

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, December 16, 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. **Quorum established.**
Other Staff Present: Michael Luckey, County Administrator; Jessica Tucker, Interim Human Resources Director; John Fox, Facilities Director; Nichol Tesch, Medical Examiner; Jerry Haferman, Undersheriff; Danielle Thompson, Corporation Counsel.
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 November 18, 2025, Human Resources Committee Minutes: **Motion by K. Lund to approve the Human Resources Committee November 18, 2025, minutes, as presented. Second by K. Zarling. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action to recommend resolution to County Board to amend the 2026 budget to eliminate a vacant full-time Building & Maintenance Supervisor and create a full-time Building Maintenance Worker II and eliminate a full-time Lead Custodian position and create a full-time Custodian Supervisor position in the Facilities Department: *Consensus from committee supporting the restructuring, citing the need for the change in order to centralize facilities and no addition to tax levy.* **Motion by K. Zarling to approve the change eliminating a full-time Building & Maintenance Supervisor and creating a full-time Custodian Supervisor, with changes. Second by J. Callan. Motion passed 5:0**
9. Discussion and possible action to amend Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time, Shift Differentials and Premium Pay: *Consensus from committee supporting the change, citing the hard to hire positions in Medical Examiner's office.* **Motion by K Zarling to approve the change to HR0360 to include on-call pay for Medical Examiner Investigators. Second by M. Tracy. Motion passed 5:0.**
10. Discussion regarding Human Resources Department staffing: Discussed internal changes. **No action taken.**
11. **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)(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 Deputy Sheriff's Association and Jefferson County Supervisors Association. Second by K. Lund. Roll call vote - Ayes all. Moved into Closed session 8:48 a.m.**
Also present: J. Tucker; M. Luckey; D. Thompson, J. Haferman
12. **Motion by J. Lund to reconvene into open session. Second by K. Zarling. Motion passed 5:0 Moved into Open session at 9:05 a.m. No action taken.**
13. Review of November 2025 monthly financial reports for Human Resources and Safety: J. Tucker reported no significant change from previous meeting. **No action taken**
14. Report from Interim Human Resources Director on activities from November through present: Verbal report provided on county wide vacancies, additional steps and/or benefits, and activities in general. **No action taken.**
15. Discussion and possible action on tentative future meeting schedule and agenda items: Next meeting scheduled for Tuesday, January 20, 2025. **No action taken**
16. Adjournment: Motion by J. Callan to adjourn. Second by K. Lund. **Motion passed 5:0. Meeting adjourned at 9:05 a.m.**