

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**February 2023**

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

**Board Members Present via Zoom:** Richard Jones

**Others Present:** Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, County Administrator Ben Wehmeier, Behavioral Health Division Manager Holly Pagel, Child & Family Division Manager Laura Wagner 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**

Nsibirwa Absent/Quorum was established.

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Mr. Ruehlow certified that we were in compliance.

**4. REVIEW OF THE FEBRUARY 14, 2023 AGENDA**

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE JANUARY 10, 2023 BOARD MINUTES**

Mr. Wineke made a motion to approve the January 10, 2023 board minutes.

Mr. Lund seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

**8. REVIEW OF THE DECEMBER 2022 FINANCIAL STATEMENT**

Mr. Bellford reviewed the December financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,943,781. This includes \$1,000,000 in reserve carryover that is offset with additional transfers out of our fund. Our entire 2021 surplus was carried over as 2022 beginning balance and then transfers during the year were made to adjust these balances.

**9. DISCUSS AND APPROVE JANUARY 2023 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$795,064.05 (attached).

Ms. Mirk made a motion to approve the January 2023 vouchers totaling \$795,064.05.

Mr. Kutz seconded.

Motion passed unanimously.

**10. INTRODUCE THE NEW CHILD AND FAMILY DIVISION MANAGER AND PRESENT ON CURRENT AND FUTURE GOALS**

Mr. Ruehlow introduced our new Child and Family Division Manager, Laura Wagner to the board members. Ms. Wagner has been with Jefferson County for a total of 21 years. She originally started as an Intake Worker and handled all of the initial assessments. She was in that position for a total of 9 years. In 2011 she became the Intake Manager and has been in that role until

recently when she accepted her current role as the Child and Family Division Manager. Ms. Wagner presented to the board her current and future goals for the Child and Family Division.

**11. DISCUSSION AND POSSIBLE ACTION ON THE NEW 2023 PROFESSIONAL SERVICE CONTRACTS (IN-HOME SUPPORTS, HOME MODIFICATION, TRANSPORTATION, CCS REGIONAL SERVICE ARRAY, AND FOSTER CARE)**

Mr. Ruehlow reported that we have five new service providers. (attached)

Mr. Jones made the motion to approve the contract as listed.

Mr. Wineke seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON BUDGET CARRY OVER REQUESTS**

Mr. Bellford reviewed the "Final Non-Lapsing and Carryover of Fund Balances Request for the year ending December 31, 2022." The carryover requests as presented will be sent to the Finance Committee and County Board for approval. (attached)

Ms. Mirk made a motion to approve the carryover requests as presented and be sent to the Finance Committee and County Board for approval.

Mr. Lund seconded.

Motion passed unanimously.

**13. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**

Mr. Racanelli made a motion to approve proclamation recognizing April as Child Abuse Prevention Month.

Mr. Kutz seconded.

Motion passed unanimously.

**14. DIRECTOR'S REPORT**

- Our Behavioral Health Division Manager, Holly Pagel was able to provide OAK (Overdoes Aid Kits) boxes to be placed around the Jefferson County Human Services locations. These boxes contain the following items: Narcan, breathing barrier devices, awareness cards, flyers and help cards.

- February is the last month for FoodShare with the continuous enrollment due to the pandemic. Effective March 1<sup>st</sup>, individuals will have to provide proof that they meet the eligibility requirements.

- Mr. Ruehlow, County Administrator Ben Wehmeier and Tina Crave from the Greater Watertown Community Health Foundation will be speaking at the County Board regarding the Youth Crisis Stabilization Facility in Watertown. This is in preparation for the vote in March for Jefferson County Human Services to be the fiscal agent.

- Lieutenant Governor Sara Rodriguez came to Human Services for a visit last month to hear about our behavioral health program. She also wanted to find out what would be most helpful in the governor's budget as it relates to behavioral health.

**15. ADJOURN**

Mr. Kutz made a motion to adjourn the meeting.

Mr. Racanelli seconded.

Motion passed unanimously.

Meeting adjourned at 9:46 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, March 14, 2023, at 8:30 a.m.  
Jefferson County Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549