Resources by December 6.
11. The DOR sent Determination of Approved Requests for Sharing of Omitted Taxes and Chargebacks received from Municipalities. The County paid out \$4,863.67 to municipalities who filed and were approved.
12. From the outcome of the meeting with the City, I have 1 tax deed property out for sealed bid until December 13.



# Wood County

## WISCONSIN

Employee Wellness

*Ryan Boeshaar*

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### Letter of Comments – November 2024

- Follow-up Health Coaching continues to go very well. As of writing this, I met with 48 employees in November 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 December. Those interested can schedule a coaching session by login into their wellness portal at [www.managewell.com](http://www.managewell.com).
- The Quarter 4 Wellness Challenge “*Financial Fitness*” ended last week. As a refresher, the emphasis of this activity was to provide basic financial practices/tips to participants so they can apply these into their everyday life and improve their financial literacy. Topics included planning & budgeting, saving strategies, investing basics, and retirement planning. We had 129 employees participate in the challenge. I received a great amount of positive feedback from those who participated, so it was great to hear that this was a beneficial activity.
- Planning for the 2025 Wellness Program has been underway. I met with the Wellness Committee to discuss future program ideas for next year and received some good feedback. Within the discussion, we collaborated on potential topics for the Quarter 1 Wellness Challenge.
- I am working with Aspirus marketing to get the 2025 program flyer completed. Employees can expect the home mailing flyer to arrive within the first couple of weeks of January.
- I continue 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 2024

**COUNTY BOARD CLAIMS**

**Oct-24**

Paid November 2024

	MONTH	PER DIEM	MILEAGE	Other Expense s	TOTAL
Scott Brehm	October-24	\$ 300.00	\$ 41.54		<b>\$341.54</b>
Allen Breu	October-24	\$ 315.00	\$ 80.40		<b>\$395.40</b>
William Clendenning	October-24	\$ 715.00	\$ 251.92		<b>\$966.92</b>
Jake Hahn	October-24	\$ 365.00	\$ 138.02		<b>\$503.02</b>
Brad Hamilton	October-24	\$ 415.00	\$ 77.72		<b>\$492.72</b>
John Hokamp	October-24	\$ 300.00	\$ 17.42		<b>\$317.42</b>
Timothy Hovendick	October-24	\$ 350.00	\$ 154.10		<b>\$504.10</b>
Bill Leichtnam	October-24	\$ 380.00	\$ 64.32		<b>\$444.32</b>
Jeff Penzkover	October-24	\$ 450.00	\$ 49.58		<b>\$499.58</b>
Russell Perlock	October-24	\$ 300.00	\$ 140.70		<b>\$440.70</b>
Lance Pliml	October-24	\$ 450.00	\$ 61.64		<b>\$711.64</b>
Dennis Polach	October-24	\$ 350.00	\$ 29.61		<b>\$379.61</b>
Donna Rozar	October-24	\$ 315.00	\$ 96.48		<b>\$411.48</b>
Wayne Schulz	October-24	\$ 250.00	\$ 96.48		<b>\$346.48</b>
Lee Thao	Aug - Oct 24	\$ 1,100.00	\$ 179.56		<b>\$1,279.56</b>
Laura Valenstein	October-24	\$ 445.00			<b>\$445.00</b>
William Voight	October-24	\$ 300.00	\$ 92.46		<b>\$392.46</b>
Joseph Zurfluh	October-24	\$ 425.00	\$ 36.85		<b>\$461.85</b>
Robert Levendoske	November-24	\$ 50.00	\$ 46.90		<b>\$96.90</b>
Linda Schmidt	October-24	\$ 50.00	\$ 12.06		<b>\$62.06</b>
Rebecca Spiros	October-24	50.00	23.45		<b>\$73.45</b>
		<b>\$ 7,675.00</b>	<b>\$ 1,691.21</b>	<b>\$ -</b>	<b>\$ 9,566.21</b>

\_\_\_\_\_  
Chairman

\_\_\_\_\_

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



# Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: NOVEMBER 2024

For the range of vouchers: 06240172 - 06240182

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06240172	ELECTION SYSTEMS & SOFTWARE	Additonal Election Day Ballots	10/28/2024	\$1,066.25	P
06240173	CEPRESS CINDY	Canvass Brd - General Election	11/08/2024	\$50.00	P
06240174	UNITED MAILING SERVICE	MAIL FEES OCT 2024	11/08/2024	\$1,207.65	P
06240175	HALL DEBORAH M	Canvass Brd - General Election	11/08/2024	\$50.00	P
06240176	ELECTION SYSTEMS & SOFTWARE	Ballot Change	10/31/2024	\$515.61	P
06240177	STAPLES ADVANTAGE	Office Supplies	11/14/2024	\$72.52	P
06240178	STAPLES ADVANTAGE	Office Supplies	11/14/2024	\$4.50	P
06240179	GANNETT WISCONSIN LOCALIQ	VARIOS ADS OCT 2024	11/18/2024	\$438.16	P
06240180	US BANK	Visa Charges	11/20/2024	\$5,030.92	P
06240181	VERIZON	Monthly Modem Fee	11/26/2024	\$30.50	P
06240182	HEINZEN PRINTING INC	EL-120M Absentee Envelope	11/13/2024	\$1,699.00	P
<b>Grand Total:</b>				<b>\$10,165.11</b>	

## Signatures

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

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

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: NOVEMBER 2024

For the range of vouchers: 14240225 - 14240238

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14240225	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	11/14/2024	\$761.54	P
14240226	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	11/14/2024	\$5,762.46	P
14240227	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/14/2024	\$3,165.77	P
14240228	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/14/2024	\$4,265.99	P
14240229	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	11/14/2024	\$355.85	P
14240230	US BANK	TRAINING, WGFOA CONFERENCE	11/19/2024	\$339.00	
14240231	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/22/2024	\$31.98	
14240232	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/25/2024	\$19.28	
14240233	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	11/27/2024	\$761.54	
14240234	KOSTKA & ASSOCIATES LLC	GARNISHMENT PAYMENT	11/27/2024	\$234.57	
14240235	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	11/27/2024	\$5,687.03	
14240236	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	11/27/2024	\$3,031.45	
14240237	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	11/27/2024	\$4,181.57	
14240238	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	11/27/2024	\$355.85	
<b>Grand Total:</b>				<b>\$28,953.88</b>	

### 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: NOVEMBER 2024

For the range of vouchers: 17240125 - 17240143 23240054 - 23240060

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17240125	HEART OF WIS CHAMBER OF COMMERCE	Service & Recognition Program	11/01/2024	\$240.00	P
17240126	HEART OF WIS CHAMBER OF COMMERCE	Service & Recognition Program	11/06/2024	\$100.00	P
17240127	NORTHWOODS LASER & EMBROIDERY	Service Recognition Program	11/04/2024	\$62.50	P
17240128	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	11/01/2024	\$6,317.50	P
17240129	ASPIRUS OCCUPATIONAL HEALTH	Biometric Screening	11/01/2024	\$80.00	P
17240130	ROCKMAN'S CATERING	Leadership Retreat	11/13/2024	\$1,082.79	P
17240131	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	11/01/2024	\$106.00	P
17240132	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	11/01/2024	\$258.00	P
17240133	WI DEPT OF ADMINISTRATION	WiscJobs Announcement-EW Admin	11/06/2024	\$175.00	P
17240134	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	10/22/2024	\$106.00	P
17240135	OFFICE ENTERPRISES INC	HR; Task Chairs	11/11/2024	\$395.00	P
17240136	US BANK	P-Card Charges	11/18/2024	\$512.39	
17240137	WELD RILEY SC	Legal Fees	11/13/2024	\$440.00	P
17240138	WI DEPT OF WORKFORCE DEVELOPMENT	October 2024 Unemployment	11/25/2024	\$5,757.72	P
17240139	AMAZON CAPITAL SERVICES	Leadership Summit Food	11/15/2024	\$98.33	P
17240140	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	10/30/2024	\$140.00	P
17240141	ASPIRUS OCCUPATIONAL HEALTH	Onsite Flu Shot Clinics	11/01/2024	\$636.50	P
17240142	MID-STATE TECHNICAL COLLEGE	Leadership Summit	11/19/2024	\$3,000.00	P
17240143	AEGIS CORPORATION	Notary Bond	07/08/2024	\$30.00	P
23240054	WESTSIDE AUTO BODY	Vehicle Damage - Unit #17	10/25/2024	\$3,319.40	P
23240055	WI COUNTY MUTUAL INS CORP	General/Auto Premiums	11/01/2024	\$408,847.00	P
23240056	WI COUNTY MUTUAL INS CORP	Deductible Fund Deposit	11/01/2024	\$22,685.00	P
23240057	WI COUNTY MUTUAL INS CORP	Workers Comp Premium	11/08/2024	\$86,017.00	P
23240058	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Premium	11/06/2024	\$21,125.00	P
23240059	WESTSIDE AUTO BODY	Vehicle Damage - Unit #17	11/12/2024	\$2,768.60	P
23240060	DWD BUREAU OF FINANCE	UC Claim Payments	11/20/2024	\$414.42	
<b>Grand Total:</b>				<b>\$564,714.15</b>	

Signatures

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

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

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

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



# Wood County 2024 Health Assessment Results

Ryan Boeshaar

Aspirus Business Health

Passion for excellence. Compassion for people.



# Program Wins!

## Health Risk Assessment & Biometric Screening Results

WIN	
Overall participation in the 3 qualifying activities	87% of employees completed the 2024 qualifying activities. The wellness program continues to have high participation.
Improvement of high-risk status results	There was a 1% improvement in both high-risk and low-risk status.
Reduction in all top 5 risk factors	Weight, exercise, blood pressure, nutrition, and cholesterol all improved in 2024.
Health coaching experience	Very positive results from the coaching satisfaction survey


# Opportunities

## Health Risk Assessment & Biometric Screening Results

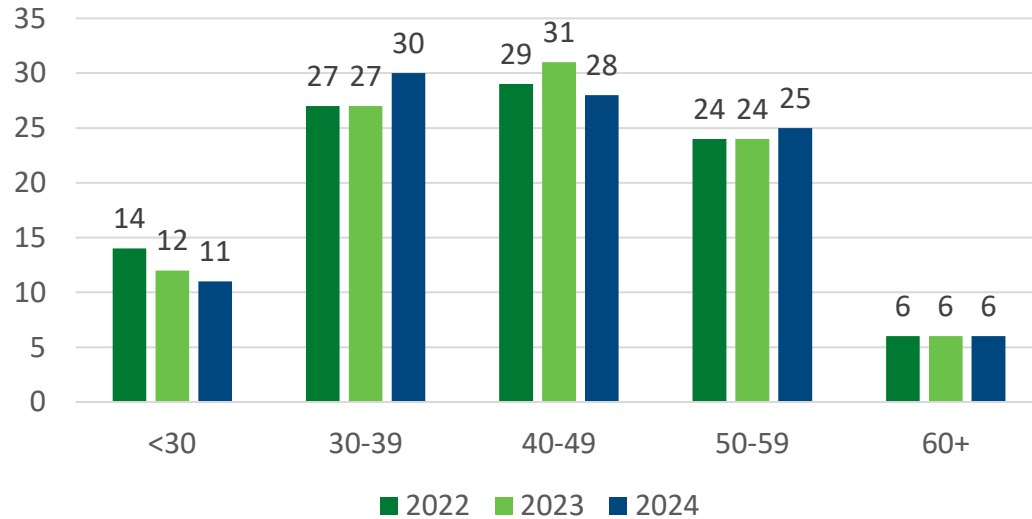
Opportunity	
Moderate & high-risk biometrics increased from 2023 – 2024.	Glucose, total cholesterol, HDL, and triglycerides all increased.
Weight as a risk factor	Although showing improvement; still a main area of focus.
Improvement in participation year round	Participation rate slows down the second half of the year.

# Participation Summary

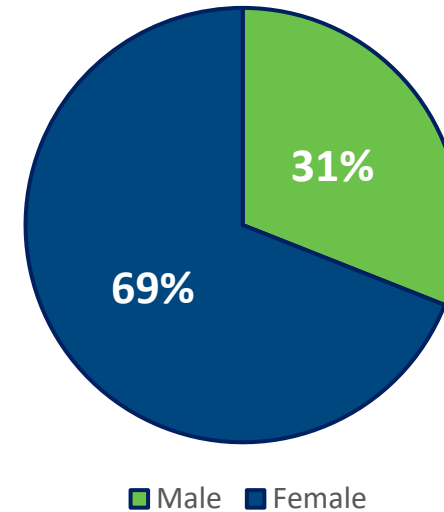
Participants who completed all three qualifying activities

Participation	2023 Number	2023 Percentage	2024 Number	2023 Percentage
Number of Participants	447	87%	452	87% 

Participation Percentage Rate by Age



Gender



Wellness Program participation rate continues to be outstanding.



# Overall Population Aggregate Results\*

## 2024

\*Population varies from year to year due to New Hires, Newly Eligible, Terms, and Change in Eligibility Status

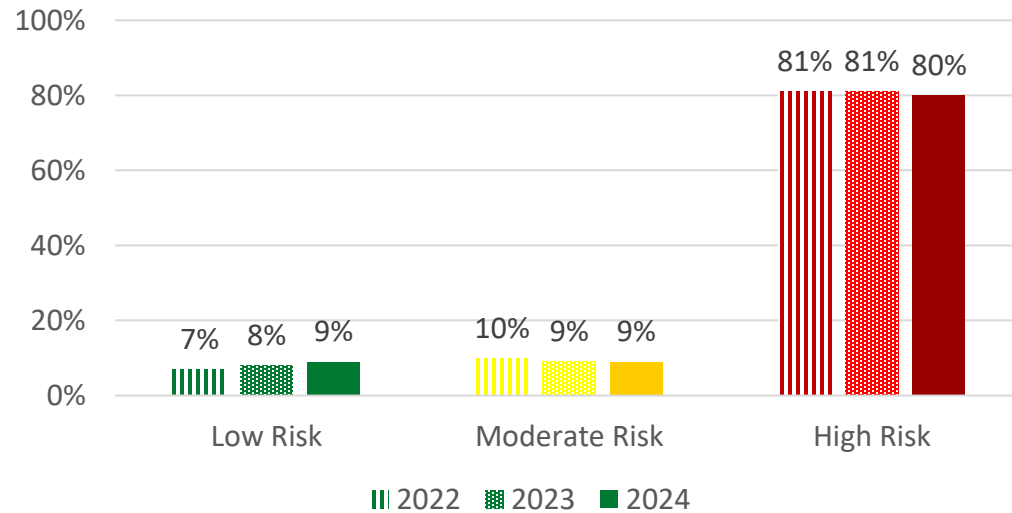
# Health Status

\*Data from Health Assessment answers combined with Biometric Screening Results

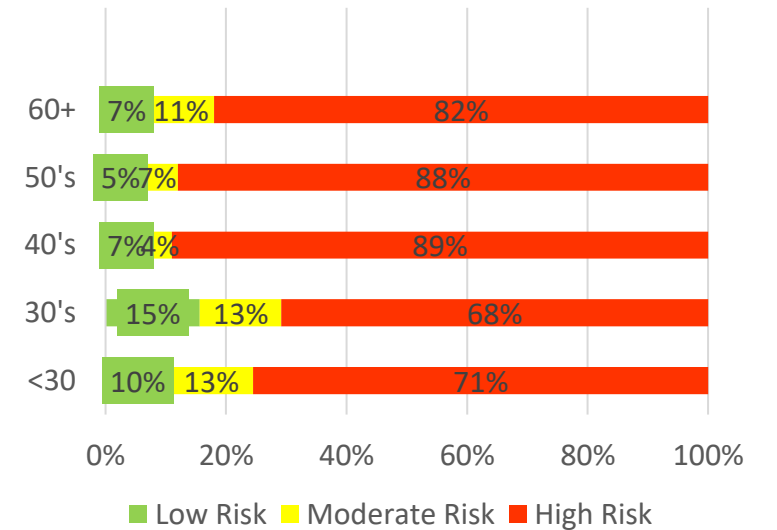
Health status is based on risk factor severity and the type and presence of select diagnosed chronic conditions. Emphasis is placed on significant, or “major” risk factors contributing, or “minor” risk factors according to their increased impact on morbidity, mortality, and health care costs.

Book of Business Statistics:  
 Low Risk = 15%  
 Moderate Risk = 13%  
 High Risk = 71%

### Overall Health Status

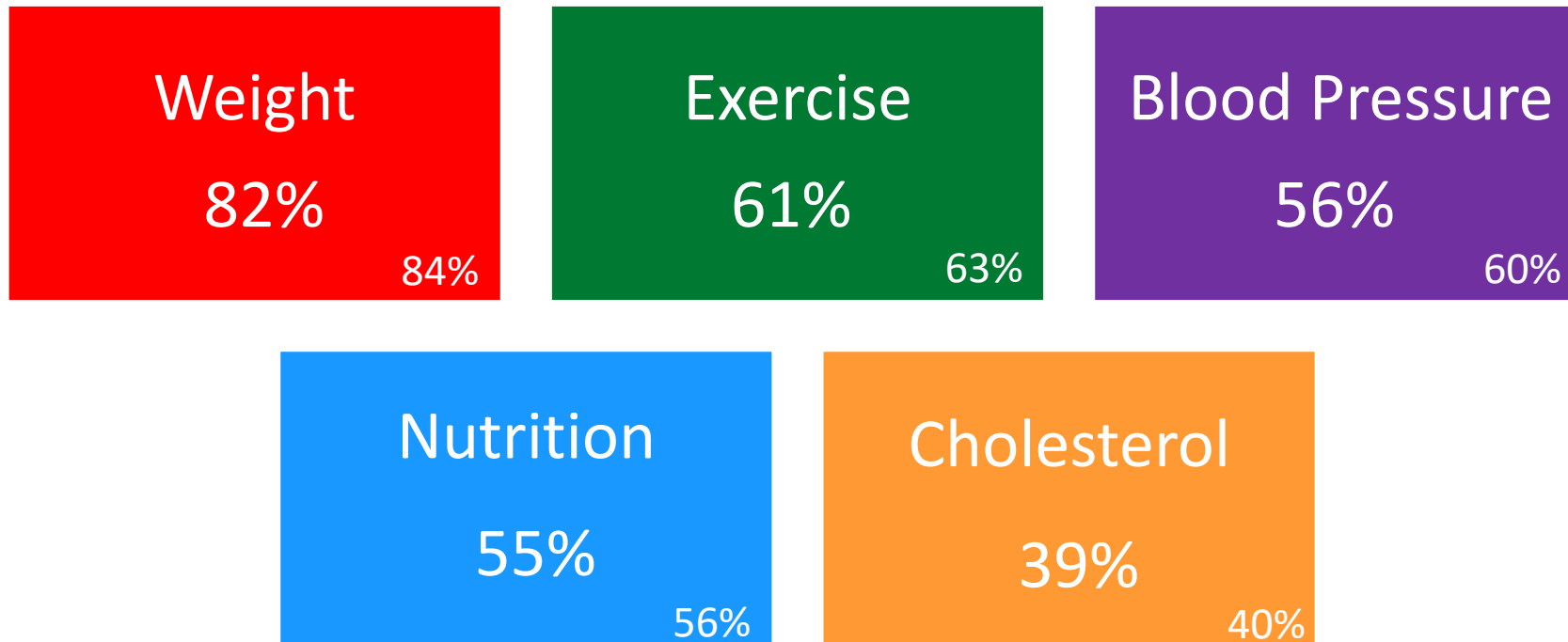


### Overall Health Status by Age



# Top 5 Risk Factors

\* Data from Health Assessment answers combined with Biometric Screening Results



*\*Numbers in bottom right corner are values from 2023.*

All 5 risk factors improved compared to last year.

# Health Risk Factors Summary

\*Data from Biometric Screening Results

This chart is a quick summary showing common health risk factors for your total population and the percentage of those with Moderate and At Risk between last year and this year.

Moderate & High Risk Factors	Total Population		Risk Change
	2023	2024	
Blood Pressure	62%	58%	-4%
Blood Sugar	35%	36%	+1%
Total Cholesterol	39%	41%	+2%
LDL Cholesterol	30%	30%	0%
HDL Cholesterol	72%	73%	+1%
Triglycerides	25%	27%	+2%
BMI	87%	84%	-3%

A mix of ups & downs when comparing the past two years of biometric data.

# Health Risk Factors Summary

\*Data from Health Assessment

Moderate & High Risk Factors	Total Population		Risk Change
	425 2023	431 2024	
Alcohol	31%	29%	-2%
Exercise	63%	61%	-2%
Nutrition	56%	55%	-1%
Stress	27%	26%	-1%
Sleep	37%	33%	-4%
Tobacco & Nicotine	13%	12%	-1%

Chart indicates common risk factors from all participants who completed the self-reported answers from the Health Assessment. Being at-risk for these behaviors can be an early identifier to potentially develop chronic conditions later on.

# Cohort Data Results 2023 - 2024

# Biometric Cohort Analysis: 2023 - 2024

\*373 cohort participants completed biometrics both years

Biometric Measures	Low Risk		Low Risk Change	Rising Risk		High Risk		High Risk Change
	2023	2024		2023	2024	2023	2024	
Blood Pressure	< 120/80		Improved 4%	120/80 – 139/89		140/90 or >		Improved 3%
	38%	42%		53%	52%	9%	6%	
Blood Sugar	< 100		Declined 1%	100 – 124		125 or >		Declined 2%
	65%	64%		31%	30%	4%	6%	
Total Cholesterol	< 200		Declined 2%	200 – 249		250 or >		No Change 0%
	61%	59%		35%	37%	4%	4%	
HDL Cholesterol	> 59		Improved 1%	59 – 30		< 30		No Change 0%
	26%	27%		72%	71%	2%	2%	
LDL Cholesterol	< 130		No Change 0%	130 – 159		160 or >		Declined 2%
	70%	70%		25%	23%	5%	7%	
HDL Ratio	< 4.0		Declined 1%	4.0 – 5.0		> 5.0		Declined 2%
	59%	58%		27%	26%	14%	16%	
Triglycerides	< 150		Declined 2%	150 – 199		200 or >		Declined 1%
	75%	73%		14%	15%	11%	12%	
BMI	18.5 – 24.99		Improved 3%	25.0 – 29.99		< 18.5 or > 29.99		Declined 1%
	13%	16%		34%	30%	53%	54%	

# 2023 – 2024 Cohort

Health Risk Factors from Health Assessment

406 Cohort Participants completed both years

At Risk	2023	2024	Percent Change
	Percent at Risk		
Alcohol	33%	28%	-5%
Exercise	63%	60%	-3%
Nutrition	56%	53%	-3%
Sleep	37%	33%	-4%
Stress	27%	27%	0
Tobacco	14%	12%	-2%

These risk factors are trending in a positive direction, which can in turn effect the overall health risk.



# Biometric Cohort Analysis: 2020 - 2024

\*310 cohort participants

Biometric Measures	Low Risk		Low Risk Change	Rising Risk		High Risk		High Risk Change
	2020	2024		2020	2024	2020	2024	
Blood Pressure	< 120/80		No Change 0%	120/80 – 139/89		140/90 or >		Declined 4%
	42%	42%		55%	51%	3%	7%	
Blood Sugar	< 100		Declined 2%	100 – 124		125 or >		Declined 1%
	66%	64%		28%	29%	6%	7%	
Total Cholesterol	< 200		Declined 5%	200 – 249		250 or >		Improved 1%
	64%	59%		27%	33%	9%	8%	
HDL Cholesterol	> 59		Declined 5%	59 – 30		< 30		Declined 1%
	33%	28%		66%	70%	1%	2%	
LDL Cholesterol	< 130		Declined 5%	130 – 159		160 or >		Declined 1%
	74%	69%		20%	24%	6%	7%	
HDL Ratio	< 4.0		Declined 10%	4.0 – 5.0		> 5.0		Declined 3%
	67%	57%		20%	27%	13%	16%	
Triglycerides	< 150		No Change 0%	150 – 199		200 or >		Improved 2%
	75%	75%		13%	15%	12%	10%	
BMI	18.5 – 24.99		Declined 2%	25.0 – 29.99		< 18.5 or > 29.99		Declined 2%
	17%	15%		33%	32%	51%	53%	

# 2020 – 2024 Cohort

Health Risk Factors from Health Assessment

296 Cohort Participants

At Risk	2020	2024	Percent Change
	Percent at Risk		
Alcohol	30%	26%	-4%
Exercise	62%	63%	+1%
Nutrition	55%	49%	-6%
Sleep	35%	30%	-5%
Stress	N/A	N/A	0
Tobacco	12%	10%	-2%



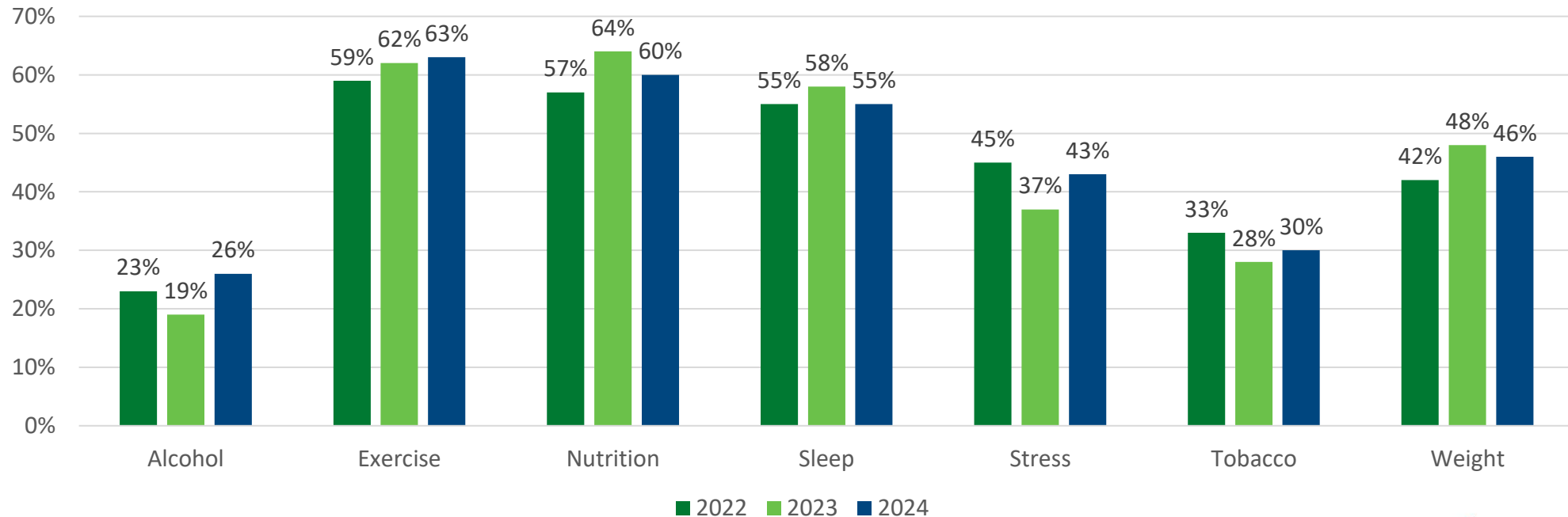
*Beginning in January of 2022 the scoring for the Health Assessment has changed per guidelines from medical review based on new national guidelines. This resulted in changes to the risk stratification for Stress in Managewell beginning in January of 2022. This may yield different risk classification than they did prior to 2022. Thus, it is difficult to compare the area of stress risk from this year to prior years.*

# Readiness to Change

\*Data from Health Assessment self-reported answers

Readiness to change is based on assessing in which of the five phases of change an individual with a certain risk factor resides. The five phases are: Pre-Contemplation, Contemplation, Preparation, Action, and Maintenance. Percentages Planning to Change are participants that are in either the preparation or action phases. It is also important to look at those that Think it's Important to Change and their Confidence in Ability to Change as this helps determine what areas to focus on and another way to gauge if your program is making a difference.

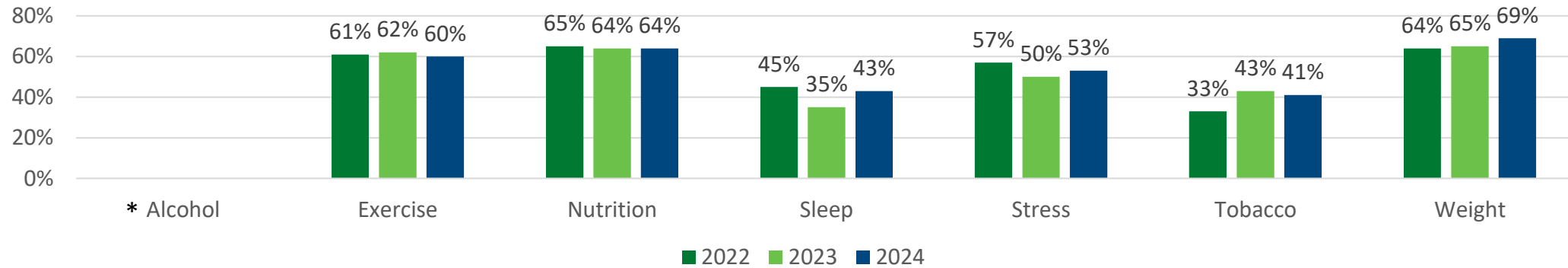
## At Risk Planning to Change



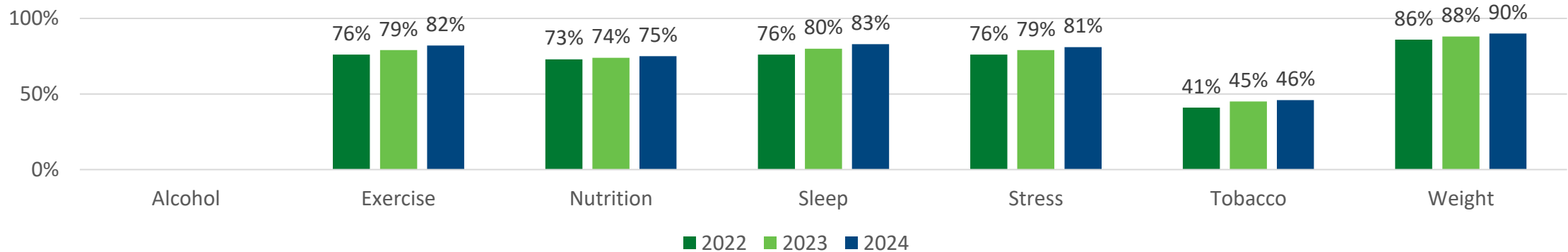
# Readiness to Change

\*Data from Health Assessment self-reported answers

## At Risk Confident in Ability to Change



## At Risk Think it's Important to Change

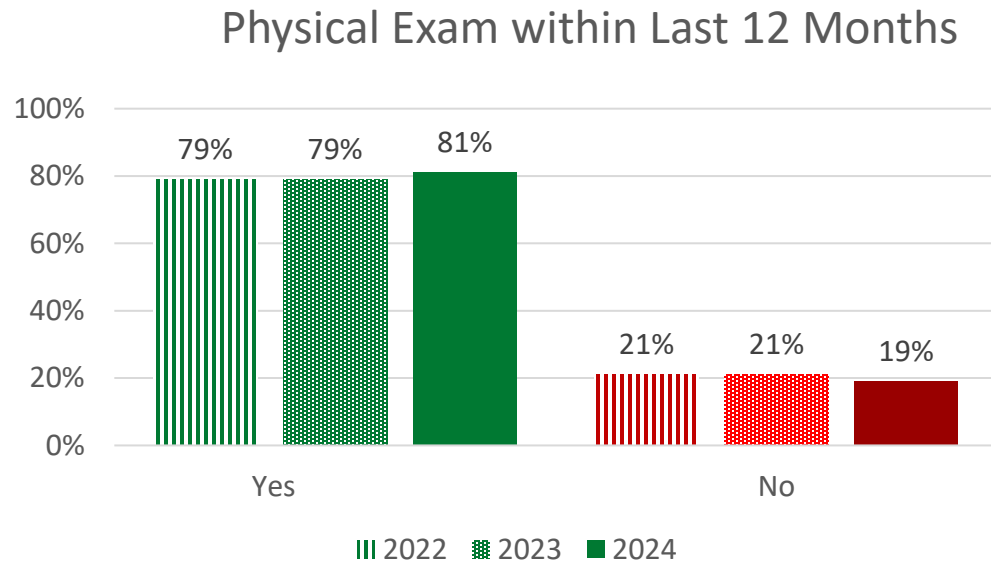


\* Alcohol is not evaluated in these categories

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# Preventative Care

\*Data from Health Assessment self-reported answers



- **8% reported not having a primary care provider**
- **3% asked to be contacted for help finding a primary care provider**

11% reported not having a primary care provider in 2023, trending in a positive direction

# Continuum of Care

\*Data from Health Assessment self-reported answers

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- 59 high risk wellness participants received phone messages to review results and were strongly recommended to follow-up with primary care provider.
  - 31 participants were contacted via phone; lab results reviewed and recommended follow up with primary care provider.
    - 1 already had followed up with their provider prior to the call
    - 7 had already initiated healthy lifestyle changes and scheduled a follow up with their provider prior to the call
  - 28 participants unable to reach by phone, high risk results were then mailed with written directions, strongly recommending follow up with health care provider.

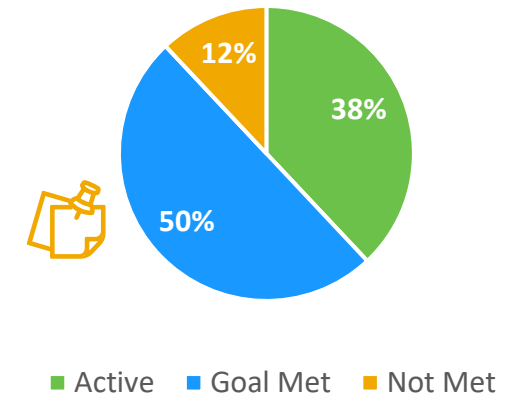
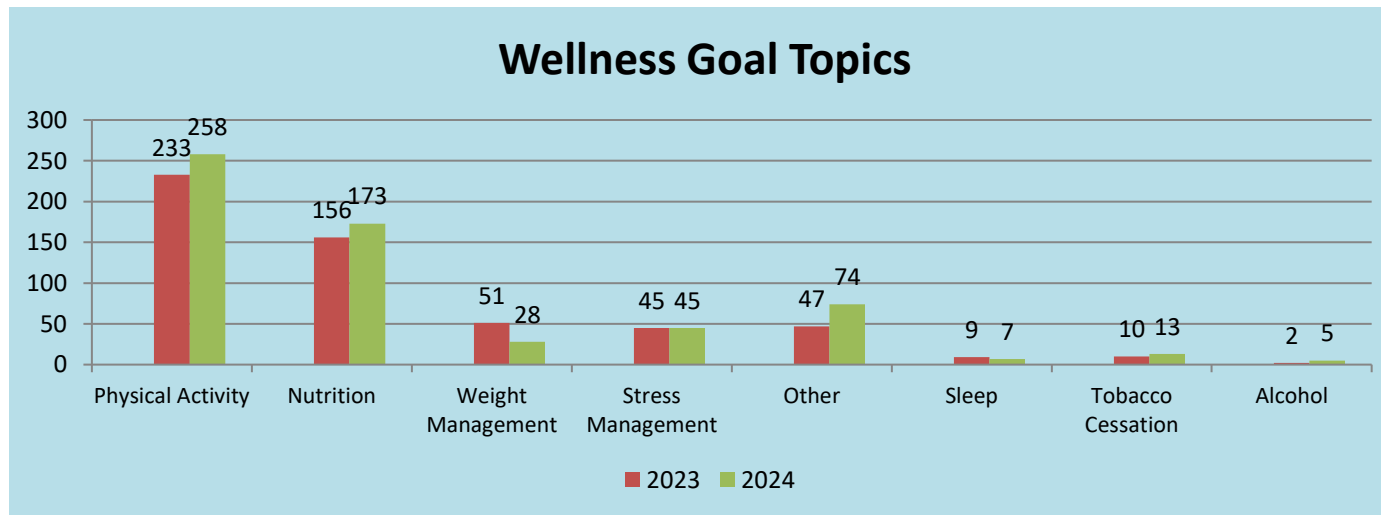
# Health Coaching Data

# Health Coaching Summary

	January – August 2023	January – August 2024
Total Coached	457	464
Total Sessions	482	485
Number of Goals Set	553	603

50% of participants achieved their 2023 goal!

Goal Status from 2023 Goals Set (Evaluated during 2024 session)





# Health Coaching Satisfaction Survey Data

Comment	Yes Definitely	Yes Mostly	Yes Somewhat	No
Able to Schedule Health Coaching Appointment Timely	82%	12%	6%	
Health Coach Listened Carefully	90%	10%		
Health Coach Explained Things Clearly	95%	5%		
Know What to Do if had More Questions	88%	10%	2%	

Comments	Agree	Disagree
Health Coach was Empathetic & Respectful	100%	
Health Coach Assisted with Useful Advice & Resources	100%	
Health Coach was Engaged & Motivational	100%	
Health Coach Helped Develop Personal Goals & Next Steps	98%	2%
Overall Satisfaction with Aspirus Business Health Wellness Staff	100%	

# Personal Success Stories & Feedback

## Comments on the health coach

---

- Caring and friendly
- Ryan is very positive and easy to talk to
- He's great! 😊
- Friendly & easy to talk with
- He does a great job with explaining the program and activities
- Very easy to talk to
- He seems appropriate to the role
- Ryan is very professional and personable
- He is a very good listener
- Ryan is awesome!
- Get's back to me in a timely manner
- Appreciate his positive attitude and the extra time that he takes to talk things through with me. I almost always have questions when I meet with him and he always takes the time to answer my questions and provide feedback on my fitness journey
- He is very nice and I look forward to speaking with him again
- I thought he was great and made me feel listened and validated that I was on the right track to reach my goals
- Ryan is awesome. He's very personable, kind, and engaging. Listens well.

# Personal Success Stories & Feedback

## Comments on the health coach

---

- Enjoyed going over the biometric results with him
- Ryan really cared about my well-being because I am going through some hard times this year and he would just listen to me and showed compassion
- Ryan was able to schedule me in a timely manner. He listened to my concerns and goals while considering a holistic approach. He practiced within his scope and provided me with resources as requested
- Going over my information and re-motivating me
- Ryan is very knowledgeable and knows enough to provide thoughtful feedback on multiple items we discuss
- I appreciate the flexibility in scheduling and that he did not make me feel badly about myself or my numbers
- My health coaching session was full of respect and kindness. He listened to what I said and respected my goals while maintaining a kind and calm demeanor
- I liked that he confirmed I was on the right track for my progress
- He helped break down steps towards achieving my goal
- Helpful, respectful, and not pushy
- He is friendly and encouraging
- Ryan is very engaging
- Good listener

# Personal Success Stories & Feedback

## Comments on the health coach

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- Ryan has a great personality and doesn't judge anyone when discussing goals
- An overall good experience with an excellent health coach
- It is a great way to stay accountable and set realistic goals
- Appreciate the positive attitude and not being "judgie" about life choices
- I think it is a great resource and I like the fact I can email my questions and he gets back to me quickly
- I like being able to bounce ideas off of him and he would give me other ideas to think about 😊

# Year-long Program Participation

# Program Participation

## Snapshot of Completed Activities from 2021 to 2024

Wellness Activity	2021 (497 Participants)	2022 (502 Participants)	2023 (504 Participants)	2024 (504 Participants)
Quarter 1 Wellness Challenge	117	140	156	145
Quarter 2 Wellness Challenge	114	130	148	132
Quarter 3 Wellness Challenge	113	154	143	123
Quarter 4 Wellness Challenge	86	104	121	129
Dental Exam	194	184	183	180*
Annual Eye Exam	129	122	114	120*
Medical Self-care	144	160	159	145*
6-months Nicotine Free	175	162	169	166*

\*Numbers are not final

# Program Participation

New Program Activity Participation 2024	
Wellness Activity	2024 (504 Participants)
April – Earth Day Challenge	100
Employee Wellness Month – Habit Change	36
Sleep Tracking Activity	111*
Mini Challenges	82*

\*Numbers are not final

New activities to come throughout the 2025 Wellness Program campaign in efforts to incorporate all the dimensions of wellness.

# Recommendations and Next Steps

---

- Continue to put a great emphasis on programming in the areas related to physical wellness (exercise and nutrition) to help improve these risk factors.
- Adjust the communication plans in various modes at all organizational levels to keep in-touch with participants, understand their needs, remind them of wellness options and support them through out the year
- Keep stressing the importance of year-long participation in the Wellness Program to employees and why Wood County feels it is important to invest in their health.



Thank you.



# Wood County

WISCONSIN

Office of  
Finance Director

**Edward Newton**  
Finance Director

**Date:** December 3, 2024  
**To:** Operations Committee

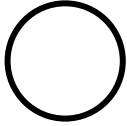
**Subject:** Finance Department Update  
**From:** Ed Newton & PaNyaia Yang

## **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).
- Laserfische project (Yang/Nelson/Weiler).

## **Meetings, Webinars and Conferences**

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Yang/Newton).
- Attend various committee meetings (Newton/Yang).
- Attend County Leadership meeting (Newton/Yang).
- Attend GFOA – Annual GAAP Update webinars (Yang).
- Attend Department Head meeting (Newton).
- Attend ARPA committee meeting (Newton/Yang).
- Attend U.S. Treasury ARPA webinar (Newton/Yang).
- Various discussions with department regarding Opioid funds (Yang/Newton).
- Various discussions with departments regarding budgets/CIP/ARPA (Newton/Yang).
- Various discussions with Norwood regarding CIP (Newton/Yang).
- Various discussions with Edgewater regarding CBRF Financial Models (Newton/Yang).
- Various discussions with Parks department (Newton/Yang).
- Various discussions with UWSP-Marshfield regarding CIP (Newton/Yang).
- Various discussions and meetings with Human Resources. (Newton/Yang).
- Various discussions with Baird/Quarles regarding debt financing (Newton/Yang).
- Various discussions with IT regarding Questica, Laserfische, O365-Power BI (Newton/Yang).



RESOLUTION#

Introduced by CEED and Operations Committee
Page 1 of 1

BAP

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

INTENT & SYNOPSIS: To seek County Board approval to amend the 2024 Wood County Multi-Discharge Variance (MDV) budget (56126) for unanticipated MDV point source permittee payments and to appropriate those monies to the MDV budget expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenue from MDV point source permittees in the form of 2024 MDV payments.

Table with 5 columns: NO, YES, A, and 19 rows of names (Schulz, Rozar, Buttke, Perlock, Hovendick, Breu, Voight, Hahn, Brehm, Thao, Penzkover, Valenstein, Hokamp, Polach, Clendenning, Pliml, Zurfluh, Hamilton, Leichtnam).

Table with 4 columns: Account, Account Name, Debit, Credit. Rows: 56126 MDV \$24,392.41; 43586 MDV Revenue \$24,392.41

WHEREAS, the Land & Water Conservation Department received additional 2024 MDV point source permittee payments in the amount of \$24,392.41 to disburse as cost-share payments to landowners to reduce nonpoint sources of pollution, and

WHEREAS, the \$24,392.41 will have no impact on the county tax levy, and

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2024 MDV budget (56126) by appropriating \$24,392.41 of unanticipated MDV monies from the Wood County State Aid Land & Water Conservation Department Multi-Discharge Variance account (43586) for the purpose of disbursing cost-share payments to participants, and

BE IT FURTHER RESOLVED, that pursuant to §65.90 (5), Wisconsin Statutes, the County Clerk is directed to post a notice of this budget change within fifteen (15) days.

( )

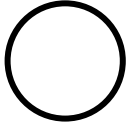
Bill Leichtnam (Chair)
Tom Buttke (Vice Chair)
Tim Hovendick
Russ Perlock
Wayne Schulz
Joe Behlen – Citizen Member

Laura Valenstein (Chair)
Jake Hahn
Donna Rozar
Lance Pliml
Joseph H. Zurfluh

Adopted by the County Board of Wood County, this \_\_\_ day of \_\_\_ 20 24 .

County Clerk

County Board Chairman



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

Introduced by Highway Infrastructure and Recreation and Operations  
Page 1 of 2

Committee

ENjbp

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

INTENT & SYNOPSIS: To amend the 2024 budget of various Highway functions listed below for additional expenditures of \$2,704,040 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County.

Source of Money: Available appropriations in revenues in excess of budget of \$1,584,130 and functions under budget of \$1,119,910.

The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
1610-53110	Hwy-Administration		129,925
1628-53250	Crushing Operations-Mach		48,605
1609-53251	Crushing Operations-Prod		123,375
1627-53290	Salt Brine Ops-Machinery		19,595
1641-53291	Salt Brine Ops-Production		15,960
1616-53311	Maint CTHS Patrol Sections		391,015
1617-53313	Operations Materials-GANG		40,320
1618-53314	Other Oper-Maint GANG		2,735
1670-53320	Maint STHS Operating Sup.		32,110
1671-53330	Local Roads		334,575
1650-53340	County-Aid Roads		20,390
1660-53341	County-Aid Bridges		125,220
1672-53490	Other Services		134,280
1690-57310	Hwy Capital Projects		1,285,935
1620-47232	Mach Rev-Bit. Oper.	25,670	
1672-47300	Local Revenue for Charges	11,530	
1670-47330	Revenue from Charges-T/C/V	190,840	
1650-47332	Revenue from Dist-Roads	20,390	
1660-47333	Revenue from Dist-Bridges	125,220	
1614-47470	Intergov Charges Bituminous	231,655	
1620-48340	Sale of Salvage and Waste	4,845	
1690-48510	Contributions-Hwy Const.	660,000	
1690-49110	Hwy Capital Proj-Debt Proc	313,980	
1620-53220	Field tools	64,075	
1623-53240	Machinery Operations	800,590	
1624-53260	Hwy-Bituminous Ops-Mach	107,700	
1614-53266	Hwy-Bituminous Ops-Prod	134,695	
1615-53310	Operating Expense-Maint CTHS	12,850	

( )

LAURA VALENSTEIN (Chair)

JAKE HAHN (Chair)

DONNA ROZAR

AL BREU

JAKE HAHN

SCOTT BREHM

LANCE PLIML

JOHN HOKAMP

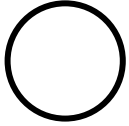
JOSEPH ZURFLUH

LEE THAO

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

County Clerk

County Board Chairman



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

DATE December 17, 2024

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

Effective Date Upon Passage & Publication

Introduced by Highway Infrastructure and Recreation and Operations  
Page 2 of 2

\_\_\_\_\_ Committee

**WHEREAS**, final funding of expenditures for highway administration, crushing operations, salt brine operations, CTHS maintenance, GANG operations, STHS operations, local roads, county-aid roads, county-aid bridges, other services, and hwy capital projects are able to be funded by higher than anticipated revenues, as well as functions under budget, and

**WHEREAS**, Rule 26 of the Wood County Board of Supervisors states than “an amendment to the budget is required any time the actual costs will exceed the budget at the function level,” and

**THEREFORE, BE IT RESOLVED**, to amend the Wood County Highway budget for 2024 by appropriating unanticipated revenues of \$1,584,130 and functions under budget funds of \$1,119,910, thereby approving the allocation of the additional revenues and functions under budget funds to the expenditures as set forth above, and

**BE IT FURTHER RESOLVED** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a notice of this budget change within 15 days.

( )

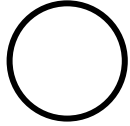
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\_\_\_\_\_

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

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

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



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

SS

**INTENT & SYNOPSIS:** To amend the 2024 WIC budget for the purpose of funding higher than anticipated expenditures.

**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54122	WIC		\$20,000
43554	State Grants	\$20,000	

**WHEREAS,** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$20,000, and

**WHEREAS,** expenditure increase is a direct result of additional grant funding for outreach and client services unanticipated during the 2024 budget process, and

**WHEREAS,** revenues generated by the department will be higher than anticipated by \$20,000 due to additional grant funding, and

**WHEREAS,** rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”,

**NOW THEREFORE BE IT RESOLVED,** to amend the Wood County WIC budget account (54122) for 2024 by appropriating \$20,000 of unanticipated revenue from the State Grants revenue account (43554), and

**BE IT FURTHER RESOLVED,** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is required to post a notice of this budget change within 15 days.

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

**OPERATIONS COMMITTEE**

Laura Valenstein (CHAIR)

Donna Rozar

Jake Hahn

Lance Pliml

Joseph Zurfluh

**HEALTH & HUMAN SERVICES COMMITTEE**

Donna Rozar (CHAIR)

Laura Valenstein

John Hokamp

Lee Thao

Tom Buttke

Kristen Iniguez, DO

Rebecca Spiros, RN

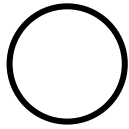
Leslie Kronstedt

Mary Jo Wheeler-Schueller

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

County Clerk

County Board Chairman



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

**INTENT & SYNOPSIS:** To amend the 2024 Consolidated Contract budget for the purpose of funding higher than anticipated expenditures. SS

**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54128	Consolidated Contract		\$7,000
43557	State Grants	\$7,000	

**WHEREAS,** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$7,000, and

**WHEREAS,** expenditure increase is a direct result of additional grant funding for radon and prevention program expense unanticipated during the 2024 budget process, and

**WHEREAS,** revenues generated by the department will be higher than anticipated by \$7,000 due to additional grant funding, and

**WHEREAS,** rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”,

**NOW THEREFORE BE IT RESOLVED,** to amend the Wood County Consolidated Contract budget account (54128) for 2024 by appropriating \$7,000 of unanticipated revenue from the State Grants revenue account (43557), and

**BE IT FURTHER RESOLVED,** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is required to post a notice of this budget change within 15 days.

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

**OPERATIONS COMMITTEE**

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Jake Hahn

Lance Pliml

Joseph Zurfluh

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Tom Buttke

Kristen Iniguez, DO

Rebecca Spiros, RN

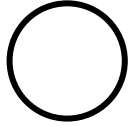
Leslie Kronstedt

Mary Jo Wheeler-Schueller

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

County Clerk

County Board Chairman



SS

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

**INTENT & SYNOPSIS:** To amend the 2024 Healthy Smiles budget for the purpose of funding higher than anticipated expenditures.

**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54130	Healthy Smiles		\$20,000
46510	MA Revenue	\$20,000	

**WHEREAS,** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$20,000, and

**WHEREAS,** expenditures were greater than anticipated during the 2024 budget due to uncertainties with returning to school clinics following the COVID pandemic, and

**WHEREAS,** Medicaid (MA) revenues generated by the department will be higher than anticipated by \$20,000 due to increased MA reimbursement rates and increased number of children seen, and

**WHEREAS,** rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”,

**NOW THEREFORE BE IT RESOLVED,** to amend the Wood County Healthy Smiles budget account (54130) for 2024 by appropriating \$20,000 of unanticipated revenue from the MA revenue account (46510), and

**BE IT FURTHER RESOLVED,** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is required to post a notice of this budget change within 15 days.

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

**OPERATIONS COMMITTEE**

Laura Valenstein (CHAIR)

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Joseph Zurfluh

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Tom Buttke

Kristen Iniguez, DO

Rebecca Spiros, RN

Leslie Kronstedt

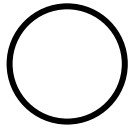
Mary Jo Wheeler-Schueller

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

County Clerk

County Board Chairman





SS

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

**INTENT & SYNOPSIS:** To amend the 2024 Adams/Juneau budget for the purpose of funding higher than anticipated expenditures.

**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54132	Adams/Juneau		\$10,000
44100	Licensing Revenue	\$10,000	

**WHEREAS,** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$10,000, and

**WHEREAS,** expenditure increase is a direct result of increased travel for inspections and licensing activity and increased lab expenditures unanticipated during the 2024 budget process, and

**WHEREAS,** revenues generated by the department will be higher than anticipated by \$10,000 due to additional licensure fee collections, and

**WHEREAS,** rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”,

**NOW THEREFORE BE IT RESOLVED,** to amend the Wood County Adams/Juneau budget account (54132) for 2024 by appropriating \$10,000 of unanticipated revenue from the Licensing revenue account (44100), and

**BE IT FURTHER RESOLVED,** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is required to post a notice of this budget change within 15 days.

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

**OPERATIONS COMMITTEE**

Laura Valenstein (CHAIR)

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Jake Hahn

Lance Pliml

Joseph Zurfluh

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John Hokamp

Lee Thao

Tom Buttke

Kristen Iniguez, DO

Rebecca Spiros, RN

Leslie Kronstedt

Mary Jo Wheeler-Schueller

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

County Clerk

County Board Chairman

# COUNTY OF WOOD



Responsible Official:	Finance Director
Responsible Office:	Finance
Policy #	DRAFT
Origination Date:	November 7, 2024
Effective Date:	December 3, 2024

## Gift POLICY

### General Statement

In general, gifts for an employee or group of employees should not be purchased using County funds. Departments may take up voluntary collections of personal funds to purchase gifts for an employee or group of employees, when use of County funds is inappropriate. Examples might include holiday or wedding presents.

### Objective

This policy explains the basic guidelines and restrictions associated with the purchase of gifts for employees using County funds.

### Definitions

A **gift** is typically given voluntarily to show favor to an employee, or non-employee, to say thank-you for something, or make a gesture of assistance. Gifts are usually given to employees in connection with events not related to job performance. Depending on the type and value of the gift, it may be taxable to the recipient.

An **award** is typically given to an employee, or non-employee in recognition of outstanding achievement or other performance related activities. Depending on the type and value of the gift, it may be taxable to the recipient.

**Employer-provided clothing** (including logo apparel) is generally treated as taxable wages. However, there are two circumstances when it's exempt and considered a uniform. If it does not meet these two circumstances, it is considered a gift, therefore it is taxable and should not be purchased with County funds.

The two circumstances are:

- Required or essential to be worn as a condition of employment
- Unsuitable for everyday wear

**Employee safety equipment** that is necessary and required to safely perform one's duties and work assignments is permissible to be paid for using departmental County funds and should be budgeted for appropriately and annually.

**De Minimis** is a non-cash gift or award that is so small that accounting for it would be unreasonable or administratively impractical. An award/gift is only considered de minimis if it is provided on an infrequent basis. For County purposes, only non-cash gifts or awards of tangible items valued up to \$50 are considered de minimis. Cash awards, gift cards, and gift certificates are never considered de minimis.

# COUNTY OF WOOD

## Scope

This policy applies to all county departments and activities. Items governed by this policy are limited to items purchased or reimbursed by the County and given as gifts or awards for employees.

## General Policy

**General Guidelines** - There may be occasions from time to time where a manager or department head chooses to recognize one or more employees with a gift. These gifts are generally provided in an effort to recognize a particular high level of performance or extraordinary service. This would also include recognizing exemplary past service with a going-away gift such as a memento or memorabilia-type item. These gifts should not be purchased using County funds.

NOTE: If at any time an employee receives an award/gift paid with County funds that is unrelated to **Employee Service and Retirement Recognition Programs**, the value of the award/gift must be documented and added to the employee's taxable income, unless the value is \$50 or less and meets the De Minimis definition. However, this does not give Department permission to use County funds to purchase gifts/awards with a value of \$50 or less for employees.

**Employee Service and Retirement Recognition Programs** - The Human Resources Department manages the County's program for dedicated years of service awards, which encompasses milestone anniversaries and retirements. In addition, the County's Human Resources Department also administers other programs whose specific purposes are employee recognition and rewards. Please contact Human Resources with any questions on the availability, taxability, and requirements of these recognition/reward programs.

**Employee Entertainment** - The County recognizes there are many occasions to celebrate throughout the year—departmental birthday gatherings, significant work-related accomplishments, holiday festivities, etc. These types of celebrations should not be paid with County funds.

**Non-Work-Related Employee Gifts** - It is not appropriate to spend *any* County funds in recognition of employees for non-work-related achievements or events. This prohibits gifts such as wedding/shower gifts, new baby or baby shower gifts, house-warming gifts, birthday gifts, or holiday/Christmas gifts.

## Receiving Gifts

The County Code of Ethics Policy prohibits employees from accepting any gifts or gratuities from vendors, Wood County residents, or others, except as permitted in the Code. This includes gifts of cash or gift cards, entertainment tickets, or any prizes/awards that are secured in conjunction with one's employment or attending an event as a representative of Wood County (including conferences, seminars, and other events). Note: receiving gifts from a County sanctioned program is allowable (Wellness Program, Blood Drive, etc.)

## Giving Gifts

The County prohibits employees of giving any gifts or gratuities to vendors, Wood County residents, outside interest, or others that is purchased with County funds unless it is an approved County program.

## Reporting Violations

The County requests and strongly urges employees to report any violations or possible or perceived violations of this policy to their immediate supervisor.

**COUNTY OF WOOD**

**Discipline for Violations**

The County will investigate and respond to all reports of violations of this policy. Violations may result in disciplinary action up to and including termination.