

Human Resources Committee Agenda
Jefferson County Courthouse, Conference Room C2063
311 S Center Avenue
Jefferson, WI 53549
Tuesday, June 17, 2025, at 8:30 a.m.

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Meeting ID: 240 309 639 621

Passcode: Rz7uW9Jj

Committee Members: James Braughler, Chair; Joan Callan, Kirk Lund, Matthew Tracy, and Karl Zarling, Vice Chair

1. Call to order
2. Roll call (*establish a quorum*)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public comment (*Members of the Public who wish to address the Committee on specific agenda items must register their request at this time*)
6. Approval of April 15, 2025, Minutes
7. Communications
8. Discussion and possible action to recommending a resolution Approving the Elimination of the Assistant County Administrator Position and Creating a Communications and Marketing Coordinator Position in the County Administration Office
9. Review and discussion on list of benchmark positions presented to GovInvest to prepare comparable market total compensation.
10. Convene into closed session for discussion and possible action 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 discussing 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.
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.
11. Reconvene into open session for possible action on items discussed in closed session
12. Review of May 2025 monthly financial reports for Human Resources and Safety
13. Report from 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 Absences requests, and Update on Human Resources Department activities
14. Discussion and possible action on tentative future meeting schedule and agenda items.
15. Adjournment

Next scheduled meetings:

Tuesday, July 15, 2025, at 8:30 a.m.

Tuesday, August 19, 2025, at 8:30 a.m.

A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. Individuals requiring special accommodation for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, April 15, 2025 @ 8:30 a.m.
Jefferson County Courthouse, Room C2063, 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: Jerry Haferman, Undersheriff; Michael Luckey, County Administrator; Travis Maze, Sheriff; Terri Palm-Kostroski, Human Resources Director; Brent Ruehlw, Human Services Director; Danielle Thompson, Corporation Counsel; Jessica Tucker, Benefits Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by D. Thompson.
4. Review of Agenda: No changes. **No action taken.**
5. Public Comment: None. **No action taken.**
6. Approval of March 18, 2025, Human Resources Committee Minutes. **Motion by J. Callan to approve the Human Resources Committee March 18, 2025, minutes, as presented. Second by K. Lund. Motion passed 4:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action recommending approval of the 12 Comparable Counties for GovInvest Market Total Compensation Services. **Motion by K. Zarling to approve the following 12 counties to use as comparable market compensation: Calumet, Columbia, Dane, Dodge, Fond du Lac, Manitowoc, Rock, Sauk, Sheboygan, Walworth, Washington, and Waukesha. Second by J. Callan. Motion passed 4:0.**
9. Discussion and possible action to amend Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time, Shift Differentials and Premium Pay. **Motion by K. Zarling, to recommend to County Board an amendment to Personnel Ordinance HR0360, to increase the shift differential pay for Communication Operators. Second by K. Lund. Motion passed 4:0.**
10. Discussion and possible action recommending creation of a full-time Administrative Specialist I position in Human Services Administrative Division. **Motion by J. Callan, to recommend creation of a full-time Administrative Specialist I position in Human Services to assist in monitoring compliance. Second by K. Zarling. Motion passed 4:0.**
11. **Motion by K. Lund to convene into closed session for discussion and possible action 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 discussing 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. Second by K. Zarling. Roll call vote: Braugher, Aye; Callan, Aye; Zarling, Aye; Lund, Aye. Moved into closed session at 8:54 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: T. Maze, J. Haferman, T. Palm-Kostroski, J. Tucker, D. Thompson, M. Luckey.
12. **Motion by J. Callan to reconvene into open session for possible action on items discussed in closed session. Second by K. Lund. Motion passed 4:0. Moved into open session at 9:05a.m.**
 - a. **Motion by J. Callan to approve the Sheriff’s recommendation for one sworn employee of a 2-day suspension for violation of work rules. Second by K. Lund. Motion passed 4:0.**

13. Review of March 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. Report available within packet. **No action taken.**
15. Discussion and possible action on tentative future meeting schedule and agenda items. Next meeting scheduled for **Tuesday, May 20, 2025. No action taken.**
16. Adjournment. Motion by J. Callan to adjourn. Second by K. Lund. **Motion passed 4:0. Meeting adjourned 9:19 a.m.**

Next scheduled meetings:
Tuesday, May 20, 2025, at 8:30 a.m.
Tuesday, June 17, 2025, at 8:30 a.m.

A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodation for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Resolution No. 2025-_____

Resolution Approving the Elimination of the Assistant County Administrator Position and Creating a Communications and Marketing Coordinator Position in the County Administration Office

Executive Summary

The County Administrator has reviewed internal staffing needs and recommends transitioning the Assistant to the County Administrator position to a Communications & Marketing Coordinator position within the Administration Department. This change reflects a shift in focus from general administrative and intergovernmental support to specialized, strategic communications and public engagement. This position would also support countywide tourism efforts, which is called for throughout the county's Strategic Plan. Local organizations, typically Chambers of Commerce, provide tourism services for each municipality but recent years have demonstrated that administrative staff time from the county is necessary for coordinated tourism campaigns to succeed.

The new position will lead efforts in brand development, media relations, digital outreach, and community visibility across all departments. The reallocation of duties aligns with the Administrator's goal to modernize and professionalize the County's internal and external communications.

This change does not result in additional staff, as it eliminates one position and creates another in its place. In addition, the Assistant to the County Administrator position was budgeted in 2025 for an annual salary and benefits amount greater than what is anticipated for the Communications & Marketing Coordinator position.

This resolution has been reviewed and approved by the Human Resources Committee, the Finance Committee, and the Executive Committee. The Human Resources Committee recommends forwarding it to the County Board for consideration and approval.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, the County Administrator has reviewed current operational needs and recommends a reorganization to better align with the County's strategic communications priorities, and

WHEREAS, the Assistant to the County Administrator position historically provided broad administrative and interdepartmental support but included overlapping duties in public relations and strategic marketing initiatives, and

WHEREAS, the County has identified a growing and ongoing need for dedicated and centralized communications functions, including county-wide branding, media engagement, digital presence, internal messaging, and community outreach, and

WHEREAS, the proposed Communications & Marketing Coordinator position will focus on the development and implementation of a comprehensive communications strategy and serve as a key resource to departments and County leadership, and

WHEREAS, this transition is a reallocation of resources and does not result in an increase to overall staffing levels or the tax levy, and the 2025 budgeted salary and benefits for the Assistant to the County Administrator position exceeds the anticipated cost for the Communications & Marketing Coordinator position.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves the elimination of the vacant, full-time Assistant to the County Administrator position and the creation of an exempt, full-time Communications & Marketing Coordinator position in the County Administration Department, effective upon adoption.

Fiscal Note: The 2025 budget includes \$128,676.77 for salary and benefits for the Assistant to the County Administrator position. The proposed Communications & Marketing Coordinator position is anticipated to cost \$107,258.11 annually for salary and benefits. This change results in a tax-levy reduction of \$21,418.66. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).

Strategic Plan Reference:

Referred By:
Human Resources Committee
Finance Committee

07-08-2025

REVIEWED: Corporation Counsel: ; Finance Director:

Yes: _____. No: _____. Abstain: _____. Absent: _____.

Number	Dept/Position	Grade	Comments
15	Facilities: Custodian	1	
72	General: Administrative Assistant - entry	1	
16	Facilities/Parks: Grounds Worker	2	
8	Clerk of Courts: Deputy Court Clerk II	3	
71	General: Accounting Specialist I - Mid level	4	
76	General: Program Assistant	4	
39	Human Services: Community Outreach Worker	4	
80	Parks: Field Maintenance Entry Level (II)	4	
61	Register of Deeds: Deputy Register of Deeds	4	
9	Clerk of Courts: Judicial Assistant	5	
86	District Attorney: First Offender Program	5	
36	District Attorney: Legal Assistant II (Legal Support Services)	5	
73	General: Administrative Specialist II-advanced	5	
81	Parks: Field Maintenance Advanced (III)	5	
82	Parks: Natural Resources Technician	5	
64	Sheriff: Communications Operator II	5	
60	Treasurer: Deputy Treasurer	5	
1	Administration: Administrative Secretary	6	
3	Child Support: Enforcement Specialist II	6	
24	Highway: Equipment Operator II	6 with shift	
25	Highway: Highway Patrol Worker	6	
30	Human Resources: Human Resources Coordinator/Generalist - no degree	6	
83	Human Services: Accountant - entry	6	
34	Human Services: Benefit Specialist	6	
44	Human Services: Economic Support Specialist II-Specialty	6	
87	Sheriff: Mechanic	6	
13	District Attorney Office: Victim Witness Coordinator	7	
75	General: Paralegal II - Mid	7	
31	Human Services: Accountant II	7	
32	Human Services: Adult Protective Svcs Case Mg	7	
38	Human Services: Child LTS Support & Service Coord	7	
52	Human Services: Child, Youth, Family Social Worker I	7	
45	Human Services: Foster Care Coordinator	7	
55	MIS: IT Specialist I/Microcomputer Specialist	7	
10	Conservation: Resource Conservationist	8	
23	Highway: Equipment Mechanic	8	
74	Highway: GIS/Engineering Technician	8	
27	Highway: Highway Foreman	8	
42	Human Services: Comprehensive Community Service Facilitator I (Bachelor)	8	
48	Human Services: Nutrition Program Supervisor	8	
56	MIS: Programmer Analyst	8	
7	Clerk of Courts: Child Custody Evaluator (Parenting Plan Evaluator)	9	
20	Health: Public Health Nurse	9	
28	Human Resources: Benefits Administrator	9	
41	Human Services: Community Support Prof II - Masters Level	9	

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Number	Dept/Position	Grade	Comments
1	Administration: Administrative Secretary	6	
2	Administration: County Administrator	26	
4	Child Support: Child Support Director	14	
3	Child Support: Enforcement Specialist II	6	
6	Circuit Court: Circuit Court Commissioner-staff	16	
7	Clerk of Courts: Child Custody Evaluator (Parenting Plan Evaluator)	9	
8	Clerk of Courts: Deputy Court Clerk II	3	
9	Clerk of Courts: Judicial Assistant	5	
10	Conservation: Resource Conservationist	8	
11	Corp. Counsel: Asst Corporation Counsel	13	
12	Corp. Counsel: Corporation Counsel	20	
13	District Attorney Office: Victim Witness Coordinator	7	
86	District Attorney: First Offender Program	5	
36	District Attorney: Legal Assistant II (Legal Support Services)	5	
16	Facilities/Parks: Grounds Worker	2	
15	Facilities: Custodian	1	
14	Facilities: Facilities Director	15	
17	Finance: Assistant Finance Director	11	
18	Finance: Finance Director	17	
71	General: Accounting Specialist I - Mid level	4	
72	General: Administrative Assistant - entry	1	
73	General: Administrative Specialist II-advanced	5	
75	General: Paralegal II - Mid	7	
76	General: Program Assistant	4	
84	General: Seasonal Help	summer	
85	Health: WIC Project Director/Supervisor	10	
19	Health: Director/Health Officer	16	
20	Health: Public Health Nurse	9	
21	Health: Public Health Program Manager	13	
23	Highway: Equipment Mechanic	8	
24	Highway: Equipment Operator II	6 with shift	
74	Highway: GIS/Engineering Technician	8	
26	Highway: Highway Commissioner	20	
27	Highway: Highway Foreman	8	
25	Highway: Highway Patrol Worker	6	
22	Highway: Operations Superintendent	11 B	
28	Human Resources: Benefits Administrator	9	
30	Human Resources: Human Resources Coordinator/Generalist - no degree	6	
29	Human Resources: Human Resources Director	16	
5	Human Services: Compliance Officer	11	
43	Human Services: Director of Human Services	21	
83	Human Services: Accountant - entry	6	
31	Human Services: Accountant II	7	
32	Human Services: Adult Protective Svcs Case Mg	7	
33	Human Services: Aging/Disability Resource Division Mngr	13	
34	Human Services: Benefit Specialist	6	
35	Human Services: Child & Family Division Manager	15	

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FROM 2025 01 TO 2025 05

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12301 Human Resources							
12301 411100 General Property Taxes	666,488	0	666,488	277,703.30	.00	388,784.57	41.7%
12301 451034 Badge Replacement Fee	30	0	30	26.56	.00	3.44	88.5%
12301 451200 Records & Reports	100	0	100	.00	.00	100.00	.0%
12301 484005 Insurance Training Reimburse	4,500	0	4,500	.00	.00	4,500.00	.0%
12301 486010 Rebates	10,000	0	10,000	10,000.00	.00	.00	100.0%
12301 511110 Salary-Permanent Regular	224,118	0	224,118	122,976.33	.00	101,141.23	54.9%
12301 511210 Wages-Regular	134,834	0	134,834	24,984.03	.00	109,850.22	18.5%
12301 511220 Wages-Overtime	1,032	0	1,032	.00	.00	1,031.85	.0%
12301 511330 Wages-Longevity Pay	375	0	375	.00	.00	375.00	.0%
12301 512141 Social Security	25,885	0	25,885	10,660.61	.00	15,224.74	41.2%
12301 512142 Retirement (Employer)	24,628	0	24,628	10,113.20	.00	14,514.73	41.1%
12301 512144 Health Insurance	62,214	0	62,214	20,358.86	.00	41,855.23	32.7%
12301 512145 Life Insurance	93	0	93	48.79	.00	43.97	52.6%
12301 512151 HSA Contribution	7,200	0	7,200	.00	.00	7,200.00	.0%
12301 512153 HRA Contribution	0	0	0	233.55	.00	-233.55	.0%
12301 512173 Dental Insurance	4,416	0	4,416	1,526.63	.00	2,889.37	34.6%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
*12301 521219 Other Professional Serv	20,000	7,880	27,880	3,562.50	96,939.50	-72,621.96	360.5%
12301 521225 Section 125	34,800	0	34,800	12,813.80	.00	21,986.20	36.8%
12301 521226 Ergonomics	250	0	250	.00	.00	250.00	.0%
12301 521228 Labor Negotiations	10,000	0	10,000	3,319.00	.00	6,681.00	33.2%
12301 521229 Recruitment Related	23,573	0	23,573	1,441.74	.00	22,131.26	6.1%
12301 531303 Computer Equipmt & Software	1,625	0	1,625	.00	.00	1,625.00	.0%
12301 531311 Postage & Box Rent	676	0	676	265.57	.00	410.43	39.3%
12301 531312 Office Supplies	971	0	971	298.90	.00	672.10	30.8%
12301 531313 Printing & Duplicating	25	0	25	9.46	.00	15.54	37.8%
12301 531314 Small Items of Equipment	106	0	106	.00	.00	106.00	.0%
12301 531322 Subscriptions	1,280	0	1,280	667.40	.00	612.60	52.1%
12301 531324 Membership Dues	5,470	0	5,470	221.16	.00	5,248.84	4.0%
12301 531326 Advertising	0	0	0	790.00	8,240.00	-9,030.00	.0%
12301 531351 Gas/Diesel	0	0	0	25.00	.00	-25.00	.0%
12301 531357 Employee Recognition	12,115	0	12,115	2,343.18	.00	9,771.82	19.3%
12301 532325 Registration	2,534	0	2,534	1,439.40	.00	1,094.60	56.8%
12301 532332 Mileage	475	0	475	210.18	.00	264.82	44.2%
12301 532334 Commercial Travel	600	0	600	.00	.00	600.00	.0%
12301 532335 Meals	795	0	795	205.50	.00	589.50	25.8%
12301 532336 Lodging	2,850	0	2,850	1,186.00	.00	1,664.00	41.6%
12301 532339 Other Travel & Tolls	80	0	80	93.00	.00	-13.00	116.3%

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FROM 2025 01 TO 2025 05

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 532350 Training Materials	58,235	0	58,235	39,486.17	.00	18,748.83	67.8%
12301 533225 Telephone & Fax	420	0	420	136.96	.00	283.04	32.6%
12301 535242 Maintain Machinery & Equip	745	0	745	281.53	.00	463.47	37.8%
12301 571004 IP Telephony Allocation	510	0	510	212.50	.00	297.50	41.7%
12301 571005 Duplicating Allocation	16	0	16	6.65	.00	9.35	41.6%
12301 571007 MIS Direct Charges	600	0	600	.00	.00	600.00	.0%
12301 571009 MIS PC Group Allocation	10,427	0	10,427	4,344.60	.00	6,082.40	41.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	3,417	0	3,417	1,423.75	.00	1,993.25	41.7%
12301 591519 Other Insurance	3,328	0	3,328	1,409.80	.00	1,918.24	42.4%
12301 592006 WRS Interest	0	0	0	.57	.00	.57	.0%
12301 699999 Budgetary Fund Balance	0	7,880	7,880	.00	.00	7,880.00	.0%
TOTAL Human Resources	1,362,236	15,760	1,377,996	554,826.18	105,179.50	717,990.06	47.9%

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Jefferson County
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FROM 2025 01 TO 2025 05

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12302 Safety							
12302 411100 General Property Taxes	140,402	0	140,402	58,500.80	.00	81,901.13	41.7%
12302 511110 Salary-Permanent Regular	81,951	0	81,951	.00	.00	81,951.15	.0%
12302 512141 Social Security	5,841	0	5,841	.00	.00	5,841.17	.0%
12302 512142 Retirement (Employer)	5,696	0	5,696	.00	.00	5,695.61	.0%
12302 512144 Health Insurance	20,738	0	20,738	.00	.00	20,738.03	.0%
12302 512145 Life Insurance	12	0	12	.00	.00	12.00	.0%
12302 512151 HSA Contribution	1,800	0	1,800	.00	.00	1,800.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
12302 531243 Furniture & Furnishings	600	0	600	.00	.00	600.00	.0%
12302 531303 Computer Equipmt & Software	1,500	0	1,500	.00	.00	1,500.00	.0%
12302 531311 Postage & Box Rent	30	0	30	.00	.00	30.00	.0%
12302 531312 Office Supplies	100	0	100	.00	.00	100.00	.0%
12302 531313 Printing & Duplicating	30	0	30	.00	.00	30.00	.0%
12302 531314 Small Items Of Equipment	1,000	0	1,000	.00	.00	1,000.00	.0%
12302 531320 Safety Supplies	800	0	800	53.73	.00	746.27	6.7%
12302 531322 Subscriptions	8,350	0	8,350	7,352.67	.00	997.33	88.1%
12302 531323 Subscriptions-Tax & Law	420	0	420	.00	.00	420.00	.0%
12302 531324 Membership Dues	885	0	885	639.99	.00	245.01	72.3%
12302 532325 Registration	850	0	850	.00	.00	850.00	.0%
12302 532332 Mileage	160	0	160	.00	.00	160.00	.0%
12302 532335 Meals	130	0	130	.00	.00	130.00	.0%
12302 532336 Lodging	540	0	540	.00	.00	540.00	.0%
12302 532350 Training Materials	4,500	0	4,500	.00	.00	4,500.00	.0%
12302 571009 MIS PC Group Allocation	1,647	0	1,647	686.25	.00	960.75	41.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	854	0	854	355.85	.00	498.15	41.7%
12302 591519 Other Insurance	864	0	864	320.60	.00	543.37	37.1%
TOTAL Safety	280,804	0	280,804	67,909.89	.00	212,893.97	24.2%
TOTAL General Fund	1,643,040	15,760	1,658,800	622,736.07	105,179.50	930,884.03	43.9%
TOTAL REVENUES	821,520	7,880	829,400	346,230.66	.00	483,169.14	
TOTAL EXPENSES	821,520	7,880	829,400	276,505.41	105,179.50	447,714.89	

**Report to Human Resources Committee
June 17, 2025**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed and approved the following **15 new** vacant position requests from April 9, 2025 - June 15, 2025 (**478 applicants**):

Child Support Agency	Child Support Specialist I/II
Fair Park	Fair Park Grounds Worker - Seasonal
	Fair Week - Seasonal
Health	Public Health Nurse
Highway	Highway Commissioner
	Highway Maintenance III
Human Services	Administrative Specialist - Compliance
	Children's Long Term Support Services Coordinator
	Crisis Stabilization Worker
	Family Development Worker
	Psychotherapist – Child Welfare Families
	Psychotherapist – CCS-FCT
Medical Examiner	Medical Examiner Investigator - Pool
Miscellaneous	2025 Emergency Apps
Sheriff's Office	Administrative Assistant II
	Sergeant – Jail
	Sergeant - Patrol

EMERGENCY HELP REQUESTS: The following emergency help request was received since April 9, 2025:

- **Human Services** Intern - funded
- **Facilities** Custodian - pending

HIRING ABOVE MINIMUM STEP, HIRING WITH ADDITIONAL BENEFITS AND/OR ADDITIONAL STEPS OR BONUSES FOR CURRENT EMPLOYEES:

- 7 of 31 employees hired with extra step(s). Hired between April 8, 2025 – June 15, 2025.

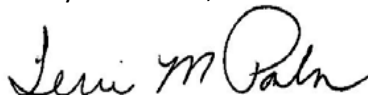
EXTENDED LEAVE OF ABSENCE REQUESTS.

- No new LOA requests beyond FMLA leave were approved.

OTHER ACTIVITIES:

- **10** workers' compensation injury reports: **7 reportable and 3 incident only**
- **1 Timekeeping audits**
- **6 Employee investigations**
- **7 recommend** Position Reclassifications, **1 pending**, impacting **18 employees** with an estimated annual gross additional cost of **\$29,700. 7 additional requests** not recommended for reclassification with **1 position added to market benchmark list.**
- **17 New position requests** for 2026 budget with total **gross increase of \$1,304,906.85.**
- **13** terminations and corresponding COBRA benefits and retirement benefits
- **29** new FMLA requests.
- **2026 budget preparation** completed for all department and over 720 employee benefit and wages

Respectfully Submitted,



Terri M Palm
Human Resources Director