

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, June 16, 2026 @ 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; Michael Wineke, Vice Chair; Joan Callan; Bruce Degner; Jennifer Quimby; **Quorum established.**
Other Staff Present: John Fox, Facilities Director; Jessica Tucker, Interim HR Director; Danielle Thompson, Corporation Counsel; Jessica Olszewski, Sr. HR Program Coordinator; Michael Luckey, County Administrator (Virtual); Brooke Riggs, HR Generalist (Virtual); Sarana Stolar, Paralegal II.
Members of the Public: James Kukkan, Watertown Daily Times.
3. Certification of compliance with the Open Meetings Law: Confirmed by D. Thompson. **No action taken.**
4. Review of the Agenda: No changes. **No action taken.**
5. Public comment: None. **No action taken.**
6. Approval of May 19, 2026, Human Resources Committee Minutes: **Motion by J. Callan to approve the Human Resources Committee May 19, 2026, minutes, as presented. Second by M. Wineke. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action on Generative Artificial Intelligence Policy: Discussion on AI policy included add a footer for AI disclosure use, language changes, adding disclosure to flow chart, and alphabetizing the terms and conditions section. **Motion by M. Wineke to approve the Generative Artificial Intelligence Policy with recommended changes. Second by J. Quimby. Motion passed 5:0.**
9. Discussion and possible action recommending resolution to amend the 2026 budget to eliminate a vacant part-time custodial position and a vacant Pool of Custodians and create one full-time Custodial position in the Facilities Department: Discussion on the need for adding a full-time custodian position due to turnover, ongoing training costs, and lack of applicants. **Motion by J. Quimby to approve the resolution to create one full-time custodial position as presented. Second by B. Degner. Motion passed 5:0.**
10. Discussion and possible action to approve a voluntary Accident Plan and provider for Jefferson County Employees: J. Olszewski presented on adding a voluntary Accident Plan to employee benefits. Discussion was had on the benefits this would bring to employees, with no cost to the county. **Motion by B. Degner to approve the addition of an Accident Plan to employee benefits. Second by J. Callan. Motion passed 5:0.**
11. 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: **No action taken.**
12. Reconvene into open session for possible action on times discussed in closed session: **No action taken.**
13. Review of May 2026 monthly financial reports for Human Resources and Safety: J. Tucker reported no significant changes. **No action taken.**
14. 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.**
15. Discussion and possible action on tentative future meeting schedule and agenda items: Discussion on changing the August 18th, 2026, HR Committee meeting to August 25th, 2026 at 8:30 a.m. due to conflict with Union Negotiations.
16. Adjournment: **Motion by J. Quimby to adjourn. Second by M. Wineke. Meeting adjourned at 9:22 a.m.**