

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
May 10, 2022

Board Members Present in Person: Richard Jones, Russell Kutz, and Michael Wineke

Board Members Present via Zoom: Gino Racanelli, Sira Nsibirwa, and Alice Mirk

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; Administrator Ben Wehmeier; and Office Manager Kelly Witucki

1. CALL TO ORDER

Mr. Jones called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Lund absent/Quorum was established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE MAY 10, 2022, AGENDA

Mr. Jones moved agenda item #12 to be after agenda item #9.

5. ELECTIONS OF BOARD OFFICERS – CHAIR AND VICE CHAIR

Ms. Cauley asked for nominations for Chair.

Mr. Wineke nominated Richard Jones.

No other nominations were made.

Motion passed unanimously.

Mr. Jones asked for nominations for Vice Chair.

Mr. Jones nominated Russell Kutz.

Mr. Wineke seconded the nomination.

No other nominations were made.

Motion passed unanimously.

6. PUBLIC COMMENTS

No Comments

7. APPROVAL OF THE APRIL 12, 2022, BOARD MINUTES

Mr. Jones made a motion to approve the April 12, 2022, board minutes, with a change to the roll call as Mr. Jones was listed both in person and via zoom. Mr. Jones was in person.

Ms. Mirk made a motion to approve the April 12, 2022, board minutes.

Mr. Wineke seconded.

Motion passed unanimously.

8. COMMUNICATIONS

Ms. Cauley reported that there are several handouts in the board packet this month.

1. Mental Health Awareness Calendar

2. An article that appeared in the Jefferson County Daily Union regarding the services and treatment that we offer.

3. An article from the Greater Watertown Health Foundation regarding the CRP Program and some of their outcomes.

- 9. REVIEW AND DISCUSSION ON NEW AGENDA FORMAT**

Ms. Cauley stated that this would be a great time to change the format and bring the board more in-depth information regarding the programs offered at Human Services. This month is Mental Health month, so you will hear presentations from two of our mental health teams. Last month was Child Abuse Prevention month, so you heard from the Child Protective Services team. Economic Support will present in July, ADRC will present in September, and Administration will present in October. We will no longer have the division updates. Ms. Cauley will cover those under the director's report and answer any questions that the board may have.
- 10. REVIEW OF THE MARCH 2022 FINANCIAL STATEMENT**

Ms. Cauley reviewed the March financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,783,845. This balance includes \$1,000,000 from our reserve carryover but excludes any prepaid or other carryover adjustments. This early in the year, most projected are still weighted toward the budget, and very volatile.
- 11. DISCUSS AND APPROVE APRIL 2022 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$517,649.00 (attached).
Mr. Kutz made a motion to approve the April 2022 vouchers totaling \$517,649.00.
Mr. Wineke seconded.
Motion passed unanimously.
- 12. PRESENTATION AND DISCUSSION ON MENTAL HEALTH SERVICES**

Ms. Cauley reported that May is Mental Health Awareness Month. Two staff from the Crisis Services team and two staff from our School Mental Health program presented to the board. Kim Propp is our Emergency Mental Health Crisis Services Manager, and Art Leavens, our Emergency Mental Health Worker discussed what a day at Human Services looks like for them. Our two School Psychotherapists, Jamie Tegt and Kelly North presented to the board what role their positions play in the Jefferson County School Districts.
- 13. DISCUSSION AND POSSIBLE ACTION ON THE 2022 PROFESSIONAL SERVICE CONTRACTS (CHILD ALT CARE, RESPITE CARE, COUNSELING AND THERAPEUTIC SERVICES AND PROTECTIVE PLACEMENT/RESPITE)**

Ms. Cauley reported that we have five new service providers. (attached)
Ms. Mirk made a motion to approve the contracts as listed.
Mr. Nsibirwa seconded.
Motion passed unanimously.
- 14. DISCUSSION AND POSSIBLE ACTION OF APPOINTMENT OF CAROL BATTENBERG TO NUTRITION PROJECT COUNCIL FOR SECOND TERM**

Mr. Jones made a motion to approve the appointment as presented.
Mr. Racanelli seconded.
Motion passed unanimously.
- 15. DISCUSSION AND POSSIBLE ACTION OF APPOINTMENT OF ALICE MIRK TO THE AGING & DISABILITY RESOURCE CENTER**

Mr. Wineke made a motion to approve the appointment as presented.
Mr. Kutz seconded.
Motion passed unanimously.
- 16. QUESTIONS AND ANSWERS ON THE HUMAN SERVICES 2021 ANNUAL REPORT**

Ms. Cauley presented our 2021 annual report.

17. DISCUSS POTENTIAL AGENDA ITEMS FOR THE JUNE BOARD MEETING AND PUBLIC HEARING

- Board nominations

18. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- WCHSA is working on state budget items for next year. Behavioral Health Policy Advisory is asking for CSP and Crisis to be fully funded.
- Employee Appreciation Luncheon is June 22.
- We continue to work with Fort HealthCare on Sober Living Homes.
- We currently have two psychotherapist positions open with our Outpatient Clinic.
- Key outcome indicators are all being met.

19. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:45 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, June 14, 2022, at 4:00 p.m.

Jefferson County Courthouse County Board Room 205
311 S Center Ave, Jefferson, WI 53549