

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**April 9, 2024**

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

**Others Present:** Director Brent Ruehlow, Administrative Services Division Manager Brian Bellford, Assistant County Administrator Michael Luckey, 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 APRIL 9, 2024, AGENDA**

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE MARCH 12, 2024, BOARD MINUTES**

Mr. Racanelli made a motion to approve the March 12, 2024, board minutes.

Mr. Wineke seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

**8. REVIEW OF THE FEBRUARY 2024 FINANCIAL STATEMENT**

Mr. Bellford reviewed the financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$840,562. 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 because most everything is weighted towards the budget, we are, at this point, only \$190,562, over budget when the reserve is excluded.

**9. DISCUSS AND APPROVE MARCH 2024 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,386,625.32 (attached).

Mr. Wineke made a motion to approve the March 2024 vouchers totaling \$1,386,625.32.

Mr. Lund seconded.

Motion passed unanimously.

**10. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACT (HOME MODIFICATION)**

Mr. Ruehlow reported that we have one new service provider. (attached)

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

Mr. Racanelli seconded.

Motion passed unanimously.

**11. DISCUSSION AND POSSIBLE ACTION ON KINDNESS AND CARING IN ACTION AWARD**

Mr. Ruehlow reported that there were five 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 Kelly Lueck who is one of our Intake Workers on the EMH team, the second recipient would be Jennifer Witt who is one of our Child Protective Services Ongoing Professionals and the third recipient would be Jon Carrizales who is our Medical Assistant for Dr. Haggart.

**12. DIRECTOR'S REPORT**

Mr. Ruehlow reported on the following items:

- Employee Appreciation Luncheon is May 8<sup>th</sup>.
- April is Child Abuse Prevention Month. Mr. Ruehlow discussed all the activities that are currently going on this month to raise awareness.
- Laura Wagner nominated Tina Crave for the new DCF Secretaries Award-Putting Families First. She was selected and will receive her award on April 23<sup>rd</sup> at the Capital.
- On May 2<sup>nd</sup>, our Transportation will be starting our Shop26 Shuttle Services. Shop26 is a collaborative effort for serve senior citizens, persons with disabilities and others who need affordable transportation to shop at stores along or near to the Highway 26 corridor, in the communities of Fort Atkinson, Jefferson and Johnson Creek.
- We are currently working on the annual report and will have that ready to be presented at the May board meeting.

**13. ADJOURN**

Mr. Lund made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:15 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, May 14, 2024, at 8:30 a.m.  
Jefferson County Workforce Development Center  
874 Collins Road, Room 103