

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
April 11, 2023

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

Board Members Present via Zoom: Alice Mirk and Sira Nsibirwa

Others Present: 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**
Mr. Ruehlow certified that we were in compliance.
- 4. REVIEW OF THE APRIL 11, 2023 AGENDA**
- 5. PUBLIC COMMENTS**
No Comments
- 6. APPROVAL OF THE MARCH 14, 2023 BOARD MINUTES**
Mr. Wineke made a motion to approve the March 14, 2023 board minutes.
Mr. Racanelli seconded.
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE FEBRUARY 2023 FINANCIAL STATEMENT**
Mr. Bellford reviewed the February 2023 financial statement (attached) and reported that we are projecting a positive year end balance of \$828,776. This balance includes our carryover from 2022, including \$650,000 from our reserve carryover. This early in the year, most projected are still weighted toward the budget, and very volatile. Because most everything is weighted towards the budget, we are, at this point, only \$178,776, over the budget when the reserve is excluded.
- 9. DISCUSS AND APPROVE MARCH 2023 VOUCHERS**
Mr. Bellford reviewed the summary sheet of vouchers totaling \$917,748.24 (attached).
Mr. Jones made a motion to approve the March 2023 vouchers totaling \$917,748.24.
Mr. Racanelli seconded.
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON THE NEW 2023 PROFESSIONAL SERVICE CONTRACTS (RESPITE CARE, TRAINING PROGRAM, FISCAL AGENT AND MEDICAL RIDES)**
Mr. Ruehlow reported that we have four new service providers. (attached)
Mr. Wineke made the motion to approve the contracts as listed.
Mr. Lund seconded.
Motion passed unanimously.

11. PRESENTATION ON CHILD ABUSE PREVENTION MONTH

Child Protective Services (CPS) Case Managers, Jenny Witt and Maggie Messler presented to the board the upcoming Child Abuse Prevention activities that will be happening throughout the month of April to raise money for the Child Abuse Prevention (CAP) fund. Those funds are used to assist children and families in meeting needs to support safety and well-being.

12. DISCUSSION AND POSSIBLE ACTION ON FLEET CAR USAGE AND PERSONAL MILEAGE REIMBURSEMENT POLICY

Mr. Ruehlow presented the Fleet Car Usage and Personal Mileage Reimbursement Policy. (attached)

Mr. Wineke made the motion to approve the Fleet Car Usage and Personal Mileage Reimbursement Policy as presented.

Mr. Racanelli seconded.

Motion passed unanimously.

13. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- Lobby Day is tomorrow at the State Capitol.
- Currently the Youth Stabilization Center is being redesigned from a twelve bed facility to an eight bed facility. Once the design is completed, we will be able to continue moving forward.
- We have implemented an electronic suggestion box that all entries will go straight to Mr. Ruehlow for staff to share their thoughts and concerns. This allows them to be anonymous if they choose.
- We held our first leadership meeting last Wednesday with all of the supervisors at Human Services. We spent two hours discussing numerous topics.
- Hiring front

14. ADJOURN

Mr. Kutz made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:38 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, May 9, 2023, at 8:30 a.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103
Jefferson, WI 53549