

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

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

**Present via Zoom:** Richard Jones, and County Administrator Ben Wehmeier

**Others Present:** Director Brent Ruehlow, Administrative Services Division Manager Brian Bellford, Assistant County Administrator Michael Luckey, and Office Manager Kelly Witucki

- 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 MARCH 12, 2024, AGENDA**  
Mr. Jones moved Agenda item #11 to be after Agenda #7.
- 5. PUBLIC COMMENTS**  
No Comments
- 6. APPROVAL OF THE FEBRUARY 13, 2024, BOARD MINUTES**  
Mr. Wineke made a motion to approve the February 13, 2024, board minutes.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 7. COMMUNICATIONS**  
Mr. Ruehlow shared a letter that came in from a guardian from Compass Guardianship. The letter expresses their appreciation and gratitude in the work that Mardy Juhl and the CSP team has been doing for one of our CSP consumers.
- 8. REVIEW OF THE FINAL 2023 FINANCIAL STATEMENT**  
Mr. Bellford reviewed the final financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,671,405. This balance does include our prepaid adjustments (purchases made in 2023 that we have to expense in 2024 of \$332,070), leaving \$1,339,335 of unreserved fund balance. Our carryover request was \$1,293,256, leaving approximately \$46,079 to lapse.
- 9. DISCUSS AND APPROVE FEBRUARY 2024 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$915,901.39 (attached).  
Mr. Kutz made a motion to approve the February 2024 vouchers totaling \$915,901.39).  
Mr. Lund seconded.  
Motion passed unanimously.

**10. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACTS (ADAPTIVE AIDS-VEHICLE, AODA RESIDENTIAL, CCS REGIONAL SERVICE ARRAY, AND MENTORING CHIPS AND JUVENILE)**

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

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

Mr. Racanelli seconded.

Motion passed unanimously.

**11. PRESENTATION ON MOTIVATIONAL INTERVIEWING**

Michelle Rushton & Elizabeth Shropshire presented on motivational interviewing.

**12. DIRECTOR'S REPORT**

Mr. Ruehlow reported on the following items:

- Mr. Ruehlow welcomed Steve Ganser to the board.
- For County Board we have three budget amendments which include converting a part time EMH worker to a part time APS worker. The second one would be eliminating a CCS Facilitator position and create Compliance position. The third would be creating a part time Nutrition Site Manager position due to Waterloo choosing not to extend their contract.
- Office space continues to be an issue at the agency. We will be renting additional office space in Watertown at the Collective.
- Our Employee Luncheon is scheduled for May 8<sup>th</sup> from 11:30-1:00 at the Fairgrounds. Mr. Ruehlow extended the invite to the board members.
- Update on the Matz Center. We currently have 7 placements. Four of those placements are from Jefferson County, one from Milwaukee County, one from Dodge County, and one from Walworth County.

**13. ADJOURN**

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:35 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

**NEXT BOARD MEETING**

Tuesday, April 9, 2024, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103