

Human Resources Committee Agenda
Jefferson County Courthouse, Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549
Tuesday, May 19, 2026, at 8:30 a.m.

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Meeting ID: 241 472 495 619 352
Passcode: K4yf9Qy6

Committee Members: James Braughler, Joan Callan, Bruce Degner, Jeni Quimby, Michael Wineke

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. Election of Officers – Chair and Vice Chair
6. Public comment (*Members of the Public who wish to address the Committee on specific agenda items must register their request at this time*)
7. Approval of May 19, 2026, Minutes
8. Communications
9. Overview of Administration/Human Resources Department anticipated projects
10. Discussion and possible action on Generative Artificial Intelligence Policy
11. Discussion and possible action on amending Personnel Ordinance HR0360 regarding Department Head Hours
12. 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
13. Reconvene into open session for possible action on times discussed in closed session
14. Review of February, March, and April 2026 monthly financial reports for Human Resources and Safety
15. 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 Absence requests, and update on Human Resources Department activities
16. Discussion and possible action on tentative future meeting schedule and agenda items.
17. Adjournment

Next scheduled meetings:
Tuesday, June 16, 2026, at 8:30 a.m.
Tuesday, July 21, 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, March 10, 2026, @ 6:00 p.m.

Jefferson County Courthouse, Room C2003, and
Videoconference

1. Call to order: **Meeting called to order by J. Braugler at 6:00 p.m.**
2. Roll call. Present: James Braugler, 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; Danielle Thompson, Corporation Counsel; Brent Ruehlow, Human Services Director.
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 February 17, 2026, Human Resources Committee Minutes: **Motion by K. Lund to approve the Human Resources Committee February 17, 2026, minutes, as presented. Second by K. Zarling. Motion passed 5:0**
7. Communications: None. **No action taken.**
8. Discussion and possible action on resolution Creating a Full-time Medical Director Position for the Human Services Department: Discussion on presented information. **Motion made by K. Zarling to approve the Creation of a Full-Time Medical Director Position for the Human Services Department. Second by K. Lund. Motion passed 5:0**
9. Discussion and possible action on tentative future meeting schedule and agenda items: Next meeting scheduled for Tuesday, March 17, 2026, canceled. Next meeting scheduled for Tuesday, April 21, 2026. **No action taken.**
10. Adjournment: **Motion by J. Callan to adjourn. Second by K. Lund. Motion passed 5:0. Meeting adjourned at 6:11 p.m.**

Jefferson County Artificial Intelligence Policy

1. Purpose

This policy establishes guidelines for the responsible, ethical, and secure use of Artificial Intelligence (AI), Generative AI (GenAI), and Agentic AI tools by county employees. The policy aims to harness AI for improved efficiency and innovative service delivery while safeguarding confidentiality, privacy, data integrity, and the environment. AI technologies change and improve rapidly. This policy will change and adapt accordingly.

2. Scope

This policy applies to all county employees, including full-time, part-time, and temporary staff, as well as contractors, elected officials, and volunteers who use county systems or devices for their work. It covers all AI tools, both those officially procured by the county and public-facing applications used for county business. There may be additional policies at the department level that address the scope of department-specific needs and uses.

3. AI Terms and Definitions

Artificial Intelligence (AI)

Software systems that perform tasks normally requiring human intelligence—such as recognizing patterns, generating text or images, making predictions, or recommending actions—by processing data with algorithms and statistical models. (Includes machine learning, deep learning, and rules-based systems.)

Generative AI (GenAI)

AI systems that create novel content (text, images, audio, code) based on patterns learned from training data. Outputs are probabilistic and may contain errors (“hallucinations”), requiring human review. Common generative AI applications include ChatGPT, Google Gemini, and Copilot. Example prompts: “Create an image of children playing at Dorothy Carnes Park.”

Agentic AI

AI systems that can plan and perform sequences of actions with a degree of autonomy (e.g., calling tools, triggering workflows) to pursue goals. These systems **must** operate under human oversight, with explicit guardrails and auditability.

Public AI vs Enterprise AI Products

Publicly available AI products are broad-purpose tools designed for individual productivity; they are not secure. The information you enter, and the response provided are available worldwide, these are often offered with free limited use.

Enterprises AI products are specialized, highly secure systems designed for organizational use, integrated with county data, and focus on operational automation, compliance and are private within the organizations infrastructure.

Algorithm / Model

An algorithm is a method or set of rules for computation; a model is the learned representation produced by training an algorithm on data (e.g., a large language model).

Machine Learning (ML)

A subset of AI where models improve performance by learning from data rather than explicit programming.

Large Language Model (LLM)

A model trained on extensive text corpora to predict and generate natural language; commonly used for drafting, summarization, Q&A, and chat interfaces.

Training Data

The datasets used to develop or fine-tune models. Quality, provenance, and lawful use of training data affect model reliability and risk.

Hallucination

Confident but incorrect or fabricated output produced by a model.

Algorithmic Bias

Systematic errors that lead to unfair outcomes for individuals or groups, often arising from biased data, design choices, or deployment contexts.

Deepfake

AI-generated content mimicking real people, voices, or events; prohibited for impersonation, fraud, or misleading the public.

Personally Identifiable Information (PII)

Information that can identify an individual (e.g., name, address, SSN, driver's license number). PII must not be entered into public AI services and must be processed only in approved tools with safeguards.

Protected Records

Information protected by law (e.g., health (HIPAA) or education records (FERPA)) that cannot be shared with or entered into public AI services.

4. Guiding principles

- **Responsible Use and Accountability:** Employees must exercise professional judgment and critical thinking when using AI, ensuring that the outputs are accurate, unbiased, and appropriate for their work. Employees are responsible for all work-related content, regardless of whether AI was used in its creation. Human oversight is mandatory, especially for high-impact decisions.
- **Transparency:** Employees must be transparent about the use of AI. In cases where AI is used to produce information or images that will be publicly shared or used in a decision affecting a member of the public, the use of AI should be disclosed.
- **Ethical standards:** AI tools must not be used to create content that is misleading, fraudulent, discriminatory, or that violates county or state ethics rules.
- **Security and privacy:** County, constituent, and employee data must be protected. Sensitive or confidential information must never be entered into AI models. All county AI use shall be on an enterprise product approved by the county though some products may deploy to specific departments and not be accessible county-wide.
- **Innovation:** Jefferson County embraces continuous learning and encourages creative and responsible experimentation that addresses community needs. Our use of AI technologies will be focused on improving our services, operations and problem-solving in transformative ways
- **Stewardship:** Recognizing AI's impacts on the environment and community-shared resources, we will prioritize AI solutions [and train users on methods that] reduce waste, enhance long-term sustainability, and optimize operations.

5. AI Oversight Committee: The county will establish an AI oversight committee with representatives from MIS, Corporation Counsel, Administration and other relevant departments. This committee will be responsible for:

- Approving AI tools for county use.
- Evaluating AI tools for potential bias and privacy risks.
- Reviewing and updating the AI policy as technology evolves.

6. Permitted Uses of AI: Below are examples of permitted uses of AI. Please see Appendix A for a decision tree that may be useful in determining if your desired use of AI is permitted. If in doubt, consult with your supervisor or Department Head.

- **Approved tools:** Employees may only use enterprise AI tools approved by the county's Management Information Systems (MIS) department for work-related tasks involving county data. The MIS department will maintain and publish a list of approved AI tools.
- **Augmenting employee work:** AI is encouraged for low-risk tasks that enhance productivity, such as drafting, summarizing, and data analysis. However, inputs must not contain sensitive, confidential, or proprietary county or citizen data. All AI outputs must be independently reviewed and verified by a human before use.
- **Administrative tasks:** AI can be used for administrative purposes, including scheduling, meeting summarization, and data analysis, provided that the tools are approved and appropriate safeguards are in place.
- **Department-specific tasks** – As addressed within departmental AI policies, there may be unique departmental tasks that are acceptable uses of AI. For example, MIS may have a policy related to using AI to generate code for county-developed applications/tools. Other departments may have other acceptable uses. Consult with your supervisor if you have questions about whether your desired use of AI is permitted.

7. Prohibited Uses of AI: Below are examples of prohibited uses of AI. Please see Appendix A for a decision tree that may be useful in determining if your desired use of AI is prohibited. If in doubt, consult with your supervisor.

- **Unapproved tools on county devices:** Using personal or non-approved AI systems for work-related activities on county equipment is prohibited.
- **Confidential and sensitive data:** Employees are strictly prohibited from entering confidential, proprietary, or sensitive data into public AI services. This includes, but is not limited to:
 - Personally Identifiable Information (PII) of employees or constituents.
 - Records protected by privacy laws (e.g., FERPA, HIPAA).
 - Personnel records, including performance reviews, reprimands, or termination letters.
 - Non-public legal analysis or advice.
- **High-stakes decisions:** AI output cannot be the sole basis for decisions that significantly impact an individual, such as hiring, promotions, disciplinary actions, or eligibility for county services.

- **Fraud and impersonation:** Creating deepfakes, impersonating others, or generating fraudulent content with AI is strictly prohibited.
- **Misinformation:** Using AI to generate or distribute intentionally false or misleading information is forbidden.
- **Contractual Prohibitions:** Where the County has entered into contracts that expressly prohibit or limit the use of AI, the contract terms must be strictly followed.

8. Policy on public records

- **Disclosure:** Employees must assume that all inputs, prompts, and outputs from AI tools used for county business are subject to Wisconsin public records law.
- **Retention:** Employees are responsible for retaining AI-generated records in accordance with the county's data retention schedule.
- **Verification:** AI-generated information that is shared with the public must be reviewed, fact-checked, and corrected by a human to ensure its accuracy before distribution. Do not solely use AI to fact-check AI.

9. Training and implementation

- **Employee training:** The county will provide mandatory training to all employees on the responsible and ethical use of AI, including identifying and mitigating biases, protecting data, and understanding the risks of AI. Ongoing training will be offered to keep employees aware of changes in AI and the County's use of it over time.
- **Leadership training:** Department heads and managers will receive additional training on how to oversee AI use within their teams and ensure compliance with this policy.
- **MIS training:** Members of the County MIS staff will be trained in how to implement and maintain AI technologies safely and securely.

10. Incidents/ Breaches: Employees must report any security incidents, privacy breaches, or improper use of AI to the MIS department and their Department Head immediately.

11. External Communication Plan

- Disclosure to the public
- Feedback loop

12. Exceptions: Exceptions to this policy may only be granted by the County Administrator or their designee.

13. Consequences of non-compliance

- Violation of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the offense.

DRAFT

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 current hour requirement for Department Heads. The daily hour requirements for department heads have not been updated in over 15 years, and the current structure does not consistently align with actual work demands. Adjusting these requirements will provide necessary flexibility while maintaining accountability, continuity of operations, and effective service delivery to the public. This change supports 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 February 17, 2026, and it is now forwarded to the County Board for consideration and approval.

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 Department Heads, and

WHEREAS, the amendments to Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time will provide flexibility and support effective management and ensure continued organizational efficiency.

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.9(a) are amended as follows:

1. Random Hour Exempt Employees. In lieu of other compensation for work in excess of 40 hours per week, Department Heads, Attorneys (such as Circuit Court Commissioners, Assistant Corporation Counsels, Register in Probate/Attorney), the Sheriff's Chief Deputy, and the Undersheriff, shall ~~receive 40 random hours off per year~~ be eligible to receive random hours. Random hours shall be earned on a one-for one basis with Department Head hours worked in excess of forty (40) hours in a workweek, up to a maximum accrual of forty (40) hours in a calendar year. Random hours not used by the end of a calendar year shall be forfeited. Random hours for part-time employees for a full year shall also be prorated based on the budgeted annual salary for the full year, converted to an equivalent number of hours. [am. Ord. 2008-24, 11/10/2008; am. Ord. 2008-35, 02/10/09; am. Ord. 2009-17, 10/27/2009; am. Ord. 2011-21, 01/13/2011; am. 12/11/12, ord. 2012-20; ord. 2015-12, 08/11/15; am 03/11/2025, ord 2024-21]
 - a. Exempt employees are expected to work whatever hours are necessary beyond the workweek to ensure that a compete and adequate job is done. [am. 3/13/12, ord.

2011-31; am 03/11/2025, ord 2024-21]

- b. Full-time person receiving random ~~days~~ hours shall ~~work eight (8) hours a day~~ be expected to work a regular schedule sufficient to meet the needs of the department and to complete assigned duties, totaling forty (40) hours per work week, Monday through Friday, primarily during regular business hours, unless otherwise approved. [am. Ord. 2007-31, 01/11/08]
- c. ~~Full-time employees working less than four hours a day, Monday through Friday workweek shall supplement worked time with paid leave time such as sick, vacation, random, personal holiday, bringing total hours up to eight per day. Random Hour Exempt employees may opt to flex their daily hours within the same workweek, subject to departmental needs, at their supervisor's discretion. Paid leave time, including sick leave, vacation, random hours, personal holiday, or holiday, may be used to supplement worked time as necessary to reach forty (40) hours in the workweek. Full-time employees working less than eight hours a day, but more than four hours a day, Monday through Friday, may supplement time worked with paid leave time, or may opt to flex the necessary time during the same Monday through Friday work week at their discretion.~~ [am. Ord. 2007-31, 01/11/08; am. ord 2009-17, 10/27/2009; am 03/11/2025, ord 2024-21]

Section 2. This ordinance shall be effective March 22, 2026, and after passage and publication as provided by law.

Referred by:

Human Resources Committee

5/19/2026

Reviewed: Corporation Counsel ____ Finance Director ____

05/18/2026
14:07:41

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2026 01 TO 2026 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 Human Resources							
12301 411100 General Property Taxes	-799,108	0	-799,108	-66,592.31	.00	-732,515.36	8.3%
12301 451034 Badge Replacement Fee	-50	0	-50	.00	.00	-50.00	.0%
12301 451200 Records & Reports	-50	0	-50	.00	.00	-50.00	.0%
12301 484005 Insurance Training Reimburse	-12,500	0	-12,500	.00	.00	-12,500.00	.0%
12301 511110 Salary-Permanent Regular	233,613	61,529	295,141	8,756.20	.00	286,385.01	3.0%
12301 511210 Wages-Regular	206,820	-79,529	127,291	5,446.84	.00	121,844.63	4.3%
12301 511330 Wages-Longevity Pay	375	0	375	44.63	.00	330.37	11.9%
12301 512141 Social Security	33,611	0	33,611	949.10	.00	32,661.89	2.8%
12301 512142 Retirement (Employer)	34,962	0	34,962	1,173.49	.00	33,788.95	3.4%
12301 512144 Health Insurance	103,548	0	103,548	6,486.74	.00	97,061.63	6.3%
12301 512145 Life Insurance	128	0	128	1.92	.00	126.48	1.5%
12301 512151 HSA Contribution	7,200	0	7,200	.00	.00	7,200.00	.0%
12301 512153 HRA Contribution	0	0	0	228.70	.00	-228.70	.0%
12301 512173 Dental Insurance	5,520	0	5,520	289.16	.00	5,230.84	5.2%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301 521219 Other Professional Serv	39,980	28,000	67,980	6,446.00	11,886.00	49,648.00	27.0%
12301 521225 Section 125	36,000	0	36,000	2,507.95	.00	33,492.05	7.0%
12301 521226 Ergonomics	750	0	750	.00	.00	750.00	.0%
12301 521228 Labor Negotiations	8,000	20,000	28,000	.00	.00	28,000.00	.0%
12301 521229 Recruitment Related	6,910	0	6,910	264.80	.00	6,645.20	3.8%
12301 531303 Computer Equipmt & Software	1,800	0	1,800	24.99	.00	1,775.01	1.4%
12301 531311 Postage & Box Rent	500	0	500	57.06	.00	442.94	11.4%
12301 531312 Office Supplies	550	0	550	89.32	.00	460.68	16.2%
12301 531322 Subscriptions	1,270	0	1,270	.00	.00	1,270.00	.0%
12301 531324 Membership Dues	2,325	0	2,325	427.50	.00	1,897.50	18.4%
12301 531351 Gas/Diesel	550	0	550	.00	.00	550.00	.0%
12301 531357 Employee Recognition	14,770	0	14,770	136.84	.00	14,633.16	.9%
12301 532325 Registration	4,020	0	4,020	4,575.00	.00	-555.00	113.8%
12301 532332 Mileage	0	0	0	56.56	.00	-56.56	.0%
12301 532334 Commercial Travel	700	0	700	1,668.61	.00	-968.61	238.4%
12301 532335 Meals	560	0	560	194.30	.00	365.70	34.7%
12301 532336 Lodging	5,250	0	5,250	1,721.80	.00	3,528.20	32.8%
12301 532339 Other Travel & Tolls	255	0	255	218.67	.00	36.33	85.8%
12301 532350 Training Materials	42,800	0	42,800	4,800.00	.00	38,000.00	11.2%
12301 533225 Telephone & Fax	0	0	0	34.24	.00	-34.24	.0%
12301 535242 Maintain Machinery & Equip	0	0	0	98.01	.00	-98.01	.0%
12301 571004 IP Telephony Allocation	550	0	550	36.25	.00	513.75	6.6%
12301 571005 Duplicating Allocation	63	0	63	5.17	.00	57.83	8.2%

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14:07:42

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2026 01 TO 2026 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 571009 MIS PC Group Allocation	10,636	0	10,636	885.33	.00	9,750.67	8.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	3,752	0	3,752	312.58	.00	3,439.42	8.3%
12301 591519 Other Insurance	3,539	0	3,539	329.02	.00	3,209.77	9.3%
12301 699999 Budgetary Fund Balance	0	-30,000	-30,000	.00	.00	-30,000.00	.0%
12302 Safety							
12302 411100 General Property Taxes	-28,460	0	-28,460	-2,371.65	.00	-26,088.13	8.3%
12302 531243 Furniture & Furnishings	700	0	700	.00	.00	700.00	.0%
12302 531303 Computer Equipmt & Software	1,500	0	1,500	.00	.00	1,500.00	.0%
12302 531312 Office Supplies	130	0	130	.00	.00	130.00	.0%
12302 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
12302 531320 Safety Supplies	1,000	0	1,000	.00	.00	1,000.00	.0%
12302 531322 Subscriptions	9,225	0	9,225	3,364.90	.00	5,860.10	36.5%
12302 531324 Membership Dues	1,000	0	1,000	425.00	.00	575.00	42.5%
12302 532325 Registration	1,550	0	1,550	.00	.00	1,550.00	.0%
12302 532332 Mileage	200	0	200	.00	.00	200.00	.0%
12302 532335 Meals	150	0	150	.00	.00	150.00	.0%
12302 532336 Lodging	480	0	480	.00	.00	480.00	.0%
12302 532350 Training Materials	9,000	0	9,000	.00	.00	9,000.00	.0%
12302 571005 Duplicating Allocation	2	0	2	.17	.00	1.83	8.5%
12302 571009 MIS PC Group Allocation	1,680	0	1,680	139.83	.00	1,540.17	8.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	938	0	938	78.17	.00	859.83	8.3%
12302 591519 Other Insurance	805	0	805	.00	.00	804.78	.0%
TOTAL General Fund	0	0	0	-16,689.11	11,886.00	4,803.11	.0%
TOTAL REVENUES	-840,167	-30,000	-870,167	-68,963.96	.00	-801,203.49	
TOTAL EXPENSES	840,167	30,000	870,167	52,274.85	11,886.00	806,006.60	

OTHER ACTIVITIES:

- **3** Additional Step Increases
- **15** workers' compensation injury reports: **6 reportable, and 9 incident only (Switched to Nurse Triage Line 05/01/2026)**
- **15** Job Changes
- **41** New Hires and Corresponding Onboarding and benefits
- **8** Audits/Investigations/Complaints
- **33** Various Status change requests
- **35** terminations and corresponding COBRA benefits and retirement benefits
- **25** new FMLA requests
- **4** Personal Leave requests
- **3** ADA accommodation requests reviewed and interactive process for accommodations made
- Reclasses/Budget for 2026
- **3** ongoing HR Projects – Market Study, Personnel Ordinance Update and Job Description Project

Respectfully Submitted,

Jessica Tucker

Jessica Tucker
Interim Human Resources Director