

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. Braughler at 8:30 a.m.**
2. Roll Call: Present: James Braughler, 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.**

Resolution No. 2025-_____

Resolution Amending the 2025 and 2026 Jefferson County Human Services Budgets and Approving the Elimination of a vacant Part-Time Waterloo Nutrition Site Manager Position and Creating a Part-Time Nutrition Program Administrative Assistant I Position in the Human Services Department (ADRC)

Executive Summary

The Human Services Director recommends transitioning a vacant Nutrition Site Manager position to a part-time Nutrition Program Administrative Assistant I Position. Following the City of Waterloo's discontinuation of its contracted meal site at the end of 2023 and the subsequent closure of the temporary apartment-based location for congregate dining, Waterloo home-delivered routes are now efficiently operated out of Lake Mills. As a result, an on-site manager in Waterloo is no longer needed.

The new position will centralize paperwork, record-keeping, and required data entry into state systems; coordinate surveys and volunteer paperwork; prepare routine reports and statistics; and organize supply/document flow to nutrition sites. This reallocation allows the Nutrition Supervisor to focus on program development and daily operations. Funding for the Nutrition Programs is a mix of the Greater Wisconsin Agency on Aging Resources (GWAAR) contracts, participant donations, MCO billing, and county levy. This change does not result in additional staff, as it eliminates one position and creates another in its place with no increase to the tax levy.

On October 21, 2025, the Human Resources Committee reviewed, approved, and recommended forwarding this resolution to the County Board for consideration and approval.

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

WHEREAS, the County previously contracted with the City of Waterloo to operate nutrition services at the Waterloo Library, but following the City employee's retirement at the end of 2023 the City discontinued the arrangement; and

WHEREAS, the 2024 County budget eliminated the Waterloo contract and created a Waterloo Site Manager position, with services temporarily operated from a local apartment that permitted Home-Delivered Meals only and did not allow congregate dining; and

WHEREAS, participation in Home-Delivered Meals within Waterloo is limited and routes can be efficiently operated out of Lake Mills, eliminating the operational need for an on-site manager in Waterloo; and

WHEREAS, the Nutrition Supervisor's workload includes substantial paperwork, data entry, reporting to state systems, survey administration, volunteer documentation, and routine statistics, and converting the former part-time Site Manager position to a part-time Nutrition Program Administrative Support position will centralize these functions and allow the Supervisor to focus on program development and operations; and

WHEREAS, the Nutrition Programs are funded through a combination of GWAAR contracts, participant donations, MCO billing, and County levy, and the adopted 2026 Nutrition Programs budget totals \$707,318.28 (approximately 37% GWAAR, 1% MCO, 18% donations, and 43% levy); and

WHEREAS, this position conversion reallocates existing resources, does not increase overall staffing levels, and is anticipated to have no increase to the County tax levy.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby amends the 2025 Human Services (ADRC) budget to eliminate the vacant, part-time Nutrition Site Manager position and create a part-time Nutrition Program Administrative Support position in Human Services (ADRC), effective upon adoption.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors hereby amends the 2026 Human Services (ADRC) budget effective January 1, 2026, to reflect the same position structure and funding alignment described above, confirming the part-time Nutrition Program Administrative Support position in place of the Waterloo Nutrition Site Manager, with all related wage/benefit and account adjustments made within the adopted 2026 budget, without increasing the tax levy.

Fiscal Note: The Nutrition Programs are funded by GWAAR contracts, participant donations, MCO billing, and County levy. The adopted 2026 Nutrition Programs budget totals \$707,318.28 (approximately 37% GWAAR, 1% MCO, 18% donations, 43% levy). The position conversion utilizes existing appropriations and is anticipated to be cost-neutral with no increase to the County tax levy. 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: Service Delivery, Fiscal Responsibility, Partnerships

Referred By:
Human Resources Committee

11-12-2025

REVIEWED: Corporation Counsel: _____. Finance Director: _____.

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

HUMAN RESOURCES AND SAFETY YTD BUDGETS SEPTEMBER 2025	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 - HUMAN RESOURCES							
12301 411100 General Property Taxes	\$ 666,488.00	\$ -	\$ 666,488.00	\$ 388,784.62	\$ -	\$ 277,703.25	58.30%
12301 451034 Badge Replacement Fee	\$ 30.00	\$ -	\$ 30.00	\$ 35.10	\$ -	\$ (5.10)	117.00%
12301 451200 Records & Reports	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
12301 484005 Insurance Training Reimburseme	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	0.00%
12301 486010 Rebates	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	100.00%
12301 511110 Salary-Permanent Regular	\$ 224,118.00	\$ -	\$ 224,118.00	\$ 173,877.31	\$ -	\$ 50,240.25	77.60%
12301 511210 Wages-Regular	\$ 134,834.00	\$ -	\$ 134,834.00	\$ 35,420.39	\$ -	\$ 99,413.86	26.30%
12301 511220 Wages-Overtime	\$ 1,032.00	\$ -	\$ 1,032.00	\$ -	\$ -	\$ 1,031.85	0.00%
12301 511330 Wages-Longevity Pay	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ 375.00	0.00%
12301 512141 Social Security	\$ 25,885.00	\$ -	\$ 25,885.00	\$ 15,068.53	\$ -	\$ 10,816.82	58.20%
12301 512142 Retirement (Employer)	\$ 24,628.00	\$ -	\$ 24,628.00	\$ 14,300.46	\$ -	\$ 10,327.47	58.10%
12301 512144 Health Insurance	\$ 62,214.00	\$ -	\$ 62,214.00	\$ 29,411.57	\$ -	\$ 32,802.52	47.30%
12301 512145 Life Insurance	\$ 93.00	\$ -	\$ 93.00	\$ 76.72	\$ -	\$ 16.04	82.70%
12301 512151 HSA Contribution	\$ 7,200.00	\$ -	\$ 7,200.00	\$ -	\$ -	\$ 7,200.00	0.00%
12301 512153 HRA Contribution	\$ -	\$ -	\$ -	\$ 880.56	\$ -	\$ (880.56)	0.00%
12301 512173 Dental Insurance	\$ 4,416.00	\$ -	\$ 4,416.00	\$ 2,278.41	\$ -	\$ 2,137.59	51.60%
12301 521218 Arbitrator	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
12301 521219 Other Professional Serv	\$ 20,000.00	\$ 7,880.00	\$ 27,880.00	\$ 41,696.95	\$ 59,043.00	\$ (72,859.91)	361.30%
12301 521225 Section 125	\$ 34,800.00	\$ -	\$ 34,800.00	\$ 18,002.25	\$ -	\$ 16,797.75	51.70%
12301 521226 Ergonomics	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	0.00%
12301 521228 Labor Negotiations	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 4,368.50	\$ -	\$ 5,631.50	43.70%
12301 521229 Recruitment Related	\$ 23,573.00	\$ -	\$ 23,573.00	\$ 2,357.01	\$ -	\$ 21,215.99	10.00%
12301 531303 Computer Equipmt & Software	\$ 1,625.00	\$ -	\$ 1,625.00	\$ 146.04	\$ -	\$ 1,478.96	9.00%
12301 531311 Postage & Box Rent	\$ 676.00	\$ -	\$ 676.00	\$ 406.76	\$ -	\$ 269.24	60.20%
12301 531312 Office Supplies	\$ 971.00	\$ -	\$ 971.00	\$ 475.90	\$ -	\$ 495.10	49.00%
12301 531313 Printing & Duplicating	\$ 25.00	\$ -	\$ 25.00	\$ 9.46	\$ -	\$ 15.54	37.80%
12301 531314 Small Items Of Equipment	\$ 106.00	\$ -	\$ 106.00	\$ -	\$ -	\$ 106.00	0.00%
12301 531322 Subscriptions	\$ 1,280.00	\$ -	\$ 1,280.00	\$ 847.40	\$ -	\$ 432.60	66.20%
12301 531324 Membership Dues	\$ 5,470.00	\$ -	\$ 5,470.00	\$ 279.49	\$ -	\$ 5,190.51	5.10%
12301 531326 Advertising	\$ -	\$ -	\$ -	\$ 790.00	\$ 8,240.00	\$ (9,030.00)	0.00%
12301 531351 Gas/Diesel	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ (25.00)	0.00%
12301 531357 Employee Recognition	\$ 12,115.00	\$ -	\$ 12,115.00	\$ 2,981.14	\$ -	\$ 9,133.86	24.60%
12301 532325 Registration	\$ 2,534.00	\$ -	\$ 2,534.00	\$ 1,904.40	\$ -	\$ 629.60	75.20%
12301 532332 Mileage	\$ 475.00	\$ -	\$ 475.00	\$ 262.24	\$ -	\$ 212.76	55.20%
12301 532334 Commercial Travel	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ 600.00	0.00%
12301 532335 Meals	\$ 795.00	\$ -	\$ 795.00	\$ 237.13	\$ -	\$ 557.87	29.80%
12301 532336 Lodging	\$ 2,850.00	\$ -	\$ 2,850.00	\$ 1,542.00	\$ -	\$ 1,308.00	54.10%
12301 532339 Other Travel & Tolls	\$ 80.00	\$ -	\$ 80.00	\$ 93.00	\$ -	\$ (13.00)	116.30%
12301 532350 Training Materials	\$ 58,235.00	\$ -	\$ 58,235.00	\$ 40,986.17	\$ -	\$ 17,248.83	70.40%
12301 533225 Telephone & Fax	\$ 420.00	\$ -	\$ 420.00	\$ 239.68	\$ -	\$ 180.32	57.10%

12301 535242 Maintain Machinery & Equip	\$	745.00	\$	-	\$	745.00	\$	431.89	\$	-	\$	313.11	58.00%
12301 571004 IP Telephony Allocation	\$	510.00	\$	-	\$	510.00	\$	297.50	\$	-	\$	212.50	58.30%
12301 571005 Duplicating Allocation	\$	16.00	\$	-	\$	16.00	\$	9.31	\$	-	\$	6.69	58.20%
12301 571007 MIS Direct Charges	\$	600.00	\$	-	\$	600.00	\$	-	\$	-	\$	600.00	0.00%
12301 571009 MIS PC Group Allocation	\$	10,427.00	\$	-	\$	10,427.00	\$	6,082.44	\$	-	\$	4,344.56	58.30%
12301 571010 MIS Systems Grp Alloc(ISIS)	\$	3,417.00	\$	-	\$	3,417.00	\$	1,993.25	\$	-	\$	1,423.75	58.30%
12301 591519 Other Insurance	\$	3,328.00	\$	-	\$	3,328.00	\$	1,973.72	\$	-	\$	1,354.32	59.30%
12301 592006 WRS Interest	\$	-	\$	-	\$	-	\$	0.57	\$	-	\$	(0.57)	0.00%
12301 699999 Budgetary Fund Balance	\$	-	\$	7,880.00	\$	7,880.00	\$	-	\$	-	\$	7,880.00	0.00%
TOTAL Human Resources	\$	1,362,236.00	\$	15,760.00	\$	1,377,996.00	\$	798,572.87	\$	67,283.00	\$	512,139.87	62.80%

53% w/o encumbrances

12301 521219 Other Professional Serv:Encumbrance for Empathia and Carasoft
12301 532350 Training Materials: Pryor annual amount \$32000+

HUMAN RESOURCES AND SAFETY YTD BUDGETS SEPTEMBER 2025	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12302 - SAFETY							
12302 411100 General Property Taxes	\$ 140,402.00	\$ -	\$ 140,402.00	\$ 81,901.12	\$ -	\$ 58,500.81	58.30%
12302 511110 Salary-Permanent Regular	\$ 81,951.00	\$ -	\$ 81,951.00	\$ -	\$ -	\$ 81,951.15	0.00%
12302 512141 Social Security	\$ 5,841.00	\$ -	\$ 5,841.00	\$ -	\$ -	\$ 5,841.17	0.00%
12302 512142 Retirement (Employer)	\$ 5,696.00	\$ -	\$ 5,696.00	\$ -	\$ -	\$ 5,695.61	0.00%
12302 512144 Health Insurance	\$ 20,738.00	\$ -	\$ 20,738.00	\$ -	\$ -	\$ 20,738.03	0.00%
12302 512145 Life Insurance	\$ 12.00	\$ -	\$ 12.00	\$ -	\$ -	\$ 12.00	0.00%
12302 512151 HSA Contribution	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	0.00%
12302 512173 Dental Insurance	\$ 1,104.00	\$ -	\$ 1,104.00	\$ -	\$ -	\$ 1,104.00	0.00%
12302 531243 Furniture & Furnishings	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ 600.00	0.00%
12302 531303 Computer Equipmt & Software	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
12302 531311 Postage & Box Rent	\$ 30.00	\$ -	\$ 30.00	\$ -	\$ -	\$ 30.00	0.00%
12302 531312 Office Supplies	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
12302 531313 Printing & Duplicating	\$ 30.00	\$ -	\$ 30.00	\$ -	\$ -	\$ 30.00	0.00%
12302 531314 Small Items Of Equipment	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
12302 531320 Safety Supplies	\$ 800.00	\$ -	\$ 800.00	\$ 53.73	\$ -	\$ 746.27	6.70%
12302 531322 Subscriptions	\$ 8,350.00	\$ -	\$ 8,350.00	\$ 7,352.67	\$ -	\$ 997.33	88.10%
12302 531323 Subscriptions-Tax & Law	\$ 420.00	\$ -	\$ 420.00	\$ -	\$ -	\$ 420.00	0.00%
12302 531324 Membership Dues	\$ 885.00	\$ -	\$ 885.00	\$ 639.99	\$ -	\$ 245.01	72.30%
12302 532325 Registration	\$ 850.00	\$ -	\$ 850.00	\$ 450.00	\$ -	\$ 400.00	52.90%
12302 532332 Mileage	\$ 160.00	\$ -	\$ 160.00	\$ -	\$ -	\$ 160.00	0.00%
12302 532335 Meals	\$ 130.00	\$ -	\$ 130.00	\$ -	\$ -	\$ 130.00	0.00%
12302 532336 Lodging	\$ 540.00	\$ -	\$ 540.00	\$ -	\$ -	\$ 540.00	0.00%
12302 532350 Training Materials	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	0.00%
12302 571009 MIS PC Group Allocation	\$ 1,647.00	\$ -	\$ 1,647.00	\$ 960.75	\$ -	\$ 686.25	58.30%
12302 571010 MIS Systems Grp Alloc(ISIS)	\$ 854.00	\$ -	\$ 854.00	\$ 498.19	\$ -	\$ 355.81	58.30%
12302 591519 Other Insurance	\$ 864.00	\$ -	\$ 864.00	\$ 448.84	\$ -	\$ 415.13	52.00%
TOTAL Safety	\$ 280,804.00	\$ -	\$ 280,804.00	\$ 92,305.29	\$ -	\$ 188,498.57	32.90%
TOTAL			\$ 1,658,800.00	\$ 890,878.16	\$ 67,283.00	\$ 700,638.44	49.65%

**Report to Human Resources Committee
October 21, 2025**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed and approved the following **12 new** vacant position requests from August 19, 2025 - October 13, 2025 (**415 applicants**):

Administration	Treatment Court Manager (2.0 FTE)
Facilities	Custodian (.485 FTE)
Highway	GIS-Engineering Technician (1.0 FTE)
Human Resources	HR Generalist – Recruitment & Retention
Human Services	ADRC Resource Specialist (1.0 FTE) ADRC Resource Specialist Lead (1.0 FTE) Child, Youth and Family Professional (1.0 FTE) Children’s Long Term Support Services Coordinator (1.0 FTE) CSP Professional I (1.0 FTE)
Register of Deeds and Treasurer Offices	Assistant Deputy Treasurer & Deputy Register of Deeds I (1.0 FTE shared 50/50)
Sheriff’s Office	Deputy – Jail (updated ongoing posting) Deputy – Patrol (updated ongoing posting)

EMERGENCY HELP REQUESTS: The following emergency help request was received since August 19, 2025:

- **District Attorney Office** Assistance to provide administrative tasks due to vacancy

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

- 7 of 16 employees hired with extra step(s). Hired between August 19, 2025 – October 13, 2025.

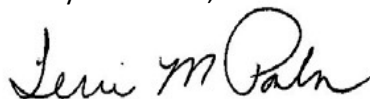
EXTENDED LEAVE OF ABSENCE REQUESTS.

- 1 extended LOA requests beyond FMLA leave were approved.

OTHER ACTIVITIES:

- **3 Promotions**
- **2 ADA accommodation requests reviewed and interactive process for accommodations made**
- **10 workers’ compensation injury reports: 6 reportable and 6 incidents only; 1 denied and 1 under investigation.** Top reasons: Incidental only (3); slip, trip, falls (3); allergic reactions (3)
- **3 Timekeeping audits**
- **3 Employee investigations**
- **11 terminations and corresponding COBRA benefits and retirement benefits**
- **21 new FMLA requests**
- **Open enrollment/Benefits Fair/Flu Clinic**
- **Budget assistance**

Respectfully Submitted,



Terri M Palm
Human Resources Director