

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
June 13, 2023

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

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 4:00 p.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 are in compliance.
- 4. REVIEW OF THE JUNE 13, 2023, AGENDA**
- 5. PUBLIC COMMENTS**
No Comments
- 6. APPROVAL OF THE MAY 9, 2023, BOARD MINUTES**
Mr. Wineke made a motion to approve the May 9, 2023, board minutes.
Mr. Lund seconded.
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE APRIL 2023 FINANCIAL STATEMENT**
Mr. Bellford reviewed the April financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$863,355. 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. With this projection, we are, at this point, only \$213,355, over the budget when the reserve is excluded.
- 9. DISCUSS AND APPROVE MAY 2023 VOUCHERS**
Mr. Bellford reviewed the summary sheet of vouchers totaling \$791,925.46 (attached).
Ms. Mirk made a motion to approve the May 2023 vouchers totaling \$791,925.46.
Mr. Kutz seconded.
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON NEW 2023 PROFESSIONAL SERVICE CONTRACTS (COUNSELING & THERAPEUTIC SERVICES AND MEDICALLY MONITORED RESIDENTIAL TREATMENT)**
Mr. Ruehlow reported that we have three new service providers. (attached)
Mr. Kutz made the motion to approve the contracts as listed.
Mr. Lund seconded.
Motion passed unanimously.

- 11. DISCUSS AND APPROVE KINDNESS AND CARING IN ACTION AWARD RECIPIENTS**
Mr. Ruehlow reported that there were ten nominations for the Kindness and Caring in Action Award. Three staff recipients will receive an award in the amount of \$500. It was decided that the first recipient would be Jennifer Rhodes who is one of our After Hours Intake Worker on the EMH team, the second recipient would be Jeremy Meixner who our Community Outreach Worker on the Behavioral Health Team and the third recipient would be Anna Schultz who is an Administrative Assistant on the Support Staff team.
- 12. DISCUSSION AND POSSIBLE ACTION OF APPOINTMENT OF LARAE SCHULTZ TO THE ADRC ADVISORY COMMITTEE FOR SECOND TERM.**
Mr. Wineke made a motion to approve the appointment as presented.
Mr. Racanelli seconded.
Motion passed unanimously.
- 13. DISCUSSION AND POSSIBLE ACTION OF APPOINTMENT OF BONNIE BULL TO THE NUTRITION PROJECT COUNCIL**
Mr. Lund made a motion to approve the appointment as presented.
Ms. Mirk seconded.
Motion passed unanimously.
- 14. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES**
Mr. Jones referred to the guidelines on the Policy Statement for Funding Requests for the upcoming public hearing.
- 15. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2024 BUDGET**
- 16. ADJOURN**
Mr. Wineke made a motion to recess until 5:00 p.m. for the Public Hearing.
Mr. Lund seconded.
Motion passed unanimously.
Meeting adjourned at 4:54 p.m.
- 17. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2023 BUDGET**
Mr. Jones called the public hearing to order at 5:00 p.m.
- 18. ADJOURN**
Mr. Lund made a motion to adjourn the public hearing.
Mr. Racanelli seconded.
Motion passed unanimously.
Meeting adjourned at 5:08 p.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING
Tuesday, July 11, 2023, at 8:30 a.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103