

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, October 21, 2025 @ 8:30 a.m.
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to order: **Meeting called to order by J. Braughler at 8:30 a.m.**
2. Roll call: Present: James Braughler, Chair; Joan Callan, Kirk Lund (virtual); Karl Zarling, Vice Chair. Absent: Matthew Tracy. **Quorum established.**
Other staff present: Jerry Hafferman, Undersheriff; Michael Luckey, County Administrator, Jess Olszewski, Senior HR Program Coordinator (virtual); Terri Palm-Kostroski, Human Resources Director; Brent Ruehlow, Human Services Director; Danielle Thompson, Corporation Counsel; Jessica Tucker, Benefits Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by M. Luckey. **No action taken.**
4. Review of the Agenda: No changes. **No action taken.**
5. Public comment: None. **No action taken.**
6. Approval of August 19, 2025, Human Resources Committee Minutes: **Motion by J. Callan to approve the Human Resources Committee August 19, 2025, minutes, as presented. Second by K. Zarling. Motion passed 3:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action to recommend a resolution to County Board to amend the 2025 and 2026 Human Services budgets and eliminate a Part-Time Nutrition Site Manager Position and Create a Part-Time Nutrition Program Administrative Assistant I Position: *Consensus from committee supporting the restructuring, citing the need for additional help for the Nutrition Program and no addition to tax levy. Motion by K. Zarling to approve the change eliminating a Part-Time Nutrition Site Manager and creating a Part-time Nutrition Program Administrative Assistant I. Second by J. Callan. Motion Passed 4:0*
9. 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 **No discussion. No action taken.**
10. Reconvene into open session: **No action taken.**
11. Review of September 2025 monthly financial reports for Human Resources and Safety: T. Palm-Kostroski reported no significant changes from previous meeting. **No action taken.**
12. Report from Human Resources Director on activities from September through present: Verbal report provided on county wide vacancies and emergency help requests, providing additional steps and/or benefits, and activities in general. **No action taken.**
13. Discussion and possible action on tentative future meeting schedule and agenda items: Next meeting scheduled for **Tuesday, November 18, 2025. No action taken.**
14. Adjournment: Motion by K. Zarling to adjourn. Second by J. Callan. **Motion passed 4:0. Meeting adjourned at 9:15 a.m.**