

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 8, 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, Behavioral Health Division Manager Holly Pagel, 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 NOVEMBER 8, 2022, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE OCTOBER 11, 2022, BOARD MINUTES

Mr. Wineke made a motion to approve the October 11, 2022, board minutes.

Ms. Mirk seconded.

Motion passed unanimously.

7. COMMUNICATIONS

8. REVIEW OF THE SEPTEMBER 2022 FINANCIAL STATEMENT

Mr. Bellford reviewed the September financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,012,305. This balance includes \$650,000 from our reserve carryover, leaving approximately in \$362,305 in unreserved fund balance. 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 OCTOBER 2022 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$789,661.33 (attached).

Mr. Jones made a motion to approve the October 2022 vouchers totaling \$789,661.33.

Mr. Lund seconded.

Motion passed unanimously.

10. DISCUSS AND APPROVE BEHAVIORAL HEALTH DIVISION GOALS AND INTRODUCE DIVISION MANAGER

Ms. Cauley introduced our new Behavioral Health Division Manager, Holly Pagel to the board members. Ms. Pagel has been with Jefferson County for a total of 17 years. She originally started with our CCS team in 2006 and then in 2012 she became the Clinic Supervisor. She was a foster

care provider for 7 years, as well as taught at UW Madison in Social Work for 10 years. Ms. Pagel brings a lot of experience to Human Services.

11. DIRECTOR'S REPORT

- All the KOI's for the teams are being met.
- 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.
- We have been doing research and discovery on recruiting and retaining staff.
- We are reviewing the numbers for the Youth Crisis Stabilization facility as there are a lot of costs to consider.
- Ms. Cauley and Mr. Ruehlow have been meeting and making plans for a smooth transition for Mr. Ruehlow to take over as Director in January when Ms. Cauley retires.

12. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:20 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, December 13, 2022, at 8:30 a.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103
Jefferson, WI 53549