

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
September 10, 2024

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

Board Members Present via Zoom:

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; County Administrator Ben Wehmeier, Assistant County Administrator Michael Luckey, Aging and Disability Division Manager ReBecca Schmidt, Community Support Program Manager Marj Thorman, Dr. Rebecca Radue, 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 SEPTEMBER 10, 2024, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE AUGUST 13, 2024, BOARD MINUTES

Mr. Racanelli made a motion to approve the August 13, 2024, board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

8. REVIEW OF THE JULY 2024 FINANCIAL STATEMENT

Mr. Bellford reviewed the June financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$896,019. This balance includes our carryover from 2023, including \$650,000 from our reserve carryover. We are, at this point, \$246,019, over the budget when the reserve is excluded.

9. DISCUSS AND APPROVE AUGUST 2024 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$709,153.30 (attached).

Mr. Wineke made a motion to approve the August 2024 vouchers totaling \$709,153.30.

Mr. Lund seconded.

Motion passed unanimously.

10. DISCUSSION AND POSSIBLE ACTION ON THE 3 YEAR AGING PLAN FOR 2025-2027

Ms. Schmidt presented on the 2025-2027 Aging Plan. The board approves it going to the public hearing.

11. INTRODUCE DR. REBECCA RADUE

Ms. Thorman, the Community Support Program Manager introduced Dr. Rebecca Radue who is our new psychiatrist for our Community Support Program (CSP).

12. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING SEPTEMBER AS “RECOVERY MONTH”

Mr. Lund made a motion to approve the proclamation recognizing September as Recovery Month.

Mr. Racanelli seconded the motion.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACTS (SHC, RESPITE, PC & COMPANIONSHIP, CHILD ALT CARE, AND CCS REGIONAL SERVICE ARRAY)

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.

14. DIRECTOR’S REPORT

Mr. Ruehlow reported on the following items:

- Presented the YouTube video by Uniquely Wisconsin video about the Matz Center.
- DCF Secretary Emilie Amundson will be stepping away. Governor Evers announced Jeff Pertl will succeed Secretary Amundson as secretary of DCF.
- First Amendment auditors are individuals that make videos of their encounters with public employees and officials. Due to this we will be putting signs up around all the buildings stating no photos or videos are allowed to protect the privacy of the individuals that come to our buildings.
- We recently started a new intern cohort. Katie Schickowski and Bri White are responsible for running that program. We recently had about 15 new interns start at the agency. They will be meeting every Monday. Each intern will do a change project and present it to the managers.
- Maintenance Supervisor, Jared Potter started with Human Services. The county is doing something new and is currently cross training Jared at all the county departments. This will allow him to help other departments when they are experiencing a shortage in staff.
- Since we presented our budget to the Human Services Board in August, we have met with Ben and Marc and have made a number of changes to our proposed budget for 2025. These changes were necessary to help balance out the County-wide budget, as there were still some gaps across the County. These changes were to:
 - Eliminate the conversion of a CCS Compliance position into a Lead Worker. Because this position change was funded through CCS, it did not impact any tax levy dollars. However, with the request to add additional CCS Lead Workers, we do not think the Compliance change is necessary at this time.
 - Reduce the Legal Rep (JET) costs. We have been working hard with a number of parties to control these costs this year. We have a few options to limit them in 2025. These costs are funded in-part, about 25%, by DCF grant funding. Our original 2025 budget request had \$255,759 of legal costs for this project and \$66,497 of funding DCF to offset them, for a net levy total of \$189,292. We reduced our 2025 budget request from the \$255k in costs to \$125,000. This reduced our DCF revenue to \$32,500, resulting in \$92,500 of levy, which is a levy decrease of \$96,792.
 - The Finance Committee approved a change in COLA’s for the 2025 budget. It was changed from a 3% COLA to two, separate 1.5% COLA’s, one on Jan 1 and one on July 1. This reduced our salary and wage costs and revenue in some cases. The net result of this was a tax levy savings of \$93,070.

- We reviewed some other areas where staffing costs consistently exceeded the budget. Specifically, we believe that we can reduce staffing costs for vacant positions at the Lueder House and CSP, without impacting revenue, by \$50,000 at the Lueder House and \$75,000 at CSP. This results in tax levy savings of \$125,000.
- These changes resulted in a decrease of County tax levy dollars by \$314,862 from our previous budget proposal last month.
- In total, our new revised budget is for \$42,316,701 in total expenditures, using \$9,527,140 of tax levy, a decrease in levy of \$390,922 from 2024.

15. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 10:00 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

NEXT BOARD MEETING

Tuesday, October 8, 2024, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103