

**Human Resources Committee Agenda**  
**Jefferson County Courthouse, Conference Room C2003**  
**311 S Center Avenue**  
**Jefferson, WI 53549**  
**Tuesday, August 19, 2025, at 8:30 a.m.**

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Meeting ID: 228 204 581 460 4  
Passcode: in7Cq3Lm

Committee Members: James Braugher, Chair; Joan Callan, Kirk Lund, Matthew Tracy, and Karl Zarling, Vice Chair

1. Call to order
2. Roll call (*establish a quorum*)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public comment (*Members of the Public who wish to address the Committee on specific agenda items must register their request at this time*)
6. Approval of June 17, 2025, Minutes
7. Communications
8. Discussion and possible action to support restructuring of shared positions between part time positions in the County Clerk, Register of Deeds, and Treasurer Offices
9. Discussion and possible action to support restructuring and creation of positions in the CJCC division in the 2026 Administration budget
10. Discussion and possible action to support a succession transition process in Veteran's Service Office and Human Resources Department
11. Convene into closed session for discussion and possible action pursuant to Wisconsin State Statute section 19.85 (1)(e), "...conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on labor negotiation strategy with the Jefferson County Supervisors Association and Jefferson County Deputy Sheriff's Association
12. Reconvene into open session for possible action on items discussed in closed session
13. Review of July 2025 monthly financial reports for Human Resources and Safety
14. Report from Human Resources Director on 2026 Staffing Requests and Update on wage/benefit costs
15. Report from Human Resources Director on 2026 Human Resources and Safety budget requests
16. Report from Human Resources Director to include Requests to fill vacant positions, Emergency Help requests, Extra steps and/or benefits for new hires and current positions, Update of Leaves of Absences requests, and Update on Human Resources Department activities
17. Discussion and possible action on tentative future meeting schedule and agenda items.
18. Adjournment

**Next scheduled meetings:**  
**Tuesday, September 16, 2025, at 8:30 a.m.**  
**Tuesday, October 21, 2025, at 8:30 a.m.**

*A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. Individuals requiring special accommodation for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*