

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, November 18, 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; Karl Zarling, Vice Chair, Matthew Tracy (virtual).
Quorum established.
Other staff present: Jerry Hafferman, Undersheriff; Michael Luckey, County Administrator, Jess Olszewski, Senior HR Program Coordinator (virtual); 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 October 21, 2025, Human Resources Committee Minutes: **Motion by K. Zarling to approve the Human Resources Committee October 21, 2025, minutes, as presented. Second by J. Callan. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. **Motion by K. Zarling to convene into closed session for discussion and possible action on the following: pursuant to Wisconsin State Statute section 19.85 (1)(b), Considering dismissal, demotion, licensing or discipline of any public employee(s)... and the taking of formal action on any such matter" for the purpose of discussion a Stipulation and Order imposing discipline on an employee(s) of the Sheriff's Office and 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. Second by K. Lund. Roll call vote - Ayes all. Moved into Closed session 8:35 a.m.**
Note: For the purpose of the closed session under Wisconsin State Statute section 19.85(1)(b), the Human Resources Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: J. Tucker; J. Olszewski; M. Luckey; D. Thompson; J. Hafferman
9. **Motion by K. Zarling to reconvene into open session for possible action on items discussed in closed session. Second by K. Lund. Motion passed 5:0. Moved into Open session at 8:41 a.m.**
 - a. **Motion by K. Zarling to approve the Sheriff's recommendation for one sworn employee of a 2-day suspension for violation of work rules. Second by J. Callan. Motion passed 5:0.**
10. Review of October 2025 monthly financial reports for Human Resources and Safety: J. Tucker reported no significant change from previous meeting. **No action taken.**
11. Report from Benefits Administrator on activities from October 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.**
12. Discussion and possible action on tentative future meeting schedule and agenda items: Next meeting scheduled for **Tuesday, December 16, 2025. No action taken.**
13. Adjournment: Motion by K. Lund to adjourn. Second by K. Zarling. **Motion passed 5:0. Meeting adjourned at 8:46 a.m.**