

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 14, 2023

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

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; County Administrator Ben Wehmeier, Assistant of the County Administrator Michael Luckey, Behavioral Health Division Manager Holly Pagel, 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

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 NOVEMBER 14, 2023, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE OCTOBER 10, 2023, BOARD MINUTES

Mr. Wineke made a motion to approve the October 10, 2023, board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF THE SEPTEMBER 2023 FINANCIAL STATEMENT

Mr. Bellford reviewed the September financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$882,308. This is down from \$937,491 from last month because of an alternate care placement that we anticipate for the rest of the year. This balance does include our carryover from 2022, including \$650,000 from our reserve carryover. With this projection, we have, at this point, a surplus of only \$232,308, when the reserve is excluded.

9. DISCUSS AND APPROVE OCTOBER 2023 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$859,181.64 (attached).

Mr. Wineke made a motion to approve the October 2023 vouchers totaling \$859,181.64.

Mr. Lund seconded.

Motion passed unanimously.

10. DISCUSSION AND POSSIBLE ACTION ON NEW 2023 PROFESSIONAL SERVICE CONTRACTS (FOSTER CARE, LAWN CARE/TREE TRIMMING/PLOWING, CLEANING, AND GUARDIANSHIP)

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

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

Mr. Racanelli seconded.

Motion passed unanimously.

11. PRESENTATION ON THE CO-RESPONDER MODEL AND CRISIS BILLING

Ms. Pagel presented on the Co-Responder Model. A model for crisis response pairing mental health professionals with law enforcement.

Mr. Bellford then presented on the crisis billing and possible changes for 2024.

12. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- On December 3, the ADRC will be holding the Purple Tube Project event at Fairview Sports Bar and Grill in Jefferson. This project is to assist families and first responders by providing information that may be helpful in the event of a medical or behavioral emergency for someone who may be impacted by dementia.
- November is National Alzheimer's Disease Awareness Month. The ADRC and Tomorrow's Hope wanted to shine light on the disease by lighting up the Jefferson Pedestrian Bridge at Rotary Park with purple lights for the month of November.
- We continue to move forward with the Youth Crisis Stabilization Facility in Watertown. Staff have been hired and currently are being trained at the facility. We are looking at December 15 for the official date we can start accepting admissions.
- Our Crisis Services Manager, Kim Propp held the annual Crisis Intervention Training (CIT). There was a total of thirteen officers that attended from five different jurisdictions.
- Last week we held our Motivational Interviewing Training for new staff.
- November is Homelessness and Hunger Awareness Month. On November 29th, our CCS department will be hosting a documentary viewing surrounding the subjects of homelessness and hunger.
- Our FCT (Family-Centered Therapy) Supervisor, Stacey Palermo presented alongside our FCT Consultant from North Carolina, Tiffany Long, at the Children's Come First Conference in Wisconsin Dells.
- We continue to have concerns with Feil's Catering, who provide our congregate and home delivered meals. They continue to be short on the amount of food, along with not meeting the temperature requirements. We will continue to monitor these concerns and keep the board informed.

13. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:40 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, December 12, 2023, at 8:30 a.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103