

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**May 9, 2023**

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

**Board Members Present via Zoom:** Sira Nsibirwa and Kirk Lund

**Others Present:** Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, County Administrator Ben Wehmeier, ADRC Division Manager ReBecca Schmidt, Children & Family Division Manager Laura Wagner, Behavioral Health Division Manager Holly Pagel, Economic Support Division Manager Jessica Schultze 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**

Alice Mirk excused/Quorum was established.

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

Mr. Ruehlow certified that we were in compliance.

**4. REVIEW OF THE MAY 9, 2023 AGENDA**

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE APRIL 11, 2023 BOARD MINUTES**

Mr. Wineke made a motion to approve the April 11, 2023 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

**8. REVIEW OF THE MARCH 2023 FINANCIAL STATEMENT**

Mr. Bellford reviewed the March 2023 financial statement (attached) and reported that we are projecting a positive year-end balance of \$933,184. This is up from \$828,776 last month. 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 \$283,184, over the budget when the reserve is excluded.

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

Mr. Bellford reviewed the summary sheet of vouchers totaling \$704,846.23 (attached).

Mr. Racanelli made a motion to approve the April 2023 vouchers totaling \$704,846.23.

Mr. Wineke seconded.

Motion passed unanimously.

**10. DISCUSSION AND POSSIBLE ACTION ON THE NEW 2023 PROFESSIONAL SERVICE CONTRACTS (GUARDIANSHIP AND NUTRITION PROGRAM)**

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

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

Mr. Kutz seconded.

Motion passed unanimously.

**11. QUESTIONS AND ANSWERS ON THE HUMAN SERVICES 2022 ANNUAL REPORT**

Mr. Ruehlow along with our Division Managers presented on their sections of the 2022 annual report.

**12. DISCUSS POTENTIAL AGENDA ITEMS FOR THE JUNE BOARD MEETING AND PUBLIC HEARING**

**13. DIRECTOR'S REPORT**

Mr. Ruehlow reported on the following items:

- Lobby Day was held April 12th at the State Capitol. Mr. Ruehlow, Mr. Racanelli and Ms. Pagel all attended and spoke with Representatives John Jagler and Barbara Dittrich, along with the staff for Senator Nass on a variety of topics. These topics included to fully fund Crisis Services, CSP, along with expanding funding for 0-3 and APS.
- May is Older Americans Month. To celebrate, the ADRC will be hosting a free lunch on May 19<sup>th</sup> at Stoppenbach Park located in Jefferson.
- Economic Support will be seeing approximately 863 applications each month for FoodShare and Medicaid.
- Mr. Ruehlow, Ms. Wagner, and Ms. Pagel attended the WCHSA Conference last week. Ms. Cauley also attended and received a distinguished career award.
- Last month we hosted the Children Share & Care Fair in Fort Atkinson, and it was a great success.

**14. ADJOURN**

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Wineke seconded.

Motion passed unanimously.

Meeting adjourned at 10:29 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, June 13, 2023, at 4:00 p.m.  
Jefferson County Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549