

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 10, 2023

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

Board Member Present by Zoom: 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 are in compliance.
- 4. REVIEW OF THE OCTOBER 10, 2023, AGENDA**
- 5. PUBLIC COMMENTS**
No Comments
- 6. APPROVAL OF THE SEPTEMBER 12, 2023, BOARD MINUTES**
Mr. Wineke made a motion to approve the September 12, 2023, board minutes.
Mr. Kutz seconded.
Motion passed unanimously.
- 7. COMMUNICATIONS**
Mr. Ruehlow discussed the American Rescue Plan (HOME) and the funds that are currently available for qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations.
- 8. REVIEW OF THE AUGUST 2023 FINANCIAL STATEMENT**
Mr. Bellford reviewed the August financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$937,491. This balance includes our carryover from 2022, including \$650,000 from our reserve carryover. With this projection, we have, at this point, a surplus of only \$287,491, when the reserve is excluded.
- 9. DISCUSS AND APPROVE SEPTEMBER 2023 VOUCHERS**
Mr. Bellford reviewed the summary sheet of vouchers totaling \$831,680.64 (attached).
Mr. Wineke made a motion to approve the September 2023 vouchers totaling \$832,680.64.
Mr. Kutz seconded.
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON NEW 2023 PROFESSIONAL SERVICE CONTRACTS (CHILD ALTERNATE CARE, ADULT ALTERNATE CARE, AND GUARDIANSHIP)**
Mr. Ruehlow reported that we have three new service providers. (attached)
Mr. Jones made the motion to approve the contracts as listed.
Mr. Racanelli seconded.
Motion passed unanimously.

11. DISCUSSION AND POSSIBLE ACTION ON JEFFERSON COUNTY'S SPECIALIZED TRANSPORTATION ASSISTANCE PROGRAM (Wis. Stat. 85.21) APPLICATION

Ms. Schmidt reported that the application will have six projects. Those six projects include Driver Escort/Volunteer Program, Senior Dining Transportation Program, Later Weekday Evenings & Weekends Service Hours for the Driver Escort/Volunteer Program, Day Trip Program, Shopping Van Service, and 3rd Party Wheelchair Accessible Transportation.

Mr. Wineke made a motion to approve the Application for 85.21 Specialized Transportation Assistance as presented.

Mr. Lund seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON THE 2024-2028 LOCALLY DEVELOPED COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

Ms. Schmidt presented on the 2024-2028 Locally Developed Coordinated Public Transit-Human Services Transportation Plan. (attached)

Mr. Lund made the motion to approve the Locally Developed Coordinated Public Transit-Human Services Transportation Plan as presented.

Mr. Racanelli seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON THE REQUEST FOR PROPOSAL FOR THE CONGREGATE AND HOME DELIVERED MEAL PROGRAM

Ms. Schmidt presented on the two bids that were received from Feil's Catering and Kandu Catering and Rentals.

Mr. Wineke made a motion to approve the proposal that was received from Feil's Catering with the understanding that we would not pay for any food that would be sent back due to temperature guidelines not being met.

Mr. Lund seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING EXECUTION OF STATE HUMAN SERVICES CONTRACTS, CONSORTIUM AGREEMENTS, AND PROFESSIONAL SERVICE AND CARE PROVIDER CONTRACTS

Mr. Bellford reported that this authorizes the execution of contracts, agreements, and provider contracts. This resolution will be on the County Board agenda in November.

Mr. Racanelli made a motion to approve authorizing the execution of State Human Services contracts, consortium agreements, and professional/care provider contracts and to submit it to the County Board for approval.

Mr. Lund seconded

Motion passed unanimously.

15. DISCUSSION AND POSSIBLE ACTION ON DAVE GALLUP REQUEST FOR 2024 FUNDING

Mr. Bellford reported that we received a funding request from Dave Gallup for 2024. (attached)

Mr. Wineke made the motion to approve the funding as presented.

Mr. Kutz seconded.

Motion passed unanimously.

16. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- In the past nine months we have been working with the local newspapers and social media to keep the community informed on the items that Human Services staff is currently working on.
- Two weeks ago, Mr. Ruehlow & Judge Brantmeier co-hosted the Child Welfare in the Courts Conference.
- We are actively looking for a new board member.
- Recently we have been experiencing staff turnover and a lack of applications. This seems to be improving and we have been able to fill recent positions.
- There is a proposal to alter kinship legislation. This would expand the definition of relative to include more individuals that are eligible to be kinship providers and also be eligible to be licensed as foster parents.

17. ADJOURN

Mr. Kutz made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:50 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

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