

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**December 12, 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, Crisis Services/APS Manager Kim Propp, 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 DECEMBER 12, 2023, AGENDA**

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE NOVEMBER 14, 2023, BOARD MINUTES**

Mr. Racanelli made a motion to approve the November 14, 2023, board minutes.

Mr. Lund seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No communications

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

Mr. Bellford reviewed the October financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$877,099. 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 \$227,099, when the reserve is excluded.

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

Mr. Bellford reviewed the summary sheet of vouchers totaling \$876,257.96 (attached).

Mr. Wineke made a motion to approve the November 2023 vouchers totaling \$876,257.96.

Mr. Kutz seconded.

Motion passed unanimously.

**10. DISCUSSION AND POSSIBLE ACTION ON NEW 2023 PROFESSIONAL SERVICE CONTRACTS (FAMILY/UNPAID CAREGIVER SUPPORTS & SERVICES, SOBER LIVING, CCS REGIONAL SERVICE ARRAY, AODA RESIDENTIAL, AND FOSTER CARE)**

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

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

Mr. Kutz seconded.

Motion passed unanimously.

- 11. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACTS (ELDERLY NUTRITION PROGRAM, LAWN CARE/TREE TRIMMING, DAY CARE, CCS REGIONAL SERVICE ARRAY, AODA RESIDENTIAL, FOSTER CARE, FISCAL AGENT, FAMILY/UNPAID CAREGIVER SUPPORTS & SERVICES, HEALTH & WELLNESS, RESPITE, COUNSELING & THERAPEUTIC SERVICES, SOBER LIVING, AND CLEANING)**

Mr. Ruehlow reported that we have twenty new service providers. (attached)  
Mr. Jones made the motion to approve the contracts as listed.  
Mr. Racanelli seconded.  
Motion passed unanimously.
- 12. ACCEPTING THE DEPARTMENT OF JUSTICE’S DEFLECTING COURT INVOLVEMENT DUE TO SCHOOL REFUSAL GRANT AT THE HUMAN SERVICES DEPARTMENT AND AMENDING THE 2024 BUDGET**

Mr. Ruehlow presented the Department of Justice’s deflecting court involvement due to school refusal grant.  
Mr. Wineke made the motion to approve the DOJ Grant.  
Mr. Lund seconded.  
Motion passed unanimously.
- 13. PRESENTATION ON ADULT PROTECTIVE SERVICES (APS) PROGRAM**

Ms. Propp presented on the Adult Protective Services Program and discussed the services they provide to Jefferson County residents.
- 14. DISCUSSION AND POSSIBLE ACTION ON AMENDMENT TO THE MARSH COUNTY INTERGOVERNMENTAL AGREEMENT**

Mr. Ruehlow presented on the Amendment to the Marsh County Intergovernmental Agreement. The agreement would allow committee members to vote for or object to the annual rate assessment electronically when the information is sent out. Members would not need to be present to vote for the assessment. If no response is received from a member County, it would be considered a yes vote. The Resolution would allow Supervisor Kutz to sign the amendment on behalf of Jefferson County.  
Mr. Lund made the motion to approve the Amendment to the Marsh County Intergovernmental Agreement.  
Mr. Racanelli seconded.  
Motion passed unanimously.
- 15. DISCUSS NOMINATIONS AND POSSIBLE ACTION FOR THE CRISIS INTERVENTION TRAINING (CIT) OFFICER OF THE YEAR AWARD**

Mr. Ruehlow reported that we have not received any nominations for the Crisis Intervention Training Officer of the Year award. Mr. Ruehlow stated there is a Law Enforcement meeting tomorrow and he is hoping he will receive them at that time.
- 16. DIRECTOR’S REPORT**

Mr. Ruehlow reported on the following items:

  - We were looking at December 15<sup>th</sup> for the official opening date for the Youth Crisis Stabilization Facility, but that has since been pushed back. We are now looking at January 8<sup>th</sup>.
  - Last week we held our Youth Justice Summit where we had a national speaker come in. We invited DCF and Human Services staff to attend.

- We toured the Walworth Family Treatment Court facility. We were able to sit in on their staffing and witnessed some great outcomes.
- Mr. Ruehlow was aware of an email sent to County Board members regarding a kidnapping in Jefferson County. He informed the Board that Jefferson County CPS has not had any involvement in that case.
- Mr. Ruehlow is coming up on a year since he has taken over as the Director. He thanked the board members and told them he will be reaching out individually by email to get feedback from them.

**17. ADJOURN**

Mr. Lund made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:47 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

**NEXT BOARD MEETING**

Tuesday, January 9, 2024, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103