

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**July 11, 2023**

**Board Members Present in Person:** Richard Jones, Russell Kutz, Michael Wineke, and Kirk Lund

**Board Members Present via Zoom:** Alice Mirk

**Others Present:** Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; County Administrator Ben Wehmeier, Office Manager Kelly Witucki, Aging & Disability Division Manager ReBecca Schmidt and Parents Supporting Parents Supervisor Andrea Szwec

- 1. CALL TO ORDER**  
Mr. Jones called the meeting to order at 8:30 a.m.
- 2. ROLL CALL/ESTABLISHMENT OF QUORUM**  
Racanelli and 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 JULY 11, 2023, AGENDA**
- 5. PUBLIC COMMENTS**  
No Comments
- 6. APPROVAL OF THE MAY 24, 2023, TOUR OF THE COLLECTIVE AND YOUTH CRISIS STABILIZATION FACILITY MINUTES**  
Mr. Wineke made a motion to approve the May 24, 2023, tour of The Collective and Youth Crisis Stabilization Facility minutes.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 7. APPROVAL OF THE JUNE 13, 2023, BOARD MINUTES**  
Mr. Wineke made a motion to approve the June 13, 2023, board minutes.  
Mr. Lund seconded.  
Motion passed unanimously.
- 8. COMMUNICATIONS**
- 9. REVIEW OF THE MAY 2023 FINANCIAL STATEMENT**  
Mr. Bellford reviewed the April financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$922,734. This balance includes our carryover from 2022, including \$650,000 from our reserve carryover. This early in the year, most projections are still very volatile. With this projection, we are, at this point, only \$272,734 when the reserve is excluded.
- 10. DISCUSS AND APPROVE JUNE 2023 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,112,196.68 (attached).  
Mr. Lund made a motion to approve the June 2023 vouchers totaling \$1,112,196.68.  
Mr. Kutz seconded.  
Motion passed unanimously.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW 2023 PROFESSIONAL SERVICE CONTRACTS (MEDICALLY MONITORED RESIDENTIAL TREATMENT SERVICES, ASL INTERPRETER, AND RESPITE)**

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

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

Mr. Kutz seconded.

Motion passed unanimously.

**12. PRESENTATION ON PARENTS SUPPORTING PARENTS**

Ms. Szwec presented on the Parents Supporting Parents Program and provided a PowerPoint explaining the program and how it works.

**13. DISCUSSION AND POSSIBLE ACTION ON GAP ANALYSIS FOR THE POTENTIAL UNMET NEEDS FOR BEHAVIORAL HEALTH SERVICES**

Mr. Ruehlow presented on the Gap Analysis for the potential unmet needs for Behavioral Health Services that was provided by WIPFLI.

Mr. Wineke made a motion to approve the Gap Analysis as presented.

Mr. Kutz seconded.

Motion passed unanimously.

**14. DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF MARY WEBER TO THE ADRC ADVISORY COMMITTEE**

Mr. Wineke made a motion to approve the appointment as presented.

Ms. Mirk seconded.

Motion passed unanimously.

**15. DISCUSSION AND POSSIBLE ACTION ON REQUESTS FROM PUBLIC HEARING**

The only request from the Public Hearing was from New Beginnings for \$28,000 for 2024. The Board expressed support for New Beginnings in the amount of \$28,000.

Mr. Lund made a motion to incorporate the amount of \$28,000 for the 2024 budget for New Beginnings.

Mr. Wineke seconded.

Motion passed unanimously

**16. DIRECTOR'S REPORT**

Mr. Ruehlow reported on the following items:

- The Governor proclaimed that this week is Economic Support Specialists Week.
- We were able to recoup some emergency detention and detox costs from the Dane County Center.
- The Kindness & Caring awards were handed out to staff at the Employee Appreciation Luncheon.
- We have submitted our application for licensing of the Youth Crisis Stabilization Facility and are waiting to hear back from DHS. We have a tentative opening date of December 15<sup>th</sup>.
- Governor's budget has been signed. We did not get the funding we were requesting, but the following funding changes include:
  - Increase in Treatment Foster Care rates
  - Increase in Kinship Care rates
  - A million dollars to be shared throughout the state for Adult Protective Services
  - ADRC will receive \$2.5 million for 2023-24, and \$5 million for 2024-25 to increase base allocations.
- The Collective is having their grand opening this evening at 6:00 p.m.

**17. ADJOURN**

Mr. Wineke made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:49 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

**NEXT BOARD MEETING**

Tuesday, August 8, 2023, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103