

Human Resources Committee Agenda
Jefferson County Courthouse, Crawfish River Rm C2003
311 S Center Avenue
Jefferson, WI 53549
Tuesday, August 25, 2026, at 8:30 a.m.

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Meeting ID: 241 472 495 619 352
Passcode: K4yf9Qy6

Committee Members: James Braugher, 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. 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 July 21, 2026, Minutes
7. Communications
8. Discussion and possible action on AI Policy Update
9. Discussion and possible action on Time Auditing Software Policy
10. Discussion and possible action on Market Study
11. Update on Human Resources staffing
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 items discussed in closed session
14. Review of July 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, September 15, 2026, at 1:00 p.m.
Tuesday, October 20, 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, July 21, 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 Bruaghler, Chair; Michael Wineke, Vice Chair; Joan Callan, Bruce Degner; **Quorum established.**
Other Staff Present: Matt Zangl, Planning & Development Director; Brent Ruehlow, Human Service Director; Michael Luckey, County Administrator, Jessica Tucker, Interim HR Director, Danielle Thompson, Corporation Counsel; Jessica Olszewski, Sr. HR Program Coordinator (Virtual); Brooke Riggs, HR Generalist (Virtual); Sarana Stolar, Paralegal II (Virtual).
Members of the Public: James Kukkan, Watertown Daily Times.
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 June 16, 2026, Human Resources Committee Minutes: **Motion by B. Degner to approve the Human Resources Committee June 16, 2026, minutes, as presented. Second by J. Callan. Motion passed 4:0.**
7. Communications: None. **No action taken. J. Quimby present in person at 8:35 a. m.**
8. Discussion and possible action on creating a Full-Time Quality Assurance Specialist position in Human Services: Discussion on creating a Full-Time, state funded, Quality Assurance Specialist position in our Economic Support program at Human Services. The position with help to lessen errors for the Southern Consortium. **Motion by M. Wineke to approve the Resolution to create a full-time Quality Assurance position in Human Services as presented. Second by J. Callan. Motion passed 5:0.**
9. Discussion on time audit software use: M. Luckey discussed the current internal policy for the time-auditing software and asked for guidance and recommendations on moving forward. **No action taken.**
10. Discussion on recommended re-classes for 2027 budget: M. Luckey presented on requested and approved re-classes for the 2027 budget. **No action taken.**
11. **Motion by J. Callan to 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. Second by B. Degner. Roll call vote - all Ayes. Moved into Closed session 9:11 a.m.**
Also present: J. Tucker; M. Luckey; D. Thompson; J. Olszewski (Virtual); B. Riggs (Virtual)
12. **Motion by J. Quimby to reconvene into open session. Second by B. Degner. Motion passed 5:0. Moved into Open session at 9:52 a.m. No action taken.**
13. Review of June 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 wise 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, August 25, 2026. **No action taken**
16. Adjournment: Motion by J. Quimby to adjourn. Second by M. Wineke. **Motion passed 5:0. Meeting adjourned at 10:04 a.m.**

Time Auditing Software – Internal Use Policy

1. Purpose

This policy governs Jefferson County’s use of time auditing software that tracks employee computer usage on County-owned or County managed systems. It establishes clear guidelines for requesting, approving, analyzing, and distributing audits performed through the time auditing system. This policy ensures that all audits are conducted ethically, consistently, and only when legitimate operational concerns warrant review.

2. Scope

This policy applies to all County departments, Department Heads, supervisors, administrative officials, and any other personnel involved in requesting, performing or reviewing audits using the County’s time auditing software.

3. Definitions

Approving Officials: County Administrator, Human Resources Director and Corporation Counsel (or their designees)

Audit: Any targeted query, report, or review of monitoring data focused on an individual or group beyond routine, automated logging.

Investigative Use: An audit initiated for suspected misconduct or legal/compliance triggers.

Time Auditing Software: Software configured to collect computer-usage and security telemetry from County IT assets for legitimate business purposes.

4. Permissible Uses

Jefferson County’s Time Auditing Software may be used only for the following:

- **Cybersecurity & Incident Response:** Detecting malware, account compromise, data exfiltration, or policy violations affecting system security.
- **Productivity & Workflow Analysis:** Aggregate, non-targeted metrics to improve service delivery, staffing, and system performance (does not include individualized analysis)
- **Investigative Use:** Targeted, individual audits when there is a documented, good-faith basis to believe County policy, law, or contract terms have been violated (e.g. misuse of County systems, fraud, harassment, unauthorized data handling).

5. Audit Approval Process

Audits must be reasonable, work-related and appropriately scoped. Except for emergent circumstances as described below, all audit requests must be **submitted in writing** and must be reviewed and approved by the following officials **before any audit is conducted**:

1. **Human Resources Director**- review for employment/EEO considerations, non-discrimination safeguards
2. **County Administrator**- review for operational necessity, policy compliance
3. **Corporation Counsel**- review for legal basis, scope, privilege/confidentiality concerns

Approval from **all three** Approving Officials is required before any audit proceeds. If the requested audit involves any of the Approving Officials listed above, the Human Resources Committee Chair will be substituted for that Approving Official in the approval process to ensure an unbiased authorization process.

EMERGENCY EXCEPTION: If MIS determines there is an immediate, significant cybersecurity or operational threat, MIS may initiate narrowly tailored audits without the approvals outlined above solely to contain the incident. MIS must notify the Approving Officials of its use of the time auditing software within 24 hours of the emergency action.

6. Audit Execution

Once approved:

- **An Approving Official or MIS** will run the audit within the time auditing system.
- The audit data will be delivered **only to the requesting Department Head** unless legal, HR, or administrative review requires additional authorized sharing.

No other individuals or departments may access audit results unless explicitly authorized under County policy or applicable law.

7. Data Handling & Confidentiality

- All investigative audit information is confidential and must be handled according to County data protection standards.
- Audit results may not be circulated, discussed, or stored outside approved channels.
- Personnel conducting investigative audits must maintain strict confidentiality.

8. Misuse of Audit Authority

Misuse of the time auditing system, including unauthorized searches, discriminatory targeting, or unauthorized use of audit data, may result in disciplinary action up to and including termination, in accordance with the Jefferson County Personnel Ordinance.

9. Policy Review

This policy will be reviewed periodically by Human Resources, Administration and Corporation Counsel to ensure accuracy, compliance, and relevance.

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Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2026 01 TO 2026 07

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	85,951.06	.00	209,190.15	29.1%
12301	511210 Wages-Regular	206,820	-79,529	127,291	60,387.64	.00	66,903.83	47.4%
12301	511330 Wages-Longevity Pay	375	0	375	44.63	.00	330.37	11.9%
12301	512141 Social Security	33,611	0	33,611	10,067.26	.00	23,543.73	30.0%
12301	512142 Retirement (Employer)	34,962	0	34,962	10,633.08	.00	24,329.36	30.4%
12301	512144 Health Insurance	103,548	0	103,548	48,187.75	.00	55,360.62	46.5%
12301	512145 Life Insurance	128	0	128	19.69	.00	108.71	15.3%
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	1,623.38	.00	3,896.62	29.4%
12301	521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301	521219 Other Professional Serv	39,980	28,000	67,980	54,373.13	2,971.50	10,635.37	84.4%
12301	521225 Section 125	36,000	0	36,000	17,582.20	.00	18,417.80	48.8%
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	6,788.56	.00	121.44	98.2%
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	333.05	.00	166.95	66.6%
12301	531312 Office Supplies	550	0	550	251.00	.00	299.00	45.6%
12301	531313 Printing & Duplicating	0	0	0	3.19	.00	-3.19	.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	-3,722.14	.00	3,722.14	.0%
12301	531351 Gas/Diesel	550	0	550	.00	.00	550.00	.0%
12301	531357 Employee Recognition	14,770	0	14,770	6,778.57	.00	7,991.43	45.9%
12301	532325 Registration	4,020	0	4,020	6,090.00	.00	-2,070.00	151.5%
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	6,291.46	.00	-1,041.46	119.8%
12301	532339 Other Travel & Tolls	255	0	255	277.68	.00	-22.68	108.9%
12301	532350 Training Materials	42,800	0	42,800	41,256.35	.00	1,543.65	96.4%
12301	533225 Telephone & Fax	0	0	0	215.08	.00	-215.08	.0%
12301	535242 Maintain Machinery & Equip	0	0	0	422.26	.00	-422.26	.0%
12301	571004 IP Telephony Allocation	550	0	550	253.75	.00	296.25	46.1%
12301	571005 Duplicating Allocation	63	0	63	36.19	.00	26.81	57.4%
12301	571009 MIS PC Group Allocation	10,636	0	10,636	6,197.31	.00	4,438.69	58.3%

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15:57:11

Jefferson County
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FROM 2026 01 TO 2026 07

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	2,188.06	.00	1,563.94	58.3%
12301 591519 Other Insurance	3,539	0	3,539	2,303.14	.00	1,235.65	65.1%
12301 592006 WRS Interest	0	0	0	263.73	.00	-263.73	.0%
TOTAL General Fund	811,708	30,000	841,708	374,151.43	2,971.50	464,584.74	44.8%
TOTAL EXPENSES	811,708	30,000	841,708	374,151.43	2,971.50	464,584.74	

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FROM 2026 01 TO 2026 07

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12302 Safety							
12302 531243 Furniture & Furnishings	700	0	700	.00	.00	700.00	.0%
12302 531303 Computer Equipmt & Software	1,500	0	1,500	2,154.00	.00	-654.00	143.6%
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	1.19	.00	.81	59.5%
12302 571009 MIS PC Group Allocation	1,680	0	1,680	978.81	.00	701.19	58.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	938	0	938	547.19	.00	390.81	58.3%
12302 591519 Other Insurance	805	0	805	.00	.00	804.78	.0%
TOTAL General Fund	28,460	0	28,460	13,197.84	.00	15,261.94	46.4%
TOTAL EXPENSES	28,460	0	28,460	13,197.84	.00	15,261.94	

Report to Human Resources Committee

August 25, 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 July 20, 2026 – August 21, 2026 (**149 applicants**):

Fair Park	Building & Grounds Worker I PT
Highway	Equipment Mechanic II (1.0 FTE)
Human Services	Crisis Stabilization Specialist (1.0 FTE)
	Quality Assurance Specialist (1.0 FTE)
	Psychotherapist (1.0 FTE)
	Parents Supporting Parents (1.0 FTE)
	CCS Facilitator II (1.0 FTE)
	Administrative Assistant I (1.0 FTE)
Sheriff's Office	Deputy (1.0 FTE) x 4

EMERGENCY HELP REQUESTS: The following emergency help requests were received since July 20, 2026:

- Health Department Employee out on approved leave

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

- 4 of 4 Employees hired with extra step(s). Hired between July 20, 2026 – August 21, 2026.

OTHER ACTIVITIES:

- 12 workers' compensation injury reports
- 3 Timekeeping Audits
- 3 Employee Investigations
- 11 resignations and corresponding COBRA benefits and retirement benefits
- 16 new FMLA requests
- 3 ADA requests
- 3 Personal Leave Requests
- 3 Open Records Request
- Preparing for Open Enrollment

Respectfully Submitted,



Jessica Tucker
Interim Human Resources Director