

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**November 12, 2024**

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

**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, Nutrition Program Supervisor Tatiana March, Office Manager Kelly Witucki, Co-President of Atlantis Valley Foods Michael Swanson Jr., and Vice President of Atlantis Valley Foods Brian Murry.

**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 NOVEMBER 12, 2024, AGENDA**

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF OCTOBER 8, 2024, BOARD MINUTES**

Mr Racanelli made a motion to approve October 8, 2024, board minutes.

Mr. Ganser seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

Mr. Ruehlow mentioned that he will be sending out a news article to all board members regarding a recent press release. The press release, which was led by Mr. Luckey, highlights our Crisis Intervention Training (CIT) program and was featured in last night's newspaper.

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

Mr. Bellford reviewed the September financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,026,549. This balance includes our carryover from 2023, including \$650,000 from our reserve carryover. We are, at this point, \$376,549, over the budget when the reserve is excluded.

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

Mr. Bellford reviewed the summary sheet of vouchers totaling \$765,382.07 (attached).

Mr. Ganser made a motion to approve the October 2024 vouchers totaling \$765,382.07.

Mr. Kutz seconded.

Motion passed unanimously.

**10. DISCUSSION AND POSSIBLE ACTION ON THE SUBMITTED REQUEST FOR PROPOSALS FOR THE SENIOR DINING AND HOME DELIVERED MEAL PROGRAM**

Ms. Schmidt presented the two bids received for the Senior Dining and Home Delivered Meal Program: one from Feil's Catering and the other from Atlantis Valley Foods.

Mr. Jones made a motion to approve and sign a 2-year contract with Atlantis Valley Foods at a rate of \$8.50 per meal, as they were the most responsive bidder and best suited to meet the needs of the consumers in Jefferson County.

Mr. Wineke seconded.

Motion passed unanimously.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACTS (RESPITE AND CCS REGIONAL SERVICE ARRAY)**

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

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

Mr. Racanelli seconded.

Motion passed unanimously.

**12. DIRECTOR'S REPORT**

Mr. Ruehlow reported on the following items:

- A Request for Proposal (RFP) was issued for a low step van. Only one bid was received from One Nation Distribution. However, after reaching out to individuals who had previously worked with One Nation Distribution, we received two negative references from companies that had canceled their contracts with them. As a result, we will not be issuing a contract with One Nation Distribution and will instead issue a new RFP.
- The Matz Center is doing well. On November 20th, all the judges will have the opportunity to tour the Matz Center to learn more about the treatment services offered and the daily operations of the facility.
- The state recently announced that the Department of Corrections' daily rate is now \$2,300. In response to concerns about this rate, the Wisconsin County Human Services Association (WCHSA) developed a white paper addressing the issue.
- During the Director's Report, the Board Chair presented a plaque to County Administrator Ben Wehmeier in recognition of his service to the Human Services Board. The plaque acknowledged Mr. Wehmeier's dedication and contributions.

**13. ADJOURN**

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 10:06 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

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