

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

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

**Present via Zoom:** Richard Jones

**Others Present:** Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; County Administrator Ben Wehmeier, Office Manager Kelly Witucki, and Steve Ganser

- 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 FEBRUARY 13, 2024, AGENDA**
- 5. PUBLIC COMMENTS**  
No Comments
- 6. APPROVAL OF THE DECEMBER 12, 2023, BOARD MINUTES**  
Mr. Wineke made a motion to approve the December 12, 2023, board minutes.  
Mr. Racanelli seconded.  
Motion passed unanimously.
- 7. COMMUNICATIONS**  
No communications
- 8. REVIEW OF THE DECEMBER 2023 FINANCIAL STATEMENT**  
Mr. Bellford reviewed the December financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,307,537. This balance does include our carryover from 2022, including \$650,000 from our reserve carryover. With this projection, we have, at this point, a surplus of \$657,537, when the reserve is excluded.
- 9. DISCUSS AND APPROVE DECEMBER 2023 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$763,278.29 (attached).  
Mr. Racanelli made a motion to approve the December 2023 vouchers totaling \$763,278.29.  
Mr. Lund seconded.  
Motion passed unanimously.
- 10. DISCUSS AND APPROVE JANUARY 2024 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,486,411.61 (attached).  
Mr. Wineke made a motion to approve the January 2024 vouchers totaling \$1,486,411.61.  
Mr. Kutz seconded.  
Motion passed unanimously.

- 11. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACTS (SHC, PC, RESPITE, CCS REGIONAL SERVICE ARRAY, AODA RESIDENTIAL SOBER LIVING, AND FOSTER CARE)**  
Mr. Ruehlow reported that we have seven new service providers. (attached)  
Mr. Jones made the motion to approve the contracts as listed.  
Mr. Racanelli seconded.  
Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION ON THE APPOINTMENT OF JOHN DONOHUE AND TODD WEIDENHOFF TO THE ADRC ADVISORY COMMITTEE**  
Mr. Wineke made a motion to approve the appointments as presented.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 13. DISCUSSION AND POSSIBLE ACTION ON THE 2024 BILLING RATES**  
Mr. Bellford reviewed the 2024 services rates. (attached)  
Mr. Racanelli made the motion to approve the rates as listed.  
Mr. Wineke seconded.  
Motion passed unanimously.
- 14. DISCUSSION AND POSSIBLE ACTION ON BUDGET CARRY OVER REQUESTS**  
Mr. Bellford reviewed the “Final Non-Lapsing and Carryover of Fund Balances Request for the year ending December 31, 2023.” The carryover requests as presented will be sent to the Finance Committee and County Board for approval. (attached)  
Mr. Jones made a motion to approve the carryover requests as presented and be sent to the Finance Committee and County Board for approval.  
Mr. Lund seconded.  
Motion passed unanimously.
- 15. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**  
Mr. Wineke made the motion to approve proclamation recognizing April as Child Abuse Prevention Month.  
Mr. Lund seconded.  
Motion passed unanimously.
- 16. DIRECTOR’S REPORT**  
Mr. Ruehlow reported on the following items:
- We continue to run into issues with Feil’s catering for home delivered meals. We have a clause in the contract that we will discount our monthly payments based on recouping our costs due to having to purchase items that were missing or replacing items that did not meet the temperature guidelines.
  - We are added a new congregate meal site in Lake Mills at City Hall.
  - Matz Center opened in January. Since opening we have had 3 admissions and 7 signed contracts.
  - Mr. Ruehlow held a Listening Session on February 8th. This allowed staff the opportunity to share how they felt things were going, what changes they would like to see, etc. We got a lot of good feedback.

- Due to the growth of the CLTS program, we added another CLTS supervisor. We are excited to announce that Darci Wubben has accepted that position. Darci is currently one of our CLTS Support and Services Coordinators.

**17. ADJOURN**

Mr. Lund made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:30 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

**NEXT BOARD MEETING**

Tuesday, March 12, 2024, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103