

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, August 19, 2025 @ 8:30 a.m.
Jefferson County Courthouse, Room C2001, and Videoconference

1. Call to Order: **Meeting called to order by J. Braugher at 8:30 a.m.**
2. Roll Call: Present: James Braugher, Chair; Joan Callan, Kirk Lund (virtual); Karl Zarling, Vice Chair. Absent: Matthew Tracy. **Quorum established.**

Other staff present: Staci Hoffman, Register of Deeds; Michael Luckey, County Administrator; Jess Olszewski, Advanced Human Resources Coordinator (virtual); Terri Palm-Kostroski, Human Resources Director; Jenn Robinson, Recruitment and Retention Specialist (virtual); Kelly Stade, Treasurer; 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 Agenda: No changes. **No action taken.**
5. Public Comment: None. **No action taken.**
6. Approval of June 17, 2025, Human Resources Committee Minutes. **Motion by J. Callan to approve the Human Resources Committee June 17, 2025, minutes, as presented. Second by K. Lund. Motion passed 4:0.**
7. Communications: None. **No action taken.**
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. *Consensus from committee supporting the restructuring, citing efficiencies in the Register of Deeds and Treasurer shared suite and no addition to tax levy; in addition, recognized the regular challenge of recruiting, training, and retaining part-time, non-benefited positions, specifically in the County Clerk Office, inquiring if another part-time position within the County to share a position. Change will be treated under emergency help in 2025 and officially transitioned into the 2026 budget.* **No action taken.**
9. Discussion and possible action to support restructuring and creation of positions in the CJCC division in the 2026 Administration budget. *Consensus from committee supporting the creation of two CJCC Case Managers and reclassification of the CJCC Coordinator positions in the 2026 budget, citing the cancellation of the agreement with Wisconsin Community Services (WCS) and no additional tax levy required.* **No action taken.**
10. Discussion and possible action to support a succession transition process in Veteran's Service Office and Human Resources Department. *Consensus from committee to support 1) extended emergency help and overlap of VSO position for approximately 6-8 weeks prior to the VSO retirements and 2) department restructuring in the Human Resources department to allow for gradual transition and transfer of knowledge/history to others in anticipation of 1-3 years retirement of the HR Director.* **No action taken.**
11. Convene into closed session 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. **No discussion. No action taken.**
12. Reconvene into open session. **No action taken.**
13. Review of July 2025 monthly financial reports for Human Resources and Safety. T. Palm-Kostroski reported no significant changes from previous meeting. **No action taken.**

14. Report from Human Resources Director on county-wide 2026 staffing requests and wage/benefit costs. Report provided in packet. **No action taken.**
15. Report from Human Resources Director on Human Resources and Safety 2026 budget requests. Reviewed statistics of HR's all-encompassing functional responsibilities that are generally greater than other county government and a conservative average of best practice staffing levels based on functions and size both regionally and county comparisons, to support request for one additional full-time HR Generalist with a function priority and a full-time Administrative Specialist position to assist with the day-to-day, repetitive administrative functions to have a total of 7.0 FTE with the safety function being a remaining function expectation on decision-making level. This is minimum needed to just keep afloat, and as county staffing changes regularly throughout the year and during budget requests, additional staffing is needed in future. **No action taken.**
16. Report from Human Resources Director on activities from August through present. Verbal report provided on countywide vacancies and emergency help requests, providing additional steps and/or benefits, and activities in general. **No action taken.**
17. Discussion and possible action on tentative future meeting schedule and agenda items. Next meeting scheduled for **Tuesday, July 15, 2025. No action taken.**
18. Adjournment. Motion by K. Lund to adjourn. Second by J. Callan. **Motion passed 4:0. Meeting adjourned 9:30 a.m.**