

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, May 19, 2026 @ 8:30 a.m.
Jefferson County Courthouse, Room C2003, and
Videoconference

1. Call to order: **Meeting called to order by M. Luckey at 8:30 a.m.**
2. Roll call. Present: James Braughler; Joan Callan, Bruce Degner; Jenifer Quimby; Michael Wineke. **Quorum established.**
Other Staff Present: Michael Luckey, County Administrator; Jessica Tucker, Interim Human Resources Director; Danielle Thompson, Corporation Counsel; Jessica Olszewski, Sr HR Program Coordinator (virtual); Cody Aagerup, HR Generalist - Recruitment/Retention (virtual); Brooke Riggs, HR Generalist (virtual).
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. Election of Officers:
 - a. Chair: James Braughler only nomination for chair. Nominations closed. **Motion by B. Degner to approve James Braughler as Chair of the Human Resources Committee. Second by J. Callan. Motion passed 4:0**
 - b. Vice Chair: Michael Wineke only nomination for vice chair. Nominations closed. **Motion by J. Braughler to approve Michael Wineke as Vice Chair of the Human Resources Committee. Second by J. Callan. Motion passed 4:0.**
6. Public comment: None. **No action taken.**
7. Approval of March 10, 2026, Human Resources Committee Minutes: **Motion by J. Callan to approve the Human Resources Committee March 10, 2026, minutes, as presented. Second by B. Degner. Motion passed 5:0.**
8. Communications: None. **No action taken.**
9. Overview of Administration/Human Resources Department anticipated projects: Discussion from County Administrator regarding ongoing Human Resources and Administration projects. **No action taken.**
10. Discussion and possible action on Generative Artificial Intelligence Policy: D. Thompson presented on AI draft policy, testing of AI Co-Pilot product, and direction to go moving forward. **No action taken.**
11. Discussion and possible action on amending Personnel Ordinance HR0360 regarding Department Head Hours: Discussion on the change for more flexibility for Department Heads. **Motion by M. Wineke to approve amendment of HR0360 as presented. Second by J. Quimby. Motion passed 5:0.**
12. 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 Deputy Sheriff's Association: General update given in open session. **No action taken.**
13. Reconvene into open session for possible action on times discussed in closed session: **No action taken.**
14. Review of February, March, and April 2026 monthly financial reports for Human Resources and Safety: J. Tucker reported no significant changes. **No action taken.**
15. Report from Interim 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 Absence requests, and update on Human Resources Department activities: J. Tucker gave verbal report of county wide vacancies, additional steps, and/or benefits, and activities in general. **No action taken.**
16. Discussion and possible action on tentative future meeting schedule and agenda items: Next meeting scheduled for Tuesday, June 16, 2026. **No action taken.**
17. Adjournment: **Motion by J. Quimby to adjourn. Second by J. Callan. Motion passed 5:0. Meeting adjourned at 9:39 a.m.**