

Human Resources Committee Agenda
Jefferson County Courthouse, Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549
Tuesday, November 18, 2025, at 8:30 a.m.

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Meeting ID: 228 204 581 460 4
Passcode: in7Cq3Lm

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 October 21, 2025, Minutes
7. Communications
8. 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 and the Jefferson County Deputy Sheriff’s 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.*
9. Reconvene into open session for possible action on items discussed in closed session
10. Review of October 2025 monthly financial reports for Human Resources and Safety
11. Report from Benefits Administrator 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
12. Discussion and possible action on tentative future meeting schedule and agenda items.
13. Adjournment

Next scheduled meetings:
Tuesday, December 16, 2025, at 8:30 a.m.
Tuesday, January 20, 2026, 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.

**Report to Human Resources Committee
November 18, 2025**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed and approved the following **9 new** vacant position requests from October 13, 2025 – November 11, 2025 (**157 applicants**):

Administration	Administrative Secretary (1.0 FTE)
Highway	Highway Fleet Manager (1.0 FTE)
	Highway Maintenance Worker (ongoing posting)
Human Services	Administrative Assistant II ADRC (1.0 FTE)
	Nutrition Site Manager (0.4 FTE)
	Van Driver I (0.4 FTE)
Sheriff's Office	Deputy – Jail (updated ongoing posting)
	Deputy – Patrol (updated ongoing posting)
Veteran's Office	Veteran's Service Officer

EMERGENCY HELP REQUESTS: The following emergency help requests were received since October 13, 2025:

- MIS Section 508 Compliance ruling for websites. Must be in place by April 2026
- HR/Admin Help needed due to vacancies

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

- 1 of 9 Employees hired with extra step(s). Hired between October 13, 2025 – November 11, 2025.

OTHER ACTIVITIES:

- **3** Promotions
- **1** ADA accommodation requests reviewed and interactive process for accommodations made
- **5** workers' compensation injury reports: **2 reportable and 3 incidents only**
- **3** Timekeeping audits
- **2** Employee investigations
- **7** terminations and corresponding COBRA benefits and retirement benefits
- **8** new FMLA requests
- **Open Enrollment**

Respectfully Submitted,

Jessica Tucker

Jessica Tucker
Benefits Administrator

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FROM 2025 01 TO 2025 09

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	-499,865.94		-166,621.93	75.0%
12301 451034 Badge Replacement Fee	-30	0	-30	-35.10		5.10	117.0%
12301 451200 Records & Reports	-100	0	-100	.00		-100.00	.0%
12301 484005 Insurance Training Reimburse	-4,500	0	-4,500	.00		-4,500.00	.0%
12301 486010 Rebates	-10,000	0	-10,000	-10,000.00		.00	100.0%
12301 511110 Salary-Permanent Regular	224,118	0	224,118	223,967.26		150.30	99.9%
12301 511210 Wages-Regular	134,834	0	134,834	45,928.27		88,905.98	34.1%
12301 511220 Wages-Overtime	1,032	0	1,032	.00		1,031.85	.0%
12301 511330 Wages-Longevity Pay	375	0	375	.00		375.00	.0%
12301 512141 Social Security	25,885	0	25,885	19,447.00		6,438.35	75.1%
12301 512142 Retirement (Employer)	24,628	0	24,628	18,271.05		6,356.88	74.2%
12301 512144 Health Insurance	62,214	0	62,214	37,168.08		25,046.01	59.7%
12301 512145 Life Insurance	93	0	93	101.30		-8.54	109.2%
12301 512151 HSA Contribution	7,200	0	7,200	.00		7,200.00	.0%
12301 512153 HRA Contribution	0	0	0	1,001.60		-1,001.60	.0%
12301 512173 Dental Insurance	4,416	0	4,416	2,999.66		1,416.34	67.9%
12301 521218 Arbitrator	400	0	400	.00		400.00	.0%
12301 521219 Other Professional Serv	20,000	7,880	27,880	44,690.45		-72,881.91	361.4%
12301 521225 Section 125	34,800	0	34,800	23,188.50		11,611.50	66.6%
12301 521226 Ergonomics	250	0	250	97.00		153.00	38.8%
12301 521228 Labor Negotiations	10,000	0	10,000	4,368.50		5,631.50	43.7%
12301 521229 Recruitment Related	23,573	0	23,573	2,673.10		20,899.90	11.3%
12301 531303 Computer Equipmt & Software	1,625	0	1,625	292.02		1,332.98	18.0%
12301 531311 Postage & Box Rent	676	0	676	496.17		179.83	73.4%
12301 531312 Office Supplies	971	0	971	584.48		386.52	60.2%
12301 531313 Printing & Duplicating	25	0	25	9.49		15.51	38.0%
12301 531314 Small Items Of Equipment	106	0	106	.00		106.00	.0%
12301 531322 Subscriptions	1,280	0	1,280	887.40		392.60	69.3%
12301 531324 Membership Dues	5,470	0	5,470	419.49		5,050.51	7.7%
12301 531326 Advertising	0	0	0	3,799.50		-12,039.50	.0%
12301 531351 Gas/Diesel	0	0	0	25.00		-25.00	.0%
12301 531357 Employee Recognition	12,115	0	12,115	3,208.82		8,906.18	26.5%
12301 532325 Registration	2,534	0	2,534	2,860.91		-326.91	112.9%
12301 532332 Mileage	475	0	475	608.04		-133.04	128.0%
12301 532334 Commercial Travel	600	0	600	.00		600.00	.0%
12301 532335 Meals	795	0	795	428.39		366.61	53.9%
12301 532336 Lodging	2,850	0	2,850	2,774.33		75.67	97.3%
12301 532339 Other Travel & Tolls	80	0	80	104.20		-24.20	130.3%

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FROM 2025 01 TO 2025 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 532350 Training Materials	58,235	0	58,235	43,281.17		14,953.83	74.3%
12301 533225 Telephone & Fax	420	0	420	308.16		111.84	73.4%
12301 535242 Maintain Machinery & Equip	745	0	745	583.09		161.91	78.3%
12301 571004 IP Telephony Allocation	510	0	510	382.50		127.50	75.0%
12301 571005 Duplicating Allocation	16	0	16	11.97		4.03	74.8%
12301 571007 MIS Direct Charges	600	0	600	.00		600.00	.0%
12301 571009 MIS PC Group Allocation	10,427	0	10,427	7,820.28		2,606.72	75.0%
12301 571010 MIS Systems Grp Alloc(ISIS)	3,417	0	3,417	2,562.75		854.25	75.0%
12301 591519 Other Insurance	3,328	0	3,328	2,537.64		790.40	76.3%
12301 592006 WRS Interest	0	0	0	.57		-.57	.0%
12301 699999 Budgetary Fund Balance	0	-7,880	-7,880	.00		-7,880.00	.0%
TOTAL Human Resources	0	0	0	-12,012.90		-52,298.60	.0%
TOTAL General Fund	0	0	0	-12,012.90		-52,298.60	.0%
TOTAL REVENUES	-681,118	-7,880	-688,998	-509,901.04		-179,096.83	
TOTAL EXPENSES	681,118	7,880	688,998	497,888.14		126,798.23	

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FROM 2025 01 TO 2025 09

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	-105,301.44		-35,100.49	75.0%
12302 511110 Salary-Permanent Regular	81,951	0	81,951	.00		81,951.15	.0%
12302 512141 Social Security	5,841	0	5,841	.00		5,841.17	.0%
12302 512142 Retirement (Employer)	5,696	0	5,696	.00		5,695.61	.0%
12302 512144 Health Insurance	20,738	0	20,738	.00		20,738.03	.0%
12302 512145 Life Insurance	12	0	12	.00		12.00	.0%
12302 512151 HSA Contribution	1,800	0	1,800	.00		1,800.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00		1,104.00	.0%
12302 531243 Furniture & Furnishings	600	0	600	.00		600.00	.0%
12302 531303 Computer Equipmt & Software	1,500	0	1,500	.00		1,500.00	.0%
12302 531311 Postage & Box Rent	30	0	30	.00		30.00	.0%
12302 531312 Office Supplies	100	0	100	.00		100.00	.0%
12302 531313 Printing & Duplicating	30	0	30	.00		30.00	.0%
12302 531314 Small Items Of Equipment	1,000	0	1,000	4,784.97		-6,399.97	740.0%
12302 531320 Safety Supplies	800	0	800	53.73		746.27	6.7%
12302 531322 Subscriptions	8,350	0	8,350	7,352.67		997.33	88.1%
12302 531323 Subscriptions-Tax & Law	420	0	420	.00		420.00	.0%
12302 531324 Membership Dues	885	0	885	639.99		245.01	72.3%
12302 532325 Registration	850	0	850	450.00		400.00	52.9%
12302 532332 Mileage	160	0	160	.00		160.00	.0%
12302 532335 Meals	130	0	130	.00		130.00	.0%
12302 532336 Lodging	540	0	540	.00		540.00	.0%
12302 532350 Training Materials	4,500	0	4,500	.00		4,500.00	.0%
12302 571009 MIS PC Group Allocation	1,647	0	1,647	1,235.25		411.75	75.0%
12302 571010 MIS Systems Grp Alloc(ISIS)	854	0	854	640.53		213.47	75.0%
12302 591519 Other Insurance	864	0	864	577.08		286.89	66.8%
TOTAL Safety	0	0	0	-89,567.22		86,952.22	.0%
TOTAL General Fund	0	0	0	-89,567.22		86,952.22	.0%
TOTAL REVENUES	-140,402	0	-140,402	-105,301.44		-35,100.49	
TOTAL EXPENSES	140,402	0	140,402	15,734.22		122,052.71	