

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**August 13, 2024**

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

**Board Members Present via Zoom:** Michael Wineke and Russell Kutz

**Others Present:** Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; County Administrator Ben Wehmeier, Assistant County Administrator Michael Luckey, Office Manager Kelly Witucki, and Pamela Abrahamsen.

- 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 AUGUST 13, 2024, AGENDA**
- 5. PUBLIC COMMENTS**  
No Comments
- 6. APPROVAL OF THE JULY 10, 2024, BOARD MINUTES**  
Mr. Racanelli made a motion to approve the July 10, 2024, board minutes.  
Mr. Lund seconded.  
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE JUNE 2024 FINANCIAL STATEMENT**  
Mr. Bellford reviewed the June financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$901,196. This balance includes our carryover from 2023, including \$650,000 from our reserve carryover. We are, at this point, \$251,915, over the budget when the reserve is excluded.
- 9. DISCUSS AND APPROVE JULY 2024 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$942,124.46 (attached).  
Mr. Lund made a motion to approve the July 2024 vouchers totaling \$942,124.46.  
Mr. Racanelli seconded.  
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACTS (CCS REGIONAL SERVICE ARRAY, SUPPORTIVE HOME CARE/RESPITE)**  
Mr. Ruehlow reported that we have three new service providers. (attached)  
Mr. Jones made the motion to approve the contracts as listed.  
Mr. Ganser seconded.  
Motion passed unanimously.
- 11. DISCUSSION AND POSSIBLE ACTION ON THE 2025 BUDGET PRESENTATION**  
Mr. Bellford and Mr. Ruehlow reviewed the budget. Mr. Ruehlow commended Mr. Bellford on all his work.

Mr. Lund made a motion to approve the Human Services budget, as presented.  
Mr. Racanelli seconded.  
Motion passed unanimously.

**12. DIRECTOR'S REPORT**

Mr. Ruehlow reported on the following items:

- Last month the board inquired on the number of Termination of Parental Rights (TPR) in 2023. Mr. Ruehlow wanted to share that total, along with totals from the previous years.

YEAR	TOTAL OF TERMINATION OF PARENTAL RIGHTS (TPR)
2019	4
2020	3
2021	19
2022	4
2023	8
2024	1 successful, 4 more that have been filed and 2 that are waiting to be filed by the attorneys.

- The signs at Human Services have been updated to where they are in both English and Spanish.
- Uniquely Wisconsin contacted Human Services to learn more about the Matz Center. They interviewed both Mr. Ruehlow, Ms. Pagel. They also interviewed staff from the Matz Center and a parent of a child who stayed there. This episode will air the weekend of August 31<sup>st</sup>.

**13. ADJOURN**

Mr. Lund made a motion to adjourn the meeting.  
Mr. Racanelli seconded.  
Motion passed unanimously.  
Meeting adjourned at 10:08 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, September 10, 2024, at 8:30 a.m.  
Jefferson County Workforce Development Center  
874 Collins Road, Room 103