

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**December 13, 2022**

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

**Board Members Present via Zoom:** Sira Nsibirwa

**Others Present:** Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, County 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**  
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 DECEMBER 13, 2022, AGENDA**  
Mr. Jones moved agenda item #13 to be after agenda item #7
- 5. PUBLIC COMMENTS**  
No Comments
- 6. APPROVAL OF THE NOVEMBER 8, 2022, BOARD MINUTES**  
Mr. Racanelli made a motion to approve the November 8, 2022, board minutes.  
Mr. Lund seconded.  
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE OCTOBER 2022 FINANCIAL STATEMENT**  
Mr. Bellford reviewed the October financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,119,287. This balance includes \$650,000 from our reserve carryover, leaving approximately in \$469,287 in unreserved fund balance.
- 9. DISCUSS AND APPROVE NOVEMBER 2022 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$592,362.22 (attached).  
Mr. Lund made a motion to approve the November 2022 vouchers totaling \$592,362.22.  
Mr. Wineke seconded.  
Motion passed unanimously.
- 10. DISCUSS AND POSSIBLE ACTION ON 2023 BILLING RATES**  
Mr. Bellford reviewed the 2023 service rates. (attached)  
Mr. Racanelli made a motion to approve the rates as listed.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 11. DISCUSSION AND POSSIBLE ACTION ON THE NEW 2023 PROFESSIONAL SERVICE CONTRACTS (SPECIALIZED CHILD CARE)**  
Mr. Ruehlow reported that we have one new service provider. (attached)  
Mr. Jones made the motion to approve the contract as listed.

Mr. Lund seconded.  
Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON YOUTH CRISIS STABILIZATION FACILITY IN WATERTOWN WISCONSIN**

Ms. Cauley reported that we would lease a building from the Greater Watertown Community Foundation. DHS has stated that they have \$1.3 million for startup funds. We are currently waiting to find more information on the timelines for those funds.

Mr. Jones made a motion to support the youth crisis stabilization facility in Watertown.

Ms. Mirk seconded.

Motion passed unanimously.

**13. PRESENTATION ON THE DIVERSITY COMMITTEE'S STRATEGIC PLAN AND ACTIVITIES**

Ms. Regnier presented on the Diversity Committee's strategic planning and shared a power point that went over all the upcoming activities for 2023.

**14. DISCUSS NOMINATIONS AND POSSIBLE ACTION FOR THE CIT OFFICER OF THE YEAR AWARD**

Ms. Cauley reported that she received one nomination for the Crisis Intervention Training Officer of the Year award. The nomination is for Deputy Heather Novotny, with the Jefferson County Sheriff's Department.

Mr. Jones made a motion to approve the nomination of Deputy Heather Novotny for the CIT award.

Mr. Racanelli seconded.

Motion passed unanimously.

**15. DIRECTOR'S REPORT**

- Ms. Cauley will continue working with Sue Madecki regarding the sober living home for men. This will be the first sober living home for men in Jefferson County.
- Ms. Cauley shared that we have been having difficulties in trying to find Corporate Guardians. We have found one that we are looking into going into a contract with.
- Mr. Ruehlow shared that the Human Services Day at the Capital will be in April for 2023.

**16. ADJOURN**

Mr. Jones made a motion to adjourn the meeting.

Mr. Wineke seconded.

Motion passed unanimously.

Meeting adjourned at 9:43 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, January 10, 2023, at 8:30 a.m.  
Jefferson County Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549