

AGENDA

**NOTICE OF WORKSHOP MEETING
WASHINGTON COUNTY COMMISSIONERS COURT
WEDNESDAY, JANUARY 21, 2026 AT 10:00 A.M.
WASHINGTON COUNTY COURTHOUSE
COMMISSIONERS COURT CHAMBERS #103
100 EAST MAIN STREET
BRENHAM, TEXAS**

WORKSHOP

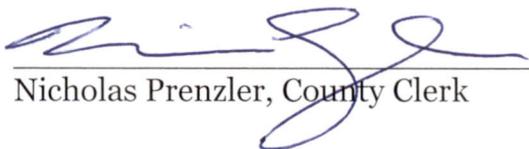
1. Discussion on the relocation of the Payroll Benefits Specialist Position from the County Treasurer Department (1400) to the Human Resources Department (1450) for FY2026. (Amber Skalka, HR Director)
2. Possible action on the relocation of the Payroll Benefits Specialist Position from the County Treasurer Department (1400) to the Human Resources Department (1450) for FY2026. (Amber Skalka, HR Director)
3. Adjourn meeting.

Witness my hand this 14th day of January 2026.



John Durrenberger, County Judge

Came to my hand at 4:30 p.m. on the 14th day of January, 2026 and executed at 4:30 p.m. on the 14th day of January, 2026 by posting a true copy on the bulletin board located on the first floor of the Washington County Courthouse and true copies at the main entrance doors of said courthouse, these being places convenient to the public in Brenham, Washington County, Texas.



Nicholas Prenzler, County Clerk

BE IT REMEMBERED, and it is hereby certified that the Commissioners' Court of Washington County, Texas held a Special Session, at 10:03 a.m. on January 21, 2026, in Room 103 of the Washington County Courthouse, 100 E. Main Street, Brenham, Texas, with the following members present: County Judge and Presiding Officer John Durrenberger, Precinct 1 Commissioner Misti Hartstack Corn, Precinct 2 Commissioner Candice Bullock, Precinct 3 Commissioner Kirk Hanath, Precinct 4 Commissioner Dustin Majewski and County Clerk Nicholas Prenzler. Also present were Treasurer Peggy Kramer, Auditor Shawna Hollis, Chief of Staff Carrie Marmol, and HR Director Amber Skalka.

DISCUSSION – PAYROLL BENEFITS SPECIALIST

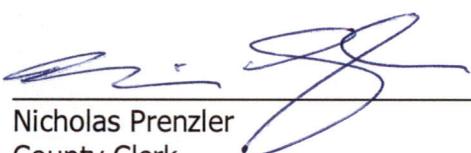
1. Judge Durrenberger called the Workshop to order at 10:03 a.m. Staff discussed a proposed future process to restructure payroll, benefits, and payment functions in order to strengthen internal controls and comply with statutory requirements. Under the proposed structure, Human Resources would collect payroll information and pay rates, while the Auditor's Office would calculate payroll, with approvals completed before submission to the Treasurer's Office. The Treasurer's Office would handle tax payments, retirement and benefit payments, tax reconciliations, W-2s, fund transfers, and annual reports, and will require an employee trained in managing all county funds. HR emphasized the need to protect the County by avoiding access to bank accounts and adding checks and balances to reduce fraud risk, errors, audit findings, and legal exposure. HR noted a future request for a Payroll and Benefits Specialist and stated HR staff will work with the Treasurer to ensure bills are paid and processes are properly taught, with the HR Director serving as backup for W-2 preparation. Budget considerations will occur in July. HR office space and confidentiality concerns were discussed, noting the need for a focused environment for a future HR Generalist. The long-term goal includes transitioning away from paper checks to electronic payments to save time and costs, with the Treasurer's Office receiving necessary training to implement electronic payment systems. The matter is expected to be placed on the Court's Tuesday agenda for consideration.

PAYROLL BENEFITS SPECIALIST

2. No action taken.

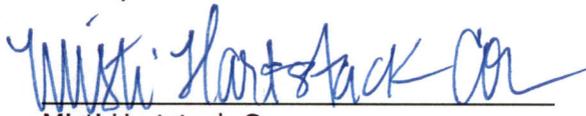
ADJOURN

3. Commissioner Majewski moved, seconded by Commissioner Corn and unanimously carried to adjourn the Workshop at 10:39a.m.



Nicholas Prenzler
County Clerk

John Durrenberger
County Judge & Presiding Officer



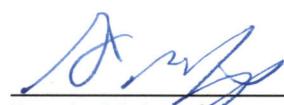
Misti Hartstack Corn
Precinct 1 Commissioner



Candice Bullock
Precinct 2 Commissioner



Kirk Hanath
Precinct 3 Commissioner



Dustin Majewski
Precinct 4 Commissioner