

Human Resources Committee Agenda
Jefferson County Courthouse, Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549
Tuesday, October 20, 2026, at 8:30 a.m.

[Join the TEAMS meeting now](#)
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 August 25, 2026, Minutes
7. Communications
8. Discussion and possible action on creating a Full-Time Quality Assurance Specialist position in Human Services
9. Discussion and possible action on Hazard Pay Rate for Highway Department
10. Convene into closed session for discussion and possible action pursuant to Wisconsin State Statute section 19.85 (1)(b), Considering dismissal, demotion, licensing or discipline of any public employee(s)... and the taking of formal action on any such matter” for the purpose of discussing a Stipulation and Order imposing discipline on an employee(s) of the Sheriff’s Office and 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 Supervisors Association and the Jefferson County Deputy Sheriff’s Association . *Note: For the purpose of the closed session under Wisconsin State Statute section 19.85 (1)(b), the Human Resources Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
11. Reconvene into open session for possible action on items discussed in closed session
12. Review of August 2026 monthly financial reports for Human Resources and Safety
13. Report from 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
14. Discussion and possible action on tentative future meeting schedule and agenda items.
15. Adjournment

Next scheduled meetings:
Tuesday, November 17, 2026, at 1:00 p.m.
Tuesday, December 15, 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, August 25, 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, Jeni Quimby; **Quorum established.**
Other Staff Present: Matt Zangl, Planning & Development Director; Michael Luckey, County Administrator; Danielle Thompson, Corporation Counsel; Jessica Tucker, Interim Human Resources Director; Jessica Olszewski, Sr. HR Program Coordinator (virtual); Brooke Riggs, HR Generalist (Virtual); Kelly Witucki, HR Generalist (Virtual); Ryan Roecker, Communications & Marketing Coordinator; Kevin Wiesmann, Parks Director (virtual).
Members of the Public: James Kukkan, Watertown Daily Times (Virtual); Bridget Olson (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 July 21, 2026, Human Resources Committee Minutes: **Motion by J. Callan to approve the Human Resources Committee July 21, 2026 minutes, as presented. Second by J. Quimby. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action on AI Policy Update: D. Thompson led discussion on AI Policy updates. Changes to the policy were made including updating citing AI use, and ethical standards. **Motion by J. Quimby to approve the AI Policy update as presented. Second by M. Wienke. Motion passed 5:0**
9. Discussion and possible action on Time Auditing Software Policy: J. Tucker led discussion on an internal Time Auditing Software Policy regarding uses, process, and execution of the software. **Motion by M. Wienke to approve the Time Auditing Software Policy as presented. Second by J. Callan. Motion passed 5:0.**
10. Discussion and possible action on Market Study: M. Luckey led discussion on Market Study data. Most county positions are at or above market, but for those that are not, it was discussed how to rectify it with the 2027 budget, and process for the future. **No action taken.**
11. Update on Human Resources staffing: Introduced new HR staff. **No action taken.**
12. **Motion by J. Quimby 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 J. Callan. Roll call vote - all Ayes. Moved into Closed session 9:24 a.m.**
Also present: J. Tucker; M. Luckey; D. Thompson, J. Olszewski (virtual); B. Riggs (virtual); K. Witucki (virtual).
13. **Motion by J. Quimby to reconvene into open session for possible action on items discussed in closed session. Second by B. Degner. Motion passed 5:0 Moved into open session at 9:43 a.m. No action taken.**
14. Review of July 2026 monthly financial reports for Human Resources and Safety: J. Tucker reported no significant changes. **No action taken**
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: J. Tucker gave verbal report of County wide vacancies, additional steps, and/or benefits and activities in general. **No action taken.**
16. Discussion and possible action on tentative future meeting schedule and agenda items: Next meeting scheduled for Tuesday, September 15, 2026 at 1:00 p.m. **No action taken**
17. Adjournment: **Motion by J. Quimby to adjourn. Second by B. Degner. Motion passed 5:0. Meeting adjourned at 9:51 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 a second of the consortiums five fully funded QA reviewers for the Southern Consortium. The first QA Specialist was approved by the County Board on August 10th and subsequently Jefferson County has the opportunity add a second position.

This resolution creates a full-time Quality Assurance Specialist position and amends the Human Services Department's 2026 budget accordingly. On October 20, 2026, the Human Resources Committee considered this resolution and recommended forwarding to the Finance Committee for consideration and approval. Furthermore, on November 3, 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:

RESOLUTION NO. 2026-__

Approving Hazard Pay Adjustments for Multi-Lane Highways

Executive Summary

Jefferson County's Personnel Ordinance HR0360 B.9.d currently provides a 5% hazardous duty pay (HP) premium for highway department employees working on roadways posted at 65 miles per hour. When adopted in 2011, this applied equally to Interstate 94 (I-94) and State Trunk Highway 26 (STH 26). Since then, traffic conditions have changed substantially. In 2015, the State increased interstate speed limits to 70 miles per hour, including I-94, resulting in higher operating speeds and added risks for workers. Traffic volumes on I-94 have also risen considerably, with Average Daily Traffic (ADT) counts between approximately 37,000 and 51,000. Meanwhile, STH 26 remains at 65 miles per hour with significantly lower ADT levels between 15,000 and 17,000.

Because employees currently receive the same 5% HP whether working on STH 26 or the much busier and faster I-94 corridor, the ordinance no longer reflects the actual risks employees face. This imbalance has resulted in staff preferring work on STH 26, which is perceived as safer despite offering the same incentive. Adjusting the hazard pay structure will better align compensation with true exposure levels, support safety, encourage staffing on the demanding I-94 corridor, and will not increase County costs because I-94 expenses are fully reimbursed by the State. On September 29, 2026, the Highway Committee considered the proposal and recommended forwarding it to the Human Resources Committee for consideration and approval. Furthermore, on October 20, 2026, the Human Resources Committee considered this resolution and recommended forwarding the resolution to the County Board.

WHEREAS, the Executive Summary is hereby incorporated into this resolution, and

WHEREAS, Jefferson County Personnel Ordinance HR0360 B.9.d currently establishes hazardous duty pay at five percent for work on roadways posted at 65 miles per hour, and

WHEREAS, in 2015 the State of Wisconsin increased the speed limit on interstate highways, including Interstate 94, to 70 miles per hour, and

WHEREAS, Interstate 94 experiences significantly higher traffic volumes than State Trunk Highway 26, with ADT counts that create increased exposure and risk for highway employees assigned to that corridor, and

WHEREAS, employees currently receive the same hazard pay whether assigned to I-94 or STH 26, despite substantial differences in traffic conditions and risk, and

WHEREAS, adjusting hazard pay will better reflect actual working conditions, improve equity among employees, and encourage staffing on the more hazardous I-94 corridor, and

WHEREAS, hazard pay costs for work on I-94 are fully reimbursed by the State and will not result in additional County expense.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves amending Personnel Ordinance HR0360 B.9.d to establish separate hazard pay rates for eligible highway employees assigned to multi-lane high-speed corridors, as follows:

Highway employees assigned to work on roads where the speed limit is posted 65MPH shall receive hazardous duty pay equal to five percent (5%) of their regular rate of pay for actual hours worked. Highway employees assigned to work on roads where the speed limit is posted 70MPH shall receive hazardous duty pay equal to ~~five~~ten percent (10%) of their regular rate of pay for actual hours worked.

BE IT FURTHER RESOLVED that this change shall take effect upon passage and publication.

Fiscal Note: This resolution has no fiscal impact on Jefferson County, as hazard pay for work performed on Interstate 94 is fully reimbursed by the State of Wisconsin. This will not require a budget amendment.

Strategic Plan Reference: None.

Referred By:
Human Resources Committee

10-20-2026

REVIEWED: Corporation Counsel: _____ Finance Director: _____

10/16/2026
09:31:06

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
glflxrpt

FROM 2026 01 TO 2026 09

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	116,423.75	.00	178,717.46	39.4%
12301	511210 Wages-Regular	206,820	-79,529	127,291	81,680.54	.00	45,610.93	64.2%
12301	511330 Wages-Longevity Pay	375	0	375	44.63	.00	330.37	11.9%
12301	512141 Social Security	33,611	0	33,611	13,500.52	.00	20,110.47	40.2%
12301	512142 Retirement (Employer)	34,962	0	34,962	14,360.21	.00	20,602.23	41.1%
12301	512144 Health Insurance	103,548	0	103,548	69,194.07	.00	34,354.30	66.8%
12301	512145 Life Insurance	128	0	128	27.61	.00	100.79	21.5%
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	2,453.82	.00	3,066.18	44.5%
12301	521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301	521219 Other Professional Serv	39,980	28,000	67,980	54,408.13	2,971.50	10,600.37	84.4%
12301	521225 Section 125	36,000	0	36,000	22,677.50	.00	13,322.50	63.0%
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	12,110.63	.00	15,889.37	43.3%
12301	521229 Recruitment Related	6,910	0	6,910	6,808.51	.00	101.49	98.5%
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	364.99	.00	135.01	73.0%
12301	531312 Office Supplies	550	0	550	283.75	.00	266.25	51.6%
12301	531313 Printing & Duplicating	0	0	0	22.30	.00	-22.30	.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	10,210.34	.00	4,559.66	69.1%
12301	532325 Registration	4,020	0	4,020	6,715.00	.00	-2,695.00	167.0%
12301	532332 Mileage	0	0	0	534.40	.00	-534.40	.0%
12301	532334 Commercial Travel	700	0	700	1,668.61	.00	-968.61	238.4%
12301	532335 Meals	560	0	560	632.04	.00	-72.04	112.9%
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	266.98	.00	-266.98	.0%
12301	535242 Maintain Machinery & Equip	0	0	0	526.39	.00	-526.39	.0%
12301	571004 IP Telephony Allocation	550	0	550	326.25	.00	223.75	59.3%
12301	571005 Duplicating Allocation	63	0	63	46.53	.00	16.47	73.9%
12301	571009 MIS PC Group Allocation	10,636	0	10,636	7,967.97	.00	2,668.03	74.9%

10/16/2026
09:31:07

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 2
glflxrpt

FROM 2026 01 TO 2026 09

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12301	571010 MIS Systems Grp Alloc(ISIS)	3,752	0	3,752	2,813.22	.00	938.78	75.0%
12301	591519 Other Insurance	3,539	0	3,539	2,961.18	.00	577.61	83.7%
12301	592006 WRS Interest	0	0	0	375.66	.00	-375.66	.0%
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	1.53	.00	.47	76.5%
12302	571009 MIS PC Group Allocation	1,680	0	1,680	1,258.47	.00	421.53	74.9%
12302	571010 MIS Systems Grp Alloc(ISIS)	938	0	938	703.53	.00	234.47	75.0%
12302	591519 Other Insurance	805	0	805	.00	.00	804.78	.0%
TOTAL General Fund		840,167	30,000	870,167	493,090.24	2,971.50	374,105.71	57.0%
TOTAL EXPENSES		840,167	30,000	870,167	493,090.24	2,971.50	374,105.71	

Report to Human Resources Committee
October 20, 2026

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed and approved the following **23 new** vacant position requests from August 22, 2026 – October 15, 2026 (**317 applicants**):

Clerk of Courts	Deputy Clerk II (1.0 FTE)
District Attorney	Administrative Assistant II (1.0 FTE)
Emergency Management	Emergency Management Director (1.0 FTE)
Fair Park	Administrative Assistant I (.48 FTE)
Facilities	Custodian (10 FTE)
Highway	Highway Maintenance Worker III (1.0 FTE) x 2
Health Department	Community Health Development Worker (1.0 FTE)
	Public Health Nurse (1.0 FTE)
Human Services	Admin Spec/Medical Audit I (1.0 FTE)
	Administrative Assistant I (1.0 FTE)
	Administrative Assistant II (1.0 FTE) x 2
	CLTS Support and Service Coordinator (1.0 FTE)
	Economic Support Specialist I (1.0 FTE)
	Economic Support- LTC (1.0 FTE)
	Licensed Practice Nurse CCS (1.0 FTE)
	Nutrition Site Manager (.48 FTE)
	Van Driver I (.28 FTE)
Human Resources	Benefits Administrator (1.0 FTE)
Land and Water Conservation	Water Resources Specialist (1.0 FTE)
Sheriff's Office	Accounting Assistant II (1.0 FTE)
	Accounting Assistant I (1.0 FTE)

EMERGENCY HELP REQUESTS: The following emergency help requests were received since August 22, 2026:

- District Attorney Unexpected resignation – help for coverage
- Human Services Unexpected medical leave of absence – help for coverage

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

- 5 of 12 Employees hired with extra step(s). Hired between August 22, 2026 – October 15, 2026.

OTHER ACTIVITIES:

- **10** workers' compensation injury reports
- **2** Timekeeping Audits
- **4** Employee Investigations
- **9** resignations and corresponding COBRA benefits and retirement benefits
- **24** new FMLA requests
- **2** ADA requests
- **4** Personal Leave Requests
- **3** Open Records Request
- Open Enrollment

Respectfully Submitted,

Jessica Tucker

Jessica Tucker
Human Resources Director