

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, June 16, 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; Michael Wineke, Vice Chair; Joan Callan; Bruce Degner; Jennifer Quimby; **Quorum established.**
Other Staff Present: John Fox, Facilities Director; Jessica Tucker, Interim HR Director; Danielle Thompson, Corporation Counsel; Jessica Olszewski, Sr. HR Program Coordinator; Michael Luckey, County Administrator (Virtual); Brooke Riggs, HR Generalist (Virtual); Sarana Stolar, Paralegal II.
Members of the Public: James Kukkan, Watertown Daily Times.
3. Certification of compliance with the Open Meetings Law: Confirmed by D. Thompson. **No action taken.**
4. Review of the Agenda: No changes. **No action taken.**
5. Public comment: None. **No action taken.**
6. Approval of May 19, 2026, Human Resources Committee Minutes: **Motion by J. Callan to approve the Human Resources Committee May 19, 2026, minutes, as presented. Second by M. Wineke. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action on Generative Artificial Intelligence Policy: Discussion on AI policy included add a footer for AI disclosure use, language changes, adding disclosure to flow chart, and alphabetizing the terms and conditions section. **Motion by M. Wineke to approve the Generative Artificial Intelligence Policy with recommended changes. Second by J. Quimby. Motion passed 5:0.**
9. Discussion and possible action recommending resolution to amend the 2026 budget to eliminate a vacant part-time custodial position and a vacant Pool of Custodians and create one full-time Custodial position in the Facilities Department: Discussion on the need for adding a full-time custodian position due to turnover, ongoing training costs, and lack of applicants. **Motion by J. Quimby to approve the resolution to create one full-time custodial position as presented. Second by B. Degner. Motion passed 5:0.**
10. Discussion and possible action to approve a voluntary Accident Plan and provider for Jefferson County Employees: J. Olszewski presented on adding a voluntary Accident Plan to employee benefits. Discussion was had on the benefits this would bring to employees, with no cost to the county. **Motion by B. Degner to approve the addition of an Accident Plan to employee benefits. Second by J. Callan. Motion passed 5:0.**
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: **No action taken.**
12. Reconvene into open session for possible action on times discussed in closed session: **No action taken.**
13. Review of May 2026 monthly financial reports for Human Resources and Safety: J. Tucker reported no significant changes. **No action taken.**
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 Absence requests, and update on Human Resources Department activities: J. Tucker gave verbal report of 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: Discussion on changing the August 18th, 2026, HR Committee meeting to August 25th, 2026 at 8:30 a.m. due to conflict with Union Negotiations.
16. Adjournment: **Motion by J. Quimby to adjourn. Second by M. Wineke. Meeting adjourned at 9:22 a.m.**

RESOLUTION NO. 2026-__

Creating a Full-Time Quality Assurance Specialist Position for the Human Services Department

Executive Summary

The Human Services Director recommends the creation of one full-time equivalent (FTE) Quality Assurance (QA) Specialist position in the Economic Support Division, to be added to the Classification Listing in the 2026 Adopted Budget. Legislation enacted under H.R. 1, formally known as the One Big Beautiful Bill Act, altered how the federal government outlines state accountability for Supplemental Nutrition Assistance Program (SNAP) administration, otherwise known as FoodShare. In response to this Federal Legislation, the Wisconsin legislature approved State funding for SNAP administrative and staff costs to hire additional SNAP quality control staff at the state and county level to review cases in an effort to achieve and maintain a payment error rate under six percent. States with error rates over six percent are required to pay as much as fifteen percent of benefit costs depending on the actual percentage, effective October 1, 2027. As a part of the Southern Consortium that delivers public benefits such as the SNAP Program, Jefferson County Human Services seeks to create one of the five fully funded QA reviewers for the Southern Consortium.

This resolution creates a full-time Quality Assurance Specialist position and amends the Human Services Department's 2026 budget accordingly. On July 21, 2026, the Human Resources Committee considered this resolution and recommended forwarding to the Finance Committee for consideration and approval. Furthermore, on August 4, 2026, the Finance committee recommend forwarding to the County Board for Consideration and approval.

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

WHEREAS, the creation and funding of the Quality Assurance position will strengthen the Human Services Economic Support Division while contributing to the local and statewide effort to maintain an error rate less than six percent toward the elimination of subsequent Federal fiscal penalties; and

WHEREAS, the Human Services Department provides Public Benefits including the Snap Program to nearly 7,000 residents a month under Wisconsin Statute §49.79 which mandates the state administration of SNAP; and

WHEREAS, Human Services adopting this Quality Assurance position is consistent with our historical role as a leader in cutting edge programming; and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby amends the 2026 Human Services budget to create a full-time Quality Assurance Specialist 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.

Fiscal Note: The Quality Assurance position is fully funded by the Department of Health Services. The position 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: YES

Transformative Government Goal 1, Objective 1.1-Attract and retain a talented and committed County workforce and Board of Supervisors and Transformative Government Goal 1,1.2-Invest in professional development opportunities

Referred By:
Human Resources Committee

REVIEWED: Corporation Counsel: ; Finance Director:

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Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2026 01 TO 2026 06

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12301 Human Resources								
12301	511110 Salary-Permanent Regular	233,613	61,529	295,141	76,197.36	.00	218,943.85	25.8%
12301	511210 Wages-Regular	206,820	-79,529	127,291	49,492.19	.00	77,799.28	38.9%
12301	511330 Wages-Longevity Pay	375	0	375	44.63	.00	330.37	11.9%
12301	512141 Social Security	33,611	0	33,611	8,713.71	.00	24,897.28	25.9%
12301	512142 Retirement (Employer)	34,962	0	34,962	9,146.35	.00	25,816.09	26.2%
12301	512144 Health Insurance	103,548	0	103,548	39,303.66	.00	64,244.71	38.0%
12301	512145 Life Insurance	128	0	128	16.95	.00	111.45	13.2%
12301	512151 HSA Contribution	7,200	0	7,200	.00	.00	7,200.00	.0%
12301	512153 HRA Contribution	0	0	0	457.39	.00	-457.39	.0%
12301	512173 Dental Insurance	5,520	0	5,520	1,268.32	.00	4,251.68	23.0%
12301	521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301	521219 Other Professional Serv	39,980	28,000	67,980	51,317.63	5,943.00	10,719.37	84.2%
12301	521225 Section 125	36,000	0	36,000	12,513.05	.00	23,486.95	34.8%
12301	521226 Ergonomics	750	0	750	.00	.00	750.00	.0%
12301	521227 Position Classifications	0	0	0	750.00	.00	-750.00	.0%
12301	521228 Labor Negotiations	8,000	20,000	28,000	554.00	.00	27,446.00	2.0%
12301	521229 Recruitment Related	6,910	0	6,910	4,553.60	.00	2,356.40	65.9%
12301	531303 Computer Equipmt & Software	1,800	0	1,800	3,231.38	.00	-1,431.38	179.5%
12301	531311 Postage & Box Rent	500	0	500	248.31	.00	251.69	49.7%
12301	531312 Office Supplies	550	0	550	202.81	.00	347.19	36.9%
12301	531313 Printing & Duplicating	0	0	0	2.09	.00	-2.09	.0%
12301	531322 Subscriptions	1,270	0	1,270	684.24	.00	585.76	53.9%
12301	531324 Membership Dues	2,325	0	2,325	824.17	.00	1,500.83	35.4%
12301	531326 Advertising	0	0	0	-1,822.30	.00	1,822.30	.0%
12301	531351 Gas/Diesel	550	0	550	.00	.00	550.00	.0%
12301	531357 Employee Recognition	14,770	0	14,770	1,147.94	.00	13,622.06	7.8%
12301	532325 Registration	4,020	0	4,020	5,490.00	.00	-1,470.00	136.6%
12301	532332 Mileage	0	0	0	397.60	.00	-397.60	.0%
12301	532334 Commercial Travel	700	0	700	1,668.61	.00	-968.61	238.4%
12301	532335 Meals	560	0	560	486.98	.00	73.02	87.0%
12301	532336 Lodging	5,250	0	5,250	5,840.98	.00	-590.98	111.3%
12301	532339 Other Travel & Tolls	255	0	255	277.68	.00	-22.68	108.9%
12301	532350 Training Materials	42,800	0	42,800	40,549.55	.00	2,250.45	94.7%
12301	533225 Telephone & Fax	0	0	0	171.20	.00	-171.20	.0%
12301	535242 Maintain Machinery & Equip	0	0	0	273.52	.00	-273.52	.0%
12301	571004 IP Telephony Allocation	550	0	550	217.50	.00	332.50	39.5%
12301	571005 Duplicating Allocation	63	0	63	31.02	.00	31.98	49.2%
12301	571009 MIS PC Group Allocation	10,636	0	10,636	5,311.98	.00	5,324.02	49.9%

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FROM 2026 01 TO 2026 06

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 571010 MIS Systems Grp Alloc(ISIS)	3,752	0	3,752	1,875.48	.00	1,876.52	50.0%
12301 591519 Other Insurance	3,539	0	3,539	1,974.12	.00	1,564.67	55.8%
12301 592006 WRS Interest	0	0	0	131.96	.00	-131.96	.0%
TOTAL General Fund	811,708	30,000	841,708	323,545.66	5,943.00	512,219.01	39.1%
TOTAL EXPENSES	811,708	30,000	841,708	323,545.66	5,943.00	512,219.01	

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FROM 2026 01 TO 2026 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
12302 Safety							
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	9,056.23	.00	168.77	98.2%
12302 531324 Membership Dues	1,000	0	1,000	460.42	.00	539.58	46.0%
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	1.02	.00	.98	51.0%
12302 571009 MIS PC Group Allocation	1,680	0	1,680	838.98	.00	841.02	49.9%
12302 571010 MIS Systems Grp Alloc(ISIS)	938	0	938	469.02	.00	468.98	50.0%
12302 591519 Other Insurance	805	0	805	.00	.00	804.78	.0%
TOTAL General Fund	28,460	0	28,460	10,825.67	.00	17,634.11	38.0%
TOTAL EXPENSES	28,460	0	28,460	10,825.67	.00	17,634.11	

Report to Human Resources Committee

July 21, 2026

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Interim Human Resources Director have reviewed and approved the following **12 new** vacant position requests from June 13, 2026 – July 19, 2026 (**150 applicants**):

Facilities	Custodian (1.0 FTE)
Health Department	Public Health Nurse (PT)
Human Services	Child, Youth, and Family Professional I/II (1.0 FTE) x2
	Community Support Professional (1.0 FTE)
	Foster Care Coordinator (PT)
	Meal Assessor (PT)
	Nutrition Site Manager (PT)
	Office Manager (1.0 FTE)
	Psychotherapist (1.0 FTE)
Medical Examiner	Per Diem Investigator
Sheriff's Office	Accounting Specialist II (1.0 FTE)

EMERGENCY HELP REQUESTS: There were no emergency help requests received since June 13, 2026.

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

- 3 of 22 Employees hired with extra step(s). Hired between June 13, 2026 – July 19, 2026.

OTHER ACTIVITIES:

- 1 Additional Step Increase
- 3 workers' compensation injury reports
- 5 Timekeeping Audits
- 7 Employee Investigations
- 8 resignations and corresponding COBRA benefits and retirement benefits
- 8 new FMLA requests
- 2 ADA requests
- 4 Personal Leave Requests
- 2 Open Records Request
- Starting annual renewal of Telecommuting signatures

Respectfully Submitted,



Jessica Tucker
Interim Human Resources Director