

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
May 14, 2024

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

Others Present: Director Brent Ruehlow, Administrative Services Division Manager Brian Bellford, County Administrator Ben Wehmeier, Assistant County Administrator Michael Luckey, Child and Family Division Manager Laura Wagner, Behavioral Health Division Manager Holly Pagel, Economic Support Division Manager Jessica Schultze and Office Manager Kelly Witucki

1. CALL TO ORDER

Mr. Ruehlow called the meeting to order at 8:31 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Lund 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 MAY 14, 2024, AGENDA

5. ELECTIONS OF BOARD OFFICERS – CHAIR AND VICE CHAIR

Mr. Ruehlow asked for nominations for Chair.

Mr. Wineke nominated Richard Jones.

Mr. Racanelli seconded the nomination.

No other nominations were made.

Motion passed unanimously.

Mr. Jones asked for nominations for Vice Chair.

Mr. Wineke nominated Russell Kutz.

Mr. Racanelli seconded the nomination.

No other nominations were made.

Motion passed unanimously.

6. PUBLIC COMMENTS

No Comments

7. APPROVAL OF THE APRIL 9, 2024, BOARD MINUTES

Mr. Wineke made a motion to approve the April 9, 2024, board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

8. COMMUNICATIONS

9. REVIEW OF THE MARCH 2024 FINANCIAL STATEMENT

Mr. Bellford reviewed the financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$893,458 which is up slightly from last month, but still very close to the budget. This balance includes our carryover from 2023, including \$650,000 from our reserve carryover. Because most everything is weighted towards the budget, we are, at this point, only \$243,458, over budget when the reserve is excluded.

- 10. DISCUSS AND APPROVE APRIL 2024 VOUCHERS**
Mr. Bellford reviewed the summary sheet of vouchers totaling \$867,474.60 (attached).
Mr. Racanelli made a motion to approve the March 2024 vouchers totaling \$867,474.60.
Mr. Kutz seconded.
Motion passed unanimously.
- 11. DISCUSSION AND POSSIBLE ACTION ON THE APPOINTMENT OF SARA ARISS TO THE NUTRITION PROJECT COUNCIL**
Mr. Jones made a motion to approve the appointment as presented.
Mr. Wineke seconded.
Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING MAY AS AGING AND DISABILITY RESOURCE CENTER (ADRC) MONTH**
Mr. Jones made the motion to approve proclamation recognizing May as Aging and Disability Resource Center Month.
Mr. Racanelli seconded.
Motion passed unanimously.
- 13. 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 contract as listed.
Mr. Kutz seconded.
Motion passed unanimously.
- 14. RECOGNIZE TINA CRAVE FOR THE SECRETARY'S PUTTING FAMILIES FIRST AWARD FROM DCF**
- 15. QUESTIONS AND ANSWERS ON THE HUMAN SERVICES 2023 ANNUAL REPORT**
Each Division Manager gave a brief overview of their sections in the annual report.
- 16. DISCUSS POTENTIAL AGENDA ITEMS FOR THE JUNE BOARD MEETING AND PUBLIC HEARING**
- New Beginnings has reached out and plans on attending.
- 17. DIRECTOR'S REPORT**
Mr. Ruehlow reported on the following items:
- We are looking to open the boy's wing to the Maatz Center in June.
 - A local group home was recently involved in a car accident. Two of our consumers were passengers in that vehicle and have passed away. We set up critical incident debriefing procedures to support staff.
- 18. ADJOURN**
Mr. Jones made a motion to adjourn the meeting.
Mr. Kutz seconded.
Motion passed unanimously.
Meeting adjourned at 10:18 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, June 11, 2024, at 4:00 p.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103