

Human Resources Committee Agenda
Jefferson County Courthouse, Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549
Tuesday, January 20, 2026, 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 December 16, 2025, Minutes
7. Communications
8. Discussion on 2027, 2028, 2029, and 2030 Wages for Elected Officials: Sheriff and Clerk of Courts.
9. Discussion on amending Personnel Ordinance HR0360 regarding Department Head Hours.
10. Discussion regarding updating the Personal Ordinance for Jefferson County.
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 and Jefferson County Supervisors Association
12. Reconvene into open session for possible action on items discussed in closed session
13. Review of December 2025 monthly financial reports for Human Resources and Safety
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 Absences requests, and Update on Human Resources Department activities
15. Discussion and possible action on tentative future meeting schedule and agenda items.
16. Adjournment

Next scheduled meetings:
Tuesday, February 17, 2026, at 8:30 a.m.
Tuesday, March 17, 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.

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, December 16, 2025 @ 8:30 a.m.
Jefferson County Courthouse, Room C2003, 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; Karl Zarling, Vice Chair; Matthew Tracy. **Quorum established.**
Other Staff Present: Michael Luckey, County Administrator; Jessica Tucker, Interim Human Resources Director; John Fox, Facilities Director; Nichol Tesch, Medical Examiner; Jerry Haferman, Undersheriff; Danielle Thompson, Corporation Counsel.
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 November 18, 2025, Human Resources Committee Minutes: **Motion by K. Lund to approve the Human Resources Committee November 18, 2025, minutes, as presented. Second by K. Zarling. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action to recommend resolution to County Board to amend the 2026 budget to eliminate a vacant full-time Building & Maintenance Supervisor and create a full-time Building Maintenance Worker II and eliminate a full-time Lead Custodian position and create a full-time Custodian Supervisor position in the Facilities Department: *Consensus from committee supporting the restructuring, citing the need for the change in order to centralize facilities and no addition to tax levy.* **Motion by K. Zarling to approve the change eliminating a full-time Building & Maintenance Supervisor and creating a full-time Custodian Supervisor, with changes. Second by J. Callan. Motion passed 5:0**
9. Discussion and possible action to amend Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time, Shift Differentials and Premium Pay: *Consensus from committee supporting the change, citing the hard to hire positions in Medical Examiner's office.* **Motion by K Zarling to approve the change to HR0360 to include on-call pay for Medical Examiner Investigators. Second by M. Tracy. Motion passed 5:0.**
10. Discussion regarding Human Resources Department staffing: Discussed internal changes. **No action taken.**
11. **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)(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 and Jefferson County Supervisors Association. Second by K. Lund. Roll call vote - Ayes all. Moved into Closed session 8:48 a.m.**
Also present: J. Tucker; M. Luckey; D. Thompson, J. Haferman
12. **Motion by J. Lund to reconvene into open session. Second by K. Zarling. Motion passed 5:0 Moved into Open session at 9:05 a.m. No action taken.**
13. Review of November 2025 monthly financial reports for Human Resources and Safety: J. Tucker reported no significant change from previous meeting. **No action taken**
14. Report from Interim Human Resources Director on activities from November through present: Verbal report provided on 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: Next meeting scheduled for Tuesday, January 20, 2025. **No action taken**
16. Adjournment: Motion by J. Callan to adjourn. Second by K. Lund. **Motion passed 5:0. Meeting adjourned at 9:05 a.m.**

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FROM 2025 01 TO 2025 11

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	-610,947.26	.00	-55,540.61	91.7%
12301 451034 Badge Replacement Fee	-30	0	-30	-38.90	.00	8.90	129.7%
12301 451200 Records & Reports	-100	0	-100	.00	.00	-100.00	.0%
12301 484005 Insurance Training Reimburse	-4,500	0	-4,500	-15,000.00	.00	10,500.00	333.3%
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	262,390.02	.00	-38,272.46	117.1%
12301 511210 Wages-Regular	134,834	0	134,834	56,435.94	.00	78,398.31	41.9%
12301 511220 Wages-Overtime	1,032	0	1,032	22.86	.00	1,008.99	2.2%
12301 511330 Wages-Longevity Pay	375	0	375	375.00	.00	.00	100.0%
12301 512141 Social Security	25,885	0	25,885	23,013.16	.00	2,872.19	88.9%
12301 512142 Retirement (Employer)	24,628	0	24,628	21,641.06	.00	2,986.87	87.9%
12301 512144 Health Insurance	62,214	0	62,214	43,285.92	.00	18,928.17	69.6%
12301 512145 Life Insurance	93	0	93	125.88	.00	-33.12	135.7%
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	3,374.21	.00	1,041.79	76.4%
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	28,657.75	.00	6,142.25	82.3%
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	3,134.29	.00	20,438.71	13.3%
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	724.29	.00	246.71	74.6%
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	1,052.40	.00	227.60	82.2%
12301 531324 Membership Dues	5,470	0	5,470	419.49	.00	5,050.51	7.7%
12301 531326 Advertising	0	0	0	5,859.50	8,240.00	-14,099.50	.0%
12301 531351 Gas/Diesel	0	0	0	25.00	.00	-25.00	.0%
12301 531357 Employee Recognition	12,115	0	12,115	3,916.07	.00	8,198.93	32.3%
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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 Jefferson County
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FROM 2025 01 TO 2025 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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	376.64	.00	43.36	89.7%
12301 535242 Maintain Machinery & Equip	745	0	745	702.72	.00	42.28	94.3%
12301 571004 IP Telephony Allocation	510	0	510	467.50	.00	42.50	91.7%
12301 571005 Duplicating Allocation	16	0	16	14.63	.00	1.37	91.4%
12301 571007 MIS Direct Charges	600	0	600	.00	.00	600.00	.0%
12301 571009 MIS PC Group Allocation	10,427	0	10,427	9,558.12	.00	868.88	91.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	3,417	0	3,417	3,132.25	.00	284.75	91.7%
12301 591519 Other Insurance	3,328	0	3,328	3,101.56	.00	226.48	93.2%
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	-56,103.50	8,240.00	47,863.50	.0%
TOTAL REVENUES	-681,118	-7,880	-688,998	-635,986.16	.00	-53,011.71	
TOTAL EXPENSES	681,118	7,880	688,998	579,882.66	8,240.00	100,875.21	

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FROM 2025 01 TO 2025 11

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	-128,701.76	.00	-11,700.17	91.7%
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	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	1,509.75	.00	137.25	91.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	854	0	854	782.87	.00	71.13	91.7%
12302 591519 Other Insurance	864	0	864	705.32	.00	158.65	81.6%
TOTAL General Fund	0	0	0	-109,807.46	.00	109,807.46	.0%
TOTAL REVENUES	-140,402	0	-140,402	-128,701.76	.00	-11,700.17	
TOTAL EXPENSES	140,402	0	140,402	18,894.30	.00	121,507.63	

Report to Human Resources Committee
January 20, 2026

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Interim Human Resources Director have reviewed and approved the following **15 new** vacant position requests from December 12, 2025 – January 15, 2026 (**604 applicants**):

Highway	Highway Maintenance Worker (ongoing posting)
Human Resources	HR Generalist (1.0 FTE)
Human Services	Economic Support Specialist (1.0 FTE)
	Psychotherapist (1.0 FTE)
	Administrative Assistant I (1.0 FTE)
	Van Driver II (OPT)
Parks	Historic Site Intern
	Parks Maintenance Worker x4 (Seasonal)
	Natural Resources Intern x 2
Planning & Development	Zoning Intern
Sheriff's Office	Deputy (1.0 FTE)

EMERGENCY HELP REQUESTS: There were no new Emergency Help requests received since December 16, 2025.

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

- 2 of 9 Employees hired with extra step(s). Hired between December 12, 2025 – January 15, 2026.

OTHER ACTIVITIES:

- 1 Promotions
- 17 Reclasses
- 2 workers' compensation injury reports: **2 incidents only**
- 1 Timekeeping Audit
- 1 Employee investigations
- 11 terminations and corresponding COBRA benefits and retirement benefits
- 13 new FMLA requests

Respectfully Submitted,

Jessica Tucker

Jessica Tucker
Interim Human Resources Director