

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**October 11, 2022**

**Board Members Present in Person:** Russell Kutz, Michael Wineke, Kirk Lund, and Alice Mirk

**Board Members Present via Zoom:** Richard Jones, Gino Racanelli, and Sira Nsibirwa

**Others Present:** Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Belford, Transportation Supervisor Mike Hansen, County Administrator Ben Wehmeier, and Office Manager Kelly Witucki

- 1. CALL TO ORDER**  
Mr. Kutz called the meeting to order at 8:30 a.m.
- 2. ROLL CALL/ESTABLISHMENT OF QUORUM**  
All present/Quorum was established.
- 3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**  
Ms. Cauley certified that we were in compliance.
- 4. REVIEW OF THE OCTOBER 11, 2022, AGENDA**
- 5. PUBLIC COMMENTS**  
No Comments
- 6. APPROVAL OF THE SEPTEMBER 13, 2022, BOARD MINUTES**  
Mr. Wineke made a motion to approve the September 13, 2022, board minutes.  
Ms. Mirk seconded.  
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE AUGUST 2022 FINANCIAL STATEMENT**  
Mr. Belford reviewed the August financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,002,947. This balance includes \$650,000 from our reserve carryover. We are using this balance because of carryover adjustments discussed with the Finance Department as part of the 2023 budget process. The balance excludes any prepaid or other carryover adjustments.
- 9. DISCUSS AND APPROVE SEPTEMBER 2022 VOUCHERS**  
Mr. Belford reviewed the summary sheet of vouchers totaling \$1,141,471.53 (attached).  
Mr. Kutz made a motion to approve the September 2022 vouchers totaling \$1,141,471.53.  
Mr. Nsibirwa seconded.  
Motion passed unanimously.
- 10. DISCUSS AND APPROVE BEHAVIORAL HEALTH DIVISION GOALS AND INTRODUCE DIVISION MANAGER**  
Ms. Cauley reported that Ms. Pagel was unable to attend, and this would be added to the November agenda.
- 11. DISCUSSION AND POSSIBLE ACTION ON NEW 2022 PROFESSIONAL SERVICE CONTRACTS (GROUP THERAPY, ADULT ALTERNATE CARE, AND COUNSELING & THERAPEUTIC SERVICES)**  
Ms. Cauley reported that we have three new service providers. (attached)  
Ms. Mirk made a motion to approve the contracts as listed.

Mr. Lund seconded.  
Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTIONS ON JEFFERSON COUNTY'S SPECIALIZED TRANSPORTATION ASSISTANCE PROGRAM (WIS. STAT. 85.21) APPLICATION**

Mr. Hansen reported that the application will have six projects. Those six projects include Driver Escort/Volunteer Program, Senior Dining Transportation Program, Later Weekday Evenings & Weekends Service Hours for the Driver Escort/Volunteer Program, Day Trip Program, Shopping Van Service, and 3<sup>rd</sup> Party Wheelchair Accessible Transportation.

Mr. Wineke made a motion to approve the Application for 85.21 Specialized Transportation Assistance as presented.

Mr. Lund seconded.  
Motion passed unanimously.

**13. DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING EXECUTION OF STATE HUMAN SERVICES CONTRACTS, CONSORTIUM AGREEMENTS, AND PROFESSIONAL SERVICE AND CARE PROVIDER CONTRACTS**

Mr. Belford and Ms. Cauley reported that this authorizes the execution of contracts, agreements, and provider contracts. This resolution will be on the County Board agenda in November. Ms. Cauley discussed the potential State contracts, and Mr. Belford reviewed the process for provider contracts.

Ms. Mirk made a motion to approve authorizing the execution of State Human Services contracts, consortium agreements, and professional/care provider contracts and to submit it to the County Board for approval.

Mr. Kutz seconded  
Motion passed unanimously.

**14. DISCUSSION AND POSSIBLE ACTION ON APPOINTING LISA KROLOW TO THE NUTRITION PROJECT COUNCIL FOR A FIRST 3-YEAR TERM**

Mr. Jones made a motion to approve the appointment as presented.

Mr. Wineke seconded.  
Motion passed unanimously.

**15. DISCUSSION AND POSSIBLE ACTION ON APPOINTING MARY ROBERTS TO THE NUTRITION PROJECT COUNCIL FOR A FIRST 3-YEAR TERM**

Mr. Jones made a motion to approve the appointment as presented.

Mr. Wineke seconded.  
Motion passed unanimously.

**16. DISCUSSION AND POSSIBLE ACTION ON REAPPOINTING PATRICIA RABAY TO THE NUTRITION PROJECT COUNCIL FOR A 3-YEAR TERM**

Mr. Jones made a motion to approve the appointment as presented.

Mr. Wineke seconded.  
Motion passed unanimously.

**17. DIRECTOR'S REPORT**

- All the KOI's for the teams are being met.
- The state department budgets were due to the governor. WCHSA is advocating for fully funding Community Support Programs and Crisis Services.

- Ms. Cauley and Mr. Belford will be meeting with DHS later today regarding the Youth Crisis Stabilization facility that will be located on Camp Maas. There is also two homes located on the same property that would be an ideal setting for Sober Living.
- Ms. Cauley and Mr. Ruehlow had the opportunity to meet with the Interim Economic Development Director, Deb Reinbold. She is doing a lot of impressive things when it comes to housing.
- Mr. Jones stated all Human Services Board members have been invited to a meet and greet with the two final candidates for the Department Director position on 10/14/22.

**18. ADJOURN**

Mr. Lund made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:12 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

**NEXT BOARD MEETING**

Tuesday, November 8, 2022, at 8:30 a.m.

UW Extension, Room 8 &9

864 Collins Road, Jefferson, WI 53549