

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, February 17, 2026, @ 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 (virtual); Absent: Matthew Tracy. **Quorum established.**  
*Other Staff Present:* Michael Luckey, County Administrator; Jessica Tucker, Interim Human Resources Director; Travis Maze, Sheriff; Danielle Thompson, Corporation Counsel; Cindy Hamre-Incha, Clerk of Courts; Patricia Cicero, Land and Water Conservation Director; Cody Aagerup, HR Generalist - Recruitment/Retention (virtual); Jessica Olszewski, Sr HR Program Coordinator (virtual); Nichol Donovan, Medical Examiner (virtual); Staci Hoffman, Register of Deeds (virtual); Sarana Stolar, Paralegal (virtual).
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 January 20, 2026, Human Resources Committee Minutes: **Motion by J. Callan to approve the Human Resources Committee January 20, 2026, minutes, as presented. Second by K. Lund. Motion passed 4:0.**
7. Communications: Introduction of new HR member. **No action taken.**
8. Discussion and possible action on 2027, 2028, 2029, and 2030 Wages for Elected Officials: Sheriff and Clerk of Courts: Discussion on presented data for comparable counties. Recommendation on wages was made by the County Administrator for an 8% increase in 2027, 3%, in 2028, 3% in 2029 and 3.5% in 2030 for the Clerk of Courts. The County Administrator recommended for the Sheriff a 6% increase in 2027, 4% in 2028, 4% in 2029 and 4% in 2030. **Motion made by K. Lund to approve the recommendation for salary increase as recommended for Clerk of Courts and to set the Sheriff's wages at 11% increase in 2027, 4 % in 2028, 4% in 2029 and 3.5% in 2030. Second by J. Callan. Motion passed 3:1.**
9. Discussion and possible action on amending Personnel Ordinance HR0360 regarding Department Head Hours: Committee discussed and gave direction to Interim HR Director on updating ordinance. **No action taken.**
10. Update on Family Friendly Workplaces: County Administrator presented on Jefferson County becoming gold certified Family Friendly Workplace. **No action taken.**
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: Update given. **No action taken.**
12. Review of January 2026 monthly financial reports for Human Resources and Safety: J. Tucker reported no significant change from previous meeting. **No action taken.**
13. Report from Interim Human Resources Director on activities from January through present: Verbal report provided on county wide vacancies, additional steps an/or benefits, and activities in general. **No action Taken**
14. Discussion and possible action on tentative future meeting schedule and agenda items: Next meeting scheduled for Tuesday, March 17, 2026. **No action taken.**
15. Adjournment: **Motion by K. Lund to adjourn. Second by J. Callan. Motion passed 4:0. Meeting adjourned at 9:40 a.m.**

**RESOLUTION NO. 2025-\_\_\_\_\_**

**Creating a Full-Time Medical Director Position for the Human Services Department**

Executive Summary

The Human Services Director recommends the creation of one full-time equivalent (FTE) Medical Director position as a random hour, exempt employee to be added to the Classification Listing in the 2026 Adopted Budget. This position will be considered unclassified service as the market rate for this position will fall outside of the County's classification plan. A separate employment contract will be negotiated with the successful applicant outlining the employee's wages, benefits, and terms of employment. Traditionally, the Human Services Medical Director role has been filled via an independent contractor for over 30 years. Due to the retirement of the contracted Medical Director, this newly created position will allow for a transition to a full-time employee, providing medical leadership across Human Services. A full-time employee provides continuity in clinical oversight, strengthens regulatory compliance, supports timely decision-making, enhances coordination of behavioral health, and allows for greater engagement in departmental quality assurance, policy development, and emergency preparedness.

This resolution creates a full-time Medical Director position and amends the Human Services Department's 2026 budget accordingly. On March 10, 2026, the Human Resources Committee considered this resolution and recommended forwarding to the County Board for Consideration and approval.

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WHEREAS, the Executive Summary is incorporated in this resolution, and

WHEREAS, the County previously contracted a Medical Director for Human Services, but following the retirement of the independent contractor currently providing Medical Director services in February 2026, the County discontinued this arrangement, and

WHEREAS, the creation of a Medical Director position will strengthen Human Services and improve continuity of care, support prescribing oversight where applicable, enhance emergency preparedness, and promote whole-person care, and

WHEREAS, the Human Services Department provides services under Wisconsin Statutes Ch 51 board, CCS license (DHS 36), CSP license (DHS 63), Emergency Mental Health Services (Ch 34) Outpatient clinic (DHS 75) and provides supervision and oversight to our CBRE, Lueder House for all admissions and discharges and all clinical treatment services that require medical oversight, and

WHEREAS, the County Board recognizes the importance of medical leadership to ensure compliance with state and federal regulations governing CCS, CSP, Crisis Services, and other clinical programming, and

WHEREAS, the Medical Director is funded through a combination of the State Department of Health Services (DHS) Mental Health allocation contract (37%), billing to participant insurance (19%), the Wisconsin Medicaid Cost Reimbursement (WIMCR) settlement (16%), and tax levy (27%), and

WHEREAS, this creation of a new position reallocates existing resources 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 2026 Human Services budget to create a full-time, unclassified Medical Director position in Human Services, with all related wage/benefit and account adjustments made within the adopted 2026 budget, without increasing the tax levy, effective upon adoption.

BE IT FURTHER RESOLVED, the County Administrator is authorized to negotiate and execute an employment contract with the successful applicant outlining the wages, benefits, and terms of employment for this position.

*Fiscal Note: The Medical Director is funded by DHS, participant insurance, WIMCR settlement and County levy. The position 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: None*

Referred By:  
Human Resources Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 