

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Tuesday, November 18, 2025 @ 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; Joan Callan, Kirk Lund; Karl Zarling, Vice Chair, Matthew Tracy (virtual).  
**Quorum established.**  
*Other staff present*: Jerry Hafferman, Undersheriff; Michael Luckey, County Administrator, Jess Olszewski, Senior HR Program Coordinator (virtual); 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 the Agenda: No changes. **No action taken.**
5. Public comment: None. **No action taken.**
6. Approval of October 21, 2025, Human Resources Committee Minutes: **Motion by K. Zarling to approve the Human Resources Committee October 21, 2025, minutes, as presented. Second by J. Callan. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. **Motion by K. Zarling to convene into closed session for discussion and possible action on the following: 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 discussion 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 Jefferson County Deputy Sheriff's Association. Second by K. Lund. Roll call vote - Ayes all. Moved into Closed session 8:35 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: J. Tucker; J. Olszewski; M. Luckey; D. Thompson; J. Hafferman*
9. **Motion by K. Zarling to reconvene into open session for possible action on items discussed in closed session. Second by K. Lund. Motion passed 5:0. Moved into Open session at 8:41 a.m.**
  - a. **Motion by K. Zarling to approve the Sheriff's recommendation for one sworn employee of a 2-day suspension for violation of work rules. Second by J. Callan. Motion passed 5:0.**
10. Review of October 2025 monthly financial reports for Human Resources and Safety: J. Tucker reported no significant change from previous meeting. **No action taken.**
11. Report from Benefits Administrator on activities from October through present: Verbal report provided on county wide vacancies and emergency help requests, providing additional steps and/or benefits, and activities in general. **No action taken.**
12. Discussion and possible action on tentative future meeting schedule and agenda items: Next meeting scheduled for **Tuesday, December 16, 2025. No action taken.**
13. Adjournment: Motion by K. Lund to adjourn. Second by K. Zarling. **Motion passed 5:0. Meeting adjourned at 8:46 a.m.**

## RESOLUTION NO. 2025-\_\_

### **Eliminating a vacant full-time Building & Maintenance Supervisor and full-time Lead Custodian and creating a full-time Building Maintenance Worker II and a full-time Custodian Supervisor position in the Facilities Department**

#### Executive Summary

The Facilities Department is continuing an organizational restructuring that consolidates maintenance and custodial functions for multiple campuses under one centralized reporting structure. Currently, there is a supervisor position for the Health and Human Services campus that oversees both maintenance and custodial work across those buildings and a supervisor position (now vacant) at the Courthouse that oversees both maintenance and custodial work for that building and the law enforcement center and jail.

The new organizational structure would be for the Director of Facilities to oversee one maintenance supervisor who in turn supervises maintenance at both campuses, and one custodian supervisor who in turn supervises custodial at both campuses. The current Health and Human Services Building & Maintenance Supervisor would take over the maintenance supervision for both campuses, and the current Health and Human Services Lead Custodian would take over custodial supervision for both campuses. To accomplish this, this resolution eliminates the now-vacant supervisor position at the Courthouse and recreates it as a Building Maintenance Worker II position, working under the direction of the Maintenance Supervisor. It also eliminates the Lead Custodian position and recreates it as a Custodian Supervisor.

A current and proposed organizational chart are included at the end of this resolution. The Human Resources Committee considered this resolution at its meeting on December 18, 2025 and recommended forwarding it to the County Board for approval.

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WHEREAS, Jefferson County has been moving towards a centralization of maintenance and custodial services across the many campuses the county operates, and

WHEREAS, the Facilities Director believes that this is the right time to restructure supervision within the department given the vacancy created by the retirement of a current supervisor, and

WHEREAS, this resolution would eliminate the vacant Building & Maintenance Supervisor position and Lead Custodian position and create two new positions, one Custodian Supervisor position and one Building Maintenance Worker II position, and

WHEREAS, under the new reporting structure, all maintenance positions at the Courthouse, Law Enforcement Center and Jail, and Health and Human Services campus would report to the Maintenance Supervisor within the Facilities Department, and all custodial positions at those locations would report to the Custodian Supervisor within the Facilities Department;

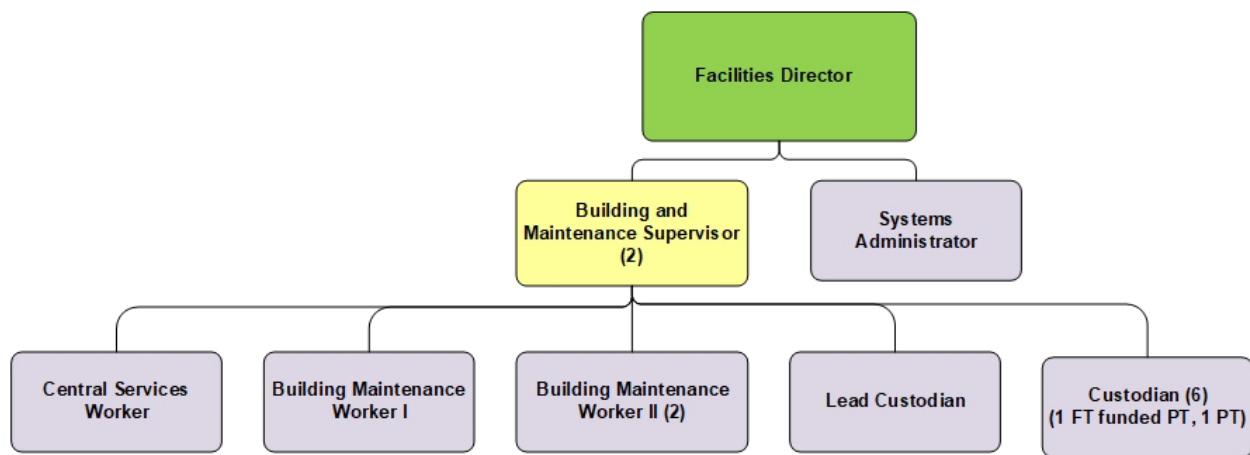
NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves the elimination of the vacant, full time Building & Maintenance Supervisor position and the full time Lead Custodian position and the creation of a full-time Building Maintenance Worker II position and a full-time Custodian Supervisor position, all within the Facilities Department, effective upon adoption.

*Fiscal Note:*

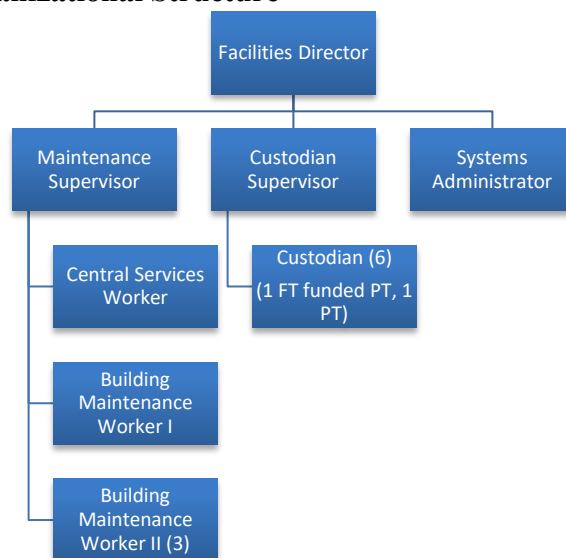
*Using 2025 payroll data, restructuring these positions will result in decreased wage costs of \$30,199.*

*Strategic Plan Reference: None*

**Current Organizational Structure**



**Proposed Organizational Structure**



Referred By:  
Human Resources Committee

01-13-2026

REVIEWED: Corporation Counsel: Finance Director:

## Amendment to Personnel Ordinance HR0360 Hours of Work, Overtime, and Compensatory Time

### Executive Summary

The purpose of this ordinance amendment is to update Section HR0360 of the Jefferson County Personnel Ordinance to revise the on-call and call-out compensation for Medical Examiner Investigators. The proposed changes acknowledge the irregular, emotionally demanding, and critical nature of the work performed. These changes support the County's Strategic Plan goals of enhancing organizational effectiveness and supporting workforce sustainability, particularly through improved recruitment and retention. The Human Resources Committee supported this amendment at their meeting on December 16, 2025. It is now forwarded to the County Board for consideration and approval.

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WHEREAS, the executive summary is incorporated into this ordinance, and

WHEREAS, the current Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time outlines specific provisions for on-call pay, and call-out pay, and

WHEREAS, the amendments to Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time will provide competitive, and more importantly, fair compensation for employees required to work non-desirable shifts and hours.

NOW, THEREFORE IT BE ORDAINED by the Jefferson County Board of Supervisors that Section HR0360, Hours of Work, Overtime, and Compensatory Time, of the Personnel Ordinance be amended as follows:

**Section 1.** Section HR0360, *Hours of Work, Overtime, and Compensatory Time*, subsection B.7, B.8, and B.9(a) are amended as follows:

7. On-Call Duty: Except for Medical Examiner Investigators. aAn employee shall be on-call when given a cell phone or pager and being told they are on-call. An employee who is on-call will receive an additional one hundred twenty-five dollars (\$125.00) for a week (7 consecutive days) or fifteen dollars (\$15.00) for after hours Monday- Friday and twenty- five dollars (\$25.00) for Saturday or Sunday or a designated holiday. As an alternative, if mutually agreeable, an employee who is on-call may elect 5 hours of compensatory time for a week (7 consecutive days), or .6 hours Monday- Friday and one (1) hour for Saturday or Sunday or a designated holiday. Medical Examiner Investigators assigned on-call responsibilities will receive two-dollars (\$2.00) per hour. When a Medical Examiner Investigator is called out, the on-call differential will cease, and the appropriate per-diem fee shall be paid. [er. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]

8. Call-out: Except for Medical Examiner Investigators, aAny employee called into work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at the regular rate of pay, unless otherwise required by law or ordinance, including HR0360 B.2.a. above. Medical Examiner Investigators called out will receive a per-diem rate of \$90.00 per scene unless otherwise required under Fair Labor Standards Act (FLSA). [er. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]

**Section 2.** This ordinance shall be effective January 1, 2026, and after passage and publication as provided by law.

*Fiscal Note:*

Referred by:  
Human Resources Committee

12/16/2025

Reviewed: Corporation Counsel\_\_\_\_ Finance Director\_\_\_\_

12/11/2025  
 15:12:27

 Jefferson County  
 FLEXIBLE PERIOD REPORT

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FROM 2025 01 TO 2025 10

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<b>12301 Human Resources</b>							
12301 411100 General Property Taxes	-666,488	0	-666,488	-555,406.60	.00	-111,081.27	83.3%
12301 451034 Badge Replacement Fee	-30	0	-30	-37.00	.00	7.00	123.3%
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	243,323.97	.00	-19,206.41	108.6%
12301 511210 Wages-Regular	134,834	0	134,834	51,268.32	.00	83,565.93	38.0%
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	21,244.55	.00	4,640.80	82.1%
12301 512142 Retirement (Employer)	24,628	0	24,628	19,966.38	.00	4,661.55	81.1%
12301 512144 Health Insurance	62,214	0	62,214	39,266.60	.00	22,947.49	63.1%
12301 512145 Life Insurance	93	0	93	112.72	.00	-19.96	121.5%
12301 512151 HSA Contribution	7,200	0	7,200	.00	.00	7,200.00	.0%
12301 512153 HRA Contribution	0	0	0	1,050.01	.00	-1,050.01	.0%
12301 512173 Dental Insurance	4,416	0	4,416	3,078.50	.00	1,337.50	69.7%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301 521219 Other Professional Serv	20,000	7,880	27,880	47,703.95	.00	-19,823.91	171.1%
12301 521225 Section 125	34,800	0	34,800	25,772.25	.00	9,027.75	74.1%
12301 521226 Ergonomics	250	0	250	97.00	.00	153.00	38.8%
12301 521228 Labor Negotiations	10,000	0	10,000	8,215.50	.00	1,784.50	82.2%
12301 521229 Recruitment Related	23,573	0	23,573	3,069.38	.00	20,503.62	13.0%
12301 531303 Computer Equipmt & Software	1,625	0	1,625	292.02	.00	1,332.98	18.0%
12301 531311 Postage & Box Rent	676	0	676	562.24	.00	113.76	83.2%
12301 531312 Office Supplies	971	0	971	716.87	.00	254.13	73.8%
12301 531313 Printing & Duplicating	25	0	25	9.49	.00	15.51	38.0%
12301 531314 Small Items Of Equipment	106	0	106	.00	.00	106.00	.0%
12301 531322 Subscriptions	1,280	0	1,280	907.40	.00	372.60	70.9%
12301 531324 Membership Dues	5,470	0	5,470	419.49	.00	5,050.51	7.7%
12301 531326 Advertising	0	0	0	3,799.50	8,240.00	-12,039.50	.0%
12301 531351 Gas/Diesel	0	0	0	25.00	.00	-25.00	.0%
12301 531357 Employee Recognition	12,115	0	12,115	3,751.62	.00	8,363.38	31.0%
12301 532325 Registration	2,534	0	2,534	2,860.91	.00	-326.91	112.9%
12301 532332 Mileage	475	0	475	696.62	.00	-221.62	146.7%
12301 532334 Commercial Travel	600	0	600	.00	.00	600.00	.0%
12301 532335 Meals	795	0	795	428.39	.00	366.61	53.9%
12301 532336 Lodging	2,850	0	2,850	2,774.33	.00	75.67	97.3%
12301 532339 Other Travel & Tolls	80	0	80	104.20	.00	-24.20	130.3%

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 15:12:28

 Jefferson County  
 FLEXIBLE PERIOD REPORT

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FROM 2025 01 TO 2025 10

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12301	532350 Training Materials	58,235	0	58,235	43,281.17	.00	14,953.83	74.3%
12301	533225 Telephone & Fax	420	0	420	342.40	.00	77.60	81.5%
12301	535242 Maintain Machinery & Equip	745	0	745	668.04	.00	76.96	89.7%
12301	571004 IP Telephony Allocation	510	0	510	425.00	.00	85.00	83.3%
12301	571005 Duplicating Allocation	16	0	16	13.30	.00	2.70	83.1%
12301	571007 MIS Direct Charges	600	0	600	.00	.00	600.00	.0%
12301	571009 MIS PC Group Allocation	10,427	0	10,427	8,689.20	.00	1,737.80	83.3%
12301	571010 MIS Systems Grp Alloc(ISIS)	3,417	0	3,417	2,847.50	.00	569.50	83.3%
12301	591519 Other Insurance	3,328	0	3,328	2,819.60	.00	508.44	84.7%
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 General Fund		0	0	0	-24,839.61	8,240.00	16,599.61	.0%
TOTAL REVENUES		-681,118	-7,880	-688,998	-565,443.60	.00	-123,554.27	
TOTAL EXPENSES		681,118	7,880	688,998	540,603.99	8,240.00	140,153.88	



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 15:26:01

 Jefferson County  
 FLEXIBLE PERIOD REPORT

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FROM 2025 01 TO 2025 10

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>12302 Safety</b>							
12302 411100 General Property Taxes	-140,402	0	-140,402	-117,001.60	.00	-23,400.33	83.3%
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	7,399.97	.00	-6,399.97	740.0%
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	450.00	.00	400.00	52.9%
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	1,372.50	.00	274.50	83.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	854	0	854	711.70	.00	142.30	83.3%
12302 591519 Other Insurance	864	0	864	641.20	.00	222.77	74.2%
TOTAL General Fund	0	0	0	-98,379.84	.00	98,379.84	.0%
TOTAL REVENUES	-140,402	0	-140,402	-117,001.60	.00	-23,400.33	
TOTAL EXPENSES	140,402	0	140,402	18,621.76	.00	121,780.17	

**Report to Human Resources Committee  
December 16, 2025**

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Interim Human Resources Director have reviewed and approved the following **17 new** vacant position requests from November 12, 2025 – December 11, 2025 (**237 applicants**):

<b>District Attorney</b>	Legal Assistant/Victim Witness Assistant (1.0 FTE)
<b>Facilities</b>	Systems Administrator (1.0 FTE)
<b>Fair Park</b>	Administrative Assistant I (0.4 FTE)
<b>Highway</b>	Highway Maintenance Worker (ongoing posting)
<b>Human Resources</b>	HR Generalist – Recruitment and Retention (1.0 FTE)
<b>Health Department</b>	DCF Program Assistant (0.4 FTE)
<b>Human Services</b>	Economic Support Specialist (1.0 FTE)
	Psychotherapist (1.0 FTE)
	Early Intervention Services Coordinator (1.0 FTE)
	Administrative Assistant I (1.0 FTE)
	CCS Service Facilitator I (1.0 FTE)
	Nutrition Program Assistant I (0.4 FTE)
	Mental Health Professional (1.0 FTE)
<b>Sheriff's Office</b>	Cook
	Communications Operator (1.0 FTE)
	Communications Supervisor (1.0 FTE)

**EMERGENCY HELP REQUESTS:** There were no Emergency Help requests received since November 11, 2025.

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

- 2 of 10 Employees hired with extra step(s). Hired between November 12, 2025 – December 11, 2025.

**OTHER ACTIVITIES:**

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

Respectfully Submitted,

*Jessica Tucker*

Jessica Tucker  
Interim Human Resources Director